

Special Meeting
Budget Workshop – Constitutional Officers
July 19, 2016
Milton, Florida

Present: Chairman Lane Lynchard and members Rob Williamson and Don Salter. Also present were Clerk of Court (Donald C. Spencer), Administrative Assistant (Emily Spencer), County Engineer (Roger Blaylock), Public Works Director (Stephen Furman), County Administrator (Tony Gomillion), County Attorney (Roy Andrews), Administrative Coordinator (Sabrina White) and Budget Director (Jayne Bell). The meeting was called to order at 9:00 a.m. in the Board Room at the Santa Rosa County Administrative Center.

County Administrator Budget Overview

Gomillion said the constitutional officers are presenting the tentative annual budget, for Fiscal Year 2017 (FY2017), today. He said the budget is a work in progress and “back drop” items will be added until the budget is finalized in September. Gomillion said the budget workshop meeting will be split into two sessions; the morning session will start with the constitutional officers then at 1:30 p.m. the session will move into the departmental budgets. He said, at this point, there are no additional workshops scheduled, beyond those for the public hearings in August and September.

Gomillion gave a power point presentation to the Board (Presentation on file). He said the Budget has a new format this year, with 3 books of budget and 2 appendices. Gomillion said the document will be enhanced over the next few weeks. He said the budget maintains current millage rate at 6.0953 mills. Gomillion said the total budget this year is \$123,558,329.00 and the general funds budget is approximately \$78,000,000.00. He said this year’s property value increased with approximately 2% from new construction. Gomillion said the budget is prepared and funded at the 95% range. He said the millage rate has remained the same since FY2008. Gomillion said as county population increases, the level of demand on services increases.

Constitutional Officer Budget Reviews

1. Clerk of Courts

Spencer gave a power point presentation to the Board (Presentation on file). Spencer said for the 12th consecutive year Santa Rosa County was awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association, which is a high award for accuracy and accountability. He said the Clerk’s Office has refunded excess recording fees back to the Board over the past 7 years. Spencer said this year, the Clerk’s Office is asking for an increase in budget to cover Florida Retirement System, a step increase for employees and the addition of a new employee on the Board of County Commissioners support side. He said the average net pay for employees, as adjusted for inflation, shows a reduction in employee buying power of approximately \$1800.00 per year, due to inflation, compared to 2009. Spencer said the courthouse had an overnight power failure, a couple months ago. He discussed the impact that the power failure had on accessibility to files and court business. Spencer said he will send a proposal to the Board for a back-up generator. Williamson said the county needs to make sure the records are protected and accessible.

Williamson asked Gomillion if he will explain the reason for including the utility cost in each budget. Gomillion said the purpose was to help acknowledge the overall cost of each function. He said, as in the past, the utility cost is incorporated in the building maintenance budget. Williamson asked if each department will pay utility costs out of each budget instead of the general fund budget. Gomillion said utility costs will continue

to be paid from the building maintenance budget as in the past. He said he will be glad to entertain reallocating costs.

Williamson asked if Gomillion is recommending accepting the Clerk's budget as is. Gomillion said after he has a chance to speak with Clerk's Office he will send the Board an update and determine if more discussion is needed by the Board.

2. Sheriff

Sheriff Wendell Hall gave a power point presentation to the Board (Presentation on file). He said the total personnel costs have increased 1.71%. Hall said operating costs have increased 9.60%, capital expenses reduced by 3.66% and the total budget increase is 3.45%. He said the county has a disadvantage with attracting and hiring personnel and some of the operating costs increase is due to the costs of contracting services. Hall said the starting salary for Santa Rosa County Sheriff's Department is considerably below other surrounding county and city law enforcement departments. He said the high demand for corrections officers in the area has forced the county to contract out some of the services. Hall said contracting for some positions is less expensive because benefits are not paid. He said the step increase will cost the Sheriff's Department \$611,209.00 aside from the mandatory retirement and insurance increases. Hall said because of what is happening across the country the Sheriff's Department is trying to increase weapons and armor. He said the increases in the communications category will cover the costs to implement another dispatch center.

Hall said state regulations require upgrades in information technology security and computer software. He said the Sheriff's Department is also asking for an increase in funds to purchase new vehicles. He said a lot of the Sheriff's Department's vehicles have 185,000 – 195,000 miles on them. He said revenue is on track to increase. Hall said the county is ranked 58th per capita in the state with regard to public safety expenses.

Salter said he supports law enforcement. He said the county has to do something about the starting salary, recruiting and retention. Salter said hopefully the citizens of the county will see the benefit and the value of the ½ cent sales tax pertaining to public safety, so the county can make Sheriff's Department salaries more competitive. He said he is in support of a salary survey for the deputies.

There was further discussion about the risks, threat and the importance of competitive salaries in law enforcement. Williamson said law enforcement has to have the resources they need to do their job. Williamson said if Hall feels like the pay rate should be higher for the deputies, then he believes, Hall has the autonomy to make the call and then the Board will have to see how the budget realities "shake" out. Hall said the county has a low crime rate compared to surrounding counties and to the nation. He said a low crime rate is not a given; it has to be worked on to create and maintain. Hall said the county has to stay competitive to recruit and retain personnel. Lynchard said if there is anything that Hall needs, as the county enters this new reality in law enforcement, to let the Board know. He said this Board is going to be as supportive of the Sheriff's Department as possible and wants Hall and his successor to have all the tools at his disposal to protect all the men and women in uniform and protect the citizens. Hall said the Sheriff's Department is purchasing additional body armor for the deputies and will try to cover the cost with local agency programs (LAPS) money but if LAPS money will not cover the cost, he will come back to the Board for an adjustment.

3. Property Appraiser

Greg Brown made a power point presentation to the Board (Presentation on file). Brown said the taxable value last year was \$7,928,199,714.00. He said this year the taxable

value has increased to \$8,406,177,732.00. Brown said applying last year's millage rate will generate \$51,238,175.00 which is an increase of \$2,913,419.00 in tax revenue, from the previous year. He discussed the distribution of the ad valorem tax between the county and the school board. Brown said the step increase is not included in his presentation and will be submitted with a budget amendment. He said the budget increase will change from .65% to approximately 2.3% with a step increase. Brown said in comparison to other counties the staffing level is 13 staff members below other averages due to office efficiency. Brown said since 2010 his office has issued \$1,016,368.00 in liens and has collected \$907,788.00 from homeowners who have improperly received homestead exemptions. Brown said his office has also returned \$4.6 million in funds to the county since 2001.

Williamson asked Brown to provide information on the programming errors he referenced earlier in the year related to his recovering over \$1 million from the reassessment of the Jay oilfields. Brown said before he took office there was an entry error allowing for the royalty for the oil revenues to be calculated twice. He said once he entered the lawsuit with Quantum, his office found errors and through further investigation found the issue. Brown said he back-assessed Quantum and recovered approximately \$3 million. Williamson asked how far back the county was able to go. Brown said 3 years. Andrews said there is a 3 year "look back" period. Brown said he got the maximum and did not negotiate with Quantum.

4. Supervisor of Elections

Tappie Villane made a power point presentation to the Board (Presentation on file). Villane said there are a few increases in the budget. She said during the recent legislative session, the Supervisor of Elections salary was approved to fall in line with other constitutional officers, with the exception of the Sheriff. Villane said the salary increase will take effect in October of 2016. She said the general election is coming up in November and the Supervisor of Elections office pays a lot of the expenses attributed to the general election out of this budget year but some substantial expenses will have to be paid in the first quarter of the new budget year. Villane said she also put some money in the Special Election line because the school board may have a special election next year due to an expiring sales tax. She said the school board will reimburse for the associated costs of the special election. Villane said there is an approximate \$1500.00 increase in the budget for professional services which is for 3 days of vendor support for the upcoming election. She said per the Human Resource memo she received, there is a slight increase in insurance for the 1999 van used by the Supervisor of Elections office. Villane said there is also a capital outlay request in this budget to update and upgrade the election management system to Electionware. She said the new system will produce quicker results to the public. Villane said if approved she will like to transition to the new system in June 2017, to allow time to prepare for the next election cycle.

5. Tax Collector

Stan Nichols said if he submits his budget as prepared, without the merit increase, there will be just below a 1% decrease and if the merit increase is added, there will be approximately a .8% increase to last year's budget. Nichols said the Tax Collector's Office has worked hard to do more with technology instead of adding staff as the county grows. He said the Tax Collector's Office has tripled online renewals resulting in a lower burden on staff. Nichols said Santa Rosa is the first county in the state of Florida to use a virtual customer service representative. He said recently acquired technology has given the Tax Collector the ability to have a clerk in Jay renew someone's car tag in Midway, Pace or Milton. He said the fee received for transactions is used to pay expenses and then at the end of the budget year the unspent revenue is returned to the taxing authorities.

Nichols said in the last 8 years his office has returned \$5.2 million back to the taxing authorities.

Nichols said he agrees with other constitutional officers and he is looking forward to amending the budget and asking for the merit increase. Nichols said the overall effect on his budget will be a less than 1% increase over last year's budget. He said investment in technology is crucial to ensure records cannot be compromised and to protect information and assets. Nichols said 100% of staff members receive the certified Tax Collector Assistant Certification, when eligible, compared to the state average of 31%. He said his office works hard on training because the laws are constantly changing and the demand on staff is ever increasing.

Nichols said the virtual customer service representative position is a pilot program. He said Santa Rosa County is the only county in the state providing the program. Nichols said the program is something the county came up with and other Tax Collector's Offices in the state are discussing this new way of providing customer service.

Gomillion said the presentations for this morning are complete and the Board will return this afternoon at 1:30 p.m.

Recess

There being no further business to come before the Board at this time, Lynchard said the meeting will stand in recess until 1:30 p.m.

BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA

Chairman: Lane Lynchard

Attest: Don Spencer, Clerk of Court

Special Meeting
Budget Workshop
Board Departments
July 19, 2016
Milton, Florida

Present: Chairman Lane Lynchard and members Robert “Bob” Cole, and Rob Williamson. Don Salter was absent. Also present were Public Works Director (Stephen Furman) Clerk of Court (Donald C. Spencer), Administrative Assistant (Emily Spencer), County Administrator (Tony Gomillion), (County Engineer (Roger Blaylock), County Attorney (Roy Andrews), Administrative Coordinator (Sabrina White) and Budget Director (Jayne Bell). The meeting reconvened at 1:30 p.m. in the Board Room at the Santa Rosa County Administrative Center.

Gomillion made a power point presentation to the Board (See full budget analysis in file). He said demands for service are increasing. Gomillion said there are limited sources of revenue and limited willingness of citizens to pay additional cost.

Economic Development

Shannon Ogletree (Economic Development Director) said the site certification process was completed a couple of years ago. He said there are currently no available buildings for lease in the industrial park. Ogletree said building availability and a lack of a state closing funds, are the challenges he faces.

Williamson asked if the primary challenges are retention of existing companies, workforce expansion and lack of closing funds. Ogletree said yes. Williamson asked what kind of closing funds are available in economic development reserves. Ogletree said approximately \$1.5 million. Williamson said he would like the Board to consider adding an additional 5-10% from electronic franchise fee collections toward economic development.

Cole asked where these funds would be subtracted from. Williamson said the road and bridge fund. Cole asked how much is needed for a closing fund. Ogletree said it varies. Cole said he would like to look at other avenues of using this funding, such as training incentives. Lynchard said this can be discussed further after the outcome of the Local Option Sales Tax is determined.

Tourist Development

Julie Morgan (Tourist Development Director) said when she came on staff the county was not being advertised in the Atlanta market. She said advertisement has expanded into several states. Morgan said she is advocating with Visit Florida and the state.

Williamson said he appreciates the Tourist Development Council’s flexibility with the budget.

Public Services

Building Inspections:

Gomillion said inspections are now offered through virtual technology. Rhonda Royals (Chief Building Official) gave an overview and discussed enhancements of the Public Services Department. She said the county is now offering plan review and inspection services for the school board. Royals said the Building Inspection and Compliance Department currently has 28 employees. She said she is requesting an additional inspector in this year’s budget.

Cole asked if there is a program to reimburse inspector certifications. Royals said there is an incentive program. She said the school board lost their building official in June, and by statute this falls to her department. Cole asked if there is any compensation from the school board for these services. Royals said the county can only charge the cost of the plan review services and the inspections. She said the school board is compensating the county for these services.

Planning and Zoning:

Beckie Cato (Planning and Zoning Director) gave an overview of the planning and zoning department. She said the two goals for her department are focused customer service and maintaining a consistent and predictable development review process. Cato said there is not an increase in the budget to achieve these

goals, except for cost to replace computers that are no longer under warranty. She said the budget has increased in travel and per diem so staff can attend a planning conference.

Housing Office:

Cato said the goal of this office is to manage the available funding to service the maximum number of homeowners. She said she added funds for Landrum assistance to this budget. Cato said the housing department will receive a 30% increase from the state in State Housing Initiative Program funds.

Williamson said he thought the training and education budget would increase if the travel and per diem increased. Cato said there have always been funds kept in the training and education budget to pay for online programs.

Cole said Shawn Ward (Long Range Planning Manager) was spoken highly of at the change of command ceremony at Hurlburt Field.

Gomillion said there will be a significant increase in training and education in the human resources department.

Emergency Management/Communication/Emergency 911:

Brad Baker (Emergency Management Director) said the 33% increase in the budget is for the new radio system. He discussed details of the Emergency Management and Emergency 911 departments. Baker said the challenges for his departments are changes in Information Technology and staffing. He said \$197,000.00 will be removed from the radio project because Motorola extended the warranty to 18 months.

Williamson said there was a significant increase in training in education. Baker said a lot of the increase is due to certifications. Williamson said he recommends adding deadlines and details to the goals Baker has set.

Cole asked how the generator is coming along. Baker said bids will go out the second week in August.

Gomillion said Baker and his department was a big part in planning and organizing the Day of Service this Saturday, July 23rd. He said 700 people are signed up to participate. Gomillion said in most Florida counties there is generally no subsidy agreement for ambulance/EMS services. He said the county is reaping the benefits from the agreement with Lifeguard.

Animal Services:

Dale Hamilton (Animal Services Director) said the main goals are taking care of animals and customer service. He said there are 18 employees and they take an average of 580 calls per month.

Veterans Services:

Gomillion said the additional employee has been shifted from the Housing Department to Veterans Services.

Karen Hayworth (Veteran Services Coordinator) said her office applies for Veterans Assistance benefits and assists retirees with Defense Finance and Accounting Service. She said she sees 250 veterans and 150 surviving spouses per month.

Cole asked if the education programs available for veterans can be advertised. Hayworth said she is giving information to the Public Information Officer and keeping the website updated.

Public Works

Furman said the Road and Bridge Department is down 28 positions from 2007. He said he is asking for 2 new equipment operator positions. Furman said there is a 10% increase in the budget due to implementing the gas tax. He said the challenges in his department are an aging fleet and inability to hire qualified employees. Furman said he is researching lease and buy-back programs.

Building Maintenance:

Furman said the Building Maintenance Department is down 3 positions since 2007. He said the 17% increase in the budget is predominantly due to utility cost. Furman said air conditioner maintenance is a large cost.

Parks Maintenance Department:

Furman said the Parks Maintenance Department is down 3 positions from 2007. He said the biggest challenge is the age of playground equipment. Furman said if the half cent sales tax passes, the citizens will see a huge benefit in parks as aging playground equipment is replaced. He said there are a lot of aging piers and docks at the boat landing facilities and waterward parks. Furman said there are infrastructure needs regarding aging lighting in the ballfields.

Williamson said the training and education did not increase in this department. Furman said there is ongoing training in the field that does not cost.

Williamson said it will cost over \$1 million to make all county parks ADA (Americans with Disabilities Act) compliant. He said he recommends allocating \$1 million from reserves to bring parks into ADA compliance. Williamson said there needs to be investment made in this year's budget into making the parks ADA compliant. Lynchard said he agrees. He said he feels this can be done as a capital expenditure and funded from reserves. Williamson said he wants see some sort of expenditure toward parks and recreation in the 2017 budget.

Engineering:

Blaylock gave an overview of the Engineering Department. He reviewed multiple projects. Blaylock said his department is down from 16 positions to 12 positions. He said he is not requesting any capital projects.

Williamson said Michael Schmidt did a great job this year and it was great to see how this department handled the challenges it faced.

Mosquito Control:

Blaylock said the Mosquito Control Department has 7 positions. He said the chemical funding has been increased to \$170,000.00 which is a \$75,000.00 increase from last year's budget. Blaylock said this increase is for additional resources for a fog truck and the larvae site operations due to the zika threat. He said he is asking for an additional half ton pick-up truck.

Lynchard said there may be additional funding from the state regarding the zika virus. Blaylock said the county's zika plan is in place and has been submitted to the state.

Navarre Beach other:

Blaylock said if any employee works over 6 months they must be recognized as seasonal employees. He said he is proposing to expand the roving lifeguard to the west with an additional All-Terrain Vehicle and supporting radio. Blaylock said he is requesting to replace the archaic pickup-truck, which picks up tents and debris left on the beach. He said the capital cost also includes the restroom complex. Blaylock said this structure was originally built in the 1980's and needs to be replaced with a modern ADA compliant structure. He said this project will cost \$360,000.00. Blaylock said the 5 year plan acknowledges the Navarre Pier restroom facility needs of renovation and expansion.

Williamson asked if the labor numbers reflect the new service levels that are currently in place. Blaylock said no. He said he was not able to get temporary personnel in place due to the pay scale for the position.

Cole asked if it is prudent to take part of the revenue from the beach and treat it as an enterprise fund. Lynchard said it is already segregated.

Human Resources/Risk Management

Cook said staff took in over 2,000 applications for employment with the county and certified 923 applications as qualified. He said the budget for training increased significantly. Cook said these funds will be used to expand the leadership academy. He said the county offers a lot of training for free. Cook

discussed the several training programs the county participates in. He said if the proposed funding stays in place he will re-implement the tuition reimbursement program.

Williamson asked if the tuition program is currently in the budget. Cook said yes.

Library System:

Cook gave statistics of library usage.

Grants

Gomillion said this budget represents the establishment of the Grants Department as a stand-alone department. He said there is currently an environmental position being advertised for this department.

Sheila Fitzgerald (Grants Director) said the Grants Department will now be placed directly under the County Administrator. She said grant revenues increased 46% from FY 2014/2015. Fitzgerald said with the addition of \$3.7 million of direct component projects, grant revenue will more than double. She said the budget represents a 41% increase which reflects 2 additional positions.

Williamson asked if there was a 47% increase in grant funding from last year. Fitzgerald said yes.

Office of Management & Budget

Bell said the computer department budget has “changed little” over the past year.

Aleta Floyd (Information Technology Director) said in 2012, voice and data networks were combined on one network. She said this reduced voice communication expenses by \$300,000.00. Floyd said communication costs are being saved by receiving federal funds for library expenses. She said funds are saved by going with Verizon.

Budget & Procurement:

Bell said the Budget and Procurement Department’s budget has remained relatively the same from last year. She discussed the details of the budget document and presentation.

Bell said the procurement manager retired and was replaced with a Landrum employee.

Williamson said he likes the improvements in the budget proposal.

Public Information Office

Brandi Whitehurst (Public Information Officer) said her department’s goals are improving the corporate image of the county. She said she would like to discuss refreshing and/or rebranding of the county logo. Whitehurst said this is not reflective in the budget, but she can get the Board additional information.

Williamson said he supports these changes. He said the branding is important. Lynchard said he supports this proposal. He said some of the changes Whitehurst has implemented have been well received.

Gomillion said he will work with Whitehurst on this.

Cooperative Extension Service

Mike Donahoe (County Extension Director) discussed the functions of his office. He said there was a slight increase for travel in the budget. Donahoe discussed grant programs that his department receives.

Soil Conservation

Trent Matthews (District Conservationist) said his agency works with private land owners to address natural resource problems on their properties. He said his office has 5 employees and 1 of the employee’s salary is reimbursed by the state. Matthews said his department brings in more funds than he asks for. He discussed various projects his department is facilitating.

Enterprise Funds

Williamson asked if the county has the ability to use these funds for access roads, accessing the landfill and other facilities. Blaylock said yes.

Assistant County Administrator

Gomillion said this is a wash from a budgetary standpoint. He said this is a transition from the Public Services Director position. Gomillion said this position will provide adequate planning for the long term.

Cole asked what the cost of \$169,395.00 is. Gomillion said the salary for this position will be \$115,000.00, plus other cost such as travel and per diem, training, and vehicle allowance.

Other:

Gomillion said there was no change of the aid to municipalities. He said Medicaid expenses have slightly decreased.

Budget Calendar

Williamson asked when the next opportunity to discuss recommendations or policy direction in relation to the budget will be. Gomillion said he is looking for guidance from the Board. Williamson said the outcome of the Local Option Sales Tax will be known before the budget is finalized and the budget can be adjusted accordingly. Lynchard said the Board can move forward with the budget calendar as presented. He said if there are any specific items that need to be addressed it can be done as an agenda item at a regularly scheduled meeting.

BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA

Chairman: Lane Lynchard

Attest: Don Spencer, Clerk of Court

Regular Meeting
July 28, 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 of Court (Donald C. Spencer), Administrative Assistant (Emily Spencer), County Administrator (Tony Gomillion), 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 David Rowan, Faith 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 July 14, 2016 Regular Meeting.

Next, Lynchard moved approval without objection of the agenda.

Lynchard announced that at the conclusion of today’s meeting the Board will convene in Executive Session to discuss pending litigation.

Economic Development Committee - Lynchard

1) Special Event Application for Embody All Things Great 5k

Recommend approval of the Special Event Permit application from I Embody to host I Embody All Things Great 5K...Moving for a Purpose on April 1, 2017 on Navarre Beach. Lynchard moved approval without objection.

2) Special Event Application for Knights of the Round Table motorcycle event

Recommend approval of the Special Event Permit application from the Blue Knights Florida XXI to host a low impact motorcycle event Knights of the Round Table on October 29, 2016 on Navarre Beach. Lynchard moved approval without objection.

3) Special Event Application for Holley Navarre Intermediate School Color Run

Recommend approval of the Special Event Permit application from the Holley Navarre Intermediate School Parent Teacher Organization to host the Holley Navarre Intermediate Color Run on October 1, 2016. Lynchard moved approval without objection.

4) Bid from Gulf Cable for Utility Easement

Recommend acceptance of bid from Gulf Cable for a utility easement located on Opportunity Drive in the Santa Rosa Industrial Park. Lynchard moved approval without objection.

Lynchard said the ground breaking for Fabbro Marine Group and Cape Horn Boats was held yesterday at the new Santa Rosa Industrial Park East. He said the event was well attended and thanked the county Economic Development Department, the other partners, and Gulf Power. Lynchard said he is looking forward to the additional jobs for the area and the investment that Fabbro Marine Group and Cape Horn Boats are continuing to show in Santa Rosa County.

Administrative Committee - Lynchard

1) AIRBNB Draft Agreement

Recommend the draft agreement between AIRBNB and the Clerk of Court for the collection of tourist development taxes. Lynchard moved approval without objection.

2) Landscape Agreement

Recommend the approval of agreement with Big Orange Enterprises LLC dba Escape Landscaping and Lawn Care for landscape and maintenance services. Lynchard moved approval without objection.

3) Spill Impact Component, "Pot 3" Project Recommendation

Recommend authorization for staff to compile a project list for RESTORE "Pot 3" funding that targets Santa Rosa Sound water quality improvement. The final project list will be brought to the Board for prioritization and approval. Williamson moved approval without objection, to direct all future funding activities for "Pot 3" funds for the restoration of the Santa Rosa Sound.

Williamson thanked the Board for the support of directing all future funding activities from "Pot 3" toward the restoration of the Santa Rosa Sound.

Salter asked if restoration of the sound includes run-off, drainage, etc. Lynchard said yes. He said this recommendation includes anything that touches on improving the water quality in the sound either directly or indirectly. Salter said at some point the Board will have to come up with a list of projects that impact the sound. Lynchard said yes.

4) Defense Grants FY 2016-2017

Recommend acceptance of FY 2016/2017 Defense Infrastructure Grant (DIG) in the anticipated amount of \$300,000 and Defense Reinvestment Grant (DRG) in the anticipated amount of \$46,050 and authorize execution of grant agreements. Authorize allocating \$14,000 in required DRG matching funds from Fund 104 reserves. Lynchard moved approval without objection.

5) Infrastructure Surtax Review Committee

Recommend the formation of an Infrastructure Surtax Citizens Advisory Committee consisting of two appointments by each Commissioner with at least one of the appointments residing within the appointing Commissioner's district. Lynchard moved approval without objection.

6) Historic Walking Tour - Signage on County Owned Buildings

Recommend request from the City of Milton to erect a wooden sign on the Fisher Hamilton Building and the Santa Rosa County Courthouse as part of the Milton Historic District Educational Walking Tour. Lynchard moved approval without objection.

Cole said he does not have a problem with putting a wooden sign up but would like the Board to reconsider the previously denied request, to identify the Fisher Hamilton Building as a historic structure, in the near future.

7) Tax Collector Recapitulation Certification

Recommend the acceptance and authorization of the Tax Collector's Recapitulation report. Lynchard moved approval without objection.

8) Wounded Warrior / Purple Heart Parking Signs

Recommend the installation of Purple Heart parking signs at the applicable county facilities. Lynchard moved approval without objection.

Williamson asked if he can email his requests for Wounded Warrior and Purple Heart recipient signs, in District 4 County Parks, to Gomillion to review and execute. Gomillion said yes

9) Individual Appointment Vacancies

Recommend Com. Lane Lynchard fill the following BOCC committee assignment vacancy:

Chairman, Economic Development Committee

Recommend Com. Rob Williamson fill the following BOCC committee assignment vacancies:

Florida Association of Counties Trust

Small County Coalition

Vice-Chairman, Economic Development Committee

Vice-Chairman, Administrative Committee

Lynchard moved approval without objection.

10) Commission Committee Meeting Date Change - Labor Day

Recommend rescheduling Monday, September 5, 2016 Committee-of-the-Whole meeting to Tuesday, September 6, 2016 beginning at 9:00 a.m. due to Labor Day observance. Lynchard moved approval without objection.

11) Meeting List

Tourist Development North End Committee	August 1	8:30 a.m.
◦ Economic Development Office, 6491 Caroline St., Suite 4, Milton		
Cty-wide Listening Tour – Commissioner R. Williamson	August 1	12:00 p.m.
◦ Jay Community Center, 5259 Booker Lane, Jay		
Cty-wide Listening Tour – Commissioner R. Williamson	August 2	8:00 a.m.
◦ Milton Library, 5541 Alabama Street, Milton		
Tourist Development South End Committee	August 2	8:30 a.m.
Navarre Visitors’ Center, 8543 Navarre Parkway, Navarre	Law Library Committee	
◦ Santa Rosa County Courthouse, Room M9, Milton	August 2	12:00 p.m.
Marine Advisory	August 2	5:00 p.m.
Tourist Development Council Board Meeting	August 4	8:30 a.m.
◦ Tiger Point Community Center, 1370 Tiger Park Lane, Gulf Breeze		
Library Advisory Committee	August 4	4:00 p.m.
◦ Gulf Breeze Library, 1060 Shoreline Drive, Gulf Breeze		
Commission Committee	August 8	9:00 a.m.
Fire Department Executive Group	August 8	6:30 p.m.
◦ Emergency Operations Center, 4499 Pine Forest Rd, Milton		
Building Code Board of Adjustments	August 10	Cancelled
Blackwater Soil and Water Conservation District	August 11	7:30 a.m.
◦ Jay Service Center, 3927 Hwy. 4, Ste. 102, Jay		
Commission Regular	August 11	9:00 a.m.
◦ Tiger Point Community Center, 1370 Tiger Park Lane, Gulf Breeze		
Zoning Board Meeting	August 11	6:00 p.m.
◦ Tiger Point Community Center, 1370 Tiger Park Lane, Gulf Breeze		

Williamson said Tuesday he has a listening tour in Jay and the following day at the Milton library. He said he is getting great feedback and thanks to everyone attending the meetings.

Engineer's Report

1) Fall Amnesty Day Collection Event

Recommend approval of Fall Amnesty Day collection event for household hazardous waste. Lynchard moved approval without objection.

2) Venetian Way/Coronado Drive HMGP Project

Recommend approval of Professional Service Agreement with Southern Site and Utility Design, in the amount of \$207,500.00, for the Venetian Way/Coronado Drive HMGP project. Lynchard moved approval without objection.

Public Services Committee - Cole & Williamson

1) Grant Application

Recommend approval to submit Citizen Corps Grant application in the amount of \$20,000 and authorization for the chairman to sign all related documents. Cole moved approval without objection.

2) ICP Fund Expenditures

Recommend approval of the quote from CES Communications in the amount of \$44,215.00 to remove and relocate extraneous electronic equipment from communication tower sites as recommended by the ICP committee and funded from ICP funds. Cole moved approval without objection.

3) FDOT Rural Work Program

Recommend approval of the Rural Transportation Priorities list for submittal to the Florida Department of Transportation. Cole moved approval without objection.

4) Short Sale Request- 1366 Harvard Drive, Gulf Breeze

Recommend approval to accept \$2,000 for payment of an outstanding SHIP loan in connection with a short sale in order to prevent foreclosure. Cole moved approval without objection.

5) SHIP Local Housing Assistance Plan Revisions

Recommend the suggested revisions by Florida Housing Finance Corporation (FHFC) to the recently approved 2016-2018, three year Local Housing Assistance Plan (LHAP). Cole moved approval without objection.

Public Works Committee - Salter & Cole

1) Tiger Point Park playground resurfacing

Recommend approval of quote from GameTime, through J.A. Dawson & Company, for a pour-in-place (PIP) surface for the Tiger Point Park playground in the amount of \$72,306.00 from District 5 Recreation Funds. Salter moved approval without objection.

2) Madura Five inlet work

Recommend approval of bid from Brown Construction of NW Florida, Inc., in the amount of \$18,243.65 for the repair of two stormwater inlets and associated piping at the intersection of Madura Road and Madura Five, with funding from the Road and Bridge Budget. Salter moved approval without objection.

3) Wildflower Resolution

Recommend approval of a Wildflower Resolution (No. 2016-28) for Santa Rosa County. Salter moved approval without objection.

Budget & Financial Management Committee - Williamson & Salter

1) Bid Action

Recommend bid from Mike Motes Builders, LLC in the amount of \$25,290.00 for the substantial housing rehabilitation project at 5277 San Miguel Avenue, Milton as the low bidder meeting specifications. Williamson moved approval without objection.

2) Bid Action

Recommend bid from Wolfe Construction, Inc. in the amount of \$23,465.00 for SHIP Demo/Reconstruction Project located at 3037 N. 14th Avenue, Milton as the low bidder meeting specifications. Williamson moved approval without objection.

3) 2016-162

Recommend Budget Amendment 2016-162 in the amount of \$44,215 allocating ICP reserves for expenditure to remove and relocate extraneous electronic equipment from tower sites, as approved by the Communications Committee. Williamson moved approval without objection.

4) 2016-163

Recommend Budget Amendment 2016-163 in the amount of \$10,700 allocating ICP reserves for expenditure to provide additional site tower analysis, provide additional funding for utilities, and purchase an A/C unit for the EOC radio room, as approved by the Communications Committee. The amount changed because the initial quotation was too low and the company rescinded their quote. Williamson moved approval without objection.

5) 2016-164

Recommend Budget Amendment 2016-164 in the amount of \$7,576 reallocating expenditure to upgrade 2 PCs to MacBook Pro, to purchase two 27" monitors, wireless keyboards and mice, and two one-year subscriptions to Adobe Creative Suite for the PIO office. Williamson moved approval without objection.

6) Check Register

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

Public Forum

Sandra Cantu said Bealls is closing and asked if the Board had considered the location as a possible location for the county courthouse. Lynchard said no. Cole said the property never came up for sale. He said from what he understands, Big Lots is moving into the Bealls location and Wal-mart will open a market in the current Big Lots location. Cole said the Bealls location would not be large enough to meet the needs of a courthouse. He said the old Food World location was previously considered but there was not enough area to make a recommendation.

Cantu said Butler Auto Parts, located in the Industrial Park, told her that they were not allowed to put up a sign to notify people where their office is. Gomillion said there are land development code regulations. He said if their sign meets the regulation of the land development code then they can put the sign up but he cannot comment as to what they did or did not apply for. Cole said the Industrial Park has signage at the entrance and there is a sign on the mailbox. Cantu said she went all through the Industrial Park and could not find any indications of where the buildings are. She said it would behoove the County to make it easier for businesses to identify themselves, if the county is trying to get businesses to move into the Industrial Park. Cole said they are all numbered on the marquee.

Recess of Regular Meeting

Lynchard said the Board will stand in recess then reconvene in Executive Session to discuss pending litigation.

Open Executive Session

Lynchard called the Open Executive Session meeting to order with the following members present: Chairman Lane Lynchard, Robert “Bob” Cole, Don Salter and Rob Williamson. Also present was the County Administrator (Tony Gomillion) and Court Reporter (Melissa Odom).

Lynchard said the meeting will open in public and then close, to discuss the pending litigation. He said the Board will not vote in Closed Executive Session. Lynchard said the Board will reopen to take votes in open forum.

William Warner of Warner Law Firm in Panama City representing the county, said this matter is to discuss the pending Blue Water Holdings Case and what is allowed by Florida Sunshine Law.

Warner said the transcripts will be available to the public at the conclusion of the litigation.

Adjournment of Open Executive Session

Lynchard adjourned the Open Executive Session to enter Closed Executive Session.

Regular Meeting Reconvened

Lynchard called the meeting to order in open session with the following members present: Chairman Lane Lynchard, Robert “Bob” Cole, Don Salter and Rob Williamson. Also present were the County Administrator (Tony Gomillion) and Court Reporter (Melissa Odom).

Lynchard moved to reject the plaintiff settlement order without objection.

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

By: Lane Lynchard, Chairman

Attest: Donald C. Spencer, Clerk of Court

Special Meeting
July 28, 2016
Milton, Florida

The Board of County Commissioners met on the above date with the following members present: Chairman Lane Lynchard, Robert "Bob" Cole, Don Salter and Rob Williamson. Also present were County Administrator (Tony Gomillion), Assistant County Engineer (Michael Schmidt), Planner III (Darliene Stanhope), Planning and Zoning Director (Beckie Cato), and Planner II (Danny Collins). The meeting was called to order by Chairman Lane Lynchard in the Santa Rosa County Administrative Complex Board Room at 6:00 p.m. The meeting was opened in prayer by Commissioner Cole. Those in attendance joined in the Pledge of Allegiance to the Flag.

New Business:

1. 2016-CU-014
Project/Applicant: Thomas Henry and Veronica Dickerson
Location: 7411 East Bay Boulevard, Navarre, FL
Parcel(s): 12-2S-27-0000-01330-0000
Zoned: HCD (Highway Commercial Development)
Request: Conditional Use to allow a single family residence in a HCD (Highway Commercial Development) zoning district. (LDC 6.09.02.S)
District: Commissioner District #4
Zoning Board
Recommendation: Recommended Approval without objection.

Williamson moved approval without objection.

2. 2016-CU-015
Project/Applicant: Pace Water System, Inc.
Represented by Daniel Saba of Locklin, Saba, Locklin, & Jones, P.A.
Location: 4195 Wildflower Street, Pace, FL
Parcel(s): 25-1N-29-1060-00100-0140
Zoned: R1M (Mixed Residential Subdivision)
Request: Conditional Use to allow for the relocation and construction of a sewer lift station with necessary infrastructure in a R1M (Mixed Residential Subdivision) zoning district. (LDC 6.09.02.J)
District: Commissioner District #1
Zoning Board
Recommendation: Recommended Approval without objection.

Salter said there are variances included in the backup material for the landscape buffer elimination to be replaced with a 6 foot vinyl chain link fence. He asked if this will include those variances as well. Cato said yes.

Cole said the utility companies, community and new businesses need to work together.

Salter moved approval without objection.

3. 2016-R-010
Project/Applicant: Terry and Karen Paulson
Represented by Bob Hartley and Amity Nowling of Crystal Shores Realty
Location: 1877 Blue Tip Drive, Navarre, FL
Parcel(s): 20-2S-26-5770-00900-0080
Existing Zone: R1 (Single Family Residential)-HON (Heart of Navarre Overlay District)
Proposed Zone: HCD (Highway Commercial Development)
Existing FLU: SFR (Single Family Residential)
Proposed FLU: COMM (Commercial)
Area Size: 0.25 (+/-) Acres
District: Commissioner District #4
Zoning Board
Recommendation: Recommended Approval with a vote of 8 – 0.

Williamson moved approval without objection.

4. 2016-R-011
Project/Applicant: Blaine Flynn of Flynn Building Specialist, LLC
Location: Ola Broxson Road, Navarre, FL, 32566
Parcel(s): 08-2S-26-0000-00123-0000
Existing Zone: M1 (Restricted Industrial)
Proposed Zone: R1 (Single Family Residential)
Existing FLU: INDUS (Industrial)
Proposed FLU: SFR (Single Family Residential)
Area Size: 1.081(+/-) Acres
District: Commissioner District #4
Zoning Board
Recommendation: Recommended Approval with a vote of 7 – 1, Don Richards opposed.

Schmidt said this area is prone to flooding. He said development will potentially cause new or additional flooding. Schmidt said the Engineering Department is in favor of rezoning but asks for consideration of an engineered site plan.

Williamson asked Schmidt if the engineered stormwater site plan will give the existing property owners assurances that they will not be negatively impacted if this property were developed in the future. Schmidt said there is no guarantee.

Williamson asked if the new zoning would have more of an adverse effect, than the existing zoning, from a development standpoint. Schmidt said it would be net neutral. Williamson said given those comments, that it will not make the issue any worse than it is already, he recommends approval with inclusion of staff's recommended stormwater site plan.

Cole asked if the developer is aware caveats can be added. Stanhope said yes.

Williamson moved approval without objection, with the inclusion of staff's recommendation to require an engineered stormwater site plan.

5. Recommend the Ordinance:

Lynchard moved approval without objection.

**ORDINANCE NO. 2016-20 RECORDED IN ORD. BOOK NO.14 AT PAGES 327-330
AND RECORDED IN OR BK 3544 AT PAGES 1083-1086.**

Adjournment:

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

BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA

By: Lane Lynchard, Chairman

Attest: Don Spencer, Clerk of Court.