

July 8, 2013

**ECONOMIC DEVELOPMENT COMMITTEE**

NO ITEMS

July 8, 2013

**ADMINISTRATIVE COMMITTEE**

1. Discussion of request from Navarre Garden Club for placement of Blue Star Marker in Navarre Park.
2. Discussion of scheduling public hearing on proposed amendment to Ordinance 2013-03 for purpose of clarifying density on specific rezoned property.
3. Discussion of settlement agreement in the amount of \$45,000 for workers compensation claim for Sheriff Deputy as recommended by County Attorney and Risk Manager.
4. Discussion of proposal from Glicksman Consulting, LLC for actuarial services for Self-Insurance Fund as recommended by auditing firm Warren-Averitt, LLC.
5. Public Hearing items scheduled for 9:30 a.m. Thursday, July 11, 2013: NONE

**Hunter Walker**

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**From:** Kathy Jordan  
**Sent:** Tuesday, June 25, 2013 9:43 AM  
**To:** 'mecpcccon@aol.com'  
**Cc:** Emily Spencer; Stephen Furman; Shawn Ward; Avis Whitfield; Hunter Walker  
**Subject:** RE: Blue Star Marker

Ms. Considine,

The Board will meet again July 8th and Mr. Walker will hold a place for you on the agenda for that day. The meeting begins at 9:00 a.m. in the Boardroom of the Santa Rosa County Administrative Center, 6495 Caroline St., Milton.

If you need additional assistance with scheduling your meeting please contact Emily Spencer at 983-1855 or by email at [emilys@santarosa.fl.gov](mailto:emilys@santarosa.fl.gov). I will be retiring at the end of this week and Emily will be assisting Mr. Walker.

Kathy Jordan  
Santa Rosa County Administrator's Office  
6495 Caroline Street, Ste. D  
Milton, FL 32570  
(850) 983-1855  
(850) 983-1856 (fax)

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**From:** [mecpcccon@aol.com](mailto:mecpcccon@aol.com) [mailto:[mecpcccon@aol.com](mailto:mecpcccon@aol.com)]  
**Sent:** Tuesday, June 25, 2013 6:26 AM  
**To:** Kathy Jordan  
**Subject:** Blue Star Marker

Good Morning Kathy:

Could you tell me when the next Commissioners Meeting will be in July. I would assume it has gone by for the month of June.

Wouldn't Navarre Garden Club be required to attend the meeting for the purpose of obtaining permission to place the Blue Star Marker in Navarre Park? We were given permission to have it sent to a county address to hold, until such time we are ready for the dedication and the county has indicated they will dig the hole for placement. The club President, Pam Johnson and I had met at the park and selected two areas which, we felt would be suitable. I'm meeting with Steven Furman this morning at 9a.m. at the park to see if, either place is acceptable.

Thank you for your continued assistance.

Martha Considine  
Blue Memorial Chairman  
Navarre Garden Club

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

6/25/2013

ORDINANCE 2013 - \_\_\_\_

**AN ORDINANCE RELATING TO SANTA ROSA COUNTY, FLORIDA;  
AMENDING ORDINANCE 91-24 AS AMENDED; AMENDING ORDINANCE  
2013-03; AMENDING THE LANGUAGE PERTAINING TO LOT SIZE;  
AMENDING THE ZONING DISTRICT AS DEPICTED IN THE ATTACHED  
MAPS; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN  
EFFECTIVE DATE.**

**BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA  
ROSA COUNTY, FLORIDA:**

**SECTION 1.** Section 2 of Santa Rosa County Ordinance 2013-03 is amended to read as follows: (Language added is printed in type which is **bold underline** type, and language deleted is printed in ~~struck through~~ type.).

**SECTION 2.** The zoning district category for Attachment A is amended as follows:

**Attachment A - Case # 2013-R-001 - ID# 27-3N-30-0000-00501-0000 and 27-3N-30-0000-00502-0000- Rezone from Agriculture District 2 (AG-2) to Agriculture (AG). This rezoning is subject to the following conditions: 1. No access to Fox Pond Trail; and, 2. Density not to exceed 1 dwelling unit per 5 acres on parcel 27-3N-30-0000-00502-0000, no lot may be smaller than five (5) acres.**

**SECTION 3. CODIFICATION.** The provisions of this ordinance shall become and be made a part of the code of laws and ordinances of the County of Santa Rosa. The sections of this ordinance may be renumbered or relettered to accomplish such, and the word “ordinance” may be changed to “section”, “article”, or any other appropriate word.

**SECTION 4. EFFECTIVE DATE.** A copy of this Ordinance shall be filed in the office of the Secretary of State within ten (10) days of enactment. The rezoning amendment for Attachment A shall take effect upon the effective date of this ordinance.

**PASSED AND ADOPTED** by a vote of \_\_\_ yeas and \_\_\_ nays and \_\_\_ absent of the Board of County Commissioners of Santa Rosa County, Florida, on the \_\_\_ day of July, 2013.

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

By: \_\_\_\_\_  
Chairman

**ATTEST:**

\_\_\_\_\_  
Clerk of Court

I, Donald C. Spencer, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and a copy deposited in the Postal Department of the United States of America for delivery by registered mail to the Secretary of the State of Florida, on this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Donald C. Spencer

# SANTA ROSA COUNTY

DEPARTMENT OF HUMAN RESOURCES  
AND RISK MANAGEMENT

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

DEVANN COOK  
DIRECTOR

## MEMORANDUM

**TO:** Hunter Walker  
**FROM:** DeVann Cook *DeVann*  
**SUBJECT:** Workers' Compensation Settlement  
**DATE:** July 2, 2013

**A tentative settlement has been reached with workers compensation claimant Danny Aloy. The settlement amount is \$45,000.00. This closes any and all workers' compensation claims Mr. Aloy has with our Self-Insurance Fund.**

**I recommend this settlement.**

**DC/lh**

**cc: A. Jones  
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:** Actuarial Services RFQ  
**DATE:** July 3, 2013

Santa Rosa County received five (5) responses to our request for an actuarial review of our Self-Insurance Fund. Glicksman Consulting, LLC had the most experience with auditing governmental self-insurance funds for Florida governmental agencies. The references I have spoken with have reported Glicksman is very responsive and provides a quality product.

I recommend Glicksman Consulting, LLC for our actuarial review.

cc: A. Jones  
M. Lloyd  
M. Burton

DC/lh

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

1. Discussion of Intersection Study on Navarre Beach Causeway at US 98 & Gulf Boulevard. (Presentation by Volkert & Associates) Attachment A
2. Discussion of change order #1 from A.E. New Builders for the June Ates Agri-Plex in the amount of \$8,104.00. (Attachment B)
3. Recommend approval of Construction Plans for Heritage Oaks, a 40 lot subdivision of a portion of Section 1, Township 2 South, Range 27 West, Santa Rosa County, Florida. (Working District 5)

Location: 2-1/2 miles, more or less, North of East River on Highway 87 South, property on the east side of highway.

## Executive Summary

The purpose of this report is to summarize traffic engineering studies that have been completed for the following intersections in Navarre Florida:

1. US 98 at Navarre Beach Causeway
2. Navarre Beach Causeway at Gulf Boulevard

These intersections were reviewed in order to determine options for reducing congestion experienced during the peak summer travel season. Mechanical traffic counts were collected along Navarre Beach Causeway the weekend before the 2013 Memorial Day holiday, and were used to identify the peak travel times through the study area. Turning movement counts were then conducted during the Memorial Day Holiday at the intersections listed. The existing signal timings were collected from the traffic signal controller. A computer model was developed, using Synchro 8 traffic modeling software, using the results of traffic engineering studies completed and the existing signal timings.

The modeling software was used to evaluate following scenarios in order to determine their effectiveness in improving the Level of Service and reducing the delay of the study intersections:

- 1) Roundabout at Navarre Beach Causeway and Gulf Blvd
- 2) Additional northbound left turn lane at US 98
- 3) Roundabout at Gulf Boulevard and an additional northbound left turn lane at US 98

The analysis of the existing conditions showed that both intersections are operating over capacity during peak travel times, with a Level of Service at or near failing.

The computer model indicated that each of the design alternatives would produce a decrease in delay and an improvement in Level of Service at the local intersection. However, the model showed that a change at one intersection had no impact on the LOS or delay of the other. The implementation of an additional left turn lane northbound at US 98 would decrease the intersection delay by approximately 25% during the peak travel times, and reduce the Max volume to capacity ratio (v/c) from 1.01 to 0.88. The implementation of a roundabout at Gulf Boulevard would decrease the intersection delay by approximately 84%, and reduce the Max v/c from 1.22 to 0.55. Additional consideration should be given to the treatment of pedestrians at a roundabout. During the review, a number of pedestrians were noted crossing at the all-way stop as well as mid-block.

### Office Locations:

Birmingham, Foley, Huntsville, Mobile, Alabama • Gainesville, Orlando, Pensacola, Tampa, Florida • Atlanta, Georgia  
Collinsville, Illinois • Baton Rouge, Slidell, Louisiana • Biloxi, Mississippi • Jefferson City, Missouri • Raleigh, North Carolina  
Chattanooga, Tennessee • Alexandria, Virginia • Washington, D.C.



In addition to the design alternatives evaluated, the following recommendations are suggested for consideration for improvements:

1. Eliminate the 4-way intersection at Navarre Beach Causeway and Gulf Boulevard: This could be accomplished by moving the Park access north of Gulf Boulevard and removing the Public Beach access at the intersection, leaving the access point to the west. A ninety degree curve designed for this area would provide the connection to the Navarre Beach Causeway and Gulf Boulevard.
2. Development and implementation of weekend and seasonal coordinated timing plans for the intersections along US 98 in Navarre



**A.E. NEW, JR.**  
**BUILDERS & CONTRACTORS**

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480 Van Pelt Lane

June 24, 2013

Pensacola, FL 32508

(850) 472-1001

Mr. Steve Jernigan  
Bay Design Associates  
720 Bayfront Parkway – Suite 200  
Pensacola, FL 32502

(888) 319-9256 Wata

RE: Santa Rosa Agri-Plex  
Change Request #01 – Janitor Closet

(850) 472-1004 Fax

Steve,

The following is our proposal to provide material, labor, & equipment, necessary to include a janitors closet as part of the restroom structure per the attached drawings as required by county code review;

**Construction Management**

Labor, Materials, & Equipment	\$ 7,535
General Contractor P&O	\$ 489
<u>General Contractor Bond Fee @1 %</u>	<u>\$ 80</u>
Total Change Request	\$ 8,104

**Construction Scheduling**

**Project Management**

I have attached our breakdown for your reference. Please review and respond ASAP, any delay in processing this change will result in additional costs and final completion delays. I appreciate your time and consideration.

Respectfully,

Damian A. Tracy  
Project Manager

Licensed Statewide in

Florida and Alabama

Florida CGC014682

Cc: File

Alabama 20733



No support documentation for this agenda item.

**Public Services Committee – Lynchard & Williamson**

No Items.

**AGENDA  
PUBLIC WORKS COMMITTEE  
July 8, 2013**

**Chairman: Commissioner Williamson**

**Vice Chairman: Commissioner Melvin**

**No Items**

# **BUDGET & FINANCIAL MANAGEMENT COMMITTEE**

Chairman: Commissioner Melvin  
Vice Chairman: Commissioner Lynchard

July 8, 2013

## **Bid Actions:**

- 1) Discussion of bids received for HOME Substantial Rehabilitation Project located at 4361 Pine Villa Circle in Pace. Low bidder meeting specifications is Kyser Siding and Construction, Inc. with a bid of \$32,715.

## **Budget:**

- 2) **Budget Amendment 2013 – 138** in the amount of \$ **29,755** to carry forward Law Enforcement Trust Funds and allocate for the Sheriff's office expenditures in the Fine & Forfeiture Fund.
- 3) **Budget Amendment 2013 – 139** in the amount of \$ **239,000** to fund a one time allocation to the Health Department Trust Fund balance due to Medicaid reform and budget reductions as approved at the June 27, 2013 BOCC Regular Meeting from the General Fund.
- 4) **Budget Amendment 2013 – 140** in the amount of \$ **2,500,000** to carry forward unspent funds from prior year and allocate to Future Capital Outlay in the Capital Projects Fund.
- 5) **Budget Amendment 2013 – 141** in the amount of \$ **26,800** to transfer funds from the Capital Projects Fund to Administrative Center Maintenance for the exterior painting of the County Admin Center as approved at the March 28, 2013 BOCC Regular Meeting.

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

- 6) Discussion of County Expenditures / Check Register

## PROCUREMENT RECOMMENDATION

1. **PRODUCT/SERVICE:** HOUSING REHABILITATION PROJECT LOCATED AT 4361 PINE VILLA CIRCLE, PACE, FL 32571

2. **RESPONSIBLE OFFICE:** HOUSING DEPARTMENT

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

Major repairs to dwelling

4. **SCOPE OF WORK:**

Repairs to the dwelling includes but is not limited to the replacement of septic system (abandon old tank and install new tank, 462 square feet of drainfield, and connect laundry discharge into tank); re-roof entire dwelling; replace all windows; replace all floor coverings throughout dwelling; replace existing tub with 3 piece fiberglass unit.

5. **BIDDERS AND PRICES:**

A. Kyser Siding and Construction, Inc.      \$32,715

B. Mike Motes Builders, LLC                      \$32,800

# 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: June 26, 2013

FROM: **Fine & Forfeiture 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:	102 – 3990001	Cash Carried Forward	\$ 29,755
To:	0071 – 5490016	Law Enforcement Trust	\$ 29,755

**State reason for this request:**

Carries forward Law Enforcement Trust Fund amount and allocates for the Sheriff's Office expenditures in the Fine & Forfeiture Fund.

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

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2013-138

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: July 8, 2013

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 11<sup>th</sup> day Of July, 2013.***

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

*Sheriff*



**WENDELL HALL**

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**SANTA ROSA COUNTY  
FISCAL DIVISION  
P.O. BOX 7129  
MILTON, FLORIDA 32572  
PHONE (850)983-1175  
FAX (850)983-1104**

June 24,2013

Hunter Walker  
County Administrator  
Santa Rosa County  
6495 Caroline Street  
Milton, FL 32570

Mr. Walker,

Please accept this letter as my request for disbursement of \$29,755.00 from the Law Enforcement Trust Fund to the Sheriff's Office. This amount is for the purchase of supplies, for donations to community programs and to purchase capital items that meet the requirements of Section 932.7055(4)(a), Florida Statutes. Attached you will find a listing of the disbursements made and the purpose of each, as well as check copies of the same. If you have any questions, please contact me. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "Wendell Hall".

Wendell Hall, Sheriff

### 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: June 28, 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:	001 – 3990001	Cash Carried Forward	\$ 239,000
To:	0015 – 5810019	Santa Rosa Health Dept	\$ 239,000

**State reason for this request:**

Funds one time allocation of \$239,000 to the Health Department Trust Fund balance due to Medicaid reform and budget reductions in the General Fund as approved at the June 27, 2013 BOCC Regular Meeting.

**Requested by Jayne Bell/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2013-139

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: July 8, 2013

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

*PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 11<sup>th</sup> day Of July, 2013.*

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

## BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: July 2, 2013

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

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	302-3990001	Cash Carried Forward	\$2,500,000
To:	9302-5990017	Future Capital Outlay	\$2,500,000

**State reason for this request:**

Carries forward unspent funds from prior year and allocates to Future Capital Outlay.

**Requested by Jayne Bell/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2013-140

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

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

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 07/08/2013

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

***PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 11<sup>th</sup> day Of July, 2013.***

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

# BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: July 2, 2013

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

ADDITION:  
MODIFICATION: X  
DELETION:  
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
<b>FROM:</b>	<b>9302 – 5990017</b>	<b>Future Capital Reserves</b>	<b>(\$ 26,800)</b>
	<b>9302 – 59100001</b>	<b>To General Fund</b>	<b>\$ 26,800</b>
<b>TO:</b>	<b>2360 – 546001</b>	<b>Repairs &amp; Maintenance</b>	<b>\$ 26,800</b>
	<b>001 – 38100023</b>	<b>From Capital Fund</b>	<b>\$ 26,800</b>

**State reason for this request:**

To transfer funds from The Capital Projects Fund to Administrative Center Maintenance for the exterior painting of the County Administrative Center as approved at the March 28, 2013 Regular BOCC Meeting.

**Requested by Jayne Bell/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2013-141**

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

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

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

BUDGET COMMITTEE ACTION

DATE: 07/08/2013

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

*PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 11<sup>th</sup> day Of July, 2013.*

ATTESTED:

\_\_\_\_\_  
CHAIRMAN

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

**LOWERY**  
**INDUSTRIAL COATINGS, INC.**

1814 Blackbird Lane  
Pensacola, FL 32534

Phone: 850-969-0071

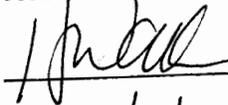
Fax: 850-475-9225

.....  
**INVOICE 963**  
.....

June 12, 2013

Board of County Commissioners  
Santa Rosa County, Florida  
6075 Old Bagdad Highway  
Milton, FL 32583

Attn: Thad Allen

APPROVED
COUNTY ADMINISTRATOR

DATE: 7/2/13

Reference: Exterior Painting of the County Administrative Center  
Milton, FL

Painting per contract agreement dated April 2, 2013

**TOTAL Amount Due**

**\$26,800.00**



No support documentation for this agenda item.