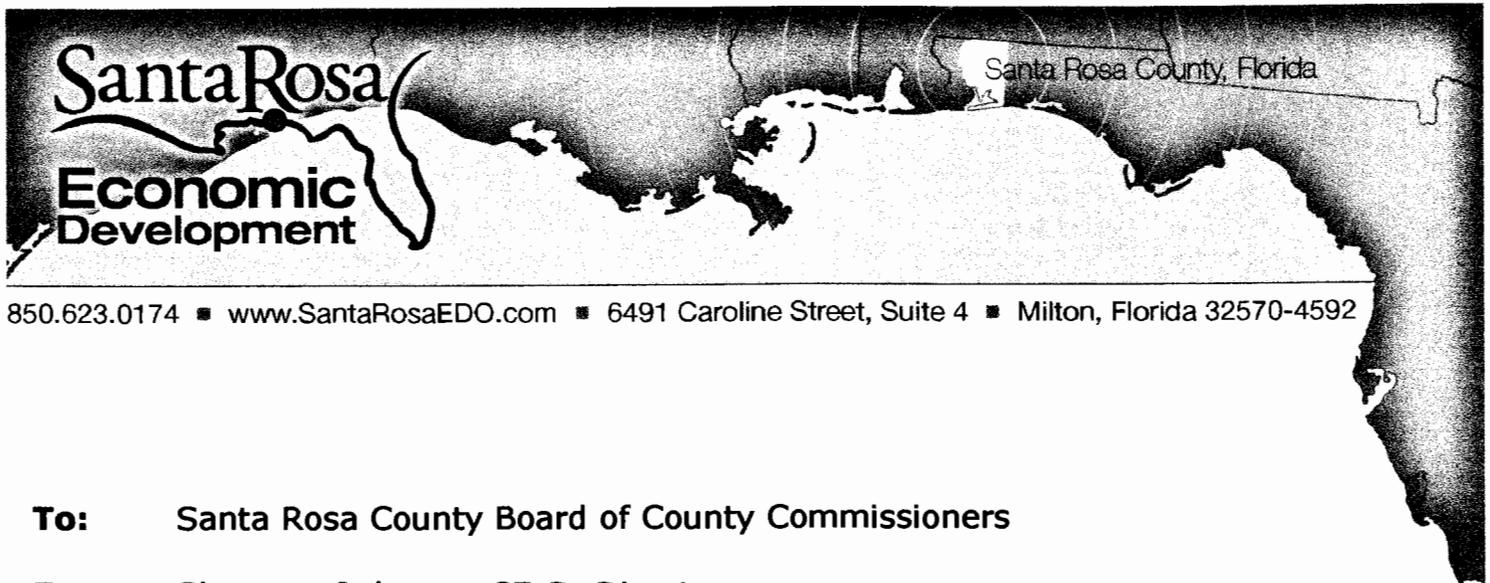


January 20, 2015

ECONOMIC DEVELOPMENT COMMITTEE

1. Discussion of bid from Titan Specialty Construction Inc. in the amount of \$26,250 per acre for two (2) acre parcel in the Santa Rosa Industrial Park pursuant to Board pricing guidelines.
2. Discussion of grant in the amount of \$10,000 from the Florida Sports Foundation for marketing efforts of the Tough Mudder Event to be held on March 7, 2015.



850.623.0174 ■ www.SantaRosaEDO.com ■ 6491 Caroline Street, Suite 4 ■ Milton, Florida 32570-4592

To: Santa Rosa County Board of County Commissioners
From: Shannon Ogletree, CEcD, Director
Re: Recommendation to accept bid for sale of approximately 2 acres in the Santa Rosa Industrial Park (Project Titan)
Date: January 8, 2015

RECOMMENDATION

The Santa Rosa EDO is requesting that the Board of County Commissioners accept the bid from Titan Specialty Construction Inc, for \$26,250 per acre for approximately 2 acres located in the Santa Rosa Industrial Park pursuant to Board pricing guidelines, and authorize the Chairman to sign all relevant documents pertaining to the sale of the property.

BACKGROUND

In accordance with F.S. 125, the County advertised for the sale of approximately 2 acres of County owned real property with the Santa Rosa Industrial Park. Titan Specialty Construction, Inc. was the sole bid with a price of \$26,600 per acre.

Titan Specialty Construction, Inc. is a building component manufacturing company that will hire 25 employees over a 5 year period. They will construct a new 20,000 sf facility in the Santa Rosa Industrial Park. The anticipated capital investment is \$500,000.

IMPLEMENTATION

EDO staff will work with the County Attorney to ensure all steps associated with the process of the sale are completed as needed.

BID OPENING
December 16, 2014
Milton, Florida

Present: Procurement Officer. The meeting took place at 10:00 a.m.

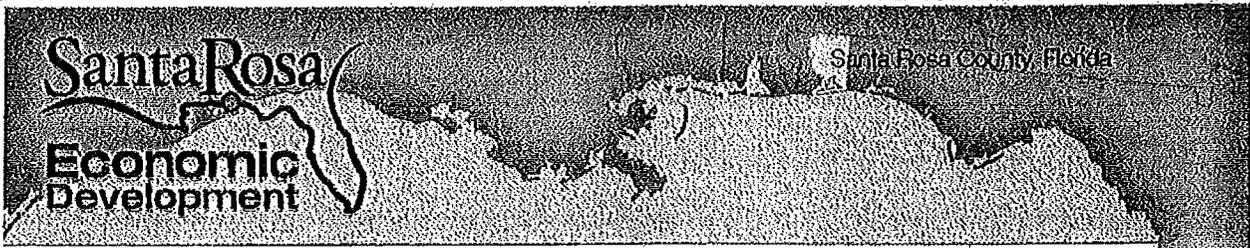
The purpose of the meeting was to open bids for the advertisement of the delinquent tax lists and the sale of approximately 2 acres at the Santa Rosa Industrial Park; bids were received from the following:

Advertisement of Delinquent Tax Lists:

- | | |
|-----------------------------|-------------------|
| 1. Pensacola News Journal | \$0.11 Per line |
| 2. Santa Rosa Press Gazette | \$0.10.5 Per line |
| 3. Gulf Breeze News | \$1.26 Per line |

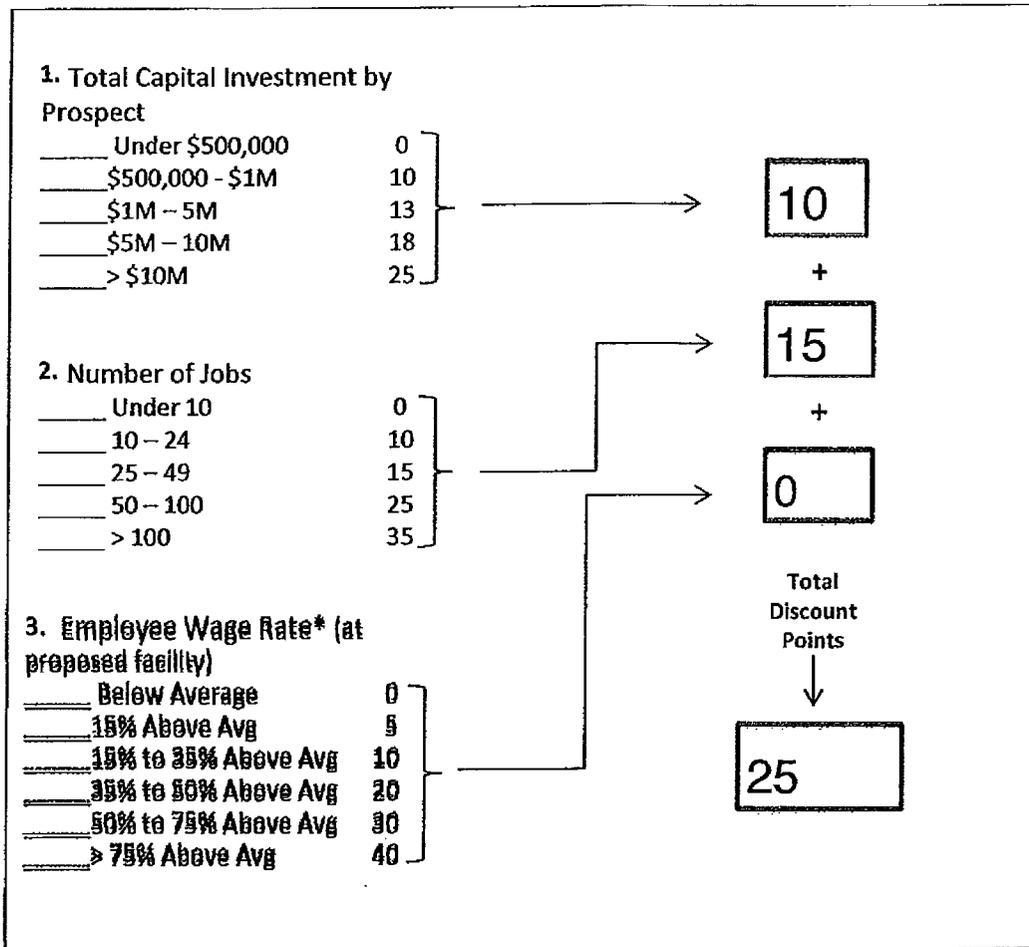
Sale of 2 Acres:

- | | |
|--------------------------------------|-------------------|
| 1. Titan Specialty Construction Inc. | \$26,250 Per acre |
|--------------------------------------|-------------------|



Price Discounts on County Owned Industrial Property within the Santa Rosa Industrial Park

Project Name: Titan



(If points associated with criteria 1, 2 and 3 are summed to 100 points, this will equate to 100% reduction in dollars per acre. If points associated with criteria 1, 2 and 3 are summed to 0 points. This will equate to 0% reduction in dollars per acre. It is also recommended that the County staff and Santa Rosa EDO be responsible for recommending to the Board any additional criteria applicable on a case-by-case basis (i.e., maximum acreage per industry, deviation from the scale for sites on the rail spurs, is the prospect a "Target Market", is the prospect high tech low environmental impact, etc.))

Santa Rosa County Economic Development Office
 6491 Caroline Street, Suite 4
 Milton, FL 32570
 850-623-0174 - www.santarosaedo.com

A. Number of Acres Needed	→	2
B. Price per Acre before discount	→	X
		=
C. Total price before discount	$A \times B$ →	70,000
D. Discount Points	From page 1 →	25
E. Per Acre Discount	$B \times D$ →	8,750
F. Price per Acre after discount	$B - E$ →	26,250
G. Total Savings	$A \times E$ →	17,500
H. Estimated Final Price After Discount	$A \times F$ →	52,500

With respect to new and expanding business proposing to be located on County owned property within the Santa Rosa Industrial Park, the base rate for land shall be \$50,000 an acre for property with rail access and for property located in the area served by County provided regional stormwater management, and \$35,000 for that property not having rail access or County provided stormwater management.

The businesses to be included in the Santa Rosa Industrial Park shall be limited to those businesses which sell greater than 50% of their product or service outside the region (Okaloosa, Santa Rosa and Escambia Counties) or provide their product or service to local "industry", thereby bringing in new dollars to the County, unless by special exception by the Board of County Commission.

*Average wage rate is determined by Enterprise Florida's Annual Incentives Average Wage Requirements Information Sheet. Santa Rosa County's final wage rate is determined at time of closing.

To be competitive in locating good businesses in the Park, there needs to be flexibility in these land costs. The flexibility should be related to the financial benefit the business has on the County. These guidelines provide a scale where the increase in points allows an increase reduction in land costs from the previously mentioned base value, and the points are accumulated based on capital expenditure, number of jobs and wage rate. This system provides a rational, non-arbitrary, non-discriminating basis for determining a cost per acre for a prospect.

If the situation exists where a prospect has come to the County via a licensed Florida Real Estate Agent/Broker, the cost per acre will be determined as stated above and 5 % of the non-discounted price will be paid to the Agent/Broker. This commission will be paid by the seller/County and will be paid at the time of closing. The funds will come from the Economic Development Reserves in the Franchise Fee Fund.

Effective date: October 27, 2005 and subject to change by approval of Board of County Commissioners. Revised December 1, 2006.

December 8, 2014

Santa Rosa County Procurement Department
Attn: Orin L. Smith
6495 Caroline Street, Suite G
Milton, FL 32570

RE: Bid for 2 Acres in the Santa Rosa Industrial Park

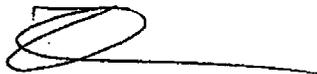
Dear Mr. Smith:

Please be advised that Titan Specialty Construction, Inc., would like to acquire approximately 2 acres in the Santa Rosa Industrial Park as advertised in the Santa Rosa Press Gazette. Our intention is to build a 20,000 square foot facility to house a manufacturing operation for our venture Architectural Composites Inc. Architectural Composites is focused on manufacturing innovative and environmentally friendly building products for the U.S market and beyond.

Please accept this letter as an offer to purchase approximately 2 acres in the Santa Rosa Industrial Park for \$26,250 per acre for a total of approximately \$52,500. This offer is contingent on procuring acceptable financing terms. This value is based on the prescribed pricing criteria that are in place for the Santa Rosa Industrial Park property. The company anticipates construction of the site to start within 3 months after closing of the contract with Santa Rosa County. Once the site is fully operational and given a three-year ramp up period the company also expects to add 25 new employees to the Okaloosa/Escambia/Santa Rosa Area, with an average wage of \$15/hour. In addition to the jobs impact to the area, the company will have a capital investment outlay of \$500,000 for construction of the new facility located within the Santa Rosa Industrial Park.

Please find enclosed a check for \$500.00 as a deposit for said property that will be applied in full to the purchase price. If there are any questions or concerns, feel free to contact me.

Sincerely,



Fred Genkin
President
Titan Specialty Construction, Inc.

MEMO

TO: Hunter Walker, County Administrator

FROM: Shannon Ogletree, Economic Development Director

DATE: January 14, 2015

SUBJECT: Florida Sports Foundation Grant

RECOMMENDATION:

To accept the grant amount of \$10,000 from the Florida Sports Foundation to support the marketing efforts of the Tough Mudder Event held on March 7th, 2015

BACKGROUND:

The Florida Sports Foundation is the sports marketing arm of Enterprise Florida, which helps provide reimbursement grants to Industry Partners like Santa Rosa County to help promote sporting events in Florida to out of state participants.

As a direct result of Tough Mudder hosting the event in Santa Rosa County, the Florida Sports Foundation reached out to Santa Rosa County to apply for the grant. Santa Rosa County is an industry partner and through the assistance of Kyle Holley's request for a "small market" advertising grant from the Foundation, the grant has been awarded contingent upon County staff review and contract signing by the BOCC.

Although there is a dollar for dollar match requirement, we have identified that existing marketing dollars generated from bed tax collections and allocated to promote Santa Rosa County as "Florida's Playground," highlighting a full schedule of running events, will meet the requirement for the dollar for dollar match. Reimbursement of advertising to Santa Rosa County is contingent upon post event reporting covering percentages of out of state participants and economic impact.

The Sports Foundation Contract has been reviewed, and we have developed a strategy for collecting event data and feel reasonably sure requirements can be met. No new money is required and there appears to be very low risk of not being reimbursed. Consequently, we are asking for permission to execute the contract with the Sports Foundation and proceed with advertising placement for this event.

ABOUT TOUGH MUDDER:

Tough Mudder is a 10-12 mile obstacle course designed to test all-around strength, stamina, teamwork, and mental grit.

The obstacles often play on common human fears, such as fire, water, electricity and heights. The main principle of the Tough Mudder revolves around teamwork. The Tough Mudder organization values camaraderie throughout the course, designing obstacles that encourage group participation. Participants must commit to helping others complete the course, putting teammates before themselves, and overcoming fears. An average 78% of entrants successfully complete the course. The first Tough Mudder challenge was held in the United States in 2010. To date, more than 1.3 million people worldwide have participated in Tough Mudder events and in 2012 over 30 events were held in four countries.

The demographics for Tough Mudder participants are 22-40 years of age, average household income is 80K, 70% male, educated and athletic.

Successful events are gauged partially by the number of registrants for the course, we are hoping for 5,000 registrants plus spectators for this one day event. This is in comparison to average attendance of 8,000 for a two-day event.

FLORIDA SPORTS

F O U N D A T I O N

November 20, 2014

Kyle Holley
Tourist Development Council Appointee
Santa Rosa County Board of County Commissioners
6495 Caroline Street, Suite M
Milton, FL 32570

Dear Mr. Holley:

On behalf of the Florida Sports Foundation, I am pleased to inform you that the Board of Directors has approved the following grant(s):

\$10,000.00 for the Tough Mudder

Please accept the amount of this conditional award by signing and returning both copies of the enclosed contract agreements to my attention within thirty (30) days. A checklist is provided below for your convenience.

- **Read and sign both contracts and return both to FSF**
- **Make sure a certificate of insurance naming Florida Sports Foundation is in place and a copy is sent to FSF 15 days prior to the event.**
- **A Post Event Report is required within 90 days of the event end date for disbursement and should include:**
 - **Front and back copies of cancelled checks from grantee to third party for reimbursable expenses.**
 - **An invoice supporting charges paid above.**
 - **Proof of exposure for FSF- photos of banners if available.**

The Post Event Report can be found and completed on our website at www.fsfgrants.com.

If you have any questions or concerns, please contact me at (850) 410-5288

Sincerely,



Lisa Kirkland OSteen
Director of Marketing



FLORIDA SPORTS FOUNDATION
Grant Program
Grant Agreement

THIS GRANT AGREEMENT, entered into this 14th day of November 2014, by and between the Florida Sports Foundation, Inc., a division of Enterprise Florida, Inc., hereinafter referred to as the "Grantor" and Santa Rosa County Board of County Commissioners, hereinafter referred to as the "Grantee".

WITNESSETH

WHEREAS, the Grantor is empowered by provisions of Chapter 320.08058(9) Florida Statutes, to make grants of funds in accordance with promotion of major and minor sporting events, and,

WHEREAS, the Florida Sports Foundation has approved an appropriation for such grant.

IT IS, in consideration of the mutual undertakings and agreements hereinafter set forth, agreed between the Grantor and the Grantee as follows:

1.0 PARTIES:

The parties and their respective addresses for the purposes of this Agreement are:

Florida Sports Foundation
101 North Monroe Street, Suite 1000
Tallahassee, FL 32301

Santa Rosa County Board of County Commissioners
Attn.: Kyle Holley, Tourist Development Council Appointee
6495 Caroline Street, Suite M
Milton, FL 32570

2.0 NOTICES:

All notices between the parties, provided for herein, shall be by confirmed fax, confirmed FedEx or certified mail, return receipt requested, delivered to the address of the parties as set forth in section 1.0 above.

3.0 GRANT DESCRIPTION:

The Grantee will expend grant funds in accordance with section 6.0 (a), located in this contract. Funds made available by the Grantor pursuant to this Grant Agreement shall be expended solely for the purpose of the project and the legislatively appropriated purpose.

- (a) **Grantee: Santa Rosa County Board of County Commissioners**
- (b) **Payee: Santa Rosa County Board of County Commissioners**
- (c) **Name/Date of Event: Tough Mudder - March 7, 2015**
- (d) **Total Amount of Grant: \$10,000.00**
- (e) **Projected Budget: As provided in Grant Application.**
- (f) **Reporting Schedule: Grantee shall submit final report and request for reimbursement within ninety (90) days of the last day of the event. Post event reporting less than 80% of projected economic impact figures shall receive a prorated amount of final award. Grantee reporting less than \$500,000 in calculated out-of-state economic impact shall not receive final grant award.**
- (g) **Grant Period: November 14, 2014 through the end of Event**

4.0 **GRANT REQUIREMENTS:**

(a) **Signage:** Grantee agrees to include the Florida Sports Foundation logo on program advertisement in printed materials, or upon any other event related media, or upon appropriate event signage or displays during the event or website acknowledgment. The logo and/or program advertisement must be preapproved by the Grantor. Grantee must provide Grantor within ninety (90) days after the event, copies of any printed material or photographs of any event signage that contains the Florida Sports Foundation logo.

(b) **Television:** If the Grantee agrees to provide television spots for the event contingent per the grant award then a tape of the television spot must be delivered to the Grantor following the event.

(c) **Audit:** Grantee will complete an accounting of the events financial activity within ninety (90) days after the event.

(d) **Records:** Grantee shall retain and maintain all records, including records of all payments made in connection with the event and available for financial audit as may be requested by the Grantor. Records shall include books, records, documents and other evidence, including, but not limited to, vouchers, bills, invoices, requests for payment, and other supporting documentation, which, according to generally accepted governmental accounting principles, procedures and practices, sufficiently and properly reflect all program costs expended in the performance of this Grant Agreement. Such records shall be retained for a minimum period of seven (7) years after termination of this Agreement.

(e) **Cancellation:** Grantee shall notify the Grantor immediately if the event is canceled or rescheduled and the Grantee shall return any funds dispersed pursuant to this Agreement within seven (7) days of such cancellation or rescheduling.

(f) **Insurance:** Grantee shall provide proof of insurance listing the Grantor as an additional insured, prior to the event with minimum liability coverage of \$1,000,000 per occurrence.

If the Grantee is a government entity and a self-insurer pursuant to Section 768.28, Florida Statute, under a funding program of self-insurance, this fund will respond to liability of the Grantee imposed by laws and in accordance with procedures established under said statute. If a self-insurer, the Grantee must still provide additional liability coverage listing the Grantor as an additional insured.

(g) **Indemnification:** Grantee shall act as an independent contractor and not as an employee of the Grantor in the performance of the tasks and duties, which are the subject of this Grant Agreement. The Grantee shall be liable, and agrees to be liable for, and to the extent allowed by law, shall indemnify, defend, and hold the Grantor harmless from all claims, suits, judgments, or damages arising from the Grantee's performance of the tasks and duties which are the subject of this Grant Agreement. If Grantee is a government entity, they are subject to the provisions and limitations of 768.28 Florida Statute, and agrees to indemnify, hold harmless and defend Grantor from and against claims, demands, causes of action, losses, damages, liabilities, costs and expenses (including attorney's fees) caused as a result of the negligent acts of the government entity or its employees.

5.0 TERMINATION:

(a) Breach: The Agreement may be terminated by the Grantor for breach upon failure of the Grantee to perform any requirement or provisions of this Agreement upon no less than twenty-four (24) hours written notice from the time the Grantor becomes aware of the breach. If Grantor determines that a breach of any provision of this agreement has occurred, Grantor has the right to withhold a portion of the grant award as determined by the policies set by the Board of Directors.

(b) Refusal to Grant Public Access: This Agreement may be terminated by the Grantor for refusal by the Grantee to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the Grantee in conjunction with this Agreement. (Section 287.058, Florida Statutes)

(c) Unauthorized Aliens: Grantor will consider the employment of unauthorized aliens, by any contractor or subcontractor, as described by Section 274A(e) of the Immigration and Nationalization Act, cause for termination of this Agreement. Grantee shall utilize the U.S. Department of Homeland Security's E-Verify, in accordance with the terms governing the use of the system, to verify the employment eligibility of: (a) all persons employed during the contract term by the contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Grantee to perform work pursuant to this agreement.

6.0 PAYMENTS:

(a) Transfer of Funds. Funds will be made available by the Grantor to the Payee as designated herein, as a reimbursement for paid invoices, which are supported by canceled checks dated within the grant period, upon receipt and review of a completed Post Event Report. Only those items identified as allowable below will be reimbursed. The following summarizes the allowable/disallowable expenses that may be used for reimbursement.

Allowable Expenses:

1. Promotion, marketing & programming
2. Paid advertising & media buys
3. Production & technical expenses; officials
4. Site fees, venue rentals, costs (contract help)
5. Rentals, insurance, rights fees, bid fees, sanction fees, non-monetary awards

Disallowable Expenses:

1. general and administrative expenses
2. building, renovating and/or remodeling
3. permanent equipment purchases
4. debts incurred prior to the grant
5. programs which solicit advertising
6. hospitality or social functions

(b) Availability of Funds. The Grantor's liability under this Grant Agreement is contingent upon the continued availability of appropriated funds generated by the Florida Professional Sports License Plates. In the event this Grant Agreement extends beyond the Grantor's current fiscal year that begins on July 1 of each year and ends on June 30 of each succeeding year, the Grantor and the Grantee mutually agree that performance and payment during subsequent fiscal periods is contingent upon sufficient funds being generated by said sales of license tags. The Grantor shall be the final determiner of the availability of such funds.

7.0 **LEGAL REQUIREMENTS:**

(a) With respect to its interpretation, construction, effect, performance, enforcement, and all other matters, this Grant Agreement shall be governed by, and be consistent with, the whole law of the state of Florida, both procedural and substantive. Any and all litigation arising under this Grant Agreement shall be brought in the appropriate state of Florida court in Leon County, Florida.

(b) Grantee agrees to comply with any applicable federal, state, and local laws related to the execution of the program.

8.0 **MODIFICATION:** This writing contains the entire Grant Agreement of the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. No agent, employee, or other representative of either party is empowered to alter any of the terms of this Grant Agreement, unless done in writing and signed by an authorized agents of the Grantee and the Grantor.

9.0 **MISCELLANEOUS:**

(a) The Grantor is not bound by any agreements to indemnify or hold harmless, nor responsible for liquidated damages or cancellation charges.

(b) No provision of this Grant Agreement shall be construed as a waiver by the Grantor of any right, defense or claim, which the Grantor may have in any litigation arising under the Grant Agreement. Nor shall any Agreement provision be construed as a waiver by the state of Florida of any right to initiate litigation.

(c) To Grantee's knowledge, it has not been placed on the discriminatory vendor list described by section 287.134, Florida Statutes.

(d) Grantee affirms that at no time has it been convicted of a Public Entity Crime and agrees that any such conviction during the term of this contract may result in termination of the contract.

IN WITNESS WHEREOF, the parties have caused their hand to be set by their respective authorized officials hereto.

Florida Sports Foundation

**Santa Rosa County Board of County
Commissioners**

John Webb, President

Signature - Authorized Agent

Date

Title

Date

January 20, 2015

ADMINISTRATIVE COMMITTEE

1. Discussion of assignment of Lease with Holi Corp and AmFi Investments for financing of construction of hotel on Navarre Beach.
2. Discussion of amendment to management agreement with Juana's Inc. to allow installation of ice machine adjacent to the County Boat Ramp.
3. Discussion of placement of additional two (2) volleyball courts and placement of an additional storage unit at the Navarre Fishing Pier.
4. Discussion of Hold Harmless Agreement with Tiki Terrors, LLC for filming on county property adjacent to the Navarre Beach wastewater treatment plant.
5. Discussion of request from City of Milton for \$51,303 from boat registration fee revenue for installation of intermittent boating restriction signage on Blackwater River as authorized by Florida Fish and Wildlife Conservation Commission (FWC).
6. Discussion of deferring appointments to the Santa Rosa Bay Bridge Authority pending clarification on officers and directors liability insurance coverage.
7. Discussion of additional grants manager position in response to workload changes relative to RESTORE Act responsibilities.
8. Discussion of Addendum No. One to agreement for Third Party Administrator (TPA) services with Johns Eastern Company, Inc. for County Workers Compensation Fund as recommended by Human Resources Director.
9. Discussion of renewal of agreement with Stone Ridge Counseling Center, Inc. for Employee Assistance Program (EAP) at current rates.

10. Discussion of allocation in the amount of \$10,496.40 for Outdoor Movie Night events at Santa Rosa Sports Plex sponsored by the Pace Athletic and Recreation Association (PARA) from District One recreation funds.
11. Discussion of declaration as surplus property items from the Environmental Department and Office of the Public Defender as recommended by the Clerk of Courts.
12. **INFO ONLY:** Public Hearing items scheduled for 9:30 a.m. Thursday January 22, 2015: NONE

Hunter Walker

From: Casey Bobe <cbobe@amfilife.com>
Sent: Thursday, January 08, 2015 3:32 PM
To: Hunter Walker; Roy Andrews
Cc: Merry Beth Andrews; Wanda Pitts; Carol Harrison
Subject: RE: Assignment of Lease for Holi Corp

Mr. Walker,

Thank you for the response. We would like to place the following item on the agenda for the upcoming meeting. We (Holi Corp) is requesting to have the future hotel on Navarre Beach mortgaged in TTN, Inc. which is a wholly owned subsidiary of Holi Corp. Per section V. of our lease agreement, "Assignment of Lease" we will need to obtain written consent prior to assignment and mortgaging the hotel. We are requesting the written consent from Santa Rosa County to assign and mortgage the hotel to TTN, Inc.

Please let me know if you need any further information for this item to be placed on the next agenda.

Thanks for your help regarding this matter.

Casey-

Casey Bobe
AMFI Corporation
cbobe@amfilife.com
O: 850-456-7401 x230
C: 850-313-4522

From: Hunter Walker [mailto:HunterW@santarosa.fl.gov]
Sent: Thursday, January 08, 2015 12:37 PM
To: Roy Andrews; Casey Bobe
Cc: Merry Beth Andrews; Wanda Pitts
Subject: RE: Assignment of Lease for Holi Corp

Mr. Bobe,

The SRC Board of Commissioners meets the second and fourth Thursday each month. The next regular meeting of the Board is scheduled for Thursday January 22. Prior to each regular meeting the Board schedules a Committee-of-the-Whole meeting to review agenda items. The next Committee-of-the-Whole meeting is scheduled for Tuesday January 20, 2015 beginning at 9:00 a.m. in BCC meeting room. Please have any items for the agenda to Mr. Andrews or me by Wednesday January 14th to be included in agenda packet. Contact me with questions.

Hunter Walker
County Administrator

From: Roy Andrews
Sent: Thursday, January 08, 2015 12:08 PM
To: 'Casey Bobe'
Cc: Hunter Walker; Merry Beth Andrews; Wanda Pitts
Subject: RE: Assignment of Lease for Holi Corp

It needs to be placed on the agenda. Mr. Walker does the agenda

AMENDMENT TO MANAGEMENT AGREEMENT

THE MANAGEMENT AGREEMENT dated May 23, 1990 and amended May 14, 1992, September 14, 2000, May 31, 2007, and March 21, 2011, between Santa Rosa County and Steven C. Rudzki, assigned to Juana's, Inc., on July 17, 1998, is amended as follows:

1. Manager shall be permitted to contract with BTC Ice, LLC., ("Contractor") for the installation of one ice machine which shall be located adjacent to the County Boat Ramp as shown on the site plan attached as Exhibit A.

2. Contractor shall pay to the County five percent (5%) of the gross receipts for sales/revenues each month and maintain records of all receipts. Contractor shall maintain a separate point-of-sale cash register/electronic accounting control equipment, acceptable to County, to account for sales/revenue. Any and all costs related to the purchase, programming, installation and maintenance of this equipment shall be the sole responsibility of the Contractor. Cash register tapes must be maintained and made available upon demand during the entire term of the contract. No exceptions may be made by the Contractor for these procedures without the written approval of the County. An accounting for each month must accompany Contractor's monthly remittance to County. The said percentage of the gross receipts shall be paid to the County no later than the tenth (10TH) of each month during the life of this agreement.

3. All other terms and provisions of the Management Agreement as amended are not modified and shall continue in effect.

IN WITNESS WHEREOF the undersigned have signed their names and set their seals this ___ day of January, 2015.

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

ATTEST:

By: _____
Don Salter, Chairman

Donald C. Spencer, Clerk

WITNESSES:

JUANA'S, INC.

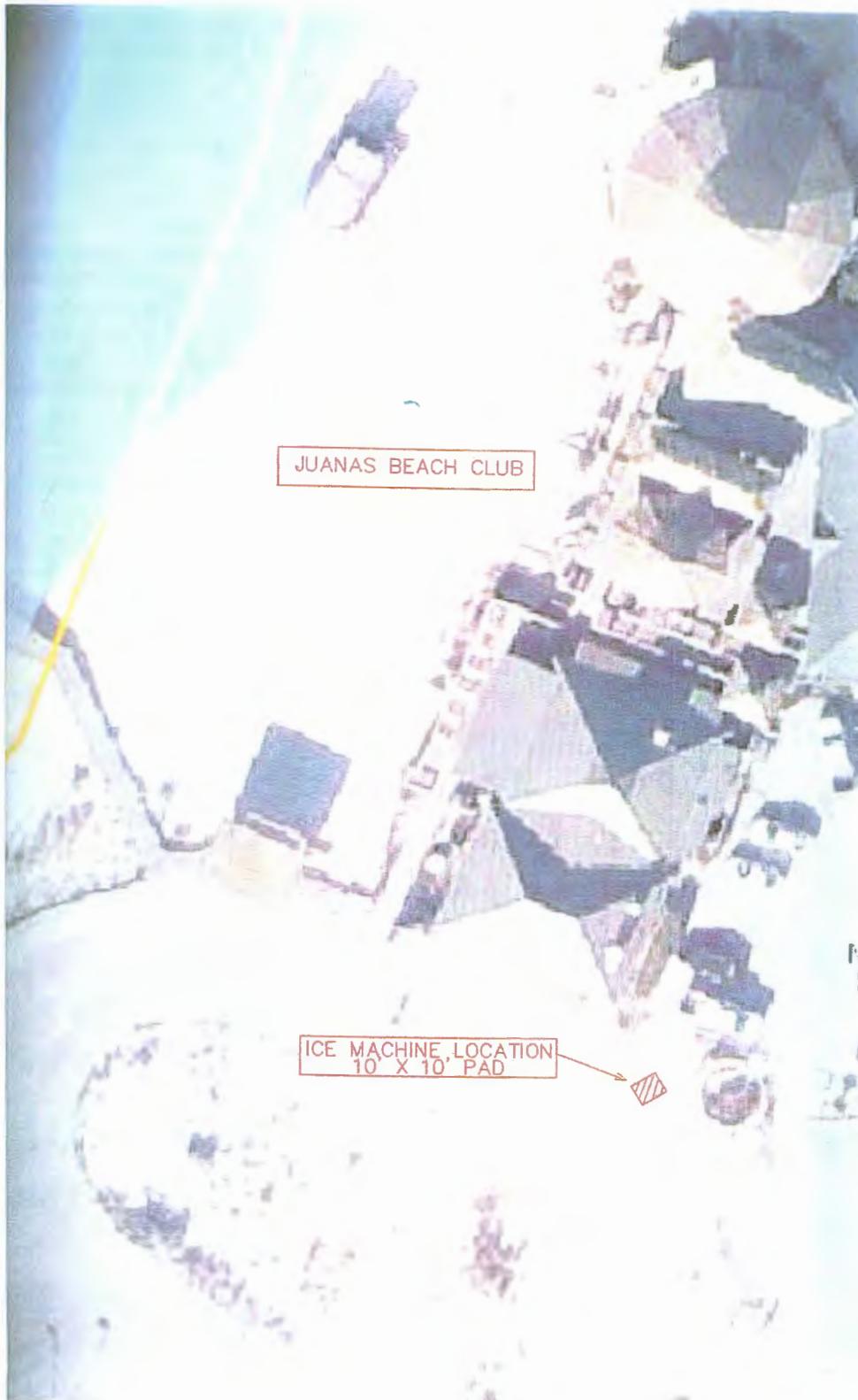
By: _____
Steven C. Rudski, President

**STATE OF FLORIDA
COUNTY OF SANTA ROSA**

BEFORE ME, the undersigned authority, personally appeared Steven C. Rudski, as President of Juana's, Inc., 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 ____ day _____, 2015.

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



JUANAS BEACH CLUB

ICE MACHINE, LOCATION
10' X 10' PAD

EXHIBIT A

Hunter Walker

From: Roger Blaylock
Sent: Friday, January 09, 2015 1:47 PM
To: Hunter Walker
Cc: Roy Andrews
Subject: FW: Navarre Pier
Attachments: IMG_3664.JPG; ATT00001.txt; IMG_3662.JPG; ATT00002.txt

Hunter - I noticed this email went to Terry Wallace and the BOCC, but not you. Terry and I think the new volleyball courts will be fine; however, I've received a call from Commissioner Rob Williamson concerning the storage unit. Coastal Concessions could not fit the existing storage unit under the pier building as allowed in their lease and received permission from Terry to place it in the parking lot as shown in the photograph. We've received no complaints to date on its current location. I recommend we add this item for discussion on the next BOCC meeting and invite Coastal Concessions to present their request to the Board.

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

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

From: Terry Wallace
Sent: Thursday, January 08, 2015 7:05 AM
To: Roger Blaylock
Subject: FW: Navarre Pier

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

From: Steph Maddox [mailto:sjmaddox10@gmail.com]
Sent: Wednesday, January 07, 2015 3:46 PM
To: Terry Wallace; Board of County Commissioners; <scottrayner@incitesolutions.net>
Subject: Navarre Pier

Hello all,

I hope your holidays were wonderful. I have a couple things that I would like approval for. First, may we add two additional volleyball courts, east of the ones in the picture. We will steer clear of the flow of traffic. We are hosting USA volleyball tournaments and would like to be accommodating for all divisions.

Second, may we add an additional conex storage, directly to the right of the existing one? Thank you all for your time and attention.

Sincerely,

Stephanie Maddox
 GM, Coastal Concessions





HOLD HARMLESS AGREEMENT

**STATE OF FLORIDA
COUNTY OF SANTA ROSA**

THIS AGREEMENT made this ____ day of _____, 2015, by and between, Tiki Terrors, LLC, as Party of the First Part, and Santa Rosa County, Florida, Party of the Second Part.

WITNESSETH:

The Party of the First Part for themselves and assigns, do hereby agree to indemnify and hold Santa Rosa County harmless and blameless for any and all damages or claims for damage whatsoever that is hereinafter made or incurred as a result of activities involving filming at the Navarre Beach Waste Water Treatment Plant located at 1489 Utility Drive, Navarre Beach, Florida 32566.

The Party of the First Part, for themselves and their heirs, executors, administrators and assigns hereby agree to defend, indemnify and hold the Party of the Second Part harmless and blameless for any and all damage or claims for damage whatsoever that may or might hereinafter be made or incurred by or because of activities involving filming at the Navarre Beach Waste Water Treatment Plant at said described property or any portion thereof. The Party of the First Part does for themselves, their heirs, executors, administrators and assigns, forever release, forego and relinquish all right to sue, collect or requite the Party of the Second Part from damage or claims for damage whatsoever that may or might be incurred from activities involving filming at the Navarre Beach Waste Water Treatment Plant on described property or any portion thereof, or which may or might occur from any change or alteration from adjacent properties.

The production company shall have and maintain the required insurance as specified in the attached Exhibit A naming Santa Rosa County as an additional insured, and shall provide Santa Rosa County proof of such insurance prior to commencing work.

IN WITNESS WHEREOF, We have hereunto set our hands and seals the date first above written.

Signed sealed and delivered
In the presence of:

Witness: _____
Print or type name

By: Printed Name: _____
Title: _____ for
Tiki Terrors, LLC

Witness: _____
Print or type name

STATE OF _____
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by _____, as _____ for Tiki Terrors, LLC, who is personally known to me or produced _____ as identification and did (did not) take an oath.

Notary Public

Name (typed, printed or stamped)

My Commission Expires: _____

ACCEPTANCE

THIS HOLD HARMLESS AGREEMENT accepted by Santa Rosa County, Florida, at the meeting of the Board of County Commissioners of Santa Rosa County, Florida, the ____ day of January, 2015.

SANTA ROSA COUNTY, FLORIDA

BY: _____
Don Salter, Chairman

ATTEST:

Donald C. Spencer, Clerk of Court

INSURANCE REQUIREMENTS

- a) **Workers' compensation – to meet statutory limits in compliance with the Workers Compensation Law of Florida. This policy must include Employer Liability with a limit to \$100,000 for each accident, \$500,000 disease policy limit and \$100,000 disease each employee limit.**

- b) **Commercial general liability – coverage shall provide minimum limits of liability of \$300,000 for bodily injury and property damage. This shall include coverage for, but not limited to:**
 - a. **Premises/operations**
 - b. **Products/complete operations**
 - c. **Contractual liability**
 - d. **Independent contractors**

- c) **Business auto liability – coverage shall provide minimum limits of liability of \$300,000 combined single limit for bodily injury and property damage. This shall include coverage for, but not limited to:**
 - a. **Owned autos**
 - b. **Hired autos**
 - c. **Non-owned autos**

Hunter Walker

From: Roger Blaylock
Sent: Monday, January 12, 2015 3:53 PM
To: Roy Andrews; Hunter Walker; Terry Wallace
Subject: Fwd: Film Project Proposal.

FYI

Roger A. Blaylock, P.E.
Santa Rosa County Engineer

Sent from my iPhone

Begin forwarded message:

From: Alison Goser <alisongoser@gmail.com>
Date: January 12, 2015 at 3:13:07 PM CST
To: Roger Blaylock <RogerB@santarosa.fl.gov>
Cc: Merry Beth Andrews <MerryA@santarosa.fl.gov>
Subject: Re: Film Project Proposal.

Hi Roger,

Here is the company information:

Tiki Terrors, LLC
26102 Galvez Court
Valencia, CA 91355

Amy Larsen - Production Coordinator
(818) 632-7897

At this time, there maybe a schedule change pending actor availability.
I'm hoping to know within the next day or so.

As soon as I have any updated, I will keep you posted.
Thanks again, and please let me know if you need anything else at this time.

Who would we need to make insurance certs out too?

Alison Goser
(732) 770-2296

On Jan 9, 2015, at 3:52 PM, Roger Blaylock <RogerB@santarosa.fl.gov> wrote:

Also, I failed to ask for the production company's name and address as well as any other companies' information that may be working with you on-site. County Attorney will need this information to prepare indemnification agreements.

Thanks,

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

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

From: Roger Blaylock
Sent: Friday, January 09, 2015 3:11 PM
To: 'Alison Goser'
Cc: Hunter Walker; Roy Andrews; DeVann Cook; Terry Wallace
Subject: RE: Film Project Proposal.

Alison,

County Administrator concurs with proposed activities as presented in your email below. Risk Management stated we will need a certificate of insurance, from the production company, with Santa Rosa County as a certificate holder. Production company will need a minimum of \$300,000 of general liability, statutory workers' compensation and \$300,000 auto and provide an indemnification agreement, which will include the insurance requirements.

Respectfully,

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

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

From: Alison Goser [<mailto:alisongoser@gmail.com>]
Sent: Thursday, January 08, 2015 5:25 PM
To: Roger Blaylock
Subject: Film Project Proposal.

Good Evening Roger,

First off, I'd like to thank you for taking time out of your day to speak with me earlier today.

As we discussed, here is a proposal of activities occurring on plant grounds:

- One vehicle drives up to the Plants gate with 2 people inside (they stop at the gate). Woman gets out, vehicles drives away from the plant off site.
- On the other side of the gate (on plant property), there is a man in a golf cart awaiting their arrival.
- While the first vehicle drives up to the plant gate, we plan on having approximately 5 background members walking throughout the exterior of the plant -The woman goes on the golf cart and her and the man drive up to the plant doors and walk inside (This can be any of the plants buildings that you'd give us permission to access (specifically to get a shot of them walking in, and another

shot of them walking out).

-There is another sequence where we would like to use the far end gate that separates the plant from the beach. Have a cast of approximately 15 people walk onto the plant grounds from the beach and head to the same door the previous 2 people walked into. The only difference this time is rather than them all walking out, a sequence begins of simulated panic. With that being said this time the people would run out, and head straight for the gate and back onto the beach off the property. This sequence will continue at a separate location so that we are not impeding on your operations.

-There will also be segments of people walking and talking on plant property, in exterior areas. *Not inside any buildings

Please let me know of any restricted, unauthorized or sensitive areas, and I will prompt my team ahead of time to comply and/or stay away from these areas. Anything we are unable to make use of, please just let us know and we will work around it.

Our proposed shooting date is Tuesday, January 20th.

We shoot 12 hour days, for example 6AM - 6PM, and will have a cast/crew size of approx 35-40 people.

We will not need the entire cast/crew inside the gates at all times.

As a reference, we are also working with Jeff Rogers over @ Gulf Power. He is being kind enough to accommodate some of our additional filming needs at one of their facilities during our time here.

Please let me know if you need any additional information.
It's been a pleasure, and I hope we can work with you all!

Thanks again.
Kindly,

Alison Goser
(732) 770-2296

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.



Office of the Mayor

received
1-15-15

5

City of Milton

January 15, 2015

The Honorable Commissioner W.D. "Don" Salter, Chairman
Santa Rosa County Board of Commissioners
6495 Caroline St, Suite M
Milton, FL 32570

Dear Chairman Salter:

I know, like I, you have spent countless afternoons along the Blackwater River in the city of Milton. The river is the city's most valuable natural resource and more and more people each year are enjoying all that it offers. Boating, waterskiing, fishing, sailing, canoeing, kayaking, swimming, and just plain relaxing are just some of what we view the public enjoying each day on our river. These activities have also presented us with a challenge. That challenge is brought about as a result of the increased use and is especially found on event dates and holiday weekends. As you are aware (attachment 1) the City of Milton made application to the Florida Fish and Wildlife Commission, U.S. Army Corps of Engineers and the U.S. Coast Guard to establish a boater restricted area of the river from just north of Carpenter's Park and Russell Harber Landing extending south along the marina property and the riverwalk to essentially the CSX railroad trestle (attachment 2). In doing so we seek to meet our collective first obligation which is to protect the public's health, safety and welfare.

The Florida Fish and Wildlife Commission consented to our request (attachment 3) and as a result we now have the ability to periodically establish a "slow speed minimum wake zone" in the area described above as the situation may warrant.

We all enjoy this great river and the parks provided along its banks. Our largest annual events attract thousands both on and off the river. Ensuring the safety of the public is paramount at all of these activities. To achieve that objective we need your further assistance. The City issued an RFP for the installation of the waterway markers and the lowest responsible bid is \$51,303.00 from Gulf Marine Construction. We seek project funding through the use of boater registration fees you possess in part for this purpose.

We look forward to answering any questions you may have in regard to this request. Once established the City will be responsive and receptive to apply the described standard at any time the Board desires.

Sincerely,

Wesley Meiss, Mayor
City of Milton

December 13, 2013

Brian Watkins, City Manager
City of Milton
P.O. Box 909
Milton, Florida 32572

Dear Brian:

At the December 12, 2013 meeting, the Santa Rosa County Board of Commissioners approved the City of Milton plan to petition the Florida Fish and Wildlife Conservation Commission regarding intermittent boating restriction on the Blackwater River from the CSX rail trestle northward to Quinn Bayou.

This action was reviewed and recommended to the Board of Commissioners by the county Marine Advisory Committee.

Please contact this office with questions. Thank you for your cooperation and assistance.

Sincerely,



Hunter Walker
County Administrator

City of Milton - Blackwater River

NOTICE IS HEREBY GIVEN that on January 31, 2014, the Florida Fish and Wildlife Conservation Commission (Commission) received an application from the City of Milton in Santa Rosa County requesting review and approval of a draft ordinance pursuant to Section 327.46, Florida Statutes (F.S.), establishing a boating restricted area within the Blackwater River pursuant to Section 327.46(1)(c), F.S.

The request is to (1) establish waterway vessel speed regulation within the "gap" located to the west of Russell Harber Landing Boat Launch and south to River Walk, (as depicted on map) and (2) establish waterway vessel speed regulation within the waterway adjacent to the Russell Harber Landing Boat Launch and River Walk at Slow Speed Minimum Wake. The waterways adjacent to the Russell Harber Landing Boat Launch and River Walk can be regulated at Idle Speed No Wake pursuant to Section 327.46 (1)(b), F.S. However, as provided in Rule 68D-21.004, Florida Administrative Code (F.A.C.), and after consultation with FWC, the City of Milton proposes to regulate the waterway at Slow Speed Minimum Wake. This will complement the adjacent vessel speed restriction; reduce confusion of the vessel speed as well as the amount of markers needed to post the regulations.

As required by Rule 68D-21.001(3), F.A.C., the City of Milton will publish as provided by Sections 50.011-.031, F.S., once a week for two consecutive weeks, notice of the public hearing on the ordinance in a newspaper of general circulation in the area(s) affected by the ordinance.

PUBLIC PARTICIPATION: Pursuant to Rule 68D-21.002, F.A.C., comments regarding the request will be accepted no more than 21 calendar days from the date of publication/distribution of this public notice.

COMMENT DUE DATE: Monday, March 10, 2014 (5:00 PM EST)

A COPY OF THE APPLICATION CAN BE OBTAINED BY EMAIL (IN PDF FORMAT) OR BY US MAIL. Please submit your request directly to waterway.management@myfwc.com



**Florida Fish
and Wildlife
Conservation
Commission**

Commissioners

Richard A. Corbett
Chairman
Tampa

Brian S. Yablonski
Vice Chairman
Tallahassee

Ronald M. Bergeron
Fort Lauderdale

Aliese P. "Liesa" Priddy
Immokalee

Bo Rivard
Panama City

Charles W. Roberts III
Tallahassee

Executive Staff

Nick Wiley
Executive Director

Eric Sutton
Assistant Executive Director

Karen Ventimiglia
Chief of Staff

Division of Law

Enforcement
Colonel Calvin Adams, Jr.
Director

(850) 487-3796
(850) 921-5786 FAX

Wildlife Alert
888-404-3922 or
tip@myfwc.com

*Managing fish and wildlife
resources for their long-term
well-being and the benefit
of people.*

620 South Meridian Street
Tallahassee, Florida
32399-1600
Voice: (850) 488-4676

Hearing/speech-impaired:
(800) 955-8771 (T)
(800) 955-8770 (V)

MyFWC.com

March 17, 2014

Brian Watkins, City Manager
City of Milton
Post Office Box 909
Milton, FL 32572

RE: City of Milton *draft* Ordinance #2013 Establishing Boating-Restricted Areas on the Blackwater River

Dear Mr. Watkins:

This letter will serve as notification of the determination by the Florida Fish and Wildlife Conservation Commission (FWC) in response to your complete application received on January 31, 2014, to establish specific boating-restricted areas on the Blackwater River created by *draft* Ordinance 2013. Based on our review of all the information, this office has determined that the City of Milton provided substantial competent evidence justifying that the boating-restricted areas are necessary to protect public safety and that *draft* Ordinance, is authorized under Section 327.46(1)(c), Florida Statutes (F.S.).

The Boating and Waterways Section is authorized to review this type of request pursuant to 68D-21, Florida Administrative Code (F.A.C.), and Section 327.46, F.S. Based on the complete information submitted with your application, FWC hereby approves the request submitted by the City of Milton's City Council for specific boating-restricted areas on the Blackwater River established by the *draft* Ordinance 2013. Specifically, the *draft* Ordinance 2013 established waterway vessel speed regulations (1) within the "gap" located to the west of Russell Harber Landing Boat Launch and south to River Walk at Slow Speed Minimum Wake and (2) within the waterway adjacent to the Russell Harber Landing Boat Launch and River Walk at Slow Speed Minimum Wake. The waterways adjacent to the Russell Harber Landing Boat Launch and River Walk can be regulated at Idle Speed No Wake pursuant to Section 327.46 (1)(b), F.S. However, as provided in Rule 68D-21.004, F.A.C., and after consultation with FWC, the City of Milton proposed to regulate the waterway at Slow Speed Minimum Wake. This will complement the adjacent vessel speed restriction; reduce confusion of the vessel speed as well as the amount of markers needed to post the regulations.

As required by Rule 68D-21.001(3), F.A.C., the City of Milton will publish as provided by Sections 50.011-031, F.S., once a week for two consecutive weeks, notice of the public hearing on the ordinance in a newspaper of general circulation in the area(s) affected by the ordinance. If the draft ordinance is amended, approval of the draft ordinance will be rescinded and the ordinance as adopted will be reviewed. FWC's approval is conditioned upon the draft ordinance being adopted without amendment and does not become effective until a certified copy of the ordinance as adopted (and provide proof of public notice) is received by the Boating and Waterways Section.

Pursuant to Rule 68D-21.002, Florida Administrative Code (F.A.C.), public notice of this request was provided through our waterway management distribution list server on February 7, 2014, as well as posted on FWC's website. Public comments were due by March 10, 2014. The FWC received no comments or requests for a public hearing.

Brian Watkins, City Manager
Page 2
March 17, 2014

The Boating and Waterways Section has also determined that the provisions of Rule 68D-21.002(3) (b) 1., F.A.C., have been satisfied in that the City of Milton consulted and coordinated with Santa Rosa County, the United States Coast Guard and the United States Army Corp of Engineers.

FWC will process the Florida Uniform Waterway Marker Permit request to post the boating-restricted areas covered by the ordinance once it has been adopted and a certified copy of the ordinance is received by the Boating and Waterways Section.

A person whose substantial interests are affected by FWC's action may petition for an administrative proceeding (hearing) under Sections 120.569 and 120.57, F.S. A person seeking a hearing on FWC's action shall file a petition for hearing with the agency within 21 days of receipt of written notice of the decision. The petition must contain the information and otherwise comply with Section 120.569, F.S., and the uniform rules of the Florida Division of Administration, Chapter 28-106, F.A.C. Upon such notification, the Permittee shall cease all work authorized by this permit until the petition is resolved. The enclosed Explanation of Rights statement provides additional information as to the rights of parties whose substantial interests are or may be affected by this action.

If you have any questions regarding this issue, please contact our office at (850) 488-5600.

Sincerely,



Dawn Griffin, Planning Manager
Division of Law Enforcement
Boating and Waterways Section
Waterway Management Unit

/dg

Enclosures: Explanation of Rights
Chapter 68D-21, F.A.C.
Section 327.46, F.S.



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



JAYER WILLIAMSON, District 1
ROBERT A. "BOB" COLE, District 2
W. D. "DON" SALTER, District 3
ROB WILLIAMSON, District 4
R. LANE LYNCHARD, District 5

HUNTER WALKER, County Administrator
ROY V. ANDREWS, County Attorney
JAYNE BELL, OMB Director

December 31, 2014

VIA EMAIL: bloomw@gtlaw.com

Warren S. Bloom, Esquire
Greenberg Traurig
450 South Orange Avenue, Suite 650
Orlando, Florida 32801

RE: Santa Rosa Bay Bridge Authority

Dear Warren:

I am writing as the Santa Rosa County Attorney. As you are aware, The Santa Rosa County Commission has the statutory authority to appoint three members of the Santa Rosa Bay Bridge Authority.

The County has received more than three requests by individuals to be appointed to the Authority.

When the Authority was reconstituted in 2011-12 the Trustee agreed to fund a Directors and Officers Liability Insurance Policy and to fund counsel for the Authority.

The Directors and Officers Policy will expire in mid-January 2015 if it is not renewed and, pursuant to your letter of December 8, 2014, the Trustee has discontinued funding for the Authority legal counsel.

I have advised The Santa Rosa County Commission and the applicants that it would not be prudent to make appointments without continued funding of those items.

Warren S. Bloom, Esquire
December 31, 2014
Page 2

Please advise whether your client is willing to fund the re-establishment of the Authority.

Sincerely,

A handwritten signature in black ink, appearing to read "Roy V. Andrews", is written over a horizontal line. The signature is stylized and cursive.

RVA/wcp

cc: The Santa Rosa County Board of County Commissioners
Hunter Walker, County Administrator

SANTA ROSA COUNTY

DEPARTMENT OF HUMAN RESOURCES
AND RISK MANAGEMENT

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

DEVANN COOK
DIRECTOR

MEMORANDUM

TO: Hunter Walker
FROM: DeVann Cook *DeVann*
SUBJECT: Grants Position
DATE: January 15, 2015

Attached is the job description for a Grants Manager position. This position will report to the Grants/Special Projects Director. The duties include research, development and submission of new grants. The addition of this position would allow the Grants/Special Projects Director to devote the necessary time to coordinate Restore Act projects.

DC/lh

Attachment

POSITION TITLE: GRANTS MANAGER

JOB CODE: # 6130

RANGE: 28

TAXING AUTHORITY: COUNTY COMMISSION

DEPARTMENT: Grants

SUPERVISOR: NO

GENERAL DESCRIPTION: This is highly responsible professional and administrative work involving planning, monitoring, writing and reviewing federal and state grant programs and special projects. Under general direction, the employee ensures grant reimbursements and reports are completed in a timely manner; grant activities are progressing and in compliance with funding requirements and grant continuation documents are prepared and submitted on time. Duties will include grant, proposal development and administrative support of community planning activities supporting grants.

ESSENTIAL JOB FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

Monitors grant compliance;

Prepares internal monthly reports and external quarterly reports on fiscal status of grants and other resource programs;

Evaluates and monitors grant-funded programs;

Maintains an on-going database or other organized system of all relevant grants and contracts information, as well as permanent files for grants and contracts;

Participates in contract development and oversees the transfer of these activities to contract management;

Monitors paperwork connected with grant-funded programs;

Assists with new and continuation grants development and submission;

Assists with placement of contract and grant items on BOCC agenda within prescribed procedures and deadline;

Evaluates and monitors special projects and contracts for federal, state and county programs;

Assists in preparation of applications for grant funding and maintains grant funding resource materials and publications;

Assists with new proposal development;

Performs related duties as required.

ESSENTIAL PHYSICAL SKILLS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 15 pounds.

ENVIRONMENTAL CONDITIONS: Office.

KNOWLEDGE OF: Knowledge of federal and state grant programs and the fiscal procedure required in this specialized area. Database software; Internet software; Spreadsheet software and Word Processing software.

POSITION TITLE: GRANTS ASSISTANT
6130

ABILITY TO: Comprehend and analyze legal documents; effectively express ideas, both in written and verbal communications; create and maintain detailed files and records; follow established policies and procedures; track and follow through on extended projects; establish and maintain good working relationships with other County departments; work independently to solve problems and make sound decisions with the knowledge at hand; coordinate and process a large quantity of deadline driven, detailed projects while maintaining attention to detail; make arithmetic computations and tabulations accurately and with reasonable speed; effectively represent the County and the department in answering questions, responding to inquiries including those from the media, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies on grant-related activities in a polite and courteous manner.

SKILLS: Operate a personal computer and related word processing, spreadsheet and database programs. Creative writing, research and verbal communication, public speaking, business writing; proofreading and editing.

MINIMUM QUALIFICATIONS: Completion of an Bachelor's Degree, and two (2) years experience; Associate Degree and five (5) years experience; or no college and eight (8) years experience writing grants and monitoring grant activities, including ensuring compliance with grant requirements, report writing, closing out grants and processing reimbursement requests or equivalent experience. Proficiency with MS Office required. All applicants must have six months experience with Microsoft Word or completion of a Word training class and six months experience with Microsoft Excel or completion of an Excel training class, and experience with Microsoft Assess is desired.

LICENSE: Applicant must have a valid State of Florida Driver's License at the date of hire and maintain said license while employed in this position.

PREFERENCE: Preference will be given to individuals with a four (4) year degree, and those who can demonstrate knowledge or experience in the areas of disaster recovery, hazard mitigation or environmental expertise.

Adopted: 05/16/05

SANTA ROSA COUNTY

DEPARTMENT OF HUMAN RESOURCES
AND RISK MANAGEMENT

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

DEVANN COOK
DIRECTOR

MEMORANDUM

TO: Hunter Walker
FROM: DeVann Cook *DeVann*
SUBJECT: Third-Party Administrator Contract
DATE: December 17, 2014

Johns Eastern Corporation has been our workers' compensation third-party administrator since 2010. The current contract expires January 31, 2015. Johns Eastern has quoted a renewal price of \$32,500.00 annually for the first two (2) years and years 3, 4 and 5 with a 3% increase, each year. That reflects a \$12,500.00 decrease from our original contract. Since we no longer service the Sheriff's workers' compensation claims, they agreed to this decrease.

Based on this reduced price, the excellent service they provide and the continuity our injured workers will have, I recommend this renewal.

DC/lh

cc: R. Andrews
M. Lloyd

Attachments



ADDENDUM NUMBER I
TO SERVICE CONTRACT FOR
WORKERS' COMPENSATION CLAIMS HANDLING

This is the First Addendum to the Agreement entered into between JOHNS EASTERN COMPANY, INC., hereinafter called the SERVICE AGENT, and SANTA ROSA COUNTY BOARD OF COUNTY COMMISSIONERS (referred to as the "CLIENT"), dated the 1st day of February 2010.

This Addendum affects the remuneration to be paid by the CLIENT to the SERVICE AGENT for the handling of claims with a date of loss of February 1, 2015 through January 31, 2020. All other terms of the original Contract remain unchanged.

The remuneration to be paid to the SERVICE AGENT under this Agreement by the CLIENT for workers' compensation claims handling during the term of this Agreement shall be as follows:

4. **Allocated Claims Expenses.** Charges for services below are billed at negotiated rates for vendors selected by CLIENT/SERVICE AGENT unless otherwise outlined below. "Allocated Claims Expenses" shall be defined as expenses arising in connection with the settlement of claims, which shall be defined as expenses directly allocated to a particular claim to be discharged from the accounts funded by the CLIENT specified in Paragraph 3, including, but not limited to:
 - a. Attorneys' and legal assistants' fees for claim and any lawsuits, before and at trial, on appeal, or otherwise;
 - b. Court and other litigation and settlement expenses, including, without limitation:
 - (i) Medical examinations to determine extent of liability;
 - (ii) Expert medical and other testimony;
 - (iii) Laboratory, X-ray and other diagnostic tests;
 - (iv) Autopsy, surgical reviews, and other pathology services;
 - (v) Physician and related fees and expenses in reading, interpreting, or performing any of the foregoing tests or services;
 - (vi) Stenographer, process server, and other related trial preparation, trial, settlement, and court costs;

- (vii) Witnesses fees and expenses before and at trial, deposition, settlement discussions, or otherwise; and
- c. Fees and expenses for surveillance, private investigators, or otherwise;
- d. Fees for the indexing of injured employees;
- e. Fees for any work done outside the office, including, but not limited to, field investigations necessary to determine compensability, liability, Special Disability Trust Fund or subrogation recoverability, claimant control, attendance at mediations, hearings and depositions, attendance at management meetings, attendance at medical consultations or hearings, appraisals, case management, recorded statements;
- f. Telephonic medical management - \$225.00 per claim for the life of the contract, if all claims are placed in medical management;
- g. Fees for over-night or special mail service for various documents;
- h. Fees for examining and reducing hospital and medical bills as appropriate will be \$5.95 per bill, 30% of all savings over and above Fee Schedule savings, and 35% of savings for out-of-network providers and hospital audits;
- i. Photocopying and/or CD-ROM copies, review of relevant documentation;
- j. Pre-Certification of Hospital Admissions (\$125.00 per pre-cert), On-Site Case Management, Peer Review, Medical Care Audits;
- k. Medicare Set-Aside (MSA) services to include; recommendation for MSA submission, MSA cost projection, MSA submission, comprehensive drug utilization review, lien search, conditional lien dispute, projection update; and
- l. Field investigation will be charged at a rate of \$85.00 per hour, \$0.55 a mile and \$2.00 per color photograph, and administrative expenses.

5. **Compensation for the SERVICE AGENT.** For performing its services under this Agreement, the SERVICE AGENT shall be entitled to the following compensation:

- a. Fees for claims handling for the Client's workers' compensation exposures whose dates of loss fall between February 1, 2015 and January 31, 2017 will be a minimum and deposit of \$32,500.00 annually. This fee will be billed in quarterly installments of \$8,125.00.

This fee covers handling 60 workers' compensation exposures per year. If the number of exposures exceeds 60 annually, the Client will be billed \$475.00 for each claim over the 60 cap.

- b. Fees for claims handling for the Client's workers' compensation exposures whose dates of loss fall between February 1, 2017 and January 31, 2018 will be a

minimum and deposit of \$33,475.00 annually. This fee will be billed in quarterly installments of \$8,368.75.

This fee covers handling 60 workers' compensation exposures per year. If the number of exposures exceeds 60 annually, the Client will be billed \$475.00 for each claim over the 60 cap.

- c. Fees for claims handling for the Client's workers' compensation exposures whose dates of loss fall between February 1, 2018 and January 31, 2019 will be a minimum and deposit of \$34,145.00 annually. This fee will be billed in quarterly installments of \$8,536.25.

This fee covers handling 60 workers' compensation exposures per year. If the number of exposures exceeds 60 annually, the Client will be billed \$475.00 for each claim over the 60 cap.

- d. Fees for claims handling for the Client's workers' compensation exposures whose dates of loss fall between February 1, 2019 and January 31, 2020 will be a minimum and deposit of \$34,828.00 annually. This fee will be billed in quarterly installments of \$8,707.00.

This fee covers handling 60 workers' compensation exposures per year. If the number of exposures exceeds 60 annually, the Client will be billed \$475.00 for each claim over the 60 cap.

- e. Information Management Services will be provided for an annual fee of \$5,000.00. These services include:

- Standard Reports - via email in PDF
- OSHA Reports
- State Reporting
- Internet Access to AIM System & Document Imaging
- Online FROI - Standard
- Ad Hoc Implementation
- Ad Hoc Report Library (Excel Reports)
- Ad Hoc Query Studio (User-created, Excel Reports)

IN WITNESS WHEREOF, the parties have executed this Agreement effective for all purposes as of February 1, 2015.

WITNESSES:

**SANTA ROSA COUNTY
BOARD OF COUNTY COMMISSIONERS**

SANTA ROSA COUNTY

DEPARTMENT OF HUMAN RESOURCES
AND RISK MANAGEMENT

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

DEVANN COOK
DIRECTOR

MEMORANDUM

TO: Hunter Walker
FROM: DeVann Cook *DeVann*
SUBJECT: Employee Assistance Program
DATE: January 14, 2015

Stone Ridge Counseling has been our Employee Assistance provider for several years. They have agreed to renew their contact with no change in terms or pricing. I recommend we renew this contact.

I have attached a copy of the current contract.

DC/lh

Attachment

cc: R. Andrews

EMPLOYEE ASSISTANCE PROGRAM AGREEMENT

This Employee Assistance Agreement is made this 1st day of February, 2012, between Stone Ridge Counseling Center, Inc. (referred to as SRCC) and Santa Rosa County (hereinafter referred to as "The Employer")

A. The following terms are defined herewith:

1. "Employees" shall be defined as both full-time and part-time employees at the Employer's sites. Subcontractors and retirees are not covered.
2. "Family" shall mean spouse and dependent children (i.e. biological, adopted, stepchildren living with the employee). Children between the ages of 18 and 21 must be attending school or college to be considered for the EAP service. It will be left to the discretion of the Employer to determine eligibility in any case that does not meet the above requirements.
3. An initial evaluation will be provided for each referral to determine further needs to include but is not limited to the following problems: emotional state, alcohol or drug abuse, job related concerns and ability to perform work related duties/requirements, emotional or psychological well being, marriage and family relationships, school related issues and financial or legal problems.
4. SRCC will provide treatment as deemed necessary by the therapist, however if services needed are beyond the treatment capabilities of SRCC, a referral will be made to an external referral source and are not covered by this agreement.

B. SRCC agrees to the following:

1. Provide an initial evaluation/assessment, counseling and a referral if necessary during the duration of this agreement, to each employee and/or member of his/her family as defined above. This service will be provided both on a voluntary basis by the employee or family member and as referred by the Employer.
2. Arrange and provide up to two follow-up visits for outpatient counseling as deemed appropriate. The employer may agree to pay for additional services on a case by case basis (to be confirmed by HR director or owner).
 - (a) In the event of a positive Department of Transportation (DOT) drug screen, SRCC will serve as a referral source for a Substance Abuse Professional (SAP) who will provide an evaluation of the employee who has tested positive. Payment

for the evaluation and subsequent treatment for substance abuse is not the responsibility of SRCC.

3. Designate an EAP representative who shall be responsible for resolving any and all problems associated with the Employer's involvement in the Employee Assistance Program.
4. Provide a quarterly report indicating the number of employees who have used the Employee Assistance Program. All names will be kept confidential to protect the rights of the employee unless a specific authorization of release of information has been signed.
5. Provide emergency service to include 24 to 48 hour business day call back.
6. Upon request from the Employer, provide training for managers and supervisors on the benefits of using the Employee Assistance Program and awareness of the effects of mental health related issues on job performance and attendance.
7. Assist the Employer to promote awareness of the EAP. SRCC may also provide promotional materials to promote awareness of the EAP by the Employer's managers and employees.
8. Consult with Employer's supervisory personnel, when requested and provide immediate feedback (within two business days) of any supervisor referral.
9. Provide training and educational sessions as requested for the benefit of the eligible employees. The cost will be \$150.00 an hour, travel time @ \$75.00 per hour in 15 minute increments. Any program or training over four hours will be contracted negotiated and contracted separately.
10. Provide crisis counseling at the Employer's request within 72 hours of the call made for the request. Crisis counseling is defined by an event that necessitates immediate response. The cost will be \$300.00 for a two hour minimum and \$150.00 per hour for each additional hour within the local area. If the counseling is provided outside the Employer's local area, travel time at \$75.00 per hour will be incurred in 15 minute increments. If an overnight stay is required it will be at the expense of the Employer.
11. Keep in force comprehensive general liability insurance and professional malpractice insurance during the term of this contract with limits of not less than \$1,000,000 per occurrence and the \$3,000,000 aggregate.
12. Provide services in a professional facility by licensed therapists.

13. Submit invoices for any charges within 30 days of the date of service.
 14. SRCC reserves the following rights:
 - (a) A no-show by a client who fails to provide 24 hour notice to cancel the appointment will be counted and billed as a visit.
 - (b) Court-ordered counseling or assessments are not covered.
 - (c) Court-ordered appearances or documentation are not covered.
- C. The Employer agrees to:
1. Designate an Employer EAP Coordinator who will be the chief representative of the Employer and liaison with SRCC's EAP consultant.
 2. Provide SRCC with a suitable means to identify those individuals eligible to participate in the program with the understanding the employees/and or immediate family members can self-refer.
 3. Take reasonable steps to promote awareness of the EAP through internal communications and by Employer endorsement not limited to materials made available in employee workrooms.
 4. The EAP Coordinator and/or supervisor who make a direct referral and wishes to have feedback will leave specific information with SRCC regarding the need for the referral, a contact name and number, and type of feedback requested.
 5. Compensate SRCC for the services described above as follows:
 - (a) The Employer shall pay for the EAP services that are undisputed by the Employer, and reflected on invoices in proper form that are accurate, complete and submitted in a timely manner.
 - (b) The Employer shall pay the hourly rate of \$75.00 per consultation, assessment and/or counseling services that are provided in 45-50 minute sessions by the therapists of SRCC, under this agreement.
 - (c) The Employer shall establish service limits of three visits on each case which SRCC will not exceed without express approval by the Employer. A no-show by an employee will be counted as a billable visit.
 - (d) The Employer represents that it has approximately 900 plus employees who may avail themselves of the services to be provided under this agreement.
- D. Employer and SRCC mutually agree that:

1. The term of this Agreement shall be for one year from February 1, 2012 through January 31, 2013. Either party may terminate this Agreement upon 90 days written notice to the other. In the event of termination, the Employer will pay outstanding invoices within 30 days. This contract will be renewed annually unless either party is notified of termination.
2. The medical record shall be considered the property of SRCC which shall seek to safeguard it from unauthorized use, access, loss or destruction within the time deemed appropriate by the State of Florida and Federal laws. Release of information will be used in all incidences which require correspondence outside of SRCC therefore records shall not be accessed or released without the proper consent of the patient/client.
3. The costs of further treatment to be rendered by SRCC will be paid by the employee or his/her insurer or other party payer unless specifically authorized by the Employer on a case by case basis. The Employer is therefore released from further financial obligations after the third session is completed. Any costs incurred via referrals made by SRCC are the responsibility of the patient.
4. SRCC is an independent contractor in performing its obligations hereunder. In no event will SRCC be liable for any injury or damages to employees or members of the families or others arising out of any acts or omissions by the Employer, under this Agreement. Each party agrees to indemnify and hold the other harmless against claims arising out of its own acts and omissions and the acts and omissions of its employees under this Agreement.

IN WITNESS THEREOF, the parties have caused this Agreement to be duly executed by their duly authorized representatives of the date first written above.

STONE RIDGE COUNSELING CENTER, INC.

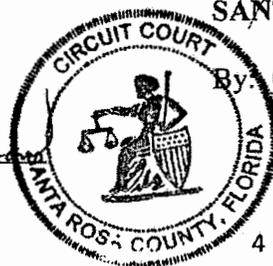
By: *Melissa Adams*
Melissa Adams, President & EAP Coordinator

Date: *BCC approved Jan 12, 2012*

SANTA ROSA COUNTY, FLORIDA

ATTEST:

Mary M. Julius
Clerk



By: *Jim Williamson*
Jim Williamson, Chairman

C

Hunter Walker

From: Tammy Simmons
Sent: Thursday, January 15, 2015 7:44 AM
To: Hunter Walker
Cc: Commissioner Jayer Williamson; Jayne Bell; Avis Whitfield
Subject: FW: Invoice: - Outdoor Movies Pace Fl - March 2015
Attachments: Invoice-Pace2015.pdf

Please place approval of the attached document on the agenda for approval as well as a budget amendment from District 1 recreational fund.

From: Commissioner Jayer Williamson
Sent: Thursday, January 15, 2015 7:18 AM
To: Tammy Simmons
Subject: FW: Invoice: - Outdoor Movies Pace Fl - March 2015

Do we want to pay direct if this passes next week or do we want the money to go to PARA and them pay?

Jayer

Sent from my Windows Phone

From: [Southern Outdoor Cinema](#)
Sent: 1/14/2015 10:08 PM
To: [Commissioner Jayer Williamson](#); [Jayer Williamson](#)
Subject: Invoice: - Outdoor Movies Pace Fl - March 2015

Jayer,

As promised, attached is an invoice for the 43' screen for 4 events plus movie licensing.

MOVIE LICENSING

The studios require that the movie license be purchased BEFORE you advertise the movie title. If the event gets cancelled due to weather, the studios will let you reschedule the movie showing for up to one year from your original event date.

MOVIE PICK

For your last event, you may want to go with the following since they are newer than LEGO:

- Mr. Peabody & Sherman (parents have enjoyed the humor in this movie)
- How To Train Your Dragon 2 (just won Golden Globe award for best animated film)
- Dolphin Tale 2 (filmed in Florida)
- Alexander and the Terrible Horrible No Good, Very Bad Day (comes out on DVD in February)

Some of our clients do their last movie pick as a "VIEWERS CHOICE" (provide 3 or 4 choices). Have a ballot at events or a facebook pole. That might be a consideration for you too.

Paul Murray
Founder & Outdoor Movie Expert
Southern Outdoor Cinema, LLC

1/14/14

INVOICE



4920 Atlanta Hwy, PMB 304
Alpharetta, GA 30004
T: 678-689-8143

Tax ID 20-8168182

CLIENT:
Santa Rosa County District One
Pace, FL

Description	Total
3/6/15 - 43' Outdoor Movie Services (multi-event discount applied)	\$2,249.10
Movie License – Penguins of Madagascar	\$350
3/13/15 - 43' Outdoor Movie Services (multi-event discount applied)	\$2,249.10
Movie License – Night at the Museum 3	\$350
3/20/15 - 43' Outdoor Movie Services (multi-event discount applied)	\$2,249.10
Movie License – Big Hero 6	\$400
3/27/15 - 43' Outdoor Movie Services (multi-event discount applied)	\$2,249.10
Movie License – TBD	\$400

Balance Due:	\$10,496.40
---------------------	--------------------

Make checks payable to : Southern Outdoor Cinema

Payment Schedule:
Movie license must be purchased before advertisings begins : \$1,500

Outdoor Movie Services
50% Deposit is due at time of booking to hold dates: \$4,498.20
Balance due on night of each night: \$1,124.55



DONALD C SPENCER
CLERK OF THE CIRCUIT COURT & COMPTROLLER
SANTA ROSA COUNTY, FLORIDA

Clerk of the County Court & Comptroller
Recorder of Deeds
Clerk and Accountant of the Board of County Commissioners
Custodian of County Funds
County Auditor

Wanda G. Harris
Property Inventory Clerk
6495 Caroline Street
Suite B
Milton Florida 32570
P O Box 472
Milton, Florida 32572
Telephone: (850) 983-1956
Fax: (850) 983-1985

January 12, 2015

Mr. Hunter Walker
C/o Santa Rosa County Board of Commissioners

Dear Mr. Walker:

The Santa Rosa County Finance Department is asking the Board to approve the following item from the Environmental (Landfill & Recycling) Department for surplus. Once approved for surplus they will then be auctioned off online by Global Auction Services.

The Santa Rosa Board of Commissioners is being petitioned to have the following declared as surplus and set for auction.

Your immediate attention in this matter will be greatly appreciated.

Sincerely,

Michael Burton, CPA
Financial Services Administrator/Fiscal
Santa Rosa County Clerk of Courts



**SANTA ROSA COUNTY ENGINEERING
ENVIRONMENTAL DEPARTMENT**
6075 Old Bagdad Highway
Milton, FL 32583
www.co.santa-rosa.fl.us

Roger A. Blaylock, P.E.
County Engineer

Ronald C. Hixson
Environmental Manager

Memo

To: Wanda Harris, Clerk of Courts – Finance Department

From: Ronald Hixson, Environmental Manager *RCH*

Copy: Roger Blaylock, P.E., County Engineer

Date: January 12, 2015

Re: LANDFILL AND RECYCLING SURPLUS EQUIPMENT FOR AUCTION

Wanda,

The attached listing of landfill and recycling equipment is available for auction. In addition please add the following conveyor belt that was purchased and never used.

PVC Conveyor Belt
51 FT, 2 IN long X 36 IN wide
2 inch T-Cleat, BLK PVC Cleats Full Width, 12 inch centers, RS125 Staple
Solid Woven PVC Conveyor Belt

If you need additional information or have questions please call me at 850-981-7143.

Ron Hixson
Environmental Manager

2015 JAN 12 PM 12 42
SANTA ROSA COUNTY, FL
FINANCE FILED
DONALD C. SPENCER
CLERK OF COURT &
COMPTROLLER



DONALD C SPENCER
CLERK OF THE CIRCUIT COURT & COMPTROLLER
SANTA ROSA COUNTY, FLORIDA

Clerk of the County Court & Comptroller
Recorder of Deeds
Clerk and Accountant of the Board of County Commissioners
Custodian of County Funds
County Auditor

Wanda G. Harris
Property Inventory Clerk
6495 Caroline Street
Suite B
Milton Florida 32570
P O Box 472
Milton, Florida 32572
Telephone: (850) 983-1956
Fax: (850) 983-1985

January 13, 2015

Mr. Hunter Walker
C/o Santa Rosa County Board of Commissioners

Dear Mr. Walker:

The Santa Rosa County Finance Department is asking the Board to approve the following item from the Public Defender's Office for surplus. Once approved for surplus they will then be auctioned off online by Global Auction Services.

The Santa Rosa Board of Commissioners is being petitioned to have the following declared as surplus and set for auction.

Your immediate attention in this matter will be greatly appreciated.

Sincerely,

Michael Burton, CPA
Financial Services Administrator/Fiscal
Santa Rosa County Clerk of Courts

**DISPOSITION OF PROPERTY
SANTA ROSA COUNTY, FLORIDA**

* these items are not on inventory but still need approval for surplus

TO: Santa Rosa Clerk & Comptroller's Finance Department

FROM: Disposing Bureau: Office of the Public Defender

David Lambert

DATE: 12/15/14

Property Custodian (PRINT FULL NAME)

Property Custodian (Signature): David Lambert Phone#: 595-4100 ext. 274

THE FOLLOWING ITEMS ARE EXCESS:

Dell	Optiplex 620	5V4DWB1	NICN	Server Room	*	Formatted to XP w /SP3 //	WGH
Dell	Optiplex 620	3V4DWB1	NICN	Server Room	*	Formatted to XP w /SP3 //	WGH
Dell	Optiplex 620	FV4DWB1	NICN	Server Room	*	Formatted to XP w /SP3 //	WGH
Dell	Optiplex 620	8V4DWB1	NICN	Server Room	*	Formatted to XP w /SP3 //	WGH
Dell	Optiplex 620	JT4DWB1	NICN	Server Room	*	Formatted to XP w /SP3 //	WGH
Dell	Optiplex 620	4W4DWB1	NICN	Server Room	*	Formatted to XP w /SP3 //	WGH
Dell	Optiplex 620	JV4DWB1	NICN	Server Room	*	Formatted to XP w /SP3 //	WGH
Dell	Optiplex 745	6K80MD1	NICN	Server Room	*	Formatted to XP w /SP3 //	WGH
Dell	Latitude 110L	HJYD291	NICN	Scott's Office	*	Formatted to XP w /SP3 //	WGH
Dell	Latitude 100L	73ZDF61	00036-R	Scott's Office	*	Formatted to XP w /SP3 //	WGH
Dell	17" 1704FPV	57D-AAAYB	NICN	Break Area	*		WGH
HP	Officejet Pro K550	MY629312W6	NICN	MIS Storeroom	*		WGH
Canon	PowerShot SD200	224404320	NICN	MIS Storeroom	*		WGH
NetPrint	2000	333716	NICN	MIS Storeroom	*		WGH
BayStack	425-24T	SACC250US1	NICN	Scott's Office	*		WGH
BayStack	425-24T	SACC250URX	NICN	Scott's Office	*		WGH

Property Returned to Clerk & Comptroller's Finance Department

Wanda G. Harris

12-17-14

Clerk & Comptroller's Finance Signature of Receipt

Date

Wanda G. Harris

Clerk & Comptroller's Finance Printed Name

* these items are now located in the storage area @ the county Admin Bldg. WGH

SANTA ROSA COUNTY
PUBLIC DEFENDER
54000E0036



SUNGARD PENTAMATION, INC.
 DATE: 01/13/2015
 TIME: 08:33:42

SANTA ROSA COUNTY BOCC
 Public Defender

PAGE NUMBER: 1
 REPORT10

SELECTION CRITERIA: (((assets.user_3 MATCHES "***AUCTION*2015**")) AND ((assets.dept MATCHES "5400**")))

SORTED BY: dept,assets.tagno, assets.improvement_num

ASSET ID	DESCRIPTIVE INFORMATION	ACQUISITION INFORMATION			DEPRECIATION INFORMATION		
54000E0036	COMPUTER--LAPTOP	FUNDING 100	CAPITAL ASSET Y		EST LIFE 10	DEP LIFE 10	
-000	MFR DELL	CLS M	VENDOR		DEP Y POST DP N	DEP METH SL	
	MODEL	CAT OFF EQUI PO	UNITS 1		SALVAGE VALU .00		
	S/N 73ZDF61	LOC PUB. DEF CHECK	UN CST 1318.77		ACCUM DEP 1274.84		
	INVENTORY DATE 10/24/12	FUND TYPE G ACQUIRE 02/15/05	COST 1318.77		REM BOOK BASIS 43.93		
	CONDITION STATUS	DPT 5400 INS CO			DEP BASIS 1318.77		
	NEXT SCHEDULED MAINTENANCE	GRT INS VAL	0.00		LAST POSTING DATE 09/30/14		
	"USER FIELD 1" JIM MARTIN	"USER FIELD 2"			SALE AMOUNT .00		
	"USER FIELD 3" SURPLUS/AUCTION 2015 ??	"USER FIELD 4"			RETIRED DATE		
	TAG #						

DISTRIBUTION INFORMATION

FUNCTION	ACTIVITY	DEP ORGN	ACCOUNT	PCT
600 COURT RELATED-GEN ADMIN	603 PUBLIC DEFENDER ADMINISTRATION	5400	559001	1.00

REPORT TOTAL 1 RECORDS SELECTED

COST	1,318.77
INSURANCE VALUE	.00
SALVAGE VALUE	.00
ACCUMULATED DEPRECIATION	1,274.84
SALE AMOUNT	.00



SANTA ROSA COUNTY BOARD OF COMMISSIONERS



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

JAYER WILLIAMSON, District 1
ROBERT A. "BOB" COLE, District 2
W. D. "DON" SALTER, District 3
ROB WILLIAMSON, District 4
R. LANE LYNCHARD, District 5

HUNTER WALKER, County Administrator
ROY V. ANDREWS, County Attorney
JAYNE BELL, OMB Director

MEMORANDUM

FROM: ROY V. ANDREWS, COUNTY ATTORNEY
DATE: JANUARY 16, 2015
**RE: CONCILIATION AGREEMENT WITH UNITED STATES
EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**

Attached hereto is a Letter of Determination issued by the Mobile Local Office of the U.S. Equal Employment Opportunity Commission. As set forth therein, the letter is a determination by that office that the charging party, a wastewater treatment plant employee, was terminated because of his disability, a knee injury.

To resolve this issue with the Commission, the Commission has invited the County to enter into the attached Conciliation Agreement. The agreement provides that the County will provide within thirty (30) days training to all employees, disseminating its Anti-Discrimination and Anti-Harassment policies as it relates to disability discrimination. Such training was already planned by the County. The Conciliation Agreement specifically provides that it does not constitute an admission by the County of any violation of Title I of the Americans with Disabilities Amendments Act of 2008 (ADAAA).

I recommend the Commission authorize execution of the Conciliation Agreement.



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

Mobile Local Office

63 South Royal St., Suite 501
Mobile AL 36602
(251) 690-2590
TTY (251) 690-2599
FAX (251) 690-2581

EEOC Charge Number:

425-2014-00556

Jonathan Joines
8252 Sierra Street
Navarre, FL 32566

Charging Party

Santa Rosa County Board of County
Commissioners
c/o Timothy Warner, Esq.
P. O. Box 1820
Panama City, FL 32401

Respondent

LETTER OF DETERMINATION

Under the authority vested in me by the Commission, I issue the following determination on the merits of this charge filed under Title I of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), 42 U. S. C. §12101, et seq.

Respondent is an employer within the meaning of Title I of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), as amended and timeliness, deferral and all other requirements have been met.

Charging Party alleges that he was terminated from the Water/Waste Water Plant Operator Trainee I position because of his disability or because the Respondent perceived him as disabled. The Charging Party reports he was informed that his position had been eliminated due to a reduction in force. According to the Charging Party, this assertion is not true. The Respondent denies the Charging Party's allegation of discrimination.

Examination of the evidence of record indicates that the Charging Party sustained an injury and took a leave of absence. The Charging Party was released to return to work in January 2013. Before the Charging Party could return to work, the Respondent terminated his employment due to "mis-representation on the pre-employment document." The separation was rescinded and the Charging Party was reinstated. While on a medical leave of absence, the Respondent again terminated the Charging Party's employment and noted it was due to a reduction in force. The Charging Party, however, was the only employee affected by this reduction in force. I have determined that the evidence obtained during the investigation establishes that there is a reasonable cause to believe that the Charging Party's employment was terminated because of his disability and that a violation of the statute has occurred.

LETTER OF DETERMINATION
EEOC CHARGE NO: 425-2014-00556
PAGE TWO

Upon finding that there is reason to believe that violations have occurred, the Commission attempts to eliminate the alleged unlawful practices by informal methods of conciliation. Therefore, the Commission now invites the parties to join with it in reaching a just resolution of the matter. The confidentiality provisions of Section 107 of the ADAAA and Commission Regulations apply to information obtained during conciliation.

If the Respondent wishes to accept this invitation to participate in conciliation efforts, you may do so by reviewing the enclosed agreement as presented or provide a counter proposal to the Commission representative within 14 days of the date of this determination. The remedies for violations of the statutes we enforce are designed to make the identified victims whole and to provide corrective and preventive relief. These remedies may include, as appropriate, an agreement by the Respondent to not engage in unlawful employment practices, placement of identified victims in positions they would have held but for discriminatory actions, back pay, restoration of lost benefits, injunctive relief, compensatory and/or punitive damages, and notice to employees of the violation and the resolution of the claim.

Should the Respondent have further questions regarding the conciliation process or the conciliation terms it would like to propose, we encourage it to contact the assigned Commission Representative, Arlene Gorcey, at 251/690-2177. Should there be no response from the Respondent within fourteen (14) days of the date of this determination, we may conclude that further conciliation efforts would be futile or nonproductive.

If the Respondent declines to discuss settlement or when, for any other reason, a settlement acceptable to the office Director is not obtained, the Director will inform the parties and advise them of the court enforcement alternatives available to aggrieved persons and the Commission. A Commission representative will contact each party in the near future to begin conciliation.

You are reminded that Federal law prohibits retaliation against persons who have exercised their right to inquire or complain about matters they believe may violate the law. Discrimination against persons who have cooperated in Commission investigations is also prohibited. These protections apply regardless of the Commission's determination on the merits of the charge.

On Behalf of the Commission:


Erika LaCour
Local Office Director

1-12-2015
Date

cc: Charging Party's Representative
Marie A. Mattox, Esq.
310 East Bradford Road
Tallahassée, FL 32303



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
Mobile Local Office

CONCILIATION AGREEMENT

IN THE MATTER OF:

U. S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

and

RESPONDENT

Santa Rosa County Board of County Commissioners

CHARGE NO: 425-2014-00556

A charge having been filed under Title I of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), with the U.S. Equal Employment Opportunity Commission, by the Charging Party against the Respondent, the charge having been investigated and reasonable cause having been found, the parties do resolve and conciliate this matter as follows:

I. GENERAL PROVISIONS

1. Commission May Review Compliance With Agreement

The Commission may review compliance with this Agreement. As a part of such review, the commission may require written reports regarding compliance, and examine and copy relevant documents.

2. Agreement Does Not Constitute Admission or Violation

This Agreement does not constitute an admission by the Respondent of any violation of Title I of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

3. Charging Party is not a Party to the Agreement

The parties to this Agreement expressly agree that the person claiming to be aggrieved, Jonathan Joines, has not approved or signed this Agreement; that specific relief for Mr. Joines is not provided for by the terms of this Agreement; and that all rights and protection afforded by Title I of the ADAAA of 2008, are reserved by the individual claiming to be aggrieved. However, nothing in this Agreement shall be construed to preclude EEOC from bringing suit to enforce the promises and representations contained herein. Neither does it preclude the Commission from filing charges in the future.

4. All Employment Practices to be conducted in Non-Discriminatory Manner

The Respondent agrees that all hiring, promotion practices, and other terms and conditions of employment shall be maintained and conducted in a manner which does not discriminate in violation of Title I of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

5. Retaliation prohibited

The Respondent agrees not to discriminate or retaliate against any person because that person opposed any practice made unlawful under Title I of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), or because that person filed a charge, gave testimony or assistance, of the filing of a charge, giving of testimony or assistance, or participation in any manner in any investigation, proceeding or hearing under Title I of the Americans with Disabilities Act Amendments Act of 2008 (ADAAA).

6. Reporting Requirements

The Respondent agrees to retain the records and to provide the written reports under the section in this Agreement entitled "Reporting." These written reports will be sent to the Mobile Local Office of the EEOC located on 63 South Royal Street, Suite 504, Mobile, Alabama 36602.

7. Duration of the Agreement

This agreement shall remain in full force and effect for two (2) years subsequent to the date of its execution.

II. CHARGING PARTY RELIEF

1. Training

Within thirty (30) days of the ratification of this Agreement, Respondent agrees to disseminate its Anti-Discrimination and Anti-Harassment policies as it relates to disability discrimination, for all employees, including managers at the Respondent's Navarre, FL facility. All training must be completed within forty (45) days of the ratification of this Agreement.

III. NOTICE REQUIREMENTS

Respondent agrees to post the notice set forth in Appendix A on all bulletin boards where notices to employees and/or applicants for employment are normally posted.

Such notice shall remain posted for two (2) years following the effective date of this agreement.

IV. REPORTING

1. Report on Training Activities

Within thirty (30) days of the ratification of this Agreement, Respondent agrees to provide a written report to the Commission outlining the manner in which the training as required under Section II has been scheduled for completion.

2. Report on Payment

Within thirty (30) days of the ratification of this Agreement, Respondent agrees to provide proof to the Commission outlining the manner in which payment to Charging Party has been satisfied.

V. SIGNATURES

I have read the foregoing Conciliation Agreement and accept and agree to the provisions contained therein:

Date

RESPONDENT

Date

CHARGING PARTY

APPENDIX A

NOTICE

STATEMENT OF EEO POLICY

It is the policy of Santa Rosa County Board of County Commissioners to offer employment opportunities to all qualified employees and applicants, regardless of race, age, sex, color, religion, national origin, or disability. There will be no discrimination in violation of the provisions of the Title VII of the Civil Rights Act of 1964, as amended; Age Discrimination in Employment Act (ADEA) of 1967, as amended; Equal Pay Act (EPA) of 1963; Americans with Disabilities Act Amendments Act of 2008 (ADAAA), or the Genetic Information Non-Discrimination Act of 2008 (GINA) as amended;

We wish to emphasize that it is the Respondent's fundamental policy to provide equal opportunity in all areas of employment practices. All employees shall feel free to exercise their rights under this policy.

The Respondent will not retaliate against any employee because he or she has opposed any practice made an unlawful practice under Title VII of the Civil Rights Act of 1964, as amended; the Age Discrimination in Employment Act (ADEA) of 1967, as amended; Equal Pay Act (EPA) of 1963; or the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), Genetic Information Non-Discrimination Act of 2008 (GINA) as amended, or has filed charges, testified, assisted or participated in any manner in any Civil Rights Act investigation, proceeding, hearing or lawsuit.

An employee has the right, and is encouraged to exercise that right, to report allegations of employment discrimination in the work place. While reporting is not a requirement, an employee may do so by notifying any respondent official. Any report of such an allegation will be thoroughly investigated, with appropriate sanctions taken against any person (s) found to have engaged in inappropriate conduct.

An employee who believes his or her rights have been violated may also contact the U. S. Equal Employment Opportunity Commission, or any Federal or State compliance agency, for the purposes of filing a charge of employment discrimination. Please be aware that there are strict time periods for filing such charges. Pursuing internal remedies provided by Santa Rosa County Board of County Commissioners, does not extend the time which you may have to file charges with the EEOC

The address and telephone number of the nearest office of the Equal Employment Opportunity Commission is:

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
63 SOUTH ROYAL STREET, SUITE 504
MOBILE, ALABAMA 36602
251/690-2590

DO NOT REMOVE THIS NOTICE!

This notice is posted pursuant to a Conciliation Agreement entered into with the U.S. Equal Employment Opportunity Commission.



Santa Rosa County Board of County Commissioners

Sheila Harris, Special Projects/Grants Coordinator

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

MEMORANDUM

TO: Hunter Walker
DATE: 01/15/2015
FROM: Sheila Harris
RE: FY 2013 Severe Repetitive Loss (SRL) Grant

Background

At the December 11, 2014 meeting, the Board approved the grant agreement with the Division of Emergency Management for the elevation of the property located at 3135 Harrison St. The state has provided a fully executed agreement as of today.

Following is the contract with Donald R Ward & Associates, Inc. for project management and grant administration in the not to exceed amount of \$6,800 as approved in the grant budget. Can you please add this to next week's agenda for approval? There will be an agreement between the County and homeowner that will come to the board in the near future associated with the actual elevation project.

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

Agreement for Personal Services

§
§
§

CONSULTING SERVICES FOR GRANT IMPLEMENTATION

This agreement is by and between SANTA ROSA COUNTY, FLORIDA, a municipal corporation, (COUNTY), and Donald R. Ward & Associates, Inc., (CONTRACTOR).

WHEREAS SANTA ROSA COUNTY, FLORIDA applied for a grant to elevate the home at 3135 Harrison Street., Milton, FL; and

WHEREAS The State of Florida has awarded a grant under the FEMA Flood Mitigation Assistance Program (FMA) for the elevation of the home 3135 Harrison Street., Milton, FL; and

WHEREAS CONTRACTOR is in the business of providing grant management and implementation services for awarded FEMA grants; and

WHEREAS COUNTY desires to contract with CONTRACTOR to provide such services,

NOW, THEREFORE, COUNTY and CONTRACTOR mutually agree as follows:

Scope of Services

Grant Preparation - \$800.00

TASK 1 – Support Contract Activities for Elevation Contractor

The contractor provided grant application services to the Grant Recipient during the period June 2013-September 2013 including but not limited to collection of information to support grant application, calculation of the Benefit Cost Analysis and coordination of required documentation resulting in development and submittal of the grant application for the property located at 3135 Harrison St as submitted to FDEM on September 27, 2013 that was successfully approved by FEMA on May 13, 2014.

Basic Project Management Services \$5,000.00

TASK 1 – Support Contract Activities for Elevation Contractor

On behalf of the Recipient (County), contractor shall assist the homeowner in the selection of an elevation contractor including review of proposed elevation contract to ensure work proposed and cost are consistent with grant requirements and coordinate approval of proposed elevation contract from the FDEM prior to execution.

TASK 2 - Review and Oversight of Elevation Contractor

On behalf of the Recipient (County), contractor shall monitor performance under the applicable grant agreement, as well as that of its subcontractors who are paid from funds provided under the applicable grant agreement to ensure that time schedules are being met, the schedule of deliverables and scope of work are being accomplished within the specified time period, and other performance goals are being achieved. This includes ensuring that

the elevation of the home is done in accordance with sealed engineering designs and construction plans approved by the local building official and presented to the FDEM. Additionally, contractor shall ensure that all applicable state, local and federal laws and regulations are followed and documented as appropriate. If problems are encountered, the Contractor will seek resolution from the County and the State.

Grant Administration Services - \$1,000.00

Contractor will provide grant administration support to include:

Brief various County officials on the grant process.

Prepare periodic reports to the State of Florida and FEMA.

Prepare requests for payment from the County to the property owners.

Prepare reconciliation with State on all grant funds.

Prepare request for reimbursement from the County to the State.

Prepare all reports and forms required for grant closeout.

Total Application Development, Project and Grant Management Services: \$6,800.00

Additional services as requested will be provided at an hourly rate of **\$140.00** per hour.

This subcontract is bound by the terms of the Agreement between Florida Division of Emergency Management (Division) and Santa Rosa County (Recipient). The subcontractor is bound by all applicable state and federal laws and regulations, and the subcontractor shall hold the Division and Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law.

General Contract Provisions

- The County will provide space and necessary equipment for on-site work in connection with the acquisition and relocation services.
- Consultant will invoice the County for services as costs are incurred. Payments will be made to Donald R. Ward & Associates, Inc. at 5807 Charlton Way, Naples, FL 34119.
- This contract is terminable at the will of either party.

PASSED AND APPROVED this _____ day of _____, 2014.

CONSULTANT



SANTA ROSA COUNTY, FLORIDA

Donald R. Ward, President

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 20, 2015

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 22, 2015 at 9:00 a.m. in Milton, Florida.

1. Discussion of roof replacement quotes for Navarre Beach pavilions. (Attachment A)
2. Recommend approval of Final Plat for Willow Glen Phase 2B, a 32 lot subdivision of a portion of Section 28, Township 2 North, Range 29 West, Santa Rosa County, Florida.
(District 3) (Attachment B)

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.

Proposal

FORTNER'S HOME IMPROVEMENTS, LLC

FL Lic. # RC-29027151 / # RX-11066863

P.O. Box 4319 / Milton, FL 32572

Office: (850) 626-8694 / Fax: (850) 626-8699

We hereby submit specifications and estimates for:

PROPOSAL SUBMITTED TO <i>Terry Wallace - (Santa Rosa County)</i>	PHONE <i>393-9769</i>	DATE <i>12-4-14</i>
STREET <i>(Pavillions) on half</i>	CUSTOMER NAME	
CITY, STATE, AND ZIP CODE <i>Navarre Beach, FL</i>	ADDRESS	
SALESPERSON <i>Chris Fortner</i>	REFERRED BY	

Remove existing standing seam metal, Had off debris,
install new 24 gauge, scanned, galvalume standing seam metal
to included new eve metal, Hill and ridge and wall
Flashing

Price included Perast and materials, and labor

There are three Pavillions needing done, this price is
for each one of them

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Dollars (\$ 12,000.⁰⁰)

Payment to be made as follows:

FORTNER'S HOME IMPROVEMENTS, LLC.

Cash

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specification involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. NOTE: This offer shall remain open for 10 days.

Respectfully Submitted, _____

FORTNER'S HOME IMPROVEMENTS, LLC. REPRESENTATIVE

Acceptance of Proposal

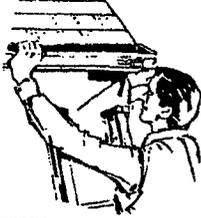
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE _____

SIGNATURE _____

DATE _____

Signature of buyer shall constitute a binding contract. Buyer agrees to pay all costs of collection associated with this account, including attorney's fees. The buyer waives all rights of exemption as to personal property afforded him under the laws of his state of residence. Signature of homeowner represents owner's receipt of formal notice that Fortner's Home Improvements, LLC. is to do improvements to their property in the afore said amount and that the homeowner is responsible for any unpaid balance of these improvements. Interest shall accrue on this account at the rate of 1.5% per month on any unpaid balance. These terms apply to all change orders and additions.



BILL WALTHER

CONSTRUCTION AND ROOFING
(850) 432-2029 • Cell 516-3788
Fax (850) 981-3853 • rebeckawalther@yahoo.com
County Lic# RR0165 • State Lic# RC0066988

NAME: Terry (Santa Rosa Co)	PHONE:	DATE: 12-10-14
ADDRESS: Navarre Beach Huts	JOB LOCATION: Navarre Beach Gulf Side	
CITY: Navarre STATE: FL	Shingle Color:	

Beach Pavilions

METAL ROOFS

- | | |
|--|--|
| <input type="checkbox"/> 1. P.B.R. Panels Metal | <input type="checkbox"/> 6. 5 Year Leak Warranty |
| <input type="checkbox"/> 2. Tuff Ribbed Metal | <input checked="" type="checkbox"/> 7. New Eave Metal |
| <input checked="" type="checkbox"/> 3. Standing Seam Metal | <input checked="" type="checkbox"/> 8. New Secondary Water Barrier |
| <input type="checkbox"/> 4. 5 V. Crimp Metal | <input checked="" type="checkbox"/> 9. Remove All Roofing Debris |
| <input type="checkbox"/> 5. New Gorilla Guard | |

FLAT ROOFS

- | | |
|---|--|
| <input type="checkbox"/> 1. 3 ply Fiberglass Built-up Hot Tar | <input type="checkbox"/> 5. 5 Year Leak Warranty |
| <input type="checkbox"/> 2. Self-Adhered Modified | <input type="checkbox"/> 6. Tapered Insulation _____" on 12" |
| <input type="checkbox"/> 3. New Eave Metal | <input type="checkbox"/> 7. Remove Roofing Debris |
| <input type="checkbox"/> 4. Torch Modified Bitumen | |

ADDITIONAL SPECIFICATIONS: (NOT RESPONSIBLE FOR CONCRETE DRIVEWAYS)
****PRICE GOOD FOR 30 DAYS****

Pricing is for .032 Aluminum Mill finish roof panels standing. Metal roof system will be installed per manufacturers specs.

Per Building 8700.⁰⁰/_{FF}

WE PROPOSE hereby to furnish materials and labor - complete in accordance with the terms and conditions for the sum of:

PAYMENT DUE UPON COMPLETION OF THE JOB UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE. DOLLARS (\$26,100.⁰⁰/_{FF})

AUTHORIZED REPRESENTATIVE: Bill Walther

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

DATE _____ Owner's Signature _____



TUSCANY WAY

CORKSCREW CT

WILLOW GLEN DR

GLENBY CT

GLEN BROOK CT

SHADY GLEN CT

LUTHER FOWLER RD

JAMESON CIR

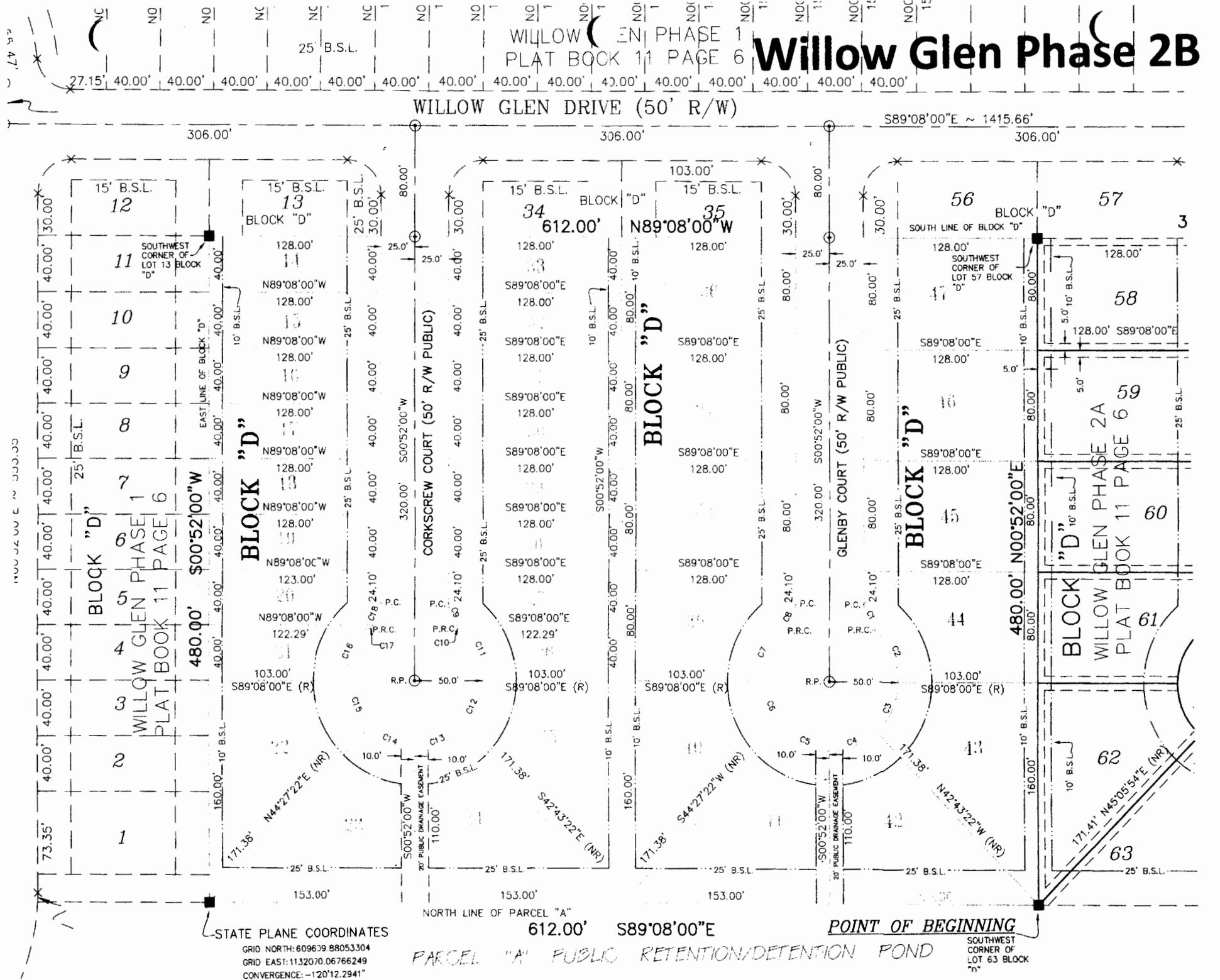
PESCARA DR

BERRYHILL RD

TODD ST

**WILLOW GLEN
PHASE 2B**

Willow Glen Phase 2B





Public Services Committee

Chaired by:

J. Williamson and Lynchard

Meeting:

January 20, 2015, 9:00 A.M.

AGENDA

Development Services

1. Recommend Board approve a resolution adopting the updated Title VI Plan as required for the receipt of federal funds.
2. Discussion of Memorandum of Understanding (MOU) with Pace Fire Department for fire/life safety inspections.



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: Tony Gomillion, Public Services Director
SUBJECT: Title VI Program Plan Update and Resolution
DATE: January 19, 2015

RECOMMENDATION

That the Board approve a resolution adopting the updated 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).

In January 2014, the BOCC adopted the Title VI plan as required by Federal regulations and has started implementation. The plan update requires that all sub-recipients understand and adhere to Santa Rosa County's Title VI Plan per Federal Transit Administration Circular 4702.1B. Tri-County Community Council is being added as a sub-recipient because they receive funding reimbursement for transportation disadvantaged provided services.

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

"One Team, One Goal, One Mission"

RESOLUTION NO. 2015- _____

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 29th day of January 2015.

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

By: _____

W.D. "Don" Salter, BOCC Chairman

ATTEST:

Donald C. 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: Rhonda Royals, Building Official
THROUGH: Tony Gomillion, Public Services Director
SUBJECT: Pace Fire Rescue District Memorandum of Understanding Discussion
DATE: January 13, 2015

Discussion:

As outlined in Ordinance 2009-11, Santa Rosa County is required to make periodic inspections of all applicable buildings located within the unincorporated portion of the County to which minimum fire safety standards in Florida Statute 633 will have application. Pace Fire Rescue District has expressed a desire to assist Santa Rosa County in the performance of these periodic fire inspections during their pre-fire planning visit of existing commercial structures.

Background:

Given the interest expressed by Pace Fire Rescue District, a draft "Memorandum of Understanding" (MOU) has been prepared by related staff for the Board's consideration and input. Based on the language in the (*attached*) draft MOU, the County would continue to perform inspections within the boundaries of Pace Fire Rescue District on those occupancies required for licensure by another government agency, faith-based agency or governed by specific rules of the State Fire Marshal. Currently, there are no fees being collected for these inspections nor are there any fees being proposed. In addition, any corrective actions or enforcement actions identified by Pace Fire District (*see attached inspection report*) would be undertaken by the County as deemed necessary by the County.

Animal Services
Dale Hamilton
Director

4451 Pine Forest Road
Milton, FL 32583
(850) 983-4680

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Karen Haworth
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Milton, FL 32583
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"One Team, One Goal, One Mission"

**MEMORANDUM OF UNDERSTANDING
FOR THE PERFORMANCE OF PERIODIC FIRE INSPECTIONS**

Between
Pace Fire Rescue District
and
Santa Rosa County

Effective date: January ___, 2015

MEMORANDUM OF UNDERSTANDING:

- The Pace Fire Rescue District desires to assist Santa Rosa County with the performance of periodic fire inspections of existing structures within the respective boundaries of the Pace Fire Rescue District.
- The Pace Fire Rescue District offers to perform this additional layer of customer service in an effort to promote and enhance fire prevention practices at no additional cost to their respective customer, nor to Santa Rosa County.
- The Pace Fire Rescue District will employ a method to notify the customer prior to conducting any inspection in an effort to reduce customer confusion or apprehension. The desired method will be coordinated with Santa Rosa County prior to implementation.
- The Pace Fire Rescue District will provide evidence to Santa Rosa County of proper training and certifications of personnel assigned to conducting inspections.
- The Pace Fire Rescue District will incur all costs associated with and ensure personnel conducting inspections will maintain required certifications in accordance with the Florida Bureau of Fire Standards and Training, a Division of the State Fire Marshal.
- The Pace Fire Rescue District will incur all costs associated with and ensure personnel conducting inspections are provided the proper equipment, materials, reporting tools, and applicable code materials necessary to perform inspections.
- The Pace Fire Rescue District recognizes any records, transmittal of records, and other applicable communications related to inspections are considered public record and understand records may be subject to disclosure in accordance with Florida law. All public records requests related to inspections and plans will be coordinated with Santa Rosa County prior to disclosure.
- The Pace Fire Rescue District will employ practices to protect any information collected for inspection purposes considered by law as confidential.
- Santa Rosa County will retain all rights as the Authority Having Jurisdiction (AHJ) as (1) described by Florida Statute 633 with respect to the performance of inspections, enforcement, final code interpretations and determinations, the process of appeals; and (2) for the interpretation and application of county code.

- Santa Rosa County and the Pace Fire Rescue District will work jointly in developing written procedures addressing the performance of inspections, records transmittal, and reporting. Both parties recognize adjustments may be necessary after implementation of this effort and agree to make those as needed.
- Santa Rosa County will remain the lead agency in conducting inspections for occupancies required for licensure by another government agency, faith-based agency, or governed by specific rules of the State Fire Marshal. Facilities include, but are not limited to, day-care facilities, assisted living facilities, foster care homes, and educational facilities and ancillary plants.
- Santa Rosa County will remain the lead agency in conducting inspections for properties owned by the Board of County Commissioners.
- Santa Rosa County and Pace Fire Rescue District agree to meet regularly to review progress, discuss any issues, and facilitate forward planning.

Both entities shall in good faith perform all services as outlined above. If at any time either entity desires to terminate the terms of this joint venture, then proper notification shall be placed in writing.

Commissioner Don Salter, Chairman
Board of County Commissioners
Santa Rosa County, FL

Donnie Wadkins, Chief
Pace Fire Rescue District

Date: _____

Date: _____

FIRE SAFETY - REPORT

Address			
Name of Business		Phone #	
Owner or Agent		Home Phone #	
Occupancy Type		Date	

Common Items Needing Attention

- | | |
|---|---|
| <p>1. <input type="checkbox"/> STORAGE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Storage of Combustibles too close to heat <input type="checkbox"/> Improper Storage of Combustibles <input type="checkbox"/> Other unsafe storage practices <p>2. <input type="checkbox"/> DISPOSAL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Spilled fuel or chemicals, leak <input type="checkbox"/> Accumulation of rubbish, brush or combustibles <input type="checkbox"/> Accumulation of wood or metal shavings or dust <input type="checkbox"/> Improper storage or disposal of oily rags, etc. <input type="checkbox"/> Other unsafe housekeeping or disposal practices <p>3. <input type="checkbox"/> IMPROPER HANDLING OF IGNITION SOURCE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Smoking in prohibited area <input type="checkbox"/> No smoking signs not posted in prohibited area <input type="checkbox"/> Improper use of torch or welding equipment <input type="checkbox"/> Open fire not supervised or controlled <input type="checkbox"/> Other unsafe practices involving ignition sources <p>4. <input type="checkbox"/> IMPROPER HANDLING OF POTENTIAL FUEL</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improper fueling technique <input type="checkbox"/> Cleaning with flammable liquids <input type="checkbox"/> Improper handling or use of combustible materials <input type="checkbox"/> Other <p>5. <input type="checkbox"/> INADEQUATE EXIT FACILITIES</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inadequate number of exits or exit capacity <input type="checkbox"/> Exceeding permissible occupant load <input type="checkbox"/> Travel distance to exit excessive <input type="checkbox"/> Dead end corridor exceeds code limits <input type="checkbox"/> Aisles or corridors too narrow <input type="checkbox"/> Stairway, fire escape not in compliance with code <input type="checkbox"/> Other exit deficiency <p>6. <input type="checkbox"/> EXIT DOORS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exit door not side hinge or swinging type <input type="checkbox"/> Exit door does not swing in direction of travel <input type="checkbox"/> Door not equipped with approved exit hardware <input type="checkbox"/> Fire or stair door lacks automatic closing device <input type="checkbox"/> Doors open into and block corridor or stairway <input type="checkbox"/> Smoke, fire or stair door blocked open <input type="checkbox"/> Other <p>7. <input type="checkbox"/> EXIT BLOCKED</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aisles blocked or obstructed <input type="checkbox"/> Exit access or discharge blocked or obstructed <input type="checkbox"/> Exit or stair blocked or obstructed <input type="checkbox"/> Stair used to store combustibles <input type="checkbox"/> Other <p>8. <input type="checkbox"/> EXITS NOT VISIBLE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exit Obscured <input type="checkbox"/> Exit access not apparent <input type="checkbox"/> Exit or directional signs not provide or visible <input type="checkbox"/> Exit signs not illuminated <input type="checkbox"/> Exit signs not approved type <input type="checkbox"/> Exit illumination not provided <input type="checkbox"/> Exit Access Near Unprotected Hazardous Location <input type="checkbox"/> Other <p>9. <input type="checkbox"/> EXITS UNUSABLE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exit doors inoperative or locked <input type="checkbox"/> Exit access through rooms subject to locking <input type="checkbox"/> Exit doors require too much force to open <input type="checkbox"/> Stairway not properly maintained <input type="checkbox"/> Fire escape not properly maintained <input type="checkbox"/> Other | <p>10. <input type="checkbox"/> EXTINGUISHERS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adequate number of extinguishers not provided <input type="checkbox"/> Extinguishers not proper type <input type="checkbox"/> Extinguishers not charged or inoperative <input type="checkbox"/> Extinguishers not properly installed <input type="checkbox"/> Extinguishers not inspected and tagged as required <input type="checkbox"/> Extinguishers not readily visible or accessible <input type="checkbox"/> Other <p>11. <input type="checkbox"/> SPRINKLER AND STANDPIPE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sprinkler/Standpipe system not properly maintained <input type="checkbox"/> Sprinkler/Standpipe valves not open <input type="checkbox"/> Sprinkler/Standpipe control valves not accessible <input type="checkbox"/> Sprinkler heads obstructed or too closed to stock <input type="checkbox"/> Standpipe hose needs replacing <input type="checkbox"/> Standpipe inaccessible, absent, or not maintained <input type="checkbox"/> Other <p>12. <input type="checkbox"/> FIRE ALARM</p> <ul style="list-style-type: none"> <input type="checkbox"/> Manual fire alarm not provided <input type="checkbox"/> Fire alarm does not meet code <input type="checkbox"/> Fire alarm not maintained <input type="checkbox"/> Other <p>13. <input type="checkbox"/> FIRE DOORS AND FIREWALL</p> <ul style="list-style-type: none"> <input type="checkbox"/> No self-closing door <input type="checkbox"/> Fire door inoperative <input type="checkbox"/> Not approved rated fire door <input type="checkbox"/> Corridor fire resistance inadequate <input type="checkbox"/> Opening in firewall <input type="checkbox"/> Unprotected vertical openings or shafts <input type="checkbox"/> Other <p>14. <input type="checkbox"/> ELECTRICAL EQUIPMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Overloaded circuits <input type="checkbox"/> Service panel obstructed <input type="checkbox"/> Electrical panels or junction boxes open <input type="checkbox"/> Fuses, Circuit breakers, improper type or bypassed <input type="checkbox"/> Building wiring distribution system unsafe <input type="checkbox"/> Temporary wiring <input type="checkbox"/> Improper use of extension cords <input type="checkbox"/> Other electrical deficiencies <p>15. <input type="checkbox"/> HEATING AND DUCTS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Vent, chimney, or stove pipe in need of repair <input type="checkbox"/> Heating equipment not insulated from combustibles <input type="checkbox"/> Heating equipment not maintained <input type="checkbox"/> Ducts, vents or pipes inadequate clearance <input type="checkbox"/> Other heating equipment deficiency <p>16. <input type="checkbox"/> AIR CONDITIONING EQUIPMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Air conditioning equipment not maintained <input type="checkbox"/> Air conditioning equipment not properly installed <input type="checkbox"/> Other air conditioner or ventilation deficiency <p>17. <input type="checkbox"/> COOKING EQUIPMENT</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accumulation of grease on cooking equip. or duct <input type="checkbox"/> Cooking equipment not maintained <input type="checkbox"/> Hood and duct system not in accord with NFPA 96 <input type="checkbox"/> Extinguishing system not in accord with code <input type="checkbox"/> Other cooking equipment deficiency <p>18. <input type="checkbox"/> GENERAL DISREPAIR AFFECTING SAFE EXIT</p> <p>19. <input type="checkbox"/> GENERAL DISREPAIR PROMOTING SPREAD OF FIRE</p> <p>20. <input type="checkbox"/> EQUIPMENT HAZARDS</p> <p>21. <input type="checkbox"/> OTHER HAZARDS NOT ELSEWHERE LISTED</p> <p>22. <input type="checkbox"/> *SEE REMARKS</p> |
|---|---|

Pace Fire Rescue District
4773 Pace Patriot Blvd.
Pace, FL 32571
(850) 994-6884

The items noted above may cause a fire, contribute to the spread of fire, or cause undue injury in the event of a fire. It is recommended that these items are corrected in a timely manner.

Signature of
Inspector

Signature of
Occupant

AGENDA
PUBLIC WORKS COMMITTEE

January 20, 2015

Chairman: Commissioner Cole

Vice Chairman: Commissioner Rob Williamson

1. Discussion of request to construct fences and gates across a portion of the County's retention pond parcel in the Bayou Ridge subdivision located on Woodbine Road.
2. Discussion of request from Gulf Power Company for "blanket" utility easements across County owned parcels located both north and south of Fenwick Street in Holley By The Sea."

From: Stephen Furman
Sent: Monday, January 05, 2015 9:36 AM
To: Avis Whitfield; Tana Tynes
Cc: Roy Andrews
Subject: BCC Agenda Item for Eddie Hobbs

Avis, we have been in discussion with Mr. Eddie Hobbs about his request to be allowed to construct fence segments with gates across portions of the County's retention pond property for the Bayou Ridge subdivision. The area Mr. Hobbs desires to fence is under the Gulf Power Company easement that is located on both his property, and the County's property. He has two concerns that the fencing can address. First, because the County's side of the easement is open, thieves have used the area to gain access to his boat and RV storage facility. Second, he currently mows the area of County property adjacent to his property, and some folks use the area to "play" with their four-wheel drive vehicles. The resulting ruts make it more difficult for him to maintain the area. His request is for the BCC to allow him to install fences with gates from his existing fence corners into the woods on the County's parcel.

I have made a site visit, and have spoken to Mr. Hobbs. I have also spoken to Ms. Peggy Wilson, the Gulf Power representative with authority over this matter; and she offers no objections to Mr. Hobbs request. Mr. Hobbs has agreed to construct the two fence segments at his own expense. Based on the information available, I suggest that we offer no objections to this request, and that we place this on the next available agenda for the BCC.

Thanks,

Stephen

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

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



COUNTRYMEADOW LN

WILLIAMSWOOD DR

RIVERVIEW PL

FALLING BROOK DR

FALLINGBROOK CT

Proposed fence w/ gate

Eddie Hobbs

Retention Pond Parcel

Proposed fence w/ gate

COPPERHEAD DR

NDIAN HILLS DR

SUGAR MILL BEND

WOODBINE RD

RIDGELAND DR

BAYOU RIDGE DR

BAYOU RIDGE CT



This Legal Document
Prepared by William Maudlin
Gulf Power Company
One Energy Place
Pensacola, Florida 32520-0093

EASEMENT FOR RIGHT-OF-WAY

STATE OF FLORIDA
COUNTY OF SANTA ROSA

Holley Field
18-2S-26W
Tax ID No 22

KNOW ALL MEN BY THESE PRESENTS that Santa Rosa County, Florida, a political subdivision of the State of Florida, acting by and through its duly authorized Board of County Commissioners (hereinafter referred to as "Grantor", whether singular or plural) whose address is **6495 Caroline St, Suite M Milton, FL 32570**, for and in consideration of the sum of **One and No/100 Dollars (\$1.00)** in hand paid by **Gulf Power Company, a Florida corporation**, (hereinafter "Grantee or Gulf"), whose address is **One Energy Place, Pensacola, Florida 32520-0093**, and other good and valuable considerations, the receipt of which is hereby acknowledged, does hereby grant and convey to said GULF POWER COMPANY, its successors and assigns, the exclusive perpetual right and easement to construct, operate, maintain, repair, renew, change the size and/or number of pipelines for the transportation of any substance or commodity, and overhead and underground electric transmission, distribution and communication lines and all telegraph, telephone and communication lines, towers, poles, frames, wires, fibers, communication facilities and network, including but not limited to, fiber optic communication facilities, ducts, conduits, fixtures, anchors and guy wires, appliances and related facilities necessary or convenient in connection thereof, including the right to install grounding devices on Grantor's fences now or hereafter located on the below described property, together with the right and easement to transport, transmit, and distribute all substances, commodities, electricity and communications, together with all rights and privileges necessary or convenient for the full enjoyment or use thereof, including without limitation the right of ingress and egress to and from said property and the right, privilege and authority to cut down, trim, chemically treat, dispose of, and keep clear all trees and undergrowth and other obstructions on said property, and such danger trees adjacent thereto as may now or hereafter injure, endanger, or interfere with the safe operation of said lines and any of the works on said property, and further including the right to assign, apportion, grant, or permit the exercise of any or all rights described herein by others, on, over, across, above, and beneath the following real property:

One continuous 100 foot wide strip of land of a portion of Park No. 1 and Drainage Tract No.11, and such portions of Drainage Tract No. 12 as are required for anchors and guy wires only, as such properties are reflected on the face of Sheet 10 of 13 of the Second Corrected and Amended Plat of Holley By The Sea filed in Plat Book C, at Page 183 of the public records of Santa Rosa County, Florida.

It is understood and agreed that after the design and the construction of the facilities, as hereinabove described, is completed that Grantee will have a survey prepared describing the exact location of the facilities, as described above, and will prepare a new easement for right of way and for anchors and guy wires incorporating the exact legal description, identical in content to this easement, except for the specific legal description, and upon execution and delivery by Grantor of said new easement for right of way and for anchors and guy wires, the Grantee shall release and cancel this easement for right of way in the public records of Santa Rosa County, Florida.

It is further understood and agreed that the Grantor, and Grantor's heirs, successors and assigns will comply at all times with all National Electrical Safety Code vertical and horizontal clearance requirements, including any and all amendments whatsoever thereto.

TO HAVE AND TO HOLD the same to the said Gulf Power Company, its successors and assigns, forever.

Subject to the hereinabove and hereinafter recitals and restrictions, the Grantor, and Grantor's heirs, personal representatives, successors and assigns, shall have the right to use said property for any purpose not inconsistent with the rights which the Grantee may from time to time exercise hereunder and Grantor is prohibited from the following uses; and the property is restricted in accordance with the following:

a). Grantor hereby agrees that: (a) no permanent structures, facilities, or buildings shall be placed or permitted in or on any portion of the real property subject to the Easement; and no light standards, poles, signs, trash receptacles, trees, bushes, shrubs, or other landscaping, that exceed eleven feet {11.0'} in height, shall be placed or permitted in or on any portion of the real property subject to the Easement; (b) the present surface elevation of the real property subject to Gulf's Easement shall not be altered by either fill or excavation and shall never be used so as to come in conflict with minimum electric clearance requirements; (c) the height of any vehicle, trailer, or attachments on any vehicle, including radio antennae, crossing Gulf's Easement shall not exceed thirteen feet six inches (13' 6") in height; and (d) no vehicle, trailer, or other obstruction will be allowed to remain permanently parked on Gulf's Easement or parked on Gulf's Easement continuously for more than a total of forty-eight (48) continuous hours.

b). Grantor shall upon sixty (60) days prior written notice from Gulf, modify or relocate as appropriate, in Gulf's sole discretion, any improvements, including trees or other landscaping, to comply with any future requirements which Gulf may reasonably establish relating to Gulf's use and enjoyment of the Easement. Any and all costs and expenses arising from any such modifications or relocations shall be paid by Grantor.

Subject to the hereinabove conditions and restrictions, the surface of the easement area with respect to Park No. 1 shall remain available for the perpetual use of the public for proper park purposes.

IN WITNESS WHEREOF, the Grantor has executed this instrument this ____ day of _____, 20____.

Signed, Sealed, and Delivered
in the Presence of:

SANTA ROSA COUNTY, FLORIDA,
A POLITICAL SUBDIVISION OF THE STATE
OF FLORIDA, BY ITS BOARD OF COUNTY
COMMISSIONERS

Sign: _____

By: _____
Sign

Print: _____

Print

Its Chairman

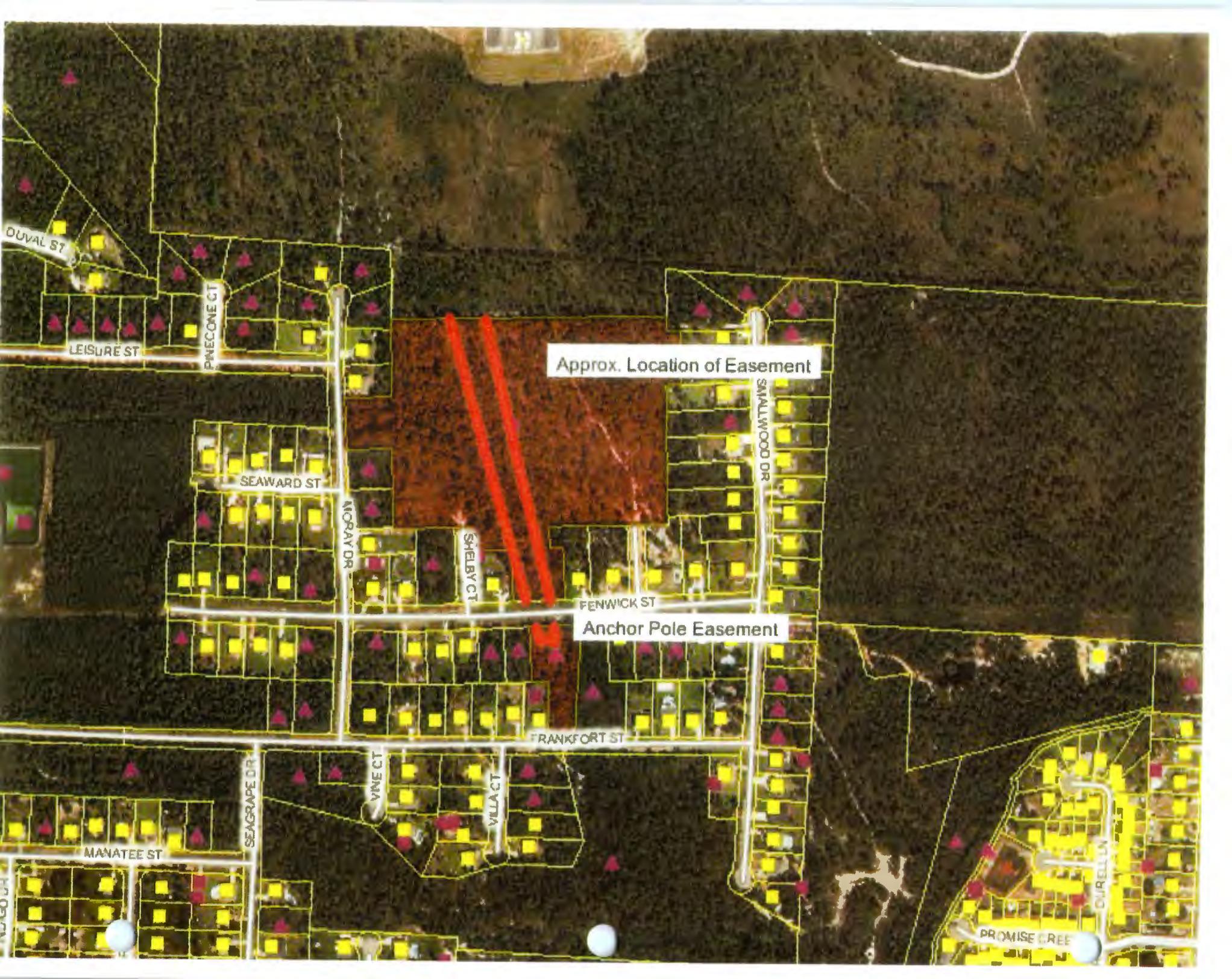
Sign: _____

Attest: _____

Print: _____

Donald C. Spencer
Clerk of Court

(SEAL)



Approx. Location of Easement

Anchor Pole Easement

BUDGET & FINANCIAL MANAGEMENT COMMITTEE

Chairman: Commissioner Williamson
Vice Chairman: Commissioner Cole

January 20, 2015

Bid Actions:

- 1) Discussion of bids received for HOME Substantial Rehabilitation Project located at 5685 Mulat Road in Milton. Low bidder meeting specifications is Joe Baker Construction, Inc. with a bid of \$29,450.

Budget:

- 2) **Budget Amendment 2015 – 091** in the amount of \$ **11,026** to transfer funds from the Capital Fund to the General Fund for scanners for the Planning & Zoning Department and the Engineering Department as approved at the November 13, 2014 BOCC Regular Meeting.
- 3) **Budget Amendment 2015 – 092** in the amount of \$ **76,720** to carry forward funds for engineering services with Hatchmott McDonald for the Peter Prince Airport Runway rehabilitation project, reimbursable from FAA grant, as approved at the January 8, 2015 BOCC Regular Meeting.
- 4) **Budget Amendment 2015 – 093** in the amount of \$ **20,000** to carry forward funds for background screening of volunteers in county parks and recreation facilities as approved at the January 8, 2015 BOCC Regular Meeting.
- 5) **Budget Amendment 2015 – 094** in the amount of \$ **21,067** to carry forward funds for the Follow-Up Site Inspection for Santa Rosa Shores Canal in the Santa Rosa Shores Canal MSBU Fund.

County Expenditure/Check Register:

- 6) Discussion of County Expenditures / Check Register

PROCUREMENT RECOMMENDATION

1. **PRODUCT/SERVICE:** HOUSING REHABILITATION PROJECT LOCATED AT 5685 MULAT ROAD, MILTON, FL 32583

2. **RESPONSIBLE OFFICE:** PLANNING DEPARTMENT

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

Major repairs to dwelling.

4. **SCOPE OF WORK:**

Repairs to the dwelling includes but is not limited to the replacement of HVAC system, inside and out, this includes the replacement of all duct work and registers; replace all electrical boxes and receptacles; replace refrigerator; install ventless range hood; install smoke detectors to code; install new sheetrock in master bath; install new shower and toilet in master bath.

5. **BIDDERS AND PRICES:**

A. Joe Baker Construction, Inc.	\$29,450
B. Design Home Builders, Inc.	\$31,830
C. Kyser Construction, Inc.	\$33,500
D. Western Gate Construction	\$34,750

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: January 6, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
Fund 302:	9302 – 5990017	Future Capital Outlay	(\$ 11,026)
	9302 – 5910001	To General Fund	\$ 11,026
Fund 001:	001 – 3810023	From Capital Fund	\$ 11,026
	3300 – 564001	Machinery & Equipment	\$ 5,513
	0200 – 564001	Machinery & Equipment	\$ 5,513

State reason for this request:

Transfer of funds from the Capital Fund to the Planning & Zoning Department and the Engineering Department in the General Fund for scanners as approved at the November 13, 2014 BOCC Regular Meeting.

Requested by: Jayne Bell/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-091**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: January 20, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of January, 2015.

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: January 13, 2015

FROM: **Peter Prince Field**
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:	405 – 3990001	Cash Carry Forward	\$ 76,720
To:	4021-531001	Professional Services	\$ 76,720

State reason for this request:

Carries forward funds for engineering services with Hatchmott McDonald for the Peter Prince Airport Runway rehabilitation project as approved at the January 8, 2015 BOCC Regular Meeting.

Requested by Roger Blaylock/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-092**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 01/20/15

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this ***22nd*** day Of ***January***, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Shirley Powell
Sent: Tuesday, January 13, 2015 1:39 PM
To: Jayne Bell
Cc: Roger Blaylock
Subject: Budget Amendment - Peter Prince Airport

Jayne,

Would you please prepare a Budget Amendment in the amount of \$76,720.00 for the airport budget? Work Order No. 6 with Hatch Mott MacDonald was approved in the January 8, 2015 meeting. Please let me know if you need further info. Thanks!

Shirley J. Powell
Santa Rosa County Engineering
6051 Old Bagdad Highway
Ste. 300
Milton, FL 32583
(850) 981-7100 Voice
(850) 983-2161 Fax

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: January 14, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
FROM:	001 – 3990001	Cash Carried Forward	\$ 20,000
TO:	2600-534001	Other Contract Services	\$ 20,000

State reason for this request:

Cash carried forward to fund background screening of volunteers in county parks and recreation facilities as approved at the January 8, 2015 BOCC Regular Meeting.

Requested by Jayne Bell/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2015-093

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 01/20/15

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of January, 2015.

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: January 15, 2015

FROM: **Santa Rosa Shores Canal 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:	121 – 3990001	Cash Carried Forward	\$ 21,067
TO:	8200 – 534001	Other Contract Services	\$ 21,067

State reason for this request:

Cash carried forward to fund Follow-Up Site Inspection for Santa Rosa Shores Canal.

Requested by Henry Brewton /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-094**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 01/20/15

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of January, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Jeff Pate <jeffpate@bellsouth.net>
Sent: Friday, January 09, 2015 3:01 PM
To: Henry Brewton
Subject: Santa Rosa Shores Home Owners, Inc. - MSBU Invoice for CSA
Attachments: CSA-Invoice_17731-12_26_14.pdf

Categories: SANTA ROSA SHORES CANAL

Hello Henry,

Happy New Year, and I hope that you are doing well.

Please pay the attached, consultant's invoice from our MSBU fund, at your earliest convenience. If you have any questions, please let me know.

Thanks,

Jeff Pate
Santa Rosa Shores Home Owners, Inc.
Canal Committee Chairman
(205) 527-1227



Invoice

Invoice #: **17731**
 Voucher #: **2**
 Invoice Date: **12/26/2014**
 Due Date: **01/26/2015**

Billed To : Santa Rosa Shores Homeowners
 PO Box 6003
 Gulf Breeze FL 32563

Project: Santa Rosa Co Env Support

Accounts Payable

Billing Period End Date : 12/26/2014

Job # 2750	Project Mgr : Reiter	Terms : 30DY	Order # :	
Description	Unit	Quantity	Price	Amount
Ref: Letter Agreement dated 08/13/2014				
Task 1B Follow-Up Site Inspection 100% Complete	EA	1.000	21,067.00	21,067.00

This Billing was Approved by: M. Reiter / SW
 Final Billing: Yes or No Date: 12/12/14

Wiring Instructions:
 Wells Fargo Bank 1000 E. Indiantown Road Jupiter FL 33477
 Account #: 2000189325332 Routing #: 121000248 Swift Code : WFBUS6S

Non-Taxable Amount:	21,067.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due USD	21,067.00

Thank you for your prompt payment!

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: January 15, 2015

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

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
Fund 302:	9302 – 5990017	Future Capital Outlay	(\$ 2,000)
	9302 – 5910001	To General Fund	\$ 2,000
Fund 001:	001 – 3810023	From Capital Fund	\$ 2,000
	2420 – 564001	Machinery & Equipment	\$ 2,000

State reason for this request:

Transfer of funds from the Capital Fund to the General Fund for an industrial drill press for Mosquito Control as approved at the November 13, 2014 BOCC Regular Meeting.

Requested by: Roger Blaylock/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2015-095**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 01/20/15

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 22nd day Of January, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Jayne Bell

From: Tonya Toomey
Sent: Thursday, January 15, 2015 11:03 AM
To: Jayne Bell
Cc: Ron Hixson
Subject: capital expense

Good Afternoon,

The drill press has been approved via Hunter, Roger & Ron for Mosquito Control.

The total purchase will be less than \$2,000, but over \$1,000.

Can you please add \$2,000 to 2420-564001 Machinery & Equipment to fund this capital purchase?

Thank you,

Tonya

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No support documentation for this agenda item.