

Regular Meeting  
July 14, 2016  
Milton, Florida

The Board of County Commissioners of Santa Rosa County, Florida, met in Regular Session on the above date with the following members present: Chairman Lane Lynchard, Robert “Bob” Cole, Don Salter and Rob Williamson. Also present were the Public Works Director (Stephen Furman), Clerk’s Finance Director (Mike Burton), Administrative Assistant (Emily Spencer), County Administrator (Tony Gomillion), County Attorney (Roy Andrews), County Engineer (Roger Blaylock) and Budget Director (Jayne Bell). Lynchard called the meeting to order at 9:00 a.m. The meeting was opened in prayer by Pastor Brian Nall, Ferris Hill Baptist Church. Those present joined in the pledge of allegiance to the flag.

First on the agenda, Lynchard moved approval without objection of the minutes of the June 23, 2016 Regular and Special Meetings.

Next, Lynchard moved approval without objection of the agenda.

Next on the agenda, Lynchard read aloud a proclamation commending the Center for Independent Living Resource Center for its efforts to raise awareness of the Americans with Disabilities Act. The proclamation was accepted by Sherry Myers (Outreach Coordinator) and Diana Tiff for the Center for Independent Living.

Next on the agenda, there was a public hearing for each of the proposed ordinances listed below:

**1. Proposed ordinance amending rules and regulations for public parks and recreational facilities in Santa Rosa County.**

Gomillion said the county started a process last fall related to special events and developed a special event permitting ordinance. He said staff has gone through the process and have identified conflicts for both ordinances.

Salter asked how this will impact the Navarre Chamber’s Thursday Evenings in the Park. Lynchard asked Andrews if the Board will need to designate this as a permissible event. Andrews said it will be best. Norm Crowder, President of the Board for Thursday’s in the Park, said they allow guests to bring alcohol into the park to attend the concerts. He asked how this will be affected. Gomillion said there is probably a long standing history for this event and he does not believe this proposed ordinance will be prohibitive other than require Board approval. He said the Chamber needs to submit a request. Becki Cato, Planning and Zoning Director, said the changes made will allow other organizations in other parks to do something similar. She said the change is not intended to preclude what is happening in Navarre but to allow others the same opportunity with approval by the Board. Crowder asked if this is something that needs to be done now or for the future. Gomillion said he encourages Crowder to submit the request now.

**Lynchard moved approval without objection.**

**2. Proposed ordinance amending special event permitting ordinance.**

Gomillion said this is intended to capture major events and lessen the need for a special event permit for events such as a “Run” using county roads. He said those type events will still need Board approval but, the special event permit requires a 2 month process and a public hearing process, whereas the typical approval for some of the other events only requires Board approval.

Lynchard said these ordinances are to work through existing issues and “clean up” existing processes and procedures.

There was discussion about the application process and timing.

Williamson said the post event recap, in section 1, states that the application must provide a detailed budget and post event profit and loss statement. He said this does not define how soon, after the conclusion of an event, the information will be provided. Williamson said as an improvement, the Board can define how long an entity will have to provide a recap to the TDC (Tourist Development Committee) and county partners. He said a post event profit and loss statement is a key document in planning and budgeting. Williamson said timely information is needed for advertising and to plan for inclusion in the county’s tourism “story.”

Salter asked how these ordinances will impact the ballparks with the selling of merchandise and display of advertising on fence signage. Cato said the ballparks are managed through a management agreement and are treated separately.

There was further discussion about the application process and adding a timeline requirement for a post event profit and loss statement.

Cato said smaller or annual events will not go through the special event permit process. She said the next step for both ordinances is that staff will bring back a policy document, for approval, which gives guidance for implementation and an updated fee schedule for incorporation.

Williamson said he is comfortable with approval of the ordinance with a defined timeline of when the post event profit and loss statement will be provided. He said as the county continues to grow and invests larger sums of bed-tax dollars into these events, it is important that entities receiving funds provide timely information back to the county.

There was continued discussion about modification to the ordinance to include a defined timeline for a post event profit and lost statement.

Lynchard asked Andrews if the ordinance can be amended today to add in the 90 day clause to provide a rough profit and loss statement after an event.

Tony Alexander said he feels 90 days is a fair requirement as most organizations will not have a finalized profit and loss statement 60 days out due to slow pay collections on donations.

Cole asked Andrews if it is acceptable that the change was not addressed in the language of the public hearing.

Andrews said the Board can make minor changes as long as the thrust of the ordinance as in the notice is provided.

**Lynchard moved approval without objection to amend language of the proposed ordinance under section 1 item 4, to read applicant must provide a detailed budget and post event profit and loss statement within 90 days of the conclusion of the event.**

**Lynchard moved approval without objection of the ordinance as amended.**

ORDINANCE NO. 2016-19 RECORDED IN ORD. BOOK NO. 14 AT PAGES 324-326  
AND RECORDED IN OR BK 3538 AT PAGES 857-859.

**3. Proposed Vacation of Kimco Lane, south of Lot 14 in the Kimsho Heights subdivision as requested by The Pangaea Group, Inc.**

Furman said the Public Works Department has reviewed the vacation request and there is no need to instill easements as a condition. He said there is no objection from Public Works. Williamson asked if this property is of any value to the county. Andrews said this is a right-of-way and when the county vacates it goes to the adjoining landowners. He said it is not something that the county can sell.

**Lynchard moved approval without objection.**

Economic Development Committee - Lynchard

1) Subordination of Mortgage – Fabbro Marine

Recommend approval of subordination of mortgage for Fabbro marine Group, Inc. Lynchard moved approval without objection.

2) Special Event Application for 22nd Annual Christmas in the Park

Recommend approval of the Special Event Permit application from the Navarre Beach Area Chamber of Commerce to host the 22nd Annual Christmas in the Park. Lynchard moved approval without objection.

Administrative Committee - Lynchard

1) Formation of Citizen Committee

Recommend that staff develop a model for the formation of a citizen advisory committee utilizing aspects of the “RESTORE” committee model where appropriate. Lynchard moved approval without objection.

2) Navarre Beach Gulf Pier

Recommend a one year extension of the Navarre Beach Gulf Pier management agreement with Coastal Concessions/Incite Solutions providing for an expiration date of December 31, 2017. Lynchard moved approval without objection.

Cole said he wants an absolute tally on visitors to the pier, whether it is with a wristband or a receipt. Lynchard said Pensacola pier visitors must keep their receipt when on the pier or to gain re-entry. Gomillion said staff will work with Coastal Concessions to develop an acceptable system.

3) Medical Consultant Agreement

Recommend approval of agreement between Santa Rosa County and Bradley Hawkins, M.D., for medical consulting services. Lynchard moved approval without objection.

4) Flexible Benefits Administration Services Agreement

Recommend agreement with Lockard & Williams Insurance Services, P.A. for flexible benefits administration services. Lynchard moved approval without objection.

5) Fiduciary First Agreement

Recommend approval of Retirement Plan Consulting Program Agreement and Account Application (Schedule A) with Fiduciary First. Lynchard moved approval without objection

6) Electric Distribution Line Easement - Santa Rosa Hospital

Recommend approval of distribution line easement requested by Gulf Power to enable them to adequately maintain the line on the Santa Rosa Hospital property. Lynchard moved approval without objection.

7) Byrne Memorial Grant - Local Solicitation

Recommend authorization for application of U.S. Department of Justice Byrne Memorial Grant Local Solicitation in the amount of \$15,595.00 for the SRSO Mass Casualty Response Program. Lynchard moved approval without objection.

8) Adoption of Policy for County Inmates

Recommend adoption of policy to allow an additional five days gain time per month be awarded to county inmates for good behavior. Lynchard moved approval without objection.

9) Enterprise Wide Risk Assessment RFQ

Recommend the selection of CliftonLarsonAllen LLP to conduct an Entity Wide Risk Assessment and direct staff to proceed with the development of a contract. Lynchard moved approval without objection.

10) NRDA Artificial Reef - Amendment No. 1

Recommend approval of Amendment No. 1 to FWC Agreement No. 15154-A1 with the Florida Fish and Wildlife Conservation Commission that removes the requirement that the evaluation committee meet to conduct a final ranking. Lynchard moved approval without objection.

11) NRDA Artificial Reef - Procurement Evaluation Committee Recommendation  
Recommend the following members for the NRDA artificial reef procurement evaluation committee:

1. Alex Fogg, FWC Representative (Contract Requirement)
2. Michael Schmidt, Santa Rosa County (Project Manager on behalf of the County)
3. Chris Verlinde, Santa Rosa County/UF IFAS Sea Grant Agent (Prior FWC reef grant experience)
4. Heather Barrineau, Marine Advisory Committee (also represents Navarre Beach Science Station)
5. Mike Sandler, Navarre Beach Marine Sanctuary

Lynchard moved approval without objection.

12) Meeting List

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|--|---------|------------|
| • Budget Workshop – Constitutional Officers                        | July 19 | 9:00 a.m.  |
| • Public Safety Coordinating Council Meeting                       | July 19 | 11:30 a.m. |
| ◦ Sheriff's Office Training Room, 5755 E. Milton Rd., Milton       |         |            |
| • Budget Workshop – Board Departments                              | July 19 | 1:30 p.m.  |
| • County-wide Listening Tour/Commissioner Williamson               | July 20 | 7:30 a.m.  |
| ◦ Pace Chamber Breakfast, Oops Alley, 3721 U.S. Hwy. 90, Pace      |         |            |
| • County-wide Listening Tour/Commissioner Williamson               | July 20 | 5:00 p.m.  |
| ◦ Navarre Visitor Information Center 8543 Navarre Parkway, Navarre |         |            |
| • Aviation Advisory Committee                                      | July 20 | 5:00 p.m.  |
| • Commission Committee   | July 25 | 9:00 a.m.  |
| • Bagdad Architectural Advisory Board                              | July 27 | 8:30 a.m.  |
| ◦ Public Services Conference Room, 6051 Old Bagdad Hwy., Milton    |         |            |
| • Parks and Recreation   | July 27 | 5:30 p.m.  |
| • Commission Regular   | July 28 | 9:00 a.m.  |
| • Commission Special – Rezoning Meeting                            | July 28 | 6:00 p.m.  |

Lynchard moved approval without objection.

### Engineer's Report

1) Navarre Beach Restoration Project Draft Funding Agreement and Draft Work Plan  
Recommend approval and execution of 17-SR1 Funding Agreement and Work Plan with Florida Department of Environmental Protection upon receipt of a final funding agreement and work plan for Navarre Beach Restoration Project. Lynchard moved approval without objection.

2) Navarre Beach Restoration Local Government Funding Request  
Recommend Resolution (No. 2016-26) to support a Local Government Funding Request through the Florida Department of Environmental Protection for FY 2017/18 for Navarre Beach Restoration monitoring. Lynchard moved approval without objection.

3) FY 2016/17 Arthropod Control State Detailed Work Plan  
Recommend approval of State Detailed Work Plan for Arthropod Control for Fiscal Year 2016/2017 for submission to Florida Department of Agriculture and Consumer Services in the amount of \$571,180.00. Lynchard moved approval without objection.

4) Waterford Sound Phase II-C Final Plat  
Recommend Final Plat for Waterford Sound Phase II-C, a 33 lot subdivision located in District 5. Lynchard moved approval without objection.

5) Whisper Creek Phase 2 Paved Road & Drainage Maintenance  
Recommend Paved Road and Drainage Maintenance for Whisper Creek Phase 2, a 79 lot subdivision located in District 3.

    Preservation Boulevard 2107 LF±

    Perception Circle 2732 LF±

    Determination Court 689 LF±

    Diligence Court 194 LF±

Lynchard moved approval without objection.

### Public Services Committee - Cole & Williamson

1) Letter of Support I-10 Landscaping Project Avalon Boulevard  
Recommend submitting a letter of support to FDOT for a landscaping project at the Avalon Boulevard interchange. Cole moved approval without objection.

Cole said he thought it was required by FDOT to put a certain amount of a project aside for landscaping. Lynchard said he thought 10% would be set aside. He said Shawn Ward, Long Range Planner, is researching the requirements and will report back to the Board.

2) Resolution of Support  
Recommend approval of a Resolution (No. 2016-27) of support for the construction and operation of a regional, unified Advanced Traffic Management System (ATMS) and a Transportation Management Center (TMC) for Escambia County, Santa Rosa County, the City of Pensacola, the City of Milton, and the City of Gulf Breeze and authorize the Chairman to sign all related documents. Cole moved approval without objection.

3) Subordination Request for 3565 Victory Drive, Pace  
Recommend approval of SHIP second mortgage subordination agreement for property located at 3565 Victory Drive, Pace. Cole moved approval without objection.

4) Land Development Code & Comprehensive Plan Amendments  
Recommend staff develop draft amendments to the Land Development Code and Comprehensive Plan related to bicycle and pedestrian facilities for new development. Cole moved approval without objection.

Public Works Committee - Salter & Cole

1) Purchase of Dump Trucks

Recommend the purchase of two 66,000 GVWR tandem dump trucks with extended warranties from Empire Truck Sales in the amount of \$276,836.00 as the sole bidder meeting specifications. These trucks were included in the Capital Equipment list approved at the Dec. 10, 2015 BOCC meeting. Funding will be from the Road and Bridge Reserves. Salter moved approval without objection.

Budget & Financial Management Committee - Williamson & Salter

1) Bid Action

Recommend bid from Wolfe Construction in the amount of \$18,535.00 for Housing Rehab Project SHIP located at 5246 San Miguel Avenue, Milton as the low bidder meeting specifications. Williamson moved approval without objection.

2) Budget Amendment 2016-156

Recommend Budget Amendment 2016 - 156 in the amount of \$1,575.00 to carry forward funds for permit coordination performed by Wetland Sciences for the Santa Rosa Shores MSBU Fund. Williamson moved approval without objection.

3) Budget Amendment 2016-157

Recommend Budget Amendment 2016 - 157 in the amount of \$150,000.00 to recognize revenue received from the sale of an excavator and allocate for expenditure in the Road & Bridge Fund. Williamson moved approval without objection.

4) Budget Amendment 2016-158

Recommend Budget Amendment 2016 - 158 in the amount of \$252,300.00 to carry forward the remainder of prior year's funds for paving projects in all five (5) districts. Williamson moved approval without objection.

5) Budget Amendment 2016-159

Recommend Budget Amendment 2016 - 159 in the amount of \$12,500.00 to carry forward funds to cover a Landrum employee for the Auditorium in the Public Services Complex Maintenance Department. Williamson moved approval without objection.

6) Budget Amendment 2016-160

Recommend Budget Amendment 2016 - 160 in the amount of \$2,600.00 to reallocate funds for substitute dispatchers employed by Landrum Services in the E-911 Program Fund. Williamson moved approval without objection.

7) Budget Amendment 2016-161

Recommend Budget Amendment 2016 - 161 in the amount of \$12,600.00 to reallocate funds for substitute dispatchers employed by Landrum Services in the Emergency Communications Department in the General Fund. Williamson moved approval without objection.

8) Check Register

Recommend approval of County Check Register. Williamson moved approval without objection.

County Administrator

Gomillion said the county received the 2015 audit and there were no findings. He said that is something the county should be proud of. Lynchard said he met with the auditors on Monday to review the audit. Salter said it is important and impressive to share that Santa Rosa County's debt is \$41.00 per citizen. He said other counties' debt, per citizen, range from \$300.00 - \$500.00 per citizen. Salter said staff is doing a tremendous job.

Gomillion said of the county's minimal debt a large portion are MSBU (Municipal Services Benefit Unit) funds. He said the general fund has little or no obligation to the county's debt.

Public Forum

Ed Carson said he was in the Rebuild Northwest Florida office in Pensacola and was told there is money available for use by Santa Rosa County citizens. He said the Rebuild Northwest Florida program encourages anyone interested in storm hardening to contact them. Lynchard asked Brandi Whitehurst (Public Information Officer) to put this information out through social media. He said Rebuild Northwest Florida is a home hardening program that is not needs based. Lynchard said any resident can qualify for assistance through Rebuild Northwest Florida which pays a portion of the cost and the resident pays a portion. He said it is a great savings and also a way to improve the resiliency of a home in the event of a hurricane or other natural disaster. Carson said the program covers 75%.

Salter asked staff to look into the possibility of additional SHIP (State Housing Initiatives Partnership) program funds for the county. Gomillion said staff will look into it. He said the county's budgeted funds from the state increased this year.

Adjournment

There being no further business to come before the Board at this time, the meeting adjourned.

BOARD OF COUNTY COMMISSIONERS  
SANTA ROSA COUNTY, FLORIDA

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By: Lane Lynchard, Chairman

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Attest: Donald C. Spencer, Clerk of Court