

January 6, 2014

ECONOMIC DEVELOPMENT COMMITTEE

1. Discussion of Memorandum of Understanding with University of West Florida Small Business Development Center supporting Certified Business Consultant to assist small and emerging businesses.
2. Discussion of scheduling public hearing on amendment to Ordinance 2012-01 including an exemption for tangible personal property to economic development incentive ordinance for qualified businesses.
3. Discussion of appointment of Phyllis Gonzalez as Public Assistance representative on the Workforce Escarosa, Inc. Board of Directors.

MEMO

TO: Hunter Walker, County Administrator

FROM: Shannon Ogletree, Economic Development Director

DATE: 12/10/13

SUBJECT: MOU with the University of West Florida Small Business Development Center

To provide additional support for small and emerging businesses and budding entrepreneurs in Santa Rosa County, I am proposing that the Santa Rosa Economic Development Office partner with the University Of West Florida Small Business Development Center to offer a Certified Business Consultant available for consultation.

To be more engaged in the community the CBC will be located within the Santa Rosa Economic Development Office providing existing and prospective entrepreneurs with management assistance, training, information access and transfer. The SBDC will also schedule one training program each quarter at our facility.

This partnership will allow both organizations the ability to further pursue entrepreneurship in Santa Rosa County which will cultivate growth and prosperity of the business community in our county.

Memorandum of Understanding

Between

The University of West Florida, for and on behalf of the
Florida Small Business Development Center at the University of West Florida College of Business

And

Santa Rosa County Economic Development Office, Milton, Florida

I. Purpose

The purpose of this Memorandum of Understanding (MOU) is to continue to develop and expand a framework of cooperation and collaboration between the Florida Small Business Development Center at the University of West Florida College of Business (hereafter, UWF SBDC) and Santa Rosa County Economic Development Office (Santa Rosa EDO) at 6491 Caroline Street, Suite 4, Milton, Florida 32570-4592. It is our desire to share in existing and develop new and mutually beneficial programs, projects and activities related to the growth and prosperity of the business community in Santa Rosa County. Additionally, both parties desire to expand, refine and better connect regional entrepreneurial support organizations.

Through this partnership, the UWF SBDC and Santa Rosa EDO will collectively champion entrepreneurial progress in Santa Rosa County. To this end, the partners are committed to cultivating the entrepreneurial environment by assessing and strengthening systems; enhancing the accessibility to mentors and knowledge centers; and connecting partners, capital and talent.

II. Brief Background

As the key institutions in Northwest Florida (NWF), Santa Rosa EDO and UWF have responsibilities for education and economic development outreach and business assistance.

III. Responsibilities of the UWF SBDC Director and the Santa Rosa EDO Director

- The UWF SBDC Director will provide management assistance services at the Santa Rosa EDO through UWF SBDC circuit rider program on a bi-weekly basis. A Certified Business Consultant (CBC) will be available for consultation one day every two weeks from 9:30 am till 3:30 pm. Additional availability of the CBC will be provided on an as needed basis. The CBC will provide existing and prospective entrepreneurs with management assistance, training, information access and transfer.
- The UWF SBDC Director will schedule one training program each quarter in Santa Rosa County at the EDO.
- The UWF SBDC and Santa Rosa EDO will cross promote and when possible refer potential clients to the other's services and programs.
- The Santa Rosa EDO Director will provide office space, conference room, telephone and internet connectivity for the CBC; the UWF SBDC will provide its own office supplies.
- The Santa Rosa EDO Director will facilitate scheduling appointments for the CBC and directing inquiries to the UWF SBDC intake website.
- The UWF SBDC will maintain reporting forms and document services for clients, and provide for the safety of all confidential documents.

- IV. Responsibilities of both UWF SBDC and Santa Rosa EDO:
- Provide coordination and cooperation promoting UWF SBDC events. This includes workshops utilizing appropriate space and technical requirements.
 - Partner on assessments of small business needs in the region.
 - Represent each during regional outreach programs,
 - Will cross promote and refer potential clients to the other's services and programs.
 - Acknowledge agreement and link to partner on website, and
 - Refer partner when applicable.
 - Allow the display of the UWF SBDC brand and promotional materials, and assist with signage that announces UWF SBDC programs/workshops.

- V. Restrictions—Neither the SBDC nor Santa Rosa EDO may
- Share confidential information, including names of clients or workshop attendees without the clients written consent, and
 - Share proprietary or organizational information.

VI. Modification and Termination
 This agreement may be cancelled or terminated without cause by either party by giving (30) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final instructions or requirements.

Any and all amendments must be made in writing and must be agreed to and executed by the parties before becoming effective.

VII. Effective Date and Signature(s)
 This MOU shall be effective upon the signature of the Santa Rosa EDO and UWF SBDC authorized officials. It shall be in force from Jan 1, 2014 to Dec 31, 2016. The Santa Rosa EDO and UWF SBDC signify agreement with this MOU by their signatures.

Florida SBDC Network
 The University of West Florida
 Daniel Cavanaugh
 Interim Director, UWF SBDC

Santa Rosa EDO
 6491 Caroline Street, Suite 4
 Shannon Ogletree
 Director, Santa Rosa EDO

 Signature Date

Dr. Wm. Timothy O'Keefe
 Interim Dean, College of Business

 Signature Date

 Signature Date

Dr. George Ellenberg
 Vice Provost, Academic Affairs

 Signature Date

 Signature Date

 Signature Date

No support documentation for this agenda item.

Jay Overman
Chairperson
Susan Nelms
Executive Director

workforceescarosa



Connecting businesses and resources.

December 11, 2013

Hunter Walker, County Administrator
Santa Rosa County Board
Of Commissioners
6495 Caroline Street
Milton, FL 32570-4592

Dear Hunter,

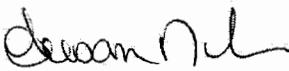
The federal Workforce Investment Act (WIA) requires a representative from Public Assistance sit on Regional Workforce Boards.

Randy Fleming has represented the State of Florida Department of Children and Families (DCF) on the Workforce Escarosa Board of Directors, serving as DCF's Circuit 1 Community Development Administrator. Due to a change in position, he no longer has the responsibilities and duties associated with this position. Phyllis Gonzalez has been assigned the position.

Please find attached a letter from Ms. Vicki Abrams appointing Phyllis Gonzalez as the designee for service on the Workforce Escarosa, Inc. Board of Directors.

I request your assistance with having Escambia County Board of Commissioners review and accept Ms. Gonzalez's appointment to the Workforce Escarosa, Inc. Board of Directors. Please let me know if you need additional information or if I can be of further assistance in this process. Thanks for your help with this matter.

Sincerely,


Susan Nelms
Executive Director

SN/js

Attachment

Regional Workforce Board
9111 Sturdevant Street
Pensacola, FL 32514
Phone: (850) 473-0939
Fax: (850) 473-0935

Pensacola Center
3670-A North "L" Street
Pensacola, FL 32505-5217
Phone: (850) 607-8700
Fax: (850) 607-8849

Milton Center
5725 Highway 90
Milton, FL 32583
Phone: (850) 983-5325
Fax: (850) 983-5330

Century Center
8120 N. Century Blvd.
Century, FL 32535
Phone: (850) 256-6259
Fax: (850) 256-6266

www.workforceescarosa.com



**State of Florida
Department of Children and Families**

Rick Scott
Governor

Esther Jacobo
Interim Secretary

Vicki Abrams
*Regional Managing
Director*

November 14, 2013

Susan Nelms, Executive Director
Workforce Escarosa
9111 Sturdevant St.
Pensacola, Florida 32514

Re: Voting Designation

Dear Chairman & Board Members:

Pursuant to Florida Statutes, I do hereby appoint Phyllis Gonzalez as my permanent designee for service on this Board. Ms. Gonzalez is granted full voting privileges and is authorized to make decisions on behalf of the Department of Children and Families.

Sincerely,

Vicki Abrams
Regional Managing Director
Northwest Region

VA/fas

Cc: Phyllis Gonzalez, CCDA, Florida Department of Children & Families

Northwest Region
2505 W. 15th Street, Panama City, FL

Mission: Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

**WORKFORCE ESCAROSA, INC.
BOARD MEMBERSHIP PROFILE - PRIVATE SECTOR**

TYPE OF BUSINESS (Check all that apply): Small Business (less than 500 employees)
 DCF Minority Owned

Name: Phyllis Gonzalez Title: Circuit Community Development Administrator
 Business Name: DCF Phone No.: 850-483-6675
 Address: 400 W. Government Blvd Pensacola FL 32502 FAX No.: 850-595-8064
 E-Mail Address: Phyllis.Gonzalez@dcf Cell Phone No.: 850-232-9272
 Home Address: 1645 Smugglers Cove Cir Gulf Breeze FL 32563

MEMBERSHIP DEMOGRAPHICS (for reporting purposes)

GENDER: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	RACE: <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input checked="" type="checkbox"/> White <input type="checkbox"/> Ameri. Indian <input type="checkbox"/> Other	VETERAN: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	AGE: <input checked="" type="checkbox"/> < 55 <input type="checkbox"/> 55 OR >	DISABLED: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Community Organization Memberships

Bridges out of Poverty
Child Welfare Steering Committee
Escarosa Coalition on the Homeless
Community Alliance - All four Counties

Board Memberships

Early Learning Coalition of Okaloosa & Walton Counties
Transportation Disadvantaged Coordinating Board - all 4 counties
Santa Rosa Healthy Start Coalition

Briefly state why you would like to become involved in the Workforce Escarosa, Inc. Board.

Appointment would allow for DCF to have input on a large part of our client base.

Does your company currently provide any service or products to Workforce Escarosa, Inc.?

Yes No Go ACCESS Partner -

Please attach a copy of your resume' to this form

Phyllis P. Gonzalez
1645 Smugglers Cove Circle, Gulf Breeze, FL 32563
HP (850) 936-0279 Cell (850) 324-4039
Pgonzalez2011@aol.com

13 years of experience working with and for Florida's Families;

PRINCIPAL SKILLS

Ability to develop and coordinate sustainable public - private collaborations to work on community issues-
Proven leadership and creative problem solving abilities – Certified as a Child Welfare Trainer –Excellent
organizational and time management skills – Proven ability to develop and incorporate realistic action plans to
strengthen families and communities – Written and received over \$300,000 in grant funding toward community
projects

PROFESSIONAL EXPERIENCE

Program Director – Strengthening Families and Communities 2011- Present
Responsible for a 10 member AmeriCorps team serving in Escambia and Santa Rosa County focused on
eliminating gaps in services for the homeless and impoverished. Using the Strengthening Families and
Communities principals and levers of change with a focus on; reducing the level of child abuse and promoting
community strategies for optimal development and use of resources in support of all families. Development of
Local Coalitions to deploy the 'Levers of Change' on identified issues in our community. 1. Parent
Partnerships ensure that prevention strategies are responsive and relevant. 2. Professional Development – to
align goals and common language ensuring a comprehensive and cohesive message, 3. Policy and Cross System
planning efforts; reducing duplication of resources and ensure a multidisciplinary approach to the issues.

Coalitions-

Chairperson for the local Child Abuse Death Review (2006-2010)
Chair – Strengthening Families and Communities Initiative – Circuit One (2009-2012)
Co-Chair - Child Abuse Prevention and Permanency Advisory Council – Circuit One (2009-2012)
Chairperson for Safe Sleeping Task Force - Circuit One (2008-present)
Chairperson for Substance Exposed Newborn Task Force – Circuit One (2011- present)
Chairperson for ID taskforce for Homeless and Impoverished (2012)
Chairperson and member – Community Data System – CDSWorks (2008-present)
Leadership – Project Empower – State Pilot Coalition supporting individuals with
Developmental Disabilities (2011- present)
Member- Walton County Child Safety Coalition (2012 -present)

Director of Service – Families Count 2007 – 2011

Responsible for coordinating service programs that work in concert toward the company mission to prevent
child abuse. Developed policies and collaborative strategies to administer HPRP funds to low income families.
Responsible for researching and implementing innovative strategies to deepen the level of services to families
in crisis by adding treatment for adolescents and implementing a mental health component to current Families
Count programs. Grant writing, budget and policy development, and contract management responsibilities for
multiple programs and funding sources.

Child Protection Team – Team Coordinator - 2006 - 2010

Responsible for coordinating the daily activities and services of the CPT; which includes budgeting, scheduling,
interviewing and hiring staff. Coordinate services with other agencies, health programs and local community
programs. Provide training for CPT staff and agencies in the community. Obtain alternative funding sources to
ensure availability of appropriate services for the children we serve. Analyze service shortfalls in the
community and cultivate remedies.

Child Welfare Field Trainer - 2004 - 2006
District One Training Consortium/ University of South Florida
Present pre-service child protection training for the Florida Department of Children and Families and community-based child welfare professionals. Provide on-the-job coaching, consultation, and technical assistance to child welfare professionals and supervisors. Document strengths and needs of each trainee and ensure that each meets the stated requirements for certification. Present in-service curriculum as requested by the district and the zone.

Child Protective Investigator - 2002 - 2004
Florida Department of Children and Families
Investigate incidents of alleged child abuse as reported to the Florida Abuse Hotline. Interview families and complete Child Safety Assessments to determine whether there is a need for emergency services and/or ongoing services. To provide services as appropriate in accordance with operating procedures and Florida Statutes. To ensure accurate documentation is maintained in case files and in state data collection system. Prepare court documentation and present testimony when required. Work closely with local law enforcement, child protection teams, school personnel and other community service providers

Senior Family Services Counselor - 1999 - 2002
Florida Department of Children and Families / Families First Network
Perform supervisory activities in South Santa Rosa County and mentored interns and new employees. Manage in-home protective services caseloads. Conduct risk assessments, develop, update and implement case plans. Monitor case plan progress and wrote Judicial Reviews. Prepare other court documentation, make recommendations to the court and provide testimony as required. Interview clients, both adults and children. Organize and attend case staffings with many different service providers. Lead Counselor for South Santa Rosa County - March - July 2002

Other Relevant Work / Volunteer Experiences -
United States Air Forces- Special Operations Logistician - Retired
Supervised individuals and managed many complex programs responsible for planning and implementing forward operating locations for Special Operations forces worldwide. Negotiated with other branches of military services and foreign countries for essential resources during contingency and wartime situations to ensure mission success. Investigated complaints and was the primary planner and inspector for all USAF Special Operations units deployment capabilities for three years to include Desert Storm. Total Quality Management facilitator; inspected Air Force Special Operations units using Malcom Baldrige Criteria. Supervisor/program manager - 1987-1995

EDUCATION, TRAINING AND CERTIFICATION

2012-	Community Emergency Response Team/First Aid and CPR
2009- Present	Strengthening Families and Communities
2007 - Present	APSAC member
2006/2010	APSAC Forensic Interview Training
2004 -2006	Child Welfare Trainer
2005 - Present	Present In-service Dynamics of Abuse curriculum as requested
1999	BSW- Dual degree in Social Work and Psychology, University of West Florida
1999 - Present	Over 900 hours of child welfare trainings on varied subjects with a focus on Abuse and Childhood Trauma, Prevention, Substance Abuse, Domestic Violence, Strengthening Families and Communities and Building Community Collaborations

January 6, 2014

ADMINISTRATIVE COMMITTEE

1. Discussion of Change Order No. Three (final) to contract with Roberson Excavation, Inc. deducting \$41,564.25 from contract with Roberson Excavation, Inc. for 2010 CDBG Neighborhood Revitalization grant for Navarre East CDBG sewer project.
2. Discussion of Modification No. Four to contract with Florida Department of Economic Opportunity adjusting beneficiaries and activity of 2010 CDBG Neighborhood Revitalization grant for Navarre East sewer project.
3. Discussion of request from First Circuit Guardian Ad Litem Program to relocate current office to Harvest Village shopping center at reduced rent.
4. Discussion of Contract for Services with University of West Florida in the amount of \$7,500 for survey of residents in 32566 zip code regarding proposed community center from District Four recreation funds.
5. Discussion of agreement with Florida Department of Children and Families for ACCESS Florida Community Partner Network Agreement program.
6. Discussion of acceptance of quit claim deed from Sigma Tax 1 GP for property formerly leased to Dorothy Slye d/b/a Sandy Bottoms and authorize soliciting proposals for lease of the building.
7. Discussion of processing an amendment to the Land Development Code reducing the minimum acreage for large parcel subdivision exemption from 20 to 15 acres.
8. Discussion of appointment of Doug Lasater to the Bagdad Architectural Advisory Board.
9. Discussion of letter of support for West Florida Regional Planning Council application for FY2014 Brownfield Assessment Grant from U.S Environmental Protection Agency (EPA).
10. Discussion of contract with West Florida Recycling Services for recycling services.

11. Discussion of capital outlay plan for FY2013-2014.
12. Discussion of resolution supporting Leon County Commissioner Bryan Desloge for Second Vice-President of the National Association of Counties (NaCO).
13. Hearing items scheduled for 9:30 a.m. Thursday, January 9, 2014: NONE



December 31, 2013
050031-01-000

VIA E-MAIL <sheilah@santarosa.fl.gov>

Ms. Sheila Harris
Grant Coordinator
Santa Rosa County
6495 Carolina Street
Milton, FL 32570

RE: Navarre East Phase I Sewer Improvements
2010 Santa Rosa County Neighborhood Revitalization Project
Project #11DB-C5-01-67-01-N22

Dear Ms. Harris:

Please find attached three (3) signed originals of proposed Change Order No. 3 for the above referenced project. The net amount of the change order is a deduction of \$41,564.25 from the existing contract amount. This is the final measured-in-place quantity change order for the project in order to close out the project. Most of the change order is simply eliminating unused quantity or adjusting quantities to accurately reflect what was installed in the field. In addition to the measured-in-place adjustment there are two other additions. There is the addition of a re-stocking fee for the unused grinder stations and the addition of cost incurred for unforeseen conditions. The explanation of these items is as follows:

The first additional item was the restocking of the grinder stations which were unused in the project. There were a total of six (6) grinder stations unused which Roberson Excavation was authorized to order under the contract. The restocking of these grinder stations will incur a cost of \$478.00 each for a total of \$2,868.00.

The second group of items was the additional cost to the contractor for completing the connection to various addresses as well as some general items related to construction and restoration. This additional work is outlined in the attachment from the contractor.

Ms. Sheila Harris
December 31, 2013
Page Two

The final contract amount for this project after this change order will be \$497,765.50. We have reviewed the Change Order and find it to be in order and all of the costs acceptable, thus we recommend approval. If you have any questions or require any additional information please do not hesitate to contact us.

Sincerely,

FABRE ENGINEERING & SURVEYING



Cory M. Snyder, E.I.
Project Engineer

CMS/mac

Attachments

cc: Mrs. Robin A. Phillips, Vice-President, Jones-Phillips & Associates, Inc.
Michael Schmidt, P.E., Assistant County Engineer, Santa Rosa County

CONTRACT CHANGE ORDER

ORDER NO.
3
DATE
December 31, 2013
STATE
Florida
COUNTY
Santa Rosa

CONTRACT FOR : Navarre East Phase I Sewer Improvements, Project #11DB-C5-01-67-01-N22

PROJECT NO. : 050031-01-000

OWNER : Holley-Navarre Water System, Inc.

TO CONTRACTOR : Roberson Excavation, Inc.
6013 Southridge Dr.
Milton, Florida 32570

You are hereby requested to comply with the following changes from the contract plans and specifications.

Add/ Deduct	No	Unit	Description of Changes (Supplemental Plans And Specifications Attached)	Unit Price	DECREASE In Contract Price	INCREASE In Contract Price
1	Add	1	LS	Additional work necessary please see attached Sheet.	\$33,458.00	\$33,458.00
2	Decrease	1	LS	Zeroed Out Quantities	\$75,022.25	-\$75,022.25
TOTALS					-\$75,022.25	\$33,458.00
NET CHANGE IN CONTRACT PRICE					(\$41,564.25)	

JUSTIFICATION:
Please see the attached transmittal letter for a detailed explanation of the Change Order.

Time: No Change in Time for Completion of Contract

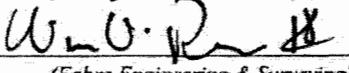
The amount of the Contract will be **DECREASED** By The Sum Of:
Forty One Thousand, Five Hundred Sixty Four Dollars and Twenty Five Cents (\$41,564.25)

The Contract Total Including this and Previous Change Orders Will Be:
Four Hundred Ninety Seven Thousand, Seven Hundred Sixty Five Dollars and Fifty Cents \$497,765.50

The Contract Period Provided for Completion of Project Will **REMAIN THE SAME**.
The Contract Completion Date Shall Therefore be: **UNCHANGED**

This document will become a supplement to the contract and all provisions will apply hereto.

Requested  12/31/2013
(Roberson Excavation, Inc.) (Date)

Recommended  12/31/2013
(Fabre Engineering & Surveying) (Date)

Accepted _____ _____
(Santa Rosa County) (Date)



6013 Southridge Rd., Milton, FL 32570 • Office: 850-626-9911 Fax: 850-626-2130 Email: robersonex@aol.com
Website: www.robersonexcavation.com

December 27, 2013

Re: Navarre East Sewer Improvements
P.O.# 050031-01-000

Attn: Fabre Engineering

Change Orders

8987 Sunset Drive –	
1 extra septic tank	\$500.00
2 extra 350 gallon pump tank	\$1,000.00
45' L.F. of 4" gravity sewer line to tie in Apt. A into Apt. B	
\$12.00 L.F	\$540.00
9140 Sunset Drive –	
1 extra Septic Tank	\$500.00
9126 Sunset Drive –	
1 extra 350 gallon pump tank	\$500.00
9213 Sunset Drive –	
1 extra 350 gallon pump tank	\$500.00
8962 Timber Lane West –	
1 extra 350 gallon gray water tank	\$500.00
1 extra 350 gallon pump tank	\$500.00

9001 Timber Lane West – Septic tank needs to be grout filled	\$2250.00
2201 El Dorado Ct. – 1 extra 350 gallon pump tank	\$500.00
9264 Ridge Rd. – Back porch over septic tank needs to be grout filled	\$2250.00
9225 Ridge Rd. – Abandon 150 gallon pump tank	\$500.00
Sod Allowance	\$1,000.00
9037 Timber Lane Septic Tank Abandonment	\$500.00
GRINDER STATIONS NOT USED – Re-Stock Fee 6 Tanks @ 478.00	\$2,868.00
Dewatering	\$2,500.00

B. S.
WSP

2.

CITIZEN'S ADVISORY TASK FORCE AGENDA
SANTA ROSA COUNTY CDBG NEIGHBORHOOD REVITALIZATION PROJECT
PROPOSED AMENDMENT TO GRANT
DECEMBER 19, 2013

I. INTRODUCTION TO PROJECT

County received \$750,000.00 grant to construct sewer lines and hookups to a proposed project area in Navarre. Project was initially bid in January, 2013 but all bids were rejected because they exceeded the amount available for construction. Project was re-bid, this time with a list of alternates (each street was a separate alternate) so that a portion of the project could be awarded if bids again exceeded construction budget. Bid was awarded in April, 2013 and included Alternates for Sunset Drive, Ranch Drive/El Dorado Court and Timber Lane. A change order was issued November 14 to add the construction of sewer line down Panhandle Trail from Sunset Drive to Ridge Road and Ridge Road east.

Time Issues: The initial grant expiration date was May 30, 2013. Grant had to be extended in order to complete construction. The County is eligible for 2013 funding should this grant be closed out by mid-January. The commission has requested that this grant be closed in time to apply in next years funding cycle.

II. PROPOSED AMENDMENT TO SCOPE OF PROJECT

A. THE PROPOSED AMENDMENT WOULD REDUCE THE AMOUNT OF THE GRANT FROM \$750,000.00 TO \$640,000.00 AS WELL AS THE PROJECT AREA. THE NUMBER OF LMI BENEFICIARIES WOULD BE AMENDED FROM 267 TO 140 AND THE NUMBER OF LMI HOUSEHOLDS FROM 119 TO 61.

III. DISCUSSION

IV. RECOMMENDATION TO COMMISSION



FIRST CIRCUIT GUARDIAN AD LITEM PROGRAM

1800 West St. Mary Ave. Box 3
Pensacola, Florida 32501
(850) 595-3728

Alan Abramowitz, Executive Director

Rosemary C. Ash, Circuit Director

To: Hunter Walker, County Administrator
From: Rosemary Ash, Circuit Director
Date: 12/19/2013
Re: Space for Guardian ad Litem

The Guardian ad Litem Program strives to provide quality advocacy for our children who have been abused and neglected. In our court system, we are the ones who focus totally on the best interests of the child. We achieve this advocacy goal by working as a team of Volunteers, Child Advocacy Managers and Attorneys.

In Santa Rosa County we have a total of 119 volunteers, with 78 located in North Santa Rosa and 41 located in South Santa Rosa. Milton Staff includes 1 Full Time Attorney, 3 Full Time Child Advocacy Managers, 1 Half Time Recruiter and 1 Half Time Secretary. Navarre Staff consists of a Full Time Child Advocacy Manager and a Half Time Attorney. With over 1/3 of our volunteers in the south of the county, and with the distance between Milton and the Highway 98 corridor, it is important that we maintain an office in South Santa Rosa County.

We are extremely grateful for the support that Santa Rosa County has demonstrated over the years. Your county currently provides us with offices in both Milton (at Santa Rosa Kids House) and Navarre, (8518B Navarre Parkway above Century 21 Realty) in accordance with Article 5.

While the office in Milton meets all of our needs, we have had a major challenge with the Navarre Office. This office is located on the upper floor of the building and can only be reached by climbing a very long and steep staircase. Most of our volunteers are older, and have a great deal of difficulty climbing the stairs. In many cases, our staff has had to meet the volunteer at the bottom of the stairs and conduct confidential discussions in the very small, cramped foyer. We have also had concerns that a volunteer may fall down the stairs due to their steepness and the physical instability of our older guardians.

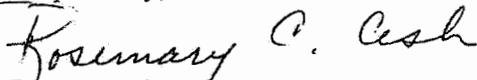
We recently conducted a search for a more appropriate space in the Navarre area. As we only have 1.5 staff located in the office, the size of the space was not as significant as the accessibility for our volunteers. After looking at several locations, we feel we have found a location which will meet our needs. The space is located at Harvest Village, 7552 Navarre Pkwy, Ste. 5, Navarre, FL 32566 and is owned by Steve and Ann Herring. It is on the first floor and the

Guardian ad Litem Mission Statement:
Advocating for a child's best interest is our only interest.

entrance has a short ramp instead of a step. It consists of a 120 sq. ft. office with use of the common areas, a conference room and kitchen. With exception of a phone line, all utilities, including high speed internet, are included in the rent. The phone line will be provided by Court Administration. The Herring's are willing to rent this space to us on a month to month basis. The rent for this space is \$500.00 per month, however they are willing to make \$200.00 of the rent an in-kind donation to our 501c3 non-profit, the Northwest Florida Guardian ad Litem Foundation. This would leave a final cost to the county of \$300.00 per month. This is a 50% reduction in cost, as the county pays \$600.00 per month to rent our current space in South Santa Rosa.

If you have any questions, please feel free to contact me at 850-368-2658 or by email at Rosemary.Ash@gal.fl.gov. I would also be happy to appear in person to answer any questions or concerns. Thank you so much for considering my proposal. I look forward to hearing from you.

Respectfully,


Rosemary C. Ash
Circuit Director

Hunter Walker

From: Commissioner Jim Melvin
Sent: Thursday, December 12, 2013 12:34 PM
To: Hunter Walker; Angie Jones
Subject: FW: Community Center - Survey
Attachments: Navarre CommunityCenter_ShortForm 12.11.13.doc

I just received the quote from the Haas Center to poll 32566 regarding the wishes for a Community Center. The price is \$7,500 to poll 32566. If Angie is good with the contract, please get it on the next agenda.
Jim

From: Aaron Schmerbeck [mailto:aschmerbeck@uwf.edu]
Sent: Wednesday, December 11, 2013 4:00 PM
To: Commissioner Jim Melvin
Subject: Community Center - Survey

Hi Jim,

I have attached the short form contract for the Community Center of Navarre. Please let me know of any thoughts/questions you might have. We would expect to have this completed by the end of February. A final deliverable would include a short memo regarding the summary statistics of the survey responses.

Thank you,

Aaron Schmerbeck
Economist
Haas Center
Cell: 585-738-8342
Office: 850-439-5400

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.

Contract for Services Agreement ("Contract")				
Santa Rosa County, a political subdivision of the State of Florida ("SPONSOR")		UNIVERSITY OF WEST FLORIDA For and on behalf of its Board of Trustees ("UNIVERSITY")		
Address: 6495 Caroline St., Suite M City, ST, Zip Milton, FL 32570		Research and Sponsored Programs 11000 University Parkway Pensacola FL 32514-5750		
TEIN:	DUNS	TEIN: 59-2976783	DUNS 053000709	
Does funding originate from a Federal prime source? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, complete following				
Original Source of Funds: _____ Project or Funding Reference Number/PRIME AWARD: _____				
Name of Federal Agency: _____ CFDA Number: _____ Name of Federal Program: _____				
Contract Period of Performance:		Amount Funded	Matching Funds	Total
FROM -	TO	\$7500.00	\$	\$7500.00
Project Title: Navarre Community Center Survey				
Reporting Requirements: See Attachment 1				
Terms and Conditions				
<p>(1) SPONSOR hereby awards a <input type="checkbox"/> cost reimbursable <input checked="" type="checkbox"/> firm fixed price <input type="checkbox"/> firm fixed rate contract for services to the University, as described above. The statement of work and schedule of compensation are as specified in UNIVERSITY's proposal dated _____, Attachment 1.</p> <p>(2) SPONSOR shall pay UNIVERSITY as shown in the payment schedule in Attachment 1. All invoices shall be submitted in form and detail sufficient for proper pre- and post-audit of expenditures using UNIVERSITY's standard invoice. Invoices and questions concerning invoice receipt or payments should be directed to the appropriate party's Financial Point of Contact, as shown in Attachment 2. Payment for invoices is due upon receipt and shall be considered past due after 30 days. Past due invoices shall bear interest at the statutory rate applicable to state agencies.</p> <p>(3) A final statement of costs incurred, marked "FINAL", will be submitted to SPONSOR's Financial Point of Contact thirty (30) days after project end date or as shown in Attachment 1. The final statement of costs shall constitute UNIVERSITY's final financial report.</p> <p>(4) Matters concerning the technical performance of this contract should be directed to the appropriate party's Program/Technical Point of Contact, as shown in Attachment 2.</p> <p>(5) Matters concerning the request or negotiation of any changes in the terms, conditions, or amounts cited in this Contract should be directed to the appropriate party's Administrative Contact, as shown in Attachment 2. Any such changes made to this Contract require the written approval of each party's Authorized Official, as shown in Attachment 2.</p> <p>(6) The Project Budget is set forth in Attachment 1. Funds may be allocated between expenditure categories at the discretion of the University, provided that no additional costs are incurred beyond the amount referenced above. This paragraph is inapplicable to fixed price or fixed rate contracts.</p> <p>(7) Either party may terminate this Contract with thirty (30) days written notice to the appropriate party's Administrative Point of Contact, as shown in Attachment 2. In the event of termination, SPONSOR shall pay UNIVERSITY for work performed to the date of termination and all allowable, noncancellable obligations.</p> <p>(8) Changes to Period of Performance, including no-cost extensions require the approval of the SPONSOR</p> <p>(9) This Contract is comprised of this document and the Attachments 1-3 attached hereto, which are made part hereof by reference.</p>				
By signing below authorized representatives have executed this Contract to be effective for the Period of Performance shown above.				
		UNIVERSITY OF WEST FLORIDA, For and on behalf of its Board of Trustees:		
Name:	Date	Name: Richard S. Podemski, PhD	Date	
Title:		Title: Associate Vice President for Research		
		Approved for form and legality as template by Patricia D. Lott University Counsel 03/07/2011		

Attachment 1: STATEMENT OF WORK AND SCHEDULE OF COMPENSATION

This is a cost reimbursable X fixed price fixed rate contract for services in the amount not to exceed \$ _____ to cover costs associated with the project identified on the previous page and as shown on the following University proposal and/or quotation.

The following deliverable items are due pursuant to the time table identified below. The numbered invoice for each report or deliverable shall be sent concurrent with the period of performance corresponding to the deliverable on the due date shown.

REPORT/DELIVERABLE	DATE DUE	Amount
Navarre Community Center Survey Report (500 phone survey responses completed)		7500.00

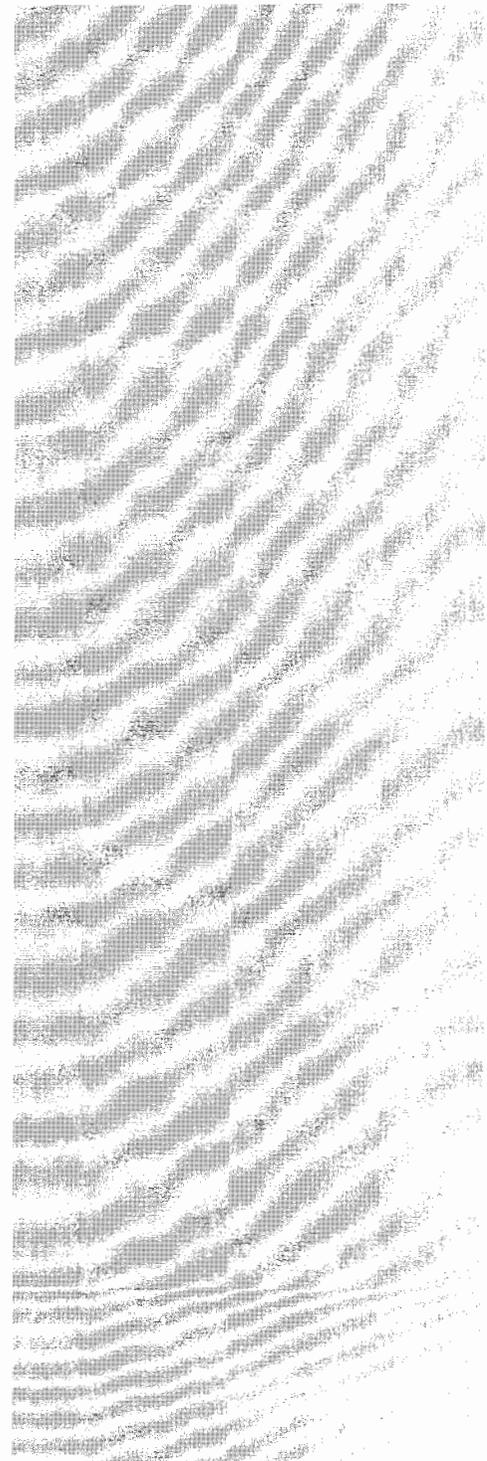
University's Tasks:

The University will supply personnel and resources to accomplish the scope of work at the price in the proposal/cost quotation as shown in the following pages. Sponsor is not permitted to use the name of the University or in any manner represent that the University's agreement to perform this sponsored research project in any way indicates that the University endorses or supports any political candidate or position on any issue.

This is a short, 5 question survey regarding attitudes about building a community center in Navarre. This survey is being conducted by the University of West Florida and the Haas Center for research purposes. You may contact the Haas Center at _____. The conduct of this sponsored research project by the Haas Center does not imply University endorsement of any political candidate or view.

1. Are you willing to participate in this survey regarding a community center in Navarre? (yes/no)
2. Are you at least 18 years old? (yes/no)
3. Does the community of Navarre want a community center? (yes/no/unsure)
4. If yes, how should it be funded? (open response)
5. What kind of events should take place at the community center? (open response)

Thank you for your participation.



**Attachment 2
CONTACT REPRESENTATIVES**

Sponsor Contacts		University of West Florida Contacts	
FID # / DUNS #		FID #59-2976783 / DUNS # 53-000709	
Administrative Point of Contact		Administrative Point of Contact	
Name: Title: Address: City ST Zip Phone: Fax: E-mail:		Name: Title: Address: City ST Zip Phone: Fax: E-mail:	Research and Sponsored Programs 11000 University Parkway Pensacola FL 32514-5750 (850) 474- (850) 474-2082
Program/Technical Point of Contact		Program/Technical Point of Contact	
Name: Title: Address: City ST Zip Phone: Fax: E-mail:		Name: Title: Address: City ST Zip Phone: Fax: E-mail:	Aaron Schmerbeck Sr. Economist 220 Garden Street, Suite 304 Pensacola, FL 32502 (585) 738-8342 N/A aschmerbeck@uwf.edu
Financial Point of Contact		Financial Point of Contact	
Name: Title: Address: City ST Zip Phone: Fax: E-mail:		Name: Title: Address: City ST Zip Phone: Fax: E-mail:	Donna Frazee Assoc Dir. Research & Sponsored Prog Research and Sponsored Programs 11000 University Parkway Pensacola FL 32514-5750 (850) 473-7111 (850) 474-2082 dfrazee@uwf.edu
Authorized Official		Authorized Official	
Name: Title: Address: City ST Zip Phone: Fax: E-mail:		Name: Title: Address: City ST Zip Phone: Fax: E-mail:	Richard S. Podemski, Ph.D. Associate Vice President for Research Research & Sponsored Programs 11000 University Parkway Pensacola FL 32514-5750 (850) 473-7713 (850) 474-2082 rpodemski@uwf.edu

**Attachment 3-A:
ADDITIONAL TERMS AND CONDITIONS (Non-federal funds)**

FORCE MAJEURE University shall not be responsible for its failure to perform any terms or conditions herein when failure to perform is due to causes beyond University's reasonable control, determined in the University's discretion, including, but not limited to: strikes; lockouts; actions or inactions of governmental authorities; epidemics; acts of war or terrorism; embargoes; fire; earthquake; hurricane; windstorm; tornados, acts of God or default of common carrier.

SEVERABILITY In the event any provision of this contract shall be held invalid or unenforceable, such holding shall not invalidate or render unenforceable any other provision hereof.

NONDISCRIMINATION The nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the Implementing rules and regulations prescribed by the Secretary of Labor, Veteran's Act 38 U.S.C. 4212, Section 503 - Rehabilitation Act of 1973, Title I of the Americans with Disabilities Act of 1990 42 U.S.C. 12101, and the University's policy relative to sexual harassment, are incorporated into this Agreement by reference as if fully set forth herein.

TAXES, FEES AND PERMITS The University is a tax immune sovereign and exempt from the payment of all sales, use or excise taxes.

PUBLIC RECORDS Sponsor shall allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement, except as exempted by Florida law. Refusal by Sponsor to allow such public access shall be grounds for unilateral cancellation of this Agreement by the University.

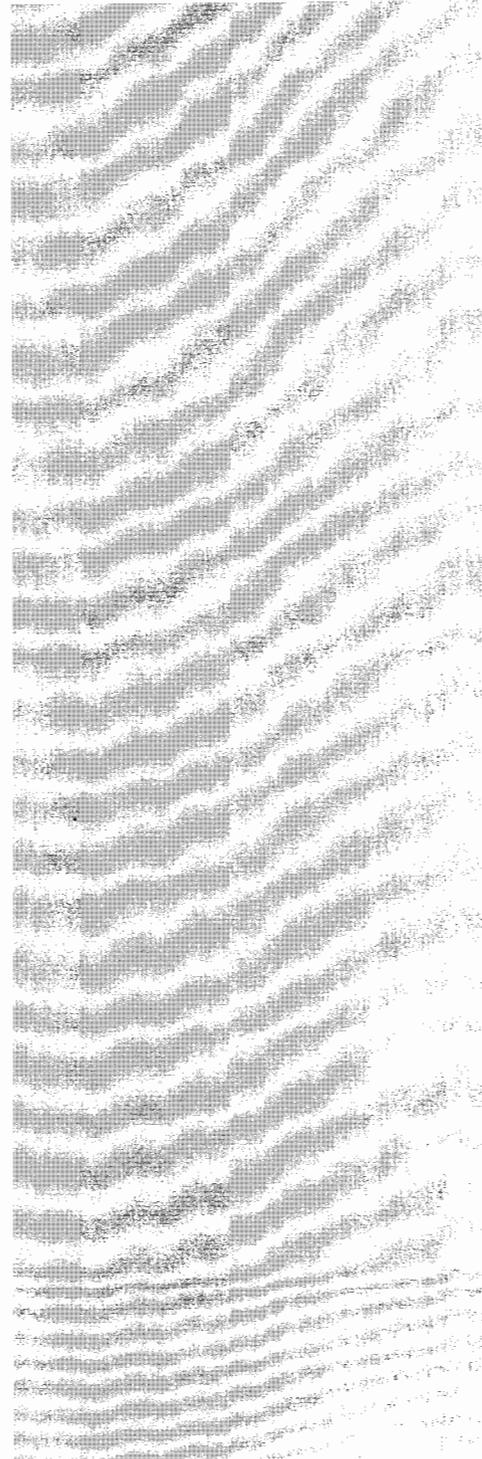
INSURANCE University will maintain, at its own cost and expense, at all times while this Agreement is in effect, general liability insurance to the extent, and in such amounts as, provided under the State of Florida Risk Management Trust Fund. University will also maintain at its own expense or from the quoted fringe/payroll tax rates, workers' compensation insurance as required by law. University will furnish evidence of such insurance upon request. Copies of certificates of coverage are available on request from the Research & Sponsored Programs office contractual contact representative.

LIMITATION OF LIABILITY

In the performance of professional services, the University shall use that degree of care and skill ordinarily exercised by other similar professionals in the field under similar conditions in similar localities, having due regard for acceptable standards. No other warranties, expressed or implied, are made.

In no event shall University or its employees be liable (in contract or in tort, including negligence, or otherwise) to the Sponsor for indirect, incidental or consequential damages, resulting from or related to this Contract. Further, University shall not be liable for use by the Sponsor of any plans, documents, studies, or other data for any purpose other than intended by the terms of this Contract. In no event shall University's liability to Sponsor for any reason exceed the dollar amount of this Contract.

The parties to this agreement recognize and acknowledge that University of West Florida is a constituent institution of the State University System of Florida (the "State") and an agency or subdivision of the State within the meaning of §768.28, Florida Statutes. Nothing contained herein shall be construed or interpreted as: i) denying the University or other state entity any remedy or defense available under the laws of the State; ii) the



consent of the University to be sued; iii) a waiver of sovereign immunity of the University or other state entity beyond the waiver provided in § 768.28, Florida Statutes.

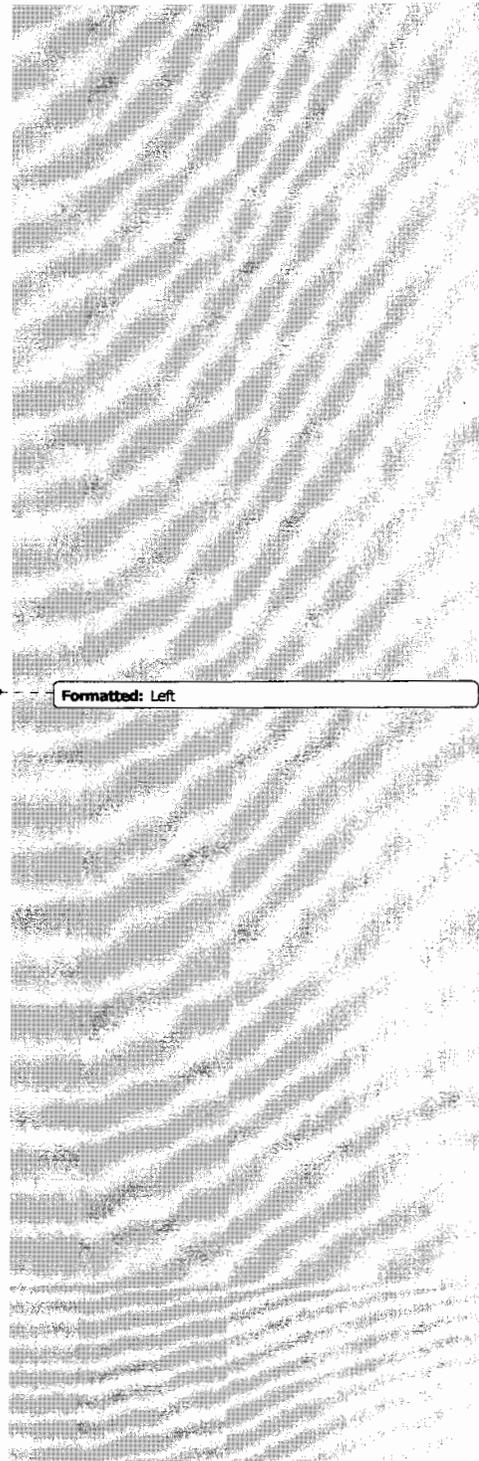
GOVERNING LAWS/VENUE

This Agreement is governed by the laws of the State of Florida and any provisions contained in this Agreement in conflict therewith shall be void and of no effect. University and Sponsor hereby agree that venue shall lie in the State Courts of Escambia County, Florida.

INTELLECTUAL PROPERTY The University reserves the ownership for any intellectual property developed as part of the compensated performance of this Agreement by its faculty and staff. Sponsor is granted a royalty-free non-exclusive license to use and distribute reports furnished to Sponsor hereunder (the "Work Product") without modification. University ownership of copyright shall be properly attributed. Sponsor may not grant others the right to use the Work Product or underlying information and data without written permission from the University.

The University reserves the right to publish articles, monographs and other scholarly publications based on this work in its chosen form. All work shall acknowledge support as "This project was performed by the Haas Center for Research of the University of West Florida through support provided by Santa Rosa County, Florida."

INDEPENDENT CONTRACTOR STATUS Each of the parties is an independent contractor and nothing contained herein shall constitute or designate any of the employees or agents of one party as employees or agents of the other party.



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Emily Spencer

From: Angie Jones
Sent: Friday, December 20, 2013 2:52 PM
To: Hunter Walker
Cc: DeVann Cook; Emily Spencer
Subject: agenda item

Discussion of ACCESS Florida Community Partner Network Agreement with DCF.

I'll get you a copy of the proposed agreement which would permit our library staff to provide brochures and basic/general information to library patrons regarding programs offered by the Department of Children and Families.

AJJ

Angie Jones
Santa Rosa County Attorney
6495 Caroline Street, Suite C
Milton, Florida 32570
(850) 983-1857

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.



ACCESS Florida Community Partner Network Agreement_
The Santa Rosa Co. Library Systems_____

located at, see attach list agrees to serve as an access point for applicants and recipients of ACCESS Florida services. For purposes of this agreement ACCESS¹ Florida services are Supplemental Nutrition Assistance Program (SNAP), Temporary Cash Assistance, Refugee Assistance, and Medicaid programs administered by the Department of Children and Families.

As a member of the ACCESS Florida Community Network our organization will be available to:

- Serve our current client population Serve the general public in our community.

Our name and street address information as listed above may be advertised as an ACCESS Florida Community Network site and listed on the ACCESS Florida public Internet web page at <http://www.dcf.state.fl.us/programs/access/>

Partner agrees to be advertised on the ACCESS Community Network site.

- Yes No This is requested of partners with access to My ACCESS Account – Partner View.

Our telephone and fax number may also be included with this advertisement.

- Yes No Phone Number: _____ Fax Number: _____

Community Partners will provide all services under this Agreement without charge to the customer, display ACCESS signage, required informational posters and ACCESS brochures to support customer education and support and will notify the Department of any established partner site closures.

The access level of our organization is:

Choose one:

- Self-Service Site Assisted Service Site* Service Type: _____

* At a minimum, provides services annotated with asterisk (*) below to be considered for access to Partner View.

Services offered at Our Organization's Site(s):

- Provide informational handouts
- Provide paper applications as requested by customers*
- Provide access to telephone to call DCF Customer Call Center- 1-866-762-2237
- Provide computer to apply for assistance on-line*
- Provide printer for ACCESS documents
- Provide fax machine to fax application and other documents to DCF
- Provide copy machine to copy application related documents
- Provide an explanation of the application process *
- Provide assistance to customers to complete / submit their application and /or provide requested information*
- Provide assistance to customers with "My ACCESS Account"
- Provide case status information and outstanding information needed to determine eligibility.*

COMMUNITY PARTNER ASSURANCES

¹ Automated Community Connection to Economic Self-Sufficiency

A. Indemnification

- ✓ 1. Community Partner agrees to be liable for and indemnify, defend, and hold harmless the Department and its officers, agents, and employees from all claims, suits, judgments, awards of money damages, attorneys fees, and court costs, arising out of any act, neglect, or omission by Community Partner, its agents, employees, and if applicable, subcontractors during the performance of this agreement, including subsequent amendments thereof.
2. Community Partner's inability to evaluate its liability or its evaluation of liability shall not excuse Community Partner's duty to comply with subparagraph A.1. above, within 7 days after notice by Department to Community Partner by certified mail. After the highest appeal taken is exhausted, only an adjudication or judgment specifically finding Community Partner not liable shall excuse Community Partner's compliance with subparagraph A.1. Community Partner shall pay all costs and fees, including attorneys fees related to obligations and their enforcement against Community Partner by Department. Department's failure to notify Community Partner of a claim, suit, or judgment, award of money damages, attorney's fees, or court costs shall not release Community Partner from the requirements of subparagraphs A.1. or A.2. Community Partner shall not be liable for the sole act, negligence, or omission of Department.
3. If Community Partner is an agency or subdivision of the State, its obligation to indemnify, defend and hold harmless the department shall be to the extent permitted by law and without waiving the limits of sovereign immunity.

B. Civil Rights Compliance

The Community Partner shall ensure that all civil rights requirements are met. All applicants and recipients are granted civil rights in accordance with Federal laws and US Department of Agriculture, Food and Nutrition Services (USDA) policy that services will be provided without discrimination on the basis of race, color, national origin, age, sex, disability, political beliefs or religion. The nondiscrimination poster, "And Justice for All", is posted on the ACCESS Florida internet page at <http://www.myflorida.com/accessflorida/>. If this web page is not accessible to customers, the "And Justice for All" poster shall be posted in a lobby area for customers to read.

C. Confidentiality of Customer Information

Community Partner will only use confidential customer case file information to assist the applicant, the recipient, or Department or their respective duly authorized representatives, with the completion of the application process for ACCESS Florida benefits or services, conducting an investigation into performance of this agreement or the administration of ACCESS Florida programs. Community Partner will only disclose confidential customer case file information to the applicant, the recipient, or Department, or their respective duly authorized representatives only for those purposes set forth in this section. If Community Partner has questions or concerns about safeguarding of confidential case file information or an intended use or disclosure of such information, Community Partner must contact the appropriate local DCF office Contact Person, or their designee. Community Partner agrees not to implement an intended use or disclosure unless approved by DCF. Community Partner agrees to notify the appropriate local DCF contact person within 48 hours of the receipt of verbal or written requests for case file information. No information obtained from a customer's records may be shared with individuals or organizations. All such requests should be referred to DCF for review and action.

Community Partner will only access confidential customer case file information if they are an approved Assisted Service Site, have completed all required security training and have been given a consent form from the customer allowing access to information that is dated within 90 days of the access to information.

D. Health Insurance Portability and Accountability Act

Where applicable, community partners agree to comply with the Health Insurance Portability and Accountability Act (42 U. S. C. 1320d.) as well as all regulations promulgated hereunder (45 CFR Parts 160, 162, and 164).

E. Brochures, ACCESS Materials and Signage

Community Partner shall ensure that customers are aware that they are an ACCESS Partner by displaying an ACCESS Sign in their store front window or other appropriate area as agreed upon

between the Department and the Community Partner. Brochures, paper applications and other informational ACCESS materials shall be made available to customers.

F. Training

The Community Partner shall participate in on-line training as provided by the Department in the following areas: (1) the use or disclosure of confidential case file information, including information governed by the Health Insurance Portability and Accountability Act of 1996 and its implementing federal regulations; (2) Civil Rights requirements; and (3) for those partners using the My ACCESS Account-Partner view, Department's annual Security Awareness training. Additionally, the Community Partner will participate in either the on-line training modules or other training sessions provided by the Department that address (1) ACCESS Program overview, (2) the My ACCESS Account Status training. The Community Partner agrees to on-site monitoring as established by the Department.

G. Information Security Obligations

The Partner shall be held responsible for information security, especially involving the access, transport or storing of sensitive and confidential information. Fulfillment of security responsibilities shall be mandatory and violations may be cause for action, up to and including civil penalties or criminal penalties under chapters 119, 812, 815, 817, 839, or 877, Florida Statutes, or similar laws.

H. Client Risk Prevention and Incident Reporting

The Community Partner must immediately report knowledge or reasonable suspicion of abuse, neglect, or exploitation of a child, aged person, or disabled adult to the Florida Abuse Hotline on the statewide toll-free telephone number of 1-800-962-2873 (1-800-96ABUSE). This requirement is binding upon Community Partner and its officers, agents, and employees, as required by chapters 39 and 415, Florida Statutes.

I. Publicity

Provider and its employees, agents, and representatives will not, without prior DCF written consent in each instance, use in advertising, publicity or any other promotional endeavor any State mark, the name of the State's mark, the name of the State or any State affiliate or any officer or employee of the State, or represent, directly or indirectly, that any product or service provided by the Partner has been approved or endorsed by the State, or refer to the existence of this Agreement in press releases, advertising or materials distributed to the Partner's prospective customers.

ADDITIONAL ASSURANCES FOR PARTNERS UTILIZING THE PARTNER VIEW SYSTEM

The My ACCESS Account – Partner View is a system that allows limited access to customer information to certain personnel who are actively assisting customers with their ACCESS Florida program activity. Partners with access to this system shall perform the following:

- Assist customers in completing the web application as requested. Partners that assist the customer completing screens on the web application shall have the customer submit the electronic application themselves unless the Community Partner is acting as the authorized representative and has all required documentation verifying their designation as the authorized representative.
- Assist customers to understand what verifications are outstanding and necessary in order for Department to determine eligibility for the Medicaid, Supplemental Nutrition Assistance Program (SNAP) and/or Temporary Cash Assistance programs.
- Assist customers with verifying case status and eligibility information through opening their account on MyAccount
- Assist customers with understanding the availability of public assistance benefits and services administered by Department
- Notify Department if Partner has case information in its possession, custody, or control concerning a customer that is inconsistent with Department's information.
- Follow Department policies regarding obtaining information not available on the Partner View system
- Partners are expected to monitor their employees to ensure all guidelines set forth in this agreement are followed.
- Prior to viewing customer case file information, a Partner using this system

will obtain a standalone written consent or authorization from the applicant or recipient authorizing Department to share confidential public assistance case file information related to eligibility determination with the Community Partner organization. The consent or authorization shall comply with Department policies and must be retained and available to Department or its designated representatives, as necessary, during normal business hours for review and comparison against inquiries made on the ACCESS system for a period of three years from the date such consent or authorization is received from the applicant, recipient, or authorized household representative. Failure to have valid consent forms may result in the Partner losing access to customer information.

Community Partners must complete and submit all designated security forms for each individual allowed access to confidential customer case file information as required by Department. Community Partner must notify Department's liaison of termination of any Community Partner employees that have or had access to confidential customer case file information.

DEPARTMENT ASSURANCES

A. Training

Department will offer training to Community Partner in the following areas:

(1) the use or disclosure of confidential case file information, including information governed by the Health Insurance Portability and Accountability Act of 1996 and its implementing federal regulations; (2) Civil Rights requirements; and (3) for those partners using the Partner View system, Department's annual Security Awareness training. Additionally, the Department offers on-line or class room training that address (1) ACCESS Program overview, (2) the My ACCESS Account Status training.

B. Supplies and Materials

Department will supply and replenish ACCESS signage, paper applications and public assistance programs literature as needed at no cost to Community Partner. Community Partner must notify Department of the need for additional literature in a timely manner based on its local demand levels.

C. Eligibility Determination

Department will complete the eligibility determination process on completed applications received from Community Partner site(s), including timely notifying applicants of the eligibility decision, the availability of hearing rights, and how fair hearings may be requested.

D. For Partner using the My ACCESS Account Partner View System

Department will provide limited access to confidential customer case file information. This access will be granted solely to assist the Community Partner in their limited role of assisting with the administration of ACCESS Florida services. The department will monitor Community Partner's compliance with the terms and conditions of customer consent or authorization relating to information concerning applicant and recipient households and assistance groups. Monitoring will occur using on-site visits, computerized surveillance, desk reviews and by other means deemed necessary by Department.

MUTUAL AGREEMENT

Start Date and End Date

This agreement shall begin on _____ or on the date on which it is signed by the last party required to sign it, whichever is latest.

This agreement shall end at midnight, local time in _____, Florida, on _____

This agreement will remain in effect unless terminated by either party with proper notice.

Termination

1. This agreement can be terminated by either party without cause upon no less than 30 calendar days notice in writing to the other party, unless an earlier time is mutually agreed upon in writing.

2. This agreement may be terminated for Community Partner's non-performance upon no less than 24 hours notice in writing by Department. Department may exercise the provisions of Rule 60A-1.006(3), Florida Administrative Code, if this agreement is terminated for nonperformance. Waiver of any breach of this agreement shall not be deemed a waiver of any other breach and shall not be construed to be a modification of this agreement. Department may exercise all other rights and remedies at law or in equity to redress a breach of this agreement

3. Community Partner's failure to perform any obligation required by this agreement in a manner satisfactory to Department will be sufficient cause to terminate this agreement. To be terminated as a partner under this subparagraph, Community Partner must have: (1) previously failed to satisfactorily perform in a contract with Department, been notified by Department of the unsatisfactory performance, and failed to correct the unsatisfactory performance to Department's satisfaction; or (2) had a contract terminated by Department for cause.

The contact person, or their designee, shall be responsible for informing the appropriate local Department of Children and Families office of performance concerns of which the Community Partner becomes aware in the performance of its duties and responsibilities, and be responsible for providing in a timely manner the appropriate local Department of Children and Families office with original or copies of documentation required by this agreement, and for being available to Department for consultation and assistance, as requested by Department or as agreed by Community Partner, during Community Partner's normal business hours and days of operation.

1. Community Partner's name, as shown on page 1, mailing address, telephone number and e-mail address is:

Santa Rosa County Library System
Library Administration Center

2. The name, address, telephone number and e-mail address of Department of Children and Families ACCESS Program contact person is:

Susan C. King Community Partner Liaison
160 Governmental Center Suite 611 N
Pensacola, Fl. 32502-5734
Office:850-6696
<u>SusanC.King@dcf.state.fl.us</u>

Department's contact person will be available to assist Community Partner in its performance of this agreement on an "as needed" basis during Department's normal business hours and days of operation. All contact with Department by the Community Partner must be through Department's local contact person.

Hunter Walker

From: Angie Jones
Sent: Tuesday, December 31, 2013 9:50 AM
To: Hunter Walker
Cc: Tax Collector's Dept - Stan Nichols; Emily Spencer
Subject: Sandy Bottoms lease
Attachments: Slye lease 33109.pdf

Hunter: Would you please place on the agenda the acceptance of a quit claim deed from Sigma Tax 1 GP for the Sandy Bottoms property and the discussion of a new RFP for the site?

The Tax Collector has determined that tax certificates should not have been sold on this property, so he is prepared to refund to Sigma the amount paid in exchange for the deed.

The Commissioners may need to direct us on the new RFP. The last one (awarded to Dorothy Slye) was for a ten-year term, at \$1500 per month plus 5% of gross receipts.

AJJ

Angie Jones
Santa Rosa County Attorney
6495 Caroline Street, Suite C
Milton, Florida 32570
(850) 983-1857

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.

04-14-09

File # 200928390
OR BK 2924 Pages 1579 - 1586
RECORDED 08/25/09 14:38:26
Mary M. Johnson, Clerk
Santa Rosa County, Florida

DEPUTY CLERK TH
#1
Trans # 426774

LEASE AGREEMENT

STATE OF FLORIDA
COUNTY OF SANTA ROSA

THIS LEASE AGREEMENT, entered into by and between the Board of County Commissioners of Santa Rosa County, Florida, (hereinafter called COUNTY or LESSOR), and Dorothy Slye (hereinafter called LESSEE).

I PREMISES LEASED

The COUNTY and the LESSEE, each in consideration of the mutual covenants and considerations expressed herein agree that the COUNTY does lease to the LESSEE that certain real property located on Santa Rosa Island, in Escambia County, Florida, which property is leased to Santa Rosa County, Florida, and is more particularly described as follows:

The real property located at 8228 Gulf Blvd., more specifically described as follows:

Begin at the Southeasterly corner of Lot 1, Block 5, Navarre Beach Residential Section 1, as recorded in Plat Book 5 at Page 91 of the public records of Escambia County, Florida, thence to North 10 degrees 03 minutes 30 seconds West along the Easterly boundary lines of Lots 1 and 2 of aforesaid Block 5 a distance of 177.69 feet; thence go North 86 degrees 40 minutes 48 seconds East a distance of 161.00 feet; thence go South 10 degrees 03 minutes 30 seconds East a distance of 147.15 feet to a point of the curved Northerly right-of-way line of Gulf Boulevard (S.R. 399, 120' R/W) being concave Northwesterly and having a radius of 1064.28 feet; thence go Southwesterly along the aforesaid curved Northerly right-of-way line having a radius of 1064.28 feet an arc distance of 157.61 feet (CH-157.47'; CHA BRG-S75 degrees 41'57"W) to the point of tangency; thence go South 79 degrees 56 minutes 30 Seconds West along the aforesaid Northerly right-of-way line a distance of 2.85 feet to the point of beginning. The above-described parcel of land is situated in Township 2 South, Range 26 West, Escambia County, Florida, and containing 0.604 acres.

II TERM OF THE LEASE

The term of this lease shall be ten years commencing on April 10, 2009 and ending on March 31, 2019. This lease may be renewed for an additional ten year term upon the agreement of both parties and on such terms as both parties agree.

III RENT

(a) Lessee agrees to pay the sum of \$1500 plus 5% of gross receipts per month. The \$1500 monthly lease payment shall be due by the first of each month. Gross receipts shall be

calculated based on the prior month's receipts, the first such monthly gross receipts payment shall be due by the fifth day of May, and continuing thereafter by the fifth day of each month.

The term Gross Sales as used herein shall include:

(a) the selling price of all items of merchandise, food, and beverages sold by LESSEE, or by any SUBLESSEE, or by any other person, firm, or corporation operating on or from the Leased Premises pursuant to an agreement with LESSEE, whether for cash or for credit, and in case of sales on credit whether payment is actually made;

(b) The Charges or rentals for all services or facilities performed or furnished on or from the Leased Property, whether by LESSEE, any SUBLESSEE, or any other person, firm, or corporation, whether for cash or for credit;

(c) The charges made by LESSEE, or anyone on LESSEE'S behalf, for the sale or rendition to LESSEE'S customers of goods or services of any kind or type. Any sales or use tax which LESSEE may be required to collect and account for or to any governmental authority or sales of money orders, refunds, or overrings, shall not be included in determining Gross Sales.

All references to LESSEE'S Gross Sales shall be deemed to include the gross sales of LESSEE, sub-tenants, assignees or concessioners, if any, and the sum shall be included in the determination of the percentage rental in the same manner as though they represent sales made by the LESSEE. Reference to assignees, sub-tenants, or concessioners of this Lease creates no separate rights in the LESSEE to assign or sublease.

IV
MAINTENANCE OF RECEIPT SYSTEM;
FURNISHING OF REPORTS OF GROSS SALES

LESSEE shall, for the purpose of computing rental under Paragraph III install and maintain a system by which will be recorded the receipts from all Gross Sales and other transactions had in and upon the Lease Property in connection with LESSEE'S business, and LESSEE will keep the records and receipts on file for a period of not less than five (5) years, and will give to LESSOR and LESSOR'S agents the privilege at any time during business hours of the LESSEE of inspecting and examining LESSEE'S papers, bills, cash register receipts, vouchers, books of account, and sales slips, and LESSEE will Assist in LESSOR'S making of such inspection, examination, or audit.

LESSEE shall, for the purpose of ascertaining the amounts payable as percentage rental, keep at the Leased Property or at the LESSEE'S office in Navarre Beach, Florida, books which shall show daily gross Sales made by the LESSEE in or from the Leased Property signed and sworn to by LESSEE. The LESSEE agrees to exhibit to LESSOR, or LESSOR'S agents, all tax returns made by LESSEE for state and federal income tax or sales or use tax.

The LESSEE, as a material part of the consideration of the Lease, covenants and agrees that the convenience store to be operated on the Leased Property will be in operation within one year of the date of execution of this lease agreement.

V
UTILITIES

LESSEE shall pay for all its requirements for utilities, including, but not limited to, gas, steam, water, electricity, and sewer charges. LESSEE further agrees to use exclusively, if provided by LESSOR, such public utilities and public services relating to health and sanitation as may from time to time be made available by LESSOR or by others pursuant to agreements, licenses, or permits with LESSOR. Nothing in this paragraph shall obligate LESSOR to provide any service.

VI
USE OF LEASED PREMISES

The Leased Property is leased to LESSEE as business or commercial property for the purpose of operating a retail store and related business activities.

VII
COMPLIANCE WITH LAWS, SAFETY SPECIAL REQUIREMENTS

LESSEE agrees to comply with all laws, ordinances, rules and regulations now in effect or hereafter enacted by any governmental body having jurisdiction over the Leased Property, and LESSEE shall not make or allow to be made any unlawful, improper, or offensive use of the Leased Property. LESSEE further agrees to maintain the premises in a clean, safe and attractive condition.

VIII
LICENSES

LESSEE shall obtain all licenses required by all governmental authorities have jurisdiction over the Leased Property for the type of business operated by LESSEE, and shall maintain all required licenses during the term of this Lease.

IX
TITLE TO IMPROVEMENTS

Title to any building or other improvements of a permanent character that shall be placed upon the Leased Property by LESSEE shall immediately vest in LESSOR, or its assigns, subject to the terms of this Lease.

X
TAXES AND ASSESSMENTS

LESSEE shall pay and discharge all taxes, sales taxes, property taxes, use taxes, assessments, duties, impositions, and burdens assessed, charged, or imposed upon the Leased Property, and shall deliver to LESSOR promptly evidence of the payment of the taxes and assessments during the term of this lease or any extension thereof.

XI
REPAIRS AND MAINTENANCE

LESSEE shall, at its own cost and expense, repair, replace, and maintain the Leased Property in a good, safe and substantial condition, and shall use all reasonable precaution to prevent waste, damage, or injury to the Leased Property.

XII
ASSIGNMENT

LESSEE may not assign this lease without LESSOR's prior written consent.

XIII
LESSOR'S ACCESS

LESSOR, and LESSOR'S agents, shall at all reasonable times have access to the Leased Property for the purpose of inspecting and determining whether LESSEE has complied with its obligations pursuant to this Lease.

XIV
INDEMNITY; INSURANCE

All property of every kind which may be on the Leased Property during the term of this Lease shall be at the sole risk of LESSEE, or those claiming under LESSEE, and LESSOR shall not be liable to LESSEE, or to any other person whomsoever, for any injury, loss, or damage to any person or property in or upon the Leased Property, or upon the sidewalks or parking lots contiguous to the Leased Property, LESSEE hereby covenanting and agreeing to assume all liability for or on account of any injury, loss, or damage herein described, and to save LESSOR harmless from such injury, loss, or damage. Furthermore, LESSOR shall not be liable to LESSEE or to LESSEE'S employees, patrons, licensees, permittees, or visitors for any damage to property or injury to person caused by the other tenant of LESSOR, but LESSEE accepts the Leased Property as wholly suitable for the purpose for which it is leased and agrees to hold LESSOR harmless all claims for any such damage.

Additionally, LESSEE hereby agrees to indemnify and save harmless LESSOR for and from any and all claims, demands, suits, judgments, costs, liabilities, or expenses on account of any loss or injury occurring on the Leased Property, and if suit is brought against LESSOR upon any claim pursuant to this paragraph, LESSEE will, upon notice of such suit, assume the defense of the suit at LESSEE'S expense.

In furtherance of LESSEE'S obligations set forth herein, LESSEE agrees to maintain in full force during the term of the Lease, and any renewals, continuations, holding over, or extension, a policy of public liability and property damage insurance under which LESSOR and LESSEE are named as insureds, and under which the insurer agrees to indemnify and hold LESSOR harmless from and against all cost, expense, and liability arising out of or based upon any and all claims, accidents, injuries, demands, suits, judgments, costs, and damages as mentioned in this section. Each policy shall be noncancellable with respect to LESSOR and

LESSOR'S designees without ten (10) days' written notice to LESSOR. The minimum limits of liability of such insurance shall be \$100,000.00 for injury or death to anyone person, and (\$300,000.00) for injury or death to more than one person, and \$25,000.00 for property damage and LESSEE shall upon written request of LESSOR furnish LESSOR a certificate by the insurer that such insurance is in force.

XV
DESTRUCTION OF PREMISES

In the event of damage to or destruction of the leased premises, by any cause whatsoever, LESSEE may terminate this lease upon 30 days notice.

XVI
ENFORCEMENT OF LEASE; FORFEITURE; DEFAULT;
REMEDIES; NON WAIVER

LESSOR may enforce the performance of the Lease in any manner provided by law, and this Lease shall be void and shall be forfeited on a declaration of forfeiture by LESSOR:

- (1) If default shall be made by LESSEE in the payment of the rent as specified in this Lease;
- (2) If LESSEE has not met the requirements set forth in Article VI, and that these requirements are a material part of the consideration for this Lease;
- (3) If LESSEE shall assign this Lease or sublet the Leased Property without LESSOR'S prior written consent;
- (4) If default shall be made by LESSEE in the performance of any of the terms or conditions of this lease that LESSEE is to perform;
- (5) If LESSEE shall fail to comply with any of the statutes, ordinances, rules, or regulations of any governmental body;
- (6) If LESSEE shall file a petition in bankruptcy, or make an assignment for the benefit of creditors, or be adjudicated a bankrupt, or take advantage of any insolvency act;
- (7) If LESSEE fails to deliver on a timely basis any financial statement or other information that is required under the terms of this Lease and that is necessary to ascertain LESSEE'S correct gross receipts for use in calculating the percentage lease payment due to LESSOR.

LESSOR shall notify LESSEE of any such default and of LESSOR'S intention to declare this Lease forfeited. The notice from LESSOR shall be sent as specified in this Lease, or may be delivered to LESSEE personally. If LESSEE shall fail to cure such default within twenty days after receipt of such notice, or if the default is of such character as to require more than twenty days to cure and LESSEE fails to commence to do so within twenty days after receipt of such

notice and thereafter diligently proceed to cure such default then such default shall work as a forfeiture of this lease. If the enforcement of this Lease or any part of this Lease or the collection of any rent due or to become due hereunder or the recovery or possession of the Leased Property in the hands of an attorney or to file suit upon this Lease, LESSEE shall pay LESSOR all the costs incurred in such action, including a reasonable attorney's fee.

XVII
NOTICES

All notices provided in this Lease shall be deemed sufficient when sent by U.S. Certified Mail, Return Receipt Requested, postage prepaid, to the following addresses:

LESSOR:
Board of County Commissioners
6495 Caroline Street, Suite M
Milton, Florida 32570

LESSEE:
Dorothy Slye
1804 Prado Street
Navarre, Florida 32566

Any change in address of either LESSOR or LESSEE may be effected upon giving the notice as provided in this paragraph.

XVIII
WAIVER

Failure on the part of the LESSOR to complain of any action or non-action on the part of LESSEE, no matter how long it may continue, shall never be deemed to be a waiver by LESSOR or any of its rights under this Lease. Further, it is covenanted and agreed that no waiver at any time of any of the provisions of this Lease by LESSOR shall be construed as a waiver at any subsequent time of the same provisions. The consent or approval by LESSOR to or of any action by LESSEE requiring LESSOR's consent or approval shall not be deemed to waive or render unnecessary LESSOR's consent or approval to or of any subsequent similar act by LESSEE.

XIX
TIME OF ESSENCE

Time is of the essence of each and every provision, covenant and condition of this Lease on the part of the LESSEE to be done and performed.

XX
ASSIGNMENT & SUBLETTING

LESSEE shall not assign or sublease the whole or any part of the demised premises without LESSOR'S prior written consent, which will not be unreasonably withheld. Any

sublease or assignment of lease shall be subject to all the terms and conditions of this Lease and LESSEE shall remain primarily liable for the payment of

XXI
LESSOR'S COVENANTS

LESSOR covenants that he has good leasehold title to the demised premises and that the same is subject to no leases, tenancies, agreements, encumbrances, liens, restrictions and defects in title affecting the demised premises or the rights granted LESSEE in this lease; that there are no restrictive covenants, zoning or other ordinances or regulations applicable to the demised premises which will prevent LESSEE from conducting its usual business; and that, in the event the demised premises are in an area where the sale of beer for off premises consumption is permitted by law, there are no restrictive covenants applicable to the demised premises which will prevent LESSEE from selling beer for off-premises consumption.

XXII
PROVISIONS BINDING

The terms and provisions of this Lease shall be binding upon and shall inure to the benefit of the parties their successors and assigns, respectively, subject to other provisions in this Lease limiting assignment and subletting.

XXIII
SEVERABILITY

If any provision of this lease shall be declared in contravention of law or void as against public policy, such provisions shall be considered severable, and the remaining provisions of this Lease shall continue in full force and effect.

XXIV
PARAGRAPH HEADINGS

The paragraph heading in this lease are intended for convenience only and shall not be taken into consideration in any construction or interpretation of this Lease or any of its provisions.

XXV
ENTIRE AGREEMENT

This instrument constitutes the entire agreement between LESSOR and LESSEE on the subject of this Lease, and all prior or contemporaneous oral or written agreements or representations of any nature with reference to the subject matter of this Lease are cancelled or superceded by the provisions of this Lease.

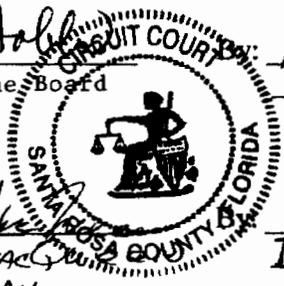
IN WITNESS WHEREOF the undersigned have signed their names and set their seals
this 14th day of April, 2009.

BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA

ATTEST:

Kelley J. Halpin
Deputy Clerk to the Board

Don Satter
Don Satter, Chairman



WITNESSES:

Beverly D. Mack
Beverly D. Mack

Debra Usry
Debra Usry

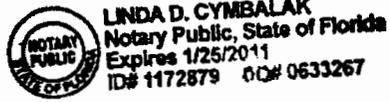
Dorothy Slye
Dorothy Slye, Lessee

STATE OF FLORIDA
COUNTY OF SANTA ROSA

BEFORE ME, the undersigned authority, personally appeared Dorothy Slye, and who is personally known to me or who has produced _____ as identification and who acknowledged before me that the foregoing instrument was executed for the purposes therein expressed.

SWORN TO AND SUBSCRIBED this 8 day of April, 2009.

Linda D. Cymbalak
Notary Public
My Commission Expires: 1/25/11
Commission No.: 0633267



BCC Approved CM 03/31/09

Emily Spencer

From: Commissioner Salter
Sent: Thursday, December 19, 2013 9:57 AM
To: Hunter Walker
Cc: Beckie Cato; Angie Jones; Emily Spencer
Subject: Fwd: change to comp for large parcel exemption

Hunter,
I would like to have this placed on our next meeting agenda. Thanks.

Sent from my iPhone

Begin forwarded message:

From: Beckie Cato <PZDirector@santarosa.fl.gov>
Date: December 18, 2013, 12:15:32 PM CST
To: Commissioner Salter <commsalt@santarosa.fl.gov>
Subject: **FW: change to comp for large parcel exemption**

Commissioner,

Something the following placed on the Admin agenda would do the trick: "Discuss authorizing staff to draft and process an amendment to the LDC reducing the minimum acreage for a large parcel subdivision exemption from 20 acres to 15 acres".

Thanks,
Beckie

From: Carla Hinote [<mailto:wwreproperties@yahoo.com>]
Sent: Wednesday, December 18, 2013 11:39 AM
To: Beckie Cato; Commissioner Salter
Subject: Re: change to comp for large parcel exemption

I've spoken with Sandy, he is good to go on only changing the acreage amount from 20 to 15 acres. We are ready for this to go on the next available agenda.
thanks

Carla Hinote
Broker/Owner

Wildlife Woodlands Real Estate, LLC.
1205 W. Bypass
Andalusia, AL. 36420
334-881-0333 office
334-881-0334 fax
850-572-2698 cell

On Wednesday, December 11, 2013 1:16 PM, Carla Hinote <wwreproperties@yahoo.com> wrote:
Is the only change being made is from 20 acres to 15 acres?

Sent from my iPhone

On Dec 11, 2013, at 1:14 PM, Beckie Cato <PZDirector@santarosa.fl.gov> wrote:

Carla,

This is the section of the code that would requirement amendment:

4.03.13.I. Large Parcel Exemptions - Subdivisions of land into parcels [REDACTED] or greater in size need not comply with the platting and road frontage requirements of this Ordinance so long as no new County roads are created or no new lot or parcel is created within Accident Potential Zone or Clear Zone. Prior to the adoption of Ordinance 91-24, the subdivision of land into parcels greater than four acres in size was exempt from platting requirements. Any residential development which sold lots pursuant to said four acre provision prior to August 22, 1991, may continue the subdivision and development of lots greater than four acres in size without complying with platting requirements. Such continued subdivision of parcels greater than four acres in size shall be allowed only on roads which physically existed prior to August 22, 1991.

From: Carla Hinote [<mailto:wwreproperties@yahoo.com>]

Sent: Wednesday, December 11, 2013 12:48 PM

To: Beckie Cato

Subject: change to comp for large parcel exemption

Beckie

I spoke with Commissioner Salter and Sandy yesterday about the changes with the large parcel exemption. They have asked me to stop by to pick up the verbiage so we can review before it it presented at the meeting. I will be in Milton this afternoon, if you have a chance to print it off, I would greatly appreciate it.

thanks

Carla Hinote
Broker/Owner

Wildlife Woodlands Real Estate, LLC.

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.



Beckle Cato, AICP
Planning and Zoning Director

Santa Rosa County Development Services

Tony Gomillion
Public Service Director



Rhonda C. Royals
Building Official

Application for the Bagdad Architectural Advisory Board

Name: DOUG LASATER

Address: 7399 JUDGE McCALL DR MILTON 32583

Home Phone: _____ Cell Phone: 850-380-4484 Business Phone: 380-4484

Are you an employee of Santa Rosa County? _____ Yes No

If so which department? _____

Do you now hold public office? _____ Yes No

If so, what is the office? _____

Do you reside in the Bagdad Historic or Bagdad Conservation District? _____ Yes No

Were you nominated by the Bagdad Village Preservation Association? Yes _____ No

Do you have expertise in architectural design? Yes _____ No

The Bagdad Architectural Advisory Board shall consist of the following:

- 1) A minimum of 2 members residing within the Bagdad Historic or Bagdad Conservation District.
- 2) One member nominated by the Bagdad Village Preservation Association.
- 3) A minimum of 1 member having demonstrated expertise in architectural design who may or may not live in Santa Rosa County.
- 4) It is acceptable for 1 or more members to satisfy more than one of the requirements above. To the extent they are available in the community, other voting members should include historians, architects, landscape architects, urban planners, engineers, real estate professionals, and representatives of similar disciplines.

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

Inspections/Compliance Division Fax: (850) 623-1208 • Planning/Zoning Division Fax: (850) 983-9874 • Commercial Review Fax: (850) 623-1381

Please describe your reasons for wanting to serve and any special experience or qualifications you feel you may have.

MY BACKGROUND IS FROM EXPERIENCE AND EDUCATION IN THE CONSTRUCTION (HEAVY) AND RESIDENTIAL HOMES. MY FATHER & GRAND FATHER WERE CONTRACTORS AND I WORKED IN THE FAMILY BUSINESS UNTIL 1975. MY EDUCATIONAL BACKGROUND IS A DEGREE IN CIVIL ENGINEERING AND MINOR IN ARCHITECTURAL DESIGN.

MY PROFESSIONAL CAREER INCLUDES 14 YEARS AS A SMALL TOWN CITY MANAGER/PUBLIC WORKS DIRECTOR. THAT JOB INCLUDED BUILDING INSPECTION NOTICES AND CODE ENFORCEMENT.

I SERVED FOR 10 YEARS ON THE COUNTY PLANNING COMMISSION AS THE CITY REPRESENTATIVE. WHILE MY KNOWLEDGE OF CODES AND NEW REGULATIONS ARE LIMITED I AM WILLING TO BECOME EDUCATED ABOUT SRC CODES.

I OWN SEVERAL PROPERTIES IN BAGDAD AND HAVE A VESTED INTEREST IN THE HISTORICAL PRESERVATION OF THE COMMUNITY.

I CURRENTLY SERVE AS THE CHAIRMAN OF THE BAGDAD WATER FRONT GROUP IN BAGDAD.

I HAVE BEEN ASKED BY RUPA TO SERVE ON THEIR REVIEW BOARD AND AM EXCITED AT THE PROSPECT.

Santa Rosa County Public Service Complex
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583
www.santarosa.fl.gov
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December 31, 2013

Ms. Cindy J. Nolan
U.S. Environmental Protection Agency
Region 4
61 Forsyth Street, SW
10th Floor
Atlanta, Georgia 30303-8960

Dear Ms. Nolan:

On behalf of Santa Rosa County, Florida, please accept this letter of support for the West Florida Regional Planning Council's (WFRPC) 2014 U.S. EPA Brownfields Assessment Grant Application. We applaud the broad range of support for the revitalization and redevelopment efforts in our community and encourage WFRPC in its efforts to bring these much needed funds into their seven (7) county region to assist with the redevelopment of brownfield areas.

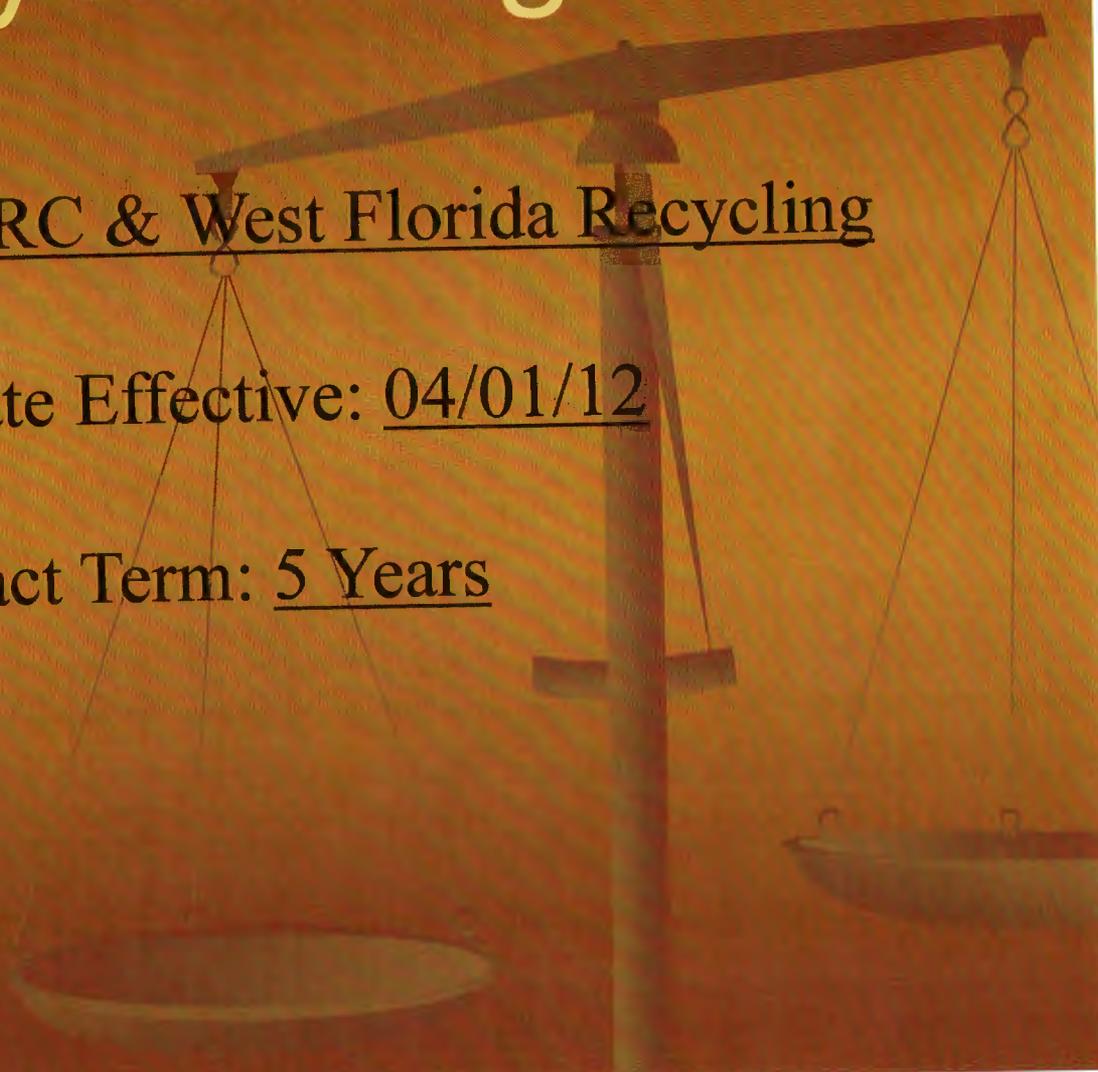
We hope that you will give every possible consideration to the Council's application for a U.S. EPA Brownfields Assessment grant. This grant will significantly benefit the communities within the WFRPC region by enhancing the local economy and improving the environment.

Santa Rosa County is pleased to offer our support and continued collaboration with the WFRPC in their successful Brownfields redevelopment efforts. Please feel free to contact me at 850-983-1877 if you have questions or require additional information.

Sincerely,

Jim Melvin
Chairman, Santa Rosa County Board of Commissioners

The Recycle Program



Current Contract: SRC & West Florida Recycling

Contract Date Effective: 04/01/12

Contract Term: 5 Years

Contract Requirements

- WFR collects materials from drop sites & purchases the material to reuse and/or sell the recyclables.
(reference section C)
- Maintain adequate disposal capacity at each site.
(reference sections 2.2 & 2.3)
- Monthly recycle rebates for the preceding month, with a back-up report from WFR. (reference sections 3.2)
- The monthly building lease payment due on the first day of each month in advance. (reference section 4.5)
- WFR shall maintain the leasehold area, parking lot and surrounding areas neat and clean and free of debris.
(reference section 4.5)

Reference notes are sections of the contract.

Current Situation/Concerns

- Excessive & prolonged volume of material being stored at SRC Recycle Department.
- Past & Current Charges Due:
As of Jan. 2, 2013, WFR owes nearly \$30k.
3 Payments received since June 1, 2013.
- Frequently not adequate space in containers.

If the contract is discontinued:

- SRC proposes:
 - Temporarily Close all 19 sites, while the building is emptied (approx. 350 tons @ no tip). Divert single stream recycling to *Class 1 (no tip)*, for approximately 2 weeks to empty the facility.
 - Once the building is emptied, we can make necessary building repairs to pre-contract conditions.
 - Reopen approximately half of the 19 sites & only accept specific materials until a direction is chosen by the BOCC for rebidding the program or purchasing additional sorting equipment.



12-30-13 South Service Center

Overflowing sites are a reoccurring problem.

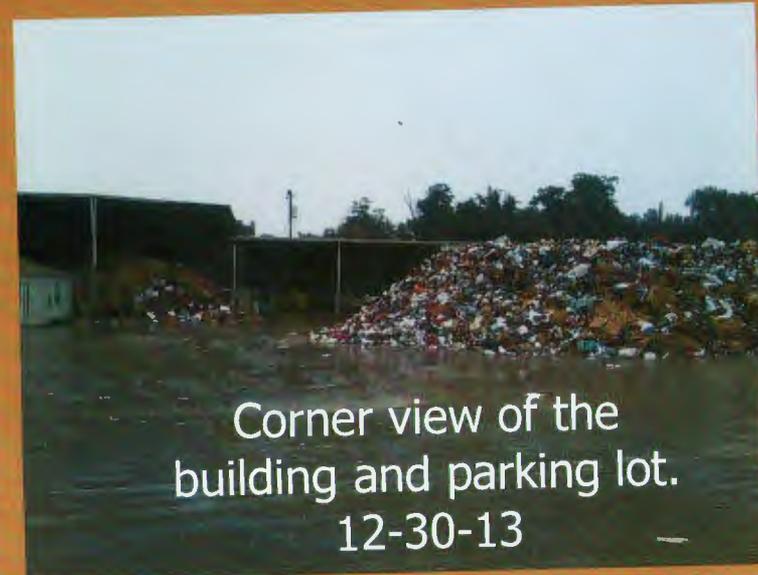


12-30-13 Five Points

Current status at the SRC Recycle Facility.



Wet Material overflowing into the parking lot. 1-2-13



Corner view of the building and parking lot.
12-30-13



Material piled outside the back of the building.
12-30-13



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: Hunter Walker, County Administrator

DATE: December 19, 2013

SUBJECT: FY2013-2014 Capital Plan

During the FY2013-2014 Budget the following capital items were requested recommended for purchase this budget year using the funds set aside several years ago for capital purchases:

<u>Commissioners Office</u>	
Copier	\$ 8,000
 <u>Computer Support</u>	
Phase II Virtual Storage	\$ 47,808
 <u>Engineering</u>	
½ ton 4x4 pickup	\$ 24,000
(3) CPU units	7,200
 <u>Personnel</u>	
Replacement software	\$ 1,400
Replacement copier	\$ 8,000
 <u>Libraries</u>	
Computers	\$ 7,040
Van	\$ 25,000
Coin Machines (5)	\$ 13,500
Laptops	\$ 1,730
Shelving for Pace Library	\$ 2,680
 <u>Navarre Beach Other</u>	
ATV	\$ 15,000

<u>Building Maintenance</u>	
½ Ton Pick-up Truck	\$ 18,000
Gas Engine	
ReRoof Gulf Breeze	\$235,000
Library	
<u>Public Services</u>	
Carpet in Auditorium	\$ 45,000
<u>Animal Control</u>	
¾ Ton ACO truck	\$ 50,500
<u>Parks Department</u>	
72" Zero Turn Mower	\$ 33,000
15 Passenger Van	\$ 24,000
48" Zero Turn Mower	\$ 8,000
<u>Inspections</u>	
Scanner/Printer	\$ 14,000
Replacement Vehicles (3)	\$ 55,500
<u>Planning & Zoning</u>	
Color Copier	\$ 9,000
<u>Emergency Management</u>	
Pole Barn	\$ 5,000
Web Based Notification	\$ 12,944
System	
Thin Clients	\$ 3,500
<u>Emergency Communications</u>	
CAD Operating System	\$196,395
Dell Workstations	\$ 5,808
VHS Rescue Repeater	\$ 10,880
Replacement	
<u>Mosquito Control</u>	
Half Ton Pick up	\$ 22,000
4X2 Fog Truck	
Half Ton Pick up	\$ 24,000
4X2 Larvacide Truck	
Mounted Truck Radios	\$ 4,550
<u>Co-Op Extension</u>	
Copier	\$ 8,000

The total estimated cost for this equipment and capital is just under \$925,000 and currently the capital reserve is just over \$1.8 million.

Hunter Walker

From: Commissioner Jim Melvin
Sent: Friday, December 27, 2013 7:52 AM
To: Hunter Walker
Subject: FW: Happy New Year !

Please place an endorsement of Bryan on the agenda. He is a past Pres of FAC and is active in NACO.
Jim

From: Bryan's GMail [desloge.bryan@gmail.com]
Sent: Thursday, December 26, 2013 1:59 PM
To: Commissioner Jim Melvin
Subject: Happy New Year !

Jim -

Hope you had a great Christmas ! I'm rounding up resolutions from Counties in support of my campaign for NACO 2nd VP and would love to add Santa Rosa -

Here's a sample <http://bryandesloge.com/updates> any help would be appreciated !

All the best - Happy New Year ! Looking forward to a great 2014 !!

Bryan Desloge
NACo 2nd VP Campaign / BryanDesloge.com / 850-841-9285
Leon County / deslogeb@leoncountyfl.gov / 850-606-5364
Desloge Home Oxygen / bryan@deslogemedical.com / 850-656-8900

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RESOLUTION NO. 13-43

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, SUPPORTING THE CANDIDACY OF COMMISSIONER BRYAN DESLOGE FOR SECOND VICE-PRESIDENT OF THE NATIONAL ASSOCIATION OF COUNTIES.

WHEREAS, Florida is the 4th largest state in the nation representing more than 19 million people in 67 counties; and,

WHEREAS, for more than 80 years, the Florida Association of Counties (FAC) has helped counties effectively serve and represent Floridians by strengthening and preserving county home rule through advocacy, education and collaboration; and,

WHEREAS, FAC is the only association representing Florida's counties – bringing together the collective experience and knowledge of 377 county commissioners and supported by thousands of county professional staff; and,

WHEREAS, FAC provides the cohesive platform that enables county officials and staff to speak with a unified voice on behalf of all Floridians; and,

WHEREAS, Leon County Commissioner Bryan Desloge has faithfully served on the Leon County Board of County Commissioners for seven years representing the citizens in District 4, as well as all of the citizens of Leon County; and,

WHEREAS, Commissioner Desloge currently serves as the President of the Florida Association of Counties and previously served as President-Elect, 1st Vice President, 2nd Vice President, and a policy chairman of the Florida Association of Counties; and,

WHEREAS, Commissioner Desloge has faithfully served on the National Association of Counties Board of Directors for two terms, as well as Vice Chair of the Behavioral Health Subcommittee; and,

WHEREAS, the National Association of Counties (NACo), founded in 1935, is the only national organization that represents county governments in the United States and provides essential services to the nation's 3,069 counties; and,

WHEREAS, NACo advances issues with a unified voice before the federal government, improves the public's understanding of county government, assists counties in finding and sharing innovative solutions through education and research, and provides value-added services to save counties and taxpayers money; and,

WHEREAS, Commissioner Desloge is committed to bringing civility and unity back into public service to increase opportunities for taxpayers; and,

WHEREAS, Commissioner Desloge's passion has led him to join with others in the creation and development of the Village Square, a non-partisan public educational forum on matters of local, state, and national importance that is dedicated to maintaining factual accuracy in civic and political debate by growing civil dialog on divisive issues, and recalling the history and principles at the foundation of our democracy; and,

WHEREAS, Commissioner Desloge has introduced the members of FAC to the Village Square and has set his Presidential theme with the FAC to be Civility, Opportunity, Unity; and,

WHEREAS, the idea of bringing a civil debate to not only our local policy discussions but also to our state and national capitol are critical to solving the problems facing our communities; and,

WHEREAS, by focusing on facts and putting aside party politics our public servants can begin developing the solutions needed to provide our citizens with the opportunities promised by our founding fathers; and,

WHEREAS, Commissioner Desloge has announced his intent to run for Second Vice-President of the National Association of Counties to take the platform of Civility, Opportunity, Unity, to county, borough and parish officials nationwide as well as members of the legislative and executive branches of the United States.

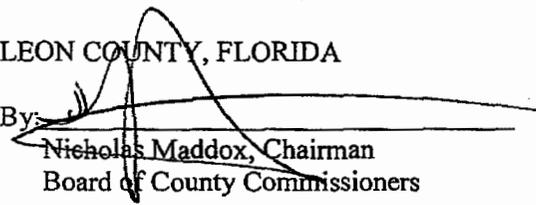
NOW THEREFORE BE IT RESOLVED that the Leon County Board of County Commissioners fully supports and endorses the candidacy of Leon County Commissioner Bryan Desloge for the National Association of Counties office of Second Vice-President with the election to be held in July 2014.

BE IT FURTHER RESOLVED, that the Leon County Board of County Commissioners further encourages every county in Florida to endorse the candidacy of Commissioner Desloge and to also commit to attend the National Association of Counties Annual Conference in July 2014 so that all of Florida's 67 counties can place their vote to elect Commissioner Desloge Second Vice-President of the National Association of Counties.

ADOPTED by the Board of County Commissioners of Leon County, Florida, this 10th day of September 2013.

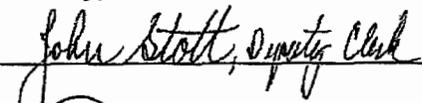


LEON COUNTY, FLORIDA

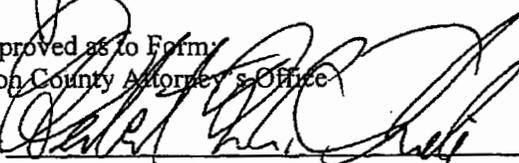
By: 
Nicholas Maddox, Chairman
Board of County Commissioners

ATTEST:

Bob Inzer, Clerk of the Court
Leon County, Florida

By: 
John Stott, Deputy Clerk

Approved as to Form
Leon County Attorney's Office

By: 
Herbert W.A. Thiele, Esq.
County Attorney

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
January 6, 2014

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 January 9, 2014 at 9:00 a.m. in Milton, Florida.

1. Discussion of Settlers Colony request for proposals.
2. Discussion of Berryhill Road Realignment, change order #1, reducing the original contract sum by \$15,366.20 for an overall amount of \$1,873,512.85. (Attachment A)
3. Recommend approval of Final Plat for The Preserve, a 299 lot subdivision of a portion of Section 7, Township 1 North, Range 27 West, Santa Rosa County, Florida.
(Working District 4)

Location: ½ mile, more or less, West on U.S. 90 from Highway 87 South, South on Persimmon Hollow Road, property is on the West side.

4. Recommend approval of Final Plat for Pace Mill Creek Phase Two, a private 27 lot subdivision of a portion of Section 33, Township 2 North, Range 29 West, Santa Rosa County, Florida.
(Working District 1)

Location: 2-1/2 miles, more or less, North on Chumuckla Highway from U.S. 90, Northeast on Education Drive, Southeast on Pace Mill Way, South on Grist Mill Circle.

5. Recommend approval of Paved Road and Drainage Maintenance for Willow Glen Phase 2A, a 23 lot subdivision of a portion of Section 28, Township 2 North, Range 28 West, Santa Rosa County, Florida.
(Working District 3)

Location: 1-1/2 miles, more or less, East on Berryhill Road from Five Points, North on Luther Fowler Road, property on the West side of Luther Fowler Road.

Glen Brook Court	400 LF±
Shady Glen Court	400 LF±

No support documentation for this agenda item.

2

CHANGE ORDER

CHANGE ORDER NO.: 1

CONTRACT NO. 1

TO: Roads Inc. of NWF
106 Stone Blvd.
Cantonment, FL 32533

DATE: December 20, 2013

PROJECT NAME: Berryhill Road Realignment

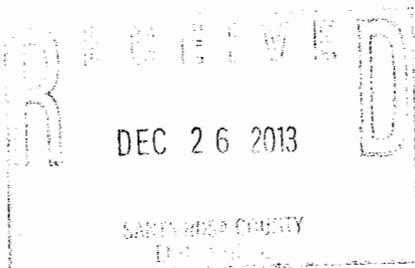
PROJECT NO.: 12-044 (Contractor)

Under our AGREEMENT dated July 3, 2012.

You hereby are authorized and directed to make the following change(s) in accordance with terms and conditions of the Agreement:

FOR THE (Additive) (Deductive) Sum of :	(\$15,366.20)
Original Agreement Amount	\$1,888,879.05
Sum of Previous Changes	\$0.00
This Change Order (Add) (Deduct)	\$(15,366.20)
Present Agreement Amount	\$1,873,512.85

This time for completion shall be (increased/decreased) by N/A () calendar days due to this Change Order. Accordingly, the Contract Time is now () calendar days and the final completion date is N/A. Your acceptance of this Change Order shall constitute a modification to our Agreement and will be performed subject to all the same terms and conditions in our Agreement indicated above, as fully as if the same were repeated in this acceptance.



The adjustment, if any, to this Agreement shall constitute a full and final settlement of any and all claims arising out of or related to the change set forth herein, including claims for impact and delay costs.

FOR THE CONTRACTOR:

Accepted: Dec. 20, 2013

By: Darrin Johnson, Sec/Treas
Name and Title

By: 
Signature

FOR THE COUNTY:

Approved: _____, 20____

By: _____
Name and Title

By: _____
Signature

No support documentation for this agenda item.

No support documentation for this agenda item.

No support documentation for this agenda item.



Public Services Committee

Chaired by:
Lynchard & Williamson

Meeting:
January 6, 2014, 9:00 A.M.

AGENDA

Development Services

1. Discussion of the request from Steve Hering to amend the Land Development Code to allow the Navarre Beach High Density Zoning District to be located outside of the commercial core area.
2. Recommend approval of a resolution authorizing the submission of grant application to purchase two replacement vehicles and authorize the chairman to sign related documents. The grant will require a local match of \$15,220.
3. Recommend approval of a resolution adopting the Title VI Plan as required for the receipt of federal funds.

Emergency Management

4. Discussion of proposal submitted by Infor Public Sector, Inc for a Computer Aided Dispatch (CAD) software program in the amount of \$196,395.
5. Recommend the Board authorize advertisement of a Request for Proposals to enhance grounding of the South Communication Tower.



Santa Rosa County Development Services



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
DATE: December 30, 2013
RE: Request from Steve Hering to Amend the Land Development Code to Allow the Navarre Beach High Density Zoning District to be Located Outside of the Commercial Core Area

RECOMMENDATION

That the Board discuss the enclosed request from Steve Hering to amend the LDC to allow the NB-High Density zoning district to be located outside of the Commercial Core area.

BACKGROUND

The LDC includes nine zoning districts that are unique to Navarre Beach and it designates a Commercial Core overlay area within which higher density uses are permitted. Of the nine zoning districts, two are limited to the Commercial Core. Three other districts allow higher density and/or building heights when located inside the Commercial Core.

Mr. Hering has a lease to develop a parcel at the western end of the beach that is approximately 7 acres in size and zoned NB-Medium Density which allows up to 10 dwelling units per acre. If the NB-High Density zoning district were allowed outside of the Commercial Core Area, he could request a rezoning to that district which would allow up to 30 dwelling units per acre.

Although Mr. Hering's request refers only to zoning, a Comprehensive Plan and Future Land Use Map amendment would also be necessary. The property currently has a FLUM designation of Navarre Beach Medium Density Residential which allows 10 dwelling units per acre. The Navarre Beach High Density Residential FLUM category allows up to 30 dwelling units per acre but is limited to the Commercial Core Area of the beach.

NEXT STEPS

If the board approves the request, staff will draft the appropriate amendments and schedule the required Zoning Board and BOCC public hearings.

Enclosure: Request from Mr. Hering
Map of Navarre Beach

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

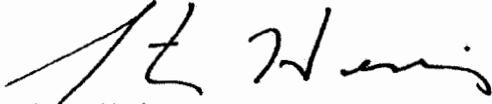
DEC 05 '13 AM 11:07

December 5, 2013

Beckie –

I would like to request that staff seek authorization from the BOCC to change to the LDC, specifically Section 6.07.04 (NB- High Density), to remove the limitation that this district may only be located within the Commercial Core Area of Navarre Beach.

Respectfully,



Steve Hering



Steven Hering
~ 7 Acres
Medium Density

Legend

-  Navarre Beach Core Commercial Area
-  Parcel Lines



1 inch = 1,500 feet



Map Document: (C:\mav's-d-drive\mav\work\Becke\NavBchVacantDec2013.mxd)
12/17/2013 -- 1:18:20 PM



Department of Public Services

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



Tony Gomillion, Director

MEMORANDUM

TO: Board of County Commissioners
FROM: Shawn Ward, Transportation Planner
THROUGH: Beckie Cato, Planning Director
DATE: December 30, 2013
RE: Section 5310 Grant, Capital Assistance for Service to the Elderly and People with Disabilities

RECOMMENDATION

That the Board approve a resolution authorizing submittal of grant application to purchase two replacement vehicles and authorize the chairman to sign related documents. The grant will require a local match of \$15,220.00

BACKGROUND

Community Transportation is the door-to-door service provided by Pensacola Bay Transportation for those who qualify as transportation disadvantaged. Pensacola Bay Transportation serves two roles: Community Transportation Coordinator (CTC) required by Florida Statute and transportation provider. Every five years the county has the option of taking over the role of CTC, but the county has in the past chosen to allow the CTC to be selected through competitive bid. The Santa Rosa Local Coordinating Board administers the competitive bid process and oversees the CTC and community transportation services. The current Memorandum of Agreement ends on 06/30/2014.

Funding for this service comes from federal grants and a variety of agencies such as Medicaid, Agency for Persons with Disabilities, Vocational Rehab, Department of Elder Affairs, and the Florida Commission for Transportation Disadvantaged (TD). The county contributes \$1,500 per month toward this service.

Federal Section 5310 is the Enhanced Mobility of Seniors and Individuals with Disabilities Program that provides funding to improve mobility for seniors and individuals with disabilities. This program provides funds to: 1) serve the special needs of transit-dependent populations beyond traditional public transportation service, where public transportation is insufficient, inappropriate, or unavailable; 2) projects that exceed the requirements of the Americans with Disabilities Act (ADA) act; 3) project that improve access to fixed route service and decrease reliance on complementary paratransit; and 4) projects that are alternatives to public transportation.

According to the University of Florida Business and Economic Research (BEER) 2010 estimate, Santa Rosa's population was 151,372. The estimate further showed 19,460 over the age of 65 and 8,083 of those over 65 with a disability. The 2010 Census reports the number of people with disabilities in Santa Rosa County as 22,963.

In June 2013, the Santa Rosa Transportation Disadvantaged Service Plan was updated. On page 15, Table 1 estimated the 2013 potential transportation disadvantaged population as 7,356 disabled non-elderly, 19,205 elderly non-disabled, and 10,991 disabled and elderly for a total potential TD population of 37,552 disabled, elderly or both (24% of the 2010 Census total population of 151,372).

The Commission for the Transportation Disadvantaged 2012 Draft Annual Performance Report indicates that Santa Rosa County is last in the state for serving the TD population. Vehicle replacement is a key component of serving the TD population.

Currently, Pensacola Bay Transportation dispatches a fleet of eleven vehicles from its Stewart Street (State Road 87) location to provide door-to-door community transportation service for residents of Santa Rosa County. Replacement vehicles can be ordered through a state Florida Department of Transportation (FDOT) contract with 80% paid by federal grants, 10% by the state, and 10% by the applicant. The grant award will be to replace existing vehicles. The project is to maintain the existing paratransit service by replacing two high mileage vehicles primarily serving the urbanized area of Santa Rosa County. Three new vehicles were obtained in 2009 through Section 5311 and the American Reinvestment and Recovery Act of 2009. Those three vehicles serve the non-urbanized area of the county. In 2012, a 9 passenger commuter van was awarded through the federal section 5310 grant. In 2013, two 9 passenger commuter vans and 4 cutaways were awarded. Meanwhile vehicles serving the non-urbanized area have continued to age along with an increase for wheelchair accessible vehicles countywide. Two vehicles will have exceeded the FDOT minimum service life span during the 2014 fiscal year. The county consists of 1,012 square miles. As of November 19, 2013, the top two priority vehicles for replacement that will have exceeded the FDOT minimum service life span during the 2014 year are one Chevy 4500 wheelchair van with 212,198 miles and a Chevy 4500 wheelchair van with 192,683 miles. Grant applications are submitted annually in January and, if awarded, the vehicles can be ordered later in the year.

Staff proposes to submit an application for Section 5310, capital assistance for service to the elderly and people with disabilities. Section 5310 applications are awarded on a competitive basis, so award is not guaranteed. The grant requires a local 10% match of \$15,220 to be provided by the county. The local match would be due in 2015 when the vehicles are ordered. Total cost is \$15,220 for two small cutaways.

The new vehicles would be titled to the county and leased to Pensacola Bay Transportation for operation, maintenance and insurance as are the vehicles previously procured.

Below is a table showing the existing vehicle fleet providing Santa Rosa County door-to-door service.

Model Yr. (b)	Make/size/type	FDOT control # or VIN	Ramp or lift (specify)	Seats & W/C positions (i.e. 12+2)	Avg. miles/Yr.	Current Mileage	Expected retirement date	Funding source
2002*	Ford E-350 Van	1FBSS31LX2HA20374 PBT Owned	No	14	35,276	458,801	As soon as possible	unknown
2002*	Ford E-350 Van	1FBSS31L72HA27119 PBT Owned	No	14	44,671	419,852	As soon as possible	unknown
2002*	Ford E-350 Van	1FBSS31L12HA20375 PBT Owned	No	14	34,819	414,166	As soon as possible	unknown
2002*	Ford E-350 Van	1FBSS31L92HA20379 PBT Owned	No	14	20,689	381,126	As soon as possible	unknown
2009*	Champion W/C Bus	1GBJG31K191144640 PBT Owned	Lift	8+2	58,552	217,787	2014	unknown
2010**	Chevy 4500 W/C Bus	1GBJG31K991173951 FDOT Control #80316 SRC Owned	Lift	2+4 or 6+2	52,924	212,198	2015	5311 & ARRA
2010**	Chevy 4500 W/C Bus	1GBJG31K791173348 FDOT Control #80315 SRC Owned	Lift	2+4 or 6+2	47,736	192,683	2015	5311 and ARRA
2009*	Ford E-250 Van	1FTNE24L69DA92602 FDOT Control #80313 SRC Owned	No	9	52,511	179,259	2014	5311 and ARRA
2009	Chevy 4500	1GBE4V1G99F403945 TPO Owned	Lift	18A&2W OR 20A		122,040	2019	JARC
2009	Chevy 4500	1GB34V1G89F404097 TPO Owned	Lift	18A&2W OR 20A		121,304	2019	JARC
2013	Ford E-250 Commuter Van	1FTNE2EL0DDA63619 FDOT Control #92359 SRC Owned	No	9	20,630	20,630	2018	5310

(a) Vehicles to be replaced with 2013 awarded funding are identified by an asterisk (*) next to the model year.

(b) Vehicles to be replaced with requested 2014 awarded funding are identified by asterisks (**) next to the model year.

If approved by the BOCC, the two vehicles identified above would be replaced with the following order from the state public transportation vehicle procurement program TRIPS:

	FDOT Control #	Seating A = ambulatory WC = wheelchair	Make & Type	Estimated Cost	Estimated Local Match
1	80316	4WC&2A or 2WC&6A	Small Cutaway	76,100	7,610
2	80315	4WC&2A or 2WC&6A	Small Cutaway	76,100	7,610
Totals				152,200	15,220

The small cutaways are good replacement vehicles for vans because they have wheelchair lifts, flexible seating for different combinations of ambulatory and wheelchair clients, low entry, and are very maneuverable.

If approved, FDOT requests two originals of the attached resolution signed in blue ink.

"One Team, One Goal, One Mission"

RESOLUTION NO. _____

A RESOLUTION OF THE SANTA ROSA BOARD OF COUNTY COMMISSIONERS AUTHORIZING THE SIGNING AND SUBMISSION OF A GRANT APPLICATION AND SUPPORTING DOCUMENTS AND ASSURANCES TO THE FLORIDA DEPARTMENT OF TRANSPORTATION, AND THE ACCEPTANCE OF A GRANT AWARD FROM THE DEPARTMENT.

WHEREAS, the Santa Rosa Board of County Commissioners has the authority to apply for and accept grant awards made by the Florida Department of Transportation as authorized by Chapter 341, Florida Statutes and/or by the Federal Transit Administration Act of 1964, as amended;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA:

- 1. This resolution applies to the Federal Program under U.S.C. Section 5310.**
- 2. The submission of a grant application, supporting documents, and assurances to the Florida Department of Transportation is approved.**
- 3. Commissioner Jim Melvin, Chairman of the Santa Rosa Board of County Commissioners, is authorized to sign the application and accept a grant award, unless specifically rescinded.**

PASSED AND ADOPTED by the Santa Rosa Board of County Commissioners on a vote of ___ yeas, ___ nays, and ___ absent, in regular session, this 9th day of January 2014.

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

**By: _____
Jim Melvin, Chairman**

ATTEST:

_____(seal)
Donald Spencer, Clerk of Courts



Department of Public Services

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



Tony Gomillion, Director

MEMORANDUM

TO: Board of County Commissioners
FROM: Shawn Ward, Transportation Planner
THROUGH: Beckie Cato, Planning Director
DATE: December 30, 2013
RE: Title VI Program Plan and Resolution

RECOMMENDATION

That the Board approve a resolution adopting the enclosed Title VI Plan as required for the receipt of federal funds.

BACKGROUND

Federal regulations require that Santa Rosa County, as a federal grant recipient and a sub-recipient of the Florida Department of Transportation, have a Title VI Plan as a condition of receiving revenues. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d). Title VI prohibits intentional discrimination as well as disparate impact on protected groups. The Environmental Justice component of Title VI guarantees fair treatment for all people and provides for Santa Rosa County to identify and address, as appropriate, disproportionately high and adverse effects of its programs, policies, and activities on minority and low-income populations, such as undertaking reasonable steps to ensure that Limited English Proficiency (LEP) persons have meaningful access to the programs, services, and information Santa Rosa County provides. The transportation planning regulations require consistency with Title VI and subsequent civil rights laws and regulations.

RESOLUTION NO. 2014- _____

A RESOLUTION OF THE SANTA ROSA BOARD OF COUNTY COMMISSIONERS ADOPTING THE TITLE VI AND NONDISCRIMINATION POLICY AND PLAN INCLUDING LIMITED ENGLISH PROFICIENCY (LEP)

WHEREAS, the Congress of the United States has enacted certain legislation known as the Title VI Act of 1964 and the Civil Rights Restoration Act of 1987 ("Title VI Legislation"); and

WHEREAS, the Title VI Legislation require government agencies receiving federal assistance to ensure no person is excluded from participation in, denied the benefit of, or subjected to discrimination on the basis of race, color, or national origin during any activity or program; and

WHEREAS, federal regulations clarify the intent of Title VI to include all programs and activities of federal-aid recipients, sub-recipients and contractors whether those programs and activities are federally funded or not;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA CERTIFIES THAT THE FUNDS SHALL BE USED IN ACCORDINANCE WITH TITLE VI OF THE CIVIL RIGHTS ASSURANCES AND TITLE VI OF THE CIVIL RIGHTS ACT.

PASSED AND ADOPTED by the Santa Rosa County Board of County Commissioners on a vote of ___ yeas, ___ nays, and ___ absent, in regular session, this 9th day of January 2014.

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

By: _____
Jim Melvin, BOCC Chairman

ATTEST:

Donald C. Spencer, Clerk of Courts

2014

TITLE VI PLAN



SANTA ROSA COUNTY

Adopted 1/09/2014

**Title VI and Nondiscrimination Policy and Plan
Including Limited English Proficiency (LEP)**

**Prepared by
Santa Rosa County Transportation Planning
6051 Old Bagdad Highway, Suite 202
Milton, Florida 32583
(850) 981-7082**

I. Title VI Policy Statement

Santa Rosa County values diversity and welcomes input from all interested parties, regardless of cultural identity, background or income level.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d). The Environmental Justice component of Title VI guarantees fair treatment for all people and provides for Santa Rosa County to identify and address, as appropriate, disproportionately high and adverse effects of its programs, policies, and activities on minority and low-income populations, such as undertaking reasonable steps to ensure that Limited English Proficiency (LEP) persons have meaningful access to the programs, services, and information Santa Rosa County provides.

Environmental Justice Regulations are:

- (a) To avoid, minimize, or mitigate disproportionately high and adverse human health and environmental effects, including social and economic effects, on minority populations and low-income populations;
- (b) To ensure the full and fair participation by all potentially affected communities in the transportation decision-making process;
- (c) To prevent the denial of, reduction in, or significant delay in the receipt of benefits by minority and low-income populations.

The responsibility for carrying out Santa Rosa County's commitment to this program has been delegated to the Title VI Coordinator who will receive and investigate Title VI complaints, which come through the complaint procedure. The Title VI Coordinator and/or his designee will participate in any yearly FHWA and/or FTA Title VI training, including videos, power points, etc. that is made available and will disseminate to leadership staff. All managers, supervisors and employees share in the responsibility for making Santa Rosa County's Title VI Program a success. Implementation of the Title VI Program is accorded the same priority as compliance with all other legal obligations incurred by Santa Rosa County in its financial assistance agreements with DOT (See Appendix A).

II. Compliance Plan – General Requirements:

A. Title VI Notice to the Public, including a list of locations where the notice is posted:

Notices for Title VI services are displayed in every transit vehicle, and information is provided in two different locations on Santa Rosa County's website, www.santarosa.fl.gov.com and www.santarosa.fl.gov/transportation.

Title VI statement posted on the County's website is as follows:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Santa Rosa County is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by the Title VI in Federal Transit Administration (FTA) Circular 4702.1.A. **If you feel you are being denied participation in or being denied benefits of the transit services provided by Santa Rosa County, or otherwise being discriminated against because of your race, color, national origin, gender, age, or disability, you may contact our office at:**

Title VI Coordinator
DeVann Cook, Human Resources Director
6495 Caroline Street, Suite I
Milton, FL 32570
850-983-1863
850-983-1868 FAX
Devannc@santarosa.fl.gov

Title VI statement posted in every transit vehicle is as follows:

Florida Public Law and Title VI of the Civil Rights Act of 1964 prohibit discrimination in public accommodations on the basis of race, color, religion, sex, national origin, handicap, age, or marital status. Persons who suspect discrimination based on these conditions may file a complaint with the Florida Commission on Human Relations at (850) 488-7082 or (800) 342-8170 for voice messaging.

B. Title VI Complaint Procedures (i.e. instructions to the public regarding how to file a Title VI discrimination complaint)

If a person believes they have been excluded from participation in, denied the benefits of, or subjected to discrimination based on race, color or national origin by Santa Rosa County, they may file an official Title VI complaint with the Title VI Coordinator, DeVann Cook, Human Resources Director, 6495 Caroline Street, Suite I, Milton, FL 32570 or by calling (850) 983-1863. We encourage that complaints be submitted in writing (see Title VI Complaint Form – Appendix C), and include the following:

- Name, address and contact information (phone number, email address, etc.)
- How, why, when and where the complainant believes they were discriminated against. Include the location, names and contact information of any witnesses. If the alleged incident occurred on the bus, give date, time of day, and bus number if available.
- The complainant must sign the letter of complaint.

A complaint should be filed no later than 180 days after the date of the alleged discrimination, unless the time for filing is extended by FTA. Santa Rosa County will process complaints that are complete. Once the complaint is received, Santa Rosa County will review it to determine if the information is complete.

All complaints will be investigated promptly. Reasonable measures will be undertaken to preserve any information that is confidential. The Title VI Coordinator will review every complaint, and when necessary, begin the investigation process. At a minimum the investigation will:

- Identify and review all relevant documents, practices and procedures;
- Identify and interview persons with knowledge of the Title VI violation, i.e., the person making the complaint; witnesses or anyone identified by the Complainant; anyone who may have been subject to similar activity, or anyone with relevant information.

Upon completion of the investigation, the Title VI Coordinator will complete a final report for the County Administrator. If a Title VI violation is found to exist, remedial steps as appropriate and necessary will be taken immediately. The Complainant will also receive a final report together with any remedial steps.

If more information is needed to resolve the case, Santa Rosa County may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 30 business days, Santa Rosa County can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, she/he will issue a written notice to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states there was not a Title VI violation and that the case will be closed. An LOF summarizes the allegations and the information regarding the alleged incident, and

explains whether any disciplinary action, additional training of the staff member, or other action will occur. If the complainant wishes to appeal the decision, she/he has 30 business days after the date of the letter or the LOF to do so.

If no violation is found and the complainant wishes to appeal the decision, he or she may contact the Federal Transit Administration, 230 Peachtree St., N.W., Suite 800, Atlanta, GA 30303 Attn: Region IV Civil Rights Officer or by calling (404) 865-5620, web site:

http://www.fta.dot.gov/civilrights/title6/civil_rights_5104.html

Complainants may also file their initial Title VI complaint directly, no later than 180 days after the date of the alleged discrimination, and he or she may contact the Federal Transit Administration, 230 Peachtree St., N.W., Suite 800, Atlanta, GA 30303 Attn: Region IV Civil Rights Officer or by calling (404) 865-5620, web site:

http://www.fta.dot.gov/civilrights/title6/civil_rights_5104.html

For more information about Santa Rosa County, contact:

Title VI Coordinator
DeVann Cook, Human Resources Director
6495 Caroline Street, Suite I
Milton, FL 32570
850-983-1863
850-983-1868 FAX
Devannc@santarosa.fl.gov

C. List of Transit-related Title VI investigations, complaints, and lawsuits

List any complaints here: None

D. Public Participation

In order to plan for efficient, effective, safe, equitable and reliable transportation systems, and other county services, Santa Rosa County must have the input of its public. Santa Rosa County spends substantial staff and financial resources in furtherance of this goal and strongly encourages the participation of the entire community. Santa Rosa County holds a number of meetings, workshops and other events designed to gather public input on project planning and construction. Santa Rosa County staff attends a number of transportation meetings, workshops, and other events designed to gather public input on transportation, bike paths and walkways with the local TPO.

Santa Rosa County utilizes the Florida-Alabama TPO and its committees to assist in decision-making. The TPO has a Technical Coordinating Committee (TAC), a Citizen's Advisory Committee (CAC), and the Santa Rosa County Transportation Disadvantaged Coordinating Board. All of the non-elected committees and councils allow public comment.

Santa Rosa County Transportation Disadvantaged Coordinating Board, Technical Coordinating Committee (TCC) and Citizens Advisory Committee (CAC)– advertised meetings in the Pensacola News Journal (Appendix B).

Santa Rosa County's Community Transportation Coordinator (CTC) also provides individual training to assist anyone needing more information about demand service. Santa Rosa County promotes the Ride On program for van pooling, commuter assistance, emergency rides home, and other charitable organizations within the area. Further, Santa Rosa County officials and employees attend and participate in other community events to promote its services to the public. Finally, Santa Rosa County is constantly seeking ways of measuring the effectiveness of its public involvement.

For more information on the Santa Rosa County's public involvement or to request special presentations or offer suggestions for improvement of Santa Rosa County's public involvement may contact:

Shawn Ward, Transportation Planner
Santa Rosa County
6051 Old Bagdad Highway, Suite 201
Milton, Florida 32583
Shawnw@santarosa.fl.gov
(850) 981-7082
(850) 983-9874 fax

For more information on the TPO's public involvement and measures of effectiveness the public may view the TPO Public Participation Plan (PPP), available both on its website and at the TPO offices. Persons wishing to request special presentations by the TPO, volunteer in any of its activities, or offer suggestions for improvement of TPO public involvement may contact:

Rhonda Grice
Florida-Alabama TPO
4081 E. Olive Road, Suite A
Pensacola, FL 32514
rhonda.grice@wfrpc.org
Telephone: 850-332-7976 1-800-226-8914 X 214
Fax: 850-637-1923

E. Data Collection Statement:

Federal Executive Order (EC 12898) signed by President Clinton requires federal-aid recipients to collect and analyze racial, ethnic and other similar demographic data on beneficiaries of or those affected by transportation programs, services and activities. Santa Rosa County accomplishes it is through the use of census data, American Community Survey reports, Environmental Screening Tools (EST), driver and ridership surveys, its Community Development Department and other methods. From

time to time, Santa Rosa County may find it necessary to request voluntary identification of certain racial, ethnic or other data from those who participate in its public involvement events. This information assists Santa Rosa County with improving its targeted outreach and measures of effectiveness. Self identification of personal data to Santa Rosa County will always be voluntary and anonymous. Moreover, Santa Rosa County will not release or otherwise use this data in any manner inconsistent with the federal regulations.

F. Assurances:

Every three (3) years, Santa Rosa County must certify to US DOT and other applicable federal and state agencies that its programs, services and activities are being conducted in a nondiscriminatory manner. These certifications are termed 'assurances' and serve two important purposes. First, they document the Santa Rosa County's commitment to nondiscrimination and equitable service to its community. Second, they serve as a legally enforceable agreement by which Santa Rosa County may be held liable for breach. The public may view assurances on Santa Rosa County's website or by visiting Santa Rosa County offices.

G. Language Assistance Plan for providing language assistance to persons with limited English proficiency (LEP), based on the DOT LET Guidance:

Title VI of the Civil Rights Act of 1964, Executive Order 13166, and various directives from the US Department of Justice (DOJ) and US Department of Transportation (DOT) require federal aid recipients to take reasonable steps to ensure meaningful access to programs, services, and activities by those who do not speak English proficiently. To determine the extent to which LEP services are required and in which languages, the law requires the analysis of four factors:

- 1. The number or proportion of LEP persons eligible to be served or likely to be encountered by Santa Rosa County, or activities.*

Using census data, Santa Rosa County (158,512 pop.) has determined that LEP individuals speaking Spanish represent approximately 1.06% of the community. Santa Rosa County realizes that such statistical data can be inaccurate. Therefore, the Santa Rosa County contacted the local school district and social service agencies to determine the proportion of LEP served by those entities. Once again, Spanish was reported to be the prevalent LEP language. The Santa Rosa County School District did relate that they have 17 different languages represented within the ESOL Program. Given this information, Santa Rosa County reasons that a relatively small portion of its service population is LEP speakers of Spanish. The Florida Department of Transportations, Limited English Proficiency (LEP) Guidance references that 1,685 Spanish speaking residents are located in Santa Rosa County.

2. *The frequency with which LEP individuals come in contact with these programs, or activities.*

Santa Rosa County and the Community Transportation Coordinator have not received any requests for translation or interpretation of its programs, services or activities into Spanish or any other language.

3. *The nature and importance of the program, activity, or service provided to people's lives.*

All of the County programs are important; however, those related to safety, public transit, right-of-way, the environment, nondiscrimination and public involvement are among the most important. The County must ensure that all segments of the population, including LEP persons, have been involved or have had the opportunity to be involved in the planning processes to be consistent with its nondiscrimination goals.

Public transportation in Santa Rosa County is a demand response service operated by the local Community Transportation Coordinator which provides door-to-door service to the ambulatory and wheelchair clientele for such programs as Non-sponsored, Council on Aging, Agency for Persons with Disabilities, Vocational Rehabilitation Services, Department of Transportation, Medicaid, and the various other agencies who request transportation through the CTC's office. Service is provided 24 hours a day, seven days a week. The CTC has not received any requests for translation or interpretation of its programs, services or activities into Spanish or any other language. The CTC does occasionally provide trips to clients that are visually and hearing impaired. The drivers are aware of those special need clients due to the prior coordination with dispatch and indication on the manifest logs.

4. *The resources available to Santa Rosa County and the likely costs of the LEP services.*

Santa Rosa County is fortunate to house within its jurisdiction a number of institutions of higher education and military facilities, some of which have extensive language services. Further, Santa Rosa County intends to develop relationships with these organizations as well as a number of faith based and community organizations who could perhaps offer competent language services at no cost to Santa Rosa County. The analysis of these factors suggests that extensive LEP services are not required at this time. Nevertheless, Santa Rosa County believes that occasional Spanish language assistance may be necessary for meaningful access by members of the public.

The First Circuit Court has a contract through the State of Florida to provide interpretive services if needed upon request for the court system and the Santa Rosa Clerk of Court. The Santa Rosa County School District has some ESOL

forms produced in Spanish. The school district utilizes the company Languages Unlimited located in Vienna, Virginia for form interpretation.

Santa Rosa County understands that its community profile is changing and that the four factor analysis may reveal the need for more LEP services in the future. As such, Santa Rosa County will triennially examine its LEP plan to ensure that it remains reflective of the community's needs. Persons requiring special language services should contact the TPO's Title VI Officer:

**Title VI Coordinator
DeVann Cook, Human Resources Director
6495 Caroline Street, Suite I
Milton, FL 32570**

H. Non-Elected Committees and Councils

Currently, the makeup of Santa Rosa County is as follows:

RACE				ETHNICITY		SEX	
Census Area	White Alone	Black/African American	Asian Alone	American Indian/Alaskan Native	Hispanic	Male	Female
Santa Rosa	87.5%	6.5%	2.0%	0.9%	4.9%	51.0%	49.0%

The Santa Rosa County Board of County Commission is a direct recipient of funding. The public transit services in Santa Rosa County are governed by the Santa Rosa County Board of County Commissioners. The commissioners are elected in accordance with the State of Florida District Designations as follows:

- District 1 – Jim Williamson
- District 2 – Robert A. “Bob” Cole
- District 3 – W.D. “Don” Salter
- District 4 – Jim Melvin
- District 5 – Lane Lynchard

The Santa Rosa County Board of County Commissioners is the official decision-making body for Santa Rosa County and, because they are elected by the general public, have no ability to ensure that there is adequate representation of minorities on this body.

In addition, Santa Rosa County utilizes the Florida-Alabama TPO and its committees to assist in decision-making. The TPO has a Technical Coordinating Committee (TAC), a Citizen's Advisory Committee (CAC), and the Santa Rosa County Transportation Disadvantaged Coordinating Board. All of the non-elected committees and councils allow

public comment; the racial composition of these two committees is provided below in Table 1.

Santa Rosa County Transportation Disadvantaged Coordinating Board, Technical Coordinating Committee (TCC) and Citizens Advisory Committee (CAC)– advertised meetings in the Pensacola News Journal (Appendix B).

Table 1

TCC Racial Composition	CAC Racial Composition	TD Racial Composition
White Male - 23	White Male - 6	White Male - 5
White Female - 6	White Female - 1	White Female - 10
Black Male - 2	Black Male - 0	Black Male - 0
Black Female - 0	Black Female - 0	Black Female - 0
Hispanic Male - 1	Hispanic Male - 0	Hispanic Male - 1
Other Male - 1	Other Male - 0	Other Male - 0
Other Female - 0	Other Female - 0	Other Female - 0

- I. **Primary recipients shall include a description of how the agency monitors its sub recipients for compliance with Title VI, and a schedule of sub recipient Title VI Program submissions.**

Santa Rosa County does not have any sub-recipients.

- J. **A Title VI equity analysis if the recipient has constructed a facility, such as a vehicle storage facility, maintenance facility, operation center, etc.**

Santa Rosa County has not constructed any facilities, vehicle storage, and maintenance facilities or operations centers. A demographic analysis would be done during the planning phases to ensure construction activities do not disproportionately affect/impact minority or low income populations.

- K. **Board Minutes, Resolution, and other appropriate documentation showing the Board of Directors reviews and approved the Title VI Program (Appendix D)**

III. Conclusion

Santa Rosa County understands that its community profile is changing. As such, Santa Rosa County will biennially examine its Title VI plan, as well as its LEP four factor analysis, to ensure that it remains reflective of the community's needs. The responsibility for carrying out Santa Rosa County's commitment to this program has been delegated to the Title VI Coordinator who will receive and investigate Title VI complaints. However, all directors, supervisors and employees share in the responsibility for making Santa Rosa County's Title VI Program a success. Implementation of the Title VI Program is accorded the same priority as compliance with all other legal obligations incurred by Santa Rosa County in its financial assistance agreements with DOT (See Appendix A).

Persons requiring special services should contact the Santa Rosa County Title VI Coordinator:

Title VI Coordinator
Santa Rosa County
DeVann Cook, Human Resources Director
6495 Caroline Street, Suite I
Milton, FL 32570

FEDERAL TRANSIT ADMINISTRATION CIVIL RIGHTS ASSURANCE

The **GRANTEE** HEREBY CERTIFIES THAT; as a condition of receiving Federal financial assistance under the Federal Transit Act of 1964, as amended, it will ensure that:

1. No person on the basis of race, color, or national origin will be subjected to discrimination in the level and quality of transportation services and transit-related benefits.
2. The **GRANTEE** will compile, maintain, and submit in a timely manner Title VI information required by FTA Circular 4702.1 and in compliance with the Department of Transportation's Title VI regulation, 49 CFR Part 21.9.
3. The **GRANTEE** will make it known to the public that those person or persons alleging discrimination on the basis of race, color, or national origin as it relates to the provision of transportation services and transit-related benefits may file a complaint with the Federal Transit Administration and/or the U.S. Department of Transportation.

The person or persons whose signature appears below are authorized to sign this assurance on behalf of the grant applicant or recipient.

DATED: _____

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

By: _____

Jim Melvin, BOCC Chairman

ATTEST:

Donald C. Spencer, Clerk of Courts

APPENDIX A



Santa Rosa County declares that it will not tolerate discrimination. That it will uphold all requirements and regulations of the Florida Department of Transportation, The Federal Highway Administration, the Federal Transit Authority as well as the United States Department of Transportation and the United States Government. Santa Rosa County abides by the requirements of Title VI of the Civil Rights Act of 1964 based on law, equality, morality and the desire to do what is right for our entire community.

Jim Melvin, Chairman BOCC

Devann Cook, Title VI Coordinator



STANDARD DOT TITLE VI ASSURANCES

Santa Rosa County (hereinafter referred to as the "Recipient")_ HEREBY AGREES THAT as a condition to receiving any Federal financial assistance from the Department of Transportation it will comply with Title VI of the civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d-42 U.S.C. 2000d-4 (hereinafter referred to as the Act), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to As the Regulations) and other pertinent directives, to the end that in accordance with the Act. Regulations, and other pertinent directives, no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and HEREBY GIVES ASSURANCE THAT it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7(a (1) of the Regulations, a copy of which is attached.

More specifically and without limiting the above general assurance the Recipient hereby gives the following specific assurance with respect to its transportation program.

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(B) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all transportation programs and, in adapted form in all proposals for negotiated agreements:

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act. Hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.

4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreement entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under said transportation program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under said transportation program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements there on, in which case the assurances obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he or she delegates specific authority to give reasonable guarantee that it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act. The Regulations and this assurance.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient by the Department of Transportation under the said transportation program and is binding on it, other recipients, sub grantees, contractors, subcontractors, transferees, successors in interest and other participants in the said transportation program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

DATED: _____

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

By: _____

Jim Melvin, BOCC Chairman

ATTEST:

Donald C. Spencer, Clerk of Courts

Appendix A

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor" agrees as follows:

- (1) Compliance with Regulations: The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time, (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
- (2) Nondiscrimination: The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- (3) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
- (4) Information and Reports: The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations, orders and instruction. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to the Recipient or the Federal Highway Administration as appropriate, and shall set forth what efforts it has made to obtain the information.
- (5) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, the Recipient shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a) Withholding of payment so to the contractor under the contract until the contractor complies, and/or
 - b) Cancellation, termination or suspension of the contract, in whole or in part.
- (6) Incorporation of Provisions: The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directive issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided; however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the Recipient to enter into such litigation to protect the interests of the Recipient, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

APPENDIX B

Advertisements for TD & CAC Meetings

The Florida-Alabama Transportation Planning Organization will hold a public meeting on **June 12, 2013 at 9:00 a.m.** in the **Escambia County Board of County Commissioners Chambers, 221 Adams Place, Pensacola, FL 32502**. Technical Coordinating Committee (TCC) and Citizen Advisory Committee (CAC) will meet on June 10, 2013 at 1:00 PM and 3:00 PM respectively; Bicycle Pedestrian Advisory Committee (BPAC) will meet at 10 AM on June 11, 2013. All advisory Committee meetings will be held at the WFRPC, 4081 E Olive Rd, Pensacola. The agenda will consist of Amending the FY2013-2017 Transportation Improvement Program (TIP) to Add Project #100060119 Design Phase for Curb and Boat Ramp installation in FY 13 and Project 100060120 Construction Phase for Curb and Ramp installation in Baldwin County in FY 14, Adoption of the Florida-Alabama TPO FY 2014-2018 Transportation Improvement Program (TIP), Approving Apportionment of the Florida-Alabama TPO Membership, Appointment of the Florida-Alabama TPO Long Range Transportation Plan (LRTP) 2040 Ad Hoc Subcommittee Members, a Bicycle Pedestrian Advisory Committee Application and Election of Chairs and Vice Chairs for FY2014 (July 1, 2013 through June 30, 2014). Review items will include the Fort Pickens / Gateway Communities Ferry and Shuttle Feasibility Study update, Review of Northwest Florida Transportation Corridor Authority Master Plan, Update on Amendment of the 2035 Florida-Alabama Long Range Transportation Needs and Cost Feasible Plans and other transportation planning items for consideration and discussion. Public Participation is solicited without regards to race, color, national origin, sex, age, religion, disability or family status. The TPO will make reasonable accommodations for access to this meeting in accordance with the Americans with Disabilities Act. Please notify TPO Coordinator, Mary Beth Washnock at 332-7976, x 228 or Marybeth.washnock@wfrpc.org for additional information or accommodation assistance. Por favor a la Sr. Rhonda Grice, de los requisitos de acceso o el idioma en el 850-332-7976 ext 214 o 1-800-995-8771 para TTY-Florida al menos 48 horas de antelacion.

Legal No. 1600417 1T June 6, 2013

SANTA ROSA COUNTY
TRANSPORTATION DISADVANTAGED
COORDINATING BOARD MEETING
TUESDAY, OCTOBER 22, 2013 – 2:00 PM
MILTON CITY HALL
6738 DIXON STREET – MILTON, FLORIDA

PUBLIC IS INVITED. In compliance with the Americans with Disabilities Act, reasonable modifications to access meeting and for limited English proficiency are available upon request. Call D. McKenzie at (850) 332-7976 48 hours in advance.

APPENDIX C

Santa Rosa County Title VI Complaint Form

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of **race, color, or national origin**, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. Section 2000d).

The Environmental Justice component of Title VI guarantees fair treatment for all people and provides for Santa Rosa County, to identify address, as appropriate, disproportionately high and adverse effects of its programs, policies, and activities on minority and low-income populations, such as undertaking reasonable steps to ensure that Limited English Proficiency (LEP) persons have meaningful access to the programs, services, and information Santa Rosa County provides.

Complaint No. _____

Name: _____

Home #: _____ Cell #: _____

Email Address: _____

Address: _____, City: _____ Zip: _____

List Type of Discrimination (Please circle all that apply)

Race National Origin Color Other: _____

Please indicate your race/color, if it is a basis of your complaint: _____

Please describe your national origin, if it is a basis of your complaint: _____

Location where incident occurred: _____

Time and date of incident: _____

Name/Position title of the person who allegedly subjected you to Title VI discrimination:

Briefly Describe the incident (use a separate sheet, if necessary) _____

Did anyone else witness the incident? Yes () No ()

List witnesses (use a separate sheet if necessary.)

Name: _____

Address: _____

Phone #: _____

Have you filed a complaint about this incident with the Federal Transit Administration?
Yes () No () If yes, when? _____

Affirmation

I hereby swear/affirm that the information that I have provided in this Title VI Complaint Form is true and correct to the best of my knowledge, information and belief.

Your signature

Date

Action taken (to be completed by Title VI Investigator)

Title VI Investigator Signature

Date

Mailing Address:

**Attn: Title VI Coordinator
DeVann Cook, Human Resources Director
6495 Caroline Street, Suite I
Milton, FL 32570**

APPENDIX D

Board Minutes, Resolution, and other appropriate documentation showing the Board of County Commissioner reviews and approved the Title VI Program



Department of Public Services

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



Tony Gomillion, Director

To: Santa Rosa County Board of County Commissioners
From: Brad Baker, Director, Emergency Management
Through: Tony Gomillion, Director, Public Services
Re: Computer Aided Dispatch Software
Date: January 9, 2014

DISCUSSION

Request the Board of County Commissioners (BOCC) approve the proposal submitted by Infor Public Sector, Inc for a Computer Aided Dispatch (CAD) software program in the amount of \$196,395.00.

BACKGROUND

On October 24, 2013 the BOCC approved an RFP be advertised for a new CAD system. The only proposal received in response to the RFP, was submitted by Infor Public Sector, Inc. also known as Enroute/dispatch. Enroute provided a demonstration to 911, fire and EMS county representatives; it was determined that their proposal meets the desired needs of all agencies.

The current computer aided dispatch (CAD) system was initially purchased from Positron Power System in 2002. In 2011 Positron sold their CAD system to Tiburon who currently provides the software for which we pay an annual maintenance fee (FY2013/14 - \$29,355.00).

It has been determined that the current system does not provide many needed features that would speed up the process of gathering vital information such as:

- For fire department responses to medical calls the Medical Priority Dispatch System will not integrate with the CAD to provide for a fire department response, a second card must be created prior to dispatching units.
- If the call is placed on hold and another dispatcher picks up, the screen will not transfer to the new dispatcher's position
- Does not provide an audible alert for caution notes (or fire preplans) that have been attached to a caller or address so the dispatcher has to search for this information
- Automatic measuring of distance from scene to fire hydrants

In addition, Tiburon has provided poor customer service since commencement and is increasing the annual maintenance fee by \$1,500.00 – \$2,000.00 annually through 2016.

COMPLETION

Upon approval the project will be completed by DEM.

Animal Services
Dale Hamilton
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
Brad Baker
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



Department of Public Services

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



Tony Gomillion, Director

To: Santa Rosa County Board of County Commissioners
From: Brad Baker, Director, Emergency Management
Through: Tony Gomillion, Director, Public Services
Re: RFP-South Tower
Date: January 9, 2014

RECOMMENDATION

Request the Board authorize the advertisement of a Request for Proposals to enhance the grounding of the South Communication Tower to meet Motorola's R56 grounding standards.

BACKGROUND

During the last year we have had multiple lightning strikes to the South Tower causing numerous components to be damaged or destroyed. Repair and replacement costs have exceeded \$40,000 in expenses and insurance claims. In addition to the added expense, the damage causes frequent interruptions in radio coverage throughout the area. The proposals must meet R56 grounding standards in order to provide greater protection to the equipment. Improvements to R56 standards and guidelines will provide Santa Rosa County with surge protection that brings greater levels of performance, safety and reliability to our communications program.

COMPLETION

Upon approval the project will be completed by DEM.

Animal Services Dale Hamilton 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 Brad Baker 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
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"One Team, One Goal, One Mission"

AGENDA
PUBLIC WORKS COMMITTEE

January 6, 2014

Chairman: Commissioner Williamson

Vice Chairman: Commissioner Cole

1. Discussion of comparison shopping low proposal from Smith Tractor Company, Inc. for the purchase of five tractors at a cost of \$191,970.00 to be funded from Road and Bridge Reserves. Proposal includes trade-in value of \$69,000.00 and exercising a two year buy back option of trading in for new tractors at a cost of \$8,500.00 each.



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

Stephen Furman
Asst. Director of Public Works
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
981-7071

MEMO

TO: Hunter Walker, County Administrator
FROM: Avis Whitfield, Public Works Director *AW*
SUBJECT: Tractor Proposals
DATE: December 30, 2013

During the past mowing season we experienced numerous break downs and significant down time on our tractors that are used for operating rotary mowers. Therefore, we solicited proposals for five new tractors with options for trading in five of our old tractors as well as buy-back options to trade in the new tractors at regular intervals.

I recommend we accept the low and best proposal from Smith Tractor Company, Inc. for the purchase of five tractors at a cost of \$191,970.00 to be funded from Road and Bridge Reserves. The proposal includes trade-in value of \$69,000.00. I further recommend to exercise the two year buy-back option to trade in the tractors at two year intervals to obtain new tractors at a cost of \$8,500.00 each. This option would always keep the tractors under warranty thus eliminating any future cost for repairs.

AW/tt

COMPARISON SHEET FOUR WHEEL DRIVE UTILITY TRACTORS (2014)

	KUBOTA, COASTAL MACHINERY	JOHN DEERE, SMITH TRACTOR COMPANY	NEW HOLLAND, KINGLINE EQUIPMENT	NOTES
PURCHASE PRICE MINUS TRADES	a.) \$197,874.20 b.) \$241,435.05	\$191,970.00	\$215,935.00	
PURCHASE PRICE	a.) \$241,374.20 b.) \$284,935.05	\$260,970.00	\$265,935.00	
TRADE-IN OFFER	3 TRACTORS @ \$13,000.00, 1 TRACTOR @ \$3,000.00 AND 1 TRACTOR @ 1,500.00	3 TRACTORS @ \$20,000.00, 1 TRACTOR @ \$5,500.00 AND 1 TRACTOR @ 3,500.00	3 TRACTORS @ \$15,000.00, 1 TRACTOR @ \$3,000.00 AND 1 TRACTOR @ 2,000.00	
24 MONTH BUY BACK / SWAP = TRACTOR PLUS:	\$14,623.04 ea.	\$8,500 ea.	\$18,615.45 ea.	

* NOTE Smith Tractor has included a 1000 hour service for each tractor and a loaner machine during extended warranty work.



JOHN DEERE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
John Deere Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580;
DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
Smith Tractor Company, Inc.
3834 Highway 4
Jay, FL 325650427
850-675-4505
JAYSALES@SMITHTRACTORCO.COM

Quote Summary

Prepared For:
Santa Rosa County Public Works
6075 Old Bagdad Hwy
Milton, FL 32583
Business: 850-626-0191

Delivering Dealer:
Smith Tractor Company, Inc.
Richard Walther
3834 Highway 4
Jay, FL 325650427
Phone: 850-675-4505
rwalther@smithtractorco.com

Smith Tractor agrees to trade annually with a trade difference of 5000.00 per tractor. If we go every other year we will trade with a 8500.00 difference per tractor. With this if we do trade every other year Smith Tractor will come on site in the Dec, Jan, Feb, time frame and do a full inspection of each tractor for no charge.

Quote ID: 8981963
Created On: 09 December 2013
Last Modified On: 17 December 2013
Expiration Date: 08 January 2014

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 6115D Cab Tractor (95 PTO hp) Contract: National Purchasing Partners (NPP) Lawn & Landscape Equipment Price Effective Date: December 17, 2013	\$ 69,592.00	\$ 52,194.00 X	1 =	\$ 52,194.00
JOHN DEERE 6115D Cab Tractor (95 PTO hp) Contract: National Purchasing Partners (NPP) Lawn & Landscape Equipment Price Effective Date: December 17, 2013	\$ 69,592.00	\$ 52,194.00 X	4 =	\$ 208,776.00

Equipment Total **\$ 260,970.00**

Trade In Summary	Qty	Each	Extended
JOHN DEERE 6415 TRACTOR - I06415a391816 PayOff Total Trade Allowance	1	\$ 20,000.00	\$ 20,000.00 \$ 0.00 \$ 20,000.00
JOHN DEERE 6415 TRACTOR - L06415A392139 PayOff Total Trade Allowance	1	\$ 20,000.00	\$ 20,000.00 \$ 0.00 \$ 20,000.00
JOHN DEERE 6415 TRACTOR - L06415A39196 PayOff Total Trade Allowance	1	\$ 20,000.00	\$ 20,000.00 \$ 0.00 \$ 20,000.00

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

John Deere Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580;
DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Smith Tractor Company, Inc.
3834 Highway 4
Jay, FL 325650427
850-675-4505
JAYSALES@SMITHTRACTORCO.COM

FORD 6610	1	\$ 5,500.00	\$ 5,500.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 5,500.00

FORD 5000	1	\$ 3,500.00	\$ 3,500.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 3,500.00

Trade In Total			\$ 69,000.00
-----------------------	--	--	---------------------

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 260,970.00
Trade In	\$ (69,000.00)
SubTotal	\$ 191,970.00
Total	\$ 191,970.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 191,970.00

Salesperson : X _____

Accepted By : X _____



JOHN DEERE

Selling Equipment

Quote Id: 8981963

Customer Name: SANTA ROSA COUNTY PUBLIC WORKS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

John Deere Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580;
DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Smith Tractor Company, Inc.
3834 Highway 4
Jay, FL 325650427
850-675-4505
JAYSALES@SMITHTRACTORCO.COM

JOHN DEERE 6115D Cab Tractor (95 PTO hp)

Contract: National Purchasing Partners (NPP) Lawn & Landscape Equipment

Suggested List *

\$ 69,592.00

Price Effective Date: December 17, 2013

Selling Price *

\$ 52,194.00

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
656GP	6115D Cab Tractor (95 PTO hp)	1	\$ 66,599.00	23.00	\$ 15,317.77	\$ 51,281.23	\$ 51,281.23
Standard Options - Per Unit							
0202	United States	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
0500	No package	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1381	9F/9R PowrReverser Wet Clutch Transmission - MFWD Axle	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
2050	Standard Cab	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
2120	Air Suspension Seat (MSG 95)	1	\$ 831.00	23.00	\$ 191.13	\$ 639.87	\$ 639.87
3340	Triple Deluxe SCV with ISO Breakaway Couplers	1	\$ 1,102.00	23.00	\$ 253.46	\$ 848.54	\$ 848.54
4120	Two Telescopic Draft Links	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
5510	18.4-38 In. 8PR R1 Bias	1	\$ 540.00	23.00	\$ 124.20	\$ 415.80	\$ 415.80
6120	14.9-24 In. 8PR R1 Bias	1	\$ 148.00	23.00	\$ 34.04	\$ 113.96	\$ 113.96
8307	Fuel Tank Guard	1	\$ 160.00	23.00	\$ 36.80	\$ 123.20	\$ 123.20
8726	Rotating Warning Light (Beacon Light)	1	\$ 212.00	23.00	\$ 48.76	\$ 163.24	\$ 163.24
Standard Options Total			\$ 2,993.00		\$ 688.39	\$ 2,304.61	\$ 2,304.61
Suggested Price						\$ 53,585.84	
Additional Discounts							
Multi-unit Discount		1			\$ 1,391.84	\$ -1,391.84	\$ -1,391.84
Additional Discount Total					\$ 1,391.84	\$ -1,391.84	\$ -1,391.84
Total Selling Price			\$ 69,592.00		\$ 17,398.00	\$ 52,194.00	\$ 52,194.00

JOHN DEERE 6115D Cab Tractor (95 PTO hp)

Confidential



JOHN DEERE

Selling Equipment

Quote Id: 8981963

Customer Name: SANTA ROSA COUNTY PUBLIC WORKS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

John Deere Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580;
DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Smith Tractor Company, Inc.
3834 Highway 4
Jay, FL 325650427
850-675-4505
JAYSALES@SMITHTRACTORCO.COM

Contract: National Purchasing Partners (NPP) Lawn & Landscape Equipment

Suggested List *

\$ 69,592.00

Price Effective Date: December 17, 2013

Selling Price *

\$ 52,194.00

* Price per item - includes Fees and Non-contract items

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
656GP	6115D Cab Tractor (95 PTO hp)	4	\$ 66,599.00	23.00	\$ 15,317.77	\$ 51,281.23	\$ 205,124.92
Standard Options - Per Unit							
0202	United States	4	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
0500	No package	4	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1381	9F/9R PowrReverser Wet Clutch Transmission - MFWD Axle	4	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
2050	Standard Cab	4	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
2120	Air Suspension Seat (MSG 95)	4	\$ 831.00	23.00	\$ 191.13	\$ 639.87	\$ 2,559.48
3340	Triple Deluxe SCV with ISO Breakaway Couplers	4	\$ 1,102.00	23.00	\$ 253.46	\$ 848.54	\$ 3,394.16
4120	Two Telescopic Draft Links	4	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
5510	18.4-38 In. 8PR R1 Bias	4	\$ 540.00	23.00	\$ 124.20	\$ 415.80	\$ 1,663.20
6120	14.9-24 In. 8PR R1 Bias	4	\$ 148.00	23.00	\$ 34.04	\$ 113.96	\$ 455.84
8307	Fuel Tank Guard	4	\$ 160.00	23.00	\$ 36.80	\$ 123.20	\$ 492.80
8726	Rotating Warning Light (Beacon Light)	4	\$ 212.00	23.00	\$ 48.76	\$ 163.24	\$ 652.96
Standard Options Total			\$ 2,993.00		\$ 688.39	\$ 2,304.61	\$ 9,218.44
Suggested Price						\$ 214,343.36	
Additional Discounts							
Multi-unit Discount		4			\$ 1,391.84	\$ -1,391.84	\$ -5,567.36
Additional Discount Total					\$ 1,391.84	\$ -1,391.84	\$ -5,567.36
Total Selling Price			\$ 69,592.00		\$ 17,398.00	\$ 52,194.00	\$ 208,776.00



JOHN DEERE

Trade-in

Quote Id: 8981963

Customer Name: SANTA ROSA COUNTY PUBLIC WORKS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

John Deere Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580;
DUNS#: 60-7690989

JOHN DEERE 6415 TRACTOR SN# I06415a391816	
Machine Details	
Description	Net Trade Value
JOHN DEERE 6415 TRACTOR SN# I06415a391816 Your Trade In Description	\$ 20,000.00
Total	
	\$ 20,000.00

Original Factory Build Codes	
Code	Description
9988	NO TIRE PREFERENCE
9260	1 SUPER DEL/2.STD&DEL. COUPL
0200	2 WD FRONT AXLE REINFORCED
4782	FR.TIRE 10.00-16 /F2 /10PR
1283	RE.TIRE 18.4-34 /R1 /8PR
7000	SYNCRO PLUS 12/4 30K
JOHN DEERE 6415 TRACTOR SN# LO6415A392139	
Machine Details	
Description	Net Trade Value
JOHN DEERE 6415 TRACTOR SN# LO6415A392139 Your Trade In Description	\$ 20,000.00
Total	
	\$ 20,000.00



JOHN DEERE

Trade-in

Quote Id: 8981963

Customer Name: SANTA ROSA COUNTY PUBLIC WORKS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

John Deere Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580;
DUNS#: 60-7690989

JOHN DEERE 6415 TRACTOR	
SN# L06415A39196	
Machine Details	
Description	Net Trade Value
JOHN DEERE 6415 TRACTOR	\$ 20,000.00
SN# L06415A39196	
Stock Number :	
Your Trade In Description	
PayOff	\$ 0.00
Total	\$ 20,000.00

FORD 6610	
SN#	
Machine Details	
Description	Net Trade Value
FORD 6610	\$ 5,500.00
SN#	
Stock Number :	
Your Trade In Description	
PayOff	\$ 0.00
Total	\$ 5,500.00

FORD 5000	
SN#	
Machine Details	



JOHN DEERE

Trade-in

Quote Id: 8981963

Customer Name: SANTA ROSA COUNTY PUBLIC WORKS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

John Deere Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580;
DUNS#: 60-7690989

Description	Net Trade Value
FORD 5000	\$ 3,500.00
SN#	
Stock Number :	
Your Trade In Description	
PayOff	\$ 0.00
Total	\$ 3,500.00

Santa Rosa County Trade out Program

Smith Tractor proposes to trade with Santa Rosa Public Works tractor for tractor with an annual trade difference of \$5000.00 per year or every other year for \$8500.00 difference per tractor after the initial trade. This annual or biannual trade is based on several assumptions and benefits.

- Based on as much as 1000 hours per year usage, the annual trade could represent as little as \$5.00 per hour for use.
- Based on as much as 1000 hours per year usage, the biannual trade could represent as little as \$4.25 per hour usage.
- These tractors carry a 2 year or 2000 hour comprehensive warranty that in either scenario, annual or biannual trades would cover all mechanical breakdowns due to defects in material or workmanship.
- Manufacturer's warranty does not cover normal maintenance at recommended intervals. The county will be responsible for the normal maintenance, however if the county chooses to trade on the biannual bases, Smith Tractor Company will do an annual inspection on each tractor including the recommended 1000 hour hydraulic system service at no charge to the county in the December, January, or February time frame. The county would also be responsible for any repair due to damage or misuse.
- In the event that a warranty related repair time becomes delayed and Smith Tractor Company has something comparable in inventory which we normally do, we will make an effort to accommodate the county with a loaner to offset any inconvenience.

Although factory warranty does not pay for any transportation cost, Smith Tractor Company agrees to do all warranty related work on these tractors either on location or in our shop at no additional cost to the county.

Smith Tractor Company has been providing tractor trade-out programs to various government entities such as the Santa Rosa County School District in excess of fifty years. They have continued to recognize and take advantage of the benefits that it provides. As a result of this program, the county will enjoy the benefit of new equipment, operating at maximum efficiency for a minimal cost.

Smith Tractor is using the NPP contract to price the new equipment. This contract allows and welcomes trade ins.

We have priced each of the new tractors as follows:

(5) John Deere 6115D @ \$52,195.00 each

We are offering allowance for your used equipment as follows:

(3) Used John Deere 6415 tractors @ \$20,000.00 each

(1) Used Ford 6610 Tractor @ \$5,500.00

(1) Used Ford 5000 Tractor @ \$3,500.00

If you have any questions please feel free to contact me at any time.

Thanks,

Billy Danielson

Corporate Sales / Marketing Manager

850-723-6067

bdanielson@smithtractorco.com

PROPOSAL

COASTAL MACHINERY COMPANY
Construction Equipment

6701 Mobile Highway
Pensacola, Florida 32526
850-944-2002
Fax 850-944-7251

SANTA ROSA COUNTY ROAD & BRIDGE
6075 Old Bagdad Highway
Milton, Fl. 32583

DATE	INQUIRY NUMBER	INQUIRY DATE
F.O.B.	TERMS	DELIVERY TIME

Thank you for your inquiry. We are pleased to quote as follows:

**5- NEW KUBOTA M108SHDC2 CAB TRACTOR WITH STANDARD AG TIRES, 4WD,
HEAT/AC, AND 3 SETS OF REAR REMOTE HYDRAULICS.**

EACH \$48,274.84 TOTAL \$241,374.20

TRADE-IN VALUES

1975 FORD 6610 S/N E0NN4024HA	\$3,000.00	
1985 FORD 5000 S/N D2NN4024A	\$1,500.00	
2004 JOHN DEERE 6415 S/N 92139	\$13,000.00	
2004 JOHN DEERE 6415 S/N 91963	\$13,000.00	
2004 JOHN DEERE 6415 S/N 91816	<u>\$13,000.00</u>	
	<u>\$43,500.00</u>	\$241,374.20
	TRADE-IN VALUES -	\$43,500.00
	TOTAL AFTER TRADE	\$197,874.20

BUY BACK / SWAP OPTIONS

1st YEAR / 1000 HOURS \$38,459.20
2nd YEAR / 2000 HOURS \$33,651.80
3rd YEAR / 3000 HOURS \$29,445.33
4th YEAR / 4000 HOURS \$25,764.66
5th YEAR / 5000 HOURS \$22,544.08

{SEE BUY BACK AGREEMENT PAGE}

It has been a pleasure to prepare this proposal. May we process your order soon?

Patrick Cayton
Very Truly Yours,
COASTAL MACHINERY CO., INC.

Guaranteed Buy-Back Agreement

The equipment shall meet the following requirements as part of the buy-back:

- Equipment shall be in good operating condition at the time of the buy-back.
- Equipment and all components shall be complete as bid in the original solicitation listed above.
- Sheet metal, cosmetic, and other accidental damages shall not exceed \$1000.00. If such damage does exceed \$1000.00 the department shall either repair the damage or have the amount in excess of \$1000.00 deducted from the amount provided in the bid.
- Rubber tires or undercarriage shall measure at least 50% on the life of the item in question.
- Roll-over protection structure (ROPS) shall be intact without damage or presences of welding.
- Department shall provide written evidence of the following:
 - Adherence to the lubrication and service guide as proved with the original delivery of the equipment.
 - If required, oil sample analysis. Sample kits and analysis to be furnished by Coastal Machinery Company.
- Department shall provide Coastal Machinery Company thirty (30) day advance notice of their intent to:
 - Exercise the buy-back clause of the agreement.

PROPOSAL

COASTAL MACHINERY COMPANY
Construction Equipment

6701 Mobile Highway
Pensacola, Florida 32526
850-944-2002
Fax 850-944-7251

SANTA ROSA COUNTY ROAD & BRIDGE
6075 Old Bagdad Highway
Milton, Fl. 32583

DATE	INQUIRY NUMBER	INQUIRY DATE
F.O.B.	TERMS	DELIVERY TIME

Thank you for your inquiry. We are pleased to quote as follows:

**5- NEW KUBOTA M110GXDTG CAB TRACTOR WITH STANDARD AG TIRES, 4WD,
HEAT/AC, AND 3 SETS OF REAR REMOTE HYDRAULICS.**

EACH \$56,987.01 TOTAL \$284,935.05

TRADE-IN VALUES

1975 FORD 6610 S/N E0NN4024HA	\$3,000.00	
1985 FORD 5000 S/N D2NN4024A	\$1,500.00	
2004 JOHN DEERE 6415 S/N 92139	\$13,000.00	
2004 JOHN DEERE 6415 S/N 91963	\$13,000.00	
2004 JOHN DEERE 6415 S/N 91816	<u>\$13,000.00</u>	
	\$43,500.00	\$284,935.05
	TRADE-IN VALUES -	\$43,500.00
	TOTAL AFTER TRADE	\$241,435.05

BUY BACK / SWAP OPTIONS

1st YEAR / 1000 HOURS \$45,589.61
2nd YEAR / 2000 HOURS \$39,890.91
3rd YEAR / 3000 HOURS \$34,904.55
4th YEAR / 4000 HOURS \$30,541.48
5th YEAR / 5000 HOURS \$26,723.80
{SEE BUY BACK AGREEMENT PAGE}

It has been a pleasure to prepare this proposal. May we process your order soon?

Patrick Cayton
Very Truly Yours,
COASTAL MACHINERY CO., INC.

Guaranteed Buy-Back Agreement

The equipment shall meet the following requirements as part of the buy-back:

- Equipment shall be in good operating condition at the time of the buy-back.
- Equipment and all components shall be complete as bid in the original solicitation listed above.
- Sheet metal, cosmetic, and other accidental damages shall not exceed \$1000.00. If such damage does exceed \$1000.00 the department shall either repair the damage or have the amount in excess of \$1000.00 deducted from the amount provided in the bid.
- Rubber tires or undercarriage shall measure at least 50% on the life of the item in question.
- Roll-over protection structure (ROPS) shall be intact without damage or presences of welding.
- Department shall provide written evidence of the following:
 - Adherence to the lubrication and service guide as proved with the original delivery of the equipment.
 - If required, oil sample analysis. Sample kits and analysis to be furnished by Coastal Machinery Company.
- Department shall provide Coastal Machinery Company thirty (30) day advance notice of their intent to:
 - Exercise the buy-back clause of the agreement.

Kingline Equipment Buyback/Swap Program For Santa Rosa County

1. 1 Year 800 Hrs Cap

A. 75% Swap

B. 65% Buyback

2. 2 Year 1500 Hrs Cap

A. 65% Swap

B. 55% Buyback

3. 3 Year 2250 Hrs Cap

A. 60% Swap

B. 50% Buyback

\$1.50 an hour if the machine exceeds hour cap.

WARRANTY:

1. Manufacturer's standard warranty (state warranty). All warranty work must be performed within a 50-mile radius of Milton, Florida and must be performed in the state of Florida.
2. As down time for warranty work will be a consideration, provide detailed options and availability of; a comparable machine for loan and or rent for warranty work that will take longer than one week to complete.

Make and Model of Equipment: New Holland T56.120

Name and Address of Company: Kingline Equipment
3021 Hwy 295 Cantonment, FL 32533

Specify Warranty Information: 2 year 2000 hrs standard.
extended warranty available for additional cost.

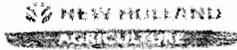
Delivery Date: 45 days



Company Representative Signature

(850) 810-0024
Telephone

Comments: warranty work during the first six
months longer than one week Kingline
will provide loaner and free pick up and
delivery. Warranty work after six months
of purchase Kingline will discount rental
rates by 25 percent.



NEW HOLLAND PROTECTION PLAN QUOTE

Quote #: 537083

2013 NEW HOLLAND TS6 TRACTOR TS6.120

MFR Base Warranty Start Date: 1/13/2014

Current Machine Hours: 0

Equipment Retail Value: \$53,187

Plan Type: New

Equipment Usage: Grass Right of Way Mowing

Salesperson: ADAM ESTES

Customer Name: Santa Rosa County

Quote Category: Agricultural

Note: The Protection Period shown includes the Manufacturer's base warranty period. Amounts shown below are in \$USD.

Protection Period/Plan Option	Cost	Deductible
36 / 2000 (Premier)	\$2,221.00	\$250.00
36 / 2000 (PTPLUS)	\$1,758.00	\$250.00
36 / 2000 (PT)	\$1,156.00	\$250.00

This literature is descriptive only. The precise protection afforded is subject to the terms, conditions and exclusions of the contract as issued. Program participation is subject to customer credit qualification and/or other underwriting requirements. Programs may be changed or cancelled without notice. Capitalized terms used in this literature, unless defined herein, have the meanings assigned to them in the contract as issued.

BUDGET & FINANCIAL MANAGEMENT COMMITTEE

Chairman: Commissioner Cole
Vice Chairman: Commissioner Lynchard

January 6, 2014

Bid Actions:

- 1) Discussion of bids received for the advertisement of the delinquent tax lists. Low bidder meeting specifications is the Pensacola News Journal with a bid of 11 cents per line.

Budget:

- 2) **Budget Amendment 2014 – 068** in the amount of **\$ 186,330** to carry forward funds for the Navarre Beach Water Main Rehabilitation project to Pensacola Concrete Construction as approved at the December 12, 2013 BOCC Regular Meeting from the Navarre Beach Enterprise Fund.
- 3) **Budget Amendment 2014 – 069** in the amount of **\$ 34,258** to carry forward funds for Complete Signs, LLC for LED at the Visitors Information Center as approved at the October 24, 2013 BOCC Regular Meeting.
- 4) **Budget Amendment 2014 – 070** in the amount of **\$ 184,700** to return prior year Excess Recording Fees to fund step increases for fiscal year 2014 and to complete a special project in the Recording Department as approved at the November 12, 2013 BOCC Regular Meeting.

County Expenditure/Check Register:

- 5) Discussion of County Expenditures / Check Register

PROCUREMENT RECOMMENDATION

1. PRODUCT/SERVICE: ADVERTISEMENT OF DELINQUENT TAX LISTS

2. RESPONSIBLE OFFICE: TAX COLLECTOR

3. DESCRIPTION OF SERVICE/PRODUCT:

Advertisement of Delinquent Tax Lists.

4. SCOPE OF WORK:

Advertisement of the real property delinquent tax list once a week for three (3) weeks and the personal property delinquent tax list for one (1) week.

5. BIDDERS AND PRICES:

A. Pensacola News Journal	\$0.11 per line
B. Santa Rosa Press Gazette	\$0.18 per line
C. Navarre Press	\$0.21 per line

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: December 18, 2013

FROM: **Navarre Beach Enterprise 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:	401 – 3990001	Cash Carry Forward	\$ 186,330
To:	0660 – 563001	Improvements	\$ 186,330

State reason for this request:

Carries forward funds for the Navarre Beach Wastewater Water Main Rehabilitation project to Pensacola Concrete Construction as approved at the December 12, 2013 BOCC Regular Meeting

Requested by Roger Blaylock/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2014-068**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 1/06/2014

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 9th day Of January, 2014.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Shirley Powell
Sent: Monday, December 16, 2013 12:13 PM
To: Jayne Bell
Cc: Roger Blaylock; April Mitchem
Subject: RE: Budget Amendments

As for the water main rehab, yes we will need a BA.

I talked with April in Environmental and she or Jerrel will respond to you regarding the water sampling project.

Thanks!!

Shirley J. Powell
Santa Rosa County Engineering

From: Jayne Bell
Sent: Monday, December 16, 2013 11:18 AM
To: Roger Blaylock; Shirley Powell
Subject: Budget Amendments

Hey Roger & Shirley,
Do you need a budget amendment for the NB Water Main Rehab project and for SCS Engineers for the sampling at all the landfills?
Thank you,
Jayne

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: December 19, 2013

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
FROM:	107 – 3990001	Cash Carried Forward	\$ 34,258
TO:	4010 – 552001	Operating Supplies	\$ 34,258

State reason for this request:

Carries forward funds for Complete Signs, LLC for LED in the amount of \$34,258 to include electrical connection for sign at Visitor Information Center in Navarre as low bidder meeting specifications as approved at the October 24, 2013 BOCC Regular Meeting.

Requested by **Kate Wilkes/s/**

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2014-069**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 01/06/2014

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 9th day Of January 2014.

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: December 31, 2013

FROM: **Clerk to the Board**
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 Carry Forward	\$ 184,700
To:	0030 – 5340011	Contract with BOCC	\$ 184,700

State reason for this request:

Returns prior year Excess Recording Department Fees to fund the Courts, Recording and IT Department's step increases for fiscal year 2014 (\$84,700) and \$100,000 to complete a special project in the Recording Department as approved at the November 12, 2013 BOCC Regular Meeting.

Requested by Don Spencer/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2014-070**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 01/06/2014

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

*PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this **9th** day Of **January, 2013.***

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

No support documentation for this agenda item.