

October 19, 2015

ECONOMIC DEVELOPMENT COMMITTEE

NO ITEMS

October 19, 2015

ADMINISTRATIVE COMMITTEE

1. Discussion and review of eight (8) candidates for county administrator position recommended by Florida Association of County Managers (FACM) selection committee.
2. Discussion of City of Milton progress in securing property for construction of judicial center proximate to current courthouse.
3. Discussion of contract with Dr. Kim Landry for Medical Director Services at annual cost of \$82,400 effective November 1, 2015.
4. Discussion of developing non-binding Memorandum of Agreement with Holley-Navarre Water System, Inc. to explore the potential of merging with Navarre Beach Utility System.
5. Discussion of Navarre Beach Area Chamber of Commerce nomination of Judy Morehead, President/CEO to the Local Restore Council.
6. Discussion of use of Navarre Nature Walk Park for the annual Park Concert series sponsored by the Navarre Beach Area Chamber of Commerce from 5:00 p.m. until 9:00 p.m. each of the following Thursdays from May 19, 2015 through September 8, 2015.
7. Discussion of letter to Commanding Officer NAS Whiting Field requesting renewal of easement adjacent to Marty Martin Way due to expire in June 2016.
8. Discussion of using Landrum Staffing for interim Human Resources Director position effective December 1, 2015.
9. Discussion of Resolution and corrected Interlocal Agreement creating the Florida-Alabama Transportation Planning Organization originally approved at July 23, 2015 meeting.
10. Discussion of Amendment to Florida Department of Environmental Protection Agreement extending Recreational Trails Program grant for Bagdad Mill Site through June 28, 2016.

11. Discussion of Agreement with Florida Division of Emergency Management for Maranatha Way Phase I Hazard Mitigation Grant Program (HMGP) drainage improvement project.
12. Discussion of proposal from Pegasus Engineering in the amount of \$5,000 for project and grant services for Maranatha Way HMGP Phase I drainage improvement project.
13. Discussion of following improvements to the Military Heritage Trail:
 - Replacement of 1,115 feet of damaged asphalt with Public Works Department providing labor and equipment and with materials estimated at \$25,150 from District 3 recreation fund.
 - Allocation of \$5,085 from Tree Mitigation Fund for planting park grade trees.
14. Discussion of issuance of Permit to Provide Advanced Life Support (ALS) non-transport emergency response services to Pace Volunteer Fire Department.
15. Discussion of proposals received for engineering and design services for the Patterson Lane/Pace Lane and Ranchettes Subdivision HMGP Phase I projects.
16. **INFO ONLY:** Public Hearing items scheduled for 9:30 a.m. Thursday, October 22, 2015:

Amending Ordinance 1991-19 to include area south of Yellow River into the South Santa Rosa County Tourism District.

Proposed ordinance amending Ordinance 2015-01 correcting effective dates of amendments to Comprehensive Plan

Proposed ordinance amending Ordinance 2015-05 correcting effective dates of amendments to Comprehensive Plan

SANTA ROSA COUNTY

DEPARTMENT OF HUMAN RESOURCES AND RISK MANAGEMENT

6495 CAROLINE STREET • SUITE I
MILTON, FLORIDA 32570-4592
(850) 983-1863
FAX (850) 983-1868

DEVANN COOK
DIRECTOR

MEMORANDUM

TO: Hunter Walker
FROM: DeVann Cook *DeVann*
SUBJECT: County Administrator Candidate Information
DATE: October 14, 2015

Please find attached, the Florida Association of County Managers report and H. R. reference notes on the eight (8) candidates short-listed for the County Administrator's position.

DC/lh

Attachments



Santa Rosa County Administrator Search

Final Report to the Board of County
Commissioners

Florida Association of County Managers
100 South Monroe Street
Tallahassee, Florida 32301

October 22, 2015

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October 22, 2015

The Honorable W.D. "Don" Salter
Chairman, Santa Rosa County Board of County Commissioners
6495 Caroline Street
Milton, FL 32570

Dear Chairman Salter:

The Florida Association of County Managers is pleased to present the enclosed final report of the Santa Rosa County Administrator Search Committee. Over the past several weeks, the Search Committee has conducted an extensive review of all 64 individual applicants for the County Administrator position, seeking the most highly qualified candidates to recommend to the Board of County Commissioners for further consideration. In delivering this report, I would like to personally thank and recognize the diligent efforts of the Search Committee, which possesses over 90 years of collective Florida local government experience. This report summarizes the results of the Search Committee's work and its recommendation of nine highly qualified candidates to the Board.

This report is designed to provide the Board with a detailed account of the Search Committee's work throughout the recruitment process. In the report, you will find an introduction of each member of the Search Committee, a description of the committee's work plan and approach, and a thorough discussion of each recommended candidate's qualifications. In addition, the Search Committee is pleased to offer a series of recommended best practices for the Board during the remainder of its hiring process, including tips on planning the interview process, selecting a preferred candidate, negotiating an employment contract, and more.

At the outset of its final meeting, the Search Committee agreed to recommend seven to ten candidates to the Board. As with any executive search, some candidates may withdraw from consideration during the hiring process for a variety of reasons. In this instance, the Search Committee felt it best to recommend more, rather than fewer, candidates to ensure that the Board has a sufficiently broad-based pool of finalists from which to select. Notwithstanding this, the Search Committee expressed its unanimous sentiment that all nine recommended candidates possess the requisite experience and qualifications to effectively lead Santa Rosa County as its next County Administrator.

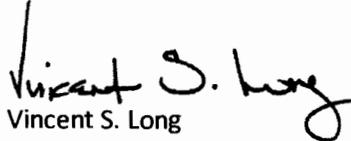
The Search Committee's recruitment process would not have been successful without the help of a number of individuals. First and foremost, the Search Committee expresses its sincere gratitude to the Santa Rosa County Board of County Commissioners for its support and guidance throughout the recruitment process. Additionally, the committee would like to recognize Santa Rosa County's dedicated staff for its steadfast support and cooperation. As you know, it will be difficult to replace a seasoned administrator like Hunter Walker, and his professionalism and even-keeled demeanor were evident, as

Florida Association of County Managers
100 South Monroe Street
Tallahassee, FL 32301

anyone who knows Mr. Walker personally would expect. The committee would also like to thank County Attorney Roy Andrews and Human Resources Director DeVann Cook, both of whom also worked diligently to facilitate the committee's work.

As you are aware, a County's selection of a County Administrator is one of the most crucial decisions a Board of County Commissioners makes for its community. On behalf of the Search Committee, and of the entire Florida Association of County Managers, thank you for the opportunity to assist you in this important effort.

In service,



Vincent S. Long

Leon County Administrator

President, Florida Association of County Managers

Cc: Santa Rosa County Board of County Commissioners
Mr. Hunter Walker, County Administrator
Mr. Roy Andrews, County Attorney
Mr. DeVann Cook, Human Resources Director
FACM Santa Rosa County Administrator Search Committee
Mr. Scott Shalley, Florida Association of Counties

Search Committee Composition and Qualifications:

The Florida Association of County Managers is dedicated to the promotion and facilitation of professional excellence in the management of Florida county government. The Association encourages ongoing professional development, collaboration among its members, and the continuous advancement of effective county administration in Florida. In support of these objectives, the Association provides recruiting guidance and peer-review services to counties in the process of hiring a new County Administrator. The Association appoints a unique search committee for each recruitment effort, comprised of current and former County Administrators with professional experience in the client county's region of the state. This approach enables the Association to leverage the collective knowledge and experience of several professional administrators in seeking the most highly qualified candidates for a vacancy.

Following is a description of the background and professional qualifications of the Santa Rosa County Administrator Search Committee members:

Vincent S. Long

- *County Administrator – Leon County, FL*
- *Current President of the Florida Association of County Managers*
- *International City/County Managers Association (ICMA) Credentialed Manager*
- *20 years of Florida local government administration experience*



County Administrator Vince Long has served the citizens of Leon County, Florida since 1995. A proven leader, dedicated public servant and accomplished public manager, Mr. Long has received national, state and local recognition for leadership, promoting transparency in government and fiscal stewardship. Mr. Long holds a Masters in Public Administration from Florida State University, where he has served on the adjunct faculty teaching graduate courses in local government for over a decade. He is also a graduate of the Harvard University JFK School of Government Institute for Senior Executives in State and Local Government and is an ICMA Credentialed Manager. He has served on the faculty of the Florida Association of Counties' County Commissioner Certification Program, the Board of Directors of the Florida City/County Managers Association, and is currently the President of the Florida Association of County Managers.

Jack Brown

- *County Administrator – Escambia County, FL*
- *Immediate Past President of the Florida Association of County Managers*
- *Over 15 years of experience years in Florida local government as a County Manager/Administrator or County Commissioner*



Escambia County Administrator Jack Brown possesses a wealth of experience managing coastal counties in the Florida Panhandle. Prior to joining Escambia County, Mr. Brown served as Taylor County Administrator from 1997 to 2001 and from 2007 to 2014 and also served a four-year term as a County Commissioner in Taylor County. He also has extensive military experience, has served as a faculty member at Florida State University, and has experience in the private sector as the general manager for a manufacturing company. Mr. Brown is a strategically focused, challenge-driven, collaborative civic and community leader; recognized by colleagues, the public, and commissioners for the ability to energize and inspire individuals and divergent groups to work toward achieving common goals. An active participant in a variety of statewide professional organizations, Mr. Brown is the Immediate Past President of the Florida Association of County Managers and has served on the Board of Directors of the Florida Counties Foundation and the Florida Association of Counties Trust. Mr. Brown is an experienced and successful practitioner of Florida county government operations and has a detailed working knowledge of all local government matters facing Santa Rosa County.

Chris Holley

- *Executive Director, Gulf County Economic Development Coalition*
- *Former Executive Director, Florida Association of Counties*
- *Over 30 years of Florida local government management experience*
- *Over 13 years of service as Okaloosa County Administrator*



Chris Holley currently serves as Executive Director of the Gulf County Economic Development Coalition. Previously, Mr. Holley served as Executive Director of the Florida Association of Counties from 2005 to 2015 after more than 30 years as an administrator and manager for some of Florida's fastest-growing counties and cities. A native of Northwest Florida, he served as County Manager in Okaloosa County for over 13 years and also as Chief Administrative Officer for Suwannee County. In addition, Mr. Holley has held senior leadership positions in Collier County and the Cities of Temple Terrace and Naples. Through his extensive service in local government and through the Florida Association of Counties, Mr. Holley has contributed significantly to the advancement of professional public administration in Florida.

Ernie Padgett

- *Former County Administrator in Okaloosa, Santa Rosa, Manatee, and Jackson Counties*
- *Over 28 years of Florida local government service*



Ernie Padgett has enjoyed a long and successful career in Florida county government. Mr. Padgett has over 28 years of experience that includes managing counties of various size and complexity. He has served as County Administrator in Okaloosa, Santa Rosa, Manatee, and Jackson Counties – three of which are coastal counties – and also served a four-year term as a County Commissioner in Jackson County. Additionally, Mr. Padgett has experience as the Director of the Chipola Junior College Institute of Government and as the Executive Director of the Apalachee Regional Planning Council. Mr. Padgett possesses extensive experience as an administrator in Northwest Florida and is keenly familiar with the qualities needed to succeed as Santa Rosa County's next County Administrator.

Work Plan and Approach

A County's selection of a County Administrator is one of the most crucial decisions a Board of County Commissioners makes for its community. The recruitment and selection process requires thoughtful planning, a thorough evaluation of applications submitted for the position, and a clear understanding of the qualities and experiences the elected body seeks in its next administrator. To that extent, the Search Committee went to great lengths to develop an organized approach to the Santa Rosa County Administrator recruitment process that builds from and remains consistent with the guidance provided by the Board of County Commissioners.

In the published announcement for the position, the Board of County Commissioners clearly indicated the qualities it expects of its next County Administrator. Based on this direction, and after meeting with the Board of County Commissioners at the outset of the recruitment process in July, the Search Committee set out to leverage its collective knowledge and experience to thoroughly review the qualifications of each applicant for the position. The committee members individually assessed each candidate within the context of the County's stated expectations for the position, with further evaluation based on each committee member's individual perspective and experience working with issues unique to Northwest Florida.

After receiving application materials from the initial pool of applicants, the Search Committee scheduled an initial conference call to determine whether to move forward with the initial applicant pool. Given the quality of the opportunity in Santa Rosa County, the committee felt that the County could attract a deeper pool of qualified candidates by re-advertising the position for an additional 30 days. On August 13, the Board of Commissioners extended the application window until September 11, 2015. This extension did ultimately attract 26 additional applicants, several of whom were considered by the Search Committee for inclusion on its short list of recommended candidates.

After additional research and evaluation of all 64 applicants for the position, the Search Committee held a public meeting in Santa Rosa County to discuss the applicants and to develop a short list of candidates to recommend to the Board of County Commissioners for further consideration. Acknowledging that each candidate is among the most qualified and talented local government administrators, the Search Committee elected to recommend more, rather than fewer, candidates. Some of these candidates may be under consideration for other City or County Manager positions elsewhere and could withdraw themselves from the Santa Rosa County position prior to the Board's final selection. Accordingly, the Search Committee worked to deliver this report expeditiously to the Santa Rosa County Board of County Commissioners to facilitate a successful interview and hiring process moving forward.

The Search Committee recommends the following candidates to the Santa Rosa County Board of County Commissioners for further consideration. These candidates are not presented in any ranking order. A discussion of each candidate is presented in Section 4 of this report.

- Parrish Barwick
- Michael Brillhart
- Randall Dowling
- Tony Gomillion
- Ted Lakey
- Jonathan Lewis
- Larry Newsom
- David Recor
- Jim Walker



Santa Rosa County, Florida County Administrator Recruitment Process Search Committee Timeline

**Based upon Santa Rosa County re-advertisement ending September 11, 2015*

| | | | | | | | | | | |
|--|--|---|-------------|---|----------|--|----------------------|---|---------|--|
| <p>Advertisement/ Pre-Review Period (4-6 weeks)</p> | <p>Santa Rosa County posts County Administrator job opening</p> <p>Santa Rosa County BOCC approves FACM proposal to assist in the recruitment process</p> <p>Representatives from FACM and FAC attend the Santa Rosa County Commission Regular Meeting to receive any specific guidance from the Board on the recruitment process and answer questions</p> <p>Press release announcing formation of FACM's search committee</p> <p>Initial application window for County Administrator position ends</p> | | | | | | | | | |
| <p>Week of August 10-14</p> | <p>Santa Rosa County Human Resources forwards application materials of initial candidates to FACM's search committee</p> <p>FACM's search committee meets to determine whether to move forward with initial applicant pool; recommends that Santa Rosa County re-advertise the position for an additional 30 days and publish a salary range</p> <p>Santa Rosa County BOCC approves the recommendation from the FACM search committee; re-opens the advertisement with a closing date of September 11, 2015</p> | | | | | | | | | |
| <p>September 14 – October 22</p> | <p>Application review, reference/background checks, and development of a recommended short list</p> | <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Sept. 14-18</td> <td> <p>Santa Rosa County Human Resources forwards application materials of the second round of candidates to FACM's search committee</p> <p>Search committee individually reviews all application materials (including both the first and second advertisement)</p> </td> </tr> <tr> <td style="text-align: center;">Sept. 30</td> <td> <p>FACM's search committee meets in Santa Rosa County to refine the candidate list and to plan administrative tasks with Santa Rosa County staff</p> </td> </tr> <tr> <td style="text-align: center;">Sept. 30 – Oct. 9</td> <td> <p>Santa Rosa County staff conducts background checks</p> </td> </tr> <tr> <td style="text-align: center;">Oct. 22</td> <td> <p>FACM's search committee delivers a report to Santa Rosa County BOCC</p> </td> </tr> </table> | Sept. 14-18 | <p>Santa Rosa County Human Resources forwards application materials of the second round of candidates to FACM's search committee</p> <p>Search committee individually reviews all application materials (including both the first and second advertisement)</p> | Sept. 30 | <p>FACM's search committee meets in Santa Rosa County to refine the candidate list and to plan administrative tasks with Santa Rosa County staff</p> | Sept. 30 – Oct. 9 | <p>Santa Rosa County staff conducts background checks</p> | Oct. 22 | <p>FACM's search committee delivers a report to Santa Rosa County BOCC</p> |
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| Oct. 22 | <p>FACM's search committee delivers a report to Santa Rosa County BOCC</p> | | | | | | | | | |
| <p>Interview/ Selection Period (3-4 weeks)</p> <p><i>*recommended next steps; discussed in further detail under Job 5</i></p> | <p>Santa Rosa County BOCC selects finalists to be interviewed</p> <p>Santa Rosa County Human Resources notifies finalists that they have been selected for an interview</p> <p>Santa Rosa County Human Resources confirms travel arrangements for finalist candidates</p> <p>Santa Rosa County BOCC conducts candidate interviews</p> <p>Staff conducts tours of Santa Rosa County with finalists</p> <p>Santa Rosa County BOCC selects its preferred candidate</p> <p>Santa Rosa County BOCC Chairman confirms preferred candidate's willingness to accept the position</p> <p>Santa Rosa County Human Resources sends employment contract to the preferred candidate</p> | | | | | | | | | |

Recommended Candidates for Further Consideration *Parrish Barwick*

Present Position

County Coordinator – Jefferson County, FL

Professional Experience

15 years as Chief Administrative Officer of a county government

- County Coordinator – Jefferson County, FL
2012-Present
- County Manager – Brantley County, GA
2009-2012
- County Administrator – Wakulla County, FL
1997-2006

Education

- Master's Degree in Education Administration
- Certificate in Public Administration

Strengths

- Experience managing counties in Northwest Florida
- Realizing opportunities to increase efficiency & reduce operational costs
- Experience with public works, capital projects, and utility infrastructure
- Familiarity with emergency management
- Experience with promoting agriculture
- Experience in communities with diverse demographics

Areas of Concern

- Has not managed an organization as large as Santa Rosa County; his current organization's (Jefferson County's) General Fund budget is less than one-fifth the size of Santa Rosa's
- Little participation in statewide professional associations; will have a learning curve building his professional network in Santa Rosa County and throughout the state
- Prior experience as an administrator has been in only rural areas; no experience working with urbanized coastal municipalities

George Parrish Barwick
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Monticello, Florida 32344
(850) 491-5432 cell
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parrishbarwick@aol.com

I am an experienced public service leader looking to join your local government with goals of providing excellent efficient service to citizens while aggressively working to reduce local tax burdens. As your manager I will bring integrity, consensus building, communication at all levels, vision for increased efficiency and a willingness to do more with less.

EDUCATION

Master of Science, Educational Administration/Leadership, FSU, 1997
Certificate of Public Administration, Florida State University, 1993
Bachelor of Science, Political Science, Florida State University, 1989

PROFESSIONAL EXPERIENCE

July 2012 **JEFFERSON COUNTY COMMISSION**
To Present **County Coordinator**

- Manage daily operations of county departments, programs and projects along with public relations, facilities management and consumer complaints
- Contract management including construction management of transportation projects, facilities and public private programs.
- Analyze staff efficiency and redundancy of operations to reduce cost of operations ultimately reducing tax burdens on local citizens
- Formulate policies and procedures as it relates to county operations, purchasing, personnel and facilities management
- Provide technical and specialized assistance to county commissioners, county constitutional officers and county attorney on a variety of studies and issues related to the county
- Represent commissioners in public meetings, the legislature, citizens' workshops and other public forums

ACCOMPLISHMENTS:

- Consolidated positions and reorganized staff with Board approval reducing general fund requirements by more than \$200,000.00 in the first fiscal year.
- Worked to improve 30% of roadways with stabilization or pavement utilizing current budget funding on a three year timeline completed within 30 months; over 50 miles of construction/stabilization completed with a second phase in planning.
- Negotiated road construction and material contracts reducing construction expenses by more than 30%, realizing more than \$1,500,000.00 in savings to date.

- County's annual budget has spent less than approved funding realizing a reserve increase of more than \$900,000.00 during 3 year tenure; road department stayed within budget each year while completing in house road construction projects.
- Led economic development projects attracting and retaining businesses realizing job growth and increased taxable values with three separate ventures.

Sept. 2009 **BRANTLEY COUNTY COMMISSION**
 To July 2012 **County Manager**

- Develop, write, analyze and implement county's annual operating budget along with auditing and managing the delivery of services to citizens
- Manage daily operations of county departments, programs and projects along with personal responsibility for purchasing program, human resources, personnel, public relations facilities management and consumer complaints
- Responsible for and conduct purchasing for all major and special projects, programs and operations
- Management of 135 full-time/part-time employees within county departments
- Manage facilities, operations of office space, lease properties and maintenance
- Formulate policies and procedures as it relates to county operations, purchasing, personnel and facilities management

ACCOMPLISHMENTS:

- Worked with County Commissioners to reduce more than \$2,500,000.00 in operations debt while reducing tax millage rate by more than 2 mills, without increasing property assessments.
- Completed grant funded projects reducing cost of equipment in Sheriff's Office, Fire Department and Public Works Department by more than \$200,000.00 in a two year period.
- Consolidated positions reducing general fund salary requirements by more than \$100,000.00.
- Worked to reduce health coverage costs to the county and employees, resulting in savings of more than \$250,000.00 on a total \$1.4 million policy at renewal.
- Managed construction projects of roadways, office space and recreational facilities saving \$500,000.00 in construction dollars for the county.

February 2008 **Florida Division of Emergency Management**
 To March 2009 **Planning Manager**

- Duties include management of staff for two statewide planning and audit/inspection programs working with nuclear power plants and facilities containing extremely hazardous materials.
- Develop, analyze, implement and test operation of Radiological Emergency Preparedness Planning Program of Florida's Nuclear Power Plants.
- Manage program that tests plans in exercises that improve coordination among emergency response organizations, prepares for accidents or emergencies directly related to nuclear power plants and transportation accidents.

- Manage and coordinate audits and inspections within risk management program regulating facilities to encourage reducing the probability of accidental release of hazardous chemicals that potentially cause harm to public health and the environment.
- Member of the State Emergency Response Team as Deputy Branch Chief of Emergency Services section to activate upon notice of a significant emergency with statewide consequences.

April 1997 **WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS**
 To June 2006 **County Administrator**

- Developed and implemented county's annual operating budget of \$30 million along with auditing and managing the delivery of services to citizens
- Managed daily operations of county departments, programs and projects along with personal responsibility for purchasing program, human resources, personnel, public relations facilities management and consumer complaints
- Directed administration of 175 full-time/part-time employees within eleven departments
- Wrote, applied for, managed and administered grants for the county
- Developed and implemented new enterprise programs such as the county central water system, central sewer system and solid waste collections
- Managed and coordinated construction of special projects such as road system improvements, expansion of county sewer system, water system and capital improvement projects
- Provided technical and specialized assistance to county commissioners, county constitutional officers and county attorneys on a variety of studies and issues related to the county
- Represented commissioners in public meetings, the legislature, citizens' workshops and other public forums

November 1993 **FLORIDA DEPARTMENT OF AGRICULTURE & CONSUMER SERVICES**
 To March 1997 **Development Representative, Bureau of Seafood & Aquaculture**

- Supervised programs that promoted and marketed Florida's seafood and aquaculture industries
- Planned promotional events to increase the sale of Florida seafood and aquaculture products
- Created and developed information and materials to educate the general public about the seafood and aquaculture industries and how they contribute to the State's economy
- Planned, developed, and coordinated commercials for educational training sessions, promotional events, trade shows, and statewide seafood festivals
- Organized and recorded Florida Seafood Industry Advisory Committee meetings
- Worked with the seafood and aquaculture industries and the general public in providing information and assistance related to marketing, promotions, education and food safety

August 1991 to **WAKULLA COUNTY SCHOOL BOARD**

November 1993 **Secondary School Instructor**

- Managed the Severe Emotionally Disturbed Program teaching and training students to achieve positive results in the learning and behaviors of students
- Planned individual education programs according to each student's ability
- Responsible for educational progress reports, discipline, and social interactions
- Taught all subjects and provided individual instruction
- Coached varsity football and junior varsity baseball

August 1990 to **GADSDEN COUNTY SCHOOL BOARD**

August 1991 **Secondary School Instructor**

- Provided instruction for four different classes and age groups in social sciences
- Prepared lesson plans and kept progress reports for all students
- Responsible for student discipline, individual accountability and classroom management
- Coached varsity softball

REFERENCES

Mike Edgy
County Commissioner
Brantley County Board of Commissioners
P.O. Box 398
Nahunta, GA 31553
912/269-0283 cell

Randy Merritt
County Commissioner
Wakulla County Board of Commissioners
P.O. Box 1263
Crawfordville, FL 32326
850/251-8860 cell

Donnie Sparkman
Property Appraiser
Wakulla County
P.O. Box 26
Crawfordville, FL 32326
850/ 926-3271 office
850/ 926-5466 home

Ray Griffin
Public Works Supervisor
Brantley County
P.O. Box 398
Nahunta, GA 31553
912/409-7740 cell

Stephen Walker
County Commissioner
Jefferson County Board of Commissioners
1 Courthouse Circle
Monticello, FL 32344
850/342-0287 office
850/728-2214 cell

Recommended Candidates for Further Consideration

Michael Brillhart

Present Position

County Administrator – Barnstable County, MA

Professional Experience

Four years' experience as a city or county manager

- County Administrator – Barnstable County, MA
2013-Present
- City Administrator – Paris, IL
1999-2001

17 years' additional local government experience; all in Florida

- Business and Strategic Initiatives – St. Lucie County, FL
2004-2013
- Program Planner/Public Liaison – Pinellas County, FL
1987-2005

Education

- Master's Degree in Public Administration

Strengths

- Experience managing a mid-sized county
- Experience in waterfront communities and Florida tourism development
- Downtown redevelopment/planning experience
- Legislative/intergovernmental affairs experience in Florida
- Economic development experience
- ICMA member

Areas of Concern

- No Florida city or county management experience
- No experience in Northwest Florida; will need to build his professional network in Santa Rosa County and throughout the state
- Brief tenure in both city/county management positions
- Not much experience in community/public relations, staff relations, or agricultural/rural development

LOCAL GOVERNMENT ADMINISTRATION

A solutions-focused, local government executive with over twenty-eight years of public sector and corporate experience. Foster extensive networks at all levels within the local government utilizing exceptional ability to build strong relationships and contribute to organizational goals. Geared with a multitude of versatile skills in operational optimization, technical strategic planning, staff management, budgeting, and intergovernmental relations.

AREAS OF EXPERTISE

- Strategic Planning
- Public and Media Relations
- Organizational Performance
- Legislative Affairs
- Economic Development
- Fiscal Management and Budgeting

CORE COMPETENCIES

Operations Management: Outstanding knowledge of operations, services, and activities of local government. Experience working on-site with government and commercial entities in new development initiatives.

Creative Problem-Solver: Proven ability to troubleshoot and develop innovative solutions to challenges, whilst managing change for improved performance and efficiency. Identify problems/needs and initiate logical, effective solutions.

Communication & Interpersonal: Excellent communicator with strong verbal, written and interpersonal skills that consistently elicit positive interactions with individuals across all levels within the organization.

PROFESSIONAL EXPERIENCE

County Administrator · Barnstable County Cape Cod, MA

2013 - Present

Manage and oversee day-to-day operations and services for the Board of County Commissioners that deliver services to a regional population of 215,000. Direct an organization of over 14 departments with direct oversight of county operations, staff supervision, and policy recommendation. Administer operations and services of various departments to include County Commissioners, Finance and Budget, Health and Environment, Facilities, Human Services, IT, Fire Academy, Dredge, Resource Development, Register of Deeds, Water Quality, Children's Protective Services, Labor Relations, Cooperative Extension, AmeriCorp and Regional Planning.

- Performed a wide range of functions in order to accomplish various county challenges which include job creation, campus facility planning, water quality coordination, wastewater management, succession planning, intergovernmental coordination, meeting agenda preparation, legislative affairs, staff supervision, regional IT service enhancements, emergency management planning, and financial oversight including OPEB liability funding

Business and Strategic Initiatives · St. Lucie County Fort Pierce, FL

2004 - 2013

Supported the development of business, economic and legislative affairs for the Board of County Commissioners. Led and coordinated the economic development business incentives program. Managed the infrastructure impact fee program in addition to the grants program. Identified, cultivated and developed productive relationships serving as the County's legislative liaison. Coordinated tourist development activities and directed operations for the Treasure Coast Foreign Trade Zone #218.

- Successfully administered business incentives for over 15 private sector companies
- Coordinated the award winning Towns, Villages and the Countryside (TVC) - Joint Area Planning Initiative
- Created the Strategic Economic Development For Targeted Industries Plan
- Acquired \$9 million to assist in the construction of the new Crosstown Parkway project

Chief Administrative Officer · Professional Planning Services Orlando, FL

2001 - 2004

Managed and oversaw all the financial, administrative, and marketing functions of a professional consulting services. Administered corporate contracts for regional land planning entity. Managed Primary client work efforts and responsibilities included urban planning, economic development, community redevelopment/Main Street program coordination, and preparation of state and federal grant applications.

- Prepared various grant applications for public and not-for-profit organizations
- Analyzed the creation of two new Community Redevelopment Area (CRA) districts
- Consulted on Main Street programs for communities in Illinois, Ohio and Florida

City Administrator · City of Paris Paris, IL

1999 - 2001

Planned, organized and coordinated all municipal services and operations including human resources, public works, planning and zoning, historic preservation, code compliance, police, fire, library, solid waste, parks and recreation, utilities, and budget/accounting. Reorganized departmental operations and staff assignments, prioritizing the projects according to the needs of the department heads and the city council. Served as the City's Budget Officer to review annual financial reports, fixed assets and various insurance policies of the city. Managed assessment districts and liaised with various state and federal agencies on legislative and funding issues.

- Directed a staff of 125 and administered a \$20 million annual budget
- Managed city utilities including a customer service base of 5,000 accounts
- Prepared grants and legislative requests for utility service and the downtown Main Street redevelopment plan
- Implemented a new financial accounting program for the city
- Restructured Finance, City Clerk, Utility Billing, Planning/Code Enforcement and Personnel Departments

Consultant · Professional Planning Services Orlando, FL

1995 - 1999

Provided performance based professional consulting to local governments, civil engineering and land development firms, and not-for-profit organizations. Areas of concentration included site engineering, community planning and redevelopment functions. Provided high quality customer service throughout the business development plan.

- Served as the interim Executive Director for the Tri-County Regional Planning Commission and its 21 member Board in Peoria, Illinois
- Provided transportation planning consulting for Hillsborough County, Florida
- Prepared Master Plan and Zoning Updates for West Peoria, IL and Woodford County, IL

Program Planner/Public Liaison · Pinellas County Clearwater, FL

1987 - 1995

Administered state and federal grants relative to capital improvements, implemented the county's transportation concurrency management system and served as the County liaison to the State Department of Transportation, Federal Highway Administration, neighborhood groups, and civic associations.

- Prepared and administered transportation, utility and recreational capital projects in excess of over \$500 million
- Managed various planning related grants and received a \$2.8 million congestion mitigation and air quality grant
- Presented information at public meetings, business and civic associations, and neighborhood groups
- Provided staff coordination to the countywide Technical Coordinating Committee consisting of 25 jurisdictions

EDUCATION**Master of Public Administration · University of South Florida Tampa, FL****Bachelor of Science in Urban Administration · University of Cincinnati Cincinnati, OH**

AFFILIATIONS

International City/County Management Association (ICMA)

SALARY HISTORY

| | |
|--------------------------------|------------|
| Barnstable County | \$ 150,000 |
| St. Lucie County | \$ 100,000 |
| Professional Planning Services | \$ 160,000 |
| City of Paris | \$ 60,000 |
| Pinellas County | \$ 55,000 |

REFERENCES

| | | | |
|-----------------|-----------------------|-----------------------|--------------|
| Mary Pat Flynn | County Commissioner | Barnstable County, MA | 774.255.1174 |
| Leo Cakounes | County Commissioner | Barnstable County, MA | 508.364.1512 |
| Justyna Marczak | HR Coordinator | Barnstable County, MA | 508.375.6646 |
| Don West, P.E. | Public Works Director | St. Lucie County, FL | 772.462.1659 |
| Gina Harvey | Planning Manager | Pinellas County, FL | 727.464.8200 |

Recommended Candidates for Further Consideration

Randall Dowling

Present Position

County Manager – Barrow County, GA

Professional Experience

22 years' experience as a county manager

- County Manager – Barrow County, GA
2013-2015
- County Administrator – Gordon County, GA
2002-2013
- County Administrator – Lee County, GA
1996-2002
- County Manager – Berrien County, GA
1993-1996

Six years' additional local government management experience; all in Florida

- Assistant to County Administrator – Indian River County, FL
1990-1993
- Assistant to City Manager – Homestead, FL
1987-1990

Education

- Master's Degree in Public Administration

Strengths

- Strong budget/finance experience
- Experience coordinating & implementing local option sales taxes
- Strategic planning & organizational development
- Historic preservation/revitalization
- Agricultural and rural development
- Active in state and national professional associations; continuing education
- Active in the community and has taught Public Administration courses at local college

Areas of Concern

- No Florida city or county management experience
- No experience in Northwest Florida; will need to build his professional network in Santa Rosa County and throughout the state
- Not much experience in tourism development
- Has not managed a coastal county

RANDALL DOWLING

1248 Olde Lexington Road / Hoschton, Georgia 30548 / (770) 324-5160
dowlingrandall@gmail.com

September 6, 2015

Santa Rosa County, Florida
6495 Caroline Street
Milton, FL 32570

Re: County Administrator Position

Dear HR Director:

Enclosed is my resume for the position of **County Administrator**. As you can see on my attached resume, I have the necessary qualifications for this position. I have earned a Bachelor of Science in Public Administration (BSPA) degree and a Master of Public Administration (MPA) degree. I also have 29 years of local government management experience in both city and county governments with a proven record of performance, accomplishments, and stability.

During my meaningful local government management career, I have supervised and coached many employees, prepared and monitored budgets ranging from \$6M to \$66.5M, prepared agenda items and reports, managed many contracts for services, and responded to citizen complaints and media inquiries. In addition, I have planned, managed, and financed many successful capital projects including fire stations, park and recreation facilities, law enforcement facilities, road, bridge, sidewalk, and utility improvements, and public safety radio systems.

Looking to the future, I have also developed strategic plans such as comprehensive master plans, unified land development codes, transportation plans, solid waste management plans, park & recreation master plans, overlay districts, and compensation and classification studies using professional consultants.

Lastly, I have created bid and RFP/RFQ specifications, managed and served on various community boards, wrote and administered many federal and state grants, and kept elected officials, staff, and the public informed of county activities through a constantly updated and distributed program of work document and web site.

With my extensive experience in local government management including Florida experience with the City of Homestead and Indian River County, I can assist Santa Rosa County with any project or issue.

Thank you for your consideration of my qualifications. I look forward to hearing from you soon.

Very truly yours,

Randall Dowling

Randall Dowling

RANDALL DOWLING

Address

1248 Olde Lexington Road
Hoschton, Georgia 30548
(770) 324-5160
dowlingrandall@gmail.com

Career Summary

29 years of local government management experience. Academic credentials include MPA and BSPA degrees.

PROFESSIONAL EXPERIENCE

County Manager, Barrow County, Georgia, November 2013 to August 2015. 70,169 population, \$66.5M all fund annual budget, seven member Board of Commissioners, ten department directors, six incorporated cities, 576 full-time and part-time employees, 162 square miles, full-service county, 50.3% population growth rate from 2000 to 2010. Suburb of Atlanta.

Typical duties include:

- ❑ Implemented Board policies, oversaw the day-to-day operations of the county government, and managed the county's capital improvement program funded by a voter-approved special purpose local option sales tax (SPLOST).
- ❑ Supervised department directors, assisted the constitutional officers, various public and quasi-public agencies, and the incorporated cities with their concerns and projects, and maintained positive relationships with each group.
- ❑ Prepared the annual budget, quarterly finance reports, bi-monthly commission agendas, and various federal and state grant applications.
- ❑ Responded to media inquiries (print, radio, and television).
- ❑ Developed bid specifications and Request for Proposals/Qualifications for a variety of products and services.
- ❑ Consulted with and advise contractors, vendors, engineers, and architects performing projects for the county.
- ❑ Resolved citizen complaints.
- ❑ Strategically identified short and long-range opportunities that would benefit the county.

Selected accomplishments include:

- ❑ Transitioned the county government from a traditional commission to a commission-manager form of government and improved the administrative framework that included written personnel, purchasing, and financial policies, a five year CIP, professional web site, streamlined budget process, and hired many vacant department director positions.
- ❑ Lowered the property tax rate from 13.26 to 12.75 mills by reducing expenses and refinanced three bond issues that will save \$5.5M over 17 years.
- ❑ Conducted a year-long process to outsource many county departments using a public-private partnership model to achieve cost savings and increase organizational efficiencies. Selected consultant guaranteed \$4M in savings over a five year period. Board voted not to implement proposal. Outsourced services on a case-by-case basis including EMS billing that will generate an additional \$250,000 per year.
- ❑ Upgraded the county-wide public safety radio system from a VHF system to a more modern 700 megahertz system for better radio coverage.
- ❑ Supervised many projects including road improvements, public safety (911) improvements, utility improvements, and prepared strategic plans.

County Administrator, Gordon County, Georgia, June 2002 to September 2013. 60,000 population, \$47.6M all fund annual budget, five member Board of Commissioners, 13 department directors, five incorporated cities, 400 full-time and part-time employees, 356 square miles, full-service county, 25.1% population growth rate from 2000 to 2010.

RANDALL DOWLING

PROFESSIONAL EXPERIENCE

County Administrator, Gordon County, Georgia

Typical duties include:

- Same as Barrow County, Georgia

Selected accomplishments include:

- Supervised the design and successful completion of several major SPLOST funded capital improvement projects including:
 - o \$30M, 376 bed, 100,000 s.f. Jail and Sheriff's Office.
 - o \$11M, 75 acre regional recreation complex.
 - o \$3M two bay fire station with equipment.
 - o \$2.8M county-wide public safety VHF simulcast radio system.
 - o \$11M worth of road and bridge improvement projects.
 - o \$4M, 20,000 s.f. county-owned DFACS building using 100% state funds.
 - o Acquired and renovated facilities for a Boys & Girls Club and two social service agencies using \$1.5M in CDBG funds.
 - o Developed a county-owned civil war historic site using \$200,000 in federal TE funds.
 - o Constructed a \$2.5M, 14,000 s.f. Agricultural Service Center to house federal, state, and local agricultural agencies under one roof.
- Outsourced the management of the county's 600 acre MSW landfill which resulted in significantly higher waste tonnage, higher revenue stream, and lower county expenses.
- Prepared two SPLOST continuation plans that resulted in successful referendum votes during 2005 and 2011. All capital projects funded by SPLOST-2005 have been successfully completed.
- Created, staffed, and funded a Planning & Development Department and a GIS Department to properly manage the county's growth.
- Improved the 911 Center by implementing Phase I and II wireless technology.
- Completed a county-wide revaluation of all real property to equalize and update property values that resulted in a lower millage rate from 9.5 in 2008 to 8.9 in 2010.
- Prepared numerous strategic plans to guide the county's future growth including a Comprehensive Master Plan 2007-2027 and Update 2013-17, Unified Land Development Code, Transportation Plan, Solid Waste Management Plan, Parks & Recreation Master Plan, two historic overlay districts, and a historic resource survey. In addition, completed and fully implemented a compensation plan to fairly compensate all employees based on market rates.
- Completed other small but important projects including installing a state-of-the-art VOIP county-wide telephone system, outsourced inmate food and medical services as well as general lawn care to achieve cost savings, created a paperless commission agenda process, prepared two promotional videos of the county for economic development purposes, improved the county's web site to project a professional public image, had the county designated as a "Storm Ready Community" by the National Weather Service, and obtained several GFOA awards.
- Increased the General Fund unrestricted fund balance by 203% from \$5.3M in 2003 to \$16.1M in 2012 that resulted in healthy cash reserves and an excellent AA bond rating. For 2012, the General Fund unrestricted fund balance was 59.1% of total General Fund expenditures.

RANDALL DOWLING

PROFESSIONAL EXPERIENCE

County Administrator, Lee County, Georgia, March 1996 to March 2002. 27,382 population, \$24M all fund annual budget, five member Board of Commissioners, eight department directors, two incorporated cities, 200 full-time employees, 362 square miles, full-service county, 52% population growth rate from 1990 to 2000. Suburban area of Albany, Georgia.

Typical duties include:

- Same as Barrow County, Georgia

Selected accomplishments include:

- Supervised the design and successful completion of numerous capital improvement projects including:
 - 33,000 s.f. Jail, Sheriff Administration Offices, and 911 Center.
 - 8,000 s.f. Public Works Maintenance Facility.
 - Senior Citizens Center.
 - Health Department.
 - County Administration Building.
 - three Fire/EMS stations.
 - historic courthouse renovations.
 - four field softball complex and numerous neighborhood parks.
- Implemented an aggressive road paving and resurfacing program using county SPLOST and state funds. Paved in excess of 60 miles of new and existing roads. This program included road design, right-of-way acquisition, condemnations, environmental assessments, wetland mitigation, and utility infrastructure installation including water, wastewater, and storm water improvements.
- Redesigned the employee health insurance plan from a traditional 80/20 plan to a modern PPO plan and redesigned the employee retirement plan from a traditional defined benefit plan to a modern and portable defined contribution plan to reduce cost and to increase employee participation.
- Managed over \$11M in various competitive federal and state grants including CDBGs, FEMA hazard mitigation grants, Georgia Greenspace Program grants, Land & Water Conservation Fund grants, and historic preservation grants that resulted in clean audits at the conclusion of the grant program.
- Created a Local Area Network (LAN) that linked all county buildings together with fiber optic cable to provide file and print sharing through a Windows NT environment, standardized all computer hardware and software purchases, developed a county web site, and provided only department directors with web browsers and all employees with e-mail through a permanent T1 connection.
- Prepared a Fire Insurance Rating Reduction Study which resulted in a reduction from an ISO Class 9 to a Class 6 (typical homeowner saved approximately 30% in annual fire insurance premiums), prepared a service delivery strategy plan delineating the service delivery responsibilities of the county and each city within the county to avoid duplication of services, prepared a green space protection plan, had developed a county-wide storm water management plan, and prepared two SPLOST strategic plans and a liquor-by-the-drink plan which resulted in successful referendum votes.
- Recruited new businesses to the county including a Wal-Mart Super Center and other major retailers using various incentives that resulted in additional sales tax and property tax revenue as well as employment opportunities.

RANDALL DOWLING

PROFESSIONAL EXPERIENCE

County Manager, Berrien County, Georgia, December 1993 to March 1996. 16,000 population, \$6M all fund annual budget, three member Board of Commissioners, five department directors, four incorporated cities, 85 full-time employees, 458 square miles, 15% population growth rate from 1990 to 2000.

Typical duties include:

- Same as Barrow County, Georgia

Selected accomplishments include:

- Developed a ten year master plan of needed capital facilities including a Public Works Maintenance Facility, EMS Facility, Fire Station, and an Agricultural Center at one location in a campus type environment. Most facilities have been completed.
- Redesigned the employee health insurance plan from a traditional 80/20 plan to a PPO plan to reduce cost and increase employee participation. Added a dental plan in place of the savings.
- Increased EMS revenue by 100% through aggressive collections. EMS revenue covered 75% of EMS expenditures.

Assistant to County Administrator, Indian River County, Florida, January 1990 to December 1993. 100,000 population, \$140M all fund annual budget, five member Board of Commissioners, five incorporated cities, 700 full-time employees, full-service coastal county.

- Assisted the County Administrator in day-to-day county operations and acted as County Administrator during his absence.
- Wrote and administered various federal and state grants.
- Assisted with the annual budget preparation.

Assistant to City Manager, City of Homestead, Florida, November 1987 to January 1990. 25,000 population, \$36M all fund annual budget, seven member City Council, 350 full-time employees, full-service city including an electric utility. Suburb of Miami.

- Assisted the City Manager with day-to-day city operations.
- Prepared the annual budget.
- Supervised the City Clerk's Office and Building Maintenance Department.

Intern, City Manager's Office, City of Rockwall, Texas, October 1986 to July 1987. 10,000 population, \$5M all fund annual budget, seven member City Council, 80 full-time employees. Interned while attending graduate school. Suburb of Dallas.

- Assisted the City Manager with day-to-day city operations.
- Prepared a fire insurance rating reduction study that resulted in an improved rating and lower fire insurance premiums for city residents.

RANDALL DOWLING

EDUCATION

Master of Public Administration, University of North Texas, Denton, Texas. Graduated August 1987. Specialized curriculum in city management. Recipient of the Hatton W. Sumner Academic Scholarship. GPA 3.5/4.0

Bachelor of Science in Public Administration, University of Arkansas, Fayetteville, Arkansas. Graduated May 1985. Extensive study of business, government, and economics. GPA 3.07/4.0

PROFESSIONAL ASSOCIATIONS

- Member, International City/County Management Association (ICMA) since 1987.
- Member, Georgia City/County Management Association (GCCMA) since 1994.
- Member, Georgia Association of County Managers & Administrators (GACMA) since 1994, Secretary/Treasurer (2008-09), Vice President (2009-10), and President (2010-11).

COMMUNITY ACTIVITIES

- Board of Directors, Gordon County Chamber of Commerce, 2002-2007.
- Member, Gordon County Chamber of Commerce Community Development Committee, 2002-2013. Chairman of the committee 2004-2006.
- Graduate of Leadership Calhoun/Gordon County in 2003.
- Certified County Official from the Association County Commissioners of Georgia (ACCG).

TEACHING EXPERIENCE

- Adjunct Instructor, Darton College, Albany, Georgia, January 2000 to May 2002. Taught evening classes in Public Administration and American Government. Consistently received high evaluations from the students.

PRESENTATIONS & PUBLICATIONS

- Developed and distributed an electronic survey of all Georgia county managers to determine their personal and professional characteristics during my tenure as President of GACMA in 2011. Survey had a 76% response rate. A presentation of the results was given during the 2011 GACMA annual conference and an article was published in the Nov./Dec. 2011 issue of Georgia County Government Magazine.
- Prepared a presentation regarding Gordon County, Georgia's IRS employment tax audit experience and delivered it during the 2011 GCCMA annual conference and at the February 2013 meeting of the Chattanooga, TN Chapter of the Association of Government Accountants.
- Wrote a short article for Public Management magazine (Sept. 2012 issue) regarding how local government managers maintain control and balance of their daily life.

RANDALL DOWLING

PROFESSIONAL REFERENCES

Charlie Felts, HR Director
Barrow County, Georgia
229-251-8658

Don Elrod, Chief Appraiser
Barrow County, Georgia
678-997-8745

Rose Kisaalita, Chief Financial Officer
Barrow County, Georgia
770-307-3000

Brad Akins, Owner
Akins Ford
678-863-8483

Cheryl Dunson, Vice President (Gordon County, GA Landfill Consultant)
Santek Environmental, Inc.
423-303-7101

Alvin Long, Former Chairman
Gordon County, Georgia
706-629-2832

SALARY REQUIREMENTS

Salary is negotiable. The advertised salary range is acceptable. My previous salary was \$110,250.

Recommended Candidates for Further Consideration

Tony Gomillion

Present Position

Public Services Director – Santa Rosa County, FL

Professional Experience

29 years' experience as a department director in Santa Rosa County

- Public Services Director – Santa Rosa County, FL
2003-Present
- Environmental Control Director – Santa Rosa County, FL
1986-2003

Education

- Bachelor's Degree in Business

Strengths

- Currently serving as Public Services Director in Santa Rosa County
- Long career with the County; progressively responsible experience
- Significant knowledge of Santa Rosa County issues and operations
- Active in the community

Areas of Concern

- No prior experience as a city or county manager
- No advanced/professional degree
- May lack experience in other critical management areas (economic/tourism development, capital projects/infrastructure, etc.)

Tony M. Gomillion

850 393-9800

tgomillion@panhandle.rr.com

5166 Max Lane

Jay, FL 32565

Professional Experience:

2003 to present: Public Services Director Santa Rosa County, Florida

Primary oversight of five county departments including budget preparation, Board of County Commissioners agenda preparation, personnel, programs, and service delivery. Report to the County Administrator and respond directly to the Board of County Commissioners as required.

Departments:

***Development Services(DS)** (functional grouping of Inspections, Code Compliance, Planning and Zoning, Housing)

Initiatives:

Taking Ownership – Internal Employee Customer Service training
Development Services Consolidation
Project Management Approach
Customer Service Communication Standards
Community Housing Dept. established internally
Developed e-news and quarterly newsletter for direct customer education

***Emergency Management** (includes e911, dispatch center, fire/EMS, EMS contract oversight)

Initiatives:

Incident Commander Deepwater Horizon response
No subsidy EMS contract and unified medical director
Fire MSBU formation of 9 rural/suburban departments
E911 enhancement project
Departmental reorganization
Increased utilization of volunteer organizations and all county departments.

***Animal Services** (includes enforcement, kenneling, and adoption)

Initiatives:

Increased supervisory emphasis on customer service
Implemented customer service/communication standards

***Veteran Services** (face to face assistance to area veterans)

Initiatives:

Emphasis on collaborative efforts with other agencies and programs for transportation, housing, and general assistance

***All Departments**

Initiatives:

Employee Recognition Program
Established multiple methods of surveying customers
Managed budget reductions while continuing customer service initiatives
Implemented a team building and leadership building process for the Public Services Department

1986-2003: Environmental Control Director (Landfill/Recycling/Mosquito Control/Enforcement) Santa Rosa County

Initiatives:

Consolidation and permitting of multiple Class 1 and Class 111 Landfills
Rural Waste transfer and woody waste incineration projects
Recycling Program establishment and operation
Staging and disposal of waste from multiple storm events
Multiple joint (industrial/recreational) construction projects with Road and Bridge Department
Development of mosquito surveillance system
Employee baseline testing
Developed a commissioned environmental enforcement staff

1979 -1985: Asst. Vice President and Loan Officer – Escambia County Bank, Flomaton, AL

Professional References:

Hunter Walker – Santa Rosa County Administrator
6495 Caroline Street
Milton, FL 32570
Phone – 850 983-1877

J.R. Jones – CEO Escambia County Bank
2151 Ringold Street
Flomaton, AL 36441
Phone – 251 296-5356

Thomas V. Danheisser – Escambia County Judge

M.C. Blanchard Judicial Building, Sixth Floor
190 Governmental Center
Pensacola, FL 32502
Phone – 850 595-4420

Robert Hilliard – Santa Rosa County Judge
6865 Caroline Street, Room 200
Milton, FL 32570
Phone – 850 981-5543

Rev. Fred Rogers – Pastor Milton First Assembly of God
6163 Dogwood Drive
Milton, FL 32570
Phone 850 623-2854

Current and former volunteer and other affiliations:

Santa Rosa Clean Community System Board of Directors
Santa Rosa ARC Board of Directors
Santa Rosa Federal Credit Union Board of Directors
Mt. Carmel United Methodist Church Board Chairman
Take Stock in Children Mentor Program
World Gospel Mission

Education: B.S. in Business, University of West Florida

Current Salary: \$112,360

Family: Wife—Janie, Media Specialist, Jay High School; two adult daughters

Recommended Candidates for Further Consideration *Ted Lakey*

Present Position

County Administrator – Jackson County, FL

Professional Experience

12 years' experience as a County Administrator in Florida

- County Administrator – Jackson County, FL
2003-Present

4+ years' additional experience in Florida county government

- Public Works Division Chief/Superintendent – Escambia County, FL
1998-2003
- Interim Public Works Director – Escambia County, FL
2001-2002

Education

- Master's Degree in Public Administration

Strengths

- Over 16 years' experience in Florida local government (over 30 years including law enforcement position in Alabama)
- Significant experience in Northwest Florida
- Long tenure in current position
- Extensive experience implementing capital projects
- Economic development successes in Jackson County
- Experience in a coastal county
- Has an advanced degree in Public Administration
- Active in statewide professional associations
- Active in the community

Areas of Concern

- County Administration experience is in a rural county much smaller than Santa Rosa, but could be offset by his prior experience in Escambia County
- Resume indicates little experience in organizational/staff development or strategic planning

TED O. LAKEY

SUMMARY OF QUALIFICATIONS

- Over 29 years progressive managerial experience in county and municipal government
- Master in Public Administration
- County Administrator. Knowledge of government operations, budgeting, policy development, economic development, public safety, public works operations, tourist development, human resources, union negotiations, growth management, code enforcement, landfill operations and fleet management

EXPERIENCE

Jackson County Board of County Commissioners, Marianna, Florida

August 2003 to Present

County Administrator

Current salary - \$ 85,739 a year

Chief Executive Officer in charge of all aspects of county operations that fall under the jurisdiction of the Board of County Commissioners.

Duties

- Administration of Board policies and directives.
- Developing the County's annual 45 million dollar budget.
- Developing new policy and procedures.
- Oversight of road and capital improvement projects.
- Working with community leaders to identify local needs.
- Serving as a member of the County's economic development team.
- Working with members of our legislature to secure funding for County projects.
- Develop meeting agendas.
- Supervision of 220 employees that work in the departments of Administration, Engineering, Community Development, Road and Bridge, Fire/Rescue, Corrections, Parks and Recycling, Building, Utilities and the Library.

Accomplishments

- Actively worked with the Jackson County Development Councils economic development team that brought five major companies to

the County with investments of over 100 million dollars and the creation of over 600 new jobs. This included the creation of the Marianna/Jackson County Distribution Park with the Family Dollar Distribution Center and creation of a construction services park.

- Successfully negotiated an increase in landfill host fees that increased revenues to the County of over \$ 400,000 a year.
- Created an Engineering Department that has enabled the County to provide better services and save monies in engineering fees.
- Created a Parks/Recycling department to improve and manage county parks and property.
- Developed and implemented a joint agreement with the City of Marianna waste treatment that eliminated the need to build a 3.5 million dollar treatment facility.
- Developed plans and sought funding for the construction of a new Emergency Management Center.
- Developed and implemented a long range IT plan for county to increase office efficiency.
- Developed an innovative approach to roadway management and construction with currently over 100 miles of dirt roads paved and a number of resurfacing projects completed.
- Worked on the County obtaining a 10 million dollar low interest loan for road projects.
- Managed the purchase and renovation of a 5,000 Square Foot office building.
- Set up the county's first Code Enforcement Board and established the position of Code Enforcement Officer.
- Working with office of court administration to develop and complete a 1.9 million dollar courthouse renovation project.
- Planned and managed the 3.9 million dollar Jackson County Water/Wastewater Improvement Project, a project that extended water and sewer lines, upgraded three lift stations and one of the system's wells.
- Directed the installation of a major software purchase that enabled the County's Building Department and the Community Development to jointly process permits.
- Worked with the Jackson County Tourist Development Council to recruit and hire County's first full time TDC director

Escambia County Public Works Department, Cantonment, Florida
September 1998 to January 2003

Superintendent

County Division Chief of the Road Prison Division of the Public Works Department. Developed and directed the implementation of policies, procedures and work standards for 67 officers and support employees. Developed and prepared a recommended annual 4.2 million dollar budget

in accordance with established guidelines. Managed and evaluated each Road Prison program including security, food and laundry services, maintenance and inmate health care. Insured compliance with all Florida Department of Law Enforcement standards regarding training and certifications. Prepared all necessary administrative, financial and statistical reports. Assigned internal security investigations and made recommendations regarding officer discipline. Participated in union negotiations and coordinated with representatives regarding implementation of union agreements. Oversaw administration of contracts with providers of professional services. Developed plans for renovation and expansion of the facility.

Escambia County Public Works Department, Cantonment, Florida
December 2001 to May 2002

Interim Public Works Director

Directed operations for department that consists of three divisions: Road and Bridges Maintenance, Fleet Maintenance and Road Prison. Supervised over 200 employees as well as the care and custody of 160 inmates. Developed annual 18 million dollar budget, prepared RFP for street sweeping operations, worked on development of a vehicle replacement schedule and was a member of the county's union negotiation committee.

Birmingham Police Department, Birmingham, Alabama

April 1984 to September 1998

Correctional Lieutenant

Began career at the Birmingham City Jail, a 425 bed correctional facility and progressed through the ranks to a senior management position. Supervised 21 officers, 4 Sergeants and 6 support personnel. Primary responsibilities included ensuring safety and welfare of inmates, development and implementation of jail rules, regulations and operating procedures. Other duties involved interviewing perspective candidates, training personnel, and supervision of the maintenance staff, accepting bids, purchasing equipment and making recommendations for the annual budget. Additional tasks included reviewing officer's paperwork, investigating complaints and fulfilling duties of Assistant Jail Administrator in his absence.

EDUCATION

2002 **University of West Florida, Pensacola, Florida**

Master of Public Administration

1978 **University of Alabama, Tuscaloosa, Alabama**

Bachelor of Arts

Major in Communications, Minors in Management and Political Science

CERTIFICATIONS/AFFILIATIONS

Board Member – Jackson County Chamber of Commerce

Board Member - Marianna Main Street

Board Member -- Panhandle Public Library Cooperative System

Member of the Florida City and County Management Association

Member of the Florida Association of County Managers

Member of Jackson County Chamber of Commerce Governmental Affairs Committee

Member of the Kiwanis Club

University of Alabama Alumni Association

Graduate of Florida Criminal Justice Executive Institute *Chief Executive Seminar*

Graduate of University of Alabama Law Enforcement Academy

References for

Ted O. Lakey

Brad Drake

State Representative
Chipola College Office
3094 Indian Circle
Admin. Building, Room 186
Marianna, Fl. 32446
(850) 718-0047
(850-718-5005)

Lou Roberts

Jackson County Sheriff
4012 Lafayette Street
Marianna, Fl. 32447
(850) 482-9624

Donald Butler

County Administrator
Gulf County
1000 Cecil G. Costing Sr. Blvd.
Port Saint Joe, Fl. 32456
(850) 229-6106
dbutler@gulfcounty-fl.gov

Jim Dean

City Manager
City of Marianna
2898 Green Street
Marianna, Fl. 32447
(850) 482-4353
jim.dean@cityofmarianna.com

Terri Lowery

Vice President of Business Development
Jones Edmunds and Associates, Inc.
730 N.E Waldo Road, Bldg. A
Gainesville, Fl. 32641
(352) 377-5821
tlowery@jea.net

Recommended Candidates for Further Consideration *Jonathan Lewis*

Present Position

Asset Availability Leader/Reliability Engineer – Georgia Pacific; Brewton, AL

Professional Experience

Nine years' experience as an administrative officer overseeing military facilities

- Executive Officer – Naval Air Station Whiting Field; Milton, FL
2010-2013
- Chief Staff Officer – Naval base; Sasebo, Japan
2007-2010
- Senior Watch Commander – United States Joint Forces Command; Norfolk, VA
2004-2007

Education

- Master's Degree in Business Administration

Strengths

- Nine years' administrative-level experience
- Experience with planning and implementing capital projects
- Significant emergency management & disaster recovery experience
- Significant personnel management & team building experience
- Prior work experience in Santa Rosa County & currently resides in Navarre

Areas of Concern

- No direct local government management experience; however, his military experience may be comparable
- Will face a steep learning curve with state and local laws/regulations
- Will need to build his professional network around the state
- No formal education in Public Administration

OBJECTIVE County Administrator for Santa Rosa County, Florida

SUMMARY Over 20 years of hands on experience to include Community and Facilities Management, Project Planning, Public Relations, and Personnel Management. A superb Communicator and Leader with exceptional Organizational, Administrative, and Team Building Skills. Experience includes:

- **Community Management**
- **Problem Solving**
- **Process Improvement**
- **Communication**
- **Personnel Management**
- **Administration**

EDUCATION Executive Master of Business Administration, Naval Postgraduate School
Bachelor of Science, Marine Engineering, Massachusetts Maritime Academy
Senior Shore Station Leadership, Commander Naval Installations Command

ACCOMPLISHMENTS

Community Management Directed one of the largest and most critical naval bases/logistical facilities in the world. Led community of nearly 8,000 residents while providing virtually every service to them at an overseas base. Responsible for initiation of \$2.6 billion dollars of improvements to include consolidation projects, construction of state of the art pier facilities, and the building of over 200 new housing units. Recognized as the best overseas base in the world in 2007 and the best in Japan in 2009.

Problem Solving Coordinated storm damage repair work to airport facility during operational period. Airfield had been completely closed, creating a reduction in operational effectiveness by 60% and potentially affecting national defense goals. Through quick organization of alternatives and clear communication with stakeholders, repair work was safely completed in three days causing zero operational impact.

Project Management Planned, executed, and supervised over \$2.5 million dollars in projects for major industrial facility in Brewton, Alabama. Work included scheduling, communications with contractors, scope development, requests for bids, contract awarding, and project execution. Results were superb and projects were completed accurately, safely, and without incident, causing zero impact to operation.

Communication Oversaw and directly led a staff of 15 and indirect staff of nearly 3,000 employees, moderated presentations to senior leadership, facilitated town hall meetings, led safety events, conducted media interviews including a live weekly call in/community events radio show, managed and cultivated political alliances, and informed the civilian and military public during nearly seven years of leadership in two major Navy communities.

Personnel Management

Responsible for all military and civilian personnel issues for over 3,000 employees at two Navy bases for a period of nearly seven years. Despite personnel shortages averaging over 10 percent, objectives were met by pushing a teamwork concept, building communications and relationships, and hands on leadership. Installation was recognized for retention four times.

Administration

Managed all elements for 10 large scale community events that were critical in leading to the successful first time permanent deployment of a nuclear warship to Japan. Coordination for each politically sensitive event hosting thousands, involved planning for security, emergencies/safety, logistics, transportation, political engagement, entertainment, and media.

WORK HISTORY

Asset Availability Leader/Reliability Engineer **2013-present**
Georgia Pacific, Brewton, Alabama (\$98,000)

Leads planning and reliability efforts while managing recurring \$2.5 million dollars in annual projects. Responsible for day to day reliability and maintenance scheduling for large industrial facility. Works closely with operations and maintenance in implementing economical solutions for reliable facility operation.

Executive Officer (City Administrator) **2010-2013**
Naval Air Station Whiting Field, Milton, Florida (\$135,000)

Managed community infrastructure, emergency management, security, operations, public relations, safety, personnel, and all other aspects of a naval air station with 2,600 employees, an overall population of nearly 5,000, 12 remote airfields, and an overall value over \$1 billion dollars.

Chief Staff Officer (City Administrator) **2007-2010**
Commander, Fleet Activities Sasebo, Japan (\$132,000)

Responsible for operations, community infrastructure, emergency management, safety, personnel, logistics, recreation, housing, welfare, and administrative function of a major overseas Navy base including 10 departments with over 1,500 U.S. and Japanese employees, an overall population of nearly 8,000 Americans, a \$32 million dollar annual budget, and \$1.4 billion dollars in physical property.

Senior Watch Commander (Emergency Operations Center Leader) **2004-2007**
United States Joint Forces Command, Norfolk, Virginia (\$128,000)

Supervised a five person watch center directly responsible for tracking worldwide military/natural events and deployment of military forces.

Professional References for Jonathan Lewis

Rear Admiral Tilghman Payne (retired)
Former Commander, Naval Forces Marianas
Former Commander, Fleet Activities Sasebo Japan
tilghman.payne@gmail.com
(404) 915-1038

Captain Matthew Coughlin (retired)
Former Commander, Naval Air Station Whiting Field
coughlin.matt@yahoo.com

Captain Francis Martin (retired)
Former Commander, Fleet Activities Sasebo Japan
francis.x.martin@att.com

Mr. Robert Asmus
Naval Air Station Whiting Field, Operations
7550 Essex Street
Building 1401
Milton, FL 32570
(850) 623-6130
robert.asmus@navy.mil

Mr. Randy Roy
Naval Air Station Whiting Field, Navy Operational Liaison Officer
7550 Essex Street
Building 1401
Milton, FL 32570
(850) 623-6130
randy.roy@navy.mil

Recommended Candidates for Further Consideration

Larry Newsom

Present Position

None currently listed

Professional Experience

14 years' experience in Florida county government

- Assistant County Administrator (most recently) – Escambia County, FL
Various other positions in Escambia County including Acting/Interim County Administrator
1997-2014

Education

- Bachelor's Degree in Geology, Building Technology, and Civil Engineering Design
- Master's level course work in Economics

Strengths

- Long career in Escambia County with progressively responsible experience
- Extensive experience in Northwest Florida; native and longtime resident
- Experience managing a large county with complex administrative functions
- Strong background in implementing public works/capital projects
- Strong background in emergency management & disaster recovery
- Significant experience in innovative financial management
- Experience in planning & growth management
- Experience coordinating and implementing local option sales taxes
- Member of several professional organizations

Areas of Concern

- No formal education in Public Administration
- Resume indicates little experience in organizational/staff development, strategic planning, or tourism development

LARRY M. NEWSOM
5724 Berryhill Road
MILTON, FLORIDA 32570
(678) 877-6348

WORK HISTORY Summary: [November 4, 2014]

Based on eighteen years of dedicated service to Escambia County citizens, staff, administration, and Board of County Commissioners, I will first identify my positions held starting in 1997, and then follow with more defined descriptions of each position and level of knowledge and management skill required.

1997 – 2014: Positions and Salary Range

1. **Engineering Department Survey Crew** (1997)/(Hourly \$7.83)
2. **Engineering Department Neighborhood Traffic Manager**
3. **Engineering Department Division Chief Traffic and Transportation**
4. **Engineering Department Deputy Manager Traffic and Planning**
5. **Bureau Chief Traffic Operations/Economic Development/Governmental Affairs**
6. **Interim County Administrator**
7. **Interim Assistant County Administrator**
8. **Assistant County Administrator**
9. **Acting County Administrator**
10. **Assistant County Administrator**
11. **Interim County Administrator**
12. **Assistant County Administrator** (2014)/(Hourly \$55.64)

There is a noticeable turnover (two years) with the Administrator position and as a longtime resident of the Escambia/Santa Rosa area I chose not to apply for the County Administrator position until I obtained more years of service. However, it is clear to me based on the retirement of the Santa Rosa County Administrator I have an opportunity to manage a County I have been born in and lived in for more than 45 years. I have managed budgets in excess of \$400 million in general fund dollars and capital dollars, as well as structuring bonds and other financial strategies to ensure a strong county foundation. My skill and experience with State and Federal legislation, BP Oil Spill/RESTORE, Disaster Management and Emergency Operations, Transportation and Grant Dollars, Economic Development, Corrections Operations/Site selections, will be of great value to any agency.

Departments/Operations Managed:

- **Budget and Finance**
- **Parks and Recreation**
- **Economic Development (EDATE)**
- **Transportation**

- **Public Works and Roads**
- **Engineering**
- **Libraries**
- **Environmental Services**
- **Solid Waste/Landfill Operations**
- **Corrections/Probation/Jail Operations**
- **Administration**
- **Community Redevelopment Operations**
- **Community Services/Neighborhood Centers**
- **Public Safety/Fire-EMS/ 911 Operations**
- **Public Information Operations (PIO)**
- **Public Transportation (ECAT)**
- **Community Transportation Coordination**
- **Para-transit/ADA/Medicaid Transportation Services**
- **Emergency Management Operations/Incident Command**
- **Human Resources**

As the Past Chief of Traffic Operations, Interim County Administrator, and Assistant Administrator I have had the opportunity to direct, manage projects, and coordinate many activities listed below.

Also, with many of the identified projects I created financial partnerships with the Florida Department of Transportation (State and District Secretary) and Federal Highway Administration bringing over 40 million additional dollars to Escambia County:

- **Nine Mile Road 4-Lane Capacity Project**
- **Burgess-Creighton 4-Lane Extension**
- **Pinestead-Longleaf 4-Lane Corridor**
- **Blue Angel Parkway 4-Lane Capacity Project**
- **Sorrento Road 4-Lane Capacity Project**
- **Olive Road Corridor Improvement Project**
- **Gulf Beach Highway Corridor Improvement Project**
- **Langley Avenue/Tippen Ave/9th Ave Improvement Project**
- **Jail Master Plan/Site Selection**
- **State and Federal Lobbyist**
- **State and Federal Delegates/Grants and Appropriations**
- **RESTORE/Deep Water Horizon/BP Oil Spill**
- **Federal Stimulus Program (ARRA)**
- **NW Florida Regional Planning Council**
- **FL-AL Transportation Planning Organization (TPO)**
- **Regional Transportation Planning Organization (RTPO)**
- **Pensacola Chamber of Commerce**
- **Transportation Regional Incentive Program (TRIP)**
- **Develop Legislation for Public Private Partnership (3P), Escambia County**
- **Highway 29 Corridor Planning Study**
- **Military Joint Land Use Study**
- **Traffic Concurrency/Dwelling Database**
- **University of West Florida Development Master Plan**

- **Florida Association of Counties**
- **Local Option Sales Tax Referendum/Promotion**
- **Perdido Key and Wedgewood Neighborhood Plan**
- **North End County Zoning/Infrastructure Evaluation**
- **Comprehensive Plan/Land Development Code Evaluation**

As Interim County Administrator/Incident Commander I had to manage many unforeseen disasters within Northwest Florida impacting the citizens of Escambia County. I have worked with Governors Charlie Christ and Rick Scott, State Emergency Management, FEMA, US Coast Guard, FDEP, FDOT, State and Federal delegates to ensure coordination before, during and after each event listed below:

Deep Water Horizon Oil Spill

Train Derailment McDavid

Central Booking Detention Explosion

Ice Storm 2014

Escambia County Flood 2014

Interim County Administrator (Escambia County):

This position replaced two separate Administrators within a three year period (Randy Oliver and George Touart) dealing with normal operations. Additionally, we had to deal with local disasters that required activation of the Emergency Operation Center (Ice Storm, Train Derailment, Flood, and Jail Explosion). This requires acting as Incident Commander during the BP Oil Spill noted earlier. The task is managing the incident with a post financial recovery plan working with the state (DEM) and federal (FEMA) agencies.

Interim Assistant County Administrator/Transportation Bureau (Escambia County):

This title/position required direct communication with the County Administrator (Randy Oliver) and Bureau Chiefs to manage day to day operations such as Transportation Planning and Design, Development Services, Management and Budget, Neighborhood Services, Solid Waste, Public Safety, Public Works, Economic Development, Oil Spill Recovery, Growth Management, Marine Resources, Community Redevelopment, Mass Transit, Engineering, Parks and Recreation, and Water Resources. Additionally, I worked with Federal and State Lobbyists, Congressional and Legislative delegates to ensure State, Regional, and Local Policy issues were addressed. I have been assigned to work with Commissioners from all Gulf Coast Counties, Universities, Incorporated Area City Managers, Mayors and Councils, School Superintendents, DEP, EPA, Emergency Management Agencies to Develop a Strategic Plan for Environmental and Economic Recovery efforts.

Interim County Administrator/Transportation Bureau (Escambia County):

This position was a result of the release of the existing County Administrator (Bob McLaughlin). This title and/or position required direct communication with Commissioners, Interim Assistant County Administrator to manage policy and operational staff of 1100 employees to ensure annual goals and objectives were achieved. Primary task addressed in the tenure was to balance a \$380 million dollar budget, perform as the Incident Commander during the Oil Spill Crisis, Negotiate Union Employee Contracts, initiate strategic financial partnership programs with FDOT District 3 and Escambia County to produce 15 major roadway projects creating over 400 additional jobs, and in excess of 80 million dollars in capital revenues in the area economy. Escambia County will have invested by 2018, 40 million dollars in State roadway projects. There is a local transit initiative established by Escambia County and NAS Pensacola to provide safe responsible transportation

program for military staff for direct access to commercial core areas supporting local economy.

**Bureau Chief Transportation, Economic Development, Governmental Affairs, ECAT
(Escambia County):**

This title/position was an expansion of Traffic Operations and Transportation to include working with area chambers and economic development groups to prepare local and regional strategies to maintain work force stability and promote new business opportunities through employee and tax incentives and develop financial and growth strategies to include land planning, roadway infrastructure, buildings, rail, transit, inland ports and port access. This position managed state and federal lobbyist annual contracts in regards to Appropriations, Grants, Bill Amendments and Recommended new Bills for action. Met or communicated annually with Congressional and Legislative Delegates prior to each session to discuss issues and requested actions. Past actions of success have included bill adoption of support for a Regional Transportation Finance Authority (RTFA) to proceed with the development of a test pilot project working with FDOT, Regional Planning Councils, and Regional Transportation Planning Organizations. In the newly acquired Escambia County Transit Authority with the Transportation Bureau we implemented direct routes to service NAS Pensacola to downtown Pensacola, Pensacola Beach, Retail Outlets, and Malls with future plans to add or modify routes to attract ridership to all commercial core areas to add stimulus to the local economy. Additionally, we will develop a regional master plan to implement by 2013 to add US 90 and 98 to service from Escambia County to Okaloosa County. This will include Commercial Nodes and Park-n-Rides to reduce congestion and maintenance cost on major commuting corridors.

Manager of Traffic Operations and Transportation (Escambia County):

- ❖ This title reports directly to the Assistant or County Administrator with little or no significant changes to operational and fund management requirements. I managed \$100 million Transportation Capital Dollars, \$2 Million in Operation Dollars. This position required meetings with key County personnel and County Commissioners to ensure 5 and 20 year Transportation Plans meet demands.

Escambia County Planning and Engineering, Deputy Director (Escambia County):

- ❖ Supervised the Planning (Growth Management) and Traffic Division, reporting to the Director of Planning and Engineering (County Engineer).
- ❖ Primary functions were to manage short and long range planning objectives as well as the day-to-day operations of the Planning Department.
- ❖ These tasks included the oversight and agenda approvals of the Rezoning Hearings, Board of Adjustments cases, Planning Board procedures, and the Growth Management Report.
- ❖ This temporary position, which lasted 15 months, allowed me the opportunity to gain hands-on experience, and to understand the complex values of the Land Development Code and the Comprehensive Plan.
- ❖ I became involved with Escambia County's vision for the future, and learned how the Planning Department is an integral factor in the support and realization of that vision.
- ❖ During my tenure, even as I learned planning fundamentals, I also became more skilled in my direction of staff and in my communication skills, understanding that these skills are as important as knowledge in meeting goals and objectives.
- ❖ Planning Projects Administered:

1. **Military Joint Land Use Project**
2. **West Florida University Master Plan**
3. **Highway 29 Corridor Plan**
4. **Perdido Key Neighborhood Plan Update**
5. **Barrier Island Dwelling Unit Monitoring**
6. **Concurrency Management Data Base**
7. **North End Zoning Review**

Escambia County Engineering, Chief, Traffic Operations and Engineering Division (Escambia County):

- ❖ Reported to the County Engineer and managed 12-15 staff members, including engineers, with a general budget (operating and capital) of ten million dollars.
- ❖ General responsibilities:
 - Oversight of traffic signal, operations and maintenance projects.
 - Oversight of roadway design reviews to ensure conformity to FDOT and FHWA Design specifications and traffic operations requirements.
 - Planning and implementation of minor and major roadway projects.
 - Supervision of access management and concurrency review for the Development Review Committee and maintain all associated databases.
 - Monitor the county roadway striping and street name sign programs, and neighborhood traffic projects.
 - Appoint staff as committee members to the Technical Coordination Committee to support the Commission on the Transportation Planning Organization (TPO) to ensure county needs are served by State Transportation Funds.
 - Oversight of permitting program, which includes construction in right-of-way, no parking requests, recreational block parties, work zone safety review for construction projects, and other roadway activity reviews as required.
 - Maintain Communications with Local Law Enforcement (Sheriff's Traffic and Neighborhood Watch Units) to develop community traffic and safety plans.
- ❖ Responsibilities also include:
 - Establishing a strategic transportation plan and Long Range Transportation Plan (TPO) to address existing roadway deficiencies and future roadway needs
 - Support of economic development as well as anticipated growth and visions for this county.
 - Generating new funds (grants) for transportation projects (approximately \$10. 8 Million since 10/2005.)
- ❖ Transportation Projects Administered: (Large Scale Projects)
 - **Perdido Key PD&E**
 - **Pinestead-Longleaf Corridor PD&E**
 - **Sorrento Road PD&E and Design**
 - **Beulab/I-10 Interchange Study**
 - **Blue Angel Parkway PD&E and Design**
 - **Phase I, Regional Beltway**

- **Nine Mile Road PD&E and Design**
- **Olive Road Corridor Study and Design**
- **Burgess-Creighton PD&E and Design**
- **Langley-9th Avenue PD&E**

Escambia County Engineering, Traffic Engineering Division, Engineer I, Neighborhood Traffic Manager (Escambia County):

- ❖ Supervised Traffic Calming and Safe Sidewalks for Schools programs.
- ❖ Met with residents of local communities and neighborhoods to establish a traffic-calming plan.
- ❖ Reviewed petitions for Traffic Calming Projects, No Parking issues, and other related neighborhood traffic issues.
- ❖ Conducted traffic investigations to determine particulars of resolutions.
- ❖ Prepared and conducted traffic presentations to resident groups and the Board of County Commissioners, using Power Point to tailor each presentation for the particular audience at each meeting.
- ❖ Wrote recommendations and resolutions, which were presented to the BCC for vote.
- ❖ Reviewed and/or designed construction plans to be submitted to contractors.
- ❖ Performed field tests for traffic calming devices with School Board Transportation (school buses) and area emergency response vehicles.
- ❖ Training:
 - Construction and Engineering Fundamentals
 - FDOT Levels I, II, and III
 - Work Zone Safety (Advanced) FDOT Certifications
 - Signs and Markings Certifications
 - Transportations and Access Management
 - Concurrency Management Software

Pittman and Associates, Survey Crew Chief (Escambia County):

- ❖ Worked with developers, home builders, and environmental companies.
- ❖ Performed surveys of: boundaries, topos, road layouts, curb and gutter staking, building layouts, elevation and location of groundwater monitoring wells, and wetland surveys for the Environmental Protection Agency.
- ❖ All surveying was performed to meet or exceed Florida Minimal Technical Standards.
- ❖ Equipment used:
 - HP 48GX, Surveying Software
 - Sokkia Total Station/Data Collector
 - Drafting and Design Software.

Well Data, Inc. Well Logging and Core Analysis, Field Geologist (Florida, Alabama, Mississippi, Texas, Gulf of Mexico):

- ❖ Onsite Geologist for Chevron, Exxon, etc., to ensure the interests of investors of oil and gas wells.
- ❖ Conducted continued oversight for sample analysis, mineral identification, seismic interpretation and

- correlation of logs and data to evaluate reservoir potential and production.
- ❖ Coordinate with State Department of Natural Resources to guarantee compliance during drilling activity.

R. J. Reynolds Tobacco and Nabisco Brands, Area Sales Manager (Tampa Division and Sarasota Division):

- ❖ Coordinated with sales force to ensure product distribution with area accounts.
- ❖ Made presentations to large food and grocery chains (Wal-Mart, Food World) to gain product space.
- ❖ Worked with merchandisers to comply with product and promotion needs (coupons, buy-one-get-one promotions).
- ❖ Established test market areas and accounts for new brand visibility.
- ❖ Coordinated with sports marketing for yearly events (Camel GT, 12 hours of Sebring Race.)
- ❖ Training:
 - Developing Supervisory Skills
 - Team Management
 - Professional Selling Skills I, II

PROFESSIONAL AND CIVIC ORGANIZATIONS:

- American Planning Association
- American Managers Association
- American Association of Civil Engineers
- Florida Association of County Engineers
- National Association of Petroleum Geologists
- Institute of Transportation Engineers
- Florida Surveying and Mapping Society
- University of Southern Mississippi College Football
- University of Southern Mississippi Music
- Boy Scouts of America (**Eagle Scout**)
- American Association of County Engineers
- American Public Works Association
- Southern Geological Society

EDUCATION:

University of Southern Mississippi Hattiesburg, MS
Bachelor of Science (B.S.)

Major: Geology, Building Technology and Civil Engineering Design Minor Hours: General Science, Mathematics, and Music
(Advanced Math, Chemistry I, II, Biology I, II, Physics I, II) 1988

Memphis State University: Geology Field Course at Black Hills State College, South Dakota
Surveying, topographic mapping, aerial photography and remote imagery, plane table and alidade

University of Southern Mississippi, (Graduate Courses 400-500)
Hydrology, Advanced Hydrology, Engineering Geology, Geo-chemistry, Geo-physics, Clay

mineralogy, Micropaleontology, Optical mineralogy, Mineral x-ray diffraction research.

Jacksonville State University:

MBA Program, Study of Economics

OSHA (Occupational Safety and Health Act)

Hazardous Waste Operation and Emergency Response (40 Hr. Course)

Hydrogen Sulfide (H₂S) Safety Course

Emergency Management Training (ICS)

All Local Government Required Classes (Certifications can be provide by request)

Additional Education and credentials supplied upon request.

Possess the ability to obtain the AICP, PG, and/or PMS within one year, if required.

References: (Also See Attached Letters)

- ✦ **Lewis Bear Jr. (Business Owner)**
- ✦ **Collier Merrill (Business Owner, Developer)**
- ✦ **Jim Cronley (Real Estate, Developer)**
- ✦ **Danny Zimmerman (Real Estate)**
- ✦ **Buzz Richie (President Gulf Coast Community Bank)**
- ✦ **David Brannen (Developer)**
- ✦ **Sheriff Wendell Hall (Santa Rosa County)**
- ✦ **Superintendent Tim Wryrosdick (Santa Rosa County)**
- ✦ **Sheriff David Morgan (Escambia County)**
- ✦ **Jerry Maygarden (Pensacola Chamber of Commerce)**
- ✦ **President Judy Bense (University of West Florida)**
- ✦ **Donny (Donald) Spencer (Santa Rosa County)**
- ✦ **Congressman Jeff Miller (Florida)**
- ✦ **Administrator Randy Oliver (Citrus County)**
- ✦ **Bill Williams (Past FAC President, Commissioner Gulf County)**
- ✦ **Mayor (past) Guy Thompson (City of Milton)**
- ✦ **Representative Clay Ingram (State of Florida)**
- ✦ **Representative Doug Broxson (State of Florida)**
- ✦ **Senator Greg Evers (State of Florida)**
- ✦ **Representative Mike Hill (State of Florida)**
- ✦ **Legislator (past) Dave Murzan (Aide to Greg Evers)**
- ✦ **Commissioner Wilson Robertson (Escambia County)**
- ✦ **Commissioner Grover Roberson (Escambia County)**
- ✦ **Commissioner (past) Gene Valentino (Escambia County)**
- ✦ **Jay Patal (Business Owner, UWF Board of Trustee)**
- ✦ **Nash Patal (Business Owner)**
- ✦ **Superintendent Malcom Thomas (Escambia County)**
- ✦ **Scott Luth (Pensacola Chamber)**
- ✦ **Honorable Pam Childers (Escambia County Clerk of Courts)**
- ✦ **Honorable Mayor Tom Dannheisser (City of Gulf Breeze)**
- ✦ **Judge Matt Dannheisser (Escambia County)**
- ✦ **Chief Deputy (past) Larry Akin (Escambia County)**
- ✦ **Mayor Ashton Hayward (City of Pensacola)**
- ✦ **Police Chief Chip Simmons (City of Pensacola)**

Larry Newsom
Resume

- * **Charles Carlen (Engineer)**
- * **Fred Donavon (Principal Baskerville-Donavan)**
- * **Miller Caldwell**
- * **Buck Lee (Director SRIA)**
- * **Jeff Helms (Atkins)**
- * **David Skipper (HMM)**

Recommended Candidates for Further Consideration

David Recor

Present Position

None currently listed

Professional Experience

Seven years' city management experience

- City Manager – Ocean City, MD
2012-2015
- City Manager – Fort Pierce, FL
2008-2012

19 years' additional local government administration experience

- Deputy City Manager – Fort Pierce, FL
2005-2008
- Various department-level administrative positions in Virginia, South Carolina, and Florida
1989-2005

Education

- Master's Degree in Public Administration
- Senior Executive Institute – University of Virginia Weldon Cooper Center for Public Service

Strengths

- Significant and varied local government management experience (26 years), including in Florida
- Waterfront community experience with tourism development
- Experience with historic preservation/downtown redevelopment
- Significant experience with strategic planning and organizational development
- Strong background in planning & growth management
- Experience planning, financing, and implementing capital projects
- Master's Degree in Public Administration
- ICMA Credentialed Manager

Areas of Concern

- Relatively short tenure in each previous position
- No experience in Northwest Florida; will need to build his professional network in & around Santa Rosa County
- No county management experience (cities only); no experience with rural/agricultural issues

DAVID L. RECOR, ICMA-CM

1574 Teal Drive • Ocean City, MD • 21842
772-332-4423 • davidlrecor@yahoo.com

September 9, 2015

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

RE: County Administrator position

Good evening –

I am very interested in the Santa Rosa County, Florida, County Administrator position. As an ICMA Credentialed Manager with 26 years of local government experience, my background, experience and professional skill sets appear to closely emulate the position profile as published by the County. After serving three successful years as City Manager and Chief Financial Officer for the Town of Ocean City, Maryland, an oceanfront destination resort community with a tourism, hospitality and special event/entertainment-based economy, I recently resigned from my position and am now seeking a new professional opportunity with fresh and exciting challenges. With two of our four daughters now settled in South Florida, one as a 4th Grade teacher with the Palm Beach County School District, I am focused on returning to Florida especially given the arrival of our first grandchild. Having spent nearly my entire career serving coastal communities along the East Coast, and after thoughtfully researching the Santa Rosa County Administrator opportunity, my entire family is very excited about the possibility of relocating to Santa Rosa County where I am prepared to make a long term commitment, career investment and build lasting relationships in the community. I believe my leadership abilities and record of accomplishment could continue Santa Rosa County's history of stable governance and effective management. I am confident that I could make an immediate contribution to the organization and community.

Managing in an environment of depleting financial resources over the last ten years has required significant change in the way local government traditionally conducts business operations and the services it provides. As City Manager, I have led municipal organizations through an unprecedented decline in financial resources forcing evaluation and analysis of essential services, business practices and operations at every level of the organization. I have successfully initiated efforts to reinvent City Hall by restructuring staff, streamlining administrative processes and developing systems for improved efficiency, productivity and better accountability.

As evidenced by the attached resume, I am a results-oriented manager with a strong background in strategic planning, human resources management, capital improvement planning and project management as well as land use planning and growth management/community redevelopment issues. As a Chief Financial Officer, I also have very strong financial management and budgeting skills and I strive to support decisions through quantitative analysis and performance metrics linked to prioritized goals established by the governing body.

The Santa Rosa Board of County Commissioners will find that I am a very capable leader with the ability to listen, conceive and carry-out effective strategies for implementing broad policy and specific goal action items. I will also demonstrate strong facilitation, negotiation and consensus-building skills, a maturity of judgment and a commitment to advancing new ideas and approaches beneficial to both the organization and community. I believe it is important to develop and maintain strong professional working relationships with staff and the public and, to that end, actively seek the participation and involvement of appropriate parties always with the goal of achieving higher performance and a more positive and successful result. I manage by encouraging creativity, flexibility, fairness and consistency in an environment that values a collaborative approach and embraces a setting where employee input and citizen participation is productive and valued.

My integrity is unquestionable and I have a high sense of professional and personal ethics. With the ICMA Code of Ethics serving as a guide to my professional conduct and decision-making, the Board of County Commissioners can trust that I will be impartial, responsive and that my advice will be honest, complete and correspond to community values. I am politically savvy and astute but sensitive to the complexity of public policy issues while maintaining professionalism and political neutrality.

As an affable unflappable local government manager, I believe my background and experience, as well as my energy and enthusiasm, would be an asset to Santa Rosa County. I am anxious to learn more about the Board of County Commissioners' expectations for the next County Administrator and look forward to the opportunity of participating further in the selection process. Thank you kindly for your consideration.

Cordially,


David L. Recor, ICMA-CM
Attachment

DAVID L. RECOR, ICMA-CM

1574 Teal Drive • Ocean City, MD • 21842
772-332-4423 • davidlrecor@yahoo.com

PROFESSIONAL PROFILE

International City/County Management Association Credentialed Manager (ICMA-CM) with twenty-six years of local government experience and demonstrated subject matter expertise in the following areas:

- Growth Management, Comprehensive Planning and Community Development/Redevelopment
- Strategic Planning, Goal Setting and Resource Allocation
- Finance, Accounting and Budgeting
- Forecasting and Statistical Analysis
- Operations Analysis and Systems Design
- Organizational Change and Development
- Capital Improvement Planning
- Tax Increment Financing
- Public Pension Administration/Reform
- Collective Bargaining and Labor Relations

An unflappable, innovative and affable leader with exceptional organizational, analytical and communications skills. Focused and results-oriented with vision, foresight and a strong work ethic. A dedicated loyal team player who encourages creativity, responsibility and accountability in a collaborative work environment. Experienced in managing organizational change.

EDUCATION

Bachelor of Science
Public Administration and Political Science

James Madison University
Harrisonburg, Virginia

Master of Public Administration
MPA

George Mason University
Fairfax, Virginia

Graduate – Senior Executive Institute (SEI)
Darden School of Business, Weldon Cooper Center for Public Service

University of Virginia
Charlottesville, Virginia

RELEVANT EXPERIENCE

Town of Ocean City, Maryland

City Manager (\$168,702 plus unrestricted city vehicle and golf)

June 2012 – July 2015

Oceanfront, barrier island, destination resort community with tourism-based economy home to nearly 8,000 permanent residents with more than 8 million visitors annually. Town features a nationally recognized 2.5 mile long Boardwalk, beautiful wide beaches, coastal bays, other natural resources and offers a wide variety of activities including sponsored special events, festivals, fishing tournaments, amusement parks, golf courses, restaurants, bars and nightclubs. Full service municipal organization comprised of more 500 fulltime employees, with two collective bargaining units, plus an additional 1,000 temporary part-time and seasonal employees. Annual Financial Operating Plan totals \$145,141,358 including \$78,277,984 General Fund and \$40,352,046 in Enterprise Funds: Water/Wastewater, Transportation, Convention Center (with 1,200 seat Performing Arts Center), Golf Course and Municipal Airport. Annual Financial Operating Plan also includes \$9,927,104 in Internal Service Funds: Information Technology, Service Center, Vehicle and Equipment Trust and Risk Management as well as \$14,772,407 in Pension/OPEB liability.

Duties and Responsibilities

- Serve as organization's Chief Executive/Financial Officer responsible for development and oversight of annual work programs designed to implement the legislative policies and priorities of the Mayor and City Council

Accomplishments

- Initiated organizational Five-Year Strategic Plan establishing annual Policy and Management Priorities including a comprehensive Action Item Agenda and reporting format (also completed Strategic Planning initiative for Tourism)

Resume of DAVID L. RECOR, ICMA-CM

- Established comprehensive Annual Budget Calendar/Process providing specific direction to departments and a written recommended balanced budget to the Mayor and City Council
- Managed and resolved a number of sensitive, complex employee/employment issues involving diverse topics
- Responsible for a number of Public Safety and Emergency Services initiatives and projects: improved communication and coordination between the Fire Department and Communications/Dispatch Center with assistance from the ICMA Center for Public Safety Management (CPSM), established a Special Enforcement/Operations Unit in the Police Department (focused on narcotics), initiated a Manpower Allocation Study in the Police Department with the ICMA CPSM, expanded Boardwalk security camera coverage, i.e., "City Watch," to include mapped "hot" spots, coordinated "walk smart" Pedestrian Safety Campaign with the State Highway Administration, established new FM radio station for informational and emergency management announcements, spearheaded construction of new Fire Station #4, design for renovation of Fire Station #1 (HQ) and construction of a new Beach Patrol HQ Building in the downtown area
- Completed negotiation of three collective bargaining contracts – two contracts with the Fraternal Order of Police (FOP) and one contract with the International Association of Firefighters (IAFF)
- Responsible for implementation of new Legislative/Agenda Management Software including streaming video of Mayor and City Council meetings
- Responsible for implementation of new "311" automated customer service system for non-emergency requests
- Responsible for implementation of new smoking restrictions and Designated Smoking Areas on the Beach and Boardwalk
- Responsible for implementation of new Boardwalk "street performer" regulations and procedures
- Initiated a second annual informational publication to property owners – Spring Community Newsletter/Calendar
- Completed updated Five-Year Water/Wastewater Rate Study – consumption/fixture count charges/schedule of capital improvements
- Completed comprehensive evaluation of Solid Waste Collection Services – ad valorem tax impact/recycling/waste to energy contract – Covanta Energy Corporation
- Completed comprehensive evaluation of Department of Planning and Community Development – restructured the development review/permitting process to improve efficiency, provide better dependability and internal accountability
- Responsible for coordination and implementation of FEMA's new Flood Insurance Rate Maps (FIRM) as well as Emergency Operations Center (EOC) activities and Disaster Preparedness and Disaster Recovery policies and procedures

City of Fort Pierce, Florida

City Manager (\$143,642 plus monthly car allowance, golf and marina slip)

Deputy City Manager

October 2008 – May 2012

May 2005 – October 2008

Historic oceanfront dual Main Street community located on Treasure Coast of Florida with population of more than 50,000 fulltime residents. Home to main campus of Indian River State College. Full service municipal organization comprised of 400 + employees with three collective bargaining units. Annual Financial Operating Plan of \$81 million includes \$50 million dollar General Fund and \$31 million dollars in Enterprise Funds including Solid Waste and Recycling services, two (2) full service public marinas (350 + slips) located on the Intracoastal Water Waterway, an 18-hole municipal golf course and training facility, and the 1,200 seat Sunrise Theatre Performing Arts Center, a public private partnership restoration project located in the City's Historic Downtown Business District. City Commission appoints a five-member Utilities Authority Board, including the Mayor and City Manager (ex officio), to oversee independent financial accountability and provision of all local utilities including water, wastewater, electric and natural gas. Utilities Authority annual budget totals \$126.5 million with 305 non-bargaining employees. St. Lucie County International Airport located within the City's urban services boundary and subject to annexation by agreement upon contiguity.

Duties and Responsibilities

- Serve as Chief Executive/Administrative Officer responsible for development and oversight of annual work programs designed to implement the legislative policies and priorities of the City Commission
- Responsible for management and oversight of all City services and departments including: Police, Public Works, Solid Waste, Community Development (Planning, Zoning, Historic Preservation, Building, Permitting, Inspections and Code Enforcement), Urban Redevelopment (FPRA, CDBG, SHIP, Neighborhood Stabilization and Grant Administration),

Resume of DAVID L. RECOR, ICMA-CM

Economic Development, Administrative Services, Finance and Budget, Information Technology, Engineering, Marina, Golf Course and Sunrise Theatre Performing Arts Center

- Responsible for management and oversight of the City's Community Redevelopment Agency including the agency's tax increment financing funds and public projects funded by bond revenues
- Responsible for development and implementation of the City's Five-Year Capital Improvement Program including planning, programming and budgeting
- Responsible for preparation, presentation and publication of the City's Annual Financial Operating Plan
- Responsible for negotiation of collective bargaining agreements with the City's three unions: the Teamsters Local No. 769 as well as the IUPA and CFPBA police bargaining units
- Responsible for monitoring pending legislation and potential impacts as well as coordinating local priorities with state lobbyists and affected local interest groups

Accomplishments

- Restructured the City's development review process to provide better dependability and internal accountability
- Authored the City's South Beach Overlay District which provided community-value driven regulations for residential, commercial and resort hotel development on South Hutchinson Island
- Established a Community Constituency Group with the local building and real estate industry to evaluate and provide feedback on the City's building permit process
- Testified before the Governor and Cabinet regarding a request for use of State submerged lands in the Port of Fort Pierce
- Restored employee morale and built a high performance Executive Management Team by reorganizing and developing existing staff
- Established a professional business-friendly organizational culture through articulated expectations and improved internal communication and coordination between departments
- Reduced the City's ad valorem tax rate by more than 30% since fiscal year 2005
- Negotiated agreements resulting in the annexation of more than 2,000 acres within the Utility Service Area
- Invested heavily in information technology including automated permitting systems and mapping of City infrastructure to enhance the data available through the City's geographic information system
- Initiated numerous public partnerships between the City and Indian River State College
- Improved financial reporting methods with the City Commission by initiating Quarterly Financial Reports for all Funds
- Initiated preparation of a bi-weekly Manager's Report to keep the Commission informed on the status of on-going projects and activities
- Facilitated discussion and financial analysis with the Commission-appointed Citizens Budget Advisory Committee
- Established a regularly scheduled Conference Agenda with the City Commission for informal discussion of issues, projects and activities
- Initiated development of a 5-year Strategic Plan with Performance Metrics and linked all decisions of the Commission to the Plan's goals and objectives
- Initiated restoration of the former YMCA building as a permanent facility for the Police Athletic League (PAL)
- Developed a City employee mentoring partnership with Big Brothers/Big Sisters of St. Lucie County
- Initiated an economic development strategy focused of Eco-Tourism and the City's natural resource assets

City of Fairfax, Virginia

Deputy Director, Planning & Community Development

May 2003 – May 2005

- Authored comprehensive revisions to the City of Fairfax's Natural Resource Protection code to implement the Chesapeake Bay Preservation Act
- Authored various code amendments to assist with redevelopment activities in the City's Highway Corridor Overlay District and the Downtown Transition Overlay District

Resume of DAVID L. RECOR, ICMA-CM

Town of Hilton Head Island, South Carolina

Deputy Planning Director

January 1998 – January 2003

- Restructured the Town of Hilton Head's development review process to improve efficiency, productivity and responsiveness
- Designed a tracking methodology for the Town's Land Acquisition Program and Purchase of Development Rights Program
- Coordinated implementation of the Town's Capital Improvement Plan including beach renourishment activities
- Assigned to the Town's Emergency Operations Center during emergency management events

DeSoto County, Florida

Director of Administrative Services

October 1996 – January 1998

- Developed County-wide performance measures and a Quarterly Performance Report for presentation to the Board of County Commissioners
- Initiated purchasing and procurement rules and procedures by establishing the County's first Purchasing Department
- Established the County's first local area network and Management Information System

City of Cape Coral, Florida

Growth Management Administrator

October 1993– October 1996

- Initiated and managed the City's One-Stop Permitting Program
- Initiated and designed public access to the City's Geographic Information System
- Managed completion of the City's first Evaluation and Appraisal Report as required by the Florida Statute
- Developed a Strategic Planning Policy Model as part of the City of Cape Coral's FY97 Program Based Budget

Town of Culpeper, Virginia

Zoning Administrator

October 1989 – October 1993

- Developed the Town of Culpeper's first automated permitting and application tracking system
- Authored the Town's initial policy on Water/Wastewater Extensions/Reservations
- Authored the Town's first Watershed Protection District policies

OTHER PROFESSIONAL EXPERIENCE

Also served in various capacities in the following public and private sector organizations: Matanuska-Sustitna Borough, Alaska; The Law Office of Chester C. Williams, Hilton Head Island, South Carolina; Town of Chincoteague Island, Virginia

PROFESSIONAL & CIVIC AFFILIATIONS

- International City/County Management Association
- Florida City/County Management Association
 - Legislative Policy Committee
 - Local Government Awareness Committee
 - Technology Committee
- Government Finance Officers Association
- American Planning Association
- Urban Land Institute
- Congress for New Urbanism
- Graduate, Leadership Hilton Head Island
- Graduate, Leadership St. Lucie County
- John Carroll Catholic High School, Advisory Board member
 - Finance Committee
 - Accreditation Committee
 - Host Family, International Exchange Student Program (two-years)

PERSONAL

Married 26 years to Maria A. Recor

Occupation – Financial Systems/Software Applications Manager, Atlantic General Hospital, Berlin, MD

Children – Ashley (25), Laura (23), Erin (17) and Shannon (15)

Hobbies and Interests – Outdoor water-oriented activities including offshore and spear fishing, scuba diving, golf, world travel, live music and entertainment

DAVID L. RECOR, ICMA-CM

1574 Teal Drive • Ocean City, MD • 21842
772-332-4423 • davidlrecor@yahoo.com

REFERENCES

Dennis W. Beach, City Manager
City of Pompano Beach, Florida
(Former City Manager of Fort Pierce)
dennis.beach@copbfl.com
~~772-971-5767~~

Marc Orlando, ICMA-CM, Town Manager
Town of Bluffton, South Carolina
morlando@townofbluffton.com
843-247-3725

Rick Meehan, Mayor
Town of Ocean City, Maryland
rmeehan@oceancitymd.gov
443-235-4402

Wayne Evans, Director of Human Resources
Town of Ocean City, Maryland
wevans@oceancitymd.gov
443-523-9935

Jessica Waters, Communications Manager
Town of Ocean City, Maryland
jwaters@oceancitymd.gov
443-783-1065

Recommended Candidates for Further Consideration

Jim Walker

Present Position

None currently listed

Professional Experience

One year county management experience

- County Manager – Henry County, GA
2014-2015

Nine years' additional experience in homeland security and managing the BP oil spill claims program

- State Liaison – Gulf Coast Claims Facility
2010-2012
- Director of Homeland Security – State of Alabama
2003-2010

Education

- Master's Degree in Public Administration

Strengths

- Experience managing a comparably-sized county government
- Experience developing a state level cabinet agency from the ground up
- Strong background in financial and grants management
- Experience working with coastal communities
- Earned national awards for innovation in technology and government
- Master's Degree in Public Administration

Areas of Concern

- Very brief tenure in his only local government position
- No experience in Northwest Florida; will need to build his professional network in Santa Rosa County and throughout the state
- Will face a steep learning curve with state and local laws/regulations

James M. Walker, Jr.

164 Shellbark Drive
McDonough, Georgia 30252
Phone – 202-302-3501
Email – jim.walker5910@gmail.com

Professional Profile

- Seasoned executive with over 30 years combined federal, state, and local experience
- Highly visible state cabinet official experienced at creating and leading a multi-dimensional state agency
- Motivated team builder, collaborator, trainer, and change agent
- Analytical decision maker who has obtained, distributed, and managed over \$200 million in public grants

Professional Experience

County Manager, Henry County, Georgia, 2014-2015

- Senior Appointed Official to a Metro Atlanta County with over 215,000 residents
- Developed and Administered the county's \$127.5 million annual budget
- Managed the daily operations of the county's nearly 1600 employees

State Liaison, Gulf Coast Claims Facility, 2010 to 2012

- Government and claimant liaison to the Gulf Coast Claims Facility for Alabama and Mississippi in the aftermath of the 2010 BP Oil Spill in the Gulf of Mexico
- Served as senior official for two states to Presidentially-appointed Claims Administrator Kenneth R. Feinberg
- Played a key role in the development, implementation, and supervision of a multi-billion dollar private sector claims program unprecedented in American history.

Director of Homeland Security, State of Alabama, 2003 to 2010

- First state in the nation to legislatively create a cabinet level department of homeland security
- Developed, built, and led a comprehensive state homeland security program by empowering and collaborating with national, state, and local officials
- Elected and reelected by peers nationwide to represent them on program and policy issues in Washington DC and around the world
- Winner of five national awards for innovations in technology and government
- Frequent speaker and lecturer at national conferences and universities

Soldier, United States Army, 1981-2002

- Infantry Lieutenant Colonel and Airborne Ranger
- Aide to President Ronald Reagan
- Aide-de-Camp to the Chairman, Joint Chiefs of Staff, Admiral William Crowe

- Operations Briefer during Operation Desert Shield to the Chairman, Joint Chiefs of Staff, General Colin Powell
- Congressional Liaison Officer for the Secretary of the Army
- Government Relations Officer for a Major Army Command
- Congressional Fellow and Legislative Assistant to Tennessee Congressman John Tanner

Education

Master of Public Administration, University of Oklahoma, 1990

Bachelor of Business Administration, Austin Peay State University, 1981

Boards and Committees

National:

- Executive Member, National Governor's Homeland Security Advisors Committee
- Executive Committee, Office of Emergency Communications, US Department of Homeland Security
- State, Local, Territorial, Tribal Government Coordinating Council
- National Homeland Security Consortium

State:

- Chairman, State Geographic Information Systems Committee
- Chairman, Alabama Citizen Corps Council
- Chairman, Governor's Task Force on Military Affairs and Base Realignment and Closure
- Chairman, Alabama Interoperable Communications Committee
- Member, International City/County Managers Association
- Member, Georgia City/County Managers Association

Notable Achievements

- Attended college on an Army ROTC scholarship
- Studied Congress and Foreign Affairs at the Johns Hopkins School of Advanced International Studies, in conjunction with competitive selection into the American Political Science Association Fellowship Program
- Recipient of two Legion of Merit medals
- One of the first senior homeland security officials in the nation to graduate from the Executive Leaders Program, Center for Homeland Defense and Security, Naval Postgraduate School, Monterey, CA
- Keynote speaker at the John F. Kennedy School of Government, Harvard University
- Written, prepared, and delivered testimony before the US Congress and the Alabama Legislature on several occasions
- Featured on CNN, television, radio, video, and print media, to include the cover of the June 2, 2008, issue of Federal Computer Week magazine

Salary History

2014-2015 – County Manager, Henry County, Georgia

\$155k salary, \$6k vehicle allowance, plus health, dental, and life insurance

2013 - Principal, Azure Investments LLC

\$175k in rental income and land sales

2010 – 2012 - State Liaison, Gulf Coast Claims Facility

\$650k annually

2003-2010 - Alabama Homeland Security Director

\$149.5k annually, plus health, dental, and state vehicle

2002-2003 - Strategic Consultant, Public Private Strategies Consult

130k annually, plus bonuses

1981-2002 - Soldier, United States Army

Salary and housing allowance varied by rank and years of service. Health, dental, and relocation expenses provided. I am a retired lieutenant colonel with just over 20 years of active duty service.

*I've never accepted a job based solely on salary. Salary is negotiable. I care more about where I am, the job I am doing, and the people I am fortunate enough to work with and for.

Jim Walker
164 Shellbark Drive
McDonough, Georgia 30252
202-302-3501
Jim.walker5910@gmail.com

Professional References:

Commissioner Bruce Holmes
Henry County Board of Commissioners
140 Henry Parkway
McDonough, Georgia 30252
bbholmes5@gmail.com
678-435-1355

Tax Commissioner David Curry
Henry County Government
140 Henry Parkway
McDonough, Georgia 30252
678-672-7456

Ken Feinberg
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Mayor Robert Craft
Gulf Shores, Alabama
P.O. Box 299
1905 West 1st Street
Gulf Shores, Alabama 36547
251-747-2292

Mr. Larry Wireman
Real Estate Developer
P.O. Box 189
Orange Beach, Alabama 36561
lwireman@cariberesort.com
251-989-3055

Planning the Interview Process

Consistent with the Florida Association of County Managers' goals to promote and facilitate professional excellence in the management of Florida county government, the Search Committee is pleased to provide the following recommended next steps and best practices for the Board of County Commissioners as Santa Rosa County moves forward with its interviewing and hiring processes.

Initial Steps and Considerations

- The County's Human Resources department should conduct thorough background checks on each finalist, including criminal history, civil records, motor vehicle/driving history, and credit/bankruptcy checks. Additionally, staff should verify each finalist's education and employment history. This process should be completed before the Board determines its finalist candidates.
- The County's Human Resources staff should determine whether any additional candidates beyond those recommended in this report should be interviewed to comply with veterans' preference regulations.
- When the Board finalizes its short list of candidates to interview, send a letter to the applicants who were not selected for an interview to inform them of their status. Send this letter to the applicants' home address if possible.
- Prepare a packet of information about the County for each finalist – include bios of each County Commissioner; an organizational chart; copies of the most recent budget, comprehensive plan, strategic plan, and annual report; and any other essential documents.
- If possible, be prepared to pay for basic travel expenses for the finalists invited to interview.
- Overall, act as quickly as possible after finalizing the short list of candidates to interview. This conveys to the finalists that the County is conducting a well-organized recruitment and creates a positive first impression of the County for the candidates.

Preparing to Conduct Interviews

- Determine the interview format before contacting the finalists. Decide whether the interviews will be conducted before the Board of County Commissioners as a whole, if the finalists will interview with each County Commissioner individually, or a combination of both formats. Also determine if the finalists will be invited to participate in any other events related to the interview process, such as a reception or a tour of the County.
- The County's Human Resources department should contact each finalist to congratulate him or her and to confirm that the candidate is still interested in the position.
- Provide each finalist the basic details about the interview process, including the date and time, schedule, and interview format. Also indicate how many finalists will be interviewed.
- Provide information about any travel expense accommodations that will be offered by the County.
- Indicate that the candidate will receive an information packet about the County prior to the interview.

Sample Interview Questions

(Adapted from ICMA's "Recruitment Guidelines for Selecting a Local Government Administrator")

- Describe your background and experience. How does your experience qualify you for this position?
- Have you had experience in all areas of local government service? If you have not had experience in certain areas, how would you approach management in these areas?
- What experience do you have with budget preparation and finance?
- What experience do you have with personnel and labor relations?
- How do you work with the news media?
- How do you describe your management style?
- What are your thoughts on performance evaluation? What process do you follow to set objectives and monitor performance?
- How will you go about assessing the strengths and weaknesses of the organization and identifying opportunities to improve?
- How do you approach the planning process? What system do you use to set objectives and priorities?
- What is important to you in establishing effective working relations with others?
- How do you view the relationship between the administrator and governing body? How do you view your relationship with department heads and local government staff?
- What techniques have you found to be most successful in assisting local government officials establish and implement long- and short-range goals for the community?
- To what extent do you believe contact with citizens and citizen groups is important? How do you typically handle this responsibility?
- What experience have you had working on an intergovernmental or interagency basis? Have you worked directly with the state and federal governments, councils of governments, and other units of local government?
- What will your first steps be upon assuming responsibility for this position? What do you hope to accomplish in the first year?
- From your limited vantage point, what do you believe to be the challenges and opportunities facing our organization? How is this likely to change in the future?
- What are your strengths and weaknesses?
- Why are you interested in this position?
- What are your expectations with respect to compensation?
- How do you stay up to date in your field?
- Can you provide an example of a problem you see in the field of public administration that you'd like to solve and why?
- How do you find others in the field of local government management to connect with, and how often do you connect with others in the field outside your organization?
- At what point in your career were you most satisfied in your work? At what point were you the least satisfied?

Selecting a Preferred Candidate

(Adapted from ICMA's "Recruitment Guidelines for Selecting a Local Government Administrator")

When the interview process is over, either one candidate has emerged as the clear choice of the Board, or the pool of candidates has been narrowed down to several whom the Board may wish to consider further. If one candidate emerges as the clear first choice, the Board can simply notify the candidate, confirm his or her willingness to accept the position, and then proceed to negotiate a total compensation package and discuss other related arrangements.

If, on the other hand, there are still two or three finalists the Board would like to consider further, there are several ways to proceed. The Board may wish to invite selected finalists back for a second interview. A longer interview, perhaps in a different format and/or accompanied by some sort of social function, may provide the insight needed to make a final decision. The Board may also wish to conduct more extensive background/reference checks with individuals in the candidate's current community. This can be helpful in reaching a final decision, but it is essential that this be conducted with the full advance knowledge of the candidate.

Ultimately, the Board should take whatever time is necessary to arrive at a comfortable and well-reasoned decision. However, again, the interview process and related follow-up activities should move forward as promptly as possible so as not to lose momentum or encourage serious applicants to have second thoughts.

Until all arrangements have been finalized with the first-choice candidate, the Board may wish to hold off notifying the other finalists in case the County is unable to satisfactorily conclude negotiations with its first choice. In this case, the Board may elect to pursue negotiations with another other finalist. Again, from an image standpoint, it is important that all applicants learn first about their selection directly from the County as opposed to hearing about it from another person or reading it in a newsletter, professional publication, or the press.

Negotiating an Employment Contract

(Adapted from ICMA's "Recruitment Guidelines for Selecting a Local Government Administrator")

Once the Board selects its preferred candidate, the Board Chairman should contact the candidate to confirm his or her willingness to accept the position and to begin negotiating an employment contract. During the negotiation process, there are several ways to ensure that relations with the new County Administrator get off to a good start:

- First, the atmosphere should be friendly and relaxed.
- Second, the approach of the negotiator (either the Board Chairman or the County's Human Resources Director) should be flexible; negotiating implies a willingness to consider options and alternatives in pursuit of an acceptable package. There may well be more than one way to meet the financial objectives of the new administrator.
- Third, the Board should remain realistic. No matter how beautiful and desirable the community or position may be, few administrators (except in highly unusual circumstances) will accept the new position without an increase in pay over his or her present salary.

Compensation

In compensation negotiations, base salary is the place to start. The lead negotiator should keep the following questions in mind:

- Ultimately, what salary will be acceptable to the Board?
- What is the bargaining range?
- What is the current salary of the applicant?
- During the interview, what type of salary and total compensation package did the candidate discuss?

The International City/County Management Association (ICMA), the National Association of Counties, and the Florida Association of Counties can provide information on the salaries of County Administrators in counties around the country.

Elements of a total compensation package typically include:

- Base salary
- Deferred compensation
- Severance pay
- Use of car or car allowance
- Retirement plan
- Medical and other insurance
- Vacation
- Holidays
- Sick leave
- Membership/conference dues and fees

Before the negotiation begins, the Board may ask the candidate to provide a written itemization of current total compensation, along with a copy of a current employment agreement, if one exists. After receiving this information, the Board should outline a proposed compensation package. Usually there will be no negotiation on some benefits that are similar from one local government to another, such as medical insurance or holidays. Variables most often relate to cash compensation, take-home pay, and particular financial objectives like deferred compensation. The proposed compensation package should (1) leave the

individual whole on basic benefits; (2) provide an appropriate step forward in cash-related benefits; (3) ensure an increase in take-home pay, and (4) deal with any particular financial objectives that the new administrator may have.

During the negotiations, some issues will arise that do not relate to the total compensation package but may well have significant financial implications for both the County and the candidate. Both parties need to be flexible and realistic in dealing with these issues:

- **Moving expenses.** It is common for local governments to pay the one-time cost of moving the administrator and his or her family and household furnishings to the new location. Sometimes both parties agree on a “not-to-exceed” figure based on estimates from moving companies.
- **Temporary housing.** An allowance for temporary housing is usually provided until the new administrator is able to sell his or her former home and/or relocate the family. Typically, this amount is sufficient to cover the cost of a modern furnished apartment or condominium. Again, both parties may agree to a fixed time period or amount.
- **Commuting expenses.** As with temporary housing, the local government often will agree to reimburse the administrator for periodic family visits or for the spouse/partner to visit for house-hunting purposes.
- **Housing assistance.** Regional variations in the cost of housing or housing financing can complicate the negotiations. There now is considerable precedent for local governments—using appropriate safeguards and limits—to assist in the purchase and/or financing of housing for the new administrator. A variety of options exist, including a loan, a salary supplement, or a shared equity purchase.

Other Elements of an Employment Agreement

After the County and the new administrator have reached agreement on a compensation package, the County should prepare an employment agreement that includes the administrator’s compensation as well as a few other considerations. Written employment agreements are used to avoid any misunderstanding on the part of either party. It is in the interests of both the community and the administrator to have a written summary of the terms and conditions of employment to which both parties have agreed. The stable working situation created by an agreement helps attract and keep top-flight managers in a generally mobile profession. Spelling out the salary, benefits, and other conditions of the manager’s job in a written agreement puts those items where they belong—on a piece of paper where both parties can know what is expected—and removes them from the daily agenda of administrators and elected officials.

An agreement may refer to a specific term of employment, permitting either the local government or the administrator to terminate for cause or at will. It should also include a section providing the administrator with severance pay for a fixed period of time if he or she is terminated by the local government. This provides important personal and professional security for managers who have the rather unique situation of working at the pleasure of the governing body with the possibility of being dismissed for any reason at any time.

While not a lengthy legal document, the employment agreement usually is drafted by the local government’s attorney. The new administrator may also be given an opportunity to prepare a first draft for consideration. ICMA recommends the use of employment agreements. If an employment agreement is not

used, at a minimum a formal letter of understanding should be prepared. Here are some elements of an agreement that the Board may consider:

- Preliminaries
- Duties
- Terms of the agreement
- Termination notice
- Removal and severance pay
- Salary
- Hours of work
- Automobile
- Moving expenses
- Home sale and purchase
- Dues and subscriptions
- Professional development
- Conferences
- General expenses
- Civic club memberships
- Vacation leave
- Military reserve leave
- Sick leave
- Disability insurance
- Health insurance
- Life insurance
- Deferred compensation and retirement programs
- Other fringe benefits
- General provisions
- Contract execution provisions

Finally, the Board should be prepared for the possibility that it will be unable to reach agreement on compensation or other matters with the first-choice candidate. In these instances, a local government typically enters into negotiations with its second-choice candidate.

Once a final decision is made and negotiations are complete, promptly send closing letters to applicants who were not selected for the position to notify them that the selection has been made. Again, send these letters to the applicants' home address if possible.

Transition Activities

(Adapted from ICMA's "Recruitment Guidelines for Selecting a Local Government Administrator")

To ensure a smooth transition, there are a few forms of assistance the County may wish to offer that the new administrator would find helpful. Examples include:

- General moving assistance – introductions to realtors and bankers, support to the spouse/partner in finding suitable employment, and similar activities.
- Orientation meetings – the County should arrange to introduce the new administrator to department heads and County staff. While the new administrator may have met some of these people during the interview process, a special meeting or reception can be a pleasant way to turn over responsibility. Similar meetings, briefing sessions, and/or receptions can be arranged to introduce the new administrator and his or her family to community groups, civic leaders, and citizens in general.
- Local government work session, orientation, and review of objectives – it is desirable to have an initial work session with the new administrator to discuss and clarify initial expectations on both sides and to review goals and objectives. Even though some of these issues may have been raised during the interview process, communication from the outset can help ensure a smooth working relationship.

Developing Evaluation Criteria

(Adapted from ICMA's "Recruitment Guidelines for Selecting a Local Government Administrator")

Using the County's organizational goals and objectives as a starting point, the County and the new administrator should agree to an annual or semi-annual review of the administrator's performance. This process helps to ensure that communication between the parties is maintained, that progress is monitored, and that goals and objectives are reviewed and refined on a regular basis. The Board may wish to set the evaluation process and criteria in a formal policy.

In developing an evaluation process, following are some elements the Board may consider:

- Timing of the evaluation
- The reporting period during which the administrator's performance will be evaluated
- Evaluation process to be used
- Salary adjustments based on the Board's evaluation (consistent with the terms of the administrator's employment contract)
- Reporting of the evaluation results to the Board

The administrator's evaluation should reflect the specific duties outlined in the administrator's employment contract. Following is a sample list of evaluation criteria:

- Professional Skills and Status
 - Knowledgeable of current developments affecting the management field and affecting county governments.
 - Respected in management profession.
 - Has a capacity for and encourages innovation.
 - Anticipates problems and develops effective approaches for solving them.
 - Willing to try new ideas proposed by Board Members or staff.
 - Interacts with BOCC in a direct and straightforward manner.
- Relations with the Board of County Commissioners
 - Carries out directives of the Board as a whole rather than those of any one Board member.
 - Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.
 - Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.
 - Responds to requests for information or assistance by the Board.
- Policy Execution
 - Implements Board action in accordance with the intent of the Board.
 - Supports the actions of the Board after a decision has been reached, both inside and outside the organization.
 - Enforces County policies.
 - Understands County's laws and ordinances.
 - Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.
 - Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration.

- Reporting
 - Provides the Board with reports concerning matters of importance to the County.
 - Reports are accurate, comprehensive and produced in a timely manner.
 - Prepares a sound agenda, which prevents trivial administrative matters from being reviewed by the Board.
 - Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny.
- Citizen Relations
 - Responsive to complaints from citizens.
 - Demonstrates a dedication to service to the community and its citizens.
 - Skillful with the news media, avoiding political positions and partisanship.
 - Has the capacity to listen to others and to recognize their interests.
 - Willing to meet with members of the community to discuss their real concerns.
- Staffing
 - Recruits and retains competent personnel for County positions.
 - Aware of staff weaknesses and works to improve their performance.
 - Accurately informed and concerned about employee relations.
 - Professionally manages the compensation and benefits plan.
 - Promotes training and development opportunities for employees at all levels of the organization.
- Supervision
 - Employs a professional, knowledgeable staff.
 - Maintains a healthy and productive organizational culture.
 - Employees are recognized for best practices in the industry.
 - Employees have training and professional growth opportunities within the organization
 - Encourages teamwork, innovation, and effective problem solving among the staff members.
 - Institutes in employees a culture that is focused on customer service and responsible stewardship.
- Fiscal Management
 - Prepares a balanced budget to provide services at a level directed by the Board.
 - Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively.
 - Prepared budget is in an intelligent but readable format.
 - Possesses awareness of the importance of financial planning and control.
 - Appropriately monitors and manages the fiscal activities of the organization.
- Community
 - Engages with community partners on local initiatives.
 - Avoids unnecessary controversy.
 - Respected as a community leader.

Parrish Barwick - References

Mike Edgy, County Commissioner, Brantley County, Nahunta, GA

Hated to see him leave, did a good job, never had a complaint, great with employees, fantastic with youth programs, helped find grants, brought a lot to the table, considered him a gentle giant, very soft spoken.

Randy Merritt, County Commissioner, Wakulla County, Crawfordville, FL

Good guy, known him for several years, I was public works director when he was county administrator. Got along with directors very good, everybody liked Parrish. Interaction with employees was good, did good with the commissioners. Did well with the budget.

Donnie Sparkman, Property Appraiser, Wakulla County, Crawfordville, FL

I've known him all my life. I was the community development director at the time he was hired. Good person to work for, conservative, looked out for his personnel, kept our money straight, pushed grants, fine man, good Christian man, doesn't sugar coat it, good honest man.

Ray Griffin, Public Works Supervisor, Brantley County, Nahunta, GA

Don't know any trouble he had with anyone. County has about 150 employees, all of which Parrish managed. Got along with commissioners, and would stand his ground.

Stephen Walker, County Commissioner, Jefferson County, FL

Parrish does a very good job, very efficient, good customer service, great with personnel. He ran a surplus since he has been on board...done a heck of a good job with us. He is straight forward, not one to pull the wool over your eyes, very truthful. About 60 employees he is responsible for.

Michael Brillhart - References

Mary Pat Flynn, County Commissioner, Barnstable County, MA

He was hired as interim county administrator, the other county administrator became ill and retired. He outperformed my expectations. He stepped in and took over. Overhauled chart of accounts. Was instrumental in planning. He plans ahead, and brings matters up to the commissioners that need to be done, never ceases to plan ahead, think ahead. Never missed work, or was rarely out. Home rule state, they provide regional services to 15 towns. Each town functions by their own charter. They do most all bidding and contracts for all the towns. He would meet with all 15 town managers regularly. Does well with town officials. He is a quiet person, does not socialize with employees much, but he knows what's going on and who is responsible. He thinks outside the box.

Leo Cahounes, County Commissioner, Barnstable County, MA

When hired as interim county administrator, I did not have day to day interaction with him. Before taking office as county commissioner, he was not as aggressive as I thought he should be, but my opinion has changed 100%. He handles situations in a gentlemanly way, I don't know else to put it. He conducts himself very well, does a real good job with the commissioners. When I ask for something, he has it to me the same day. He was selected interim, prior county administrator had become seriously ill, and chose to be with his family due to the seriousness of his illness. Finances were in a shambles when he came onboard and he did a yeoman's job in straightening them out. Recommend watching the board meetings from March 18, 2015 and May 6, 2015.

Justyna Marczak, HR Coordinator, Barnstable County, MA

(Left message 10/5 @ 2:06 pm., left message 10/9 @ 9:47 am., 10/14 returned call)

Still administrator, 2013 interim for one year, BOCC keeps extending contract. Not eligible to apply for a permanent position. Employees – 350 summer, 250 rest of the year, 15 department heads and 3 staff members. Very lucky to have someone like him. Very level headed. Keeps everybody in check. Very hard on during the budget process.

Don West, P.E., Public Works Director, St. Lucie County, FL

I was public works director during that time Michael was here. Worked primarily around economic development. Helped to develop the program of economic development, liaison with city to bring business to the county. Assisted with the Port Authority, helped out with coordinating the Port activities, meetings, and secured grant funds for the Port. Managed infrastructure program. Involved with joint meetings with adjacent counties. Mike would speak at presentations, and did really good with presenting, had strength in public meetings. Has an easy going personality, soft spoken, but can deliver a speech. Pleasure to work with. Very intelligent person, has experience with government budget, provide agreements to developers, Mike would develop incentive programs. Excellent character. Good about seeking out the answers.

Gina Harvey, Pinellas County, FL

I worked as a planner and he was a program planner (87-95). Everybody like Michael, well respected by the other departments and cities. MPO staff support, in charge of transportation IP, coordinate with departments and cities. Got along well with co-workers.

Randall Dowling - References

Charlie Felts, HR Director, Barrow County, GA

Recruited Dowling 12/2013 from Gordon County. Randy came in and did a lot of good things...got website up and running, and executed contract with Comcast as existing system was insufficient. Did good job with budget, was excellent with finances – Special Financial District Tax, and actively negotiated, well-liked by employees. He requested employee increases last year. Respected by departments, has a sense of humor, man of high integrity. Best county manager I've ever worked for during my 25 years in local government. He is career oriented – career public servant. The commissioners had difficulty embracing the County Form of Government while Randy was trying to make it work. He resigned 8/26/2015, just after he finished up the budget. Had no negative experiences I can think of....Highly recommend him.
Budget 34,000,000 general fund, 550 employees, 70,000 population.

Don Elrod, Chief Appraiser, Barrow County, GA

Elrod hired by Board of Assessors, commissioners hire Assessors – Elrod works at the leisure of the Board of Assessors, did not work directly for Randy Dowling. Randy got along with others, very approachable, very articulate, and had a strong knowledge about how each department operated. Very open, down to earth. Chairman of BOCC still wants to run the county. Randy made every effort to do the right thing, did it the way it should be done, and stretched every dollar. Did everything they directed him to do. I feel sorry for the next guy coming in. It was a big loss when Randy left the county. Good moral character.

Rosa Kisaalita, Chief Financial Officer, Barrow County, GA

Did the budget work together, met with departments and discussed budgets for each, worked well with others, and overall worked well with the commissioners, worked very well with the Sheriff. He is very knowledgeable putting together the budget, hardworking, reliable and extremely high degree of integrity. Budget 66,000,000 general fund.

Alvin Long, Former Chairman, Gordon County, GA

Best hire ever made (Alvin was on the Board when Randy was hired). He tried to keep the Board happy. I think a lot of Randy and his skills, we got along well. He managed 17 department heads, and never heard a complaint on him. He is stern with the employees, watches the budget well, and has ability to manage the budget. When Randy came on board, the county's finances were not in the best shape, but Randy was able to turn it around and within a couple of years he had it at a surplus – 52 million in reserve. Hard decisions had to be made by Randy during the downturn in the economy, budget cuts and such, but he never had to let employees go. In 2012 I was not re-elected. Three new board members came onboard at that time. They asked Randy for his resignation. He told them he had done nothing wrong and would not resign – then he was fired. Local radio stations called it, "A blow to the community."

Cheryl Dunson, Vice President, Santek Environmental, Inc. (Gordon County, GA Landfill Consultant)

EVP marketing Santek – meet with elected officials and administrators. Landfill did not have revenue stream, 2005, worked closely with him through the process. Negotiated very hard for Gordon County, met quarterly with RD, 17 landfills in 9 states. Randy is by far the most professional she has worked with, protects his elected officials, good personality.

Tony Gomillion – References

Hunter Walker, Santa Rosa County Administrator

Not contacted

J.R. Jones, CEO Escambia County Bank, Flomaton, AL

Worked at bank with Tony, did good while here, did well with loan department. Good employee, good work ethic.

Tom Dannheisser, Escambia County Judge, Pensacola, FL

He would do a great job....does he have the right leadership, is my question - ability to make employees feel they are part of a team.
Highly recommend Tony.

Fred Rogers, Pastor Milton First Assembly of God, Milton, FL

Thorough job, honest and open person. Very interested in people. Very instrumental in seeing we got what we needed after a disaster. Integrity, put whole heart into any job he does. Better to have someone from our own county. Would represent the needs of the people.

Robert Hilliard, Santa Rosa County Judge, Milton, FL

Worked with Tony - Public Services. Extremely good to work with. Responsive to inquiries, good about explaining to me about what was going on. Attitude toward the people was good, on board with serving the citizens. Instrumental in church rebuilding after loss. I had the pleasure of interacting with him personally and professionally, high opinion of him.

Ted Lakey - References

Brad Drake, State Representative, Chipola College Office, Marianna, FL

(Left message: 10/7 @ 3 pm, 10/8 @ 3:10 pm, 10/9 @9.28 am, in addition to provided telephone numbers, tried his cellphone number his assistant gave, 10/12 returned call)

Worked with him on the county initiatives, always professional, never put me on the spot, very good working relationship. Honest, mild-mannered, he has a good grip on job expectations. He would do well at it - very confident. Handles detail very well and can put together a structured presentation. I've been working with him since 2003.

Lou Roberts, Jackson County Sheriff, Jackson County, FL

(Left message: 10/7 @ 3 pm, 10/8 @ 3:15 pm)

Donald Butler, County Administrator (8 years), Gulf County, Port Saint Joe, FL

Will contact each other with similar problems or needs, both belong to FAC and Small County Coalition. He is very articulate, speaks very well, and does well on TV. Involved in associations. Stand-up good guy, presents himself very well. Very good character.

Terri Lowery, Vice President of Business Development, Jones Edmunds and Associates, Gainesville, FL

Engineering consulting firm, Jackson County for several years. Worked with them on solid waste issues. Worked with on a professional level, he has a very calm personality. Seeks out information from different sources. Does very well with the commission (whole and one-on-one). Participates in FAC, goes to meetings. Amiable with the public. Very good family man. In all my dealings, committed to doing the right thing, has integrity, and is forthright. 50,000 population in Jackson County. He is fair, but going to question proposal.

Jim Dean, City Manager, City of Marianna, Marianna, FL

Very professional, doesn't lose composure, interacts well. Does engage in conversation, not afraid to provide input. Always been responsive to me.

Jonathan Lewis – References

Tilghman Payne, Rear Admiral (retired), Former Commander, Naval Forces Marianas Former Commander, Fleet Activities Sasebo Japan

Stationed together in Japan. Chief Staff Officer, Jon Lewis. In charge of day to day operation with 1500 foreign nationals. US civilian service, took care of uniformed military and the families, housekeeping, and everything from the roads to the sewers and over a 1000 homes on the military property. Cannot endorse him enough. Could recognize when things needed to be addressed. Ran a great operation. Great at delegating, managed overall budget. Managed all programs effectively. Jon is a guy I would trust implicitly. Honest, great integrity... Jon has great emotional intelligence. Not a better guy than Jon Lewis.

Francis Martin, Navy Commander (retired), Fleet Activities Sasebo Japan

Jon was Executive Officer for 2 yrs. while there in Japan. A lot of community engagement. A lot of construction involvement. Running a base is like running a small city. Jon's a gentleman, great public speaker, leadership style is inclusive. Great attention to detail, but did not micromanage. Supervised civilian employees, supervised a variety of personnel, holding people accountable. Labor and non-labor budget involvement, government services and contract budget, emergency management, fire department, public works. Family man, caring and considerate. Helped set the tone that made the community welcome. A positive person.

Randy Roy, Naval Air Station Whiting, Navy Operational Liaison Officer, Milton, FL

Very professional, involved with community, family oriented. Would speak at the PSC Leadership classes. Busiest airfield in the world. Mayor of the base. Professional, deeply driven, has a lot of background in military, multifaceted. Respect for all. Managed budget. Very outgoing, humble man.

Robert Asmus, Naval Air Station Whiting Field, Operations, Milton, FL

Let people do their jobs, would intervene when necessary. Always professional, chaired several meetings. Interaction personable, good interpersonal skills. Able to communicate and work through the problems.

Matthew Coughlin, Captain (retired), Former Commander, Fleet Activities Sasebo Japan

Jon was my right-hand guy, command triad. Great support, well liked and respected through the chain of command. Oversaw 15 different airports, which spans 5 counties. Relied and trusted in his abilities. Managed staff, 8 direct department heads, oversaw 200 staff, and 3000 people. Calming, well liked, and was better than me in the diplomacy area. Solid guy. \$27 million operating budget, very involved in the oversight of it. Making sure it's getting executed. Responsible with our public works, most staff civilians. Labor relations/union, worked well with it. Put together presentations for me, very articulate.

Larry Newsom – References

Jeff Helms (Atkins)

Went to school with Larry, Milton High 1980. Got to know him better when Larry worked in Escambia. Worked on a variety of projects for Escambia County together. Very professional, expectation high on consultants. Very passionate about infrastructure, parks, and public safety. During the oil spill we worked closely together, got to know him better. He was acting county manager during the spill. A major observation, Larry was diligent in getting money out of the governor, and conservative with spending. Finding money and leveraging money a strength. Don't underestimate him, he is really smart. He'll work 10 hour days. Delegates and has regular meetings to follow up.

Tim Wyrosdick, Superintendent of Schools, Santa Rosa County, Milton, FL

I know Larry from a personal standpoint. Spoken briefly over the past few years. Man of quality character, stand up guy, honest and straightforward. Not worked with professionally.

Randy Oliver, Citrus County

I was the county manager in Escambia and Larry was the assistant. Larry reminds me a lot of Hunter – style is similar to Hunter's. Responsible for public works, planning, grants, and getting money for DOT. Got along well with staff. Sets high expectations. Does not have depth of experience with OMB, never intimately involved in budget. Involved in civic organizations.

Tom Dannheisser, Escambia County Judge, Pensacola, FL

He could do a good job, knows transportation, I think he's got the skills and knowledge.

Judy Bense, UWF President, Pensacola, FL

(Left message: 10/9 @ 1:33 pm)

Malcom Thomas, Superintendent of Schools, Escambia County, Pensacola, FL

(Left message: 10/9 @ 1:37 pm)

David Recor – References

Dennis Beach, City Manager, City of Pompano Beach, FL (former City Manager of Fort Pierce)

Hired as Assistant City Manager. Very positive, productive with elected officials. Line authority position, supervised and managed. Golf course, performing arts... Budgets – 2008 downturn – got it done. Good as you're going to find. Approach to work is exceptional. Obviously not perfect.

Marc Orlando, ICMA-CM, Town Manager, Town of Bluffton, SC

Senior Planner at Hilton Head. Recor was his supervisor - David was a great supervisor, he influenced me – taught me to be accountable. He is very consistent. Through the years I've always called David with budget questions - he has a knack with putting the numbers together. Character - great dad, great husband; David is good natured, great guy. David's been a mentor, great guy to look up to in my career. High moral standards, a man of his word.

Rick Meehan, Mayor, Ocean City, MD

He had an excellent relationship with city manager, worked very well together. Excellent at finances of budget, controlled budget. Introduced new things to Ocean City. Excellent with putting together presentation of plan, put together strategic plan. I have a great deal of respect for David. Great family man, good listener. The way he handled himself was excellent.

He was traveling just outside of the city, hit a small sign and left the scene. It was observed by an off-duty police officer, and he was called back to the scene. David did not go for his drug screen until he completed interviews that afternoon. David received an evaluation before he was let go although he was doing a good job, except response to emails and text messages, as noted.

Wayne Evans, Director of Human Resources, Ocean City, MD

Worked directly with him. His management style is less hands on, did not micromanage departments. Had 15-20 direct reports, accessible, good grasp on things. Set up meetings when employee concerns arose. Relates and communicates well. Responsive to directors and elected officials. Budget – 75 million range. Pretty astute on financial issues. Did introduce a good strategic plan while here. Very likable, not sure about his interaction with the community. I think he has some good skills, writes very well. Why employment ended – had an auto accident and didn't respond promptly to drug screening. Chain of other minor incidents with city vehicle. His judgement was questioned - loss of confidence.

Jessica Waters, Communications Manager (Public Information Officer), Ocean City, MD

Jessica was a direct report. Had wonderful working relationship, really good supervisor. Open minded, he valued communication, great at thinking outside the box. Got along really well with others, team builder. Does not love to deal with the press. Good in open meeting, but preferred I deal with the press - not his favorite part of the job. One of his strengths was at managing the budget. Vehicle issue and resignation. Good at his job and could have done good things. I think David had trouble balancing between his personal life and professional life.

LAND PARCELS CURRENTLY NOT ACQUIRED



| | | |
|----------|-------|-------|
| PARCEL 1 | 0.3 | ACRES |
| PARCEL 2 | 0.18 | ACRES |
| PARCEL 3 | 0.54 | ACRES |
| PARCEL 4 | 0.90 | ACRES |
| | (CSX) | |
| PARCEL 5 | 0.67 | ACRES |
| PARCEL 6 | 0.29 | ACRES |
| PARCEL 7 | 0.24 | ACRES |
| PARCEL 8 | 0.43 | ACRES |

NOTE: PARCELS 1 THROUGH 8 ARE PRIVATELY OWNED.



Hatch Mott MacDonald May 5, 2015

Santa Rosa County Judicial Center

Presentation to

Board of County Commissioners of Santa Rosa County, FL

SRC Courthouse & Downtown Milton Map



1. To date the following action has been taken on the identified properties:
 - a. Parcel 1 - Offer from owner under consideration
 - b. Parcel 2 – In negotiation to option
 - c. Parcel 3 – In negotiation to option
 - d. Parcel 4 – No action
 - e. Parcel 5 – Purchase from CSX is process
 - f. Parcel 6 – Purchase Complete
 - g. Parcel 7 – No action
 - h. Parcel 8 – Purchase Complete

AGREEMENT

WHEREAS, Dr. Kim Landry, MD, P.A., has agreed to serve Santa Rosa County as the medical director for the emergency management dispatch program; and

WHEREAS, Santa Rosa County desires to have said services provided by Dr. Landry, pursuant to this agreement;

NOW THEREFORE, the parties agree as follows:

- 1. Dr. Kim Landry, MD, P.A., is hereby retained and appointed to serve as the medical director for Santa Rosa County.

2. Emergency Medical Services Medical Director Duties and Responsibilities

The Medical Director shall promulgate clinical protocols, provide clinical supervision and provide appropriate quality assurance for daily operations and training pursuant to Ordinance 2007-__ and pursuant to Florida Statute Ch. 401. The Medical Director shall supervise and assume direct responsibility for the clinical performance of the EMD's, First Responders, EMT's, and paramedics operating as part of the County Emergency Medical Services system. All County EMS system providers granted a COPCN or entering into an agreement with Santa Rosa County shall be required to fall under the authority of, and shall abide by, all medical protocols authorized by the County Medical Director.

The duties of the EMS Medical Director shall be as follows:

A. EMS System Oversight and Clinical Supervision

- 1) Provide clinical supervision to all first responders, emergency medical technicians (EMT's), paramedics, and emergency medical dispatchers (EMD's) comprising the EMS System in Santa Rosa County.
- 2) Retain ultimate authority to permit any paramedic, EMT's, or first responder to utilize advanced life support techniques, basic life support, patient assessment, or patient stabilization on scene or during transportation.
- 3) Review and update, annually, the Santa Rosa County Emergency Medical Services Plan.
- 4) Participate as a crewmember on an EMS vehicle for a minimum of four (4) hours semi-annually.
- 5) Provide two (2) hours monthly in the Emergency Management Communications Center for monitoring EMD's and configure and recommend changes to procedures and determinant levels used in the Medical Dispatch System to enhance local response.
- 6) Meet with the chief officer or a designated representative of each BLS and ALS service providers at least once quarterly.

- 7) Review and resolve medical issues that may arise from the EMS Service providers.
- 8) Commit a minimum of three hours monthly to review current issues with EMS providers and the County Emergency Services Coordinator.
- 9) Provide clinical supervision and direction to the Sheriff's Department's first response officers.
- 10) Establish and maintain a working relationship with Medical Directors of Emergency Services agencies including fire services, operating Santa Rosa County.
- 11) Report to the Florida Bureau of Emergency Medical Services any EMT or paramedic who has had their privilege to provide patient care removed by the Medical Director. Such a report of disciplinary action must include a statement and documentation of the specific acts of the disciplinary action.
- 12) Provide availability of telephone support for EMS providers during medical incidents as needed.
- 13) Provide field response or phone support, as needed, during multiple casualty incidents at the request of the primary response agency.
- 14) Support Public Facility AED Program to include prescriptions for AED equipment.
- 15) Support the agency designated by the County as lead agency for Health and Medical, Emergency Support Function 8 as described in the Comprehensive Emergency Management Plan (CEMP).
- 16) Complete an Incident Management Command System course approved by the Emergency Management Division.
- 17) Participate in local EMS Medical Advisory Board meetings.
- 18) Maintain current contact information to include telephone number, cellular phone number, pager, and e-mail address.

B. Establish Standing Orders, Protocols and Standards of Care

- 1) Develop and maintain medically appropriate standing orders or protocols which permit specified ALS and BLS procedures when communication cannot be established with a supervising physician or when delay in patient care would potentially threaten the life or health of the patient.
- 2) Develop and revise, when necessary, Trauma Transport Protocols for submission to the Florida Department of Health for approval. Ensure all EMT's and paramedics are trained in the use of the trauma scorecard methodologies for adult and pediatric trauma patients.
- 3) Develop and revise, when necessary, Stroke Alert Transport Protocols for the submission to the Department of Health for approval. Ensure that all EMT's and paramedics are trained in the use of the stroke assessment scorecard methodology.
- 4) Assist all appropriate agencies of the County to the greatest extent possible in the delivery of competent emergency medical care. This includes implementation of the policies established by the Emergency Management Division and/or Board of County Commissioners.
- 5) Work with emergency department directors to insure a community standard of care.

C. Training

- 1) Directly coordinate and instruct paramedics, EMT's and first responders in an in-service format on at least a quarterly basis.
- 2) Coordinate and accredit paramedics and EMT's continuing education courses conducted by BLS and ALS providers for the County; maintain licensure of the paramedics and EMT's including, but not limited to, Advanced Cardiac Life Support (ACLS), Basic Life Support (BLS), Pediatric Advanced Life Support (PALS), Basic Trauma Life Support (BTLS), and Pre-hospital Trauma Life Support (PHTLS) certifications. Curriculum design and approval of all "in-house" courses offered within these or any other topic areas will be subject to the authority of the Medical Director.
- 3) Review and develop continuing medical education for EMT's, paramedics, first responders and emergency medical dispatchers.
- 4) Ensure that appropriate training is provided following any changes in medical standing orders, protocols, or medical equipment usage.

D. Quality Assurance and Evaluation

- 1) Develop and implement a patient-care quality assurance system to assess the medical performance of EMS system personnel by use of a quality assurance program including, but not limited to, a prompt review of random-run reports and skills-performance data, direct observations, and compliance of medical protocols.
- 2) Develop and maintain a system to review and evaluate new medications, equipment and treatment modalities for potential implementation and review for possible elimination of medications, equipment and treatment modalities that no longer provide effective and efficient care and treatment for emergency patients.
- 3) Develop and maintain a system to review all cardiac arrest calls involving the use of an AED by first responders or the use of a public facility AED.
- 4) Participate in scheduled Quality Assurance meetings.

E. Documentation and Reporting

- 1) Ensure and certify that security procedures of the ALS providers for medications, fluids and controlled substances are in compliance with chapters 499 and 893 F.S. and chapter 10D-45, Florida Administrative Code. Create, authorize, and ensure adherence to detailed written operating procedures regarding all aspects of the handling of medications, fluids and controlled substances by ALS pre-hospital providers.
- 2) Provide the Emergency Services Coordinator a list of work-related activities and time, at least quarterly. This report shall include time riding with field EMS personnel and agencies, instructional time, and quality assurance reviews.
- 3) Provide written responses to complaints, medical issues or quality assurance reviews to the County Emergency Services Coordinator in a timely manner, when requested.

3. County shall pay the Director \$82,400.00 per year, payable in twelve (12) equal payments by the 10th day of each month.

4. Either party may terminate this agreement without cause upon giving thirty (30) days written notice. Contractor will be paid for all work performed prior to termination.

5. This agreement shall commence on November 1, 2015, and terminating, if not extended, on October 31, 2016. This agreement may be extended for additional one (1) year periods upon the agreement of both parties.

IN WITNESS THEREOF, the parties hereto have signed this agreement on the ___ day of _____, 2015.

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

By: _____
Don Salter, Chairman

ATTEST:

Donald C. Spencer, Clerk of Court

Board of County Commissioners approved: _____

WITNESSES:

By: _____
Dr. Kim Landry, MD, P.A.



Santa Rosa County Emergency Management

Attn. Brad Baker

Emergency Management Director

4499 Pine Forest Road

Milton, Florida 32583

October 13, 2015

Dear Mr. Baker,

Lifeguard Ambulance Service has been the emergency and non-emergency provider in Santa Rosa County for more than eight years. Dr. Kim Landry is board-certified in emergency medicine with extensive experience in public safety. As the medical director for Santa Rosa County, the following entities fall under his medical direction: dispatch, first responders, fire departments, medical helicopter, and ground EMS.

Sharing one medical director throughout the entire county has proved to be very beneficial in providing continuity of care and improving patient outcomes. Dr. Landry established set protocols for each department to follow, based on training, skills, and levels of expertise. Working under the same medical direction allows the different agencies to smoothly transition a patient's care from one entity to the next. Furthermore, the common medical director allows for a more streamlined improvement process based on quality assurance reviews.

If I can be of further assistance, please let me know.

Sincerely,

Josh Spencer

Chief of Operations

850.499.5506

joshua.spencer@lifeguardambulance.com

Corporate Headquarters
216 Aquarius Drive, Ste. 306
Birmingham, AL 35209
Phone: (205) 380.2065
Fax: (205) 380-2074

Bay County
1430 Harrison Avenue
Panama City, FL 32401
Phone: (850) 785-0911
Fax: (850) 785-0711

Columbia County
392 SE James Avenue
Lake City, FL 32025
Phone: (386) 487-3911
Fax: (386) 487-0366

Santa Rosa County
4340 Avalon Boulevard
Milton, FL 32583
Phone: (850) 983-3000
Fax: (850) 626-0076



Pace Fire/Rescue District

4773 Pace Patriot Blvd

Pace, FL 32571

850-994-6884

FAX 850-994-3683

www.pacefirerescuedistrict.com

October 13, 2015

Santa Rosa County
Board of County Commissioners
6495 Caroline Street
Milton, FL 32570

Reference: Recommendation

To: Board of County Commissioners

The Pace Fire Rescue District is an ADVANCED LIFE SUPPORT [ALS] department. To be ALS, we had to have a Medical Director and we chose Dr. Kim Landry. Dr. Landry has been our Medical Director for 4 years.

Dr. Landry is a reliable and dedicated, upbeat doctor. Dr. Landry multitasks effectively and is able to handle a high-volume workload. He is a top-performing professional and has our highest recommendation.

Dr. Landry is set to renew his license. We HIGHLY RECOMMEND the County renew his license. He is a great asset to this county. Dr. Landry has work here for many years and has already proven his place in Santa Rosa County. Again, he is a GREAT ASSET for this County.

The Pace Fire Rescue District has a good working relationship with Dr. Landry. We hope to keep him as our Medical Doctor for years to come.

Regards,

Donnie Wadkins
Fire Chief

BOARD OF FIRE COMMISSIONERS

Jacque Gorris
Joe McPherson
Richard Delp
David Szymanski
Julian Cooley



FIRE CHIEF
Jonathan Kanzigg

**MIDWAY
FIRE DISTRICT**

October 13, 2015

Board of County Commissioners
Santa Rosa County
6495 Caroline St, Suite M
Milton, FL 32570

Dear Board of County Commissioners,

On behalf of the Midway Fire District Board of Fire Commissioners, I am writing a letter of support for the county to renew the current Medical Directors Contract with Dr. Kim Landry. Currently the Midway Fire District has a similar agreement with Dr. Landry to provide medical direction for our advanced life support services to the citizens of Gulf Breeze. In the past, Midway Fire District has had a different Medical Director than the counties contracted EMS agency, and it has created conflict with the crews working on the streets. Midway Fire recognizes the value of having consistent medical direction and accountability across the board.

Also, Dr. Landry lives locally, and it is not uncommon for him to respond on significant calls in our county. He is always available via phone for patient care issues and conducts all quality assurance in a timely manner. Please feel free to contact me anytime on my cell phone [\(850\) 232-5351](tel:8502325351) or email me at jonathan.kanzigg@midwayfire.com

Sincerely,

Jonathan Kanzigg, Fire Chief
Midway Fire District

Office (850) 932-4771 • Fax: (850) 934-1333 • 1322 College Parkway, Gulf Breeze, Florida 32563
Web Page: www.midwayfire.com E-Mail: jonathan.kanzigg@midwayfire.com

OCT 05 2015

Bcc 7
Adm
Roy
Roger B.
Jerry W.

HOLLEY-NAVARRE WATER SYSTEM, Inc.

8574 TURKEY BLUFF RD · PO BOX 6539 · NAVARRE, FLORIDA 32566-2239
PHONE: (850) 939-2427 · FAX (850) 939-9541

October 1, 2015

Mr. Hunter Walker
County Administrator
Santa Rosa County
6495 Caroline Street, Suite M
Milton, FL 32570

RE: Navarre Beach Water System

Dear Mr. Walker:

Holley Navarre Water System (HNWS) is currently in the process of an intensive Master Planning process to determine the infrastructure requirements for the next 5-20 years. In conjunction with this effort, the HNWS Board voted at the April 21, 2015 meeting to explore the possibility of incorporating the Navarre Beach water and wastewater systems into HNWS. While we are still very early in our Master Plan effort, we believe that combining the systems may provide significant short and long term benefits for the County, HNWS members, and the beach residents.

Our desire to explore a transaction with Navarre Beach Water System (NBWS) is driven in part by our need for additional effluent disposal capacity. Our WWTP has a capacity of 2.99 million gallons per day but our disposal capacity is current less than 1.5 million gallons per day. Finding additional capacity will become a priority for HNWS in 2016. Also, at the current pace of state BMAP and TMDL progress, it seems inevitable that NBWS will be pressured by FDEP to remove its permitted effluent discharges from Santa Rosa Sound.

Removal of the Navarre Beach WWTP treated effluent from the Sound is a highly desirable result from an environmental standpoint, but it would force Santa Rosa County to find an alternative means of disposal that would, in all likelihood, come at a significant rate increase for Navarre Beach residents. We realize the County understands this likelihood based on the work it has undertaken on the Eglin disposal project. It is our understanding that the first phase of construction of the Eglin disposal site is estimated at approximately \$16 million.

Given the effluent disposal problems alone, it would seem that combining the systems could be mutually beneficial. We believe that we can eliminate the discharge to the Sound (and in the process, potentially eliminate the Navarre beach WWTP altogether), pump NBWS wastewater into the existing HNWS infrastructure, and treat the wastewater at the HNWS WWTP. The effluent could then be pumped to the Eglin disposal site. It also is possible that there could be a more economical solution within the HNWS franchise boundary. A combination of the two systems would create a better economy of scale for both utilities not just in solving the effluent disposal issue but long term with regard to capital outlays and operation and maintenance.

We believe that combining the systems would create the following benefits:

1. The effluent discharges would be removed from Santa Rosa Sound more quickly than would otherwise be possible.
2. A trans-Sound untreated effluent pipeline and a collection lift station would be built by HNWS.
3. The beach WWTP would be eliminated.
4. The County's capital outlay for the Eglin project would be unnecessary.
5. Although we would not anticipate a reduction in NBWS rates in the immediate future, ultimately we believe the rates for the beach would be normalized with the HNWS rates.

The process to combine the utilities would be a significant effort by both HNWS and Santa Rosa County. There are many issues that would need to be discussed, debated, and resolved. We recognize that during the course of the discussions it may be decided that the combination of the utilities does not make sense. Prior to beginning the process in earnest and either party incurring the significant expense this endeavor may entail, we would like to have a feasibility meeting with County management at its earliest convenience.

After our meeting, if County management supports this endeavor, we suggest moving forward with the preparation and approval of a non-binding Memorandum of Understanding between the parties..

Should you have any questions or concerns, please let us know.

Sincerely,



Billy J. Sublett

Executive Director

Holley Navarre Water System, Inc.



October 15, 2015

Santa Rosa County
Board of County Commissioners
6495 Carolina Street
Milton, FL 32570

Honorable County Commissioners,

The Navarre Beach Area Chamber of Commerce Board of Directors is grateful to the Board of County Commissioners for allowing it the opportunity to participate on the Restore Act Council and we appreciate your patience through our transition process. The Navarre Beach Area Chamber of Commerce Executive Committee respectfully asks that you name Judy Morehead, the Chamber's President/CEO, as the Navarre representative to this council beginning immediately.

Thank you for your continued support of the Navarre Beach Area Chamber of Commerce and our members.

Respectfully,

Regina Carter
Chairman of the Board



October 15, 2015

Mr. Hunter Walker, Administrator
Santa Rosa County

Delivered Via Email

Dear Mr. Walker:

The Navarre Beach Area Chamber of Commerce is making plans for our annual Thursdays in the Park Concert Series. As you are aware, the event is enjoyed by thousands of local residents and visitors to Santa Rosa County each summer.

The Chamber of Commerce requests use of Navarre Park during the dates shown below from 5:00 pm – 9:00 pm.

Thursday Concert Dates: May 19, May 26, June 2, June 9, June 16, June 23, June 30, July 7, July 14, July 21, July 28, August 4, August 11, August 18, August 25 and September 8.

We utilize the existing stage, as well as the grass areas west and south of the visitor information center. The event does not require use of any pavilions in the park. The Chamber will secure off duty sheriff's deputies for each show to provide safe passage for attendees across Highway 98, as well as general security in the park during the concert. Further, the Chamber secures special event liability insurance for each concert.

We appreciate your consideration and partnership. Please let me know if you require any additional information.

Sincerely,

Judy Morehead
President & CEO

Hunter Walker

From: Hunter Walker
Sent: Wednesday, October 07, 2015 8:27 AM
To: 'Fischer, Larry D CIV NAVFAC SE, Whiting Field'
Cc: Gleason, Timothy W LCDR NAVFAC SE, PWD Whiting Field; Stephen Furman; Sheila Fitzgerald; Roy Andrews; Michael Schmidt
Subject: RE: Expiring Easement

Larry,

Thanks for the heads up. I will place this on the agenda for October 22nd meeting for Board to approve request for letter to commanding officer requesting renewal and send you letter based on their action. Thanks again. Hunter

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

From: Fischer, Larry D CIV NAVFAC SE, Whiting Field [mailto:larry.fischer@navy.mil]
Sent: Monday, October 05, 2015 12:21 PM
To: Hunter Walker <HunterW@santarosa.fl.gov>
Cc: Gleason, Timothy W LCDR NAVFAC SE, PWD Whiting Field <timothy.gleason@navy.mil>
Subject: Expiring Easement

Hunter

Attached is an easement which is set to expire in June 2016. It is located just off Marty Martin Way on the east side of NASWF. Does the County wish to renew? If it does, please send me a renewal request letter addressed to the Base Commanding Officer. The process takes some time so if you want to renew let me know.

Thanks,

Larry D. Fischer

PLANNER/RPAO

NASWF PUBLIC WORKS DEPARTMENT

7183 Langley St, Bldg 1416

Milton, FL 32570-6159

850-623-7673

DSN 868-7673

Larry.Fischer@Navy.Mil

"The American Republic will endure until the day Congress discovers that it can bribe the public with the public's money
"

Alexis de Tocqueville

THIS DOCUMENT SHOULD INCLUDE
PAGE TO NO. (R) - 288

~~THIS INSTRUMENT~~, made the 28th day of June, 1966
between the UNITED STATES OF AMERICA, (herein called the "Government"),
acting by and through the Department of the Navy, and the BOARD OF COUNTY
COMMISSIONERS, Santa Rosa County, Florida, (herein called the "Grantee").

WHEREAS, the Government owns that certain real property known and
identified as the U. S. Naval Auxiliary Air Station, Whiting Field, Milton,
Florida, (herein called the "Station"); and

WHEREAS, the Grantee has requested the conveyance of an easement for
the construction, use, maintenance, operation, repair and replacement of a
road over and across that portion of the Station hereinafter described; and

WHEREAS, the Secretary of the Navy has found that the grant of such
easement on the terms and conditions hereinafter stated is not incompatible
with the public interest:

NOW, this Indenture witnesseth that, in consideration of _____
One Hundred (\$100.00) Dollars paid by the Grantee to the Govern-
ment, the receipt of which is hereby acknowledged, the Government, pursuant
to the authority of Title 10, United States Code, Section 2668 hereby
grants unto the said Grantee, its successors and assigns, for a period of
Fifty (50) years from the date hereof, an easement for the construction,
use, maintenance, operation, repair and replacement of a road, (herein
called the "Road"), such easement to extend over and across, and be confined
to that portion of the Station, (herein called the "Premises"), which is
described as follows:

That certain tract of land located at the Naval Auxiliary Air
Station, Whiting Field, Milton, Florida.
Commencing at the Southwest corner of Section 6, T28, R 27 W
thence North along the West Line of said Section 6 a distance
of 455.36 feet to point of beginning, thence N 37° 16' E a
distance of 65.09 feet, thence S 2° - 44' W a distance of
50.00 feet, thence S 37° 16' W a distance of 89.00 feet to
the edge of road to Whiting Field, thence, S 2° 44' E a
distance of 50.00 feet, thence N 37° 16' E a distance of
45.31 feet to point of beginning. Being a portion of Section
6, T28, R 27 W and Section 1 T28, R 26 W., as shown on T&D
Drawing No. 916433, entitled Real Estate Summary Map, marked

of the Navy and in accordance with plans previously approved by the Commanding Officer, Southeast Division, Naval Facilities Engineering Command, (hereinafter referred to as the "Commanding Officer").

2. The Grantee shall maintain the Premises and the Road in good condition at all times and shall promptly make all repairs thereto which may be necessary for the preservation of the condition of the Premises and the continued operation and maintenance of the Road.

3. The Grantee's rights hereunder shall be subject to such reasonable rules and regulations as may be promulgated by the Government to insure that the exercise of such rights shall not interfere with the Government activities at the Station.

4. Upon termination of the easement granted herein, if desired by the Government, the Grantee, at its expense, shall remove any and all improvements installed or constructed hereunder and restore the Premises to the same or as good condition as that which existed prior to the exercise by the Grantee of its rights hereunder, such restoration to be effected to the satisfaction of the Commanding Officer.

5. The Government reserves the right to make such connections between the Road herein authorized and other roads on the Station as the Government may consider necessary, and also reserves to itself rights-of-way for all purposes across, over and/or under the right-of-way herein granted; provided, however, that such rights shall be used in a manner that will not unreasonably interfere with the use and enjoyment by the Grantee of the easement rights granted herein.

6. That all or any part of the right-of-way herein granted may be terminated upon failure on the part of the Grantee to comply with any of the terms and conditions of this grant; upon abandonment of the rights granted herein; or upon misuse of such rights for a period of two consecutive years.

IN WITNESS WHEREOF, the Government, acting by and through the

STATE OF SOUTH CAROLINA }
COUNTY OF CHARLESTON } ss:

I hereby certify that on this day before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared G. R. Fount, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 2nd day of June, 1966.

~~/s/ Patricia A. Bates~~
Notary Public for South Carolina

My commission expires at the pleasure of the Governor.



SANTA ROSA COUNTY

DEPARTMENT OF HUMAN RESOURCES AND RISK MANAGEMENT

6495 CAROLINE STREET • SUITE 1
MILTON, FLORIDA 32570-4592
(850) 983-1863
FAX (850) 983-1868

DEVANN COOK
DIRECTOR

MEMORANDUM

TO: Hunter Walker
FROM: DeVann Cook *DeVann*
SUBJECT: Interim Employment
DATE: October 14, 2015

Based on a discussion by the Board, I have compiled some information on working as the interim Human Resources Director, until the new County Administrator is in place. I can work in this role as an employee through a staffing agency. Santa Rosa County currently uses Landrum Staffing for any temporary or staffing needs. Under this type arrangement, Santa Rosa County would pay a flat rate for the hours I work. Landrum covers all taxes, insurance, workers' compensation, etc.. For comparison, the monthly cost for an H.R. Director at entry level is approximately \$10,521.00 per month (including taxes, insurance, retirement, etc.). The cost for me to work through Landrum is approximately \$9,200.00 per month, assuming 40 hours per week. Any time taken off is without pay and there is no charge to Santa Rosa County.

If you and the Board so desire, I would be happy to work in an interim role as H.R. Director.

DC/lh

Emily Spencer

From: Shawn Ward
Sent: Wednesday, October 14, 2015 12:23 PM
To: Merry Beth Andrews; Emily Spencer
Subject: ADD On Items for Florida-Alabama TPO
Attachments: FL-AL TPO Interlocal Resolution.doc; Interlocal Agreement FL-AL FINAL 201510 TPO signature.pdf

Attached is a copy of the revised Interlocal agreement and the new resolution.

Merry Beth – We will need to add the “rescinding” language to the new resolution.

Shawn Ward
Santa Rosa County | Transportation Planner
6051 Old Bagdad Hwy, Suite 202 | Milton, FL 32583
Shawnw@santarosa.fl.gov
850-981-7082

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

Emily Spencer

Subject: FW: ADD On Items for Florida-Alabama TPO

From: Shawn Ward
Sent: Monday, October 05, 2015 1:54 PM
To: Emily Spencer <emilys@santarosa.fl.gov>
Subject: RE: ADD On Items for Florida-Alabama TPO

I would have Merry Beth take a look at how it needs to be handled whether amending it or rescinding it and adopting it all over again. I'm good for what works best. This particular item will be on the TPO's agenda on Wednesday this week so I don't believe the Commissioners will have any questions or concerns.

Shawn

From: Lavender, Jill [<mailto:jill.lavender@wfrpc.org>]
Sent: Monday, October 05, 2015 1:32 PM
To: Emily Spencer <emilys@santarosa.fl.gov>
Cc: Shawn Ward <ShawnW@santarosa.fl.gov>; Hunter Walker <HunterW@santarosa.fl.gov>
Subject: RE: ADD On Items for Florida-Alabama TPO

Emily,

Since there was a step backwards in the middle of this process, Santa Rosa County has two options.

1. We can recommend an administrative change to the Interlocal Agreement. In this case, please re-word the agenda as follows in (a) below.
 - a. **Recommend Resolution to approve the recommended administrative changes to the Interlocal Agreement creating the Florida-Alabama Transportation Planning Organization and authorize execution of relevant documents.**
 - b. See attached for re-worded resolution. The date will still need to be changed.
2. Or, the BOCC can rescind the July 23rd motion and resolution and I can present the Agreement again. The resolution will not need re-wording in this case.

The TPO is doing option 1. A couple of local governments have already rescinded their motions and resolutions, so they will be proceeding with option 2.

Please let me know what you decide. I plan to attend the meetings and will be happy to answer any questions about the process.

Sincerely,

Jill Lavender

Planner, Special Projects Coordinator

West Florida Regional Planning Council • Since 1964 – 50 years and still growing!

Street: 4081 E. Olive Rd., Ste. A; Pensacola, FL 32514 • Mailing: P.O. Box 11399; Pensacola, FL 32524-1399
850-332-7976 x212 • Toll Free: 800-226-8914 • F: 850-637-1923 • Follow us on [Facebook](#) and [Twitter](#)!

Emails to or from WFRPC employees are public records and available to the public or media upon request.

INTERLOCAL AGREEMENT FOR CREATION OF THE FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION

THIS INTERLOCAL AGREEMENT for the formation of a Metropolitan Planning Organization is made and entered into on this 7th day of October 2015, by and between the FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT); ALABAMA DEPARTMENT OF TRANSPORTATION (ALDOT); FLORIDA COUNTIES OF ESCAMBIA and SANTA ROSA; ALABAMA COUNTY OF BALDWIN; THE CITIES OF PENSACOLA, GULF BREEZE, MILTON IN FLORIDA and ORANGE BEACH IN ALABAMA; AND ESCAMBIA COUNTY AREA TRANSIT, collectively known as “the parties.”

RECITALS

WHEREAS, the federal government, under the authority of Title 23 United States Code (USC) §134 and Title 49 USC §5303, requires each metropolitan area, as a condition for the receipt of federal capital or operating assistance, to have a continuing, cooperative, and comprehensive transportation planning process that results in plans and programs consistent with the comprehensively planned development of the metropolitan area; and

WHEREAS, the parties to this Interlocal Agreement desire to participate cooperatively in the performance, on a continuing basis, of a coordinated, comprehensive transportation planning process to assure that highway facilities, mass transit systems, bicycle and pedestrian facilities, rail systems, air transportation and other facilities will be properly located and developed in relation to the overall plan of community development; and

WHEREAS, Title 23 USC §134 and 135, Title 49 USC §§5303-5305, as amended by the Moving Ahead for Progress in the 21st Century Act (MAP-21, Sections 1201 and 1202), and regulatory authority in Title 23 CFR 450 et al and Section 339.175, Florida Statutes (F.S.) for Florida parties and Sections 23-1-1, 23-1-21.2(2) and 23-1-21.3, Code of Alabama 1975 for Alabama parties, provide for the creation of Metropolitan Planning Organizations to develop transportation plans and programs for urbanized areas; and

WHEREAS, pursuant to Titles 23 USC §134(d), 49 USC §5303, and 23 CFR §450.310(b), and Section 339.175(2), Florida Statutes (F.S.) for Florida parties, and Sections 23-1-1, 23-1-21.2(2) and 23-1-21.3, Code of Alabama 1975 for Alabama parties, a determination has been made by the Governor and units of general purpose local government representing at least 75 percent of the affected population (including the largest incorporated city, based on population as named by the Bureau of Census) in the urbanized area to designate a Metropolitan Planning Organization; and

WHEREAS, pursuant to this Interlocal Agreement, the parties wish to collectively participate in the metropolitan planning process as the Florida-Alabama Transportation Planning Organization for the Pensacola, FL-AL urbanized area, herein after referred to as *the Transportation Planning Organization* or *the TPO*. Further, the parties approved by unanimous votes an apportionment plan and a boundary plan for presentation to the Governors on the 12th day of June 2013 and on the 11th day of December 2013, respectively; and

WHEREAS, pursuant to Section 339.175, Florida Statutes (F.S.) for Florida parties, and Sections 23-1-1, 23-1-21.2(2) and 23-1-21.3, Code of Alabama 1975 for Alabama parties, the USC and CFR authorities cited above, the Governors of the States of Alabama and Florida, by letter dated on or about the 3rd day of April 2014, jointly approved the apportionment and boundary plan submitted by the TPO; and

WHEREAS, pursuant to Title 23 CFR §450.314(a), and Section 339.175, Florida Statute (F.S.), for Florida parties, and Sections 23-1-1, 23-1-21.2(2) and 23-1-21.3, Code of Alabama 1975 for Alabama parties,

an agreement must be entered into by FDOT, ALDOT, the TPO, and the governmental entities and public transportation operators, to identify the responsibility of each party for cooperatively carrying out a comprehensive transportation planning process; and

WHEREAS, this Interlocal Agreement is required to create the Transportation Planning Organization and delineate the provisions for operation of the TPO; and

WHEREAS, the undersigned FDOT and the local Florida parties have determined that this Interlocal Agreement is consistent with Section 339.175, Florida Statutes (F.S.) for parties in Florida, and Sections 23-1-1, 23-1-21.2(2) and 23-1-21.3, Code of Alabama 1975 for parties in Alabama; and

WHEREAS, the undersigned parties have determined that this Interlocal Agreement is consistent with all Federal and State (Florida, and Alabama) statutory requirements set forth in Section 163.01, Florida Statutes (F.S.), relating to Florida parties, and Alabama law relating to Alabama parties, for Interlocal Agreements; now

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representation herein, the parties desiring to be legally bound, do agree as follows:

ARTICLE 1 RECITALS; DEFINITIONS

Section 1.01. Recitals. Each and all of the foregoing recitals are incorporated herein and acknowledged to be true and correct to the best of the parties' knowledge. Failure of any of the foregoing recitals to be true and correct shall not operate to invalidate this Interlocal Agreement.

Section 1.02. Definitions. The following words when used in this Interlocal Agreement (unless the context shall clearly indicate the contrary) shall have the following meanings:

Interlocal Agreement means and refers to this instrument, as may be amended from time to time.

ALDOT means and refers to the Alabama Department of Transportation, agency of the State of Alabama.

FDOT means and refers to the Florida Department of Transportation, an agency of the State of Florida, created pursuant to Section 20.23., F.S.

FHWA means and refers to the Federal Highway Administration.

FTA means and refers to the Federal Transit Administration.

Long Range Transportation Plan (LRTP) is the 20-year transportation planning horizon which includes transportation facilities; identifies a financial plan that demonstrates how the plan can be implemented and assesses capital improvements necessary to preserve the existing metropolitan transportation system and make efficient use of existing transportation facilities; indicates proposed transportation activities; and in ozone/carbon monoxide nonattainment areas is coordinated with the State Implementation Plans (SIPs) of Florida and Alabama, all as required by Title 23 USC §134(c), Title 49 USC §5303, Title 23 CFR §450.322, and 40 CFR Parts 51 and 93 (Final Rules), and Section 339.175, Florida Statute (F.S.) for Florida parties and Sections 23-1-1, 23-1-21.2(2) and 23-1-21.3, Code of Alabama 1975 for Alabama parties.

Metropolitan Planning Area means and refers to the planning area determined by agreement between the TPO and the Governors of Florida and Alabama for the urbanized area containing at least a population of 50,000 as described in Title 23 USC §134(b)(1), Title 49 USC §5303, and all applicable regulatory provisions of 23 CFR 450 and Section 339.175 of Florida Statutes (F.S.), for Florida parties, and Sections 23-1-1, 23-1-21.2(2) and 23-1-21.3, Code of Alabama 1975 for Alabama parties, and including the existing urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period, which shall be subject to the Transportation Planning Organization's planning authority.

MPO means and refers to the Metropolitan Planning Organization formed pursuant to this Interlocal Agreement as described in 23 USC §134(b)(2) and 49 USC §5303, and Section 339.175, Florida Statutes (F.S.) for Florida parties and Sections 23-1-1, 23-1-21.2(2) and 23-1-21.3, Code of Alabama 1975 for Alabama parties.

TPO means and refers to the Transportation Planning Organization (TPO) formed pursuant to this Interlocal Agreement as the MPO for the Pensacola FL-AL Urbanized Area.

Transportation Improvement Program (TIP) is the staged multi-year program of transportation improvement projects developed by a Metropolitan Planning Organization consistent with the Long Range Transportation Plan, developed pursuant to 23 USC §134(j), 49 USC §5303, and 23 CFR §450.324, and Section 339.175, Florida Statutes (F.S.) for Florida parties, and Sections 23-1-1, 23-1-21.2(2) and 23-1-21.3, Code of Alabama 1975 for Alabama parties.

Unified Planning Work Program (UPWP) is the biennial program developed in cooperation with the Department and public transportation providers, that identifies the planning priorities and activities to be carried out within a metropolitan planning area to be undertaken during a 2-year period, together with a complete description thereof and an estimated budget, all as required by 23 CFR §450.308, and Section 339.175, Florida Statutes (F.S.) for Florida parties, and Sections 23-1-1, 23-1-21.2(2) and 23-1-21.3, Code of Alabama 1975 for Alabama parties.

ARTICLE 2 PURPOSE

Section 2.01. General Purpose. The purpose of this Interlocal Agreement is to establish the TPO and recognize the boundary and apportionment approved by the Governors of Florida and Alabama. This Interlocal Agreement shall serve:

- (a) To assist in the development of transportation systems embracing various modes of transportation in a manner that will maximize the mobility of people and goods within and through this metropolitan planning area and minimize, to the maximum extent feasible for transportation-related fuel consumption and air pollution;
- (b) To develop transportation plans and programs, in cooperation with FDOT and ALDOT, which plans and programs provide for the development of transportation facilities that will function as a multi-modal and intermodal transportation system for the metropolitan planning area;
- (c) To implement and ensure a continuing, cooperative, and comprehensive transportation planning process that results in coordinated plans and programs consistent with the comprehensively planned development of this affected metropolitan planning area in cooperation with both FDOT and ALDOT;

- (d) To assure eligibility for the receipt of federal capital and operating assistance pursuant to Title 23 USC §134 and 135, Title 49 USC §§5303, 5304, 5305, 5307, 5309, 5310, 5311, 5314, 5326, 5337 and 5339, 5340;
- (e) To carry out the metropolitan transportation planning process, in cooperation with the Department, as required by federal, state and local laws.

Section 2.02. Major TPO Responsibilities. The TPO is intended to be a forum for cooperative decision making by officials of the governmental entities which are parties to this Interlocal Agreement in the development of transportation-related plans and programs, including but not limited to:

- (a) The LRTP;
- (b) The TIP;
- (c) The UPWP;
- (d) Incorporating performance goals, measures, and targets into the process of identifying and selecting needed transportation improvements and projects;
- (e) A congestion management process for the metropolitan area and coordinated development of all other transportation management systems required by state or federal law;
- (f) Assisting FDOT and ALDOT in mapping transportation planning boundaries required by state or federal law;
- (g) Supporting the Department in performing its duties relating to access management, functional classification of roads, and data collection; and
- (h) Performing such other tasks required by state or federal law.

Section 2.03. Coordination with FDOT and ALDOT and Consistency with Comprehensive Plans. Title 23 USC 135 and Section 339.175 Florida Statute (F.S.), require that FDOT and ALDOT develop statewide transportation plans, which consider, to the maximum extent feasible, strategic regional policy plans, TPO plans, and approved local government comprehensive plans. Section 339.175, Florida Statute (F.S.) for Florida parties, Sections 23-1-1, 23-1-21.2(2) and 23-1-21.3, Code of Alabama 1975 for Alabama parties, and Title 23 USC 134, specify the authority and responsibility of the TPO and both DOTs, to manage a continuing, cooperative, and comprehensive transportation (3 C) planning process for the metropolitan area.

In fulfillment of this purpose and in the exercise of the various powers granted by US Code and Codes of Federal Regulations cited herein, the parties to this Interlocal Agreement acknowledge that decisions made by the TPO will be coordinated with the Florida and Alabama DOTs. All parties to this Interlocal Agreement acknowledge that actions taken pursuant to this Interlocal Agreement will be consistent with local government comprehensive plans.

ARTICLE 3 TPO ORGANIZATION AND CREATION

Section 3.01. Establishment of TPO. The TPO for the metropolitan planning area as described in the membership apportionment plan approved by the Governors of Florida and Alabama is hereby created

and established pursuant to this Interlocal Agreement to carry out the purposes and functions set forth in Articles 2 and 5. The legal name of this Metropolitan Planning Organization shall be Florida-Alabama Transportation Planning Organization.

Section 3.02. TPO to operate pursuant to law. In the event that any election, referendum, approval, permit, notice, other proceeding or authorization is required under applicable law to undertake any power, duty, or responsibility hereunder, or to observe, assume, or carry out any of the provisions of this Interlocal Agreement, the TPO will, to the extent of its legal capacity, comply with all applicable laws and requirements.

Section 3.03. Governing board to act as policy-making body of TPO. The governing board established pursuant to Section 4.01 of this Interlocal Agreement shall act as the policy-making body for the TPO, and will be responsible for coordinating the cooperative decision-making process of the TPO's actions, and will take required actions as the TPO.

Section 3.04. Data, reports, records, and other documents. Subject to the right to claim an exemption from the Florida Public Records Law, Chapter 119, Florida Statutes (F.S.), in the case of parties within Florida, and the Alabama Open Records Act, Alabama Code §36-12-40 (1975), in the case of parties within Alabama, the parties shall provide to each other such data, reports, records, contracts, and other documents in its possession relating to the TPO as is requested. Charges are to be in accordance with Chapter 119, F.S. for parties within Florida, and Alabama Code §36-12-40 (1975) for parties within Alabama.

Section 3.05. Rights of review. All parties to this Interlocal Agreement and the affected federal funding agencies (e.g., FHWA, FTA, and FAA) shall have the rights of technical review and comment on TPO's projects.

ARTICLE 4 COMPOSITION; MEMBERSHIP; TERMS OF OFFICE

Section 4.01. Composition and membership of governing board.

- (a) The membership of the TPO shall consist of twenty (20) voting members and two (2) non-voting advisors. The names of the member local governmental entities and the voting apportionment of the governing board as approved by the Governor shall be as follows:

Voting Members – Twenty (20) apportioned as follows:

- 5 members Escambia County Commission,
- 5 members Santa Rosa County Commission,
- 1 member Baldwin County Alabama County Commission whose Commission District, or portion thereof, is within the Florida-Alabama TPO Metropolitan Planning Area (MPA) Boundary,
- 5 members City of Pensacola City Council,
- 1 member City of Gulf Breeze City Council,
- 1 member City of Milton City Council,
- 1 member City of Orange Beach City Council,
- 1 member Escambia County Area Transit.

Non-Voting Advisors – The Florida Department of Transportation District Secretary and the Alabama Department of Transportation Southwest Region Engineer. The TPO may appoint other non-voting advisors as deemed necessary.

- (b) All voting representatives shall be elected officials of general purpose local governments, except to the extent that the TPO includes, as part of its apportioned voting membership, a member of a statutorily authorized planning board or an official of an agency that operates or administers a major mode of transportation. All individuals acting as a representative of the governing board of the county, the city, or authority shall first be selected by said governing board.
- (c) The voting membership of an MPO shall consist of not fewer than 5 or more than 25 apportioned members, the exact number to be determined on an equitable geographic-population ratio basis by the Governors of Florida and Alabama, based on an agreement among the affected units of general-purpose local government as required by federal rules and regulations.
- (d) In the event that a governmental entity that is a member of the TPO fails to fill an assigned appointment to the TPO within sixty days after notification by the Governor of its duty to appoint a representative, the appointment shall then be made by the Governor from the eligible individuals of that governmental entity.

Section 4.02. Terms. The term of office of members of the TPO shall be four years. The membership of a member who is a public official automatically terminates upon said official leaving the elective or appointive office for any reason, or may be terminated by a majority vote of the total membership of the governmental entity represented by the member. A vacancy shall be filled by the original appointing entity. A member may be appointed for one or more additional four year terms.

ARTICLE 5 AUTHORITIES, POWERS, DUTIES AND RESPONSIBILITIES

Section 5.01. General authority. The TPO shall have all authorities, powers and duties, enjoy all rights, privileges, and immunities, exercise all responsibilities and perform all obligations necessary or appropriate to managing a continuing, cooperative, and comprehensive transportation planning process as specified in US Code and Codes of Federal Regulations and applicable portions of Florida and Alabama law.

Section 5.02. Specific authority and powers. The TPO shall have the following powers and authority:

- (a) The TPO may employ personnel and/or may enter into contracts with local or state agencies and private planning or engineering firms to utilize the staff resources of local and/or state agencies;
- (b) The TPO may enter into contracts for the performance of service functions of public agencies;
- (c) The TPO may acquire, own, operate, maintain, sell, or lease real and personal property;
- (d) The TPO may accept funds, grants, assistance, gifts or bequests from local, state, and federal resources;
- (e) The TPO may promulgate rules to effectuate its powers, responsibilities, and obligations enumerated herein; provided, that said rules do not supersede or conflict with applicable local and state laws, rules and regulations; and
- (f) The TPO shall have such powers and authority as specifically provided by federal or state law.

Section 5.03. Duties and responsibilities. In addition to those duties and responsibilities set forth in Article 2, the TPO shall have the following duties and responsibilities:

- (a) The TPO shall create and appoint a technical advisory committee;
- (b) The TPO shall create and appoint a citizens' advisory committee;
- (c) The TPO membership shall be jointly and severally liable for liabilities, and the TPO may respond to such liabilities through the purchase of insurance or bonds, the retention of legal counsel, and, as appropriate, the approval of settlements of claims by its governing board;
- (d) The TPO shall establish an estimated budget which shall operate on a fiscal year basis consistent with any requirements of the UPWP;
- (e) The TPO, in cooperation with FDOT and ALDOT, shall carry out the metropolitan transportation planning process as required by Title 23 CFR Parts 420 and 450, and Title 49 CFR Part 613, Subpart A, and consistent with Chapter 339. 175, Florida Statutes (F.S.) for Florida parties, and other applicable state, federal, and local laws;
- (f) The TPO shall enter into agreements with FDOT and ALDOT, operators of public transportation systems and the metropolitan and regional intergovernmental coordination and review agencies serving the metropolitan area. These agreements will prescribe the cooperative manner in which the transportation planning process will be coordinated and included in the comprehensively planned development of the area;
- (g) Perform such other tasks presently or hereafter required by state or federal law;
- (h) Execute certifications and agreements necessary to comply with state or federal law; and
- (i) Adopt operating rules and procedures.

ARTICLE 6 FUNDING; INVENTORY REPORT; RECORD-KEEPING

Section 6.01. Funding. ALDOT and FDOT shall allocate to the TPO for performance of its transportation planning and programming duties, an appropriate amount of federal transportation planning funds consistent with the approved planning funds formula.

Section 6.02. Inventory report. The TPO agrees to inventory, to maintain records of and to insure proper use, control, and disposal of all nonexpendable tangible property acquired pursuant to funding under this Interlocal Agreement. This shall be done in accordance with the requirements of Title 23 CFR Part 420, Subpart A, Title 49 CFR Part 18, Subpart C, and all other applicable federal regulations.

Section 6.03. Record-keeping and document retention. ALDOT and FDOT and the TPO shall prepare and retain all records in accordance with federal and state requirements, including but not limited to 23 CFR Part 420, Subpart A, 49 CFR Part 18, Subpart C, and 49 CFR §18.42. FDOT and the TPO shall also comply with Chapter 119, F.S.

Section 6.04 Compliance with laws. All parties shall allow public access to all documents, papers, letters, and other material subject to the provisions of Chapter 119, Florida Statutes, in the case of FDOT and parties within Florida, and the Alabama Open Records Act, Ala. Code § 36-12-40 (1975), in the case

of ALDOT and parties within Alabama, made or received by the parties in conjunction with this Agreement.

- (a) Keep and maintain public records that ordinarily and necessarily would be required by FDOT, for parties within Florida, and ALDOT, for parties within Alabama, in order to perform the services being performed by the party.
- (b) Provide the public with access to the public records on the same terms and conditions that FDOT, in the case of parties within Florida, and ALDOT, in the case of parties within Alabama, would provide records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, for parties within Florida, and ALDOT policy for parties within Alabama.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law. In addition, and notwithstanding any provision of this Agreement to the contrary, ensure that all accident and traffic data used for safety enhancement are kept confidential under 23 U.S.C. § 409 and not disclosed to third parties without the express written permission of FDOT and/or ALDOT. The data shall not be referenced, disclosed, discussed or otherwise made public. The provision of this data shall not be considered as a waiver of the provision of §23 U.S.C. 409. Upon execution of this Agreement, the parties and their agents, servants, officers, officials and employees in both their official and individual capacities, agree that the data provided pursuant to the above referenced request shall not be discussed, disclosed, used, published or released without prior written consent of FDOT and/or ALDOT. Furthermore, if the data should be released or published without the consent of FDOT and/or ALDOT or should an attempt be made to use the data in an action for damages against the parties, their officials or employees, then access to the data shall terminate immediately. FDOT and ALDOT expressly reserve their right under §23 U.S.C. 409 to object to the use of the data and any opinions drawn from the data and to recover damages caused by the improper and unauthorized release of the data.
- (d) Meet all requirements for retaining public records and transfer, at no cost, to FDOT and ALDOT all public records in possession of the party upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to FDOT and ALDOT in a format that is compatible with the information technology systems of FDOT and ALDOT.
- (e)
 - (1) In the case of parties within Alabama, ensure that all accident and traffic data provided by ALDOT or any agency or political subdivision of the state of Alabama and used for safety enhancement are kept confidential under 23 U.S.C. § 409 and not disclosed to third parties without the express written permission of ALDOT. The data shall not be referenced, disclosed, discussed or otherwise made public. The provision of this data shall not be considered as a waiver of the provision of §23 U.S.C. 409. Upon execution of this Agreement, the parties agree that their agents, servants, officers, officials and employees in both their official and individual capacities that the data provided pursuant to the above referenced request shall not be discussed, disclosed, used, published or released without prior written consent of ALDOT. Furthermore, if the data should be released or published without the consent of ALDOT or should an attempt be made to use the data in an action for damages against the state of Alabama, ALDOT, its officials or employees, access to data shall terminate immediately. The state of Alabama and

ALDOT expressly reserve the right under §23 U.S.C. 409 to object to the use of the data and any opinions drawn from the data and to recover damages caused by the improper and unauthorized release of the data.

- (2) Any such data described in section 6.04(e)(1) above shall not be provided to parties within Florida unless: (i) the data is consolidated or used in a format or form that is not subject to the restrictions of 23 U.S.C. § 409; and (ii) ALDOT gives its written permission for the provision of such data in such form or format to parties within Florida. The retention, use, disclosure and publication of any such data so provided to a party within Florida shall be in accordance with Chapter 119, Florida Statutes and 23 U.S.C. § 409.

ARTICLE 7 MISCELLANEOUS PROVISIONS

Section 7.01. Constitutional or statutory duties and responsibilities of parties. This Interlocal Agreement shall not be construed to authorize the delegation of the constitutional or statutory duties of any of the parties. In addition, this Interlocal Agreement does not relieve any of the parties of an obligation or responsibility imposed upon them by law, except to the extent of actual and timely performance thereof by one or more of the parties to this Interlocal Agreement or any legal or administrative entity created or authorized by this Interlocal Agreement, in which case this performance may be offered in satisfaction of the obligation or responsibility.

Section 7.02. Amendment of Interlocal Agreement. Amendments or modifications of this Interlocal Agreement may only be made by written agreement signed by all parties hereto with the same formalities as the original Interlocal Agreement. No amendment may alter the apportionment or jurisdictional boundaries of the TPO without approval by the Governor.

Section 7.03. Duration; withdrawal procedure.

- (a) Duration. This Interlocal Agreement shall remain in effect until terminated by the parties to this Interlocal Agreement. The Interlocal Agreement shall be reviewed by the parties at least every five years, concurrent with the decennial census, and/or concurrent with a new Federal Reauthorization bill, and updated as necessary.
- (b) Withdrawal procedure. Any party, except the City of Pensacola (the United States Bureau of the Census designated largest incorporated city), may withdraw from this Interlocal Agreement after presenting in written form a notice of intent to withdraw to the other parties to this Interlocal Agreement and the TPO, at least 90 days prior to the intended date of withdrawal. Upon receipt of the intended notice of withdrawal:
 - (1) The withdrawing member and the TPO shall execute a memorandum reflecting the withdrawal of the member and alteration of the list of member governments that are signatories to this Interlocal Agreement. The memorandum shall be filed in the Office of the Clerk of the Circuit Court of each county in which a Florida party hereto is located and in the appropriate office for each Alabama party.
 - (2) The TPO shall contact The Office of the Governor in the states of Florida and Alabama, and the Governors, with the agreement of the remaining members of the TPO, shall determine whether any reapportionment of the membership is appropriate. The Governors and the TPO

shall review the previous TPO designation, applicable federal, state, and local law, and TPO rules for appropriate revision. In the event that another entity is to be afforded membership in the place of the member withdrawing from the TPO, the parties acknowledge that pursuant to Title 23 CFR §450.310(1)(2), adding membership to the TPO does not automatically require redesignation of the TPO. In the event that a party who is not a signatory to this Interlocal Agreement is afforded membership in the TPO, membership shall not become effective until this Interlocal Agreement is amended to reflect that the new member has joined the TPO.

Section 7.04. Notices. All notices, demands and correspondence required or provided for under this Interlocal Agreement shall be in writing and delivered in person or dispatched by certified mail, postage prepaid, return receipt requested. Notice required to be given shall be addressed as follows:

- Florida-Alabama Transportation Planning Organization
Post Office Box 9759
Pensacola, FL 32513-9759
- Escambia Board of County Commissioners
Post Office Box 1591
Pensacola, FL 32597-1591
- Santa Rosa Board of County Commissioners
6495 Caroline Street Ste M
Milton, FL 32570
- Baldwin County Board of County Commission
312 Courthouse Square Suite 12
Bay Minette, AL 36507
- City of Pensacola
180 Government Center
Pensacola, FL 32501
- City of Milton
Post Office Box 909
Milton, FL 32572-0909
- City of Gulf Breeze
Post Office Box 640
Gulf Breeze, FL 32562-0640
- Escambia County Area Transit
1515 West Fairfield Drive
Pensacola FL, 32501
- Florida Department of Transportation
Post Office Box 607
Chipley, FL 32428-9990
- Alabama Department of Transportation
Post Office Box 303050
Montgomery, AL 36130-3050

- City of Orange Beach
Post Office Box 458
Orange Beach, AL 36561

A party may unilaterally change its address or addressee by giving notice in writing to the other parties as provided in this section. Thereafter, notices, demands and other pertinent correspondence shall be addressed and transmitted to the new address.

Section 7.05. Interpretation.

- (a) Drafters of the Interlocal Agreement ALDOT and FDOT and the members of the TPO were each represented by or afforded the opportunity for representation by legal counsel and participated in the drafting of this Interlocal Agreement and in choice of wording. Consequently, no provision should be more strongly construed against any party as drafter of this Interlocal Agreement.
- (b) Severability. Invalidation of any one of the provisions of this Interlocal Agreement or any part, clause or word, or the application thereof in specific circumstances, by judgment, court order, or administrative hearing or order shall not affect any other provisions or applications in other circumstances, all of which shall remain in full force and effect; provided, that such remainder would then continue to conform to the terms and requirements of applicable law.
- (c) Rules of construction. In interpreting this Interlocal Agreement, the following rules of construction shall apply unless the context indicates otherwise:
 - (1) The singular of any word or term includes the plural;
 - (2) The masculine gender includes the feminine gender; and
 - (3) The word "shall" is mandatory, and "may" is permissive.

Section 7.06. Enforcement by parties hereto. In the event of any judicial or administrative action to enforce or interpret this Interlocal Agreement by any party hereto, each party shall bear its own costs and attorney's fees in connection with such proceeding.

Section 7.07. Interlocal Agreement execution; Use of counterpart signature pages. This Interlocal Agreement, and any amendments hereto, may be simultaneously executed in several counterparts, each of which so executed shall be deemed to be an original, and such counterparts together shall constitute one and the same instrument.

Section 7.08. Effective date; Cost of recordation.

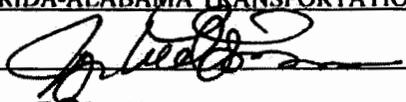
- (a) Effective date. This Interlocal Agreement shall become effective upon its filing in the Office of the Clerk of the Circuit Court of each county in which a party hereto is located. Any amendment hereto shall become effective only upon its filing in the Office of the Clerk of the Circuit Court for each county in which a party hereto is located.
- (b) Recordation. The Florida-Alabama TPO hereby agrees to pay for any costs of recordation or filing of this Interlocal Agreement in the Office of the Circuit Court for each county in which a

party is hereto located. The recorded or filed original, or any amendment, shall be returned to the TPO for filing in its records.

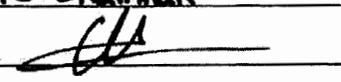
IN WITNESS WHEREOF, the undersigned parties have executed this Interlocal Agreement on behalf of the referenced legal entities and hereby establish the above designated TPO.

Signed, Sealed and Delivered in the presence of:

FLORIDA-ALABAMA TRANSPORTATION PLANNING ORGANIZATION

BY: 

TITLE: TPO Chairman

ATTEST: 

TITLE: Executive Director, WFRAC



Hunter Walker

From: Sheila Fitzgerald
Sent: Monday, October 12, 2015 4:24 PM
To: Hunter Walker
Cc: Glenn Bailey; Stephen Furman; Erica Grancagnolo; Roy Andrews; Merry Beth Andrews
Subject: Recreational Trails Program (RTP) Grant - Modification for Bagdad Mill Site Park
Attachments: T12004 - Santa Rosa Bagdad Trail Amendment 2.pdf

Hunter,

The RTP Grant Agreement for improvements to the Bagdad Mill Site expires December 28, 2015. DEP has processed amendment #2 that will extend the grant completion date through June 28, 2016. The amendment is attached for review.

This provides funding for the multi-purpose trail loop in the park and trail amenities such as benches and bike racks. We anticipate those items will be completed by the new deadline.

Please add to next week's agenda for board approval.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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

**SECOND AMENDMENT TO
DEP AGREEMENT NO. T1204
SANTA ROSA COUNTY – BAGDAD MILL TRAIL
Non-Motorized Diverse Use**

THIS SECOND AMENDMENT TO DEP AGREEMENT NO. T1204 (“Second Amendment”) affects the Bagdad Mill Trail Project and is made and entered into between the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (the “DEPARTMENT”) and SANTA ROSA COUNTY (the “GRANTEE”).

RECITALS:

WHEREAS, on or about December 28th, 2012, the Department and Grantee entered into a Florida Recreational Trails Program Project Agreement No. T12004 (the “Agreement”) for the recreational trail project known as the Bagdad Mill Trail Project (“Project”); as amended December 9, 2014, which Agreement is incorporated in this Second Amendment by reference.

WHEREAS, Grantee has requested an extension of time to revise the Project Completion date to June 28, 2016; and

WHEREAS, the Department and the Grantee have confirmed that such revisions are within the parameters of the Agreement.

WHEREAS, the Department is willing to revise the Agreement, all as more particularly set forth in this Second Amendment.

NOW THEREFORE, in consideration of the foregoing Recitals, the Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties mutually agree as follows:

1. Recitals. The Recitals set forth hereinabove are true and correct and are incorporated herein by reference.

2. Amendments to the Agreement. The Agreement is hereby revised and/or modified as follows:

a.) The end date of December 28, 2015 as revised in Amendment 1, paragraph 2, is hereby deleted in its entirety. “The Project Agreement shall be effective upon execution of this project Agreement and end on June 28, 2016.”

3. Ratification. Except as modified by this Second Amendment, the Agreement is hereby ratified and confirmed and remains in full force and effect. In the event of a conflict between the Agreement and this Second Amendment, this Second Amendment shall control.

IN WITNESS WHEREOF, the parties have caused this Second Amendment to be duly executed as of the day and year last written below.

STATE OF FLORIDA DEPARTMENT
OF ENVIRONMENTAL PROTECTION

BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA

By: _____
Director (or Designee)
Office of Operations

By: _____
Printed Name: _____
Title: _____

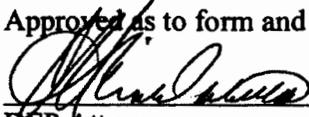
Date: _____

Date: _____

Address:
6495 Caroline Street
Milton, Florida 32570

DEP Grant Manager

Approved as to form and legality:



DEP Attorney

GRANTEE'S ATTORNEY (if required)

*For agreements with governmental boards/commissions: If someone other than the Chairman signs this agreement, a resolution, statement, or other document authorizing that person to sign on behalf of the Grantee must accompany this agreement.

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Santa Rosa County Board of County Commissioners

Sheila Fitzgerald, Special Projects/Grants Director

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

MEMORANDUM

TO: Hunter Walker
FROM: Sheila Fitzgerald
DATE: October 14, 2015
SUBJECT: HMGP Phase I award for Maranatha Way area in Pace

As of August 5, 2015, FEMA's approval has been granted for three of the four HMGP project submitted as a result of the April 2014 flood disaster allocation. The agreements fund Phase I design and permitting costs and authorize reimbursement of pre-award expenditures incurred for the development of the grant application. The grant will pay 75% of all eligible costs and the county is responsible for the 25% local match. The local match commitment for this third projects is currently \$34,996. The source of matching funds for these projects has historically been the Electric Franchise Fee Stormwater Drainage Reserves. Attached is the grant agreements for the following area:

Maranatha Way - Pace

The proposed drainage improvements will encompass the acquisitions of drainage easements, an existing retention pond expansion (land acquisition and construction), and the construction of strategically located inlets, storm sewer systems, and ditch conveyance systems to properly capture and convey the stormwater runoff away from the drainage problem areas located in the area of Maranatha Way located north of Spencer Field Road, east of West Spencer Field Road, west of Juggers Lane and south of Carlton Drive within Pace. The improvements, when completed, will minimize or eliminate future structural damage and provide protection to the surrounding properties in the area; minimize recurring flooding and reduce repetitive flood loss to properties. **Please refer to attached map and proposed improvements.**



MARANATHA WAY AND CHIPPER LANE
DRAINAGE IMPROVEMENTS



**PROPOSED IMPROVEMENTS
HMGP APPLICATION
MARANATHA WAY AND CHIPPER LANE
DRAINAGE IMPROVEMENTS
SANTA ROSA COUNTY, FLORIDA**

- LEGEND**
- PROPOSED MITERED END SECTION
 - PROPOSED HEADWALL
 - PROPOSED DITCH BOTTOM INLET
 - PROPOSED MANHOLE
 - PROPOSED SWALE
 - PROPOSED CONCRETE DITCH
 - PROPOSED CULVERT
 - PROPOSED POND EXPANSION

Pegasus
ENGINEERING
301 WEST STATE ROAD 434, SUITE 309
WINTER SPRINGS, FL 32708
TEL: 407-892-9160 • FAX: 407-358-5155
WEB: WWW.PEGASUSENGINEERING.NET

JOB NO.: SRC-22006
DATE: 03/2015

FIGURE
2

SOURCE:
AERIAL: FDOT (DATED 2013)



October 15, 2015

SRC-22007

Ms. Sheila A. Fitzgerald
Special Projects/Grants Coordinator
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570

**Re: Maranatha Way and Chipper Lane Drainage Improvements
FEMA Hazard Mitigation Grant Program (HMGP) Application
Florida Severe Storms, Tornadoes, Straight-line Winds, and Flooding (FEMA-4177-FL-DR)**

Subj: Project Management/Grant Administration Services

Dear Sheila:

We are pleased to submit our proposal for Project Management/Grant Administration Services for the Maranatha Way and Chipper Lane Drainage Improvements project.

The Phase I of the Hazard Mitigation Grant Program (HMGP) contract for this project encompasses engineering design and analysis, permitting, surveying services, geotechnical services and construction plans, while Phase II will include the project implementation (i.e., construction costs and construction inspection services).

The original Pegasus Engineering scope of work for this project encompassed preparation of the HMGP application that was originally approved by the Santa Rosa County Board of County Commissioners on November 13, 2014. The HMGP application package was prepared and submitted to the State of Florida Division of Emergency Management (DEM) in March 2015 and DEM recommended the project for funding in July 2015. Subsequently, FEMA officially approved the funding and issued a HMGP contract in October 2015.

It is our understanding that given that the end date of the Period of Performance for Phase I services is August 4, 2016, the County anticipates Phase I deliverables to be submitted to DEM no later than July 3, 2016, to allow for the timely issuance of the HMGP contract for Phase II services.

This proposal incorporates the following project management/grant administration services related to the Maranatha Way and Chipper Lane Drainage Improvements project as it relates to Phase I grant services:

- Coordinate with the County regarding the preparation of the Request for Qualifications for Engineering Services.

"Engineering a Higher Standard"

301 West State Road 434, Suite 309, Winter Springs, FL 32708 • 407-992-9160 • Fax 407-358-5155
www.pegasusengineering.net

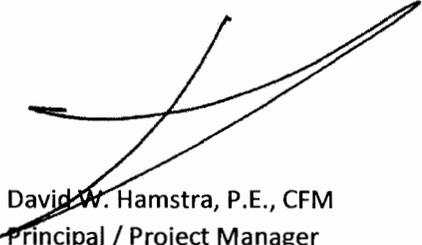
- Coordinate with the consultant regarding quarterly project status.
- Prepare and submit quarterly reports to DEM.
- Coordinate with County staff regarding paid invoices, cancelled checks and supporting documentation.
- Prepare and submit Reimbursement Requests to DEM.
- Conduct one (1) meeting with DEM Staff during the remaining Period of Performance.
- Review the Phase I Deliverables collected by County Staff prior to submittal to DEM.
- Submit all Work Products electronically to Santa Rosa County and DEM.
- Prepare Status Reports via Monthly Invoices (Project Administration).

The above described services will be performed for an hourly not-to-exceed fee amount of **\$5,000.00**. Reimbursable expenses, such as courier, tolls, mileage, photocopies, plotting, and exhibits incurred in connection with the above described work will be included in the above quoted fee. Note that the fee amount specified above is an authorized expense that qualifies for reimbursement from FEMA.

If you have any questions, please contact me directly at 407-992-9160, extension 309, or by email at david@pegasusengineering.net.

Sincerely,

PEGASUS ENGINEERING, LLC



David W. Hamstra, P.E., CFM
Principal / Project Manager

cc: Leylah Saavedra, Pegasus Engineering, LLC

**Maranatha Way and Chipper Lane Subdivision Drainage Improvements
FEMA HMGP Project No. 4177-16-R**

Project Management/Grant Administration Services

Approved for Pegasus Engineering, LLC



Fursan Munjed, P.E.

Principal _____
Officer's Title

October 15, 2015
Date

Proposal is hereby accepted and authorization to proceed is hereby given.
(Please return one executed copy of this proposal for our Pegasus Engineering records).

Santa Rosa County
Authorized Signature

Santa Rosa County
Officer's Title

Date

Hunter Walker

From: Sheila Fitzgerald
Sent: Thursday, October 15, 2015 10:51 AM
To: Hunter Walker
Cc: Emily Spencer; Erica Grancagnolo; Merry Beth Andrews; Roy Andrews
Subject: Agenda Item - Maranatha - Pegasus Proposal for Phase I Services
Attachments: Maranatha - Phase I Services.pdf

Hunter,

At next week's meeting, the Board will be asked to approve the Phase I HMGP grant agreement for drainage improvements to the Maranatha Way area in Pace.

Attached is the proposal from Pegasus Engineering for Project Management/Grant Administration services during Phase I. These costs are budgeted within the grant award and are reimbursable at 75%. We have successfully worked with Pegasus Engineering since 2010 on the grant application and/or grant management of 12 HMGP projects.

Please add this to next week's agenda for board discussion.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

From: Leylah Saavedra [mailto:leylah@pegasusengineering.net]
Sent: Thursday, October 15, 2015 10:41 AM
To: Sheila Fitzgerald <sheilaf@santarosa.fl.gov>
Cc: Erica Grancagnolo <EricaG@santarosa.fl.gov>; David Hamstra <david@pegasusengineering.net>
Subject: Maranatha - Pegasus Proposal for Phase I Services

Good Morning Sheila,

Please find attached Pegasus' proposal for Phase I grant services associated with the Maranatha Way and Chipper Lane Drainage Improvements project.

If you have any questions regarding the content of the proposal, please do not hesitate to contact me.

Thank you for the opportunity to continue serving the County on this important assignment.

Leylah



Santa Rosa County Board of County Commissioners

Sheila Fitzgerald, Special Projects/Grant Director

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

MEMORANDUM

TO: Hunter Walker
DATE: 10/14/2015
FROM: Sheila Fitzgerald
RE: Improvements to the Military Heritage Trail

The Military Heritage Trail begins at the northern terminus of the Blackwater Heritage Trail. Beginning at "Whiting Junction" parking lot, the trail is approximately 1.5 miles and ends at the back gate of NAS Whiting Field. The Blackwater Heritage State Trail is maintained by the State of Florida and the Military Heritage Trail is maintained by the US Navy and County. The purpose of this request is two-fold.

Trail Replacement Needed

A portion of the Military Heritage Trail beginning at the "Whiting Junction" parking lot, is in need of replacement. This 1,115 LF section is unsafe and unusable by the many walkers, runners and cyclists who use the trail on a daily basis. It is located in a wooded and heavily vegetated area and tree roots have caused cracks in many places. The approximate cost to remove the existing trail and construct a new 8-10' wide trail with 1.5" asphalt is \$65-67k, including labor, equipment and materials. Prep work would include removing any bad base materials, root removal and providing new base material as needed. It also includes miscellaneous tree and brush removal as needed.

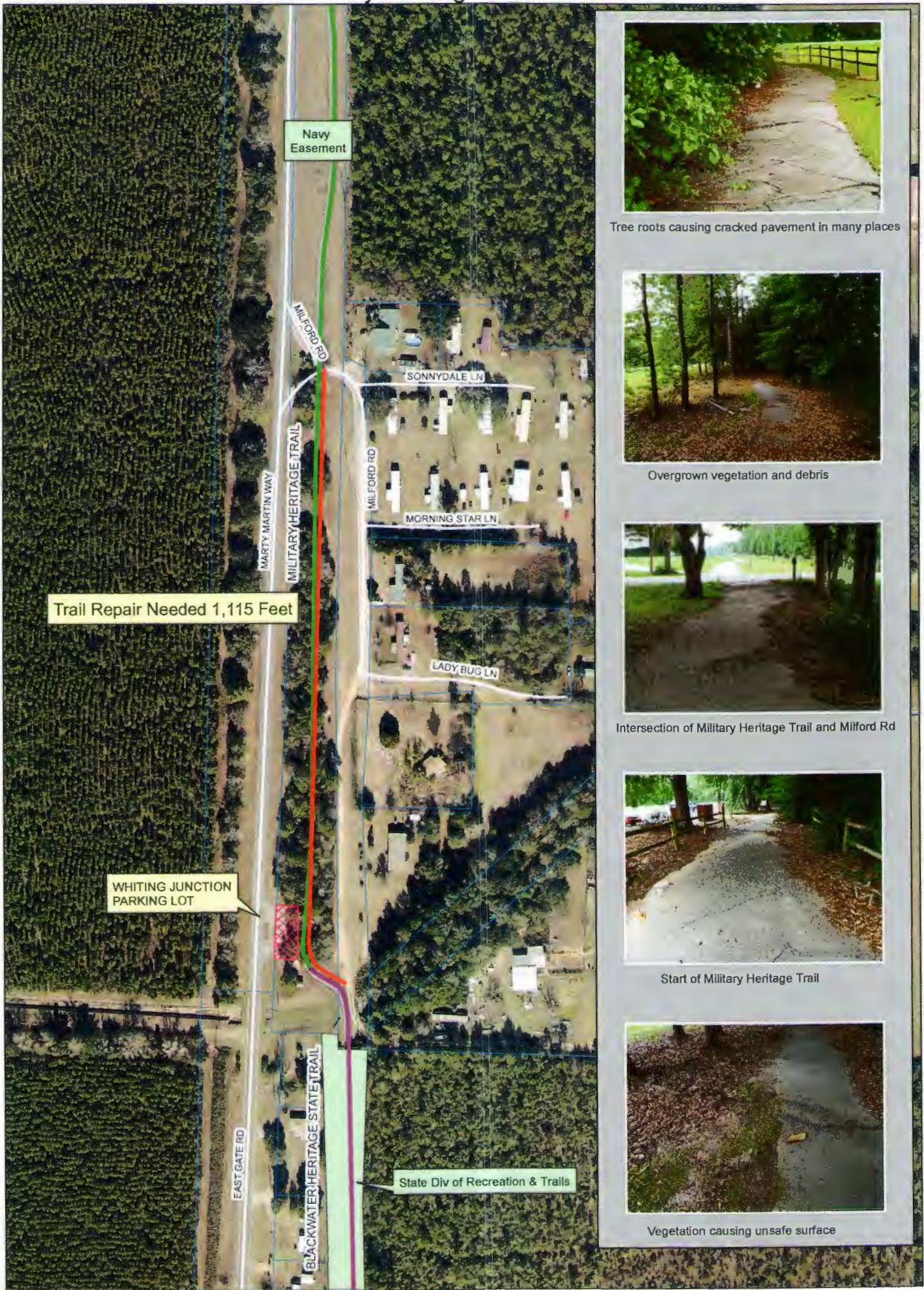
If the project can be completed in-house with Public Works absorbing the equipment and labor costs, materials are estimated at \$25,150. District 3 Commissioner Don Salter is agreeable to funding the cost of the materials for Public Works to complete the project which will be scheduled as resources are available, provided support exists from the Commissioners.

Tree Planting

The section of the Military Heritage Trail that is in good condition extends from Milford Rd to the back gate. Along this 8,500 LF section, there are little to no trees and no opportunities for shade. We propose that approximately 60 trees be planted along the trail for beautification, shade and trail enjoyment purposes. The approximate cost of this trail improvement is \$5,085, and Tree mitigation funds are available and can be used for the purposes of purchasing, planting and maintaining trees on public property with the approval of the Commissioners.

Please add this to next week's agenda for Board consideration.

Military Heritage Trail



Tree roots causing cracked pavement in many places



Overgrown vegetation and debris



Intersection of Military Heritage Trail and Milford Rd



Start of Military Heritage Trail

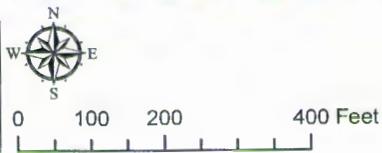


Vegetation causing unsafe surface

Legend

TRAIL

- Blackwater Heritage State Trail
- Military Heritage Trail
- Parcel Owned By State
- Whiting Junction Parking Lot
- PARCELS



Disclaimer:
 The GIS maps and data distributed by the Santa Rosa County EOCOC departments are derived from a variety of public and private sector sources considered to be dependable, but the accuracy, completeness, and currency thereof are not guaranteed. The Santa Rosa County Commission makes no warranties, expressed or implied, as to the accuracy, completeness, currency, reliability, or suitability for any particular purpose of information or data contained in or generated from the County Geographic Database. Additionally, the Santa Rosa Commission or any agent, employee, or employee thereof assume no liability associated with the use of this data, and assume no responsibility to maintain it in any matter or form. For further map information, call 850-983-1840 or email stanc@sanrosacounty.fl.gov. SPC mapping website: <http://sanrosacounty.com>



ROAD NAME: Military Heritage Trail

Public Works Estimate

PROJECT #:

| Activity | Operator | LABOR | | | EQUIPMENT | | | MATERIALS | | | | LINE | | | |
|---------------------------|----------------------|-------|-------|--------------------|------------------------|---------------|-----|-----------|--------------------|-------------------------------|------|----------|-------|--------------------|-----------|
| | | Hrs | RATEs | TOTAL | Equip # | Description | Hrs | RATE | TOTAL | Item | Unit | Amt | RATE | TOTAL | TOTAL |
| Bike Trail - 10' | Foreman (SW) | 120 | 32.76 | 3,931.20 | 6558 | Pickup F- 250 | 20 | 20.00 | 400.00 | | | | | | 4,331.20 |
| Approx 1100LF | | | | | 6610 | Track hoe | 40 | 18.00 | 720.00 | Asphalt | Ton | 120.00 | 75.00 | 9,000.00 | 9,720.00 |
| | Equip. Operator (BB) | 120 | 20.26 | 2,431.20 | 6563 | Trailer | 40 | 10.25 | 410.00 | | | | | | 2,841.20 |
| | Equip. Operator (JG) | 120 | 21.05 | 2,526.00 | 6598 | Dump Truck | 120 | 60.00 | 7,200.00 | Clay | SY | 350.00 | 3.00 | 1,050.00 | 10,776.00 |
| | Equip. Operator | 120 | 21.05 | 2,526.00 | 6555 | Dump Truck | 120 | 65.00 | 7,800.00 | Sod | SY | 200.00 | 3.00 | 600.00 | 10,926.00 |
| | Equip. Operator | 120 | 21.17 | 2,540.40 | | Dump Truck | 120 | 65.00 | 7,800.00 | | | | | | 10,340.40 |
| | Equip. Operator (RR) | 120 | 23.17 | 2,780.40 | 6526 | Pickup F-350 | 20 | 25.00 | 500.00 | | | | | | 3,280.40 |
| | | | | | | Loader | 40 | 16.00 | 640.00 | Seed/Mulch | SY | 3,000.00 | 1.50 | 4,500.00 | 5,140.00 |
| | | | | | | | | | | Silt Fencing | LF | 2,000.00 | 2.75 | 5,500.00 | 5,500.00 |
| | | | | | | | | | | Prime Coat Gal | | 325.00 | 4.00 | 1,300.00 | 1,300.00 |
| | | | | | | | | | | Root Barrier SF | | 800.00 | 4.00 | 3,200.00 | 3,200.00 |
| | | | | | 6604 | Vib Roller | 30 | 25.00 | 750.00 | | | | | | 750.00 |
| Total Labor | | | | \$16,735.20 | Total Equipment | | | | \$26,220.00 | Total Materials | | | | \$25,150.00 | |
| Total In Kind | | | | \$42,955.20 | | | | | | Construction | | | | \$68,105.20 | |
| Rec Funds Cash Req | | | | \$25,150.00 | | | | | | | | | | | |
| | | | | 68,105.20 | | | | | | Project Total Estimate | | | | \$68,105.20 | |



Legend
 — Blackwater Heritage Trail - 6515 FT From Millford Rd to Back Gate
 □ PARCELS



0 387.5 775 1,550 Feet

Disclaimer:
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Military Heritage Trail



Panhandle Growers, Inc.
 5975 Southridge Drive
 Milton, FL 32570

Sales Quote

| | |
|------------|---------|
| Date | Quote # |
| 10/13/2015 | 22955 |

FEIN 59-2969323

Bill To

Santa Rosa County Parks Dept.
 6495 Caroline Street, Suite J
 Milton, FL 32570

Ship To
 East Gate Road
 Milton, FL 32583
 Santa Rosa County, FL

| | | |
|----------|--------|---------|
| P.O. No. | Terms | Project |
| | Net 30 | |

| Description | Qty | Rate | Amount |
|--|-----|--------|----------|
| Long Leaf Pine - 15 gallon | 15 | 40.00 | 600.00 |
| Slash Pine - 8-9' - B&B | 15 | 90.00 | 1,350.00 |
| Southern Magnolia - 10' - B&B - park grade | 12 | 80.00 | 960.00 |
| Sand Live Oak - 30 gallon | 15 | 125.00 | 1,875.00 |
| Freight | 2 | 150.00 | 300.00 |

| | | |
|-------------------------|--|------------|
| Subtotal | | \$5,085.00 |
| Sales Tax (6.5%) | | \$0.00 |
| Total | | \$5,085.00 |
| Balance Due | | \$5,085.00 |



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



14

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

HUNTER WALKER, County Administrator
ROY V. ANDREWS, County Attorney
JAYNE BELL, OMB Director

TO: Hunter Walker, County Administrator

FROM: Emily Spencer

DATE: October 15, 2015

RE: Permit to provide advanced life support (ALS) non-transport
emergency response services to Pace Volunteer Fire Department.

Attached for your review and recommendation is a copy of the application and proof of insurance for the issuance of a Permit for Pace Fire Rescue District.

STATE OF FLORIDA
COUNTY OF SANTA ROSA

APPLICATION FOR PERMIT PERTAINING
TO PROVISION OF NONTRANSPORT ADVANCED LIFE
SUPPORT SERVICES IN SANTA ROSA COUNTY

1. Name of Applicant: PACE FIRE RESCUE DISTRICT
2. Business address: 4773 PACE PATRIOT BLVD.
3. Telephone number: 850-994-6884 FAX- 850-994-3683

4. Principal officers:

| | |
|-------------------------|---------------------------------|
| <u>DONNIE WADKINS</u> | Title: <u>FIRE CHIEF</u> |
| <u>ROBBIE WHITFIELD</u> | Title: <u>BATTALION CHIEF</u> |
| <u>DEAN ANDERSON</u> | Title: <u>PRESIDENT BOD.</u> |
| <u>MIKE MADINE</u> | Title: <u>V. PRESIDENT BOD.</u> |
| <u>BUSTER WADKINS</u> | Title: <u>DEPUTY CHIEF</u> |

5. Directors of Applicant: DONNIE WADKINS FIRE CHIEF

6. Territory which Applicant desires to serve: PACE FIRE DISTRICT.

7. Number of vehicles: -4- ALS NON-TRANSPORT VEH.

8. Brief description of vehicles, including kind and type, passenger capacity, arrangement, size, and gross weight: FIRE TRUCKS, 4 AND 6 PASSENGER CAPACITY

(1) FORD F-250 SUPERDUTY PICKUP.

9. Describe the location and description of the place or places from which the vehicle is intended to operate: STATION 1 4773 PACE PATRIOT BLVD.

STATION 3 - 5405 HWY 90, STATION 4 - 7341 CHUMUCKLA HWY.

10. Describe briefly the training and experience of the applicant in the care of patients: _____

FLORIDA STATE CERTIFIED EMT'S AND PARAMEDICS.

11. Description of vehicle:

a. Make: PIERCE, FREIGHTLINERS, FORD

b. Model: 2009, 1999, 2004

c. Year of manufacture: 2009, 1999, 2004

d. Motor number: _____

e. Chassis: CUSTOM AND COMMERCIAL CHASSIS

f. State or Federal Aviation Agency registration number: N/A

g. Color scheme: RED + WHITE TRUCKS.

h. Insignia, name, monogram, or other distinguishing characteristics to be used to designate the Applicant's vehicle: _____

PACE FIRE RESCUE DISTRICT, PACE VOL. FIRE DEPT.

12. Names and addresses of three (3) residents of the County as references:

13. By execution of this Application by its duly authorized officer, Applicant agrees to file, in the event that the Application is granted and prior to its effectiveness, copies of policies of public liability, property damage and malpractice insurance as provided in Ordinance 87-54 of the Board of County Commissioners of Santa Rosa County, Florida, or a surety bond conditioned for the payment and satisfaction of any final judgment as required by such ordinance.

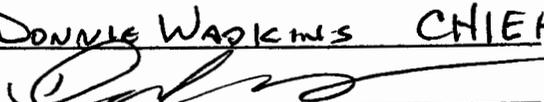
14. By execution of this Application by its duly authorized officer, Applicant agrees to file, in the event that the Application is granted and prior to its effectiveness, a copy of standard operating procedures which shall include all general and/or special instructions to personnel as to the exact nature of the duties, when applicable, under what conditions, to whom and how emergency care shall be rendered; and acknowledges that said standard operating procedures are to be reviewed and approved by the Board prior to initiation of service.

15. Attached to this application is Applicant's fee of \$50.00.

APPLICANT'S NAME:

PACE FIRE RESCUE DISTRICT

By: DONNIE WADKINS CHIEF

Its: 

RESCUE 21, 2009 PIERCE CUSTOM ENGINE, VIN# P1CJ01A09A009541 ALS# 017805

SERVICE 21 2004 FORD SUPER DUTY PICKUP, VIN# 1FTNX20L74EC48472 ALS# 018283

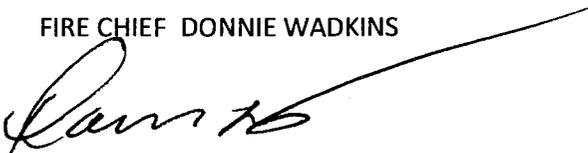
ENGINE 2105, 1999 FRIEGHTLINER E-ONE, VIN# 1FV6JLCB2XHA01739 ALS# 017803

ENGINE 2106, 1999 FREIGHTLINER E-ONE, VIN# 1FV6JLCB9XHA46483 ALS# 017804

THESE ARE THE FIRE APPARATUS THAT WE USE FOR OUR ADVANCE LIFE SUPPORT FOR MEDICAL SUPPORT.

THANK YOU

FIRE CHIEF DONNIE WADKINS

A handwritten signature in black ink, appearing to read "Donnie Wadkins", with a long horizontal flourish extending to the right.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/13/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|--|---|
| PRODUCER Coggins Insurance Agency, Inc. P.O. Box 3230 Pensacola FL 32516 | CONTACT NAME: SIERRA COGGINS |
| | PHONE (A/C, No., Ext.): (850) 457-3299 FAX (A/C, No.): (850) 457-2181 E-MAIL ADDRESS: |
| INSURED Pace Fire/Rescue District, Inc 4773 Pace Patriot Blvd Pace FL 32571-1176 | INSURER(S) AFFORDING COVERAGE |
| | INSURER A: V F I S |
| | INSURER B: |
| | INSURER C: |
| | INSURER D: |
| | INSURER E: |

COVERAGES **CERTIFICATE NUMBER:** CL15101300731 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR / LTR | TYPE OF INSURANCE | ADDL. SUBR / INSD / WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|------------|--|-------------------------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER: | | TR205362607 | 5/29/2015 | 5/29/2016 | EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Employee Benefits \$ |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | TR205362607 | 5/29/2015 | 5/29/2016 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

| | |
|--|--|
| CERTIFICATE HOLDER SANTA ROSA COUNTY 6495 CAROLINE ST STE I MILTON, FL 32570 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Sonja L. Coggins</i> SONJA COGGINS/SONJA |
|--|--|

ENGINEERING RFP EVALUATION CRITERIA
Santa Rosa County HMGP Settlers Colony Drainage

Evaluation Factors

| | Points Available | Preble Rish | Baskerville Donovan | DRMP | Volkert | Ken Horne | Amec Foster Wheeler | Atkins | Jehle Halstead | American | Fabre | Southern Site | Hatch Mott MacDonald |
|--|------------------|-------------|---------------------|----------|----------|-----------|---------------------|----------|----------------|----------|----------|---------------|----------------------|
| Acknowledgement of project deadlines and demonstrated ability to devote the needed time and staff resources to the project in order to meet deadlines. | 15 | | | | | | | | | | | | |
| Demonstration of project approach and work plan to meet the project requirements as well as knowledge and familiarity of the project area and conditions and needs that exist within the project area. | 25 | | | | | | | | | | | | |
| Firm's reputation and competence including technical education, training, timeliness, cost control and quality of work. | 10 | | | | | | | | | | | | |
| Demonstrated knowledge of the ICPR (Inter-Connected Pond Routing) and experience with ICPR projects including Cost Analysis calculations. | 15 | | | | | | | | | | | | |
| Availability of local personnel and resources | 10 | | | | | | | | | | | | |
| Demonstrated knowledge of the Hazard Mitigation Grant Program (HMGP) including experience calculating a FEMA Benefit Cost Analysis. | 10 | | | | | | | | | | | | |
| Experience with NFWMD permitting process, and Santa Rosa County drainage requirements, grant funded drainage projects and acquisition of properties or rights of way necessary for project implementation. | 15 | | | | | | | | | | | | |
| TOTAL POINTS: | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

DIRECTIONS: Score each firm in each category. In the event of a tie for 1st or 2nd place, there will be another scoring round using only the two tied firms to determine their final ranking.

Evaluator's Name: Santa Rosa County Engineering _____

Signature: _____

Date: _____



SANTA ROSA COUNTY BOARD OF COMMISSIONERS



6495 Caroline Street, Suite C
Milton, Florida 32570-4592

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

Hunter Walker, County Administrator
Roy V. Andrews, County Attorney
Jayne Bell, OMB Director

MEMORANDUM

TO: EMILY SPENCER

FROM: ROY V. ANDREWS

DATE: SEPTEMBER 24, 2015

SUBJECT: ADVERTISING ORDINANCE FOR PUBLIC HEARING

The following are the headings for the advertisement of the ordinances amending the South Santa Rosa County Tourist District Ordinance which is to be heard at the public hearing beginning at 9:30 a.m., October 22, 2015 at the Regular Meeting of the Board of County Commissioners.

AN ORDINANCE OF SANTA ROSA COUNTY, FLORIDA, AMENDING ORDINANCE 91-19 AND CHAPTER 19 SECTION 19-2 OF THE SANTA ROSA COUNTY FLORIDA CODE; AMENDING THE LOCATION OF THE SOUTH SANTA ROSA COUNTY TOURIST DEVELOPMENT DISTRICT; PROVIDING FOR CODIFICATION; AND, PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE NO. 2015 - ____

AN ORDINANCE OF SANTA ROSA COUNTY, FLORIDA,
AMENDING ORDINANCE 91-19 AND CHAPTER 19
SECTION 19-2 OF THE SANTA ROSA COUNTY FLORIDA
CODE; AMENDING THE LOCATION OF THE SOUTH
SANTA ROSA COUNTY TOURIST DEVELOPMENT
DISTRICT; PROVIDING FOR CODIFICATION; AND,
PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. Santa Rosa County Ordinance 91-19 and Chapter 19 Section 19-2 of the
Santa Rosa County Florida Code are amended as follows: (Language added is printed in type
which is **bold underline** type, and language deleted is printed in ~~struck through~~ type.)

CHAPTER 19 SPECIAL DISTRICTS

ARTICLE I. IN GENERAL

Sec. 19-2. South Santa Rosa County Tourist Development District.

There is hereby established the South Santa Rosa County Tourist Development District.
The district shall include that portion of the county lying south of the East Yellow River and
east of Blackwater River and Blackwater Bay and as more specially shown on exhibit A
which is attached to ~~Ordinance No. 91-19~~ hereto.

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. This Ordinance shall take effect upon the 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 October, 2015.

BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA

By: _____
Chairman

ATTEST:

Clerk of Court

I, Donald C. Spencer, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and sent electronically to the Secretary of the State of Florida, on this _____ day of _____, 2015.

Donald C. Spencer, Clerk of Court

South Santa Rosa County Tourism District



Disclaimer:
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SANTA ROSA COUNTY BOARD OF COMMISSIONERS



6495 Caroline Street, Suite C
Milton, Florida 32570-4592

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

Hunter Walker, County Administrator
Roy V. Andrews, County Attorney
Jayne Bell, OMB Director

MEMORANDUM

TO: EMILY SPENCER

FROM: ROY V. ANDREWS

RVA

DATE: SEPTEMBER 29, 2015

SUBJECT: ADVERTISING ORDINANCE FOR PUBLIC HEARING

The following are the headings for the advertisement of the ordinances amending Ordinance 2015-01 and 2015-05 and repealing 2015-07, which are to be heard at the public hearing beginning at 9:30 a.m., October 22, 2015 at the Regular Meeting of the Board of County Commissioners.

AN ORDINANCE RELATING TO SANTA ROSA COUNTY, FLORIDA; AMENDING ORDINANCE 91-24 AS AMENDED; AMENDING THE ZONING DISTRICT AS DEPICTED IN THE ATTACHED MAPS; APPROVING THE AMENDMENTS TO THE OFFICIAL ZONING MAP OF THE LAND DEVELOPMENT CODE AS DEPICTED IN THE ATTACHED MAPS; AMENDING ORDINANCE 2003-25 AS AMENDED; AMENDING THE FUTURE LAND USE MAPS OF THE SANTA ROSA COUNTY COMPREHENSIVE PLAN; CHANGING THE LAND USE CLASSIFICATIONS; AMENDING ORDINANCE 2015-01 AND REPEALING ORDINANCE 2015-07; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

AN ORDINANCE RELATING TO SANTA ROSA COUNTY, FLORIDA; AMENDING ORDINANCE 91-24 AS AMENDED; AMENDING ORDINANCE 2015-05 EFFECTIVE DATE; AMENDING THE ZONING DISTRICT AS DEPICTED IN THE ATTACHED MAPS; APPROVING THE AMENDMENTS TO THE OFFICIAL ZONING MAP OF THE LAND DEVELOPMENT CODE AS DEPICTED IN THE ATTACHED MAPS; AMENDING ORDINANCE 2003-25 AS AMENDED; AMENDING THE FUTURE LAND USE MAPS OF THE SANTA ROSA COUNTY COMPREHENSIVE PLAN; CHANGING THE LAND USE CLASSIFICATIONS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

ORDINANCE 2015 - ____

AN ORDINANCE RELATING TO SANTA ROSA COUNTY, FLORIDA; AMENDING ORDINANCE 91-24 AS AMENDED; AMENDING THE ZONING DISTRICT AS DEPICTED IN THE ATTACHED MAPS; APPROVING THE AMENDMENTS TO THE OFFICIAL ZONING MAP OF THE LAND DEVELOPMENT CODE AS DEPICTED IN THE ATTACHED MAPS; AMENDING ORDINANCE 2003-25 AS AMENDED; AMENDING THE FUTURE LAND USE MAPS OF THE SANTA ROSA COUNTY COMPREHENSIVE PLAN; CHANGING THE LAND USE CLASSIFICATIONS; AMENDING ORDINANCE 2015-01 AND REPEALING ORDINANCE 2015-07; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. Ordinance 2015-01 is amended to read as follows: (Language added is printed in type which is **bold underline** type, and language deleted is printed in ~~struck through~~ type.)

SECTION 2. The zoning district categories for Attachments A and B are amended as follows:

Attachment A – Case # 2015-R-004 – ID#31-2N-29-0000-00108-0000 – Rezone from Highway Commercial Development (HCD) to Single Family Residential (R1).

Attachment B – Case # 2014-R-018 – ID#33-2N-29-0000-00255-0000 & APO ID # 33-2N-29-0000-00203-0000– Rezone from Highway Commercial Development (HCD) and Agriculture (AG) to Single Family Residential (R1) and Single Family Residential (R1A).

With the following conditions:

1) The final subdivision layout must include connectivity to Rolyat Road as well as stubouts to adjacent vacant and commercial property.

2) Provide a right-of-way donation along the entire frontage of West Spencer Field Road in order to achieve an 80 foot right-of-way for the major collector.

3) All stormwater ponds will be limited to a 10 year predevelopment discharge as the proposed subdivision lies within a known stormwater problem area.

4) Provide sidewalks along West Spencer Field Road from the subdivision entrance to North Spencer Field Road.

SECTION 3. The Future Land Use Map Series as adopted by Chapter 3 of Santa Rosa County Ordinance No. 2003-25 is hereby amended as depicted in the Attachments A and B. The Future Land Use category imposed on the parcels are hereby changed as follows:

Attachment A - Case # 2015-R-001– ID#32-4N-29-0000-00100-0000 - Amend from Agriculture Designation to Military Installation District Designation.

Attachment B – Case # 2015-R-009 – APO ID #02-1N-28-0240-00600-0011 – Amend from Single Family Residential Designation to Commercial Designation.

Attachment D – Case #2015-R-011 – ID # 08-1N-29-0000-02604-0000 – Amend from Agriculture Designation to Single Family Residential Designation.

SECTION 4. 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 5. EFFECTIVE DATE. A copy of this Ordinance shall be filed in the office of the Secretary of State within ten (10) days of enactment. The rezoning amendment for Attachment C shall take effect upon the effective date of this ordinance. The rezoning amendments and future land use amendments for Attachments B and D shall be effective thirty (30) days after adoption of this ordinance by the Board of County Commissioners, unless the amendments are challenged pursuant to Section 163.3187, Florida Statutes. If challenged, the effective date shall be the date a Final Order is issued by the Department of Community Affairs or the Administration Commission finding the amendments in compliance in accordance with Section 163.3184, Florida Statutes. **The rezoning amendment and future land use amendment for Attachment A, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.**

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 October, 2015.

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

By: _____
Chairman

ATTEST:

Clerk of Court

I, Donald C. Spencer, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and sent electronically to the Secretary of the State of Florida, on this _____ day of _____, 2015.

Donald C. Spencer, Clerk of Court

Rezoning Case Number 2015-R-001

Zoning District Amended: from AG2 (Agriculture) and AG (Agriculture/Rural Residential) to MIL (Military Installation District) (approximately 601.41 +/- acres)

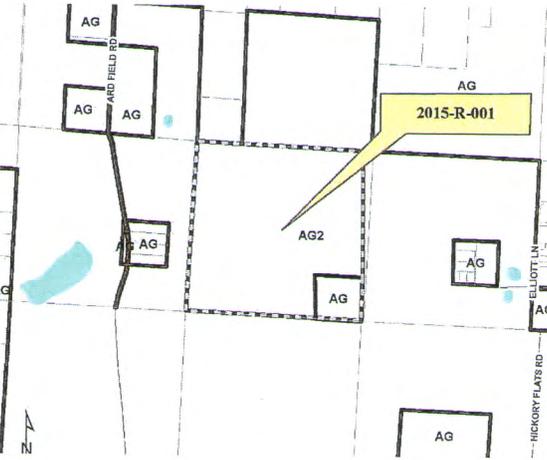
Future Land Use Designation Amended: from Agriculture to Military Installation District

1. General Location:



Parcel Number 32-4N-29-0000-00100-0000

2. Parcel Location:



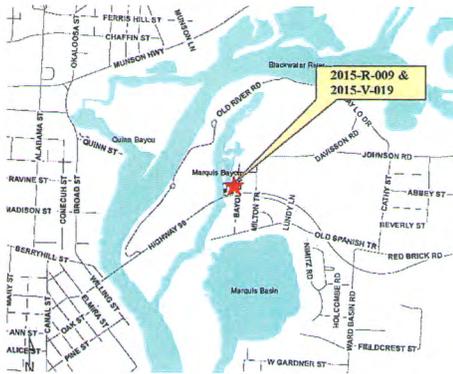
ATTACHMENT A

Rezoning Case Number 2015-R-009

Zoning District Amended: from R1 (Single Family Residential) to HCD (Highway Commercial Development) (approximately 0.25 +/- acres)

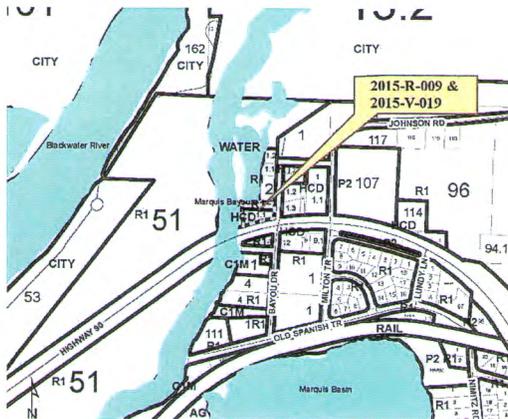
Future Land Use Designation Amended: from Single Family Residential to Commercial

1. General Location:



Parcel Number 02-1N-28-0240-00600-0011

2. Parcel Location:



ATTACHMENT B

Rezoning Case Number 2015-R-011

Zoning District Amended: from AG (Agriculture/Rural Residential) to R1 (Single Family Residential) (approximately 1.00 +/- acres)

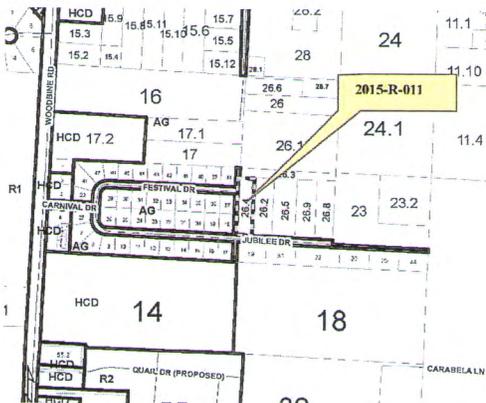
Future Land Use Designation Amended: from Agriculture to Single Family Residential

1. General Location:



Parcel Number 08-1N-29-0000-02604-0000

2. Parcel Location:



ATTACHMENT D

ORDINANCE 2015 - ____

AN ORDINANCE RELATING TO SANTA ROSA COUNTY, FLORIDA; AMENDING ORDINANCE 91-24 AS AMENDED; AMENDING ORDINANCE 2015-05 EFFECTIVE DATE; AMENDING THE ZONING DISTRICT AS DEPICTED IN THE ATTACHED MAPS; APPROVING THE AMENDMENTS TO THE OFFICIAL ZONING MAP OF THE LAND DEVELOPMENT CODE AS DEPICTED IN THE ATTACHED MAPS; AMENDING ORDINANCE 2003-25 AS AMENDED; AMENDING THE FUTURE LAND USE MAPS OF THE SANTA ROSA COUNTY COMPREHENSIVE PLAN; CHANGING THE LAND USE CLASSIFICATIONS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. Ordinance 2015-05 is amended to read as follows: (Language added is printed in type which is **bold underline** type, and language deleted is printed in ~~struck through~~ type.)

SECTION 2. The zoning district categories for Attachments A through D is amended as follows:

Attachment A – Case # 2015-R-001 – ID#32-4N-29-0000-00100-0000 – Rezone from Agriculture/Rural Residential District (AG) and Agriculture District (AG2) Districts to Military Installation District (MIL) with the following conditions:

- 1) The land use be restricted to an aviation landing field for rotary wing aircraft; and
- 2) If the project does not move forward that the zoning and future land use revert back to the original zoning and future land use.

Attachment B – Case # 2015-R-009 – APO ID #02-1N-28-0240-00600-0011 – Rezone from Single Family Residential District (R1) to Highway Commercial Development District (HCD).

Attachment C – Case # 2015-R-010 – ID#04-2S-26-0000-02002-0000 – Rezone from Agriculture/Rural Residential District (AG) to Mixed Residential Subdivision District (R1M).

Attachment D – Case # 2015-R-011 – ID#08-1N-29-0000-02604-0000 – Rezone from Agriculture/Rural Residential District (AG) to Single Family Residential District (R1).

SECTION 3. The Future Land Use Map Series as adopted by Chapter 3 of Santa Rosa County Ordinance No. 2003-25 is hereby amended as depicted in the Attachments A, B, & D. The Future Land Use category imposed on the parcels are hereby changed as follows:

Attachment A – Case # 2015-R-004 – ID#31-2N-29-0000-00108-0000 – Amend from Commercial Designation to Single Family Residential Designation.

Attachment B - Case # 2014-R-018 –ID#33-2N-29-0000-00255-0000 & APO ID # 33-2N-29-0000-00203-0000 - Amend from Commercial and Agriculture Designation to Single Family Residential Designation.

SECTION 4. Santa Rosa County Ordinance 2005-07 is hereby repealed.

SECTION 5. 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 6. EFFECTIVE DATE. A copy of this Ordinance shall be filed in the office of the Secretary of State within ten (10) days of enactment. The rezoning amendments and future land use amendments for Attachment A ~~and B~~ shall be effective thirty (30) days after adoption of this ordinance by the Board of County Commissioners, unless the amendments are challenged pursuant to Section 163.3187, Florida Statutes. If challenged, the effective date shall be the date a Final Order is issued by the Department of Community Affairs or the Administration Commission finding the amendments in compliance in accordance with Section 163.3184, Florida Statutes. **The rezoning amendment and future land use amendment for Attachment B, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies the local government that the plan amendment package is complete. If timely challenged, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before it has become effective. If a final order of noncompliance is issued by the Administration Commission, this amendment may nevertheless be made effective by adoption of a resolution affirming its effective status, a copy of which resolution shall be sent to the state land planning agency.**

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 October, 2015.

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

By: _____
Chairman

ATTEST:

Clerk of Court

I, Donald C. Spencer, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and sent electronically to the Secretary of the State of Florida, on this _____ day of _____, 2015.

Donald C. Spencer, Clerk of Court

Rezoning Case Number: 2015-R-004

Zoning District Amended: from HCD (Highway Commercial Development) to R1 (Single Family Residential) (approximately 0.82 (+/- acres)

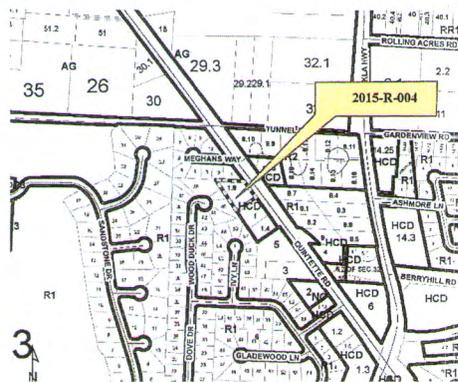
Future Land Use Designation Amended: from Commercial to Single Family Residential

1. General Location:



Parcel Number 31-2N-29-0000-00108-0000

Parcel Location:



ATTACHMENT A

Rezoning Case Number 2014-R-018

Zoning District Amended: from HCD (Highway Commercial Development) and AG (Agriculture) to R1 (Single Family Residential) and R1A (Single Family Residential) (approximately 145 +/- acres)

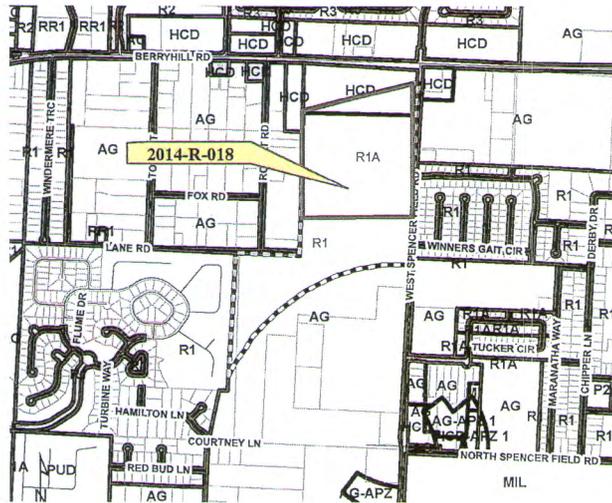
Future Land Use Designation Amended: from Agriculture and Commercial to Single Family Residential

1. General Location:



Parcel Number 33-2N-29-0000-00255-0000 & APO 33-2N-29-0000-00203-0000

2. Parcel Location:





SANTA ROSA COUNTY ENGINEERING

SANTA ROSA COUNTY, FLORIDA

6051 OLD BAGDAD HWY., STE. 300

MILTON, FLORIDA 32583

www.santarosa.fl.gov

Preliminary
Engineers Report
October 19, 2015

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 October 22, 2015 at 9:00 a.m. in Milton, Florida.

1. Discussion of equipment lease for the central landfill for a John Deere 850K bulldozer and a Cat D6K2 dressing bulldozer. (Attachment A)
2. Discussion of Resolution and Local Agency Program Agreement for construction of the Blackwater Heritage Trail Connector project (formerly known as Old U.S. 90 Sidewalk project). (Attachment B)
3. Discussion of CEI services for the Tiger Point Sidewalks LAP Project. (Attachment C)
4. Recommend approval of Preliminary Plat for Pebble Brook, an 8 lot subdivision, a portion of Sections 9 & 10, Township 2 South, Range 26 West, Santa Rosa County, Florida. (District 4) (Attachment D)

Location: 1-1/4 miles, more or less, East on U.S. 98 from the intersection of Highway 87, North on Pawnee Drive, property at the end of Pawnee Drive.

5. Recommend approval of Preliminary Plat for Arbor Place, a 152 lot subdivision, a portion of Section 33, Township 2 North, Range 29 West, Santa Rosa County, Florida. (District 1) (Attachment E)

Location: 1-3/4 miles, more or less, East on Berryhill Road from Five Points intersection, property on the South side.

6. Recommend approval of Construction Plans for Arbor Place, a 152 lot subdivision, a portion of Section 33, Township 2 North, Range 29 West, Santa Rosa County, Florida. (District 1) (Attachment E)

Location: 1-3/4 miles, more or less, East on Berryhill Road from Five Points intersection, property on the South side.

7. Recommend approval of Paved Road and Drainage Maintenance for Ashley Plantation Phase Five, an 18 lot subdivision, a portion of Section 25, Township 2 North, Range 30 West, Santa Rosa County, Florida. (District 3) (Attachment F)

Location: 2-1/2 miles, more or less, Northwest on Quintette Road from Five Points, South and East on Alderbrook Boulevard, South on Granite Springs Drive.

Callaway Trail 510 LF±
Mossy Creek Lane 1,861 LF±



**SANTA ROSA COUNTY ENGINEERING
ENVIRONMENTAL DEPARTMENT**
6065 Old Bagdad Highway
Milton, FL 32583
www.santarosa.fl.gov

Roger A. Blaylock, P.E.
County Engineer

Ronald C. Hixson
Environmental Manager

Memo

To: Hunter Walker, County Administrator
From: Ronald Hixson, Environmental Manager
Thru: Roger Blaylock, P.E., County Engineer
Date: October 5, 2015
Re: EQUIPMENT LEASE, JOHN DEERE 850K BULLDOZER WITH TRASH PACKAGE AND CAT D6K2 DRESSING BULLDOZER

NEXT MEETING

Situation:

The Central landfill has a continuing need for an additional dressing bulldozer and a trash bulldozer. The Central Landfill currently utilizes two 850 John Deere bulldozers that are designed to run in the Class I and Class III waste. One of these bulldozers currently has approximately 13,115 hours of run time and is nearing the end of its useful life. In addition, the landfill is in need of an additional dressing bulldozer to continue slope maintenance. In an effort to reduce operating costs and to avoid the large costs associated with the purchase of new pieces of equipment, the option to lease new pieces of equipment over a period of 36 and 48 months has been analyzed and was found to significantly reduce operating costs. The leasing program at the Central Landfill began in January, 2015 and it has proven successful to-date.

Finding:

That the following items are essential for efficient operation and maintenance of Landfill Operations and permit compliance:

1. Bulldozer with Trash Package to push Class I and Class III Waste
2. Dressing Bulldozer for slope/storm water pond maintenance

Leasing the pieces of equipment listed above was found to significantly reduce upfront purchasing costs while introducing other benefits such as equipment extended warranties, and less intensive maintenance and repairs.

Recommendation:

That the SRC BOCC approves the John Deere 850K Bulldozer with trash package from Beard Equipment for a 36 month term at \$5,649.29 per month, the Environmental Department also recommends the approval of an additional Caterpillar D6K2 Dressing Bulldozer from Thompson Caterpillar for a 48 month term at the original price quote of \$1,629.07 per month. The total amount to lease these two bulldozers would be \$7,278.36 per month.

| Equipment | Monthly Payment | Insurance Cost/Month | Total Cost/Month | Annual Lease Cost | Term Lease Cost | Lease End Payment | Lease + End Total Cost | Cost to Purchase | Cost to lease equipment over cost to purchase outright over term of lease | Hours / Term | Hours / Year |
|---|---------------------|----------------------|---------------------|----------------------|----------------------|----------------------|------------------------|------------------------|---|--------------|--------------|
| Caterpillar D6K2 Dressing Dozer | \$ 1,629.07 | \$ 254.11 | \$ 1,883.18 | \$ 22,598.16 | \$ 90,392.64 | \$ 98,280.00 | \$ 188,672.64 | \$ 157,795.00 | \$ 30,877.64 | 6000 | 1500 |
| John Deere 644 Wheeled Loader | \$ 2,207.22 | | \$ 2,207.22 | \$ 26,486.64 | \$ 105,946.56 | \$ 154,500.00 | \$ 260,446.56 | \$ 229,800.00 | \$ 30,646.56 | 6000 | 1500 |
| Volvo Articulate Dump Truck | \$ 3,525.55 | \$ 175.59 | \$ 3,701.14 | \$ 44,413.68 | \$ 177,654.72 | \$ 175,000.00 | \$ 352,654.72 | \$ 319,980.00 | \$ 32,674.72 | 6000 | 1500 |
| Addition lease of a John Deere Trash Dozer @ \$5649.29/month and a 2nd CAT D6 at the original lease quote of \$1629.07/Month | | | | | | | | | | | |
| Caterpillar D6K2 Dressing Dozer | \$ 1,629.07 | \$ 254.11 | \$ 1,883.18 | \$ 22,598.16 | \$ 90,392.64 | \$ 98,280.00 | \$ 188,672.64 | \$ 157,795.00 | \$ 30,877.64 | 6000 | 1500 |
| John Deere 850 Trash Dozer | \$ 5,649.29 | \$ 300.00 | \$ 5,949.29 | \$ 71,391.48 | \$ 214,174.44 | \$ 125,600.00 | \$ 339,774.44 | \$ 320,000.00 | \$ 19,774.44 | 6999 | 2333 |
| Totals | \$ 14,640.20 | \$ 983.81 | \$ 15,624.01 | \$ 187,488.12 | \$ 678,561.00 | \$ 651,660.00 | \$ 1,330,221.00 | \$ 1,185,370.00 | \$ 144,851.00 | | |
| Leasing Evaluation for a Dozer with Trash Package | | | | | | | | | | | |
| John Deere 850 Trash Dozer | \$ 5,649.29 | \$ 300.00 | \$ 5,949.29 | \$ 71,391.48 | \$ 285,565.92 | \$ 125,600.00 | \$ 285,565.92 | \$ 320,000.00 | | | |
| | | | \$ 15,624.01 | \$ 187,488.12 | \$ 749,952.48 | \$ 526,060.00 | \$ 1,276,012.48 | \$ 1,185,370.00 | | | |
| Caterpillar D6T LGP | \$ 6,238.78 | \$ 300.00 | \$ 6,538.78 | \$ 78,465.36 | \$ 313,861.44 | \$ 147,525.00 | \$ 461,386.44 | \$ 342,762.00 | | | |
| | | | \$ 16,213.50 | \$ 194,562.00 | \$ 778,248.00 | \$ 673,585.00 | \$ 1,451,833.00 | \$ 1,208,132.00 | | | |
| Case 1650 | 6625 | 300 | \$ 6,925.00 | \$ 83,100.00 | \$ 332,400.00 | \$ 1.00 | \$ 332,401.00 | \$ 225,312.50 | | | |
| | | | 16599.72 | 199196.64 | 796786.56 | 526061 | 1322847.56 | 1090682.5 | | | |
| TEC Komatsu D65EX-17 | \$8,221.93 | \$300.00 | \$8,521.93 | \$102,263.16 | \$409,052.64 | \$75,000.00 | \$484,052.64 | \$347,500.00 | | | |
| Lease to own - no trade-in at lease end | | | | | | | | | | | |

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

| | | |
|--|-----------------------|---------------------------------|
| FPN: <u>433575-1-58-01</u> | Fund: <u>SA, TALU</u> | FLAIR Approp: _____ |
| Federal No: <u>8886-707-A</u> | Org Code: _____ | FLAIR Obj: _____ |
| FPN: <u>433575-1-68-01</u> | Fund: <u>TALU</u> | FLAIR Approp: _____ |
| Federal No: <u>8886-707-A</u> | Org Code: _____ | FLAIR Obj: _____ |
| FPN: _____ | Fund: _____ | FLAIR Approp: _____ |
| Federal No: _____ | Org Code: _____ | FLAIR Obj: _____ |
| County No: <u>58 (Santa Rosa)</u> | Contract No: _____ | Vendor No: <u>F596000842047</u> |
| FDOT Data Universal Number System (DUNS) No: <u>80-939-7102</u> Local Agency DUNS No: <u>07-790-6444</u> | | |
| Catalog of Federal Domestic Assistance (CFDA): <u>20.205 Highway Planning and Construction</u> | | |

THIS LOCAL AGENCY PROGRAM AGREEMENT ("Agreement"), is made and entered into this ____ day of _____, ____ between the State of Florida, Department of Transportation, an agency of the State of Florida ("Department"), and Santa Rosa County B.O.C.C. ("Agency").

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations in this Agreement, the parties agree as follows:

1. **Authority:** The Agency, by Resolution No. _____ dated the ____ day of _____, 20__, a copy of which is attached as Exhibit "F" and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section 339.12, Florida Statutes, to enter into this Agreement.

2. **Purpose of Agreement:** The purpose of this Agreement is to provide for the Department's participation in the construction of the Blackwater Heritage Trail Connector Project, as further described in Exhibit "A", Project Description and Responsibilities attached to and incorporated in this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.

3. **Term of Agreement:** The Agency agrees to complete the Project on or before December 31, 2016. If the Agency does not complete the Project within this time period, this Agreement will expire on the last day of the scheduled completion as provided in this paragraph unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed after the expiration date of this Agreement will not be reimbursed by the Department.

4. **Project Cost:**

A. The total cost of the Project is \$ 132,795.00. This amount is based upon the schedule of funding in Exhibit "B", Schedule of Funding attached to and incorporated in this Agreement. The Agency agrees to bear all expenses in excess of the total cost of the Project and any deficits involved. The schedule of funding may be modified by mutual agreement as provided for in paragraph 5.I.

B. The Department agrees to participate in the Project cost up to the maximum amount of \$132,795.00 and as more fully described in Exhibit "B". This amount includes Federal-aid funds which are limited to the actual amount of Federal-aid participation.

C. Project costs eligible for Department participation will be allowed only from the date of this Agreement. It is understood that Department participation in eligible Project costs is subject to:

- i. Legislative approval of the Department's appropriation request in the work program year that the Project is scheduled to be committed;
- ii. Availability of funds as stated in subparagraphs 5.L. and 5.M. of this Agreement;

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year written above.

AGENCY Santa Rosa County B.O.C.C.

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: _____
Name:
Title:

By: _____
Name: Jason D. Peters, P.E.
Title: Director of Transportation Development

Attest: _____
Title:

Legal Review:

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY PROGRAM AGREEMENT

EXHIBIT "B"

SCHEDULE OF FUNDING

| | |
|---|--------------------------------------|
| AGENCY NAME & BILLING ADDRESS Santa Rosa County BOCC 6495 Caroline Street Milton, FL 32570 | FPN: 433575-1-58-01 & 433575-1-68-01 |
|---|--------------------------------------|

| TYPE OF WORK By Fiscal Year | FUNDING | | | |
|--|-------------------------------|--------------------|--------------------|----------------------|
| | (1) TOTAL PROJECT FUNDS | (2) LOCAL FUNDS | (3) STATE FUNDS | (4) FEDERAL FUNDS |
| Planning-18 FY: _____ FY: _____ FY: _____ | _____ | _____ | _____ | _____ |
| Total Planning Cost | | | | |
| Project Development & Environment (PD&E) - 28 FY: _____ FY: _____ FY: _____ | _____ | _____ | _____ | _____ |
| Total PD&E Cost | | | | |
| Design - 38 FY: _____ FY: _____ FY: _____ | _____ | _____ | _____ | _____ |
| Total Design Cost | | | | |
| Right-of-Way - 48 FY: _____ FY: _____ FY: _____ | _____ | _____ | _____ | _____ |
| Total Right-of-Way Cost | | | | |
| Construction-58 FY: 2016 <u>\$110,000.00</u> FY: 2017 <u>\$0.00</u> FY: 2018 <u>\$0.00</u> FY: 2019 <u>\$0.00</u> | _____ | _____ | _____ | _____ |
| Total Construction Cost | \$110,000.00 | \$0.00 | \$0.00 | \$110,000.00 |
| Construction Engineering and Inspection (CEI) - 68 FY: 2016 <u>\$22,795.00</u> FY: 2017 <u>\$0.00</u> FY: 2018 <u>\$0.00</u> | _____ | _____ | _____ | _____ |
| Total CEI Cost | \$22,795.00 | \$0.00 | \$0.00 | \$22,795.00 |
| FY: _____ FY: _____ FY: _____ | _____ | _____ | _____ | _____ |
| Total Costs | | | | |
| TOTAL COST OF THE PROJECT | \$132,795.00 | \$0.00 | \$0.00 | \$132,795.00 |

The Department's fiscal year begins on July 1. For this project, funds are not projected to be available until after the 1st of July of each fiscal year. The Department will notify the Agency, in writing, when funds are available.



3

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

MEMO

TO: Michael Schmidt

FROM: Chris Phillips *P*

DATE: October 14, 2015

RE: Tiger Point Boulevard Sidewalks CEI

We received Letters of Response on October 13, 2015 for the referenced project. These letters are a request for CEI Services in order to provide inspections and compliance in accordance with Federal Highway and FDOT/LAP requirements.

This project is funded through the FDOT LAP Program.

The Letters of Response submittals were received and ranked in the following order by staff in compliance with FDOT/FHWA procedures:

1. AECOM
2. DRMP, Inc.
3. Volkert
4. Jehle-Halstead

Federal guidelines require contract negotiations with the #1 ranked firm as listed above.

**CEI SERVICES
EVALUATION CRITERIA
TIGER POINT BOULEVARD SIDEWALKS**

Names of Firms

| Evaluation Factors | Points Available | Names of Firms | | | |
|--|------------------|----------------|-----------|----------------|-----------|
| | | AECOM | DRMP | Jehle-Halstead | Volkert |
| Understanding of Request and inclusion of all required documentation | 20 | 20 | 20 | 17 | 16 |
| Ability to devote the needed time and staff resources to the project based on current workload to commence services and complete services within time parameters | 20 | 19 | 19 | 19 | 19 |
| Demonstration of project specific knowledge or unique qualifications of proposed consultant staff to effectively administer the project. | 20 | 19 | 18 | 17 | 18 |
| Successful experience in public sector and/or LAP funded projects. Provide 3 examples. | 20 | 20 | 20 | 19 | 20 |
| Firm's QA/QC procedures (record keeping, material testing for acceptance, QC inspection of the work, communication) | 10 | 10 | 10 | 9 | 10 |
| Firm's reputation and competence including technical education, training, timeliness, cost control and quality of work. Provide 3 reference letters regarding 3 different projects | 10 | 10 | 10 | 10 | 10 |
| TOTAL POINTS: | 100 | 98 | 97 | 91 | 93 |

DIRECTIONS: Score each firm in each category. In the event of a tie for 1st or 2nd place, there will be another scoring round using only the two tied firms to determine their final ranking.

Point Spread (score can be between ranges below)

20 Point scale: 20 = Perfect 15 = Good 10 = Missing key elements

10 Point scale: 10 = Perfect 7 = Good 5 = Missing key elements

Evaluator's Name: MICHAEL SCHMIDT
 Signature: Michael Schmidt
 Time spent reviewing submittals: 1.5 hrs
 Date: 10/14/15

CEI SERVICES
EVALUATION CRITERIA
TIGER POINT BOULEVARD SIDEWALKS

Names of Firms

| Evaluation Factors | Points Available | AECOM | DRMP | Jehle-Halstead | Volkert |
|--|------------------|-----------|-----------|----------------|-----------|
| Understanding of Request and inclusion of all required documentation | 20 | 19 | 18 | 13 | 10 |
| Ability to devote the needed time and staff resources to the project based on current workload to commence services and complete services within time parameters | 20 | 17 | 16 | 14 | 17 |
| Demonstration of project specific knowledge or unique qualifications of proposed consultant staff to effectively administer the project. | 20 | 19 | 18 | 16 | 19 |
| Successful experience in public sector and/or LAP funded projects. Provide 3 examples. | 20 | 18 | 17 | 15 | 18 |
| Firm's QA/QC procedures (record keeping, material testing for acceptance, QC inspection of the work, communication) | 10 | 8 | 8 | 7 | 8 |
| Firm's reputation and competence including technical education, training, timeliness, cost control and quality of work. Provide 3 reference letters regarding 3 different projects | 10 | 9 | 8 | 7 | 9 |
| TOTAL POINTS: | 100 | 90 | 85 | 72 | 81 |

DIRECTIONS: Score each firm in each category. In the event of a tie for 1st or 2nd place, there will be another scoring round using only the two tied firms to determine their final ranking.

Point Spread (score can be between ranges below)

20 Point scale: 20 = Perfect 15 = Good 10 = Missing key elements

10 Point scale: 10 = Perfect 7 = Good 5 = Missing key elements

Evaluator's Name: Marc Bonifay
 Signature: *Marc Bonifay*
 Time spent reviewing submittals: 2 hrs
 Date: 10/13/15

**CEI SERVICES
EVALUATION CRITERIA
TIGER POINT BOULEVARD SIDEWALKS**

Names of Firms

| Evaluation Factors | Points Available | Names of Firms | | | |
|--|------------------|----------------|-----------|----------------|-----------|
| | | AECOM | DRMP | Jehle-Halstead | Volkert |
| Understanding of Request and inclusion of all required documentation | 20 | 19 | 19 | 18 | 14 |
| Ability to devote the needed time and staff resources to the project based on current workload to commence services and complete services within time parameters | 20 | 19 | 19 | 19 | 19 |
| Demonstration of project specific knowledge or unique qualifications of proposed consultant staff to effectively administer the project. | 20 | 18 | 18 | 17 | 18 |
| Successful experience in public sector and/or LAP funded projects. Provide 3 examples. | 20 | 19 | 20 | 19 | 20 |
| Firm's QA/QC procedures (record keeping, material testing for acceptance, QC inspection of the work, communication) | 10 | 9 | 9 | 8 | 9 |
| Firm's reputation and competence including technical education, training, timeliness, cost control and quality of work. Provide 3 reference letters regarding 3 different projects | 10 | 8 | 9 | 9 | 9 |
| TOTAL POINTS: | 100 | 92 | 94 | 90 | 89 |

DIRECTIONS: Score each firm in each category. In the event of a tie for 1st or 2nd place, there will be another scoring round using only the two tied firms to determine their final ranking.

Point Spread (score can be between ranges below)

20 Point scale: 20 = Perfect 15 = Good 10 = Missing key elements

10 Point scale: 10 = Perfect 7 = Good 5 = Missing key elements

Evaluator's Name: CHRIS PHILLIPS
 Signature: *Chris Phillips*
 Time spent reviewing submittals: 2.25 hrs
 Date: 10/13/15



ARLINGTON PL

WAYNELL CT

PEBBLE BROOK DR

E RIVER DR

LINCOLN RD

PAWNEE DR

**PEBBLE
BROOK**



WATERSTONE LLC
PARCEL OF 10-25-24-0000-20100-0000
ZONING: R1

(REFERENCE BEARINGS)
S87°48'43"E (D&F) 500.86 (D) 800.47 (F)

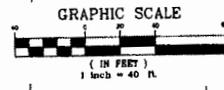
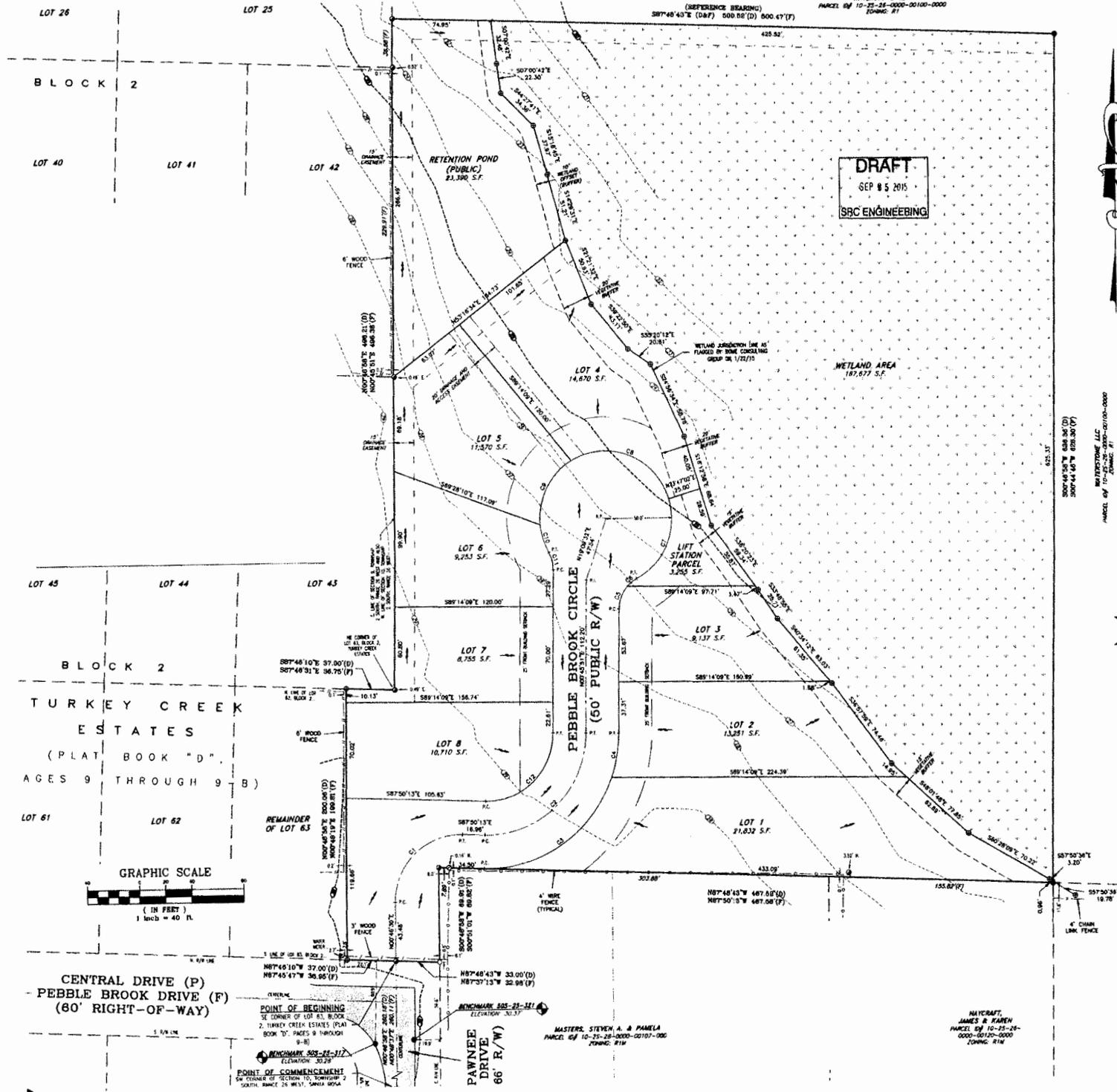
DRAFT
SEP 05 2015
SBC ENGINEERING



Pebble Brook

WATERSTONE LLC
PARCEL OF 10-25-24-0000-20100-0000
ZONING: R1

MAFCRAFT,
JAMES & FAREN
PARCEL OF 10-25-24-
0000-20100-0000
ZONING: R1A



CENTRAL DRIVE (P)
PEBBLE BROOK DRIVE (F)
(60' RIGHT-OF-WAY)

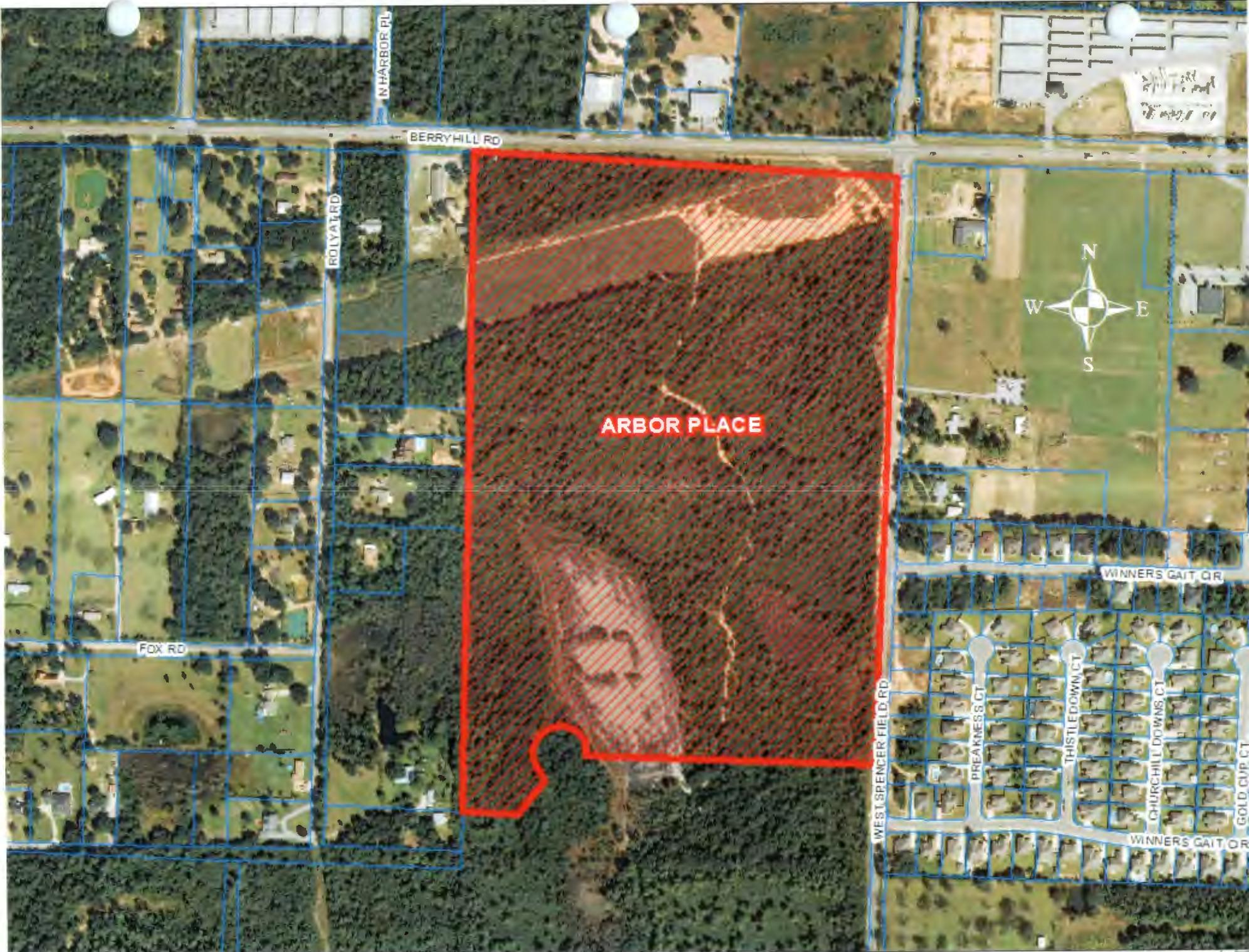
POINT OF BEGINNING
SE CORNER OF LOT 83, BLOCK
2, TURKEY CREEK ESTATES (PLAT
BOOK "D", PAGES 9 THROUGH
9-B)

BENCHMARK 505-22-312
ELEVATION: 30.29

POINT OF COMMENCEMENT
SW CORNER OF SECTION 10, TOWNSHIP 2
SOUTH RANGE 26 WEST, SANJIA MOGA

PAWNEE DRIVE
66' R/W

MASTERS STEVEN A. & PAMELA
PARCEL OF 10-25-24-0000-02107-000
ZONING: R1A



N HARBOR PL

BERRYHILL RD

ROLYARD RD

FOX RD

ARBOR PLACE



WEST SPENCER FIELD RD

PREAKNESS CT

THISTLE DOWN CT

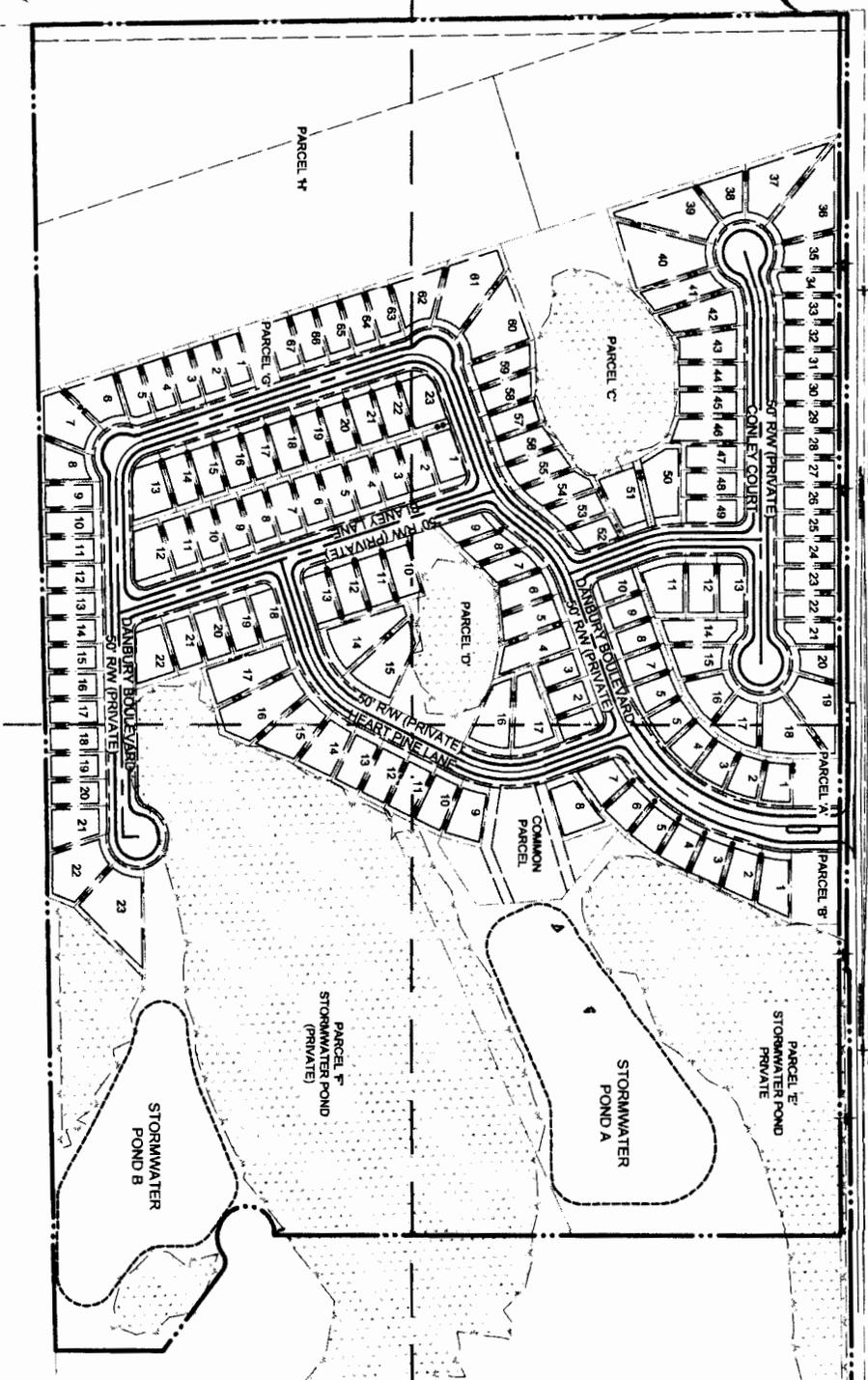
CHURCHILL DOWNS CT

GOLD CUP CT

WINNERS GAIT CR

WINNERS GAIT CR

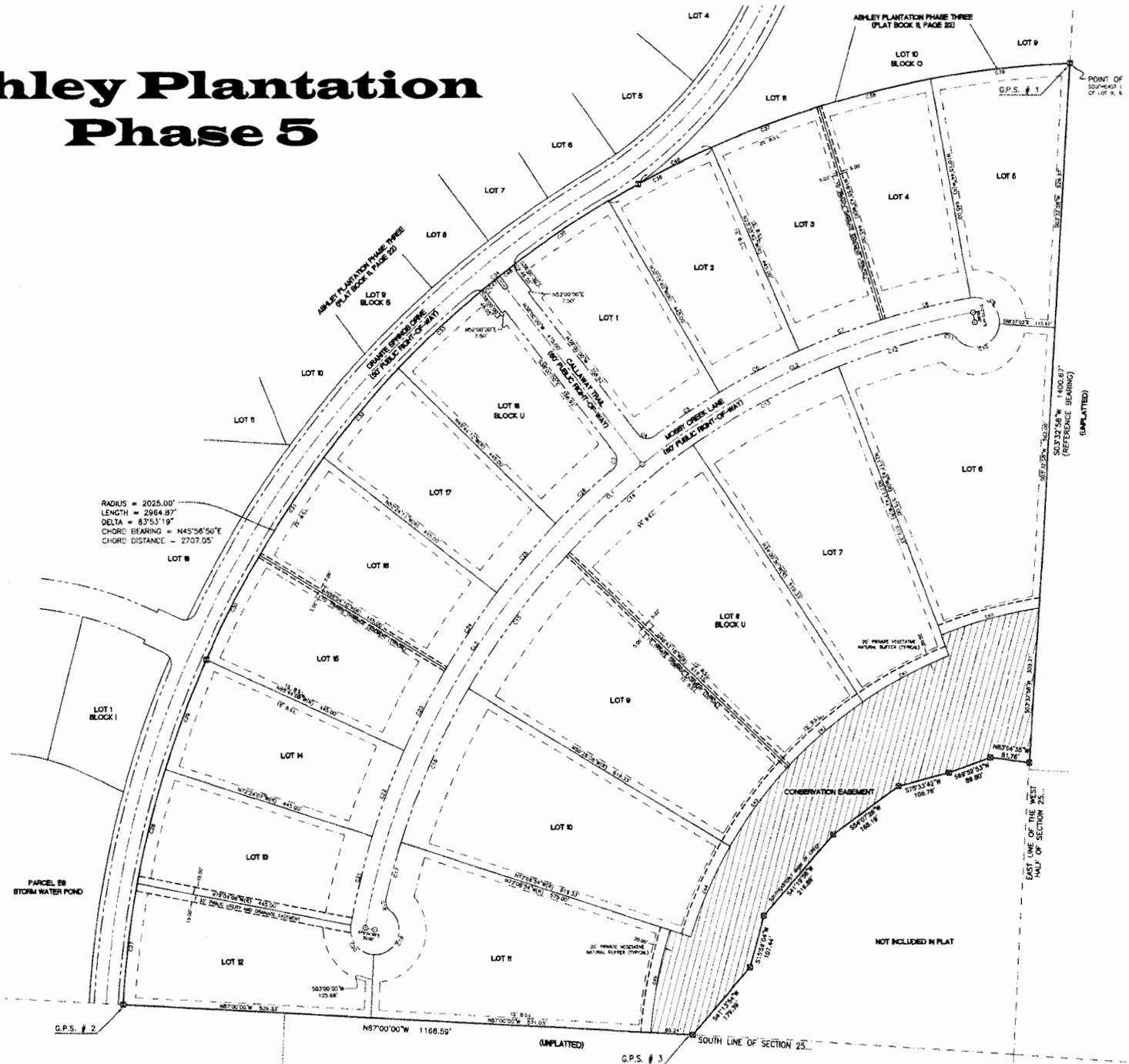
Arbor Place





**ASHLEY PLANTATION
PHASE 5**

Ashley Plantation Phase 5





Public Services Committee

Chaired by:

J. Williamson and Lynchard

Meeting:

October 19, 2015, 9:00 A.M.

AGENDA

Development Services

1. Discussion of approval of the SHIP mortgage subordination agreement for the property located at 5720 Rolling Hills Dr., Milton. Agreement is consistent with Board policy.
2. Discussion of approval of SHIP Annual Report for close-out year 2013/2014 and authorization of the execution of the Certification forms by the chairman and county administrator.

Veterans Services

3. Veterans Services update.

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: Erin Malbeck, Housing Program Coordinator
THROUGH: Tony Gomillion, Public Services Director
SUBJECT: State Housing Initiatives Partnership (SHIP)
Second Mortgage Subordination Request
5720 Rolling Hills Dr, Milton, FL 32570
32-2N-28-3480-00B00-0130
DATE: October 2, 2015

RECOMMENDATION

Board approval of the request submitted on behalf of homeowner to execute a subordination agreement to be recorded in connection with a refinance of the first mortgage in the approximate amount of \$130,050

BACKGROUND

SHIP Second Mortgage: \$7,500.00
Recorded: 4/6/2010
Purpose: SHIP First Time Homebuyer Assistance

Proposal is to reduce the annual interest rate on the first mortgage from 5.125% to 4.250%

Current monthly principal and interest: \$750.06
Proposed monthly principal and interest: \$805.31

The refinance and subordination request meets two of the three established guidelines:
Reduce the mortgage interest rate
Not provide any cash out

One of the three established guidelines is to reduce the monthly mortgage payment, however in this case, the homeowner is going from a 30 year fixed rate mortgage to a 15 year fixed rate mortgage, resulting in an increase to the monthly payment by \$55.25.

Animal Services
Dale Hamilton
Director

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

Building Inspections &
Code Compliance
Rhonda C. Royals
Building Official

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

Emergency Management
Brad Baker
Director

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

Community Planning,
Zoning & Development
Rebecca Cato
Director

6051 Old Bagdad Hwy, Ste 202
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Veterans Services
Karen Haworth
Director

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Tony Gomillion, Director



2

MEMORANDUM

TO: Board of County Commissioners
FROM: Erin Malbeck, Housing Program Coordinator
THROUGH: Tony Gomillion, Public Services Director
SUBJECT: State Housing Initiative Partnership (SHIP)
Annual Report for Close-Out Year 2013.2014 Only
Certifications
DATE: October 14, 2015

RECOMMENDATION

Approval to submit fiscal year 2013/2014 close-out annual report as prepared to Florida Housing Finance and authorization of execution of the Certification forms by the chairman and county administrator.

BACKGROUND

On September 10, 2015 the Board approved our regular fiscal year annual reports and authorized chairman to execute the close-out year certification. However, fiscal year 2013/2014 has special expenditure deadlines and require submission of a separate report pertaining to this year's expenditures and a separate certification must be submitted.

Report submitted including State Distribution, Repayments and Interest on Trust Funds:

2013/2014 Close-out \$493,872.82 29 Families Assisted

Annual State Distribution:

2013/2014 \$350,000

Animal Services
Dele Hamilton
Director

**Building Inspections &
Code Compliance**
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Title: SHIP Annual Report
Santa Rosa County FY 2013/2014

Report Status: Submitted

Form 1

SHIP Distribution Summary

Homeownership

| Code | Strategy | Expended Amount | Units | Encumbered Amount | Units | Unencumbered Amount | Units |
|------------------------------|----------------------------|---------------------|-----------|---------------------|----------|---------------------|-------|
| 2 | First Time Homebuyer | \$149,160.00 | 18 | | | | |
| 6 | Emergency Repair | \$48,781.35 | 7 | \$27,392.40 | 3 | | |
| 3 | Substantial Rehabilitation | \$98,443.30 | 4 | \$147,283.42 | 5 | | |
| Homeownership Totals: | | \$296,384.65 | 29 | \$174,675.82 | 8 | | |

Rentals

| Code | Strategy | Expended Amount | Units | Encumbered Amount | Units | Unencumbered Amount | Units |
|-----------------------|----------|-----------------|-------|-------------------|-------|---------------------|-------|
| Rental Totals: | | | | | | | |

Subtotals: \$296,384.65 29 \$174,675.82 8

Additional Use of Funds

| Use | Expended | Encumbered | Unencumbered |
|---------------------------|-------------|------------|--------------|
| Administrative | \$10,500.00 | | |
| Homeownership Counseling | | | |
| Admin From Program Income | \$7,858.49 | | |
| Admin From Disaster Funds | | | |

Totals: \$314,743.14 29 \$174,675.82 8 \$00

Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

| Source of Funds | Amount |
|------------------------------------|---------------------|
| State Annual Distribution | \$350,000.00 |
| Program Income (Interest) | \$608.62 |
| Program Income (Payments) | \$156,561.24 |
| Recaptured Funds | |
| Disaster Funds | |
| Other Funds | |
| Carryover funds from previous year | -\$13,297.04 |
| Total: | \$493,872.82 |

* Carry Forward to Next Year: \$4,453.86

NOTE: This carry forward amount will only be accurate when all revenue amounts and all expended, encumbered and unencumbered amounts have been added to Form 1

State Housing Initiatives Partnership (SHIP) Program
Annual Report and Local Housing Incentives Certification

On Behalf of Santa Rosa County (Local Government), I hereby certify that:

1. The Annual Report information submitted electronically to Florida Housing Finance Corporation is true and accurate for the closeout year 2013/2014 and interim years No Interim Years.
2. The local housing incentives or local housing incentive plan have been implemented or are in the process of being implemented. Including, at a minimum:
 - a. Permits as defined in s.163.3164 (15) and (16) for affordable housing projects are expedited to a greater degree than other projects; and
 - b. There is an ongoing process for review of local policies, ordinances, regulations, and plan provisions that increase the cost of housing prior to their adoption.
3. The cumulative cost per newly constructed housing per housing unit, from these actions is estimated to be \$0.00.
4. The cumulative cost per rehabilitated housing per housing unit, from these actions is estimated to be \$0.00.

Staff Member responsible for submitting annual report to FHFC: Erin Malbeck

Witness Signature

Date

Chief Elected Official or Designee Signature

Date

Witness Printed Name

Chief Elected Official or Designee Printed Name

Witness Signature

Date

Witness Printed Name

or

ATTEST (Seal)

Signature

Date

420.9075 (10) Each county or eligible municipality shall submit to the corporation by September 15 of each year a report of its affordable housing programs and accomplishments through June 30 immediately preceding submittal of the report. The report shall be certified as accurate and complete by the **local government's chief elected official or his or her designee**. Transmittal of the annual report by a county's or eligible municipality's chief elected official, or his or her designee, certifies that the local housing incentive strategies, or, if applicable, the local housing incentive plan, have been implemented or are in the process of being implemented pursuant to the adopted schedule for implementation.

Department of Public Services

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Tony Gomillion, Director



3

MEMORANDUM

TO: Board of County Commissioners
FROM: Karen Haworth, Veteran Services Director
THROUGH: Tony Gomillion, Public Services Director
SUBJECT: Veterans Update
DATE: October 19, 2015

There are over 23,500 veterans in Santa Rosa County. In the months of August and September, the South Service Center office served 563 veterans and 77 dependents, while the Milton office served 720 veterans and 208 dependents. During this time period the VA awarded over \$233,000 to vets and spouses in our County.

In an effort to provide better county coverage and customer service, a pilot office was set up in Jay. The office is located in the recently remodeled bank building and will receive veterans once a month.

Vets to VA Clinics is one of three programs of the Santa Rosa County Veterans Memorial Foundation, Inc. It provides twice-weekly shuttle service, free of charge, to Santa Rosa County veterans in need of transportation, to and from the Veterans Administration (VA) Clinic in Pensacola. Tax deductible donations can be made at the Veterans Memorial Plaza, 5191 Willing Street, Milton, FL 32570, 10:00am to 12:00pm Monday through Friday.

Within the State of Florida, veterans with a service connected disability(s) are eligible for property tax discounts; if permanently and totally disabled then property owned by the veteran is tax exempt. Veterans may also have a "V" added to their driver's license for onetime fee of \$1.00, to have the identification clearly demonstrate their veteran status.

On the national level, Veterans Affairs has been discussing the feasibility of providing a military ID card for veterans. No word yet on date for disbursement or how. Also, the Agent Orange ship list has expanded; Vietnam Veterans are encouraged to explore the possibility of their ship being added for possible benefits due to Agent Orange exposure. The VA has also started the Veteran Choice Program, which allows eligible recipients to receive health care from non-VA facilities, instead of waiting for a VA appointment or traveling to a VA facility. Veterans will need to check their eligibility to see this is a possible program for them.

Animal Services
le Hamilton
Director

Building Inspections &
Code Compliance
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The Veterans' Day Parade will be November 11th. The parade will end at the Veteran's Memorial Plaza for a ceremony at 11:00am.

Escambia County recently hired a veteran service officer. Mr. Marvin Merillat, is full time agent who divides his time between an office at the Escambia County Administrative Center and the VA Joint Ambulatory Care Center.

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Director

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"One Team, One Goal, One Mission"

AGENDA
PUBLIC WORKS COMMITTEE

October 19, 2015

Chairman: Commissioner Cole

Vice Chairman: Commissioner Rob Williamson

1. Discussion of Affiliation Agreement with the Santa Rosa School Board for the "Learning Experience" program to be implemented with cooperation from the Public Works Maintenance Shop.
2. Discussion of "Off System Project Maintenance Agreement" with FDOT for state installed improvements on county roadways intersecting the state's right of way.
3. Discussion of award of Base Bid and Bid Alternate #1 for a re-bid of the improvements to the Bagdad Mill Site Park to Chavers Construction as the low bidder. Funding to be provided by a combination of grant sources (RTP, LWCF), District 2 Recreation Funds, TDC Allocations, and Private donations.

**AGREEMENT BETWEEN
SCHOOL BOARD OF SANTA ROSA COUNTY
and**

AFFILIATION AGREEMENT

This Student Affiliation Agreement (the "Agreement") is made and entered into and effective for all purposes and in all respects as of this ___ day of _____, _____, by and between the School Board of Santa Rosa County (hereinafter "Educational Institution") and _____ ("Facility") with regard to the following program(s):

WHEREAS, the Educational Institution desires to establish a program at the Facility to provide a clinical learning experience ("Learning Experience") for its students;
WHEREAS, the Facility is willing to cooperate with Educational Institution to establish a program for the Educational Institution's students;

NOW, THEREFORE, in consideration of the foregoing, of the mutual promises contained herein, and of other good and valuable consideration, the receipt, sufficiency and adequacy of which are hereby acknowledged, the parties hereto, intending to be legally bound, hereby agree as follows:

The Educational Institution and Facility mutually agree:

1. To establish the educational objectives for the Learning Experience, advise methods for implementation, and evaluate the effectiveness of the Learning Experience.
2. Not to discriminate on the basis of race, color, creed, age, national origin, or sex, nor will either party discriminate because of handicap under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
3. Prior to beginning the Learning Experience at the Facility, the Educational Institution shall provide participating students with basic training regarding safety as it pertains to the workplace and applicable environments. The Facility agrees to further that training as the student begins working through the Learning Experience.
4. Both Facility and the Educational Institution agree to abide by all applicable laws and regulations in carrying out their respective obligations under this Agreement. Both Facility and Educational Institution agree that they shall refrain from disclosing the student's educational records except with the student's consent or as permitted under the Family Educational Rights and Privacy Act and all regulations thereunder. As applicable, Educational Institution agrees to have each student complete appropriate consent forms for the exchange/disclosure of educational records or medical records as may be required under this Agreement.

The Educational Institution agrees:

1. To assume responsibility for assuring continuing compliance with the educational standards established by the applicable licensing and accrediting bodies.
 2. To establish and maintain ongoing communication with Facility on items pertinent to Learning Experience, (such communication may include but not limited to, a description of the curriculum, relevant course outlines, policies, faculty, and major changes in this information) and to provide on-site faculty supervision as deemed necessary by Facility. Such faculty members shall be subject to all provisions of this Agreement that pertain to students.
 3. To notify Facility of the planned student assignment, level of academic preparation, and length and dates of Learning Experience. In furtherance of the foregoing, the Learning Experience and student assignments shall be planned by the Educational Institution in consultation with representatives designated by Facility and shall be subject to final approval by both parties before the commencement of any such assignment. Written plans for the Learning Experience and student assignments shall be submitted to Facility by the Educational Institution at least 30 days prior to the anticipated commencement of the assignments, or as otherwise mutually agreed by the parties, and shall specify the number of students for each assignment. The students in the Learning Experience shall work at all times under the supervision of designated Facility personnel or licensed professionals as required by the policies, rules and regulations of Facility and/or applicable law and pursuant to the applicable guidelines of any Learning Experience as agreed to by the parties. Facility is under no obligation to pay the students or the Educational Institution for services provided by students hereunder, and the students are not to be considered employees or agents of Facility for any purpose whatsoever. While at Facility, the students will not be covered by Social Security, Unemployment Compensation or Worker's compensation coverage, nor shall they be entitled to any benefits (in any form or fashion) provided to full or part-time employees of Facility.
 4. To refer to Facility only those students who have satisfactorily completed the prerequisite didactic portion of the curriculum which is applicable to Facility.
 5. To inform students enrolled in the Learning Experience that any and all medical costs which the students may incur while participating in the Learning Experience with Facility will be responsibility of the student. Facility will not be liable for any medical expenses incurred by a student.
 6. To advise the assigned student of the responsibility for complying with the existing pertinent policies, rules and regulations of Facility, including but not limited to confidentiality of records and individually identifiable patient health information, personal conduct, dress code, identification badges, protocols and safety.
 - 7.
7. Insurance (Educational Institution)
- A) The Educational Institution shall furnish proof of the following insurance to the Facility by Certificate of insurance.

- B) The Educational Institution shall provide Certificates of Insurance to Facility prior to the commencement of this agreement.
- C) The Facility insurers shall provide thirty (30) days advance written notice via certified mail in the event of cancellation of any insurance program required by this.
- D) .
- E) Comprehensive General Liability Insurance. The Educational Institution shall procure and maintain for the life of the agreement/agreement, Comprehensive Liability Insurance, Broad Form, including Products and Completed Operations Liability. This policy shall provide coverage for death, bodily injury, personal injury, or property damage that could arise directly or indirectly from performance of the agreement. The coverage must be on an occurrence form basis with minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence, combined single limit for bodily injury and property damage liability
- F) Business Automobile Liability. The Educational Institution shall procure and maintain, for the life of the agreement/agreement Business Automobile Liability Insurance with minimum limits of \$1,000,000 per accident, combined single limit for bodily injury liability and property damage liability. This coverage shall be on an "Any Auto" or "Comprehensive Form" policy.

8. To supply Facility with appropriate forms to be used in evaluation of the performance of the assigned student.

9. To assure the student will function under the guidance of the designated Facility personnel or a licensed professional (as the case may be).

10. No form of payment or remuneration will be provided by Educational Institution, Facility or the preceptor/mentor/sponsor for the students' participation in the Learning Experience and student is responsible for all of his/her respective expenses.

Facility agrees:

1. To designate Facility personnel or a licensed professional who will be responsible for planning and implementation of the Learning Experience.

2. To provide Facility personnel or licensed professional with time to plan and implement the Learning Experience including, when feasible, time to attend relevant meetings and conferences.

3. To provide the physical facilities and equipment necessary to conduct the Learning Experience being offered.

4. To advise the Educational Institution of any changes in its personnel, operation, or policies that may affect the Learning Experience.

5. To provide the assigned students, whenever possible, with use of study facilities and reasonable study and storage space.

6. To provide the assigned student with a copy of Facility's existing pertinent rules, regulations and policies with which the student is expected to comply.

7. To evaluate the performance of the assigned student on a regular basis as agreed upon with Educational Institution using the evaluation form developed by the Educational Institutional (the completed evaluation will be forwarded to the Educational Institution within one (1) week following conclusion of the student's Learning Experience).

8. To advise the Educational Institutional by mid-assignment of any serious deficit noted in the ability of the assigned student to progress toward achievement of the stated objectives of the Learning Experience.

9. To have the right to terminate immediately any student whose health, behavior or performance is a detriment to Facility, or to achievement of the stated objectives of the Learning Experience, or is otherwise not in the best interest to Facility for the student(s) to continue in the Learning Experience, with contemporaneous or subsequent communication to the Educational Institution as the situation warrants.

10. To support continuing education and professional growth and development of those staff who are responsible for student supervision.

11. Insurance (Facility)

A) The Facility shall furnish proof of the following insurance to the Educational Institution by Certificate of insurance.

G) The Facility shall provide Certificates of Insurance to the Educational Institution prior to the commencement of this agreement.

H) The Facility insurers shall provide thirty (30) days advance written notice via certified mail in the event of cancellation of any insurance program required by this.

I) Comprehensive General Liability Insurance. The Facility shall procure and maintain for the life of the agreement/agreement, Comprehensive Liability Insurance, Broad Form, including Products and Completed Operations Liability. This policy shall provide coverage for death, bodily injury, personal injury, or property damage that could arise directly or indirectly from performance of the agreement. The coverage must be on an occurrence form basis with minimum limits of \$1,000,000 per claim, \$2,000,000 per occurrence, combined single limit for General Liability bodily injury and property damage liability.

Business Automobile Liability. The Facility shall procure and maintain, for the life of the agreement/agreement Business Automobile Liability Insurance with minimum limits of \$200,000 per person, \$300,000 per occurrence. Coverage for this self-insured county Facility shall be accepted per state guidelines for self-insured county entities. Additional Terms of Agreement:

1. This Agreement shall be effective when executed by both parties, and unless terminated sooner as provided herein, it shall remain in effect for a period of one (1) year. This Agreement shall automatically renew for additional one (1) year periods, unless either party provides written notice of intent not to renew to the other party at least thirty (30) days prior to the end of the then-current term.

2. This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof and supersedes all previous agreements and understandings, either oral or written. This Agreement may only be modified in writing and signed by authorized representatives of both parties.

3. This Agreement may be terminated under any of the following conditions:

(i) by either party with or without cause at any time upon thirty (30) days prior written notice to the other party; provided, however, that such termination shall not be effective with respect to any student who is participating in a Learning Experience at Facility on the date of such notice, until the end of the student's Learning Experience as previously scheduled; or

(ii) by both parties at any time with mutual written agreement; or

(iii) by either party immediately upon any breach of the Agreement by the other party. A Facility participating facility may also terminate the participation of a student upon written notice if such facility determines, in its discretion, the health or safety of patients may be jeopardized by the continued participation of such student or the student fails to behave in accordance with Facility's policies and procedures. If this Agreement is terminated pursuant to this paragraph, participation by the student in the current Learning Experience shall immediately cease.

4. This Agreement may not be assigned or transferred by either party without the prior written consent of the other party. This Agreement shall inure to the benefit of and shall be binding upon the parties hereto and their respective heirs, executors, legal representatives, successors and permitted assigns.

5. If any provision is held invalid, illegal or unenforceable with respect to particular circumstances, the Agreement shall nevertheless remain in full force and effect in all other circumstances.

6. Waiver by a party of any breach or violation of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach or violation hereof.

7. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. The parties acknowledge, understand and agree that the exclusive venue for any disputes pursuant to this Agreement shall be proper within the jurisdiction of the Superior Court of Santa Rosa County, Florida. The parties hereby waive any and all objections that they may otherwise have (or may raise) to venue and jurisdiction within the State of Florida. The prevailing party in any action to enforce rights or obligations under this Agreement shall be entitled to recover its costs and expenses from the other party, including reasonable attorney's fees.

8. Facility reserves the right to cancel students' assignments should it become necessary to implement a Facility Disaster Plan or as otherwise deemed necessary by Facility for the protection of its patients or otherwise.

9. Facility, its affiliates, their respective officers, trustees, employees, agents, and physicians on its medical staff do not assume liability for any death, injuries, or damage to the students.

10. Facility and Educational Institution understand and agree that the Educational Institution and the students enrolled in the Learning Experience pursuant to this Agreement are at all times independent contractors of Facility and are not agents, representatives or employees of Facility. As independent contractors, the Educational Institution and students are responsible for their own actions and Facility shall not be liable for the acts or omissions of the Educational Institution or its employees, agents, or students.

11. This Agreement is non-exclusive and does not affect either party's ability to enter into a similar agreement with other persons or entities.

12. Whenever any notice, demand, or consent is required or permitted under this Agreement, such notice, demand, or consent shall be in writing and shall be deemed sufficiently given:

- (i) On the day personally delivered; or
- (ii) three (3) days after deposit in the US mail if mailed by registered or certified mail, return receipt requested, postage prepaid; or
- (iii) on the day delivered if sent by recognized overnight courier service to the following addresses:

Educational Institution:

The School Board of Santa Rosa County, FL
5086 Canal St.
Milton, FL 32570

Facility:

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed under seal, by and through their duly authorized representatives, as of the day and year first above written.

Educational Institution:
The School Board of Santa
Rosa County, FL

Facility:

By: _____

By: _____

Title: _____

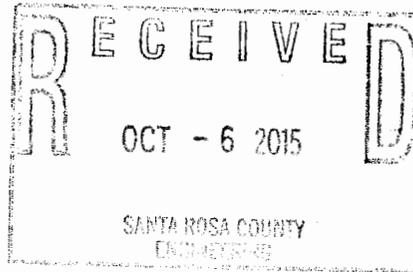
Title: _____

Date: _____

Date: _____

October 5, 2015

Mr. Roger Blaylock, P.E., County Engineer
 Santa Rosa County
 6051 Old Bagdad Highway, Suite 300
 Milton, Florida 32583



**SUBJECT: FDOT Intersection Safety Improvement Project
 Financial Project Identification #433519-3-52-01
 Intersection Safety Improvement Plans and Maintenance Agreement
 Submittal**

Mr. Blaylock:

Enclosed please find a set of abbreviated final design plans for your reference and file which details signing, pavement marking and other improvements which are planned for completion at the following intersections and whose side streets are within the jurisdiction of Santa Rosa County. These improvements are scheduled for construction by the Florida Department of Transportation (FDOT) and are being completed under Florida's Statewide Safety Intersection Implementation Plan; a federally-funded program whose current focus is reducing crashes at stop-controlled intersections.

- SR 4 at CR 87A (Market Road)
- SR 89 at CR 178
- SR 87 at Hickorywood Drive
- SR 87 at Hunter Street
- SR 89 (Dogwood Dr.) at Appaloosa Avenue
- SR 10 (US 90) at Miller Bluff Road
- SR 87 at CR 191 (Munson Highway)
- SR 10 (US 90) at Vicksburg Drive
- SR 10 (US 90) at Sports Dr / Pace Patriot Blvd
- SR 10 (US 90) at Stephens Road
- SR 10 (US 90) at Trice Road
- SR 10 (US 90) at Morningside Lane
- SR 10 (US 90) at CR 191A (Diamond St.)
- SR 89 at CR 197 (Chumuckla Highway)
- SR 87 at Coldwater Church Road
- SR 87 at Howard Avenue
- SR 87 at Banyan Drive
- SR 89 (Dogwood Drive) at Rosasco St.
- SR 10 (US 90) at SA Jones Road
- SR 10 (US 90) at Airport Road
- SR 10 (US 90) at Santa Rosa Drive
- SR 10 (US 90) at Pace Ln. / Keyser Ln.
- SR 10 (US 90) at Santa Villa Drive
- SR 10 (US 90) at Chantilly Way
- SR 10 (US 90) at Gainer Ave/Van Horn Rd

Two copies of a related Maintenance Agreement are also enclosed for your review and execution. The purpose of the agreement is to provide the Department with written concurrence that the improvements being performed will be included as part of your agency's maintenance program. Upon completion of your review of the agreement, please complete and sign both copies in the designated areas (on Pages 6 and 7) and return both to my attention at your earliest convenience for signature and execution by the Florida Department of Transportation.

If you have any questions in regard to the enclosed documents, please let me know. If the Maintenance Agreements require additional review and/or coordination with any of your additional government departments or representatives prior to execution, please let me know the anticipated schedule for these efforts. I can be reached via phone at 407-423-1600 x 209 or email at crohde@cescivil.com.

Thank you for your assistance in this matter and if you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,
Comprehensive Engineering Services, Inc.



Chad Rohde, P.E.
Project Manager

c. FILE



**STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
OFF SYSTEM PROJECT MAINTENANCE AGREEMENT**

This Agreement is between the State of Florida Department of Transportation (“DEPARTMENT”), and Santa Rosa County, a political subdivision of the State of Florida (“COUNTY”).

1. Federal funding is available for the costs of minor roadway improvements at the following intersections pursuant to Title 23, United States Code; and

- Rosasco Street at SR 89 (Dogwood Drive)
- Appaloosa Avenue at SR 89 (Dogwood Drive)
- CR 191A (Diamond Street) at SR 10 (US 90)
- Stephens Road at SR 10 (US 90)
- Sports Drive / Patriot Pace Boulevard at SR 10 (US 90)
- Vicksburg Drive at SR 10 (US 90)
- Santa Rosa Drive at SR 10 (US 90)
- Pace Lane / Keyser Lane at SR 10 (US 90)
- Santa Villa Drive at SR 10 (US 90)
- Trice Road at SR 10 (US 90)
- Chantilly Way at SR 10 (US 90)
- Morningside Lane at SR 10 (US 90)
- Gainer Avenue / Van Horn Road at SR 10 (US 90)
- North Airport Road and South Airport Road at SR 10 (US 90)
- SA Jones Road at SR 10 (US 90)
- Miller Bluff Road at SR 10 (US 90)
- CR 191 (Munson Highway) at SR 87 (Stewart Street)
- Banyan Drive at SR 87
- Hunter Street at SR 87
- Howard Avenue at SR 87
- Hickorywood Drive at SR 87
- Coldwater Church Road at SR 87
- CR 178 at SR 89
- CR 197 (Chumuckla Highway) at SR 89
- CR 87A (Market Road) at SR 4

2. The DEPARTMENT is preparing to undertake a project within the COUNTY identified and known to the parties by Financial Project I.D. 433519-3-52-01, and involving the following intersections ("PROJECT"); and

| Section No. | Mile Post | Local Road | Intersecting Roadway |
|-------------|-----------|---|------------------------|
| 58001 | 2.624 | Rosasco Street | SR 89 (Dogwood Drive) |
| 58001 | 3.146 | Appaloosa Avenue | SR 89 (Dogwood Drive) |
| 58010 | 3.156 | CR 191A (Diamond Street) | SR 10 (US 90) |
| 58010 | 4.287 | Stephens Road | SR 10 (US 90) |
| 58010 | 4.437 | Sports Drive / Pace Patriot Boulevard | SR 10 (US 90) |
| 58010 | 5.088 | Vicksburg Drive | SR 10 (US 90) |
| 58010 | 5.669 | Santa Rosa Drive | SR 10 (US 90) |
| 58010 | 6.828 | Pace Lane / Keyser Lane | SR 10 (US 90) |
| 58010 | 7.466 | Santa Villa Drive | SR 10 (US 90) |
| 58010 | 7.960 | Trice Road | SR 10 (US 90) |
| 58010 | 8.591 | Chantilly Way | SR 10 (US 90) |
| 58010 | 8.866 | Morningside Lane | SR 10 (US 90) |
| 58010 | 8.973 | Gainer Avenue / Van Horn Road | SR 10 (US 90) |
| 58010 | 14.766 | North Airport Road & South Airport Road | SR 10 (US 90) |
| 58010 | 19.438 | SA Jones Road | SR 10 (US 90) |
| 58010 | 21.980 | Miller Bluff Road | SR 10 (US 90) |
| 58050 | 0.787 | CR 191 (Munson Highway) | SR 87 (Stewart Street) |
| 58050 | 4.404 | Banyan Drive | SR 87 |
| 58050 | 4.501 | Hunter Street | SR 87 |
| 58050 | 4.697 | Howard Avenue | SR 87 |
| 58050 | 5.937 | Hickorywood Drive | SR 87 |
| 58050 | 12.613 | Coldwater Church Road | SR 87 |
| 58060 | 13.235 | CR 178 | SR 89 |
| 58060 | 18.921 | CR 197 (Chumuckla Highway) | SR 89 |
| 58080 | 9.591 | CR 87A (Market Road) | SR 4 |

3. Rosasco Street, Appaloosa Avenue, CR 191A (Diamond Street), Stephens Road, Sports Drive, Pace Patriot Boulevard, Vicksburg Drive, Santa Rosa Drive, Pace Lane, Keyser Lane, Santa Villa Drive, Trice Road, Chantilly Way, Morningside Lane, Gainer Avenue, Van Horn Road, North Airport Road, South Airport Road, SA Jones Road, Miller Bluff Road, CR 191 (Munson Highway), Banyan Drive, Hunter Street, Howard Avenue, Hickorywood Drive, Coldwater Church Road, CR 178, CR 197 (Chumuckla Highway), and CR 87A (Market Road) are located in Santa Rosa County, Florida, and are roads not on the State Highway System; and

NOW THEREFORE, in consideration of the mutual benefits to be derived by the terms of this Agreement, the parties hereby agree as follows:

4. The recitals in paragraphs 1-3 above are true and correct and are made a part of this Agreement.

5. The COUNTY acknowledges that the DEPARTMENT will be utilizing federal funds on the PROJECT and as a result thereof the COUNTY agrees to maintain the PROJECT in perpetuity according to DEPARTMENT standards. The COUNTY further recognizes and acknowledges that if the DEPARTMENT will be utilizing federal funds on the PROJECT, the National Environmental Policy Act ("NEPA") process will need to be completed and the DEPARTMENT reserves the right to adjust the plans and or design of the PROJECT to meet the needs of the permits. The COUNTY agrees to fully cooperate in the provision of any and all studies and or data that may be necessary for the NEPA process and for all other permit matters.

6. The COUNTY acknowledges and agrees that COUNTY'S right of way, and the improvements located within the COUNTY right of way, are and will remain under the ownership of the COUNTY and that the DEPARTMENT will not have any ownership interest in the right of way, improvements located thereon. Additionally, the DEPARTMENT'S right of way, and the improvements located within the DEPARTMENT'S right of way, are and will remain under the ownership of the DEPARTMENT and the COUNTY will not have any maintenance responsibilities nor ownership interest in the right of way, improvements located thereon. Notwithstanding the requirements hereof, maintenance during construction shall be the responsibility of the DEPARTMENT and its contractor.

7. Upon completion of the PROJECT, the DEPARTMENT shall issue a Notice of Final Acceptance to the contractor with a copy of said notice being provided to the COUNTY. Upon issuance of the Notice of Final Acceptance, the COUNTY shall be immediately responsible for the perpetual maintenance of the PROJECT. The DEPARTMENT shall also have the right to assign interim maintenance responsibility to the COUNTY for specified portions of the PROJECT before the issuance of the Notice of Final Acceptance. Said assignment of maintenance responsibility shall be sent by the DEPARTMENT to the COUNTY in writing with sufficient description to place the COUNTY on notice of the interim maintenance responsibility. Notwithstanding the issuance of the Notice of Final Acceptance, the DEPARTMENT shall have the right to assure completion of any punch list by the contractor. Additionally, the COUNTY understands and agrees that the DEPARTMENT shall transfer all permits to the COUNTY as the operational maintenance entity and the COUNTY agrees to accept said transfer and to become fully responsible to comply with all operational and maintenance conditions of the permits.

8. This Agreement shall become effective as of the date both parties hereto have executed the Agreement and shall continue in full force and effect until the PROJECT is completed by the DEPARTMENT and the improvements have been turned over to the COUNTY by the DEPARTMENT by formal notice from the DEPARTMENT. The DEPARTMENT reserves the right to unilaterally cancel its performance hereunder if it determines that it is in the best interest of the public to do so. This discretion shall include, but shall not be limited to budgetary and bid cost considerations.

9. Pursuant to Section 287.058, Florida Statutes, the DEPARTMENT may unilaterally cancel this Agreement for refusal by the COUNTY to allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes and made or received by the COUNTY in conjunction with this Agreement except for the obligation of the COUNTY to maintain the PROJECT and said Agreement shall be perpetual as to that obligation.

10. It is understood that the DEPARTMENT's participation in said PROJECT is subject to Legislative approval of the DEPARTMENT's appropriation request in the work program year that the PROJECT is scheduled.

11. The DEPARTMENT's performance and obligations to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the DEPARTMENT's funding for this PROJECT is in multiple years, funds approved from the DEPARTMENT'S Comptroller must be received every year prior to costs being incurred.

12. In the event this Agreement is in excess of \$25,000.00 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes are hereby incorporated:

"The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid in succeeding fiscal years, and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of \$25,000.00 and which have a term for a period of more than 1 year."

13. This Agreement shall be governed by the laws of the State of Florida. Any provision hereof found to be unlawful or unenforceable shall be severable and shall not affect the validity of the remaining portions hereof.

14. In the event there are cost overruns, supplemental agreements (specifically incurred in the areas located off the State Highway System), and or liquidated damages not eligible to be paid for by federal funds due to the Federal Highway Administration determining that said costs are non-participating costs, the COUNTY shall be responsible for one-hundred percent (100%) of the funds required to make up the shortfall not paid by federal funds. The PROJECT is off of the "State Highway System," therefore, in accordance with Section 339.08(1), F.S., State funding cannot be used for payments of non-participating costs on this PROJECT. (Examples of non-participating items could be fishing piers; premium costs due to

design or CEI errors or omissions; material or equipment called for in the plans but not used in the construction, as referenced in the Federal Aid Policy Guide 23, CFR Section 635.120).

- a. Should such shortfalls occur due to a determination that said costs are non-participating, the COUNTY agrees to provide, without delay, a deposit within fourteen (14) calendar days of notification from the DEPARTMENT, to ensure that cash on deposit with the DEPARTMENT is sufficient to fully fund the shortfall. The DEPARTMENT shall notify the COUNTY as soon as it becomes apparent there is a shortfall; however, failure of the DEPARTMENT to so notify the COUNTY shall not relieve the COUNTY of its obligation to pay for its full participation of non-participating costs during the PROJECT and on final accounting, as provided herein below. If the COUNTY cannot provide the deposit within fourteen (14) days, a letter must be submitted to and approved by the DEPARTMENT'S contract manager indicating when the deposit will be made. The COUNTY understands the request and approval of the additional time could delay the PROJECT, and additional non-participating costs may be incurred due to the delay of the PROJECT.

The DEPARTMENT intends to have its final and complete accounting of all costs incurred in connection with the work performed hereunder within three hundred sixty days (360) of final payment to the Contractor. The DEPARTMENT considers the PROJECT complete when the final payment has been made to the Contractor, not when the construction work is complete. All non-participating Project cost records and accounts shall be subject to audit by a representative of the COUNTY for a period of three (3) years after final close out of the PROJECT. The COUNTY will be notified of the final non-participating cost of the PROJECT. Both parties agree that in the event the final accounting of total non-participating costs pursuant to the terms of this Agreement is less than the total deposits to date, a refund of the excess will be made by the DEPARTMENT to the COUNTY. If the final accounting is not performed within three hundred and sixty (360) days, the COUNTY is not relieved from its obligation to pay.

In the event the final accounting of total non-participating costs are greater than the total deposits to date, the COUNTY will pay the additional amount within forty (40) calendar days from the date of the invoice from the DEPARTMENT. The COUNTY agrees to pay interest at a rate as established pursuant to Section 55.03, F.S., on any invoice not paid within forty (40) calendar days until the invoice is paid.

The payment of funds under this Agreement provision will be made directly to the DEPARTMENT for deposit.

15. COUNTY:

- a) Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the COUNTY during the term of the contract; and
- b) Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland

Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

16. All notices required pursuant to the terms hereof may be sent by first class United States Mail, facsimile transmission, hand delivery or express mail and shall be deemed to have been received by the end of five business days from the proper sending thereof unless proof of prior actual receipt is provided. Each party hereto shall have the continuing obligation to notify each other of the appropriate persons for notices to be sent to pursuant to the terms of this agreement. Unless otherwise notified in writing, notices shall be sent to the following:

COUNTY:

DEPARTMENT: District Traffic Operations Engineer
Florida Department of Transportation
Post Office Box 607
Chipley, FL 32428

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates exhibited by the signatures below.

**STATE OF FLORIDA
DEPARTMENT OF TRANSPORTATION**

**SANTA ROSA COUNTY, a political
subdivision of the State of Florida**

Signature

By: James T. Barfield, P.E.

Title: District Secretary

Date: _____

Attest: _____

Legal Review:

Office of the General Counsel

Signature

By: _____

Title: _____

Date: _____

Attest: _____

Legal Review:

Suzy Copeland

From: Stephen Furman
Sent: Wednesday, October 14, 2015 10:17 AM
To: Suzy Copeland
Subject: FW: Bagdad Mill Site Park Funding

Please use Ms. Fitzgerald' email as additional backup for the Agenda Item #3.

From: Sheila Fitzgerald
Sent: Wednesday, October 14, 2015 10:13 AM
To: Stephen Furman <StephenF@santarosa.fl.gov>
Cc: Glenn Bailey <GlennB@santarosa.fl.gov>; Erica Grancagnolo <EricaG@santarosa.fl.gov>; Tammy Simmons <TammyS@santarosa.fl.gov>; Hunter Walker <HunterW@santarosa.fl.gov>
Subject: Bagdad Mill Site Park Funding

Stephen,

There is currently a **remaining** balance of \$581,848 allocated for development of the Bagdad Mill Site. These funds are sufficient to cover the Phase I Base Bid + Alternate Bid 1 in the total bid amount of \$350,346.

This balance is made up of the following sources:

| | |
|---|------------------|
| Recreational Trails Program Grant & Cash Match (TDC allocation) | \$ 66,920 |
| District II funds (remaining) | \$ 788 |
| Land and Water Conservation Fund Grant & Cash Match (TDC Allocation) | \$272,996 |
| Tourist Development Council Allocations | \$206,822 |
| <ul style="list-style-type: none"> • TDC Northend Reserves (\$162,000 original amount tax collection set aside) • TDC Reserves (\$175,000 additional amount approved Oct 17, 2012) • TDC Reserves (\$80,000 committed June 19, 2014 as additional match to LWCF) | |
| Donations (Blackwater Pyrates & Bagdad Waterfronts Florida Partnership, Inc.) | <u>\$ 5,600</u> |
| TOTAL REMAINING BALANCE | \$553,126 |

The remainder of funds will be spent on:

- Completion of the walking trail & connector paths
- Entrance Gate construction
- Wooden boardwalk at entrance
- Post and rail fence and stockade fence
- Educational/Wayside exhibits
- Picnic tables, grills, benches, bike racks, trash cans
- Boardwalk from park trail loop to Kayak launch
- Water Fountains at trail loop and at Kayak area
- Grassed raised amphitheater for natural seating
- Landscaping and irrigation

We will also be applying at the end of the month for a Coastal Partnership Initiative Grant in the amount of \$30,000 which will be matched by Dist II Recreation funds for the construction of a bathroom at the park. Bagdad Waterfronts Florida has also committed to adding \$10,000 to these funds as well as continued fundraising for general park development and operations. The grand opening for the park is tentatively scheduled for May 2016.



Chavers Construction

1795 West Detroit Blvd. Pensacola, FL 32534 Office (850) 474-1966 Fax (850) 479-1288

TO: Santa Rosa County Procurement Department
6495 Caroline Street
Milton, Florida 32570

REFERENCE: Bagdad Mill Site Park - Parking, Utility, Lighting and Kayak Launch Project, Phase 1

BASE BID PRICE: \$ 293,916

**(Unit costs are required as well in the attached Unit Cost Tables)*

Gentlemen:

I have received the Bidding Documents consisting of Drawings and specifications (Project Manual) entitled **Bagdad Mill Site Park - Parking, Utility, Lighting and Kayak Launch Project, Phase 1**.

I have also received Addenda Numbers 1, and have included their provisions in my Bid. I have examined both the Bidding Documents and the site.

In submitting the Bid, I agree:

1. To hold my bid in full force and effect for a period of sixty (60) calendar days after the time of the opening of this Bid.
2. To accept the provisions of the Instructions to Bidders regarding disposition of Bid Guarantee.
3. To enter into and execute a Contract within 10 (ten) calendar days after said Contract is delivered to me, if awarded on the basis of this Bid.
4. To accomplish the work in accordance with the Contract Documents.
5. To commence work under this Contract on or before a date to be specified in written "Notice of Proceed" by the County Attorney and to complete project within one hundred twenty (120) calendar days thereafter.
6. To pay as liquidated damages, the sum of \$500.00 for each consecutive calendar day after completion date, as called for in the Contract Agreement as modified.
7. Provide FDOT with performance Bonds and adhere to FDOT Special Conditions.
Provide Santa Rosa County with performance Bonds and adhere to Supplementary Conditions

I will construct this project for the lump sum price of:

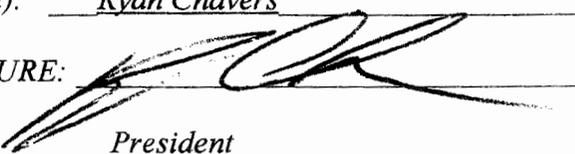
BASE Two Hundred Ninety Three Thousand Nine Hundred Sixteen Dollars

(\$ 293,916)

Unit prices are attached for informational purposes. Change orders and progress payments will be based on unit prices provided.

FIRM: Chavers Construction, Inc.

BY (print): Ryan Chavers

SIGNATURE: 

TITLE: President

DATE: 10/13/15

MAILING ADDRESS 1795 Detroit Blvd.

Pensacola, FL 32534

PHONE (850) 474-1966 FAX (850) 479-1288

EMAIL Ryan@Chaversinc.com

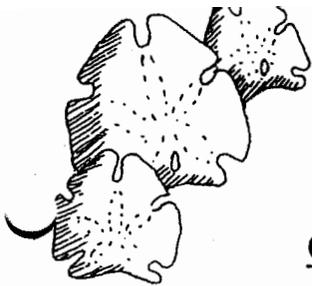
**BAGDAD MILL SITE PARK- PARKING,
UTILITY, ELECTRICAL/LIGHTING AND KAYAK LAUNCH PHASE 1**

| | Quantity | Unit | Amount | Cost |
|--|-----------------|-------------|---------------|-------------|
| Phase 1 Base Bid | | | | |
| Main Asphalt Parking Lot & Entrance (phase 1) | 1 | LS | 58278 | 58278 |
| Concrete Curbing in Parking Lot (phase 1) | 1 | LS | 37480 | 37480 |
| Concrete Sidewalks in Parking Area (phase 1) | 1 | LS | 11500 | 11500 |
| Main Parking Pavement Markings (phase 1) | 1 | LS | 3723 | 3723 |
| Main Parking Bollards & Wheel Stops (phase 1) | 1 | LS | 9750 | 9750 |
| Construct Utility (Water and Sewer in phase 1) | 1 | LS | 58370 | 58370 |
| Construct Electrical & Lighting System (phase 1) | 1 | LS | 82950 | 82950 |
| Kayak Asphalt Parking Lot & Entrance | 1 | LS | 11550 | 11550 |
| Kayak Launch Concrete & Specified Matting | 1 | LS | 16300 | 16300 |
| Kayak Launch Bollards & Wheel Stops | 1 | LS | 2100 | 2100 |
| Kayak Launch Pavement Markings | 1 | LS | 1915 | 1915 |
| TOTAL BASE BID | 1 | LS | 293916 | 293916 |
| | | | | |
| ALTERNATE BID 1 (Parking Lot Lighting) | 1 | LS | 56430 | 56430 |
| GRAND TOTAL (Base Bid + Alternate Bid) | 1 | LS | 350346 | 350346 |

***Unit prices must be submitted for comparison and payment purposes. See Unit Price Table Below.*

**BAGDAD MILL SITE PARK - PARKING, UTILITY
ELECTRICAL/LIGHTING AND KAYAK LAUNCH PHASE 1 -
Unit Prices (Installed, materials, labor and equipment)**

| | Quantity | Unit | Amount | Cost |
|---|----------|------|--------|------|
| Unit Cost Prices (For Change Orders) | | | | |
| Site Plan (Parking, Sidewalks) | | | | |
| Asphalt 1.5" SP -12.5 | 1 | SY | 9 | 9 |
| Asphalt 1" SP - 9.5 | 1 | SY | 8 | 8 |
| Concrete Ribbon Curb - 12" | 1 | LF | 12 | 12 |
| Concrete Sidewalk - 4" Thick Trowel Finish | 1 | SY | 31.5 | 31.5 |
| 6" Solid White Traffic Paint | 1 | LF | 1.1 | 1.1 |
| 6" Solid Blue Traffic Paint | 1 | LF | 1.1 | 1.1 |
| 24" Solid White Traffic Paint | 1 | LF | 4.4 | 4.4 |
| Utility Plans (Water, Fire Water, Sewer) | | | | |
| 3" PVC Water | 1 | LF | 15 | 15 |
| 2" PVC Water | 1 | LF | 12 | 12 |
| 1" PVC Water | 1 | LF | 10 | 10 |
| 6" Fire Water | 1 | LF | 18 | 18 |
| 3" PVC Sanitary Sewer @1% | 1 | LF | 20 | 20 |
| Lighting/Electrical Plan | | | | |
| Conductor - Insulated #10 | 1 | LF | .5 | .5 |
| Conductor - Insulated #8 | 1 | LF | .8 | .8 |
| Conductor - Insulated #6 | 1 | LF | 1.2 | 1.2 |
| Conductor - Insulated # 4/0 | 1 | LF | 2 | 2 |
| Conductor - Insulated #250KCM | 1 | LF | 3 | 3 |
| Conduit (Schedule 40) - 2" | 1 | LF | 10 | 10 |
| Conduit (Schedule 40) - 3" | 1 | LF | 12 | 12 |
| Conduit (Schedule 40) - 4" | 1 | LF | 15 | 15 |



GULF-ATLANTIC CONSTRUCTORS, INC.

650 WEST OAKFIELD ROAD, PENSACOLA, FLORIDA 32503 (850) 477-0588

FAX (850) 479-2788 CG CA 00308

TO: Santa Rosa County Procurement Department
6495 Caroline Street
Milton, Florida 32570

REFERENCE: Bagdad Mill Site Park - Parking, Utility, Lighting and Kayak Launch Project, Phase 1

BASE BID PRICE: \$ 302,265.00

**(Unit costs are required as well in the attached Unit Cost Tables)*

Gentlemen:

I have received the Bidding Documents consisting of Drawings and specifications (Project Manual) entitled **Bagdad Mill Site Park - Parking, Utility, Lighting and Kayak Launch Project, Phase 1.**

I have also received Addenda Numbers (Email 9/24/2015), and have included their provisions in my Bid. I have examined both the Bidding Documents and the site.

In submitting the Bid, I agree:

1. To hold my bid in full force and effect for a period of sixty (60) calendar days after the time of the opening of this Bid.
2. To accept the provisions of the Instructions to Bidders regarding disposition of Bid Guarantee.
3. To enter into and execute a Contract within 10 (ten) calendar days after said Contract is delivered to me, if awarded on the basis of this Bid.
4. To accomplish the work in accordance with the Contract Documents.
5. To commence work under this Contract on or before a date to be specified in written "Notice of Proceed" by the County Attorney and to complete project within one hundred twenty (120) calendar days thereafter.
6. To pay as liquidated damages, the sum of \$500.00 for each consecutive calendar day after completion date, as called for in the Contract Agreement as modified.
7. Provide FDOT with performance Bonds and adhere to FDOT Special Conditions. Provide Santa Rosa County with performance Bonds and adhere to Supplementary Conditions

I will construct this project for the lump sum price of:

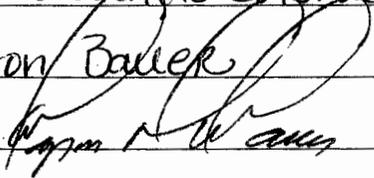
BASE Three Hundred Two Thousand Two Hundred Sixty Five Dollars.

(\$ 302,265.00)

Unit prices are attached for informational purposes. Change orders and progress payments will be based on unit prices provided.

FIRM: Gulf Atlantic Constructors, Inc.

BY (print): Byron Bauer

SIGNATURE: 

TITLE: Sec. 1 Pres.

DATE: 10/13/15

MAILING ADDRESS 650 W. Oakfield Rd
Pensacola Florida 32503

PHONE (850) 477-0588 FAX (850) 479-2788

EMAIL BBauer @ gacinc. net

BAGHDAD MILITARY CITY PARK, PARKING, UTILITIES, LIGHTING AND KAYAK LAUNCH PHASE 1

| | Quantity | Unit | Amount | Cost |
|--|----------|------|-----------|-------------------|
| Phase 1 Base Bid | | | | |
| Main Asphalt Parking Lot & Entrance (phase 1) | 1 | LS | 55,185.00 | 55,185.00 |
| Concrete Curbing in Parking Lot (phase 1) | 1 | LS | 52,640.00 | 52,640.00 |
| Concrete Sidewalks in Parking Area (phase 1) | 1 | LS | 18,690.00 | 18,690.00 |
| Main Parking Pavement Markings (phase 1) | 1 | LS | 2,100.00 | 2,100.00 |
| Main Parking Bollards & Wheel Stops (phase 1) | 1 | LS | 17,480.00 | 17,480.00 |
| Construct Utility (Water and Sewer in phase 1) | 1 | LS | 70,870.00 | 70,870.00 |
| Construct Electrical & Lighting System (phase 1) | 1 | LS | 55,165.00 | 55,165.00 |
| Kayak Asphalt Parking Lot & Entrance | 1 | LS | 10,750.00 | 10,750.00 |
| Kayak Launch Concrete & Specified Matting | 1 | LS | 15,390.00 | 15,390.00 |
| Kayak Launch Bollards & Wheel Stops | 1 | LS | 2,200.00 | 2,200.00 |
| Kayak Launch Pavement Markings | 1 | LS | 1,795.00 | 1,795.00 |
| TOTAL BASE BID | 1 | LS | | 302,265.00 |
| | | | | |
| ALTERNATE BID 1 (Lighting) | 1 | LS | 57,195.00 | 57,195.00 |
| GRAND TOTAL (Base Bid + Alternate Bid) | 1 | LS | | 359,460.00 |

****Unit prices must be submitted for comparison and payment purposes. See Unit Price Table Below.**

**ADMINISTRATIVE SITE PARKING LOT UTILITY
 LIGHTING PHASE 1 - Unit Prices (Installed materials
 and equipment)**

| | Quantity | Unit | Amount | Cost |
|---|----------|------|--------|------|
| Unit Cost Prices (For Change Orders) | | | | |
| Site Plan (Parking, Sidewalks) | | | | |
| Asphalt 1.5" SP -12.5 | 1 | SY | 9.25 | |
| Asphalt 1" SP - 9.5 | 1 | SY | 8.75 | |
| Concrete Ribbon Curb - 12" | 1 | LF | 22.50 | |
| Concrete Sidewalk - 4" Thick Trowel Finish | 1 | SY | 48.00 | |
| Solid White Striping | 1 | LF | 0.75 | |
| Solid Blue Striping | 1 | LF | 0.85 | |
| 1" Solid White Striping | 1 | LF | 2.00 | |
| Utility Plans (Water, Fire Water, Sewer) | | | | |
| PVC Water | 1 | LF | 8.10 | |
| Water | 1 | LF | 4.95 | |
| PVC Water | 1 | LF | 3.00 | |
| Fire Water | 1 | LF | 31.55 | |
| PVC Sanitary Sewer @1% | 1 | LF | 12.00 | |
| Lighting Plan | | | | |
| Conductor - Insulated #10 | 1 | LF | 0.65 | |
| Conductor - Insulated #8 | 1 | LF | 1.25 | |
| Conductor - Insulated #6 | 1 | LF | 1.35 | |
| Conductor - Insulated # 4/0 | 1 | LF | 5.50 | |
| Conductor - Insulated #250KCM | 1 | LF | 6.30 | |
| Conduit (Schedule 40) - 2" | 1 | LF | 5.00 | |
| Conduit (Schedule 40)- 3" | 1 | LF | 8.00 | |
| Conduit (Schedule 40)- 4" | 1 | LF | 10.00 | |

I will construct this project for the lump sum price of:

BASE Three Hundred Ten Thousand, Two Hundred Fifty⁰⁰/₁₀₀
(\$ 310,250.00)

Unit prices are attached for informational purposes. Change orders and progress payments will be based on unit prices provided.

FIRM: Three Trade Consultants, Inc.

BY (print): David M. Phillips

SIGNATURE: D. Phillips

TITLE: Vice President

DATE: 10/13/15

MAILING ADDRESS 5690 Jeff Ates Rd
Milton, FL 32583

PHONE (850) 626-9972 FAX (850) 626-7414

EMAIL bradley.threetrade@gmail.com

Revised Per Addendum #1

**BAGDAD MILL SITE PARK- PARKING,
UTILITY, ELECTRICAL/LIGHTING AND KAYAK LAUNCH PHASE 1**

| | Quantity | Unit | Amount | Cost |
|--|----------|------|-------------|--------------|
| Phase 1 Base Bid | | | | |
| Main Asphalt Parking Lot & Entrance (phase 1) | 1 | LS | \$81,409.00 | \$81,409.00 |
| Concrete Curbing in Parking Lot (phase 1) | 1 | LS | \$51,888.00 | \$51,888.00 |
| Concrete Sidewalks in Parking Area (phase 1) | 1 | LS | \$13,838.00 | \$13,838.00 |
| Main Parking Pavement Markings (phase 1) | 1 | LS | \$2,300.00 | \$2,300.00 |
| Main Parking Bollards & Wheel Stops (phase 1) | 1 | LS | \$8,212.00 | \$8,212.00 |
| Construct Utility (Water and Sewer in phase 1) | 1 | LS | \$52,112.00 | \$52,112.00 |
| Construct Electrical & Lighting System (phase 1) | 1 | LS | \$74,997.00 | \$74,997.00 |
| Kayak Asphalt Parking Lot & Entrance | 1 | LS | \$11,414.00 | \$11,414.00 |
| Kayak Launch Concrete & Specified Matting | 1 | LS | \$12,000.00 | \$12,000.00 |
| Kayak Launch Bollards & Wheel Stops | 1 | LS | \$1,040.00 | \$1,040.00 |
| Kayak Launch Pavement Markings | 1 | LS | \$1,040.00 | \$1,040.00 |
| TOTAL BASE BID | 1 | LS | | \$310,250.00 |
| ALTERNATE BID 1 (Parking Lot Lighting) | 1 | LS | \$51,564.00 | \$51,564.00 |
| GRAND TOTAL (Base Bid + Alternate Bid) | 1 | LS | | \$361,814.00 |

****Unit prices must be submitted for comparison and payment purposes. See Unit Price Table Below.**

**BAGDAD MILL SITE PARK - PARKING,
UTILITY, ELECTRICAL/LIGHTING AND
KAYAK LAUNCH**

**PHASE 1 - Unit Prices (Installed,
materials, labor and equipment)**

| | Quantity | Unit | Amount | Cost |
|---|----------|------|----------|------|
| Unit Cost Prices (For Change Orders) | | | | |
| | | | | |
| Site Plan (Parking, Sidewalks) | | | | |
| Asphalt 1.5" SP -12.5 | 1 | SY | \$9.50 | |
| Asphalt 1" SP - 9.5 | 1 | SY | \$11.00 | |
| Concrete Ribbon Curb - 12" | 1 | LF | \$12.00 | |
| Concrete Sidewalk - 4" Thick Trowel Finish | 1 | SY | \$38.25 | |
| 6" Solid White Traffic Paint | 1 | LF | \$1.00 | |
| 6" Solid Blue Traffic Paint | 1 | LF | \$1.25 | |
| 24" Solid White Traffic Paint | 1 | LF | \$2.50 | |
| Utility Plans (Water, Fire Water, Sewer) | | | | |
| 3" PVC Water | 1 | LF | \$11.50 | |
| 2" PVC Water | 1 | LF | \$6.00 | |
| 1" PVC Water | 1 | LF | \$4.50 | |
| 6" Fire Water | 1 | LF | \$159.00 | |
| 3" PVC Sanitary Sewer @1% | 1 | LF | \$15.95 | |
| Lighting/Electrical Plan | | | | |
| Conductor - Insulated #10 | 1 | LF | \$1.00 | |
| Conductor - Insulated #8 | 1 | LF | \$1.50 | |
| Conductor - Insulated #6 | 1 | LF | \$1.75 | |
| Conductor - Insulated # 4/0 | 1 | LF | \$7.50 | |
| Conductor - Insulated #250KCM | 1 | LF | \$8.25 | |
| Conduit (Schedule 40) - 2" | 1 | LF | \$6.50 | |
| Conduit (Schedule 40)- 3" | 1 | LF | \$10.50 | |
| Conduit (Schedule 40)- 4" | 1 | LF | \$13.00 | |

**BAGDAD MILL SITE PARK - PARKING, UTILITY
ELECTRICAL/LIGHTING AND KAYAK LAUNCH PHASE 1 -
Unit Prices (Installed, materials, labor and equipment)**

| | Quantity | Unit | Amount | Cost |
|---|----------|------|--------|------|
| Unit Cost Prices (For Change Orders) | | | | |
| | | | | |
| Site Plan (Parking, Sidewalks) | | | | |
| Asphalt 1.5" SP -12.5 | 1 | SY | | |
| Asphalt 1" SP - 9.5 | 1 | SY | | |
| Concrete Ribbon Curb - 12" | 1 | LF | | |
| Concrete Sidewalk - 4" Thick Trowel Finish | 1 | SY | | |
| 6" Solid White Traffic Paint | 1 | LF | | |
| 6" Solid Blue Traffic Paint | 1 | LF | | |
| 24" Solid White Traffic Paint | 1 | LF | | |
| Utility Plans (Water, Fire Water, Sewer) | | | | |
| 3" PVC Water | 1 | LF | | |
| 2" PVC Water | 1 | LF | | |
| 1" PVC Water | 1 | LF | | |
| 6" Fire Water | 1 | LF | | |
| 3" PVC Sanitary Sewer @1% | 1 | LF | | |
| Lighting/Electrical Plan | | | | |
| Conductor - Insulated #10 | 1 | LF | | |
| Conductor - Insulated #8 | 1 | LF | | |
| Conductor - Insulated #6 | 1 | LF | | |
| Conductor - Insulated # 4/0 | 1 | LF | | |
| Conductor - Insulated #250KCM | 1 | LF | | |
| Conduit (Schedule 40) - 2" | 1 | LF | | |
| Conduit (Schedule 40) - 3" | 1 | LF | | |
| Conduit (Schedule 40) - 4" | 1 | LF | | |



106 stone Blvd. cantonment, fl 32533

Phone: (850) 968-0991

Fax: (850) 968-0996

(To be copied by the Bidder on his own letterhead and submitted in triplicate.)

TO: Santa Rosa County Procurement Department
6495 Caroline Street
Milton, Florida 32570

REFERENCE: Bagdad Mill Site Park - Parking, Utility, Lighting and Kayak Launch Project, Phase 1

BASE BID PRICE: \$ 311,981.32

**(Unit costs are required as well in the attached Unit Cost Tables)*

Gentlemen:

I have received the Bidding Documents consisting of Drawings and specifications (Project Manual) entitled Bagdad Mill Site Park - Parking, Utility, Lighting and Kayak Launch Project, Phase 1.

I have also received Addenda Numbers One, and have included their provisions in my Bid. I have examined both the Bidding Documents and the site.

In submitting the Bid, I agree:

1. *To hold my bid in full force and effect for a period of sixty (60) calendar days after the time of the opening of this Bid.*
2. *To accept the provisions of the Instructions to Bidders regarding disposition of Bid Guarantee.*
3. *To enter into and execute a Contract within 10 (ten) calendar days after said Contract is delivered to me, if awarded on the basis of this Bid.*
4. *To accomplish the work in accordance with the Contract Documents.*
5. *To commence work under this Contract on or before a date to be specified in written "Notice of Proceed" by the County Attorney and to complete project within one hundred twenty (120) calendar days thereafter.*
6. *To pay as liquidated damages, the sum of \$500.00 for each consecutive calendar day after completion date, as called for in the Contract Agreement as modified.*
7. *Provide FDOT with performance Bonds and adhere to FDOT Special Conditions. Provide Santa Rosa County with performance Bonds and adhere to Supplementary Conditions*

I will construct this project for the lump sum price of:

BASE Three hundred eleven thousand nine hundred eighty-one
(\$ 311,981.32) dollars and thirty-two cents

Unit prices are attached for informational purposes. Change orders and progress payments will be based on unit prices provided.

FIRM: Roads, Inc. of NWF

BY (print): Cody Rawson

SIGNATURE: 

TITLE: President

DATE: October 13, 2015

MAILING ADDRESS 106 Stone Boulevard - Cantonment, FL 32533

PHONE (850) 968-0991 FAX (850) 968-0996

EMAIL stevan@roadsinc.com

**BAGDAD MILL SITE PARK PARKING
UTILITY ELECTRICAL LIGHTING AND KAYAK LAUNCH PHASE 1**

| | Quantity | Unit | Amount | Cost |
|--|-----------------|-------------|---------------------|-------------|
| Phase 1 Base Bid | | | | |
| Main Asphalt Parking Lot & Entrance (phase 1) | 1 | LS | \$64563.20 | |
| Concrete Curbing in Parking Lot (phase 1) | 1 | LS | \$30,180.10 | |
| Concrete Sidewalks in Parking Area (phase 1) | 1 | LS | \$13,572.36 | |
| Main Parking Pavement Markings (phase 1) | 1 | LS | \$2,664.94 | |
| Main Parking Bollards & Wheel Stops (phase 1) | 1 | LS | \$14,910.06 | |
| Construct Utility (Water and Sewer in phase 1) | 1 | LS | \$56,072.60 | |
| Construct Electrical & Lighting System (phase 1) | 1 | LS | \$88,276.42 | |
| Kayak Asphalt Parking Lot & Entrance | 1 | LS | \$12,112.10 | |
| Kayak Launch Concrete & Specified Matting | 1 | LS | \$26,997.83 | |
| Kayak Launch Bollards & Wheel Stops | 1 | LS | \$1,798.19 | |
| Kayak Launch Pavement Markings | 1 | LS | \$833.52 | |
| TOTAL BASE BID | 1 | LS | \$311,981.32 | |
| | | | | |
| ALTERNATE BID 1 (Parking Lot Lighting) | 1 | LS | \$61,525.00 | |
| GRAND TOTAL (Base Bid + Alternate Bid) | 1 | LS | \$373,506.32 | |

**Unit prices must be submitted for comparison and payment purposes. See Unit Price Table Below.*

**BAGDAD MILL SITE PARK - PARKING, UTILITY,
ELECTRICAL LIGHTING AND KAYAK LAUNCH PHASE 1
(Unit Prices (Installed, materials, labor and equipment))**

| | Quantity | Unit | Amount | Cost |
|---|----------|------|---------|------|
| Unit Cost Prices (For Change Orders) | | | | |
| | | | | |
| Site Plan (Parking, Sidewalks) | | | | |
| Asphalt 1.5" SP -12.5 | 1 | SY | \$7.75 | |
| Asphalt 1" SP - 9.5 | 1 | SY | \$5.25 | |
| Concrete Ribbon Curb - 12" | 1 | LF | \$13.94 | |
| Concrete Sidewalk - 4" Thick Trowel Finish | 1 | SY | \$37.95 | |
| 6" Solid White Traffic Paint | 1 | LF | \$1.15 | |
| 6" Solid Blue Traffic Paint | 1 | LF | \$1.15 | |
| 24" Solid White Traffic Paint | 1 | LF | \$15.00 | |
| Utility Plans (Water, Fire Water, Sewer) | | | | |
| 3" PVC Water | 1 | LF | \$9.65 | |
| 2" PVC Water | 1 | LF | \$9.40 | |
| 1" PVC Water | 1 | LF | \$9.40 | |
| 6" Fire Water | 1 | LF | \$12.65 | |
| 3" PVC Sanitary Sewer @1% | 1 | LF | \$15.95 | |
| Lighting/Electrical Plan | | | | |
| Conductor - Insulated #10 | 1 | LF | \$0.75 | |
| Conductor - Insulated #8 | 1 | LF | \$1.09 | |
| Conductor - Insulated #6 | 1 | LF | \$1.73 | |
| Conductor - Insulated # 4/0 | 1 | LF | \$10.93 | |
| Conductor - Insulated #250KCM | 1 | LF | \$13.22 | |
| Conduit (Schedule 40) - 2" | 1 | LF | \$4.60 | |
| Conduit (Schedule 40) - 3" | 1 | LF | \$5.75 | |
| Conduit (Schedule 40) - 4" | 1 | LF | \$9.20 | |

ROBERSON UNDERGROUND UTILITY LLC

6013 Southridge Rd., Milton, FL 32570 • Office: 850-626-9911 Fax: 850-626-2130
Email: robersonunderground@uol.com

TO: Santa Rosa County Procurement Department
6495 Caroline Street
Milton, Florida 32570

REFERENCE: Bagdad Mill Site Park - Parking, Utility, Lighting and Kayak Launch Project, Phase 1

BASE BID PRICE: \$ 447,600.00

*(Unit costs are required as well in the attached Unit Cost Tables)

Gentlemen:

I have received the Bidding Documents consisting of Drawings and specifications (Project Manual) entitled Bagdad Mill Site Park - Parking, Utility, Lighting and Kayak Launch Project, Phase 1.

I have also received Addenda Numbers Addendum# 1 and have included their provisions in my Bid. I have examined both the Bidding Documents and the site.

In submitting the Bid, I agree:

1. To hold my bid in full force and effect for a period of sixty (60) calendar days after the time of the opening of this Bid.
2. To accept the provisions of the Instructions to Bidders regarding disposition of Bid Guarantee.
3. To enter into and execute a Contract within 10 (ten) calendar days after said Contract is delivered to me, if awarded on the basis of this Bid.
4. To accomplish the work in accordance with the Contract Documents.
5. To commence work under this Contract on or before a date to be specified in written "Notice of Proceed" by the County Attorney and to complete project within one hundred twenty (120) calendar days thereafter.
6. To pay as liquidated damages, the sum of \$500.00 for each consecutive calendar day after completion date, as called for in the Contract Agreement as modified.
7. Provide FDOT with performance Bonds and adhere to FDOT Special Conditions. Provide Santa Rosa County with performance Bonds and adhere to Supplementary Conditions

I will construct this project for the lump sum price of:

BASE Four hundred, Forty Seven Thousand, six hundred; ⁰⁰/100-
(\$ 447,600. ⁰⁰)

Unit prices are attached for informational purposes. Change orders and progress payments will be based on unit prices provided.

FIRM: Roberson Underground Utility LLC

BY (print): Ray Roberson

SIGNATURE: 

TITLE: Manager

DATE: 10/12/2015

MAILING ADDRESS 6013 Southridge Rd., Milton, FL 32570

PHONE (850) 626-9911 FAX (850) 626-2130

EMAIL robersonundergroundllc@aol.com

**BAGDAD MILL SITE PARK- PARKING,
UTILITY, ELECTRICAL/LIGHTING AND KAYAK LAUNCH PHASE 1**

| | Quantity | Unit | Amount | Cost |
|--|-----------------|-------------|---------------|--------------|
| Phase 1 Base Bid | | | | |
| Main Asphalt Parking Lot & Entrance (phase 1) | 1 | LS | | \$52,290.00 |
| Concrete Curbing in Parking Lot (phase 1) | 1 | LS | | \$56,000.00 |
| Concrete Sidewalks in Parking Area (phase 1) | 1 | LS | | \$22,525.00 |
| Main Parking Pavement Markings (phase 1) | 1 | LS | | \$5,550.00 |
| Main Parking Bollards & Wheel Stops (phase 1) | 1 | LS | | \$2,200.00 |
| Construct Utility (Water and Sewer in phase 1) | 1 | LS | | \$68,535.00 |
| Construct Electrical & Lighting System (phase 1) | 1 | LS | | \$195,800.00 |
| Kayak Asphalt Parking Lot & Entrance | 1 | LS | | \$16,800.00 |
| Kayak Launch Concrete & Specified Matting | 1 | LS | | \$25,400.00 |
| Kayak Launch Bollards & Wheel Stops | 1 | LS | | \$1,800.00 |
| Kayak Launch Pavement Markings | 1 | LS | | \$700.00 |
| TOTAL BASE BID | 1 | LS | | \$447,600.00 |
| | | | | |
| ALTERNATE BID 1 (Parking Lot Lighting) | 1 | LS | | \$49,700.00 |
| GRAND TOTAL (Base Bid + Alternate Bid) | 1 | LS | | \$497,300.00 |

***Unit prices must be submitted for comparison and payment purposes. See Unit Price Table Below.*

**BAGDAD MILL SITE PARK - PARKING, UTILITY
ELECTRICAL LIGHTING AND KAYAK LAUNCH PHASE 1
Unit Prices (Installed, materials, labor and equipment)**

| | Quantity | Unit | Amount | Cost |
|---|----------|------|---------|------|
| Unit Cost Prices (For Change Orders) | | | | |
| | | | | |
| Site Plan (Parking, Sidewalks) | | | | |
| Asphalt 1.5" SP -12.5 | 1 | SY | \$14.00 | |
| Asphalt 1" SP - 9.5 | 1 | SY | \$18.00 | |
| Concrete Ribbon Curb - 12" | 1 | LF | \$20.00 | |
| Concrete Sidewalk - 4" Thick Trowel Finish | 1 | SY | \$85.00 | |
| 6" Solid White Traffic Paint | 1 | LF | \$.83 | |
| 6" Solid Blue Traffic Paint | 1 | LF | \$.94 | |
| 24" Solid White Traffic Paint | 1 | LF | \$2.25 | |
| Utility Plans (Water, Fire Water, Sewer) | | | | |
| 3" PVC Water | 1 | LF | \$15.00 | |
| 2" PVC Water | 1 | LF | \$14.00 | |
| 1" PVC Water | 1 | LF | \$12.00 | |
| 6" Fire Water | 1 | LF | \$24.00 | |
| 3" PVC Sanitary Sewer @1% | 1 | LF | \$48.00 | |
| Lighting/Electrical Plan | | | | |
| Conductor - Insulated #10 | 1 | LF | \$4.50 | |
| Conductor - Insulated #8 | 1 | LF | \$5.00 | |
| Conductor - Insulated #6 | 1 | LF | \$5.50 | |
| Conductor - Insulated # 4/0 | 1 | LF | \$7.25 | |
| Conductor - Insulated #250KCM | 1 | LF | \$9.00 | |
| Conduit (Schedule 40) - 2" | 1 | LF | \$12.50 | |
| Conduit (Schedule 40) - 3" | 1 | LF | \$16.50 | |
| Conduit (Schedule 40) - 4" | 1 | LF | \$24.50 | |

BUDGET & FINANCIAL MANAGEMENT COMMITTEE

Chairman: Commissioner R. Williamson
Vice Chairman: Commissioner Cole

October 19, 2015

Bid Actions:

- 1) Discussion of bids received for the Bagdad Mill Site Utility Project Phase I, apparent low bidder is Chavers Construction, Inc., with a bid of \$293,916.

Budget:

- 2) **Budget Amendment 2015 – 211** in the amount of \$ 2,245 to recognize increased Law Library revenues in the Fine & Forfeiture Fund and allocate for expenditure.
- 3) **Budget Amendment 2015 – 212** in the amount of \$ 2,200 to carry forward funds in the E-911 Fund for Professional Services for 911 interface and management.
- 4) **Budget Amendment 2015 – 213** in the amount of \$23,810 to carry forward funds in the General Fund for September communication expenditures.
- 5) **Budget Amendment 2015 – 214** in the amount of \$487 to carry forward funds in the General Fund for West Publishing.
- 6) **Budget Amendment 2016 – 008** in the amount of \$ 47,205 to carry forward unspent funds in the Fine & Forfeiture Fund for the panic alarm system in the courthouse (\$17,840); the camera in the lobby of Courtroom 100 (\$957); and the x-ray system at the courthouse (\$28,408).
- 7) **Budget Amendment 2016 – 009** in the amount of \$ 22,430 to carry forward unspent funds from Tree Mitigation revenues to be used for the purpose of purchasing, planting and maintaining trees on public property.
- 8) **Budget Amendment 2016 – 010** in the amount of \$ 208,000 to carry forward unspent funds for the construction of the parking lot in the Industrial Park as approved at the May 14, 2015 meeting.
- 9) **Budget Amendment 2016 – 011** in the amount of \$ 285,651 to carry forward funds for the resurfacing portion of Berryhill Road as approved at the September 10, 2015 meeting. FDOT through the LAP program will be funding \$953,681 of the project.
- 10) **Budget Amendment 2016 – 012** in the amount of \$ 29,500 for the Tiger Point Boulevard sidewalks using Area 3 Impact Fee Reserves as approved at the September 24, 2015 meeting. FDOT through the LAP program will be funding \$58,500 of the project.
- 11) **Budget Amendment 2016 – 013** in the amount of \$ 772,195 to carry forward prior year income and interest and recognize current year program income and interest and reallocate strategy balances to Substantial Rehabilitation and SHIP Administration in the SHIP Fund.

- 12) **Budget Amendment 2016 – 014** in the amount of \$ 422,243 to recognize the remainder of unspent authorized funds associated with the Defense Infrastructure Grant and allocate for expenditure.
- 13) **Budget Amendment 2016 – 015** in the amount of \$ 112,236 to recognize the FY2012/2013 Community Transportation Grant (\$94,236) with the local match (\$18,000) from the General Fund and allocates for expenditure.
- 14) **Budget Amendment 2016 – 016** in the amount of \$ 40,942 to recognize the local match as required by Section 5310 Notification of Funding for the purchase of public transportation replacement vehicles and allocates for expenditure as approved at the July, 2014 BOCC meeting.
- 15) **Budget Amendment 2016 – 017** in the amount of \$2,310 to carry forward prior year authorized but unspent EFF Drainage Reserve for design and grant application services for the Venetian Way / Coronado Drive Stormwater / Drainage project.
- 16) **Budget Amendment 2016 – 018** in the amount of \$ 394,178 to carry forward prior year authorized but unspent FEMA HMGP Grant Revenues and required match for Phase II construction, post design engineering services and grant/project administration for the Settler's Colony Stormwater/drainage project.
- 17) **Budget Amendment 2016 – 019** in the amount of \$ 50,566 to recognize the remainder of unspent 2015 – 2016 DRG Grant for October 2015 through contract end (6/30/16).
- 18) **Budget Amendment 2016 – 020** in the amount of \$ 207,430 to carry forward unspent loans proceeds and TDC funds of \$350,000 less \$242,606.25 (\$228,150 for CSX crossing improvements expended in FY13 and \$14,456.25 for sidewalk paving in FY14) to complete the Milton/Bagdad connector including Henry Street improvements. Also recognizes refund from CSX of \$100,036.64 that reflects actual cost of Henry Street rail-ped crossing improvements. Funds earmarked for pedestrian improvements to connect the communities of Bagdad and Milton.
- 19) **Budget Amendment 2016 – 021** in the amount of \$ 7,781 to carry forward funds received from builder in FY15 to pave Shelby Court.
- 20) **Budget Amendment 2016 – 022** in the amount of \$ 171, 300 to recognize new FDOT Landscape Program JPA funding for landscaping and irrigation improvements to SR 30 (US 98) from west Andorra Street to Ortega Street in Navarre and allocate for expenditure.
- 21) **Budget Amendment 2016 – 023** in the amount of \$ 112,700 to carry forward funds for the Holley-by-the-Sea drainage project in the Road & Bridge Fund.
- 22) **Budget Amendment 2016 – 024** in the amount of \$ 4,000 to carry forward unspent funds for beach renourishment (Coastal Tech) in the Beach Renourishment MSBU Fund.
- 23) **Budget Amendment 2016 – 025** in the amount of \$ 20,250 to carry forward unspent funds for the Wastewater Treatment Plant/Effluent Disposal (CH2M Hill) in the Navarre Beach Utility Fund.

- 24) **Budget Amendment 2016 – 026** in the amount of \$ 13,933 to carry forward unspent EMS grant funds and allocate for expenditure.
- 25) **Budget Amendment 2016 – 027** in the amount of \$ 32,000 recognizing FY2014 Homeland Security Grant award and allocates for expenditure.
- 26) **Budget Amendment 2016 – 028** in the amount of \$ 16,471 to carry forward funding approved August (2015-190) and September (2015-193) 2015 for replacement equipment in Swenson Park from District 5 Rec funds. Equipment received in October.
- 27) **Budget Amendment 2016 – 029** in the amount of \$ 65,732 to carry forward unspent FY2012-2013 Recreational Trails Program grant and match from TDC North-end reserves and authorizes for expenditure within the Bagdad Mill Site Park.
- 28) **Budget Amendment 2016 – 030** in the amount of \$ 1,976 to carry forward unspent prior year funds for miscellaneous (\$788) and construction inspection expenses (\$1,188) for the Bagdad Mill Site.
- 29) **Budget Amendment 2016 – 031** in the amount of \$ 210,343 to carry forward TDC funds for the construction of the Bagdad Mill Site and allocates for expenditure.
- 30) **Budget Amendment 2016 – 032** in the amount of \$ 272,706 to carry forward unspent LWCF grant funds in the amount of \$162,355 and TDC matching funds in the amount of \$110,351. The remaining match funds are in-kind.
- 31) **Budget Amendment 2016 – 033** in the amount of \$ 5,600 to carry forward donations receipted in FY2013 from the Bagdad Waterfront Florida Partnership and the Blackwater Pyrates organizations and authorizes for expenditure for improvements to the Bagdad Mill Site Park.
- 32) **Budget Amendment 2016 – 034** in the amount of \$ 115,000 to recognize FEMA HMGP Grant Revenues and required match for Phase 1 design of stormwater and drainage improvements for Pace/Patterson Lane HMGP grant. Grant funds 75% with the local match coming from the Electric Franchise Fee Drainage Reserves.
- 33) **Budget Amendment 2016 – 035** in the amount of \$ 132,500 to recognize FEMA HMGP Grant Revenues and required match for Phase 1 design of stormwater and drainage improvements for the Ranchettes Subdivision HMGP grant. Grant funds 75% with the local match coming from the Electric Franchise Fee Drainage Reserves
- 34) **Budget Amendment 2016 – 036** in the amount of \$ 809,011 to carry forward funds in the Capital Fund for the initial annual lease payment to Motorola Solutions, Inc. for the Public Radio System upgrade as approved at the November 13, 2014 meeting.

County Expenditure/Check Register:

- 35) Discussion of County Expenditures / Check Register

PROCUREMENT RECOMMENDATION

1. **PRODUCT/SERVICE:** BAGDAD MILL SITE UTILITIES PROJECT PHASE I

2. **RESPONSIBLE OFFICE:** GRANTS/PUBLIC WORKS

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

Bagdad Mill Site Utilities Phase I.

4. **SCOPE OF WORK:**

This work includes the installation/construction of concrete curbing; asphalt pavements; concrete pavements; sanitary sewer, water, electrical and lighting systems; and incidentals as shown on the project plans and in the project manual.

5. **BIDDERS AND PRICES:**

| | |
|--------------------------------------|--------------|
| A. Chavers Construction, Inc. | \$293,916.00 |
| B. Gulf Atlantic Constructors, Inc. | \$302,265.00 |
| C. Three Trades Consultants, Inc. | \$310,250.00 |
| D. Roads Inc. of NWF | \$311,981.32 |
| E. Roberson Underground Utility, LLC | \$447,600.00 |

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: October 5, 2015

FROM: **Fine & Forfeiture 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 102: | 102 – 348923 | Law Library | \$ 2,245 |
| | 5002 – 51210 | Salaries | \$ 1,333 |
| | 5002 – 554001 | Books / Pubs / Subs | \$ 912 |

State reason for this request:

To recognize increased revenues and allocate for expenditure in the Fine & Forfeiture Fund.

Requested by Henry Brewton/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-211**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day of October, 2015.

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: October 7, 2015

FROM: **E-911 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 105: | 105 – 3990001 | Balance Forward | \$ 2,200 |
| | 3420 – 531001 | Professional Services | \$ 2,200 |

State reason for this request:

Carry forward funds to pay FY15 September expenditures.

Requested by: Henry Brewton /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-212**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this **22nd day of October, 2015.**

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Deb Grinde
Sent: Tuesday, August 18, 2015 10:57 AM
To: Jayne Bell; Henry Brewton
Cc: Brad Baker
Subject: Budget modification

Good morning,

Would like to transfer from funds related to an agenda recommendation on next week's agenda. We are requesting that we enter into a contract for QA services in the 911 center. If approved, we will need to transfer the following:

FROM
105-3420-51310, Salaries-Other, \$2,262

TO:
105-3420-531001, Professional Services, \$2.262

Thanks very much and let me know if you need anything else to make this entry.

Deb

Debra A. Grinde

Emergency Management

(850) 983-5356

debg@santarosa.fl.gov

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

BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 7, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------------------|------------------------|------------------|
| Fund 001: | 001 – 3990001 | Balance Forward | \$ 23,810 |
| | 0100 – 541001 | Communications | \$ 23,810 |

State reason for this request:

Carry forward funds to pay FY15 September expenditures.

Requested by: Henry Brewton /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-213**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day of October, 2015.

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: October 7, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------------------|-------------------------------|---------------|
| Fund 001: | 001 – 3990001 | Balance Forward | \$ 487 |
| | 0012 – 554001 | Books/Pubs/Subs | \$ 447 |
| | 0012 – 5540011 | Dues & Memberships | \$ 40 |

State reason for this request:

Carry forward funds to pay FY15 September expenditures (West Publishing).

Requested by: Henry Brewton /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-214**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this ***22nd*** day of ***October, 2015***.

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: October 5, 2015

FROM: **Fine and Forfeiture 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: | 102 – 3990001 | Cash Carried Forward | \$ 47,205 |
| To: | 5016 – 564001 | Machinery & Equipment | \$ 47,205 |

State reason for this request:

To carry forward unspent funds for the panic alarm system at the courthouse (\$17,840); a camera in the lobby of Courtroom 100 (\$957) and an x-ray system at the courthouse (\$28,408).

Requested by: Brooke Jones/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-008**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Brooke Jones <Brooke.Jones@FLCOURTS1.GOV>
Sent: Thursday, October 01, 2015 11:25 AM
To: Jayne Bell
Cc: Clerk's Office - Karen Wheeler
Subject: RE: Revised Request - Panic Alarm System Courthouse

Hi Jayne,

Following up on our previous email, the below items previously approved by the Board in FY 14/15 have not yet been installed at the courthouse. You mentioned any unspent funds could be carried forward to complete the jobs and I wanted to notify you.

- Panic alarm system at the courthouse in the amount of \$17,⁸640 (I've not requested the two POs yet; one for alarm system and the other for radio)
- PO # 15007817 in the amount of \$957 for a camera in the lobby of Courtroom 100 (company has not yet confirmed installation)
- PO # 15006718 in the amount of \$28,407.65 for x-ray system at the courthouse (vendor delayed installation until possibly November)

Karen – copying you as we previously corresponded on outstanding POs.

Please let me know if you need any additional information. Thank you,

Brooke

From: Jayne Bell [<mailto:JayneB@santarosa.fl.gov>]
Sent: Thursday, September 24, 2015 5:05 AM
To: Brooke Jones
Subject: Re: Revised Request - Panic Alarm System Courthouse

Hey Brooke,

Not a problem. We will just carry forward any unspent funds to complete the job or purchase. Get with me the first of October to see where we stand.

Jayne.

Sent from my iPhone

On Sep 23, 2015, at 4:27 PM, Brooke Jones <Brooke.Jones@FLCOURTS1.GOV> wrote:

Jayne,

After the BOCC approved the below panic alarm system Court Security notified me the installation may not take place as soon as they hoped due to a possible delay of the emergency radio system upgrade. If the work is not performed prior to the end of this fiscal year will that be an issue?

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: October 6, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|-------|-------------------------|-------------------------------|---------------|
| From: | 001 – 3990031 | Tree Mitigation Carry Forward | \$ 22,430 |
| To: | 9001 – 5990029 | Reserve Tree Mitigation | \$ 22,430 |

State reason for this request:

Carries forward funds from Tree Mitigation revenues to be used for the purposes of purchasing, planting and maintaining trees on public property. Funds may also be used for the creation of landscape plans involving the planting of trees on public property, and for any other tree conservation or planting activity approved by the Santa Rosa Board of County Commissioners.

Requested by Jayne Bell/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-009

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

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: October 6, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|-------|-------------------------|----------------------------|---------------|
| From: | 101-3990001 | Cash Carried Forward | \$ 208,000 |
| To: | 2106 - 534001 | Other Contractual Services | \$ 208,000 |

State reason for this request:

Carries forward unspent funds for the construction of a parking lot by Panhandle Grading and Paving, Inc. in the Industrial Park as approved at the May 14, 2015 BOCC Regular Meeting.

Requested by Shirley Powell/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-010**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

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: October 7, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|--------------|-------------------------|----------------------|---------------|
| From: | 101 – 3990001 | Cash Carried Forward | \$ 285,651 |
| To: | 2100 – 5340035 | FDOT Grant Projects | \$ 285,651 |

State reason for this request:

Carries forward funds for the resurfacing portion of Berryhill Road in the Road & Bridge Fund as approved at the September 10, 2015 meeting.

Requested by Shirley Powell/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-011

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Shirley Powell
Sent: Tuesday, October 06, 2015 10:28 AM
To: Jayne Bell
Subject: Budget Amendment Requests

Jayne,

Would you please prepare a Budget Amendment for the following project?

- 1 – Tiger Point Boulevard sidewalks \$88,000.00. Approved in the 9/24/2015 Board meeting.
- 2 – Berryhill Road Mill and Resurface project \$1,239,331.07. Approved in the 9/10/2015 Board meeting.

Both of these projects are partially funded by Local Agency Program through FDOT. Please call is you have any questions. Thanks!!

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

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

BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 7, 2015

FROM: **Impact 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> |
|--------------|-------------------------|------------------------|---------------|
| From: | 2104 – 5990026 | Impact Area 3 Reserves | (\$ 29,500) |
| | 2104 – 59100101 | To Road & Bridge | \$ 29,500 |
| To: | 101 – 38100046 | From Impact Fee Fund | \$ 29,500 |
| | 2100 – 5340035 | FDOT Grant Projects | \$ 29,500 |

State reason for this request:

For Tiger Point Boulevard sidewalks using Area 3 Impact Fee Reserves in the Impact Fee Fund as approved at the September 24, 2015 meeting. FDOT through the LAP program will be funding \$58,500 of the project.

Requested by: Shirley Powell/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-012**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this ***22nd day Of October, 2015.***

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Shirley Powell
Sent: Tuesday, October 06, 2015 10:28 AM
To: Jayne Bell
Subject: Budget Amendment Requests

Jayne,

Would you please prepare a Budget Amendment for the following project?

- 1 – Tiger Point Boulevard sidewalks \$88,000.00. Approved in the 9/24/2015 Board meeting.
- 2 – Berryhill Road Mill and Resurface project \$1,239,331.07. Approved in the 9/10/2015 Board meeting.

Both of these projects are partially funded by Local Agency Program through FDOT. Please call if you have any questions. Thanks!!

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

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 7, 2015

FROM: **SHIP Program 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 113: | 113-3690003 | Refund Prior Year | \$ 123,302 |
| | 113-361100 | Interest Earned | \$ 269 |
| | 113-3346904 | SHIP Program | \$ 97,243 |
| | 113 - 3990001 | Cash Carried Forward | \$ 551,381 |
| | 0780-534004 | Substantial Housing | \$ 394,456 |
| | 0780-5340041 | Farm Home Adm/Emer Repair | \$ 143,699 |
| | 0780-5340043 | First Time Home Builder | \$ 138,138 |
| | 0780-5340040 | Reconstruction | \$ 80,000 |
| | 0780-59100001 | To General Fund | \$ 15,902 |
| Fund 001: | 001-3810008 | From SHIP Fund | \$ 15,902 |
| | 3301- | See attached | \$ 15,902 |

State reason for this request:

Carries forward prior year program income and interest, and recognizes current year program income and interest (7/1/2014 through 6/30/2015); and reallocates strategy balances to Substantial Rehabilitation and SHIP Administration.

Requested by: Erin Malbeck/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-013**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

BA 2016- 113 (continued)

| | | | | |
|-----|---------------|----------------------------|----|--------|
| To: | 3301 – 51210 | Regular Salaries | \$ | 7,104 |
| | 3301 – 52110 | FICA | \$ | 608 |
| | 3301 – 52210 | Retirement | \$ | 239 |
| | 3301 - 534001 | Other Contractual Services | \$ | 7,951 |
| | | Total | \$ | 15,902 |

HOUSING BUDGET PREP FOR FY 2015.2016

FUNDS ON HAND

| | | |
|----------------------------|--------------|-------------------------|
| Substantial Rehabilitation | \$383,616.68 | <<< removed \$74,160.00 |
| Emergency Repair | \$143,699.45 | |
| First Time Homebuyer | \$24,067.06 | <<<<add \$74,160.00 |

FUNDS IN HOLDING ACCOUNTS TO BE ALLOCATED

| Account | Name of Account | Amount | |
|--|------------------------------|---------------------|---|
| 113-3690003 | Refund Prior Years | \$123,302.37 | <<<<<<< Repayment from FY 2014.2015 |
| 113-361100 | Interest on Bank Acct | \$269.16 | <<<<<< Interest from FY 2014.2015 |
| 113-3346904 | FHFC Holding Account | \$97,243.00 | <<<< 4th Quarter Allocation from FHFC for FY 2014.2015 |
| TOTAL FUNDS IN HOLDING ACCOUNTS | | \$220,814.53 | |
| | Minus Allowed Administration | (15,903) | |
| TOTAL FUNDS TO BE ALLOCATED INTO STRATEGIES | | \$204,911.66 | |

DESCRIPTION OF HOW THE ABOVE IS TO BE ALLOCATED

| | |
|----------------------------|-------------|
| Substantial Rehabilitation | \$85,000.00 |
| Emergency Repair | \$0.00 |
| First Time Homebuyer | \$39,911.66 |
| Reconstruction | \$80,000.00 |

2015.2015 FISCAL YEAR BUDGET

| | |
|----------------------------|--------------|
| Substantial Rehabilitation | \$394,456.68 |
| Emergency Repair | \$143,699.45 |
| First Time Homebuyer | \$138,138.72 |
| Reconstruction | \$80,000.00 |

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: October 12, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|-------|-------------------------|------------------------------|---------------|
| From: | 104 – 3342003 | Defense Infrastructure Grant | \$ 422,243 |
| To: | 4011 - 5610011 | DIG Land Acquisition | \$ 422,243 |

State reason for this request:

Recognizes remainder of unspent authorization (BA 2015-041) associated with the Defense Infrastructure Grant DIG 13-05 in the amount of \$22,243, the 2013-2014 DIG Award (DIG 14-01) in the amount of \$200,000 and the 2014-2015 DIG Award (DIG 15-04) in the amount of \$200,000.

Requested by Erica Grancagnolo/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-014**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____
BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this **22nd day Of October, 2015.**

ATTESTED:

CLERK OF THE COURTS

CHAIRMAN

Jayne Bell

From: Erica Grancagnolo
Sent: Monday, October 05, 2015 1:31 PM
To: Jayne Bell
Cc: Henry Brewton
Subject: Budget Rollover Request Defense Infrastructure Grant (DIG)

Jayne,

I need a budget amendment to roll over the unspent authorization from last year's BA (2015-041) associated with the Defense Infrastructure Grant.

| | | |
|--------------|------------------------------|--------------|
| 104-3342003 | Defense Infrastructure Grant | \$422,242.25 |
| 4011-5610011 | DIG Land Acquisition | \$422,242.25 |

Rolls over unspent authorization (BA 2015-041) associated with the Defense Infrastructure Grant DIG13-05 in the amount of \$22,242.25, the 2013-2014 DIG Award (DIG 14-01) in the amount of \$200,000, as well as the 2014-2015 DIG Award (DIG 15-04) in the amount of \$200,000.

Erica Grancagnolo, Grants Manager
Santa Rosa County BOCC
6495 Caroline Street, Suite H
(850) 981-2019
ericag@santarosa.fl.gov

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 16, 2014

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|-----------|-------------------------|--------------------------------|---------------|
| Fund 001: | 001 – 399001 | Cash Carried Forward | \$ 18,000 |
| | 9000 – 59100104 | To the Grant Fund | \$ 18,000 |
| Fund 104: | 104 – 3314901 | Community Transportation Grant | \$ 94,236 |
| | 104 – 38100011 | From the General Fund | \$ 18,000 |
| | 2310 – 5340018 | Community Transportation | \$ 112,236 |

State reason for this request:

Recognizes Community Transportation Grant FY2012/2013 (\$94,236) with local match (\$18,000) from the General Fund.

Requested by Shawn Ward /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-015**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

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: October 12, 2015

FROM: **Grant 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: 104 | 104 – 3990001 | Cash Carried Forward | \$ 40,942 |
| | 2310 – 564001 | Machinery & Equipment | \$ 40,942 |

State reason for this request:

To carry forward local match as required by Section 5310 Notification of Funding for the purchase of public transportation replacement vehicles and allocate for expenditure as approved at the July 24, 2014 BOCC Regular Meeting.

Requested by Shawn Ward /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-016**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 10/19/2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

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: October 12, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------------------|-----------------------------------|-----------------|
| Fund: 101 | 101 – 3990001 | Cash Carried Forward | \$ 2,310 |
| | 2106 – 534001 | Other Contractual Services | \$ 2,310 |

State reason for this request:

Carries forward prior year authorized but unspent EFF Drainage Reserves for design and grant application services for the Venetian Way / Coronado Drive Stormwater / drainage project.

Requested by Sheila Fitzgerald/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-017**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 10/19/2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day of October, 2015.

ATTESTED:

CLERK OF THE COURTS

CHAIRMAN

Henry Brewton

From: Sheila Fitzgerald
Sent: Monday, October 12, 2015 12:44 PM
To: Jayne Bell
Cc: Henry Brewton; Erica Grancagnolo
Subject: Budget Amendment Carry Forward - HMGP Design Revisions Venetian Way/Coronado Drive - Pegasus

Jayne,

Need a carry forward budget amendment (FY 2016) as follows:

| | | |
|---------------|----------------------------|----------|
| 101-3990001 | Cash Carried Forward | \$ 2,310 |
| 2106 – 534001 | Other Contractual Services | \$ 2,310 |

Carries forward prior year authorized but unspent EFF Drainage Reserves for design and grant application services for the Venetian Way/Coronado Drive stormwater/drainage project.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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

BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 12, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------------------|----------------------------|---------------|
| Fund: 101 | 101 – 3990001 | Cash Carried Forward | \$ 98,545 |
| | 101 – 33150022 | FEMA HMGP Settler's Colony | \$ 295,633 |
| | 2106 – 53400035 | Contractual Services | \$ 394,178 |

State reason for this request:

Carries forward prior year authorized but unspent FEMA HMGP Grant Revenues and required match for Phase II construction, post design engineering services and grant/project administration for the Settler's Colony stormwater/drainage project.

Requested by Sheila Fitzgerald/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-018**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 10/19/2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Sheila Fitzgerald
Sent: Monday, October 12, 2015 2:01 PM
To: Jayne Bell
Cc: Henry Brewton; Erica Grancagnolo; Michael Schmidt; Shirley Powell
Subject: Budget Rollover Request - Settler's Colony HMGP Phase II Construction

Jayne,

Please process a carry forward budget amendment as follows:

| | | | |
|-----------|---------------|--|------------|
| Fund 101: | 101-33150022 | FEMA HMGP Revenue – Settlers Colony | \$ 295,633 |
| | 101-3990001 | Cash Carried Forward | \$ 98,545 |
| | 2106-53400035 | Contractual Services – Settlers Colony | \$ 394,178 |

Carries forward prior year authorized but unspent FEMA HMGP Grant Revenues and required match for Phase II construction, post design engineering services and grant/project administration for the Settlers Colony stormwater/drainage project.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 13, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------------------|---|------------------|
| Fund: 104 | 104 - 33450085 | Defense Reinvestment Grant | \$ 50,566 |
| | 0793 - 5340075 | Defense Reinvestment Grant Project | \$ 50,566 |

State reason for this request:

Authorizes remainder of unspent 2015-2016 DRG Grant for October 2015 through contract end (6/30/16).

Requested by Sheila Fitzgerald/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-019**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 10/19/2015

Approved: ___ Hold: ___ Withdrawn: ___ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Sheila Fitzgerald
Sent: Monday, October 12, 2015 4:13 PM
To: Jayne Bell
Cc: Henry Brewton; Dick Hohorst; Erica Grancagnolo
Subject: Budget Rollover Request - 2015/2016 - DRG Grant (Oct-June)

Jayne,

Please process the following carry forward budget amendment:

| | | |
|----------------|------------------------------------|----------|
| 104 - 33450085 | Defense Reinvestment Grant (DRG) | \$50,566 |
| 0793 - 5340075 | Defense Reinvestment Grant Project | \$50,566 |

Authorizes remainder of unspent 2015-2016 DRG Grant (16-xx) for the months Oct – contract end (06/30/2016).

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 13, 2015

FROM: **Tourist Development 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: 107 | 107 – 3990001 | Balance Forward | \$ 207,430 |
| | 4010 – 5340076 | Bicycle/Ped Improvement | \$ 207,430 |

State reason for this request:

Carries forward unspent loan proceeds and TDC CCF of \$350,000 less \$242,606.25 (\$228,150 for CSX crossing improvements expended in FY13 and \$14,456.25 for sidewalk paving in FY14) for completion of the Milton/Bagdad connector including Henry St. improvements. Also recognizes refund from CSX of \$100,036.64 that reflects actual cost of Henry St. rail-ped crossing improvements. Funds earmarked for pedestrian improvements to connect the communities of Bagdad and Milton.

Requested by Sheila Fitzgerald/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-020**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 10/19/2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this **22nd day of October, 2015.**

ATTESTED:

CLERK OF THE COURTS

CHAIRMAN

Henry Brewton

From: Sheila Fitzgerald
Sent: Tuesday, October 13, 2015 9:38 AM
To: Jayne Bell
Cc: Henry Brewton; Al Wilson; Julie Morgan; Glenn Bailey; Erica Grancagnolo
Subject: Budget Rollover Request - 2015/2016 - Milton/Bagdad Connector

Jayne,

Please process the following budget amendment:

| | | | |
|-------|--|-------------------------|-----------|
| From: | 107 - 3990001 | Cash Carried Forward | \$207,430 |
| To: | 4010 - 5xxxxxx ⁵³⁴⁰⁰⁷⁶ | Pedestrian Improvements | \$207,430 |

Carries forward unspent loan proceeds and TDC cash carry forward of \$350,000 less \$242,606.25 (\$228,150 for CSX crossing improvements expended in FY 2013 and \$14,456.25 for sidewalk paving in FY 2014) for completion of the Milton/Bagdad connector including Henry St improvements. Also recognizes refund from CSX in the amount of \$100,036.64 which reflects actual cost of Henry Street rail ped crossing improvements. Funds earmarked for pedestrian improvements to safely connect the communities of Bagdad and Milton.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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Has been tracked in 534001.
Beginning FY16 will be tracked in 5340076.

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: October 14, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|------------------|-------------------------|------------------------|-----------------|
| Fund: 101 | 101 – 3990001 | Balance Forward | \$ 7,781 |
| | 2100 – 5530016 | All Districts | \$ 7,781 |

State reason for this request:

Carry forward funds received from builder in FY15 to pave Shelby Court.

Requested by Henry Brewton/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-021**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 10/19/2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

MSBU Worksheet

| PAVING ESTIMATE | Shelby Ct | | |
|-----------------|------------------------|---------|-------------------|
| Footage: | 300 | | |
| Clay: | 162.56 | yards | \$487.67 |
| Prime: | 146.67 | gallons | \$586.67 |
| Asphalt: | 55.00 | tons | \$3,888.50 |
| | Total Cost: | | \$4,962.83 |
| | | | |
| Cul-de-sac | | | |
| Footage: | 31 | | |
| Clay: | 74.32 | yards | \$222.96 |
| Prime: | 67.06 | gallons | \$268.23 |
| Asphalt: | 27.66 | tons | \$1,955.62 |
| | Sub-Total Cost: | | \$2,446.81 |
| | Combined Cost: | | \$7,409.64 |
| | 5% | | \$370.48 |
| | Estimated Cost | | \$7,780.12 |
| NOTES: | | | |

CCF For Paving - 2016

2100-5530016

WHITWORTH BUILDERS, INC.
Operating Account
105 AUBURN ROAD
FORT WALTON BEACH, FL 32547

FIRST FLORIDA BANK
www.flfirstbank.com

63-1618/632

12215

DATE

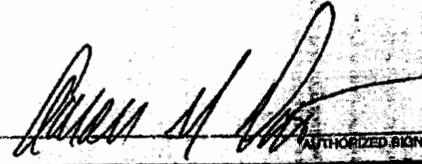
AMOUNT

Sep. 08, 2015

*****\$7,780.12

Seven Thousand, Seven Hundred Eighty Dollars and 12 Cents.

santa *Rosa County*
AND



AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

⑈012215⑈ ⑆063216187⑆ 1200006599⑈

Paving

101-3344901

9/10/15

Mary M. Johnson
Clerk of the Courts
Santa Rosa County
P.O. Box 472
Milton, FL 32570-0472

CRB 117-3

CASH RECEIPT

Date *9/9/15*

089400

Received From *Whitworth Builders*

Address *seven thousand seven hundred eighty - 1/8* Dollars \$

For *CK # 12215*

| ACCOUNT | | HOW PAID | |
|----------------|--|--------------------------------------|----------------|
| AMT OF ACCOUNT | | CASH | |
| AMT PAID | | CHECK | <i>7780.12</i> |
| BALANCE DUE | | MONEY ORDER <input type="checkbox"/> | |
| | | CREDIT CARD <input type="checkbox"/> | |

By 

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 the following budget amendments:

REQUESTER ACTION

DATE: October 14, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|-------|-------------------------|------------------------------|---------------|
| From: | 104 – 33490013 | FDOT Landscape Grant Program | \$ 171,300 |
| To: | 0791 - 5340035 | FDOT Grant Projects | \$ 171,300 |

State reason for this request:

To recognize new FDOT Landscape Program JPA funding for landscaping and irrigation improvements to SR 30 (US 98) from west Andorra to Ortega Street in Navarre and allocate for expenditure.

Requested by Sheila Fitzgerald/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-022

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Sheila Fitzgerald
Sent: Friday, October 02, 2015 8:48 AM
To: Jayne Bell
Cc: Henry Brewton; Erica Grancagnolo
Subject: Budget Roll over - Navarre Landscape Project

Jayne,

Please roll over the budget authorization in full for BA 2015-167. There were no expenditures in FY 2015.

From: Sheila Fitzgerald
Sent: Tuesday, June 02, 2015 8:12 AM
To: Jayne Bell <JayneB@santarosa.fl.gov>
Cc: Henry Brewton <HenryB@santarosa.fl.gov>
Subject: Budget Amendment - Navarre Landscape Project

Jayne,

Please process the following budget amendment:

| | | |
|----------------|--|-----------|
| 104 – 33490013 | FDOT Landscape Grant Program | \$171,300 |
| 0791 – 5340035 | FDOT Grant Projects (Landscaping & Irrigation) | \$171,300 |

Establishes budget for new FDOT Landscape Program JPA for landscaping and irrigation improvements to SR 30 (US 98) from west of Andorra Street to Ortega Street in Navarre.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 14, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|-------|-------------------------|----------------------------|---------------|
| From: | 101 – 3990001 | Cash Carried Forward | \$ 112,700 |
| To: | 2100 – 534001 | Other Contractual Services | \$ 112,700 |

State reason for this request:

Carries forward funds for the Holley by the Sea drainage project in the Road & Bridge Fund.

Requested by Shirley Powell/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-023

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Shirley Powell
Sent: Wednesday, October 07, 2015 1:25 PM
To: Jayne Bell
Subject: Budget Carry Forward Items

Jayne,

Here is what I have:

Holley by the Sea Drainage Project 2100-534001
\$112,700.00

NAVARRE BEACH

Beach Renourishment (Coastal Tech) 8102-5340019
\$4,000.00

Wastewater Treatment Plant/Effluent Disposal (CH2M Hill) 0660-563001
\$20,250.00

Please let me know if you need anything else and thanks so much!!!

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

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 14, 2015

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: | 139 – 3990001 | Cash Carried Forward | \$ 4,000 |
| To: | 8102 – 5340019 | Beach/Dune Recovery | \$ 4,000 |

State reason for this request:

To carry forward unspent funds and allocate for expenditure.

Requested by: Shirley Powell/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-024**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 10/19/2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Shirley Powell
Sent: Wednesday, October 07, 2015 1:25 PM
To: Jayne Bell
Subject: Budget Carry Forward Items

Jayne,

Here is what I have:

Holley by the Sea Drainage Project 2100-534001
\$112,700.00

NAVARRE BEACH

Beach Renourishment (Coastal Tech) 8102-5340019
\$4,000.00
Wastewater Treatment Plant/Effluent Disposal (CH2M Hill) 0660-563001
\$20,250.00

Please let me know if you need anything else and thanks so much!!!

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

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 14, 2015

FROM: **Navarre Beach 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: | 401 – 3990001 | Cash Carried Forward | \$ 20,250 |
| To: | 0660 – 563001 | Other Than Buildings | \$ 20,250 |

State reason for this request:

To carry forward unspent funds for the Wastewater Treatment Plant/Effluent Disposal (CH2M Hill) in the Navarre Beach Utility Fund.

Requested by: Shirley Powell/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-025**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 10/19/2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Shirley Powell
Sent: Wednesday, October 07, 2015 1:25 PM
To: Jayne Bell
Subject: Budget Carry Forward Items

Jayne,

Here is what I have:

Holley by the Sea Drainage Project 2100-534001
\$112,700.00

NAVARRE BEACH

Beach Renourishment (Coastal Tech) 8102-5340019
\$4,000.00

Wastewater Treatment Plant/Effluent Disposal (CH2M Hill) 0660-563001
\$20,250.00

Please let me know if you need anything else and thanks so much!!!

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

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 14, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|-------|-------------------------|----------------------|---------------|
| From: | 104 – 3990001 | Cash Carried Forward | \$ 13,933 |
| To: | 2201 – 5340016 | EMS Grant | \$ 13,933 |

State reason for this request:

To carry forward unspent EMS grant funds and allocate for expenditure.

Requested by: Deb Grinde/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-026**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 10/19/2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this ***22nd day Of October, 2015.***

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Deb Grinde
Sent: Tuesday, October 13, 2015 12:38 PM
To: Henry Brewton
Subject: Carry Forward

Could you carry forward the funds from the EMS County Grant Account No. 104-2201-5340016 in the amount of \$13,933.00 ?

Thanks very much, Deb

Debra A. Grinde
Emergency Management
(850) 983-5356
debg@santarosa.fl.gov

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 14, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|-------|-------------------------|------------------------|---------------|
| From: | 104 – 3312007 | Homeland Security HSGP | \$ 32,000 |
| To: | 3403 – 5340051 | Homeland Security | \$ 32,000 |

State reason for this request:

Recognizes FY2014 Homeland Security grant award and allocates for expenditure.

Requested by: Deb Grinde/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-027**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 10/19/2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

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: October 14, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

| | <u>Line Item Number</u> | <u>Description</u> | <u>Amount</u> |
|-------|-------------------------|-----------------------|---------------|
| From: | 001 – 399001 | Balance Forward | \$ 16,471 |
| To: | 2600 – 546001 | Repairs & Maintenance | \$ 12,522 |
| | 2600 – 564001 | Machinery & Equipment | \$ 3,949 |

State reason for this request:

Carry forward funding approved August (2015-190) and September (2015-193) 2015 for replacement equipment in Swenson Park from District 5 Rec funds. Equipment received in October.

Requested by: Tammy Simmons/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-028**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 10/19/2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Tammy Simmons
Sent: Wednesday, October 14, 2015 8:40 AM
To: Jayne Bell; Henry Brewton
Subject: CCF Budget Amendments

Jayne/Henry: I need to carry forward BA 2015-190 in the amount of \$9997 and BA 2015-193 in the amount of \$6474, I did not received these items until last week, so they will have to be paid from the 2015-2016 budget, thank you.

Tammy C. Simmons
Santa Rosa County Board of County Commissioners
Administrative Services Manager
6075 Old Bagdad Highway
Milton, FL 32583
850-983-1858 Phone
850-623-1331 Fax

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 14, 2015

FROM: **District 2 Project 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: | 312 – 3990001 | Cash Carried Forward | \$ 32,866 |
| | 312 – 3347002 | Recreation Trails Program Grant | \$ 32,866 |
| To: | 2322 – 5630044 | Bagdad Mill Site Improvements | \$ 65,732 |

State reason for this request:

Carries forward authorized but unspent 2012-2013 Recreational Trails Program grant and match from TDC North-end reserves and authorizes for expenditure of trail construction and purchase of trailside facilities within the Bagdad Mill Site Park.

Requested by Sheila Fitzgerald /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-029

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Sheila Fitzgerald
Sent: Wednesday, October 14, 2015 11:28 AM
To: Jayne Bell
Cc: Henry Brewton; Tammy Simmons; Erica Grancagnolo
Subject: Budget Amendment Request - Rollover RTP Grant

Jayne,

Please roll over the authorized but unspent budget authorization from 2015-064 as follows:

Fund 312

| | | |
|----------------|---------------------------------|-----------|
| 312 – 3990001 | Cash Carried Forward | \$ 32,866 |
| 312 - 3347002 | Recreation Trails Program Grant | \$ 32,866 |
| 2322 - 5630044 | Bagdad Mill Site Improvements | \$ 65,732 |

Carries forward authorized by unspent 2012-2013 Recreational Trails Program grant and match from Tourist Development Council Northend Committee Reserves and authorizes for expenditure of trail construction and purchase of trailside facilities within the Bagdad Mill Site Park.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 14, 2015

FROM: **District 2 Project 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 312: | 312 – 3990001 | Cash Carried Forward | \$ 1,976 |
| | 2322 – 5630044 | Bagdad Mill Site Improvements | \$ 1,976 |

State reason for this request:

Carries forward unspent prior year funds for miscellaneous (\$788) and construction inspection expenses (\$1,188) for the Bagdad Mill Site.

Requested by Sheila Fitzgerald /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-030**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Sheila Fitzgerald
Sent: Wednesday, October 14, 2015 11:28 AM
To: Jayne Bell
Cc: Henry Brewton; Tammy Simmons; Erica Grancagnolo
Subject: Budget Rollover Request - 2015/2016 - Bagdad Mill Site Permitting/Misc

Jayne,

Please process the following budget amendment:

| | | |
|----------------|----------------------|---------|
| 312 – 3990001 | Cash Carried Forward | \$1,976 |
| 2322 – 5630044 | Bagdad Mill Site | \$1,976 |

Carries forward unspent prior year funds for miscellaneous (\$788) and construction inspection expenses (\$1,188) for the Bagdad Mill Site Park.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 14, 2015

FROM: **District 2 Project 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 312: | 312 – 3990001 | Cash Carried Forward | \$ 210,343 |
| | 2322 – 5630044 | Bagdad Mill Site Improvements | \$ 210,343 |

State reason for this request:

Carries forward TDC funds for construction of the Bagdad Mill Site Park including \$162,000 from Northend TDC reserves and \$175,000 from general TDC reserves less \$33,460 previously carried forward as grant match for RTP and \$67,996 carried forward as a match for LWCF and recognizes FY2015 expenditures and authorizes balance for expenditure for Phase 1 construction items FY2016.

Requested by Sheila Fitzgerald /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-031**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Sheila Fitzgerald
Sent: Wednesday, October 14, 2015 11:29 AM
To: Jayne Bell
Cc: Henry Brewton; Tammy Simmons; Erica Grancagnolo
Subject: Budget Amendment Request - Rollover Bagdad Mill Site Construction Budget (TDC Funds)

Please roll over unspent authorization from FY 2015.

| | | |
|----------------|-------------------------------|------------|
| 312 – 3990001 | Cash Carried Forward | \$ 210,343 |
| 2322 - 5630044 | Bagdad Mill Site Improvements | \$ 210,343 |

Carries forward TDC funds for construction of the Bagdad Mill Site Park including \$162,000 from Northend TDC reserves and \$175,000 from general TDC reserves less \$33,460 previously carried forward as grant match for RTP and \$67,996 carried forward as a match for LWCF and recognizes FY 2015 expenditures and authorizes balance for expenditure for Phase I construction items in FY 2016.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 14, 2015

FROM: **District 2 Project 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 312: | 312 – 3990001 | Cash Carried Forward | \$ 110,351 |
| | 312 – 33139015 | LWCF Grant | \$ 162,355 |
| | 2322 – 5630044 | Bagdad Mill Site Improvements | \$ 272,706 |

State reason for this request:

Carries forward unspent LWCF grant funds in the amount of \$162,355 and TDC matching funds in the amount of \$110,351. The remaining match funds are in-kind.

Requested by Sheila Fitzgerald /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-032**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Sheila Fitzgerald
Sent: Wednesday, October 14, 2015 11:29 AM
To: Jayne Bell
Cc: Henry Brewton; Erica Grancagnolo; Tammy Simmons
Subject: Budget Amendment Request - Carry Forward LWCF Grant for Bagdad Mill Site

Jayne – Please carry forward the following:

| | | |
|----------------|-------------------------------|-----------|
| 312 – 33139015 | LWCF Grant | \$162,355 |
| 312 – 3990001 | Cash Carried Forward | \$110,351 |
| 2322 – 5630044 | Bagdad Mill Site Improvements | \$272,706 |

Carries forward authorized by unspent LWCF grant funds in the amount of \$162,355 and TDC matching funds in the amount of \$110,351. The remaining match funds are in-kind.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 14, 2015

FROM: **District 2 Project 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 312: | 312 – 3990001 | Cash Carried Forward | \$ 5,600 |
| | 2322 – 5630044 | Bagdad Mill Site Improvements | \$ 5,600 |

State reason for this request:

Carries forward donations receipted in FY2013 from the Bagdad Waterfront Florida Partnership and the Blackwater Pyrates organizations and authorizes for expenditure for improvements to the Bagdad Mill Site Park. Specifically, donations are earmarked for the purchase of materials for the Entrance Gate feature.

Requested by Sheila Fitzgerald /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-033**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____
BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Sheila Fitzgerald
Sent: Tuesday, September 29, 2015 11:39 AM
To: Jayne Bell
Cc: Henry Brewton; Tammy Simmons; Erica Grancagnolo
Subject: Budget Rollover Request - 2015/2016 - Bagdad Mill Site Donations

Jayne,

Please process the following budget amendment:

| | | |
|----------------|----------------------|---------|
| 312 – 3990001 | Cash Carried Forward | \$5,600 |
| 2322 – 5630044 | Bagdad Mill Site | \$5,600 |

Carries forward donations receipted in FY 2013 from the Bagdad Waterfront Florida Partnership and the Blackwater Pyrates organizations and authorizes for expenditure for improvements to the Bagdad Mill Site Park. Specifically, donations are earmarked for the purchase of materials for the Entrance Gate feature.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 14, 2015

FROM: **Road and Bridge/ EFF**
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 101: | | |
| 101 – 33150023 | FEMA HMGP Revenue – Pace/Patterson | \$ 86,250 |
| 101 – 3810001 | From EFF Drainage Reserves | \$ 28,750 |
| 2106 – 53400035 | Contractual Services – Pace/Patterson | \$115,000 |
| Fund 106: | | |
| 9106 – 5990016 | EFF Drainage Reserves | (\$28,750) |
| 9106 – 59100101 | To Road & Bridge | \$28,750 |

State reason for this request:

Recognizes FEMA HMGP Grant Revenues and required match for Phase 1 design of stormwater and drainage improvements for the recently approved Pace/Patterson Lane HMGP grant. Grant funds 75% of anticipated engineering, permitting and survey fees (\$115,000) with the local match coming from Electric Franchise Fee Drainage Reserves.

Requested by: Sheila Fitzgerald/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-034**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Sheila Fitzgerald
Sent: Wednesday, October 14, 2015 11:59 AM
To: Jayne Bell
Cc: Henry Brewton; Erica Grancagnolo
Subject: FW: Budget Amendment Request - Pace/Patterson Lane HMGP Stormwater Drainage Project

Can you carry forward this budget amendment in full? There were no expenditures in FY 2015.

From: Sheila Fitzgerald
Sent: Tuesday, September 01, 2015 3:53 PM
To: Jayne Bell <JayneB@santarosa.fl.gov>
Cc: Henry Brewton <HenryB@santarosa.fl.gov>
Subject: Budget Amendment Request - Pace/Patterson Lane HMGP Stormwater Drainage Project

Jayne,

Please process a budget amendment as follows:

| | | | |
|-----------|---------------|---------------------------------------|-------------|
| Fund 101: | 101-33150023 | FEMA HMGP Revenue – Pace/Patterson | \$ 86,250 |
| | 101-3810001 | From EFF Drainage Reserves | \$ 28,750 |
| | 2106-53400036 | Contractual Services – Pace/Patterson | \$ 115,000 |
| Fund 106 | 9106-5990016 | EFF Drainage Reserves | (\$ 28,750) |
| | 9106-59100101 | To Road & Bridge Fund | \$ 28,750 |

Recognizes FEMA HMGP Grant Revenues and required match for Phase I design of stormwater and drainage improvements for the recently approved Pace/Patterson Ln HMGP grant. Grant funds 75% of anticipated engineering, permitting and survey fees (\$115,000) with the local match coming from Electric Franchise Fee Drainage Reserves.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@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: October 14, 2015

FROM: **Road and Bridge/ EFF**
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 101: | | |
| 101 – 33150024 | FEMA HMGP Revenue – Ranchettes | \$ 99,375 |
| 101 – 3810001 | From EFF Drainage Reserves | \$ 33,125 |
| 2106 – 53400037 | Contractual Services – Ranchettes | \$132,500 |
| Fund 106: | | |
| 9106 – 5990016 | EFF Drainage Reserves | (\$33,125) |
| 9106 – 59100101 | To Road & Bridge | \$33,125 |

State reason for this request:

Recognizes FEMA HMGP Grant Revenues and required match for Phase 1 design of stormwater and drainage improvements for the recently approved Ranchettes Subd HMGP grant. Grant funds 75% of anticipated engineering, permitting and survey fees (\$132,500) with the local match coming from Electric Franchise Fee Drainage Reserves.

Requested by: Sheila Fitzgerald/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-035**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Sheila Fitzgerald
Sent: Wednesday, October 14, 2015 12:00 PM
To: Jayne Bell
Cc: Henry Brewton; Erica Grancagnolo
Subject: FW: Budget Amendment Request - Ranchettes HMGP Stormwater/Drainage Project

Can you carry forward this budget amendment in full? There were no expenditures in FY 2015.

From: Sheila Fitzgerald
Sent: Tuesday, September 01, 2015 3:53 PM
To: Jayne Bell <JayneB@santarosa.fl.gov>
Cc: Henry Brewton <HenryB@santarosa.fl.gov>
Subject: Budget Amendment Request - Ranchettes HMGP Stormwater/Drainage Project

Jayne,

Please process a budget amendment as follows:

| | | | |
|-----------|---------------|-----------------------------------|-------------|
| Fund 101: | 101-33150024 | FEMA HMGP Revenue – Ranchettes | \$ 99,375 |
| | 101-3810001 | From EFF Drainage Reserves | \$ 33,125 |
| | 2106-53400037 | Contractual Services – Ranchettes | \$ 132,500 |
| Fund 106 | 9106-5990016 | EFF Drainage Reserves | (\$ 33,125) |
| | 9106-59100101 | To Road & Bridge Fund | \$ 33,125 |

Recognizes FEMA HMGP Grant Revenues and required match for Phase I design of stormwater and drainage improvements for the recently approved Ranchettes Subd HMGP grant. Grant funds 75% of anticipated engineering, permitting and survey fees (\$132,500) with the local match coming from Electric Franchise Fee Drainage Reserves.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 14, 2015

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: | 302-3990001 | Cash Carried Forward | \$ 809,011 |
| | 9302 – 59100001 | To the General Fund | \$ 809,011 |
| Fund 001: | 001-38100023 | From the Capital Fund | \$ 809,011 |
| | 3410 – 564001 | Machinery & Equipment | \$ 809,011 |

State reason for this request:

Carries forward funds in the Capital Funds for the initial annual lease payment to Motorola Solutions, Inc. for the Public Radio System upgrade as approved at the November 13, 2014 meeting.

Requested by Brad Baker/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-036**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: October 19, 2015

Approved: ___ Hold: ___ Withdrawn: ___ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of October, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

No support documentation for this agenda item.