

February 6, 2012

**ECONOMIC DEVELOPMENT COMMITTEE**

1. Military update from Jim Breitenfeld and Pete Gandy.
2. Discussion of three (3) year Workforce Investment Act Interlocal Agreement with Escambia County and Workforce Escarosa, Inc. effective July 2, 2012.
3. Discussion of accepting deed in exchange for refund of payment for parcel in Santa Rosa Industrial Park purchased by MeltPro, Inc. in 2006 and never developed.

**WORKFORCE INVESTMENT ACT  
INTERLOCAL AGREEMENT  
BETWEEN  
SANTA ROSA COUNTY BOARD OF COMMISSIONERS  
ESCAMBIA COUNTY BOARD OF COMMISSIONERS  
WORKFORCE ESCAROSA, INC.**

This Inter-Local Agreement (hereinafter Agreement) is made and entered into by and between the Santa Rosa County Board of Commissioners (hereinafter Santa Rosa), the Escambia County Board of Commissioners (hereinafter Escambia), and Workforce Escarosa, Inc. (hereinafter Escarosa). Escarosa shall act as the regional workforce investment board for the two county area which constitutes Region I for the State of Florida under Workforce Florida, Inc. (WFI), and the Department of Economic Opportunity (DEO).

**WHEREAS**, the Workforce Investment Act of 1998, Public Law 105-220 (hereinafter Act), authorizes the expenditure of federal funds for adult, dislocated workers and youth programs as locally determined by Escarosa in coordination with Escambia and Santa Rosa; and

**WHEREAS**, the counties of Santa Rosa and Escambia were designated by the Governor of the State of Florida in 1996, as a two county Region.

**NOW**, therefore, the parties to this Agreement hereby agree:

**I. Designation of Region I, Local Regional Workforce Board**

A) Escambia and Santa Rosa agree to the designation of the two counties as Region I for the delivery of services under the Act and consent to the continuation of Escarosa for the purposes of setting policy and overseeing services authorized by the Act.

**II. Authorities and Responsibilities of Escambia and Santa Rosa:**

A) Santa Rosa and Escambia hereby consent to make appointments to the Board of Directors for Escarosa as described under items "B" and "C" below.

B) A general purpose business organization shall collect nominations for private sector membership for Escarosa as vacancies and expirations of terms occur in accordance with the Act and submit those nominations to Escambia and Santa Rosa in accordance with the county to be represented, for approval. Escarosa shall strive to assure that the make-up of the Board provides equitable representation of the Region. Private sector representative nominees shall be owners of business concerns, chief executives or chief operating officers of non-governmental employers, or other private sector executives who have substantial management of policy responsibility. Nominations to fill vacancies and replace Board members whose terms have expired shall be made in a way that will work to maintain equitable representation as vacancies occur.

- C) Santa Rosa and Escambia hereby agree that fifty percent (50%) of the private sector members of Escarosa shall reside and/or own a business or work in Santa Rosa County, and fifty percent (50%) of the private sector members of the Board shall reside in Escambia County.
- D) Escambia and Santa Rosa shall be responsible for the approval of the Workforce Investment Services Plan as prepared every two to five years or as required by USDOL, WFI or DEO. Escarosa shall be responsible for any notifications of change or modifications necessary to keep the Plan current, and shall submit any changes or modifications to the County Commissioners, as required for information.
- E) The Santa Rosa and Escambia County Commissioners shall review appointments made to the Youth Council by Escarosa and may make recommendations, nominations and/or appointments to the Youth Council, as they deem necessary.
- F) Each Board of County Commissioners shall identify and designate an individual to serve as their designee on the Escarosa Board of Directors. The designee shall be an ex-officio, non-voting member.
- G) Each Board of County Commissioners shall have the authority to remove a Board Member for cause which was appointed by that Commission for their specific county to the Escarosa Board of Directors. Cause may include, but is not limited to, conviction of a crime involving moral turpitude or dishonesty; and/or intentional and flagrant violation of County or Escarosa standard of conduct to include ethical violations; and/or any conduct the Commissioners determine to be detrimental to Escarosa and/or the County or to the purposes and objectives of the workforce development system. Removal of the Chair or an Officer of the Board requires approval by both Escambia and Santa Rosa County Commissioners for his/her removal

### **III. Responsibilities of Escarosa Board of Directors:**

- A) Escarosa shall prepare a Workforce Investment Services Plan (Plan) and any modifications thereof, for each two to five year planning period in accordance with the Act or as required by USDOL, WFI, or DEO, and submit that Plan for approval to Escambia and Santa Rosa.
- B) Escarosa will develop the Local Elected Official Interlocal Agreement (hereinafter Interlocal) as required by the Act, and submit to both Boards of County Commissioners for approval and signature.
- C) The By-Laws of Escarosa shall provide for up to 40 total members, of which 51% shall be private sector representatives, with the remaining membership to be composed of representatives from education, Department of Children and Family Services, veterans organizations, U.S. Military Liaison, Organized Labor, Vocational Rehabilitation, and community organizations representing the disabled population, or other related entities as required by the Act or as may be permitted or required by

state statute or regulation. The members shall be appointed for fixed terms and may serve until their successors are appointed.

- D) Escarosa shall be designated as the administrative entity, the fiscal agent and local regional workforce board with responsibilities to include, but not limited to, the oversight for the delivery of all federal employment and training services; development of an Annual Budget; establishment of the One Stop Centers; and selection of service providers, as assigned by the Act or the State of Florida.
- E) Escarosa agrees to operate in accordance with the Act and other applicable federal and state statutes and regulations.
- F) Escarosa shall negotiate and establish local performance standards with the State of Florida as required by WIA. Once standards have been negotiated and approved by Escarosa, these shall be provided to both Boards of County Commissioners for review and information.
- G) Escarosa shall select the One Stop Operator for the three One Stop Centers located in Pensacola, Milton, and Century, to be known as the Workforce Escarosa Career Centers. Escarosa shall submit the name(s) of the One Stop Operator to both Boards of county Commissioners for review. At the discretion of the County Commissioners, input may be provided and recommendations made regarding this item to Escarosa. Final selection shall be made by Escarosa. At this point in time, the One Stop Operator will continue to be a consortium of three or more of the required partners and shall include Pensacola State College, Santa Rosa County School District, Escambia County School District, Department of Economic Opportunity (DEO), Vocational Rehabilitation, and the Department of Children and Family Services. This consortium has been in place for the previous eight (8) years and continues to work well as the One Stop Operator for our Career Centers.
- H) Escarosa shall make available to the Commissioners and the general public through its website, [www.workforceescarosa.com](http://www.workforceescarosa.com): the audit conducted in accordance with OMB Circular A-133/Single Audit Act annually; Office of Compliance Monitoring reports as they occur and are received; and Board of Directors meeting packets, minutes, summary of financial statements, and budgets, as they are presented to the Board. It is also understood that the Boards of County Commissioners may direct its staff to conduct audits and monitoring of any records of Escarosa; question any expenses or items noted in the budget; attend any and all meetings; and require other information as they deem necessary.

#### **IV. Terms of Agreement:**

- A) The terms of this Agreement commence effective on the date signed by all parties and shall run through June 30, 2015. This Agreement shall automatically renew for a subsequent two year period, unless either party notifies the other of its intention not to renew, at least one hundred eighty (180) days prior to the expiration of any two year

period. Upon proper execution, the Agreement will be legally valid and binding upon date of approval.

B) This Interlocal Agreement and any subsequent amendments thereto shall become effective upon filing with the Clerks of the Circuit Court for Escambia and Santa Rosa Counties.

**ESCAMBIA COUNTY BOARD  
OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Wilson B. Robertson, Chairman

Date: \_\_\_\_\_

ATTEST: Ernie Lee Magaha  
Clerk of the Circuit Court

\_\_\_\_\_  
Deputy Clerk

BCC Approved: \_\_\_\_\_

**WORKFORCE ESCAROSA, INC.**

By: \_\_\_\_\_  
Jay Overman, Chairman

Date: \_\_\_\_\_

ATTEST: Annette D'Isa  
Secretary/Treasurer

\_\_\_\_\_

**SANTA ROSA COUNTY BOARD  
OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Jim Williamson, Chairman

Date: \_\_\_\_\_

ATTEST: Mary M. Johnson  
Clerk of the Circuit Court

\_\_\_\_\_  
Deputy Clerk

BCC Approved: \_\_\_\_\_



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Santa Rosa Administrative Offices  
6495 Caroline Street, Suite M  
Milton, Florida 32570-4592



JIM WILLIAMSON, District 1  
ROBERT A. "BOB" COLE, District 2  
W. D. "DON" SALTER, District 3  
JIM MELVIN, District 4  
R. LANE LYNCHARD, District 5

HUNTER WALKER, County Administrator  
ANGELA J. JONES, County Attorney  
JOEL D. HANIFORD, OMB Director

## MEMORANDUM

TO: Board of County Commissioners  
FROM: Angie Jones  
CC: Hunter Walker, Shannon Ogletree  
DATE: January 31, 2012  
RE: Meltpro, Inc. Industrial Park Property

Shannon Ogletree at TEAM contacted me about industrial park property purchased by Meltpro, Inc. in 2006. At the time of purchase, Meltpro committed to construct a facility on the site within twelve months of the purchase. No construction was begun, and Meltpro does not have current plans to locate on the site.

The county's deed to Meltpro includes a reverter provision if Meltpro does not comply with the construction requirement. The deed also recites that the company \$18,000 purchase price will be refunded upon the property's return to the county.

I recommend requiring a deed from Meltpro to document the return to the county and the refund of the \$18,000 purchase price, less costs associated with the transfer. Acceptance of the deed will be conditioned upon a clear title search of the property.

THIS INSTRUMENT PREPARED BY:  
THOMAS V. DANNHEISSER  
COUNTY ATTORNEY  
6495 CAROLINE STREET  
MILTON, FLORIDA 32570  
850-983-1857

COUNTY DEED

STATE OF FLORIDA  
COUNTY OF SANTA ROSA

THIS DEED made this 28 day of August, 2006, by Santa Rosa County, Florida, a political subdivision of the State of Florida, party of the first part, and Meltpro, Inc., whose address is Post Office Box 852, Milton, Florida 32572, party of the second part,

WITNESSETH, that said party of the first part for and in consideration of the sum of One and 00/100 Dollars (\$1.00) to it in hand paid by the party of the second part, receipt whereof is hereby acknowledged, has bargained, and sold to the party of the second part, its heirs, executors, administrators and assigns, forever, that certain real property, situate, lying and being in the County of Santa Rosa, State of Florida, to wit:

COMMENCE AT THE INTERSECTION OF THE EAST LINE OF SECTION 31, TOWNSHIP 2 NORTH, RANGE 27 WEST, SANTA ROSA COUNTY, FLORIDA; AND THE NORTHERLY RIGHT-OF-WAY LINE OF A CSX RAILROAD (100' R/W); THENCE RUN NORTH 00 DEGREES 24 MINUTES 57 SECONDS WEST ALONG SAID EAST LINE OF SECTION 31 FOR A DISTANCE OF 2940.49 FEET TO THE NORTHERLY RIGHT-OF-WAY LINE OF OPPORTUNITY DRIVE (75' R/W); THENCE RUN SOUTH 88 DEGREES 18 MINUTES 41 SECONDS WEST ALONG SAID NORTHERLY RIGHT-OF-WAY LINE FOR A DISTANCE OF 290.01 FEET TO THE POINT OF BEGINNING. THENCE CONTINUE SOUTH 88 DEGREES 18 MINUTES 41 SECONDS WEST ALONG SAID RIGHT-OF-WAY LINE FOR A DISTANCE OF 230.00 FEET; THENCE RUN NORTH 00 DEGREES 24 MINUTES 57 SECONDS WEST FOR A DISTANCE OF 380.00 FEET; THENCE RUN NORTH 88 DEGREES 18 MINUTES 41 SECONDS EAST FOR A DISTANCE OF 230.00 FEET TO THE WESTERLY RIGHT-OF-WAY LINE OF A PROPOSED COUNTY ROAD (60' R/W); THENCE RUN SOUTH 00 DEGREES 24 MINUTES 57 SECONDS EAST ALONG SAID PROPOSED WESTERLY RIGHT-OF-WAY LINE FOR A DISTANCE OF 380.00 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL OF LAND IS SITUATED IN SECTION 31, TOWNSHIP 2 NORTH, RANGE 27 WEST, SANTA ROSA COUNTY, FLORIDA AND CONTAINS 2.006 ACRES MORE OR LESS

Reverter Clause

In the event Meltpro, Inc., does not commence actual construction of a 6000 sq ft facility on the above described property within twelve (12) months of the date of this deed, then said property shall automatically revert to the grantor, and the purchase price shall be refunded.

THIS INSTRUMENT PREPARED BY:  
THOMAS V. DANNHEISSER  
COUNTY ATTORNEY  
6495 CAROLINE STREET  
MILTON, FLORIDA 32570  
850-983-1857

**IN WITNESS WHEREOF**, the party of the first part has caused these presents to be executed in its name by the Board of County Commissioners acting by the Chairman or Vice Chairman of said Board, the day and year aforesaid.

**SANTA ROSA COUNTY, FLORIDA**

(SEAL)

By:



Chairman

  
Clerk of Circuit Court

Notice to Purchaser - In the event this check is lost, misplaced or stolen, a sworn statement and 90-day waiting period will be required prior to replacement. This check should be negotiated within 90 days.

Date AUGUST 28, 2006

30-1/1140  
NTX

Banking Center PARKMORE

0109136 00003 002894040

MELTPRO, INC  
Remitter (Purchased By)

\$ \*\*8000.00\*\*

Pay \*\*EIGHT THOUSAND DOLLARS AND 00 CENTS\*\*

To The Order Of \*\*SANTA ROSA COUNTY\*\*  
\*\*\*\*

*Shirley White*  
Authorized Signature

Bank of America, N.A.  
San Antonio, Texas

VOID AFTER 90 DAYS

⑈ 2894040 ⑈ ⑆ 1140000191 ⑆ 001641002047 ⑈

THE ORIGINAL DOCUMENT HAS REFLECTIVE WATERMARK ON THE BACK

MELTPRO

1873

August 28, 2006 Check No 0001873

Document No.	Document Date	Amount	Discount	Net Amount
SANTA ROSA COUNTY		10,000.00	0.00	10,000.00
		Total		10,000.00

Bank of America  
ACH R/T 061000052

0001873 1873

64-5/610 GA  
607

MELTPRO  
P.O. BOX 852  
MILTON, FL 32572-0852  
850-623-2511

August 28, 2006

\*\*\*\*\*10,000.00

PAY \*\*\*\* TEN THOUSAND AND 0/100  
TO THE ORDER OF

DATE AMOUNT

SANTA ROSA COUNTY  
6495 CAROLINE STREET, SUITE G  
MILTON, FL 32570

*Shirley White*  
Authorized Signature

⑈ 001873 ⑈ ⑆ 061000052 ⑆ 003271177067 ⑈

February 6, 2012

**ADMINISTRATIVE COMMITTEE**

1. Discussion of soliciting proposals for recreational amenities/concessions on Navarre Beach.
2. Discussion of occupancy of East Milton Gymnasium by the Boys and Girls Clubs of the Emerald Coast, Inc.
3. Discussion of permitting Boys and Girls Clubs of Emerald Coast, Inc. to enclose breezeway portion of East Milton Gymnasium for programming services.
4. Discussion of use of East Milton Park and facilities for annual International Bowhunters Organization meet scheduled for March 15-18, 2012.
5. Discussion of request to National Museum of Naval Aviation for surplus T-34 aircraft for mounting/display at Administrative Center entrance.
6. Discussion of use of Navarre NatureWalk Park by Greater Navarre Beach Arts Association, Inc. for annual fall festival October 12-14, 2012.
7. Discussion of authorizing pre-application and application for U.S. Department of Transportation TIGER Grant for design of two (2) segments of SR87N from Coldwater Creek north to SR4.
8. Discussion of development of applications for Land and Water Conservation (LWC) Fund Grant and Florida Office of Greenways and Trails Grant for improvements at Bagdad Mill Site.
9. Discussion of request from property owners for placement of gate across segment of San Raphael Drive to abate illegal dumping.
10. Public Hearing items scheduled for 9:30 a.m. Thursday, February 9, 2012:

Proposed vacation of right of way described as a 300 ft. by 50 ft. road east of lots 19, 20, and 21 in Block 2 of the Hayes Height Subdivision and 50 ft. by 50 ft. on the south end east of Chavers Street as originally platted in Plat Book B, Page 75 of the Hayes Heights Subdivision, as requested by Ronald Price.

**Hunter Walker**

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**From:** Kate Wilkes [kwilkes27@gmail.com]  
**Sent:** Wednesday, November 30, 2011 12:50 PM  
**To:** Hunter Walker; Roger Blaylock; Bill Arnett  
**Subject:** Beach Concessions meeting



Hunter,

We had about thirty people at the meeting this AM. The consensus was that the Navarre Beach Park should be limited to expanding the Marine Science Station, including a sea turtle conservation center, continuing with the entire Marine Sanctuary project and include an observation area. The group also thought that an RFP for a movable snack bar which fits in with the beach look - the look of the pavillions- might be a good idea. They would want it located in the new park not where the slide was.

They want just a simple snack bar - no alcohol and no other concessions in the entire park.

It was also brought out and supported that a hotel on the beach was the most important issue. They agreed that the County and TEAM should help out by providing incentives and also by reaching out to restaurants, hotels and retail to provide demographics to encourage locating in Navarre and Navarre Beach.

Please call with any questions.  
Kate

--

Kate Wilkes  
Executive Director  
Santa Rosa County Tourist Development  
8543 Navarre Parkway  
Navarre, FL 32566  
850-939-8666  
[kwilkes27@gmail.com](mailto:kwilkes27@gmail.com)  
[www.floridabeachstorivers.com](http://www.floridabeachstorivers.com)

Please note: Due to Florida's very broad public records file, most written communication to or from County Employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication may be subject to public records disclosure.

**Roger A. Blaylock, P.E.**  
EXECUTIVE DIRECTOR  
**Terry W. Wallace**  
UTILITIES SUPERVISOR

# NAVARRE BEACH

WATER & SEWER DEPARTMENT

1411 UTILITY DRIVE

NAVARRE BEACH, FL 32566

*A Division of Santa Rosa County Board of Commissioners*

## MEMORANDUM

To: Roger A. Blaylock, P.E. Executive Director of Navarre Beach  
Santa Rosa County Engineer

From: Terry W. Wallace, Utility Supervisor  
Navarre Beach Water Department

Date: February 2, 2012

### **RE: Mobile Concessions on nearby beaches**

The Santa Rosa Island Authority does not allow vendors on Pensacola Beach. Vendors become Subcontractors under the Master Leaseholders on the leaseholders' property and sell Tee shirts, Ice Cream, Hot dogs, Drinks, etc. However, no food vendor is allowed in any public location.

**Okaloosa Island** does not allow food vendors on their island. Again, Condo owners and business' can allow vendors on their property.

Okaloosa does provide Board Approval for Tents, Chairs, Umbrellas, Photographers, and Wedding Planners to do business on their beach...for a price.

Beach Vendors, (the ones mentioned above) purchase a Permit for \$500 per calendar year; it is \$500 for that year and due Jan 1 of the following year. For weddings and large gatherings; individuals' 50-99 people is \$100 deposit and \$100 fee. The lady that I talked to also mentioned that they do not have someone on duty to monitor these events. There are no provisions made for food vendors on the public beach.

**Destin Beaches** have few public accesses and do not allow vendors on their beach.

While food vendors are not allowed on public beaches; they can operate on condo associations or owners property.

Neither **South Walton nor Bay County** allows vendors on "Public Beaches or Parking Lots. Vendors sell their wares on private properties (condos, hotels).

**Panama City and South Walton** has Permits for "Special Events" and also for the property owners.

**Roger A. Blaylock, P.E.**  
EXECUTIVE DIRECTOR  
**Terry W. Wallace**  
UTILITIES SUPERVISOR

# NAVARRE BEACH

WATER & SEWER DEPARTMENT

1411 UTILITY DRIVE

NAVARRE BEACH, FL 32566

*A Division of Santa Rosa County Board of Commissioners*

## **Itinerant Vendors and Mobile Concession on Navarre Beach**

- The only Mobile Concession on Navarre Beach was removed April 2002.
- Originated from the demolition of the Navarre Beach Pavilion. Operated in two designated parking spaces in the Old Pavilion Parking Lot. They sold Hot Dogs, Chips, Drinks and Snow Cones.
- There is "The Fun Shop" on "The Beach Monkey" lease property; renting Bikes, Surfboards, Kites and Kayaks. Juana's Pagoda/Sailor's Grill rents Bikes, Surfboards, Jet Ski's, and Amphibious Ultra Lite rides. Sandy Bottoms rents Scooters, has Mobile Concession Food Vendors in their Parking Lot. The Pier rents Surfboards.
- Beach Service Vendors rent umbrellas, chairs, tents and beach gear through contracts with high rise condos.
- Limits of operations for Mobile Concessions? Suggest Navarre Beach Public Parking Lots.
- Number of potential Mobile Concession Vendors? Suggest one self contained mobile concession.
- Limit of what Vendors can sell? Hours/days of operation? Suggest sunup to sundown.
- Potential Vendor for a Water Slide, Canoes, Kayaks, Jet Skis and Pontoon Boats rentals. Suggest one vendor operating in the Navarre Beach Park.

*Castro*  
*for*  
APR 27 1988

MOBILE UNIT LICENSE AGREEMENT

WHEREAS, pursuant to the Lease Termination Agreement dated the same date of this agreement, Peggy E. Mattingley ("Licensee") of Santa Rosa County ("County") have agreed that Licensee shall retain Licensee's right to operate a Mobile Unit License Agreement for a ten (10) year period,

NOW, THEREFORE, for consideration specified, the parties agree as follows:

1. Licensee shall have the right to operate a mobile unit in Navarre Beach for the purpose of selling foods, drinks, condiments, and other similar merchandise in the classification of food and drinks. Such right to operate a mobile unit shall begin on April 1, 1988, and terminate on April 1, 1998.

Licensee shall operate the mobile unit subject to the following regulations:

- a) Licensee shall comply with all applicable health regulations.
- b) Licensee shall operate the mobile unit only in public areas and not on privately leased property, unless specific written permission is given by the owner of the private property to the Licensee.
- c) The mobile unit shall not be operated in a manner that obstructs traffic.
- d) Licensee shall maintain the mobile unit in a neat and sanitary manner.

2. Licensee agrees to pay Lessor 5% of the gross income each month to be paid not later than the 10th of the following month during the term of the mobile unit. Each payment shall be accompanied by a statement sworn to by Licensee showing the sales, receipts, income, and cancellations received from the operations of said mobile unit. Licensee shall submit the statement for each month, even if there are no sales for such month.

The Licensee agrees to maintain a cash register where receipts of funds are handled and will retain the cash register's record reflecting the receipts as the same are entered on the cash register and make the same available with the right on the part of the Lessor and its agent and servants to inspect Licensee's record of sales made at any reasonable time. Also, the Licensee shall install and keep an approved set of books and records showing all receipts and disbursements in the business transactions connected with this lease. Licensee agrees to submit said books and records to Lessor on reasonable demand by Lessor; however, said books and records shall be open and available at all reasonable times for inspection by persons designated by the Lessor.

3) Licensee shall not permit any nuisance or illegal operation or course of conduct of any kind in the operation of the mobile unit.

4) Licensee agrees to exercise all reasonable safety measures in the operation of the mobile unit for the protection of the public.

5) Licensee shall maintain public liability and property damage insurance in the minimum amount of \$300,000, with such policy naming County as an additional named insured.

6) Licensee shall indemnify and save harmless Lessor for and from any claims, demands, suits, judgments, costs, liability, and expenses on account of any loss or injury occurring from the operation of the mobile unit; and if suit is brought against Lessor upon any claim pursuant to this paragraph, Licensee will upon notices of such suit, assume the defense of the suit at Licensee's expense.

7) Licensee shall pay all taxes, sales taxes, assessments, duties or other charge assessed against the mobile unit operation.

8) This Mobile Unit License Agreement may be assigned only by written authorization and approval by the Santa Rosa County Board of County Commissioners. Assignee shall assume the Licensee's obligations hereunder.

9) It is expressly agreed that if the payment required by this agreement is unpaid for fifteen (15) days after being due, or if any covenant on Licensee's part shall not be performed or observed then this agreement may be terminated by the County.

All payments not paid within fifteen (15) days of being due shall accrue interest at the rate of fifteen percent (15%).

Executed this 22nd day of April, 1988.

BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA

ATTEST:

By Leonard R. Barnes  
Chairman

Donald F. Barnes  
Clerk of Court

WITNESSES:

Peggy E. Mattingley  
PEGGY E. MATTINGLEY

STATE OF FLORIDA  
COUNTY OF SANTA ROSA

Before me personally appeared Peggy E. Mattingley to me well known and known to me to be the individual described in and who executed the foregoing instrument, and acknowledged before me that the same was executed for the purpose therein expressed.

Sworn to and subscribed before me this 20 day of April, 1988.

April E. Phelps  
Notary Public  
My Commission Expires:

Notary Public, State of Florida at Large  
My Commission Expires Dec. 14, 1991  
Bonded thru Agent's Notary Brokerage

**EXHIBIT A**  
**SCOPE OF SERVICES**

**Objective**

To create a successful, self-sustaining Boys & Girls Club in Santa Rosa County community. With your help, we hope to utilize the East Milton Park facility as our first Santa Rosa County location for our youth programs.

**Mission of the Boys & Girls Club**

To inspire and enable all young people, their families and their community to realize their full potential as productive, responsible and caring citizens.

**Purpose**

To promote the social, educational, health, leadership, and character development of boys and girls during critical periods of their growth. We provide a safe place to learn and grow, on-going relationships with caring adult professionals, life-enhancing programs, character development experiences, hope, and opportunity.

**Children Served**

- Youth in Elementary, Middle and High School up to 18 years old
- Goal of serving 80 children per day in after school programs
- 100 children per day for summer program

**Programs**

Program will be offered to children grades K-12 in the areas of education and career development, character and leadership development, computer technology, drug and alcohol prevention, the arts and sports, fitness and recreation.



**BOYS & GIRLS CLUBS  
OF THE EMERALD COAST**

*To inspire and empower all young people and their families,  
in partnership with our community, to achieve their full potential to BE GREAT.*

**CORPORATE OFFICE**

923 Denton Boulevard NW  
Fort Walton Beach, FL 32547  
Phone: (850) 862-1616  
Fax: (850) 862-7753  
www.bgcec.com

**BOARD OF DIRECTORS**

Cory Godwin, Chair

Bertram Little, Chair-Elect

Don Abrams, Vice Chair

Todd Wilkinson, Treasurer

Bonnie Morgan, Secretary

Jason Catalano

Bruce Craul\*

John Hensel

Brian Hooper

Jerry Maughan

Mike Morris

Tom Patton

\*Denotes Honorary Lifetime  
Member



February 2, 2012

Hunter Walker  
County Administrator  
6495 Caroline Street, Suite M  
Milton, FL 32570

Dear Mr. Walker,

The Boys & Girls Clubs of the Emerald Coast are prepared to take occupancy of the gym & classroom facility at the East Milton Sports Complex effective February 1, 2012.

Thank you,

Jessica L. Jarosz, MBA  
President & CEO  
Boys & Girls Clubs of the Emerald Coast

[www.bgcec.com](http://www.bgcec.com)

850/862.1616



**BOYS & GIRLS CLUBS  
OF THE EMERALD COAST**

*To inspire and empower all young people and their families,  
in partnership with our community, to achieve their full potential to BE GREAT.*

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**BOARD OF DIRECTORS**  
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Tom Patton

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Member*



February 2, 2012

Hunter Walker  
County Administrator  
6495 Caroline Street, Suite M  
Milton, FL 32570

Dear Mr. Walker,

The Boys & Girls Clubs of the Emerald Coast – Milton Unit are proposing needed capital improvements to the East Milton Sports Complex facility in order to make it a more safe and functional facility for both the BGCEC-Milton Unit and Santa Rosa County. The BGCEC, as building tenant and user, is offering to manage the capital improvement project, but would need financial support from the County, with respect to the nature of capital improvements which will increase the value and service of the County-owned facility, and also to offset the costs to our charitable service organization. After donated goods and services, we expect the full expenditure to be approximately \$40,000 and are prepared to utilize grant funding to support half of that cost. Please consider a county support commitment of \$20,000 to the Boys & Girls Clubs of the Emerald Coast in support of the capital improvement project.

I appreciate your consideration of this request and would ask that you present it to your Board of Commissioners for approval at your earliest convenience so that we can move forward in service to the youth of Santa Rosa County, specifically in East Milton.

Your continued partnership and support is greatly appreciated,

Respectfully,

Jessica L. Jarosz  
President & CEO  
Boys & Girls Clubs of the Emerald Coast  
850\*862\*1616

[www.bgcec.com](http://www.bgcec.com)

**Santa Rosa County**  
**Administrative Services/Parks Operations Department**  
6495 Caroline Street, Suite J  
Milton, Florida 32570

**APPLICATION FOR RESERVATION OF COUNTY PARK FACILITIES**

DATE(S) REQUESTED: March 15-18, 2012 \_\_\_\_\_

HOURS FROM 7:00 am \_\_\_\_\_ HOURS TO: 8:00 pm \_\_\_\_\_

PARK: East Milton Recreational Park \_\_\_\_\_

ORGANIZATION Santa Rosa County Extension 4-H and International Bowhunters Organization \_\_\_\_\_

PROFIT       NON-PROFIT       GOVERNMENT Santa Rosa County Extension

ACTIVITY SPONSOR: Santa Rosa County Extension 4-H \_\_\_\_\_

NAME OF REPRESENTATIVE: Vickie Mullins \_\_\_\_\_

ADDRESS: 6263 Dogwood Drive, Milton, FL 32570 \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_ WORK PHONE #: 850 623-3868 \_\_\_\_\_

OTR PHONE #: cell 850 637-2827 or 686-9212 \_\_\_\_\_ E-MAIL: vickiem@santarosa.fl.gov \_\_\_\_\_

ALTERNATE REPRESENTATIVE: Jaimie Hudson jaimie@carpentersdelight.net \_\_\_\_\_

ADDRESS: 5331 Woodbine Road Pace, FL 32570 \_\_\_\_\_ PHONE #: 850 748-7330 \_\_\_\_\_

**FACILITIES TO BE UTILIZED:**

- PORTABLE BUILDING(S) \_\_\_\_\_
- GYMNASIUM \_\_\_\_\_
- PAVILION(S) Between auditorium & offices \_\_\_\_\_
- FIELD(S) no more than two fields \_\_\_\_\_
- CONFERENCE CENTER \_\_\_\_\_
- HORSE ARENA/STABLES \_\_\_\_\_

**BRIEFLY EXPLAIN ALL ACTIVITIES PLANNED AT PARK.** Thursday set-up

Friday - International Archery Tournament, Community Involvement; Educational Exhibits and Displays;  
Commissioner's Challenge (archery competition) Friday evening. \_\_\_\_\_

Saturday - IBO Archery Tournament continues; National Archery in the School competition for youth in afternoon;  
archery instruction for youth and adults; educational and vendor displays and exhibits \_\_\_\_\_

Sunday - IBO Archery Tournament wraps up; Awards Ceremony \_\_\_\_\_

Everyday - Santa Rosa County Extension, 4-H, local businesses and tourism promoted through exhibits & activities \_\_\_\_\_

**WILL THERE BE ANY CHARGES ASSOCIATED WITH THE EVENT (i.e., admission fees, parking fees, etc.)?**

The only fees collected/charged are entry fees paid by participants for the IBO competition. The majority of those fees cover expenses involved with the event, the balance supports youth archery in the community \_\_\_\_\_

**Santa Rosa County**  
**Administrative Services/Parks Operations Department**  
6495 Caroline Street, Suite J  
Milton, Florida 32570

**PARTICIPANTS EXPECTED:** 600 \_\_\_\_\_

**OBSERVERS EXPECTED:** 400 \_\_\_\_\_

**\*\* Please note that the application and reservation fee are due no later than seven (7) days prior to the scheduled event, or the reservation will be cancelled.**

**SPECIAL REQUEST(S)/NEED(S):**

- GARBAGE CANS \_\_\_\_\_
- PICNIC TABLES \_\_\_\_\_
- BLEACHERS \_\_\_\_\_
- DESIGNATED PARKING AREA parking lot and area IBO in front of Gym \_\_\_\_\_
- PORTABLE RESTROOM FACILITIES we will rent these facilities from local vendor \_\_\_\_\_
- OTHER Cafeteria \_\_\_\_\_

**CONDITIONS OF APPLICATION**

1. The organization/party reserving aforementioned County park/facility agrees to provide *proof of liability insurance, if applicable and requested, to be approved by the Santa Rosa County Risk Manager.*
2. No alcoholic beverages are allowed.
3. The area must be left clean after use.
4. Event must terminate at specified time on application.
5. If reserving a pavilion, there is to be absolutely no unauthorized solicitation or selling of any type permitted at any time (to include on- and off-premises).
6. If issued a key(s) to open/close the County facilities on the day(s) reserved, the key(s) shall be for the applicant's strict use. The key(s) shall not be duplicated, and the applicant agrees to only unlock and utilize the facilities on the date(s) previously approved by the County. Moreover, the applicant agrees to return the key(s) to the Administrative Services/Parks Operations Department no later than the day following the last scheduled and approved event.

I, the undersigned, having read and being in full agreement with the above conditions governing this application, do promise to comply with all policies and rules as stated above and in Santa Rosa County Ordinance 05-11 and 07-01. I further understand that I will assume responsibility for any damages to the facility, property, or equipment, and



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Santa Rosa Administrative Offices  
6495 Caroline Street, Suite M  
Milton, Florida 32570-4592



JIM WILLIAMSON, District 1  
ROBERT A. "BOB" COLE, District 2  
W. D. "DON" SALTER, District 3  
JIM MELVIN, District 4  
R. LANE LYNCHARD, District 5

HUNTER WALKER, County Administrator  
ANGELA J. JONES, County Attorney  
JOEL D. HANIFORD, OMB Director

5

May 3, 2011

Helen I. Watson, Loan Manager  
National Museum of Naval Aviation  
1750 Radford Blvd., Suite C  
Pensacola, Florida 32508-5402

Dear Ms. Watson:

At the June 10, 2010 meeting, the Santa Rosa County Board of Commissioners requested loan of surplus T-34 training aircraft as outlined in your letter to Commissioner Salter dated April 9, 2010 for display outside the County Administrative Center located at 6495 Caroline Street, Milton, Florida.

In response to the Museum Qualification Application Questionnaire, Santa Rosa County is a general purpose local government in the State of Florida with current population in excess of 150,000 with an annual operating budget in excess of \$90 million. As noted above, the T-43 trainer will be displayed outside the County Administrative Complex which is located in the county seat of Milton, Florida.

For purposes of the Standard Loan Agreement the following is offered:

Applicant: Santa Rosa County Board of Commissioners  
6495 Caroline Street, Suite M  
Milton, Florida 32570

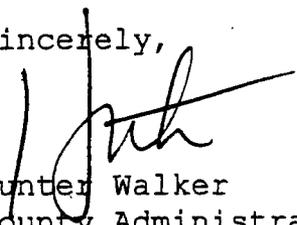
Point of Contact: Hunter Walker, County Administrator  
(850) 983-1877

Helen I. Watson, Loan Manager  
National Museum of Naval Aviation  
May 3, 2011  
Page 2

Find the attached completed assurance of compliance with Title VI of the Civil Rights Act of 1964.

Please contact this office with questions or concerns.

Sincerely,



Hunter Walker  
County Administrator

WHW

cc: Capt. Hall, Commanding Officer NAS Whiting Field

**Santa Rosa County**  
**Administrative Services/Parks Operations Department**  
6495 Caroline Street, Suite J  
Milton, Florida 32570

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**APPLICATION FOR RESERVATION OF COUNTY PARK FACILITIES**

DATE(S) REQUESTED: Friday, Oct 12 / Sat, Oct 13 / Sun, Oct 14, 2012

HOURS FROM Oct 12 - Noon to 8pm HOURS TO: Sat/Sun. 8am to 9pm

PARK: Navarre Park (next to Visitor Info Center)

ORGANIZATION Greater Navarre Beach Arts Assoc. (GNBAA)

PROFIT       NON-PROFIT       GOVERNMENT

ACTIVITY SPONSOR: GNBAA

NAME OF REPRESENTATIVE: Connie Jones, Exec. Dir.

ADDRESS: 6940 Cotton Boll Ln., Navarre, FL 32566

HOME PHONE # (850) 939-7964

WORK PHONE #: \_\_\_\_\_

OTR PHONE #: \_\_\_\_\_

E-MAIL: constance-jones@att.net

ALTERNATE REPRESENTATIVE: Will Lake

ADDRESS: Safonia Shores Rd. Navarre, FL 32566

PHONE #: (850) 637-3897

**FACILITIES TO BE UTILIZED:**

- PORTABLE BUILDING(S) \_\_\_\_\_
- PAVILION(S) All Pavilions
- CONFERENCE CENTER \_\_\_\_\_
- GYMNASIUM \_\_\_\_\_
- FIELD(S) \_\_\_\_\_
- HORSE ARENA/STABLES \_\_\_\_\_

BRIEFLY EXPLAIN ALL ACTIVITIES PLANNED AT PARK. Annual Navarre Fall Arts Festival - Event features artists, crafters, foods, music & entertainment.

WILL THERE BE ANY CHARGES ASSOCIATED WITH THE EVENT (i.e., admission fees, parking fees, etc.)?  
FREE to the Public.

PARTICIPANTS EXPECTED 50-60      OBSERVERS EXPECTED: 500-1500

\*\* Please note that the application and reservation fee are due no later than seven (7) days prior to the scheduled event, or the reservation will be cancelled.

**Santa Rosa County**  
**Administrative Services/Parks Operations Department**  
6495 Caroline Street, Suite J  
Milton, Florida 32570

**SPECIAL REQUEST(S)/NEED(S):**

- GARBAGE CANS Will provide our own.
- PICNIC TABLES Will use those on site.
- BLEACHERS \_\_\_\_\_
- DESIGNATED PARKING AREA \_\_\_\_\_
- PORTABLE RESTROOM FACILITIES Will provide our own.
- OTHER Cafeteria \_\_\_\_\_

**CONDITIONS OF APPLICATION**

1. The organization/party reserving aforementioned County park/facility agrees to provide proof of liability insurance, if applicable and requested, to be approved by the Santa Rosa County Risk Manager.
2. No alcoholic beverages are allowed.
3. The area must be left clean after use.
4. Event must terminate at specified time on application.
5. If reserving a pavilion, there is to be absolutely no unauthorized solicitation or selling of any type permitted at any time (to include on- and off-premises).
6. If issued a key(s) to open/close the County facilities on the day(s) reserved, the key(s) shall be for the applicant's strict use. The key(s) shall not be duplicated, and the applicant agrees to only unlock and utilize the facilities on the date(s) previously approved by the County. Moreover, the applicant agrees to return the key(s) to the Administrative Services/Parks Operations Department no later than the day following the last scheduled and approved event.

I, the undersigned, having read and being in full agreement with the above conditions governing this application, do promise to comply with all policies and rules as stated above and in Santa Rosa County Ordinance 05-11 and 07-01. I further understand that I will assume responsibility for any damages to the facility, property, or equipment, and will pay a fair price, as determined by the Parks Operations Department, for said damages.

Constance S. Jones  
SIGNATURE OF REPRESENTATIVE

1-16-2012  
DATE



# Department of Public Services

Santa Rosa County, Florida  
6051 Old Bagdad Highway, Suite 202  
Milton, Florida 32583  
www.santarosa.fl.gov  
Office: (850) 981-7040 Fax: (850) 623-1208



**Tony Gomillion, Director**

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## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Nancy Model, Transportation Planner  
**THROUGH:** Beckie Cato, Planning Director  
**DATE:** February 2, 2012  
**RE:** TIGER 2012 Grant

## RECOMMENDATION

That the Board approve a pre-application and final application, if the pre-app is approved, to the U. S. Department of Transportation for the referenced grant to design two segments to 4-lane State Road 87N from the TPO Boundary (Coldwater Creek) to 1,000 ft. north of SR 4. No matching funds are required from the county.

## BACKGROUND

The US Department of Transportation has just announced its fourth round of Transportation Investment Generating Economic Recovery (TIGER) grants, TIGER 2012. Rural area projects require no match and must be a minimum of \$1 million. Projects in the urbanized area require 20% match. Local governments are eligible to apply.

Staff recommends two segments of SR 87N. In December 2011, the Florida Department of Transportation (FDOT) announced funding to design the segment of SR 87 from Whiting Field to the transportation planning organization boundary (Coldwater Creek), a distance of 5.4 miles. If this application is awarded, it would provide funds to design two more segments northward, another 8.6 miles, to 1,000 ft. north of SR 4. The total cost to design the two segments is \$ 3.4 million. Pre-applications are due February 20 and final applications are due March 19, 2012. If the pre-application is not approved, staff will not pursue the final application.

**Animal Services**  
Dominic Persichini  
Director

4451 Pine Forest Road  
Milton, FL 32583  
(850) 983-4680

**Building Inspections &  
Code Compliance**  
John T. Tolbert  
Building Official

6051 Old Bagdad Hwy, Ste 202  
Milton, FL 32583  
(850) 981-7000

**Emergency Management**  
Sheryl Bracewell  
Director

4499 Pine Forest Rd  
Milton, FL 32583  
(850) 983-5360

**Community Planning,  
Zoning & Development**  
Rebecca Cato  
Director

6051 Old Bagdad Hwy, Ste 202  
Milton, FL 32583  
(850) 981-7075

**Veterans Services**  
Karen Haworth  
Director

6051 Old Bagdad Hwy,  
Ste 204  
Milton, FL 32583  
(850) 981-7155

**"One Team, One Goal, One Mission"**

Contact: Justin Nisly  
Tel.: (202) 366-4570

## **U.S. Transportation Secretary LaHood Announces Fourth Round of Funding Under Highly Successful TIGER Program**

Following President Obama's call in his State of the Union address for greater infrastructure investment as part of "An America Built to Last," U.S. Transportation Secretary Ray LaHood today announced the availability of funding for transportation projects under a fourth round of the popular TIGER (Transportation Investment Generating Economic Recovery) Discretionary Grant program. TIGER 2012 will make \$500 million available for surface transportation projects having a significant impact on the nation, a metropolitan area, or region.

The previous three rounds of the TIGER program provided \$2.6 billion to 172 projects in all 50 states, the District of Columbia and Puerto Rico. Demand for the program has been overwhelming, and during the previous three rounds, the Department of Transportation received more than 3,348 applications requesting more than \$95 billion for transportation projects across the country.

"President Obama made clear in his State of the Union address that investing in transportation means putting people back to work, and that's just what our TIGER program is doing in communities across the country," said Secretary LaHood. "Americans are demanding investments in highways, ports, commuter rail, streetcars, buses, and high-speed rail. These kinds of projects not only mean a stronger economic future for the U.S., but jobs for Americans today."

As in previous rounds, high-speed rail and intercity passenger rail projects remain eligible for funding. TIGER 2012 provides for the possibility of up to \$100 million being used toward these projects. TIGER 2012 will also continue to encourage the development of transportation projects in rural areas, providing \$120 million for rural transportation projects.

On November 18, 2011, the President signed the FY 2012 Appropriations Act, which provided \$500 million for Department of Transportation infrastructure investments. Like the first three rounds, TIGER 2012 grants are for capital investments in surface transportation infrastructure and are to be awarded on a competitive basis.

Projects will be evaluated on primary criteria that include safety, economic competitiveness, livability, environmental sustainability, state of repair and short-term job creation.

Pre-applications are due February 20 and applications are due March 19. You can click [here](#) to view the Notice of Funding Availability.

###



# Santa Rosa County Board of County Commissioners

**Sheila Harris, Special Projects/Grants Coordinator**

6495 Caroline Street, Milton, FL. 32570-4978, Phone (850) 983-1848 / Fax (850) 983-1944

## MEMORANDUM

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**TO:** Hunter Walker  
**DATE:** 02/01/2012  
**FROM:** Sheila Harris  
**RE:** Land and Water Conservation Fund (LWCF) Grant Opportunity

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Applications for LWCF projects for the Cycle Year 2011-2012 are due by March 15, 2012. LWCF funds can be used for acquiring or developing land for public outdoor recreational use. This opportunity is very similar to the Florida Recreation Development Assistance Program (FRDAP); however it is funded with federal NOAA funds and has very strict restrictions that require improved sites to be dedicated in perpetuity for outdoor recreation use. The last county project developed using LWCF funding was around 1997 for Tiger Point Park. Last year, we submitted an application for improvements to the sound side of Navarre Beach Park; however, the project did not score high enough to receive funding.

Project applications will be scored and ranked in priority and awards will be issued in the summer/fall of 2012. Available program funds for fiscal year 2011-2012 have not been determined and are contingent upon an annual appropriation to each state by Congress. If awarded, development projects must be complete within three years of approved funding agreement. Due to program restrictions and requirements, only sites for which the county currently has site control (own/lease) can be considered for development.

The maximum grant request is \$200,000 which must be matched with local in-kind, cash or land value at 100%. Based on scoring considerations and the availability of matching funds, my recommendation would be to develop an application for the Bagdad Mill Site Park Improvements Project. I would be happy to review any other potential projects to see if they meet grant requirements and to determine competitiveness before the Commissioners make a determination. Please place this on next week's agenda for discussion.

## Hunter Walker

---

**From:** Sheila Harris  
**Sent:** Wednesday, February 01, 2012 3:44 PM  
**To:** Hunter Walker  
**Subject:** Agenda Item - 2012 Rec Trails Program  
**Attachments:** Fact Sheet - Rec Trails Program 2012.pdf

Hunter,

I've discussed this grant with Vernon Compton, TDC, and we agree that we should apply for trail funds for the trail within the Bagdad Mill Site Park and also request funds for some of the trail amenities, such as the restroom. The match would be the approximately \$160k in TDC funds that have already been committed for development of the trail within the park. Can you place this on next week's agenda for discussion?

Sheila

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**From:** Birdsong, Robin [mailto:Robin.Birdsong@dep.state.fl.us]  
**Sent:** Monday, January 23, 2012 8:19 AM  
**Subject:** 2012 Rec Trails Program Submission Cycle 3/15/12 to 3/30/12

The 2012 Recreational Trails Program (RTP) Submission cycle has been announced and the website, <http://www.dep.state.fl.us/gwt/grants/>, has been updated. The Application, the Administrative Rule and other pertinent information is available on the website. RTP is a federally funded competitive grant program that provides financial assistance to agencies of city, county, state or federal governments, and organizations, approved by the State, or state and federally recognized Indian tribal governments, for the development of recreational trails, trailheads and trailside facilities.

If you have questions, please contact: Alexandra Weiss or Jai Subramanya by calling 850-245-2052 or by emailing [alexandra.weiss@dep.state.fl.us](mailto:alexandra.weiss@dep.state.fl.us) and [Jai.Subramanya@dep.state.fl.us](mailto:Jai.Subramanya@dep.state.fl.us).

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## ***OFFICE OF GREENWAYS & TRAILS FUNDING ALERT***

**The Office of Greenways & Trails announces the 2012 Recreational Trails Program submission cycle.**

The submission cycle will be open **March 15 through March 30, 2012.**

The Recreational Trails Program (RTP) is administered by the Florida Department of Environmental Protection in coordination with the U.S. Department of Transportation, Federal Highway Administration (FHWA). Grant application proposals are evaluated according to policies and procedures described in Chapter 62S-2, F.A.C. This is commonly known as the Rec Trails Rule. Applicants should familiarize themselves with these policies and procedures.

A request for financial assistance under RTP may be for development or maintenance of recreational trails; purchase of trail construction or maintenance equipment. Project proposals must address one of the following **recreational trail** interests:

2/1/2012

- Motorized recreational trails
- Non-motorized recreational trails
- Mixed-use recreational trail projects (either motorized or non-motorized); or projects that provide for innovative corridor sharing with motorized and non-motorized recreation

RTP projects require an extensive environmental review prior to receiving authorization to begin construction. **No retroactive projects allowed.**

Project sponsors have two years to complete the project.

### **Reminder**

The Office of Greenways & Trails must receive and approve all Commencement Documentation within one year of the project agreement's execution date. In order for this to happen, the environmental process must also be completed by this date.

### **READ THE RULE**

You are highly encouraged to read the entire grant application and administrative rule prior to completing your grant application. Make sure you, as an applicant, and your project are eligible. Apply only for those projects which you know you can complete within the time requirements of the Rec Trails Rule.

### **Maximum Grant Awards for 2012**

Non-Motorized = \$200,000

Mixed-Use = \$200,000

Motorized = \$800,000

### **Submission Cycle Deadline, etc.**

Applicants must submit four copies (1 original and 3 copies) of the completed application and all supporting documents during the announced submission period. Applications must be postmarked no later than March 30, 2012.

### **Grant Application Workshops**

No workshops scheduled at this time. An OGT Alert will be sent should we hold any. Information will also be posted to our website.

Of course, we are always available to answer your questions. Please ask them!

### **Where to Find the Application, Etc.**

The Grant Application, Administrative Rule, RTP Fact Sheet and Administrative Rule are attached to this e-mail. They may also be downloaded from [www.FloridaGreenwaysAndTrails.com](http://www.FloridaGreenwaysAndTrails.com) under the Recreational Trails Program section. Hardcopies of the application may be obtained directly from the Office of Greenways & Trails.

**If you prepare the application by retyping or downloading it to your computer, the language and format used must match exactly the original application.**

The application is in Acrobat 9.0, with user rights enabled. To get the most benefit of these features, you will need to open the file in Acrobat Reader 9.0 (free from [www.adobe.com](http://www.adobe.com)). The new features enable the grant writer the ability to write the complete application directly on the computer without the hassle of either converting it to another file format or downloading, printing and typing or handwriting answers on the form. Please refer to the

attached Adobe Acrobat user tips file.

**Questions? Please ask them! Read the rule - it really will help you.**

Please feel free to contact Alexandra Weiss or Jai Subramanya at 850.245.2052.

Please feel free to share this grant opportunity announcement with others.

As always, should you no longer desire to receive OGT Funding Alerts, please let me know by e-mail, phone, or postal service.

Best of luck with your trails projects!

**Alexandra H. Weiss, CPM  
Recreational Trails Program Administrator  
Office of Greenways & Trails  
Department of Environmental Protection  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000  
850.245.2052**

*Please take a few minutes to share your comments on the service you received from the department by clicking on this link. [DEP Customer Survey](#).*

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Florida has a very broad Public Records Law. Virtually all written communications to or from Santa Rosa County Personnel are public records available to the public and media upon request. E-mail sent or received on the county system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.

# **Recreational Trails Program**

## **Florida Fact Sheet**

### **What is the Recreational Trails Program (RTP)?**

RTP is a competitive program which provides grants for projects that provide, renovate or maintain recreational trails, trailhead and trailside facilities. The Intermodal Surface Transportation Efficiency Act (ISTEA) of 1991 included the National Recreational Trails Fund Act (NRTFA) and established the National Recreational Trails Funding Program (NRTFP). The National Highway System Designation Act (NHS Act) of 1995 amended and revived the NRTFA. The Transportation Equity Act for the 21st Century (TEA-21) amended the previous legislation and provided for six years of funding. The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) replaced TEA-21. Project proposals may address the following recreational trail interests:

Motorized Trails

Nonmotorized Trails

Mixed-Use projects (either motorized, nonmotorized or a combination of both)

### **What is a "Recreational Trail"?**

The federal legislation defines a recreational trail as follows: A thoroughfare or track across land or snow, used for recreational purposes including, but not limited to, such uses as bicycling, nordic (cross-country) skiing, day hiking, equestrian activities, jogging or similar fitness activities, trail biking, overnight and long distance backpacking, roller skating, in-line skating, dog sledding, running, snowmobiling, aquatic or water activity and vehicular travel by motorcycle, four-wheel drive or all terrain, off-road vehicles.

### **How is RTP Administered?**

Florida's Department of Environmental Protection (DEP), Office of Greenways & Trails administers the program in coordination with the U.S. Department of Transportation, Federal Highway Administration (FHWA).

### **Who May Apply for RTP Funds?**

Municipal or county governments, state or federal governmental agencies, recognized state and federal Indian tribal governments, and organizations approved by the State.

### **How Do I Apply?**

Applicants must submit a completed RTP Grant Application, during the submission cycle of March 15 – March 30, 2012. Applications must be postmarked no later than March 30, 2012. Applicants may submit only one application during the submission period. Applications must involve only one project site.

**What is the Maximum Grant Amount?**

The current maximum grant amount for mixed-use projects and non-motorized projects is \$200,000. The maximum grant award amount for motorized projects it is \$800,000.

**What are the Match Requirements?**

All grant awards must be matched. In your application you choose either 50:50, 60:40 or 80:20 match. The more match provided, the more points awarded.

For example, with a \$100,000 project, your match could be any of the following:

<u>Total Project Cost</u>	<u>RTP Grant</u>	<u>Local Match</u>
\$100,000	\$50,000	\$50,000
\$100,000	\$60,000	\$40,000
\$100,000	\$80,000	\$20,000

**What Can I use to Match a RTP Grant?**

Cash and/or In-kind services.

**NOTE:** Federal agencies may match grant funds with federal funds up to 95% of total project cost.

**How are RTP Grants Awarded?**

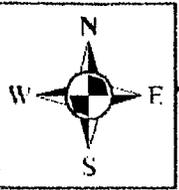
Each application is reviewed to determine eligibility. The Office of Greenways and Trails, in consultation with the RTP Advisory Committee, evaluates each eligible application according to program policy and assigns a final score. Based on the scores, DEP prepares and submits a recommended priority list to the Federal Highway Administration for funding consideration.

**Who Do I Call for More Information?**

Alexandra H. Weiss, CPM  
Recreational Trails Program  
Office of Greenways & Trails  
Department of Environmental Protection  
3900 Commonwealth Boulevard, Mail Station #795  
Tallahassee, Florida 32399-3000  
Phone: 850.245.2052  
Email: alexandra.weiss@dep.state.fl.us

Jai Subramanya  
Grants Specialist  
Email: jai.subramanya@dep.state.fl.us

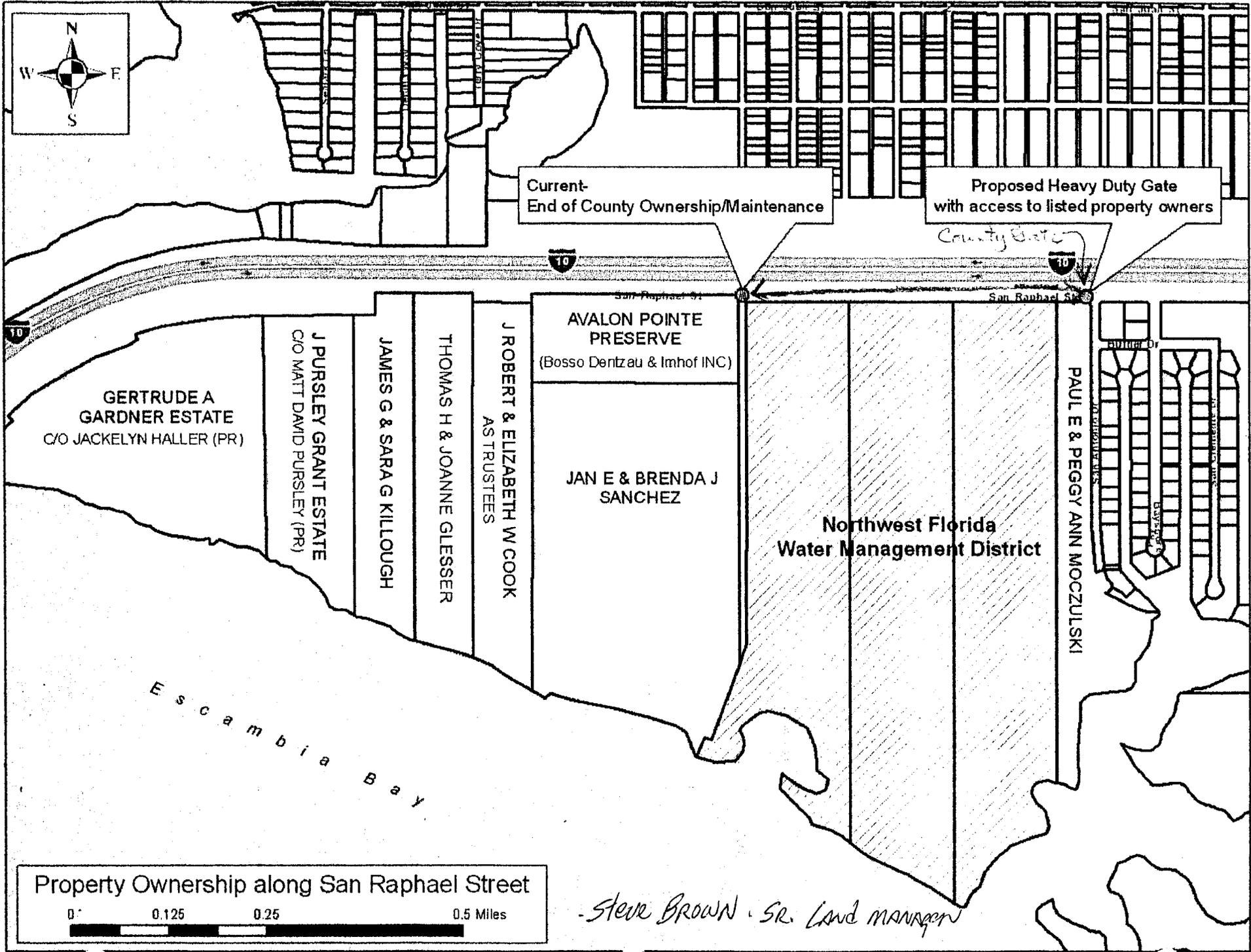
www.FloridaGreenwaysAndTrails.com



Current-  
End of County Ownership/Maintenance

Proposed Heavy Duty Gate  
with access to listed property owners

*County Gate*



GERTRUDE A  
GARDNER ESTATE  
C/O JACKELYN HALLER (PR)

J PURSLEY GRANT ESTATE  
C/O MATT DAVID PURSLEY (PR)

JAMES G & SARA G KILLOUGH

THOMAS H & JOANNE GLESSER

J ROBERT & ELIZABETH W COOK  
AS TRUSTEES

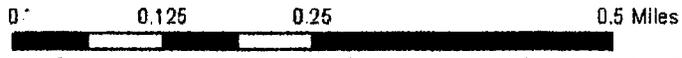
AVALON POINTE  
PRESERVE  
(Bosso Dentzau & Imhof INC)

JAN E & BRENDA J  
SANCHEZ

Northwest Florida  
Water Management District

PAUL E & PEGGY ANN MOCZULSKI

Property Ownership along San Raphael Street



*Steve BROWN, SR. Land manager*

**NOTICE OF PUBLIC HEARING**

WHEREAS, Ronald Price, has petitioned to vacate, abandon, discontinue and renounce any interest and right of the public in and to the following described property to wit:

The road right of way that lies east of the Hayes Height subdivision described as a "300 ft. by 50 ft. road right-of-way that lies east of lots 19, 20, and 21 in Block 2 of the Hayes Height Subdivision and 50 ft. by 50 ft. on the south end of the same right-of-way that lies east of the east end of Chavers Street as originally platted in Plat Book B, Page 75 of the Hayes Heights Subdivision in the public records of Santa Rosa County, Florida.

AND WHEREAS, a time and date has been established for a public hearing for the Board of County Commissioners to consider the advisability of exercising its authority pursuant to Chapter 336 of the general statutes of Florida to vacate, abandon, discontinue, renounce and disclaim any right or interest of the public in and to the above described property.

NOW THEREFORE, all interested persons and the public generally are directed that a public hearing upon the above mentioned Petition, shall be held by the Board of County Commissioners of Santa Rosa County, Florida, in the Commissioners Meeting Room in the Santa Rosa County Administrative Center located at 6495 Caroline Street, Milton, Florida on the 9<sup>th</sup> day of February, 2012, at the hour of 9:30 a.m. cst/cdst, or as soon thereafter as the matter can be considered.

All interested parties should take notice that if they decide to appeal any decision made by the Board of County Commissioners with respect to any matter coming before said Board at said meeting, it is their individual responsibility to insure that a record of proceedings they are appealing exists and for such purpose they will need to insure that a verbatim record of the proceedings is made, which record shall include the testimony and the evidence upon which their appeal is to be based. Interested parties may appear at the meeting and be heard with respect to this matter.

When this right-of-way is vacated, it will go on the tax roll and the owner/owners will be required to pay taxes on it. In most cases the property owner on one side will get one half of the right-of-way and the property owner on the other side will get the other one-half; however, there are some exceptions.

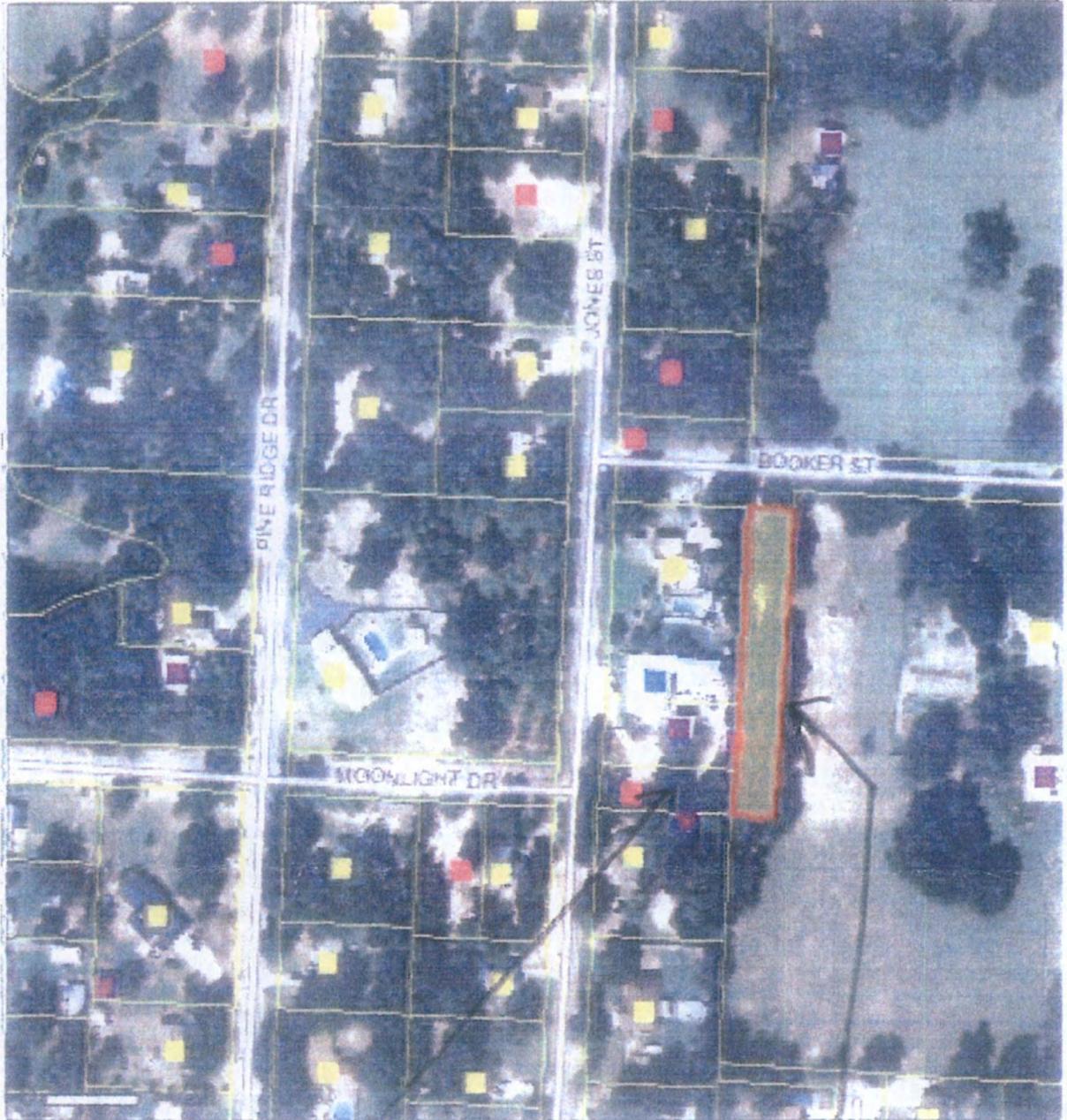
If you wish to comment on the matter and are unable to attend the meeting, you may register your comments in writing to Santa Rosa County, Administrative Services Department, 6495 Caroline Street, Suite J, Milton, Florida 32570, Attention: Tammy Simmons. They will be considered just the same as if you were present. If you have questions, you may direct them in writing to the above address or call Rebecca Welch at (850) 983-1940.



HAYES HEIGHTS  
SUB. #1690  
PLAT #225  
P.B. '8' PG. 75

← 350' x 50'

GoSpatial v3 - Santa Rosa Coui



Accepted and  
owned by Judy  
Suzanne Price.  
Formerly east  
end of Chevers Street.

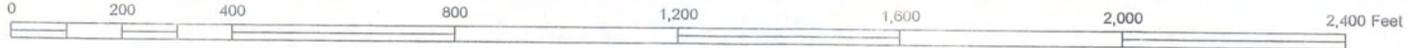
R/W vacation request  
350' x 50'

**Gregory S. "Greg" Brown, C.F.A.**  
 Santa Rosa County Property Appraiser



**SANTA ROSA COUNTY PROPERTY APPRAISER'S OFFICE  
 RIGHT-OF-WAY VACATION MAP FOR BOCC ADMINISTRATIVE SERVICES**

**SUBJECT PROPERTY AS SHOWN ON MAP AND DESCRIBED IN VACATION REQUEST**



**LEGEND**

- Selected Parcels
- 500' Radius

NOVEMBER 1955.

# ENSACOLA, FLA.

"Not in Hayes Heights Sub"

Refus

J.W.C

Bulk 2

50'

4350'

50'

100'	100'	100'	100'	100'	100'	100'	100'	100'	100'	100'	50'	145'
12 =	13 =	14 =	15 =	16 =	17 =	18 =	19 =	20 =	21 =	155'		155'
100'	100'	100'	100'	100'	100'	100'	100'	100'	100'	100'		145'
STREET												
100'	100'	100'	100'	100'	100'	100'	100'	100'	100'	100'	50'	145'
16 =	17 =	18 =	19 =	20 =	21 =	22 =	23 =	24 =	25 =	155'		155'
"	"	"	"	"	"	"	"	"	"	"		"
35 =	34 =	33 =	32 =	31 =	30 =	29 =	28 =	27 =	26 =	155'		155'
100'	100'	100'	100'	100'	100'	100'	100'	100'	100'	100'		145'
STREET												

P.R.M.

HAYES STREET



**SANTA ROSA COUNTY ENGINEERING**  
**SANTA ROSA COUNTY, FLORIDA**  
**6051 OLD BAGDAD HWY., STE. 300**  
**MILTON, FLORIDA 32583**  
www.santarosa.fl.gov

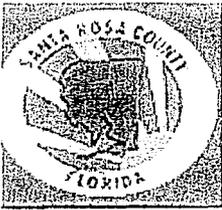
Preliminary  
Engineers Report  
February 6, 2012

Roger A. Blaylock, P.E.  
Santa Rosa County Engineer

This is a Preliminary check list:

The items listed below may be on the agenda for meeting of Board of County Commissioners of Santa Rosa County, Florida, for February 9, 2012 at 9:00 a.m. in Milton, Florida.

1. Discussion of Change Order 1 for additional days to the S.R. 1 Historic Restoration contract.  
(Attachment A)
2. Discussion of additional CEI services from Atkins for the S.R. 1 Historic Restoration project.  
(Attachment B)
3. Discussion of Task Order 27 for Professional Services for the Navarre Beach clarifier rehabilitation project to CH2M Hill.  
(Attachment C)
4. Discussion of the expansion of the Harrison Avenue HMGP drainage project.  
(Attachment D)



PROJECT: State Road 1 Historic Restoration, Multi-Use Trail

Santa Rosa County  
6495 Caroline Street, Suite M  
Milton, FL 32570

CHANGE ORDER NUMBER: 1  
Effective: February 9, 2012

TO:  
Roads, Inc. of N.W.F.  
106 Stone Boulevard  
Cantonment, FL 32533

You are directed to make the following changes in this Contract:

Contract time is extended based upon weather delays.  
No change in contract amount.

Not valid until signed by both the Owner and Architect or Engineer, if applicable.  
Signature of the Contractor Indicates his agreement herewith including any adjustment in the Contract Sum or Contract Time.

The original Contract Sum was.....	\$	1,577,232.50
Net Change by previously authorized Change Orders.....	\$	-
The Contract Sum prior to this Change Order was.....	\$	1,577,232.50
The Contract Sum will be increased by this Change Order.....	\$	-
The new Contract Sum including this Change Order will be.....	\$	1,577,232.50
The original Contract Time was.....		270 days
Net Change by previously authorized Change Orders.....		0 days
The Contract Time prior to this Change Order was.....		270 days
The Contract Time will be increased by this change order.....		46 days
The new Contract Time including this Change Order will be.....		316 days

Recommended By:  
  
Atkins  
2114 Airport Boulevard, Suite 1450  
Pensacola, FL 32504

Accepted By:  
  
Roads, Inc. of N.W.F.  
106 Stone Boulevard  
Cantonment, FL 32533

Authorized By:  
  
Santa Rosa County  
6495 Caroline Street, Suite M  
Milton, FL 32570

By: [Signature]  
Date: 1/31/12

By: [Signature]  
Date: 1/31/12

By: \_\_\_\_\_  
Date: \_\_\_\_\_

prepared by: ATKINS

**From:** Chris Phillips  
**Sent:** Tuesday, January 31, 2012 11:11 AM  
**To:** Roger Blaylock  
**Subject:** AGENDA ITEM -SR1 Additional CEI Funding and Additional Work Days CO

Roger,

Due to weather delays and the delay brought on by the changing of the approved material by SHPO, Roads Inc is seeking an additional 46 days to complete the work that we currently have funding to cover. In order to extend the contract, ATKINS is requesting an additional \$7,000 to complete the CEI and closeout the project.

I requested additional funding from FDOT to cover the cost of the remaining CEI but they denied the request as they already found additional funds to include the alternates at the beginning of the project. The additional \$7000 is the only cost that would be paid by the county for this project as it has been 100% funded (no match) by FDOT through their Transportation Enhancement Funds.

I have attached a copy of the change order request and a memo from ATKINS substantiating their cost.

**Chris Phillips, P.E.**  
**Project Engineer**  
**Santa Rosa County Engineering**  
**(850) 981-7100**

**Your ref:** SR 1 Historical Restoration/Multi Use Trail  
**Our ref:** Construction Engineering and Inspection

**Tel:** (850) 478-9844  
**Fax:** (850) 478-0620

**Chris Phillips**  
Santa Rosa County  
Engineering Department  
6051 Old Bagdad Hwy, Suite 300  
Milton, FL 32583

[Phillip.legrand@atkinsglobal.com](mailto:Phillip.legrand@atkinsglobal.com)  
[www.atkinsglobal.com/northamerica](http://www.atkinsglobal.com/northamerica)

26 Jan 2012

## Extension of Contract Time and Increase in Fee

Dear Chris,

Based upon the contractor's extension of time by 46 days or a 17% increase in contract time, Atkins is requesting an increase of \$7,000 or 14% to continue services in accordance with the basic scope. The 46 calendar days are nearly 7 weeks and we based our request upon the average hours we had planned from the beginning (1 hour per week for construction administration, 8 hours per week for on-site inspection and 7.5 hours per week for Resident Compliance Specialist).

Throughout the contract to date we have been able to achieve those planned averages while maintaining quality service to the county. As you know the monitoring of the EEO compliance has been a challenge with 25 Notices on Non-Compliance having been issued, many of which required the additional Performance Deficiency Warning to be issued and two which required the Performance Deficiency Notice to be issued. The daily on-site inspection is critical to the successful EEO program compliance ensuring adequate records are maintained on who is working and which sub-contractors. Several times we have been surprised to find new sub-contractors on site for which the required EEO and Insurance paperwork had not been submitted ahead of the sub-contractor's arrival on the job site.

I'm available at any time to sit down with you and discuss this requirement and provide any additional information you may need. Please give me a call at (850) 527-4200 or send me an e-mail at [philip.legrand@atkinsglobal.com](mailto:philip.legrand@atkinsglobal.com).



Philip J. LeGrand  
Project Manager

## **Task Order 27**

THIS TASK ORDER IS ISSUED PURSUANT TO THE STANDARD MASTER AGREEMENT FOR PROFESSIONAL SERVICES DATED FEBRUARY 24, 2000, FOR THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA, WHICH IS INCORPORATED HEREIN BY THIS REFERENCE, WITH RESPECT TO

### **Professional Engineering and Consulting Services for the Navarre Beach Wastewater Treatment Facility 42-Foot Diameter Clarifier Rehabilitation**

#### **Article A. Purpose**

Santa Rosa County's Navarre Beach Utilities (CLIENT) owns and operates the Navarre Beach Wastewater Treatment Facility (WWTF) on Navarre Beach, FL. A major upgrade to the WWTF was completed in February 2008 that included the replacement of one of the two secondary clarifiers that was severely damaged during Hurricane Ivan. The other clarifier was slated to be rehabilitated as a change order to the WWTF upgrade, but the construction was cancelled due to the lack of available funding. This clarifier was installed in 1984 and is significantly deteriorated and corroded. Because of its condition, the clarifier has been mostly offline since 2004.

The Environmental Protection Agency (EPA) recently awarded Santa Rosa County a Special Appropriations Act Project (SAAP) grant identified in the State and Tribal Assistance Grants (STAG) account of the fiscal year 2010 Appropriations Act. The grant will be used to partially fund the project, which includes rehabilitating the 42-foot diameter clarifier by removing all of the existing components within the concrete structure and installing a new center feed clarifier mechanism, access platform, and effluent launder. The project also includes modifications to the associated yard piping.

The purpose of Task Order 27 is to authorize and direct CH2M HILL to provide professional engineering services during the bidding and construction phases, and for updating the existing change-order level drawings and specification that was prepared as part of the WWTF upgrades project. A description of the scope of engineering services is provided below, which is divided into the following two primary tasks: Task 1 is for preparing the bid package, including updating the technical drawings and specifications, and Task 2 is for the services required during the bid and construction phases. Task 1 will be funded solely by Santa Rosa County and Task 2 will be partially funded by EPA.

#### **Article B. Scope of Services**

##### **Task 1-Updating the Technical Drawings and Specifications and Preparing the Bid Package**

The original drawings and specifications were prepared for the rehabilitation project as though the work would be a change order to original the WWTF Upgrades project. As such,

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the documents reference and rely upon the technical specifications and drawings that were part of the upgrades project. The change order documents, therefore, will need to be updated to incorporate additional specifications, drawings, and "front-end" documents so that it can be updated to a competitively bid, stand-alone package that includes the conditions of the EPA grant.

As part of Task 1, CH2M HILL will develop a draft (90-percent complete) bid package to include contract documents, drawings, and specifications. CH2M HILL will submit copies of the draft documents to the CLIENT and EPA for review. CH2M HILL will then incorporate the comments from the review into the final bid package and submit to CLIENT.

### **Deliverables**

Under this Task, CH2M HILL will deliver to CLIENT the following items:

- Four (4) hard copies of draft bid documents, including drawings, specifications, EPA Supplemental General Conditions, and other EPA conditions required by the SAAP grant agreement. CH2M HILL will also provide an electronic version of the drawings in PDF format.
- Three (3) hard copies of the final Construction Documents, consisting of 11-by 17-inch drawings and technical specifications. CH2M HILL will also provide an electronic version of the drawings in PDF format.

## **Task 2--Bid Phase and Construction Services**

### **Bid Phase Activities**

CH2M HILL will prepare an advertisement for the project for the CLIENT to publicize. CH2M HILL will furnish copies of the final construction documents to prospective bidders, equipment suppliers, or other interested parties at a reasonable cost paid by the recipients.

If necessary, CH2M HILL will produce addenda to the contract documents to address questions and changes discovered during the bid phase.

CH2M HILL will assist CLIENT in making the good faith efforts for obtaining the Disadvantaged Business Enterprise (DBE) goals as specified in the SAAP grant agreement.

CH2M HILL will attend the bid opening and tabulate the bid proposals, perform an analysis of the bids, and make a recommendation to the CLIENT for award of the contract pending legal review. CH2M HILL will forward a copy of the documentation to EPA.

### **Deliverables**

Under this subtask, CH2M HILL will deliver to the CLIENT the following items:

- Two (2) addenda, as necessary
- Bid tabulation and recommendation of award
- Upon selection of a Bidder by CLIENT, CH2M HILL will prepare four (4) full-size sets of the Conformed Contract Documents for distribution to CLIENT and the selected contractor

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## **Services During Construction and Project Closeout**

CH2M HILL will provide overall construction administration services and act as CLIENT's representative for construction phase activities. The services that are to be provided are listed below.

### ***Construction Administration***

CH2M HILL will verify that the required permits, bonds, and insurance have been obtained and submitted by the Contractor. CH2M HILL shall review the Contractor's applications for payment and the accompanying data and schedules. Such review shall only indicate an evaluation that, to CH2M HILL's knowledge, information, and belief, the work has progressed to the point indicated and the quality of such work is in general accordance with the Contract Documents.

CH2M HILL will coordinate the written communications among the Contractor, CH2M HILL, and CLIENT during construction. CH2M HILL will prepare written communications to the Contractor and provide recommendations to CLIENT for written communications between CLIENT and Contractor.

CH2M HILL will assist CLIENT with the preparation of up to three (3) semiannual reports as required by the SAAP grant agreement, including the final project close out report.

### ***Submittal Review***

CH2M HILL shall review, or take other appropriate action, shop drawings and samples, the results of tests and inspections, and other data that the Contractor is required to submit, for general compliance with the Contract Documents.

### ***Requests for Information (RFI)***

CH2M HILL will review the Contractor's RFIs and provide clarification of the contract for construction. CH2M HILL will coordinate such review with the design team and with CLIENT, as appropriate. CH2M HILL will coordinate and issue responses to the requests. CH2M HILL will log and track the Contractor's requests.

### ***Site Visits***

CH2M HILL shall make visits to the site to attend the preconstruction meeting and monthly construction progress meetings, as well as additional visits at key milestones during construction. The object is to assist in observing the progress and quality of the executed work of the Contractor and to assist in determining, in general, if such work is proceeding in accordance with the Contract Documents. The schedule of these site visits is anticipated to be such that it can maximize the purpose of the visit at key points during construction.

### ***Interpretation and Claims***

CH2M HILL shall advise CLIENT as to interpretations and clarifications of the Contract Documents and, in connection therewith, prepare customary change orders as required. CH2M HILL will receive, log, and notify CLIENT about letters and notices from the Contractor concerning claims or disputes between the Contractor and CLIENT pertaining to the acceptability of the work or the interpretation of the requirements of the contract for construction. CH2M HILL will review such letters and notices and will discuss them with the Contractor as necessary to understand each claim or dispute. CH2M HILL will advise CLIENT regarding the Contractor's compliance with the contract requirements for such

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claims and disputes. CH2M HILL will assist CLIENT in discussions with the Contractor to resolve claims and disputes.

### ***Final Inspections***

CH2M HILL will inspect the construction at the substantial and final completion stages. CH2M HILL will prepare up to two (2) separate punch lists of items requiring completion or correction. CH2M HILL will make recommendations to CLIENT regarding acceptance of the work based on the results of the final inspection.

### ***Record Drawings and Certifications***

CH2M HILL will coordinate the Contractor's submittal of as-built drawings, specifications, and other as-built or record documents and transmit these to CLIENT. CH2M HILL will revise the original design drawings to reflect available record information provided by the Contractor and equipment suppliers. Three (3) hard copies and one (1) CD with pdf-format drawings will be submitted to the CLIENT.

### **Assumptions and Specific Conditions**

The following assumptions have been taken into consideration in the preparation of this Scope of Services and compensation. These assumptions are based on the project scope, which is to deliver to CLIENT a completed set of construction documents, contract documents, plans, and specifications of sufficient detail to obtain a reasonably accurate bid for services to construct the proposed improvements and for the Contractor selected to be able to construct the facility and to monitor the construction of the project, and to provide post-construction services.

#### **Assumptions**

- **Bid Documents.** CLIENT will provide CH2M HILL with electronic copies of CLIENT'S standard "front end" documents that will be incorporated into the bid package, including bidding instructions, bid form template, general conditions, specific conditions, and bond forms.
- **Bid Services.**
  - It is assumed that a prebid meeting will not be required
  - The project is anticipated to bid as a single project, inclusive of all aspects of the Final Construction Documents, and does not include the prequalification of contractors prior to the bid advertisement.
  - The inquiry period for Bidders will be limited to the time specified by CLIENT, which is assumed not to exceed 30 calendar days.
  - Up to two (2) addenda will be prepared to address modifications or changes to the Contract Documents.
- **Opinions of Cost.** Opinions of costs are not included in this scope of services.
- **Litigation Services.** Services for participation in litigation or alternative dispute resolution of claims, preparation for and serving as a witness in connection with any public or private hearing or other forum related to the project and services to support,

prepare, document, bring, defend, or assist in litigation undertaken or defended by CLIENT are not a part of this proposal.

- **Review Time.** Review of draft bid documents and post-award documents will be a maximum of 20 business days by CLIENT and EPA.
- **Services During Construction.**
  - CH2M HILL will conduct a Pre-Construction meeting as part of the scope of work. During the pre-construction meeting, the Contractor will provide the project schedule that is anticipated for construction. The time required by the Contractor to construct improvements will not exceed 8 months from issuance of the Contractor's Notice to Proceed until substantial completion of construction activity and 1 additional month to obtain final completion of construction activity. CH2M HILL will notify EPA of the preconstruction meeting in the event a representative would like to attend the meeting.
  - CH2M HILL will conduct up to 6 site visits during the duration of the construction, which includes project status meetings periodic site visits to observe the construction progress.
  - CH2M HILL assumes a maximum of two (2) change orders during construction.
  - CH2M HILL will review up to 5 submittals from the Contractor, with up to one (1) resubmittal for each.
  - CH2M HILL will not have control of or be in charge of, and shall not be responsible for construction means, methods, techniques, sequences, procedures of construction or safety programs and precautions in connection with the work.
  - CH2M HILL will not be responsible for the acts or omissions of the CONTRACTOR, the CONTRACTOR's subcontractors, or any other persons performing any of the work, or for failure of any of them to carry out the work in accordance with the Contract Documents.

## Preliminary Drawing List

### PRELIMINARY DRAWING LIST

Sheet	Title
1	Cover Sheet
2	Index to Drawings and Project Map
3	Legend and Notes
4	Yard Piping Plan
5	Demolition Plan
6	Clarifier Rehabilitation Plan and Section
7	Details

## Article C. Compensation Provisions:

As compensation for providing the services described within Task Order 27, CLIENT shall pay CH2M HILL in accordance with Article 2 of the February 24, 2000, Agreement, based on CH2M HILL's Salary Costs plus 115 percent of CH2M HILL's Salary Costs for the actual time worked on the PROJECT, plus Direct Expenses plus 5 percent of Direct Expenses incurred for the Project. There will be a budget ceiling for each task in accordance with the following, which shall not be exceeded without a revision to Task Order 27:

Task 1- Updating the Technical Drawings and Specifications and Preparing the Bid Package \$28,430

Task 2-Bid Phase and Construction Services \$21,780

CH2M HILL will keep CLIENT informed of progress so that the budget and/or work effort can be adjusted if found necessary.

CH2M HILL is not obligated to incur costs beyond the indicated budgets, as may be adjusted, nor is CLIENT obligated to pay CH2M HILL beyond these limits. When any budget has been increased, CH2M HILL's excess costs expended prior to such increase will be allowable to the same extent as if such costs had been incurred after the approved increase.

## Article D. Period of Service:

The proposed schedule and milestone dates for the Project within Task Order 27 are as follows:

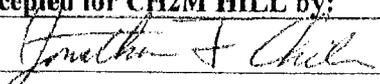
Authorization to Proceed	February 2, 2012
Termination of Task Order	February 1, 2013

## Article E. Authorized Representatives:

THE AUTHORIZED REPRESENTATIVES DESIGNATED BELOW ARE AUTHORIZED TO ACT WITH RESPECT TO TASK ORDER 27. COMMUNICATIONS BETWEEN THE PARTIES AND BETWEEN CH2M HILL'S SUBCONTRACTORS SHALL BE THROUGH THE AUTHORIZED REPRESENTATIVES:

For the BOCC of Santa Rosa, Florida	For CH2M HILL
<b>Name:</b> Roger Blaylock, County Engineer	<b>Name:</b> William J. Klaus, P.E.
<b>Address:</b> 6065 Old Bagdad Highway, Milton, Florida, 32583	<b>Address:</b> 25 W. Cedar Street Pensacola, Florida 32502
<b>Telephone:</b> (850) 981-7100	<b>Telephone:</b> (850) 438-2740 ext. 59139

# Article F. Authorization:

Task Order 27 is effective	
Accepted for CLIENT by:	Accepted for CH2M HILL by:
	
Name: ~ ~	Name: Jonathan F. Childs
Title:	Title: Operations Manager

\*\*\*\*\*

End

\*\*\*\*\*

Principals  
Wayne D. Chaliboux  
Donaldson K. Barton, Jr.  
Lucius J. Cushman, Jr.  
Jan S. Meadows  
Lawrence L. Smith, Jr.  
William T. Stone



January 20, 2012

DRMP Job # 07-0077.003

Michael W. Schmidt, P.E.  
Assistant County Engineer  
Santa Rosa County Engineering  
6051 Old Bagdad Hwy, Suite 300  
Milton, FL 32583

**Subject: Harrison Avenue Drainage Project  
Santa Rosa County, Florida**

Dear Mr. Schmidt:

Thank you for considering Dyer, Riddle, Mills & Precourt, Inc. (DRMP) to provide bidding assistance and construction observation as part of the above-referenced project. Below please find the Scope of Services.

### SCOPE OF SERVICES

#### EXHIBIT 1 SCOPE OF SERVICES

This scope involves engineering services for project enhancements related to enhancements of the project design associated with the Harrison Avenue Drainage project. Please refer to the following sections and Attachment "A" for descriptions of each task included under this scope of services.

#### Task 1 Preliminary Engineering

This task involves the following:

- Update the model to reflect existing conditions including fill of the borrow pit south of the church and connection of system from Laurel Drive.
- Assessment of improvements on Laurel Drive including regarding swales, backfilling ditch on north side of Laurel Drive and evaluation of upstream impacts to flooding of Church and on Harrison Avenue.
- Assessment of improvements on Harrison Avenue including addition of inlets, addition of cross drain pipes, and evaluation of bypass piping.
- Assessment of ditch A including piping ditch, increased pipe sizes adjustments to upstream pond, reconfiguring church ponds.
- Assessment of additional bypass flow to Oriole Beach Road.
- Assessment of improvements to Pins Lane and increasing bypass flow.
- Technical memorandum summarizing assessment for the County's files.
- Site visit and meeting with county and contractor staff.

700 South Palafox Street  
Suite 160  
Pensacola, Florida 32602  
Phone: 850.469.9077  
Fax: 850.469.9073

Boca Raton, Florida  
Charlotte, North Carolina  
Chipley Florida  
Columbia, South Carolina  
DeLand, Florida  
Fl Myers, Florida  
Gainesville, Florida  
Jacksonville, Florida  
Lakeland, Florida  
Orlando, Florida  
Panama City Beach, Florida  
Tallahassee, Florida  
Tampa, Florida

1.800.375.3767  
www.drmp.com

**Task 2 Plans Production**

Prepare all plan view, profile, cross sections, details, erosion control plans and sheets for construction for improvements at the following:

- Ditch A- Control structure adjustments and ditch piping.
- Laurel Drive- Swale piping, yard drains, and ditch piping.
- Harrison Avenue and Church Property- Additional 30 inch pipe and inlets on Harrison Avenue.
- Coordination with contractor and county to prepare change order documents.
- Additional as-built drawings reflecting new infrastructure.

Construction plans will be issued with revision clouds. Signed and sealed drawings will be provided to the County, Contractor, and Inspector.

**Task 3 Permitting**

This task involves the following:

- Attend a coordination meeting with FDEP (including minutes).
- Prepare a modification to Dredge and Fill Permit.
- Coordination with FDEP staff including site visit and follow up.
- Answer any requests for additional information.

**EXHIBIT 2 COMPENSATION**

Compensation shall be a lump sum \$32,016.50 and will include all labor and expenses to complete the work described herein. This compensation shall include reimbursement of all permit fees up to an aggregate amount of \$1,000.00. If permit fees exceed \$1,000.00 (not anticipated), then fees will be paid directly by the County.

Should you have any questions or wish to discuss this matter further, please do not hesitate to call me. DRMP greatly appreciates the opportunity to be of service to Santa Rosa County on this project.

**DYER, RIDDLE, MILLS & PRECOURT, INC.**

  
 S. Scott Early, P.E. 1/20/12  
 Sr. Associate, Engineering Manager Date

\_\_\_\_\_  
 Lane Lynchard, Chairman Date

**Santa Rosa County Commission**

ESTIMATE OF WORK EFFORT AND COST - PRIME CONSULTANT

Name of Project: Harrison Avenue Drainage  
 County: Santa Rosa  
 FPN: 07-0077.000  
 FAP No.:

Consultant Name: DRMP, Inc.  
 Consultant No.:  
 Date: 1/20/2012  
 Estimator: BAK

Staff Classification	Hours From "SH Summary - Firm"	Sr. Project Manager	Sr. Project Engineer	Project Engineer	Engineer Intern	CADD/Tech	Inspection Manager	Sr. Inspector	Inspector	Secretarial Support	0	0	0	SH By Activity	Salary Cost By Activity	Average Rate Per Task
3.1 Bidding Assistance	94	5	19	28	19	19	0	0	0	5	0	0	0	95	\$10,300	\$108.42
3.2 Public Notifications	116	6	12	23	35	35	0	0	0	6	0	0	0	117	\$11,420	\$97.61
3.3 Const Observation & Contract Maintenance	80	4	16	20	20	16	0	0	0	4	0	0	0	80	\$8,540	\$106.75
<b>Total Staff Hours</b>	<b>290</b>	<b>15</b>	<b>47</b>	<b>71</b>	<b>74</b>	<b>70</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>292</b>		
<b>Total Staff Cost</b>		<b>\$2,400.00</b>	<b>\$7,050.00</b>	<b>\$8,520.00</b>	<b>\$6,290.00</b>	<b>\$5,250.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$30,260.00</b>	<b>\$103.63</b>

Survey Field Days by Subconsultant  
 4 - Person Crew:

SALARY RELATED COSTS:		\$30,260.00
OVERHEAD:	0%	\$0.00
OPERATING MARGIN:	0%	\$0.00
FCCM (Facilities Capital Cost Money):	0.00%	\$0.00
EXPENSES:	2.50%	\$756.50
Survey (Field - if by Prime)	#REF! 4-man crew days @ \$ / day	\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>		<b>\$31,016.50</b>
<b>SUBTOTAL ESTIMATED FEE:</b>		<b>\$31,016.50</b>
Geotechnical Field and Lab Testing		\$0.00
<b>SUBTOTAL ESTIMATED FEE:</b>		<b>\$31,016.50</b>
Permit Fee		\$1,000.00
<b>GRAND TOTAL ESTIMATED FEE EXHIBIT 1:</b>		<b>\$32,016.50</b>

Notes:  
 1. This sheet to be used by Prime Consultant to calculate the Grand Total fee.

2. Manually enter fee from e 5 4 Assumes five shop drawing review.  
 8

**ADDITIONAL WORK FOR DRAINAGE ENHANCEMENTS  
HARRISON AVENUE DRAINAGE IMPROVEMENTS**

1	MOBILIZATION	1	LS	\$7,500.00	\$7,500.00
2	TYPE III SILT FENCE	400	LF	\$2.00	\$800.00
3	FLOATING TURBIDITY BARRIER	25	LF	\$25.00	\$625.00
4	CLEARING AND GRUBBING	0.6	AC	\$5,000.00	\$3,000.00
5	FILL	200	CY	\$15.00	\$3,000.00
6	CONC CLASS 1 ENDWALL	12.2	CY	\$900.00	\$10,980.00
7	TYPE C DITCH BOTTOM INLET	10	EA	\$1,505.00	\$15,050.00
8	TYPE P MANHOLE (<10')	6	EA	\$1,400.00	\$8,400.00
9	18" RCP	255	LF	\$45.00	\$11,475.00
10	24" RCP	840	LF	\$65.00	\$54,600.00
11	30" RCP	352	LF	\$66.00	\$23,232.00
12	24" MES	1	EA	\$1,000.00	\$1,000.00
13	PERFORMANCE TURF (SOD)	3000	SY	\$3.50	\$10,500.00
14	WEIR STRUCTURE WITH SKIMMER	1	LS	\$5,000.00	\$5,000.00
15	DRIVEWAY REPLACEMENT (INCLUDING P	1	LS	\$10,000.00	\$10,000.00
16	TEMPORARY EROSION CONTROL	1	LS	\$1,000.00	\$1,000.00
17	UTILITY RELOCATION WATER	1	EA	\$12,500.00	\$12,500.00
18	DEWATERING	1	LS	\$10,000.00	\$10,000.00
19	12-INCH YARD DRAIN	380	LF	\$30.00	\$11,400.00
20	YARD DRAIN INLETS	10	EA	\$300.00	\$3,000.00
21	TYPE C INLET WITH SKIMMER	1	EA	\$4,000.00	\$4,000.00
22	CONNECT TO EXISTING STRUCTURE	3	EA	\$1,200.00	\$3,600.00
	SUBTOTAL				<b>\$210,662.00</b>
	CONTINGENCY 25%				\$52,665.50
	TOTAL				<b>\$263,327.50</b>

## AGENDA

**Santa Rosa County  
Public Services Committee  
Meeting, February 6, 2012, 9:00 A.M.**

### DEVELOPMENT SERVICES

1. Recommend approval to schedule a Public Hearing to amend the language of County Ordinance 2006-37, regarding changes to the Wind Borne Debris Line in accordance with the 2010 Florida Building Code.
2. Recommend approval of proposed agreements to continue Santa Rosa Transit service through November 30, 2012, and authorize chairman to sign all related documents.
3. Recommend approval of request to amend the Land Development Code.
4. Discussion of request from Charles Liberis.
5. Recommend approval of the Neighborhood Stabilization Program Plan and developer agreement modifications.



# Santa Rosa County Development Services



Beckie Cato, AICP  
Planning and Zoning Director

Tony Gomillion  
Public Service Director

Rhonda C. Royals  
Interim-Building Official

## MEMORANDUM

TO: Tony Gomillion, Public Services Director

FROM: Rhonda Royals, Interim-Building Official

SUBJECT: Request for advertisement of a Public Hearing

DATE: January 30, 2012

## RECOMMENDATION

Request Board approval to schedule a Public Hearing to amend language of County Ordinance 2006-37, in reference to Section 102.9 Wind Borne Debris Line. Please see attached document for requested change.

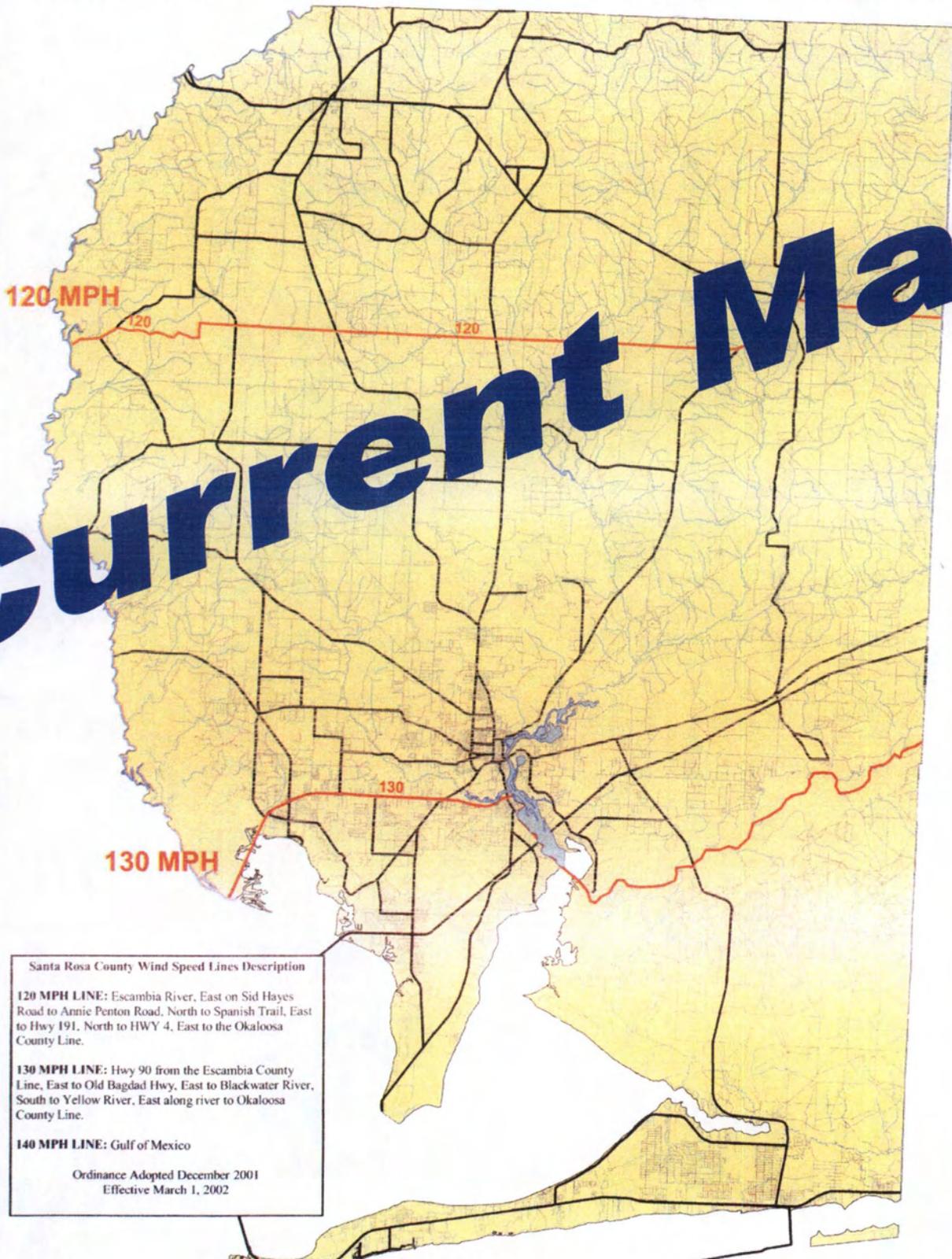
## BACKGROUND

The current maps have been in effect since October 25, 2007, but recent Florida Building code changes dictate that new maps be adopted locally. The changes also grouped building occupancies together and require a separate map for each risk category. The current map, as well as, the future maps are attached. The practical effect of the wind borne debris lines is the requirement of impact resistant glazing or impact coverings for residential structures and additional construction standards for high risk facilities, such as hospitals, emergency shelters or water treatment facilities.

Santa Rosa County Public Service Complex  
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583  
[www.santarosa.fl.gov](http://www.santarosa.fl.gov)  
Office: (850) 981-7000

# Santa Rosa County Wind Speed Lines

**Current Map**



**Santa Rosa County Wind Speed Lines Description**

**120 MPH LINE:** Escambia River, East on Sid Hayes Road to Annie Penton Road, North to Spanish Trail, East to Hwy 191, North to HWY 4, East to the Okaloosa County Line.

**130 MPH LINE:** Hwy 90 from the Escambia County Line, East to Old Bagdad Hwy, East to Blackwater River, South to Yellow River, East along river to Okaloosa County Line.

**140 MPH LINE:** Gulf of Mexico

Ordinance Adopted December 2001  
Effective March 1, 2002

**140 MPH**

Gulf of Mexico



Prepared by the GeoPlan Center, University of Florida for the Florida Department of Community Affairs, Codes and Standards Division, pursuant to s. 1606.6 of the Florida Building Code.



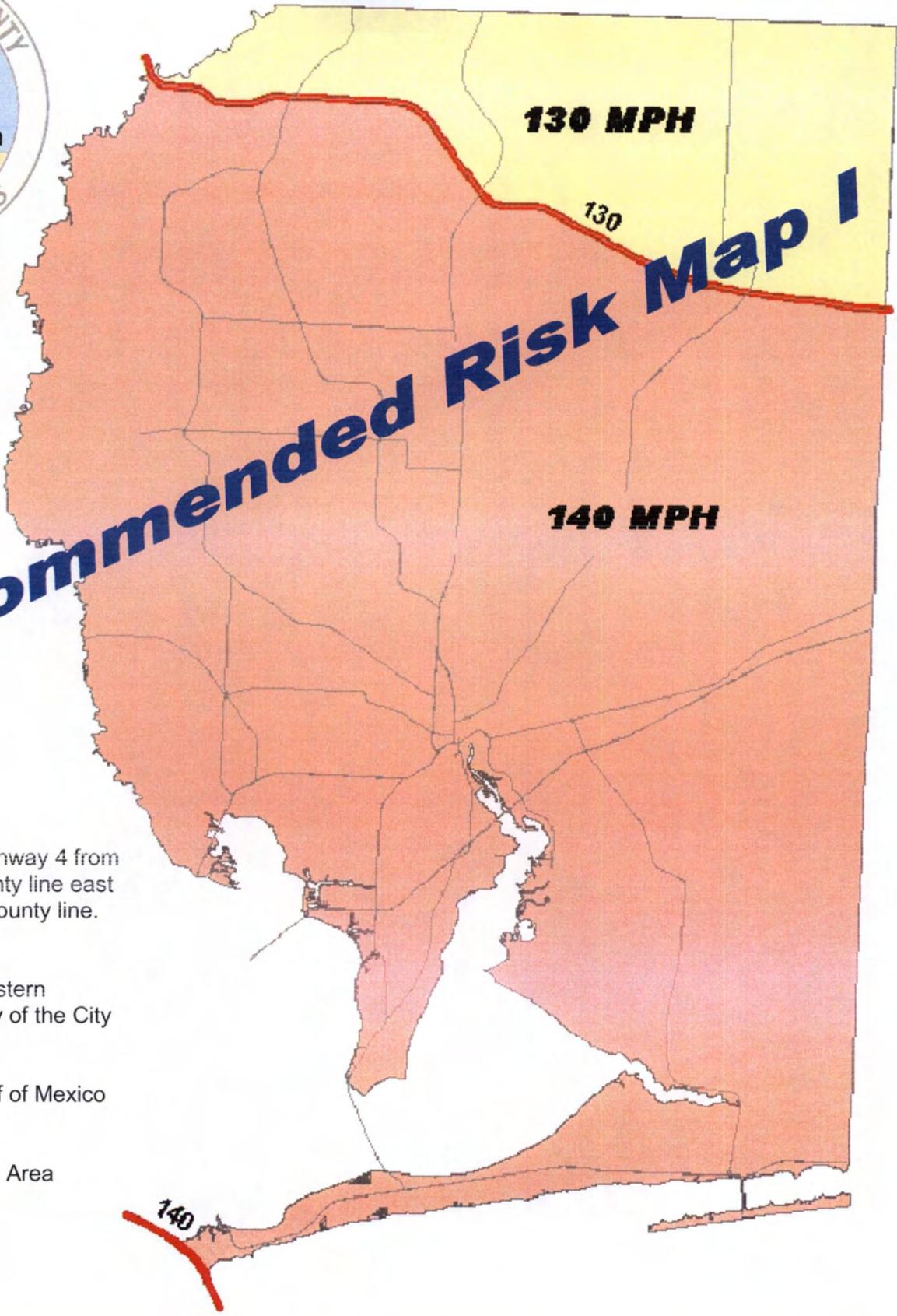
**Santa Rosa County Wind Speed Lines**

- Santa Rosa Wind Speed Lines
- Major Roads
- USGS 1:24,000 Roads
- Streams
- Major Rivers
- County Boundary



# Recommended Risk Map I

-  **130 mph line**- Highway 4 from the Okaloosa County line east to the Escambia County line.
-  **140 mph line**- Western shoreline boundary of the City of Gulf Breeze.
-  **150 mph line**- Gulf of Mexico
-  Wind Borne Debris Area

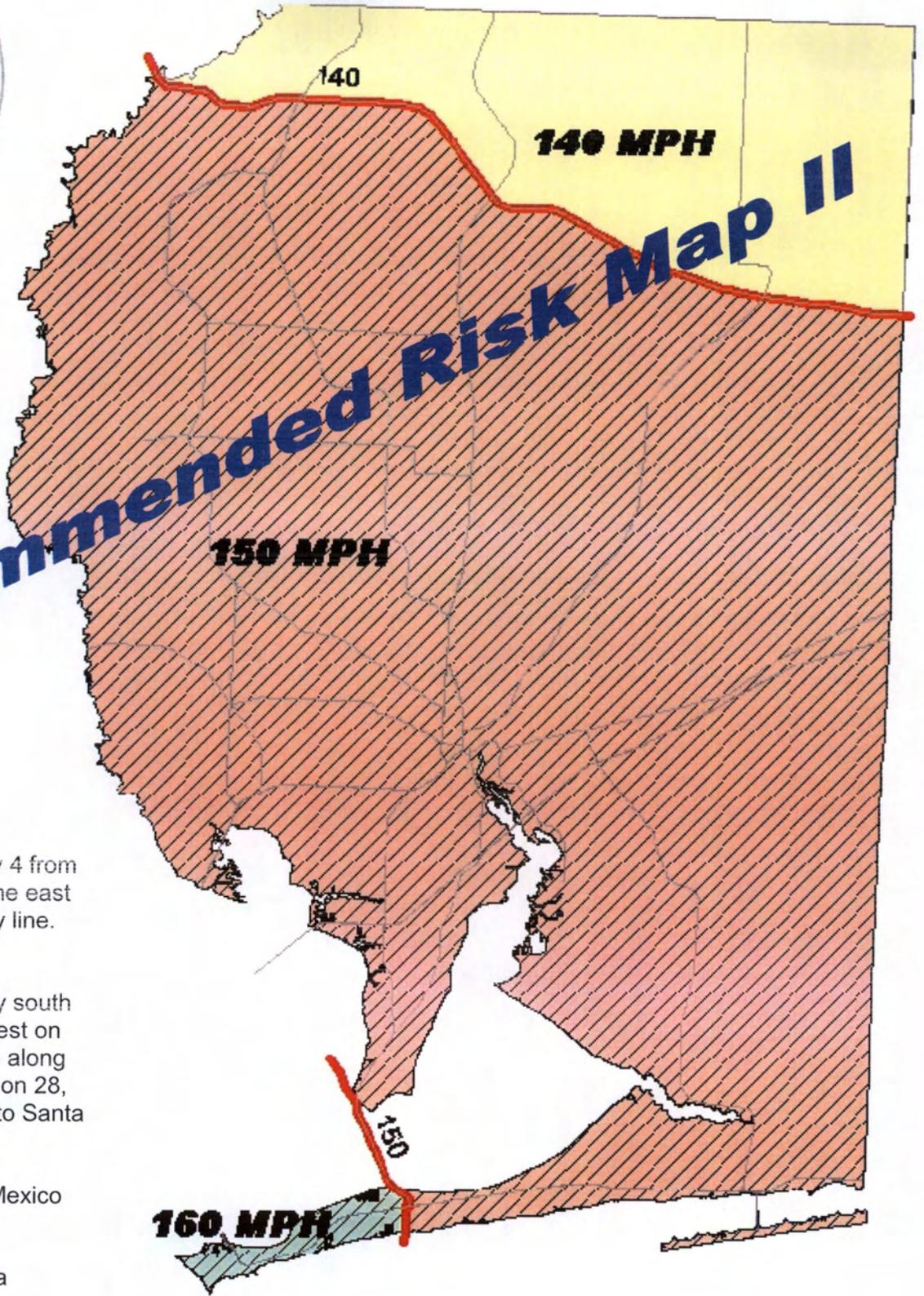


**Risk Category I**- Buildings as defined in Table 1604.5, buildings and other structures that represent low hazard to human life in the event of failure, including but not limited to: agricultural facilities, certain temporary facilities, minor storage facilities and screen enclosures.



# Recommended Risk Map II

-  **140 mph line**- Highway 4 from the Okaloosa County line east to the Escambia County line.
-  **150 mph line**- East Bay south on Avalon Boulevard west on Highway 98, then south along the western line of section 28, township 2S, range 28 to Santa Rosa Sound.
-  **160 mph line**- Gulf of Mexico
-  **Wind Borne Debris Area**

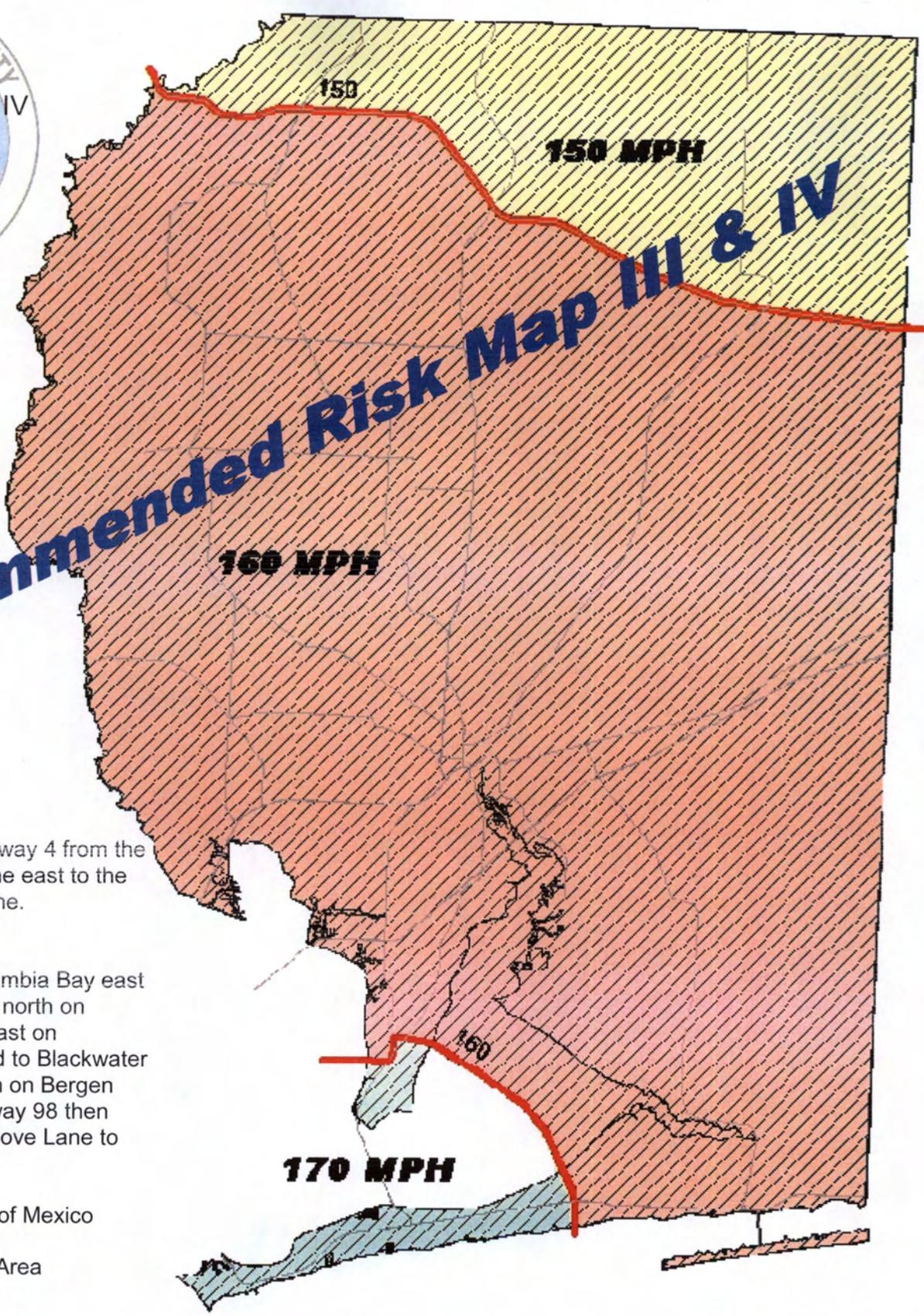


**Risk Category II-** Buildings as defined in Table 1604.5, Buildings and other structures except those listed in Risk Categories I, III, and IV. This category includes single family residences.



# Recommended Risk Map III & IV

- 
**150 mph line-** Highway 4 from the Okaloosa County line east to the Escambia County line.
- 
**160 mph line-** Escambia Bay east on Roughton Road, north on Avalon Boulevard east on Dickerson City Road to Blackwater Bay. East Bay south on Bergen Road east on Highway 98 then south on Conover Cove Lane to Santa Rosa Sound.
- 
**170 mph line-** Gulf of Mexico
- 
**Wind Borne Debris Area**



**Risk Category III and IV-** Buildings as defined in Table 1604.5, Buildings and other structures that represent a substantial hazard to human life in the event of failure, including but not limited to: public assemblies, educational facilities with an occupancy greater than 250, colleges with an occupancy greater than 500, or Group I-2 occupancies; emergency responder facilities, including fire rescue and other structures having critical national defense functions.

**Recommended change for Ordinance 2006-37, section 102.9**

**Basic Wind Speed and Wind-borne Debris.** Pursuant to Section 1609.1.1 of the Florida Building Code or FBC the following basic wind speed lines and windborne debris region are hereby established in Santa Rosa County:

**Wind-borne Debris Region-** Areas within hurricane-prone regions located:

- 1) Within 1 mile (1.61 km) of the coastal mean high water line where the ultimate design wind speed  $V_{ult}$  is 130 (48 m/s) or greater; or
- 2) In areas where the ultimate design wind speed  $V_{ult}$  is 140 mph (53 m/s) or greater.

For Risk Category II buildings and structures and Risk Category II buildings and structures, except health care facilities, the windborne debris region shall be based on FBC Figure 1609A. For Risk Category IV buildings and structures and Risk Category III health care facilities, the windborne debris region shall be based on FBC Figure 1609B.

**Risk Category I-** Buildings as defined in Table 1604.5, buildings and other structures that represent low hazard to human life in the event of failure, including but not limited to: agricultural facilities, certain temporary facilities, minor storage facilities and screen enclosures.

**130 mph line-** Highway 4 from the Okaloosa County line east to the Escambia County line.

**140 mph line-** Western shoreline boundary of the City of Gulf Breeze.

**150 mph line-** Gulf of Mexico

**Risk Category II-** Buildings as defined in Table 1604.5, Buildings and other structures except those listed in Risk Categories I, III, and IV. This category includes single family residences.

**140 mph line-** Highway 4 from the Okaloosa County line east to the Escambia County line.

**150 mph line-** East Bay south on Avalon Boulevard west on Highway 98, then south along the western line of section 28, township 2S, range 28 to Santa Rosa Sound.

**160 mph line-** Gulf of Mexico

**Risk Category III and IV-** Buildings as defined in Table 1604.5, Buildings and other structures that represent a substantial hazard to human life in the event of failure, including but not limited to: public assemblies, educational facilities with an occupancy greater than 250, colleges with an occupancy greater than 500, or Group I-2 occupancies; emergency responder facilities, including fire rescue and other structures having critical national defense functions.

**150 mph line-** Highway 4 from the Okaloosa County line east to the Escambia County line.

**160 mph line-** Escambia Bay east on Roughton Road, north on Avalon Boulevard east on Dickerson City Road to Blackwater Bay. East Bay south on Bergen Road east on Highway 98 then south on Conover Cove Lane to Santa Rosa Sound.

**170 mph line-** Gulf of Mexico



## Department of Public Services

Santa Rosa County, Florida  
6051 Old Bagdad Highway, Suite 202  
Milton, Florida 32583  
www.santarosa.fl.gov  
Office: (850) 981-7040 Fax: (850) 623-1208



**Tony Gomillion, Director**

### **MEMORANDUM**

**TO:** Board of County Commissioners  
**FROM:** Nancy Model, Transportation Planner *NM*  
**THROUGH:** Beckie Cato, Planning Director  
**DATE:** January 31, 2012  
**RE:** Santa Rosa Transit Agreements

### **RECOMMENDATION**

That the Board authorize the Chairman to sign the attached proposed agreements to continue Santa Rosa Transit service through November 30, 2012.

### **BACKGROUND**

Two agreements established the Santa Rosa Transit Pilot Program in December 2010: (1) between the county and Florida – Alabama Transportation Planning Organization and (2) between the county and Pensacola Bay Transportation, LLC. Both agreements expired on December 7, 2011. At that time the Board approved extension of the agreements through March 31, 2012. On January 12, 2012, the Board approved service to continue through November 30, 2012. Since the agreements to extend service to March 31, 2012 have not yet been executed, staff requests the Board to authorize the Chairman to sign the attached proposed agreements to continue service through November 30, 2012. The agreements would expire one year from signature.

Major changes from the previous agreements are as follows:

- Continues the service with schedule changes through November 30, 2012.
- Provides up to \$16,000 match for the second year.
- Increases the frequency of ride checks (number of passengers on and off at each stop) from quarterly to monthly, to better monitor bus stop usage.
- Adds requirement for E-Verify to verify the employment eligibility of employees hired by the county, Pensacola Bay Transportation, or their contractors during the term of the agreements.

**AGREEMENT FOR OPERATION OF  
JOB ACCESS AND REVERSE COMMUTE PROGRAM**

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2010 2012  
by and between the Santa Rosa County, Florida, a political subdivision of the State of Florida,  
and the Florida-Alabama Transportation Planning Organization, a local government entity of the  
State of Florida, hereinafter referred to as "TPO".

**WHEREAS**, the TPO has applied for Federal Transit Administration Job Access and  
Reverse Commute Program, hereinafter referred to as "JARC" and/or "PROGRAM," funds and  
acquired vehicles for the PROGRAM which consists of providing work related transportation for  
low income individuals; and

**WHEREAS**, the TPO wishes to engage Santa Rosa County as a qualified management  
team with supporting assets and knowledge appropriate to the conduct and operation of the  
JARC PROGRAM; and

**WHEREAS**, Santa Rosa County wishes to ~~engage in a pilot program~~ continue Santa  
Rosa Transit service using JARC funds through November 30, 2012 with schedule  
modifications; and

**WHEREAS**, Santa Rosa County is capable of providing public transportation  
management services and supporting assets;

**NOW THEREFORE**, in consideration of the foregoing recitals and covenants and  
agreements of each of the parties, the parties hereto do agree that the TPO hereby contracts with  
Santa Rosa County, and Santa Rosa County hereby agrees, to manage and operate the JARC  
PROGRAM upon the terms and conditions hereinafter set forth.

**I. TPO Duties**

The TPO's duties shall include, but shall not be limited to, the following:

A. TPO shall provide overall approval of the JARC PROGRAM, including final approval of PROGRAM services, under general direction of the TPO and Santa Rosa Board of County Commissioners.

B. TPO shall provide certain funding of the JARC PROGRAM, as hereinafter set forth; and shall complete all purchases consistent with the TPO Procurement Practices Manual.

C. TPO shall provide vehicles for the operation of the PROGRAM, through an agreement between the TPO and the operator, Pensacola Bay Transportation. Vehicle maintenance is more fully detailed in the lease agreement between the TPO and Pensacola Bay Transportation.

D. TPO shall provide transit planning assistance to Santa Rosa County and shall annually update the Transportation Disadvantaged Service Plan, which is required to maintain eligibility for Federal Transit Administration funding; and shall use Santa Rosa County reports to provide monthly performance updates to the TPO, its advisory committees, and citizens.

## **II. Santa Rosa County's Duties**

Santa Rosa County's duties shall include, but shall not be limited to, the following:

A. Santa Rosa County shall provide executive and administrative management of the JARC PROGRAM; including contracting, hiring, paying, supervising, assigning, and discharging all personnel necessary to the proper functioning of the JARC PROGRAM.

B. Santa Rosa County shall organize public relations promotions, prepare budgets, analyze and manage financial and administrative matters pertaining to the operation of the PROGRAM, and provide clerical, statistical and bookkeeping support.

C. Santa Rosa County shall operate the JARC PROGRAM as a pilot program to provide

work related transportation for low income individuals in the Florida-Alabama TPO service area who cannot access transportation through the coordinated system, as approved by the TPO; including but not limited to the conduct of driver training and testing; provision of recommendations for service modifications; vehicle maintenance; and all other duties designated from time to time by the TPO and constituting a function of JARC transportation service.

D. Santa Rosa County shall provide the TPO the following data monthly: total miles of service, hours of service, number of trips, cost of trip, purchasing agency payment, and deficit for reimbursement. Santa Rosa County shall provide the TPO a quarterly sampling of the number and percent of trips which are work related.

### **III. Employees**

A. As set forth in Article II above, Santa Rosa County will have the duty of providing all personnel necessary for the proper operation of the JARC PROGRAM in and around the Florida-Alabama TPO area of Escambia and Santa Rosa Counties. No employees of the JARC PROGRAM shall be employees of the TPO.

B. Santa Rosa County shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the County during the term of this AGREEMENT , and any subcontractors performing work or providing services pursuant to this AGREEMENT are required to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

### **IV. Budget**

A. Annual Submission - By July 1, annually, Santa Rosa County shall submit a report of actual PROGRAM costs to date and a forecast for the following federal fiscal year starting

October 1st. The TPO will provide an estimated amount of FTA Program funding for the fiscal year starting October 1st.

B. Operating Expenses - As used herein, the term "operating expenses" shall be consistent with the most current National Transit Data Base and Federal Transit Administration definitions. Operating expenses shall not include portions of judgments, awards, or court costs or any income taxes not associated exclusively with Santa Rosa County's activities pursuant to the operation of the PROGRAM.

C. Operating Revenues - As used herein, the term "operating revenues" will be consistent with the most current National Transit Data Base and Florida Department of Transportation definitions. All Federal Transit Administration operating revenues shall be the property of the TPO, which shall pay operating costs to Santa Rosa County as set forth in this AGREEMENT.

V. **Monthly Loss Subsidy (Federal Operating Assistance)**

Within thirty (30) days following the end of each month, Santa Rosa County shall invoice the TPO for the monthly portion of federal operating subsidy, as per the annual budget and approved grant agreements. The invoice shall list all revenues received and all fares charged resulting from PROGRAM operation for the subject month. The invoice shall include all operating expenses, including vehicle and driver-related expenses. The TPO will remit to Santa Rosa County the amount of the invoice each month until the total annual budgeted amount for federal operating expenses, as defined herein, as provided in the approved federal grant budget or amendments thereto prepared by Santa Rosa County and approved by the TPO and Federal Transit Administration, for the applicable fiscal year has been reached. Such payments shall be due and payable within thirty (30) days of receipt of Santa Rosa County's invoice.

The TPO shall have authority to require clarification or documentation of any part of

Santa Rosa County's monthly statement prior to authorizing release of the monthly payment; however, the TPO shall release all portions of the monthly payment not requiring clarification or documentation within thirty (30) days after receipt or be subject to the conditions provided herein. Upon TPO's payment of said monthly subsidy, title to subsidy shall vest in Santa Rosa County.

**VI. Planning, Administration, and Technical Assistance**

The TPO shall apply to FTA for ten (10) percent planning, administration and technical assistance. Of the ten (10) percent applicable to the JARC project managed by Santa Rosa County, the TPO shall pass through eighty (80) percent of the operating and fifty (50) percent of the capital costs to the sub-recipient, Santa Rosa County.

**VII. General Financial Provisions**

A. The duties and obligations of Santa Rosa County in connection herewith shall be as trustee for the TPO, and shall include collection of all operating revenues (farebox, advertising, etc.), which shall be made available for, and only for, operation of the program.

B. TPO or its designated accountant or auditor shall have the right of access to and the inspection of all books and records of Santa Rosa County at any and all reasonable times in order to verify and ascertain operating revenues and operating expenses incurred in the operation and maintenance of said public transportation PROGRAM. The TPO shall assist Santa Rosa County in establishing such accounting procedures as are customarily maintained by the transit industry with respect to similar transit operations. Santa Rosa County shall maintain such accounting procedures.

C. Santa Rosa County shall keep separate books, documents, papers and records of all transactions of the PROGRAM; including financial and administrative records which are

customary and usual for an annual audit.

D. The TPO shall have the right to inspect Santa Rosa County's operations and the right to audit payments. Such records of Santa Rosa County shall be available for inspection by the TPO. Santa Rosa County shall retain all financial pertinent records for at least five (5) years after the end of the fiscal year and Santa Rosa County shall submit to the TPO an annual audit of the PROGRAM prepared by a certified public accountant.

E. No acceptance or remittance of any payments shall be construed as a release or an accord and satisfaction of any claim the TPO may have in connection with this AGREEMENT or the performance of any other obligations hereunder.

### **VIII. Vehicles and Equipment**

The TPO will lease the operator, Pensacola Bay Transportation, vehicles for use in the PROGRAM, to the extent feasible with funds available to the TPO. The TPO's lease agreement with Pensacola Bay Transportation will address responsibility for maintaining all vehicles and equipment owned by the TPO and used in the operation of the PROGRAM.

For those vehicles which the TPO has purchased, owns, and leases to Pensacola Bay Transportation, Pensacola Bay Transportation shall provide for all preventative maintenance and repairs of these vehicles, as required to maintain them in a safe and comfortable operating condition for the duration of this agreement and as specified in the Vehicle Lease Agreement between the TPO and Pensacola Bay Transportation.

Santa Rosa County understands use of the equipment is for furtherance of the purposes of the AGREEMENT and only qualified, safe, properly licensed and authorized drivers should be allowed to operate the vehicles. Santa Rosa County shall monitor excessive collision claims, excessive maintenance claims, excessive passenger complaints, or any other indication of driver

incompetence or negligence to ensure passenger safety and equipment maintenance. Santa Rosa County shall ensure that vehicles are used in compliance with applicable federal, state, or municipal statutes, laws, ordinances, rules or regulations, and for no purpose contrary to the provisions of any applicable insurance policy. Santa Rosa County understands such equipment and replacement thereof should be returned to the TPO at the end of the AGREEMENT term in the same condition as received, reasonable wear and tear expected.

Nothing herein contained shall affect TPO's absolute ownership of title to said vehicles and equipment such ownership and title being hereby expressly reserved to and retained by the TPO. Santa Rosa County agrees not to offer use of said motor vehicles or any part thereof, for any purpose other than expressed in this AGREEMENT, except as authorized in writing by TPO staff. Santa Rosa County further understands said motor vehicles are not, in any manner, or any part thereof to be pledged, seized or held for any taxes, debt, lien, or obligation.

Santa Rosa County will be responsible for paying for the purchase and replacement of all other supplies and equipment necessary to perform its operational duties pursuant to this AGREEMENT. Such additional equipment and supplies as are purchased by Santa Rosa County for the transit operation shall be and remain the property of the TPO. Equipment belonging to Santa Rosa County at the time this AGREEMENT is executed which is used incident to the transit operation, and replacements thereof made by Santa Rosa County using non-transportation funds, shall be and remain the property of Santa Rosa County.

#### **IX. Term**

This AGREEMENT shall be from the date of commencement, indicated on the first page of this AGREEMENT for one year, with the option for, one (1) successive one (1) year renewal, beginning from the date of commencement indicated on the first page of this AGREEMENT.

The renewal must be approved by both parties prior to expiration of this agreement. The AGREEMENT may be terminated by either party upon written notice of at least sixty (60) days.

In the event of any violation, default or failure to perform as provided for herein, by either party, written notice shall be given setting forth the alleged violation, default or failure, which shall be corrected within a mutually agreed upon time, not to exceed thirty (30) days in any event, after the receipt of notice. In the event such violation, default or failure is not corrected, the other party may cancel this AGREEMENT for cause effective at the time provided for in a written notice of cancellation. Cancellation of this AGREEMENT under these conditions shall not be a waiver of any other rights which said party may have for damages, specific performance, or such other relief, legal or equitable, for which such party may otherwise have a cause of action.

Alternatively, either party may terminate this AGREEMENT without regard to fault upon giving sixty (60) days notice to the other party. However, TPO may terminate the AGREEMENT or reduce the size or extent of transportation services offered, to the extent deemed necessary by the TPO, without regard to any of the above provisions, in the event Federal or State of Florida operating assistance grants available through the Federal Transit Administration (FTA) or the Florida Department of Transportation (FDOT), are reduced or become unavailable through the respective agencies. The TPO will give Santa Rosa County a notice of thirty (30) days for reduction of service and a notice of sixty (60) days for cancellation of this AGREEMENT.

#### **X. Insurance**

For vehicles purchased by the TPO, the agreement between the TPO and the operator, Pensacola Bay Transportation, shall provide for appropriate forms of insurance coverage (those

forms customarily maintained by the transit industry with respect to similar transit operations), to be in effect during the term of this agreement. Such insurance policies shall include at a minimum the following:

- a) Workers' compensation – to meet statutory limits in compliance with the Workers Compensation Law of Florida. This policy must include Employer Liability with a limit to \$100,000 for each accident, \$500,000 disease policy limit and \$100,000 disease each employee limit.
- b) Commercial general liability – coverage shall provide minimum limits of liability of \$1,000,000 for bodily injury and property damage. This shall include coverage for, but not limited to:
  - a. Premises/operations
  - b. Products/complete operations
  - c. Contractual liability
  - d. Independent contractors
- c) Business auto liability – coverage shall provide minimum limits of liability of \$1,000,000 combined single limit for bodily injury and property damage. This shall include coverage for, but not limited to:
  - a. Owned autos
  - b. Hired autos
  - c. Non-owned autos

All insurance policies, excluding the Workers' Compensation, shall by their terms or by specific endorsement designate the TPO and Santa Rosa County as co-insured.

#### **XI. Assignments**

Santa Rosa County shall not assign this AGREEMENT or any of the rights hereto in whole or in part to any other person, firm or corporation without prior consent in writing of TPO. Such consent will not be withheld unreasonably.

#### **XII. Subcontracts**

For the duration of this AGREEMENT, Santa Rosa County may need to enter various agreements and contracts with third parties to provide the services needed for the PROGRAM.

Santa Rosa County shall enter into any contracts during the term of this agreement with

notification at contract execution to the TPO. Upon termination or expiration of this AGREEMENT, such contractual obligations entered into by Santa Rosa County in its capacity under this Agreement shall automatically revert to the TPO, which may cancel, renegotiate, or continue these subcontracts. Santa Rosa County shall include this statement in all subcontracts.

Subcontractors are subject to E-Verify requirements in Section III of this AGREEMENT.

### **XIII. Notices**

All notices hereunder, and communication with respect to this AGREEMENT shall be effective upon the mailing thereof by registered or certified mail, return receipt requested, postage prepaid and addressed as follows:

If to Santa Rosa County:

Santa Rosa County  
ATTN: Hunter Walker, County Administrator  
6495 Caroline Street, Suite D  
Milton, Florida 32570

If to the TPO:

TPO Chairman  
FL-AL TPO  
P. O. Box 11399  
Pensacola, FL 32524-1399

or to such other address as either party shall designate by written notice.

### **XIV. Independent Contractor Status**

In performance of the responsibilities herein contemplated, Santa Rosa County is an independent contractor, not an employee of the TPO, who shall have the authority to control and direct the performance of its employees in the details of the management, operation, and maintenance of the PROGRAM. However, the overall performance of Santa Rosa County must meet the TPO's approval and shall be subject to the TPO's general right of supervision and

control.

**XV. Legal Counsel**

Santa Rosa County shall furnish normal day-to-day operating advice to its PROGRAM Manager. Whenever legal counsel is required for the benefit of the PROGRAM, such legal counsel shall be furnished by the TPO, or Santa Rosa County at its own expense may retain such counsel.

**XVI. FTA/FDOT Amendments**

Santa Rosa County agrees that if any amendments must be made to this AGREEMENT so that the TPO continues to qualify for any federal or state grants for public transportation, said amendments shall be promptly executed by Santa Rosa County. Failure to execute said amendments shall be grounds for termination of this AGREEMENT.

**XVII. FTA Required Clauses**

Santa Rosa County shall provide certifications and assurances, Title VI compliance, and Disadvantaged Business Enterprise (DBE) compliance required for the Federal Transit Administration 5316 JARC grant. As appropriate, Santa Rosa County shall include the requirement for subcontractors to certify compliance with applicable federal regulations.

**XVIII. Totality Modifications**

This AGREEMENT represents the entire agreement between TPO and Santa Rosa County. The AGREEMENT shall be modified only as necessary and in writing with the mutual consent of all concerned.

IN WITNESS WHEREOF, we the undersigned, duly authorized representatives of the TPO and the Santa Rosa County do hereby enter into this Agreement.

**Florida Alabama Transportation  
Planning Organization**

**Santa Rosa County, Florida**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: Terry Joseph  
TITLE: Executive Director, WFRPC

NAME: Jim Williamson  
TITLE: Chairman, Board of County  
Commissioners

ATTEST:

ATTEST:

\_\_\_\_\_  
Mary Bo Robinson, Director of Transportation  
Planning

\_\_\_\_\_  
Mary Johnson, Clerk of Court

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**AGREEMENT FOR OPERATION OF US 90 TRANSIT SERVICE**

This Agreement is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2010 2012 by and between Santa Rosa County, a political subdivision of the State of Florida, and Pensacola Bay Transportation, L.L.C., a for-profit transportation provider, herein after referred to as “Pensacola Bay Transportation.”

**WHEREAS**, the Florida – Alabama Transportation Planning Organization, hereinafter referred to as “TPO,” has engaged Santa Rosa County as a qualified management team to conduct and operate the Job Access and Reverse Commute Program, herein after referred to as “JARC” and/or “PROGRAM;” and

**WHEREAS**, the goal of JARC is to provide work-related transportation for low income individuals and to provide work-related transportation from core urban areas to suburban areas; and

**WHEREAS**, Santa Rosa County applied for JARC PROGRAM funds to provide transit service along the US 90 corridor from Escambia County to East Milton; and

**WHEREAS**, Santa Rosa County partnered with Pensacola Bay Transportation in the application with Pensacola Bay Transportation serving in the role of operator of the transit service; and

**WHEREAS**, Santa Rosa County wishes to ~~conduct the project as a pilot project for one year, with possible continuation for a second year, based on approval by the Santa Rosa Board of County Commissioners~~ continue Santa Rosa Transit service through November 30, 2012 with schedule modifications, with possible continuation for a third year, based on approval by the Santa Rosa Board of County Commissioners; and

**WHEREAS**, the funding herein is not construed by Pensacola Bay Transportation as a continuing obligation on the part of Santa Rosa County; and

**WHEREAS**, Santa Rosa County hereby expresses its intent to disburse the aforementioned funds for the use and benefit of Pensacola Bay Transportation to fund expenses associated with only those costs of operating of the US 90 transit service;

**NOW THEREFORE**, in consideration of the foregoing recitals and covenants and agreements of each of the parties hereinafter set forth, the parties hereto do agree that Santa Rosa County hereby contracts with Pensacola Bay Transportation, and Pensacola Bay Transportation hereby agrees, to operate the US 90 transit service upon the terms and conditions hereinafter set forth.

**1. Santa Rosa County Duties**

Santa Rosa County's duties shall include, but shall not be limited to, the following:

- A. Prepare the budget for use of JARC funds any other funds associated with the PROGRAM to provide the US 90 transit service; including contracting services. The County will submit to the TPO a summary of the previous year's cost and a budget forecast for the following year by July 1<sup>st</sup> of each year.
- B. Contract with Pensacola Bay Transportation to operate the US 90 transit service.
- C. Enter into agreements with private property owners where needed for location of bus stops and access of transit vehicles on private property.
- D. Install and maintain bus stop signs.
- E. Provide up to \$33,140 match for the first year's operation of the service the balance of the \$33,140 match remaining from the first year's operation and up to \$16,000 additional match for the second year's operation.

- F. If needed, utilize Section 5311 funds for the non-urbanized portion of the route as approved by the Florida Department of Transportation.
- G. Disburse funds to Pensacola Bay Transportation on a reimbursement basis for operational expenses, including vehicle and driver-related expenses. Pensacola Bay Transportation will incur the cost and seek reimbursement from Santa Rosa County.
- H. Invoice the TPO within thirty (30) days following the end of each month for the monthly portion of federal operating subsidy, as per the annual budget and approved grant agreements.
- I. Provide the TPO monthly data including total miles of service, hours of service, number of trips, costs of trip, purchasing agency payment, and deficit for reimbursement.
- J. See that all revenues such as farebox collections and advertising are used for the operation of the program.
- K. Perform its obligations under this Agreement subject to and contingent upon the availability of funds budgeted by the TPO and or Santa Rosa County or otherwise lawfully expendable for the purposes of this Agreement for the current and future periods.

**2. Pensacola Bay Transportation Duties**

Pensacola Bay Transportation's duties shall include, but not be limited to, the following:

- A. To contract with Santa Rosa County to operate the US 90 transit service; including but not limited to the conduct of driver training and testing; provision of recommendations for service modifications; vehicle maintenance; and all other duties

designated from time to time by the TPO and Santa Rosa County and constituting a function of the US 90 transit service.

B. To incur costs and seek reimbursement from Santa Rosa County with acceptable documentation demonstrating that the services in the reimbursement request were used for operation of the US 90 transit service. Operational expenses include vehicle and driver-related expenses even though the vehicles are not leased directly from the County. Pensacola Bay Transportation will invoice Santa Rosa County within twenty (20) days following the end of each month for the previous month's service.

C. To lease vehicles from the TPO.

D. To use leased vehicles for the furtherance of the purposes of the Agreement.

Pensacola Bay Transportation shall ensure that vehicles are used in compliance with applicable federal, state, or municipal statutes, laws, ordinances, rules or regulations, and for no purpose contrary to the provisions of any applicable insurance policy.

E. To provide a back-up vehicle to maintain service if one of the leased vehicles is out of operation.

F. To insure vehicles leased from the TPO for the US 90 transit service and to maintain appropriate forms of insurance coverage (those forms customarily maintained by the transit industry with respect to similar transit operations), to be in effect during the term of this agreement. Such insurance policies shall name Santa Rosa County as additional insured and include at a minimum the following:

- 1) Workers' compensation – to meet statutory limits in compliance with the Workers Compensation Law of Florida. This policy must include Employer Liability with a limit to \$100,000 for each accident, \$500,000 disease policy limit and \$100,000 disease each employee limit.

- 2) Commercial general liability – coverage shall provide minimum limits of liability of \$1,000,000 for bodily injury and property damage. This shall include coverage for, but not limited to:
  - a. Premises/operations
  - b. Products/complete operations
  - c. Contractual liability
  - d. Independent contractors
  
- 3) Business auto liability – coverage shall provide minimum limits of liability of \$1,000,000 combined single limit for bodily injury and property damage. This shall include coverage for, but not limited to:
  - a. Owned autos
  - b. Hired autos
  - c. Non-owned autos

G. To maintain leased vehicles and equipment from the TPO for the US 90 transit service as required to maintain them in a safe and comfortable operating condition for the useful life (as defined by the Federal Transit Administration) of said vehicle and as specified in the Vehicle Lease Agreement between the TPO and Pensacola Bay Transportation. Pensacola Bay Transportation will make maintenance records available upon request to Santa Rosa County or the TPO. Pensacola Bay Transportation shall select, purchase and obtain replacement parts, fuel, and all other supplies necessary for proper maintenance and operation of the US 90 transit service. Such additional equipment and supplies as are purchased by Pensacola Bay Transportation for the transit operation shall be and remain the property of the TPO. Equipment belonging to Pensacola Bay Transportation at the time this Agreement is executed which is used incident to the transit operation, and replacements thereof made by Pensacola Bay Transportation using non-transportation funds, shall be and remain the property of Pensacola Bay Transportation. Vehicle maintenance is more completely described in the Vehicle Lease Agreement, between the TPO and Pensacola Bay Transportation.

- H. Return vehicles and equipment or replacement thereof to the TPO at the end of the Agreement term in the same condition as received, reasonable wear and tear excepted.
- I. Nothing herein contained shall affect the TPO's absolute ownership of title to said vehicles and equipment, such ownership and title being hereby expressly reserved to and retained by the TPO. Pensacola Bay Transportation agrees not to lease or let the said motor vehicles or any part thereof, to pass from under its control, except as authorized in writing by TPO staff and Santa Rosa County. Pensacola Bay Transportation will not, in any manner, permit said motor vehicles or any part thereof to be pledged, seized or held for any taxes, debt, lien, or obligation.
- J. Provide all personnel necessary for the proper operation of the US 90 transit service in and around the Florida – Alabama TPO area of Escambia and Santa Rosa Counties. No employees of the JARC PROGRAM shall be employees of the TPO or County. Pensacola Bay Transportation will only permit qualified, safe, properly licensed and authorized drivers to operate the vehicles. Pensacola Bay Transportation shall monitor excessive collision claims, excessive maintenance claims, excessive passenger complaints, or any other indication of driver incompetence or negligence to ensure passenger safety and equipment maintenance.
- K. To comply with Section 341.061, Florida Statutes, and Rule 14-90, Florida Administrative Code, regarding system safety.
- L. To assure compliance with local, state, and federal laws relating to drug and alcohol testing, including Drug Free Workplace. Conduct drug and alcohol testing for safety sensitive job positions at pre-employment, randomization, post-accident, and

reasonable suspicion as required by the Federal Highway Administration and the Federal Transit Administration.

- M. To provide information to Santa Rosa County for invoicing to the TPO to include total miles of service, hours of service, number of trips, cost of trip, purchasing agency payment, and deficit for reimbursement.
- N. Comply with applicable Civil Rights requirements including Title VI of the Civil Rights Act of 1964, Equal Employment Opportunity (EEO), and the Americans with Disabilities Act (ADA) Program.
- O. Comply with Debarment and Suspension of vendors and subcontractors. As appropriate, Pensacola Bay Transportation shall include the requirement for subcontractors to certify compliance with applicable federal regulations.
- P. Instruct transit vehicle drivers to provide passengers in wheelchairs with boarding assistance by operating the lift, helping to position the wheelchair, and securing the wheelchair. Assistance will be in a dignified manner. Drivers will exercise discretion to position the vehicle in a safe location for boarding and disembarking of passengers using wheelchairs.
- Q. As a contractor of Santa Rosa County, provide customer service by implementation of the following: (1) provide a separate phone line for use by transit customers, (2) provide the number to Santa Rosa County for posting on the County transit website, (3) provide communication between dispatch and the transit bus driver, and (4) conduct a rider survey every six months. The following customer service standards will be initiated for transit calls: (1) phone calls will be answered as soon as possible but not later than the same morning or afternoon in which they are received and (2)

- staff answering the transit line will be familiar with the transit service and have a copy of the schedule ready to answer questions concerning scheduled stops and times.
- R. Conduct a ride check ~~quarterly~~ monthly to record passenger boardings and de-boardings by hour and specific bus stop. Provide the ride check results to Santa Rosa County.
- S. Indemnify and hold harmless Santa Rosa County from all claims, damages, liabilities, or suits of any nature whatsoever arising out of, because of, or due to the breach of this agreement by Pensacola Bay Transportation, its delegates, agents or employees or due to any act of occurrence or omission or commission of Pensacola Bay Transportation, including but not limited to costs and reasonable attorney's fees. The County may at its option defend itself or allow Pensacola Bay Transportation to provide the defense.
- T. To not assign this agreement or any of the rights hereto in whole or in part to any other person, firm or corporation without prior consent in writing of Santa Rosa County. Such consent will not be withheld unreasonably.
- U. For the duration of this PROGRAM, Pensacola Bay Transportation may need to enter into various agreements and contracts with third parties to provide the services needed for the PROGRAM. Pensacola Bay Transportation shall enter into any contracts during the terms of this agreement with notification at contract execution to Santa Rosa County. Upon termination or expiration of this Agreement, such contractual obligations entered into by Pensacola Bay Transportation in its capacity under this Agreement shall automatically revert to Santa Rosa County, which may

cancel, renegotiate or continue these subcontracts. Pensacola Bay Transportation shall include this statement in subcontracts.

V. Neither Pensacola Bay Transportation nor any of its subcontractors shall enter into any contract or arrangement in connection with the project or any property included or planned to be included in the project, in which any member, officer or employee of Pensacola Bay Transportation during his/her tenure or for two years thereafter has any such interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of his/her tenure any such interest, and if such interest is immediately disclosed to Pensacola Bay Transportation, Pensacola Bay Transportation, with the approval of Santa Rosa County may waive the prohibition contained in this section provided any such present member, officer or employee shall not participate in any action by Pensacola Bay Transportation relating to all contracts entered into in connection with the project or any property included or planned to be included in the project. Pensacola Bay Transportation shall require its subcontractors to insert in each of their subcontracts the following provision: "No member, officer or employee of the agency during his tenure or for two years thereafter shall have any interest, direct or indirect, in the contract or proceedings thereof."

W. Certify in accordance with Section 287.133 Florida Statutes, that to the best of their knowledge and belief neither Pensacola Bay Transportation nor any of their affiliates have been convicted of a public entity crime. Violation of this section by Pensacola Bay Transportation shall be grounds for cancellation of this Agreement by the County.



Howard Vanselow, General Manager  
3100 McCormick Street  
Pensacola, Florida 32514

If to Santa Rosa County: Santa Rosa County  
Hunter Walker, County Administrator  
6495 Caroline Street, Suite D  
Milton, Florida 32570

- B. If the TPO notifies Santa Rosa County of reduction of the size or extent of transportation services or cancellation of services, in the event federal or state operating assistance grants become unavailable, Santa Rosa County will immediately notify Pensacola Bay Transportation. In this case, written notice from the TPO to Santa Rosa County will be within thirty (30) days for service reduction and sixty (60) days for service cancellation.
- C. In the event of any violation, default or failure to perform as provided for herein, by either Santa Rosa County or Pensacola Bay Transportation, written notice shall be given setting forth the alleged violation, default or failure, which shall be corrected within a mutually agreed upon time, not to exceed thirty (30) days in any event, after the receipt of notice. In the events such violation, default or failure is not corrected, the other party may cancel this Agreement for cause effective at the time provided for in written notice of cancellation. Cancellation of this Agreement under these conditions shall not be a waiver of any other rights which said party may have for damages, specific performance, or such other relief, legal or equitable, for which such party may otherwise have a cause of action.
- D. This Agreement may be modified if the modification is signed by both parties.
- E. This Agreement shall be from the date of commencement, indicated on the first page of this Agreement for one (1) year, with an option for one (1) successive one (1) year

renewal, beginning from the date of commencement indicated on the front page of this Agreement.

IN WITNESS WHEREOF, we the undersigned, duly authorized representatives of Santa Rosa County and Pensacola Bay Transportation do hereby enter into this Agreement.

**Santa Rosa County**

**Pensacola Bay Transportation**

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: Jim Williamson

NAME: \_\_\_\_\_

TITLE: Chairman, Board of County

TITLE: \_\_\_\_\_

Commissioners

ATTEST:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



Beckie Cato, AICP  
Planning and Zoning Director

# Santa Rosa County Development Services



John T. "Tim" Tolbert  
Building and Fire Official

## MEMORANDUM

**TO:** Board of County Commissioners

**FROM:** Beckie Cato

**DATE:** January 31, 2012

**RE:** Request from Charles Liberis to Amend the Land Development Code

## RECOMMENDATION

That the Board consider a request from Charles Liberis to amend the Land Development Code to "allow the NB-PMUD DISTRICT anywhere on the Island and to further include the development for Luxury Motor Coach Resort lots for sale and rental."

## BACKGROUND

Section 6.07.06 of the Land Development Code describes the NB-Planned Mixed Use Development (PMUD) zoning district and limits this district to the Commercial Core area of the island. Recreational vehicles are not identified as a permitted use in any of the Navarre Beach zoning districts.

## NEST STEPS

If the board approves the request, staff will draft the changes and schedule public hearings with the Zoning Board and the BOCC for consideration of the amendment.



# LIBERISLAWFIRM

---

Richard M. Beckish, Jr.\*  
Charles S. Liberis  
David L. Powell\*  
Christopher K. Ritchie

\*Also Admitted to Alabama

January 26, 2012

Via e-mail: [leslies@santarosa.fl.gov](mailto:leslies@santarosa.fl.gov)

Leslie Statler, Planner I  
Santa Rosa County Development Services  
Public Service Center  
6051 Old Bagdad Highway, Suite 202  
Milton, FL 32583

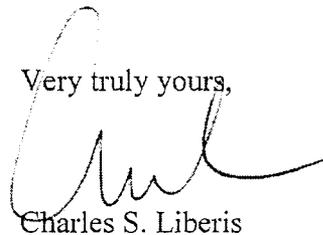
Re:

Dear Leslie,

This is a follow up to our telephone conference of January 25, 2012 in reference to your letter to me dated July 13, 2011.

Please consider this my formal request to amend the Land Development Code of Navarre Beach to allow the NB-PMUD DISTRICT anywhere on the Island and to further include the development for Luxury Motor Coach Resort lots for sale and rental.

Very truly yours,



Charles S. Liberis

cc: Commissioner Jim Melvin

PENSACOLA (reply here)  
212 West Intendencia Street  
Pensacola, FL 32502  
(850) 438-9647 Fax (850) 433-5409

[www.liberislaw.com](http://www.liberislaw.com)

PERDIDO KEY  
13700 Perdido Key Dr., Suite 223  
Pensacola, FL 32507  
(850) 492-2109



# Department of Public Services

Santa Rosa County, Florida  
6051 Old Bagdad Highway, Suite 202  
Milton, Florida 32583  
www.santarosa.fl.gov

Office: (850) 981-7040 Fax: (850) 623-1208



**Tony Gomillion, Director**

## MEMORANDUM

TO: Board of County Commissioners

FROM: Janice Boone  
Housing Program Manager *JBoone*

THROUGH: Beckie Cato, Director

DATE: January 30, 2012

SUBJECT: Neighborhood Stabilization Program (NSP)  
Sub-Grant Agreement Number 10DB-4X-01-67-01-F-21

### RECOMMENDATION:

Board approval of the following:

1. Program Income Plan to apply any re-captured NSP funding to the Housing Finance strategy to be used for the purchase of NSP eligible properties by income-eligible homebuyers.
2. Modification Number 2 to the Non-Profit Developer Agreement dated May 28, 2010 between the county and the NSP Developers: Community Enterprise Investments, Inc. and Blackwater Housing Corporation to incorporate the following conditions and terms:
  - a. The developer may retain \$5,000 maximum replacement reserves, per unit, for the 15-year affordability period. Once the maximum amount is placed into the reserves, regardless of the expenses paid out, no additional funds may be added into the reserve.
  - b. Rental income collected over and above reasonable and customary expenses and the maximum replacement reserve, must be remitted to Santa Rosa County within 30 days of the end of month in which funds were received. These funds will be considered Program Income and will be used for eligible Housing Finance activities.

**Animal Services**  
Dominic Persichini  
Director

4451 Pine Forest Road  
Milton, FL 32583  
(850) 983-4680

**Building Inspections &  
Code Compliance**  
John T. Tolbert  
Building Official

6051 Old Bagdad Hwy, Ste 202  
Milton, FL 32583  
(850) 981-7000

**Emergency Management**  
Sheryl Bracewell  
Director

4499 Pine Forest Rd  
Milton, FL 32583  
(850) 983-5360

**Community Planning,  
Zoning & Development**  
Rebecca Cato  
Director

6051 Old Bagdad Hwy, Ste 201  
Milton, FL 32583  
(850) 981-7075

**Veterans Services**  
Karen Haworth  
Director

6491 Caroline St, Ste 1  
Milton, FL 32570  
(850) 626-8724

**"One Team, One Goal, One Mission"**

## **BACKGROUND:**

- NSP Contract: \$2.4 Million
- Funds are 100% expended or committed.
- Set-aside for Purchase and Rehabilitation of Rental Units for Very-low Income Families: \$1.7 million. 14 homes have been purchased, rehabbed and are tenant occupied as of 2/1/2012.
- 13 Housing Finance projects are closed. 2 are committed awaiting final sales agreement.
- All grant funds must be expended by 9/10/2012.

**Animal Services**  
Dominic Persichini  
Director

4451 Pine Forest Road  
Milton, FL 32583  
(850) 983-4680

**Building Inspections &  
Code Compliance**  
John T. Tolbert  
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Milton, FL 32583  
(850) 981-7075

**Veterans Services**  
Karen Haworth  
Director

6491 Caroline St, Ste 1  
Milton, FL 32570  
(850) 626-8724

**"One Team, One Goal, One Mission"**

AGENDA  
PUBLIC WORKS COMMITTEE

February 6, 2012

Chairman: Commissioner Lynchard

Vice Chairman: Commissioner Melvin

1. Discussion of license agreement to enter private property to remove a derelict boat near the end of Morrell Road.
2. Discussion of request from Division of Forestry for the Road and Bridge Department to construct the north approach to Bryant Bridge at an estimated cost of \$38,000.00.

LICENSE AGREEMENT

STATE OF FLORIDA)  
COUNTY OF SANTA ROSA)

James E. Byrd  
P.O. Box 3624  
Milton, FL 32572-3624

Parcel ID: 11-1N-28-2920-04700-0040

FOR THE CONSIDERATION, the receipt and sufficiency of which is hereby acknowledged, the undersigned agrees to and does hereby grant a license and permission to Santa Rosa County to enter upon the land of the undersigned located at 7204 Morrell Road, Milton, FL, with personnel and heavy equipment for the purpose of *loading and removing dereclict boat.*

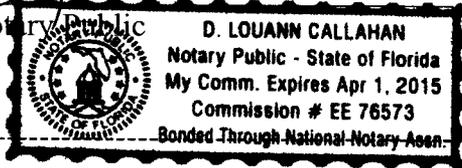
Upon expiration of 60 days from commencement of construction or completion of the project, license shall terminate.

*Nancy H. Douglas*  
Witness:

*James E. Byrd*  
James E. Byrd

The foregoing instrument was acknowledged before me on the 25<sup>th</sup> day of January, 2012.

Personally Known: \_\_\_\_\_  
Produced Identification: ✓  
Type: FL DL B630.445.42.338.0

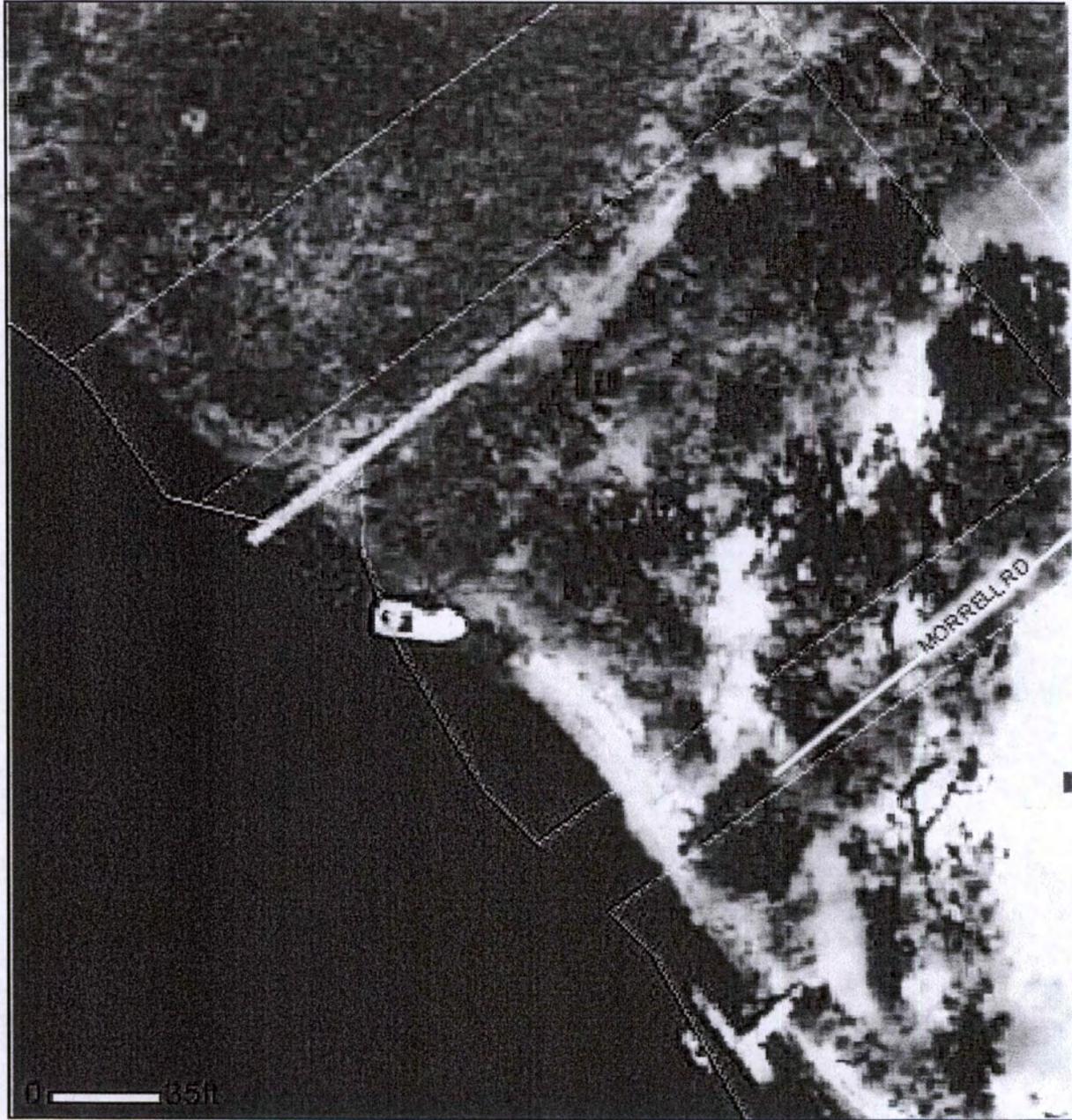
*D. Louann Callahan*  
Notary Public  
  
D. LOUANN CALLAHAN  
Notary Public - State of Florida  
My Comm. Expires Apr 1, 2015  
Commission # EE 76573  
Bonded Through National Notary Assn.

This License Agreement was approved at a regular or special meeting of the Board of County Commissioners on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Attest

# ..GoSpatial v3 - Santa Rosa Coui





# Removal Authorization Letter for Derelict Vessel

June 6, 2011

Florida Fish  
and Wildlife  
Conservation  
Commission

Mr. Danny Keiek  
7419 Judge McCall Drive  
Milton, FL 32583

Dear Mr. Keiek,

**Commissioners**

**Rodney Barreto**  
Chair  
Miami

**Richard A. Corbett**  
Vice Chair  
Tampa

**Kathy Barco**  
Jacksonville

**Ronald M. Bergeron**  
Fort Lauderdale

**Dwight Stephenson**  
Delray Beach

**Kenneth W. Wright**  
Winter Park

**Brian S. Yablonski**  
Tallahassee

**Executive Staff**

**Nick Wiley**  
Executive Director

**Greg Holder**  
Assistant Executive Director

**Karen Ventimiglia**  
Deputy Chief of Staff

**Division of**

**Law Enforcement**

**Colonel Jim Brown**  
Director

(850) 488-6251  
(850) 921-6453 FAX

**Wildlife Alert**  
888-404-3922

*Managing fish and wildlife  
resources for their long-term  
well-being and the benefit  
of people.*

*Florida Fish and Wildlife Conservation Commission*

620 South Meridian Street  
Tallahassee, Florida  
32399-1600  
Voice: (850) 488-4676

Hearing/speech impaired:  
(800) 955-8771 (T)  
(800) 955-8770 (V)

MyFWC.com

Thank you for assisting in the removal of this derelict vessel located within your county on the waters of the state. By the authority of our investigation and in accordance with the provisions of Sections 823.11(1)(a) and 705.103, Florida Statutes, our agency has determined that this vessel meets the definition of a derelict vessel. Your organization is authorized to remove on our behalf and destroy the below described vessel. This authorization only allows for the destruction of the vessel and removal of salvageable material. Any other use of this vessel is not authorized by this letter and would require the fulfillment of additional legal requirements. Any salvageable material on the vessel may be sold to offset the cost of removal per Section 705.103(4), Florida Statutes.

Vessel Make: Allman

Vessel Model: Cabin Cruiser

Vessel Hull Identification Number: JA6003910273

Vessel Registration Number: FL 4392 DY

Vessel Color: White/Blue

Vessel Location Lat/Long: 30 36.381N 087 01.413W

Vessel Location Description: End of Morrell Road, off Ward Basin Road, Blackwater River.

Per FWC's Case: FWNW-08-OFF-6982, this letter only authorizes the removal of the said vessel indicated above. The letter does not authorize the removal of any other vessel or vessels. This vessel may be removed and destroyed by your organization at the owner's expense. Please photograph the removal and destruction of this vessel and email these images to the email address below after the removal. Prior to taking action, if you will not be able to document the necessary images, please contact me to have an officer scheduled to attend the removal and destruction. In addition, we would like to be notified of the total cost incurred by your agency/company for the removal and destruction of this vessel. We will also notify DHSMC for the cancellation of title and registration for this vessel at that time. Should you choose to demand these costs from the owner, we may send a demand letter on your behalf. Please contact me if you have any other questions.

Name of Addressee

Page 2

Date

Sincerely,

Officer R. D. Johnson  
Florida Fish and Wildlife Conservation Commission  
Division of Law Enforcement  
1101 East Gregory Street  
Pensacola, FL. 32502  
1-850-595-8980

royce.johnson@myfwc.com

  
rdj/cc



**Department of Public Works**  
SANTA ROSA COUNTY, FLORIDA  
Milton, Florida 32583

**Stephen L. Furman**  
Assistant  
Public Works Director  
6075 Old Bagdad Hwy.  
626-0191 • 994-5721 • 623-2221

**AVIS WHITFIELD**  
Director of Public Works  
6075 Old Bagdad Hwy.  
626-0191 • 994-5721 • 623-2221  
Fax 623-1331

**Thad Allen**  
Superintendent  
Building Maintenance/Parks  
P. O. Box 864  
623-1569 • 939-1877

# MEMO

**TO:** Hunter Walker, County Administrator  
**FROM:** Avis Whitfield, Public Works Director   
**SUBJECT:** DOF Request  
**DATE:** February 1, 2012

The Division of Forestry is constructing a new bridge to replace Bryant Bridge in the Blackwater Forest. They have made a request for our Road and Bridge Department to construct the north approach to the bridge because we maintain the road on that side.

The estimated material cost is \$38,000.00. We estimate the time frame for personnel and equipment utilization to be 8 to 10 weeks.

AW/lc

FLORIDA FOREST SERVICE  
BLACKWATER FORESTRY CENTER  
(850) 957-6140  
(850) 957-6143 FAX



11650 MUNSON HIGHWAY  
MILTON, FLORIDA 32570

**FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**COMMISSIONER ADAM H. PUTNAM**

---

To:  
Santa Rosa County Public Works

Avis Whitfield  
Jimmy White  
Steve Furman

In a few weeks we will commence construction of the new Bryant Bridge which will be a Concrete/Steel structure. It is our intent to install the new bridge to the west side of the existing so that the existing bridge can remain open during construction. With the new bridge placed on the West side the approaches will need to be altered to accommodate. Please reference the attached aerial photo of the new Right-of-Way that is indicated with the red line. Forestry will be responsible for clearing and grubbing of Right-of-Ways, Geotechnical Testing, Installation of the new bridge, Demolition of the old bridge, and installation of the Approach railings.

It is my understanding that SRC owns the Northern Approach to the bridge. We would like your assistance with a few items relating to the approach.

- Hauling and placement of fill from Riley Pit
- Compaction of fill
- Supply and Install Roadway Base
- Supply and Install Asphalt Paving
- Line Stripping

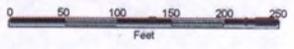
*[Faint, illegible text, possibly a signature or stamp]*





Bryant Bridge  
Blackwater River State Forest

Distance A - B approximately 1,200 feet



File name & path: I:\Road Projects\Bryant Bridge  
Aerial\_8.5x11.pdf



# **BUDGET & FINANCIAL MANAGEMENT COMMITTEE**

Chairman: Commissioner Melvin  
Vice Chairman: Commissioner Williamson

February 6, 2012

## **Bid Actions:**

- 1) Discussion of bids received for a trash compactor for the Landfill. Low bidder meeting specifications is Beard Equipment Company with a bid of \$449,934 for a Bomag BC772RB compactor.
- 2) **Budget Amendment 2012 – 070** in the amount of **\$2,000,000**. Funds realignment and signalization of the Chumuckla Highway and Berryhill Road intersection from FDOT Transportation Regional Incentive Program (TRIP) grant funds of \$1,000,000 and \$1,000,000 from Electric Franchise Fee Fund Road & Bridges Reserves.
- 3) **Budget Amendment 2012 – 071** in the amount of **\$694,640**. Funds construction and sewer tap fee for Pace Community Center from Dist. 1 and Dist. 3 Recreation Project Fund Reserves.
- 4) **Budget Amendment 2012 – 072** in the amount of **\$115,777**. Carries forward funds for replacement of courthouse chiller from the General Fund and transfers to Courthouse Maintenance Department.
- 5) **Budget Amendment 2012 – 073** in the amount of **\$33,590**. Carries forward funds for paving 800 ft segment of Bettian Avenue (\$23,000); and resurfacing eastern segment of West Madura Road and Madura Eight (\$10,590) in the Road & Bridge Fund.
- 6) **Budget Amendment 2012 – 074** in the amount of **\$16,330**. Recognizes Neighborhood Stabilization Program (NSP) funds and allocates for First Time Homebuyer expenditure in the Grants Fund.
- 7) **Budget Amendment 2012 – 075** in the amount of **\$302,490**. Funds Peter Prince Airport Master Plan Update (\$189,590) and T-Hangar Grading Plan (\$112,900) from FDOT Grant (\$242,750) and carries forward matching funds (\$59,740) in the Peter Prince Field Enterprise Fund.
- 8) Recommend approval of County Expenditures / Check Register

**PROCUREMENT RECOMMENDATION**



1. **PRODUCT/SERVICE:** 80,000 lb LANDFILL COMPACTOR

2. **RESPONSIBLE OFFICE:** LANDFILL

3. **DESCRIPTION OF SERVICE/PRODUCT:**

80,000 lb Landfill Compactor

4. **SCOPE OF WORK:**

N/A

5. **BIDDERS AND PRICES:**

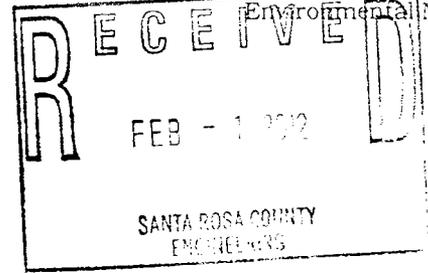
A. Beard Equipment Company	\$449,934.00
B. Tractor & Equipment Company	\$457,900.00
C. Thompson Tractor Co., Inc.	\$535,380.00



SANTA ROSA COUNTY ENGINEERING  
**ENVIRONMENTAL DEPARTMENT**  
 6075 Old Bagdad Highway  
 Milton, FL 32583  
 www.co.santa-rosa.fl.us

Roger A. Blaylock, P.E.  
 County Engineer

Jerrel Anderson, P.E.  
 Environmental Manager



# Memo

**To:** Hunter Walker, County Administrator

**From:** Jerrel Anderson, P.E., Environmental Manager *JUA*

**Thru:** Roger Blaylock, P.E., County Engineer *Rog*

**Date:** January 30, 2012

**Re:** Landfill Trash Compactor

**Situation:**

On November 17, 2011, the Santa Rosa County Procurement Office issued a request for purchase of a landfill trash compactor. Minimum specifications required a compactor with a minimum operating weight of 80,000 pounds, 380 H.P. diesel engine, basic electrical and mechanical criteria, and equipment safety and operator protection requirements.

**Finding:**

The following firms submitted bids in response to that request.

<u>Company</u>	<u>Equipment</u>	<u>Cost</u>
➤ Beard Equipment Company	Bomag BC772RB	\$449,934
➤ Tractor & Equipment Company	Terex TC400	\$457,900
➤ Thompson Equipment Company	Caterpillar 826H	\$535,380

**Recommendation:**

That the Board approves the purchase of a Bomag BC772RB from Beard Equipment Company for \$449,934.



# BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION

DATE: January 30, 2012

FROM: **Electric Franchise Fee Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund 106:</b>	9106 – 5990016	Road & Drainage Reserves	(\$ 1,000,000)
	9106 – 59100101	To Road & Bridge Fund	\$ 1,000,000
<b>Fund 101:</b>	101 – 3344901	FDOT JPA	\$ 1,000,000
	101 – 3810001	From Electric Franchise Fee Fund	\$ 1,000,000
	2100 – 5340035	FDOT Grant Projects	\$ 2,000,000

**State reason for this request:**

Funds realignment and signalization of the Chumuckla Highway and Berryhill Road intersection from FDOT Transportation Regional Incentive Program (TRIP) grant funds of \$1,000,000 and \$1,000,000 from Electric Franchise Fee Fund Road & Bridges Reserves.

**Requested by: Roger Blaylock/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2012-070**

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_  
BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: February 6, 2012

Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

***PASSED AND ADOPTED*** by the Board of County Commissioners of Santa Rosa County, Florida on this **9<sup>th</sup>** day Of **February, 2012**.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

3

# BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION

DATE: January 30, 2012

FROM: **Districts 1 & 3 Capital Funds**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
Fund 311:	2321 – 599001	Dist. 1 Reserves	(\$ 347,320)
	2321 – 59100302	To Capital Projects Fund	\$ 347,320
Fund 313:	2323 – 599001	Dist. 3 Reserves	(\$ 347,320)
	2323 – 59100302	To Capital Projects Fund	\$ 347,320
Fund 302:	302 – 3810009	From Dist. 1 Recreation Projects	\$ 347,320
	302 – 38100010	From Dist. 3 Recreation Projects	\$ 347,320
	0721 – 5620026	Pace Community Center	\$ 694,640

**State reason for this request:**

Funds construction and sewer tap fee for Pace Community Center from Dist. 1 and Dist. 3 Recreation Project Fund Reserves.

**Requested by: Roger Blaylock/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2012-071**

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_  
BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: February 6, 2012

Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

*PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 9<sup>th</sup> day Of February, 2012.*

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CLERK OF THE COURTS

Joel Haniford

2012-571

**m:** Roger Blaylock  
**Sent:** Friday, January 27, 2012 9:32 AM  
**To:** Shirley Powell; Joel Haniford  
**Subject:** RE: Pace Community Center

As well as adding the \$19,122 Pace Water System sewer tap fee.

Roger A. Blaylock, P.E.  
Santa Rosa County Engineer  
850 981-7100 Office  
850 983-2161 FAX

**From:** Shirley Powell  
**Sent:** Friday, January 27, 2012 8:23 AM  
**To:** Joel Haniford  
**Cc:** Roger Blaylock  
**Subject:** Pace Community Center

Joel,

The Board awarded the bid for the Pace Community Center to Vision Construction in the amount of \$675,517.00. Would you please prepare a budget amendment for approval at the next meeting? Please let me know if you need any other information. Thanks!

*Shirley J. Powell*  
*Santa Rosa County Engineering*  
*6051 Old Bagdad Highway, Suite 300*  
*Milton, FL 32583*  
*(850) 981-7100 Voice*  
*(850) 983-2161 Fax*

Florida has a very broad Public Records Law. Virtually all written communications to or from Santa Rosa County Personnel are public records available to the public and media upon request. E-mail sent or received on the county system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.



# BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION

DATE: January 30, 2012

FROM: **General Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
Fund 001:	001 – 3990001	Cash Carried Forward	\$ 115,777
	9000 – 59100102	To Fine & Forfeiture Fund	\$ 115,777
Fund 102:	102 – 38100011	From General Fund	\$ 115,777
	5016 – 5460014	Repair & Maintenance – Air Conditioner	\$ 115,777

**State reason for this request:**

Carries forward funds for replacement of courthouse chiller from the General Fund and transfers to Courthouse Maintenance Department.

**Requested by: Joel Haniford/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2012-072**

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: February 6, 2012

Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

***PASSED AND ADOPTED*** by the Board of County Commissioners of Santa Rosa County, Florida on this ***9<sup>th</sup>*** day Of ***February***, 2012.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

3

# BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION

DATE: January 30, 2012

FROM: **Road & Bridge Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	101 – 3990001	Cash Carried Forward	\$ 33,590
To:	2100 – 5340034	Secondary Road Projects	\$ 33,590

**State reason for this request:**

Carries forward funds for paving 800 ft segment of Bettian Avenue (\$23,000); and resurfacing eastern segment of West Madura Road and Madura Eight (\$10,590) in the Road & Bridge Fund.

**Requested by: Avis Whitfield/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2012-073**

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: February 6, 2012

Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

***PASSED AND ADOPTED*** by the Board of County Commissioners of Santa Rosa County, Florida on this ***9<sup>th</sup>*** day Of ***February, 2012.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CLERK OF THE COURTS

Diane Ebentheuer

**From:** Joel Haniford  
**Sent:** Monday, January 30, 2012 10:32 AM  
**To:** Diane Ebentheuer  
**Subject:** Fwd: Budget Amendments

Joel Haniford  
Budget Director  
Santa Rosa County

Begin forwarded message:

**From:** Avis Whitfield <[AvisW@santارسا.fl.gov](mailto:AvisW@santارسا.fl.gov)>  
**Date:** January 30, 2012 10:12:05 CST  
**To:** Joel Haniford <[joelh@santارسا.fl.gov](mailto:joelh@santارسا.fl.gov)>  
**Cc:** Louann Callahan <[louann@santارسا.fl.gov](mailto:louann@santارسا.fl.gov)>  
**Subject:** Budget Amendments

Joel,

At the January 26, 2012 BOCC meeting, the Board approved paving the unimproved 800 foot segment of Bettian Avenue at an estimated cost of \$23,000 to be funded from Road & Bridge Reserves. In the same meeting, the Board approved resurfacing the eastern segment of West Madura Road and Madura Eight at an estimated cost of \$10,589.20 to be funded from Road & Bridge Reserves. Therefore, I request a Budget Amendment to move those funds into 2100-5340034 (Secondary Road).

Thanks,

Avis Whitfield  
Director  
Santa Rosa County Public Works

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## BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION

DATE: January 31, 2012

FROM: **Grants Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	104 – 33150081	Neighborhood Stabilization Program	\$ 16,330
To:	0789 – 5340043	First Time Homebuyer	\$ 16,330

**State reason for this request:**

Recognizes Neighborhood Stabilization Program (NSP) funds and allocates for First Time Homebuyer expenditure in the Grants Fund.

**Requested by: Janice Boone/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2012-074**

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_  
BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: February 6, 2012

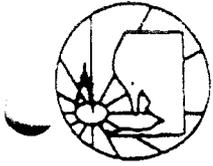
Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 9<sup>th</sup> day Of February, 2012.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CLERK OF THE COURTS



COMMUNITY PLANNING, ZONING AND DEVELOPMENT DIVISION  
SANTA ROSA COUNTY, FLORIDA

2012-074

Housing Program

MEMORANDUM

TO: Joel Haniford  
Budget Director

FROM: Janice Boone  
Housing Program Manager

DATE: 1/30/12

SUBJECT: Budget Modification  
FUND 104  
Department: 0789 Neighborhood Stabilization Program (NSP)

This is to request the following budget modification:

From: *32 5004*  
Fund 104 20800015 \$16,329.70  
Posted by finance 1/17/2012

To:  
Fund 104  
Dept. 0789

5340043 First Time Homebuyer \$16,329.70

Program income received. *for repayment of NSF Grant*  
Check dated 12/29/2011  
NSP-HF19  
Bruce Johnson

7

# BUDGET MODIFICATION RESOLUTION

No.

Whereas, the Board of County Commissioners has determined that a need exists to amend the budget pursuant to Florida Statute 129.06. NOW, THEREFORE, The Board of County Commissioners of Santa Rosa County, Florida does make the following budget amendments:

REQUESTER ACTION

DATE: January 31, 2012

FROM: **Peter Prince Field Enterprise Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	405 – 3344101	FDOT – Grant	\$ 242,750
	405 – 3990001	Cash Carried Forward	\$ 59,740
To:	4021 – 531001	Professional Services	\$ 189,590
	4021 – 563001	Improvements Other Than Buildings	\$ 112,900

**State reason for this request:**

Funds Peter Prince Airport Master Plan Update (\$189,590) and T-Hangar Grading Plan (\$112,900) from FDOT Grant (\$242,750) and carries forward matching funds (\$59,740) in the Peter Prince Field Enterprise Fund.

**Requested by: Roger Blaylock/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2012-075**

Budget Updated: \_\_\_\_\_ Allowed: \_\_\_\_\_ Forwarded: \_\_\_\_\_ Returned: \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_  
BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: February 6, 2012

Approved: \_\_\_\_\_ Hold: \_\_\_\_\_ Withdrawn: \_\_\_\_\_ Comment: \_\_\_\_\_

***PASSED AND ADOPTED*** by the Board of County Commissioners of Santa Rosa County, Florida on this ***9<sup>th</sup>*** day Of ***February, 2012.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CLERK OF THE COURTS