

April 8, 2013

ECONOMIC DEVELOPMENT COMMITTEE

1. Discussion of soliciting bids for construction of railroad spur to accommodate Gulf Cable, LLC and Project Gold Rush in Santa Rosa Industrial Park.



Santa Rosa County Board of County Commissioners

Sheila Harris, Special Projects/Grant Coordinator

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

MEMORANDUM

TO: Hunter Walker
DATE: April 2, 2013
FROM: Sheila Harris, Grants Coordinator
RE: Request to proceed with advertisement of rail track/rail spur in the Santa Rosa Industrial Park

At the January 28, 2010 BOCC meeting, the board approved a contract with Enterprise Florida, Inc. for an Economic Development Transportation Fund grant in the amount of \$714,500.00 for construction of rail spur in the Santa Rosa Industrial Park to accommodate location of Gulf Cable, LLC.

Pursuant to the grant requirements, vertical construction of the EDTF business (Gulf Cable) must be certified before the rail spur construction can begin. Since that time, Gulf Cable has worked to obtain the necessary financing for expansion of their business and moved towards facility expansion and expects that plans and permit application will be delivered in early April and construction start commencing by May 3, the current grant deadline for vertical construction of the EDTF business.

In order to facilitate progress of the grant deliverables, I would recommend that we proceed with development and advertisement of the rail spur bid package. We will ensure that Gulf Cable has begun vertical construction of their facility before a notice to proceed is issued to the rail contractor.

This action will also be beneficial to the county's current economic development activity with regards to Project Gold Rush, a company that is interested in relocating to the property located north of Hackney, contingent upon construction of the rail spur.

Please let me know if you have any questions regarding this request.

Proposed Rail Spur

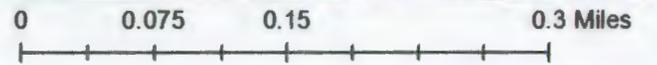


Project Gold Rush

NEW COMPANY
Gulf Cable

H.T. Hackney

New Rail Spur



April 8, 2013

ADMINISTRATIVE COMMITTEE

1. Update/presentation on Navarre Beach Marine Science Center - Charlene Mauro
2. Discussion of amendment to the US Army Corps of Engineers permit for expansion of the Navarre Beach Gulf side marine sanctuary artificial reef.
3. Discussion of Cornell Drive/Georgetown Court paving, water and sewer MSBU project.
4. Discussion of Navarre Community Center building.
5. Discussion of proposals received for RESTORE Act consulting services.
6. Discussion of proposal from Nabors, Giblin, and Nickerson, PA for Fire Services Assessment Rate Study.
7. Discussion of Change Order No. 1 and No. 2 in the amounts of \$8,700 and \$6,600 to contract with Aero Training and Rental, Inc. for Bagdad Sewer Expansion project funded by CDBG Disaster Recovery Grant.
8. Discussion of settlement of Workers Compensation claims for Paul Steven Joyner and Roman Jackson in the amounts of \$35,556.08 and \$50,000 respectively as recommended by Risk Manager.
9. Discussion of amending Human Resources Policy to conform to the Family and Medical Leave Act (FMLA) and adding inclusion of miscarriage as eligible usage of bereavement leave.
10. Discussion of Amendment Number 4 to Lease with General Services Administration for Farm Service Agency located on Dogwood Avenue.
11. Discussion of allocation of \$20,000 for Boo Weekley Golf Tournament and \$1,000 for Panhandle Community Theater as recommended by the Tourist Development Council (TDC).
12. Discussion of scheduling public hearing on amendment to Ordinance 2001-03 regarding Utility Board.
13. Public Hearing items scheduled for 9:30 a.m. Thursday, April 11, 2013: **NONE**

①

Hunter Walker

From: Mauro, Charlene [MauroC@mail.santarosa.k12.fl.us]
Sent: Wednesday, April 03, 2013 7:04 AM
To: Hunter Walker; Commissioner Jim Melvin
Cc: Sonya Negley
Subject: RE: updates!

Good morning!

I know we do not have any action right now but I just want to update the commission on where we are in the project. I would like to do this regularly so they are completely up to speed on what we are doing. Is there a place on the agenda we can spend five minutes on an update and answer any questions or concerns or get feedback on the project?

This is where we are to date.

- Submitted BP Promotional Seafood Fund Grant (Includes Visitor Pavilion/dual purpose outdoor classroom and expanded program offerings for visitors....WTR-TV, guided and self-guided tours)
- We have been working with a LEED certified architect for concept, design and budgeting for both Visitor Pavilion and Interpretive Center - We want the Interpretive Center to be LEED certified...it will be the first LEED certified building on the beach and in fact, in Navarre
- We have had conversations with a commercial contractor about pricing and requirements for structures
- We have identified an exhibit company out of Gainesville Florida who is developing concept (should have something ready for Board Meeting) for exhibits and he is driving to Navarre to look at site and discuss exhibits. The exhibit manufacturer has done Sea World attraction, Aquariums and other visitor attractions and comes highly recommended.
- We are researching additional resources exhibit funding

Charlene Mauro
 Project Director
 Navarre Beach Marine Science Station

From: Hunter Walker [mailto:HunterW@santarosa.fl.gov]
Sent: Tue 4/2/2013 8:38 AM
To: Mauro, Charlene; Commissioner Jim Melvin
Cc: Sonya Negley
Subject: RE: updates!

All,

In anticipation of next week Committee-of-the-Whole agenda, I'm looking at the undated information on the Marine Science Center expansion and it seems that all the Board action has been taken. Sites for the interpretative center and outdoor classroom have been reserved by the Board and \$10,000 allocation from District IV funds has been transferred, so am unsure of additional action required by the Board. Let me know. Also, if my current information is dated, please update. Thanks, Hunter

From: Mauro, Charlene [mailto:MauroC@mail.santarosa.k12.fl.us]
Sent: Wednesday, March 27, 2013 8:40 AM
To: Hunter Walker; Commissioner Jim Melvin
Cc: Sonya Negley
Subject: RE: updates!

4/3/2013

Santa Rosa County Board of County Commissioners
Navarre Beach Marine Science Station Expansion

1. Santa Rosa County BOCC – Request

- Expand Footprint at current location
 - Including Interpretive Center – Similar in size and design to current location – 1 or 2-story building approximately 6000 sq. ft. – note map
 - Develop Outdoor Classroom – Similar in size and design to the sound side pavilions by science station – note map

2. Program Expansion

- 3000+ students served annually at Navarre Beach Marine Science Station
- Need for more space for current and expanded program with offerings to visitors
- NBMSS intends to expand programs to include:
 - Reef monitoring - video feed from all reef structures
 - New expanded events for visitors
 - Snorkel and Scuba the reef events
 - Kayak the reef
 - Guided walking tours
 - Lecture series with guest Scientists
 - Expanded student programs
 - Water quality monitoring
 - Interpretation of datasets
 - Research projects for College Students
 - Monitoring reef structures

3. Comparison of Other Florida Marine Science Centers -*Researched other Marine Science Centers in Florida – Other programs affiliated with school districts are open to visitors and serve approximately 50,000 visitors annually*

- Other programs offer hands-on interpretive centers which have large exhibit areas with “touch tanks” along with education program
- Broad community events that allow citizen scientists to interact with marine life

4. Conclusion

- A portion of Navarre Beach Park will be transformed into Navarre Beach Marine Science Park
- Attract an estimated 50,000+ visitors annually
- Offer destination tourism events
- Offer eco-tourism while providing valuable conservation message to general public
- Expand research opportunities to protect Marine Life in the Gulf of Mexico
- Share our most valuable public resource – The Gulf of Mexico

②

Hunter Walker

From: Mike Sandler [mjsandler@bellsouth.net]
Sent: Monday, March 25, 2013 1:54 PM
To: Hunter Walker
Cc: Commissioner Jim Melvin; Roger Blaylock
Subject: Navarre Beach Reefs

Hunter,

The Navarre Chamber Foundation and our Marine Sanctuary committee would like to initiate an amendment to the existing Navarre Beach Gulf side artificial reef permit. Since this would be a request for amendment, the process would be streamlined and if approved could happen very quickly. The request is for expansion of the existing gulf permit 82 ft on both the east and west sides of the current site. Our plan is to add an additional 30 reef modules to the east side of the gulf reef and have the west side permitted but kept in reserve should future expansion be needed (does not cost extra to permit a larger area).

The proposed addition of 30 reef modules should not interfere one way or the other with any initiative for the Navarre Pass.

Verbal discussion with Commissioner Melvin have been positive for the permit amendment.

If county approval is granted, USACE will then need a letter of request from the SRC Engineer and drawings showing the existing and proposed expansion project (Wetland Science can do the drawings).

Please let me know if and when we can proceed.

Thanks,

Mike Sandler

Navarre Chamber Foundation

From: Roger Blaylock [mailto:RogerB@santarosa.fl.gov]
Sent: Monday, March 04, 2013 4:15 PM
To: 'Mike Sandler'
Cc: Terry Wallace
Subject: RE: Navarre Beach Reefs

Mike - I suggest to the east,

Roger A. Blaylock, P.E.
Santa Rosa County Engineer
850 981-7100 - Office
850 983-2161 - FAX

From: Mike Sandler [mailto:mjsandler@bellsouth.net]

4/3/2013



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



3

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
JAYNE N. BELL, OMB Director

MEMORANDUM

TO: Board of Commissioners

FROM: *HW* Hunter Walker, County Administrator

DATE: March 20, 2013

SUBJECT: Cornell Drive Paving Water and Sewer MSBU

The Cornell Drive/Georgetown Court Paving Water and Sewer MSBU was approved and established during the 2011-2012 MSBU cycle affecting thirty nine (39) property owners for water and sewer and forty-one (41) for roadway paving over ten (10) year period. The MSBU was established on an estimate of \$296,007 for paving/water/sewer and including the other expenses of engineering, bond counsel, property acquisition yielded a total estimate of \$336,388.

The low bid recently received for the paving/water/sewer construction and installation was \$393,382. Including the above cited costs and the additional costs of engineering and property acquisition, less two (2) years of assessments currently collected nets final project total of \$370,175 to be assessed over the remaining eight (8) years.

Based on the bid and finalized costs the annual assessments for this project will increase from \$1,077.93 to \$1,413.14 (thirty one percent (31%). In the past the Board directed staff to re-petition an MSBU project when the final assessment was in excess of twenty percent (20%) of the original estimate.

Find attached original and final amortization schedules outlining these figures in more detail and a third schedule which presents a fifteen (15) year payout. This matter is included in agenda for March 25, 2013 Committee-of-the-Whole meeting.

Estimated ---DEBT SERVICE SCHEDULE - Cornell.Princeton Alt B Best MSBU

CLOSURE DATE:		1-Jun-12	Qtrly Payments		36		
PRINCIPAL		\$296,000	Interest:		5.00%		
PERIOD / DATE	Yr	PRINCIPAL	Coupon Rate @ 365 day Year	INTEREST	TOTAL PAYMENT		
1	10/01/12	\$6,539.76	5.07%	\$3,751.38	\$10,291.15	Principal =	\$26,660.56
2	01/01/13	\$6,622.65	5.07%	\$3,668.50	\$10,291.15	Interest =	\$14,504.02
3	04/01/13	\$6,706.58	5.07%	\$3,584.57	\$10,291.15		\$41,164.59
4	07/01/13	\$6,791.57	5.07%	\$3,499.57	\$10,291.15		
5	10/01/13	\$6,877.65	5.07%	\$3,413.50	\$10,291.15	Principal =	\$28,038.01
6	01/01/14	\$6,964.81	5.07%	\$3,326.33	\$10,291.15	Interest =	\$13,126.57
7	04/01/14	\$7,053.08	5.07%	\$3,238.06	\$10,291.15		\$41,164.59
8	07/01/14	\$7,142.47	5.07%	\$3,148.68	\$10,291.15		
9	10/01/14	\$7,232.99	5.07%	\$3,058.15	\$10,291.15	Principal =	\$29,486.64
10	01/01/15	\$7,324.66	5.07%	\$2,966.49	\$10,291.15	Interest =	\$11,677.95
11	04/01/15	\$7,417.49	5.07%	\$2,873.66	\$10,291.15		\$41,164.59
12	07/01/15	\$7,511.50	5.07%	\$2,779.65	\$10,291.15		
13	10/01/15	\$7,606.69	5.07%	\$2,684.45	\$10,291.15	Principal =	\$31,010.10
14	01/01/16	\$7,703.10	5.07%	\$2,588.05	\$10,291.15	Interest =	\$10,154.48
15	04/01/16	\$7,800.72	5.07%	\$2,490.42	\$10,291.15		\$41,164.59
16	07/01/16	\$7,899.59	5.07%	\$2,391.56	\$10,291.15		
17	10/01/16	\$7,999.70	5.07%	\$2,291.44	\$10,291.15	Principal =	\$32,612.28
18	01/01/17	\$8,101.09	5.07%	\$2,190.06	\$10,291.15	Interest =	\$8,552.30
19	04/01/17	\$8,203.76	5.07%	\$2,087.39	\$10,291.15		\$41,164.59
20	07/01/17	\$8,307.73	5.07%	\$1,983.42	\$10,291.15		
21	10/01/17	\$8,413.02	5.07%	\$1,878.13	\$10,291.15	Principal =	\$34,297.24
22	01/01/18	\$8,519.64	5.07%	\$1,771.50	\$10,291.15	Interest =	\$6,867.35
23	04/01/18	\$8,627.62	5.07%	\$1,663.53	\$10,291.15		\$41,164.59
24	07/01/18	\$8,736.96	5.07%	\$1,554.19	\$10,291.15		
25	10/01/18	\$8,847.69	5.07%	\$1,443.46	\$10,291.15	Principal =	\$36,069.25
26	01/01/19	\$8,959.82	5.07%	\$1,331.33	\$10,291.15	Interest =	\$5,095.33
27	04/01/19	\$9,073.37	5.07%	\$1,217.77	\$10,291.15		\$41,164.59
28	07/01/19	\$9,188.37	5.07%	\$1,102.78	\$10,291.15		
29	10/01/19	\$9,304.82	5.07%	\$986.33	\$10,291.15	Principal =	\$37,932.82
30	01/01/20	\$9,422.74	5.07%	\$868.40	\$10,291.15	Interest =	\$3,231.77
31	04/01/20	\$9,542.16	5.07%	\$748.98	\$10,291.15		\$41,164.59
32	07/01/20	\$9,663.10	5.07%	\$628.05	\$10,291.15		
33	10/01/20	\$9,785.56	5.07%	\$505.58	\$10,291.15	Principal =	\$39,892.67
34	01/01/21	\$9,909.58	5.07%	\$381.57	\$10,291.15	Interest =	\$1,271.92
35	04/01/21	\$10,035.17	5.07%	\$255.98	\$10,291.15		\$41,164.59
36	07/01/21	\$10,162.35	5.07%	\$128.79	\$10,291.15		
		<u>\$295,999.57</u>		<u>\$74,481.70</u>	<u>\$370,481</u>		

Annual Debt Service	\$41,164.59
With 4% Discount	\$42,879.78
With 2% TC Fee	\$43,754.87
With 2% Admin Fee	\$44,647.83

Paving 72%	Water 16%	Sewer 12%
\$32,146.44	\$7,143.65	\$5,357.74

# of Lots	42	40	40
Lot charge	\$765.39	\$178.59	\$133.94

\$1,077.93
Cost for 1 paving, 1 water, 1 Sewer

Roadway & Drainage	\$193,217	
Water	\$42,990	
Sewer	\$32,800	
Engineering fees	\$24,000	
Surveying Fees	\$3,600	
10% Contingency	\$32,281	
Bond Counsel	\$7,500	
Total	\$336,388	
1st year pymts	\$44,700	\$40,388
Loan Amount		\$296,000



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
JAYNE N. BELL, OMB Director

M E M O R A N D U M

TO: Board of Commissioners

FROM: *WH* Hunter Walker, County Administrator

DATE: April 3, 2013

SUBJECT: Navarre Community Center

At the January 24, 2013 regular meeting the lease with the Navarre Area Board of Realtors (NABOR) for the Navarre Community Center was extended through December 31, 2013. Discussions revolved around potential county uses of the building, including Sheriff Office precinct, and the potential of declaring the building surplus and solicit proposals for sale of the building. Attached are aerial photographs of the parcel and the building which was constructed in 1987.

Sheriff Hall looked at the building and his preference is to remain in the current precinct building proximate to Navarre High School which the County built and owns. There does not appear to be any county office or function which would benefit from relocation to that building.

The community room seems to comfortably hold fifty to seventy people, but there is not enough parking to accommodate that number. The best long range solution may be to surplus the building and pursue other options for community center.

This matter will be on the agenda for Monday Committee-of-the-Whole meeting.



0

1917

1912

1905

8006



1917

5

BID OPENING
April 2, 2013
Milton, Florida

Present: Procurement Officer, Cory Snyder representing Fabre Engineering, Robin Phillips representing Jones-Phillips and Associates, Matt Waite representing Roads Inc. of NWF, Henry Evans representing Evans Contracting, Inc., Herman McCoy representing Roberson Excavating, Inc., and Justin Thompson representing Construction Labor Services, Inc., Sonya Negley and David Perruckon representing Green Consulting & Solutions, LLC. The meeting took place at 10:00 a.m.

The purpose of the meeting was to open bids for Navarre East Phase I Sanitary Sewer Improvements Project and proposals for Consulting Services related to the RESTORE Act; submittals were received from the following:

Navarre East Phase I Sanitary Sewer Improvement Project:

	<u>BASE BID</u>
1. Roberson Excavating, Inc.	\$252,406.00
2. Evans Contracting, Inc.	\$397,027.00
3. Construction Labor Services, Inc.	\$408,880.37
4. Roads Inc. of NWF	\$410,586.00

Consulting Services related to the RESTORE Act:

1. g.r.e.e.n Consulting & Solutions, LLC
2. Baskerville-Donovan, Inc.
3. Mathews-Webster Consulting
4. Atkins North America, Inc.
5. GUARDIAN Community Resource Management, Inc.
6. CH2MHILL
7. Tetra Tech
8. Environmental Consulting & Technology, Inc.
9. Arcadis U.S., Inc.



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

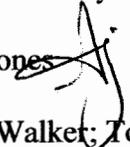
Santa Rosa Administrative Offices
6495 Caroline Street, Suite M
Milton, Florida 32570-4592



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
JAYNE BELL, OMB Director

MEMORANDUM

TO: Board of County Commissioners
FROM: Angie Jones 
CC: Hunter Walker; Tony Gomillion
DATE: April 3, 2013
RE: Fire Protection MSBU

As you know, the county has a long-established MSBU for fire protection, the proceeds of which support our nine independent fire departments. Each department's "share" of the MSBU is determined by our Fire Department Executive Group, and the amount of the MSBU is periodically established and adjusted by the Board of County Commissioners. The County Commission last visited the issue in 2007, at which time it established the following rates:

Residential
0-3500 sq. ft. \$ 85.00
3501 sq. ft. & up \$175.00

Commercial and
Multi-family 5+ units \$0.025 per sq. ft.
(\$150.00 minimum on all businesses)

Multi-family less than 5 units
and condos \$75.00 per unit

Agricultural and \$10.00 per one acre parcel and
Vacant lots \$0.02 per acre over the first acre.

Sylviculture(Timber) \$10.00 first 200 acre parcel and
\$0.15 per acre over 200 acres.

Recreational vehicle parks
and mobile home parks \$0.025 per sq. ft. based on 191 sq. ft. per space
(\$150.00 minimum on all businesses)

Hotel and Motel \$0.025 per sq. ft.
(\$150.00 minimum on all businesses)

It is important that the rates adopted for the MSBU be related to the actual costs associated with the operation of the fire departments and that every person or entity who receives a benefit from the MSBU participate at a rate reasonably related to those actual costs. The amount of the MSBU should be based on a rate study.

Our last rate study was performed in 2006 by our staff. While it is certainly appropriate for us to conduct such studies in house, it is also prudent to retain the services of experts on a periodic basis. In reviewing the rates and the data collected to establish them, I believe it would behoove us to retain the services of a company which specializes in rate studies to conduct an analysis for us and make recommendations.

Further, I believe we should partner with a law firm which specializes in the drafting of these types of ordinances and which routinely guides counties through the adoption of fire protection MSBU's. In recent years, these MSBU's have been the subjects of numerous lawsuits, many of which have ended in unfavorable verdicts against the imposing authority. I am aware of cases involving the Cities of Boynton Beach, Tamarac, and Pembroke Pines, along with Marion, Highlands and Wakulla Counties, and I am certain there are others. No one has raised issues concerning our ordinances.

Therefore, I am submitting for your consideration a proposal from Nabors, Giblin & Nickerson for legal services. I would also suggest that we retain Government Services Group, Inc. to perform the rate study, based on comparisons between three qualified companies.

TALLAHASSEE
Suite 200
1500 Mahan Drive
Tallahassee, Florida 32308
(850) 224-4070 Tel
(850) 224-4073 Fax

FORT MYERS
Building 83, Suite 2
12731 World Plaza Lane
Fort Myers, Florida 33907
(239) 288-4027 Tel
(239) 288-4057 Fax

**Nabors
Giblin &
Nickerson** P.A.
ATTORNEYS AT LAW

FORT LAUDERDALE
208 S.E. Sixth Street
Fort Lauderdale, Florida 33301
(954) 525-8000 Tel
(954) 525-8331 Fax

TAMPA
Suite 1060
2502 Rocky Point Drive
Tampa, Florida 33607
(813) 281-2222 Tel
(813) 281-0129 Fax

February 7, 2013

Via Electronic Transmission

Angela J. Jones
Santa Rosa County Attorney
6495 Caroline Street, Suite C
Milton, Florida 32570-4592

Re: Santa Rosa County -- Fire Services Assessment Program Proposal

Dear Ms. Jones:

Pursuant to our conversations last year, this correspondence is written to present a scope of services for Nabors, Giblin & Nickerson, P.A. ("NG&N") to provide professional services and specialized legal assistance to Santa Rosa County (the "County") and its staff in the update and implementation of a non-ad valorem funding alternative for the County's fire services.

We are pleased to have this opportunity to work with the County. As special assessment attorney, our mission would entail the following:

- ✓ **Assist the County in developing a legally sufficient assessable budget, an appropriate apportionment methodology and other needed or desired program modifications.**
- ✓ **Provide assessment program ordinance updates, as necessary to comply with recent changes in governing law or policy direction**
- ✓ **Draft all implementing resolutions to conform with the County's policy choices and special assessment case law jurisprudence**
- ✓ **Assist with rate adoption process**

As will be demonstrated in this proposal, NG&N has the proven knowledge, experience and expertise to serve the County and we welcome the opportunity to do so.

NG&N has been exclusively representing cities, counties, school boards, special districts, and government authorities since the law firm was organized in 1984. One of the distinguishing characteristics of NG&N is its extensive representation of Florida local governments and the historical participation by its attorneys in shaping Florida local government statutory and case law. Such experience began with the creation of the constitutional and statutory home rule powers of municipalities and counties in the 1968 constitutional revision as further implemented by general law in the early 1970s. This experience and historical perspective is unparalleled in any other law firm. Thus, it is not by chance but by performance and reputation that NG&N has represented or currently represents, in some capacity, over 110 municipalities and almost all counties in the State of Florida. Attached as Appendix A is a list of government entities NG&N currently represents or has represented in the past.

Any law firm can identify problems for clients. In contrast, our historical perspective and the practical experience of our members in all aspects of local government law place NG&N in a unique position to solve problems. NG&N prides itself on solving problems for our clients and finding innovative solutions to the issues they face.

Additionally, there are several aspects that make NG&N unique among all Florida law firms:

- ***NG&N almost exclusively represents government clients so we avoid conflicts of interest that will result with other firms;***
- ***Neither the firm nor any of its members have any professional or business relationships in the County that would present a conflict of interest;***
- ***NG&N has been successfully implementing special assessment programs and defending those legal concepts from challenges since 1995;***
- ***NG&N maintains a unique relationship with Florida counties through our long-standing involvement with the Florida Association of Counties.***

NG&N has successfully implemented special assessment programs for almost 100 local governments in the state of Florida. Given the specialized nature of many of the legal issues confronted in a special assessment program, we have assisted governmental clients ranging in size from Miami-Dade County to the City of Newberry. Attached as Appendix A is a chart listing all of the representative special assessment projects implemented by NG&N for the indicated local government.

NG&N's success in the implementation of assessment programs begins with an approach which addresses the fundamental legal principles required for the proper imposition of non-ad valorem assessments by meeting legal sufficiency tests embodied in state statutory, regulatory and case law. This approach ensures that the funding approach developed is

legally defensible and fairly and reasonably apportioned among the properties which receive the benefits. The recommended apportionment methodology necessarily differs depending on the service or facility being funded.

For example, in the early 1990s, NG&N pioneered the creation of special assessment programs to fund fire rescue services. The methodology developed for these programs was based upon historical demand for fire rescue services by analyzing fire rescue call incident data. This approach is now widely used across the State as the standard methodology for fire rescue special assessments.

In 2008, NG&N collaborated to incorporate a risk component as an enhancement to the traditional demand-based apportionment methodology for fire rescue special assessments. This enhanced methodology is based upon National Fire Protection Agency standards and accounts for the varying degrees of risk for each building within the jurisdiction based upon the quantity and potential combustibility of the building's contents, the use of the building, the size of the structure, the availability of any on-site fire mitigation measures and the fire department's established response protocols. This enhanced methodology allows local governments to charge every building within their jurisdiction based upon the unique attributes of that building and provides a reasonable basis on which to tier the assessment rates for all property uses, including residential properties, based upon the square footage and hazard classification of the building and allows property owners to attain credits for sprinkler systems and other on-site fire mitigation measures. This enhanced methodology recognizes the impact that the building's size, use and contents may have on the fire department's response to an incident at that particular building. For example, a fully engulfed fire in a bank will require less apparatus, personnel and time to control than a similar fire in a heavy industrial building. The development of this enhancement to the standard fire rescue assessment methodology is another example of NG&N's dedication to finding new solutions for its clients and creative means of improving the home rule revenue tools available to local governments in Florida.

In addition to creating the standard demand-based apportionment methodology for fire rescue services, NG&N has also been instrumental in clarifying the authority of counties and cities to fund their fire rescue budgets with special assessment revenues and defending against challenges to assessment programs all the way to the Florida Supreme Court. At least one member of NG&N has served as trial or appellate counsel, or counsel for amicus curiae ("friend of the court") in almost every major local government tax and home rule decision during the last two decades in Florida. Attached as Appendix B is a representative list of NG&N's defense of special assessment programs for local governments.

NG&N maintains offices in Tallahassee, Fort Lauderdale, Tampa and Fort Myers. NG&N, which currently has 24 attorneys, five of whom are of counsel, is divided into the following practice areas: Local Governmental Law, Litigation and Appellate Law, Employment Law, Land Use and Real Estate Law, Public Utilities Law, Public Finance, Legislative Consulting, and Special Project Financing. NG&N also employs 17 full-time legal assistants, one full-time Financial Manager, one full-time billing clerk, one full-time receptionist and two part-time couriers.

One of the most important aspects of effective legal representation is open and easily accessible line of communication between the attorney and client. In that regard, NG&N attorneys will be available to the designated County elected officials and staff by e-mail and mobile phone. Additionally, NG&N is equipped with state-of-the-art telephone, 24 hour e-mail access through the Internet, word processing, document scanning, reproduction and facsimile transmission equipment and operators, and is fully equipped to develop and produce the documentation required by the County. Mass production of multiple documents in a short period of time is something that is done on a daily basis. NG&N's word processing system includes laser printers, each of which is accessible from any station on the network. In addition, NG&N's internal network includes optical scanning equipment, telecommunications and Internet capability. NG&N has the capability of automatically black-lining documents for ease and efficiency in document review and negotiations. NG&N has excellent research capabilities, including many reference materials, LexisNexis research service and easy access to major law libraries and other State research resources.

Attached as Appendix C you will find our scope of services with a proposed not-to-exceed fee of \$13,000 to assist the County in the development, update, and implementation of its fire rescue assessment program. In performing our scope of services for the County, we will inform you if it appears that we will exceed this not-to-exceed amount.

Upon receiving notice to proceed, we will work under the detailed critical events calendar and schedule for project deliverables that has been tailored to the County's needs as provided by County staff or the County's rate consultant.

The professional fees required to assist the County in implementing the contemplated assessment programs do not include litigation defense services. However, we do all of our work with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. In the event there is a challenge, we would be available, on an hourly basis, to assist the County in its defense.

Upon review and satisfactory determination, please execute this correspondence by signing below to indicate acceptance of the attached proposal and to serve as proper Notice to Proceed. Upon execution, please provide our office with a signed copy for our files.

Angela J. Jones
February 7, 2013
Page 5

We look forward to working with Santa Rosa County on this very important project. If you or any other County officials have any questions, please feel free to contact me.

Sincerely,

Heather J. Encinosa

Heather J. Encinosa

HJE/svd

Attachment

AGREED TO AND ACCEPTED BY:

Santa Rosa County

Date

Appendix A

ASSESSMENT PROGRAMS

Client	Assessment Type	Date
Alachua, City of	Stormwater (capital maintenance)	2010-2013
Alachua County	Solid Waste	2006
	Fire	2007*, 2010
	Stormwater	2010
Avon Park, City of	Fire	2000-2002, 2004-2013
Belle Glade, City of	Stormwater	1998-1999
	Fire	2002*
Boynton Beach, City of	Fire Rescue	2001-2009
Calhoun County	Solid Waste	2010*
Cape Coral, City of	Water/Sewer	1992-1996, 1999
	Solid Waste	2001
	Alleys	2003-2005
	Seawalls	2001-2002
	Stormwater	1995, 1996
Casselberry, City of	Street Lighting	2007-2010
	Fire	2008*
Charlotte County	Water/Wastewater	1996-2001
Citrus County	Fire	2013
	Roads (sufficiency review)	2005, 2013
Clay County	Solid Waste	1993, 2006-2007
	Roads	2003
	Clifford Lane MSBU (roads)	2011
Clearwater, City of	Fire	1997*
Cocoa, City of	Fire	2006*
Columbia County	Fire Protection	1994-2012
	Solid Waste	2004-2012
	Roads	2005-2012
Cooper City, City of	Fire	2011 (advice only)
Coral Gables	Fire	2009-2011
	Business District Improvements	2012
Coral Springs, City of	Fire Rescue	2000, 2003, 2006
Dade City, City of	Fire	2003*
	Stormwater	2003*
	Street Lighting	2003*
Dania Beach, City of	Fire	1996-2002
	Stormwater	1996-2002
	Solid Waste	1996-2002
Daytona Beach, City of	Fire Rescue	2001*
Davie, Town of	Fire Rescue	1996-2013
	Solid Waste	2004-2013
	Roads	2005-2009
Deerfield Beach, City of	Fire Rescue	2001-2013
DeLand, City of	Stormwater	2009
Destin, City of	Solid Waste	2011*
Eustis, City of	Fire	2003*
	Stormwater	2003*
Florida Governmental Utility Authority	Water/Sewer	2000-2013
Fort Lauderdale, City of	Fire Rescue	1999, 2000, 2003-2004
Fort Myers, City of	Fire	2002*
	Business Improvement District	2000

Client	Assessment Type	Date
	Street Lighting	1998
Fort Myers Beach, Town of	Canal Dredging	2008
Franklin County	Beach Renourishment	2008*
Gainesville-Alachua	Combined Fire/EMS	2001-2003
Gilchrist County	Fire	2002
Hardee County	Fire Solid Waste	2001, 2007 2001
Hendry County	Water Utility Services	2009 2010
Hialeah, City of	Fire	2007-2008
Hillsboro Beach, Town of	Fire	2002
Hollywood, City of	Fire	1996-1997, 2000, 2003, 2005-2006
	Fire Inspection Services	2009
Homestead, City of	Solid Waste, Stormwater	2008*
	Solid Waste	1999-2011
Islamorada, Village of	Stormwater	2003-2009
	Wastewater	2003-2012
Lake City, City of	Fire	2002, 2003, 2005-2007
Lake County	Fire	1998, 1999, 2003, 2007, 2008
Lake Mary	Fire	2008*
Lauderhill, City of	Fire	2000, 2004, 2007, 2011, 2012
Leon County	Fire	1999*
	Fire	2003-2013
Levy County	Solid Waste	2003-2003
	Road Maintenance	2003-2013
	EMS	2003-2013
	Fire	2008
Longwood, City of	Water/Wastewater	2001-2005
	Neighborhood Improvements	2009-2001
	Roads	2000-2004
Marathon, City of	Solid Waste	2002, 2005- 2006, 2008-2010
	Wastewater	2007-2011
Marco Island, City of	Fire	2008
Margate, City of	Fire	1996 - 2013
Marion County	Fire	2003, 2005-2007
	Roads	1992-2012
	Water/Wastewater MSBU	1996-2012
Martin County	Solid Waste	2002-2011
	Canal Dredging	2002-2011
	Roads	2002-2012
	Stormwater	1996-2009
Miami-Dade County	Fire*	1997*, 2009*
Midway Fire District	Fire	2008*
Miramar	Fire	2004- 2007
Monroe County	Solid Waste	2003-2005
	Wastewater	2003-2005
	Fire	2001-2005
Nassau County	Roads	2005-2012
	Solid Waste	2005-2012
	Beach Renourishment	2005-2012

Client	Assessment Type	Date
	Tradeplex	2011
Newberry, City of	Fire	2002-2013
North Lauderdale, City of	Fire	1996, 1997, 2000, 2004
North Port, City of	Water/Wastewater	2000-2011
Oakland Park, City of	Fire	2001-2006
	Solid Waste	2001-2006
Okaloosa County	Beach Renourishment	2007-2008, 2009*
	Roads	2008
Okeechobee County	Fire	2001, 2007, 2009
	EMS Tax Assessment	2009
Orange City, City of	Solid Waste	2007-2013
	Stormwater	2006*
	Street Lighting	2007*
	Roads	2009-2013
Orange County	Fire	2008, 2009*
Orlando, City of	Business Improvement District	1996
Osceola County	Fire	1999-2000, 2009-2010
	Business Improvement District	1998-2004
Palm Beach, Town of	Master Assessment Ordinance	2007
	Street Assessments	2009-2013
	Business Improvement District	2010-2013
	Utility	2012
Palm Beach Gardens, City of	Bypass/Flyover	2002
Parkland	Fire	2004-2012
	Solid Waste	2010-2012
Pasco County	Fire	1999*
Pensacola, City of	Stormwater	2000-2012
	Fire	2008*
Polk County	Fire; Roads	1997-1998, 2001, 2007-2013
	Street Lighting	2010*
	Solid Waste (Assess. Revision)	2012
Pompano Beach, City of	Fire	1996-1997, 2009-2012
Port Orange, City of	Business Park	2007
Sanford, City of	Fire	2008*
Santa Rosa County	Navarre Township	2007
Sebring, City of	Fire	2007-2013
St. Johns County	Fire	2008
	Water/Wastewater	2002, 2003
St. Petersburg, City of	Fire	1998*
Sumter County	Fire	1999-2005
	Roads	2006, 2008, 2009*
	Canal Dredging	2009*
Sunrise, City of	Fire	1996-1998, 2006
Suwannee County	Fire	2005-2013
	Solid Waste	2005-2012
Tallahassee, City of	Fire	1999, 2005
Tamarac, City of	Fire	1996-2009
	Business District	2007-2008
	Water/Wastewater	2002-2004
Tampa, City of	Stormwater	2003-2005, 2009
	Dredging	2008

Client	Assessment Type	Date
Titusville, City of	Fire	2007- 2008
Venice, City of	Fire	2008*
Wakulla County	Fire	2010-2013
	Solid Waste	2011-2013
Walton County	Fire	1994-2013
	Roads	2007*
	Impoundments	2003-2013
	Canal Dredging	2008-2013
	Utility Improvements	2010-2013
	Dam Improvements	2010-2013
Washington County	Fire Department Funding	1999-2005
	Fire	2007*
	EMS	2007*
	Dam Assessment	2010
Winter Springs, City of	Stormwater Utility	1997
	Neighborhood Improvements	1998-1999, 2004-2006
	Fire	2007-2009

*Not implemented due to policy decisions of the governing body.

Appendix B

LITIGATION LIST

Below is a representative list of NG&N's defense of special assessment programs for local governments.

- McConaghey v. City of Pembroke Pines, Case No. 07-023975 CACE (17th Judicial Circuit). Action contesting the apportionment of fire assessments in a consolidated Fire/EMS Program for the City of Pembroke Pines. Order entered granting summary judgment on behalf of City. No appeal filed.
- Boynton Beach Alliance, et al. v. The City of Boynton Beach, Case No. CA 02-01704 (15th Judicial Circuit) (pending). Acted as advisor to the City of Boynton Beach in an action contesting the validity of its Fire Rescue Special Assessments. Summary Judgment entered on behalf of the City. Appeal taken to Fourth District Court of Appeal which upheld trial court.
- Florida Manufactured Housing Association, Inc., et al. v. Marion County, Case No. 03-2013-CA-G (5th Judicial Circuit) (pending). Action contesting the Fire Rescue Assessment imposed by Marion County. Action voluntarily dismissed by Plaintiffs after denial of class certification.
- City of Winter Springs v. State, 776 So. 2d 255 (Fla. 2001). Held that home rule special assessments imposed to fund new signs, landscaping and street lights for a planned unit development subdivision was valid.
- Dryden v. Madison County, 727 So. 2d 245 (Fla. 1999). Confirmed that a "good faith exception" may be exercised by local governments when their special assessments are invalidated and avoid having to refund all amounts collected if the local governments collected these special assessments in a good faith belief of their lawfulness.
- Escambia County v. Bell, 717 So. 2d 85 (Fla. 1st DCA 1998). Held that a county had the absolute right to utilize the uniform non-ad valorem collection process upon compliance with the statutory provisions and that the duty of the tax collector was ministerial and thus such constitutional officer could not interfere with the utilization of such collection method for the collection of lawfully imposed special assessments.
- State v. Sarasota County, 693 So. 2d 546 (Fla. 1997). Affirmed a stormwater special assessment methodology which included developed and undeveloped properties in the calculation of the special assessment amount; validated the ability to include the cost of delinquent special assessments in the amount assessed for the following year against all property within an assessed area.
- Lake County v. Water Oak Management Corp., 695 So. 2d 667 (Fla. 1997). Explained that a special benefit to property is present, in the special assessment context, when a logical relationship exists between the special assessment program and property; upheld the use of special assessments for consolidated fire protection services on a countywide basis.
- Sarasota County v. Sarasota Church of Christ, Inc., 667 So. 2d 180 (Fla. 1995). Upheld validity of various special assessments. The case established the standard to be applied to legislative findings of benefit and fair apportionment used in evaluating the validity of a special assessment.
- Harris v. Wilson, 693 So. 2d 945 (Fla. 1997). Reconfirmed its conclusion in Sarasota County v. Sarasota Church of Christ, 667 So. 2d 180 (Fla. 1995), that legislative findings on special benefit and fair and reasonable apportionment will be upheld unless they are

proven to be arbitrary; court also affirmed the First District Court of Appeal's validation of the County's solid waste disposal special assessments.

- City of Boca Raton v. State, 595 So. 2d 25 (Fla. 1992). Established the special benefit and fair apportionment requirements for the lawful imposition of special assessments by local governments and held that Chapter 170, Florida Statutes, was a general law alternative to the home rule power to impose special assessments.

Appendix C

FIRE SERVICES ASSESSMENT PROPOSAL

Scope of Services

- Task 1: Evaluate Reports and Research Issues.** Review all relevant background information, including budgets, service delivery guidelines, existing agreements, past rate reports, and other documents pertaining to the provision of fire services.
- Task 2: Assist in Identification of Full Costs of Services.** Evaluate the full cost of the fire protection service delivery using the County's most current financial information and identify service delivery issues, which may affect the apportionment methodology. Determine the net service delivery revenue requirements to ensure compliance with most recent case law.
- Task 3: Assist in Updating the Apportionment Methodology.** Work collaboratively with County staff and rate consultant to update and revise as needed the fire assessment apportionment methodology based upon the current ad valorem tax roll, the special assessment roll and fire incident data. Review and revise the classification of properties and review the assessment methodology for legal sufficiency and compatibility with the tax bill method of collection.
- Task 4: Assist in Development of a Fire Assessment Rate Study and Methodology Report.** Work with the County staff and the rate consultant to develop and finalize a fire assessment rate study and methodology report to document the resulting apportionment methodology, full costs of services, legally supported rate structures, and any related program issues.
- Task 5: Implementation Documentation.** As a result of the above tasks and policy direction received from the County, draft any necessary amendments to the County's home rule assessment ordinance, which provides the County with the flexibility to impose and collect any service assessments using a separate bill or the tax bill collection method. Prepare a form consent ordinance for municipalities to consent to inclusion in the assessment program. Draft an initial assessment resolution that conforms to the assessment ordinance to impose the fire assessment to implement the County's policy decisions and proposed methodology. Draft a final assessment resolution that conforms to the assessment ordinance to impose the fire assessment and adopt final assessment rates.
- Task 6: Assist with Rate Adoption Process.** Advise and assist with fulfilling the legal requirements for the adoption of the final assessment rate resolution including: (a) the development of the first class notice and its distribution, (b) publication of the public hearing, and (c) attendance at the public hearing.

FEES AND COSTS

These services will be provided on an hourly basis at our standard hourly rates to be billed monthly and not-to-exceed \$13,000. If it appears that our services will exceed this amount, we will inform you immediately.

Partners	\$250
Associates	\$225
Law Clerks	\$75

In addition to legal fees, we will be reimbursed for actual costs incurred. All travel expenses will be billed in accordance with Section 112.061, Florida Statute. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

Please note that NG&N works with the premise of implementing assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined above for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, NG&N would be available, on an hourly basis, to assist the County in its defense.



www.WeServeGovernments.com

Management
Services



Special
Assessments



Water and
Wastewater

February 12, 2013

VIA ELECTRONIC TRANSMISSION

Angie Jones
County Attorney
Santa Rosa County
6495 Caroline St, Suite M
Milton, FL 32570 Milton, Florida 32570-4592

Re: Santa Rosa County, Florida Fire Assessment Program Update

Dear Ms. Jones,

This correspondence is written to provide a proposal for Government Services Group, Inc. (GSG) to assist Santa Rosa County (County) in an update to the County's existing fire assessment program. GSG understands that the County is seeking the professional services and specialized assistance necessary to conduct a fire assessment study that updates the existing non-ad valorem assessment program that funds the County's fire services for Fiscal Year 2013-14. Accordingly, attached as Appendix A, is a scope of services, proposed fees and deliverables schedule for the proposed update.

GSG is a stock corporation with offices in Tallahassee, Orlando, and Miami, Florida. The work effort outlined in this proposal will be conducted from our Tallahassee office located at 1500 Mahan Drive, Suite 250, Tallahassee, Florida.

GSG is the leader in the State for the development and implementation of fire special assessment programs. GSG has developed and implemented more fire special assessment programs in Florida than any other consulting firm. Our approach to special assessment programs has been developed over a 15-year period through numerous projects involving many different Florida local governments. This not only reflects upon our experience on similar projects, but also lends great credibility to our recommendations. In fact, GSG has been designated by the Courts to be an expert in the development of special assessments and capable of providing competent, substantial evidence to support the case law requirements for using special assessments to fund the provision of fire and other services.

GSG is a full-service consulting firm that assists its clients throughout the entire process of the special assessment program. We take the time to get to know our clients and understand their needs prior to starting a project. We conduct a thorough analysis of the call data, parcel level data, services provided, financial data, legal documents and all other pertinent information.

We then work with our clients and guide them through the process to ensure a successful outcome. Approximately 89% of our clients have successfully implemented special assessment programs, with GSG's assistance. GSG's achievement in assisting our clients successfully implement special assessment programs is because of the various tools and strategies we have developed over the years.

GSG realizes that one size does not fit all when it comes to special assessment programs. Because of our experience and understanding of the legal requirements for special assessments, as acknowledged by the Courts, we have the ability to work with our clients to create a unique apportionment methodology that meets our clients' specific goals and satisfies case law requirements. In other words, we use the flexibility provided by the courts to assist our clients in meeting their objectives with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense.

As demonstrated throughout this proposal, GSG has developed and implemented more special assessment programs in the State of Florida than any other consulting firm. Accordingly, attached as Appendix B are client references and a list of our assessment experience. GSG knows what it takes to get the job done and will negotiate a lump sum fee based on the goals and objectives of our client. There are no hidden costs or add-ons.

We are very excited about the opportunity to work with Santa Rosa County in conducting a fire assessment study that updates the County's fire assessment program. To further discuss this proposal, or any other related questions, please feel free to contact me at (850) 681-3717 or CTharoe@govserv.com.

Sincerely,

A handwritten signature in black ink that reads "Camille P. Tharpe". The signature is written in a cursive, flowing style.

Camille P. Tharpe Senior Vice President
Government Services Group, Inc.

Appendix A

FIRE ASSESSMENT PROGRAM UPDATE
SCOPE OF SERVICES
FOR FISCAL YEAR 2013-14

Scope of Services

The scope of services is based on the following assumptions:

- GSG will utilize the County's existing special assessment database as the preliminary database for the updated assessment program based on these additional assumptions:
 - The County will provide the current working database for the fire assessment program including the number of dwelling units, square footage and category of non-residential buildings and acreage by parcel identification number.
 - GSG will not be responsible for any identification of new parcel data.
- The County will provide adequate fire incident data in electronic format that identifies the type of incident, the type of property where the incident occurred, time in service and number of personnel that responded to each incident.
- The County will provide personnel to conduct any field work necessary to ensure complete data for the fire incident reports.
- The County will provide the necessary budget information and other data required to update the assessment methodology and rates.
- The County will be active participants and provide timely direction for any outstanding issues as they arise.

Task 1: Evaluate the County's assessment roll information, ad valorem tax roll information, fire call data, agreements, reports and other data pertaining to the provision of fire services.

Task 2: Identify the full cost of the fire service delivery using the County's most current budget and financial information and identify service delivery issues which may affect the apportionment methodology. Identify the fire assessment revenue requirements to ensure the County meets the case law requirements to fund fire services only. Identify the alternative sources of revenue to fund the service delivery costs and determine the net service delivery revenue requirements.

Task 3: Using the existing assessment roll, updated fire incident data and revenue requirements, update the apportionment methodology.

Task 4: Calculate proforma schedule of rates based on the apportionment methodology and revenue requirements for the Fiscal Year 2013-14 assessment program. Apply to the assessment roll database to test the data validity and legal sufficiency. Revise the apportionment methodology, as necessary.

Task 5: Prepare and present an Assessment Memorandum which documents proposed modifications to the apportionment methodology and proforma assessment rates.

Task 6: Provide advice on the legal requirements for the adoption of the annual assessment rate resolution and certification of the assessment roll in accordance with section 197.3632, Florida Statutes.

FEES AND COSTS

For the professional services and specialized assistance provided by GSG, we will work under a lump sum professional fee arrangement of \$22,500. Except as noted below, the fee includes reimbursement for all out-of-pocket expenses.

The fee for professional services includes four (4) on-site visits by GSG to the County. Any additional on-site meetings by GSG may be arranged at our standard hourly rates provided below. All expenses related to these additional meetings will be billed in accordance with section 112.061, Florida Statutes. If necessary, in lieu of on-site visits, periodic telephone conference calls may be scheduled to discuss project status.

The standard hourly rates for GSG are as follows:

GOVERNMENT SERVICES GROUP, INC.

Chief Executive Officer.....	\$225
Senior Vice President.....	\$175
Vice President	\$160
Senior Project Manager/Consultant/Project Coordinator.....	\$160
Consultant/Database Analyst/Technical Services	\$130
Administrative Support.....	\$ 50

The lump sum fee does not include the costs of producing and mailing the statutorily required first class notices, if necessary. Mailing and production costs depend on the number of assessable parcels of property within the assessment program area, but average approximately \$1.32 per parcel. Payment of mailing and production costs is due at the time of adoption of the initial assessment resolution or like document. For non-domestic notices, mailing charges will include the actual amount of postage beyond the domestic rate and if U.S. postage rates increase prior to mailing, the additional postage per notice will be charged.

The lump sum fee does not include the costs of producing the data exports needed for the production of TRIM notices, if required. Data exports for TRIM notices will be transmitted as necessary to the Property Appraiser's office, per their specifications and be billed at the lump sum fee of \$1,500 for the fire assessment data. Payment of these production costs is due at the time of adoption of the initial assessment resolution or like document.

The County is responsible for any and all newspaper publications, including, but not limited to, making arrangements for publications and any costs associated therewith.

The County is responsible for any costs incurred to obtain information from the property appraiser or other public official that is necessary to conduct the fire assessment study.

Please note that GSG works with the premise of developing, implementing, maintaining and updating assessment programs with an eye on potential legal challenges in an attempt to maximize both the efficiency and the effectiveness of any defense. Nonetheless, the fees outlined above for professional services do not include any provision for litigation defense. Accordingly, in the event there is a legal challenge, GSG would be available, on an hourly basis, to assist the County in its defense.

DELIVERABLES SCHEDULE

Deliverable	Schedule
Notice to Proceed	March 2013
Data Gathering and Analysis	March - April 2013
Determine Net Revenue Requirements	March - April 2013
Update Assessment Methodology	April - May 2013
Calculate Proforma Schedule of Rates	May - June 2013
Prepare and Present Assessment Memorandum	June - July 2013
Implementation by County	June - September 2013

PAYMENT SCHEDULE

The lump sum fee for professional services and specialized assistance will be due and payable, based on the following schedule:

Schedule	Payment	Amount Due
June 2013	50% of lump sum fee	\$11,250
August 2013	50% of lump sum fee	\$11,250
Total		\$22,500

**SANTA ROSA COUNTY FIRE ASSESSMENT PROGRAM UPDATE
FY 2013-14 ACCEPTED AND AGREED TO:**

BY: _____
Santa Rosa County

Date

Appendix B

GSG CLIENT REFERENCES

CLIENT REFERENCES

The following is information regarding references for fire rescue special assessment projects that GSG has completed within the last five years. The County may contact any of these clients for references.

CITY OF CORAL GABLES FIRE ASSESSMENT PROGRAM

Contact: Patrick G. Salerno, City Manager
405 Biltmore Way, 1st Floor
Coral Gables, Florida 33134
Phone: (305) 460-5201
E-mail: psalerno@coralgables.com

GSG provided specialized services in the development and implementation of a non-ad valorem assessment program to fund fire services within the City of Coral Gables that was implemented in 2009. The objective of the Fire Assessment Project was to develop and implement an annual assessment program to fund the City's provision of fire rescue services using an alternate method of collection. The fire services assessment was collected by separate bill in 2009. GSG assisted the City with transitioning the assessment to the tax bill in 2010. GSG has provided ongoing annual maintenance services to the City since the program's inception.

CITY OF TAMARAC FIRE ASSESSMENT PROGRAM

Contact: Mike Cirullo, City Attorney
7525 NW 88th Avenue, Room 203
Tamarac, Florida 33321
Phone: (954) 597-3527
E-mail: mcirullo@cityatty.com

GSG provided specialized services in the development and implementation of a non-ad valorem assessment program to fund fire services within the City of Tamarac that has been in place since 1996. The objective of the Fire Assessment Project was to develop and implement an annual assessment program to fund the City's provision of fire rescue services. GSG has provided annual maintenance services to the City since the program's implementation. The City engaged GSG to update their Fire Assessment program in 2008 and 2011.

CITY OF GAINESVILLE FIRE ASSESSMENT PROGRAM

Contact: Paul Folkers
Assistant City Manager
City of Gainesville
200 E. University Avenue
Gainesville, FL 32601
Phone: (352) 334-5100
E-mail: folkerspe@cityofgainesville.org

GSG was originally engaged by the City of Gainesville (City) in 2008 to assist the City in the development and implementation of a fire assessment program because of GSG's success in the development and implementation of the City of Tallahassee's fire assessment program in 1998. Since both Tallahassee and Gainesville house large State universities in their boundaries, Gainesville was especially interested in "piggy-backing" the methodology and approach used in Tallahassee through GSG's expertise. However, the City of Gainesville did not adopt the final assessment resolution in 2008 to implement the assessment program

due primarily to issues related to policy decisions to charge institutional, tax-exempt properties such as religious and non-profit properties.

In 2010, GSG was again engaged to assist the City in the development of a fire assessment program that would address the minor issues raised in 2008 and accordingly decided to develop and implement an enhanced assessment methodology developed by GSG and based on a common index to compare fire flow requirements for each building within the City boundaries.

GSG worked with the City on all identified issues associated with the original assessment program and the enhanced assessment methodology. GSG designed a program that addressed the university issues, institutional tax-exempt properties and property owners with financial hardships. GSG also provided several rate scenarios to reflect different funding levels from the fire assessments.

The fire assessment program was implemented in July 2010; the vote to implement the assessment program was unanimous (7-0), but the funding level of 50% was imposed by a vote of 5 – 2 commissioners.

In July 2010, GSG assisted the City in the certification of the fire assessment roll in conformance with Chapter 197, Florida Statutes and provided assistance to City staff in the final close-out of the initial year of imposition.

Since inception, GSG has been retained by the City to provide annual maintenance services through a three-year agreement.

CITY OF TALLAHASSEE AND LEON COUNTY JOINT FIRE SERVICES ASSESSMENT PROGRAM

Contact: Cynthia Dick, Fire Chief
City of Tallahassee
300 South Adams Street
Tallahassee, Florida 32301
Phone: (850) 891-0000
E-mail: cindy.dick@talgov.com

Contact: Vince Long, County Administrator
Leon County
301 S. Monroe Street, 5th Floor
Tallahassee, Florida 32301
Phone: (850) 606-5300
E-mail: longv@leoncountyfl.gov

The City of Tallahassee (City) provides fire protection services countywide (including all of unincorporated Leon County (County)) through an interlocal agreement; volunteer fire departments also provide fire protection services within the unincorporated area of the County. Fire services provided within the City were funded by the City's general fund and fire services provided within the County were funded through the County's general fund.

In 1998, based on discussions regarding consolidated funding of fire protection services on a countywide basis, GSG was engaged to develop a countywide fire funding program. However, only the City moved forward with implementation of a fire funding program that included a fire assessment for non-governmental properties and a fire fee for government properties. Both the fire assessment and fire fee were collected on the City's electric utility bill on a monthly basis.

The City's original fire services assessment program that was developed in 1998, was implemented in 1999 and subsequently updated in 2005.

In 2008, GSG was again engaged to assist the City and County in the development of a countywide funding program to fund fire services based on ongoing discussions regarding functional consolidation of fire protection services within the City of Tallahassee and Leon County. It was important that the countywide funding program resemble the existing City fire funding program.

GSG worked with the City and the County on the issues associated with functional consolidation. GSG designed a program that reflected the level of service differentiation of properties located in close proximity of multiple stations through the creation of service zones. GSG also worked with the City and County on several funding scenarios that resulted from the functional consolidation. Since the City does not have jurisdiction within the unincorporated area of the County, the City and County each adopted the fire funding program and imposed the funding program within their respective jurisdictions beginning in October 2009.

In the City, the assessments were collected via the monthly utility bill. The City also included the assessments for County property owners who receive a City electric utility bill. The City agreed to assist the County with collections for those residents that live in the County, but do not receive a utility bill from the City. Any separate bill delinquent amounts owed to the County will be transitioned to the tax bill in future years.

OSCEOLA COUNTY FIRE ASSESSMENT PROGRAM

Contact: Richard Collins, Fire Chief
 320 N. Beaumont Avenue
 Kissimmee, Florida 34741
 Phone: (407) 742-7000
 E-mail: rcol7@osceola.org

GSG has worked with Osceola County on their Fire Assessment Program numerous times over the last 10 years. GSG was engaged by Osceola County in 2009 to assist in the revision and update of the County’s existing fire special assessment program and to develop proforma assessment rates based on the revised methodology. GSG was once again engaged by Osceola County in 2010 to assist in the development and implementation of an entirely new methodology for the County’s existing fire special assessment program and to develop proforma assessment rates based on an enhanced methodology.

ADDITIONAL ASSESSMENT EXPERIENCE

In addition to the representative projects described previously, GSG has been responsible for the development and implementation of special assessment programs to fund various services for the following clients. The dates indicate the years that GSG assisted the clients.

GSG CLIENT	ASSESSMENT TYPE	DATES OF GSG ENGAGEMENT
Alachua County	Fire (not implemented)* Stormwater*	2007*, 2009, 2010
Avignon, Village of	Capital; Operations and Maintenance	2007 - 2011
Avon Park, City of	Fire	2001 - 2011
Bay Harbor, Town of	Capital	2003
Belle Glade, City of	Stormwater; Fire (not implemented)*	1999, 2002
Bonita Springs, City of	Stormwater	2004
Boynton Beach, City of	Fire Rescue	2001 - 2012
Calhoun County	Solid Waste	2009, 2010
Cape Coral, City of	Water/Sewer Litigation; Solid Waste	2000 - 2005
Casselberry, City of	Fire (not implemented)*; Street lighting	2007 - 2010, 2013
Charlotte County	Utilities, MSBU study	1999, 2000, 2001, 2002, 2003, 2004, 2007
Citrus County	Roads; Fire; Stormwater	2003, 2005, 2006, 2013
Clay County	Solid Waste; Roads	1993, 2003, 2006, 2007

GSG CLIENT	ASSESSMENT TYPE	DATES OF GSG ENGAGEMENT
Clearwater, City of	Fire (not implemented)	1997
Cocoa, City of	Fire	2006
Columbia County	Fire Protection, Solid Waste	1994, 2002, 2003, 2005, 2006, 2007, 2009
Coral Gables	Fire Protection; Capital	2009, 2012, 2013
Coral Springs, City of	Fire Rescue	2000, 2003, 2006, 2011
Crossings at Fleming Island CDD	Capital; Operations and Maintenance	2006 – 2009
Dade City, City of	Fire (not implemented)*; Stormwater (not implemented)*; Street Lighting (not implemented)*	2003
Dania Beach, City of	Fire Rescue; Stormwater; Solid Waste	1996 – 2002
Daytona Beach, City of	Fire Rescue (not implemented)*	2002
Davie, Town of	Fire Rescue	1996 – 2007
Deerfield Beach, City of	Fire Rescue	2001 – 2013
DeLand, City of	Stormwater	2008, 2009, 2011
Deltona, City of	Capital Project (not implemented)	2007, 2008
DeSoto County	Sunnybreeze MSBU; Fire; Solid Waste	1996, 1997, 2003
Destin, City of	Solid Waste	2011
Destin Fire Control District	Fire (not implemented)	2008
Englewood Area Fire Control District	Fire	2004 – 2013
Eustis, City of	Fire (not implemented)*; Stormwater (not implemented)*	2003
Florida Governmental Utility Authority	Water/Sewer	2000 – 2013
Fort Lauderdale, City of	Fire Rescue; Streetcar	1999, 2000, 2003, 2004, 2007, 2012, 2013
Fort Myers, City of	Fire (not implemented)*; Capital	2002, 2008
Fort Myers Beach, Town of	Canal Dredging	2008, 2009
Franklin County	Beach Renourishment (not implemented)*	2007, 2008
Gadsden County	Roads	2009, 2013
Gainesville, City of	Fire; Downtown Redevelopment	2007, 2008*, 2010-2013
Gilchrist County	Fire	2002
Hardee County	Fire; Solid Waste	2001, 2007
Hernando County	Fire (not implemented)*	1999
Hialeah, City of	Fire*	2007, 2008
Hialeah Gardens, City of	Capital	2012, 2013
High Springs, City of	Fire	2008 – 2013
Highlands County	Fire (not implemented)*	2000
Hillsboro Beach, Town of	Fire	2002
Hillsborough County	Capital	2002
Hollywood, City of	Fire	1996, 1997, 2000, 2003, 2005, 2006, 2007, 2008, 2011
Indian Creek, Village of	Law Enforcement	2008 – 2011
Islamorada, Village of	Solid Waste, Stormwater , Wastewater	1999 – 2013
Jackson County	Fire Services	2013
Jefferson County	Fire, Solid Waste	2012, 2013
Key West, City of	Stormwater, Solid Waste	2012, 2013

GSG CLIENT	ASSESSMENT TYPE	DATES OF GSG ENGAGEMENT
Lake City, City of	Fire	2002, 2003, 2005, 2006, 2007
Lake County	Fire	1998, 1999, 2003, 2007
Lake Mary, City of	Fire (not implemented)*	2007
Lake Worth, City of	Fire, Street Lighting	2011
Lauderdale by the Sea	Fire	2004, 2005, 2006
Lauderdale Lakes, City of	Fire	2012, 2013
Lauderhill, City of	Fire	2000, 2004, 2007, 2010 - 2013
Leon County	Fire, Solid Waste	1999, 2008, 2009, 2012, 2013
Levy County	Fire, Roads, Solid Waste, EMS	2004 - 2013
Lighthouse Point, City of	Stormwater	2009
Longwood, City of	Fire (not implemented)*	2007
Madison County	Fire; Solid Waste	2006, 2011
Marathon, City of	Solid Waste; Stormwater; Wastewater; Roads	2002, 2005 - 2013
Marco Island, City of	Fire (not implemented)*	2007, 2008
Margate, City of	Fire	1996 - 2013
Marion County	Fire	2003, 2005, 2006, 2013
Martin County	Water/Wastewater MSBU/Road Paving	1996-2012
Mascotte, City of	Fire Protection; Stormwater; Solid Waste	2009, 2010, 2013
Miami, City of	Fire	1997, 1998
Miami-Dade County	Fire (not implemented)*	1997, 2009*
Micanopy, City of	Fire	2010
Midway Fire District	Fire (not implemented)*	2007
Minneola, City of	Fire	2008*; 2012; 2013
Miramar, City of	Fire	2004, 2005, 2006, 2007, 2011
Monroe County	Solid Waste, Wastewater, Road Paving Fire (not implemented)*	2003 - 2013
Mount Dora, City of	Stormwater Capital	2012
Nassau County	Fire (not implemented)*; Roads (Amelia Concourse; Pirates Wood); Solid Waste	2001 - 2013
Navarre Town Center	Capital (not implemented)*	2007
Newberry, City of	Fire	2002 - 2013
New Port Richey, City of	Stormwater and Street Lighting	2012
North Lauderdale, City of	Fire	1996, 1997, 2000, 2004, 2007
North County Partnership	Capital (not implemented)	2007
North Port, City of	Capital, Road and Drainage, Solid Waste	2001 - 2013
Oakland Park, City of	Fire; Solid Waste	2001, 2002, 2003, 2004, 2005, 2006, 2007, 2009, 2011
Ocoee, City of	Fire	2007, 2008, 2011, 2013
Okaloosa County	Capital	2008
Okeechobee County	Fire; Solid Waste	2001, 2004
Orange City	Capital; Solid Waste	2003, 2007 - 2013
Orange County	Fire (not implemented)*	2007, 2008, 2009
Osceola County	Fire	1999, 2000, 2005, 2009, 2010
Oviedo, City of	Stormwater (not implemented)*	2005

GSG CLIENT	ASSESSMENT TYPE	DATES OF GSG ENGAGEMENT
Palm Beach Gardens, City of	Capital; Stormwater	2000
Parkland, City of	Fire	2004
Pasco County	Fire (not implemented)*	1999
Pembroke Pines, City of	Fire	1996, 2005, 2008, 2011
Pensacola, City of	Stormwater; Fire (not implemented)*	2000 – 2013
Polk County	Fire; Street Lighting; Stormwater	1997, 1998, 2001, 2007 – 2013
Pompano Beach, City of	Fire	1996, 1997, 2000, 2012, 2013
Port Orange, City of	Fire Rescue (not implemented)*, Roads, Canals, Business Park, Solid Waste, etc.	1996, 2006, 2007, 2008
Port Richey, City of	Canal Dredging	2009, 2010
Riviera Beach, City of	Fire	2011
Safety Harbor, City of	Street Lighting	2012
San Carlos Water Control District	Drainage Improvements	2005 – 2013
Sanford, City of	Fire (not implemented)*	2007, 2008
Sarasota County	Fire; Stormwater	1996, 1998
Sebring, City of	Fire	2007 – 2013
St. Johns County	Roads; Fire (not implemented)*	1996, 2003-2013
St. Lucie West Service District	Capital; Operations & Maintenance	2005, 2006, 2007
St. Petersburg, City of	Fire (not implemented)*	1998
Sumter County	Fire, Solid Waste, Stormwater, Canals	1999, 2000, 2001, 2002, 2003, 2005-2009
Sunrise, City of	Fire	1996, 1997, 1998, 2006
Suwannee County	Fire, Solid Waste	2005, 2006, 2008, 2010, 2013
Tallahassee, City of	Fire	1999, 2005, 2008, 2009
Tamarac, City of	Fire, Capital; Mainstreet Improvements (not implemented)*; Solid Waste; Stormwater	1996 – 2013
Tampa, City of	Stormwater	2003 – 2013
Tavares, City of	Fire	2009*, 2012, 2013
Temple Terrace, City of	Fire (not implemented)	2010
Titusville, City of	Solid Waste; Fire (not implemented)*	2004, 2007, 2008
Venice, City of	Fire (not implemented)*	2007, 2008
Village Center CDD	Fire	2008, 2009
Wakulla County	Fire, Solid Waste	2010-2011
Walton County	Fire; Road Impoundments; Canal Improvements, Capital	1994 – 2013
Washington County	Fire; EMS	2006, 2007, 2010, 2011
Wellington, Village of	Capital	2004
West Palm Beach, City of	Fire	2008
Wilton Manors	Fire; Recreational Impact Fee	2000, 2005, 2011
Winter Garden, City of	Fire	2008
Winter Springs, City of	Stormwater Utility; Tuscawillia Neighborhood; Fire	1997, 1998, 1999, 2004, 2005, 2006, 2007, 2008, 2009

*Although reports were completed, programs were not implemented due to policy decisions from local elected officials.

This instrument prepared by:
Charles Williamson
Post Office Box 728
Milton, Florida 32570

EASEMENT FOR INGRESS AND EGRESS

THIS AGREEMENT, made this ____ day of _____, 2013, by and between **LEWIS J. TRAWICK**, an unmarried man, as Grantor, of 5638 Derby Drive, Pace, Florida 32571 and **CHARLES J. WILLIAMSON AND LAURA P. WILLIAMSON**, husband and wife, as Grantee, of Post Office Box 728, Milton, Florida 32570.

WITNESSETH:

The said Grantor for one dollar (\$1.00) and other good and valuable consideration does hereby grant unto the Grantees, a perpetual easement over and across the following described property, situate, lying and being in Santa Rosa County, Florida, to-wit:

See Exhibit "A," attached hereto;

For the purpose of ingress and egress.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on this ____ day of _____, 2013.

Witness: _____

Lewis J. Trawick

Witness: _____

**STATE OF FLORIDA
COUNTY OF SANTA ROSA**

BEFORE ME, personally appeared Lewis J. Trawick, who is personally known to me or had produced _____ on this the ____ day of _____, 2013.

Notary Public
My Commission Expires: _____
Commission No.: _____



Kenneth Horne & Associates, Inc.
CIVIL ENGINEERS

7

April 3, 2013

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

Re: Bagdad Sewer Extension
KH&A Reference No. 201041
Change Order No. 1

Dear Mr. Hunter:

Attached are three copies of Change Order No. 1 for the referenced project. The change is for the installation of property line cleanouts in each of the residential laterals.

We recommend approval of the Change Order as submitted. Please call if you have questions or require additional information.

Very truly yours,

KENNETH HORNE & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Kenneth", with a long, sweeping horizontal line extending to the right.

Kenneth C. Horne, PE
President

CC: Robin Phillips
Jones-Phillips and Associates, Inc.
2352 Arrivista Way
Pensacola, FL 32504



Kenneth Horne & Associates, Inc.
CIVIL ENGINEERS

April 3, 2013

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

Re: Bagdad Sewer Extension
KH&A Reference No. 201041
Change Order No. 2

Dear Mr. Walker:

Attached are three copies of Change Order No. 2 for the referenced project. The change is requested to cover the contractors expenses related to the treatment of contaminated ground water.

We recommend approval of the Change Order as submitted. Please call if you have questions or require additional information.

Very truly yours,

KENNETH HORNE & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read "Kenneth C. Horne", with a stylized flourish at the end.

Kenneth C. Horne, PE
President

CC: Robin Phillips
Jones-Phillips and Associates, Inc.
2352 Arrivista Way
Pensacola, FL 32504

8

SANTA ROSA COUNTY

DEPARTMENT OF HUMAN RESOURCES
AND RISK MANAGEMENT

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

DEVANN COOK
DIRECTOR

MEMORANDUM

TO: Hunter Walker
Angie Jones

FROM: DeVann Cook *DeVann*

SUBJECT: Workers' Compensation Settlement

DATE: April 3, 2013

Paul Steven Joyner had a back injury while working for Santa Rosa County in 1988. He has been treating under our coverage since that injury. We have an opportunity to settle the case for \$35,556.08. Based on future medical estimates and life expectancy, I recommend settlement.

DC/lh

cc: M. Lloyd

SANTA ROSA COUNTY

DEPARTMENT OF HUMAN RESOURCES AND RISK MANAGEMENT

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

DEVANN COOK
DIRECTOR

MEMORANDUM

TO: Hunter Walker
Angie Jones

FROM: DeVann Cook 

SUBJECT: Workers' Compensation Settlement

DATE: April 3, 2013

Sheriff's Deputy Roman Jackson was shot several times in 2004 while working for Santa Rosa County. He has continued to treat for his injuries under our coverage. We have an opportunity to settle this case for \$50,000.00. Based on future medical expenses and life expectancy, I recommend settlement.

We have funds available in self-insurance.

DC/lh

cc: M. Lloyd

SANTA ROSA COUNTY

DEPARTMENT OF HUMAN RESOURCES
AND RISK MANAGEMENT

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

DEVANN COOK
DIRECTOR

MEMORANDUM

TO: Hunter Walker
FROM: DeVann Cook *DeVann*
SUBJECT: Policy Change Recommendations
DATE: April 3, 2013

I recommend two changes to our Human Resources Policy. The first is complete rewording of Policy 80-10, Section IX Disability Leave. This change will bring our policy in line with the Family and Medical Leave Act. Some of our current procedures and requirements are not allowed under FMLA. A copy of the proposed policy is attached.

Second, I recommend adding miscarriage and still birth to Policy 80-60, Section X Administrative Leave. A recent incident of an employee that lost her baby brought this to my attention. I have reviewed other personnel policies and the allowance of time off after such a traumatic event is common.

DC/lh

cc: D. Spencer
G. Brown
S. Nichols
Sheriff Hall
A. Jones

SECTION IX. Disability Leave.

- A. Disability leave is available to an eligible employee who has been absent from work in his or her position due to the employee's own medical condition. Disability leave is unpaid.
- B. In order to be eligible for disability leave, an employee must: (1) be a full-time employee who has complete his or her probationary employment period; and (2) has provided to the County's Human Resources Department medical documentation from his or her health care provider establishing to the County's satisfaction that the employee is unable to perform the essential functions of his or her position with or without reasonable accommodation. Any eligible employee may request disability leave by contacting the County's Human Resources Department and making a written request.
- C. Upon receipt of an employee's written request, the Appointing Authority will make a determination as to whether the employee will be granted disability leave, and if so, the amount and duration of the leave to be provided.
- D. Typically, without notification from the County's Human Resources Department to the contrary, if an employee who is absent from work pursuant to this section is simultaneously absent from work due to a workers' compensation injury and/or his or her own Family and Medical Leave Act ("FMLA") qualifying serious health condition, then the employee's disability leave will run contemporaneously with his or her FMLA and/or workers' compensation leaves of absence.

County employees who are simultaneously on disability leave pursuant to this policy, as well as FMLA leave, must comply with any and all certification, recertification, and fitness for duty certification obligations requested by the County in accordance with FMLA and its applicable regulations. County employees who have either exhausted their leave the FMLA, or who are not eligible for FMLA leave, may be required to provide medical certifications, recertifications, and fitness for duty certifications necessary to establish the employee's (1) need for disability leave; (2) continued need for disability leave; and (3) ability to return to work in his or her former position.

The County's Disability Policy neither created nor provides any rights greater than those provided by the Americans with Disabilities Act ("ADA"), the FMLA or any other applicable federal or state law.



MAR 26 2013

10

United States
Department of
Agriculture

March 21, 2013

Farm and Foreign
Agricultural
Services

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

Farm Service
Agency

Re: **USDA Service Office – Santa Rosa County, FL**
6277 Dogwood Drive, Milton, FL 32570
Lease Extension

1400 Independence
Ave, Mail Stop 0562
Washington, DC
20250-0590

Dear Sir/Madam,

I am writing on behalf of Farm Service Agency, regarding the above referenced lease agreement. Enclosed is Lease Amendment number 4 to extend the lease beginning 6/1/2009 with a new lease expiration date of 11/30/2014, for your review and signature.

Please review this amendment, and if it is in order, initial and sign (but do not date) the three (3) originals and have your signature witnessed by a non-USDA employee who is at least 18 years or older. Return all three originals of the lease agreements, as well as the additional information sent for you to initial, via overnight mail (FedEx, or UPS), to my attention:

USDA, FSA, MSD...attention Michael Hajjar
355 E Street, SW 10th Floor
Washington, DC 20024

PLEASE DO NOT SEND VIA REGULAR U.S. MAIL. THANK YOU

I will have the documents executed by a warranted Contracting Officer and will return one original to you for your records.

Thanks again for your cooperation. If you have any questions, please contact me at (202) 401-0041 or via email at Michael.hajjar@wdc.usda.gov

Sincerely,

Michael Hajjar
Real Property Leasing Officer

Enclosure

cc: File
Morrell Jordan, CO

*Original to MB
3/26/13
KH*

ADDRESS OF PREMISES: **6277 Dogwood Drive, Milton, FL 32570**

THIS AGREEMENT, made and entered into this date by and between: Santa Rosa County Board of Commissioners
whose address is **6495 Caroline St, Suite M Milton, FL 32570**

hereinafter called the Lessor, and the UNITED STATES OF AMERICA, hereinafter called the Government:

WHEREAS, the parties hereto desire to amend the above Lease

NOW THEREFORE, these parties for the considerations hereinafter mentioned covenant and agree that the said Lease is amended, effective upon execution by the Government, as follows:

1. This amendment is issued to extend the lease for the term beginning 6/1/2009 to 11/30/2014
2. The Government will pay the annual rent of \$56,195.51 at the rate of \$16.63 per month (representing \$4,679.96 per square foot for 3,377 square feet).
3. Lessor must have an active registration in the System for Award Management (SAM), formally Central Contractor Registration (CCR) System (via the Internet at <http://www.sam.gov>) prior to lease approval and throughout the life of the lease. To remain active, the Lessor must update or renew its registration annually. The Government will not process rent payments to Lessors without an active SAM Registration. The Government will recognize no change of ownership of the leased premises until the new owner registers in the SAM system.
4. Pursuant U.S. Government Lease for Real Property, dated 5/29/2003, paragraph 4d, the Government reserves the right to terminate this lease or decrease the amount of space at any time by giving at least 120 days notice in writing.

All other terms and conditions of the Lease shall remain in force and effect.

IN WITNESS WHEREOF, the parties subscribed their names as of the below date.

FOR THE LESSOR:

FOR THE GOVERNMENT:

Signature: _____
Name: _____
Title: _____
Entity Name: _____
Date: _____

Signature: _____
Name: _____
Title: Lease Contracting Officer
Date: _____

WITNESSED FOR THE LESSOR BY:

Signature: _____
Name: _____
Title: _____
Date: _____

No support documentation for this agenda item.



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

Preliminary
Engineers Report
April 8, 2013

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 April 11, 2013 at 9:00 a.m. in Milton, Florida.

1. Discussion of deductive Change Order No. 3 in the amount of \$59,897.30 for the State Road 1 Historic Restoration Project. (Attachment A)
2. Discussion of Change Order No. 1 for an additional 24 days to be added to the contract with Panhandle Grading and Paving, Inc. relative to the Jay Elementary Sidewalk project. (Attachment B)
3. Discussion of a time extension to Morgan Contracting relative to the Navarre Beach Wastewater Treatment Plant clarifier rehabilitation project for fabrication of clarifier components. (Attachment C)
4. Discussion of S.R. 30 (U.S. 98) traffic signal at Navarre Beach Causeway. (Attachment D)
5. Discussion of Joint Participation Agreement with FDOT for the construction of t-hangars at Peter Prince Airport. (Attachment E)



SANTA ROSA COUNTY ENGINEERING

SANTA ROSA COUNTY, FLORIDA

6051 OLD BAGDAD HWY., STE. 300

MILTON, FLORIDA 32583

www.santarosa.fl.gov

A

MEMO

TO: Roger Blaylock

FROM: Chris Phillips *CP*

DATE: April 2, 2013

RE: S.R.1 Historic Restoration / Multi-Use Trail – FINAL Change Order (#3)

Attached is a FINAL Change Order request in order to adjust the contract to reflect the final, in-place quantities. The work has been completed within the allotted contract days and within the total amount of funding received from FHWA and FDOT. See attached.

Original Contract Sum =	\$1,577,232.50
Net Change by previous requests =	\$155,087.00
Contract sum prior to this request =	\$1,732,319.50
Contract sum decreased by this CO =	(\$59,897.30)
Final Contract sum =	\$1,672,422.20

All funding provided by FDOT.

Santa Rosa County
 SR 1 Historic Restoration
 Schedule of Values - Change Order #3

Item No.	Description	Qty	Unit	Unit Cost	Cost
1	Mobilization	1	LS	\$ 58,875	\$ 58,875.00
2	1.5" FDOT FC 12.5 Asphalt	160	SY	\$ 28	\$ 4,480.00
3	1.5 FDOT FC 12.5 Asphalt (Alt 3)	1610	SY	\$ 16	\$ 25,760.00
4	Brick Repair Section (remove/replace including sand)	4741.85	SY	\$ 80	\$ 379,348.00
5	Brick repair Section w/Antique (remove/replace including sand)	2804.8	SY	\$ 97	\$ 272,065.60
6	New Brick Section (includes voids and sand)	121	SY	\$ 80	\$ 9,680.00
7	New Brick Section w/Antique (includes voids and sand)	2799	SY	\$ 97	\$ 271,503.00
8	4" Recycle Concrete Base	13494.98	SY	\$ 15	\$ 202,424.70
9	6" Subgrade Prep	13725.85	SY	\$ 4	\$ 54,903.40
10	3000 PSI Fiber Mesh Concrete (includes type A rail foundation)	99.75	CY	\$ 400	\$ 39,900.00
11	Type A Bike/Ped Barrier (42' wood/aluminum rail)	347	LF	\$ 55	\$ 19,085.00
12	Type A Bike/Ped Barrier (42' wood/aluminum rail) Add. Alt's)	1460	LF	\$ 60	\$ 87,600.00
13	Type A Bike/Ped Barrier (wood fence)	3760	LF	\$ 16	\$ 60,160.00
14	New Trail Asphalt Grading	1	LS	\$ 9,000	\$ 9,000.00
15	Brick Shoulder Grading/Fill Alt 1	185	CY	\$ 13	\$ 2,312.50
16	Brick Shoulder Grading/Fill Alt 2	85	CY	\$ 20	\$ 1,700.00
17	Brick Shoulder Grading/Fill Alt 3	120	CY	\$ 18	\$ 2,160.00
18	Seed and Mulch	4800	SY	\$ 1	\$ 2,880.00
19	Solid Bahia Sodding	1325	SY	\$ 8	\$ 10,600.00
20	Solid Bahia Sodding (Add. Alt 3)	975	SY	\$ 5	\$ 4,875.00
21	Sign Assembly	32	EA	\$ 210	\$ 6,720.00
22	Sign Assembly (Add. Alt's)	21	EA	\$ 175	\$ 3,675.00
23	SR 1 Sign at West End of Trail	1	EA	\$ 5,500	\$ 5,500.00
24	Relocate Sign at East End of Trail	1	EA	\$ 2,800	\$ 2,800.00
25	Thermoplastic Striping	1	LS	\$ 3,010	\$ 3,010.00
26	Maintenance of Traffic	1	LS	\$ 24,000	\$ 24,000.00
27	Trail Cleaning (vegetation, sand, striping, misc asphalt, etc.) (Base + Add. Alt 3)	7.48	AC	\$ 5,000	\$ 37,400.00
28	Trail Cleaning (vegetation, sand, striping, misc asphalt, etc.) (Add. Alt 1 & 2)	5.77	AC	\$ 6,500	\$ 37,505.00
29	Project Sign	1	LS	\$ 500	\$ 500.00
30	2 each 9x5 Test Patches	1	LS	\$ 5,000	\$ 5,000.00
31	Erosion Control	1	LS	\$ 27,000	\$ 27,000.00
	Revised Construction Contract			Subtotal	\$ 1,672,422.20



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

B

MEMO

TO: Roger Blaylock

FROM: Chris Phillips

CP

DATE: April 3, 2013

RE: Jay Elementary Sidewalks - Change Order #1 – Rain Days

Attached is a change order request for weather days throughout the life of the project. The total days requested are 24 days and have been verified by the CEI consultant through work logs and weather station data. The original substantial completion date was March 8, 2013. The additional days moves this date to April 1, 2013.

Substantial completion was reached on March 22, 2013. An inspection has been performed by staff showing the project was complete except for a few minor sign placement and clean up items of which the contractor has been notified and is currently working to correct.

Shirley Powell

From: Joe.Klaus@CH2M.com
Sent: Wednesday, April 03, 2013 9:47 AM
To: Shirley Powell
Cc: Roger Blaylock

Subject: Navarre Beach Clarifier Rehabilitation Project - Request for Construction Time Extension

Morgan Contracting, Inc. (MCI) has requested a nineteen day extension of the Contract Times for constructing the secondary clarifier at Navarre Beach WWTF. The manufacturer of the clarifier equipment revised its anticipated date of shipment, causing MCI to delay their mobilization to install the equipment. The final completion date would be extended from August 11, 2013 to August 30, 2013. There will not be a change in the contract amount associated with the delay. CH2M HILL approves of MCI's request to extend the Contract Times.

Please let me know if you have any questions regarding the time extension.

Thanks,
Joe

*Joe Klaus, P.E./CH2M HILL
25 W. Cedar Street
Suite 560
Pensacola, FL 32502
Office: 850-438-2740 Ext. 59139
Cell: 850-393-9864*

4/3/2013

Mike Tucker

From: Nolan Kaplan <nk@lakeside-equipment.com>
Sent: Thursday, January 31, 2013 8:15 AM
To: Mike Tucker
Cc: Bill Palarz; Bill Hoak
Subject: Navarre Beach, FL SO12-185

We expect to ship the clarifier on May 27th.

Nolan Kaplan
Lakeside Equipment Corporation
P.O. Box 8448
Bartlett, IL 60103-8448
Voice 1-630-837-5640 x239 FAX 1-630-837-5647

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom it is addressed. If you have received this email in error please notify Lakeside Equipment Corporation at: 1-630-837-5640, nk@lakeside-equipment.com

P Please consider the environment before printing this e-mail.

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

From: Mike Tucker [<mailto:mtucker@morgan1.com>]
Sent: Wednesday, January 30, 2013 4:04 PM
To: Bill Palarz; Nolan Kaplan
Subject: Navarre Beach WWTF Clarifier Ship Date

With the Approved As Noted submittal I have requested an update on shipping. Due to several weeks delay created by the resubmittal process, I am concerned about our schedule. We must be substantially complete by 7/1/13. That means MCI will need 4-6 weeks for demotion and installation. I need an update immediately, especially if there is going to be a delay. I need to go ahead and request additional time if required. Please respond ASAP.

Sent from my iPhone

D

Shirley Powell

From: Roger Blaylock
Sent: Wednesday, April 03, 2013 2:45 PM
To: Shirley Powell
Subject: FW: SR 30 (US 98) at Navarre Beach Causeway Signal
FYI

Roger A. Blaylock, P.E.
Santa Rosa County Engineer
850 981-7100 - Office
850 983-2161 - FAX

From: Jason Small [mailto:jason.small@volkert.com]
Sent: Wednesday, April 03, 2013 2:44 PM
To: Roger Blaylock
Cc: Brown, Fred
Subject: RE: SR 30 (US 98) at Navarre Beach Causeway Signal

Roger,

The following prices would be do turn movement counts at the two intersections on either Saturday or Sunday of Memorial Day weekend:

\$5,115.50 outside of the retiming program.

If we conduct the studies within the program, we would have to find other intersections to remove in order for the funding to balance out. Let me know if you have any questions, or need any additional information. Thanks.

Jason

Jason E. Small, P.E.

Project Administrator
Volkert, Inc.
P.O. Box 11428
Pensacola, Florida
Phone: (850) 477-7485
Fax: (850) 477-7517

The information contained in this e-mail, including any accompanying documents or attachments, is from Volkert, is intended only for the use of the individual or entity named above, and is privileged and confidential. If you are not the intended recipient, be aware that any disclosure, dissemination, distribution, copying or use of the contents of this message is strictly prohibited. If you have received this message in error, please notify Volkert immediately at our corporate office (251) 342-1070. Thank you for your cooperation.

From: Roger Blaylock [mailto:RogerB@santarosa.fl.gov]
Sent: Tuesday, April 02, 2013 2:52 PM

4/3/2013

To: 'Brown, Fred'
Cc: Avis Whitfield; Small, Jason; Tony Kuhl
Subject: RE: SR 30 (US 98) at Navarre Beach Causeway Signal

Yes, I propose a separate timing for weekends and the three summer holidays, Memorial Day, Fourth of July, and Labor Day.

Roger A. Blaylock, P.E.
Santa Rosa County Engineer
850 981-7100 - Office
850 983-2161 - FAX

From: Brown, Fred [<mailto:fred.brown@volkert.com>]
Sent: Tuesday, April 02, 2013 2:20 PM
To: Roger Blaylock
Cc: Avis Whitfield; Small, Jason; Tony Kuhl
Subject: RE: SR 30 (US 98) at Navarre Beach Causeway Signal

Roger,
When the intersection is split phased, you will have to reduce the green time on US 98. This is going to increase the delay on US 98.
Also, I visited the intersection today. The east and westbound left turns are running protected permissive left turn phases.

Fred J. Brown, PE
Senior Project Engineer
Volkert, Inc.
PO Box 11428
Pensacola, FL 32524
Phone (850)477-7485
Fax (850)477-7517
Cell (850)426-9804
Please note my new e-mail address: fred.brown@volkert.com

The information contained in this e-mail, including any accompanying documents or attachments, is from Volkert, is intended only for the use of the individual or entity named above, and is privileged and confidential. If you are not the intended recipient, be aware that any disclosure, dissemination, distribution, copying or use of the contents of this message is strictly prohibited. If you have received this message in error, please notify Volkert immediately at our corporate office (251) 342-1070. Thank you for your cooperation.

From: Roger Blaylock [<mailto:RogerB@santarosa.fl.gov>]
Sent: Tuesday, April 02, 2013 11:01 AM
To: Tony Kuhl
Cc: Avis Whitfield; Brown, Fred; Small, Jason
Subject: FW: SR 30 (US 98) at Navarre Beach Causeway Signal

Tony - I need an estimate to install the listed improvements at the referenced intersection. Propose to split northbound and southbound traffic with right, left and through maneuvers for each phase. Also, I still need a quote for the TDC on a permanent traffic counter installation on the causeway as we discussed last week. Please call with any questions.

Thanks.

4/3/2013

Roger A. Blaylock, P.E.
Santa Rosa County Engineer
850 981-7100 - Office
850 983-2161 - FAX

From: Henderson, Heath [<mailto:Heath.Henderson@dot.state.fl.us>]
Sent: Tuesday, April 02, 2013 8:21 AM
To: Roger Blaylock
Cc: Johnson, Cliff; Perdue, Jared
Subject: SR 30 (US 98) at Navarre Beach Causeway Signal

Roger,

After review of the crash data I see no perceivable problems with your proposal for changing to split-phase timings at the intersection of SR 30 (US 98) and Navarre Beach Causeway. As part of the change to split-phasing the traffic signal timings, there will need to be signal head changes (add 5-section heads), associated cabinet modifications, plus Volkert's existing coordination timings will need some revisions due to the sequence change.

If you have any questions or need additional information, please feel free to contact me.

Sincerely

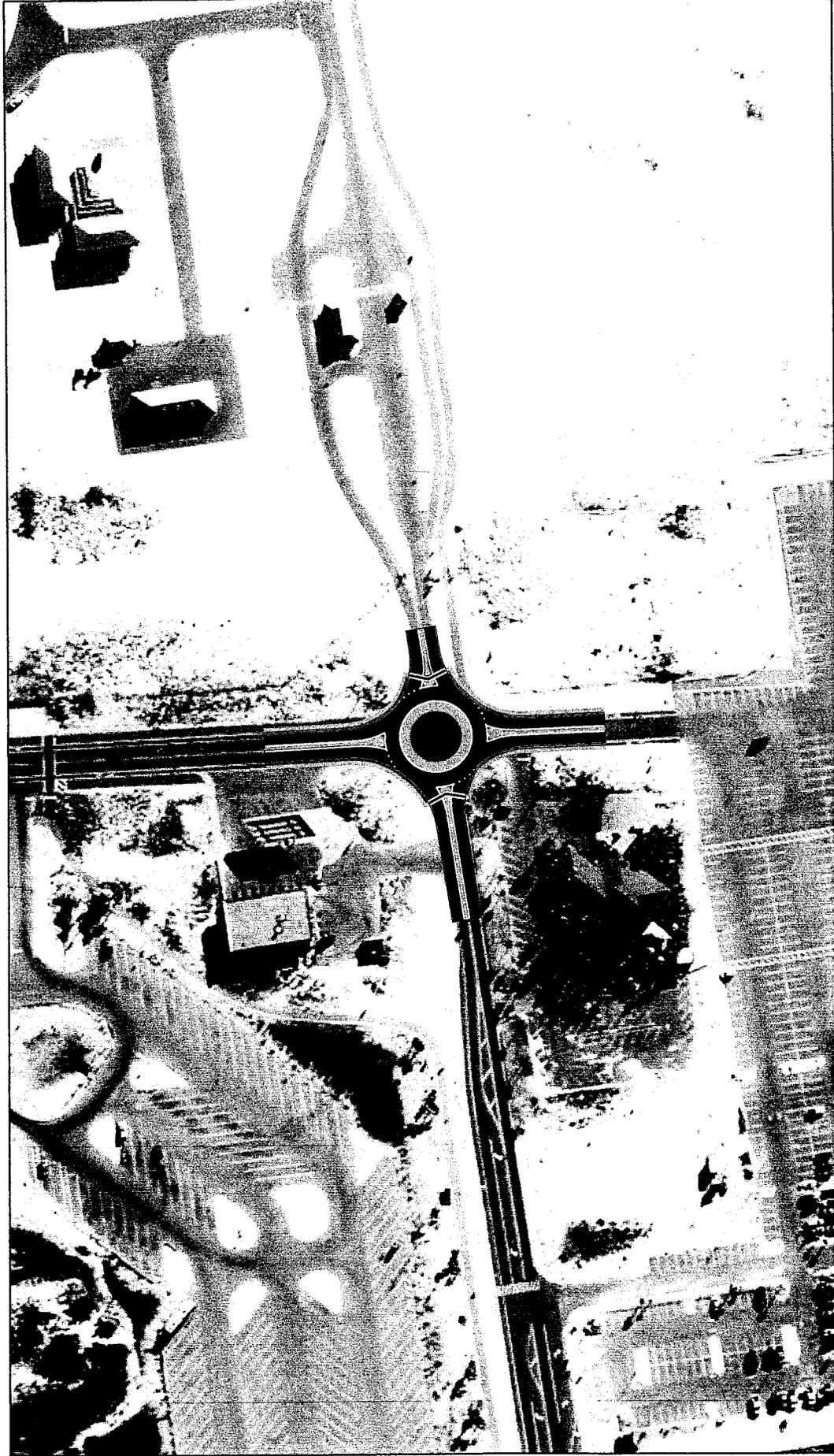
Heath Henderson, P.E.
Traffic Operations Studies Engineer
Florida Department of Transportation
District Three Traffic Operations Office
P.O. Box 607, Chipley, Florida 32428-0607
Phone (850)330-1276

Email scanned by Check Point

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.

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.

4/3/2013



VOLKERT



N.T.S.

NAVARRE BEACH
ROUNDABOUT LAYOUT
NOVEMBER 15, 2012

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
PUBLIC TRANSPORTATION
JOINT PARTICIPATION AGREEMENT

E

Financial Project Number(s): (item-segment-phase-sequence) 41776119401	Fund: 010 Function: 637 Federal Number: DUNS Number: 142887426	FLAIR Category.: 088719 Object Code: 750004 Org. Code: 55032020329 Vendor No.: F596000842010 CSFA Number: 55004
Contract Number:		
CFDA Number:		

THIS AGREEMENT, made and entered into this _____ day of _____, _____, by and between the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, an agency of the State of Florida, hereinafter referred to as the Department, and Santa Rosa County BOCC
6495 Caroline Street, Milton, Florida 32570
hereinafter referred to as Agency. The Department and Agency agree that all terms of this Agreement will be completed on or before June 30, 2015 and this Agreement will expire unless a time extension is provided in accordance with Section 18.00.

WITNESSETH:

WHEREAS, the Agency has the authority to enter into said Agreement and to undertake the project hereinafter described, and the Department has been granted the authority to function adequately in all areas of appropriate jurisdiction including the implementation of an integrated and balanced transportation system and is authorized under 332.006(6)

Florida Statutes, to enter into this Agreement.

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

1.00 Purpose of Agreement: The purpose of this Agreement is Construct T-Hangars

and as further described in Exhibit(s) A,B,C,D, & 1 attached hereto and by this reference made a part hereof, hereinafter referred to as the project, and to provide Departmental financial assistance to the Agency and state the terms and conditions upon which such assistance will be provided and the understandings as to the manner in which the project will be undertaken and completed.

EXHIBIT "B"
PROJECT BUDGET

This exhibit forms an integral part of that certain Joint Participation Agreement between the State of Florida, Department of Transportation and Santa Rosa County BOCC

referenced by the above Financial Project Number.

I. PROJECT COST: \$280,000

TOTAL PROJECT COST: \$

II. PARTICIPATION:

Maximum Federal Participation
FTA, FAA (%) or \$

Agency Participation
In-Kind (%) \$
Cash (%) or \$224,000
Other (%) \$

Maximum Department Participation,
Primary
(DS)(DDR)(DIM)(PORT) (%) or \$56,000
Federal Reimbursable (DU)(FRA)(DFTA) (%) or \$
Local Reimbursable (DL) (%) or \$

TOTAL PROJECT COST \$280,000



Public Services Committee

Chaired by:
Lynchard & Williamson

Meeting:
April 8, 2013, 9:00 A.M.

AGENDA

Development Services

1. Recommend BOCC authorize staff to process an amendment to the LDC, amending the Navarre Beach Medium Density, Navarre Beach High Density, and Navarre Beach Planned Mixed Use Development to exclude single family detached dwelling units on individual lots from maximum building footprint requirements.
2. Recommend acceptance of \$500.00 in satisfaction of the SHIP second mortgage as part of the short sale agreement for the property located at 5012 Guernsey Road, in lieu of foreclosure.
3. Recommend acceptance of \$2,000.00 in satisfaction of the SHIP second mortgage as part of the short sale agreement for the property located at 6114 White Creek Lane, in lieu of foreclosure.
4. Recommend approval of the SHIP second mortgage subordination request for the property located at 5224 Saints Lane, Milton.
5. Recommend BOCC approve the proposed amendment to the Neighborhood Stabilization Program (NSP) Housing Assistance Plan (HAP) allowing rental units to be leased to income qualified families with incomes at or below 60% of the area median income (AMI).
6. Recommend BOCC authorize staff to coordinate an interlocal agreement with Escambia County to allow the filing of Federal Section 5309, Veterans Transportation and Community Living Initiative (VTCLI) grant application and related documents with the Federal Transit Administration.

Emergency Management

7. Request BOCC approval to purchase fire communications equipment from CES Team One Communications and personal protective equipment from Sunbelt Fire Inc. utilizing funds from the MSBU joint account with 50% of the cost being reimbursed by fire grant.



Santa Rosa County Development Services

1



Beckie Cato, AICP
Planning and Zoning Director

Tony Gomillion
Public Service Director

Rhonda C. Royals
Building Official

MEMORANDUM

TO: Board of County Commissioners

FROM: Beckie Cato, Planning Director

DATE: March 25, 2013

RE: Proposed LDC Amendment Related to Maximum Building Footprint in Navarre Beach Zoning Districts

RECOMMENDATION:

That the Board authorize staff to process an amendment to the LDC, amending the Navarre Beach Medium Density, Navarre Beach High Density, and Navarre Beach Planned Mixed Use Development to exclude single family detached dwelling units on individual lots from the maximum building footprint requirements.

BACKGROUND:

The Navarre Beach Medium Density, Navarre Beach High Density, and Navarre Beach Planned Mixed Use Development zoning districts each contain maximum building footprint requirements. Within the High Density district, the maximum building footprint gets smaller as the building gets taller. The intent of that requirement is to avoid a "concrete canyon" affect on the beach and applies more appropriately to multi-family development. Therefore, staff recommends amending the code to exclude single family residential structures on individual lots from the maximum building footprint requirement. Appropriate setback, height, and impervious cover requirements would remain in place and practically dictate the maximum structure size.

NEXT STEPS:

If approved by the Board, staff will draft the amendments and schedule for public hearing with the Zoning Board and the BOCC.

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



COMMUNITY PLANNING, ZONING AND DEVELOPMENT DIVISION
SANTA ROSA COUNTY, FLORIDA

2

Housing Program

MEMORANDUM

TO: Board of County Commissioners

FROM: Erin Malbeck
Housing Program Manager

THROUGH: Beckie Cato, Director

DATE: March 26, 2013

SUBJECT: State Housing Initiatives Partnership (SHIP)
Short Sale Request
5012 Guernsey Road, Pace, FL 32571

RECOMMENDATION:

Board approval to accept \$500.00 for payment of an outstanding SHIP loan in connection with a short sale in order to prevent foreclosure. This approval covers the sale of the property under comparable conditions and terms.

BACKGROUND:

The property was purchased in 2005 for \$106,000.
\$6,460 of SHIP funding was provided to assist with closing costs.
The first mortgage loan was in the amount of \$104,360. If the short sale is approved, the first mortgage lender would receive approximately \$22,479.70.

Homeowner has been laid off from work several times since 2005, and was more recently involved in a bad motor vehicle accident, that she is now trying to recover from.

An offer to purchase dated 2/11/2013 is pending in the amount of \$25,000.

The homeowner is not to receive any cash back at closing



COMMUNITY PLANNING, ZONING AND DEVELOPMENT DIVISION
SANTA ROSA COUNTY, FLORIDA

3

Housing Program

MEMORANDUM

TO: Board of County Commissioners

FROM: Erin Malbeck
Housing Program Manager

THROUGH: Beckie Cato, Director

DATE: March 22, 2013

SUBJECT: State Housing Initiatives Partnership (SHIP)
Short Sale Request
6114 White Creek Ln, Milton, FL 32570

RECOMMENDATION:

Board approval to accept \$2,000.00 for payment of an outstanding SHIP loan in connection with a short sale in order to prevent foreclosure. This approval covers the sale of the property under comparable conditions and terms.

BACKGROUND:

The property was purchased in 2007 for \$144,000.
\$7,500 of SHIP funding was provided to assist with closing costs.
The first mortgage loan was in the amount of \$145,255. If the short sale is approved, the first mortgage lender would receive approximately \$81,843.71.

The homeowner moved from Milton due to change in job

An offer to purchase dated 2/8/2013 is pending in the amount of \$95,218.

A short sale was approved by the BOCC on 10/11/2012. However, since the approval, the buyer backed out of the deal, and a new buyer has made an offer. At the 10/11/2012, the Board approved to accept \$2,000 to satisfy the SHIP 2nd mortgage, with the 1st mortgage company to receive approximately \$81,843.71



Santa Rosa County Development Services

4



Beckie Cato, AICP
Planning and Zoning Director

Tony Gomillion
Public Service Director

Rhonda C. Royals
Building Official

TO: Board of County Commissioners

FROM: Erin Malbeck *EM*
Housing Program Coordinator

THROUGH: Beckie Cato

DATE: March 28, 2013

SUBJECT: State Housing Initiatives Partnership Program (SHIP)
Second Mortgage Subordination Request
5224 Saints Lane, Milton, FL 32570
06-1N-28-2000-00000-0110

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 \$94,651.00.

BACKGROUND:

SHIP Second Mortgage: \$10,000.00
 Recorded: 4/7/2008
 Purpose: SHIP Home Purchase Assistance

Proposal is to reduce the annual interest rate on the first mortgage from 6.61% to 3.875%.

Current monthly principal and interest: \$636.39
 Proposed monthly principal and interest: \$445.09

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.



Beckie Cato, AICP
Planning and Zoning Director

Santa Rosa County Development Services



Rhonda C. Royals
Building Official

Tony Gomillion
Public Service Director

5

MEMORANDUM

TO: Board of County Commissioners

FROM: Beckie Cato, Planning Director

DATE: March 25, 2013

RE: Proposed Amendment to the Santa Rosa County Neighborhood Stabilization Program Housing Assistance Plan

RECOMMENDATION:

That the Board approve the proposed amendment to the Neighborhood Stabilization Program (NSP) Housing Assistance Plan (HAP) allowing rental units to be leased to income qualified families with incomes at or below 60% of the area median income (AMI).

BACKGROUND:

In 2009 the County received federal NSP funding designed to be used to address the impact of foreclosed housing on neighborhoods. The NSP HAP outlines the strategies the county intended to use to distribute that funding. One of those strategies was for rental assistance, whereby non-profit organizations could purchase foreclosed homes and rent them to families whose incomes were at or below 50% AMI. CEII and Blackwater Housing are the two organizations that participated in that program.

CEII has advised us that they are having difficulty renting one of their units to an income qualified family and have requested to rent the unit to families with incomes at or below 60% AMI. The proposed amendment, on page 8 of the enclosure, would allow rental of those units to 60% AMI families if the unit has remained vacant for a period of 60 days or longer. Future renters would be required to meet the 50% AMI standard if possible. This change would ensure that the focus remains on providing rental housing to very low income families while ensuring that homes do not remain vacant for long periods of time.

Income limits for the housing programs are established by HUD and vary depending upon family size. For example, the income limit for a family of four at 50% AMI is \$28,850. The income limit for a family of four at 60% AMI is \$34,620.

The proposed amendment has been reviewed and approved by the State Department of Economic Opportunity who administers the NSP program on behalf of the state.

Enclosure: Amended Santa Rosa County Housing Assistance Plan

Santa Rosa County Public Service Complex
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583

www.santarosa.fl.gov
Office: (850) 981-7000



**Neighborhood Stabilization Program
HOUSING ASSISTANCE PLAN**

Amendment 1: BOCC approval date _____

Housing Program
Community Planning, Zoning and Development Division
6051 Old Bagdad Highway, Suite 201
Milton, FL 32583
(850) 981-7076

**SANTA ROSA COUNTY
NEIGHBORHOOD STABILIZATION PROGRAM (NSP)
HOUSING ASSISTANCE PLAN
GENERAL INFORMATION FOR PARTICIPANTS**

I. Introduction and General Purpose

The Housing and Economic Recovery Act signed into law on July 30, 2008 provided Neighborhood Stabilization funds to assist with the redevelopment of abandoned and foreclosed homes and residential properties in areas of greatest need to address neighborhood decline.

The purpose of NSP funds is to establish strategies and select activities based on the principal goal of stabilizing neighborhoods. NSP assistance is a special allocation of Community Development Block Grant (CDBG) funds that will be administered following federal CDBG regulations, as modified by authorizing federal legislation. In addition to federal regulations, Florida Statutes, Florida Administrative Emergency Rule 9BER09-1 and the Housing Assistance Plan shall guide and direct administration of NSP assistance.

Neighborhood Stabilization Program funds will be used to improve the condition of area neighborhoods which are in jeopardy of decline due to the rising number of foreclosures.

This Housing Assistance Plan shall serve as the framework for selecting beneficiaries and housing units under all strategies and eligible activities under the County's Neighborhood Stabilization Program. The purpose of this information is to advise potential program participants of the guidelines by which the County will operate its Neighborhood Stabilization Program.

Neighborhood Stabilization funds will be used to increase the supply of affordable housing to very-low, low, moderate, and middle income (LMMI) families. Foreclosed properties will be purchased, rehabilitated and either sold to LMMI families or used to provide rental housing.

Santa Rosa County will not discriminate on the basis of race, creed, color, sex, religion, ethnicity, handicap, age, national origin or family status. A policy to eliminate discrimination in housing was adopted as Ordinance No. 90-53 by the Board of County Commissioners.

A Citizen's Advisory Task Force (CATF) has been established by the County to serve as an oversight committee to provide public participation in the development of program funding strategies.

II. Type of Assistance

Three (3) Strategies will be used by Santa Rosa County:

- Housing Acquisition/rehabilitation of homes for sale to individuals and families with incomes less than 120 percent of AMI.
- Housing Finance
- Housing Acquisition/rehabilitation of homes for lease to households at or below 50 percent of AMI.

To select participants, the following steps will be taken:

1. The County shall advertise the notice of property and funding availability in a newspaper of general circulation at least 15 days before the beginning of the application period. In addition to advertising in the newspaper, the County will advertise the NSP program on the official web site.
2. Interested applicants may obtain information regarding how to apply for funding at the County Housing Program Office located at 6051 Old Bagdad Highway, Suite 201, Milton, FL 32583. Information shall include, at a minimum, a copy of the Housing Assistance Plan and Lead Base Paint warning information. A program representative will be available to meet with interested parties to discuss the requirements of the program.
3. Eligible applicants will be selected on a first come, first qualified, first served basis subject to funding availability. No other ranking or scoring process will be used.
4. Eligible program participants must qualify for the income levels set forth in each funded strategy. All applicants (LMMI) served must be at or below 120% of AMI. Income eligibility shall be determined upon completion of an application process. Income eligibility is determined by using the total household gross income.
5. Applicants must complete and submit all required information on all household members for a determination of income eligibility through sub-recipients, mortgage lenders, or directly to the County as appropriate under each funded strategy.

All program beneficiaries receiving assistance to purchase an NSP property or benefiting from Housing Finance mechanisms will be required to attend an 8-hour HUD approved Homebuyer Education Class prior to the purchase.

All recipients who receive NSP funding in connection with the purchase of a home will be required to provide proof of insurance at closing and maintain homeowners insurance including fire, liability, causality and theft coverage. The owners of all properties purchased with NSP funding that are located in a flood zone must provide proof of flood insurance at closing. All required insurance policies must be maintained for the length of time the mortgage with the local government is in effect.

HOUSING REHABILITATION

Neighborhood Stabilization Program funds will be utilized to purchase foreclosed and abandoned properties in areas of greatest need to return such properties to the affordable housing inventory to aid in meeting the needs of LLMF families for both home purchase and rental. The rehabilitation activities will occur via contract with one or more non-profit housing organizations through a proposal process.

Rehabilitation Standards

Upon completion, rehabilitation projects will meet all of the following standards:

1. HUD Section 8 Housing Quality Standards (24CFR982.401)
2. Local Zoning Requirements
3. State of Florida Building Code
4. Local Building Code
5. Modern, Green Building and Energy-Efficiency Improvements
6. Florida Energy Efficiency Code for Building Construction (Newly Constructed Housing Units)
7. Accessibility Requirements of 24 CFR Part 8, 24 CFR 100.201, and 24 CFR 100.205, as applicable.
8. Manufactured Housing 24 CFR Part 3280 (**Ineligible activity under this plan**)

Homes considered for purchase under this program will be evaluated by the local housing program inspector and/or non-profit sub-recipient and a written recommendation of condition will be submitted to County staff for approval prior to an offer for purchase being submitted to the owner of the property.

Written notification will be submitted by certified mail to all property owners who were notified their properties were being considered for purchase under this program but later were eliminated from consideration.

The owner of a parcel of property will be required to sign a purchase option contract with the County or the sub-recipient that commits the property owner to sell the property prior to carrying-out due diligence on the property being considered for purchase.

A detailed work write-up specifying the improvements needed to bring the unit up to NSP Rehabilitation Standards and local code requirements will be required. The work write-up will consist of a detailed description of all repairs needed for the unit and a confidential estimate of the associated costs. Specifications will include energy conservation measures proposed for the structure, and lead based paint inspection and any necessary abatement. Additionally, a determination will be made to ensure that the property meets all appropriate local codes such as nuisance, trash and other environmental or health codes.

All NSP assisted property acquisitions must be voluntary acquisitions. The County will not exercise any powers of eminent domain in connection with NSP purchases.

Rehabilitation contracts on homes owned by the County will be executed between the General Contractor and the County. Rehabilitation contracts on homes owned by a sub-recipient will be executed between the General Contractor and the sub-recipient.

During the construction, and prior to NSP funds being disbursed for rehabilitation work, the Housing Program Inspector will inspect the work to ensure compliance with county ordinances, state law, and Southern Building Code. Random, unscheduled, site inspections will also be made during the construction.

A single contractor shall be limited to a maximum of three (3) projects at any given time.

Procurement/Bids/Awards/Contracts

All procurement of construction contracts will be in compliance with the County's Community Development Block Grant Program Procurement Policy. Invitations to bid shall be published in the local paper, be listed on the County's website, and invitation to bid letters will be sent in writing (mailed, faxed or emailed) to general contractors who have requested to be included on the bidder list. Attendance at a pre-bid on-site meeting is mandatory. All bids must be original and delivered by hand, Fed EX, or mail to the County's procurement Department by the specified time. Bids must be sealed. Bids will be publicly opened and read aloud. 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. Consideration may be given to such factors as past contract performance, time of performance, and apparent capacity to carry out the work. Bids will be evaluated and the lowest, qualified bid will be recommended for approval.

Contractors who have a potential conflict of interest with any recipient, sub-recipient or potential beneficiary will not be allowed to submit bids or perform work.

The contractor is required to purchase and maintain commercial liability insurance in the amount of not less than \$300,000 combined single limits. Contractor shall carry commercial automobile insurance written to cover all owned, hired, and non-owned vehicles. Contractor shall purchase and maintain statutory worker's compensation coverage. All coverages must be underwritten through insurance carriers admitted to do business in Florida.

Each construction contract will include a draw schedule, defined late penalties and the number of days to complete the rehabilitation. A Notice of Commencement will be recorded after the contract is executed. A Notice to Proceed will be issued to the contractor. All construction projects require permitting through the local building department. Change orders will only be considered when items are exposed that could

not have been detected prior to work commencing and for health and safety issues. No change orders are to be considered approved until fully executed by the contractor, the County, appropriate sub-recipient and housing program inspector. No change order will be considered over one thousand dollars (\$1,000.00) unless it is to address a building code violation, Section 8 Housing Quality Standard issue, local code or health and safety issue.

Invoices will be submitted by the contractor. Verification of required building inspection approvals and partial or full lien releases will be obtained. A Certificate of Occupancy or a Certificate of Completion indicating that the housing unit meets the applicable local code and Section 8 Housing Quality Standards signed and dated by the local building inspections department is required before final payment. Full release of liens from the contractor is required along with a statement that all items have been completed in accordance with the scope of work and specifications.

The contractor must provide all warranty information associated with appliances, roof, HVAC or other products installed during the rehabilitation in a file to the Housing Program office. Contractors are required to guarantee all workmanship for a period of at least one year following contract close-out.

Any housing units located within a FEMA designated Special Flood Hazard Area being considered for acquisition and rehabilitation must have a finished floor elevation equal to or exceeding three feet above the 1 percent annual chance flood elevation requirement. A FEMA Elevation Certificate is required as proof of elevation.

The date of original construction of a structure will be determined by the County's property records and the data provided by a title search. No activities resulting in a physical change to a structure older than 50 years is anticipated. However, if such a property is considered information must be presented to the Florida Department of State Bureau of Historic Preservation. The information will include the proposed rehabilitation specifications and current pictures. The decision as to whether to proceed with the project will be based upon the guidance received from the State Bureau of Historic Preservation. Should property built prior to 1978 be considered, an inspection by a licensed lead inspector is required. If lead is found exceeding the maximum safe amounts as specified by HUD and a decision is made to proceed with the acquisition and rehabilitation of the property, the lead will be abated based upon the direction of the lead inspector. The lead abatement process shall be included in the bid specifications. After the lead abatement has been completed the clearance test will be performed by the licensed lead inspector. Abatement will continue until clearance is obtained.

All properties to be purchased, rehabilitated and sold will be subject to an environmental review in accordance with 24 CFR part 58 prior to a request of release of funds from HUD. Activities that are categorically excluded will contain the HUD

approved checklist in each file. No funds will be drawn until all environmental activities have been concluded and cleared.

Activity delivery costs under NSP shall be considered costs associated directly with rehabilitation of NSP assisted units beyond the actual cost of rehabilitation construction. These costs may include work write-ups, inspections, structural integrity inspections, lead based paint inspections, legal and recording fees associated with rehabilitation deferred payment loans (DPLs). Activity delivery costs shall be no more than ten percent (10%) of the actual housing construction budget. Costs to secure NSP purchased properties against vandalism during an interim period and costs for temporarily maintaining a property (security, grass cutting, insurance, etc.) are eligible expenses under activity delivery. Activity delivery costs are not administration activities and are not included as a part of the administration cost budget.

RENTAL ASSISTANCE

The local Neighborhood Stabilization Program Low Income (NSPLI) supplemental allocation will be utilized to purchase and rehabilitate foreclosed and abandoned housing. Units will be brought up to Section 8 Housing Quality Standards and made available as rental properties to households with a combined income that is at or below 50% of the area median income (AMI).

A non-profit organization shall be selected via the County's Request for Proposal (RFP) process and must meet the following selection criteria:

- Organization or public housing authority whose purpose is to further affordable rental housing and is a designated 501(c)(3) non-profit organization under IRS guidelines whose bylaws state that its purpose is to further affordable housing.
- Legally operating within the jurisdiction of the County.
- Has demonstrated track record of financial and administrative capacity and at least five (5) years experience in management of affordable housing.

A deed restriction will be placed on each property purchased with NSP funding requiring that the rent remain affordable for tenants at or below 50% of AMI for a minimum of 15 years. The rental property will be purchased by the selected non-profit organization. The County will require a note and mortgage for the amount of NSP funds expended on the property. The mortgage will be for a fifteen (15) year term at zero percent interest rate. The debt will be forgiven at the end of the fifteen (15) year term. The total amount will become due and payable to the County if title to the property is transferred from the non-profit during the fifteen year period. If the non-profit cannot continue to own or manage the property, the property will revert back to the County. The County will transfer title to another non-profit that has the capacity to maintain and properly manage the property.

Units will be rented for no more than the Fair Market Rents (FMR) as published annually by HUD. The non-profit will review the current fair market rates and may reduce the rents to ensure that units are affordable to tenants at 50% of AMI.

Individuals or households who wish to occupy NSP rental units must apply directly to the designated non-profit partner. The non-profit will be monitored for income compliance for the term of affordability to ensure that occupants are income qualified below 50% of the area median income at the time of occupancy and that the units are decent, safe and that sanitary conditions meet minimum housing quality standards.

To avoid long-term vacancy of any rental unit, if at any time a property is vacant due to the lack of a qualified 50% AMI tenant for a period of 60 days or more, that property may be rented to an income qualified tenant at or below 60% AMI. Future rentals must be to tenants at or below 50% AMI unless the unit is again not rented for 60 days or more.

ACQUISITION/ PURCHASE

Acquisition funding will be available for purchase of foreclosed residential units. Prefabricated, manufactured housing or trailers purchases are not allowed. Each foreclosed property acquired with NSP funding must be acquired at a minimum discount of five percent below the current appraised value. The overall portfolio of all properties purchased with the County's allocation must meet a minimum of fifteen (15) percent discount. Each transaction will require a current appraisal completed within sixty (60) days of an offer to purchase. Current market appraised value is defined as the value of a foreclosed/abandoned/blighted residential property or structure that is established through an appraisal made in conformity with the appraisal requirements of URA at 49 CFR 24.103 and completed within sixty (60) days prior to making a final offer.

The County will utilize Metro Market Trends, Inc. services to identify banked owned properties to develop a list of foreclosed properties in areas of greatest need. In addition, owners of foreclosed properties may be contacted directly by the County. The County will also solicit a list of homes for sale that meets the program requirements from local realtors.

Identification of Units

Priority will be given to units meeting the following criteria:

- Units outside of special flood hazard areas
- Units that were built after January 1, 1978
- Units that are less than 50 years old
- Units that need minor repair or no repair

Disqualifying criteria:

- Properties with excessive liens or recorded encumbrances to delay the completion of the purchase transaction.

- Properties with environmental or other hazards that would preclude a timely and cost effective acquisition and disposition.
- Properties with encroachments that cannot be brought into compliance within the required time frames.

The properties being considered for acquisition will be inspected by the Housing Program inspector. A written report will be prepared and used in determining which properties would best address the strategies to be carried out under the NSP program.

Once the offer is accepted by the seller the following is required:

- Property (house location) survey with floor elevations, as appropriate.
- Phase 1 Environmental Assessment
- Title search
- Current zoning

The property closing will be handled through an insured closing at a title company or attorney's office.

Eligible acquisition costs include normal and reasonable expenses including, but not limited to, legal fees, appraisals, title insurance, site surveys, documentary stamps on mortgages and deeds, intangible taxes and recording fees.

No relocation activities will be undertaken.

If the local government decides not to purchase a property after the local government has notified the property owner in writing that they are considering purchasing the property, a letter notifying the property owner of the local government's decision not to purchase the property will be sent by certified mail to the property owner.

DISPOSITION SALE

Sub-recipients will be allowed a developers fee (maximum of 12%) for:

- Marketing the property
- Finding and qualifying applicants for purchase or rental of the property
- Assisting prospective home buyers with the home buying process including obtaining a fixed rate mortgage
- Working with local government housing staff to verify all NSP requirements are being adhered to.

HOMEOWNERSHIP ASSISTANCE

Homebuyer must purchase a home in the County's NSP designated area of greatest need. Applicants will be approved on a first come, first qualified, first ready basis. Purchaser must qualify through a mortgage lender for a conventional, FHA, VA fixed rate mortgage with a 30-year term. Sub-prime mortgages and adjustable rate mortgages are not allowed. Assistance will be in the form of a non-amortizing,

deferred payment loan at zero percent interest secured by a second mortgage for a period of fifteen (15) years. NSP subsidies will not exceed 50% of the purchase price of property as improved. Front end payment ratios cannot exceed 35% and back end ratios cannot exceed 41% for any buyer under this program.

Homebuyers purchasing NSP assisted housing must complete a minimum of 8 hours of home buyer counseling from a HUD approved agency. The counseling may be provided in a classroom setting, one-on-one or a combination of both. The applicant must provide a course Certificate of Completion that is dated within 6 months prior to the closing date of the purchase. A copy of the certificate will be maintained in the applicant's file.

The full amount of the loan is due and payable if the property is refinanced without prior authorization of the County, the home is sold, title is transferred and/or the home ceases to be the primary residence of the applicant, or if the homeowner fails to maintain the required insurance during the term of the deferred payment loan. In the event the homeowner wishes to refinance the first mortgage, the request must meet the criteria of the County's subordination policy. This policy is provided to each homeowner prior to the closing of an NSP assisted purchase. An heir that meets the income guidelines of the program may apply for qualification. If approved, the heir must maintain the home as their primary residence for the remainder of the deferred payment loan term and comply with all of the terms and conditions of the second mortgage.

If the assisted homeowner complies with the conditions of the second mortgage throughout the stated term, the loan is forgiven and a release will be recorded in the public records.

CONFLICT OF INTEREST

All contractors, board members, county staff, sub-recipients, and program beneficiaries must disclose all potential conflicts of interest in writing to the program administration staff. All conflicts of interest notices received by staff will be presented to the Citizens Advisory Task Force and the Board of County Commissioners and will be acknowledged in the meeting minutes. All conflicts will be made public and identified prior to the award of any contracts or benefits under the NSP program. All individuals with voting or decision making responsibilities that have a potential conflict of interest will abstain from voting on that item after making the conflict of interest public.

All conflicts will be addressed on a case by case basis to include consideration of a possible waiver. For a person with a potential conflict of interest to be eligible to participate in the program, the following steps must be taken:

1. The applicant must declare on the application form that a conflict of interest may exist.

2. The County must decide whether to proceed with requesting a waiver on the potential participant despite the conflict of interest.
3. If the person with whom the conflict of interest exists is a voting member of any organization participating in the NSP program that person must declare a conflict of interest and not vote on any items that relates directly or indirectly to the potential participant.
4. The County attorney shall prepare a written document stating in his or her opinion proceeding with the action would not violate any state or local laws.
5. A written request for waiver must be sent by the County to DCA for review and comment.
6. If a waiver is obtained, the potential participant would be considered for final approval.

ADMINISTRATIVE

As defined in the NSP Emergency Rule, program administration costs cannot exceed 6.8% of the allocation. Activity delivery costs and the expense for homebuyer counseling will be included in non-administrative activity cost. Administrative costs include costs associated with overall NSP management, preparation of reports, coordination, and monitoring.

CLOSEOUT DOCUMENTATION

The following will be provided to the Department of Community Affairs as part of the closeout package at the completion of the NSP contract:

1. The address of each housing unit acquired and/or rehabilitated.
2. The date the construction or sale was completed.
3. The amount of NSP funds spent on each unit.
4. The household composition of the beneficiary renting or purchasing each housing unit:
 - a. Identify each female head of household.
 - b. The number of handicapped persons occupying the residence.
 - c. The number of elderly persons in the household.
 - d. The LMMI status of the household.
 - e. The number of occupants categorized by sex.
 - f. Racial demographics of the head of household by number (White, Black, Hispanic, Asian/Pacific Islander, or American Indian/Alaskan Native).

Adopted by the Santa Rosa County Board of County Commissioners this ____ day of _____, 2013.

Robert A. Cole, Chairman

ATTEST:

Donald C. Spencer, Clerk of Court



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

6

MEMORANDUM

TO: Board of County Commissioners
FROM: Shawn Ward, Transportation Planner
THROUGH: Beckie Cato, Planning Director
DATE: April 1, 2013
RE: Veterans Transportation and Community Living Initiative Grant

RECOMMENDATION

That the Board authorize staff to coordinate an interlocal agreement with Escambia County to allow the filing of the Federal Section 5309, Veterans Transportation and Community Living Initiative (VTCLI) grant application and related documents with the Federal Transit Administration.

BACKGROUND

In July 2012, Santa Rosa County was selected to receive a Federal Transit Administration, Veterans Transportation and Community Living Initiative (VTCLI) grant. The award amount is \$222,387 coming from Federal Section 5309 funding. The grant is to purchase scheduling software and hardware for the Community Transportation Coordinator, Pensacola Bay Transportation, in order to provide more efficient demand service passenger trips within both Escambia and Santa Rosa County.

Escambia County was the direct recipient of a Federal Section 5307: State of Good Repair grant which also included funding for scheduling software and hardware for the Community Transportation Coordinator, Pensacola Bay Transportation. By utilizing the VTCLI grant with the State of Good Repair grant, a regional effort with a greater impact is feasible.

Typically Section 5309 funds are only available to the FTA designated recipients which for our area is Escambia County; however, this grant was made available to everyone. In order to receive the federal funds one must be registered with FTA as a grantee. Santa Rosa County is not an FTA registered grantee but Escambia County is.

Since there is not a direct need for Santa Rosa County to become an FTA grantee, it is recommended that Santa Rosa County coordinate with Escambia County by means of an interlocal agreement to manage the Veterans Transportation and Community Living Initiative (VTCLI) grant. This would be similar to the agreement between Santa Rosa County and

Animal Services Dominic Persichini Director 4451 Pine Forest Road Milton, FL 32583	Building Inspections & Code Compliance Rhonda C. Royals Building Official 6051 Old Bagdad Hwy, Ste 202 Milton, FL 32583	Emergency Management Sheryl Bracewell Director 4499 Pine Forest Rd Milton, FL 32583	Community Planning, Zoning & Development Rebecca Cato Director 6051 Old Bagdad Hwy, Ste 202 Milton, FL 32583	Veterans Services Karen Haworth Director 6051 Old Bagdad Hwy, Ste 204 Milton, FL 32583
---	--	--	---	---

"One Team, One Goal, One Mission"

Escambia County for participation in the Federal HOME housing program.

Next Steps

If approved by the Board, staff will work with Escambia County to draft an agreement for presentation to the Board within the next few months.

Animal Services
Dominic Persichini
Director

4451 Pine Forest Road
Milton, FL 32583

**Building Inspections & Code
Compliance**
Rhonda C. Royals
Building Official

6051 Old Bagdad Hwy, Ste 202
Milton, FL 32583

Emergency Management
Sheryl Bracewell
Director

4499 Pine Forest Rd
Milton, FL 32583

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

6051 Old Bagdad Hwy, Ste 202
Milton, FL 32583

Veterans Services
Karen Haworth
Director

6051 Old Bagdad Hwy, Ste 204
Milton, FL 32583

"One Team, One Goal, One Mission"



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



7

Tony Gomillion, Director

To: Santa Rosa County Board of County Commissioners
From: Brad Baker, Emergency Services Coordinator
Through: Tony Gomillion, Director, Public Services
Re: Fire Equipment Purchase
Date: April 11, 2013

RECOMMENDATION

Request approval to purchase the following fire communications equipment from CES Team One Communications utilizing funds from the MSBU joint account:

- 6 VHF Portable radios, 2 VHF Mobile radios, 23 Minitor V pagers \$ 15,269.24

Request approval to purchase the following personal protective equipment from Sunbelt Fire Inc. utilizing funds from the MSBU joint account:

- 15 ea. Personal Protective Equipment \$ 33,675.00

BACKGROUND

The matching Florida Forest Service VFA grant was approved by the Board on February 14, 2013. The vendors selected were the lowest quote based on competitive pricing as listed below.

Fire Communications Equipment

CES Team One Communication	\$ 15,269.24	Low bidder meeting specifications
CMS-Sullivan Communications	\$ 15,296.00	
CDW-G/P&W Paging	\$ 16,104.00	

Personal Protective Equipment

Sunbelt Fire Inc.	\$ 32,959.00	Low bidder meeting specifications
Darley Fire Equipment	\$ 33,899.00	
Chief's Supply	\$ 43,125.00	

COMPLETION

Upon approval DEM will purchase, distribute the equipment and process the grant forms for reimbursement of the matching funds (\$24,114.12) which will be returned to the MSBU Joint account.

Public Services
De Hamilton
Interim Director
4451 Pine Forest Road
Milton, FL 32583
(850) 983-4680

Building Inspections &
Code Compliance
Rhonda C. Royals
Building Official
6051 Old Bagdad Hwy, Ste 202
Milton, FL 32583
(850) 981-7000

Emergency Management
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 202
Milton, FL 32583
(850) 981-7000

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

April 8, 2013

Chairman: Commissioner Williamson

Vice Chairman: Commissioner Melvin

1. Discussion of the following candidate resurfacing projects for the Florida Department of Transportation Small County Outreach Program (SCOP).
 - * Munson Highway (C.R. 191) from Stewart Street to East Gate Road
 - * Hickory Hammock Road (C.R. 184)
2. Discussion of request from Carla Hudson for a letter of no objection for an encroachment into a drainage easement at Lot 10 Block B in Autumn Trace at Harvest Village Phase I.
3. Discussion of request from Collin Hendrickson to allow him to clear vegetation and maintain the County owned property located adjacent to and west of his property at 4805 Soundside Drive, and adjacent to and east of Chinquapin Drive.

Avis Whitfield

From: Suggs, Myra [Myra.Suggs@dot.state.fl.us]
Sent: Thursday, March 14, 2013 4:08 PM
To: Angie Smith; Alan Pierce; Erin Griffith; Mark Curenton; Charles Chapman; Cliff Schnepf; Robert Presnell; Don Butler; Gulf County BOCC; Towan Kopinsky ; Sherry Fitzpatrick; Larry Alvarez; Lynn Adcock; Ted Lakey; Alan Wise; Kirk Reams; Charla Kearce; Avis Whitfield; Roger Blaylock; Shirley Powell; Nanette Watts; Angie Biddle; Bob Newsom; Gerry Demers; Stacey Webb; Zola Anderson
Cc: Battles, Regina; Peters, Jason; Kent, Vickie
Subject: FW: Small County Outreach Program (SCOP) Solicitation Notice

Attachments: ATTACHMENT_A[2].docx; Small County Outreach Program Application.docx; 2012 SCOP Florida Statutes.pdf; Engineers Estimate - Attachment B.pdf



ATTACHMENT_ Small County 2012 SCOP Engineers
[2].docx (10 KB)reach Programrida Statutes.pdfdate - Attachm

As you know, action of the 2000 Legislative session included the creation of Section 339.2818, Florida Statutes, which established the Small County Outreach Program (SCOP). The statute states the projects selected for this program will be funded at 75% for the Department and 25% for the County. Counties designated "areas of critical economic concern", as defined in Section 288.0656, Florida Statutes, and approved by the Office of Tourism, Trade, and Economic Development, will be eligible to request a waiver of the 25% match.

The Department has developed a schedule for identifying, prioritizing and selecting eligible projects for construction as stated in Attachment A. Because your county has been determined eligible for this program, we are requesting that you submit two candidate projects for consideration this cycle. Please submit your candidate projects to the Department by May 3, 2013. In your submittal, please complete a SCOP application (Attachment B) for each individual project candidate. Also, include a location map that clearly defines the limits of the project and its location in relation to surrounding roads. From this list of projects submitted by all eligible counties, we will determine the projects for the new tentative work program.

Please note that the 2009 Legislature passed significant revisions to the Small County Outreach Program which allow various types of projects (in addition to resurfacing) to be funded through this program. The program will be coordinated and managed by the District Office, taking into consideration the criteria found in 339.2818, Florida Statutes (Attachment C). The candidate projects may include repairing or rehabilitating county bridges, paving unpaved roads, addressing road-related drainage improvements, resurfacing or reconstruction county roads, or construction capacity of safety improvement to county roads. At this time, the funding allowed for the project selected during this cycle will be based on the project cost estimate as submitted with each project application. An example of the preferred format for your estimate is attached (Attachment D).

While we anticipate funding to be available for future fiscal years, this is subject to continuation of the program and funding being affirmed in the appropriation process.

Once a project is selected for the work program, the County will need to enter into a Joint Participation Agreement (JPA) with the Department. In your response to the project

selection information, please indicate if the County will manage the design and construction of the projects, as the Department prefers. If not, the Department will manage the project through construction and it will remain on the County system. With either process, the Department will fund 75% of the projects costs. If the county is eligible to receive a waiver of its 25% match, pursuant to Section 288.06561, Florida Statutes, the county must request the waiver in writing at the time it submits its candidate project for consideration by completing the waiver section of the Small County Outreach Program application.

We look forward to working with you in this program. Please forward your candidate projects as requested to Regina Battles, P.E., District Program Development Manager, at P.O. Box 607, Chipley, Florida 32428. If you have any questions about the program, please contact Regina at 850-330-1270. You may also contact Myra Suggs, JPA Coordinator, at 850-330-1563 or Vickie Kent, Assistant JPA Coordinator, at 850-330-1237.

Sincerely,

/s/ James T. Barfield

James T. Barfield, P.E.

District Secretary

Handled by:

Myra P. Suggs

Florida Department of Transportation

Joint Participation Agreement Coordinator

District 3 Program Development Office

850-330-1563

Fax 850-330-1130

myra.suggs@dot.state.fl.us

PLEASE NOTE THAT TELEPHONE AND FAX NUMBERS HAVE CHANGED.

ATTACHMENT A

SCHEDULE FOR SMALL COUNTY OUTREACH PROGRAM (SCOP) PROJECTS

March – send solicitation request to eligible counties

May 3 – deadline for receipt of applications from eligible counties

May – review of applications, coordination with counties if clarification or additional information is needed

June – August – District 3 Pavement Management Engineer reviews (on site) each of the proposed projects and ranks based on pavement condition.

September – list of proposed SCOP projects ranked by pavement condition is submitted to the Program Development Office

October – meeting with District Secretary and Directors to review projects and make decisions on which projects will be programmed.

December – Public Hearings held across the district that include the listing of which projects have received SCOP funding



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

2

Stephen Furman
Asst. Superintendent
Road & Bridge Dept.
6075 Old Bagdad Hwy.
626-0191

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

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

MEMO

TO: Hunter Walker
County Administrator

FROM: Avis Whitfield *AW*
Public Works Director

SUBJECT: Encroachment/ Letter of No Objection

DATE: April 2, 2013

We have received a request for a letter of no objection for an encroachment of a shed and retaining wall into a drainage easement at Lot 10, Block B in Autumn Trace at Harvest Village Phase I. We don't have a problem with the encroachment because the easement is not being used for drainage and the County owns adjacent property to the north in Holley by the Sea that is dedicated to the County by Plat.

AW/tt



Avis Whitfield

Subject: FW: 7484 Harvest Village easement relief.

Attachments: 7484 Harvest Village Ct Navarre Fl 32566 001.jpg; Survey.pdf; county owned drainage ditch north of property.jpg; storage shed.jpg



7484 Harvest Village Ct Navarre. Survey.pdf (4 MB) county owned drainage ditch north of property.jpg (508 KB) storage shed.jpg (508 KB)

From: Mark Williams [mailto:mark@259mark.com]
Sent: Thursday, March 28, 2013 8:07 AM
To: Stephen Furman
Cc: Betty F; Scott Bridgford
Subject: 7484 Harvest Village easement relief.

Good Morning Stephen

It was nice speaking with you yesterday, attached are items you requested. It appears that the building we discussed yesterday is 6.4 feet over the easement not 10 feet. Please let me know if you need any additional items. We need to try to get this voted on By April 12, 2013 as our closing date is set for April 16, 2013.

Thanks

Mark Williams REALTOR
Realty Associates of Santa Rosa Inc.
Mobile 850-259-6275

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.

March 27, 2013

To: Santa Rosa County Board of County Commissioner
From: Carla Hudson
Ref: 7484 Harvest Village Court Navarre FL 32566

In September of 2000 my husband and I purchased this property and in 2004 my deceased husband built a shed/building. Prior to the building being built and after the structure was built we have experienced no flood or drainage issues at all even during hurricanes.

Thank you,



Carla Hudson

Tana Tynes

From: Colin Hendrickson <colinhendrickson@yahoo.com>
Sent: Tuesday, April 02, 2013 1:10 PM
To: Stephen Furman
Subject: 4805 Soundside Drive

Stephen

Thank you for speaking with me today. I am requesting that it be brought forward in the county commissioners meeting about authorization for maintaining county land located next to our property at 4805 Soundside Dr, Gulf Breeze, FL. There has been issues with the neighbor William Howe across the street on Chiquapin about whether or not I may clean and maintain this property. Also I would like information on requesting how the county may vacate this property with the rights to us at this location.

I thank you for your time on this issue.

Respectfully
Colin Hendrickson
850-516-6408

Email scanned by Check Point

Avis Whitfield

From: Stephen Furman
Sent: Tuesday, April 02, 2013 1:44 PM
To: Avis Whitfield
Subject: FW: Agenda Item property adjacent to Chinquapin Drive

Attachments: 4805 Soundside Drive; Chinquapin parcel.jpg



4805



Chinquapin

Soundside Drivecel.jpg (275 KB)

Avis, I spoke to Mrs. Howe, the neighbor across Chinquapin Drive, and informed her of the BCC agenda item. I got the strong impression that she will be at the meeting, and in opposition to Mr. Hendrickson's request.

Stephen

Stephen L. Furman P.E.
Assistant Public Works Director
Santa Rosa County
(850) 981-7121

From: Stephen Furman
Sent: Tuesday, April 02, 2013 1:29 PM
To: Avis Whitfield; Tana Tynes
Subject: Agenda Item property adjacent to Chinquapin Drive

Avis, we have received a request from Mr. Collin Hendrickson to present an agenda item to the BCC for allowing him to clear vegetation and do on-going maintenance on the County owned property that is adjacent to and west of his property at 4805 Soundside Drive, and adjacent to and east of Chinquapin Drive. The County's property ID number is 25-2S-28-2680-00100-ROAD, and it is a 40 foot wide platted public access according to the plat of Nantahala subdivision as recorded in Plat Book "A" on Page 67, and as further described in a Final Judgment recorded in O.R. Book 1711 on Page 1463. The two attachments can be used as backup material.

Agenda Item

Discussion of request from Mr. Collin Hendrickson to allow him to clear vegetation and maintain the County owned property located adjacent to and west of his property at 4805 Soundside Drive, and adjacent to and east of Chinquapin Drive.

Stephen L. Furman P.E.
Assistant Public Works Director
Santa Rosa County
(850) 981-7121

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



County Property

SOULE PL

MARINA DR

CHINCOPIN DR

SOUNDSIDE DR

BUDGET & FINANCIAL MANAGEMENT COMMITTEE

Chairman: Commissioner Melvin
Vice Chairman: Commissioner Lynchard

April 8, 2013

Bid Actions:

Budget:

- 1) **Budget Amendment 2013 – 113** in the amount of **\$ 290,000** to carry forward funds from the Electric Franchise Fee Road & Bridge Reserves for the milling and resurfacing of Henry and Forsyth Streets as approved by the BOCC on March 28, 2013.
- 2) **Budget Amendment 2013 – 114** in the amount of **\$ 26,800** to fund the exterior painting of the Santa Rosa Administration Building by Lowery Industrial Coatings, Inc. from the General Fund as approved at the March 28, 2013 Regular Board Meeting.
- 3) **Budget Amendment 2013 – 115** in the amount of **\$ 5,324** to fund the vinyl slat fence and gate for the Pace Community Center from District 1 and District 3 Recreation Project Fund Reserves.
- 4) **Budget Amendment 2013 – 116** in the amount of **\$ 4,484** to fund the purchase of court equipment and supplies for the Pace Area Tennis Association (PATA) from District 1 and District 3 Recreation Project Fund Reserves.
- 5) **Budget Amendment 2013 – 117** in the amount of **\$ 2,075** to fund the purchase of a 10 x 12 metal storage shed for baseball supplies at the East Milton Horse Arena from District 2 Reserves.
- 6) **Budget Amendment 2013 – 118** in the amount of **\$ 5,511** for the payment to the Florida Association of Counties (FAC) for proportionate costs for development of FAC Gulf Consortium as approved at the October 25, 2012 Regular Board Meeting.

County Expenditure/Check Register:

- 7) Recommend approval of County Expenditures / Check Register

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: March 28, 2013

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
Fund 106:	106 – 3990001	Cash Carried Forward	\$ 290,000
	9106 – 59100101	To Road & Bridge Fund	\$ 290,000
Fund 101:	101 – 3810001	From Electric Franchise Fee Fund	\$ 290,000
	2100 – 5340034	Secondary Road Projects	\$ 290,000

State reason for this request:

Funds the milling and resurfacing of Henry and Forsyth Streets as approved by the BOCC on March 28, 2013 from Electric Franchise Fee Road & Drainage Reserves.

Requested by Avis Whitfield/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2013-113**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 04/08/2013

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 11th day Of April, 2013.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Avis Whitfield
Sent: Thursday, March 28, 2013 12:31 PM
To: Jayne Bell
Cc: Hunter Walker
Subject: Budget amendment

Jayne,

Please add an item to the next budget agenda to move \$290,000.00 from Franchise Fees for Roads and Drainage to 2100-5340034 (Secondary Roads) to fund the milling and resurfacing of Henry and Forsyth Streets as approved by the BOCC on March 28, 2013.

Thanks,

Avis Whitfield
Director
Santa Rosa County Public Works

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

BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: April 2, 2013

FROM: **Administrative Center**
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	General Fund Cash Carry Forward	\$ 26,800
To:	2360 – 546001	Repairs & Maintenance	\$ 26,800

State reason for this request:

Funds the exterior painting of the Santa Rosa Administration Building by Lowery Industrial Coatings, Inc. as approved at the March 28, 2013 Regular Board Meeting.

Requested by: Jayne Bell/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2013-114**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: April 8, 2013

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 11th day Of April, 2013.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

PROPOSAL
LOWERY INDUSTRIAL COATINGS, INC.
1814 Blackbird Lane
Pensacola, FL 32534

Phone 850/969-0071
Fax 850/475-9225

TO: Santa Rosa County Maintenance Dept.
4530 Old Bagdad Highway
Milton, FL 32583

Attn.: Rod Hardy & Thad Allen

Project: Santa Rosa Administration Building / Exterior Painting
Location: Milton, FL

The undersigned proposes to furnish all insurance, supervision, material, and perform all labor necessary to complete the following:

Scope of Work:

Based on specification provided by Santa Rosa County. Based on using Sherwin-Williams paint.

Estimated time of completion: 30 Days (not including weather delays).

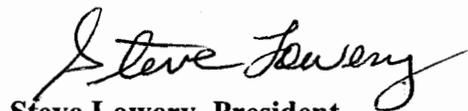
BASE BID: \$26,800.00

Terms: Monthly Draws

We may withdraw this proposal if not accepted within 30 days.

This proposal includes no special insurance.

LOWERY INDUSTRIAL COATINGS, INC.



Steve Lowery, President

Feb. 28, 2013

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: April 3, 2013

FROM: **Districts 1 & 3 Capital Funds**
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 311:	2321 – 599001	Dist. 1 Reserves	(\$ 2,662)
	2321 – 59100302	To Capital Projects Fund	\$ 2,662
Fund 313:	2323 – 599001	Dist. 3 Reserves	(\$ 2,662)
	2323 – 59100302	To Capital Projects Fund	\$ 2,662
Fund 302:	302 – 3810009	From Dist. 1 Recreation Projects	\$ 2,662
	302 – 38100010	From Dist. 3 Recreation Projects	\$ 2,662
	0721 – 5620026-315	Pace Community Center	\$ 5,324

State reason for this request:

Funds the vinyl slat fence and gate for Pace Community Center from Dist. 1 and Dist. 3 Recreation Project Fund Reserves.

Requested by: Tammy Simmons/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2013-115

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: April 8, 2013

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 11th day Of April, 2013.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Tammy Simmons
Sent: Tuesday, April 02, 2013 12:53 PM
To: Jayne Bell
Subject: Need budget amendment
Attachments: 032813TanFenceEst_210_from_Santa_Rosa_Fen.pdf

Need budget amendment for the attached proposal in the amount of \$5,323.47; to be split between Dist 1 and Dist 3 recreation funds for project number 315.

From: Tammy Simmons
Sent: Tuesday, April 02, 2013 7:44 AM
To: Commissioner Williamson
Cc: Emily Spencer
Subject: FW: Pace CC fence

From: Tammy Simmons
Sent: Thursday, March 28, 2013 2:53 PM
To: Commissioner Williamson
Subject: Pace CC fence

Attached is the quote for the vinyl slat fence that will go in front of the Community Center, it will connect to the current fence and run north to the north entrance road. The new gate will be made of matching vinyl and the fence will turn back into the park inside of the sidewalk to hide the utilities at the front of the building. Do you approve half of the expense in the amount of \$2662.

Tammy C. Simmons
Administrative Services Department

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.

Santa Rosa Fence & More, LLC

4581 Trice Rd
 Pace, FL 32571

Estimate

Date	Estimate #
3/6/2013	210

Name / Address
Santa Rosa County 6495 Caroline St Milton, FL 32570

Project

Description	Qty	Rate	Total
PARA Vinyl Picket Rothbury Concave			
Rothbury Concave Tan 4'	204	23.25	4,743.00
Gate Frames / Assemblies Swing gates 14'x2 (Panels over metal frame) w/4" metal posts fence style can be viewed at www.bufftech.com view products / Rothbury Concave	2	245.00	490.00
6' Chain Link Terminal Post - (Install at end of existing chain link fence)	1	90.47	90.47
		Total	\$5,323.47

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: April 3, 2013

FROM: **Districts 1 & 3 Capital Funds**
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 311:	2321 – 599001	Dist. 1 Reserves	(\$ 2,242)
	2321 – 59100001	To General Fund	\$ 2,242
Fund 313:	2323 – 599001	Dist. 3 Reserves	(\$ 2,242)
	2323 – 59100001	To General Fund	\$ 2,242
Fund 001:	001 – 3810009	From Dist. 1 Recreation Projects	\$ 2,242
	001 – 38100010	From Dist. 3 Recreation Projects	\$ 2,242
	2600 – 546001-116	Repairs & Maintenance	\$ 4,484

State reason for this request:

Funds the purchase of court equipment and supplies for the Pace Area Tennis Association (PATA) from Dist. 1 and Dist. 3 Recreation Project Fund Reserves.

Requested by: Tammy Simmons/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2013-116**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: April 8, 2013

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this **11th** day Of **April, 2013**.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Tammy Simmons
Sent: Tuesday, April 02, 2013 12:57 PM
To: Jayne Bell
Subject: Need BA
Attachments: 032813Revised Funding request spreadsheet.xls

I need a budget amendment in the amount of \$4482.88 to be split between Dist 1 and Dist 3 recreation funds to fund the attached list. We will be making a check to PATA for \$3760.88 and the county will contract the receptacle work in the amount of \$722.

From: Tammy Simmons
Sent: Tuesday, April 02, 2013 7:48 AM
To: Commissioner Williamson
Cc: Emily Spencer
Subject: FW: PATA Equipment List

From: Tammy Simmons
Sent: Thursday, March 28, 2013 1:46 PM
To: Commissioner Williamson
Subject: RE: PATA Equipment List

Cost on adding outlet is \$722. Your half will be \$2241.44.

From: Commissioner Williamson
Sent: Wednesday, March 27, 2013 11:23 AM
To: Tammy Simmons
Subject: RE: PATA Equipment List

Tammy,

Yes, I am willing to fund half of this request. We need an estimate on adding the outlet to make sure it is a reasonable amount.

Thanks,
Jim

From: Tammy Simmons
Sent: Wednesday, March 27, 2013 7:32 AM
To: Commissioner Williamson
Cc: Hunter Walker
Subject: FW: PATA Equipment List

Are you willing to fund half of the attached request? Half of the expense will be \$1,880.44 plus the cost to add a outlet for an electric ball machine. I recommend we cut the check to PATA and let them do the purchasing.

From: Laura King [<mailto:lauramking5@gmail.com>]
Sent: Tuesday, March 26, 2013 8:28 PM

Item	Sub-item	Vendor
Rear Wind Screen		All Star Tennis Supply
Gas Powered blower for cleaning courts		Lowe's
10 Ft Step Ladder - Aluminum		Lowe's
Outdoor outlet on power pole for electric ball machine		
Court equipment and supplies		
	Rol-Dri Unit w/ Master Roller	
	Gamma Ball Hopper Pro	Academy
	Tide Court Complete Unit	
	Gamma x-Duty Teaching Cart	
	Skills, Drills & Thrills Video	
	Top 100 Games & Drills (Vol. 1&2) DVD	
	Tennis Balls (Penn Championship)	Academy
PATA Liability Insurance 2013		
Advertising and Website Maintenance		HAV Software
PATA Signs for Advertising		

Each	Cost/ea.	Total cost
1	\$493.92	\$ 493.92
1	\$129.97	\$ 129.97
1	\$225.00	\$ 225.00
		\$ 722.00
		\$ -
3	\$46.00	\$ 138.00
6	\$19.99	\$ 119.94
2	\$35.00	\$ 70.00
3	\$159.00	\$ 477.00
1	\$39.95	\$ 39.95
1	\$39.95	\$ 39.95
100	\$1.99	\$ 199.00
1	\$904.40	\$ 904.40
	\$573.75	\$ 573.75
	\$350.00	\$ 350.00
		\$4,482.88

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: April 3, 2013

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	(\$ 2,075)
To:	2322 – 5620022	Building-Other District Two	\$ 2,075

State reason for this request:

Funds the purchase of a 10x12 metal storage shed for baseball supplies at the East Milton Horse Arena from District II Reserves.

Requested by: Tammy Simmons/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2013-117

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: April 8, 2013

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 11th day Of April, 2013.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Tammy Simmons
Sent: Tuesday, April 02, 2013 1:25 PM
To: Jayne Bell
Subject: Need Budget Amendment

Need a budget amendment in the amount of \$2075 from Dist 2 recreation funds to purchase 10 x 12 metal storage shed for baseball supplies.

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

From: Commissioner Cole
Sent: Thursday, March 28, 2013 10:01 AM
To: Tammy Simmons
Subject: RE: East Milton Horse Arena

ok

Sincerely,
Bob Cole
Santa Rosa County Commissioner

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

From: Tammy Simmons
Sent: Thursday, March 28, 2013 9:01 AM
To: Commissioner Cole
Subject: RE: East Milton Horse Arena

East Milton is asking if you will cover at least the shed from below, they are having a big softball tournament after the fair and are in need of some storage space. I will have to get new quote, if you approve. See below email from me dated 2/13/13.

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

From: Commissioner Cole
Sent: Friday, February 15, 2013 2:44 AM
To: Tammy Simmons
Subject: RE: East Milton Horse Arena

Tammy,
I will get with you the first of the week.

From: Tammy Simmons
Sent: Wednesday, February 13, 2013 10:57 AM
To: Commissioner Cole
Subject: RE: East Milton Horse Arena

East Milton Park

\$30,000 Playground equipment

\$2,071 Arena harrow and drag mat

EMYA

- * Bunker Rake - you were looking into this. We have a quote for a John Deere in the amount of \$11,887.20
- * Football concession upgrade - Mike Brown said he and Thad looked at this building on the outside, and stated this building is one of the sturdiest buildings we have out there, from the outside painting is the only thing we could do, we are still waiting for keys to get inside to see what we can do.
- * Enclose football announcing booth - per Jimmy White we will not be able to enclose the bottom of this stand and keep it dry, rain will blow in due to the type of construction and steps. He said we could fence around it but it would not look good and it would not keep the children from climbing on the fence.
- * Baseball utility shed - \$2,075
- * Trash cans above normal - \$\$308
- * Bleacher covers at football - \$1,000 each cover, we have approx. 12 - 14 sets of bleachers at football.

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

From: Commissioner Cole
Sent: Friday, February 08, 2013 10:11 AM
To: Tammy Simmons
Subject: RE: East Milton Horse Arena

Please get me a line per line , then I will see were funding is at , if I am short I will go to EMYA and prioritize the request.

From: Tammy Simmons
Sent: Thursday, February 07, 2013 4:06 PM
To: Commissioner Cole
Subject: RE: East Milton Horse Arena

Remember you had already verbally approved to me to fund bunker rake, football concession stand upgrades, trash cans, and bleacher covers for the football bleachers. I have received the prices for all but the concession upgrades and bunker rake. You were searching for the bunker rake along with the EMYA and we were waiting on the key from EMYA for the concession upgrade. We received the keys today on the concession. Do you want me to check with Jayne Bell on the finances for all items I have price on or wait until the outstanding items are priced?

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

From: Commissioner Cole
Sent: Tuesday, February 05, 2013 4:31 AM
To: Tammy Simmons
Subject: RE: East Milton Horse Arena

Yes. Please check with Finance on the funds.
bob

From: Tammy Simmons
Sent: Monday, February 04, 2013 2:55 PM
To: Commissioner Cole
Cc: Avis Whitfield
Subject: RE: East Milton Horse Arena

Please see email below; I did not receive a response from you.

From: Tammy Simmons
Sent: Monday, March 19, 2012 2:58 PM
To: Commissioner Cole
Cc: Avis Whitfield
Subject: East Milton Horse Arena

I have received a quote from Kingline for a North Star Attachments model RH6B Arena Harrow in the amount of \$1,440 and a DM-6 Drag Mat in the amount of \$448 for a total of \$1888. It has been reported to me that the drag we have at the arena is worn out and can no longer be fixed in our shop. Are you interested in funding this purchase?

Tammy C. Simmons, Administrative Services Manager Santa Rosa County-BOCC
6495 Caroline Street, Suite J
Milton, Florida 32570
(850) 983-1858 (850) 983-1861 (fax)
tammys@santarosa.fl.gov<<mailto:tammys@santarosa.fl.gov>>
<http://www.santarosa.fl.gov/>

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

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: April 3, 2013

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	9001 – 599001	Reserve for Contingencies	(\$ 5,511)
To:	0013 – 531001	Professional Services	\$ 5,511

State reason for this request:

Funds payment to Florida Association of Counties (FAC) for proportionate costs for development of FAC Gulf Consortium.

Requested by Jayne Bell /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2013-118

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 04/08/2013

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 8th day Of April, 2013.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

APR 01 2013



**GULF
CONSORTIUM**

MEMORANDUM

Date: March 29, 2013
From: Chris Holley, Interim Manager, Gulf Consortium
To: Gulf Consortium Counties
RE: Invoice for Gulf Consortium Transition Budget

At the last Gulf Consortium Meeting, February 28, 2013, in Bay County, the Director's unanimously approved the Executive Committee's recommendation for the Gulf Consortium Transition Budget Allocations covering April 1, 2013 – September 30, 2013. Enclosed is your county's invoice reflecting the allocation.

With your investment, the Gulf Consortium was formed to promote a recovery effort that is economically efficient, transparent and devoid of bureaucracy. The Gulf Consortium is a public entity that operates fully under Florida's sunshine laws. We adhere to public records and public meeting requirements and like a state agency, we will report to the Auditor General and Florida's Chief Financial Officer. We will also operate under rules issued by the U.S. Treasury for federal reporting and auditing requirements.

This allocation will cover the next six months of operational expenses of the Consortium. If RESTORE Act fines become available within the next six months, thereby eliminating/reducing the need for these allocations, any remaining amounts will be brought before the Gulf Consortium for disposition.

The Gulf Consortium is an unprecedented partnership between local, state and federal governments. We believe that we have all the right people at the table to ensure that any funds from the RESTORE Act are invested with transparency, accountability and most of all to protect Florida's ecosystems and promote economic recovery for the entire state.

Please contact myself or Doug Darling at cholley@fl-counties.com or ddarling@fl-counties.com or 850-922-4300.

Thank you for your continued support of the Gulf Consortium.

INVOICE

Santa Rosa

Invoice Date: March 27, 2013
Terms: Payable upon receipt

For: Gulf Consortium Proportional Share

\$ 5511.00

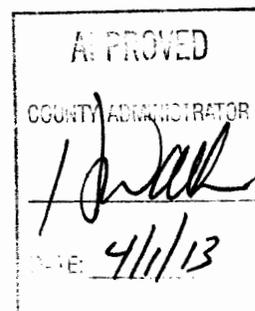
Please make checks payable to:
GULF CONSORTIUM

100 South Monroe Street
Tallahassee, FL 32301

****Please note NAME CHANGE/address change**

Phone: 850-922-4300

EIN: 46-1662290



No support documentation for this agenda item.