

December 5, 2011

ECONOMIC DEVELOPMENT COMMITTEE

1. Discussion of License Agreement with NuFab Rebar, LLC for use of three (3) acre parcel in Santa Rosa Industrial Park for vehicle/trailer parking.
2. Discussion of granting satisfaction of mortgage to Production Metal Stamping, Inc. for completion of obligations under performance based mortgage.
3. Report on economic development review - Dave Hoxeng and Tom Ticknor.

LICENSE AGREEMENT

THIS LICENSE AGREEMENT made this day of November, 2011, by and between SANTA ROSA COUNTY, hereinafter called the "Grantor", and NUFAB REBAR, LLC, a Delaware limited liability company, hereinafter called the "Grantees":

1. Grantor grants Grantee a license to park vehicles and trailers on that certain parcel identified as a portion of 31-2N-27-0000-00100-0000 in the Santa Rosa Industrial Park, approximately three acres in size as depicted on the attached sketch, hereinafter "the property."

2. Grantee is the only entity authorized by this license. Grantee shall use all due care with its activities on the property.

3. Grantee agrees to indemnify and hold harmless Grantor, its agents, officials, and employees for any and all claims, suits and damages caused by Grantee's activities under this license.

4. Grantee shall make no alternation to the property (save the addition of a driveway upon proper permitting by Santa Rosa County) without consent of Grantor.

5. Grantee shall maintain the property in a neat and orderly condition and shall not permit refuse to accumulate thereon.

6. This License Agreement may be terminated by either party upon giving 30 days written notice.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this ____
day of _____, 2011.

SANTA ROSA COUNTY, FLORIDA

By: Chairman

WITNESSES:

By: _____, President

December 5, 2011

ADMINISTRATIVE COMMITTEE

1. Discussion of FY11-12 Board of Commission committee assignments.
2. Discussion of Fee Summary from HOK, Inc. for concept design and update of judicial facility.
3. Discussion of proposal from Pro Sound and Video, Inc. in the amount of \$164,011.74 for upgrading audio/video/voting and agenda software in Boardroom as recommended by Walthall & Associates, Inc.
4. Discussion of security upgrades to Board meeting room.
5. Discussion of modifications to the Navarre Beach Pier for inclement weather.
6. Discussion of 2012 Beach Beautification Committee proposal for maintenance of Navarre Beach entrance and causeway projects.
7. Discussion of renewal of lease with Navarre Beach Area Chamber of Commerce for office space in Visitor Information Center.
8. Discussion of Florida Legislature designating Santa Rosa County the Nature Outdoor Recreation Capitol of Florida as requested by Tourist Development Council (TDC).
9. Discussion of development of request for proposal format for Navarre Beach recreational amenities/concessions for summer season.
10. Discussion of Caretaker Agreement for structure located at Benny Russell Park.
11. Discussion of paying off the remaining \$2,473,758 of the loan for the expansion to the jail based on results of operations for FY2010-2011.
12. Discussion of FY12-13 Budget Calendar of Events.
13. Discussion of annual renewal of Permit for Operation of Non-emergency Medical Transport for Specialty Care Transporters Inc., of NWF.

14. Discussion of closure of Oak Street on July 20, 2012 from 7:00 a.m. until July 23, 2012 at 7:00 a.m. for the Bagdad Political Rally.
15. Discussion of scheduling public hearing on ordinance providing economic development incentives.
16. Discussion of prioritization of the 2012 Legislative Priorities as requested by Legislative delegation.
17. Public Hearing items scheduled for 9:30 a.m. Thursday, December 8, 2011:

An Ordinance relating to Santa Rosa County, Florida, amending ordinance 2005-37 and suspending imposition of transportation impact fees.

An ordinance amending ordinance 2007-16 section 5 permitting procedures for construction and demolition or land clearing debris solid waste disposal facilities; providing for the addition of disclosure of financial responsibility for closure procedures.

Annual Resolution authorizing uniform collection of Non-Ad Valorem assessments for projects which may include road paving, water, sewer, fire protection, etc. or any other purpose authorized by law.

SANTA ROSA COUNTY COMMISSIONERS

2011-2012 COMMITTEE ASSIGNMENTS & MEETING SCHEDULES

CHAIRMAN: Jim Williamson

VICE-CHAIRMAN: Bob Cole

NOTE: ALL committee meetings will be held in the Commissioners Board Room, on the Monday prior to Thursday's committee meeting, beginning at 9:00 am

ADMINISTRATIVE COMMITTEE:

Jim Williamson, Chairman; Bob Cole, Vice Chairman
Staff: Hunter Walker, County Administrator; Angie Jones, County Attorney

BUDGET & FINANCIAL MANAGEMENT COMMITTEE:

Jim Melvin, Chairman - Jim Williamson, Vice-Chairman
Staff: Hunter Walker, Angie Jones, Joel Haniford

ECONOMIC DEVELOPMENT COMMITTEE:

Bob Cole, Chairman - Don Salter, Vice-Chairman
Staff: Hunter Walker, Angie Jones, Roger Blaylock, Cindy Anderson

PUBLIC SERVICES COMMITTEE:

Don Salter, Chairman - Lane Lynchard, Vice-Chairman
Staff: Hunter Walker, Angie Jones, Tony Gomillion

PUBLIC WORKS COMMITTEE:

Lane Lynchard, Chairman - Jim Melvin, Vice-Chairman
Staff: Hunter Walker, Angie Jones, Avis Whitfield, Roger Blaylock

REGULAR COMMISSION MEETINGS: Commission meetings are held monthly on the 2nd and 4th Thursday at 9:00 a.m., Commissioners Board Room, in the Santa Rosa County Administrative Center. Special Meetings and/or Committee of the Whole Meetings will be called by the Chairman as needed.

Committee: 12-05-11
Board Approval: 12-08-11



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November 21, 2011

Hunter Walker
County Administrator
Board of County Commissioners
Santa Rosa County Administrative Offices
6495 Caroline Street
Milton, FL 32570-4978

RE: PROGRAM UPDATE AND CONCEPT DESIGN

Dear Hunter:

Based on our discussions, we are submitting the following fee proposal for your review, comment and approval.

We believe it would be a 6-week (not including the holiday week) work effort followed by a presentation to you. We will need two (2) sets of meetings with Users of the building - we have assumed they are as follows:

- The Courts (Judges and Court Administration)
- The Clerk
- The State Attorney's Office
- The Public Defender's Office
- The Sheriff
- The Bar Association

If there are other users that need to be programmed for we can incorporate them as long as the meetings can be planned at the same time.

We should also include a reviews with you and the Chairman as we are working to keep you fully informed as to the progress (and User requests) of the work. We will request your help in setting up these meetings so that we can do them over a 2-3 day work sessions in Milton.

Once we have a comfort level with the program numbers we will update the 2007 concept plans which allow you to see the impact of a 2 and 3-story building on potential sites. We will provide you with a budget estimate for construction (building only at this time) based on discussions in the local market and our experience in this type of project. If we can get started with the first meetings before the Christmas holiday we would anticipate being complete and ready to present to the Board by the first week of February.

We have kept this effort to a minimum so that we can get it done quickly, but in sufficient detail that when a site is selected we would be ready to start full design services. We have included our traveling expenses in the fee.



We suggest that we include an initial allowance for civil engineering review/evaluation of potential courthouse sites, if you think it helpful to your process. Depending on the number of sites and evaluation efforts requested, the initial civil engineering allowance can be adjusted upwards or downwards as necessary. If we don't need to use it we won't spend it.

Fee Summary

Program Update, Budget estimate and Concepts (HOK)	\$25,000
Site Analysis and Concepts (HMM)	\$7,500 (Allowance)

This can be authorized as additional service (11.3.2) to our contract dated March 21, 2000. We could be ready to start in mid-December if necessary. Please let us know how you want to proceed.

If you have any questions, please contact me.

Yours sincerely,

Duncan C. S. Broyd, RIBA
Managing Principal

cc: Mike Broussard (Hatch Mott MacDonald)
Kim Frey (HOK)

Santa Rosa County Board Room
Totals

	Standard Package System	Touch Panel Package System	Custom	HD-SDI Broadcast	Symposium System
Audio System	\$52,664.00		\$62,543.00		
w/ Voting software			\$49,920.00		
w/ Agenda software					
w/ Display software					
Touch panel system + voting & agenda		\$70,643.00			
Video System & 15" displays				\$120,596.12	
Additional Stations (12)					\$15,732.00
Total	\$52,664.00	\$70,643.00	\$112,463.00	\$120,596.12	\$15,732.00

Estimated bid price not to exceed

\$173,260.12
\$165,000.00

Contractor Pricing
Includes WA fees

Total Package - Audio & Broadcast

Alpha Sound & Lighting	\$170,050.00			
All Pro Sound	\$182,732.00	PMD620		
Pro Sound & Video	\$164,011.74	\$385.00	\$164,396.74	

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2180 Creighton Road
Pensacola, FL. 32504

T 850.478.9002
F 850.478.9831

www.walthallcorp.net

November 3, 2011

Aleta Floyd
Santa Rosa County
Administrative Office Complex
6495 Caroline Street; Suite L
Milton, FL 32570

RE: Santa Rosa County Boardroom AV & Broadcast Systems

Aleta:

Based on the study we completed earlier this year and our most recent review and updating of the information, we suggest Santa Rosa County procure a new digital audio system, voting system, agenda system and high definition (HD) broadcast camera system. The total of all systems should not exceed \$169,825 and would most likely bid out for no more than \$165,000, including our fees and expenses. The existing systems have served you well but are becoming quite dated and in need of constant repair.

The digital audio system offers identical functions, ease of operation, component level support and full software configuration at a price half that of a similar custom designed audio system. Each of five (5) seats would include a member's microphone station with a LCD screen. The other seven (7) seats and the lectern would include a member's microphone station without the LCD screen. The existing ceiling loudspeakers would be incorporated in the new system along with their power amplifiers. As such, some of the existing audio equipment is reusable. The voting and agenda features of the new digital audio system are integrated software modules.

The high definition broadcast system would include both new video projection (projector & screen) and a four (4) camera (HD PTZ) system, including the SD/HD digital video switcher. The new broadcast system is capable of producing both standard definition (SD) or HD formats. Recording and streaming functions would be fully supported by the new broadcast system.

The recommended systems are capable of using a majority of the existing cable infrastructure. An additional run of CAT5e (shielded) cable may be required between the control room and the dais. The existing tall black equipment rack would be replaced with a 3 bay credenza rack / desk there by cleaning up the control room visually and providing a more function space.

Implementation of the above recommended systems could be installed within a five (5) day period, followed by two (2) days of formal training. As demonstrated over the past 15 years, we will provide continual support.

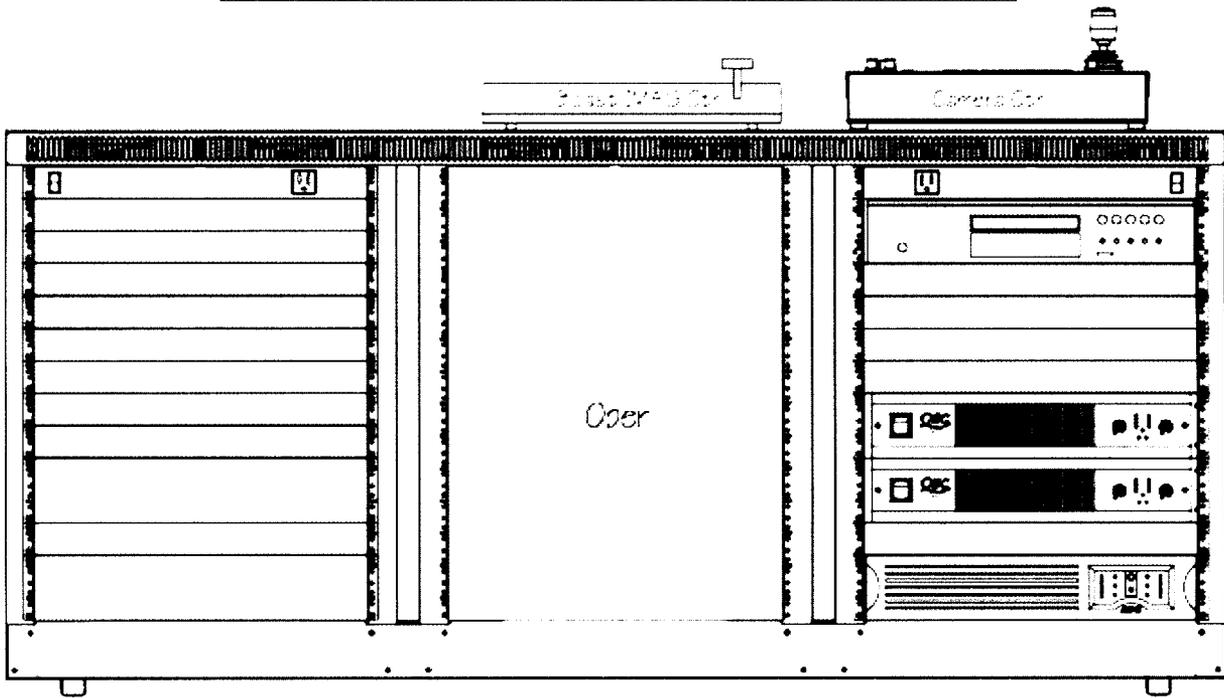
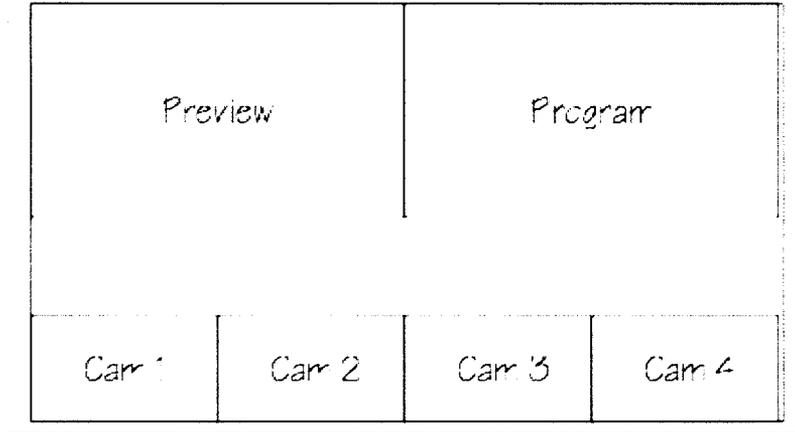
Best Regards,

Chuck Walthall
Walthall & Associates Inc

List of Major AV Components

QTY	MFG	PART	DESCRIPTION
1	Listen/DIS	DCS6005	Central control unit
1	Listen/DIS	AO6004	4 channel audio output card
5	Listen/DIS	DC6990P	Touch panel chairman station
8	Listen/DIS	DM6680P	Delegate station
13	Listen/DIS	GM6523	15" gooseneck microphone
1	Listen/DIS	SW6000	Conference management software 1 PC
1	Listen/DIS	SW6008	Conference user software
1	Listen/DIS	SW6090	Conference display software
1	Listen/DIS	LA-10	On site certification
1	Listen/DIS	SW6060	Voting software
1	Listen/DIS	SW6012	Agenda software
1	AJA	HD10CEA	SDI to video converter
1	AJA	Hi5	HD-SDI to HDMI converter with DWP
1	APC	SMT2200RM2U	1980 watt / 2200VA UPS
1	BenQ	SH960	5500 ANSI 1080p DLP projector
1	Chief	RPA	Ceiling mounting kit
1	Chief	WMK	Wall mount kit for Samsung LCD 46"
1	Dalite	Da-Snap 78693	Wall mount 16:9 screen 104" x 58"
12	Elo	1519L	Dais monitor panels
1	For-A	HVS-300 HS type B	Video switcher and processor
2	For-A	HVS-30PCIN	PC input card / processor
1	For-A	HVS-30PCO	PC output card / processor
1	Middle Atlantic	C5F3	14 space Credenza rack frame 20" deep, 3 bay
1	Middle Atlantic	C5K3-CSD-HM	C5 Finishing kit, 3 bay w/solid doors, Honey Maple
3	Middle Atlantic	C5-CG	Cable grommet (1 per bay)
4	Middle Atlantic	LT-GN	USB gooseneck lamp
2	Middle Atlantic	PDLT-815RV-RN	8 outlet power strip with light
1	Samsung	UN46D8000YF	46" class LED display
4	Sony	999-6700-010	Sony HD-SDI output card
4	Sony	999-6704-000	Sony HD PTZ camera
1	Vaddio	999-5700-000	Camera control unit
AR	Contractor	Cabling	Wire and cabling
AR	Contractor	Misc	Misc materials
AR	Contractor	Programming	Software programming
AR	Contractor	Labor	Installation labor & training

New AV - Broadcast equipment credenza and wall mounted production display



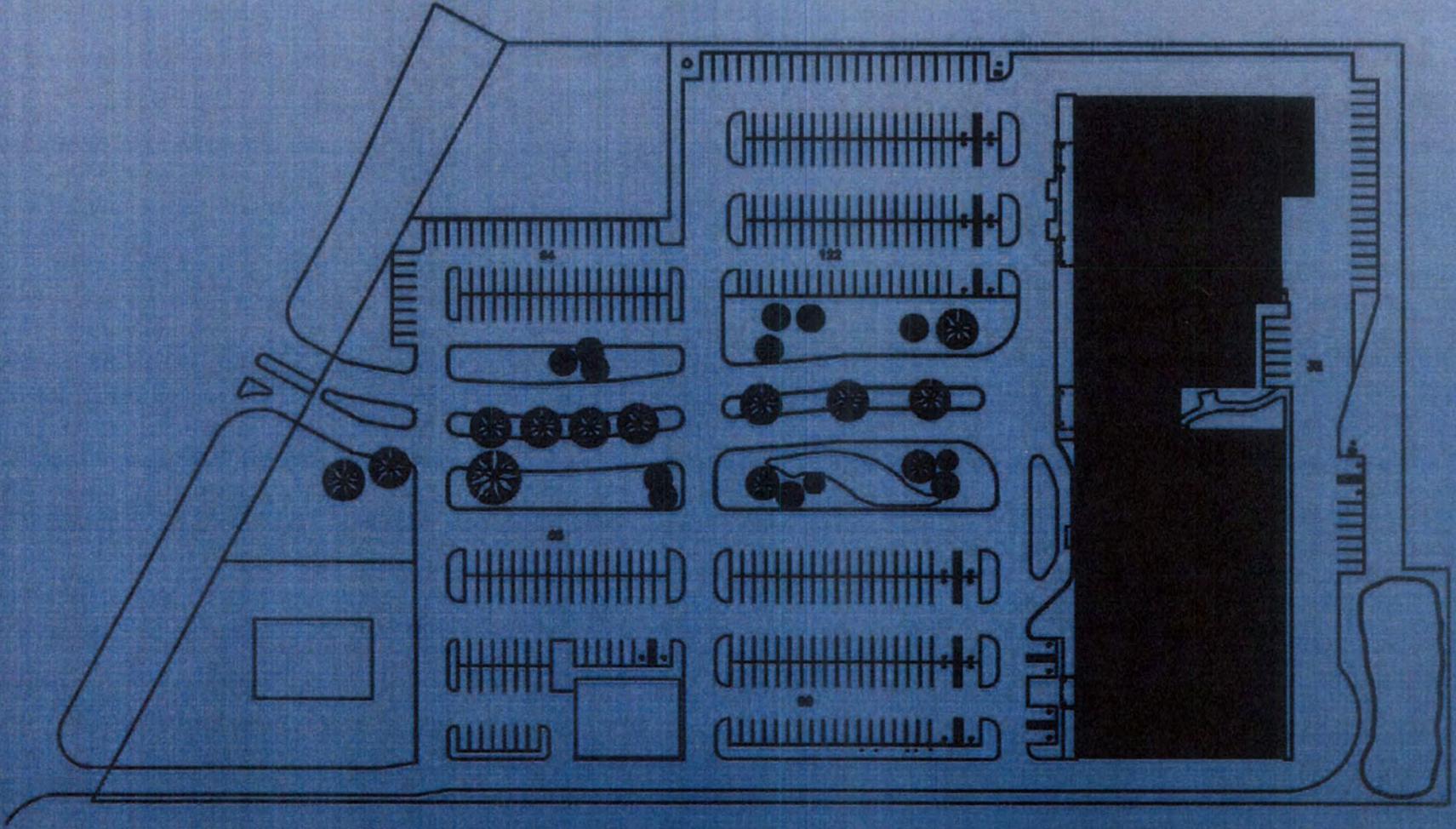
**SANTA ROSA COUNTY
BOARD OF COUNTY COMMISSIONER'S
MEETING ROOM**

DECEMBER 5, 2011



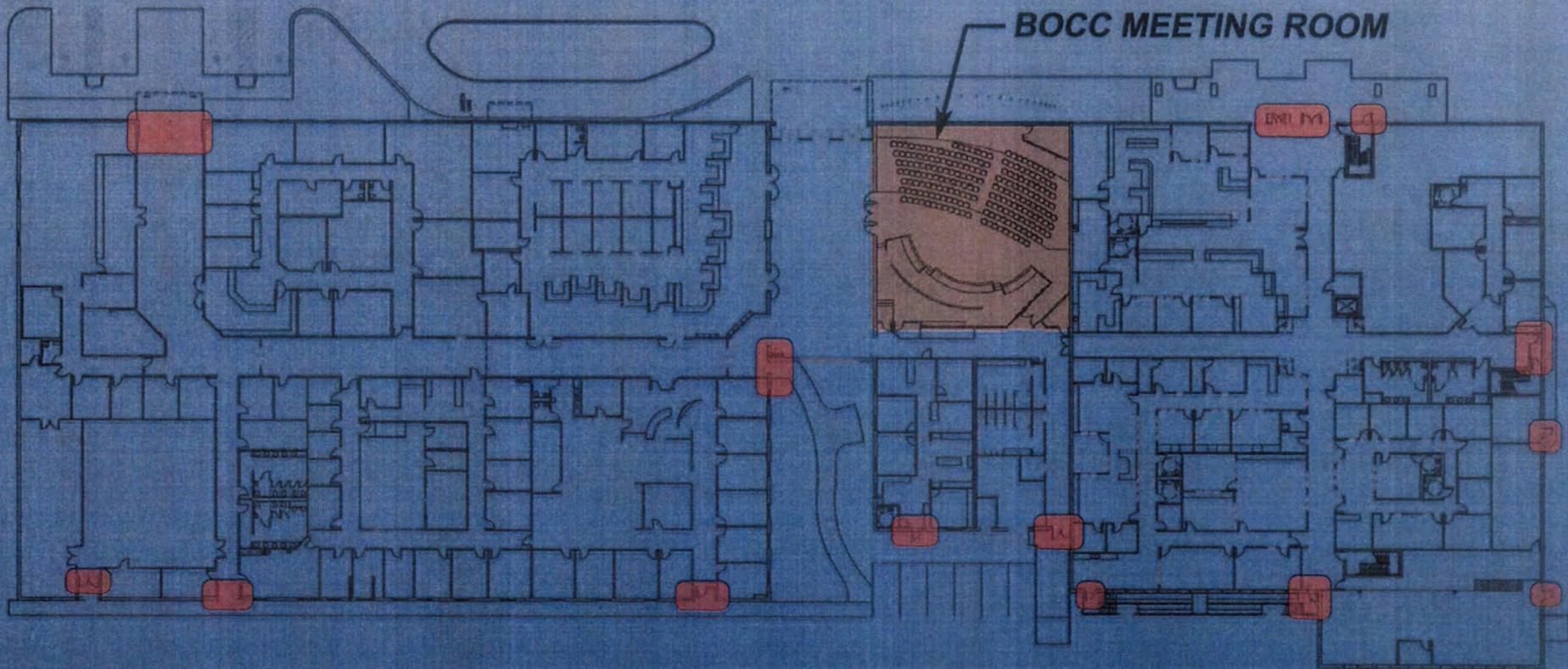
SAM MARSHALL ARCHITECTS

EXISTING SANTA ROSA COUNTY ADMINISTRATIVE OFFICE COMPLEX



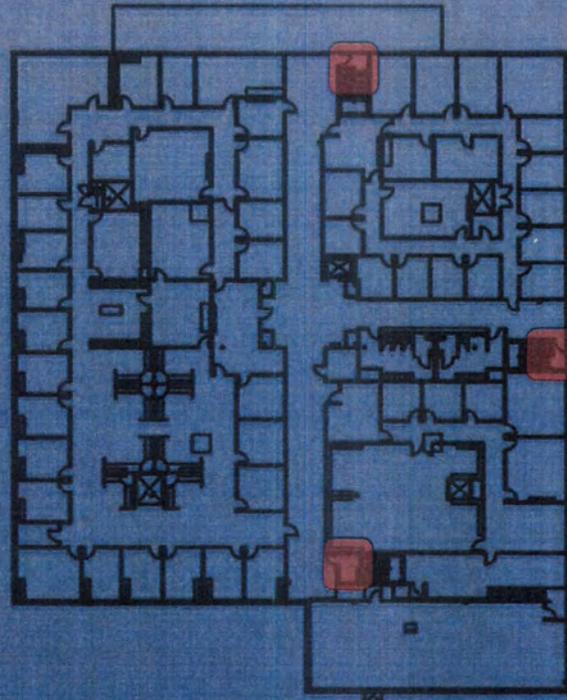
SITE SECURITY

EXISTING SANTA ROSA COUNTY ADMINISTRATIVE OFFICE COMPLEX



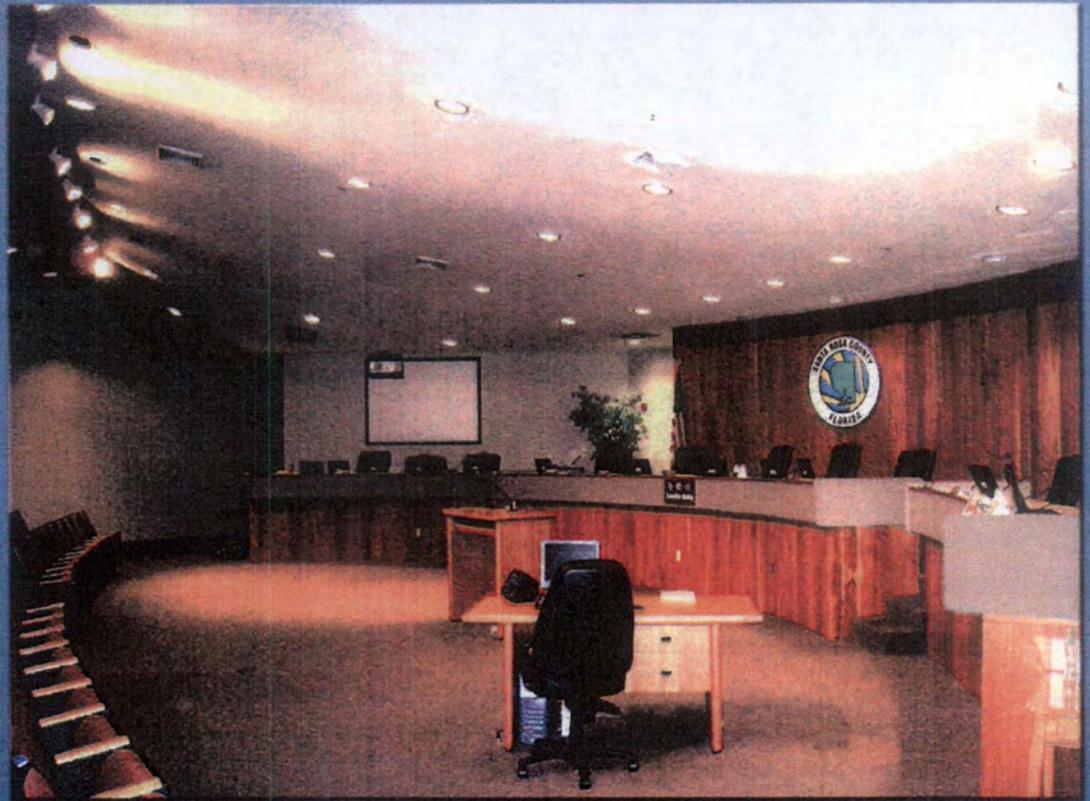
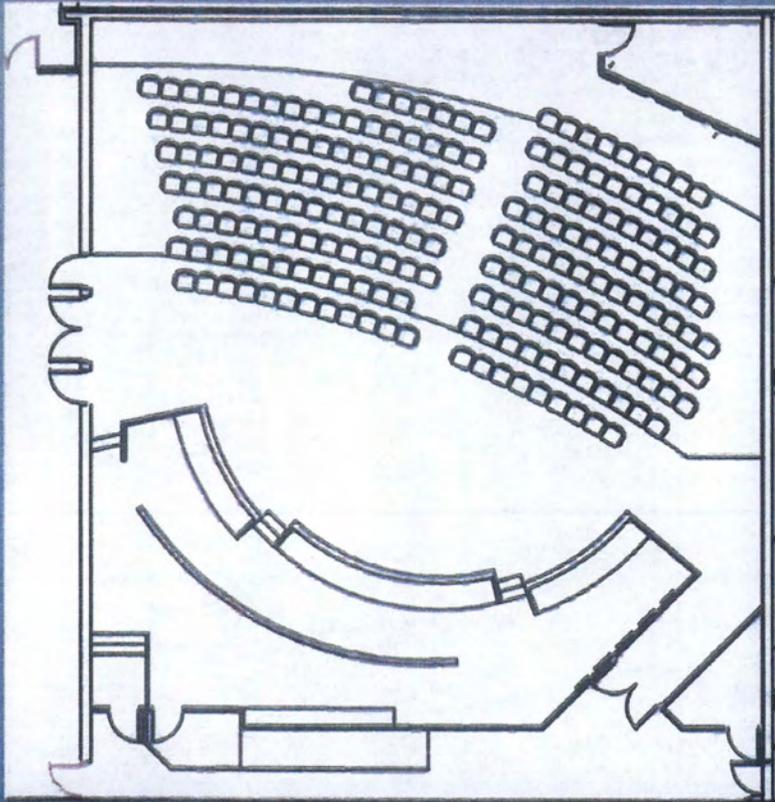
 SECURITY AT ENTRIES

**EXISTING SANTA ROSA COUNTY
ADMINISTRATIVE OFFICE COMPLEX
SECOND FLOOR**



SECURITY AT ENTRIES

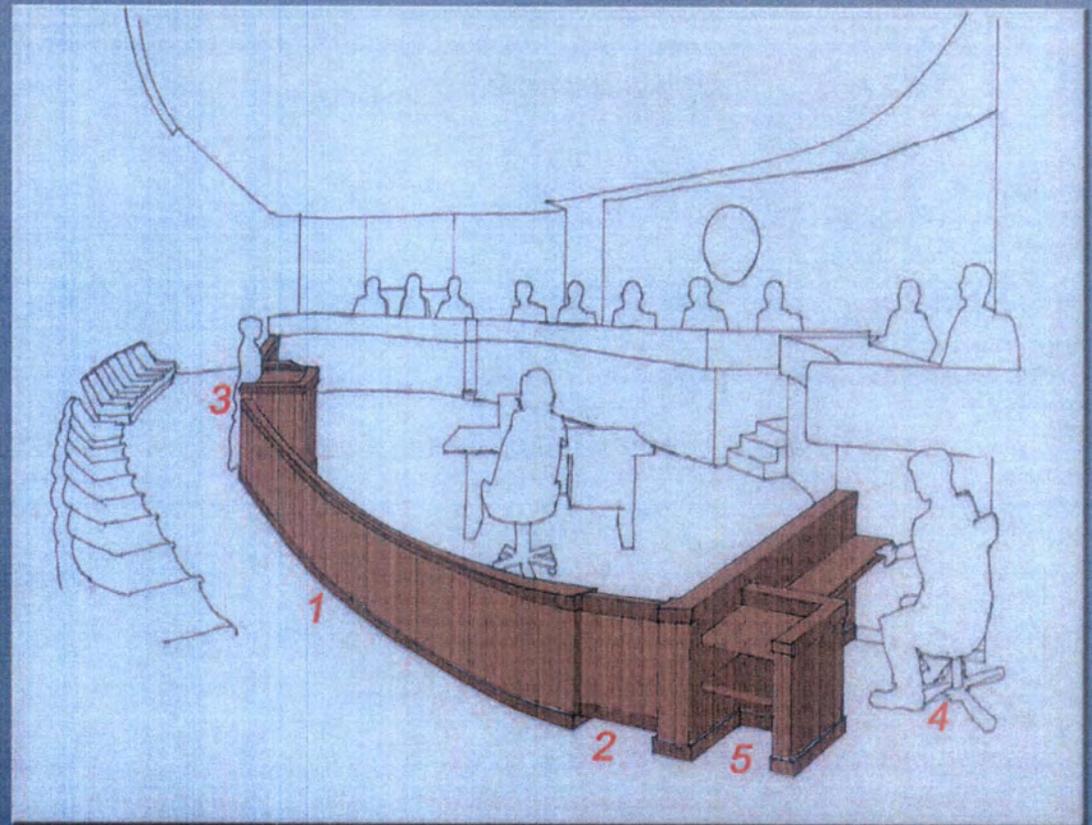
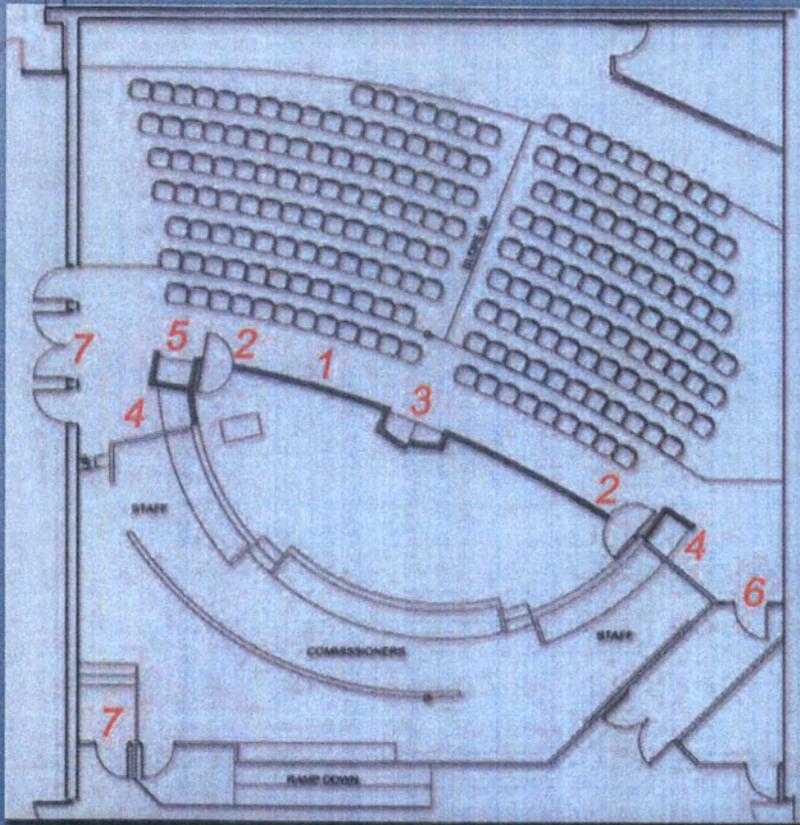
SANTA ROSA COUNTY BOCC MEETING ROOM



EXISTING

PROPOSED SANTA ROSA COUNTY BOCC MEETING ROOM & SECURITY RAIL

- 1 RAIL
- 2 GATE
- 3 PODIUM
- 4 SECURITY
- 5 INFORMATION STATION
- 6 DOOR & SECURITY WALL
- 7 ENTRY / EXIT



PLAN

PERSPECTIVE

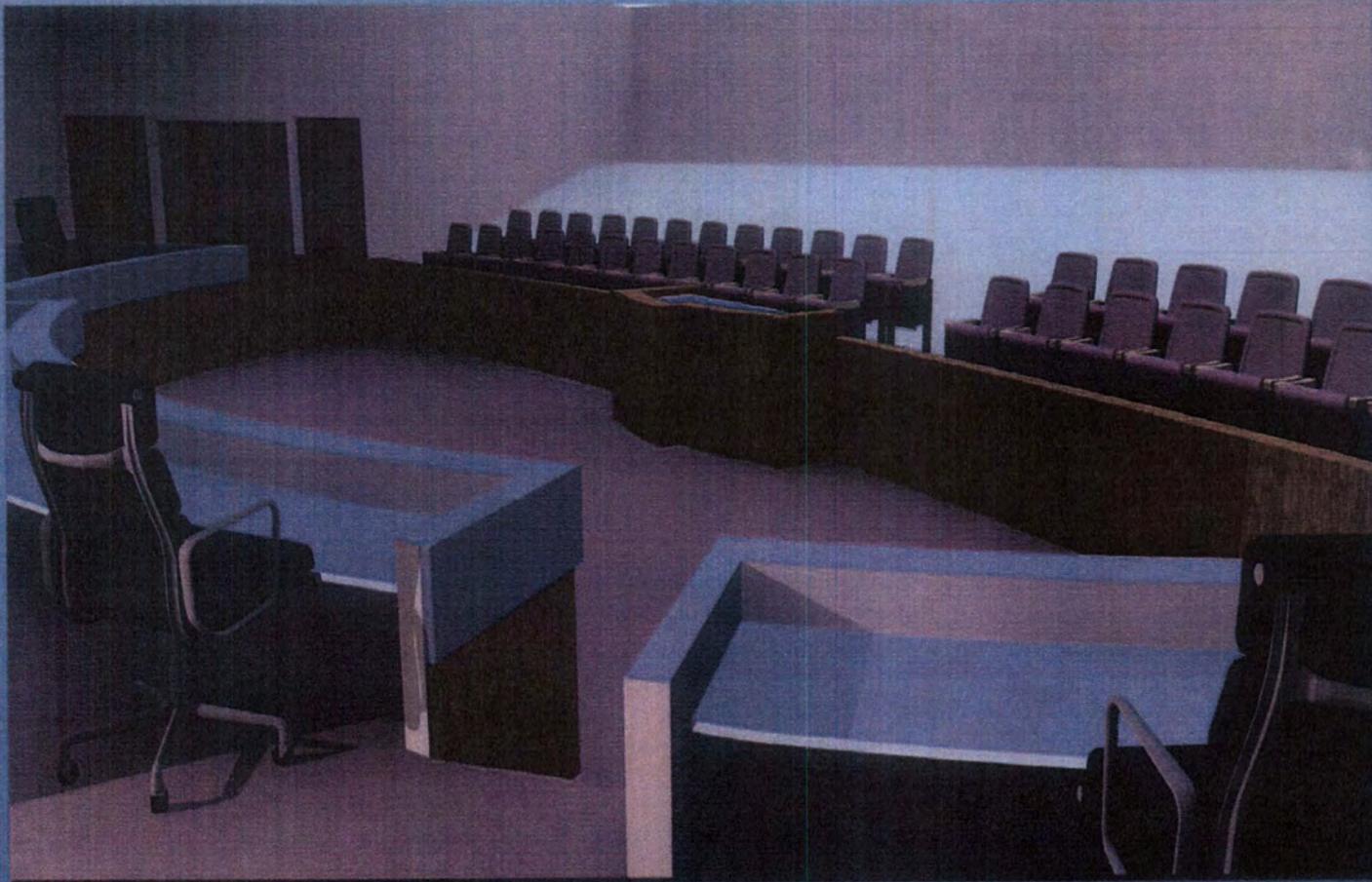
**SANTA ROSA COUNTY
BOCC MEETING ROOM
SECURITY RAIL**



**SANTA ROSA COUNTY
BOCC MEETING ROOM
SECURITY RAIL**



**SANTA ROSA COUNTY
BOCC MEETING ROOM
SECURITY RAIL**



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Hunter Walker

From: STRGOOSE@aol.com
Sent: Saturday, November 12, 2011 12:46 PM
To: Hunter Walker
Cc: navarrebeachman@msn.com
Subject: Navarre Beach BBC
Attachments: BBC2012Budget.docx; NavarreBBC11-8-11.pdf; NavarreLandscapeinstall(revised9-6-11).xls; Navarremaintenance(revised9-12-11).pdf; Palminstallationandwatermaintenance(revised9-6-11).xls; TreegatorOrig_SpecSheet.pdf

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Hunter,

I understand that you discussed the current BBC "challenges" we are facing at Navarre Beach with Jim Taylor. I am sending you a copy of the info we sent to the TDC requesting funding for FY 12 BBC maintenance for both the entrance to the beach and our on ongoing efforts on Navarre Beach amounting to \$29,803.16.

We were told by TDC that we should not have a problem with our current budget for maintaining the entrance; replacing the palms, and maintaining the existing islands on Navarre Beach. However, they would not support the additional 5 landscaped areas along the frontage road due to lack of water for that area. Our approach for these islands was to construct the islands around existing trees that we had planted 8-10 years ago and are well established, not requiring water. We intended to fill the islands with pinestraw and possible benches to improve the appearance of the entrance into Navarre Beach.

In the past we had a problem when we planted the palms due to having to water the trees using volunteers. Included in this year's budget is a recommendation from the ValleyCrest folks that they have employed before call Tree Gators. I have provided info on this process in the attachments.

I will be out of town for the next two weeks so please contact Jim Taylor in you have any questions.

john

John Lewis
1492 Arkansas St.
Navarre Beach, FL 32566
850-376-0171 (cell)
850-939-0447 (office)
"Venia potyus qaum permissio"

11/30/2011

20 September 2011

To: Ms. Kate Wilkes
Tourist Development Council
8543 Navarre Pkwy
Navarre, FL 32566

Subject: Navarre Beach BBC 2012 Proposal

Dear Kate:

Attached is our proposal for the Beach Beautification Committee (BBC) for 2012. One major change in this year's submission is the fact that we are now using only one contractor, ValleyCrest Landscape Maintenance, for both the bridge entrance beautification and all the maintenance for the Islands, etc. on Navarre Beach. We think this is the best approach not only for the BBC but also the county since we will be dealing with only one contractor for all our efforts. ValleyCrest has done an outstanding job maintaining the front entrance and we expect the same results for the Islands on Navarre Beach.

Our total maintenance submission for next year is: \$29,803.16 and we have provided the details for this submission in the attached proposals.

We would like to also offer for your consideration a proposal for five additional islands starting along the road from the causeway bridge to the stop sign. There are already palm trees that were from a previous beautification project and we would like to add the white stones and pine straw to enhance the drive onto Navarre Beach. The cost for this project is \$5864.75, see proposal, and would be in addition to maintenance budget for both the current Islands and the bridge entrance. Again, we would offer this proposal for the county's consideration.

If you have any questions concerning these requests please feel free to call me or Jim Taylor, 206-8614, and we would be glad to answer any questions.

Sincerely,

John Lewis
BBC Co-Chairman
850 939 7125



ValleyCrest
Landscape Maintenance

AEW NO.: 010000-0000

Contract & Authorization For Extra Work

Date: _____ Time: _____
 Job Name: **Navarre BBC**
 Job Address: _____

 Bill To: _____
 Attention: _____
 Bill To Address: _____

 Client Phone #: _____

INTERNAL USE ONLY

Client No: **9838766**
 Branch /Job No: **361700047**
 Sales Order No: _____
 Clients P.O. No.: _____
 Tax Code: _____

CODES: Enhancement: 130 Tree: 300
 Chem Spray: 170 Color / Interior: 140 PHC: 330
 Snow/Sand: 180 Irrigation: 150 Mulch: 160

DO NOT MAIL; SEND INVOICE BACK TO BRANCH
 ATTACH COPY OF SIGNED APPROVAL LETTER W/INVOICE

OTHER NOTES:

Scope of Work / Labor & Materials

Maintenance budget for Navarre BBC 10-1-11 thru 9-31-11

QTY.	SIZE	MATERIAL	Unit Price Ea.	Unit Total
12	LS	Base maintenance-mowing, trimming, edging, pruning, weed control, trash pick up, and detail work	\$524.00	\$6,288.00
12	LS	Chemspray	\$120.00	\$1,440.00
12	LS	Irrigation Audit	\$49.00	\$588.00
12	LS	Palm Pruning	\$89.00	\$1,068.00
12	LS	Pinestraw	\$215.00	\$2,580.00
12	LS	Seasonal Color	\$206.00	\$2,472.00
12	LS	Plant Replacements	\$100.00	\$1,200.00
12	LS	Irrigation repairs	\$100.00	\$1,200.00
12	LS	Ant treatments and misc additional treatments	\$50.00	\$600.00

Terms and Conditions

No. 010000-0000

Total: \$17,436.00

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. Work Force: Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. License and Permits: Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. Taxes: Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. Insurance: Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. Liability: Contractor shall indemnify the Client/Owner, its agents, and employees from liabilities which arise out of the Contractor's work. It is understood and agreed that the Contractor is not liable whatsoever for any damages that are caused by the sole negligence or willful misconduct of the Client/Owner or an indemnified party. Contractor shall not be liable for any damage that occurs from acts of God. Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. Subcontractors: Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. Additional Services: Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. Access to Jobsite: Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. Invoicing: Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. Termination: This Work Order may be terminated by the Client/Owner with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. Assignment: The Client/Owner and the Contractor, respectively, bind themselves, their partners, successors, assignees and legal representatives to the other party with respect to all covenants of this Contract. In the event of sale or transfer of Client/Owner's interest in its business and/or the property which is the subject of this agreement, Client/Owner must first obtain the written consent of Contractor for the assignment of any interest in this agreement to be effective.
13. Disclaimer: This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. We cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results.
14. This proposal is valid for a period of (90) ninety days unless otherwise noted.

Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by ValleyCrest Landscape Maintenance within fifteen (15) days after billing, ValleyCrest Landscape Maintenance shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1% per month, or the highest rate permitted by law, will be charged on unpaid balance 45 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Client / Owner

ValleyCrest Landscape Maintenance

FAX: _____

FAX: 850-267-0216

By: _____

By: _____

Signature / Title

Signature / Date

Todd Lockett Account Manager

Printed Name / Date

Printed Name / Title



ValleyCrest
Landscape Maintenance

AEW NO.: 082211-5:30PM

Contract & Authorization For Extra Work

Date: August 22, 2011 Time: 5:30PM
 Job Name: Navarre Beautification
 Job Address: _____
 Bill To: _____
 Attention: _____
 Bill To Address: _____
 Client Phone #: _____

INTERNAL USE ONLY

Client No: _____
 Branch /Job No: _____
 Sales Order No: _____
 Clients P.O. No.: _____
 Tax Code: _____

CODES: Enhancement: 130 Tree: 300
 Chem Spray: 170 Color / Interior: 140 PHC: 330
 Snow/Sand: 180 Irrigation: 150 Mulch: 160

DO NOT MAIL; SEND INVOICE BACK TO BRANCH
 ATTACH COPY OF SIGNED APPROVAL LETTER W/INVOICE

OTHER NOTES:

Scope of Work / Labor & Materials

*Installation of 5 landscaped areas along road frontage to include: diamond wall block retainer and pine straw.
 The design and dimensions of the beds will be done in a manner that fits the existing landscaped areas*

QTY.	SIZE	MATERIAL	Unit Price Ea.	Unit Total
975	LS	Diamond wall block		\$2,934.75
50	bale	Pine Straw		\$405.00
1	LS	Freight		\$125.00
1	LS	Labor		\$2,400.00

Terms and Conditions

No. 082211-5:30PM

Total: \$5,864.75

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner, its agents, and employees from liabilities which arise out of the Contractor's work. It is understood and agreed that the Contractor is not liable whatsoever for any damages that are caused by the sole negligence or willful misconduct of the Client/Owner or an indemnified party. Contractor shall not be liable for any damage that occurs from acts of God. Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
7. **Subcontractors:** Contractor reserves the right to hire qualified subcontractors to perform specialized functions or work requiring specialized equipment.
8. **Additional Services:** Any additional work not shown in the above specifications involving extra costs will be executed only upon signed written orders, and will become an extra charge over and above the estimate.
9. **Access to Jobsite:** Client/Owner shall provide all utilities to perform the work. Client/Owner shall furnish access to all parts of jobsite where Contractor is to perform work as required by the Contract or other functions related thereto, during normal business hours and other reasonable periods of time. Contractor will perform the work as reasonably practical after the owner makes the site available for performance of the work.
10. **Invoicing:** Client/Owner shall make payment to Contractor within fifteen (15) days upon receipt of invoice. In the event the schedule for the completion of the work shall require more than thirty (30) days, a progress bill will be presented by month end and shall be paid within fifteen (15) days upon receipt of invoice.
11. **Termination:** This Work Order may be terminated by the Client/Owner with or without cause, upon seven (7) work days advance written notice. Client/Owner will be required to pay for all materials purchased and work completed to the date of termination and reasonable charges incurred in demobilizing.
12. **Assignment:** The Client/Owner and the Contractor, respectively, bind themselves, their partners, successors, assignees and legal representatives to the other party with respect to all covenants of this Contract. In the event of sale or transfer of Client/Owner's interest in its business and/or the property which is the subject of this agreement, Client/Owner must first obtain the written consent of Contractor for the assignment of any interest in this agreement to be effective.
13. **Disclaimer:** This proposal was estimated and priced based upon a site visit and visual inspection from ground level using ordinary means, at or about the time this proposal was prepared. The price quoted in this proposal for the work described, is the result of that ground level visual inspection and therefore our company will not be liable for any additional costs or damages for additional work not described herein, or liable for any incidents/accidents resulting from conditions, that were not ascertainable by said ground level visual inspection by ordinary means at the time said inspection was performed. We cannot be held responsible for unknown or otherwise hidden defects. Any corrective work proposed herein cannot guarantee exact results.
14. This proposal is valid for a period of (90) ninety days unless otherwise noted.

Acceptance of this Contract

Contractor is authorized to perform the work stated on the face of this Contract. Payment will be 100% due at time of billing. If payment has not been received by ValleyCrest Landscape Maintenance within fifteen (15) days after billing, ValleyCrest Landscape Maintenance shall be entitled to all costs of collection, including reasonable attorneys' fees and it shall be relieved of any obligation to continue performance under this or any other Contract with Client/Owner. Interest at a per annum rate of 1% per month, or the highest rate permitted by law, will be charged on unpaid balance 45 days after billing.

NOTICE: FAILURE TO MAKE PAYMENT WHEN DUE FOR COMPLETED WORK ON CONSTRUCTION JOBS, MAY RESULT IN A MECHANIC'S LIEN ON THE TITLE TO YOUR PROPERTY.

Client / Owner

ValleyCrest Landscape Maintenance

FAX: _____

FAX: 850-267-0216

By: _____
Signature / Title

By: _____
Signature / Date

Printed Name / Date

Todd Lockett Account Manager

Printed Name / Title



ValleyCrest
Landscape Maintenance

AEW NO.: 082311-0730

Contract & Authorization For Extra Work

Date: August 23, 2011 Time: 7:30 AM
 Job Name: Navarre Beautification
 Job Address: _____

 Bill To: _____
 Attention: _____
 Bill To Address: _____

 Client Phone #: _____

INTERNAL USE ONLY

Client No: _____
 Branch /Job No: _____
 Sales Order No: _____
 Clients P.O. No.: _____
 Tax Code: _____

CODES: Enhancement: 130 Tree: 300
 Chem Spray: 170 Color / Interior: 140 PHC: 330
 Snow/Sand: 180 Irrigation: 150 Mulch: 160

DO NOT MAIL; SEND INVOICE BACK TO BRANCH
 ATTACH COPY OF SIGNED APPROVAL LETTER W/INVOICE

OTHER NOTES:

Scope of Work / Labor & Materials

*2 applications of Pine straw and a touch up application, 2 maintenance visits on 28 landscaped areas from March - October.
 Maintenance to include hand weeding of beds and straightening of retainer blocks as needed as well as grooming of straw*

QTY.	SIZE	MATERIAL	Unit Price Ea.	Unit Total
2	LS	Pine straw application (March and September)	\$2,024.00	\$4,048.00
1	LS	Touch up pine straw (June)	\$455.00	\$455.00
2	LS	Maintenance visits (March-October)	\$480.00	\$960.00

Terms and Conditions

No. **082311-0730**

Total: **\$5,463.00**

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein. All materials shall conform to bid specifications.
2. **Work Force:** Contractor shall designate a qualified representative with experience in landscape maintenance/construction upgrades. The workforce shall be competent and qualified, and shall be legally authorized to work in the U.S.
3. **License and Permits:** Contractor shall maintain a Landscape Contractor's license, if required by State or local law, and will comply with all other license and permit requirements of the City, State and Federal Governments, as well as all other requirements of law.
4. **Taxes:** Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
5. **Insurance:** Contractor agrees to provide General Liability Insurance, Automotive Liability Insurance, Worker's Compensation Insurance, and any other insurance required by law or Client/Owner, as specified in writing prior to commencement of work. If not specified, Contractor will furnish insurance with \$1,000,000 limit of liability.
6. **Liability:** Contractor shall indemnify the Client/Owner, its agents, and employees from liabilities which arise out of the Contractor's work. It is understood and agreed that the Contractor is not liable whatsoever for any damages that are caused by the sole negligence or willful misconduct of the Client/Owner or an indemnified party. Contractor shall not be liable for any damage that occurs from acts of God. Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
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Client / Owner

ValleyCrest Landscape Maintenance

FAX: _____

FAX: **850-267-0216**

By: _____
Signature / Title

By: _____
Signature / Date

Printed Name / Date

Todd Lockett Account Manager

Printed Name / Title



ValleyCrest
Landscape Maintenance

AEW NO.: 082311-0930

Contract & Authorization For Extra Work

Date: August 23, 2011 Time: 9:30 AM
 Job Name: Navarre Beautification
 Job Address: _____

 Bill To: _____
 Attention: _____
 Bill To Address: _____

 Client Phone #: _____

INTERNAL USE ONLY

Client No: _____
 Branch /Job No: _____
 Sales Order No: _____
 Clients P.O. No.: _____
 Tax Code: _____

CODES: Enhancement: 130 Tree: 300
 Chem Spray: 170 Color / Interior: 140 PHC: 330
 Snow/Sand: 180 Irrigation: 150 Mulch: 160

DO NOT MAIL; SEND INVOICE BACK TO BRANCH
 ATTACH COPY OF SIGNED APPROVAL LETTER W/INVOICE

OTHER NOTES:

Scope of Work / Labor & Materials

Installation of 12 Sabal palms and water maintenance for 8 months, First month 2 times per week, 7 months 1 time a week, Palms include terra sorb soil amendment and tree gators.

QTY.	SIZE	MATERIAL	Unit Price Ea.	Unit Total
12	Var.	Sabal Palm including Terra sorb, tree gators 3 per tree, and install	\$393.68	\$4,724.16
4	LS	Filling of tree gators 1 addition time per week for one month (not on a service day)	\$90.00	\$360.00
28	LS	Filling of tree gators 1 time per week for 8 months (On service days at Bridge)	\$65.00	\$1,820.00

Terms and Conditions

No. **082311-0930**

Total: **\$6,904.16**

1. The Contractor shall recognize and perform in accordance with written terms, written specifications and drawings only, contained or referred to herein.
11 materials shall conform to bid specifications.
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4. Taxes: Contractor agrees to pay all applicable taxes, including sales tax where applicable on material supplied.
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6. Liability: Contractor shall indemnify the Client/Owner, its agents, and employees from liabilities which arise out of the Contractor's work. It is understood and agreed that the Contractor is not liable whatsoever for any damages that are caused by the sole negligence or willful misconduct of the Client/Owner or an indemnified party. Contractor shall not be liable for any damage that occurs from acts of God. Acts of God are defined as those caused by windstorm, hail, fire, flood, earthquake, hurricane and freezing, etc. Under these circumstances, Contractor shall have the right to renegotiate the terms and prices of this agreement within sixty (60) days. Any illegal trespass, claims and/or damages resulting from work requested that is not on property owned by Client/Owner or not under Client/Owner management and control shall be the sole responsibility of the Client/Owner.
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Client / Owner

ValleyCrest Landscape Maintenance

FAX: _____

FAX: **850-267-0216**

By: _____
Signature / Title

By: _____
Signature / Date

Printed Name / Date

Todd Lockett Account Manager

Printed Name / Title



TREEGATOR® ORIGINAL

SLOW RELEASE WATERING BAG FOR SHADE TREES

BENEFITS:

- Ideal for newly planted shade or street trees.
- Reduces transplant and drought shock.
- 100% water absorption with no run-off.
- Install and fill in minutes with no tools required.
- Deep water saturation with every fill.
- Fill just 1 to 2 times per week, or as needed.**
- Promotes deep root growth.
- Non-invasive design will not harm existing landscape.
- Can be used with nutrient / chemical additives.**
- Zip multiple bags together to accommodate large trees.
- Made in the U.S.A. with a 5-year limited warranty.

**REFER TO WATERING CAPACITY / FREQUENCY CHART SHOWN BELOW

DESCRIPTION:

If you plant shade trees, you need a Treegator® Original Slow Release Watering Bag! Golf courses, parks, cities, nurseries, landscapers, DOT's, resorts and homeowners all love its simple, affordable patented tree watering technology. Makes anyone a watering professional. Perfect for newly planted or established trees up to 8" in caliper, with branches beginning at least 25 inches from the ground or higher. Save time, water, effort and trees!

SPECS:

Single bag fits min. 1 inch to max. 4 inch caliper tree with branches at least 25" from the ground or higher.
 Use a Double Bag setup (2 single bags zipped together back-to-back) to water 4 inch to 8 inch caliper trees.
 Made of green polyethylene with nylon webbing, black polyprop straps and green nylon zippers.
 2 water release points per bag.
 Bag is empty in approximately 5 to 9 hours.
 UV stabilized to withstand exposure to sunlight.
 Fill opening fits up to 3" diameter hose.

DIRECTIONS FOR USE:

Place around tree trunk, with the zippers on uphill side of tree.
 Wrap both sides around trunk until zippers meet and zip together from bottom to top.
 Lift tag to expose fill opening at top of bag.
 Insert hose into fill opening and begin filling with water.
 Fill bag to 1/4 capacity,
 Gently lift up on straps at top of bag to expand bottom.
 Fill to desired level and let empty.
 Continuously waters for approximately 5 to 9 hours.

MEASUREMENTS:

Full - 30" tall x 18" wide (at base)

WATERING CAPACITY / FREQUENCY CHART:

Treegator® Original Bag Setup	Trunk Caliper (diameter)	Approx. Water Capacity (per single bag)	Recommended Fills per Week
 Single Bag Setup	1 to 2 inch (3 to 5 cm)	15 gallons (56.78 liters)	1 Fill per Week
	2 to 3 inch (5 to 8 cm)	14.75 to 14.25 gallons (55.84 to 53.94 liters)	2 Fills per Week
 Double Bag Setup* (2 single bags)	0.00 inch (stand-alone†)	25 gallons (94.63 liters)	Varies based on application
	4 to 5 inch (10 to 13 cm)	23.50 gallons (89.95 liters)	1 Fill per Week
	5 to 8 inch (13 to 20 cm)	22.75 to 21.5 gallons (86.11 to 81.38 liters)	2 Fills per Week

*Double Bag setup is two (2) single Treegator® Original bags zipped together back-to-back.
 †When watering older established trees with fully developed root systems, a Double Bag setup can also be used as a stand-alone watering solution (i.e. not wrapped around a trunk)

2

AGREEMENT FOR USE OF TOURIST INFORMATION CENTER SPACE

THIS AGREEMENT dated this **1st DAY OF MARCH, 2012** by and between NAVARRE BEACH AREA CHAMBER OF COMMERCE, (hereinafter referred to as “Chamber”), and SANTA ROSA COUNTY (hereinafter referred to as “COUNTY”):

WHEREAS, Chamber is a not for profit organization which serves the public by promoting business and tourism in South Santa Rosa County, Florida; and

WHEREAS, Tourist Development Council (“TDC”) is a board appointed by the Santa Rosa County Board of County Commissioners which serves the public by promoting tourism in Santa Rosa County, Florida; and

WHEREAS, both Chamber and TDC are tenants of the premises located at 8543 Navarre parkway, Navarre, FL 32566 (hereinafter referred to as the “Visitor Information Center” or “VIC”); and

WHEREAS, the Chamber shall occupy three (3) offices designated by the TDC at the VIC; The Chamber and TDC will share use of the kitchen, staff bathroom, storage areas and conference room. Government meetings in the conference room will always take precedence in any use conflicts.

NOW, THEREFORE, Chamber and County agree as follows:

TERMS

(1) County, through TDC shall reimburse Chamber monthly for payroll costs for the Executive Director of the TDC and other TDC employees, weekly, or as billed by Landrum Staffing, for the term of this Agreement.

(2) The chamber agrees to pay monthly \$1000 of the payroll associated with TDC for the occupancy of the VIC.

(3) The term of this agreement is two (2) years commencing March 1, 2012. This Agreement shall renew automatically for consecutive one year terms unless terminated by either party hereto. Chamber or County may terminate this agreement for any reason at any time within 60 days of the renewal date, with written notice.

CHAMBER & TDC OBLIGATIONS

(1) **EQUIPMENT:**

Chamber and County through TDC shall share (50/50) any lease of current equipment. Each party will be responsible for its own postage and office supplies. It is agreed that the following items are owned accordingly:

- a) The phone system installed in the VIC is the property of the County.
- b) The Pitney Bowes stamp machine is a lease in the name of the County (TDC). If this agreement is cancelled or terminated for any reason, the County will have full responsibility for the lease.
- c) The copy machine is a lease in the name of the Chamber and expires on May 5, 2014. If this agreement is cancelled or terminated for any reason, Chamber will have full responsibility for the lease.
- d) This contract governs the building and the use therein. Any expenses that are expected to be split with the County will be authorized before the contract is signed

(2) **UTILITIES:**

Chamber and County (TDC) will have ownership/responsibility of accounts in their respective names. However, Chamber and County (TDC) will evenly share expenses of the following items, regardless of the ownership of the account:

- a) Split: Mediacom (Internet), Waste Management (Garbage pick-up)
- b) Chamber: Chamber's two phone lines and half of fax phone line.
- c) County (TDC): Gulf Power bill, Holley-Navarre water/sewer bill(s), All Phase Cleaning (Janitorial), County/TDC's two phone lines and half of Chamber's fax line unless/until new arrangements by both parties are made for new facsimile programs.

(3) **INSURANCE:**

Chamber will provide to the County a copy of the following insurance:

- a) A liability insurance policy naming Santa Rosa County as an additional insured.
- b) A renter's insurance policy covering the Chamber's contents in the building.
- c) A special event policy for any event held on County property that is not covered under existing Chamber insurance.

(4) **MISCELLANEOUS:**

In regards to general use of the common areas, including the conference room, the Chamber agrees to conduct general self clean-up of those areas after use and to return the set-up to its original placement after use.

The Conference Room will be available to the County/TDC and Chamber for business meetings and events and to the County and Bed Tax Collectors for meetings. Government meetings will always take precedence in any use conflicts.

ASSIGNMENT

Neither Chamber nor County may assign its interest in this Agreement.

NOTICE

Any communication between Chamber and County/TDC, including billing payments, and notices shall be given or made by mailing the same to Chamber at 8453 Navarre Parkway, Navarre, FL 32566, and to TDC/ COUNTY at 8543 Navarre Parkway, Navarre, Florida 32566 or to such addresses as either party may in writing hereafter provide.

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

NAVARRE BEACH AREA CHAMBER OF COMMERCE

By: _____
Chairman of the Board

Witnessed By: _____
Printed name: _____

SANTA ROSA COUNTY

BY: _____
Jim Williamson, Chairman

ATTEST: _____
Mary Johnson, Clerk

Hunter Walker

3

From: Kate Wilkes [kwilkes27@gmail.com]
Sent: Thursday, December 01, 2011 10:29 AM
To: Hunter Walker
Subject: Fwd: TDC request

I have been asked to add the word Nature to the designation request - The Nature Outdoor Recreation Capitol of Florida.

We request that the BOCC make this request to the State and also do a County resolution or proclamation.

Thanks, Kate

----- Forwarded message -----

From: **Kate Wilkes** <kwilkes27@gmail.com>
Date: Mon, Nov 28, 2011 at 2:07 PM
Subject: TDC request
To: Hunter Walker <HunterW@santarosa.fl.gov>

Hi Hunter,

At the TDC Meeting on Nov. 16, the Board approved requesting that the Board of County Commissioners request that the State designate Santa Rosa County as The Outdoor Recreation Capitol. of Florida.

Thank you so much, Kate

--

Kate Wilkes
Executive Director
Santa Rosa County Tourist Development
8543 Navarre Parkway
Navarre, FL 32566
850-939-8666
kwilkes27@gmail.com
www.floridabeachstorivers.com

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

--

Kate Wilkes
Executive Director
Santa Rosa County Tourist Development
8543 Navarre Parkway
Navarre, FL 32566
850-939-8666

12/1/2011

Hunter Walker

From: Kate Wilkes [kwilkes27@gmail.com]
Sent: Wednesday, November 30, 2011 12:56 PM
To: Hunter Walker; Roger Blaylock; Bill Arnett
Subject: Re: Beach Concessions meeting

I guess I should have added that the group felt that the family and nature atmosphere are what people come to Navarre Beach for and sets us apart. Miniature golf, go carts, etc. would be better on the mainland

On Wed, Nov 30, 2011 at 12:49 PM, Kate Wilkes <kwilkes27@gmail.com> wrote:

Hunter,

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

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

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

Please call with any questions.

Kate

--

Kate Wilkes
Executive Director
Santa Rosa County Tourist Development
8543 Navarre Parkway
Navarre, FL 32566
[850-939-8666](tel:850-939-8666)
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--

Kate Wilkes

12/1/2011

Hunter Walker

(9)

From: Kate Wilkes [kwilkes27@gmail.com]
Sent: Friday, November 11, 2011 10:28 AM
To: Hunter Walker
Cc: NBACOC/CEO; Board of County Commissioners; Roger Blaylock; Angie Jones
Subject: Re: RFP for Recreation Amenities on Navarre Beach

Hunter,

First I would like to thank the County for asking for the TDC input regarding Recreation Amenities on Navarre Beach. The South end committee discussed this and would like to ask for a little more time so that we could have a committee formed for this purpose. We would like to have representatives of the Navarre Chamber and the TDC do a little brainstorming. Would it be possible for us to have through January to do this?

Thanks again, Kate

On Mon, Oct 31, 2011 at 9:53 AM, Hunter Walker <HunterW@santarosa.fl.gov> wrote:

Bill and Kate:

Earlier this year the Board received two (2) unsolicited proposals for recreational concessions on Navarre Beach, including a water based slide/playground and land based water slide. The water based playground was never pursued or permitted, but the water slide was operational this summer. During the process, the Board directed staff to develop a request for proposal (RFP) format for these or other related concessions instead of dealing with unsolicited requests in piecemeal fashion. To that end, please have your respective Boards of Directors discuss this to give the Board of Commissioners and staff input/recommendation on types of concessions; potential locations on the Beach; and any other input that would be helpful. If the BCC decides to pursue RFP process I would like to send the RFP out by the end of the calendar year, which will give the BCC the first quarter of 2012 to review and make decision prior to the tourist season. Thanks for your assistance, call with questions.

Hunter Walker
 County Administrator

Florida has a very broad public records law. Under Florida law, both the content of emails and email addresses are public records. If you do not want the content of your email or your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in person.

--
 Kate Wilkes
 Executive Director
 Santa Rosa County Tourist Development
 8543 Navarre Parkway
 Navarre, FL 32566
 850-939-8666
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12/1/2011

10)

CARETAKER AGREEMENT

STATE OF FLORIDA,

COUNTY OF SANTA ROSA

WHEREAS, Santa Rosa County, Florida by and through its Board of County Commissioners operates and maintains that certain property known as the Benny Russell Park for the use and benefit of the general public; and

WHEREAS, supervision is required to properly and adequately render service to the public utilizing the facilities of said property; and

WHEREAS, the duties, obligations, operation, and the responsibilities for same may be performed through the retention of an independent contractor,

NOW, THEREFORE, THIS AGREEMENT, made between Santa Rosa County, Florida, by and through its Board of County Commissioners, as owner, hereinafter referred to as the "County", and Marshall Kilburn, as an independent contractor, hereinafter referred to as "Caretaker".

WITNESSETH:

I. The County does hereby agree and contract with the Caretaker whereby Caretaker is required to furnish labor, security service, and maintenance to the area known and designated as Benny Russell Park, 5413 West Spencer Field Road, Pace, which shall consist of the hereinafter designated contractual duties:

(A) Caretaker shall be responsible for maintenance of the grounds around the Caretaker's dwelling by mowing the grass and keeping the area free and clear of litter.

(B) Caretaker shall be allowed to occupy and use the home located on the premises for his residence and the fenced in yard surrounding said home. Caretaker shall be responsible for all utilities and said accounts shall be in Caretaker's name.

(C) Caretaker shall acquire and maintain liability insurance for the home.

(D) The home shall be a non-smoking environment.

(E) Caretaker shall be responsible for the maintenance of security of the premises which shall include the locking and unlocking of the entrance gate at opening and closing hours, making sure park and buildings are secured (locked). This shall include reasonable inspection of all areas of the park on a regular basis. Unusual or suspicious activity shall be investigated and promptly reported to the County in a timely manner, or to the Sheriffs Department, if warranted, and written reports of the activity submitted to the County on the first working day following the incident.

(F) Caretaker shall check all entrances and exits after the closing of the park each day.

(G) Caretaker shall be required to turn on the lighting to the various facilities, when scheduled, and shutting it off after each use.

(H) Caretaker shall maintain the area around Caretaker's home and the fenced yard adjacent thereto in a clean and orderly condition.

(I) Caretaker shall be responsible for the maintenance of the grounds, pavilion, restrooms, recreational areas, and other facilities located on the park as scheduled and designated by the County.

(J) Caretaker shall keep no livestock on the premises. Domestic animals shall be limited to dogs or cats, with a limit of two (2). All domestic animals shall be confined within an adequate fence and adequate shelter shall be provided for the animals. Any indoor pets must be

approved by the county. Shelter(s) shall be provided at the expense of the Caretaker and shall remain the responsibility of the Caretaker. Any animal kept on the premises shall be kept current on all vaccinations, tests, and/or other health-related requirements, as required by Santa Rosa County.

(K) Caretaker shall adhere to and enforce all policy regulations as established by the Santa Rosa County Board of Commissioners.

(L) Caretaker shall not be permitted to operate any business, business service, or any activity that might be considered as a service for profit, utilizing any portion of the County property, the address of the park, or the telephone number of the park, for a business address, or any form of advertising for a business.

(M) Caretaker shall limit vehicles kept on the premises to personal vehicles of the Caretaker or his/her immediate family. Junk and/or abandoned vehicles shall not be permitted to remain on the property.

(N) Caretaker shall permit immediate family only to live in the home for extended periods of time (extended is defined as being in excess of sixty (60) days) unless permission is requested and obtained from the County. This shall not restrict normal visits from family and friends.

(O) Caretaker shall be held responsible for the action of any and all family members, including visiting relatives and friends, while on the park property.

(P) Caretaker shall be responsible for all assigned County equipment, including the operation of the same. All equipment must be operated in accordance with prescribed safety methods, as outlined by the County. Operation of the equipment by persons other than the

Caretaker, including family members, is prohibited unless written authorization is received from the County prior to that person operating the equipment.

(Q) Caretaker shall pay a monthly rental fee of \$100.00 payable the first of each month. These funds will be placed in an account to be used for improvements and repairs.

II. In return for his services, County agrees to provide Caretaker with use of the home and fenced yard. Caretaker shall at all times during the term of this agreement and at his own cost and expense, repair, replace and maintain the home, excluding the roof, electrical, heating and air conditioning systems which shall be the responsibility of the County. Caretaker acknowledges that the house and premises are in good repair as of initial occupancy. Additionally, Caretaker shall be responsible for all damage caused to the premises by Caretaker, his family, or their guests. Caretaker shall be responsible for and accepts all risks for his personal property and any insurance desired for said personal property.

III. The services performed by Caretaker under this Agreement shall not be construed to constitute an employer-employee relationship with the County. The Caretaker shall be deemed an independent contractor of the County, with the liability of the County being limited solely as provided for herein for services performed pursuant to this Agreement. The County shall not be required to make any contributions on behalf of the Caretaker to any retirement plan or insurance plan or to make any withholdings for federal income tax and F.I.C.A.

IV. Caretaker shall indemnify, defend, and hold harmless the County against all claims and suits for injury or damage to any person or property whatsoever, including death, which may arise out of or in connection with the performance of this Agreement by Caretaker or his family and guests and from and against all claims, liens, and/or suits for labor and materials furnished to

the Caretaker, and will defend on behalf of the County any suits jointly against the County or alone for or arising out of any of the aforesaid causes.

V. Violation of any of the above duties requirements will be cause for termination of this Agreement.

VI. This Agreement represents the entire and integrated agreement between the County and Caretaker and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Caretaker and the authorized representative of the County.

VII. This Agreement shall commence on the ___ day of _____, 2011, and shall be for a period of one (1) year. Either party to this Agreement shall have the right and privilege of terminating same without cause upon the giving of thirty (30) days written notice of intention to terminate. This Agreement shall automatically renew for regular periods of one year, provided neither party submits a notice of termination.

IN WITNESS WHEREOF the parties hereto have executed this Agreement at Milton, Florida, this ____ day of _____, 2011.

SANTA ROSA COUNTY, FLORIDA

ATTEST:

Clerk of Court

By: _____
Jim Williamson, Chairman

CARETAKER

By: _____
Marshall Kilburn



SANTA ROSA COUNTY BOARD OF COMMISSIONERS



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

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

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

MEMORANDUM

TO: Hunter Walker

FROM: Joel Haniford 

DATE: November 2, 2011

SUBJECT: Results of Operations for FY2011

I have attached the General Fund and Road & Bridge Fund results of operations for last fiscal year.

General Fund

Overall, the revenue exceeded expenditure by \$3,597,322 during the year. We started the year with \$18,275,109 in unrestricted Fund Balance and ended the year with \$21,901,500. The attached breakout of the significant revenues and expenditures provides a top-level look at why we had this significant gain.

Overall actual Revenue exceeded the budget by \$1,461,731 (2.2%), while actual Expenditure was less than budget by \$2,135,591 (3.4%).

As a note, the "books" have not been audited so some audit adjustments will be made, but certainly the major accruals have been accomplished.

Recommendation

The Jail Expansion loan has approximately \$3.1m owed on it with payments of \$662,959 per year for the next 5½ years. We could pay this loan off with this year's gain and free up that annual cost.

Additionally, the General Fund's annual budget is approximately \$63m, we could move \$3m into the Capital Fund for future capital outlay. That combined with the payoff of the Jail loan would still leave over \$15m in unrestricted General Fund balance. I feel it is prudent to have around 25% of the annual budget in reserves (unrestricted fund balance) for emergencies.

Road & Bridge Fund

This fund's revenue exceeded expenditure by \$493,141. We started the year with \$10,079,616 in fund balance and ended with \$10,414,964.

Fuel tax revenue is the major source to pay recurring costs and the four fuel taxes exceeded the budget by about \$350,000 (5%) - which by the way is nearly exactly what was budgeted at 100%.

This fund has such a large amount of "unfinished projects" that analysis of revenue over expenditure would be somewhat misleading. However, I have tried, in the attached spreadsheet, to eliminate those by including the "unearned revenue" from HMGP & FDOT JPA projects.

Electric Franchise Fees & Reserves

For the first time since the start of this revenue, it is less than the prior year's collections. I have attached the spreadsheets I use to track the income and distribution of this revenue.

<u>Reserve</u>	<u>Allocation</u>	<u>Ending Balance</u>
Economic Development	\$587,550	\$ 747,540
Road & Drainage	\$ 0	\$5,721,123 *
District I	\$ 75,000	\$ 418,748
District II	\$ 75,000	\$1,280,414
District III	\$ 75,000	\$ 479,672
District IV	\$ 75,000	\$ 675,947
District V	\$ 75,000	\$1,191,770

* Since there was a shortfall of revenue, I have reduced the Road and Drainage Reserve carry forward by the shortage.

General Fund

Unrestricted Fund Balance @ 10/1/2010

\$ 18,275,109

	<u>Actual</u>	<u>Increase (Decrease) from Budget</u>
Revenue:	\$ 65,842,700	
Major Revenue		
Ad Valorem Taxes	\$ 43,768,996	\$ 540,766
Communication Service Tax	\$ 1,352,088	\$ (107,102)
Building Permits	\$ 1,014,477	\$ (94,933)
State Shared Revenue	\$ 2,805,449	\$ 421,049
Local ½¢ Sales Tax	\$ 5,642,439	\$ 550,379
Excess Fees (Constitutional Officers)		
Tax Collector	\$ 660,521	\$ 83,626
Sheriff	\$ 417,345	\$ 208,345
Clerk to Board	\$ 204,329	\$ 204,329
Property Appraiser	\$ 110,479	\$ 110,479
Other Revenue		
Housing Prisoners	\$ 1,880,107	\$ 384,797
PILT - Landfill	\$ -	\$ (451,250)
Navarre Beach Fishing Pier	\$ 296,547	\$ 249,047
Interest Earnings	\$ 161,419	\$ (171,081)
Beach Lease Fees (net)	\$ 1,146,081	\$ (50,919)
Close Disaster Fund into G.F.	\$ 261,928	\$ 261,928

	<u>Actual</u>	<u>Increase (Decrease) from Budget</u>
Expenditure	\$ 62,245,378	
Major Reductions from Budget		
SOE	\$ 745,963	\$ (224,041)
Health Related (Medicaid)	\$ 1,006,219	\$ 156,219
Navarre Beach Other Expense	\$ 376,871	\$ (115,749)
Industrial Park Operating	\$ 71,624	\$ (123,376)
Building Maintenance(all Dept)	\$ 2,408,538	\$ (300,582)
Community Housing Dept	\$ 154,146	\$ (236,533)
Emergency Communications	\$ 1,197,245	\$ (262,642)
Juvenile Justice	\$ 344,288	\$ (404,762)

Net Change Beginning FY2011 to End FY2011

\$ 3,597,322

Changes in Reserves (FBIP, ICP, ect.)

\$ 29,069

Unrestricted Fund Balance @ 9/30/2011

\$ 21,901,500

Road & Bridge Fund

Fund Balance @ 10/1/2010

\$ 10,079,616

	<u>Actual</u>	<u>Change from Budget</u>
Revenue:	\$ 17,851,362	
Major Revenue		
Ad Valorem Taxes	\$ 796,630	\$ 44,750
FEMA HMGP	\$ 1,760,150	\$ (2,886,372)
FDOT JPA	\$ 3,452,669	\$ (1,526,715)
Gas Taxes		
9th Cent	\$ 77,614	\$ (9,886)
LOGT	\$ 3,574,845	\$ 176,965
Constitutional Gas Tax	\$ 2,024,693	\$ 141,663
County Gas	\$ 884,184	\$ 41,134

	<u>Actual</u>	<u>Change from Budget</u>
Expenditure	\$ 17,358,221	
Major Reductions from Budget		
Personnel Expenses	\$ 5,831,667	\$ (122,923)
FEMA HMGP	\$ 2,217,484	\$ (3,948,884)
FDOT JPA	\$ 3,730,972	\$ (1,423,937)

Net Change Beginning FY2011 to End FY2011

\$ 493,141

 Changes in Reserves (FBIP, N.B. Bridge)

\$ (157,793)

Fund Balance @ 9/30/2011

\$ 10,414,964

ELECTRIC FRANCHISE FEE DISTRIBUTION

		% Change
FY95/96 Receipts:	<u>\$2,503,155</u>	n.a.
FY96/97 Receipts:	<u>\$2,503,733</u>	0.02%
FY97/98 Receipts:	<u>\$2,404,037</u>	-3.98%
FY98/99 Receipts:	<u>\$2,813,736</u>	17.04%
FY99/00 Receipts:	<u>\$2,861,767</u>	1.71%
FY00/01 Receipts:	<u>\$3,026,565</u>	5.76%
FY01/02 Receipts:	<u>\$3,227,161</u>	6.63%
FY02/03 Receipts:	<u>\$3,705,057</u>	14.81%
FY03/04 Receipts:	<u>\$3,820,743</u>	3.12%
FY04/05 Receipts:	<u>\$4,247,337</u>	11.17%
FY05/06 Receipts:	<u>\$4,643,093</u>	9.32%
FY06/07 Receipts:	<u>\$5,110,630</u>	10.07%
FY07/08 Receipts:	<u>\$5,224,408</u>	2.23%
FY08/09 Receipts:	<u>\$5,807,671</u>	11.16%
FY09/10 Receipts:	<u>\$6,074,075</u>	4.59%
FY10/11 Receipts:	<u>\$5,976,614</u>	-1.60%
Total 1996 thru 2010	\$57,973,168	

PRIOR FISCAL YEAR DISTRIBUTION

	FY96	FY97	FY98	FY99	FY2000
Industrial Development	250,316	250,373	\$240,404	\$281,374	\$286,177
Roads & Drainage	1,752,209	1,251,867	\$1,202,019	\$1,406,870	\$1,430,884
Recreation	500,630	1,001,493	\$1,097,345	\$1,125,495	\$1,144,707
District I	100,126	200,299	\$219,469	\$225,099	\$228,941
District II	100,126	200,299	\$219,469	\$225,099	\$228,941
District III	100,126	200,299	\$219,469	\$225,099	\$228,941
District IV	100,126	200,299	\$219,469	\$225,099	\$228,941
District V	100,126	200,299	\$219,469	\$225,099	\$228,941
Percent Growth		100%	10%	3%	2%

		FY2001	FY2002	FY2003	FY2004
Industrial Development	10%	\$302,657	\$322,716	\$370,506	\$382,074
Roads & Drainage	50%	\$1,513,283	\$1,613,581	\$1,852,529	\$1,910,372
Recreation	40%	\$1,210,626	\$1,290,864	\$1,482,023	\$1,528,297
District I	8%	\$242,125	\$258,173	\$296,405	\$305,659
District II	8%	\$242,125	\$258,173	\$296,405	\$305,659
District III	8%	\$242,125	\$258,173	\$296,405	\$305,659
District IV	8%	\$242,125	\$258,173	\$296,405	\$305,659
District V	8%	\$242,125	\$258,173	\$296,405	\$305,659
Percent Growth		6%	7%	15%	3%

		FY2005	FY2006	FY2007	FY2008
Industrial Development	10%	\$424,734	\$464,309	\$511,063	\$526,586
Roads & Drainage	50%	\$2,123,669	\$2,321,547	\$2,555,315	\$2,632,929
Recreation	40%	\$1,698,935	\$2,044,252	\$2,044,252	\$2,106,343
District I	8%	\$339,787	\$371,447	\$408,850	\$421,269
District II	8%	\$339,787	\$371,447	\$408,850	\$421,269
District III	8%	\$339,787	\$371,447	\$408,850	\$421,269
District IV	8%	\$339,787	\$371,447	\$408,850	\$421,269
District V	8%	\$339,787	\$371,447	\$408,850	\$421,269
Percent Growth		11%	9%	10%	3%

		FY2009	FY2010	FY2011
Industrial Development	10%	\$580,767	\$607,408	\$597,661.40
Roads & Drainage	50%	\$2,903,836	\$3,037,036	\$2,988,307
Recreation	40%	\$2,323,068	\$2,429,630	\$2,390,645.60
District I	8%	\$464,614	\$485,926	\$478,129.12
District II	8%	\$464,614	\$485,926	\$478,129.12
District III	8%	\$464,614	\$485,926	\$478,129.12
District IV	8%	\$464,614	\$485,926	\$478,129.12
District V	8%	\$464,614	\$485,926	\$478,129.12
Percent Growth		10%	5%	-2%

FY2010/2011 Receipts thru August, 2011: \$5,976,614

Interest Earned in Fund 106: \$16,088

FY 2012/2013 BUDGET CALENDAR OF EVENTS

April 1 through April 30

Budget Office provides technical assistance in preparing budget submittals

May 4

All budgets due to Budget Office from BCC Departments, Cities, State & Non-Profit Agencies

May 25

Constitutional Officers Budget Requests due to Budget Office

May 14 through May 25

County Administrator/Budget Director holds BCC Departmental budget reviews

June 1

Property Appraiser provides estimate of total assessed value of non-exempt property

June 11 @ 1:30pm

Pre-Budget Workshop –All Constitutional Officers & Board Directors

June 18 - 22

County Administrator meets with Constitutional Officers on their Budget Request

June 29 – July 2

Property Appraiser provides Board with Certificate of Property Value

July 13

County Administrator presents Tentative FY 2012-2013 Budget to Commission

July 24 @ 9:00 am & 1:30 pm

Budget Presentations – All Constitutional Officers (morning) & BCC Departments (afternoon)

**FY 2012/2013 BUDGET
CALENDAR OF EVENTS (Continued)**

August 3 (or before)

Advise Property Appraiser of the Board of County Commissioners'

1. Maximum Millage Rate
2. Rollback Rate
3. Date, Time, Place of First Public Hearing

On or Before August 16

Property Appraiser mails proposed property tax

Tuesday August 28 @ 6:00 pm

Public Hearing on MSBUs

Tuesday September 4 @ 6:00 pm

First Public Hearing on Tentative FY 2012-2013 Budget

Week of September 13 – 15

Budget Ad in Newspapers

Monday September 17 @ 6:00 pm

Final Public Hearing on Proposed FY 2012-2013 Budget

Tuesday September 18

Submit to Tax Collector, Property Appraiser, and Department of Revenue the resolution adopting millage rate (FS 200.065)



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



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

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

13

TO: Hunter Walker, County Administrator

FROM: Kathy Jordan *KJ*

DATE: November 22, 2011

RE: Permit for operation of non-emergency Medical services by Specialty Care Transporters Inc. of NWF

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



Bagdad Volunteer Fire Department
P.O. Box 105 Bagdad, FL
Tel. (850) 623-8111 Fax (850) 623-0888



November 7, 2011

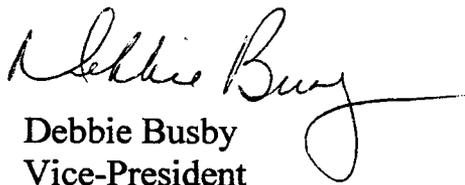
Santa Rosa County Commissioners
6865 Caroline Street
Milton, Florida 32570

RE: Bagdad Volunteer Fire Department Political Rally July 2012

The Bagdad Volunteer Fire Department would like to request that Oak Street be closed on July 20 from 7 AM until July 23 at 7 AM. The Bagdad Political Rally 2012 will be held on our property.

Having the road closed will make this a safer event for the community. If you need further information, just call and leave a message at the station and I will return your call. Thank you in advance.

Sincerely


Debbie Busby
Vice-President

6. Direct Request Initiatives

In recognition of the anticipated shortfalls in revenue available to the State of Florida for the short-term and potentially the medium-term, the Santa Rosa County Board of Commissioners has no requests for State appropriations for specific project or initiatives during upcoming legislative session. Given the inevitable reductions, the Board requests that revenue and programmatic reductions impacting counties be proportional to all reductions.

Additionally, the Board requests that care be given by the Legislature when dealing with revenue shortfall to resist transferring/shifting functions and responsibilities to county government in the form of unfunded mandates or masked mandates.

7. General Support Initiatives

- Continued funding of the **Florida Defense Infrastructure Grants** supporting the County's procurement of property proximate to NAS Whiting Field to reduce encroachment of development and incompatible uses which impair the mission and continued viability of Whiting and its outlying fields.
- Continued funding of **Florida Forever** program which purchases environmentally sensitive lands and places into conservation uses in perpetuity. Santa Rosa County has participated in partnership with State and Federal governments to purchase environmentally sensitive property adjacent to Clear Creek with the dual purpose of protecting this environmentally sensitive watershed and also buffer NAS Whiting Field from developmental encroachment.
- Support the inclusion of funding of **roadway access by Northwest Florida Water Management District** (NFWMD) in its program of purchasing environmentally sensitive property for public use. In prior years, the NFWMD has purchased environmentally sensitive property, but has not purchased the roadway access simultaneously. In several such purchases in Santa Rosa County, public access for boat ramps was purchased, but access to the property was excluded. The County purchased the property for access after-the-fact, which was extremely time consuming and expensive. Urge NFWMD to make provisions for right-of-way or access to property purchases for public use and access.
- Continued funding of **State-Aid to libraries** program which is long-standing partnership between State of Florida and local governments to provide quality library services for our mutual residents/constituents. This becomes even more important during economic downturns as libraries provide books and other material free and also serve as conduit to employment and benefit databases necessary for those seeking employment and related services.

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



Preliminary
Engineers Report
December 5, 2011

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

This is a Preliminary check list:

The items listed below may be on the agenda for meeting of Board of County Commissioners of Santa Rosa County, Florida, for December 8, 2011 at 9:00 a.m. in Milton, Florida.

1. Discussion of contract modification to Aero Training and Rental, Inc. in the amount of \$90,790.00 for expansion of the Ganges/Madura HMGP project. (Attachment A)
2. Discussion of Professional Engineering Services Agreement with Hatch Mott MacDonald for the Master Plan Update for Peter Prince Airport. (Attachment B)

CHANGE ORDER

AERO TRAINING & RENTAL, INC.
537 Gulf Shore Drive
Destin, FL 32541

Phone (850) 837-4928
 Fax (770) 573-4872
 Cell (770) 560-8038

No. 1

PROJECT	Ganges-Madura Drainage Improvements, FEMA PROJECT #1551-26-R	
DATE OF ISSUANCE	EFFECTIVE DATE	December 1, 2011
Owner	Board of County Commissioners, Santa Rosa County, Florida	
	6495 Caroline Street, Suite M	
	Milton, FL 32570	
ENGINEER	HATCH MOTT MACDONALD	

Additional work including additional pipe, additional asphalt, and autodialer. Detail attached - \$62,490	
Reason for Change Order:	Enhance existing design and allow better stormwater flow
Attachments:	Attachment 1

Additive Alternate to change Asphalt overlay from 1 inch FDOT 9.5 to 1.5 inch FDOT 12.5 Detail attached - \$24,800	
Reason for Change Order:	Change in project design
Attachments:	Attachment 1

Allowance for screening and landscaping of the lift station control panel. Allowance - \$3,500	
Reason for Change Order:	Enhance the safety and appearance of the lift station control panel.
Attachments:	NONE

Request for contract time extension of 105 days due to additional construction time for changes encountered above and for changes in project design.

	CHANGE IN CONTRACT TIMES:
Original Contract Price \$492,400.00	Original Contract Times: Substantial Completion: <u>October 10, 2011</u> Final Completion: <u>November 9, 2011</u>
Net changes from previous Change Orders No. \$0.00	Net changes from previous Change Orders No. <u>0</u> days
Contract Price prior to this Change Order \$492,400.00	Contract Time prior to this Change Order Substantial Completion: <u>October 10, 2011</u> Final Completion: <u>November 9, 2011</u> days or dates
Net Increase (decrease) of this Change Order \$90,790.00	Net Increase (decrease) of this Change Order <u>105</u> days
Contract Price with all approved Change Orders \$583,190.00	Contract Times with all approved Change Orders Substantial Completion: <u>January 23, 2011</u> Final Completion: <u>February 23, 2010</u> days or dates

RECOMMENDED:
 By: _____
 Engineer (Authorized Signature)
 Date: _____

ACCEPTED:
 By: _____
 SANTA ROSA COUNTY
 Date: _____

ACCEPTED:
 By: Lewis Cooper
 AERO TRAINING & RENTAL, INC.
 Date: 12/1/2011

EJCDC No: 1910-4-B (1990 Edition)

Prepared by the Engineers Joint Contract Documents Committee and endorsed by The Associated General Contractors of America.

Bid Sheet - Summary of Quantities (Change Order 01)

Tiger Point Drainage Modifications - Ganges Trail and West Madura (FEMA-1551-26-R)

HMM Project No. 268669

Item No.	Spec No.	Item	Estimated Quantity	Unit	Unit Price	Item Amount
1	101	Mobilization	1	LS	\$ 31,201.00	\$ 31,201.00
2	102	Maintenance of Traffic	1	LS	\$ 7,500.00	\$ 7,500.00
3	104	Hay bales (Estimate 150 bales)	1	LS	\$ 1,200.00	\$ 1,200.00
4	104	Silt Fence	100	LF	\$ 4.00	\$ 400.00
5	104	Floating Turbidity Barrier	310	LF	\$ 11.60	\$ 3,596.00
6	110	Clear and Grub (Incl. Removal of Headwalls, Pipes and Berm)	1	LS	\$ 5,000.00	\$ 5,000.00
7	120	Pond Grading (Fill- Estimate 2500 CY)(including any dewatering)	1	LS	\$ 25,000.00	\$ 25,000.00
8	120	Pond Grading (Cut - Estimate 3700 CY)(including any dewatering)	1	LS	\$ 18,500.00	\$ 18,500.00
9	334	Asphalt Overlay (1 inch SP 9.5)	4,300	SY	\$ 12.00	\$ 51,600.00
10	400	Existing Pond Outfall Structure Modifications (Incl. Skimmer)	1	LS	\$ 3,500.00	\$ 3,500.00
11	410	Pond Outfall Structure (FDOT Type H - Incl. Skimmer)	1	EA	\$ 4,500.00	\$ 4,500.00
12	410	Type "C" Inlets	14	EA	\$ 3,500.00	\$ 49,000.00
13	425	Stormwater Manhole	3	EA	\$ 3,000.00	\$ 9,000.00
14	430	14x23" ERCP (Incl. Dewatering and Concrete Driveway Repair)	431	LF	\$ 35.00	\$ 15,085.00
15	430	18" RCP (Incl. Dewatering and Concrete Driveway Repair)	1,086	LF	\$ 43.00	\$ 46,698.00
16	430	30" RCP (Including Dewatering)	420	LF	\$ 70.00	\$ 29,400.00
17	520	FDOT Type "D" Curb	48	LF	\$ 20.00	\$ 960.00
18	530	Concrete Bag Headwall - FDOT Std. 258 (36" HDPE and 2x30" RCP)	1	LS	\$ 400.00	\$ 400.00
19	530	Rip Rap	30	CY	\$ 135.00	\$ 4,050.00
20	575	Sodding for Disturbed Fairways (Coordinate Type with Golf Course)	1,550	SY	\$ 3.00	\$ 4,650.00
21	575	Sodding for Ponds & Swales	10,000	SY	\$ 2.50	\$ 25,000.00
22	580	Wetland Plantings (Estimate 8000 SY)	1	LS	\$ 40,000.00	\$ 40,000.00
23	410 / 11110	8' Ø Stormwater Lift Station w/ Control Panel (Including Concrete Curb and Surfacing)	1	LS	\$ 80,000.00	\$ 80,000.00
24	2556	16" PVC Force Main (Including all Fittings and Dewatering)	372	LF	\$ 30.00	\$ 11,160.00
25	NA	Water Line Relocation and Valve Installation per SSRUS Specs (Includes Water Line Adjustments and Removal of Abandoned Line)	1	LS	\$ 10,000.00	\$ 10,000.00
26	NA	Gulf Power Allowance for 3 Phase Power Supply	1	LS	\$ 15,000.00	\$ 15,000.00
					Total	\$ 492,400.00

Additional Work - Change Order 01

1	102	Maintenance of Traffic	1	LS	\$ 1,500.00	\$ 1,500.00
2	104	Erosion Control	1	LS	\$ 750.00	\$ 750.00
3	334	Additional Asphalt Overlay (1 inch SP 9.5)	1900	SY	\$ 12.00	\$ 22,800.00
4	410	2' x 2' Drain Basin (ADS 3212AGS or equivalent)	4	EA	\$ 750.00	\$ 3,000.00
5	425	Modify Existing Inlet	1	EA	\$ 1,500.00	\$ 1,500.00
6	NA	12" Double Wall Corrugated Pipe (ADS N-12 or equivalent)	225	LF	\$ 44.00	\$ 9,900.00
7	NA	8" Double Wall Corrugated Pipe (ADS N-12 or equivalent)	60	LF	\$ 44.00	\$ 2,640.00
8	NA	8" Perforated Sock w/ Clean Sand Backfill	300	LF	\$ 44.00	\$ 13,200.00
9	NA	12" Drain Basin (H-20 load rating)	8	EA	\$ 750.00	\$ 6,000.00
10	NA	Auto Dialer for Stormwater Lift Station	1	LS	\$ 1,200.00	\$ 1,200.00

Change Order 01 Total = ~~\$ 62,490.00~~

Additive Alternate - Change Order 01

1	NA	Credit for Original Bid Asphalt Overlay (FDOT SP 9.5)	1	LS	\$ (51,600.00)	\$ (51,600.00)
2	NA	Credit for Additional Work Asphalt Overlay (FDOT SP 9.5)	1	LS	\$ (22,800.00)	\$ (22,800.00)
3	334	Asphalt Overlay 1.5 inch FDOT SP 12.5	6200	SY	\$ 16.00	\$ 99,200.00

Additive Alternate Change Order 01 Total = ~~\$ 24,800.00~~

GRAND TOTAL =	554,890.00
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GRAND TOTAL (Add Alt)=	579,690.00
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AGREEMENT
FOR
PROFESSIONAL ENGINEERING SERVICES

THIS AGREEMENT is made and entered into this day of , 2011, by and between **HATCH MOTT MacDONALD FLORIDA, LLC**, having its principal place of business at 5111 North 12th Avenue Pensacola, Florida 32504, hereinafter called "ENGINEER"; and **SANTA ROSA COUNTY BOARD OF COUNTY COMMISSIONERS**, having offices at 6495 Caroline Street, Suite M Milton, Fl 32570-4592 hereinafter called the "COUNTY".

WHEREAS, COUNTY wishes to obtain professional engineering consulting services through the year 2014 (sometimes referred to herein as the "Work"), and

WHEREAS, the COUNTY desires that the ENGINEER be available to undertake such professional engineering services as the COUNTY may order hereunder,

NOW, THEREFORE, in consideration of the premises and the covenants and agreements contained herein, COUNTY and ENGINEER agree as follows:

SECTION 1 - BASIC SERVICES OF ENGINEER

- (a) ENGINEER shall provide the professional engineering services of the types described in Exhibit A hereto ("Further Description of Basic Services").
- (b) Written Work Orders specifying the professional engineering services required will be issued hereunder from time to time by the COUNTY and will be mutually agreed by the COUNTY and the ENGINEER. These Work Orders may be in the form annexed hereto as Exhibit A, Attachment 1. However, no particular formality is required for Work Orders and they may take the form of ordinary letters or oral instructions from the COUNTY. All the terms and conditions of this Agreement shall apply to each Work Order as if set forth at length therein.
- (c) ENGINEER is retained as an independent contractor and not as an employee of the COUNTY.
- (d) ENGINEER shall be responsible to COUNTY for ENGINEER's negligent acts, errors or omissions in the performance of its professional engineering services and those of its subcontractors, agents and employees. However, ENGINEER shall not be responsible for the negligent acts, errors or omissions of any other persons including but not limited to the agents, employees and contractors of COUNTY.
- (e) **ENGINEER'S SERVICES SHALL NOT BE SUBJECT TO ANY EXPRESS OR IMPLIED WARRANTIES WHATSOEVER.**

SECTION 2 - ADDITIONAL SERVICES OF ENGINEER

General - If authorized in writing by COUNTY and agreed to in writing by ENGINEER, ENGINEER shall furnish or obtain from others Additional Services which will be paid for by COUNTY as indicated in Section 5. The following shall be Additional Services:

- (a) Services resulting from significant changes in the extent of the orders issued by the COUNTY or changes requested by COUNTY.
- (b) Additional or extended services made necessary by prolongation of the services ordered or acceleration of the ENGINEER's progress schedule.
- (c) Services after completion of the Work as ordered by COUNTY.
- (d) Preparing to serve or serving as a consultant or witness (either expert or factual) for COUNTY in any arbitration, litigation, public hearing or other legal or administrative proceeding involving the Work.
- (e) Services normally furnished by COUNTY or other services not otherwise provided for in this Agreement and the Work Orders issued hereunder.

SECTION 3 - COUNTY'S RESPONSIBILITIES

COUNTY shall:

- (a) Assist ENGINEER by placing at his disposal all available information pertinent to the Work, including previous reports and any other data relative to the Work.
- (b) Arrange for access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform its services.
- (c) Examine all studies, reports, sketches and other documents presented by ENGINEER, obtain advice of an attorney, insurance counselor and other consultants as COUNTY deems appropriate for such examination, within a reasonable time so as not to delay the services of ENGINEER.
- (d) Designate in writing a person to act as COUNTY'S representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define COUNTY'S policies and make decisions with respect to the Work.
- (e) Give prompt written notice to ENGINEER whenever COUNTY observes or otherwise becomes aware of any development that affects the scope or timing of ENGINEER's services or any alleged defect or non-conformity in the work of the ENGINEER.

SECTION 4 - PERIOD OF SERVICE

- (a) The provisions of this Section 4 and the various rates of compensation for ENGINEER's services provided for elsewhere in this Agreement have been agreed to in anticipation of the orderly and continuous progress of the Work through completion.

(b) If there are material modifications or changes in the extent of the services or in the time of performance of ENGINEER's services, the various rates of compensation and the time of completion of the services shall be equitably adjusted appropriately.

(c) This Agreement shall cover a three (3) year period from November , 2011 through November 31, 2014. If mutually agreed by both parties at the end of the contract term, this contract may be extended by an additional three years.

SECTION 5 - PAYMENTS TO ENGINEER

(a) COUNTY shall pay ENGINEER for Basic Services rendered on either a fixed price (lump sum) basis or on a time and materials basis under ENGINEER's Rate Schedule, attached hereto as Exhibit B.

(b) A not to exceed amount shall be established by mutual agreement for each Work Order.

(c) If at any time the ENGINEER determines that, without the fault of the ENGINEER, the not to exceed amount will not be sufficient to complete the services, he shall give notice of the same to the COUNTY, accompanied by his estimate of the additional funding necessary to complete such services, whereupon the COUNTY shall have the option of either providing the additional funds necessary for the completion of the services (in which case the Work Order shall be amended by mutual agreement to set forth the additional amounts) or reducing the further services to be provided by the ENGINEER consistent with the remaining funds in the not to exceed amount (in which case the Work Order shall be amended by mutual agreement to set forth the revised scope of work).

(d) COUNTY shall pay ENGINEER for additional Services rendered under Section 2 as follows:

(i) For Additional Services rendered under Section 2 on the basis of ENGINEER's Hourly Rate Schedule in effect at the time the services are rendered, and the actual hours of services rendered by any employees assigned to the Project.

(ii) Special Consultants. For services and reimbursable expenses of special consultants employed by ENGINEER, the amount billed therefore times a factor of 1.15.

(iii) For Reimbursable Expenses. In addition to payments provided for under Section 5, COUNTY shall pay ENGINEER the actual costs of all Reimbursable Expenses incurred in connection with Additional Services during the project.

(e) ENGINEER shall submit monthly statements for Basic and Additional Services rendered and for Reimbursable Expenses incurred. COUNTY shall make prompt monthly payments in response to ENGINEER's monthly statements.

(f) If COUNTY fails to make any payment due ENGINEER for services and expenses within thirty (30) days after the date of the ENGINEER's bill therefor, the amounts due ENGINEER shall include a charge at the rate of 1 1/2% per month from said thirtieth day, and in addition, ENGINEER may, after giving seven (7) days' written notice to COUNTY, suspend services under this Agreement until he has been paid in full all amounts due him for services and Reimbursable Expenses.

(g) In the event of a termination under SECTION 6(a) of this Agreement, ENGINEER will be paid for all unpaid Basic Services, Additional Services and unpaid Reimbursable Expenses, to the date of termination.

(h) Reimbursable Expenses mean the actual expenses incurred directly or indirectly in connection with the Project for: transportation and subsistence incidental thereto; telephone calls and fax charges; postage and delivery charges; photographic and photo copying expense; and reproduction of reports, drawings, specifications, and other Work-related items as are set forth in the "Expenses" Schedule of Exhibit B. ENGINEER's costs associated with computer usage shall also be a Reimbursable Expense, with ENGINEER to be compensated at his normal billing rates in effect for computer use at the time the usage occurs.

SECTION 6 - GENERAL PROVISIONS

(a) Termination - Either the COUNTY or the ENGINEER may terminate this Agreement without advance notice and effective immediately for cause which, on the part of the ENGINEER shall be for breach of the terms and conditions of this Agreement, and, on the part of the COUNTY, shall be for failure to make the payments under the terms of this Agreement; or, otherwise, with or without cause, upon ten (10) days advance written notice to the other party.

(b) Reuse of Documents - All documents prepared and delivered by ENGINEER pursuant to this Agreement are instruments of service in respect of the Work ordered. They are not intended or represented to be suitable for reuse by COUNTY or others on extensions of the Work or on any other project. COUNTY shall not reuse said documents without the express written consent of ENGINEER. Any such reuse shall be at the sole risk of the COUNTY.

(c) Project Records - As used in this Agreement, the term, "Records", shall include plans, reports, documents, field notes, work product, or other items generated or obtained for the Project by ENGINEER. Only original signed and sealed documents and drawings shall constitute Records. Unsigned or unsealed copies, prints, CADD files, computer programs, magnetic deliverables and/or any other media shall not be considered Records. If there is a discrepancy between the signed and sealed Records and any other documents or drawings, the Records shall prevail.

(d) Records which are instruments of service deliverable under this Agreement shall become the property of the COUNTY upon payment for all the Work. Originals of Records shall remain in the possession of the ENGINEER. The COUNTY shall be entitled to additional copies of all Records within a reasonable period of time after forwarding a written request to the ENGINEER, provided that the COUNTY has paid the ENGINEER for all the Work. ENGINEER shall be compensated for the reasonable costs of research and reproduction of the additional copies of the requested Records.

(e) Governing Law - This Agreement is to be governed by the laws of the State in which the services are to be performed.

(f) Successors and Assigns - Neither COUNTY nor ENGINEER shall assign this Agreement without the express written consent of the other, and except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent ENGINEER from employing such independent consultants, associates and subcontractors as he may deem appropriate to assist him in the performance of the Work hereunder.

(g) Estimates of Cost - Since ENGINEER has no control over the cost of labor, materials or equipment, or over contractor(s) methods of determining prices, or over competitive bidding or market conditions, his opinions of estimated Project cost or construction cost are to be made on the basis of his experience and qualifications and represent his professional judgment as an engineer, but ENGINEER cannot and does not guarantee that such cost will not vary from opinions of estimated cost prepared by him.

(h) The mandatory language of applicable equal employment opportunity and affirmative action laws and regulations promulgated by the federal and state governments having jurisdiction are incorporated by reference into this Agreement. ENGINEER agrees to afford equal opportunity in performance of this Agreement in accordance with an affirmative action program approved by the appropriate authorities.

SECTION 7 - EXHIBITS

The following Exhibits are attached to and made a part of this Agreement:

- (a) Further Description of Basic Services and Work Order (Exhibit A).
- (b) The ENGINEER's Schedule of Hourly Rates and Expenses (Exhibit B).

SECTION 8 - INSURANCE

ENGINEER shall carry the following insurance during the performance of its services and shall provide certificates of insurance evidencing its coverage, prior to starting the Work. The certificates of insurance shall provide for advance notice to the COUNTY of any subsequent modification or cancellation of the coverages:

- (a) Worker's Compensation Insurance with statutory coverage and \$1,000,000 employer's liability coverage.
- (b) Commercial General Liability Insurance with aggregate annual limits of \$1,000,000.
- (c) Automobile Liability Insurance with aggregate annual limits of \$1,000,000.
- (d) Professional Liability Insurance with aggregate annual limits of \$1,000,000.

SECTION 9 - INDEMNIFICATION AND WAIVER

(a) The COUNTY hereby agrees to indemnify and hold harmless ENGINEER and its subcontractors, consultants, agents, officers, directors and employees from and against any and all claims, damages, losses and expenses, whether direct, indirect, or consequential (including but not limited to reasonable attorneys' fees), arising out of, resulting from, or alleged to have arisen out of or to have resulted from, the services or work, or the failure to perform services or work, of ENGINEER, or any claims against ENGINEER arising from the negligence of the ENGINEER, **except for those claims, damages, losses or expenses proximately caused by the gross negligence, sole negligence or willful misconduct of ENGINEER.** It is the intention of the parties that pursuant to this waiver and indemnification provision, the COUNTY shall indemnify ENGINEER to the fullest extent permitted by law for liabilities arising other than from the sole negligence or willful misconduct of ENGINEER. Such indemnification shall also not apply to claims, damages, losses or expenses which are finally determined to result from the fraud, intentional tort, bad faith or criminal misconduct of ENGINEER.

(b) In addition to and not in lieu of the above indemnification, the COUNTY does hereby waive any and all claims against ENGINEER for special, indirect or consequential damages of any nature whatsoever, arising out of or in any way related to the services or Work, from any cause or causes, including but not limited to joint and several liability or strict liability. Both the COUNTY and ENGINEER agree to waive the right to trial by jury and in any legal proceedings relating to this Agreement.

(c) In the event that the indemnification undertakings of the COUNTY, or any part thereof, are determined by a court of competent jurisdiction to be invalid or unenforceable, this waiver shall be considered severable and shall remain in full force and effect.

(d) Notwithstanding anything else to the contrary herein, the liability of ENGINEER under this Agreement (whether by reason of breach of contract, tort or otherwise, including under indemnification provisions, if any) shall be limited to the amount of ENGINEER's fee payable hereunder.

(e) The COUNTY acknowledges that ENGINEER's agreement to the amount of compensation provided for under this Agreement has been negotiated and agreed by reason of ENGINEER's reliance on the foregoing limitation, indemnification and waiver undertakings of the COUNTY.

~~SECTION 10 - Deleted~~

SECTION 11 - HEALTH AND SAFETY

COUNTY shall be solely responsible for the health, safety and welfare of its employees and agents and others with regard to the Work, and shall strictly comply with all health and safety rules, including but not limited to ENGINEER's Injury, Illness and Prevention Program or applicable guidance which may be provided by ENGINEER, and all other applicable rules, regulations and guidance required by ENGINEER, COUNTY or applicable government agencies relating to the Work. COUNTY is solely responsible for establishing and enforcing any additional requirements that COUNTY deems necessary to protect its employees, ENGINEER's employees, and any other persons entering the site for purposes relating to COUNTY'S operations.

SECTION 12 - ENTIRE AGREEMENT

This Agreement constitutes the entire agreement between COUNTY and ENGINEER and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified or cancelled by the terms of a mutually agreed written instrument. In case of any inconsistency between the terms of a Work Order and this Agreement, the terms of this Agreement shall prevail, unless the terms of the Work Order expressly provide that the terms of the Work Order are to prevail.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the day and year first written above.

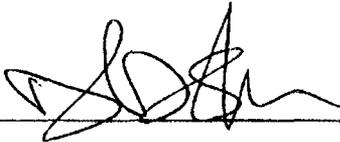
ATTEST:

SANTA ROSA COUNTY BOARD OF
COMMISSIONERS

By _____

Chairman

ATTEST:



HATCH MOTT MacDONALD, LLC

By 

Charles G. Baxley, P.E.
Executive Vice President

EXHIBIT A

FURTHER DESCRIPTION OF BASIC SERVICES

This is Exhibit A, attached to, made a part of and incorporated by reference into the Agreement for Professional Engineering Services. The Basic Services of ENGINEER as described in Section 1 of the Agreement are supplemented as indicated below.

Basic Services shall include general aviation airport design, permitting, grants, project management and update of the airport master plan for Peter Prince Field.

A form of Work Order is attached hereto as Exhibit A, Attachment A-1.

Exhibit A
Attachment A-1

SAMPLE WORK ORDER

Dated:

This Work Order is issued between **Santa Rosa County** and **HATCH MOTT MacDONALD FLORIDA, LLC**, pursuant to the Agreement for Professional Engineering Services between the parties date October , 2011 and subject to all the terms and conditions thereof.

SCOPE OF WORK TO BE PERFORMED

The ENGINEER is hereby requested to perform the following services (the "Work"):

COMPENSATION

The ENGINEER shall be compensated as follows:

Fixed Price. ENGINEER's compensation shall be a fixed price (lump sum) of \$_____.

OR

Time and Materials. ENGINEER's compensation shall be on a time and materials basis, to be billed at the rates set forth in Exhibit B to this Work Order, with total billings not to exceed \$

AUTHORIZATION

The undersigned Authorized Representative represents that funds have been duly appropriated and committed for this Work Order and that the Work has been duly authorized by the COUNTY. A copy of the COUNTY's authorizing Resolution is annexed hereto.

ACCEPTED:

SANTA ROSA COUNTY

Dated: _____

By _____

Type or Print Name

Title

HATCH MOTT MacDONALD, LLC

Dated: _____

By _____

Charles G. Baxley, P.E.

Executive Vice President

AGENDA

Santa Rosa County Public Services Committee Meeting, December 5, 2011, 9:00 A.M.

DEVELOPMENT SERVICES

1. Recommend approval of the mortgage subordination request for the SHIP Mortgage securing the property at 1466 Sterling Point Drive, Gulf Breeze, FL.
2. Recommend approval for submission of the FY 2012 Federal Discretionary Program grant applications and authorization for chairman to sign all related documents.
3. Discussion of the SR 87 Summit scheduled for December 15th at 9:00 a.m.
4. Discussion and review of the Santa Rosa Transit Pilot Program bus service.

EMERGENCY MANAGEMENT

5. Recommend approval for submission of four Florida Forest Service Volunteer Fire Assistance (VFA) grant applications and authorization for chairman to sign all related documents.



Department of Public Services

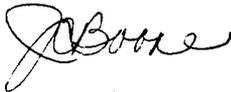
Santa Rosa County, Florida
6051 Old Bagdad Highway, Suite 202
Milton, Florida 32583
www.santarosa.fl.gov
Office: (850) 981-7040 Fax: (850) 623-1208



Tony Gomillion, Director

MEMORANDUM

TO: Board of County Commissioners

FROM: Janice Boone
Housing Program Manager 

THROUGH: Beckie Cato

DATE: November 17, 2011

SUBJECT: SHIP Second Mortgage Subordination Request
1466 Sterling Point Drive, Gulf Breeze, FL 32563

RECOMMENDATION:

Board approval of the request submitted on behalf of homeowner to execute a subordination agreement to be recorded in connection with a refinance of the first mortgage in the approximate amount of \$142,410.

BACKGROUND:

SHIP Second Mortgage: \$7,500
Recorded: 10/11/2006
Purpose: Home Purchase Assistance

Proposal is to reduce the annual interest rate on the first mortgage from 6.375% to 4.50%.

Current monthly principal and interest: \$952
Proposed monthly principal and interest: \$722

The refinance and subordination request meets established guidelines and will:

- Reduce the mortgage interest rate.
- Reduce the monthly mortgage payment.
- Not provide any cash out.

Animal Services
Dominic Persichini
Director

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

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

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

Emergency Management
Sheryl Bracewell
Director

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

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

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

Veterans Services
Karen Haworth
Director

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

"One Team, One Goal, One Mission"



Santa Rosa County Development Services



Beckie Cato, AICP
Planning and Zoning Director

Tony Gomillion
Public Service Director

John T. "Tim" Tolbert
Building and Fire Official

MEMORANDUM

TO: Board of County Commissioners
FROM: Shawn Ward, Planner II
THROUGH: Beckie Cato, Planning Director *BC*
DATE: November 28, 2011
RE: FY 2012 Federal Discretionary Program Grant Applications

RECOMMENDATION

That the Board approve submission of grant applications for Federal Discretionary Funds for transportation projects.

BACKGROUND

Each year the Federal Highway Administration (FHWA) solicits applications for its Federal Discretionary Grant Program. This year the project applications are due to FHWA by Friday, January 6, 2012. Staff recommends resubmitting two of the applications previously submitted. All projects are listed below along with the federal share and the matching funds, as applicable.

Proposed resubmittals approved by the BOCC and submitted in December 2010:

	Project Description	Federal Discretionary Grant Program	Estimated Total Cost	Federal Share	Matching Funds
1	Construction phase to widen SR 87 from southern Eglin AFB boundary to 2 mile south of Yellow River	Public Lands Highways	\$56,728,000	\$56,728,000	none
2	Project Development and Environmental (PD&E) Study to Create Navarre East-West Community Access Road	Transportation and Community System Preservation (TCSP) – requires 20% match	\$1,200,000	\$960,000	*\$240,000

* Note - Impact fees may be used as a source for matching funds.

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



Department of Public Services

Santa Rosa County, Florida
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Milton, Florida 32583
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Tony Gomillion, Director

MEMORANDUM

TO: Board of County Commissioners
FROM: Nancy Model, Transportation Planner *NM*
THROUGH: Beckie Cato, Planning Director
DATE: November 29, 2011
RE: SR 87 Summit

This is to advise the Board of plans for an upcoming SR 87 Summit to discuss widening of SR 87 from two to four lanes from US 98 to the Alabama State Line. The Summit will address past investments, existing gaps, and the way forward for the future. The Summit is scheduled for **Thursday, December 15 from 9:00 a.m. to noon in the Santa Rosa County Public Services Building Media Room at 6051 Old Bagdad Highway, Milton, Florida 32583.**

The meeting will be noticed and open to all Board members.

The concept of a summit to bring together elected officials, transportation officials, and others was proposed by Commissioner Salter. A project of the magnitude of SR 87 takes years to accomplish, breaking it into segments, and identifying funds a step at a time. The progress so far has been the product of a shared vision over more than a decade. It will take a shared vision to continue to completion.

Animal Services
Dominic Persichini
Director
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Milton, FL 32583
(850) 983-4680

Building Inspections & Code Compliance
John T. Tolbert
Building Official
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(850) 983-5360

Community Planning, Zoning & Development
Rebecca Cato
Director
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Milton, FL 32583
(850) 981-7075

Veterans Services
Karen Haworth
Director
6051 Old Bagdad Hwy,
Ste 204
Milton, FL 32583
(850) 981-7155

"One Team, One Goal, One Mission"



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Tony Gomillion, Director

MEMORANDUM

TO: Board of County Commissioners
FROM: Nancy Model, Transportation Planner
THROUGH: Beckie Cato, Planning Director
DATE: November 29, 2011
RE: Santa Rosa Transit Pilot Program Bus Service Review

RECOMMENDATION

That the Board review the Santa Rosa Transit Pilot Program for renewal of the operating agreements.

BACKGROUND

In August 2011, staff presented a review of the Santa Rosa Transit Pilot Program prior to completion of the FY 2012 county budget. Santa Rosa Transit started service primarily along Hwy 90 between Pensacola and East Milton on December 7, 2010 with two eighteen passenger buses purchased by the Florida – Alabama Transportation Planning Organization (FL-AL TPO). Since the service had not been in operation a full year by August 2011, the Board decided to wait until December 2011 to determine if the service should continue into a second year.

Relationships: The federal Section 5316 Job Access and Reverse Commute (JARC) grant made the service possible. The federal grant recipient is the Florida – Alabama Transportation Planning Organization (FL – AL TPO) and the county, as project manager, is the sub-recipient of the federal funds. Pensacola Bay Transportation is the operator. The operating agreements between the county and TPO and between the county and Pensacola Bay Transportation expire on December 7, 2011.

Future Funding: Federal or state grants are available in future years, although the federal transportation authorization bill to replace SAFETEA-LU has not yet been passed. The current federal grant funds recognized in the county budget are expected to last through December 2011. Additional grant funds, approximately \$9,000 per month, can be requested from the TPO and are available if service is continued into a second year. Of the original \$33,140 approved by the BOCC from county funds, \$2,000 per month have been used. The balance will last into March 2012. To complete a second year through November 30, 2012, another eight months of service, the additional cost to the county would be $8 \times \$2,000 = \$16,000$.

"One Team, One Goal, One Mission"

A Board decision is requested to renew the agreements for a specific period of time. Even if the decision is to discontinue service, ample notice is requested to allow passengers who use transit regularly to find other transportation or employment.

Operating numbers follow on the next pages.

Summary Tables

As the tables below show, ridership (one person – one way) increased from 167 in December 2010 to over 600 by August 2011. Operating expenses through August totaled \$102, 053, with 78% paid by the federal grant, 18% paid by the county, and 4% paid by fares and ticket sales.

	Dec	Jan	Feb	Mar	Apr	May
Revenue Miles	4394	4627	4664	5158	4864	4757
Ridership (one person - one way)	167	281	296	412	431	509
Fare box collection	166.75	274.33	264.75	355.87	392.46	335.83
Advance ticket sales	330.00	25.00	40.00	10.00	45.00	5.00
Total cash expenses	13,034	12,000	11,003	11,559	11,207	11,613
Paid from fare box and ticket sales	497	299	305	366	437	341
Paid from county funds	2,000	2,000	2,000	2,000	2,000	2,000
Paid from federal grant	10,537	9,701	8,698	9,193	8,770	9,272
Difference	0	0	0	0	0	0

	Jun	Jul	Aug	Sep	Oct	Nov	Total*
Revenue Miles	5955	4591	5346	4964	4919		44,356
Ridership (one person - one way)	586	454	630	620	616	**	3,766
Fare box collection	327.45	419.35	583.20	605.53	589.01		3119.99
Advance ticket sales	200.00	200.00	0.00	0.00	0.00		855.00
Total cash expenses	11,333	9,415	10,889				102,053
Paid from fare box and ticket sales	527	619	583				3,974
Paid from county funds	2,000	2,000	2,000				18,000
Requested from federal grant	8,806	6,796	8,306				80,079
Difference	0	0	0				0

* Total is through August only.

** Final November ridership numbers not yet in as of the date of this memo. Will be available in time for BOCC meeting.

During May and June, several free ride days were held to encourage residents to try transit.

Revenue miles increased in June when five new bus stops were added in response to requests from the public.

In September, a new bus stop was added at Pensacola State College (PSC) Milton Campus.

During November, free ride passes were distributed as part of a marketing campaign. The marketing campaign included distribution of promotional tool kits, promotional events on site, marketing targeted toward PSC students and a mobile radio broadcast at the Pace Winn Dixie on the day before Thanksgiving. It is too early to see the results of the marketing campaign at this time.

For planning, administrative and technical assistance, the county will request 8% of the amount paid by the federal grant. The total amount for the year is projected to be \$8,990.

"One Team, One Goal, One Mission"

Trip Purpose

County staff conducted quarterly rider surveys on Friday February 25, Tuesday May 24, Tuesday August 30, and Wednesday November 16 on both buses from 5:05 a.m. to 8:00 p.m. to record trip purpose and the stops where passengers boarded and de-boarded. **According to passenger responses, 29% of the trips were for work and 13% for education/training.** Below are the tables of trip purpose and stops where passengers most frequently boarded and de-boarded.

Trip Purpose	No. of passengers
Work	28
Job Search	
Education/Training	12
Shopping	10
Medical	10
Recreation	2
Gov't services	6
Other	28
Total	96

Bus Stop Usage

The top five most popular stops were as follows:

1. University Parkway/Nine Mile Road – 48 on/off
2. Byrom Street/Magnolia Street – 20 on/off
3. Pace Walmart – 18 on/off
4. Local Yoke/Richburg Street/St. Johns Street – 8 on/off
5. Mary Street/Highway 90 – 11 on/off

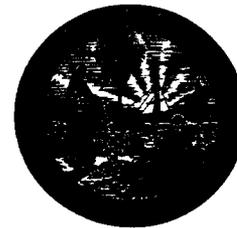
Stops where passengers boarded (on) or de-boarded (off) over the four days of surveys:

Bus Stop Location	On	Off	Combined
University Parkway/Nine Mile Road	25	23	48
5 th Avenue/Sacred Heart Medical Park*	2		2
Walgreens/CVS Pharmacy	1	1	2
Grocery Outlet/Pace Patriot Boulevard*	2	2	4
Winn Dixie Pace	5	1	6
Santa Rosa Commons		4	4
Walmart Pea Ridge	2	13	18
Bell Ridge Apartments		2	2
Chantilly Place*		1	1
Anna Simpson Road	1		1
Pensacola State College*		2	2
SR County Public Services	5	5	10
Bealls/Big Lots	1	2	3
County Administrative Center	5	3	8
Santa Rosa Medical Center	4	2	6
St. Rose of Lima Church	1	2	3
Park Place Apartments	6	1	7
Milton Community Center	1	1	2
Milton Housing Authority		2	2
Byrom Street/Magnolia Street	11	9	20
Health Department/Community Clinic	1	2	3
Mary Street West/Hwy 90	5	6	11
Oak Street/Elmira Street	2	4	6
Veterans Memorial	1		1
Local Yoke/Richburg Street/St Johns Street	10	6	16
Sheriff's Office	2		2
Santa Rosa Industrial Park		2	2
Total	96	96	192



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

To: Santa Rosa County Board of County Commissioners
From: Brad Baker, Emergency Services Coordinator
Through: Tony Gomillion, Director, Public Services
Re: Volunteer Fire Assistance Grants
Date: December 8, 2011

RECOMMENDATION

Request approval to submit application for four grants to the Florida Forest Service Volunteer Fire Assistance (VFA) grant program and authorize signature of all associated documents. Based on the recommendation of VFA grant staff the request is broken down into four grants. Each grant will require a 50% match. Matching funds will be allocated from the MSBU Joint – Reserves account.

<u>Grant Amount</u>	<u>MSBU – match</u>	<u>Federal Share</u>
\$17,086.00	\$8,543.00	\$8,543.00
\$17,930.00	\$8,965.00	\$8,965.00
\$17,930.00	\$8,965.00	\$8,965.00
\$17,730.00	\$8,865.00	\$8,865.00

Background

This grant is available to the county as an avenue to obtain matching dollars for rural fire protection and will be used to purchase 21 sets of fire gear, 12 tone pagers, 13 portable radios and 4 mobile radios which meet the grant requirement. There is a \$10,000.00 cap (per grant) on the federal match. Upon approval from VFA the grant requires the purchase be made in full and the receipts sent to the state for the fifty percent match to be reimbursed.

Completion

Upon approval DEM staff will purchase the equipment, disperse to the receiving departments and process the grant forms to the state for reimbursement. Reimbursed funds will be returned to the MSBU Joint – Reserves fund.

Animal Services
Dominic Persichini
Director

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

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

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

Emergency Management
Sheryl Bracewell
Director

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

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

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

Veterans Services
Karen Haworth
Director

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

"One Team, One Goal, One Mission"

AGENDA
PUBLIC WORKS COMMITTEE

December 5, 2011

Chairman: Commissioner Salter

Vice Chairman: Commissioner Lynchard

1. Discussion of one (1) year extension of contract for engineering services with Southern Site and Utility Design, Inc. for Emergency Watershed Project (EWP) program under existing terms.
2. Discussion of paving the following roads in District 4 at an estimated cost of \$116,337.00:
 - Stakley Lane
 - John Matthews Road
 - Bernice Road (*off Short Trail Road*)
 - Ernie Newton Drive
 - Michelle Lane
 - Floridale Drive
 - Six Pack Road
 - Arabian Road
 - Calypso Lane
 - Ruth Avenue
 - Farrier Road
3. Discussion of resurfacing the following roads in District 4 at an estimated cost of \$ 34,366.00:
 - Green Road
 - Last Chance Road
4. Discussion of pre-qualifying debris removal contractors for solicitation of bids after declared disasters.
5. Discussion of contract for Disaster Debris Planning and Support Management.
6. Discussion of resurfacing connector roadways.
7. Discussion of scheduling a Public Hearing on the proposed right-of-way vacation as requested by Ronald Price.



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

Stephen L. Furman
Assistant
Public Works Director
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626-0191 • 994-5721 • 623-2221

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

Thad Allen
Superintendent
Building Maintenance/Parks
P. O. Box 864
62 [REDACTED]

MEMO

TO: Hunter Walker, County Administrator
FROM: Avis Whitfield, Public Works Director *AW*
SUBJECT: Contract Extension for EWP Engineering Services
DATE: November 22, 2011

I recommend a one year extension of the contract for engineering services with Southern Site and Utility Design, Inc. for Emergency Watershed (EWP) programs.

These services are only utilized when we receive EWP funding and engineering services account for a portion of the County's required 25% match.

AW/lc

AGREEMENT FOR ENGINEERING SERVICES

STATE OF FLORIDA

COUNTY OF SANTA ROSA

THIS AGREEMENT made and entered into the 1st day of August, 2001, by and between SANTA ROSA COUNTY, Florida (hereinafter called the Owner), and SOUTHERN SITE & UTILITY DESIGN, INC., (hereinafter called the Engineer).

WHEREAS, the Owner desires to engage the services of a consulting Engineer to provide general engineering services on a continuing basis, and

WHEREAS, it has been agreed between the parties hereto that the Owner retain Engineer for services in connection with Santa Rosa County's Emergency Watershed Protection Program (EWP).

NOW THEREFORE, in consideration of the covenants herein contained, the parties do mutually agree as follows:

ARTICLE I: GENERAL

A. Engineer shall provide professional engineering services for Owner for all phases of EWP program to which this Agreement applies, serve as Owner's professional engineering representative for the Project and shall give professional engineering consultation and advice to Owner during the performance of service requested hereunder.

B. Services provided under this Agreement shall be on a "Work Order" basis for each project or element of work desired by the Owner. Prior to commencement of Work, the Engineer and Owner shall negotiate the terms of the Work Order including but not necessarily limited to: Scope of services; Period of Service (if applicable); Basis of Payment. All Work Orders must be approved by Owner prior to commencement of work.

C. Engineer shall perform services for EWP program which include customary civil, environmental engineering, surveying and such other incidental professional services as may be necessary in connection with the County's EWP Program.

ARTICLE 2: GENERAL SERVICES TO BE RENDERED BY THE ENGINEER

- A. Studies, Reports and Conceptual Plans.
- B. Engineering Survey.
- C. Preliminary Design.
- D. Federal and State Permits.

fax

- E. Final Design.
- F. Bidding or Negotiating.
- G. Engineering During Construction.
- H. Construction Inspection.
- I. Other/Additional.

ARTICLE 3. OWNER'S RESPONSIBILITIES

Owner shall:

- A. Provide all criteria and full information as to Owner's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations; and furnish copies of all design and construction standards which Owner will require to be included in the Drawings and Specifications. This shall not relieve the Engineer of the obligation to advise the Owner as to the appropriate design and construction standards to be utilized in such project.
- B. Assist by placing at his disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project. This shall not obligate the Owner to compile, prepare or deliver any report or data from sources other than the records of the Owner or information prepared by others for the use and benefit of the Owner.
- C. Arrange for access to and make all responsible provisions of Engineer to enter upon public and private property as required for Engineer to perform his services.
- D. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by Engineer, obtain advice of an attorney, insurance counselor and other consultants as Owner deems appropriate for such examination and render in writing decisions pertaining thereto within reasonable time so as not to delay the services of Engineer.
- E. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the project, such legal services as Owner may require or Engineer may reasonably request with regard to legal issues pertaining to the Project.
- F. Designate in writing a person to act as Owner's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and decisions with respect to materials, equipment, elements and systems pertinent to Engineer's services.

professional Engineer any fee, commission, percentage, gift or other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 10: CONTRACT TERMS

The term of this agreement shall be two (2) years. The agreement may be extended thereafter for one-year increments with such terms and conditions as approved by both parties.

This Agreement (consisting of pages 1 through 7, inclusive), constitute the entire agreement between Owner and Engineer and supersede all prior written or oral understandings. This Agreement may only be amended, supplemented, modified or canceled by a duly executed written instrument. Either party upon giving thirty (30) days written notice may terminate this Agreement without cause.

IN WITNESS WHEREOF, this instrument is executed in duplicate, one copy being held by each party, on the 23rd day of August, 2001.

BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA

By: H. Byrd Mapoles
H. Byrd Mapoles, Chairman

ATTEST:
Sammy Channon
Deputy Clerk of Court

BCC Approved 8/23/01 SOUTHERN SITE & UTILITY DESIGN, INC.

By: Allen Miller
Allen Miller, President

Ray M. Z...
Witness
Mary Beth ...
Witness



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

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

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

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

November 22, 2011

Mr. Jim Melvin
Santa Rosa County Board of County Commissioners
6495 Caroline Street
Milton, FL 32570

Dear Mr. Melvin:

The estimated cost of paving the following dirt roads in District Four is \$116,337.00:

Stakley Lane	\$ 3,071.00
John Matthews Road	3,696.00
Bernice Road (<i>off Short Trail Road</i>)	6,351.00
Ernie Newton Drive	5,414.00
Michelle Lane	18,166.00
Floridale Drive	13,377.00
Six Pack Road	10,515.00
Arabian Road	12,336.00
Calypso Lane	18,010.00
Ruth Avenue	16,552.00
Farrier Road	8,849.00

Sincerely,

Avis Whitfield
Public Works Director

AW/lc



Department of Public Works

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November 22, 2011

Mr. Jim Melvin
Santa Rosa County Board of County Commissioners
6495 Caroline Street
Milton, FL 32570

Dear Mr. Melvin:

The estimated cost of resurfacing the following roads in District Four is \$ 34,366.00:

Green Road	\$ 11,793.00
Last Chance Road	22,573.00

Sincerely,

A handwritten signature in black ink, appearing to read "Avis Whitfield".

Avis Whitfield
Public Works Director

AW/lc



Department of Public Works
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MEMO

TO: Hunter Walker, County Administrator
FROM: Avis Whitfield, Public Works Director *AW*
SUBJECT: Debris Removal
DATE: November 30, 2011

We last pre-qualified debris removal contractors in May of 2007. Therefore, I recommend we solicit a Request for Qualification (RFQ) to update a list of debris contractors who will be eligible to bid after a declared disaster.

AW/lc

Avis Whitfield

May 31, 2007

1. Recommend pre-qualifying the following debris removal contractors for solicitation of bids after declared disasters. Goodin moved approval without objection.

WPR, Inc./DRC Emergency Services, LLC

Grubbs Emergency Services, LLC

Phillips & Jordan, Inc.

Asplundh Environmental Services, Inc.

AshBritt Environmental



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623-1569 • 939-1877

MEMO

TO: Hunter Walker, County Administrator
FROM: Avis Whitfield, Public Works Director *AW*
SUBJECT: Contract for Disaster Debris
DATE: November 30, 2011

Our contract with Science Applications International Corporation for Disaster Debris Planning and Support Management will expire on December 31, 2011. Our options are to either renew the contract for an additional year or solicit Request for Proposals (RFP). I will place this item on the December agenda for direction from the BoCC.

AW/lc

June 3, 2006

MEMORANDUM

TO: Company Addressed
FROM: Santa Rosa County Procurement Department
SUBJECT: Disaster Debris Planning and Support Management

Santa Rosa County is seeking proposals from qualified firms to provide professional services to assist with the management of disaster debris collection services for the County. The Contractor is expected to be highly knowledgeable in Federal Emergency Management Agency (FEMA) and Federal Highway Administration regulations, guidelines, and operating policies. The Contractor will serve as an advisor, and support the County through a disaster recovery effort.

The term of the contract is for two years with annual renewal options at the County's discretion.

All proposals must be in writing and delivered by hand, Fed Ex, or mail to Santa Rosa County Procurement Department, Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., June 27, 2006. The proposals will be publicly opened at this time.

Only proposals received by the aforesated time and date will be considered. Proposals received after the time set for the proposal opening will be rejected and returned unopened to the submitter. All proposals shall be enclosed within a sealed envelope and clearly marked on the face of the envelope, "**RFP- DISASTER DEBRIS PLANNING AND SUPPORT MANAGEMENT.**" Please provide twelve (12) copies of the proposal. Specifications may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department at the above address. (Telephone (850) 983-1833) Proposals received after the time set for the opening will be rejected and returned unopened to the submitter.

Questions concerning this proposal may be directed to Mr. Tom Collins at (850) 626-0191.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities and to award the proposal that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

MINIMUM SPECIFICATIONS DISASTER DEBRIS PLANNING AND SUPPORT MANAGEMENT

SCOPE OF SERVICES

The selected firm shall assist the County with disaster debris management services to include, but not limited to:

- Assist in the development of a disaster debris management plan by meeting with County prior to the start of hurricane season each year.
- Develop forms, databases, etc. for tracking field activities, submitting invoicing to FEMA, etc. Such forms and invoices must be compatible with County software and approved by County personnel.
- Provide training to County staff in essential debris management and collection functions to ensure appropriate and responsive interface with disaster debris collection contractor and County, state and federal agencies.
- Provide field inspectors to monitor disaster debris collection contractors (cleanup crews) to ensure collection is provided in accordance with County and FEMA standards, including contractual provisions specified in County disaster debris collection contract.
- Provide field inspectors at designated check points to check and verify information on debris removal and at Temporary Debris Staging and Processing Facilities (TDSPF) located throughout the County.
- Assist the County in the development of a detailed scope of work for debris collection contract activities. Assist the County in the planning and implementation of the debris removal contract activities.

The selected firm shall be responsible for the training scheduling, dispatching and logistical operations of the field inspectors assigned to work areas for temporary storage facilities and disaster debris collection, including, but not limited to:

- Meet with County staff and disaster debris collection contractor initially and periodically to review, formulate and update cleanup plans.
- Coordinate with all local, state and federal agencies as needed for Temporary Debris Staging and Processing Facilities (TDSPF) on issues such as notification, obtaining permits, determining reimbursement, etc.
- Provide preliminary assessment and documentation of TDSPF and assist in return of site to original conditions.
- Provide personnel to supervise the operation of TDSPF including monitor incoming loads of debris, processing of debris, and outgoing loads of processed debris.

- Set up schedules for monitors each day and determine cleanup crew assignments.
- Monitor and record the cubic yard capacity of each truck added into service; this shall be the physical measurement of the truck bed or trailer.
- Keep records of cleanup crew trucks: cubic yards, time in and out, number of loads per day, and other data as requested by County.
- Coordinate with County to respond to problems in the field, such as property damage complaints, cleanup crew issues, other customer complaints, etc. Contractor shall maintain a detailed database of customer complaints and resolution.
- Conduct end of day activities, such as verifying completion of cleanup crew assignments, completion of all record keeping, trucks have left disposal site and locking down facilities.

Survey and maintain list of areas with special needs, including but not limited to, hazardous stumps and trees.

Daily report to County of cleanup crew assignments - locations working and number of trucks assigned, total loads and cubic yards collected, updated map of streets where debris is collected.

- Daily personnel tracking sheets (field reports) shall be maintained for all personnel assigned to the project. Problems noted shall be logged into a database, reported to county personnel and addressed/resolved.
- Prepare daily and periodic tracking reports to support debris removal, TDSPP operations, and final debris disposal for FEMA and audit purposes. Includes maintaining a database of debris managed and costs incurred, and reconciliation of debris collection contractor invoices.
- Compile records and forms and assist the County with the preparation of FEMA and Federal required forms for Reimbursement Submittals.

Selected firm shall be responsible for providing work space and equipment necessary to perform their duties as part of the negotiated rate. This includes, but is not limited to:

- Office space, including electrical power/generator.
- Computers, printers, software and all related equipment.
- Office furnishings
- Office supplies
- Cell phones
- Cameras, batteries, etc.
- Any other equipment needed for their operations.

Additional support shall be provided, if requested by the County

- Development and implementation of public information efforts.

- Setup of telephone answering banks and provision of customer service personnel
- Other support activities related to disaster response activities.
- Support with submittal of information to FEMA and the Federal Highway Administration.

SUBMITTAL

Proposals shall include all required forms, attachments, and information requested. Proposals shall be submitted on 8 1/2" x 11" recycled-content paper, numbered, typewritten, be no more than twenty (20) pages total, and with sections identified appropriately. Proposals shall consist of the following five (5) sections in order and named:

1) Experience

Provide a brief overview of the firm's history and organization. Include the name of the firm's contact person, telephone and fax number, and email address.

Describe the firm's experience in debris management in detail.

2) Personnel Resources

Provide an organizational chart of key personnel to be assigned to the project.

Provide resumes of key personnel assigned to the project, which demonstrates experience related to debris management.

Describe the firm's ability to handle multiple contractual obligation in the event of a regional or statewide disaster involving a number of public entity clients under contract for similar support.

Provide an outline of the training program and the safety program.

3) Similar Projects

Provide a list of five (5) similar projects. Include the project approach, results, status and cost of services.

4) References

Provide references for each of the five (5) similar projects with contact person, address, and telephone number.

5) Price Proposal

Provide an hourly pay rate chart for key personnel assigned to the project. The rates charged for this contract should be "all-in" prices. The County intends to pay

one hourly rate per employee class. The hourly rate shall include personnel costs, per-diem, travel, safety gear, office space and supplies and any other incidental costs. The only reimbursable cost allowed will be mileage for personal vehicles used during monitoring efforts.

The following personnel categories will be allowed for cleanup event activities (i.e., anticipated FEMA reimbursable activities):

1. On-Site Project Manager
2. Site Supervisor or Area Supervisor
3. Tower Monitor
4. Field Monitor
5. Administrative support staff

Other personnel categories may be proposed for pre-event planning activities.



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

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P. O. Box 864
623-1569 • 939-1877

MEMO

TO: Hunter Walker, County Administrator
FROM: Avis Whitfield, Public Works Director 
SUBJECT: Resurfacing Connector Roadways
DATE: November 30, 2011

Please find attached a list of connector roads that are in need of resurfacing. I recommend resurfacing these roads with funds from Road and Bridge reserves. 

The list could be prioritized and split up in order to be funded in phases or the entire list could be funded.

I will include this on our December Public Works Committee agenda for direction from the BoCC.

AW/lc

District One

Adams Road Widen 2-ft, level, and resurface	\$ 79,353.00
South Garcon Point Road Widen 4-ft, level, and resurface	168,119.00
Diamond Street Level, crack relief, and resurface	256,320.00
Carroll Road Level and resurface	68,953.00
Sterling Way Level, Crack relief, and resurface	132,689.00
Cyanamid Road Level, crack relief, and resurface	<u>80,449.00</u>
District One Total	\$ 785,883.00

District Two

Whiting Field Circle (excluding recently resurfaced segments) Level and resurface	\$ 167,952.00
Eastgate Road Level, crack relief, and resurface	<u>189,542.00</u>
District Two Total	\$ 357,494.00

District Three

Pine Blossom Road Level, crack relief, and resurface	\$ 425,044.00
Gardenview Road Level and resurface	<u>76,915.00</u>
District Three Total	\$ 501,959.00

District Four

Amos Cabaniss Road (excluding recently resurfaced segments) Level and resurface	\$ 163,885.00
Whitfield Road (excluding recently resurfaced segments) Level and resurface	114,583.00
South Airport Road Level and resurface	144,525.00
Radio Road Level and resurface	68,186.00
District Four Total	\$ 491,179.00

District Five

Bergren Road Widen 3 feet, level, and resurface	\$ 141,242.00
Tiger Point Boulevard (excluding from Tibet Dr to Hwy 98) Mill, level, and resurface	205,899.00
District Five Total	\$ 347,141.00

Grand Total of all Districts **\$2,483,656.00**



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MEMO

TO: Tammy Simmons
Administrative Services Manager

FROM: Avis Whitfield *AW*
Public Works Director

DATE: November 30, 2011

SUBJECT: Proposed Vacation of Right-of-Way: Hayes Heights Subdivision

The roadbed in the Hayes Heights subdivision described as a “300 ft. by 50 ft. road right-of-way that lies east of lots 19, 20, and 21 in Block 2 of the Hayes Heights Subdivision and 50 ft. by 50 ft. on the south end of the same right-of-way that lies east of the east end of Chavers Street as originally platted in Plat Book B, Page 75 of the Hayes Heights Subdivision” appears to have no significant importance to the Road & Bridge Department, therefore, I recommend a Public Hearing to be scheduled for this vacation.

AW/lc



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

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623-1569 • 939-1877

November 23, 2011

Ronald Price
5492 Jones St.
Milton, FL 32570

Dear Mr. Price:

Please confirm that the enclosed maps and description accurately describe your request for vacation of right-of-way in which you desire the vacated property to be split between you and Mr. Morris Adams.

Please understand the description ties everything back to the original plat of the Hayes Heights Subdivision. This is necessary in order for the description to be relevant to a document that will never change. We fully understand that a portion of Chavers Street was vacated and now is in the name of your wife. However, descriptions are written relevant to the original plat.

Please contact me by phone or mail to confirm the accuracy of your request.

Sincerely,

A handwritten signature in black ink, appearing to read "Avis Whitfield".

Avis Whitfield
Director, Public Works
Santa Rosa County

cc: Tammy Simmons

COPY

Description:

The 300 ft. by 50 ft. road right-of-way that lies east of lots 19, 20, and 21 in Block 2 of the Hayes Heights Subdivision and 50 ft. by 50 ft. on the south end of the same right-of-way that lies east of the east end of Chavers Street as originally platted in Plat Book B, Page 75 of the Hayes Heights Subdivision. This will result in a total area of 350 ft. by 50 ft.

GoSpatial v3 - Santa Rosa Cour



vacated and
owned by Judy
Sweeney Price.
Formerly east
end of Cheery Street.

R/w vacation request
350' x 50'

Santa Rosa County Parcel

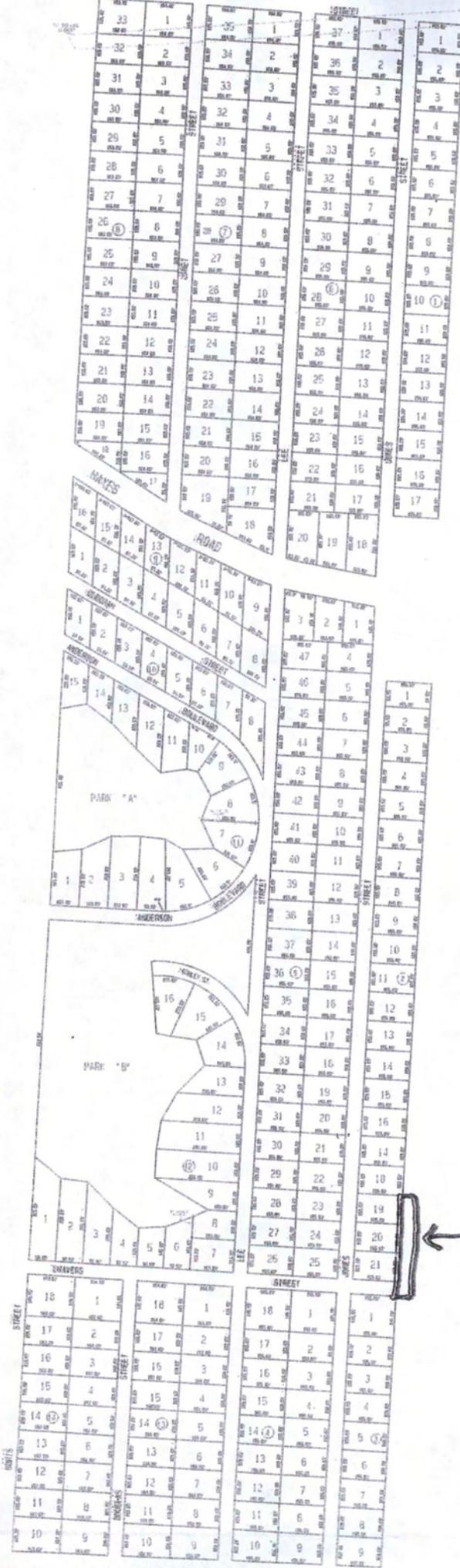
[Santa Rosa Home](#) | [Map Help](#) | [Turn Quick Info On](#) | [Search Page](#)

- Zoom Out
- Zoom In
- Family Land
- Zoom to Box
- Zoom County
- Get Info
- Zoom To Parcel
- Center On Parcel
- Measure
- Area Tool
- Print Page
- Search Sales

- Show:
- Parcels
 - Roads
 - Lakes & Rivers
 - Railroads
 - Yearly Sales
 - Parcel Numbers
 - Lots
 - Dimensions
 - Sec-Twn-Rng
 - Soil Types
 - Aerial Photography



*Has vacation request
350" X 50"*



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

← 350' x 50'

PUBLIC WORKS OF SRC

FROM: RONALD C. PRICE

SUB: OLD ROAD BED LOCATED ON EAST LINE OF PROPERTY:

DEAR AVIS.

I HAVE LOOKED OVER THE DRAWINGS AND THE PICTURES WITH THE OLDROADBED OUTLINED. ALL THE INFORMATION LOOKS TO BE CORRECT.

I HAVE MADE THE ADAM,S FAMILY AWARE OF WHAT I,M TRYING TO DO ABOUT THE ROADBED. THEY ARE AWARE OF WHAT IT WILL TAKE TO GET IT SPLIT. THE ADAM,S FAMILY HAVE BECOME LIKE KIN FOLKS TO OUR FAMILY AND I DO NOT WANT ANY BAD FEELINGS OR EVEN THE THOUGHT OF SUCH FROM ENTERING INTO ANYONE,S THOUGHT,S. THAT,S NOT WHAT THIS ABOUT. IT IS JUST TO CLEAR EVERYTHING UP BEFORE SOMETHING HAPPENS TO EITHER THEM OR US.

I WISH TO THANK YOU FOR YOUR INTEREST IN THIS MATTER FOR ME AND MY FAMILY. I DON,T WANT TO LEAVE DON SALTER OUT IN THAT THANKS EITHER.

THANKS AGAIN RONNIE

Santa Rosa County
Administrative Services Department
6495 Caroline Street, Suite L
Milton, Florida 32570

APPLICATION FOR VACATION

There is a \$150 fee to process this application, and all fees are _____.

Date: NOV. 9 2011
Name: RONALD PRICE
Address: 5492 JONES ST.
MILTON FL. 32570
Phone Number: 626-0740 NOT ALWAYS ANSWERED, BEST BY MAIL
Fax Number: _____
Billing Address: _____

Reason for Vacation Request: TO CLOSE AREA AND TAKE THE OFFER BY

MR. GERALD BARNES COUNTY COMMISSIONER IN THE YEAR OF 1969. THE
LAND IN QUESTION WAS A RESULT OF MY GIVING THE COUNTY A 50ft by
155 ft. ROAD BED ON THE NORTH END OF PROPERTY I HAD PURCHASED FROM
MR. HAYES. THE COUNTY GAVE THE OLD 50 FT ON SOUTH END ROAD TO ME.

Area of Vacation:

A AREA OF 50' by 300' running NORTH & SOUTH ALONG MY PROPERTY OF
HAYES HEIGHTS LOTS S 50' LOT 18 , 100 ' LOT 19, 100' LOT 20, N 50
FT. LOT 21. I WISH THE ROAD ALLEY TO BE SPLIT 25'x300 EQUAL PARTS
WITH MR. MORRIS ADAMS, THE OTHER LAND OWNER.

Petitioner's Name (if different from above): _____

Address: _____

Phone Number: _____

Representative's Name (if applicable): _____

Address: _____

Phone Number: _____

NOTE: I WOULD REQUEST THAT ALL MATTERS TO THIS REQUEST BE DONE IN WRITING AS I DO NOT ANSWER THE PHONE, NO E MAIL OR FAX. PLEASE BY STANDARD MAIL. THANK YOU

Petitioner is responsible for all costs associated with the processing of the vacation request, including fees paid for advertisements, certified list of property owners located within 500 feet of the proposed vacation, labels, certified mail postage, recording of official documents, etc.

BUDGET & FINANCIAL MANAGEMENT COMMITTEE

Chairman: Commissioner Melvin
Vice Chairman: Commissioner Cole

December 5, 2011

Bid Actions:

- 1) Discussion of Cellular Services.

Budget:

- 2) **Budget Amendment 2012 – 045** in the amount of **\$298,236**. Recognizes FY2011/2012 Community Transportation Grant (\$143,397), remaining FY2009/2010 Community Transportation Grant (\$136,839), and local match (\$18,000), and allocates for expenditure.
- 3) **Budget Amendment 2012 – 046** in the amount of **\$49,500**. Funds design of the Equestrian Center in East Milton Park from Reserve for Contingencies in District Two Projects Fund.
- 4) **Budget Amendment 2012 – 047** in the amount of **\$165,000**. Carries forward funds for design and replacement of audio/video/broadcasting equipment in Board meeting room in the General Fund.
- 5) **Budget Amendment 2012 – 048** in the amount of **\$544,859**. Recognizes Horizon BP Funds received (\$410,157), carries forward remaining BP balance from prior year (\$134,702), and allocates for expenditure in the Tourist Development Tax Fund.
- 6) **Budget Amendment 2012 – 049** in the amount of **\$50,000**. Carries forward funds for required ADA Upgrades at the Santa Rosa County Courthouse and allocates for expenditure in the Fine & Forfeiture Fund.
- 7) **Budget Amendment 2012 – 050** in the amount of **\$96,916**. Carries forward funds for Industrial Boulevard Lift Station Replacement in the General Fund.
- 8) **Budget Amendment 2012 – 051** in the amount of **\$417,344**. Carries forward funds for addition to Sheriff's budget for Capital Equipment in the General Fund.

County Expenditure/Check Register:

- 9) Recommend approval of County Expenditures / Check Register

Per unit monthly costs

	Radio Only		Cellular		Blackberry
Verizon	\$33.69 200 Minutes		\$33.69 200 minutes		\$86.09 450 minutes shared
SouthernLink	\$20.00 10 minutes with no pooling 40 cents per minute roaming		\$27.00 300 minutes 40 cents per minute roaming		\$67.00 300 minutes 40 cents per minute roaming
Sprint/Nextel	\$22.49 300 texts free		\$22.49 300 texts free		\$59.99 Unlimited

Monthly cost

Monthly total

	Radio Only 41 units		Cellular 109 units		Blackberry 45 units	
Verizon	\$1,381.29		\$3,672.21		\$3,874.05	\$8,927.55
SouthernLink	\$820.00		\$2,943.00		\$3,015.00	\$6,778.00
Sprint/Nextel	\$922.09		\$2,451.41		\$2,699.55	\$6,073.05

Equipment

	Radio		Cellular		Blackberry
Verizon	\$29.99		\$29.99		\$99.99
SouthernLink	i686 \$199.99 i296 free; replacement \$59 i420 free; replacement \$59 i576 free; replacement \$69		i686 \$199.99 i296 free; replacement \$59 i420 free; replacement \$59 i576 free; replacement \$69		\$99.00
Sprint/Nextel	Free i686		Free i686		Free all models



2

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: November 28, 2011

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
Fund 001:	9001 – 599001	Reserve For Contingencies	(\$ 18,000)
	9000 – 59100104	To Grant Fund	\$ 18,000
Fund 104:	104 – 3314901	Community Transportation Grant	\$ 280,236
	104 – 38100011	From General Fund	\$ 18,000
	2310 – 5340018	Community Transportation	\$ 298,236

State reason for this request:

Recognizes FY2011/2012 Community Transportation Grant (\$143,397), remaining FY2009/2010 Community Transportation Grant (\$136,839), and local match (\$18,000), and allocates for expenditure.

Requested by: Shawn Ward/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2012-045**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: December 5, 2011

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 8th day Of December, 2011.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

3

BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: November 28, 2011

FROM: **District Two 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:	2322 – 599001	Reserve For Contingencies	(\$ 49,500)
To:	2322 – 5620022	Building-Other District Two	\$ 49,500

State reason for this request:

Funds design of the Equestrian Center in East Milton Park from Reserve for Contingencies in District Two Projects Fund.

Requested by: Roger Blaylock/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2012-046**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: December 5, 2011

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 8th day Of **December, 2011**.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

2012-046
3



November 2, 2011

Mr. Hunter Walker – County Administrator
Santa Rosa County Board of County Commissioners
6495 Caroline Street, Suite "M"
Milton, FL 32570-4592

BA for \$19,500

Re: **New Equestrian Center at the Santa Rosa County Agri-Plex**
Fee Proposal for Architectural / Engineering Services

Dear Mr. Walker:

It was a pleasure to meet with you, Mr. Blaylock, Commissioner Cole and work group members regarding the project scope. We appreciate the opportunity to work with Santa Rosa County, and the confidence you have shown in selecting our firm as your design partner.

As discussed, you have established a project construction budget of \$800,000. Additionally you provided the project priorities (in order of priority) are as follows:

1. 205' x 350' covered structure, with 135' clear span.
 - a. Our preliminary Code review indicates such a facility will require an automatic fire sprinkler system, a fire alarm system with voice-evacuation feature, and emergency lighting.
2. Arena panels and chutes per the provided Preifert design
3. Quality Ground (soils and footing)
4. Restroom Facilities
5. Announcer Booth/Meeting Room – 20' x 28' with restroom.
 - a. As this is a second-level area, stairs and a means of handicap access will be required. Options for providing access include an elevator or a platform chair-lift system.
6. Concession Area/Food Processing

Citing Priority Item #1, a building 71,750 square feet with a minimum side/end clearance of 16'-0", designed for a minimum 130 mph base wind speed with the required foundations, fire protection, electrical service, fire alarm and lighting, will likely require the budgeted construction amount of \$800,000 (\$11.11/SF).

With consideration of the budgeted amount we agreed to design the building such that the main structure (135'x305') would be a Base-Bid item, and the two flanking (structural "lean-to") areas of 35'x350' each (on the east and west sides) would be designed as Alternate Bid items. Utilizing the DMS (Department of Management Services) "Fee Guidelines" (copy attached), the recommended fee for a Group "F" (Considerable Less Than Average Complexity) project of \$800,000, the guideline fee is \$50,286 (6.29%). We

bay design associates architects, p.l.
architecture + sustainability
720 bayfront parkway
Suite 200
pensacola, florida 32502
ring 850.432.0706
fax 850.433.0508
baydesign.com

Mr. Hunter Walker – County Administrator
 Santa Rosa County Board of County Commissioners
 Re: **New Equestrian Center at the Santa Rosa County Agri-Plex**
 Fee Proposal for Architectural / Engineering Services
 November 2, 2011
 Page 2 of 3

propose a fee of **\$49,500** for the Basic Services (i.e. Base Bid items), a fee less than the recommended guideline.

Additionally we agreed to provide a “menu” of services for the remaining priority items, with the understanding each item must be authorized by the county. The proposed scope and fee itemization for each is as follows:

- **Priority Item #2** (Arena Panels and Chutes) will be included in the Basic Services scope, therefore **no additional fee**.
- **Priority Item #3** (Quality Ground) may require a design for an overhead irrigation system to maintain proper moisture content and to minimize dust. Assuming such a system cost of \$30,000 for this system, the fee to design this system would be **\$2,000**.
- **Priority #4** (Restrooms): A restroom area, with male and female facilities, will be approximately 500 s.f. Assuming this restroom area will be replicated at each diagonal corner for a total cost of approximately \$100,000 (i.e. 1,000 SF at \$100/SF), our fee would be **\$6,250**.
- **Priority #5** – (Announcer Booth/Meeting Rooms): at 1,120 SF (20'x28' x two levels) x \$100/s.f. the total cost is approximately \$112,000 (such cost includes required vertical accessibility and restroom). Our fee for this design work would be **\$7,700**.
- **Priority #6** (Concession Area/Food Processing): per our discussions it was agreed this was not to be included at this time. If subsequently added to the project scope we will negotiate a fee at such time. It was agreed we may need only to include provisions for utility connections for 'mobile'/portable concession facilities which may be placed on an event basis. These utility connections will be included in the Basic Services.

209,000
 30,000
 100,000
 112,000

 \$1,042,000 Const.

 65,450 Fee

 \$1,107,450

Per the DMS definition of “Basic Services”, fees include Architectural and Engineering for design, bidding and construction phase services. We have **not included** the defined “Additional Services” as highlighted in the Guidelines (see exclusions below). In summary, our proposed fees are:

Priority Item	Fee	Services
1. Arena Covered Structure	49,500	Basic Services
2. Arena Panels and Chutes	0	Basic Services
3. Quality Ground (overhead irrigations)	2,000	Additional Services
4. Restrooms	6,250	Additional Services
5. Announcer Booth/Meeting Room	7,700	Additional Services
6. Concession Area/Food Processing	NA	Not included
Total Fee:	\$65,450	

Exclusions:

1. Geotechnical Services (soil borings for foundation and storm-water design)
2. Surveying and Civil Engineering (we understand you are under contract with Jehle-Halstead for such services)
3. Reimbursable costs (such costs should be minimal if bid documents are distributed on CD)
4. Threshold Inspection services – required by the Florida Building Code for any “Large Assembly” occupancy – we will coordinate with Tim Tolbert on his interpretation for this facility.



Mr. Hunter Walker – County Administrator
Santa Rosa County Board of County Commissioners
Re: **New Equestrian Center at the Santa Rosa County Agri-Plex**
Fee Proposal for Architectural / Engineering Services
November 2, 2011
Page 3 of 3

Again we appreciate this opportunity. We stand ready to offer any assistance and/or any additional information you require.

Should you need any such information prior to the Commission meeting or should you wish to discuss any of the items herein please do not hesitate to contact me on my cell at (850) 572-5400. We look forward to serving Santa Rosa County.

Sincerely,



Steve Jernigan, FAIA, LEED AP BD+C
Managing Partner



4

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: November 28, 2011

FROM: **Other BOCC Obligations**
TO: Board of County Commissioners
VIA: Budget Director
SUBJ: Request Approval of the following

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	001 – 3990001	Cash Carried Forward	\$ 165,000
To:	0013 – 564001	Machinery and Equipment	\$ 165,000

State reason for this request:

Carries forward funds for design and replacement of audio/video/broadcasting equipment in Board meeting room in the General Fund.

Requested by: Joel Haniford/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2012-047

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: December 5, 2011

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 8th day Of **December, 2011.**

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

5

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: November 28, 2011

FROM: **Tourist Development Tax 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:	107 – 3439001	Horizon/BP Funds	\$ 410,157
	107 – 3990001	Cash Carried Forward	\$ 134,702
To:	4010 – 548006	Promotional Activities – BP	\$ 544,859

State reason for this request:

Recognizes Horizon BP Funds received (\$410,157), carries forward remaining BP balance from prior year (\$134,702), and allocates for expenditure in the Tourist Development Tax Fund.

Requested by: Kate Wilkes/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2012-048

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: December 5, 2011

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 8th day Of December, 2011.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Joel Haniford

2012-018

From: Kate Wilkes <kwilkes27@gmail.com>
Sent: Wednesday, November 09, 2011 2:45 PM
To: Joel Haniford
Subject: Budget amendment

Joel,
Please move the \$410,157 received from BP Oct., 2011 and the balance of the BP funds from the last fiscal year - \$134,702 to Account 548006. Total \$544,859
Thank you, Kate

--
Kate Wilkes
Executive Director
Santa Rosa County Tourist Development
8543 Navarre Parkway
Navarre, FL 32566
850-939-8666
kwilkes27@gmail.com
www.floridabeachestorivers.com

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

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: November 28, 2011

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	102 – 3990001	Cash Carried Forward	\$ 50,000
To:	5016 – 5460031	Repair & Maintenance - ADA	\$ 50,000

State reason for this request:

Carries forward funds for required ADA Upgrades at the Santa Rosa County Courthouse and allocates for expenditure in the Fine & Forfeiture Fund.

Requested by: Thad Allen/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2012-049

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: December 5, 2011

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 8th day Of December, 2011.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Joel Haniford

2012-019

From: Thad Allen
Sent: Monday, November 28, 2011 9:48 AM
To: Joel Haniford
Subject: RE: Budget Modification for courthouse

will send a fax and list by courier

From: Joel Haniford
Sent: Monday, November 28, 2011 9:28 AM
To: Thad Allen
Subject: Re: Budget Modification for courthouse

Thad,
Can you tell me the types of improvements. I'll need to know what accounts will be used.

Joel

From: Thad Allen
Sent: Monday, November 28, 2011 08:45 AM
To: Joel Haniford
Cc: Angie Ward
Subject: Budget Modification for courthouse

Joel,

I would like to request a Budget Modification in the amount of \$50,000 for the required ADA Upgrades at the Santa Rosa County Courthouse. ADA - ADA

Thank you,

Thad

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.

INJUNCTIVE RELIEF

- ✓ 1. Front Entrance Ramp and Sidewalk
 - a. Adding caulking to the expansion joints.
 - b. Repair cracks in the bottom run of the ramp.
 - c. Handrails need to be extended to the end of the lower part of the ramp, (per Dr. Atlas), or in the alternative, repair the landing so that it has a level slope.
 - d. Repair cracks in concrete on the non-handicapped sidewalk above the steps.

- ✓ 2. Front Doors to the Courthouse
 - a. The front door pressures have to be 8.5 pounds or less.

3. Signage
 - a. Should be provided identifying the accessible entrance and signage at the non-accessible entrances indicating the location of the accessible entrance.
 - b. Install signage in library indicating that assistance is available upon request.
 - c. Install signage indicating location of all accessible bathrooms.
 - d. Make signage change for permanent rooms to be compliant with 4.30.3, 4.30.4, 4.30.5, and 4.30.6

- ? 4. Doors
 - a. Any doors accessible to the general public which have at least a $31 \frac{3}{8}$ " opening clearance will be fitted with swing clear hinges. Any doorways accessible to the general public which have less than a $31 \frac{3}{8}$ " opening clearance will be replaced with a door so that there is a 32" opening clearance.
 - b. On all doorways with two 30" doors, change the doors with a 36" door, and the other door space with a panel.
 - ? c. Change all door knobs with levers.
 - d. Modify interior door pressures to be compliant with Section 4.13.11.
 - ✓ e. ~~Modify exterior door pressures to be compliant with 8.5 lbf.~~

- ✓ 5. Hallways
 - a. Remove Ice Machine on 2nd floor.

- ✓ 6. Library
 - a. The library entrance must have an accessible path of travel.
 - b. *A sign shall be placed in the law library to indicate that if an individual needs assistance, to contact (INSERT TITLE). A phone or other communication device shall be provided to call for assistance.*

7. Bathrooms
 - a. *One set of bathrooms on each floor must be modified to be in compliance with the ADA, if technically feasible per Mr. Schneider-*
 - b. *Appropriate signage shall be provided directing individuals to accessible bathrooms.*

Exhibit #2

8. Courtrooms

- a. Courtrooms 100 and 213 must be compliant with the Mr. Larry Schneider's September 15, 2011 report.

9. Front Lobby

- a. The County will suggest that the ingress and egress at the front entrance shall be divided evenly, so that all travel paths must be at least 32 "wide.

10. Counter Heights

- a. Modification to the counter heights so that they can be accessible to disabled persons.

11. Elevator

- a. There should be an audible call to alert the elevator is going up or down.
b. There should be at least a 3 second delay for the elevator doors before closing.
c. There should be Braille designations.
d. The two-way communication device should be push button.
e. There should be audible intercom capability for the phone for persons with visual impairments.

12. Stairwell *hand of the*

- a. *The east side stairwell handrails shall modified and extended to the extent possible to comply with 4.9.4, so as not to impede pedestrian traffic*

13. Vending Machines

- a. The county agrees to make a request to Court Administration/Clerk of the Court that the vending machine shall comply with the ADA.

14. Fire Alarm System

- a. Fire alarm system shall be compliant with the new 2010 ADA standards, as set forth in Mr. Schneider's report.

15. ~~Protruding Objects~~ (Fire Extinguishers)

- a. County agrees to comply with 4.4 of the ADAAG.

16. Water fountains should be ADA compliant.

All agreed upon changes to the courthouse must be made on or before October 1, 2012.

7

BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: November 28, 2011

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	001 – 3990001	Cash Carried Forward	\$ 96,916
To:	0771 – 546001	Repair & Maintenance	\$ 96,916

State reason for this request:

Carries forward funds for Industrial Boulevard Lift Station Replacement in the General Fund.

Requested by: Roger Blaylock/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2012-050**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: December 5, 2011

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 8th day Of **December, 2011.**

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

8

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: November 28, 2011

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	001 – 3990001	Cash Carried Forward	\$ 417,344
To:	0075 – 564001	Machinery & Equipment	\$ 417,344

State reason for this request:

Carries forward funds for addition to Sheriff's budget for Capital Equipment in the General Fund.

Requested by: Wendell Hall/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2012-051**

Budget Updated: _____ Allowed: _____ Forwarded: _____ Returned: _____

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: December 5, 2011

Approved: _____ Hold: _____ Withdrawn: _____ Comment: _____

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 8th day Of December, 2011.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Sheriff



WENDELL HALL

2012-057

SANTA ROSA COUNTY SHERIFF'S OFFICE

P. O. BOX 7129

MILTON, FLORIDA 32572

PHONE (850) 983-1216

FAX (850) 983-1129

E-mail: whall@srsos.net

TO: Board of County Commissioners

VIA: Mr. Hunter Walker, County Administrator

FROM: Sheriff Wendell Hall *wt*

DATE: November 1, 2011

RE: Recommendation for Proposed Budget Modification

RECOMMENDATION:

That the Board takes the following action concerning budget modifications as requested by the Sheriff for fiscal year 2011-12;

A. **Approve the addition to the Sheriff's budget:**

Capital Equipment	\$417,344.00
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BUDGETARY IMPACT:

This request is for the addition to funds already appropriated under the Sheriff's FY 2011-12 budget.

LEGAL CONSIDERATIONS:

Section 129.06(2) Florida Statutes provides that the Board of County Commissioners at anytime within a fiscal year may amend a budget for that year as follows: (a) Appropriations for expenditures in any fund may be decreased and other appropriations in the same fund correspondingly increased by motion recorded in the minutes, provided that the total of the appropriations of the fund

may not be changed. The board of county commissioners, however, may establish procedures by which the designated budget officer may authorize certain intradepartmental budget amendments, provided that the total appropriation of the department may not be changed.

PERSONNEL:

Once approved by the Board the County Office of Management and Budget Director and the Sheriff's Office Chief Financial Officer will coordinate the modification of these account lines. Sheriff's Office personnel will be responsible for carrying out of projects and purchase of items facilitated by this budget modification.

POLICY REQUIREMENTS FOR BOARD ACTION:

Florida statutes as previously stated require this action come before the Board of County Commissioners for approval.

IMPLEMENTATION REQUIREMENTS:

Once approved by the Board the County Office of Management and Budget Director will be responsible for preparing the modification as requested. The modification will be forwarded to the Sheriff's CFO and appropriate changes within the Sheriff's Budget lines will be made. No further action by the Board will be required.

COORDINATION WITH OTHER AGENCIES/DEPARTMENTS:

All coordination will be between the Board's staff and Sheriff's Office Department of Administration personnel including the CFO.