

August 25, 2014

**ECONOMIC DEVELOPMENT COMMITTEE**

1. Discussion of acquisition of conservation easement on following two (2) parcels adjacent to NAS Whiting Field in on-going base buffering program funded by Florida Defense Initiative Grant and US Navy REPI funds.
  - 20 acre parcel owned by Ray and Sarah Reilly with an appraised value of \$26,000
  - 41.78 acre parcel owned by Mark Reinhardt with an appraised value of \$104,000



# SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



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

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

## MEMORANDUM

**TO: BOARD OF COUNTY COMMISSIONERS**

**CC: HUNTER WALKER**

**FROM: ROY V. ANDREWS** *Rut*

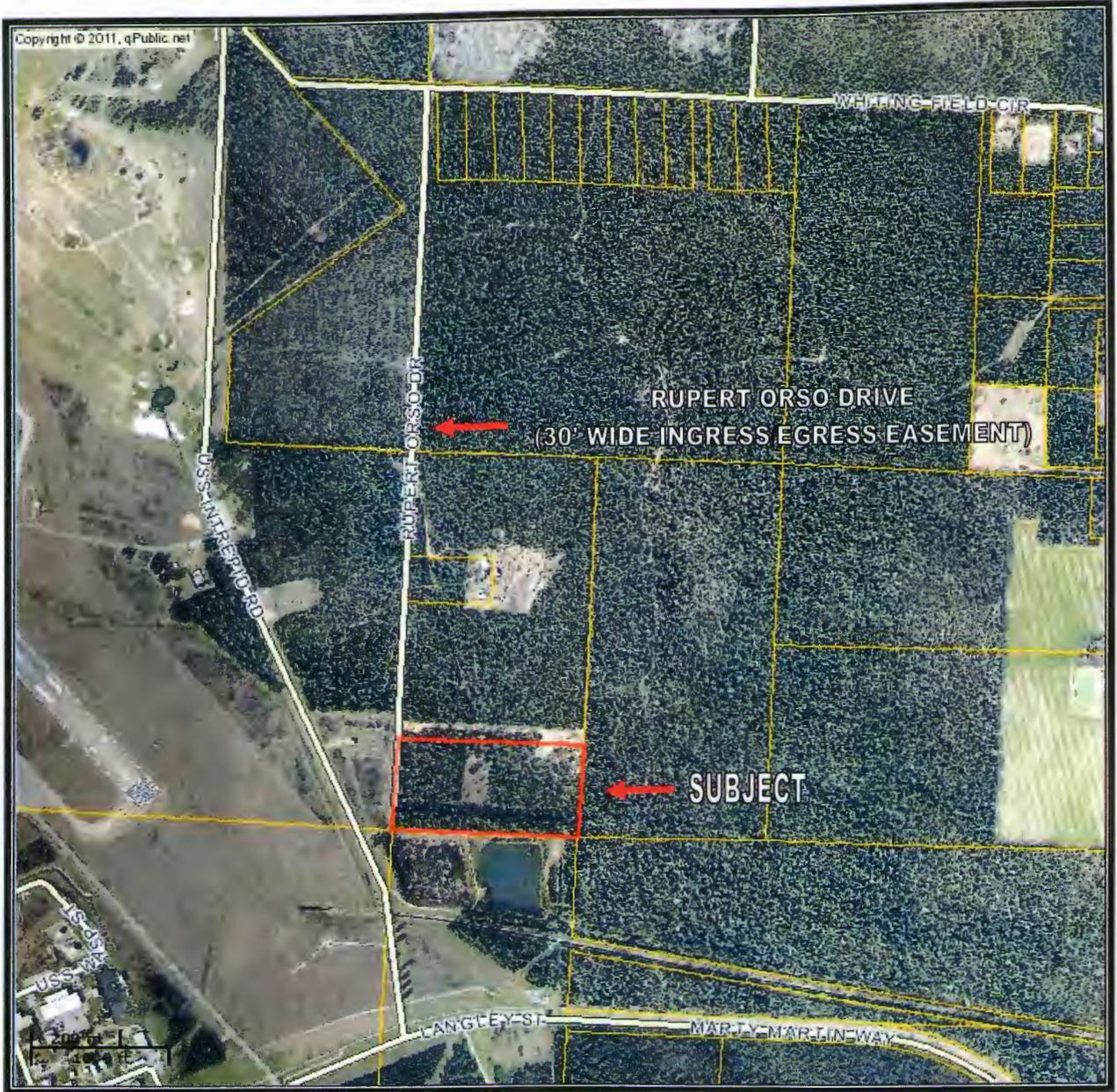
**DATE: AUGUST 20, 2014**

**RE: ACQUISITION OF PROPERTY INTERESTS ON PARCELS BUFFERING  
WHITING FIELD**

Together with the Navy, we have continued to work with several property owners regarding acquisition of easements over properties near Whiting Field. I submit the following projects for your consideration:

1. Ray and Sarah Reilly are agreeable to selling a restrictive easement (20 acres, Parcel ID# 36-3N-0000-00301-0000, map attached). The appraised value of the easement is \$26,000.00. The county's Defense Infrastructure Grant will pay for 25% of the purchase price and the Navy's REPI finds will pay the balance.
2. Mark Reinhardt is agreeable to selling a restrictive easement (41.77 acres, Parcel ID#13-2N-28-0000-00161-0000, map attached). The appraised value of the easement is \$104,000.00. The county's Defense Infrastructure Grant will pay for 25% of the purchase price and the Navy's REPI finds will pay the balance.

# AERIAL MAP INCLUDING THE SUBJECT PROPERTY



Reilly

AERIAL MAP INCLUDING THE SUBJECT PROPERTY



August 25, 2014

**ADMINISTRATIVE COMMITTEE**

1. Discussion of funding of local portion of Navarre Beach renourishment project.
2. Discussion of draft letter to Congressman Miller and Senators Nelson and Rubio regarding federal legislation allowing fee simple title on Santa Rosa Island.
3. Discussion of request from Northwest Florida Marine Education and Discover of Gulf Ecosystems, Inc. for actions associated with location of Reef Cam on Pavilion No. 2 at Navarre Beach.
4. Discussion of waiver of permitting fees for construction of residence for disabled veteran by Homes for Our Troops, Inc. at 8656 Tupelo Drive, Navarre.
5. Discussion of options/tool for public education effort in proposed judicial center election.
6. Discussion of Amendment No. 1 to Florida Coalition Against Domestic Violence contract for Domestic Violence Grant Program and authorize execution of relevant documents.
7. Discussion of Community Off-site Clinic Agreement with Walgreen Company to provide annual flu shots for employees at several locations at no cost to Santa Rosa County.
8. Discussion of FY2014-2015 Florida Division of Library and Information Services State-Aid to Libraries Agreement for library operations.
9. Discussion of annual designation of surplus property for disposal by Clerk of Courts.
10. Discussion of 4th Annual Science Spooktacular by the Sea event hosted by the Navarre Beach Marine Science Station in the Navarre Beach Marine Park October 24-25, 2014.

11. Discussion of honorable mention given to Santa Rosa County by the National Association of Counties for accomplishments in the field of Arts and Culture.
12. INFO ONLY: Public Hearing items scheduled for 9:30 a.m. Thursday, August 28, 2014: NONE



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ROY V. ANDREWS, County Attorney  
JAYNE N. BELL, OMB Director

## M E M O R A N D U M

TO: Board of Commissioners

FROM: *HW* Hunter Walker, County Administrator

DATE: August 22, 2014

SUBJECT: Navarre Beach Renourishment Funding

Santa Rosa County has submitted the 2014-2015 application for Navarre Beach Renourishment project and it is currently under review and being scored by the Florida Department of Environmental Protection staff until September 1, 2014. FDEP staff has requested additional clarification or specifics on the proposed funding commitment of the local share of this project.

The submitted project contained in the application is for renourishment of the 4.22 miles of Navarre Beach at an estimated cost of \$19.335 million. The State of Florida share is approximately 50% or \$8.786 million; FEMA \$1.763 million; and the county local share of public frontage \$4.16 million and private property protection \$4.207 million. These percentages are roughly equal to those of the 2006 renourishment effort with the public share substantially increased this year due to inclusion of the former state park property in county share. The 2006 renourishment also relied on an MSBU in the amount of \$7.5 million from Navarre Beach leaseholders based upon a recreation and protection component.

The County has recently collected approximately \$2.5 million in delinquent taxes withheld during the recent litigation with another \$1.0 million expected within the next tax deed cycle. Also for the last number of years the county unrestricted fund balance has increased with a portion of that increase attributable to the County reserving those funds during budget process.

Previously the Board has reserved/dedicated 1 cent of tourist development tax proceeds for beach renourishment which the OMB Director estimates will produce \$ 300,000 annually.

The action required by September 1, 2014 FDEP deadline is to provide commitment from County on the local share of \$8.8 million of public protection and recreation and private protection and recreation on Navarre Beach. The project, if funded by State, is more than a year out so there is time to determine the appropriate division of non-state share.

RESOLUTION NO. 2014 - \_\_\_\_

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS, SANTA ROSA COUNTY, FLORIDA, SUPPORTING THE SCHEDULED MAINTENANCE OF THE NAVARRE BEACH BERM AND DUNE RESTORATION PROJECT; AUTHORIZING THE COUNTY TO UTILIZE RESERVE FUNDS FOR MAINTENANCE OF THE NAVARRE BEACH - BERM AND DUNE RESTORATION PROJECT.**

**WHEREAS**, the Santa Rosa County Board of County Commissioners is the local government sponsor of the Navarre Beach-Berm and Dune Restoration Project, which was initially constructed in 2006 via local funding and funding provided by the State of Florida; and

**WHEREAS**, the Project is scheduled in Fiscal Year 2015/2016 for maintenance nourishment, also described as re-nourishment; and

**WHEREAS**, the Santa Rosa County Board of County Commissioners supports the scheduled maintenance of the Navarre Beach Berm and Dune Restoration Project and is willing to serve as the Local Sponsor; and

**WHEREAS**, the Santa Rosa County Board of County Commissioners desires to provide for the local share of funds for the re-nourishment Project; and

**WHEREAS**, Santa Rosa County has reserve funds that are authorized by the Florida Legislature under Section 129.02(4)(a) of Florida Statutes to be used by the County for "general improvement programs" such as the proposed re-nourishment Project and which are sufficient to provide the full Local Cost Share of the Project.

**NOW, THEREFORE, BE IT RESOLVED**, by the Santa Rosa County Board of County Commissioners:

**SECTION 1.** The Santa Rosa County Board of County Commissioners herein resolves to identify and utilize County reserve funds in the County's FY2014/2015 budget to meet the full local share of costs associated with construction of the re-nourishment Project including the associated regulatory-agency required monitoring before, during, and after construction; and

**SECTION 2.** The Santa Rosa County Board of County Commissioners shall restore the County reserve funds used for the re-nourishment Project with funds generated by the Tourist Development Tax, as increased to 5% in December 2013, and such other funds as may be determined by the Board to be available and appropriate in the future.

**PASSED AND ADOPTED** this \_\_\_\_ day of August 2014, by a vote of \_\_\_\_ yeas,  
\_\_\_\_ nays and \_\_\_\_ absent of the Board of County Commissioners of Santa Rosa County, Florida.

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

**ATTEST:**

\_\_\_\_\_  
By: Jim Melvin, Chairman

\_\_\_\_\_  
Donald C. Spencer, Clerk of Court

## Hunter Walker

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**From:** Roy Andrews  
**Sent:** Friday, August 15, 2014 2:35 PM  
**To:** Hunter Walker; Wanda Pitts; Merry Beth Andrews  
**Subject:** FW: Federal Fee Simple  
**Attachments:** 00055767.docx

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**From:** Alison A. Perdue [mailto:aaperdue@co.escambia.fl.us]  
**Sent:** Friday, August 15, 2014 2:16 PM  
**To:** Roy Andrews  
**Cc:** Dianne C. Simpson  
**Subject:** FW: Federal Fee Simple

Roy,

As we previously discussed, attached please find a draft letter for Senator Nelson related to the federal bill for fee simple on Santa Rosa Island. As you know, our lobbyists are encouraging this. I would like to take it my Board on 8/21 (next Thursday) to get an okay for the Chair to sign it. Can you review and see if Santa Rosa will also be able to sign off on it?

Looking forward to working with you,  
Alison

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**From:** Dianne C. Simpson  
**Sent:** Friday, August 15, 2014 9:59 AM  
**To:** Alison A. Perdue  
**Subject:** Federal Fee Simple

**\*\* Attached file(s):**  
Ltr. to Senator Nelson dated August 2014 (00055767.docx)

*Dianne Simpson*  
Assistant to County Attorney  
Alison P. Rogers  
221 Palafox Place, Ste. 430  
Pensacola, Florida 32502

(850) 595-4970 - Office  
(850) 595-4979 - Facsimile

Email scanned by Check Point

August 1, 2014

Honorable Bill Nelson  
716 Hart Senate Office Building  
Washington, DC 20510

Re: Support Title I of H.R. 2954 (the Santa Rosa Island Reconveyance Act)

Dear Senator Nelson:

The purpose of this letter is to jointly request on behalf of Escambia County and Santa Rosa County that you support Title I of H.R. 2954 (the Santa Rosa Island Reconveyance Act) in the Senate and request that such a bill be reported favorably by the Senate Energy and Natural Resources Committee. Title I of the bill would amend the federal deed conveying Santa Rosa Island to Escambia County and would create the opportunity for both Escambia County and Santa Rosa County to consider fee simple conveyances to leaseholders on Santa Rosa Island. Escambia and Santa Rosa Counties previously approved a joint resolution that requested a bill for this purpose. The counties have agreed with the current language in Title I of H.R. 2954.

It is our understanding that staff of the Senate Energy and Natural Resources Committee are currently considering a package of legislation and we respectfully request that Title I of H.R. 2954 be included in that package. However, it has come to our attention that the National Park Service has submitted three amendments to the current Title I language. We understand these requests to basically be as follows:

- **Amendment One:** This amendment would essentially freeze the Escambia and Santa Rosa County land use designations in time, providing that those properties currently intended as conservation or recreation, for example, will always be considered as such.
- **Amendment Two:** This amendment would only allow passive recreation on lands designated for recreational uses and would prohibit the construction of any channel or similar development to take place on Santa Rosa Island.
- **Amendment Three:** This amendment would provide authority to the Secretary of the Department of the Interior to accept conservation easements from Escambia or Santa Rosa Counties, regardless of whether any such easements are ever conveyed.

The counties do not object to the addition of language into Title I that reflects proposed Amendment One and Amendment Three. With regards to Amendment One, this change would incorporate the original intent which was to preserve those areas that are currently designated as conservation, recreation, public and

the like. It was never the intent to change those parcels, whether by definition or otherwise, into more intensely developed areas. Additionally, Amendment Three is not problematic so long as there is no requirement that any lands be put into NPS conservation easements. The NPS must realize that the counties have policies about land usage, recreation and conservation that may not be identical to those of the NPS. Therefore, we cannot agree to be forced to place lands into conservation easements. That said, the counties do not object to the NPS being empowered with the authority to accept such easements in the event future boards of county commissioners desire to exercise this option.

However, the counties cannot agree to the addition of Amendment Two. Such an amendment would require one county to interfere with the operations of another county. Otherwise, it would cause current boards of county commissioners to unfairly bind future boards without such knowledge of then-existing conditions. Thus, neither county can support the addition of such language to a bill to accomplish the amendment of the federal deed.

That said, it is the joint hope of Escambia County and Santa Rosa County that with this compromise to address the NPS' concerns, we can now move forward with a bill to amend the deed. This is a joint request for you to please exercise all possible efforts to see that such a bill as described above comes from the Senate Energy and Natural Resources Committee and is passed by the

Our boards of county commissioners deeply appreciate your efforts on our behalf.

Sincerely,

Sincerely,

Lumon May, Chairman  
Escambia County Board of County Commissioners

Jim Melvin, Chairman  
Santa Rosa County Board of County Commissioners

cc: Lynn Annister, Regional Director

**DRAFT**

**Proposed amendments for H.R. 2954, Santa Rosa Island Land Reconveyance Act, as introduced:**

**Amendment 1:**

On page 4, lines 5 through 7, strike “resolutions heretofore adopted by the Board of County Commissioners of each respective county.” and insert “Escambia County and Santa Rosa County land used documents as they existed on August 1, 2013 including the definitions, management prescriptions, and permitted activities for ‘preservation’ and ‘conservation/recreation’ zones.”

Explanation: This amendment would ensure the protection of the undeveloped portions of Pensacola Beach and Navarre Beach by ensuring public beach access in perpetuity, public parking and beach access corridors are retained as identified with the current planning and land use documents of Escambia County and Santa Rosa County. The county resolutions referenced by the bill do not tie the counties to their planning documents as they are written at any specific point in time.

**Amendment 2:**

On page 4, after line 7 add the following:

“(7) Lands identified in the documents referenced in subsection (6) as ‘recreation’ shall be used only for passive recreation.

“(8) No dredge and fill permits shall be allowed for the construction of a channel or for the construction of associated jetties, groins, bulkheads or revetments, or the dredging or filling of any wetlands, estuaries, or embayments on Santa Rosa Island.”

Explanation: This amendment would clarify the type of recreation permitted, and would ensure that the protections and the public use of the lands requirements from the Act of July 30, 1946 remain in place for undeveloped portions of Santa Rosa Island.

**Amendment 3:**

On page 4, after line 15 add the following:

“(e) DONATION EASEMENT AUTHORITY.—The Secretary is authorized to accept for the Gulf Islands National Seashore the donation of conservation easements for the lands referenced in subsection (6) as zoned for ‘preservation’ or ‘conservation/recreation’.

“(f) REVERSIONARY INTEREST.—Lands subject to this Act that are disposed of under terms that are not in accordance with the Act shall revert to the United States.”

Explanation: This amendment provides Gulf Island National Seashore the authority to accept conservation easements by donation and it preserves the applicability of the reversionary clause from the Act of July 30, 1946.



August 18, 2014

Roger Blaylock  
Santa Rosa County  
6051 Old Bagdad Hwy  
Milton, FL 32583

Dear Mr. Blaylock:

On behalf of the Board of Directors of Northwest Florida Marine Education and Discovery of Gulf Ecosystems, Inc., thank you for your time and assistance to help us determine the best solution for Camera placement and connectivity of the Navarre Beach Marine Park underwater Reef Camera project (Watch the Reef –TV).

As discussed in our meeting on Friday with the engineers, budget issues have moved us to reevaluate placing the solar equipment and battery on a piling above the reef structures in the Gulf of Mexico. The engineering firms (MRD Associates and Wetland Sciences) along with the camera manufacturer have suggested, what we believe to be, a better solution for camera connectivity and transmission. The solution would include installing the cable under the sand to the suggested location of the reef camera which would extend from the camera site to Pavilion #2 in Navarre Beach Marine Park, placing cable from the camera location to the pavilion, developing an on-ground, secure electrical box containing controls and placing an antennae on the roof of the pavilion to serve as a transmission source for video streaming to the Navarre Beach Marine Science Station.

We respectfully request the Board of County Commissioners approval to 1. Serve as applicant for a permit to the Florida Department of Environmental Protection and U.S. Army Corps of Engineers for the cable; 2. Approval to install a buried cable to the second pavilion; and 3. Install an electrical box and antennae on the County's Pavilion structure #2 in Navarre Beach Marine Park. Please place us on the Monday, August 25, 2014 Board of County Commissioners agenda to make a brief presentation and be available for any questions from the Board.

Thank you in advance for your consideration.

*Charlene Mauro*  
Charlene Mauro  
Vice President

Jeremy Stewart Construction, Inc.

499 North Ferdon Blvd. Crestview, FL 32536

August 14, 2014

Subject: Homes For Our Troops

Dear Jim Melvin,

Military Men & Women put their lives on the line every day for you, me, and our country. By doing so, many are injured, maimed or killed. This results in many of them becoming wounded veterans with permanent disability. Over 32,000 Veterans are estimated to be living in Okaloosa County, with another 22,800 & 6,200 in nearby Santa Rosa & Walton counties, respectively. There were over 1700 Service Members nationwide who have returned home with life-altering injuries post 9/11.

**Homes for Our Troops (HFOT)** is a national 501(c)(3) non-profit organization founded in 2004 that is STRONGLY committed to building specially adapted home for the Veterans with life-altering injuries. HFOT's Veterans are among the nations most severely injured with missing limbs, varying levels of paralysis and traumatic brain injury (TBI). HFOT assist these veterans and their families by raising money, and providing building materials and professional labor to coordinate the construction of a home that provides maximum freedom of movement and the ability to live more independently. These homes are provided mortgage-free to the Veterans that HFOT'S serve. As of July 10, 2014 HFOT has built 166 specially adapted homes nationwide.

**Jeremy Stewart Construction, Inc.** will be building Marine Sergeant Anthony McDaniel a home in coordination with **HFOT**. Sgt. McDaniel was four months into his second deployment when he stepped on an IED resulting in the traumatic amputations of both of his legs and his left hand at the wrist in Kajaki, Afghanistan on August 31, 2010. Sgt McDaniel is receiving treatments and therapies as an outpatient at this time at Balboa Naval Medical Center. Sgt McDaniel enjoys spending time with his children and family. He enjoys wheelchair basketball and wheelchair racing, and has aspirations to compete as a member of the U.S. Paralympics Track Team. McDaniel is grateful for the support of those who will help make his specially adapted home a reality. In McDaniel's own words he says, ***"This will eliminate a lot of stress in my daily life, just by knowing that I do not need to worry about finding a home that will meet my needs and be a great place to raise my family"***.

The Ground Breaking Ceremony was held on August 2 at 8656 Tupelo Drive Navarre, FL 32566 where Sgt. McDaniel's house will be built. At that time we had the privilege of meeting some

staff from HFOT and meeting with Sgt McDaniel and his family. So, now we are at the point of pulling permits to get this house started for our veteran. With this being said we would like to ask you if we could get your help with waiving some of the permitting cost. If there is any way you can assist with this matter please give Jeremy Stewart a call at 850.830.0558. You could also email Sheena Conway at [sheena@crestviewhomes.com](mailto:sheena@crestviewhomes.com) or call Sheena at the office 850.682.6156 Monday through Friday 10 am – 5 pm. Thank you for your time in reading this letter. We hope to hear from you soon.

Thank you,

Jeremy Stewart

&

Sheena Conway

## Hunter Walker

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**From:** Sabrina Brown  
**Sent:** Wednesday, August 20, 2014 9:29 AM  
**To:** Tony Gomillion; Hunter Walker  
**Cc:** Rhonda Royals  
**Subject:** RE: Jeremy Stewart Construction, Inc. (Homes For Our Troops)

There is a statute that allows us to waive permit fees for disabled veterans.

F.S. 295.16 Disabled veterans exempt from certain license or permit fee.—A totally and permanently disabled veteran who is a resident of Florida and honorably discharged from the Armed Forces, who has been issued a valid identification card by the Department of Veterans' Affairs in accordance with s. 295.17 or has been determined by the United States Department of Veterans Affairs or its predecessor to have a service-connected 100-percent disability rating for compensation, or who has been determined to have a service-connected disability rating of 100 percent and is in receipt of disability retirement pay from any branch of the uniformed armed services is not required to pay any license or permit fee, by whatever name known, to any county or municipality in order to make improvements upon a dwelling owned by the veteran which is used as the veteran's residence, if such improvements are limited to ramps, widening of doors, and similar improvements for the purpose of making the dwelling habitable or safe for the veteran.

On the Tuller project, I recall that the fees were waived based on the Boards decision. In other words, we did not request the disability documentation that we typically retrieve when we waive the fees for other veterans.

Other Fees for the Navarre Area:

Holley Navarre Water- 850-939-2427 or [buckpaulchek@mchsi.com](mailto:buckpaulchek@mchsi.com)

Navarre Fire Department- 850-939-5236 or [chief@hnfd.org](mailto:chief@hnfd.org) and [inspector@hnfd.org](mailto:inspector@hnfd.org)

Health Department if a septic permit is needed- 850-983-5200 ext 167 or [herman.davies@flhealth.gov](mailto:herman.davies@flhealth.gov)

Thanks,  
Sabrina D. Brown  
Development Services Coordinator  
Santa Rosa County  
850-981-7057  
Fax: 850-623-1208

*Development Services Center*- In order to continue our effort for improved customer service, please complete this online survey. [www.santarosa.fl.gov/customerservice](http://www.santarosa.fl.gov/customerservice)

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**From:** Tony Gomillion  
**Sent:** Wednesday, August 20, 2014 9:06 AM  
**To:** Hunter Walker  
**Cc:** Sabrina Brown; Rhonda Royals  
**Subject:** RE: Jeremy Stewart Construction, Inc. (Homes For Our Troops)

I believe we may have waived the fees on the Tuller house and maybe the one Blackie did in Bagdad by board approval? The other thing would be we need to note the fees we don't control.

Sabrina/Rhonda if you can comment on the other fees including fire ,water ,sewer ,etc. and note the contact information for

# Proposed Judicial Center Town Hall Meetings Tentative Schedule

## **Evening Meetings**

- 6 p.m. Monday, Sept. 15 – Pace Community Center
- 6 p.m. Tuesday, Sept. 23 – Milton Library Meeting Room
- 6 p.m. Tuesday, Sept. 30 – Jay Community Center
- 6 p.m. Tuesday, Oct. 7 – Navarre Visitor Center
- 6 p.m. Monday, Oct. 20 – Tiger Point Community Center

## **Morning Meetings**

- 9 a.m. Tuesday, Sept. 30 – Tiger Point Community Center
- 8:30 a.m., Wednesday, Oct. 8 – Joint Pace & Santa Rosa Chamber of Commerce Meeting in the board meeting room

## JUDICIAL CENTER POSSIBLE PUBLIC EDUCATION TOOLS

All material is educational as to why a new judicial center is needed and ballot language, not a call for action on a particular ballot measure.

Series of Evening Public Meetings – Suggest Tuesday nights, Sept. 16 - Oct. 14

- Tiger Point – Stream live and make meeting available for replay
- Navarre Visitor Center
- Pace Community Center
- East Milton Gym
- Chumuckla Community Center or Jay Community Center

Meeting with Chambers

- Joint Santa Rosa County & Pace Chamber special member meeting on weekday morning, suggest county auditorium or board room. Stream live and make available for replay if using board room.
- Joint Navarre Chamber & Gulf Breeze chambers special member meeting during work day, suggest Tiger Point Community Center. Stream live and make meeting available for replay.

Ask to speak at community group meetings and/ or ask for assistance with disseminating public meeting/public education info

- Rotary Clubs – Navarre, Gulf Breeze, Milton & Pace
- Kiwanis Clubs – Milton & Santa Rosa Sunrise
- Santa Rosa Democrats
- Santa Rosa County Republican Party
- Santa Rosa Tea Party Patriots
- League of Women Voters
- UPA, Navarre Lease Holders
- Escambia – Santa Rosa Bar Association
- Police Benevolent Association
- Santa Rosa County Fraternal Order of Police Lodge 123
- Santa Rosa Young Professionals

Paid Advertising

- Direct mail – Oversized postcard (8.5 x 5.5) to registered voter households. Overrun and make available at several locations including county offices, libraries, courthouse, employees, etc. Mail out by Oct. 15.
- Radio spots, stations and frequency based on station demographics
- TV ads, WEAR and/or Mediacom

Media

- Media only tour of current courthouse during operations/jury selection day – tentative date Sept. 29
- Editorial board meetings

Other:

- Factsheet(s)
- Posters for libraries, courthouse, office locations.
- Developed talking points for elected officials and staff
- Employee newsletter, possible informational meeting for staff, particularly for clerk of court so they can answer any questions that may arise & for staff like public works who do not have county email.

## ESTIMATES FOR COMMUNICATION TOOL OPTIONS

Design, copywriting, emails, & Website	No direct cost, completed in-house
Foam boards for posters (4 cases of 10) (Printing & design completed by staff)	\$140
Postcard mailing w/overrun for offices Based on 6 x 9 post card, quantity of 84,000	\$6,399 printing \$24,600 postage for 82,000
Radio Ads – station mix estimated 200 spots	\$3,500
TV Ads- prices range depending on inventory and time slot	
• Mediacom	
▪ Production	\$425
▪ Rotation recommended by sales, includes 65 spots per week on A&E, BET, Bravo, CNN, ESPN & FX	\$2,899.35 for three weeks or \$1,932,90 for two weeks
• WEAR	
▪ Production	\$600
▪ A.M. news rates	\$190- \$270 per :30 spot
▪ P.M. news rates	\$675- \$825 per :30 spot
▪ Prime time	\$825- \$1,650 per :30 sport
Print Ads - ½ page	
• PNJ – Sun or Wed, circulation 50,000 & 38,000	\$1,200
• NWFDN – Sun, circulation 27,000	\$1,800 color; \$1,440 B&W
• NWFDN – Wed, circulation 21,000	\$1,500 color; \$1,200 B&W
• Navarre Press – Thu, circulation 15,000	\$850 color; \$600 B&W
• Gulf Breeze News–Thu, circulation 5,700	\$1,100 color; \$1,000 B&W
• Santa Rosa Press Gazette – Wed, circulation 7,500	\$862.50 color; \$690 B&W
Print Ads - Full page ads	
• PNJ – Sun or Wed, circulation 50,000 & 38,000	\$2,580
• NWFDN – Sun, circulation 27,000	\$3,600 color; \$2,880 B&W
• NWFDN – Wed, circulation 21,000	\$3,000 color; \$2,400 B&W
• Navarre Press – Thu, circulation 15,000	\$1,450 color; \$1,200 B&W
• Gulf Breeze News–Thu, circulation 5,700	\$2,100 color; \$2,000 B&W
• Santa Rosa Press Gazette – Wed, circulation 7,500	\$1,725 color; \$1,380 B&W
Public meetings & tours	No direct costs, completed in-house

***More precise estimates can be provided based on board direction.***

## AMENDMENT # 1

**THIS AMENDMENT**, entered into between the Florida Coalition Against Domestic Violence, hereinafter referred to as “FCADV” and the **Santa Rosa Board of County Commissioners**, hereinafter referred to as the “Provider,” amends Florida Coalition Against Domestic Violence **Contract #15-8027-SAO** (“the contract”).

**PREAMBLE:** This amendment updates the Contract.

**1. Page 21, Section 19, is hereby amended to read:**

**19. Special Provisions**

**a. Support to the Deaf and Hard-of-Hearing**

- i.** The Provider and its subcontractors, where direct services are provided, shall comply with section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as implemented by 45 C.F.R. Part 84 (hereinafter referred to as Section 504), the Americans with Disabilities Act of 1990, 42 U.S.C. 12131, as implemented by 28 C.F.R. Part 35 (hereinafter referred to as ADA), and the Children and Families Operating Instruction (CFOP) 60-10, Chapter 4, entitled “Auxiliary Aids and Services for Persons who are Deaf or Hard-of-Hearing.”
- ii.** If the Provider or any of its subcontractors employs 15 or more employees agency-wide, the Provider shall designate a Single-Point-of-Contact (one per firm) to ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504, the ADA, and CFOP 60-10, Chapter 4. The name and contact information for the Provider’s Single-Point-of-Contact shall be furnished to the FCADV’s grant or contract manager on the Provider Contact Information Form within 14 calendar days of the effective date of this contract, and within five (5) business days of a change in the Single-Point-of-Contact.
- iii.** The Provider shall contractually require that its subcontractors comply with Section 504, the ADA, and CFOP 60-10, Chapter 4. A Single-Point-of-Contact shall be required for each subcontractor that employs 15 or more employees agency-wide. This Single-Point-of-Contact will ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504 and the ADA and coordinate activities and reports with the Provider’s Single-Point-of-Contact.
- iv.** The Single-Point-of-Contact shall ensure that all employees are aware of the requirements, roles and responsibilities, and contact points associated with compliance with Section 504, the ADA, and CFOP 60-10, Chapter 4. Further, employees of providers and its subcontractors with 15 or more employees agency-wide shall have each employee attest in writing, no later than June 30, annually, that they are familiar with the requirements of Section 504, the ADA, and CFOP 60-10, Chapter 4. This attestation shall be maintained in the employee’s personnel file. All new employees must meet this requirement within the employee’s orientation period not to exceed 60 days from the employee’s hire date. (If using the DCF Support to the Deaf or Hard-of-Hearing Attestation Form located at <http://www.dcf.state.fl.us/admin/training/docs/DCF%20Attestation%20Form.pdf>, the same signed attestation form will fulfill the requirements of both this section and section (viii) below.)

- v. The Provider's Single-Point-of-Contact will ensure that conspicuous notices which provide information about the availability of appropriate auxiliary aids and services at no-cost to the deaf or hard-of-hearing customers or companions are posted near where people enter or are admitted within the agent locations. Such Notices must be posted immediately by providers and subcontractors. The approved notice can be downloaded through the Internet at: <http://www.dcf.state.fl.us/admin/civilrights/>.
- vi. The Provider and its subcontractors shall document the customer's or companion's preferred method of communication and any requested auxiliary aids/services provided in the customer's record. Documentation, with supporting justification, must also be made if any request was not honored. The Provider shall submit compliance reports monthly, by the 3<sup>rd</sup> business day following the reporting month, to the FCADV's grant or contract manager. The Provider shall distribute Customer Feedback forms to customers or companions, and provide assistance in completing the forms as requested by the customer or companion.
- vii. If customers or companions are referred to other agencies, the Provider must ensure that the receiving agency is notified of the customer's or companion's preferred method of communication and any auxiliary aids/service needs.
- viii. All direct service employees of the Provider and its subcontractors are required to complete the "*Serving Our Customers who are Deaf or Hard-of-Hearing*" online training, located at <http://www.myflfamilies.com/about-us/services-deaf-and-hard-hearing/training>, and sign the "*Support to the Deaf or Hard-of-Hearing Attestation Form*", located at <http://www.dcf.state.fl.us/admin/training/docs/DCF%20Attestation%20Form.pdf>, by June 30, annually. All new direct-service employees are required to complete the training and sign the attestation within 60 days of hire. All direct service employees are required to print their certificates of completion, attach them to their attestation, and maintain the documents in their personnel files. (The same signed attestation form will fulfill the requirements of both this section and section (iv) above.)

This amendment shall begin on **August 30, 2014**, or the date on which the amendment has been signed by both parties, whichever is later.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform with this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment is hereby made a part of the contract.

**IN WITNESS THEREOF, the parties hereto have caused this amendment to be executed by their officials thereunto duly authorized.**

**PROVIDER: Santa Rosa Board of County Commissioners**

**FLORIDA COALITION AGAINST DOMESTIC VIOLENCE**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** Tiffany Carr

**Title:** \_\_\_\_\_

**Title:** President/CEO

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

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

6

## AMENDMENT # 1

**THIS AMENDMENT**, entered into between the Florida Coalition Against Domestic Violence, hereinafter referred to as "FCADV" and the **Santa Rosa Board of County Commissioners**, hereinafter referred to as the "Provider," amends Florida Coalition Against Domestic Violence Contract #15-8027-SAO ("the contract").

**PREAMBLE:** This amendment updates the Contract.

**1. Page 21, Section 19, is hereby amended to read:**

**19. Special Provisions**

**a. Support to the Deaf and Hard-of-Hearing**

- i. The Provider and its subcontractors, where direct services are provided, shall comply with section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as implemented by 45 C.F.R. Part 84 (hereinafter referred to as Section 504), the Americans with Disabilities Act of 1990, 42 U.S.C. 12131, as implemented by 28 C.F.R. Part 35 (hereinafter referred to as ADA), and the Children and Families Operating Instruction (CFOP) 60-10, Chapter 4, entitled "Auxiliary Aids and Services for Persons who are Deaf or Hard-of-Hearing."
- ii. If the Provider or any of its subcontractors employs 15 or more employees agency-wide, the Provider shall designate a Single-Point-of-Contact (one per firm) to ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504, the ADA, and CFOP 60-10, Chapter 4. The name and contact information for the Provider's Single-Point-of-Contact shall be furnished to the FCADV's grant or contract manager on the Provider Contact Information Form within 14 calendar days of the effective date of this contract, and within five (5) business days of a change in the Single-Point-of-Contact.
- iii. The Provider shall contractually require that its subcontractors comply with Section 504, the ADA, and CFOP 60-10, Chapter 4. A Single-Point-of-Contact shall be required for each subcontractor that employs 15 or more employees agency-wide. This Single-Point-of-Contact will ensure effective communication with deaf or hard-of-hearing customers or companions in accordance with Section 504 and the ADA and coordinate activities and reports with the Provider's Single-Point-of-Contact.
- iv. The Single-Point-of-Contact shall ensure that all employees are aware of the requirements, roles and responsibilities, and contact points associated with compliance with Section 504, the ADA, and CFOP 60-10, Chapter 4. Further, employees of providers and its subcontractors with 15 or more employees agency-wide shall have each employee attest in writing, no later than June 30, annually, that they are familiar with the requirements of Section 504, the ADA, and CFOP 60-10, Chapter 4. This attestation shall be maintained in the employee's personnel file. All new employees must meet this requirement within the employee's orientation period not to exceed 60 days from the employee's hire date. (If using the DCF Support to the Deaf or Hard-of-Hearing Attestation Form located at <http://www.dcf.state.fl.us/admin/training/docs/DCF%20Attestation%20Form.pdf>, the same signed attestation form will fulfill the requirements of both this section and section (viii) below.)

- v. The Provider's Single-Point-of-Contact will ensure that conspicuous notices which provide information about the availability of appropriate auxiliary aids and services at no-cost to the deaf or hard-of-hearing customers or companions are posted near where people enter or are admitted within the agent locations. Such Notices must be posted immediately by providers and subcontractors. The approved notice can be downloaded through the Internet at: <http://www.dcf.state.fl.us/admin/civilrights/>.
- vi. The Provider and its subcontractors shall document the customer's or companion's preferred method of communication and any requested auxiliary aids/services provided in the customer's record. Documentation, with supporting justification, must also be made if any request was not honored. The Provider shall submit compliance reports monthly, by the 3<sup>rd</sup> business day following the reporting month, to the FCADV's grant or contract manager. The Provider shall distribute Customer Feedback forms to customers or companions, and provide assistance in completing the forms as requested by the customer or companion.
- vii. If customers or companions are referred to other agencies, the Provider must ensure that the receiving agency is notified of the customer's or companion's preferred method of communication and any auxiliary aids/service needs.
- viii. All direct service employees of the Provider and its subcontractors are required to complete the "*Serving Our Customers who are Deaf or Hard-of-Hearing*" online training, located at <http://www.myflfamilies.com/about-us/services-deaf-and-hard-hearing/training>, and sign the "*Support to the Deaf or Hard-of-Hearing Attestation Form*", located at <http://www.dcf.state.fl.us/admin/training/docs/DCF%20Attestation%20Form.pdf>, by June 30, annually. All new direct-service employees are required to complete the training and sign the attestation within 60 days of hire. All direct service employees are required to print their certificates of completion, attach them to their attestation, and maintain the documents in their personnel files. (The same signed attestation form will fulfill the requirements of both this section and section (iv) above.)

This amendment shall begin on **August 30, 2014**, or the date on which the amendment has been signed by both parties, whichever is later.

All provisions in the contract and any attachments thereto in conflict with this amendment shall be and are hereby changed to conform with this amendment.

All provisions not in conflict with this amendment are still in effect and are to be performed at the level specified in the contract.

This amendment is hereby made a part of the contract.

**IN WITNESS THEREOF**, the parties hereto have caused this amendment to be executed by their officials thereunto duly authorized.

**PROVIDER: Santa Rosa Board of County Commissioners**

**FLORIDA COALITION AGAINST DOMESTIC VIOLENCE**

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** Tiffany Carr

**Title:** \_\_\_\_\_

**Title:** President/CEO

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

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

# 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:** Walgreens Agreement  
**DATE:** August 18, 2014

I request approval of the attached agreement, for the administration of flu vaccinations, by Walgreens. There is no cost to Santa Rosa County. Our health insurance will cover the cost or the employee must pay directly to Walgreens. They successfully handled our program last year.

DC/lh

cc: R. Andrews

Attachment



## COMMUNITY OFF-SITE CLINIC AGREEMENT

This **COMMUNITY OFF-SITE CLINIC AGREEMENT** (“**Agreement**”) by and between the party indicated below (“**Client**”), and Walgreen Co., on behalf of itself and all of its subsidiaries and affiliates (“**Walgreens**”) is made and entered into on the date last electronically signed by an authorized representative of both the Client and Walgreens (the “**Effective Date**”).

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Client and Walgreens, by their electronic signatures below, hereby agree that (i) Walgreens will provide dispensing and administering of a certain vaccine or vaccines, as listed below (“**Vaccine(s)**”) to participants (“**Participants**”) at mutually agreed upon dates and times at the Client’s facility(ies) listed below (“**Covered Vaccine Services**”); and (ii) it will comply with the terms and conditions of this Agreement, as shown on the following page.

### Client Facility Location(s)\*:

#### Street Address

#### CLINIC LOCATION A

Local Contact Name	Local Contact Phone	Local Contact Email		
Cindy Williams	850-983-1889	cindyw@santarosa.fl.gov		
Address1	Address2	City	State	Zip
6865 Caroline St	Courthouse	Milton	FL	32570
Clinic Date	Start Time	End Time	Est. Shots:	
09/05/2014	11:00am	1:00pm	40	

#### CLINIC LOCATION B

Local Contact Name	Local Contact Phone	Local Contact Email		
Cindy Williams	850-983-1889	cindyw@santarosa.fl.gov		
Address1	Address2	City	State	Zip
4530 Spikes Way	County Auditorium	Milton	FL	32570
Clinic Date	Start Time	End Time	Est. Shots:	
09/10/2014	6:30am	9:00am	60	

#### CLINIC LOCATION C

Local Contact Name	Local Contact Phone	Local Contact Email		
Cindy Williams	850-983-1889	cindyw@santarosa.fl.gov		

<b>Address1</b>	<b>Address2</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
6495 Caroline St	BOCC meeting room	Milton	FL	32570
<b>Clinic Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Est. Shots:</b>	
09/10/2014	10:00am	1:00pm	60	

**CLINIC LOCATION D**

<b>Local Contact Name</b>	<b>Local Contact Phone</b>	<b>Local Contact Email</b>		
Cindy Williams	850-983-1889	cindyw@santarosa.fl.gov		
<b>Address1</b>	<b>Address2</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
5841 Gulf Breeze Pkwy	South End Administrative Complex	Gulf Breeze	FL	32561
<b>Clinic Date</b>	<b>Start Time</b>	<b>End Time</b>	<b>Est. Shots:</b>	
09/11/2014	9:00am	10:00am	10	

**IN WITNESS WHEREOF**, Client and Walgreens have electronically executed this Agreement, as of the Effective Date.

**CLIENT:**   
**NAME:**   
**TITLE:**   
**DATE:**

**WALGREEN CO.**  
**NAME:** Kim Nguyen  
**TITLE:** Pharmacy Manager  
**DATE:** 07/21/2014  
**DISTRICT NUMBER:** 214

**Send Legal Notices To Client At:**  
**Attention to:**   
**Address1:**   
**Address2:**   
**City:**   
**State:**    
**Zip Code:**

**Send Legal Notices To Walgreens At:**  
 Healthcare Innovations Group  
 200 Wilmot Rd  
 MS2222  
 Deerfield, IL 60015  
 Attn: Health Law – Divisional Vice President  
 cc: clinicalcontracts@walgreens.com

<b><u>Immunization</u></b>	<b><u>Price*</u></b>
Flu - Standard Injectable (trivalent) - Insurance Billing Pneumococcal (Pneumovax)	

**PAYMENT TYPE:** Submit Claims to Pharmacy Insurance

\*Walgreens will bill the insurance plan for the contracted rate. The contracted rate includes vaccine and administration.  
 \*\*The influenza price is based on following minimum number to be invoiced. The price will remain even if

the number of immunizations exceeds the minimum.

## WALGREENS COMMUNITY OFF-SITE CLINIC AGREEMENT TERMS AND CONDITIONS

### **I. Walgreens' Responsibilities**

Covered Vaccine Services. Subject to the limitations or restrictions imposed by federal and state contracts, laws, and regulations, and the availability of the appropriate Vaccine, Walgreens will provide the Covered Vaccine Services to Participants. With respect to such Covered Vaccine Services, the parties will comply with the procedures set forth herein.

Provision of Health Care Professionals. Walgreens will provide Client with the appropriate number of qualified health care professionals and technicians to provide Covered Vaccine Services.

Professional Judgment. Walgreens may withhold Covered Vaccine Services to a Participant for good cause, including but not necessarily limited to, the Participant's failure to pay for Covered Vaccine Services rendered; requests by Participant for services inconsistent with the legal and regulatory requirements; or where, in the professional judgment of the health care professional, the services should not be rendered.

### **II. Client's Responsibilities**

Coordination. Client will provide Participants with notice of the time and location in which Covered Vaccine Services will be provided and provide a private, clean room location, tables and chairs for Walgreens' personnel and Participants. If applicable, Client will provide Participants with Walgreens-approved vouchers, which Participants may redeem at a participating Walgreens store location.

### **V. Insurance**

Insurance. Each party will self-insure or maintain at its sole expense, and in amounts consistent with industry standards, Commercial General Liability Insurance and Professional Liability Insurance and such other insurance as may be necessary to insure each respective party, its employees, and agents against any claim or claims for damages arising out of or in connection with its duties and obligations under this Agreement. If Client requires Walgreens to name Client as Additional Insured under its Commercial General Liability policy, such Client will automatically be named as per the terms of Walgreens' insurance policy. Evidence of such insurance can be obtained by downloading the Walgreens Memorandum of Liability Insurance and Memorandum of Professional Liability Insurance and other relevant information regarding Walgreens' insurance program at [www.walgreens.com/Insurance](http://www.walgreens.com/Insurance).

### **VI. General Terms**

Confidentiality of PHI. Both parties warrant that they will maintain and protect the confidentiality of all individually identifiable health information specifically relating to Participants ("Protected Health Information" or "PHI") in accordance with the Health Insurance Portability and Accountability Act of 1996 and all applicable federal and state laws and regulations. However, nothing herein will limit either party's use of any aggregated Participant information that

Access. Client hereby grants to Walgreens, and to no other person or entity, access to its designated room or areas for the provision of Covered Vaccine Services for the time and date (s) mutually agreed upon by the parties, in accordance with the provisions of this Agreement.

Payment. Prior to the provision of Covered Vaccine Services, Participant must provide evidence of coverage under a third-party insurance or a government funded program (e.g., Medicare). If such evidence is presented by the Participant and Walgreens is contracted with the third-party insurance or government funded program, Walgreens will submit the claim for that Participant and any copayment, coinsurance, deductible owed by the Participant will be billed at a later date. If such evidence is not provided at the time of service, either Client or Participant shall be responsible to compensate Walgreens at the lesser of the prices stated herein or the Usual and Customary Charge for the Vaccine at the time of administration. Payments made by Client are due within thirty (30) days from receipt of the monthly invoice and must be sent to the remittance address stated on the invoice. The invoice will contain the following data elements, and no further information will be provided: Group ID, store number, prescription number, patient name, recipient number, physician name, cost, service fee, copayment amount, sales tax, total charge, date of service, and drug name/NDC. As used in this Agreement, "Usual and Customary Charge" shall refer to the amount charged to a cash customer by the administering pharmacy, exclusive of sales tax or other amounts claimed.

**III. Term and Termination**  
Term and Termination This Agreement

does not contain PHI. This section will survive the termination of this Agreement.

Advertising. Neither party may advertise or use any trademarks, service marks, or symbols of the other party without first receiving the written consent of the party owning the mark and/or symbol with the following exceptions: Client may use the name and the addresses of Walgreens' locations in materials to inform Participants and the general public that Walgreens provides Covered Vaccine Services. Any other reference to Walgreens in any Client materials must be pre-approved, in writing, by Walgreens.

Force Majeure. The performance by either party hereunder will be excused to the extent of circumstances beyond such party's reasonable control, such as flood, tornado, earthquake, or other natural disaster, epidemic, war, material destruction of facilities, fire, acts of terrorism, acts of God, etc. In such event, the parties will use their best efforts to resume performance as soon as reasonably possible under the circumstances giving rise to the party's failure to perform.

Compliance. The parties will comply with all applicable laws, rules, and regulations for each jurisdiction in which Covered Services are provided under this Agreement. Each party will cooperate with reasonable requests by the other party for information that is needed for its compliance with applicable laws, rules, and/or regulations.

Notices. All notices provided for herein must be in writing sent by U.S. certified mail, return receipt requested, postage prepaid, or by overnight delivery service providing proof of

will commence as of the Effective Date and will continue for one year. Either party may terminate this Agreement upon prior written notice to the other party.

Effect of Termination. Termination will have no effect upon the rights or obligations of the parties arising out of any transactions occurring prior to the effective date of such termination.

**IV. Indemnification**

Indemnification. To the extent permitted by law, each party will indemnify, defend, and hold harmless the other party, including its employees and agents, from and against any and all claims or liabilities arising from the negligence or wrongful act of the indemnifying party, its employees, or agents in carrying out its duties and obligations under the terms of this Agreement. This section will survive the termination of this Agreement.

receipt to the address set forth following the signature blocks. Notices will be deemed delivered upon receipt or upon refusal to accept delivery.

Entire Agreement. This Agreement, which includes any and all attachments, exhibits, riders, and other documents referenced herein, constitutes the entire and full agreement between the parties hereto and supersedes any previous contract and no changes, amendments, or alterations will be effective unless reduced to a writing signed by a representative of each party. Any prior agreements, documents, understandings, or representations relating to the subject matter of this Agreement not expressly set forth herein or referred to or incorporated herein by reference are of no force or effect.

©2012 Walgreens Co. All rights reserved.

# 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:** Library Agreement

**DATE:** August 18, 2014

**I request approval of the attached agreement. This is the annual "State aid to Libraries Grant Agreement" that allows us to use funds from the Florida Division of Library and Information Services.**

**DC/lh**

**cc: R. Andrews**

**Attachment**

**Florida Department of State, Division of Library and Information Services**  
**STATE AID TO LIBRARIES GRANT AGREEMENT**

The Applicant (GRANTEE) Santa Rosa County Board of County Commissioners  
(Name of library governing body)

Governing body for Santa Rosa County Library System  
(Name of library)

hereby makes application and certifies eligibility for receipt of grants authorized under Section 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.

The Division, as administrator of state funds provided under Section 257, *Florida Statutes*, has approved an application for State Aid to Libraries Grant funds submitted by the GRANTEE. By reference, the application is hereby made a part of this agreement.

Grant Purpose. This grant shall be based upon the following scope of work:

The single library administrative unit, as an eligible political subdivision under 257.17, *Florida Statutes*, is responsible for managing or coordinating free library service to the residents of its legal service area. The library shall:

1. Have a single administrative head employed full time by the library's governing body;
2. Provide free library service, including loaning library materials available for circulation free of charge, and providing reference and information services free of charge;
3. Provide access to materials, information and services for all residents of the area served; and
4. Have at least one library, branch library or member library operated by the library's governing body, open 40 hours or more each week.

The parties agree as follows:

I. The GRANTEE agrees to:

a. For payment number one:

- i. Have at least one library, branch library or member library, open 40 hours or more each week.

b. For payment number two:

- i. Have at least one library, branch library or member library, open 40 hours or more each week.

- c. Expend all grant funds awarded and perform all acts in connection with this agreement in full compliance with the terms and conditions of Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.
- d. Expend all grant funds received under this agreement solely for the purposes for which they were authorized and appropriated.
- e. Provide the DIVISION with statistical, narrative, financial and other evaluative reports as requested.
- f. Retain and make available to the DIVISION, upon request, all financial and programmatic records, supporting documents, statistical records, and other records for the project.
- g. Retain all records for a period of five years from the date of submission of the final project report. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the five year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period, whichever is later.
- h. Establish and maintain a proper accounting system in accordance with generally accepted accounting procedures. To use and maintain adequate fiscal authority, control, and accounting procedures that will ensure proper disbursement of, and accounting for, project funds.
- i. Perform all acts in connection with this agreement in strict conformity with all applicable laws and regulations of the State of Florida.
- j. Not use any grant funds for lobbying the legislature, the judicial branch, or any state agency.
- k. Hereby certify that it is cognizant of the prohibition of conflicts of interest described in Sections 112.311 through 112.326, *Florida Statutes*, and affirms that it will not enter into or maintain a business or other relationship with any employee of the Department of State that would violate those provisions. The GRANTEE further agrees to seek authorization from the General Counsel for the Department of State prior to entering into any business or other relationship with a Department of State employee to avoid a potential violation of those statutes.
- l. Not discriminate against any employee employed in the performance of this agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap, or marital status. The GRANTEE shall insert a similar provision in all subcontracts for services by this agreement.

- m. In the event that the grantee expends a total amount of state financial assistance equal to or in excess of \$500,000 in any fiscal year of such GRANTEE, the grantee must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Department of Financial Services; and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*. In determining the state financial assistance expended in its fiscal year, the GRANTEE shall consider all sources of state financial assistance, including state financial assistance received from the Department of State, other state agencies, and other nonstate entities. State financial assistance does not include federal direct or pass-through awards and resources received by a nonstate entity for federal program matching requirements.

In connection with the audit requirements addressed in part m, paragraph 1, the GRANTEE shall ensure that the audit complies with the requirements of Section 215.97(8), *Florida Statutes*. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), *Florida Statutes*, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), *Rules of the Auditor General*.

If the GRANTEE expends less than \$500,000 in state financial assistance in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, is not required. In the event that the GRANTEE expends less than \$500,000 in state financial assistance in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from the nonstate entity's resources (i.e., the cost of such an audit must be paid from the grantee's resources obtained from other than State entities).

Information related to the requirements of Section 215.97, *Florida Statutes*, (the Florida Single Audit Act) and related documents may be found at [apps.fldfs.com/fsaa](http://apps.fldfs.com/fsaa).

Copies of financial reporting packages required by this agreement shall be submitted by or on behalf of the GRANTEE directly to each of the following:

1. The Department of State at the following addresses:

Office of Inspector General  
Florida Department of State  
R. A. Gray Building, Room 114A  
500 South Bronough Street  
Tallahassee, Florida 32399-0250

2. The Auditor General's Office at the following address:

Auditor General's Office  
Room 401, Pepper Building  
111 West Madison Street  
Tallahassee, Florida 32399-1450

- n. Identify an individual or position with the authority to make minor modifications to the application, if necessary, prior to execution of the agreement.

II. The DIVISION agrees:

- a. To provide a grant in accordance with the terms of this agreement in consideration of the GRANTEE's performance hereinunder, and contingent upon funding by the Legislature. The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Legislature. In the event that the state funds on which this agreement is dependent are withdrawn, this agreement is terminated and the state has no further liability to the GRANTEE beyond that already incurred by the termination date. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
- b. To notify the grantee of the grant award after review and approval of required documents. The grant amount shall be calculated in accordance with Chapter 257, *Florida Statutes*, and guidelines for the State Aid to Libraries Grant Program.
- c. To distribute grant funds in two payments. The first payment will be requested by the DIVISION from the Chief Financial Officer upon execution of the agreement. The remaining payment will be made by June 30.
- d. That any balance of unobligated cash that has been paid to the grantee may be retained for direct program costs in a subsequent period.

III. The GRANTEE and the DIVISION mutually agree that:

- a. This instrument embodies the whole agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representation, or agreements either verbal or written, between the parties. No amendment shall be effective unless reduced in writing and signed by the parties.
- b. The agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Each party shall perform its obligations hereunder in accordance with the terms and conditions of this agreement. If any matter arising out of this Agreement becomes the subject of litigation, venue shall be in Leon County.
- c. If any term or provision of the agreement is found to be illegal and unenforceable, the remainder of the agreement shall remain in full force and effect and such term or provision shall be deemed stricken.
- d. No delay or omission to exercise any right, power, or remedy accruing to either party upon breach or default by either party under this Agreement shall impair any such right, power, or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.

- e. This agreement shall be terminated by the DIVISION because of failure of the GRANTEE to fulfill its obligations under the agreement in a timely and satisfactory manner unless the GRANTEE demonstrates good cause as to why it cannot fulfill its obligations. Satisfaction of obligations by GRANTEE shall be determined by the DIVISION, based on the terms and conditions imposed on the GRANTEE in paragraphs I and III of this agreement and guidelines for the State Aid to Libraries Grant Program. The DIVISION shall provide GRANTEE a written notice of default letter. GRANTEE shall have 15 calendar days to cure the default. If the default is not cured by GRANTEE within the stated period, the DIVISION shall terminate this agreement, unless the GRANTEE demonstrates good cause as to why it cannot cure the default within the prescribed time period. For purposes of this agreement, "good cause" is defined as circumstances beyond the GRANTEE's control. Notice shall be sufficient if it is delivered to the party personally or mailed to its specified address. In the event of termination of this agreement, the GRANTEE will be compensated for any work satisfactorily completed prior to notification of termination, if equitable.
- f. The DIVISION shall unilaterally cancel this agreement in the event that the GRANTEE refuses to allow public access to all documents or other materials made or received in regard to this agreement that are subject to the provisions of Chapter 119, *Florida Statutes*. GRANTEE agrees to immediately contact the DIVISION for assistance in the event that it receives a public records request related to this agreement or the grant the it awards.
- g. The DIVISION shall not be liable to pay attorney fees, interest, late charges and service fees, or cost of collection related to the grant.
- h. The DIVISION shall not assume any liability for the acts, omissions to act or negligence of the GRANTEE, its agents, servants, or employees; nor shall the GRANTEE exclude liability for its own acts, omissions to act, or negligence to the DIVISION. In addition, the GRANTEE hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the GRANTEE.
- i. The GRANTEE, other than a GRANTEE which is the State or agency or subdivision of the State, agrees to indemnify and hold the DIVISION harmless from and against any and all claims or demands for damages of any nature, including but not limited to personal injury, death, or damage to property, arising out of any activities performed under this agreement and shall investigate all claims at its own expense.
- j. The GRANTEE shall be responsible for all work performed and all expenses incurred in connection with the project. The GRANTEE may subcontract as necessary to perform the services set forth in this agreement, including entering into subcontracts with vendors for services and commodities, provided that such subcontract has been approved by the DIVISION, such approval not to be unreasonably withheld, and provided that it is understood by the GRANTEE that the DIVISION shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and that the GRANTEE shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.
- k. Neither the State nor any agency or subdivision of the State waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into a contractual relationship.

- l. The GRANTEE, its officers, agents, and employees, in performance of this agreement, shall act in the capacity of an independent contractor and not as an officer, employee or agent of the DIVISION. Under this agreement, GRANTEE is not entitled to accrue any benefits of state employment, including retirement benefits, and any other rights or privileges connected with employment in the State Career Service. GRANTEE agrees to take such steps as may be necessary to ensure that each subcontractor of the GRANTEE will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the DIVISION.
- m. The GRANTEE shall not assign, sublicense, nor otherwise transfer its rights, duties, or obligations under this agreement without the prior written consent of the DIVISION, whose consent shall not unreasonably be withheld. The agreement transferee must demonstrate compliance with the requirements of the program. If the DIVISION approves a transfer of the GRANTEE's obligations, the GRANTEE remains responsible for all work performed and all expenses incurred in connection with the Agreement. In the event the Legislature transfers the rights, duties, or obligations of the Department to another governmental entity pursuant to Section 20.06, *Florida Statutes*, or otherwise, the rights, duties, and obligations under this agreement shall also be transferred to the successor government entity as if it were an original party to the agreement.
- n. This agreement shall bind the successors, assigns, and legal representatives of the GRANTEE and of any legal entity that succeeds to the obligation of the DIVISION.
- o. The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the legislature. In the event that the state funds on which this agreement is dependent are withdrawn, this agreement is terminated and the DIVISION has no further liability to the GRANTEE beyond that already incurred by the termination date. In the event of a state revenue shortfall, the total grant shall be reduced in accordance with Section 257.21, *Florida Statutes*.
- p. If the GRANTEE is in noncompliance with any term(s) of this grant agreement or any other grant agreement with the Division of Library and Information Services, the Division of Historical Resources or the Division of Cultural Affairs, the Division may withhold grant payments until the GRANTEE comes into compliance. Violation of a grant program requirement, including but not limited to failure to submit grant reports and other grant documents; submission of incomplete grant reports or other grant documents; or violation of other grant agreement requirements; shall constitute a basis for the Division to place the GRANTEE in noncompliance status with the Department of State.
- q. The Division shall apply the following financial consequences for failure to perform the duties / tasks required in the scope of work. Should the library fail to provide free library service to the public or be open fewer than 40 hours per week, it will no longer be eligible to receive State Aid Libraries grant funding, and its funding will be reduced to \$0.
- r. Unless there is a change of address, any notice required by this agreement shall be delivered to the Division of Library and Information Services, 500 South Bronough Street, Tallahassee, Florida 32399-0250, for the State and, for the GRANTEE, to its single library

administrative unit. In the event of a change of address, it is the obligation of the moving party to notify the other party in writing of the change of address.

IV. The term of this agreement will commence on the date of execution of the grant agreement

**THE APPLICANT/GRANTEE**

\_\_\_\_\_  
Chair of Governing Body or  
Chief Executive Officer

Jim Melvin

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk or Chief Financial Officer

Donald Spencer

\_\_\_\_\_  
Typed Name and Title of Official

\_\_\_\_\_  
Date

**THE DIVISION**

\_\_\_\_\_  
Florida Department of State  
Division of Library and Information Services

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Witness

\_\_\_\_\_  
Division Witness



**DONALD C SPENCER**  
CLERK OF THE CIRCUIT COURT & COMPTROLLER  
SANTA ROSA COUNTY, FLORIDA

Clerk of the County Court & Comptroller  
Recorder of Deeds  
Clerk and Accountant of the Board of County Commissioners  
Custodian of County Funds  
County Auditor

**Wanda G. Harris**  
**Property Inventory Clerk**  
**6495 Caroline Street**  
**Suite B**  
**Milton Florida 32570**  
**P O Box 472**  
**Milton, Florida 32572**  
**Telephone: (850) 983-1956**  
**Fax: (850) 983-1985**

August 18, 2014

Mr. Hunter Walker  
C/o Santa Rosa County Board of Commissioners

Dear Mr. Walker:

During the process of the yearly inventory, it has been noted that there are inventory items that are broken, damaged, out of date, and some that have been in need of upgrading. These items have a lesser value than what is required by the Florida Statutes. Please consider these items to be surplus.

The Santa Rosa Board of Commissioners is being petitioned to classify these low or no value items as surplus and to approve the disposal of surplus by the most cost efficient method.

Your immediate attention in this matter will be greatly appreciated.

Sincerely,

Michael Burton, CPA  
Financial Services Administrator/Fiscal

WGH/attachments

2014 RECYCLE

<u>Department</u>	<u>Qty</u>	<u>Item</u>	<u>VIN/SN</u>	<u>Reason</u>	<u>Red</u>	<u>Inventory #</u>	<u>Amount</u>	<u>Purchase Date</u>	<u>Notes</u>
<b>HEALTH DEPT.</b>									
	1	Leveling Apparatus	51190	Old /Replaced		0015-1440	\$1,234.00	10/27/1994	
	1	Laptop	BW022B1	Broken		0015OE0208	\$2,150.77	6/2/2006	
	1	Sharp Copier	6513320X	Old /Replaced		0015OE0222	\$1,399.00	6/13/2007	
<b>TAX COLLECTOR</b>									
	1	Copier	37201154/4791437	Old not working		NOT ON INVENTORY			purchased by the DMV
	1	Computer	89QKW	Obsolete		0050OE0011	\$2,446.03	6/15/2004	
<b>SOE</b>									
	1	Copier	C03001289	Old		0060OE0001	\$9,490.00	9/2/2002	
	1	Safe	Model 701	Stolen		0100-0101	\$1,689.00	2/1/1993	transferred to SOC stolen 6/19/2013
<b>C O F C</b>									
	1	Currency Counter	28236	old		0030OE0230	\$2,665.00	11/15/2005	money get stuck, discount & will use as a trade in
	1	Copier	3174955/DI470	Broken		0030OE0641	\$9,732.00	4/5/2005	
	4	Computers	3494798-0001	Broken - Obsolete		0030OE0619	\$1,142.00	9/16/2003	
			3494794-0001	Broken - Obsolete		0030OE0614	\$1,142.00	9/16/2003	
			3494788-0001	Broken		0030OE0617	\$1,142.00	9/16/2003	
			3494796-0001	broken		0030OE0606	\$1,142.00	9/16/2003	
	14	MPC Computers		Obsolete		UNDER PRICE RANGE FOR CAPITAL OUTLAY			includes keyboards
	4	Monitors		Obsolete		UNDER PRICE RANGE FOR CAPITAL OUTLAY			
	4	Printers	CCA66560	Broken - Obsolete		0030OE0633	\$2,867.25	7/22/2003	
			CDL75510	Broken - Obsolete		0030OE0227	\$2,780.00	9/30/2005	
			CDA82265	Obsolete		0030OE0692	\$2,546.93	6/28/2007	
			CDA72017	Obsolete		0030OE0220	\$2,441.50	3/7/2005	
<b>PROPERTY APP</b>									
	3	Printer 5500	SG33H24027	Broken		0040OE0014	\$11,499.95	8/6/2003	
		Printer 5000	SG17314015	Broken		0040OE0050	\$10,141.00	9/21/2001	
		Printer 4525N	SJPBCB7QOM6	Broken		0040OE0170	\$1,399.00	9/27/2010	cheaper to purchase new than repair
	1	Savin Copier	H2411901006	Old/Replaced		0040OE0075	\$5,371.00	10/31/2001	
	1	Scanner (Fuljtus)	514024	Broken		0040EQ0109	\$7,297.00	10/15/2001	
	10	Computers	S2CE0290C35	Broken		0040OE0173	\$1,045.00	8/12/2010	2UA0281659
			40425147	Obsolete		0040OE0140	\$2,251.01	11/16/2007	
			24890759	Broken - Obsolete		0040OE0047	\$1,276.00	9/18/2001	
			34142994	Broken - Obsolete		0040OE0072	\$1,688.00	8/17/2004	hard drive bad
			35519864	Broke/Parts needed		0040OE0112	\$1,526.00	7/5/2005	
			MXL9250GQY	Broke/Parts needed		NOT ON INV			
			4642758-0001	Broke/Parts needed		0040OE0146	\$1,725.00	7/25/2008	
			39128379	Broke/Parts needed		0040OE0126	\$1,683.00	6/6/2007	
			CCTGGC011	Old/Replaced		0040EQ0108	\$1,430.00	10/15/2001	
			3V4ZH11	Old/Replaced		0040OE0073	\$1,559.00	9/30/1998	
	1	Laptop	40470108	Broken		0040OE0153	\$2,254.00	5/30/2008	can not load any software
			32384626	Outdated		0040OE0021	\$1,626.02	9/30/2003	
			25022779	Outdated		0040OE0059	\$2,995.00	4/12/2001	
<b>STATES ATTY</b>									
	2	Printers	7900LB1	Broken - Obsolete		5300OE0026	\$2,643.38	9/30/2005	
			1H7PSA61	Broken		5300OE0031	\$1,189.00	4/25/2006	
	1	Security Camera	Data Star	Broken		2300OE0010	\$4,485.00	12/5/2000	Broke when moved from Exchange Hotel to Admin cannot repair
	2	Laptops	JWRQK71	Obsolete		5300OE0024	\$1,773.25	6/28/2005	
			8XRQK71	Obsolete		5300OE0025	\$1,773.25	6/28/2005	
	15	Computers	8C2DKB1	Obsolete		5300OE0044	\$1,166.39	8/29/2006	
			6C2DKB1	Obsolete		5300OE0043	\$1,166.39	8/29/2006	
			5C2DKB1	Obsolete		5300OE0042	\$1,166.39	8/29/2006	
			4C2DKB1	Obsolete		5300OE0041	\$1,166.39	8/29/2006	
			4WWSBB1	Obsolete		5300OE0040	\$1,090.14	8/15/2006	

		3WWSBB1	Obsolete	5300OE0039	\$1,090.14	8/15/2006	
		21W92B1	Obsolete	5300OE0036	\$1,125.10	7/25/2006	
		11W92B1	Obsolete	5300OE0035	\$1,125.10	7/25/2006	
		JOW92B1	Obsolete	5300OE0034	\$1,125.10	7/25/2006	
		GOW92B1	Obsolete	5300OE0032	\$1,125.10	7/25/2006	
		4DW3291	Obsolete	5300OE0030	\$3,936.30	2/22/2006	
		6NFFJ81	Obsolete	5300OE0029	\$1,224.56	9/30/2005	
		5NFFJ81	Obsolete	5300OE0028	\$1,224.56	9/30/2005	
		3NFFJ81	Obsolete	5300OE0027	\$1,224.56	9/30/2005	
		3JWJX51	Obsolete	5300OE0019	\$1,147.38	1/3/2005	

**BOCC**

1	Copier Ricoh 7650	7037490247	Old/Replaced	0010-0010	\$11,305.00	12/31/1997	
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**COURT TECHNOLOGY**

2	Computer	7PF8H81	Obsolete	5100OE0012	\$1,092.20	9/30/2005	
		7YQVPB1	Obsolete	5030OE0046	\$1,173.66	9/19/2006	
2	Laptops	6CQBH81	Obsolete	5100OE0016	\$1,532.15	9/30/2005	
		9BQBH81	Obsolete	5100OE0018	\$1,532.15	9/30/2005	

**BLACKWATER SOIL**

1	Copier	65201262	Old/Replaced	0620OE0005	\$9,583.00	12/12/2006	replaced
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**LIBRARY**

1	Phone System		Replaced	0610EQ0001	\$3,257.91	2/27/2006	Replaced with VOIP
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**AIRPORT**

1	Weather Station		Obsolete	4021EQ0001	\$8,500.00	6/4/2002	more up to date weather radio purchased
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**PUBLIC SERVICES**

**PAZ -- INSPECTIONS**

2	Copiers	110317 (Ricoh 1055)	Broken/Old	2062 3400OE0001	\$9,709.01	5/6/2003	too expensive to repair/item replaced/transferred to P&Z
		5E00655X (Sharp 320)	Old	2296 3300OE0004	\$9,755.00	2/7/2006	too expensive to repair
1	Plotter/Scanner	4900041726	Old/Obsolete	1652 0200OE0002	\$3,685.92	6/15/2004	old to expensive to repair/transferred
1	Scanner Trac M40	K3042373	Not Compatible	0040OE0207			scanner only printer located @ Property Appraiser
1	Plotter	SC9CJ2314K	Not working	3100OE0058			
2	Printers	(Printex)	Old Out of date	3100-0296			This was approved prior
		Matrix 080621133654	Old/out of date	3100-0029	\$7,171.00	6/14/1996	not compatible
2	Desks		broke/replaced	2420-0002	\$1,488.00	9/2/1998	replaced
			Replaced/Old	3300-0012	\$1,098.00	10/21/1997	

**PARKS**

1	Ice Machine	G211-05861-Z	Broken	0721EQ0003	\$1,719.00	9/30/2002	
1	Drinking Fountain		Broken	0721EQ0006	\$1,200.43	2/17/2004	

**DATA PROCESSING**

**GIS DEPT.**

1	Admin Phone System	AT&T/Bellsouth	Old/Replaced				<b>**the amount was included in the total cost of the building**</b>
5	VOIP Switch	FGL16211RV	Hit by lightning	3167 0120OE0625	\$3,668.60	9/30/2012	Insurance paid
		FOC1628Z1AT	Hit by lightning	3154 0120OE0603	\$8,060.00	9/30/2012	Insurance paid
		FDO1633R0B0	Hit by lightning	3168 0120OE0604	\$8,060.00	9/30/2002	Insurance paid
		FTX1629AH7G	Hit by lightning	3166 0120OE0624	\$3,668.60	9/30/2012	Insurance paid
		FDO1633R0BH	Hit by lightning	3170 0120OE0606	\$8,060.00	9/30/2012	Insurance paid
2	Servers	3954066-0001	Obsolete	2359 0120OE0223	\$2,420.00	6/7/2005	
		5NNLVH1	Bad	2871 0121OE0051	\$2,146.01	9/15/2009	

**DATA PROCESSING**

**GIS DEPT.**

2	Tape Drive	2360096310	Old/Out of date	2102 0120OE0188	\$5,527.00	9/30/2003	
		AASNA016348	Broken	3107 0120OE0285	\$3,189.80	4/20/2012	will not power up
1	Printer	USKC118879	Old/Out of date	971 0100-0010	\$1,345.00	3/27/1997	
4	Camera (Hitachi)	YH12X4-8KTS-C	Not Compatible	1242 0100OE0019	\$12,790.00	12/31/2002	
		YH18X6-7KTS-C	Not Compatible	1243 0100OE0020	\$11,020.00	12/31/2002	
		521548	Not Compatible	2280 0120EQ0001	\$9,820.00	3/15/2005	
		YH12X48KTSC	Not Compatible	2201 0120EQ0035	\$11,540.00	7/6/2004	
1	VHS Player	14720393	Replaced/Upgrade	1245 0120OE0003	\$1,231.25	12/17/2002	this was replaced in 2013 did not add to 2013 list upgraded
88	Computers	4052945-0001	Old slow replaced	2401 0630OE0066	\$1,280.00	9/30/2005	Micron business is no longer. Replaced
		4052944-0001	Old slow replaced	2402 0630OE0067	\$1,280.00	9/30/2005	
		4260764-0001	Old slow replaced	2686 0630OE0069	\$1,110.00	9/30/2006	
		4260763-0001	Old slow replaced	2687 0630OE0070	\$1,110.00	9/30/2006	
		4260762-0001	Old slow replaced	2688 0630OE0071	\$1,110.00	9/30/2006	
		4260766-0001	Old slow replaced	2689 0630OE0072	\$1,110.00	9/30/2006	

4260765-0001	Old slow replaced	2690	06300E0073	\$1,110.00	9/30/2006
4154125-0001	Obsolete	2445	06100E0001	\$1,244.00	3/28/2006
4154121-0001	Obsolete	2446	06100E0002	\$1,244.00	3/28/2006
4154127-0001	Obsolete	2447	06100E0003	\$1,244.00	3/28/2006
4154122-0001	Obsolete	2448	06100E0004	\$1,244.00	3/28/2006
4154119-0001	Obsolete	2449	06100E0005	\$1,244.00	3/28/2006
4154124-0001	Obsolete	2450	06100E0006	\$1,244.00	3/28/2006
4154120-0001	Obsolete	2451	06100E0007	\$1,244.00	3/28/2006
4154123-0001	Obsolete	2452	06100E0008	\$1,244.00	3/28/2006
4154126-0001	Obsolete	2453	06100E0009	\$1,244.00	3/28/2006
4154129-0001	Obsolete	2455	06100E0011	\$1,244.00	3/28/2006
4230865-0001	Obsolete	2631	06100E0026	\$1,450.00	8/22/2006
4230866-0001	Obsolete	2633	06100E0027	\$1,450.00	8/22/2006
4230867-0001	Obsolete	2628	06100E0028	\$1,450.00	8/22/2006
4230868-0001	Obsolete	2629	06100E0029	\$1,450.00	8/22/2006
4230870-0001	Obsolete	2634	06100E0031	\$1,450.00	8/22/2006
4230878-0001	Obsolete	2640	06100E0038	\$1,450.00	8/29/2006
4230876-0001	Obsolete	2643	06100E0041	\$1,450.00	8/29/2006
4257140-0001	Obsolete	2655	06100E0052	\$1,450.00	9/30/2006
4257170-0001	Obsolete	2656	06100E0053	\$1,450.00	9/30/2006
4257168-0001	Obsolete	2658	06100E0055	\$1,450.00	9/30/2006
4257166-0001	Obsolete	2650	06100E0057	\$1,450.00	9/30/2006
4257169-0001	Obsolete	2660	06100E0058	\$1,450.00	9/30/2006
4257151-0001	Obsolete	2661	06100E0059	\$1,450.00	9/30/2006
4257148-0001	Obsolete	2662	06100E0060	\$1,450.00	9/30/2006
4257165-0001	Obsolete	2663	06100E0061	\$1,450.00	9/30/2006
4257143-0001	Obsolete	2664	06100E0062	\$1,450.00	9/30/2006
4257146-0001	Obsolete	2598	06100E0063	\$1,450.00	9/30/2006
4257163-0001	Obsolete	2601	06100E0066	\$1,450.00	9/30/2006
4257142-0001	Obsolete	2602	06100E0067	\$1,450.00	9/30/2006
4257147-0001	Obsolete	2603	06100E0068	\$1,450.00	9/30/2006
4257153-0001	Obsolete	2605	06100E0070	\$1,450.00	9/30/2006
4257171-0001	Obsolete	2606	06100E0071	\$1,450.00	9/30/2006
4257162-0001	Obsolete	2608	06100E0073	\$1,450.00	9/30/2006
4257164-0001	Obsolete	2609	06100E0074	\$1,450.00	9/30/2006
4257160-0001	Obsolete	2610	06100E0075	\$1,450.00	9/30/2006
4257135-0001	Obsolete	2611	06100E0076	\$1,450.00	9/30/2006
4257138-0001	Obsolete	2614	06100E0079	\$1,450.00	9/30/2006
4257156-0001	Obsolete	2615	06100E0080	\$1,450.00	9/30/2006
4257154-0001	Obsolete	2616	06100E0081	\$1,450.00	9/30/2006
4257150-0001	Obsolete	2617	06100E0082	\$1,450.00	9/30/2006
4257161-0001	Obsolete	2622	06100E0087	\$1,450.00	9/30/2006
4257139-0001	Obsolete	2623	06100E0088	\$1,450.00	9/30/2006
4257157-0001	Obsolete	2625	06100E0090	\$1,450.00	9/30/2006
4300941-0001	Obsolete	2713	02000E0006	\$2,685.00	1/16/2007
4300940-0001	Obsolete	2711	02000E0008	\$2,685.00	1/16/2007
4113777-0001	Obsolete	2428	02000E0077	\$1,200.00	1/27/2006
4113778-0001	Obsolete	2424	02000E0078	\$1,200.00	1/24/2006
4113779-0001	Obsolete	2427	02000E0079	\$1,200.00	1/24/2006
4255559-0001	Obsolete	2681	25000E0006	\$1,450.00	9/30/2006
4132862-0001	Obsolete	2429	25000E0003	\$1,034.00	2/7/2006
4393093-0001	Obsolete	2771	01210E0038	\$2,025.00	8/14/2007
4393095-0001	Obsolete	2773	01210E0040	\$2,025.00	8/14/2007
4401952-0001	Obsolete	2776	01210E0041	\$2,040.00	9/4/2007
3953027-0001	Obsolete	2347	01200E0054	\$1,450.00	5/24/2005
3970848-0001	Obsolete	2364	01200E0221	\$1,392.00	6/28/2005
3865458-0001	Obsolete	2253	31000E0002	\$1,392.00	1/18/2005
3957909-0001	Obsolete	2361	31000E0136	\$1,354.00	7/26/2005
4043592-0001	Obsolete	2391	31000E0137	\$1,450.00	9/30/2005
4080851-0001	Obsolete	2408	31000E0138	\$1,640.00	10/31/2005

Micron business is no longer. Replaced

**DATA PROCESSING  
GIS DEPT.**

**DATA PROCESSING  
GIS DEPT.**

	4053074-0001	Obsolete	2396	3100OE0184	\$1,126.00	9/23/2005	
	4324203-0001	Obsolete	2759	3100OE0186	\$1,154.00	3/20/2007	
	3886841-0001	Obsolete	2267	3300OE0069	\$1,299.00	2/8/2005	
	4087639-0001	Obsolete	2415	3300OE0075	\$1,345.00	11/22/2005	
	4087636-0001	Obsolete	2413	3300OE0077	\$1,095.00	11/22/2005	
	4087635-0001	Obsolete	2418	3300OE0078	\$1,095.00	11/22/2005	
	4087634-0001	Obsolete	2417	3300OE0080	\$1,095.00	11/22/2005	
	4473327-0001	Obsolete	2803	3300OE0093	\$1,330.00	3/11/2008	
	4473324-0001	Obsolete	2804	3300OE0094	\$1,330.00	3/11/2008	
	4473325-0001	Obsolete	2806	3300OE0096	\$1,330.00	3/11/2008	
	3943916-0001	Obsolete	2345	0400OE0026	\$1,354.00	5/10/2005	5645OE0026
	3943917-0001	Obsolete	2344	0400OE0027	\$1,354.00	5/10/2005	
	4094529-0001	Obsolete	2421	0400OE0053	\$1,725.00	11/22/2005	
	4187180-0001	Obsolete	2484	5646OE0001	\$1,265.00	5/23/2006	
	4187179-0001	Obsolete	2483	5646OE0002	\$1,265.00	5/23/2006	
	3929418-0001	Obsolete	2289	2400OE0005	\$1,367.00	4/19/2005	
	3895051-0001	Obsolete	2270	2400OE0004	\$1,367.00	3/1/2005	
	4277056-0001	Obsolete	2693	2100OE0008	\$1,450.00	11/21/2006	
	4277097-0001	Obsolete	2692	2100OE0009	\$1,450.00	11/21/2006	
	4324266-0001	Obsolete	2757	2100OE0011	\$1,289.00	3/13/2007	
	3901830-0001	Obsolete	2273	0011OE0001	\$1,025.00	3/1/2005	
	4187186-0001	Obsolete	2482	0750OE0005	\$1,026.00	5/23/2006	
	4105095-0001	Obsolete	2422	3200OE0001	\$1,207.00	12/6/2005	
19	Computers (All in Ones)						
	4314622-0001	Obsolete	2728	0610OE0093	\$1,465.00	3/6/2007	
	4314634-0001	Obsolete	2729	0610OE0094	\$1,465.00	3/6/2007	
	4314629-0001	Obsolete	2730	0610OE0095	\$1,465.00	3/6/2007	
	4314623-0001	Obsolete	2733	0610OE0098	\$1,465.00	3/6/2007	
	4314625-0001	Obsolete	2734	0610OE0099	\$1,465.00	3/6/2007	
	4314627-0001	Obsolete	2736	0610OE0101	\$1,465.00	3/6/2007	
	4314638-0001	Obsolete	2737	0610OE0102	\$1,465.00	3/6/2007	
	4314636-0001	Obsolete	2738	0610OE0103	\$1,465.00	3/6/2007	
	4314637-0001	Obsolete	2740	0610OE0105	\$1,465.00	3/6/2007	
	4314639-0001	Obsolete	2742	0610OE0107	\$1,465.00	3/6/2007	
	4314624-0001	Obsolete	2744	0610OE0109	\$1,465.00	3/6/2007	
	4314626-0001	Obsolete	2745	0610OE0110	\$1,465.00	3/6/2007	
	4314630-0001	Obsolete	2746	0610OE0111	\$1,465.00	3/6/2007	
	4314641-0001	Obsolete	2747	0610OE0112	\$1,465.00	3/6/2007	
	4313802-0001	Obsolete	2726	0120OE0245	\$1,605.00	2/13/2007	
	4344601-0001	Obsolete	2305	0120OE0251	\$1,605.00	4/17/2007	
	4045641-0001	Obsolete	2393	0120OE0225	\$1,650.00	9/20/2005	
	4060630-0001	Obsolete	2400	3400OE0121	\$1,650.00	9/30/2005	
	4092840-0001	Obsolete	2410	3410OE0091	\$1,650.00	11/15/2005	
8	Laptops						
	1P85JL1	Broke	2916	3420OE0081	\$2,165.60	1/12/2010	
	4051186-0001	Old/Out of Date	2395	0630OE0009	\$2,025.00	9/30/2005	
	4165036-0001	Old/Out of Date	2471	2500OE0004	\$1,910.00	4/11/2006	
	513106802PU	Old/Out of Date		0120OE0037	\$2,181.86	3/11/2003	
	4236727-0001	Broke	2646	0610OE0046	\$1,710.00	9/5/2006	
	4469070-0001	Old	2811	0630OE0079	\$1,650.00	3/4/2008	
	HYX8C1	Old	2707	0120OE0242	\$2,043.77	1/9/2007	
144	Red tag # for Computers, Laptops, Thin Clients & Printers not on inventory.		2906 2522 2382 2721 2206 2540 2872				
			2936 2751 2878 2309 2523 2580 2940				
			2904 2380 2882 2370 2372 2262 2880				
			2939 2367 3131 2371 2381 2383 2893				
			2903 2386 2373 2506 2234 2752 2879				
			2900 2387 2254 2378 2269 1692 2902				
			2901 2406 2399 2236 2481 2756 2934				
			2935 3536 2769 2368 2533 2398 2877				
			2894 2339 2464 2385 2432 2479 2876				
			2895 2205 2774 2756 2385 2749 2874				

2937	2463	2390	2505	2503	2324	2590
2748	2848	2285	2577	2519	2264	2933
	2578	2325	2326	2532	2851	2899
	2103	2374	2569	2567	2375	2907
	2566	3314	2164	3341	2379	2908
	2696	2652	2701	2702	2224	2909
	2423	2055	2787	2786	2784	2910
	2761	2785	2783	2788	2013	2896
	2654	2801	2921	2388	2419	2888
	2905	2430	2523	2376	2779	2897
	2979	2362	2047	2125	2772	2932
	2619	2938	2931	2892	2891	2898

*These items were cannibalized for parts and the remaining shells sent to recycle prior to board approval by the BOCC IT dept.*

**DATA PROCESSING  
GIS DEPT.**

16	Computers	4161262-0001		2465	01400E0003	\$1,077.00	4/4/2006	
		4154128-0001		2454	06100E0010	\$1,244.00	3/28/2006	
		3572733-0001		2151	21000E0002	\$1,462.18	12/9/2003	
		3572728-0001		2147	21000E0004	\$1,487.00	12/9/2003	
		3572732-0001		2145	21000E0005	\$1,487.00	12/9/2003	
		4193960-0001		2487	23000E0001	\$1,205.00	6/6/2006	
		4284770-0001		2700	31000E0141	\$1,107.00	12/12/2006	
		4284771-0001		2699	31000E0142	\$1,107.00	12/12/2006	
		4284768-0001		2698	31000E0143	\$1,107.00	12/12/2006	
		4284769-0001		2697	31000E0144	\$1,107.00	12/12/2006	
		4316432-0001		2727	31000E0185	\$1,333.00	2/20/2007	
		4289517-0001		2313	32000E0007	\$1,107.00	12/19/2006	
		4299755-0001		2717	33000E0086	\$1,184.00	1/16/2007	
		4299756-0001		2714	33000E0087	\$1,184.00	1/16/2007	
		4299754-0001		2715	33000E0089	\$1,184.00	1/16/2007	
		3570964-0001		2140	34100E0016	\$1,487.00	12/2/2003	
4	Laptops	M35303040006		2210	34000E0006	\$1,322.38	8/31/2004	
		M35303040022		2215	34000E0011	\$1,322.38	8/31/2004	
		M35303040023		2216	34000E0012	\$1,322.38	8/31/2004	
		2MTMZC1		2318	02000E0010	\$2,497.61	6/19/2007	

**COUNTY EXT.**

1	Copier/Ricoh AF270	H2510401263	Broken	2061	06300E0005	\$10,074.01	5/13/2013	cannot repair purchased new
1	Laptop	32937108	Old not working	2163	06300E0006	\$1,729.00	3/23/2004	recycled in 2011 did not remove

**PROCUREMENT**

1	Printer	SUSEC008099	Old/Replaced	2014	07600E0011	\$1,365.00	3/1/1996	worn out not compatible
1	Copier	A070Z28	Broken		00140E0005	\$7,806.00	6/7/2005	

**RISK MGT. GRANTS  
SELF INSURANCE**

2	Copiers	Ricoh AF1055	Old/worn out	2101	07500E0001	\$9,709.01	7/15/2003	
		DP-6030 (Panasonic)	Obsolete		00100E0012	\$8,891.00	3/2/2006	

**DAYBEACH BEACH**

1	Yamaha Rhino	5Y4AM16Y88A005780	used for parts		0662EQ6621	\$9,868.00	6/9/2009	cannibalized
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**ROAD & BRIDGE**

1	Pile Driver	819807	used for parts		2100-0601	\$31,625.00	3/20/1993	
1	HP Printer	USMB351555	old/not compatible		21000E0025	\$1,191.00	2/15/1999	

**LANDFILL/RECYCLING**

1	Desk	Old broken	Old/Broken		UNDER PRICE RANGE FOR CAPITAL OUTLAY			
2	Leveling Trolls	113861/208209	Unrepairable		2400EQ0010	\$2,351.37	2/27/2007	
		113860/208237	Unrepairable		2400EQ0011	\$2,351.36	2/27/2007	
2	Recycle Containers	60982	Old/Rusted		2400EQ0063	\$3,240.00	9/30/1992	
		60975	Old/Rusted		2400EQ0065	\$2,929.00	9/30/1992	
1	Video System		broken		2400HE1094-001	\$3,597.50	10/31/2006	cheaper to purchase new than to repair

**EOC**

1	Camcorder	1019810/DCRTRV510	Old/Replaced		3400EQ0067	\$1,773.94	7/23/1999	
1	20" Monitor	2600014CA	Broken		34100E0089	\$2,268.00	9/19/2012	replaced
1	16 Channel Recorder		Replaced/Upgrades		34200E0052	\$15,570.95	2/19/2008	New required updates had this replaced



**Navarre Beach Marine Science Station  
Santa Rosa County School District  
8638 Blue Heron Court  
Navarre Beach, FL 32566  
(850) 261-2141  
[www.navarrsciencestation.org](http://www.navarrsciencestation.org)**

August 18, 2014

Hunter Walker  
Santa Rosa County Administrator  
6495 Caroline St  
Milton, FL 32570-4592

Dear Hunter:

The Navarre Beach Marine Science Station would like to request authorization to host the fourth annual *Science Spooktacular by the Sea* in the Navarre Beach Park on October 24 & 25, 2014. This family friendly event is from 6-9pm. We will work with the SRSO to employ off duty officers to assist as needed.

Thank you for continuing to support the station and, in this case, all of the teachers and students that will be doing science demonstrations at the event.

Should you have any questions, please call me at 261-2141.

Sincerely,

Charlene Mauro  
Director  
Navarre Beach Marine Science Station



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

**MEMORANDUM**

August 21, 2014

TO: Hunter Walker  
County Administrator

FROM: Roger Blaylock  
County Engineer

A handwritten signature in black ink, appearing to read "Roger", is written over the printed name "Roger Blaylock".

RE: 2014 Flood Repair Project

Recommend acceptance of License Agreement from Constance Cadwallader of 2635 Venetian Way to facilitate restoration of eroded areas.

Should you have any questions, please give me a call.

RAB/sjp

Enc.

## LICENSE AGREEMENT

THIS AGREEMENT made this 19 day of August, 2014, by and between Constance Cadwallader, hereinafter called the "Licensor", and Santa Rosa County, hereinafter called the "Licensee":

The Licensor is the owner of the following described real property located in Santa Rosa County:

Address: 2635 Venetian Way

Legal Description: That portion of the land labeled "NOT INCLUDED" lying adjacent to Block 1, VENETIAN ISLES, Santa Rosa County, Florida, according to plat filed in plat book "B", page 109, of the Public Records of said county, described as follows: Commencing at the intersection of the Easterly Right-of-Way line of Gondolier Boulevard (50' R/W) and the southeasterly Right-of-Way line of Venetian Way (50' R/W); thence North 41°28'20" East along the Southeasterly Right-of-Way line of said Venetian Way, 220 feet for the point of beginning; thence continue North 41°28'20" East along said Right-of-Way line 105.0 feet; Thence South 48°31'30" East, 164 feet, more or less, to the Waters of Grand Canal; Thence South 41°28'20" West, along said Canal, 105 feet; Thence North 48°31'40" West, 164 feet, more or less to the point of Beginning. As described in OR 901 PG 779

Parcel Identification Number: 36-2S-29-0000-00605-0000

And the Licensee desires to exercise certain rights and privileges upon the above-described property.

For consideration, the receipt and sufficiency of which is hereby acknowledged by the parties hereto agree to the following terms:

Licensor hereby grants to the Licensee the right to enter upon the land of the undersigned for the purpose of restoring the eroded areas due to the April 2014 flood.

Licensee hereby agrees that at the conclusion of its work upon Licensor's property, Licensee shall:

1. Replace any improvements on the property of Licensor, which are damaged as a result of Licensee's work on the property;
2. Replace vegetation on the property of Licensor which is damaged as a result of Licensee's work on the property, including sodding of the damaged area and replanting of shrubs.

Licensee's total liability to repair or replace damage to Licensor's vegetation or improvements shall not exceed the diminution in value of the Licensor's property as a result of said damage caused as a result of Licensee's work.

This License is personal to the Licensee. It is not assignable, and any attempt to assign this license will terminate the license privileges granted to Licensee hereunder.

This License Agreement will expire upon project completion and final acceptance.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this 19 day of August, 2014.

Robert A Webb  
Witness: Robert A Webb

Constance Cadwallader  
Printed Name: Constance Cadwallader

Deborah J Smith  
Witness: Deborah J Smith

STATE OF ALABAMA  
COUNTY OF JEFFERSON

BEFORE ME, personally appeared, Constance Cadwallader who is personally known to me or had produced FL Drivers license C343-110-31-962-0 as identification and did (not) take an oath, and who executed the foregoing instrument, and acknowledged before me that the same was executed for the purposes therein expressed.

WITNESS my hand and official seal on this 19<sup>th</sup> day of August, 2014.

Robin Goy Mauer  
Notary Public  
My Commission Expires: 5/25/18  
Commission No.: \_\_\_\_\_

**ACCEPTANCE**

This License Agreement was approved at a regular or special meeting of the Board of County Commissioners on the \_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Chairman

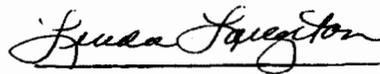
Attest: \_\_\_\_\_  
Donald C. Spencer, Clerk of Court

THIS HONORABLE MENTION IS PRESENTED TO

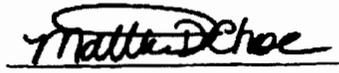
**Santa Rosa County  
Florida**

FOR THEIR ACCOMPLISHMENTS IN THE FIELD OF ARTS AND CULTURE

Awarded by the National Association of Counties Arts and Culture Commission  
on July 13, 2014, New Orleans Parish, Louisiana



Linda Langston  
President, NACo



Matthew D. Chase  
Executive Director, NACo

**NACo** arts  
& culture

**No support documentation for this agenda item.**



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

Preliminary  
Engineers Report  
August 25, 2014

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 August 28, 2014 at 9:00 a.m. in Milton, Florida.

1. Update on beach chair/umbrella ordinance.
2. Discussion of proposed clarifications and amendments to chapter 4 of the Land Development Code. (Attachment A)
3. Discussion of north end waste haulers Request for Proposals. (Attachment B)
4. Recommend approval of Construction Plans for Boracay Cove Subdivision, a 67 lot subdivision of a portion of Section 12, Township 1 North, Range 29 West, Santa Rosa County, Florida. (Working District 1) (Attachment C)

Location:                    2 miles, more or less, West on U.S. 90 from the intersection of S.R. 281 (Avalon Boulevard), North on Evelyn Street, West on La Casa Circle, East on La Hacienda Drive, property at the end.

No support documentation for this agenda item.



2

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

**MEMORANDUM**

**TO:** Roger Blaylock

**FROM:** Michael Schmidt *MS*

**DATE:** August 20, 2014

**RE:** Amendment to the Land Development Code to clarify sections within Chapter 4

**RECOMMENDATION:**

That the board consider an amendment to the Land Development Code to clarify sections within chapter 4 to reflect current Building Code revisions, FDOT specifications revisions, roadways requiring sidewalks and ADA requirements. Also, to codify current policy regarding roadway waterproof base use, retention pond recovery safety factor and maintenance within County maintained drainage easements.

3

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

**REQUEST FOR PROPOSAL**  
**FOR**  
**SOLID WASTE SERVICES**  
**FLORIDA**

**RFP NO:** \_\_\_\_\_

The Board of County Commissioners, Santa Rosa County, Florida (the "County") is seeking solicitations from vendors to provide residential solid waste collection services. Any contract awarded from this RFP will be for a three (3) year term with options for two (2) additional three (3) year terms.

**RFP DEADLINE:** \_\_\_\_\_

**LATE PROPOSALS RECEIVED AFTER THE AFOREMENTIONED DEADLINE DATE, EITHER BY MAIL OR OTHERWISE, WILL NOT BE CONSIDERED AND RETURNED UNOPENED. THE TIME OF RECEIPT WILL BE DETERMINED BY THE TIME RECEIVED IN THE PURCHASING AGENT'S OFFICE. PROPOSALS OFFERED ARE THE SOLE RESPONSIBILITY OF THE VENDOR FOR ASSURING THAT PROPOSALS ARE RECEIVED IN THE PURCHASING OFFICE BY THE DESIGNATED DATE AND TIME. NO FAXED, ELECTRONIC, OR ORAL PROPOSALS WILL BE ACCEPTED.**

To be considered, Proposer must submit an original and ten (10) copies of the RFP in a sealed envelope or package, clearly marked with the Proposer's name, address, and the words "**SOLID WASTE SERVICES**" addressed to:

Santa Rosa County  
Procurement Department  
6495 Caroline St, Suite G  
Milton, FL 32570

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Table 1: Summary of Collection Services

Attachment 1: Franchise Service Areas Map

Attachment 2: Currently Permitted Solid Waste Haulers

Attachment 3: Bid Form 1

Attachment 4: Bid Form 2

## SECTION 1 – INTRODUCTION

### 1.1 PURPOSE:

The Board of County Commissioners of Santa Rosa County is issuing this Request for Proposals (RFP) to solicit proposals from qualified entities (Respondents) with demonstrated experience and qualifications in providing residential curbside solid waste, recyclable materials, yard waste collection and bulk items collection. Any contract awarded shall not be reassigned or sold by the successful franchisee. Residents covered by the franchise will not be required to sign a contract with the franchisee.

### 1.2 BACKGROUND INFORMATION:

Santa Rosa County is located in Northwest Florida, with a population of approximately 160,000. The proposed franchise areas are roughly unincorporated areas north of the Yellow River. There are three options with proposed areas: Area "1", Area "2" & "Combined". See Attachment #1, for a graphical representation of these areas. Area 1 includes approximately 3,300 residential structures, and Area "2" includes approximately 29,700 residential structures, for a combined total of approximately 33,000 residential structures. Residential customers residing on the boundary line or on a road with no outlet (ex. cul-de-sac) are to be included with Area "2".

Within the franchise areas north of the Yellow River, Santa Rosa County shall allow currently-permitted solid waste haulers to continue operation, provided that none of these haulers may use or employ the use of vehicles weighing in excess of 10,000 lbs/GVW. A list of these currently-permitted haulers is attached hereto as Attachment 2. Said haulers shall not be prevented from renewing their Solid Waste Collection Permit.

The franchise areas exclude incorporated areas and federal and state owned property. Each franchise area will require a \$19,000 per year franchise fee.

Each proposal shall include Bid Form 1 and Bid Form 2. Bid Form 2 combines Area "1" and "2" into one franchise area. "No Bid" may be indicated for any Service Choice on the bid forms. The County may elect to award a contract for either choice in either franchise area and/or may award both franchise areas to one contractor.

- Service Choice 1: 2 garbage & 1 recycle weekly, 1 yard waste bi-weekly, white & bulk pickup on demand
- Service Choice 2: 1 garbage & 1 recycle weekly, 1 yard waste bi-weekly, white & bulk pickup on demand
- Alternate Option: The respondents are encouraged to present alternate options for the county's consideration.

The costs for all options shall include the specified franchise fee of \$19,000 per franchise area or \$38,000 per year for the combined area.

## **SECTION 2 – DEFINITIONS**

**Bulky Waste:** Items whose large size or weight precludes or complicates normal handling or collection. Example would be typical household furniture, wood, wood fencing and decking (the Central Landfill requires treated wood to be disposed of as Class I material).

**Construction & Demolition Debris (C&D):** Discarded items generally considered not to be water soluble and non-hazardous. Typical examples; steel, glass, bricks, concrete, asphalt, pipe, and gypsum wallboard from the construction or destruction of a structure or construction project. C&D material will not be collected under this contract.

**White Goods:** Inoperative and discarded refrigerators, ranges, washers, water heaters, freezers, window air conditioners and other similar domestic large appliances.

**Yard Trash:** Vegetative matter resulting from landscaping maintenance, such as tree and shrub trimmings, and grass clippings.

**Electronics (E-Scrap):** Televisions and Computers (including monitors). Smaller electronics may be placed in household garbage container.

## ***SECTION 3 – SCOPE OF WORK***

### **3.1 SERVICES TO BE PERFORMED:**

The RFP is seeking proposals for the collection services listed in Table 1. The collection services are for all single family dwelling units and multi-family units where each unit receives individual collection in the defined Service Area of Santa Rosa County. The Service Areas are defined as Area "1" and/or Area "2."

All Respondents must be in full compliance with all applicable Santa Rosa County resolutions and ordinances, including, but not limited to: Occupational Licenses, Solid Waste Hauler Permits, Certificates of Public Convenience and Necessity or Non-Exclusive Commercial Franchise, and Rate Resolution (i.e. all accounts must be current).

### **3.2 Service Details**

Curbside containers shall be provided by the franchisee and will remain the property of the franchisee throughout the contract.

Each customer will be provided the appropriate curbside containers. Maintenance of containers (in good working order) is the responsibility of the franchisee. If containers are not in good working order, they shall be replaced in 24 hours of notification by resident. Appearance of containers is very important and they shall be visually appropriate so as not to degrade any neighborhood.

Curbside containers shall be placed approximately three (3) feet from the roadway and adjacent to residential driveways. Containers shall be thoroughly emptied and returned, in an upright position, to the same location. No waste materials shall remain on the ground following pick-up. Should the franchisee be notified by a customer, or the County, that waste materials were left, they shall be removed within 24 hours. Bulk items and White Goods shall be placed as close as practical to the roadway.

In the event a customer pick-up is missed, the material shall be picked up by the Franchisee within 24 hours of notification.

The franchisee shall not comingle waste materials; i.e. municipal solid waste, yard waste, white goods, or recyclables.

Yard waste and bulk item collections shall be thorough, leaving no materials on site. Should yard debris not be properly bundled or sized, the customer shall be notified as soon as possible and a new collection date arranged at no additional fee

Santa Rosa County has flow control and requires all household garbage to be transported to Central Landfill. White goods, yard waste and E-Scrap must be delivered to the Santa Rosa County Central Landfill. Recycle materials will be accepted at the Recycle Facility located at Central Landfill free of charge.

Franchisee's equipment shall be maintained in good working order and appearance. The franchisee's company logo shall be prominently displayed on all equipment. Within sixty (60) days of commencement date, the Environmental Division of Santa Rosa County shall be provided a complete list of all equipment associated with the execution of the contract.

Regarding holidays, franchisee shall notify all customers whose normal collection day falls upon that day that no collection will be provided and the date of the next collection day. Notification should be definitive and timely, such as during the prior billing cycle for a specific holiday.

Santa Rosa County's intent is to have little to no impact on our customers during transitional period. To this end, the hauler chosen to provide services to the franchise area will be required to provide all residents at least 30 days notice prior to initiating services. This notice shall include specific days for each type of service, size of containers, where/how to place containers or materials for pick-ups, notification times applicable for specific service, i.e. 3 days notice for collection of bulk items, numbers to call for additional information, etc.

### **3.3 BILLING AND REPORTS:**

Proposer is solely responsible for billing and collections association with franchise area. Billing shall be quarterly. Franchisee is required to maintain auditable records. Residents may not be charged a start-up fee or additional fees above and beyond the bid amounts except as allowed in section 3.11.

### **3.4 QUALIFICATIONS:**

The successful vendor at all times shall be familiar with and observe and comply with all Federal, State and local ordinances, rules and regulations which in any manner may apply.

- Proposers who are in negotiations or in the process of selling their company will not be considered.
- Proposers should provide years of prior experience in providing residential household garbage and recycling collection and disposal of services to a municipality or county, as well as experience in Santa Rosa County.
- Proposers shall submit names, address and telephone numbers of the references.
- Proposers shall specify how each service (i.e. garbage, recyclables, etc.) will be handled, such as; type of truck; how many personnel/truck, assurances that sufficient backup equipment is readily available, average age of fleet, etc.

### **3.5 DESIGNATED DISPOSAL FACILITIES:**

Central Landfill is located at 6337 Da Lisa Rd, in Milton, Florida. Hours of operation are 7:00am to 5:00pm, Monday – Saturday. Central Landfill is closed 3.5 days per year. The holidays observed are Thanksgiving Day, Christmas Day, New Year's Day and a half day on Christmas Eve.

The Recycling Facility is located at Central Landfill. Hours of operation are 7:00am to 5:00pm, Monday – Saturday. Recyclables are accepted at the Recycling Facility during the normal operating hours.

### **3.6 LIQUIDATED DAMAGES AND BONDS:**

The negotiated contract will require liquidated damages for noncompliance on the part of the franchisee. A performance bond in the amount of \$300,000 per franchise area (\$600,000 for the total area will also be required).

### **3.7 TIPPING FEES:**

At the time of issuing this RFP, the County tipping fees are:

- \$32/ton for Municipal Solid Waste
  - \$22/ton for Commercial Class III (includes: yard waste & white goods)
- Recyclables brought to Santa Rosa County will be received at no charge.

### **3.8 LITTER CONTROL:**

Litter control along road rights-of-way within the franchise area associated with normal business operations (such as garbage, recyclables, yard debris, bulk items etc.) will be deemed the responsibility of the franchisee and must be removed within 24 hours.

### **3.9 WORKING TIMES:**

Services times shall not begin before 7 a.m. and shall not extend past 7 p.m.

### **3.10 SELECTION CRITERIA:**

The selected firm(s) will be given written notification of being selected by the County. The County will negotiate and execute a contract with the selected firm(s) prior to the beginning of the actual services. Should negotiations fail, the County will negotiate with other highly ranked companies. Companies shall be ranked on the following:

- Cost associated with various service options and services.
- Years of experience in solid waste industry, managing the collection, recycling, transport and disposal of solid waste. (If partnering, include information for all partners).
- Experience operating residential solid waste collection services with-in Santa Rosa County.
- Evidence of financial stability of proposer (and any partners).
- Evaluation of proposer's quantity & quality of equipment in relation to frequency to pick-ups and overall customer service.

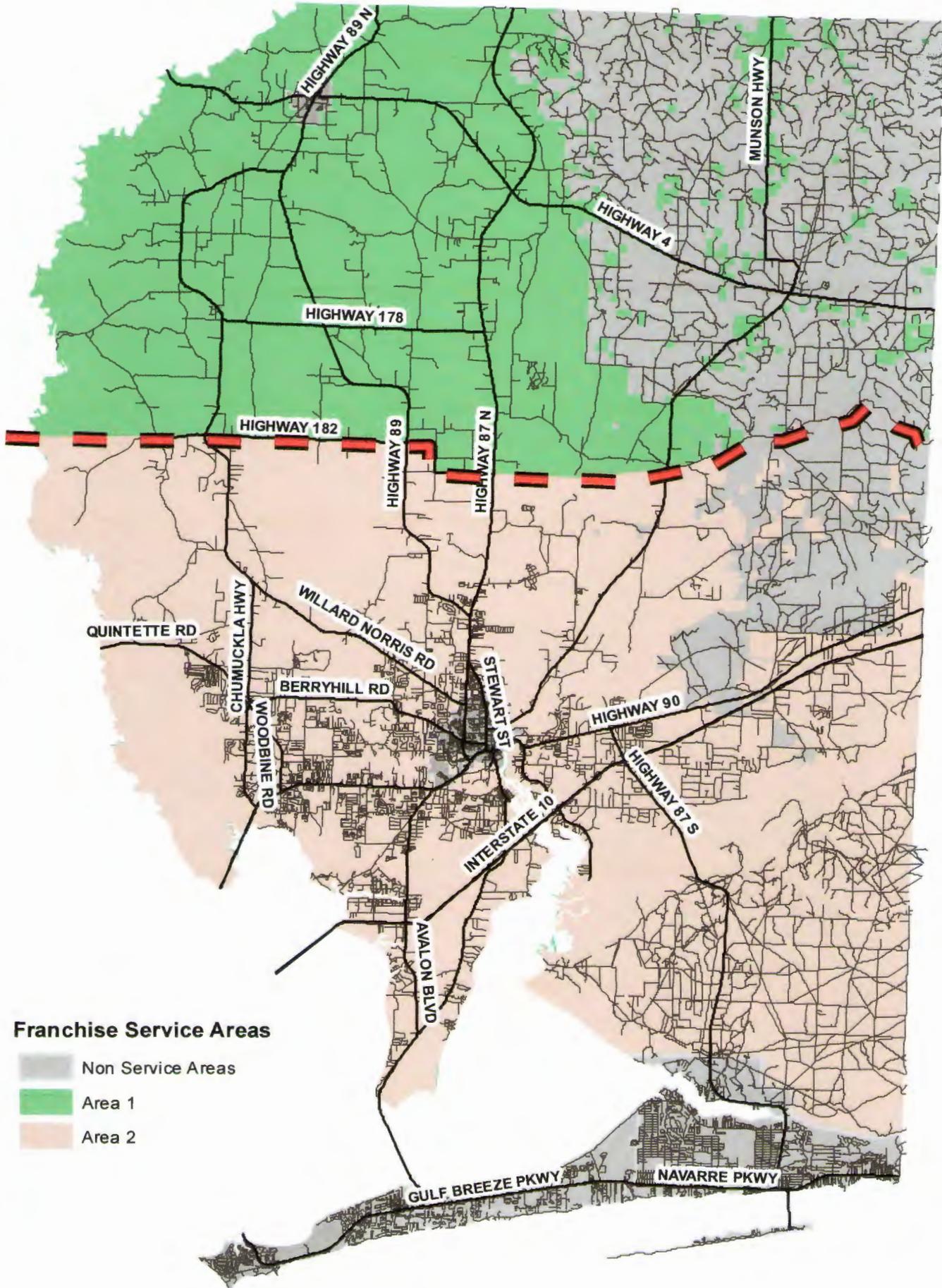
### **3.11 RATE ADJUSTMENT FACTORS:**

- Annual Rate Adjustments & Indexing  
The Customer Rates and the Commercial Rates shall be adjusted on October 1<sup>st</sup> of each year beginning in the second year of the Agreement as described below:  
The Consumer Price Index (CPI) shall be calculated using the Southern All Urban Consumer Price Index based on the information from the Bureau of Labor Statistics, Southeastern Regional Office for the twelve (12) months ending June 30<sup>th</sup> preceding each new Agreement Year.

- **Adjustment for Disposal Fees**  
Adjustment of Customer Rates. At a regular meeting of the Board of County Commissioners, the commission shall make a recommendation to grant or modify a rate adjustment requested by the Franchisee as a result of changes in the County's disposal fees or another charge imposed by law.
  
- **Extraordinary Rate Adjustment including fuel adjustments.**  
The Franchisee may petition the Board of County Commissioners at any time for an additional rate adjustment on the basis of extraordinary or unusual changes in the cost of operations that could not reasonably be foreseen by a prudent operator. The Franchisee's request shall contain substantial evidence and justification, as determined by the Agreement Administrator, to support the need for the rate adjustment. The commission may request from the Franchisee, and the Franchisee shall provide, all information as may be reasonably necessary in making its determination. The commission may approve or deny the request, in whole or in part, after receipt of the request and all supporting information.
  
- **Emergency Situations**  
In the event excessive amounts of debris have accumulated by reason of any hurricane, tropical storm, freeze, natural or manmade disaster, severe disturbance, riot or other calamity, said debris shall not be included as part of the exclusive franchise. Should the county wish to utilize the Franchisee to perform such work, the Board of County Commissioners may direct the Franchisee to perform such work and shall take into account the Franchisee's primary collection obligations and the availability of equipment. However, nothing herein shall require county to utilize the services of Franchisee, or to prevent the county from contracting with other parties to perform all or a portion of such work. The county reserves the right to utilize county personnel and equipment in the removal of disaster debris of any kind.

In the event of a hurricane, tornado, major storm, other natural or man-made disaster, the county may grant Franchisee a variance from regular routes and schedules. As soon as practicable after such a disaster, the Franchisee shall advise the county when it is anticipated that normal collections and routes can be resumed. The county shall make every effort through the local news media to inform the public when regular services can resume.

# Attachment 1 - Franchise Map



## Attachment 2

### Currently Permitted Solid Waste Haulers For Santa Rosa County

	<b>Haulers</b>
1.	Allied Waste Services of North America
2.	Creek Waste & Recycling, LLC
3.	J&L Garbage Service
4.	Waste Pro of Florida
5.	Waste Management of Florida
6.	Mark Dunning Industries (Military Only)

*As of July 2014*

**Franchise Area "1"**  
(North of Hwy 182 boundary line.)

Service Choice	Service	Cost/Quarter	
		65 Gal	95 Gal
1	2 Garbage & 1 Recycle weekly. 1 Yard Waste bi-weekly. White goods / Bulk Items on demand. Includes mandatory side door pick-up for handicapped		
2	1 Garbage & 1 Recycle weekly. 1 Yard Waste bi-weekly. White goods / Bulk Items on demand. Includes mandatory side door pick-up for handicapped		
	<b>Ancillary Cost (A-1, A-2 &amp; A-3)</b> May be requested by customer – cost specified shall reflect add-on cost to Options 1 & 2 above.		
A - 1	Side Door Collection : garbage – recycle – Non-handicap	Service Choice 1	
		Service Choice 2	
A - 2	Additional standard barrel(s) (if requested) Cost should reflect additional fee per barrel.	Service Choice 1	
		Service Choice 2	
A - 3	Bear resistant barrel(s) (if requested) Cost should reflect additional fee per barrel.	Service Choice 1	
		Service Choice 2	

**Franchise Area "2"**  
(South of Hwy 182 boundary line)

Service Choice	Service	Cost/Quarter	
		65 Gal	95 Gal
1	2 Garbage & 1 Recycle weekly. 1 Yard Waste bi-weekly. White goods / Bulk Items on demand. Includes mandatory side door pick-up for handicapped		
2	1 Garbage & 1 Recycle weekly. 1 Yard Waste bi-weekly. White goods / Bulk Items on demand. Includes mandatory side door pick-up for handicapped		
	<b>Ancillary Cost (A-1, A-2, &amp; A-3)</b> May be requested by customer – cost specified shall reflect add-on cost to Options 1 & 2 above.		
A - 1	Side Door Collection : garbage – recycle – Non-handicap	Service Choice 1	
		Service Choice 2	
A - 2	Additional standard barrel(s) (if requested) Cost should reflect additional fee per barrel.	Service Choice 1	
		Service Choice 2	
A - 3	Bear resistant barrel(s) (if requested) Cost should reflect additional fee per barrel.	Service Choice 1	
		Service Choice 2	

**Attachment 4 - Bid Form 2**

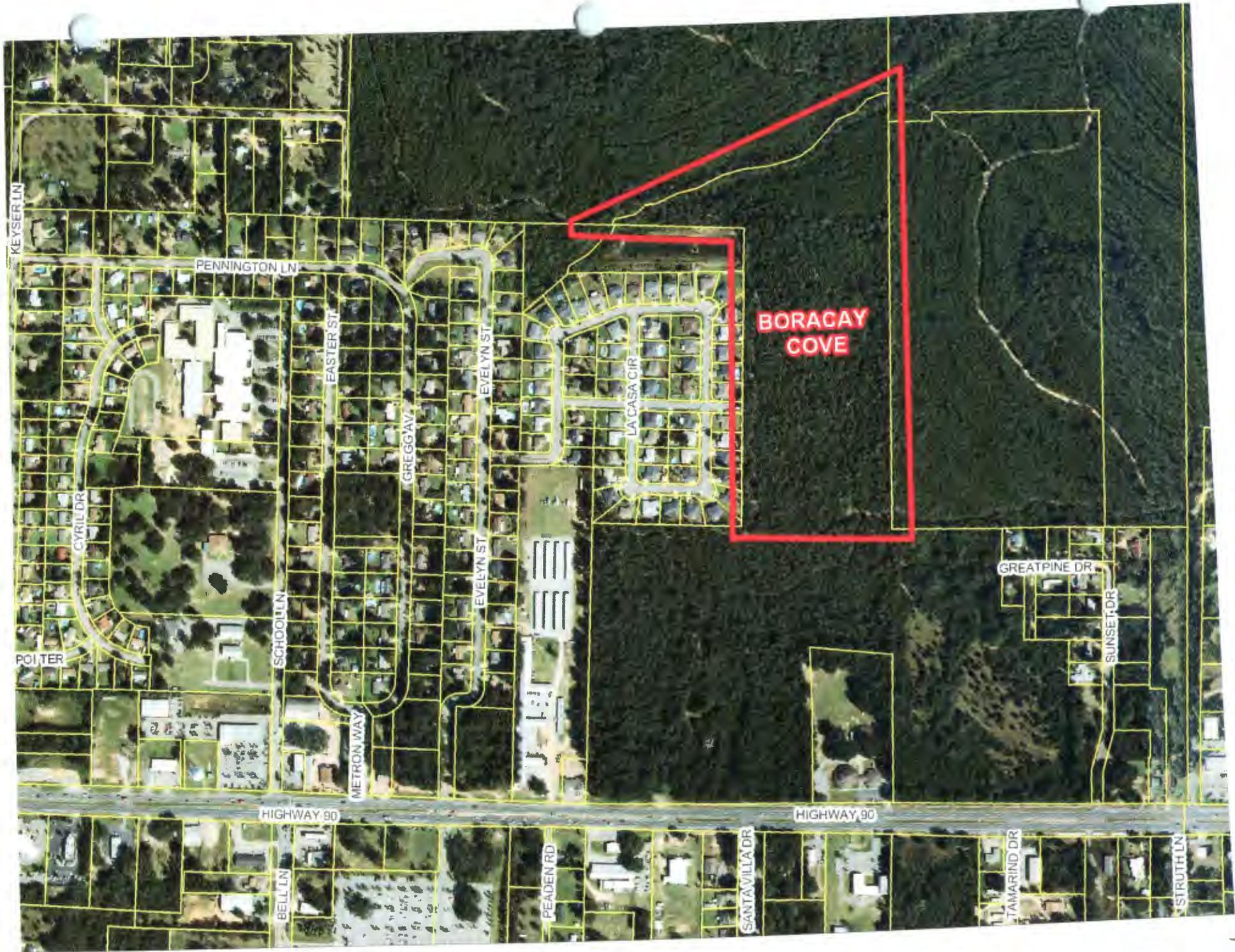
**Combined Franchise Area "1 & 2"**

(Area 1 & 2 on Attachment 1.)

Service Choice	Service	Cost/Quarter	
		65 Gal	95 Gal
1	2 Garbage & 1 Recycle weekly. 1 Yard Waste bi-weekly. White goods / Bulk Items on demand. Includes mandatory side door pick-up for handicapped		
2	1 Garbage & 1 Recycle weekly. 1 Yard Waste bi-weekly. White goods / Bulk Items on demand. Includes mandatory side door pick-up for handicapped		
	<b>Ancillary Cost (A-1, A-2 &amp; A-3)</b> May be requested by customer – cost specified shall reflect add-on cost to Options 1 & 2 above.		
A - 1	Side Door Collection : garbage – recycle – Non-handicap	Service Choice 1	
		Service Choice 2	
A - 2	Additional standard barrel(s) (if requested) Cost should reflect additional fee per barrel.	Service Choice 1	
		Service Choice 2	
A - 3	Bear resistant barrel(s) (if requested) Cost should reflect additional fee per barrel.	Service Choice 1	
		Service Choice 2	

<b>Table 1</b> Summary of Collection Services to be provided by Respondent (All items collected are to be delivered to the Designed Disposal facility)	
<b>Service</b>	<b>Service Summary</b>
Solid Waste Collection (curbside)	Once or twice a week manual collection. Containers should be 95 or 65 gallons each per customer preference.
Recyclable Material Collection (curbside)	Weekly manual collection – For delivery to county recycling facility  Contractor to provide containers up to 95 gallon based on customer requirements.
Yard Trash Collection (curbside)	Bi-weekly Collection. Unlimited amount per collection. If yard waste is not containerized, it shall be bundled. Bundles shall not exceed six (6) feet in length and eighteen (18) inches in diameter and fifty (50) pounds in weight. Bundles shall be securely tied.
Bulk Waste Collection (curbside)	On-call Collection. With the exception of individual items of Household Furniture or White Goods, Bulk Waste Residential Collection Service is limited to two (2) cubic yards per pick up per Dwelling Unit. Customers shall notify the Franchisee of the need for Bulk Waste Collection Service. Collection shall occur within three (3) business days of the customer request.
White Goods and Electronics Collection (curbside)	On-call Collection. Unlimited amount per collection. Customers shall notify the Franchisee of the need for White Goods/ Electronics Collection Service. Collection shall occur within two (2) business days of the customer request.
Mandatory Side Door Collection	Side Door Collection available to disabled residents. Includes collection of all materials listed above: solid waste, recyclable materials, yard waste, bulk items and white goods. Service provided at no additional cost to resident.
Optional Side Door Collection (Entire neighborhoods and individual residences)	Side Door Collection available to entire neighborhoods for residents in deed restricted communities or for individual homes desiring service. Includes collection of: solid waste, and recyclable materials. Yard waste, bulk items and white goods shall be collected adjacent to the roadway. Service provided at base collection cost plus additional cost to resident.

Note: Collection of C&D materials is excluded from this proposal and any resulting contract (s).



**BORACAY  
COVE**

KEYSER LN

PENNINGTON LN

EASTER ST

GREGG AV

EVELYN ST

EVELYN ST

LA CASA CIR

SCHOOL LN

METRON WAY

HIGHWAY 90

HIGHWAY 90

BELL LN

PEADAR RD

SANTA VILLA DR

TAMARIND DR

STRUTH LN

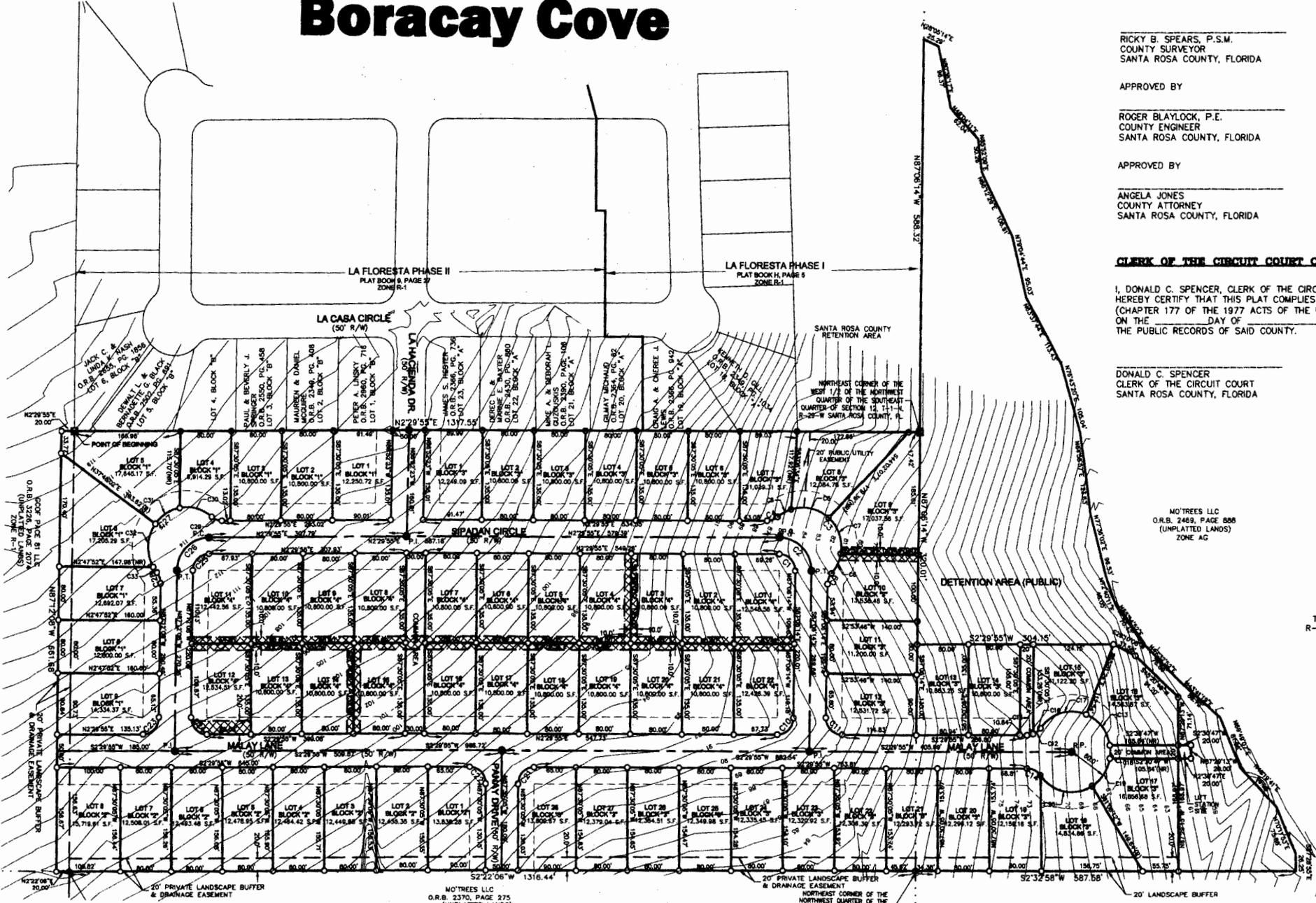
GREATPINE DR

SUN SET DR

CYRIL DR

POI TER

# Boracay Cove



RICKY B. SPEARS, P.S.M.  
COUNTY SURVEYOR  
SANTA ROSA COUNTY, FLORIDA

APPROVED BY

ROGER BLAYLOCK, P.E.  
COUNTY ENGINEER  
SANTA ROSA COUNTY, FLORIDA

APPROVED BY

ANGELA JONES  
COUNTY ATTORNEY  
SANTA ROSA COUNTY, FLORIDA

**CLERK OF THE CIRCUIT COURT C**

I, DONALD C. SPENCER, CLERK OF THE CIRCUIT COURT HEREBY CERTIFY THAT THIS PLAT COMPLIES (CHAPTER 177 OF THE 1977 ACTS OF THE F) ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ THE PUBLIC RECORDS OF SAID COUNTY.

DONALD C. SPENCER  
CLERK OF THE CIRCUIT COURT  
SANTA ROSA COUNTY, FLORIDA

MO'TREES LLC  
O.R.B. 2489, PAGE 888  
(UNPLATTED LANDS)  
ZONE AG

MO'TREES LLC  
O.R.B. 2370, PAGE 275  
(UNPLATTED LANDS)

20' PRIVATE LANDSCAPE BUFFER & DRAINAGE EASEMENT  
NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF

20' LANDSCAPE BUFFER

T  
R-



# Public Services Committee

**Chaired by:**  
Lynchard and Williamson

**Meeting:**  
August 25, 2014, 9:00 A.M.

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## AGENDA

### Public Services

1. Project update on the Navarre Park Restrooms.

### Development Services

2. Recommend that the Board appoint Anna Weaver to the SHIP Advisory Committee.
3. Recommend approval to submit annual reports as prepared to Florida Housing Finance and authorization of execution of the Certification forms by the Chairman and County Administrator.
4. Recommend Board approve support for a Navarre Community Access Road Feasibility Study as proposed by the Florida Department of Transportation. The study will require a local 50% match of \$250,000.



# Department of Public Services

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www.santarosa.fl.gov  
Office: (850) 981-7040 Fax: (850) 623-1208



**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Tony Gomillion, Public Services Director  
**SUBJECT:** Navarre Park Restrooms  
**DATE:** August 25, 2014

## DISCUSSION

As directed by the Board, staff met with Mr. Dabney and other volunteers on the 19<sup>th</sup>, and I have attached the recap of that meeting, along with visual information. I will not repeat everything in the attached recap, but will highlight a few key points below for the Boards consideration and action.

## **Recommendation from staff and volunteer group:**

- 1) Project to be located on the western end of the property out of the flood zone which will allow for adequate space and will allow the building to be constructed at grade for accessibility and would be insurable.
- 2) 30 X 50 building will be constructed utilizing treated materials, Hardie board exterior, metal roof, interior tile walls, primary fixtures metal, concrete/epoxy floor, touch less fixtures and dispensers, air conditioned and heated.
- 3) Volunteer group will provide necessary design services, contractor, and labor for project, County will provide site plan, building grade, utility connections and specifications and other assistance as needed.
- 4) In order to maintain safety and security for the project the western most pavilion would be closed during the construction phase.
- 5) The County would purchase the materials that are not donated, and that procurement process would be directed through the County Building Maintenance Department and accomplished by receiving quotes on the various components from local vendors.
- 6) Establishment of an initial material and service budget of \$100,000.00 (as estimated by volunteer group; a quick estimate was performed several weeks ago by County staff (\$60,000), but not we're not sure all features were captured in the cost). The cost

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Director

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Building Official

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**Emergency Management**  
Brad Baker  
Director

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

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**Veterans Services**  
Karen Haworth  
Director

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Milton, FL 32583  
(850) 981-7155

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would be closely monitored, and a recap of expenditures would be provided to the Board. Until the plans for the project are fully complete and more detailed current cost analysis can be done for the products and services, it is impossible to give a precise estimate. The volunteers that are working in the industry on a daily basis have a more readily available base of knowledge (have requested their estimate).

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Beckie Cato, AICP  
Planning and Zoning Director

# Santa Rosa County Development Services



Rhonda C. Royals  
Building Official

August 20, 2014

James Dabney  
via email: [jamesdabney@bellsouth.net](mailto:jamesdabney@bellsouth.net)

RE: Pre-Application Meeting on August 19, 2014  
Project Name: **Navarre Park Restrooms**

James,

To recap what we discussed at the meeting:

- It is my understanding that you have the majority of the labor donated, and the County will purchase materials and any services that volunteer labor is not available to complete.
- I understand the desire of the volunteers and our Board to move this project as quickly as possible, and our staff shares that vision. In order to accomplish that it is important that we get the pieces of this project put together and decided on the front end to minimize any unexpected obstacles or issues once the project starts. County staff will work to expedite the site plan component design (sidewalks, handicap parking and access, lift station location and design, electrical service location and service design, building grade and benchmarks, a system for coordination on procurement of materials, site security and erosion control, and probably other components not listed.
- It's my understanding that you have the building design and contracting volunteers secured, and have provided them the list of items needed for permitting. I would ask that when you submit the plans, if any of the items listed in the Building Officials list is not include at that time, that you submit the list with a notation beside each item of who will be providing that information and the estimated timing of the submission of that material. I sometimes hear the comment that "they should have told me that in the beginning or they keep adding comments", these comments are typically heard when our reviewers have received incomplete plans, and therefore there was nothing to comment on until they received the actual detail for the specific topic (plumbing, electrical, mechanical, site ADA, etc.).
- It's my understanding that your volunteer workforce will build the building and take care of the utility connections as designed and specified by our Eng. And Building Maintenance Departments.

Following are specific component discussions and recommendations to the Board.

- Building to be located near the west end of the property out of the flood zone.
- Building entrance will be toward street.
- Building is to be constructed of treated lumber/materials and exterior and roof components will match the visitors center (Hardie board, metal roof), structural connectors to be triple zinc or stainless, impact glazing.
- The interior walls will be tiled with a concrete floor (epoxy); ceiling to be durarock/slick finish.

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- Primary fixtures to be stainless steel.
- Fixtures and other dispensers will be hands free operation.
- Building will be conditioned
- Things to be determined, type of insulation, exterior security cameras, water tap waiver (understand you have discussed this with water system), procurement process/contact person (it is assumed that we will authorize purchases by receiving quotations on the various components from local vendors, this will be verified by the Board).
- Once complete plans are submitted and reviewed request a meeting with Contractor and designer to review notes and process permits. (Target date for meeting would be last week of September or sooner if complete plans are available)
- I understand you have your estimate of the material and equipment cost, if you can provide that to me as soon as possible I will include for the Boards consideration for establishing an initial budget.

Below are items that County staff will initiate as soon as possible.

- Michael (Eng.) and Thad (Building Maintenance) will work to provide design and specifications for lift station and tie in information to the main lift station.
- Michael (Eng.) will provide you information on overall site survey information and establish grades for the project.
- Michael (Eng.) will begin work on a site plan layout (specific building footprint) for handicap parking and access along with other utility connection locations.
- Thad (Building Maintenance) will provide feedback to myself and the County Administrator on how we can most efficiently authorize and account for the purchase of materials.

In closing, we look forward to working with the group and will do everything within our power to assist in the project. Understanding that everyone is anxious to get started, I want us to temper that with the understanding that if we get as many of these components as possible in place on the front-end, it will actually lead to placing the facility in service at the earliest possible date. Also I did not obtain the email from the other volunteers present, but feel free to share this with them.

Respectfully,

Tony Gomillion  
 Public Services Director  
 850-981-7040  
[tonyg@santarosa.fl.gov](mailto:tonyg@santarosa.fl.gov)

**Santa Rosa County Development Services**

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Aerial from  
Google Maps



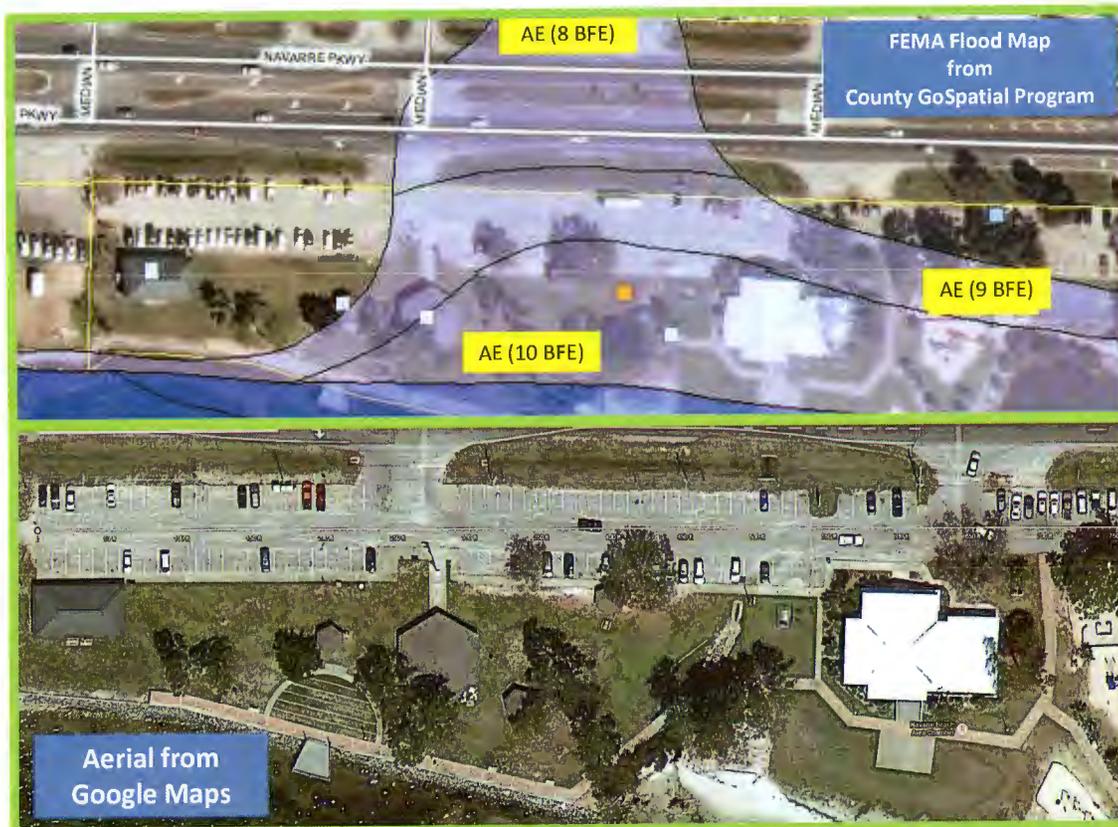
Street View from  
Google Maps



Aerial from  
Google Maps



Street View from  
Google Maps





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**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners  
**FROM:** Erin Malbeck, Housing Program Coordinator  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** Proposed Appointment of Anna Weaver to the SHIP Advisory Committee  
**DATE:** August 18, 2014

### **RECOMMENDATION:**

That the Board appoint Anna Weaver to the SHIP Advisory Committee.

### **BACKGROUND:**

Florida Statutes require the SHIP Advisory Committee to have representation from a citizen representing employers. We contacted Donna Tucker with the Santa Rosa Chamber for recommendations to fill this position and she recommended Anna Weaver.

Ms. Weaver is the Branch Manager/Vice President for United Bank and works with their Pace office. She is a member of both the Santa Rosa and Pace Chambers and the Pace Rotary. She is a member of Leadership Class 28, and a mentor for Take Stock in Children. Prior to joining the banking industry, she owned and managed West Florida Trophies in Milton.

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**Tony Gomillion, Director**

## MEMORANDUM

**TO:** Board of County Commissioners

**FROM:** *EM*  
Erin Malbeck, Housing Program Coordinator

**THROUGH:** Tony Gomillion, Public Services Director

**SUBJECT:** State Housing Initiative Partnership (SHIP)  
Annual Report as of 6/30/4014  
Certifications

**DATE:** August 18, 2014

### RECOMMENDATION:

Approval to submit annual reports as prepared to Florida Housing Finance and authorization of execution of the Certification forms by the chairman and county administrator.

### BACKGROUND:

Reports submitted including State Distribution, Repayments and Interest on Trust Funds:

2011/2012	Close-out	\$353,671.35	34 Families Assisted
2012/2013	Interim	\$122,867.41	16 Families Assisted
2013/2014	Interim	\$145,000.00	18 Families Assisted
2013/2014	Interim	\$189,796.08	Funds Unencumbered

### Annual State Distribution:

2011/2012	\$350,000
2012/2013	\$62,209
2013/2014	\$350,000

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4451 Pine Forest Road  
Milton, FL 32583

**Title: SHIP Annual Report**  
Santa Rosa County FY 2011/2012

Report Status: Unsubmitted

Form 1

### SHIP Distribution Summary

#### Homeownership

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
2	First Time Homebuyer	\$205,843.21	26	\$0.00	0	\$0.00	0
6	Emergency Repair	\$7,422.75	2	\$0.00	0	\$0.00	0
3	Substantial Rehabilitation	\$140,405.39	6	\$0.00	0	\$0.00	0
<b>Homeownership Totals:</b>		<b>\$353,671.35</b>	<b>34</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>

#### Rentals

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
<b>Rental Totals:</b>							
<b>Subtotals:</b>		<b>\$353,671.35</b>	<b>34</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>

#### Additional Use of Funds

Use	Expended	Encumbered	Unencumbered
Administrative	\$35,000.00		
Homeownership Counseling			
Admin From Program Income	\$4,474.00		
Admin From Disaster Funds			

<b>Totals:</b>	<b>\$393,145.35</b>	<b>34</b>	<b>\$0.00</b>	<b>0</b>	<b>\$0.00</b>	<b>0</b>
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#### Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund

Source of Funds	Amount
State Annual Distribution	\$350,000.00
Program Income (Interest)	\$2,681.15
Program Income (Payments)	\$43,542.74
Recaptured Funds	
Disaster Funds	
Other Funds	
Carryover funds from previous year	-\$3,026.72
<b>Total:</b>	<b>\$393,197.17</b>

\* Carry Forward to Next Year: \$51.82

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

**Title: SHIP Annual Report**  
Santa Rosa County FY 2012/2013

Report Status: Unsubmitted

Form 1

**SHIP Distribution Summary**

**Homeownership**

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
2	First Time Homebuyer	\$54,863.66	7	\$0.00	0	\$0.00	0
6	Emergency Repair	\$33,123.75	6	\$9,880.00	1		
3	Substantial Rehabilitation	\$385.00	1	\$24,615.00	1	\$0.00	0
<b>Homeownership Totals:</b>		<b>\$88,372.41</b>	<b>14</b>	<b>\$34,495.00</b>	<b>2</b>	<b>\$0.00</b>	<b>0</b>

**Rentals**

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
<b>Rental Totals:</b>							
<b>Subtotals:</b>		<b>\$88,372.41</b>	<b>14</b>	<b>\$34,495.00</b>	<b>2</b>	<b>\$0.00</b>	<b>0</b>

**Additional Use of Funds**

Use	Expended	Encumbered	Unencumbered
Administrative	\$6,220.90		
Homeownership Counseling			
Admin From Program Income	\$6,902.61		
Admin From Disaster Funds			

<b>Totals:</b>	<b>\$101,495.92</b>	<b>14</b>	<b>\$34,495.00</b>	<b>2</b>	<b>\$0.00</b>	<b>0</b>
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**Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund**

Source of Funds	Amount
State Annual Distribution	\$62,209.00
Program Income (Interest)	\$1,273.27
Program Income (Payments)	\$67,752.91
Recaptured Funds	
Disaster Funds	
Other Funds	
Carryover funds from previous year	\$51.82
<b>Total:</b>	<b>\$131,287.00</b>

\* Carry Forward to Next Year: -\$4,703.92

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

**Title: SHIP Annual Report**  
Santa Rosa County FY 2013/2014

Report Status: Unsubmitted

Form 1

**SHIP Distribution Summary**

**Homeownership**

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
6	Emergency Repair	\$475.00	2	\$19,525.00	2	\$69,500.00	8
3	Rehabilitation	\$270.00	2	\$49,730.00	2	\$120,296.08	5
2	First Time Homebuyer	\$75,000.00	10				
<b>Homeownership Totals:</b>		<b>\$75,745.00</b>	<b>14</b>	<b>\$69,255.00</b>	<b>4</b>	<b>\$189,796.08</b>	<b>13</b>

**Rentals**

Code	Strategy	Expended Amount	Units	Encumbered Amount	Units	Unencumbered Amount	Units
<b>Rental Totals:</b>							
<b>Subtotals:</b>		<b>\$75,745.00</b>	<b>14</b>	<b>\$69,255.00</b>	<b>4</b>	<b>\$189,796.08</b>	<b>13</b>

**Additional Use of Funds**

Use	Expended	Encumbered	Unencumbered
Administrative	\$10,500.00		
Homeownership Counseling			
Admin From Program Income			
Admin From Disaster Funds			

<b>Totals:</b>	<b>\$86,245.00</b>	<b>14</b>	<b>\$69,255.00</b>	<b>4</b>	<b>\$189,796.08</b>	<b>13</b>
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**Total Revenue (Actual and/or Anticipated) for Local SHIP Trust Fund**

Source of Funds	Amount
State Annual Distribution	\$350,000.00
Program Income (Interest)	
Program Income (Payments)	
Recaptured Funds	
Disaster Funds	
Other Funds	
Carryover funds from previous year	-\$4,703.92
<b>Total:</b>	<b>\$345,296.08</b>

\* Carry Forward to Next Year: \$0.00

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







# 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:** Shawn Ward, Transportation Planner  
**THROUGH:** Tony Gomillion, Public Services Director  
**SUBJECT:** Navarre Community Access Road Feasibility Study  
**DATE:** August 18, 2014

## RECOMMENDATION

That the Board approve support for a Navarre Community Access Road Feasibility Study as proposed by the Florida Department of Transportation. The study will require a local 50% match of \$250,000. The Phase 1 Feasibility Study for the Navarre Community Access Road is estimated at \$500,000.

## BACKGROUND

On April 10, 2014, the Board authorized staff to submit a Transportation Regional Incentive Program (TRIP) grant to the Florida Department of Transportation (FDOT) in support of a Project Development and Environmental (PD&E) Study for the conceptual Navarre Community Access Road. The TRIP grant required a \$1 million dollar local match. For fiscal years 2016-2019, FDOT District Three has only allotted approximately \$1.6 Million for TRIP projects across the 16 county district. Based on the limited amount of TRIP funding available, FDOT contacted Santa Rosa County staff with the proposal of conducting a Phase I Feasibility Study in lieu of the PD&E.

The general objective of this study is to provide documented information necessary to reach a decision on the feasibility, location, and design concepts of the proposed Navarre Community Access Road. The factors to be considered include: traffic and regional mobility issues; social, economic, and environmental issues and feasibility; and engineering feasibility. The results of the study will be documented in a draft and final Corridor Feasibility Study Report. Based on information contained in the Corridor Feasibility Report, the study

**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  
Milton, FL 32583  
(850) 981-7000

**Veterans Services**  
Karen Haworth  
Director

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

team will identify a "most probable" corridor. The study will also provide for the development of a concept master plan for a feasible alignment located within the "most probable" corridor. The objective of this concept master plan will be to provide better and more detailed information about environmental, engineering, and project cost issues for use in the subsequent PD&E study phases of the project's development.

There has been a need to create an East-West connector to get traffic off of US 98 for many years. The City of Destin has a similar cross town connector. The project limits would be from Edgewood Drive to the eastern end of Timber Lane (see attached map). The proposed corridor would connect collector roads, improve them with paved shoulders, sidewalks, and medians, so that pedestrians are removed from the traffic. A well designed collector road with sidewalks and paved shoulders/bike lanes could give residents another mobility option and improve safety.

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

AGENDA  
PUBLIC WORKS COMMITTEE

August 25, 2014

Chairman: Commissioner Williamson

Vice Chairman: Commissioner Cole

**No Items**

# **BUDGET & FINANCIAL MANAGEMENT COMMITTEE**

Chairman: Commissioner Cole  
Vice Chairman: Commissioner Lynchard

August 25, 2014

## **Bid Actions:**

- 1) Discussion of bids received for annual chain link fencing contract. Sole bidder is Santa Rosa Fence & More.

## **Budget:**

- 2) **Budget Amendment 2014 – 164** in the amount of \$ **36,804** to repay the TDC for monies spent on the construction of the Navarre Beach Sea Turtle Conservation Center Building promised from District IV Reserves.
- 3) **Budget Amendment 2014 – 165** in the amount of \$ **10,500** to transfer funds from the Capital Fund to the General Fund for a large scanner/copier for the Engineering Department as approved at the August 14, 2014 BOCC Regular Meeting.
- 4) **Budget Amendment 2014 – 166** in the amount of \$ **578,760**. to carry forward prior year program income and interest, and recognize current year program income and interest (7/1/2013 through 5/31/14); and reallocates strategy balances to Substantial Rehabilitation and SHIP Administration in the SHIP Program Fund.
- 5) **Budget Amendment 2014 – 167** in the amount of \$ **600** to fund the unexpected additional cost for the supply of power to the irrigation for Phase 2 Hwy 90 Median Beautification Project from District V Project Fund.
- 6) **Budget Amendment 2014 – 168** in the amount of \$ **48,085** to carry forward funds for the purchase of a self-propelled broom in the Road & Bridge Fund as approved at the August 14, 2014 BOCC Regular Meeting.
- 7) **Budget Amendment 2014 – 169** in the amount of \$ **280,000** to recognize LWCF (Land & Water Conservation Fund) grant funds in the District II Recreation Fund in the amount of \$200,000 and additional TDC reserves in the amount of \$ 80,000 as approved by the TDC at their June 23, 2014.

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

- 8) Discussion of County Expenditures / Check Register

1

**PROCUREMENT RECOMMENDATION**

**1. PRODUCT/SERVICE:**     CHAIN LINK FENCING

**2. RESPONSIBLE OFFICE:** ROAD & BRIDGE

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

Chain link fencing, materials, and labor

**4. SCOPE OF WORK:**

N/A

**5. BIDDERS AND PRICES:**

A. Santa Rosa Fence & More, LLC

Detailed Pricing

**BID FORM**  
**Chain Link Fencing**

Santa Rosa County Procurement Department  
6495 Caroline Street, Suite G  
Milton, Florida 32570

Date 8-18-14

The undersigned agrees to furnish the equipment and labor as requested by you for Santa Rosa County in your invitation to bid and certifies that the materials bid meets or exceeds the specifications called for, except as set out in "Exceptions to Bid Conditions" and attached to this form.

**MATERIALS:**  
**FENCING PRICE PER FOOT:**

48" \$ <u>7<sup>35</sup></u>	84" \$ <u>11<sup>30</sup></u>	20 ft. Backstop \$ <u>60<sup>25</sup></u>
72" \$ <u>9<sup>52</sup></u>	120" \$ <u>16<sup>10</sup></u>	

**FABRICATED GATES - EACH**

48" X 10' \$ <u>210<sup>-</sup></u>	84" X 10' \$ <u>367<sup>50</sup></u>
48" X 12' \$ <u>252<sup>-</sup></u>	84" X 12' \$ <u>441<sup>00</sup></u>
48" X 14' \$ <del>336</del> <u>294</u>	84" X 14' \$ <u>514<sup>50</sup></u>
48" X 16' \$ <u>336</u>	84" X 16' \$ <u>588</u>
72" X 10' \$ <u>315</u>	120" X 10' \$ <u>525<sup>-</sup></u>
72" X 12' \$ <u>378</u>	120" X 12' \$ <u>630<sup>-</sup></u>
72" X 14' \$ <del>441</del> <u>441<sup>-</sup></u>	120" X 14' \$ <u>735<sup>-</sup></u>
72" X 16' \$ <u>504<sup>-</sup></u>	120" X 16' \$ <u>840<sup>-</sup></u>

**SQUARE FOOT PRICING FOR GATES AS PER HEIGHT:**  
(scale to be used for gates not listed)

48" \$ <u>5<sup>25</sup></u>	84" \$ <u>5<sup>25</sup></u>
72" \$ <u>5<sup>25</sup></u>	120" \$ <u>5<sup>25</sup></u>

SANTA ROSA FENCE + MORE  
Company Name

**3" TERMINAL POST**

48" \$ 55<sup>01</sup>  
72" \$ 90<sup>47</sup>  
84" \$ 109<sup>37</sup>  
120" \$ 149<sup>74</sup>

**3" GATE POST**

48" \$ 74<sup>20</sup>  
72" \$ 103<sup>11</sup>  
84" \$ 126<sup>43</sup>  
120" \$ 226<sup>44</sup>

**4" GATE POST**

48" \$ 102<sup>36</sup>  
72" \$ 138<sup>77</sup>  
84" \$ 165<sup>09</sup>  
120" \$ 279<sup>62</sup>

**LOCK WITH CHAIN:** \$ 20<sup>-</sup>

**LABOR RATES:**

**REPAIR WORK:**

48" \$ 20<sup>-</sup> per hour  
72" \$ 20<sup>-</sup> per hour  
84" \$ 20<sup>-</sup> per hour  
120" \$ 20<sup>-</sup> per hour

**DEMOLITION:**

48" \$ 20<sup>-</sup> per hour  
72" \$ 20<sup>-</sup> per hour  
84" \$ 20<sup>-</sup> per hour  
120" \$ 20<sup>-</sup> per hour

**FENCE RIGHT-OF-WAY CLEARING:** \$ 25<sup>00</sup> per hour

**WARRANTY:** One year on workmanship and twelve (12) years on materials.

  
Company Representative Signature

850-995-4001  
Telephone

**NOTE:** PLEASE RETURN THIS BID FORM TO THE ABOVE ADDRESS.  
NO OTHER BID FORM WILL BE ACCEPTED.

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SWORN STATEMENT UNDER SECTION 287.133 (3) (A),  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to SANTA ROSA COUNTY  
by DANIEL DUNLAP - MANAGER  
(print individual's name and title)  
for SANTA ROSA FENCE + MORE, LLC  
(print name of entity submitting sworn statement)

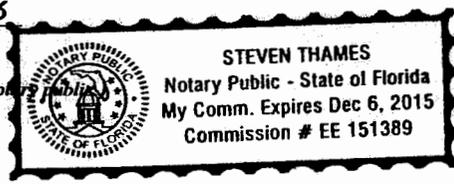
whose business address is 4581 TRICE RD  
PACE, FL 32571 and (if applicable) its Federal  
Employer Identification Number (FEIN) is 26 470 8772. If the entity has no FEIN, include the  
Social Security Number of the individual signing this Sworn Statement: 591 30 8203

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:  
1. A predecessor or successor of a person convicted of a public entity crime; or  
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public entity crime.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or appeals to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)  
 Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.  
 The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.  
 The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officers determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (ATTACH A COPY OF THE FINAL ORDER.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Sworn to and subscribed before me this 18<sup>th</sup> day of August, 2014.  
Personally known  Steven Thames (Signature)  
or Produced identification \_\_\_\_\_ Notary Public - State of Florida  
My commission expires 12/06/15

(Type of identification)  
Steven Thames (Printed, typed, or stamped commissioned name of notary)



## PROCUREMENT RECOMMENDATION

1. **PRODUCT/SERVICE:** ½ TON 6 CYLINDER PICKUP TRUCKS

2. **RESPONSIBLE OFFICE:** BUILDING INSPECTIONS

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

6 cylinder ½ ton pickup truck

4. **SCOPE OF WORK:**

N/A

5. **BIDDERS AND PRICES:**

A. Hub City Ford, Inc.	\$17,299
B. McKenzie Buick GMC	\$20,824
C. Southeaster Fleet Management. LLC	\$25,112

# 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: August 19, 2014

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

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund: 314</b>	<b>2324 – 599001</b>	<b>Reserve For Contingencies</b>	<b>(\$ 36,804)</b>
	<b>2324 – 59100107</b>	<b>To Tourist Development Fund</b>	<b>\$ 36,804</b>
<b>Fund 107:</b>	<b>107-3810003</b>	<b>From District IV Projects Fund</b>	<b>\$ 36,804</b>
	<b>4010 – 599001</b>	<b>Reserve for Contingencies</b>	<b>\$ 36,804</b>

**State reason for this request:**

To repay the TDC for monies spent on the construction of the Navarre Beach Sea Turtle Conservation Center Building promised from District IV Reserves.

**Requested by: Jayne Bell/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2014-164**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: August 25, 2014

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

**PASSED AND ADOPTED** by the Board of County Commissioners of Santa Rosa County, Florida on this **28<sup>th</sup>** day Of **August, 2014.**

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: August 19, 2014

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

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>Fund 302:</b>	<b>9302 – 5990017</b>	<b>Future Capital Outlay</b>	<b>(\$ 10,500)</b>
	<b>9302 – 5910001</b>	<b>To General Fund</b>	<b>\$ 10,500</b>
<b>Fund 001:</b>	<b>001 – 3810023</b>	<b>From Capital Fund</b>	<b>\$ 10,500</b>
	<b>0200 – 564001</b>	<b>Machinery &amp; Equipment</b>	<b>\$ 10,500</b>

**State reason for this request:**

Transfer of funds from the Capital Fund to the General Fund for a large scanner/plotter/copier for the Engineering Department as approved at the August 14, 2014 BOCC Regular Meeting.

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

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2014-165**

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

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

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

BUDGET COMMITTEE ACTION

DATE: August 25, 2014

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 28<sup>th</sup> day Of August, 2014.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

## Jayne Bell

---

**From:** Shirley Powell  
**Sent:** Monday, August 18, 2014 10:55 AM  
**To:** Jayne Bell  
**Cc:** Roger Blaylock  
**Subject:** FW: Plotter/Scanner/Copier

Jayne,

Below is an email from Hunter relative to the purchase of a large scanner/plotter approved at the last meeting. Would you please prepare a budget amendment (\$10,500) for this item for the next meeting? Please let me know if you need anything further. Thanks!

Shirley J. Powell  
Santa Rosa County Engineering

**From:** Hunter Walker  
**Sent:** Friday, August 15, 2014 2:23 PM  
**To:** Roger Blaylock  
**Cc:** Emily Spencer; Shirley Powell  
**Subject:** RE: Plotter/Scanner/Copier

Roger,  
At the August 14, 2014 meeting the Santa Rosa County Board of Commissioners accepted the proposal in the amount of \$10,500 for large scanner/plotter as outlined below and in the attachment. Proceed with this procurement at your convenience.

Hunter Walker  
County Administrator

**From:** Roger Blaylock  
**Sent:** Thursday, August 07, 2014 8:45 AM  
**To:** Hunter Walker  
**Subject:** FW: Plotter/Scanner/Copier

Hunter - Attached are two quotes for replacement large scanner/plotter. Recommend purchase of Cannon iPF825MFP with M40 as lowest quote in the amount of \$10,500 on an expedited basis.

**Canon iPF825MFP– New Canon 44” Color 2 roll plotter with M40 40” color Scanner. Price includes start-up supplies, a roll of 36X150 20lb. bond paper, delivery, set-up, training, and One Year Canon Warranty. \$10,500.00**

**HPT1200HDMFP– New HP 44” Color 2 roll plotter with 40” color Scanner. Price includes start-up supplies, a roll of 36X150 20lb. bond paper, delivery, set-up, training, and One Year HP Warranty. \$19,950.00**

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

# 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: August 19, 2014

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>
<b>Fund 113:</b>	113-3690003	Refund Prior Year	\$ 156,561
	113-361100	Interest Earned	\$ 608
	113-3346904	SHIP Program	\$ 421,591
	0780-534004	Substantial Housing	\$ 253,743
	0780-5340041	Farm Home Adm/Emer Repair	\$ 50,000
	0780-5340043	First Time Home Builder	\$ 225,000
	0780-59100001	To General Fund	\$ 50,017
<b>Fund 001:</b>	001-3810008	From SHIP Fund	\$ 50,017
	3301-51210	Regular Salaries	\$ 45,017
	3301-52310	Other Current Charges	\$ 1,000
	3301-552001	Operating Supplies	\$ 2,000
	3301-551001	Office Supplies	\$ 2,000

**State reason for this request:**

Carries forward prior year program income and interest, and recognizes current year program income and interest (7/1/2013 through 5/31/2014); and reallocates strategy balances to Substantial Rehabilitation and SHIP Administration.

**Requested by: Erin Malbeck/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2014-166

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: August 25, 2014

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

**PASSED AND ADOPTED** by the Board of County Commissioners of Santa Rosa County, Florida on this 28<sup>th</sup> day Of August, 2014.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

<b>FUND</b>	<b>113 SHIP</b>		
<b>DEPT</b>	<b>0780 State Housing Initiative</b>		
Revenue Account:	<b>Refund Prior Years Exp.</b>	<b>3690003</b>	156,561.00
113	<b>Interest</b>	<b>361100</b>	608.00
	<b>2014.2015 Funding</b>	<b>3346904</b>	421,591.00
	<b>Total</b>		<b><u>\$ 578,760.00</u></b>
<b>780</b>	<b>Substantial Housing</b>	<b>534004</b>	\$ 253,743.00
	<b>First Time Homebuyer</b>	<b>5340043</b>	\$ 225,000.00
	<b>Farm Home Adm/Emergency Repair</b>	<b>5340041</b>	\$ 50,000.00
	<b>To General Fund</b>		\$ 50,017.00
	<b>Total</b>		<b><u>\$ 578,760.00</u></b>
TO:	General Fund		
	3301-51210	Regular Salaries	\$ 45,017.00
	3301-52110	FICA Taxes	\$ -
	3301-549001	Other Current Charges	\$ 1,000.00
	3301-552001	Operating Supplies	\$ 2,000.00
	3301-551001	Office Supplies	\$ 2,000.00
	<b>Total</b>		<b><u>\$ 50,017.00</u></b>

2014/2015 Funding from FHFC (Received Aug 2014) 1st payment of \$747,727.00  
 Pay-offs 2013.2014  
 Interest on Trust Fund 2013.2014  
 Administration funds per the SHIP guidelines.  
 Request allocation to housing cost center.

Requested by:  
 Erin Malbeck

# 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: August 20, 2014

FROM: **Dist. V 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>
<b>Fund 315:</b>	2325- 599001	Reserve for Contingencies	(\$ 600)
	2325 - 563001	To Grant Fund	\$ 600
<b>Fund 104:</b>	104 - 3810004	District V Projects Fund	\$ 600
	0791 - 5340035	FDOT Grant Projects	\$ 600

**State reason for this request:**

To fund the unexpected additional cost of \$600 for the supply of power to the irrigation for Phase 2 Hwy 90 Median Beautification Project.

**Requested by: Sheila Harris /s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2014-167**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: August 25, 2014

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 28<sup>th</sup> day Of August, 2014.***

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

**Jayne Bell**

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**From:** Sheila Harris  
**Sent:** Wednesday, August 20, 2014 8:15 AM  
**To:** Jayne Bell  
**Cc:** Clerk's Office - Henry Brewton  
**Subject:** Budget Amendment Request - FDOT Beautification Project

Jayne,

Please process a budget amendment as follows:

Fund 315:	2325 – 599001	Reserve for Contingencies	(\$600)
	2325 – 59100104	To Grant Fund	\$600
Fund 104:	104 – 3810004	District V Rec Projects	\$600
	0791 – 5340035	FDOT Grant Projects	\$600

To fund the unexpected additional cost of \$600 for the supply of power to the irrigation for Phase 2 Hwy 90 Median Beautification Project.

Sheila A. Harris, 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  
[sheilah@santarosa.fl.gov](mailto:sheilah@santarosa.fl.gov)

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

6

# 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: August 20, 2014

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>
<b>From:</b>	<b>101 – 3990001</b>	<b>Cash Carried Forward</b>	<b>\$ 48,085</b>
<b>To:</b>	<b>2100 – 564001</b>	<b>Machinery &amp; Equipment</b>	<b>\$ 48,085</b>

**State reason for this request:**

Carries forward funds for the purchase of a self-propelled broom in the Road & Bridge Fund as approved at the August 14, 2014 Board Meeting.

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

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2014-168**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: August 25, 2014

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 28<sup>th</sup> day Of August, 2014.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

## Jayne Bell

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**From:** Avis Whitfield  
**Sent:** Wednesday, August 20, 2014 9:03 AM  
**To:** Jayne Bell  
**Subject:** BA for self-propelled broom

Jayne,

I will need a budget amendment to move funds from Road & Bridge Reserves to 2100-564001 (Machinery and Equipment) for purchase of a self-propelled broom from CAT Rental Store in the amount of \$48,085.00 as approved by the BOCC at their August 14, 2014 meeting.

Thanks,

Avis Whitfield  
Director  
Santa Rosa County Public Works

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

## 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: August 21, 2014

FROM: **Dist. 2 Capital Fund**  
TO: Board of County Commissioners  
VIA: Budget Director  
SUBJ: Request Approval of the following

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>From:</b>	<b>312 – 33139015</b>	<b>LWCF Grant</b>	<b>\$ 200,000</b>
	<b>312 – 38100012</b>	<b>From TDC Fund</b>	<b>\$ 80,000</b>
<b>To:</b>	<b>2322 - 5630044</b>	<b>Bagdad Mill Site</b>	<b>\$ 280,000</b>

**State reason for this request:**

To recognize LWCF grant funds in the amount of \$200,000 and additional TDC reserves in the amount of \$80,000 as approved by the TDC at their June 23, 2014 meeting.

**Requested by: Sheila Harris/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2014-169**

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

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

**BUDGET DIRECTOR**

BUDGET COMMITTEE ACTION

DATE: August 25, 2014

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 28<sup>th</sup> day Of August, 2014.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

## Jayne Bell

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**From:** Sheila Harris  
**Sent:** Wednesday, August 20, 2014 12:06 PM  
**To:** Jayne Bell  
**Subject:** RE: LWCF Grant for Bagdad Mill Site

Oh and instead of 2322-5630034, please use 2322-5630044 (Bagdad Mill Site specific).

**From:** Jayne Bell  
**Sent:** Wednesday, August 20, 2014 11:51 AM  
**To:** Sheila Harris  
**Subject:** RE: LWCF Grant for Bagdad Mill Site

Hey Sheila,  
I can't find an account number for LWCF Grant. Has one been set up?

**From:** Sheila Harris  
**Sent:** Wednesday, August 20, 2014 11:46 AM  
**To:** Jayne Bell  
**Cc:** Henry Brewton; Clerk's Office - Michael Burton  
**Subject:** RE: LWCF Grant for Bagdad Mill Site

Hi Jayne,

If it's not too late, can you go ahead and set up the following budget amendment?

Recognize LWCF grant funds in the amount \$200,000 and additional TDC reserves in the amount of \$80,000 as approved by the TDC at their June 23, 2014 meeting.

312 – 331xxxxx	LWCF Grant	\$200,000
312 – 38100012	From TDC Fund	\$ 80,000
2322 – 5630034	Bagdad Mill Site Improvements	\$ 280,000

The remaining match funds are in-kind or from previously budgeted TDC reserves.

**From:** Sheila Harris  
**Sent:** Monday, June 23, 2014 3:24 PM  
**To:** Jayne Bell  
**Subject:** Re: LWCF Grant for Bagdad Mill Site

When the grant agreement is executed and sent back and when the TDC makes a decision regarding the \$80,000 request, I will send you a BA request.

Sent from my iPhone

On Jun 23, 2014, at 3:18 PM, "Jayne Bell" <[JayneB@santarosa.fl.gov](mailto:JayneB@santarosa.fl.gov)> wrote:

Hey Sheila,

## 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: August 26, 2014

FROM: **District IV Capital 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:	2324 – 599001	Reserve For Contingencies	(\$ 70,000)
To:	2324 – 5820030	Navarre Beach Sea Turtle C.C.	\$ 70,000

**State reason for this request:**

To set up a Navarre Beach Sea Turtle Conservation Center expenditure account in Fund 314 for the allocation of funds for the construction of the new Navarre Beach Sea Turtle Conservation Center.

**Requested by: Jayne Bell/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2014-170**

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: August 25, 2014

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 28<sup>th</sup> day Of August, 2014.***

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

No support documentation for this agenda item.