

February 7, 2011

**ECONOMIC DEVELOPMENT COMMITTEE**

NO ITEMS

February 7, 2011

ADMINISTRATIVE COMMITTEE

1. Discussion of Resolution authorizing adoption of the County Multi-Jurisdictional Flood Mitigation Plan as presented by CRS Max Consultants, Inc.
2. Discussion of expansion of Juana's Pagodas and Sailors' Grill on Navarre Beach.
3. Discussion of use of TDC funds enabling City of Milton to purchase marina property as recommended by Tourist Development Council.
4. Discussion of solicitation of proposals for development of site plan for Agri-Plex project.
5. Discussion of development of lease with Santa Rosa County Fair Association, Inc. for twenty-five (25) acre parcel north of East Milton Park for Agri-Plex project.
6. Discussion of Agreement with eCivis Grants Network in the amount of \$10,281 for grants research/monitoring and tracking/reporting functions for term of one (1) year.
7. Discussion of contract renewal with the Florida Department of Corrections for two (2) inmate work squads at Recycling Department.
8. Discussion of appointment of Robin Edwards as District Four member of the Zoning Board of Adjustments.
9. Discussion of appointment of Scott Mason as District Four member of Marine Advisory Committee.

10. Public Hearing items scheduled for 9:30 a.m. Thursday, February 10, 2011:

An ordinance establishing the Santa Rosa County Abandoned Property Ordinance providing procedures for removal of abandoned property on public property and private property.

Amendment to ordinance 2002-27 regarding soliciting or canvassing in subdivisions or neighborhoods that have a no soliciting or no canvassing sign posted on or adjacent to the entrance to the subdivision or neighborhood.



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# Santa Rosa County Board of County Commissioners

Sheila Harris, Special Projects/Grant Coordinator

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

## MEMORANDUM

**TO:** Hunter Walker  
**FROM:** Sheila Harris, Grants Coordinator  
**DATE:** 02/01/2011  
**RE:** Adoption of the Flood Mitigation Plan

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The Santa Rosa County Multi-Jurisdictional Flood Mitigation Plan, developed by the Local Mitigation Strategy Task Force, Flood Mitigation Plan Team in conjunction with CRS Max Consultants, is complete. The plan has been reviewed by the State and FEMA and can now be adopted by the Board. Please see attached letter from FEMA dated December 22, 2010 for reference.

Earl King, Consultant with CRS Max Consultants, will be at the Monday, February 7 meeting to make a presentation regarding the plan. During the Thursday, February 10 meeting, there will be a public meeting to hear comments from the public regarding final adoption. A resolution to adopt the plan will also be considered. The resolution is attached for review.

The flood plan can be viewed at: <http://www.santarosa.fl.gov/lmsc/index.html>. Please let me know if you have any questions.

U.S. Department of Homeland Security  
FEMA Region IV  
3003 Chamblee Tucker Road  
Atlanta, GA 30341



**FEMA**

December 22, 2010

Mr. Miles E. Anderson  
State Hazard Mitigation Officer  
Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

Reference: Santa Rosa County Multi-Jurisdictional Flood Mitigation Plan  
FMA-PL-04-FL-2008-007

Dear Mr. Anderson:

This is to confirm that we have completed a Federal/State review of the Santa Rosa County Multi-jurisdictional Flood Mitigation Plan for compliance with the Federal Hazard Mitigation Planning standards contained in 44 CFR §78.5, revised as of October 1, 2007.

In order for our office to issue formal approval of the plan, Santa Rosa County must submit adoption documentation and document that the final public meeting occurred. Upon submittal of these items to our office, we will issue formal approval of the Santa Rosa County Flood Mitigation Plan.

If you have any questions or need any further information, please do not hesitate to contact Gabriela Vigo, of the Hazard Mitigation Assistance (HMA) Branch at (229) 225-4546 or Linda L. Byers, Planning Lead Specialist, at (770) 220-5498.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Lowe".

Robert E. Lowe, Chief  
Risk Analysis Branch  
Mitigation Division

**RESOLUTION NO. 2011- \_\_\_\_.**

**WHEREAS**, Santa Rosa County and its jurisdictions have experienced severe damage from flooding on several occasions in the past, resulting in property loss, loss of life, economic hardship, and threats to public health and safety, natural resources and the local economy; and

**WHEREAS**, Santa Rosa County received a Flood Mitigation Assistance Planning Grant for the purposes of developing a Multi-Jurisdictional Flood Mitigation Plan and committed to providing the required 25% local match utilizing in-kind staff time in development of the plan; and

**WHEREAS**, the Santa Rosa County Multi-Jurisdictional Flood Mitigation Plan (hereinafter "the Flood Plan") has been developed through the efforts of the Santa Rosa County Local Mitigation Strategy Task Force, specifically the Flood Mitigation Plan Task Force, which consists of employees and community members of Santa Rosa County and the City of Milton, City of Gulf Breeze, and Town of Jay as well as other representatives from various state agencies and non-profit organizations; and

**WHEREAS**, this is a multi-jurisdictional plan where all cities and townships were invited to participate in the planning process and cities will be invited to adopt the Flood Plan;

**WHEREAS**, this Flood Plan, as an addendum to the Santa Rosa County Local Mitigation Strategy Multi-Hazard Mitigation Plan, will better address present and future flood planning; and

**WHEREAS**, this Flood Plan will serve as the Flood Mitigation Plan required of all communities participating in the National Flood Insurance Program and seeking project funding from the Flood Mitigation Assistance Program; and

**WHEREAS**, the planning process included public involvement and coordination with key stakeholders in the county; and several public meetings were held to review the Flood Plan during the planning process; and

**WHEREAS**, the Flood Plan has identified and described the flooding hazard and has assessed countywide vulnerability and risk to the flooding hazard; and

**WHEREAS**, the Flood Plan recommends hazard mitigation measures that may protect the people and property potentially affected by flooding hazards in Santa Rosa County; and

**WHEREAS**, the Flood Plan also benefits Santa Rosa County's businesses and residents through improving the community's National Flood Insurance Program Community Rating System classification, thus reducing flood insurance premiums; and

**WHEREAS**, a final public meeting soliciting input on the plan prior to adoption occurred on February 10, 2011 at 9:30 a.m. and any minor changes made as a result of this input will not require re-adoption of the plan;

**NOW, THEREFORE, BE IT RESOLVED** that Santa Rosa Board of County Commissioners hereby adopts the Santa Rosa County Multi-Jurisdictional Flood Mitigation Plan as the formal plan for Santa Rosa County's flood mitigation activities.

**PASSED AND ADOPTED** this \_\_\_\_ day of February, 2011, by a vote of \_\_\_\_ yeas, \_\_\_\_ nays, and \_\_\_\_ absent, of the Board of County Commissioner of Santa Rosa County, Florida.

**BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

BY \_\_\_\_\_  
Chairman

**ATTEST:**

\_\_\_\_\_  
Mary M. Johnson, Clerk of Courts

JAN 26 2011

To: The Santa Rosa Board of County Commissioners

January 15, 2011

2

From: Juana's Inc.  
DBA Juana's Pagodas And Sailors Grill  
1451 Navarre Beach Cswy  
Navarre Beach, Fl 32566

Re: Expansion Of Juana's Pagodas and Sailors' Grill

Juana's Pagodas and Sailors' is seeking permission from the Board of County Commissioners to further expand its operation to include a heated and cooled space to accommodate groups from 50 to 75 people for weddings and small groups sales. This additional space would further enhance our operation and ultimately increase revenue generated for the county. The new structure would be of similar design to what is currently on the property and include new restroom facilities. The new structure would be built to the most current building codes and incorporate the latest in alternative energy such as solar panels and solar water heating. We are prepared to move forward with construction starting with design work, permitting, and then construction with a total time frame of approximately one year.

Juana's and Sailor's Grill has grown over the years with all improvements made to the Sound Side Park area being financed by Juana's Inc. and all improvements being turned over to the County at the expiration of the management agreement between Juana's Inc and the County. We also request an additional 5 years to the end of our existing lease that currently expires on April 30, 2035 to help offset the additional expansion cost of approximately \$250,000.

If you need further information, such as conceptual drawings or design specs, please let us know.

Thank you for your consideration,  
Steve Rudzki  
Ken Rudzki  
Kevin Rudzki

## Brief History of Juana's Pagodas and Sailors' Grill

Woody's Beach Rentals was started within Soundside Park on Navarre Beach in 1983. Woody Miller had run a beach rental business at that location for six years before Juana's Inc. acquired his management agreement with Santa Rosa County in 1989. The agreement is a public/private arrangement in which Juana's builds and pays for all improvements and maintains the park area, parking lot, and beach areas at no expense to the County. Juana's also pays 5% of gross revenues to the county for the use of the park area and all improvements become property of the county at the end of the management agreement.

Juana's was started as a family business 21 years ago and has grown to over 2 million dollars in yearly gross revenue and has paid Santa Rosa County over 1.3 million dollars since the beginning of the agreement. Juana's has 35 to 40 yearly employees and grows to 75 employees 6 months a year with a 1.1 million annual pay roll in 2010 alone. Juana's has paid the State of Florida in excess of 1.4 million in state sales tax since 1989. Juana's provides five lit volley ball courts servicing over 400 players per season and runs four seasons a year from early spring to late fall. Juana's has raised thousands of dollars over the years for local charities with \$13,000 being raised in 2010 alone. We have established many yearly events that draw people in from all over the country.

Events such as The Sunset Stampede, The Bold Eagle Triathlon, Aquapalooza, The Emerald Coast Poker Run, The Good Time Regatta, our Chili-cook off, among others bring in thousands of people visiting our community and utilizing area hotels, condos and restaurants.

The management agreement between Santa Rosa County and Juana's Inc. shows how a public/private venture can benefit the community and surrounding areas by providing a family friendly beach atmosphere that provides everything from beach rentals to a full service restaurant. It has been a win/win situation for all involved.

## Emily Spencer

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**From:** Hunter Walker  
**Sent:** Thursday, January 27, 2011 10:33 AM  
**To:** Emily Spencer  
**Subject:** FW: 1989 Juana's and now

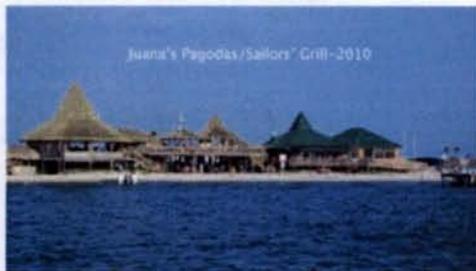
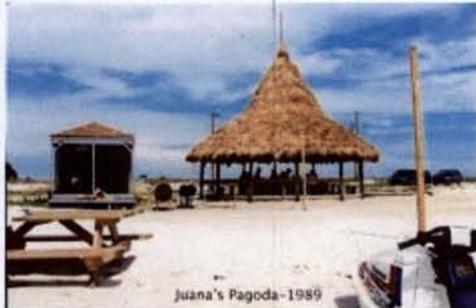
Please print

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**From:** Kevin Rudzki [mailto:[islandbar@bellsouth.net](mailto:islandbar@bellsouth.net)]  
**Sent:** Thursday, January 27, 2011 9:53 AM  
**To:** Hunter Walker  
**Subject:** Fwd: 1989 Juana's and now

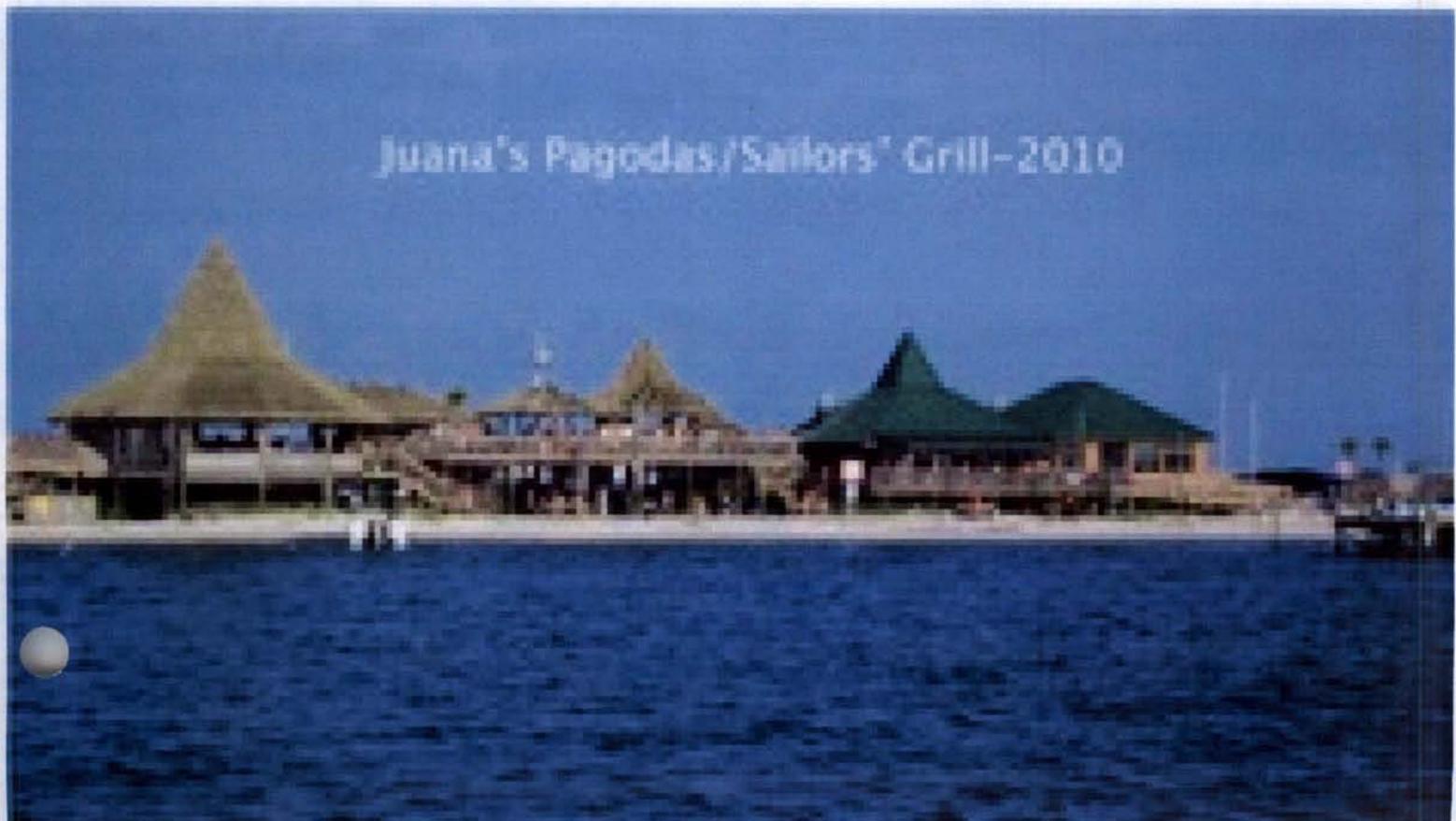
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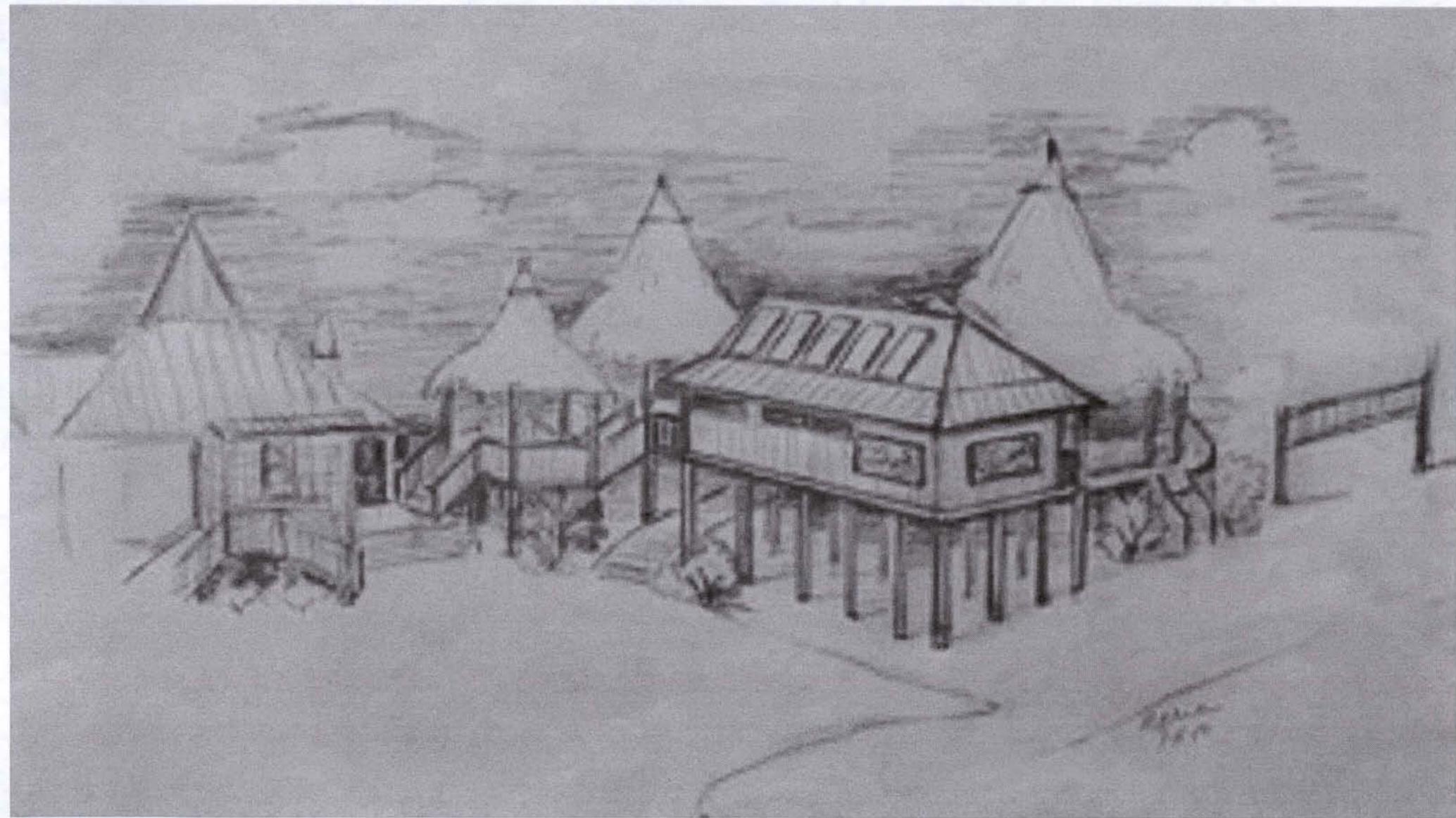
**From:** Marie Rudzki <[marv97@juno.com](mailto:marv97@juno.com)>  
**Date:** January 26, 2011 12:01:18 PM CST  
**To:** Kevin Rudzki <[islandbar@bellsouth.net](mailto:islandbar@bellsouth.net)>  
**Subject:** 1989 Juana's and now





Juana's Pagodas/Sailors' Grill-2010





**Santa Rosa County Tourist Development Council  
Special Board of Directors Meeting  
Friday, December 17 2010 – 8:30 AM  
Navarre Visitor Information Center**

**Minutes  
Final**

**Members Present:**

Vernon Compton  
Jim Melvin  
Dorothy Slye  
Clayton White  
Ira Mae Bruce

**Attendees:**

Kate Wilkes  
Gale Thames  
Randy Jorgenson  
Lynn Brown  
Kyle Holley

Vernon Compton called the meeting to order, there was a quorum. He asked for additions or corrections to agenda. Ira Mae Bruce requested that library charges be discussed.

Randy Jorgenson, City of Milton, presented a plan for the City of Milton to purchase the River Run Marina property. This would be an integral part of the continuation of the Riverwalk. The North End Committee of the TDC has been reserving funds for the Riverwalk since 2002. Randy is requesting that these funds and future income to this fund be used to secure and guarantee the payments on a loan to purchase the marina property. In the event of the sale or lease of this property, the funds would come back to the TDC for the Riverwalk fund. Ira Mae Bruce motioned to approve the concept and make this recommendation to the Santa Rosa County Commission, Dorothy Slye seconded the motion, it was approved unanimously. See attached proposal.

Ira Mae Bruce suggested that the \$50.00 annual library fee charged to non-residents of Santa Rosa County would be a problem for snowbirds who stayed between 1 and 3 months. She motioned that the TDC ask the County Commission to consider a pro-rated fee for tourists staying for 2 or more months. Commissioner Melvin agreed to support the idea. Dorothy Slye seconded the motion and it was approved unanimously.

The meeting adjourned at 10 AM.

## Santa Rosa County Tourist Development Council

*Authority:* Counties are authorized to levy five separate tourist development taxes on transient rental transactions pursuant to s. 125.0104, F.S. Depending on the particular tax, the levy may be authorized by vote of the governing body or referendum approval. Tax rates vary by county depending on a county's eligibility to levy particular taxes; however, the absolute maximum rate is 6 percent. Generally, the revenues may be used for capital construction of tourist-related facilities, tourist promotion, and beach and shoreline maintenance; however, the authorized uses vary according to the particular levy.

**a. Authorize action consistent with the staff analysis**

### ANALYSIS

#### Action requested

The requested action will authorize the expenditure of funds held by Santa Rosa County on behalf of the Tourist Development Council for the expansion of the Riverwalk in the City of Milton. Counties are authorized to levy five separate tourist development taxes on transient rental transactions pursuant to s. 125.0104, F.S. Depending on the particular tax, the levy may be authorized by vote of the governing body or referendum approval. Tax rates vary by county depending on a county's eligibility to levy particular taxes; however, the absolute maximum rate is 6 percent. Generally, the revenues may be used for capital construction of tourist-related facilities, tourist promotion, and beach and shoreline maintenance; however, the authorized uses vary according to the particular levy. The funds shall be placed in the county tourist development trust fund of the respective county, which shall be established by each county as a pre-condition to the receipt of such funds.

#### Scope

This request will authorize the Tourist Development Council (TDC) to acquire approximately 3.89 acres of land in the City of Milton for the purpose of extending the Riverwalk and taking actions to increase the commercial value of the property. The property currently is unused with the exception of a limited number of boat slips. At the Northern Santa Rosa County Tourist Development Council Committee's (NSRCTDCC) annual planning meeting held on 17 November, 2010, the NSRCTDCC was presented with an opportunity that is integral to their effort to assist in the creation of a riverfront community. The same proposal came before the Board of the TDC on the 17<sup>th</sup> of December for the purpose of Board review and the Board unanimously recommended approval of the concept and this request

. Barnes Family Properties LTD. owns the River Run Marina, which consists of 3.89 acres of land occupying two lots/ parcels just southeast of Carpenter's Park on Quinn Bayou in the City of Milton. The property is currently for sale through Granger Properties, Commercial Real Estate Agents Pensacola. We have been in contact with the agent and can affect the sale of the property for significantly less than the current asking price. The seller has requested a down payment of 23.8% of the negotiated price. If structured as out lined during negotiations the sale would have a term of 15 years at 4.5% interest. The agreement would also identify a 3 year balloon of \$200,000.00 and the sale could be seller financed.

On the property there are currently twelve (12) slips, the majority of which are leased at a rate of \$100.00 per month. Following acquisition, we would seek the permitting of the expansion of the available slips from twelve (12) to twenty five (25). Additionally, we would seek the permitting of an above-ground petroleum tank and finger dock to service the needs of the areas boating enthusiasts. The most important aspect of this acquisition, however, is the establishment and recordation of an easement that would run with the land allowing for the construction/erection of the Riverwalk along the properties waterfront. Finally, the City is committed to using its machinery/manpower to clean up the property, and return it to a useful and marketable state. The City would then apply a zoning overlay describing permitted uses in keeping with the development of an extension of a retail/office/residential marina environment, further promoting the desired riverfront atmosphere. Following completion of the above stated objectives, the property would be returned to the commercial real estate marketplace, and the proceeds from the sale would be used to continue the development of the riverfront or as an option the City may seek an agreement with a private sector company to develop and manage the facility.

Again the NSRCTDCC, at its annual planning session, established this project as one of its paramount objectives. Currently, the county holds \$236,000.00 worth of bed tax proceeds that are dedicated to the Riverwalk's expansion. \$80,000.00 of the \$236,000.00 is currently programmed for the first extension of the Riverwalk south from Carpenter's Park to Quinn Bayou. That work is underway leaving a balance of \$156,000.00. A major portion of the fund balance would be used for the down payment on the property. The remaining balance would be placed on deposit in an interest bearing form, and the accrued interest would also be used to service the debt. The dedicated bed taxes that have been earmarked for the Riverfront within the City since 2002 generate approximately \$3,000.00 monthly and can meet the monthly reoccurring associated with the property.

What the TDC is requesting of the County Board is to authorize the TDC to act as described above with the City to hold/ own the land. A legal instrument is to be crafted by the City and County attorneys, further memorializing this commitment.

**PARCEL INFORMATION TABLE**

	<b><u>03-1N-28-2530-00700-017C</u></b>
	<b>WAREHOUSING (48)</b>
	<b>3.62</b>
	<b>WAREHOUSE/</b>
	<b>COMM WATER</b>

OWNERSHIP INFORMATION	
Name	BARNES FAMILY PROPERTIES LTD
Mailing Address	5924 MANDIE LN MILTON, FL 32570-5433
Situs/Physical Address	QUINN ST



PARCEL INFORMATION TABLE	
Selected Parcel	<u>03-1N-28-2530-00700-0177</u>
DOR Property Usage	RESTAURANTS (21)
Acres	0.27
Property Use	RESTAURANT
Land Use	RESTAURANT

**OWNERSHIP INFORMATION**

	<b>BARNES FAMILY PROPERTIES LTD</b>
	<b>5924 MANDIE LN MILTON, FL 32570-5433</b>
	<b>6876 QUINN ST</b>

Project Schedule

**The project schedule is as follows:**

Approve acquisition:	Feb. 2011
Acquire property:	Mar. 2011
Complete described permitting:	Dec. 2012
Effect sale:	Mar. 2013

Condition of Property

Site visits by City personnel have resulted in a call for a Phase 1 Environmental Site Assessment, prior to acquisition. No known defects have been identified.

Other

- All utility connections are available at the site.
- The City is not aware of any lawsuits pending concerning the property. The Property Acquisition Agreement will require delivery of title to the property free and clear of any mortgages or liens.

**Staff Recommendation: Authorize expenditure.**

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February 1, 2011

Mr. Hunter Walker  
County Administrator  
Caroline Street  
Milton, Fl. 32570

Dear Mr. Walker,

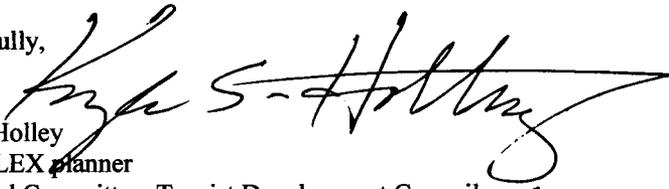
Please include two items of implementation consistent with the Master Plan approval of the AGRI-PLEX located within and adjacent to the East Milton Recreation Park on the agenda for the Board of County Commission Committee meeting scheduled for Monday, February 7, 2011 at 9:00am.

Item 1 Related to Phase I of the project calls for the publishing of the "Request for Qualifications" to develop the site plan, including the technical information required to develop the storm water management plan for the total project area.

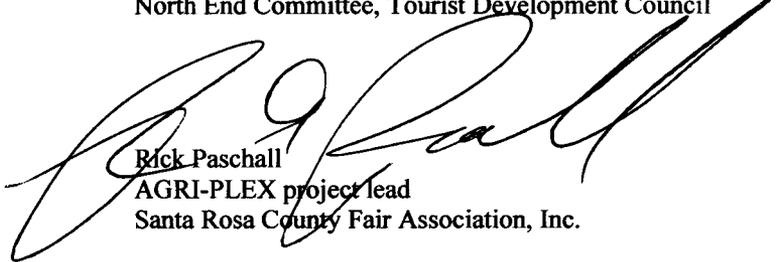
Item 2 Related to Phase II of the project calls for the direction of County staff,-the County attorney- to develop a lease with the Santa Rosa County Fair Association, Inc. for the 25 acres adjacent to and above the East Milton Recreation Park. This parcel is consistent with the resolution by the BOCC to utilize this parcel as part of the local match requirement for grant funding for the project from the Department of Agriculture and Consumer Services.

We appreciate your leadership and inclusion of these two items on the next Commission agenda scheduled for Monday, February 7, 2011 at 9:00am.

Respectfully,



Kyle S. Holley  
AGRI-PLEX planner  
North End Committee, Tourist Development Council



Rick Paschall  
AGRI-PLEX project lead  
Santa Rosa County Fair Association, Inc.





DAVID S. LAMAR, P. E.  
 P.O. BOX 10605  
 PENSACOLA, FL 32524-0605  
 850-834-0013

OVERALL SITE PLAN

AGRI-PLEX  
 SANTA ROSA COUNTY

NO.	REVISION	DATE

DSL-2011-010  
 Date: JANUARY 2011  
 Drawn by: C.W.R.



# Santa Rosa County Board of County Commissioners

Sheila Harris, Special Projects/Grant Coordinator

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

## MEMORANDUM

**TO:** Hunter Walker  
**FROM:** Sheila Harris, Grants Coordinator  
**DATE:** 02/01/2011  
**RE:** eCivis Grants Network®

### Recommendation

Recommend the Board consider entering into an agreement with eCivis for use of their "Grants Network" product at a cost of \$10,281 for one year. eCivis, Inc., provides a web-based software and database of all grant opportunities on Federal, State, and Foundation levels. Access rights and instructional support are given to specific county employees for locating grant funding opportunities and managing existing grants that are relative to their department functions. Various county staff have participated in a webinar about the product and have indicated an interest in using the product.

There are two components of the product that are included in the price; the Research module and Tracking & Reporting Module. These services are described in detail on the attached product summary sheet. The contract is for one year and there is no requirement to keep the product in the event that the product does not yield a return on investment. In addition, the county has the option to partner with community-based organizations and non-profits to offer subscriptions for access to the Research module so that they can search for grant opportunities.

### Background

Grant administration for the Board including grant writing and grants management is currently conducted in a decentralized fashion with several county departments handling their own grant writing and grants management. As grants coordinator, I also write and manage grants and have coordination responsibilities over all county grants including providing general assistance to departments and preparing for grant audits and other reporting requirements. As budget constraints continue and as some state and federal funding sources continue to decline, the Board will continue to be faced with the challenge of providing services with less funding. Additionally, grant providers are becoming increasingly selective in making awards to organizations with a proven track record of managing grants effectively. There is always room for improvement and as grants coordinator, I want to ensure that the county is considering every available funding opportunity. I believe the eCivis product will be helpful in grant research and management.



### ***eCivis Grants Network®***

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For the past 10 years, eCivis has been helping governments across the country improve their grants performance by providing quality information, easily accessible training, and powerful funding management tools.

### ***Our Services***

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#### **Grants Network: Research<sup>SM</sup>**

- Database of more than \$400 billion in funding opportunities updated daily
- More than 40,000 hours per year dedicated to finding grants relevant to your organization
- Financial, application, and eligibility information verified with grant Program Officers
- Grant modules contain all the information you need to make decisions in minutes about which funding opportunities to pursue
- Search Agents run your saved search criteria and alert you to new or updated grants as they become available
- Save grants to receive email updates when there is new information available or when the grant begins accepting applications for a new fiscal year
- Previously Funded Application (PFA) Library: Our collection of more than 700 winning grant applications that you can reference when preparing your grant application
- Referral Network: Free listing of grant writers and other grant professionals, including writing samples and verified references
- The following eCivis clients credit their use of Grants Network for recent grant wins:
  - ♦ Raleigh, NC - More than \$1.9 million
  - ♦ Boynton Beach, FL - More than \$3.3 million
  - ♦ Alachua County, FL - More than \$5.7 million
  - ♦ Richmond, VA - More than \$3.3 million
  - ♦ Loudoun County, VA - More than \$8.7 million
  - ♦ Avondale, AZ - More than \$6.5 million
  - ♦ Sarasota County, FL - More than \$2.9 million
  - ♦ Placer County, CA - More than \$3.6 million
  - ♦ Noblesville, IN - More than \$1.2 million
  - ♦ Sonoma, CA - More than \$2.1 million

#### **Grants Network: Tracking & Reporting<sup>SM</sup>**

- Robust Grant Management and Project Management Tool
- More than \$1 billion being managed in Tracking & Reporting by our clients
- Complete data capture for Recovery Act reporting, including one-click report generation
- Ensure compliance at every level with complete visibility for management
- Easy-to-understand dashboards let you track the progress and compliance of all grants and projects in minutes
- Minimize the effects of turnover or varying skill levels of your employees
- Manage tasks, reminders, and reporting with a minimal amount of effort from supervisors and employees
- Keep all documents in one place, including applications, award contracts, report templates, and financial reports, as well as supporting documentation such as approval forms, receipts, purchase orders, and reimbursement requests
- See reduced audit fees and improved audit outcomes
- Grants Network: Tracking & Reporting can also be used to manage other funding sources such as bonds, loans, and general funds

Some of our clients who use Grants Network: Tracking & Reporting to manage their grants include:

City of Los Angeles, CA	Orlando, FL
Los Angeles County, CA	Bexar County (San Antonio), TX
Houston, TX	Goodyear, AZ
El Paso, TX	Honolulu, HI
Loudoun County, VA	Tacoma, WA
Boynton Beach, FL	Memphis, TN

Grants Network: Tracking & Reporting can be paid for using grants that allow for administrative or operating expenses. Some grants that allow for such costs are:

Energy Efficiency and Conservation Block Grant (EECBG)	Neighborhood Stabilization Program (NSP)
Homeland Security Grants	Housing Counseling Program Grants
Edward Byrne Memorial Justice Assistance Grant (JAG)	Housing for Persons with AIDS (HOPWA)
Community Development Block Grant (CDBG)	HOPE VI Revitalization Grants
Assistance to Firefighters Grant (AFG)	Most Transportation Grants
	Emergency Shelter Grants (ESG)

### Grants Network: KnowledgeBase<sup>SM</sup>

- Collection of publications and training courses to build your core competencies in pursuing and managing grants
- On-demand training available anytime
- Interactive learning materials targeted at every skill level
- Vital information on addressing unexpected challenges
- In-depth analysis of popular project trends (green, infrastructure, law enforcement, etc.)
- Subject areas include:
  - ♦ The Federal Budget Process
  - ♦ Types of Grants (formula, discretionary, pass-through, etc.)
  - ♦ Grant Writing
  - ♦ Building Your Grants Team
  - ♦ Fiscal and Programmatic Compliance
  - ♦ Managing Challenges: Personnel Changes, Match Requirements, Managing Deadlines
  - ♦ Audit Preparation

## *eCivis: Trusted by Governments Nationwide*

Governments across the nation increasingly rely on eCivis to propel their grants performance. As more governments join our partnership, we will continue to offer new and better products and services that are aligned with our customers' needs. From our humble beginnings, we have strived to put the needs of our customers first, which has enabled us to rapidly serve hundreds of the most effective grants organizations nationwide. Your grants success is our key measurement of performance, and we look forward to your organization becoming eCivis' next success story.

For more information about eCivis' products and services please e-mail [grantinfo@ecivis.com](mailto:grantinfo@ecivis.com), call toll-free at (877) 232-4847, option 1, or visit us on the web at [www.ecivis.com](http://www.ecivis.com).

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**eCIVIS**  
Your tools for grants success.



Features / Functionality	eCivis	Grants.gov
Federal Grants	X	X
State Grants	X	
Foundation Grants	X	
Keyword Search	X	X
CFDA # Search	X	X
Category Search	X	X
Grant Type Search	X	
Eligibility Search	X	X
Application Due Search	X	
Matching Type Search	X	
Geo Filter Search	X	
Agency Search	X	X
Save Search	X	
Save Grant	X	
Save Grant Alerts	X	
Save Search Alerts	X	
Details Rollover	X	
Email Grant	X	
Print Grant	X	
Grant Summary	X	Very Limited
Financial Summary	X	Very Limited
Program Officer Notes	X	
Program Officer Contact Information	X	
NOFA File	X	
Application File	X	X
Standardized Format	X	X
Live Search Support	X	
Live Customer Support	X	



### *What if you could...*

- Implement a comprehensive and centralized approach to grant management in order to better coordinate cross-departmental monitoring, training, reporting, and audits?
- Dramatically reduce grant management costs from 5-20% of total grant funding to 0.25%?
- Transform your research, communication, and review process with a single place to search for distilled, relevant, and actionable grant opportunities?
- Put grants management on auto-pilot with automated advanced notifications, deadline alerts, and on-demand project status?
- Support both departments and CBOs in securing millions of dollars in funding to keep services flowing?

## ***Top 10 Reasons to Have a Research & Grants Management Software System***

You've been dreaming of ways to not perish in the hyper-competitive fight for grant dollars and have considered incorporating a grants management software system into your grant active organization. But why should you make this investment? By understanding the following 10 key reasons, you will no longer have to say "What if I could...":

1. **Old Ways of Doing Grants are Dead:** It's simple, those that innovate win. Grant active organizations that innovate and use the best available technologies to research and apply for grants win.
2. **Find Grants Easily:** Grants are hard to find using traditional methods. You need a system that makes it easy. A grants management software system provides extensive visibility to available grant funding dollars with a comprehensive database of Federal, State, and Foundation grants that represent billions of dollars in funding.
3. **Make Grants Easy to Analyze and Understand:** Analyzing grants to understand eligibility, award, application, compliance, and other key aspects is time consuming and difficult. A grants management software system not only streamlines the grant dollar discovery process and reduces research time by 80%-90%, but it also provides tens of thousands of annual hours of expert analysis, summarization, and indexing of grant programs.
4. **Keep Up-to-Date with Changes to Grants:** Application dates, amounts, eligibility requirements, etc., all may change from the initial publication of a grant. A grants management software system ensures early warning and timely response to relevant grant opportunities with advanced search, results filtering capabilities, and configurable real-time email alerts.
5. **Provide Visibility to Your Organization's Grant Activities:** A grants management software system provides leadership with the information needed to optimize your grant management investment with a real-time grants management scorecard of key performance indicators (KPIs).
6. **Coordinate Cross-Departmental Grant Activities:** For most organizations, it is difficult, if not impossible, to coordinate grant efforts across departments and with outside key stakeholders. Many times, this results in grant conflicts, wasted efforts, and lackluster performance. A grants management software system saves time, money, and frustration associated with manual processing of previously uncoordinated cross-departmental tasks and provides a centralized administration and a life-cycle view of activity from research and reward to compliance and audit.
7. **Align Grant Activities with Your Organization's Goals:** It's tough to meet your strategic goals when you lack visibility and the ability to track who is doing what in your grants organization. The result? Grant activities that are miss-aligned with your strategic pursuits. A grants management software system ensures visibility, accountability, and alignment of grant activity relative to organizational priorities with reliable tracking of grant and project financials, goals, and performance metrics.
8. **Keep the Money You are Awarded:** The real work starts after you win a grant. You must ensure that you are meeting all project and compliance deadlines. If you don't, you face the reality of leaving grant money "on the table". A grants management software system eliminates the financial risk of not meeting all application, project, reporting, and reimbursement deadlines.
9. **Build a Winning Grants Infrastructure:** To win at the game of grants, you must have a winning team and an efficient supporting infrastructure. The challenge today is that, unless your organization is already built and running on all cylinders, you have to work quickly to win in today's hyper-competitive environment. A grants management software system builds organizational competency and grant management process maturity through a collection of tools, resources, trainings, and publications.
10. **Maintain and Enhance Grants Personnel's Professional Competencies:** From the grants rookie to the most experience grants staffer, everyone benefits from a solid education. A grants management software system enables grants professionals to come up to speed quickly on key issues and hone their individual skills.

### Grants Statistics for FY 2010

For the BOCC, there were 59 open grants and awards totaling over \$11 million that were reported on. This represents about 40 types of grants or awards. This amount does not include any grants received by TEAM Santa Rosa, constitutional officers such as the Sheriff or Supervisor of Elections and does not include any awards that the Board served as Project Partner.

There are at least nine different departments with various personnel who are tasked with managing grants on an annual basis and more that have had experience writing or managing grants at one time or another.

While there are a small number of current grant/funding sources that may experience funding level decreases or may be unavailable entirely, there is an anticipated equal or greater amount of opportunities for the county to pursue.



SANTA ROSA COUNTY ENGINEERING  
**ENVIRONMENTAL DEPARTMENT**

6065 Old Bagdad Highway  
Milton, FL 32583  
www.co.santa-rosa.fl.us

1/28/11

Roger A. Blaylock, P.E.  
County Engineer

Jerrel Anderson, P.E.  
Environmental Manager

7

# Memo

**To:** Hunter Walker, County Administrator

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

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

**Date:** 1/27/2011

**Re:** Contract Renewal Department of Corrections at Recycle

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**Background:** Attached are two originals of Work Squad Contract #WS593 with Department of Corrections for (2) work crews. The current contract expires in April of 2011.

**Situation:** The cost to the Enterprise Fund for these two crews is approximately \$112,934 per year. This cost remains the same as the previous year.

**Request:** Process the Renewal Form provided by the Department of Corrections to renew Work Squad Contract #WS593 and return the two originals to our office for processing.

Should you have any questions please contact me at 981-7135.

JA/vb



FLORIDA  
DEPARTMENT of  
CORRECTIONS

Governor  
**RICK SCOTT**

Interim Secretary  
**WALTER A. McNEIL**

*An Equal Opportunity Employer*

2601 Blair Stone Road • Tallahassee, FL 32399-2500

<http://www.dc.state.fl.us>

January 13, 2011

Rick Harris, Recycling Coordinator  
Santa Rosa County  
6065 Old Bagdad Highway  
Milton, Florida 32583  
Telephone: (850) 981-7135

RE: Work Squad Contract #WS593

Dear Mr. Harris:

Enclosed for signatures are two (2) originals of Work Squad Contract WS593 Amendment #1 to renew your current Contract between the Department of Corrections and your agency. The effective date of this Amendment will be **April 7, 2011**.

To provide a seamless transition in contracting, please have **both originals** of the enclosed contracts **signed** and **returned** to this office, via Express Mail, by **February 12, 2011**. If your agency requires a longer period for approval and execution of the enclosed documents, please contact me at the telephone number shown below to request an alternate date upon which our office can expect submission. Once this Contract has been executed by the Department, one (1) executed original of the Contract will be returned to your agency.

As a reminder, please be advised:

- to include the Contract #(WS593) on all correspondence;
- that changes to the scope of services cannot be made except through a formal Contract amendment, executed by both parties, and issued by this office; and
- that services may not be provided after the expiration date unless the Contract has been extended or renewed.

If there are any questions, please call me at (850) 410-4134.

Sincerely,

Cristy Williams

Government Operations Consultant I

Bureau of Procurement and Supply

Enclosure

CONTRACT AMENDMENT BETWEEN  
THE DEPARTMENT OF CORRECTIONS

AND

SANTA ROSA COUNTY, BOARD OF COUNTY COMMISSIONERS

This is an Amendment to the Contract between the Florida Department of Corrections ("Department") and Santa Rosa County, Board of County Commissioners ("Agency") to provide for the use of inmate labor in work programs.

This Amendment:

- renews the Contract for one (1) year pursuant to **Section I., B., Contract Renewal**;
- revises the end date of the Contract referenced in **Section I., A., Contract Term**;
- revises the agency's representative in Section IV., C. **Agency's Representative**; and
- replaces Addendum A with Revised Addendum A, effective April 7, 2011.

Original contract period: April 7, 2010 through April 6, 2011

In accordance with **Section V., CONTRACT MODIFICATIONS**, the following changes are hereby made:

1. **Section I., A., Contract Term**, is hereby revised to read:

A. This Contract began April 7, 2010 and shall end at midnight on April 6, 2012.

This Contract is in its final renewal year.

2. **Section IV., C., Agency Representative**, is hereby revised to read:

The name, address and telephone number of the representative of the Agency is:

Rick Harris, Recycling Coordinator  
Santa Rosa County  
6065 Old Bagdad Highway  
Milton, Florida 32583  
Telephone: 850-981-7135  
Email: [rickh@santarosa.fl.gov](mailto:rickh@santarosa.fl.gov)

3. Pursuant to **Section III., Compensation, A., 5**, the rate of compensation is amended to reflect the rates indicated in Revised Addendum A. Addendum A is hereby replaced with Revised Addendum A, effective April 7, 2011.

All other terms and conditions of the original Contract remain in full force and effect.

This Amendment shall begin on the date on which it is signed by both parties.

IN WITNESS THEREOF, the parties hereto have caused this Amendment to be executed by their undersigned officials as duly authorized.

**AGENCY: SANTA ROSA COUNTY, BOARD OF COUNTY COMMISSIONERS**

SIGNED BY: \_\_\_\_\_  
NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
DATE: \_\_\_\_\_  
FEID #: \_\_\_\_\_

**DEPARTMENT OF CORRECTIONS**

**Approved as to form and legality,  
subject to execution.**

SIGNED BY: \_\_\_\_\_  
NAME: **Richard D. Davison**  
TITLE: **Deputy Secretary  
Department of Corrections**  
DATE: \_\_\_\_\_

SIGNED BY: P. K. Dale  
NAME: Kathleen Von Hoene  
TITLE: **General Counsel  
Department of Corrections**  
DATE: 1-6-11

ORDINANCE 2011 - \_\_\_\_

AN ORDINANCE BY THE COUNTY COMMISSION OF SANTA ROSA COUNTY, FLORIDA, ESTABLISHING THE SANTA ROSA COUNTY ABANDONED PROPERTY ORDINANCE; PROVIDING DEFINITIONS, PROVIDING PROCEDURES FOR REMOVAL OF ABANDONED PROPERTY ON PUBLIC PROPERTY AND PRIVATE PROPERTY; PROVIDING ENFORCEMENT; PROVIDING PENALTIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA, THAT:

**SECTION 1.** This ordinance shall be known and may be cited as the "Santa Rosa County Abandoned Property Ordinance."

**SECTION 2. DEFINITIONS.**

For the purposes of this article, the following terms shall have the meaning given herein, unless their uses and context clearly indicate otherwise:

*Abandoned property* means wrecked or derelict property having no value other than nominal salvage value, if any, which has been left abandoned and unprotected from the elements and shall include wrecked, inoperative, or partially dismantled motor vehicles, trailers, boats, machinery, refrigerators, washing machines, plumbing fixtures, furniture, and any other similar article which has no value other than nominal salvage value, if any, and which has been left abandoned and unprotected from the elements.

*Enforcement officer* means the County Administrator or his designee.

*Public property* means lands and improvements owned by the County lying within the County boundaries and includes buildings, grounds, parks, playgrounds, streets, sidewalks, parkways, rights-of-way, and other similar property.

**SECTION 3. - PROCEDURE FOR REMOVAL—PUBLIC PROPERTY.**

Whenever the enforcement officer shall ascertain that an article of abandoned property is present on public property he shall cause a notice to be placed upon such article in substantially the following form:

Notice to the owner and all persons interested in the attached property:

This property, to wit: (*setting forth brief description*) is unlawfully upon public property known as (*setting forth brief description of location*) and must be removed within ten days or, if the property is a boat, 30 days from the date of this notice. If this property is not removed within such period a hearing shall be held at (*setting forth time and place of hearing*) at which the owner or any person may show reasonable cause why the property should not be removed and destroyed. If at the conclusion of the hearing, the owner or any person interested in it has not shown good cause why the property should not be removed and destroyed, it shall be presumed to be abandoned property and will be removed and destroyed by order of the Board of County Commissioners. If the property is a motor vehicle or boat, the owner will be liable for the costs of removal and destruction. Dated this: (*setting forth the date of posting notice*). Signed: (*setting forth name, address and telephone of County Administrator*).

Such notice shall be not less than eight inches by ten inches and shall be sufficiently weatherproof to withstand normal exposure to the elements. In addition to posting, the enforcement officer shall make a reasonable effort to ascertain the name and address of the owner; and if such is reasonably available to the enforcement officer, he shall mail a copy of such notice to the owner on or before the date of posting.

At the hearing, which shall be held before the Board of County Commissioners, the owner or any person having any interest in the abandoned article or articles described in the notice will be permitted to show reasonable cause why the article or articles should not be removed and destroyed. If, at the conclusion of the hearing, the owner or any person interested in the abandoned article or articles described in such notice has not removed the article or articles from public property or shown reasonable cause for failure so to do, the Board of County Commissioners may cause the article or articles of abandoned property to be removed and destroyed. The salvage value, if any, of such article or articles shall be retained by the County to be applied against the cost of removal and destruction thereof, unless the costs of removal and destruction are paid by the owner as provided herein, in which case the salvage value shall be deposited in the general fund of the county.

**SECTION 4. - SAME—PRIVATE PROPERTY.**

Whenever the enforcement officer shall ascertain that an article or articles of abandoned property are present on private property within the County's boundaries, in violation of any

zoning ordinance or regulation, anti-litter ordinance or regulation, or other similar ordinance or regulation of the County, the enforcement officer shall cause a notice to be placed upon such article in substantially the following form:

Notice to the owner and all persons interested in the attached property:

This property, to wit: *(setting forth brief description)* located at *(setting forth brief description of location)* is improperly stored and is in violation of *(setting forth ordinance or regulation violated)* and must be removed within ten days or, if the property is a boat, 30 days from date of this notice. If this property is not removed within such period a hearing shall be held at *(setting forth time and place of hearing)* at which the owner or any person interested in the property may show reasonable cause why the property should not be removed and destroyed. If at the conclusion of the hearing the owner or other person interested in it has not shown good cause why the property should not be removed and destroyed, it shall be presumed to be abandoned property and will be removed and destroyed by order of the board of county commissioners. If the property is a motor vehicle or boat, the owner will be liable for the costs of removal and destruction. Dated this: *(setting forth date of posting of notice)*. Signed: *(setting forth name, address and telephone number of County Administrator)*.

Such notice shall not be less than eight inches by ten inches and shall be sufficiently weatherproof to withstand normal exposure to the elements for a period of ten days. In addition to posting the notice, on or before the date of posting, the enforcement officer shall mail a copy of the notice to owner of the real property upon which the abandoned articles are located, as shown by the county tax roll, and, if the abandoned property is a motor vehicle or boat, shall make a reasonable effort to ascertain the name and address of the owner and shall mail a copy of the notice to such owner.

At the hearing, which shall be held before the Board of County Commissioners, the owner or person having any interest in the abandoned article or articles described in the notice will be permitted to show reasonable cause why the article or articles should not be removed and destroyed. If, at the conclusion of the hearing, the owner or any person interested in the abandoned article or articles described in such notice has not removed the article or articles and complied with the ordinance or regulation cited in the notice, the Board of County

Commissioners may cause the article or articles of abandoned property to be removed and destroyed. The salvage value, if any, of such article or articles shall be retained by the county to be applied against the cost of removal and destruction thereof, unless the costs of removal and destruction are paid by the owner, salvage value shall be deposited in the general fund of the County.

**SECTION 5. ENFORCEMENT.**

The owner of any abandoned motor vehicle or boat who, after notice as provided in this article, does not remove the vehicle or boat within the specified period shall be liable to the county for all costs of removal and destruction of such property, less any salvage value received by the county. Upon such removal and destruction, the enforcement officer shall notify the owner of the amount owed and of the penalty provision of this section. In the case of an abandoned boat, any person who neglects or refuses to pay such amount shall not be entitled to be issued a certificate of registration for any other boat until such costs have been paid. The enforcement officer shall supply the department of natural resources with a list of persons whose boat registration privileges have been revoked under this article and neither the department of natural resources nor the tax collector or other person acting as agent thereof shall issue a certificate of registration to a person whose boat registration privilege has been revoked, as provided by this section, until such costs have been paid. In the case of an abandoned motor vehicle, any person who neglects or refuses to pay such amount shall be subject to a fine of \$100.00.

**SECTION 6. - PENALTY.**

Whoever opposes, obstructs, or resists any enforcement officer or any person authorized by the enforcement officer in the discharge of his duties as provided in this article upon conviction shall be guilty of a misdemeanor of the second degree.

**SECTION 7. - IMMUNITY.**

The enforcement officer or any person authorized by the enforcement officer shall be immune from prosecution, civil or criminal, for reasonable good faith trespass upon real property while in the discharge of duties imposed by this article.

**SECTION 8. - ADOPTION OF STATE STATUTE.**

F.S. §§ 705.101—705.106 are hereby adopted by reference.

**SECTION 9. SUPPLEMENTAL AUTHORITY.**

The procedure authorized by this article is supplemental to other procedures authorized by law.

**SECTION 10. CODIFICATION.** The provisions of this ordinance shall become and be made a part of the code of laws and ordinances of the County of Santa Rosa. The sections of this ordinance may be renumbered or relettered to accomplish such, and the word "ordinance" may be changed to "section", "article", or any other appropriate word.

**SECTION 11. SEVERABILITY.** If any provision of this ordinance is held to be illegal or invalid, the other provisions shall remain in full force and effect.

**SECTION 12. EFFECTIVE DATE.** This Ordinance shall take effect upon filing of a certified copy of this Ordinance with the Department of State within ten (10) days after enactment.

**PASSED AND ADOPTED** by a vote of \_\_ yeas and \_\_ nays and \_\_ absent of the Board of County Commissioners of Santa Rosa County, Florida, on the \_\_\_ day of March, 2011.

**BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

By: \_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Clerk of Court

I, Mary M. Johnson, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and a copy deposited in the Postal Department of the United States of America for delivery by registered mail to the Secretary of the State of Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

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

**AN ORDINANCE RELATING TO SANTA ROSA COUNTY, FLORIDA;  
AMENDING ORDINANCE 2002-27; AMENDING SECTION 11  
UNWANTED SOLICITATION OR CANVASSING; PROVIDING FOR  
CODIFICATION; AND, PROVIDING AN EFFECTIVE DATE.**



**NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF COUNTY  
COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA:**

**SECTION 1.** Section 11 of Santa Rosa County Ordinance 2002-27 is amended as follows: (Language added is printed in type which is bold underline type, and language deleted is printed in ~~struck through~~ type.)

**SECTION 11. UNWANTED SOLICITATION OR CANVASSING.**

Persons engaged in the activity of soliciting or canvassing are prohibited from entering upon a dwelling or disturbing the occupants of any residence whenever a no soliciting or no canvassing sign has been posted on or adjacent to the entrance to the dwelling or is in prominent view at the entrance of the dwelling, or when the residence is located in a subdivision or neighborhood that has a no soliciting or no canvassing sign posted on or adjacent to the entrance to the subdivision or neighborhood.

**SECTION 2. CODIFICATION.** The provisions of this ordinance shall become and be made a part of the code of laws and ordinances of the County of Santa Rosa. The sections of this ordinance may be renumbered or relettered to accomplish such, and the word "ordinance" may be changed to "section", "article", or any other appropriate word.

**SECTION 3. EFFECTIVE DATE.** A copy of this Ordinance shall be filed in the office of the Secretary of State within ten (10) days of enactment and shall take effect upon said filing.

**PASSED AND ADOPTED** by a vote of \_\_ yeas and \_\_ nays and \_\_ absent of the Board of County Commissioners of Santa Rosa County, Florida, on the \_\_ day of \_\_\_\_\_, 2011.

**BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA**

By: \_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Clerk of Court

I, Mary M. Johnson, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and a copy deposited in the Postal Department of the United States of America for delivery by registered mail to the Secretary of the State of Florida, on this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Mary M. Johnson



# SANTA ROSA COUNTY ENGINEERING

SANTA ROSA COUNTY, FLORIDA

6051 OLD BAGDAD HWY., STE. 300

MILTON, FLORIDA 32583

[www.santarosa.fl.gov](http://www.santarosa.fl.gov)

Preliminary  
Engineers Report  
February 7, 2011

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 10, 2011 at 9:00 a.m. in Milton, Florida.

NO ITEMS

**AGENDA**

**Santa Rosa County  
Public Services Committee  
Meeting February 7, 2011, 9:00 A.M.**

**PLANNING AND ZONING:**

- 1) Recommend Board approval of the renewal of the lease agreement with Pensacola Bay Transportation for three vehicles.



# 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:** February 1, 2011  
**RE:** Renewal of Vehicle Lease Agreement with Pensacola Bay Transportation

## RECOMMENDATION

That the Board approve renewal of the attached agreement, with any changes recommended by the County Attorney, to authorize the County to continue to lease three vehicles to Pensacola Bay Transportation for use in the 5311 door-to-door public transportation service.

## BACKGROUND

Currently, the County leases three vehicles to Pensacola Bay Transportation for door-to-door public transportation service in the rural areas of the County. The vehicles, one van and two small cutaways, were procured in 2009 as part of the American Recovery and Reinvestment Act (ARRA) of 2009. They have been in service for one year, and the agreement is up for renewal.

The current agreement is attached.

**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 Faulkenberry  
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"**

**EQUIPMENT LEASE AGREEMENT  
SANTA ROSA COUNTY  
AND  
PENSACOLA BAY TRANSPORTATION**

This Agreement, entered into this 10<sup>th</sup> day of December, 2009, by and between Santa Rosa County, hereinafter called the "Lessor", and Pensacola Bay Transportation, hereinafter called the "Lessee", is effective on the date herein specified.

**WITNESSETH**

**WHEREAS**, the Lessee has been contracted to operate Section 5311 public transportation service in the non-urbanized areas of Santa Rosa County by Santa Rosa County, a sub-recipient of the federal 5311 grant;

**WHEREAS**, the Lessee, in its capacity as a transportation operator is in need of vehicles and equipment to serve the needs of the people of Santa Rosa County and is desirous of leasing from the Lessor passenger vehicles, as described in Exhibit A;

**NOW, THEREFORE**, for and in consideration of the premises and covenants contained herein, it is agreed as follows:

1. **LEASE TERM**

The vehicle(s) and equipment further described in Exhibit A, attached hereto and made a part hereof, are leased to the Lessee on the specified effective date, which is the latest date on the signature page, through December 31, 2010, with the possibility of renewal.

2. **LESSEE COSTS**

The Lessor agrees to a \$1.00 per year per vehicle lease.

3. **DELIVERY**

The equipment at Exhibit A will be available for pick-up by Pensacola Bay Transportation at Santa Rosa County Public Works, 6075 Old Bagdad Highway, Milton, Florida 32583 upon delivery of vehicles.

4. **TITLE**

It is expressly understood and agreed by the parties hereto that the title(s) to all equipment herein leased are and shall remain in the ownership of Santa Rosa County and the Lessee agrees not to loan, sell, sublet, assign or mortgage said equipment, or lend or permit said equipment to be subject to any legal process without the prior written consent of Santa Rosa County.

5. **MAINTENANCE**

A. The Lessee shall provide and pay the cost of maintenance and repair service of the leased equipment in accordance with standard preventive and corrective maintenance procedures on the basis of instructions in accordance with Florida Law – Rule 14-90 and/or supplied by the manufacturer, except that the Lessor shall provide the first \$250.00 of preventive maintenance in accordance with the Joint Participation Agreement between Santa Rosa County and the Florida Department of Transportation

(FDOT). Preventive maintenance practices consistent with proper equipment care shall be exercised, including special attention to corrosion control. The Lessee further agrees to maintain the equipment in presentable condition.

B. All maintenance actions and replacement of parts shall be documented fully and reported to Lessor in accordance with reporting requirements, as contained in paragraph 13.

C. The Lessee understands and agrees to adhere to all requirements of the Federal Transit Administration (FTA) and FDOT relative to a satisfactory maintenance program for all leased equipment. The Lessee further agrees to submit an equipment maintenance plan and a safety plan and other appropriate reports to the FTA Sub-Grantee, which is the Lessor. These plans may be those included in the system safety program plan and security program plan that is part of the terms of the Lessee's contract.

#### 6. FEDERAL INTEREST IN EQUIPMENT

This lease Agreement provides for the use of public transportation equipment that has been financed by FTA. The Lessor and the Lessee warrant that the use of these FTA funded vehicles and equipment will be governed by the Lessor's FTA Agreement, by FTA Circular 9045.1, and by the Office of Management and Budget Circular A-87, codified at 2CFR part 225.

#### 7. PROHIBITION ON CONFLICTS OF INTEREST

The Lessor and Lessee warrant that no employee, officer, or agent of the Lessor, nor any partner of such a person, nor any member of the immediate family of such a person, nor any organization which employs, or is about to employ, such a person, has a financial or other interest in the Lessee or will otherwise benefit from the execution or performance of this lease Agreement.

#### 8. OWNERSHIP OF PARTS

The Lessee agrees to maintain a complete and accurate record with respect to any Lessor furnished equipment, parts, if any, using such parts only in the repair and maintenance of the Lessor's equipment. All such records shall be maintained on a generally acceptable accounting basis and shall be clearly identified and readily accessible to the Lessor upon request, at any and all reasonable times. However, it is expressly understood and agreed that nothing in this Agreement obligates the Lessor to furnish maintenance and repair parts to the Lessee and that all Lessee purchased parts installed on leased equipment become the property of the Lessor.

#### 9. INSURANCE

The Lessee shall agree to carry insurance, or, if self-insured, guarantee liability, for minimum coverage as follows, naming Santa Rosa County as one of the insured:

Liability coverage in an amount of \$100,000 for the death or injury for anyone person, \$300,000 in the event of death or injury of two or more persons in a single accident, including liability to any employees engaged in operation of the vehicle(s), and \$50,000 for property damage. Comprehensive and collision coverage will be obtained for the full value of each vehicle, less normal deductible, not to exceed \$1,000.00, which shall be borne by the Lessee. Current value of equipment leased under this Agreement is as specified in Exhibit A.

#### 10. OPERATIONS

In the operation of equipment leased by this Agreement, Lessee agrees:

A. To limit use of leased vehicle(s) and equipment to Santa Rosa County or its subcontractor. No changes of use of said vehicle(s) and equipment will be implemented by Lessee unless written authorization is received from Lessor.

B. To maintain an FDOT approved System Safety Program Plan (SSPP) and Security Program Plan as required by Florida Law - Rule Chapter 14-90 which stipulates equipment and operational safety standards governing public sector bus systems in the state and remain compliant with the SSPP, the SPP, and Rule 19-90 FAC.

C. Not to make any alterations or modifications to the equipment except upon receipt of written consent of the Lessor. The only exception to this provision is for the installation or alteration of passenger seats, seat belts and wheelchair locking equipment; such changes, however, must be made in accordance with acceptable industry standards and Americans with Disabilities standards and shall not permanently mar or damage the vehicle(s) or equipment; further, such changes shall, upon the termination of this Agreement, remain the property of the Lessor or shall be changed to original condition as the vehicles were received by Lessee, at the Lessor's sole discretion and instruction.

D. To precisely follow the Lessor's guidelines for affixing or painting any designs, or marking signs on the leased vehicles. No political advertisements will appear on leased equipment. Public service posters or announcements may be placed in pre-existing advertising racks, if any.

E. Not to use the equipment in violation of federal, state or local statute, law, regulation, ruling, order or ordinance.

F. To hold Lessor harmless for all fines, forfeitures or penalties for traffic violations or other violations incurred in connection with the operation of this equipment by Lessee.

G. To cause each vehicle to be operated only by a fully qualified, competent, and properly trained and licensed driver. Lessee shall require each driver to have a good driving record and to operate with all due care and diligence to prevent injuries, loss and damage of any nature. Procedures and training will be outlined in the SSPP.

H. To maintain in force an approved Drug Free Workplace Program and regularly train all qualified drivers, mechanics and other safety-sensitive personnel about system safety and substance abuse.

I. To protect the equipment from theft and other hazards while under Lessee's control.

J. To be responsible for damages and loss to equipment in the event of disaster, fire, theft, flood, riots, strikes, conversion, collision, or other partial or total destruction except to the extent the County may be reimbursed by payment of insurance proceeds.

K. To verbally notify the Lessor immediately of any theft, fire, improper performance, damage, accidents or collision in which the equipment has been involved and, refrain from operation of such equipment so involved until permission is obtained from the County; to supply a copy of any report required to be filed with any administrative body or governmental unit, to supply a written report within seven (7) days of any theft, fire, accident or collision involving any equipment. In the event of failure to so notify Lessor, Lessee will be responsible for any loss to the County as a result of such failure; to cooperate fully with the County in any reasonable way to prevent loss; to aid in every reasonable way in the defense of suits or other proceedings which may be brought as a result of the operation of said

equipment; to notify the County promptly of any papers, notices or documents served upon the Lessee, its agents, servants, or employees, arising out of the operation of said equipment.

L. Lessee shall not initiate any actions to recover losses for damages to equipment without written consent of Santa Rosa County. Lessee shall take no steps which would affect the County's claim for damages, if any, without written consent of the County.

M. The Lessee shall not operate the vehicles without proper air-conditioning.

N. The Lessee shall ensure two-way communication between the drivers and Pensacola Bay Transportation dispatch during hours of transit service.

O. The Lessor shall ensure the words "Public Transportation" are displayed on the vehicles.

#### 11. INDEMNIFICATION AND HOLD HARMLESS CLAUSE

The Lessee shall indemnify and hold harmless the Lessor against all claims and suits for injury or damage to any person or property whatsoever, including death, which may arise or result from the operation of the equipment leased by this Agreement, and will defend on behalf of the Lessor any suits jointly against the Lessee and Lessor or alone for or arising out of any of the aforesaid causes.

Further, the Lessee hereby agrees to indemnify, defend, save and hold harmless the Lessor from all claims, demands, liabilities and suits of any nature whatever arising out of, because of or due to the breach of this lease Agreement by the Lessee, its agents or employees, or due to any act or occurrence of omission or commission by the Lessee, its agents or employees. It is specifically understood and agreed that this indemnification Agreement does not cover or indemnify the Lessor for its sole negligence or breach of contract. The amount of indemnification shall not exceed the limits of the Lessee's policy and shall be no less than the limits established by Florida Statute.

#### 12. DISCRIMINATION

The Lessee shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, veteran's status, or physical handicap. The Lessee shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex, national origin, veteran's status, or physical handicap. Such action shall include but not be limited to the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Lessee agrees to post in conspicuous places notices provided by Lessor setting forth the provision of this non-discrimination clause.

#### 13. REQUIRED REPORTS

A. The Lessee shall maintain and implement an equipment maintenance plan as part of its SSPP to be submitted for approval by FDOT. The plan will establish procedures for maintaining all rolling stock, and other capital assets on a regular basis, minimizing down time due to repairs, and prolonging the useful life of each asset.

B. In addition to special reports, as necessary, certain regular operating and maintenance reports, including required reports of FTA or FDOT, shall be required by the Lessor, of the Lessee.

C. Maintenance Reports

(1) Records of inspection, corrective, or preventive maintenance actions, including identification and cost of parts used, labor hours and vehicle mileage will be recorded on work order forms. The work order should identify how failure(s), if any, were detected, whether by regular inspection, driver report, vehicle breakdown or other. The work order forms shall be accumulated and maintained on file, with inspection checklists, for the inspection of the Lessor at any and all reasonable times.

(2) Individual vehicle maintenance record files shall be kept current by the Lessee and shall be available for Lessor's review during periodic compliance inspections.

(3) It is the ultimate responsibility of the Lessee to ensure that all required reports are properly maintained and that any and all reports required by other agencies, including but not limited to FTA and FDOT, are properly maintained and submitted.

#### 14. INVENTORY

The Lessor shall complete a biennial inventory of property. The Lessee shall cooperate and coordinate with the Lessor in completion of this task.

#### 15. AUDITS AND INSPECTIONS

Lessee agrees to permit the Lessor's designated representatives to audit all books, records and files relative to the operation and maintenance of the leased vehicle(s), equipment and parts, as applicable; to assist in providing said documents and information and to permit inspection of vehicle(s), equipment, and parts by FTA, FDOT or the Lessor's representatives. Time for conducting said audits and inspections shall be during normal business hours.

#### 16. SUBCONTRACTS

For the duration of this AGREEMENT, the Lessee may need to enter various Agreements and contracts with third parties to provide the services needed to fulfill this Agreement. The Lessee shall enter into any contracts during the term of this Agreement with notification at contract execution to the County. Upon termination or expiration of this Agreement, such contractual obligations entered into by the Lessee in its capacity under this Agreement shall automatically revert to the Lessor, which may cancel, renegotiate, or continue these subcontracts. The Lessee shall include this statement in all subcontracts.

#### 17. WARRANTS

The Lessee warrants that it has not employed or retained any company or person, other than a bona-fide employee working solely for the Lessee, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person other than a bona-fide employee working solely for the Lessee, any fee, commission, percentage brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the Lessor shall have the right to annul this Agreement without liability.

#### 18. TERMINATION

A. BREACH: The Lessor may, by written notice to the Lessee, cancel this Agreement for any of the following reasons, to be effective upon receipt of said notice:

(1) The Lessee takes any action pertaining to this Agreement without approval of the Lessor which under the procedures of the Agreement would have required the approval of the Lessor.

(2) The Lessee defaults under any provisions of this Agreement.

(3) The Lessee uses the vehicle(s), equipment or parts in a manner not provided for under the provisions of this Agreement.

B. Either party, Lessor or Lessee, may cancel or terminate this Agreement without cause by not less than thirty (30) days written notice to the other party.

#### 19. ACTION UPON EXPIRATION OR CANCELLATION

In the event of expiration or cancellation of this Agreement, Lessee agrees to proceed as follows:

A. Provide storage space for all leased vehicle(s), equipment and parts, if applicable, until Lessor is prepared to transport to the next destination.

B. To be responsible for the cost of repairing, replacing or restoring any of said vehicle(s), equipment or parts in substandard condition.

C. To insure that tread remaining on the tires of the vehicle(s) is no less than 7/32" on any of the tires to provide for safe transport by the Lessor to the next destination and to be responsible for the cost of replacing tires not meeting said standards.

D. Any vehicle not in the same or better condition, reasonable wear and tear excepted, at the time of expiration or cancellation of this Agreement as when the vehicles were delivered to the Lessee shall be considered as in substandard condition.

#### 20. VEHICLE CONDITION AT DELIVERY

It is the joint responsibility of the Lessor and Lessee to inspect all vehicle(s), equipment and parts, if applicable, at the execution of this Agreement. Any vehicle(s) and equipment not operating properly or not in good condition at the execution of the Agreement shall be noted and the Lessee shall correct any deficiencies. The Lessor has the right to remove any vehicle(s) or equipment from this Agreement which, in the opinion of Lessor, has incurred damages or requires repairs that are too costly to warrant such repair. Once the Agreement is executed, the Lessee assumes full responsibility for all maintenance and repairs to same for the duration of the Agreement, with the exception of the first \$250 of preventive maintenance which is the responsibility of the Lessor through a Joint Participation Agreement with FDOT.

#### 21. RENEWAL OF LEASE

This LEASE shall be from the date of commencement, indicated in paragraph 1 of this LEASE through December 31, 2010, with the option for renewal, beginning from the date of commencement indicated on the first page of this LEASE. Such renewals shall be subject to the same terms and provisions of this lease or amendments thereof.

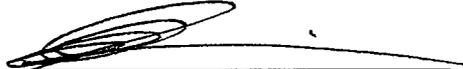
#### 22. COMPLETENESS OF AGREEMENT

This lease set forth all the Agreements, terms, conditions and understandings, between Lessor and Lessee and there are no Agreements, customs, usages, terms, conditions, or understandings, either oral or

written, expressed or implied, between the Lessor and the Lessee, as Lessor and Lessee, other than are herein set forth.

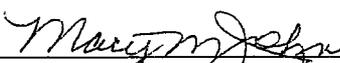
IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, the day and year first above written.

SANTA ROSA COUNTY

  
Gordon Goodin, Chairman BOCC

BCC approved December 10, 2009 ✓

ATTEST:

  
Mary M. Johnson, Clerk of Court

12/28/2009  
Date

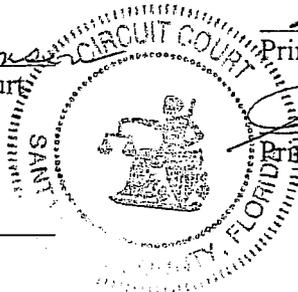
PENSACOLA BAY TRANSPORTATION

  
Signature  
Patricia Johnson/General Manager  
Printed Name & Title  
12/18/09  
Date

WITNESSES:

  
Printed: Michael Blewitt

  
Printed: Jeanne Landgraff



**EXHIBIT A  
LEASE AGREEMENT**

---

This exhibit forms an integral part of the particular lease Agreement between Santa Rosa County and Pensacola Bay Transportation for those vehicles listed below:

2010 22' Champion Small Cutaway VIN# 1GBJG31K991173951, equipped with wheelchair lift

2010 22' Champion Small Cutaway VIN# 1GBJG31K791173348, equipped with wheelchair lift

2010 Commuter Passenger Van VIN# 1FTNE24L69DA92602

AGENDA  
PUBLIC WORKS COMMITTEE

February 7, 2011

Chairman: Commissioner Salter

Vice Chairman: Commissioner Lynchard

1. Discussion of construction of additional parking and driver's license testing course at the South Santa Rosa Service Center at an estimated cost of \$13,377.00 to be funded from Tax Collector fees.

# Cost Estimate for Driving Test Track and additional Parking at South End Annex

Jan. 2011

## West Side Parking Area:

278 feet x 20 feet

27 regular spaces, 1 handicap space, and 2 landscape islands to be cut out in the future

Asphalt area = 278' x 20' = 5560 sf = 618 sy  
Asphalt @ 165#/sy x 618sy = 101,970# = 51 tons

Using the parking lot bid price of \$59.70/ton x 51 tons = **Asphalt cost = \$ 3,044.70**

Base Area = 280' x 21' = 5800 sf = 653 sy  
Clay required for base and subgrade = 1.5' x 5800 sf = 8700 cf = 322 cy  
(1.5' depth of clay = 6" clay base + 6" clay subgrade + 50% shrinkage factor)

Using \$ 1.50/cy for clay = \$ 1.50/cy x 322 cy = **Clay Cost = \$ 483.00**

30 bumper blocks x \$ 50.00/bumper = \$ 1500.00  
Striping 29 spaces x = 31 lines x \$ 8.00 = \$ 248.00  
1 H/C Space x \$ 200.00

**Combined bumpers and striping = \$ 1,948.00**

## Sidewalk to front of Annex:

78 linear feet of 6 foot wide 4" thick concrete sidewalk

Concrete = 78' x .33' x 6" = 155cf = 5.72 cy use 6 cy

6 cy x \$120/cy = \$720.00

Delivery Charge = \$100.00

**Concrete cost = \$ 820.00**

Clay for sidewalk = 8' x 78' x .5' = 312 cf = 12 cy

Using \$ 1.50/cy for clay = \$ 1.50/cy x 12 cy =

**Clay Cost = \$ 14.00**

Crosswalk Striping = 44 lf @ \$ 2.50 / lf =

**Crosswalk Striping = \$ 110.00**

## East Side Driving Test Area:

Asphalt area = 322' of 22' wide roadway + 50' x 10' turn-around area + 1 parking space  
Asphalt Area = 870 sy

Asphalt @ 165#/sy = 143,550# = 72 tons

Using the parking lot bid price of \$59.70/ton x 72 tons = \$ 4,298.40

Add 2 tons of asphalt for curbing on north end of track at \$45.60/ton = \$91.20

**Asphalt cost = \$ 4,389.60**

Base Area = 8567 sf = 952 sy

Clay required for base and subgrade = 1.5' x 8567 sf = 12,850 cf = 476 cy

(1.5' depth of clay = 6" clay base + 6" clay subgrade + 50% shrinkage factor)

Using \$ 1.50/cy for clay = \$ 1.50/cy x 476 cy =

**Clay Cost = \$ 714.00**

1 bumper blocks x \$50.00 / bumper = \$ 50.00

Stop Bar = \$ 100.00

Stop Sign = \$ 40.00

Striping 1 space + 322 lf centerline + 660 lf edge line = 1032 lf

1032 lf stripping x \$ 0.45/ lf = \$ 464.00

**Combined bumpers and stripping = \$ 654.00**

Subtotal Material Cost for All Areas = \$ 12,177.30

**Misc. costs for grass seed, fertilizer, and incidental forming materials and other items = 10% of subtotal =**

**Misc. Cost = 1,200.00**

**Estimated Material Cost for All Areas = \$ 13,377.30**

Items not charged in this estimate include: labor, equipment, fuel, land clearing, fill dirt, retention pond construction, sod, and fencing (if required). If required by regulatory permitting, the cost for retention pond structures and/or fencing will be added to the estimate.



# **BUDGET & FINANCIAL MANAGEMENT COMMITTEE**

Chairman: Commissioner Melvin  
Vice Chairman: Commissioner Cole

February 7, 2011

**Bid Actions: None**

**Tax Deed Overbids: None**

## **Budget:**

- 1) **Budget Amendment 2011 – 072** in the amount of **\$108,300**. Funds FY2011 expenditures for Beach/Dune Recovery from Reserves in the MSBU Beach Renourishment Fund.
- 2) **Budget Amendment 2011 – 073** in the amount of **\$9,950**. Transfers funds from Dist. II Projects Fund (\$9,950) to General Fund to correct prior year expenses paid in the General Fund.
- 3) **Budget Amendment 2011 – 074** in the amount of **\$7,956**. Transfers funds from Capital Fund (\$3,450) to Recreation Projects Fund to correct prior year expenses paid in the Recreation Projects Fund. Transfers funds from Dist. I Recreation Fund (\$4,506) to Recreation Projects Fund to correct prior year expenses paid in the Recreation Projects Fund.
- 4) **Budget Amendment 2011 – 075** in the amount of **\$1,509**. Funds purchase of breakaway bases for Tiger Point from Dist. V available funds in Recreation Projects Fund.
- 5) **Budget Amendment 2011 – 076** in the amount of **\$5,700**. Funds installation of light pole and two light fixtures at Oyster Pile (\$1,200); and poles, wire, fixtures & hardware for Bagdad Community Center (\$4,500) from Dist. II Projects Fund.
- 6) **Budget Amendment 2011 – 077** in the amount of **\$1,275,655**. Funds resurfacing project on Quintette Road with 75% funding from FDOT JPA (\$956,741); and 25% funding from Electric Franchise Fee Road & Bridge Reserves (\$318,914.)
- 7) **Budget Amendment 2011 – 078** in the amount of **\$2,500**. Funds moving fitness equipment to around the walking track at Swenson Park in Dist. V Recreation Projects Fund.

## **County Expenditure/Check Register:**

- 8) Recommend approval of County Expenditures / Check Register

## 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: February 1, 2011

FROM: **MSBU Beach Renourishment 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:	8102 - 599001	Reserve for Contingencies	(\$ 108,300)
To:	8102 - 5340019	Beach/Dune Recovery	\$ 108,300

**State reason for this request:**

Funds FY2011 expenditures for Beach/Dune Recovery from Reserves in the MSBU Beach Renourishment Fund.

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

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2011-072

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 02/07/11

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

**PASSED AND ADOPTED** by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of February, 2011.

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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



# 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: February 1, 2011

FROM: **Recreation Projects 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:	110 - 3990001	Cash Carried Forward	\$ 9,950
	9110 - 59100110	To General Fund	\$ 9,950
To:	001 - 38100xx	From Recreation Projects Fund	\$ 9,950
	9001 - 599001	Reserve for Contingencies	\$ 9,950

**State reason for this request:**

Transfers funds from Dist. II Projects Fund (\$9,950) to General Fund to correct prior year expenses paid in the General Fund.

**Requested by: Tammy Simmons/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2011-073

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 02/07/11

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

*PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of February, 2011.*

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

2011-073

**Diane Ebentheuer**

**From:** Tammy Simmons  
**Sent:** Wednesday, January 26, 2011 2:07 PM  
**To:** Joel Haniford  
**Cc:** Diane Ebentheuer  
**Subject:** Budget Amendments

I need a budget amendment from Dist 2 Fund 110 to General Fund 001 for budget amendment 2010-108 in FY2010: expenses should have been charged to 2622-552001 per budget amendment; however, it was charged to 2600-546001 in the amount of \$9950.

also

I need a budget amendment in the amount of \$7955.12: \$3450 from fund 302 to fund 110-2621 and \$4505.12 from fund 311 to fund 110-2621. Expenses were charged from wrong account.

Tammy C. Simmons, Administrative Services Manager  
Santa Rosa County BOCC  
6495 Caroline Street, Suite J  
Milton, Florida 32570  
(850) 983-1858 (850) 983-1861 (fax)  
[tammys@santarosa.fl.gov](mailto:tammys@santarosa.fl.gov)  
<http://www.santarosa.fl.gov/>

# 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: February 1, 2011

FROM: **Capital Projects 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 302:	9302 – 5990017	Reserve for Future Capital Outlay	(\$ 3,450)
	9302 – 59100110	To Recreation Projects Fund 110	\$ 3,450
Fund 311:	2321 – 599001	Reserve for Contingencies	(\$ 4,506)
	2321 – 59100110	To Recreation Projects Fund 110	\$ 4,506
Fund 110:	110 – 38100023	From Capital Fund	\$ 3,450
	110 – 3810009	From Dist 1 Recreation Fund	\$ 4,506
	9110 – 599001	Reserve for Contingencies	\$ 7,956

**State reason for this request:**

Transfers funds from Capital Fund (\$3,450) to Recreation Projects Fund to correct prior year expenses paid in the Recreation Projects Fund. Transfers funds from Dist. 1 Recreation Fund (\$4,506) to Recreation Projects Fund to correct prior year expenses paid in the Recreation Projects Fund.

**Requested by: Tammy Simmons/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2011-074

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

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

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

BUDGET COMMITTEE ACTION

DATE: 02/07/11

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

**PASSED AND ADOPTED** by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of February, 2011.

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

2011-074

**Diane Ebentheuer**

**From:** Tammy Simmons  
**Sent:** Wednesday, January 26, 2011 2:07 PM  
**To:** Joel Haniford  
**Cc:** Diane Ebentheuer  
**Subject:** Budget Amendments

I need a budget amendment from Dist 2 Fund 110 to General Fund 001 for budget amendment 2010-108 in FY2010: expenses should have been charged to ~~2622-552001~~ per budget amendment; however, it was charged to 2600-546001 in the amount of \$9950.

also

I need a budget amendment in the amount of \$7955.12: \$3450 from fund 302 to fund 110-2621 and \$4505.12 from fund 311 to fund 110-2621. Expenses were charged from wrong account.

Tammy C. Simmons, Administrative Services Manager  
Santa Rosa County BOCC  
6495 Caroline Street, Suite J  
Milton, Florida 32570  
(850) 983-1858 (850) 983-1861 (fax)  
[tammys@santarosa.fl.gov](mailto:tammys@santarosa.fl.gov)  
<http://www.santarosa.fl.gov/>

# 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: February 1, 2011

FROM: **Recreation Projects 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:	110 - 399001	Cash Carried Forward	\$ 1,509
To:	2625 - 552001	Operating Supplies	\$ 1,509

**State reason for this request:**

Funds purchase of breakaway bases for Tiger Point from Dist. V available funds in Recreation Projects Fund.

**Requested by: Tammy Simmons/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2011-075

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

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

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

BUDGET COMMITTEE ACTION

DATE: 02/07/11

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

**PASSED AND ADOPTED** by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of February, 2011.

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

2011-075

**Diane Ebentheuer**

**From:** Tammy Simmons  
**Sent:** Wednesday, January 26, 2011 2:41 PM  
**To:** Joel Haniford  
**Cc:** Diane Ebentheuer  
**Subject:** Budget Amendment  
**Attachments:** SRC Tiger Point.jpg

I need a budget amendment in the amount of \$1509 to purchase breakaway bases for Tiger Point (see attached). Admin Services will be making the purchase. Money is already in the 110 fund to cover this.

**From:** jwhite [mailto:jwhite@bowensports.com]  
**Sent:** Wednesday, January 26, 2011 11:10 AM  
**To:** Tammy Simmons  
**Subject:** Re: RE:

Here is our work order. I can send the invoice as well as soon as I get it written up.

— Original Message —

**From:** Tammy Simmons  
**To:** jwhite  
**Sent:** Wednesday, January 26, 2011 10:46 AM  
**Subject:** RE: RE:

Yes, please send quote.

**From:** jwhite [mailto:jwhite@bowensports.com]  
**Sent:** Tuesday, January 25, 2011 2:30 PM  
**To:** Tammy Simmons  
**Subject:** Re: RE:

No problem. If I do that, we end up with 5 regular sets at \$140 each, and 4 sets with the double first base at \$165 each. The double base is normally \$90 itself, but I am cutting it down significantly and calling it part of a set. Let me know if this is not what you are asking for!

-Josh

— Original Message —

**From:** Tammy Simmons  
**To:** jwhite@bowensports.com  
**Cc:** Brandon Durham  
**Sent:** Tuesday, January 25, 2011 1:57 PM  
**Subject:** RE:

Josh - Brandon asked me to tell you that he needs 4 double impact first bases to be included in the three bases per set as stated below. take out the first base you quoted in 4 of the sets and replace with double impact first base. Please send me the quote for the bases after you make the exchange. Thanks for your assistance in this matter.

**From:** Tammy Simmons  
**Sent:** Tuesday, January 25, 2011 1:37 PM  
**To:** jwhite@bowensports.com  
**Subject:**

## 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: February 1, 2011

FROM: **Dist. II Projects 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:	2322- 599001	Reserve for Contingencies	(\$ 5,700)
To:	2322 - 563001	Improvements Other Than Buildings	\$ 5,700

**State reason for this request:**

Funds installation of light pole and two light fixtures at Oyster Pile (\$1,200); and poles, wire, fixtures & hardware for Bagdad Community Center (\$4,500) from Dist. II Projects Fund.

**Requested by: Tammy Simmons/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2011-076

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

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

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

BUDGET COMMITTEE ACTION

DATE: 02/07/11

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

**PASSED AND ADOPTED** by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of February, 2011.

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

Diane Ebentheuer

2011-076

From: Tammy Simmons  
Sent: Tuesday, January 25, 2011 11:06 AM  
To: Joel Haniford  
Cc: Diane Ebentheuer  
Subject: FW:

I need a budget amendment from District 2 Recreation Funds in the amount of \$5,700 for: Oyster Pile to put one pole with two light fixtures, the up-front cost of \$1200; and for Bagdad Community Center for poles, wire, fixtures & hardware, the up-front cost of \$4500. Both Commissioner Cole has approved the expense from Dist 2 funds and Hunter has approved the expense to the parks utilities in the amount of approx. \$160 plus tax per month.

-----Original Message-----

From: Tammy Simmons  
Sent: Wednesday, January 12, 2011 11:20 AM  
To: Commissioner Cole  
Subject: RE:

Optimist will not require any Dist 2 dollars, just parks utility money.

-----Original Message-----

From: Commissioner Cole  
Sent: Wednesday, January 12, 2011 11:13 AM  
To: Tammy Simmons  
Subject: RE:

Tammy,

Let go with item 1@2 will Optimist be on dist. 2 or co.???

-----Original Message-----

From: Tammy Simmons  
Sent: Wed 1/12/2011 11:07 AM  
To: Commissioner Cole; Hunter Walker  
Subject:

I need \$5,700 from District 2 Recreational Funds for the following additional lights at the indicated sites: the increase to my utilities budget will be approx. \$157 plus tax a month, I feel the lights are needed for security of our facilities, please respond with thoughts.

Oyster Pile currently has no lighting: To put one pole with two light fixtures I will need approval from Commissioner Cole to use Dist 2 Recreation Funds for the up-front cost of \$1200; and approval from Hunter for the monthly fee of approx. \$35 plus tax.

Bagdad Community Center currently has insufficient lighting at the Council on Aging site and the north side of the park which includes the north west playground and north parking lot: I will need approval from Commissioner Cole to use District 2 Recreation Funds for the up-front cost of \$4500; and approval from Hunter for the monthly fee of approx. \$100 plus tax.

Optimist Park currently has no lighting, we recently cleared the front of the park to be visible from Old Bagdad Highway; however, it is very dark in the park at night: I propose the installation of 1-46,000 High Pressure Sodium Directional fixture to shine over the parking/play area that was recently vandalized. The estimated monthly cost for the single fixture is approximately \$21.20 plus tax; there is no up-front cost as a pole with wire is already at this site.

Tammy C. Simmons, Administrative Services Manager Santa Rosa County BOCC  
6495 Caroline Street, Suite J  
Milton, Florida 32570  
(850) 983-1858 (850) 983-1861 (fax)

## 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: February 1, 2011

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>
Fund 106:	9106- 59100101	To Road & Bridge Fund	\$ 318,914
	9106 - 5990016	Franchise Fee Road & Bridge Reserves	(\$ 318,914)
Fund 101:	101 - 3344901	FDOT JPA	\$ 956,741
	101 - 3810001	From Electric Franchise Road & Bridge	\$ 318,914
	2100 - 5340035	FDOT Grant Projects	\$1,275,655

**State reason for this request:**

Funds resurfacing project on Quintette Road with 75% funding from FDOT JPA (\$956,741); and 25% funding from Electric Franchise Fee Road & Bridge Reserves (\$318,914.)

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

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2011-077

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

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

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

BUDGET COMMITTEE ACTION

DATE: 02/07/11

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

*PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of February, 2011.*

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

Diane Ebentheuer

2011-077

**From:** Joel Haniford  
**Sent:** Tuesday, February 01, 2011 1:35 PM  
**To:** Diane Ebentheuer  
**Subject:** FW: Budget Amendment

Here's another BA. 75% comes from FDOT Grant (\$956,741) and 25% from EFF Road & Drainage Reserve (\$318,914)

Joel Haniford  
OMB Director  
Santa Rosa County  
850-983-1860 (Office)  
850-393-9762 (Cell)  
-----Original Message-----

**From:** Avis Whitfield  
**Sent:** Tuesday, February 01, 2011 1:33 PM  
**To:** Joel Haniford  
**Cc:** Louann Callahan  
**Subject:** Budget Amendment

Joel,

I request a Budget Amendment in the amount of \$1,275,655.00 from Electric Franchise Fees for Roads and Drainage to 2100-5340035 FDOT Grant Projects for Small County Outreach Program (SCOP) resurfacing project on Quintette Road. 75% of this funding will be reimbursed by FDOT through the SCOP grant. This project was approved by the BOCC on September 23, 2010.

Thanks,

Avis Whitfield  
Director  
Santa Rosa County Public Works

## 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: February 2, 2011

FROM: **Recreation Projects 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:	110 – 3990001	Cash Carried Forward	\$ 2,500
To:	2625 – 546001	Repair & Maintenance	\$ 2,500

**State reason for this request:**

Funds moving fitness equipment to around the walking track at Swenson Park in Dist. V Recreation Projects Fund.

**Requested by: Tammy Simmons/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2011-078

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 02/07/11

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

**PASSED AND ADOPTED** by the Board of County Commissioners of Santa Rosa County, Florida on this 10<sup>th</sup> day Of February, 2011.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

2011-078

**Diane Ebentheuer**

**From:** Tammy Simmons  
**Sent:** Wednesday, February 02, 2011 1:46 PM  
**To:** Joel Haniford  
**Cc:** Diane Ebentheuer  
**Subject:** FW: QUOTE for Playworld  
 Commissioner Lynchard's approval

**From:** Commissioner Lynchard  
**Sent:** Wednesday, February 02, 2011 1:32 PM  
**To:** Tammy Simmons  
**Subject:** RE: QUOTE for Playworld

Looks good to me. Thanks.

Lane Lynchard  
 Santa Rosa County Commissioner, District 5  
 850-983-1876

**Public Records Notice**

Florida has a very broad public records law. Written communications to or from elected officials regarding official matters are public records available to the public and media upon request. Your e-mail and other communications are subject to public disclosure.

**From:** Tammy Simmons  
**Sent:** Wed 2/2/2011 11:32 AM  
**To:** Joel Haniford; Diane Ebentheuer  
**Cc:** Commissioner Lynchard; 'Margaret Cunningham'  
**Subject:** FW: QUOTE for Playworld

I need a budget amendment in the amount of \$2500 to move the fitness equipment at Swenson Park from its present location to around the walking track. This will be from District 5, there is already money available in 110-2625, I believe this will probably be charged to expense 546001.

**From:** leslie.kaufmann@yahoo.com [mailto:leslie.kaufmann@yahoo.com]  
**Sent:** Thursday, January 27, 2011 7:38 AM  
**To:** Tammy Simmons; Leslie  
**Subject:** Fw:QUOTE for Playworld

Tammy  
 Please find attached the quote you requested. Let me know if you have any questions  
 Thank you  
 Leslie Kaufmann  
 712 8388

Sent from my BlackBerry® smartphone with Nextel Direct Connect

**From:** johnny pitts <jpcinc@bellsouth.net>  
**Date:** Wed, 26 Jan 2011 22:52:28 -0800 (PST)  
**To:** Leslie<leslie.kaufmann@yahoo.com>

Thank you,  
 Johnny Pitts  
 JPC, Inc.

2/2/2011