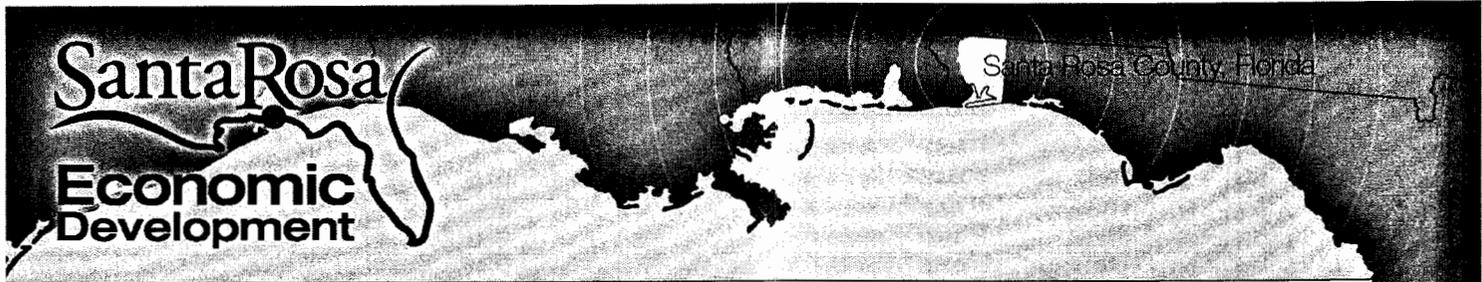


November 9, 2015

ECONOMIC DEVELOPMENT COMMITTEE

1. Discussion of FY2015-2016 Defense Infrastructure Grant Agreement with Florida Department of Economic Opportunity in the amount of \$300,000 for on-going base buffering initiative proximate to NAS Whiting Field.
2. Discussion of bid from Power Security, Inc. in the amount of \$525.06 per month for lease of 18 acres in the Santa Rosa Industrial Park for expansion of utility training program.
3. Discussion of reservation of Navarre Beach Marine Park for 2016 **Country on the Sound** event November 2-7, 2016.
4. Discussion of scheduling Navarre Beach Sand Sculpting event at currently budgeted amount of \$55,000 the third weekend in April, 2016.
5. Discussion of following regarding proposed **Tough Mudder** event scheduled for April 9-10, 2016:
 - Funding level of Local Event/Marketing support for event.
 - Submission of application to Florida Sports Foundation Grant \$30,000 for marketing support requiring match of \$30,000.

No support documentation for this agenda item.



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 the bid for lease of 18 Acres located in SRIP
Date: October 27, 2015

RECOMMENDATION

The Santa Rosa EDO is requesting that the Board of County Commissioners accept the bid from PowerSecure, Inc. for \$525.06 per month to lease 18 acres for a 3 year period for property located in the Santa Rosa Industrial Park. PowerSecure, Inc. was the sole bidder.

BACKGROUND

Project Training Day is an expansion of an existing utility business in the Santa Rosa Industrial Park. The property is needed for a training area to simulate field conditions for certifications in CDL, Flagging, First Aid and Digger Derrick.

Project details:

- 10 new employees over a three year period
- Average wage above 150% of the county wage.
- 10 week courses with up to 65 students for year one
- Up to 200 students by year four
- Lodging and meals from \$45,000 to \$100,000

Project Training Day would like to make Santa Rosa County their headquarters for training. The company will clear the land at their expense and will obtain all necessary permits to build an electrical substation and add power poles for the on-hands portion of the school.

TINA Stewart

**BID OPENING
October 20, 2015
Milton, Florida**

Present: Procurement Officer. Sheila Fitzgerald and Erica Grancagnolo representing Santa Rosa County Grants. The meeting took place at 10:00 a.m.

18

The purpose of the meeting was to receive bids for the lease of 15 acres at the SRC Industrial Park; proposals for the Holley Ball Park Playground Project; and submittals for engineering services for the Maranatha Way Drainage Improvements Project and Consultant Services for The Land Acquisition Study. Submittals were received from the following:

18

Lease of 15 Acres at Industrial Park:

- | | |
|-------------------------|--------------------------------------|
| 1. Power Security, Inc. | \$525.06 per month for total acreage |
|-------------------------|--------------------------------------|

Holley Ball Park Playground Project:

- | | |
|-----------------------------------|--|
| 1. J. A. Dawson | \$44,682.00 Option 1
\$44,380.00 Option 2 |
| 2. Playworx Playsets | \$44,687.01 |
| 3. Playmore Recreational Products | \$44,862.40 |

RFQ - Maranatha Way Drainage Improvements:

- | | |
|---|-----------|
| 1. Preble-Rish Inc. | Submittal |
| 2. Gulf Civil Engineering, LLC | Submittal |
| 3. Baskerville - Donovan, Inc. | Submittal |
| 4. DRMP Engineering | Submittal |
| 5. Volkert, Inc. | Submittal |
| 6. Kenneth Horne & Associates, Inc. | Submittal |
| 7. Amec Foster Wheeler Environmental & Infrastructure, Inc. | Submittal |
| 8. Atkins | Submittal |
| 9. Jehle-Halstead, Inc. | Submittal |
| 10. American Consulting | Submittal |
| 11. Fabre Engineering & Surveying | Submittal |
| 12. Southern Site & Utility Design, Inc. | Submittal |
| 13. Hatch Mott Mac Donald Florida, LLC | Submittal |

RFQ - Consultant Services for The Land Acquisition Study:

No submittals



1609 Heritage Commerce Court
Wake Forest, North Carolina 27587
www.powersecure.com

10/13/2015

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

RE: Bid Letter for Property Lease Consideration Located Adjacent to 7898 Armstrong Rd.

Power Secure, Inc located at 7898 Armstrong RD in the Santa Rosa Industrial Park would like to place a bid for the lease of 18 acres advertised for bid on September 19, 2015 and September 26, 2015 in the Press Gazette. The 18 acres is comprised of approximately 10 acres to the south and 8 acres to the north of our current location. The bid amount would be \$525.06 per month for three years for the entire 18 acres. Power Secure, Inc. would also request that Santa Rosa Industrial Park install a fence across the front of said property which ties end with existing fence at each end of the property. Details may be addressed at a later date.

Thank you for your consideration and we look forward to hearing from you on this matter.

Sincerely,

Eric Cox
PowerSecure, Inc.
M) 850-530-7720
ecox@powersecure.com



1609 Heritage Commerce Court
Wake Forest, North Carolina 27587
www.powersecure.com

10/13/2015

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

RE: Bid Letter for Property Lease Consideration Located Adjacent to 7898 Armstrong Rd.

Power Secure, Inc located at 7898 Armstrong RD in the Santa Rosa Industrial Park would like to place a bid for the lease of 18 acres advertised for bid on September 19, 2015 and September 26, 2015 in the Press Gazette. The 18 acres is comprised of approximately 10 acres to the south and 8 acres to the north of our current location. The property will be used to construct the simulation of an electrical substation with power poles for the on-hands portion of the lineman school. A minimum of 10 new employees will be created having an average wage of well above 150% of the county's average wage.

Hundreds of students will be attending the school by the end of the third year. By year four we anticipate having 200 students creating an impact of over \$100,000 for meals and housing alone.

Enclosed is a check in the amount of \$500.00. We understand that lease amounts will be negotiated.

Thank you for your consideration and we look forward to hearing from you on this matter.

Sincerely,

Eric Cox
PowerSecure, Inc.
M) 850-530-7720
ecox@powersecure.com



Approx. 8 acres

Approx. 10 acres

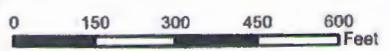
AVIATION DR

ARMSTRONG RD

EATON DR

HIGHWAY 90

Project Training Day



HISTORIC MILTON Navarre Beach
FLORIDA'S PLAYGROUND

Date: October 28, 2015
To: Hunter Walker, County Administrator
From: Julie Morgan, Tourist Development Director
Subject: Country on the Sound 2016

Country on the Sound took place on Navarre Beach on September 25 & 26, 2015. The event was a first for Navarre Beach and helped kick off the Beaches to Woodlands Tour. The event brought in 500 overnight visitors and also visitors from our neighboring counties.

Navarre Family Watersports is already in the process of analyzing this year's event and has started planning for next year. In 2016 they will start advertising the event after the winter holidays to boost attendance numbers. The consensus date for next year's Country on the Sound is November 4th and 5th 2016 at the same location on Navarre Beach. Some adjustments to music performance times to increase attendance and minimize sound complaints in the evenings are being included in the pre-planning. Here is the proposed pre-planning schedule:

- Wednesday - November 2nd (6:30am Park blocked off with barricades just after second entrance to first parking lot. Allowing for a more relaxed set-up time for labor expenditures.)
- Thursday - November 3rd (Entire Park shutdown for set-up)
- Friday - November 4th (Gates Open at 3:00 - Music Begins at 4:00)
- Saturday - November 5th (Gates Open at 1:00 at earliest - Music begins at 2:00)
- Sunday - November 6th (Main Clean-up parking lot area back to normal by 4:00pm)
- Monday - November 7th (Final items removed and no signs of event being held there by noon)

Navarre Family Watersports has also requested to be able to rent beach chairs during the day on Saturday November 5th for event goers to enjoy our beaches. Chairs would be rented from the venue and not from the beach. There is also planning for the possibility of ticket goers to bring in personal chairs, but only in a designated area. Country on the Sound will become a successful annual event for Santa Rosa County and will increase overnight stays in the county during our shoulder season. I suggest we move forward with reserving the Navarre Beach Marine Park for the dates listed above.

Sincerely,

Julie Morgan, Tourist Development Director



Santa Rosa County Tourist Development Council
850 Navarre Parkway, Navarre, FL 32561
Phone: 904.676.9292 Fax: 904.676.9297
www.floridas-playground.com



Date: November 6, 2015

To: Hunter Walking, County Administrator

From: Shannon Ogletree, Santa Rosa Economic Development Director

Subject: Sand Sculpting Planning Recommendation

September monthly Santa Rosa County Bed Taxes rise 115% in five years – Navarre Beach Sand Sculpting Festival is a large contributing factor in overall increases.

Five years ago (2010) Navarre Beach and Santa Rosa County were facing one of the worst disasters on the coast: the BP oil spill. Within a few months of the spill, BP Grant funds were made available to host the first annual Navarre Beach Sand Sculpting Festival. The purpose of the event was to show everyone that our sugar-white beaches were clean and the oil did not destroy the natural environment. The first year provided a solid foundation to grow the festival into a regional event – and now, the festival is home of the National Soft Pack Sand Sculpting Championship. Master sculptors come from around the world to compete and participate in the group exhibition carving. Over the past five years, the event has grown and matured with dozens of vendors and opportunities to capture new and expanded retail sales tax, but also had a significant impact on Santa Rosa County Bed Tax – up 115% in five years. Truly, people are making “day trips” to come to the event, but more importantly, they are spending the night.

The Navarre Beach Sand Sculpting Festival’s brand has equity. It has become a staple event in the County’s portfolio. In August 2015, the TDC BOD voted and approved the sand sculpting festival in coordination with the Fun Fest working with the Navarre Area Chamber of Commerce at \$55,000. During the November 5th, 2015 TDC BOD meeting at Tiger Point Community Center there was a discussion on moving forward with the planning of the 2016 Sand Sculpting Festival in coordination with now two interested parties due to brand protection. The Navarre Beach Area Chamber of Commerce and the Pirates on the Panhandle, Inc. will host the event in April 2016. The board voted to move the planning of the sand sculpting festival back to committee level.

It is my recommendation that we move forward with the planning of the Navarre Beach Sand Sculpting Festival with a budget of \$55,000 to be used for coordination with either the Navarre Beach Area Chamber of Commerce for the last weekend in April on 29th and 30th, 2016 or the Pirates on the Panhandle, Inc. on the third weekend in April 2016.

Shannon Ogletree, Economic Development Director



• • • • •
 Santa Rosa County Economic Development Council
 4540 Navarre Parkway, Navarre, FL 32565
 phone: 850.934.0865 fax: 850.934.0865
 www.Beachdisplayand.com



Pirates on the Panhandle, Inc.



October 16, 2015

Ms. Julie Ann Morgan
SRC Tourist Development Director
8543 Navarre Parkway
Navarre, FL 32566

The Admiral & His Scurvy Mates

Captain
Mark Miller

First Mate
Robert Schwenck

Scribe
Jan Miller

Purser &
Keeper of the List
Jersey Jerry Foster
Co-founder &
President
2009-'11 &
2013-14

Web Master
Frank Richters

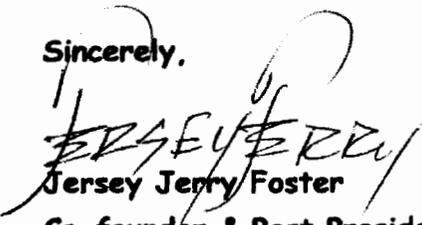
Established
May 22, 2009

Dear Ms. Morgan:

Reference is made to our conversation regarding the Pirates on the Panhandle Social Club assisting with an up-scale dinner as part of the 6th Annual Navarre Beach Sand Sculpting Festival in April 2016. It would be our intent to partner with Ms. Charlene Mauro, Director of the Marine Science Center on Navarre Beach with the proceeds going to assist the Science Center with their goal of building the Gulf Coast Discovery Center. Our intent would be to host a buffet-style dinner w/a silent auction and some form of music to enhance this great event on Saturday evening.

We look forward to partnering with the TDC as we together enhance the 6th Annual Navarre Beach Sand Sculpting Festival next year.

Sincerely,



Jersey Jerry Foster

Co-founder & Past President and current Treasure

cc: Mark Miller, President

A Social Club of the Florida Panhandle
P.O. Box 5115, Navarre Beach, Florida 32566



October 23, 2015

Julie Morgan
Tourist Development Director
8543 Navarre Parkway
Navarre, FL 32566

RE: Sand Sculpting Event

Julie:

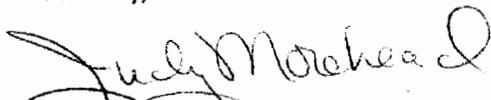
Per our conversation on Wednesday, October 21, the Navarre Chamber will be proceeding with the Fun Fest on April 29 and 30th. This will include music, art and food vendors and a fireworks show to end the evening.

In addition, Taste of Navarre will be held in conjunction with Fun Fest. However, this year it will be taking a different shape and will be taking place during the Fun Fest on Saturday. Those particulars were decided at the committee meeting on October 20.

On the night of the 29th, we plan to have a sponsor event to show our appreciation for their support. The location has not been determined, but it could be that the TDC event and the sponsor event could go hand-in-hand on Navarre Beach. If it was decided to have the event together, Friday night could be a dual event.

We feel that the Fun Fest and the Sand Sculpting Event would complement each other. Most importantly, we would love the opportunity to work with you and the TDC in promoting our Navarre.

Sincerely,


Judy Morehead
President/CEO

Date: November 6, 2015
To: Hunter Walker, County Administrator
From: Shannon Ogletree, Santa Rosa County Economic Development Director
Subject: Tough Mudder Gulf Coast 2016

On March 7th 2015 Tough Mudder Gulf Coast hosted an event at June Ates Ranch in Milton, Florida. The event brought in a total attendance of 6,554 people from all over the Gulf Coast and many neighboring states. Estimated economic impact from this event was \$6.1 million.

At the November 5th, 2015 TDC BOD meeting the Tourist Development Director Julie Morgan presented to the Board that there has been a month long discussion between herself, Commissioner Rob Williamson and Tough Mudder regarding funding. There has also been a separate discussion between Kyle Holley (representing land owners) and Tough Mudder on the logistics of the venue June Ates Ranch.

Tough Mudder submitted a Local Event/Marketing application to host Tough Mudder Gulf Coast 2016 at the June Ates Ranch on April 9-10, 2016 and requested funding of \$120,000. They project an attendance of 18,000 individuals this coming year with a projected number of out of town visitors staying overnight in Santa Rosa County lodging facilities of 14,000, therefore generating an estimated total of \$240, 750 in potential tax impact to our county. They are proposing a 2 day event and have agreed to work together with the community for a pre-party event as well as absorbing the cost of the post event economic impact study.

We will be applying for \$30,000 dollar Florida Sports Foundation grant that we will match with \$60,000 dollars in advertising and marketing to be reimbursed for \$30,000.

It is my recommendation after negotiations with Tough Mudder that we do a direct fund spend to them of \$80,000 with the \$30,000 grant application to the Florida Sports Foundation.

This \$80,000 request was presented by the Tourist Development Director to the TDC BOD, they declined and voted to spend \$20,000 direct spend to Tough Mudder as well as applying for the \$30,000 grant from the Florida Sports Foundation with a spend of \$60,000 on advertising and marketing and being reimbursed for \$30,000.



.....
Santa Rosa County Tourist Development Council
5545 Navarre Parkway - Navarre, FL 32566
phone: 904.929.8888 fax: 904.929.8883
www.floridasplayground.com



2015/16 Summary:

Tough Mudder Request: \$120,000
County Recommendation: \$80,000
TDC Board Recommendation: \$20,000
Event Marketing: \$60,000
(\$30,000 reimbursed from Florida Sports Foundation Grant if awarded)

Total County Recommendation: \$110,000
(\$80,000 County Recommendation)
(\$60,000 Event Marketing)
(-\$30,000 reimbursed from FSF Grant)

2014/15 award to Tough Mudder:

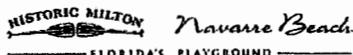
Economic Impact Study: \$4,000
Production/Event Marketing: \$24,000
(\$10,000 reimbursed from Florida Sports Foundation Grant)

Shannon Ogletree, Santa Rosa County Economic Development Director



.....
Santa Rosa County Economic Development Council
8540 Navarre Parkway, Navarre, FL 32566
Phone: 904.929.8888 Fax: 904.934.0885
web: Floridasplayground.com





Santa Rosa County Tourist Development Office
8543 Navarre Parkway
Navarre, FL 32566

Local Event/Marketing Application

Any organization requesting funding will be required to complete this form

Applicant Organization Tough Mudder Event Production Inc.
 Contact Person Kate Fitzpatrick Title Senior Director, Community Development & Venues
 Organization Address 15 MetroTech Center, 7th Floor
 City Brooklyn State NY Zip 11201 Phone (718) 285-8109
 Email Address: kate.fitzpatrick@toughmudder.com Web Address: www.toughmudder.com
 Cell (809) 273-4680 Organization IRS Status N/A

Name of Event or Project: Tough Mudder Gulf Coast 2016

Has this project received grant funding from the SRC Tourist Development Council in the past? Yes

If yes, when and how much and what year? 2015, \$4,000 for Marketing and Production purposes.

If yes, what is the room history of the event? # of rooms 7,196 # of nights 4,180

2015/2016 Event Request Details

Location of Event or Project: Ates Ranch, 5700 Jeff Ates Road Milton, Florida 32583

Date(s) of Event or Project: April 9 - 10, 2016 (with a potential additional event on April 2, 2016)

Detailed Explanation of the Project: _____

Tough Mudder is the market leader in one of the fastest growing segments in the Sports Tourism industry. Tough Mudder, a team-oriented obstacle course challenge that creates unconventional, life-changing experiences designed to test participants' strength, stamina, teamwork and mental grit,

has consistently demonstrated a world-class ability to organize, market, and execute successful large-scale events globally. This year alone, Tough Mudder will deliver fifty-eight events throughout the United States and across seven countries. Tough Mudder events have drawn over two million

participants to date, providing significant economic benefits and increased tourism to the communities that host each event. Tough Mudder Gulf Coast 2015, held at Ates Ranch in Milton, Florida, drew an unprecedented 14,500 out-of-market visitors, including 4,200 non-resident participants and over

10,000 visiting spectators. Of the number of total visitors, 92% reported that their visit to Santa Rosa County was solely related to the event.

Total Budget of Event: \$ 1,154,025
(A budget with anticipated revenue and expenses is required upon submittal of application)

Amount Requested: \$ 120,000

Intended use of Funds: Marketing and paid advertising for Tough Mudder Gulf Coast 2016 will include digital advertising in order to generate awareness and brand identity for both Tough Mudder and the Santa Rosa County region. Facebook advertising, search advertising (Bing and Google Adwords), display advertisements and digital video are the primary sources of digital advertising Tough Mudder will utilize.

Match Provide by Organization

In-kind description: Tough Mudder will manage and execute all event operations and will provide majority of funding for Tough Mudder Gulf Coast 2016.

Value of in-kind: \$ N/A Match dollars provided by your organization: \$ N/A

Projected Attendance: 18,000 Projected Number of Out of Town Visitors: 14,000

What are the goals and objectives for this event for which you are applying for:

Aside from Tough Mudder's primary goal of creating life-changing event for all participants, Tough Mudder is looking to create a strong relationship with Santa Rosa County and promote the region as a Tough Mudder destination year after year. Given the anticipated event demographic, this event is an opportunity to market Santa Rosa County to non-local participants and spectators as a premier destination location and build upon the reputation that the Gulf Coast region attracts new and exciting events to local communities. Additionally, Tough Mudder is looking to continue increasing brand awareness by attracting new participants and spectators and encouraging local activity in the community, be it through more overnight stays, direct spending, indirect spending and taxes and fees.

Describe how the effectiveness of this event will be measured:

Content is a dynamic way to continue to build brand awareness for both Tough Mudder and the event host region and drive visitation to the event host region organically post-event. In addition to a detailed Economic Impact Assessment surrounding the event that focuses on items such as travel behavior, overnight stays, demographics, spending habits and social media engagement, Tough Mudder will manage Marketing efforts by tracking successes of digital media channels. Digital advertising, search advertising and digital videos will be tracked by total impressions and CPA (cost per acquisition) metrics. Facebook advertising will be measured through online engagement, including likes, shares, comments and impressions through various Marketing channels.

How will the event/project benefit tourism in Santa Rosa County?

Tough Mudder is the global leader and innovator in obstacle event challenges and believes that it is important to form long term relationships with our venues and the local communities that host our events. In doing so, we are more capable of fulfilling our purpose of creating unconventional, life-changing experiences, not only for our participants, but the cities that we partner with year after year. Santa Rosa County and its surrounding communities are an emerging tourism destination in the Gulf Coast region, and welcoming an international Tough Mudder market to the area will increase brand awareness for the region, solidify brand identity for the community and encourage increased tourism. The 2015 Tough Mudder Gulf Coast event brought over 14,000 out-of-town visitors to the region - resulting in over \$,100,000 in total economic impact on the area.

What are the demographics of your targeted attendees (i.e. families, professionals, youth, etc. plus other demographic information as available):

Tough Mudder participants are young, affluent, adventurous, innovative individuals who are generally 65% male and 35% female, with an average income level of 80,000 per year.

Anticipated number of vendors: 12

Will you survey the participants to capture data: Yes

If no, how do you intended to collect data for reporting purpose: N/A

Estimated Bed Tax Calculation

Estimated Number of Visitor Rooms:	8,000		
		X	
Estimated number of nights:	1.5		
		X	
Estimated Room Rate per Night*:	\$151		
	= 1,812,000		
		X .05 =	\$ 90,600
			<u>Estimated Total Bed Tax Generated</u>

*Use the following estimated rental rates to calculate bed tax estimates

- Spring (March 1-Memorial Day): \$151 per night
- Summer (Memorial Day – Labor Day): \$188 per night
- Fall (Aug. 31 – Nov. 1): \$118 per night
- Winter (Nov. 1 – Mar. 1): \$95 per night

Estimated Sales Tax Calculation

Estimated Number of Visitors:	14,000		
		X	
Average Spending per out-of town visitor per day including transportation:	\$110		
		X	
Estimated Number of Days In County:	1.5		
	= 2,310,000		
		X .065 =	\$ 150,150
			<u>Estimated Total Sales Tax Generated</u>

Total Potential Tax Impact

Total Estimated Bed Tax Generated (from calculation above):	\$ 90,600
Total Estimated Sales Tax Generated (from calculation above):	\$ 150,150
Total Estimated Tax:	\$ 240,750

Describe how financial resources will be monitored

Financial resources will be monitored by Shivani Banker, Community Development Associate at Tough Mudder to ensure all financial needs and deadlines are met. Amanda Morgenstern, Vice President of Finance at Tough Mudder will be the designated controller for all financial resources pertaining to this grant.

Estimated Budget

An outline of the attached event budget is provided as Attachment A.

Projected Income

	CASH	IN-KIND	
Entry Fees (participants)			
Admissions (spectators)			
Sales (merchandise, etc.)			
Sponsorships			
Other			
Local Event Marketing Funding			TOTAL INCOME
TOTAL	\$	\$	\$

Projected Expenses

	CASH	IN-KIND	
Contracted officials			
Operations			
Rentals/Equipment			
Food and Beverage			
Merchandise for Sale			
Souvenirs/Giveaways			
Print Marketing			
Online Marketing			
Television Marketing			
Radio Marketing			
Direct Mail Marketing			
Direct Sales Marketing			
Florida's Playground-Branded Promo Items/Prizes			
Site Fees			
Sanction Fees			
Concert/Performance Fees			
Other			TOTAL EXPENSES
TOTAL	\$	\$	\$

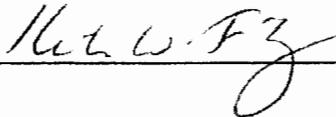
CERTIFICATION AND COMPLIANCE STATEMENT

APPLICANT:

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that I have read the policies and requirements of the Santa Rosa County TDC grants program and will abide by all legal, financial and reporting requirements as a condition of receiving grant funds from the Santa Rosa County TDC. Signatures must be original in blue ink.

Name: Kate Fitzpatrick

Organization: Tough Mudder Event Production Inc.


Signature

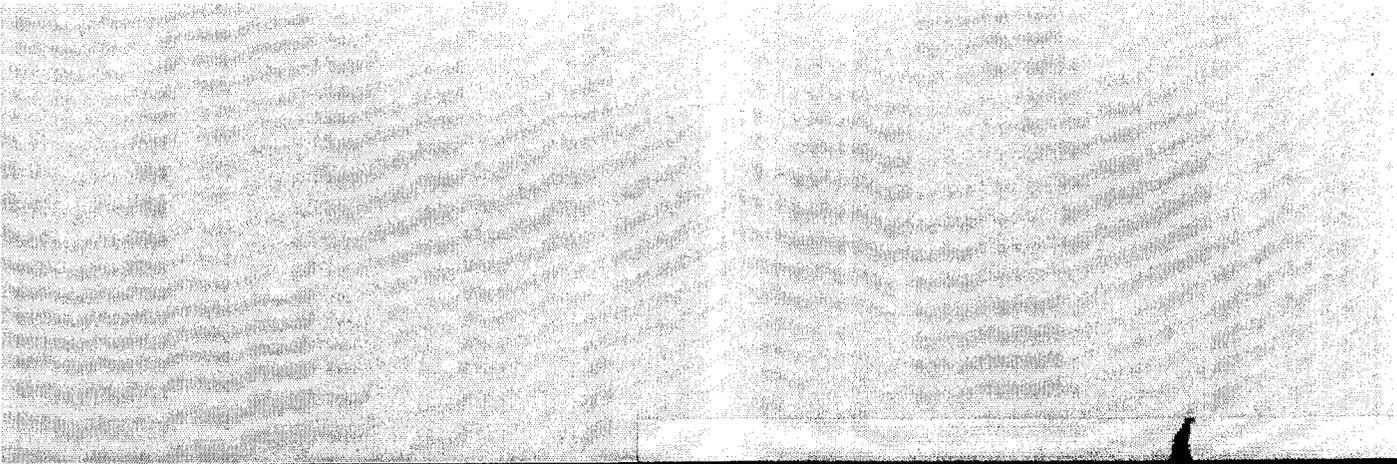
8/31/15
Date

Please return the original plus (4) four copies of the Application and the Certification & Compliance Page by **5 p.m. Monday, August 31** to:

Santa Rosa County Tourist Development Office
ATTN: Grants Program
8543 Navarre Parkway
Navarre, FL 32566

Application Check List

- Completed application (pages 4-9)
- Signed certification and compliance form (page 10)
- Copy of event license (if any)
- Copy of event permit (if any)
- Copy of event insurance (if any)
- Copy of liability insurance
- Anticipated budget, including detailed expenses and revenue
- Original and four copies of your complete application package (all items listed above)



Economic Impact Report

Tough Mudder
Gulf Coast 2015

Prepared by:
Scott Minto
scott.minto@sdsu.edu
202.841.3878

Executive Summary

Total Economic Impact	\$6,100,951
Direct Spending	\$4,372,688
Indirect/Induced Impact	\$1,728,263
Taxes & Fees Generated	\$188,636
Total Participants	5,067
Hotel Room Nights	4,180
Total Visiting Participants	4,270
Total Other Visitors (Employees/Spectators/Volunteers)	10,376
Total Out-of-Market Visitors	14,646

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1. Introduction

Background

On Saturday, March 7, 2015, Ates Ranch in Milton, FL, hosted Tough Mudder Gulf Coast 2015. The event was organized by Brooklyn, NY based Tough Mudder Inc., and featured over 5,000 participants.

A total of over 14,500 out-of-market visitors enjoyed the weekend's festivities, including over 4,200 non-resident participants and over 10,000 visiting spectators who did not take part in the event, but came to the area to support participants.

Of these total visitors, 91.7% claimed they would not have visited the area were it not for the event, and their visit to the area was solely related to Tough Mudder Gulf Coast 2015.

The report aims to provide an accurate assessment of the economic gain realized by a study area of Santa Rosa County, home of the event site. The primary sources of the event's economic impact are funds spent by tourists who live outside of Santa Rosa County and visited the region specifically for Tough Mudder Gulf Coast 2015.

Objectives

The primary sources that contribute to the event's economic impact are funds spent by tourists who live outside of the area and visited the region specifically for this event. Visiting participants and spectators in town for Tough Mudder Gulf Coast 2015 represented a majority (nearly 85%) of individuals onsite at the event.

To assess the economic impact that these visitors bring to the region, visiting event participants are asked about their travel party's spending within Santa Rosa County. This includes accommodation expenses, daily expenditures and other purchases made by both overnight visitors, who stayed in the County for the event, and those who drove in for the day to participate in or observe the event.

The combined visitor and event producer spending in Santa Rosa County is estimated to determine the total direct spending in the study area, associated tax-related benefits, and the indirect & induced impact generated by the event.

2. Methodology

Survey

To obtain the data necessary to generate figures for total economic impact, a comprehensive post-event survey was sent to event participants in the week following the event.

The survey was sent out by Tough Mudder after the event to all participants via email, and responses were collected for a period of ten days. Once the response window was closed, all data was collected by Scott Minto for analysis. In total, information was collected from 712 total respondents.

The survey was divided into four categories:

Questions relating to travel dates

Questions relating to accommodation

Questions relating to daily spending

Questions relating to area of stay

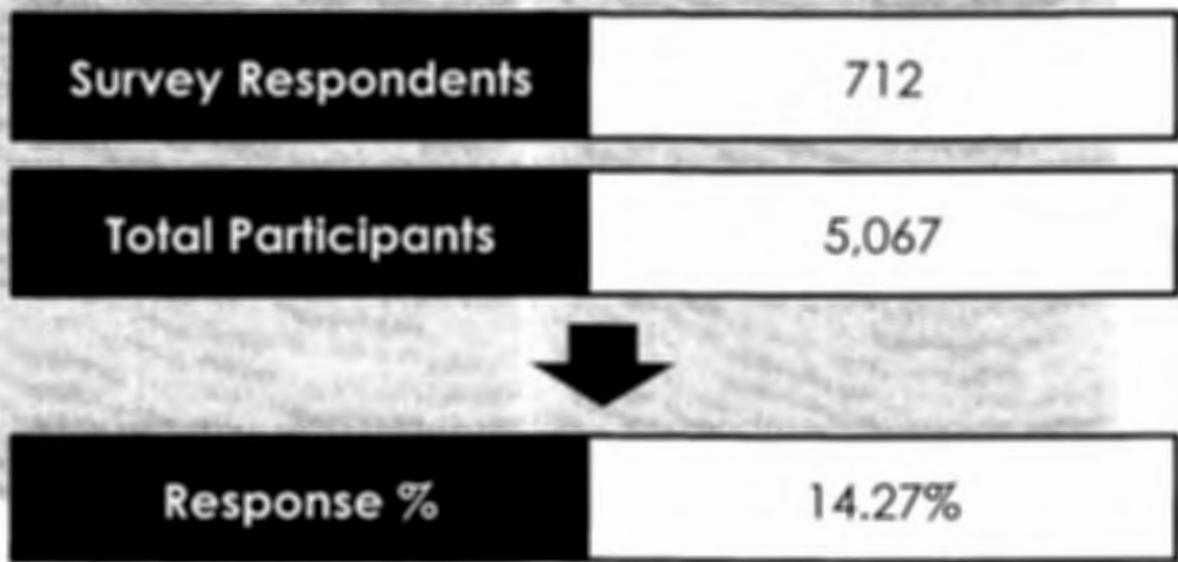
For the purposes of this report, accommodation and travel costs were thoroughly examined along with spending habits to provide the data necessary to calculate the event's economic impact on the region.

The sample size utilized for the data consisted of the 712 individual responses collected. The entire population size used for calculating economic impact of this event is 5,067, the total number of participants who took part in the event.

Once the data from the 712 respondents was collected, various quantitative and qualitative categories were analyzed within the sample. These results were then extrapolated to the entire population of 5,067 participants who attended the event and their associated spectators.

By comparing the trends and percentages within the sample size, it's possible to generate accurate and reliable estimates for the results for the entire population. Percentage estimates in this study are deemed to be accurate to within +/- 0.5% with 95% confidence. For any dollar estimates related to the total economic impact of the race, these estimates are deemed to be accurate to within approximately +/- 3% with 95% confidence.

All estimates are dependent on the reliability of the self-reported data from survey respondents. Past experience with this type of survey have resulted in errors from individual over reporting and underreporting information to approximately cancel out.



3. Economic Impact Findings

Total Impact

The total economic impact of the Tough Mudder Gulf Coast 2015 event within the study area of Santa Rosa County, FL is estimated to be:

\$6,100,951

This total figure includes major spending categories such as:

Accommodation Expenses - Hotels & Other Lodging (vacation rentals, apartment rentals, campgrounds)

\$502,169

Daily Expenditures by Out-of-Town Visitors
Food/Bev, Retail, Entertainment, Transportation and Rental Cars

\$3,400,677

Local Spend by Event Producer & Local Vendor Income

\$281,206

Taxes and Fees Collected

\$188,636

Indirect & Induced Impact

\$1,728,263

Total Accommodation

The total accommodation contribution is calculated using the total number of room nights and the average reported cost per room (ADR). Also included is the amount spent on "other" lodging, which is primarily vacation rentals, B&Bs, campgrounds, etc.

Total Study Area Room Nights	4,180*
Reported ADR (Inc. Taxes & Fees)	\$123.93*
Total Other Lodging Spend	\$42,450
Total Accommodation Contribution	\$560,480
	Including Taxes & Fees:
Total Accommodation Contribution	\$502,169
	Without Taxes & Fees:

*Note: Figures reported above for room night calculations have been rounded to the nearest whole number and hotel room rates have been rounded to the nearest cent. The calculation above, for example, includes rounded numbers for the 4,180 room nights and \$123.93 to estimate the total accommodation contribution.

Daily Expenditures

Daily expenditures of out-of-town visitors were explored in detail for all overnight visitors, as well as for those who did not stay overnight. The total "Daily Expenditures" contribution was calculated using the average spending per visitor per day in various categories:

- Food & Beverage
 - Dining, Groceries, Beverages (including alcohol)
- Ground Transportation
 - Taxis, Gasoline, Parking, Public Transportation, Parking, etc.
- Entertainment & Attractions
 - Live shows, Sporting Events, Exhibits, Tours, Clubs, Nightlife, Museums, etc.
- Retail Spending
 - Purchases in the local area including souvenirs, clothing, toiletries, etc.

The average daily spending for overnight and day visitors is calculated separately, to avoid overestimating the impact of day visitors. The total contribution to economic impact from "daily expenditures" is calculated by multiplying the total amount spent per visitor per day by the number of days stayed and the total number of visitors in that category.

	Overnight	Day
Food & Beverage	\$67.51	\$31.96
Ground Transportation	\$31.34	\$19.17
Entertainment & Attractions	\$10.77	\$1.48
Retail Spending	\$43.03	\$24.21
Total Daily Spend Per Visitor	\$152.65	\$76.81
Number of Days Stayed	2.41*	1
Number of Visitors	8,515	6,131
=		
Total Daily Expenditures	\$3,136,549	\$470,927

*Note: Figures listed above for average number of days stayed in the area are rounded to the nearest hundredth. The calculation above, for example, uses a more precise number for calculation of expenditures, but this number has been rounded to 2.41 for reporting in the above table.

Organizational Contribution

Local spending by organizations associated with the event is also a key component of economic impact. Spending by event organizer Tough Mudder that is directly spent in the local market includes items such as:

Local Labor, Volunteer Expenses, etc.
Licensing, Permits, Construction Costs, Facility Rentals
Equipment & Rentals
Travel Expenses
Police & City Services

Est. Total Organizational Spend in Local Market	\$266,934
--	------------------

The figure above includes actual figures reported by Tough Mudder. This is the estimated total organizational spend in the local market, and does not include additional production costs incurred out-of-market. Suppliers (including airlines), retailers, and sponsors all benefited from this event, but the profits were either retained outside of the economic impact area or the exact amount of their contribution cannot be accurately estimated.

Total taxes & fees collected from event-related spending is calculating using local tax rates:

Sales Tax Collected	\$132,162
Lodging Tax Collected	\$55,239
Rental Car Taxes & Fees Collected	\$1,050
Airport PFC of \$4.50 per Traveler	\$185
 	
Total Taxes & Fees Collected	\$188,636

Indirect & Induced Impact

While Direct Impact is the estimated amount spent by visitors, Indirect & Induced impact are key drivers of the event's affect on the local economy:

Indirect Impact

An estimate of the total value of services and supplies necessary to support the tourism-related businesses that served out-of-town visitors at this event. For example, restaurants must purchase additional food from local suppliers and pay extra staff to properly serve the visitors.

Indirect Impact

\$588,895

Induced Impact

The induced economic impact is an estimate of the amount of money spent in the local area by workers whose labor is required to support the increase in direct spending as a result of the event. For example, restaurant servers who earn more tips from event participants will purchase more local goods and services with their event-related wages.

Induced Impact

\$1,139,368

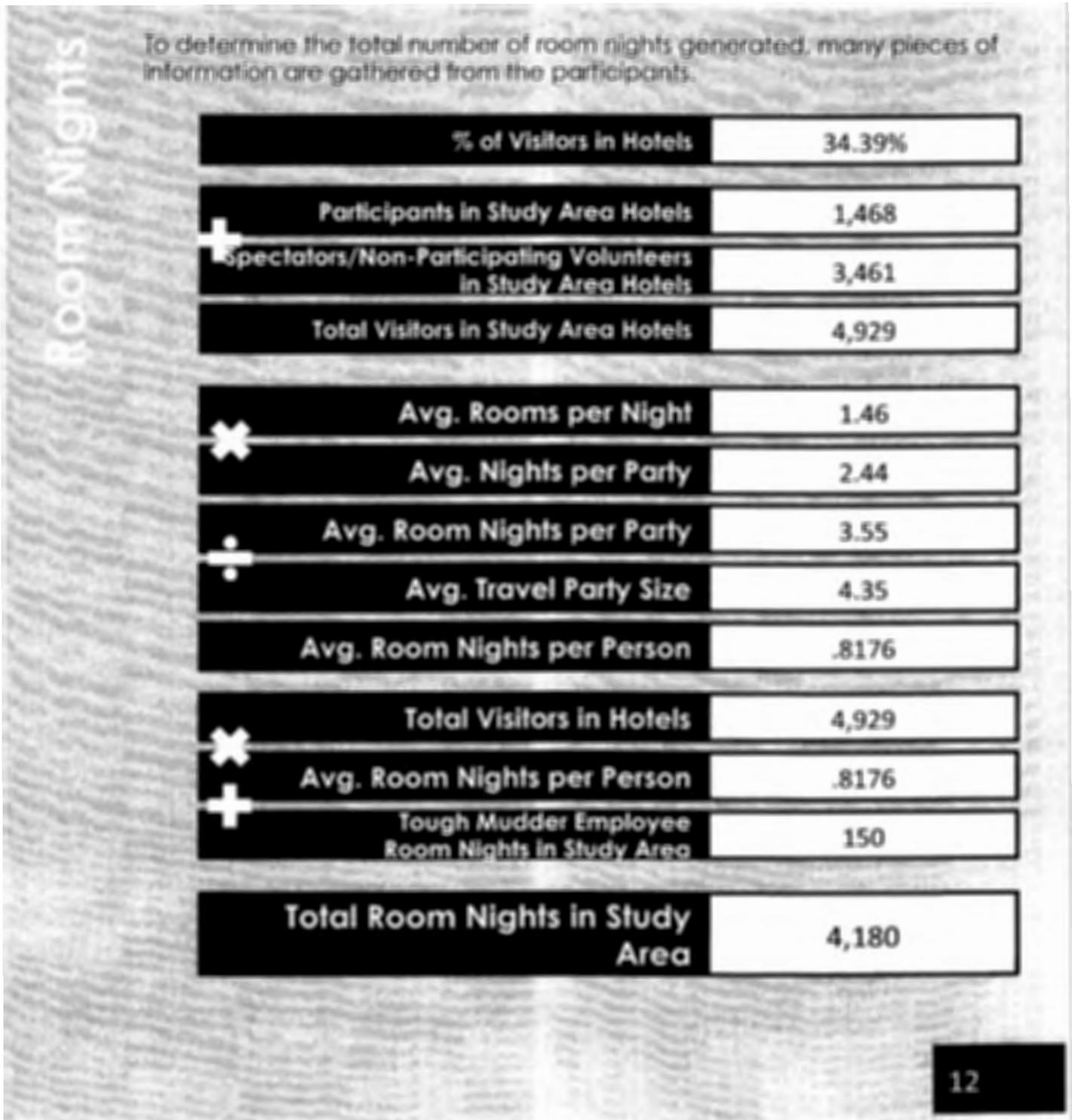
These figures were calculated using the IMPLAN Professional 3.0 economic impact assessment software. The IMPLAN Input-Output model measures the impact of spending generated by the event on inter-industry relationships in the area. This model uses multipliers to measure the ripple effect of participant visitor spending as it cycles through the various industries in the economy.

Total Indirect & Induced Impact

\$1,728,263

4. Detailed Hotel Information

One of the major economic drivers for any event is the number of hotel room nights generated by the event. Below is the detailed calculation of room nights for Tough Mudder Gulf Coast 2015 in Santa Rosa County, FL.



Appendix: Survey Questions

The following is a sample of the survey questions asked in the Economic Impact survey.

1. Are you a resident of Santa Rosa County, FL?

Asked to Visitors Only:

1. Where did you stay while you were in the area?
 - Hotel, Vacation Rental, Friend/Family, My Own Home, etc.
2. When did you arrive in the area?
3. When did you depart the area?
4. How many people (including yourself) were in your personal travel party to the event?
5. How many members of your personal travel party were NOT registered for the event?
6. Not including your personal travel party, how many non-participating friends or family traveled to the area to watch you participate?
7. What was the approximate cost of your hotel/vacation rental per night excluding taxes & fees?
8. How many rooms did your travel party book each night during your stay?
9. On average, how much did EACH PERSON in your travel party spend PER DAY on the following during your trip?
 - Food & Beverage (Breakfast, Lunch, Dinner, Snacks, Alcohol)
 - Ground Transportation (Parking, Cabfare, Gasoline, Public Transportation)
 - Entertainment (Sporting events, Shows & Exhibits, Clubs & Nightlife, Tours, Other)
 - Shopping in the area (Souvenirs, Clothing, Toiletries, Other)
10. Did you fly to the area for the event?
11. What airline did you fly?
12. Did you rent a car during your stay?
13. What was the total cost of your rental car during your stay, excluding gas?

Asked to Residents Only:

1. How many people who live outside Santa Rosa County, FL came to watch you?
2. Where did your visitors stay?
 - Hotel, Vacation Rental, Friend/Family, With Me, etc.

**Tough Mudder Gulf Coast
Post Event Report**

March 2015





Executive Summary



Context

Tough Mudder held an event at Ates Ranch in Santa Rosa County, Florida on Saturday, March 7, 2015. This was the first year Tough Mudder held a "Gulf Coast Event" in the region, and was the first time TMHQ held an event at Ates Ranch.

This report outlines the demographics and travel behavior of TM Gulf Coast 2015 participants.

Data Collection

Tough Mudder conducted two surveys after the TM Gulf Coast 2015 event.

1. A post-event survey was sent to all participants immediately after the event asking general questions related to customer satisfaction, obstacle innovation, and participant demographics.
2. A second survey was sent to all participants the Wednesday after the event weekend asking questions around travel behavior, daily spend, and specific questions around participant experience in the community.

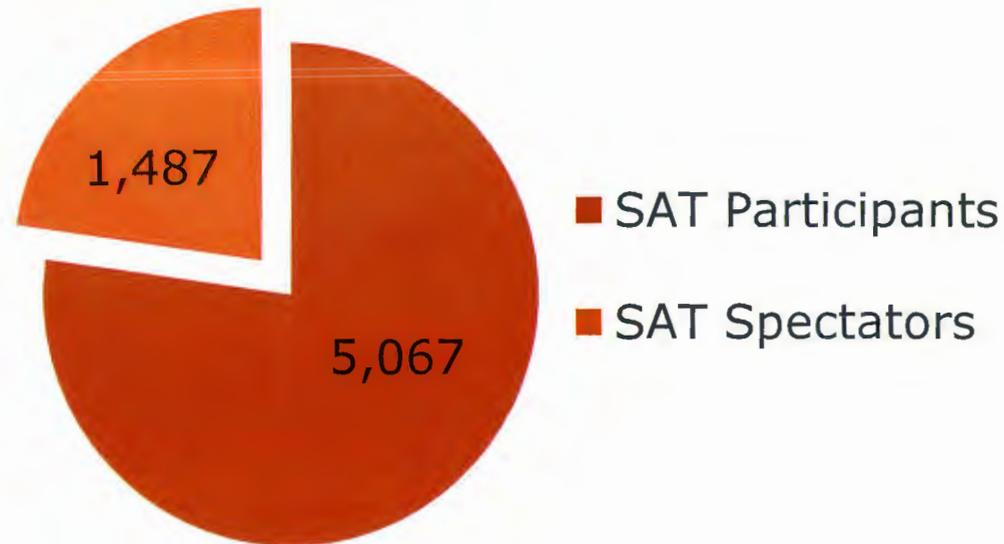
Key Learnings

Tough Mudder drives new visitors to Santa Rosa County and participants were overall very satisfied with their event experience. There is an opportunity to market to repeat Mudders earlier and promote an extended stay within the Gulf Coast area for 2016.

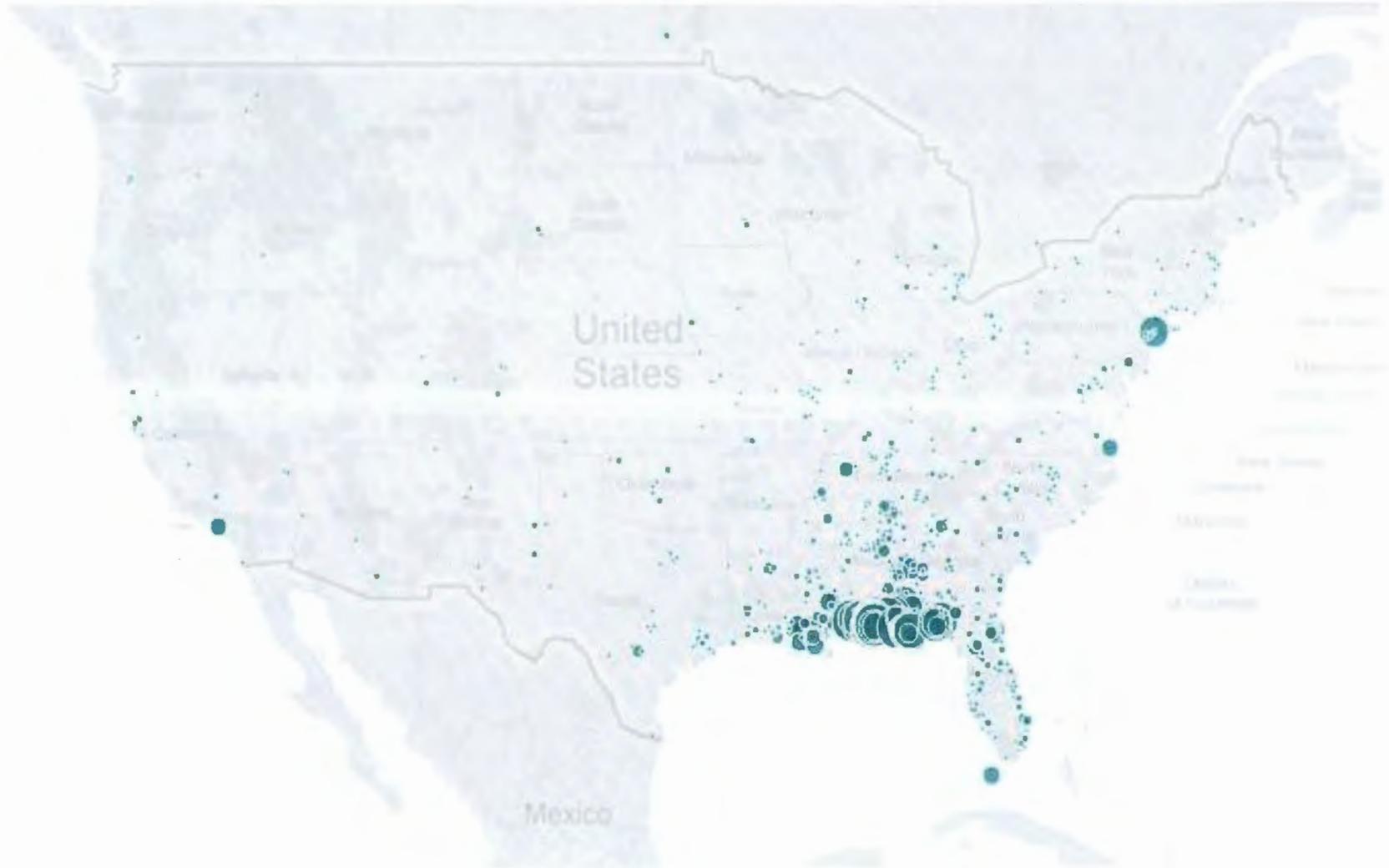


Ates Ranch
5700 Jeff Ates Road
Milton, FL
March 7, 2015

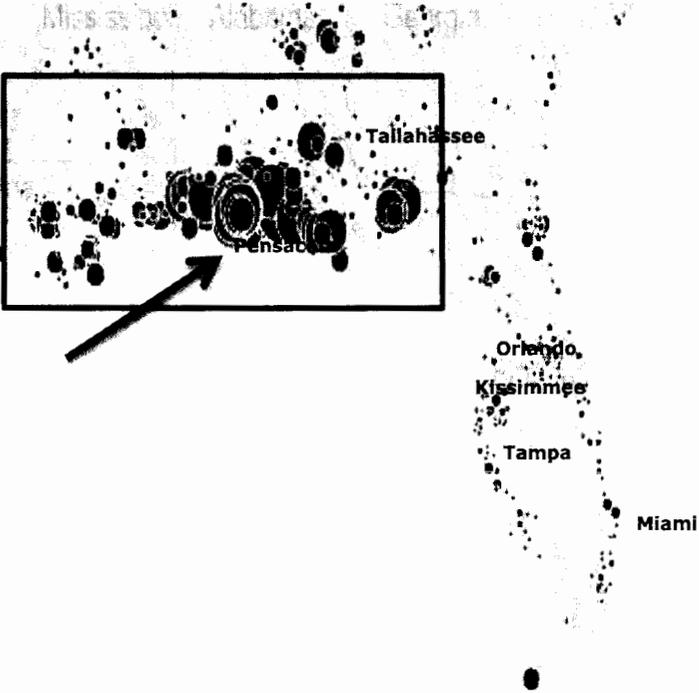
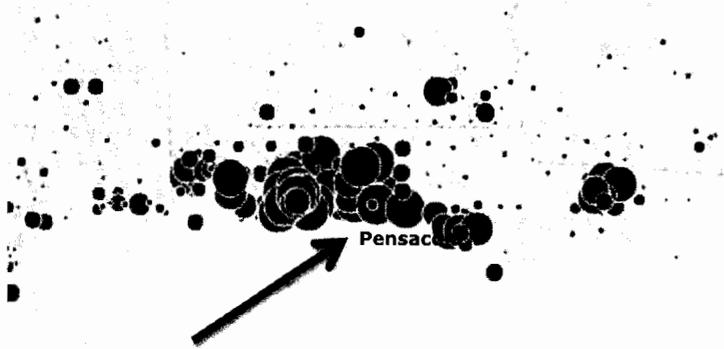
Total Attendance: 6,554



Over 5,000 participants came to the event, with the majority traveling from the Gulf Coast region.



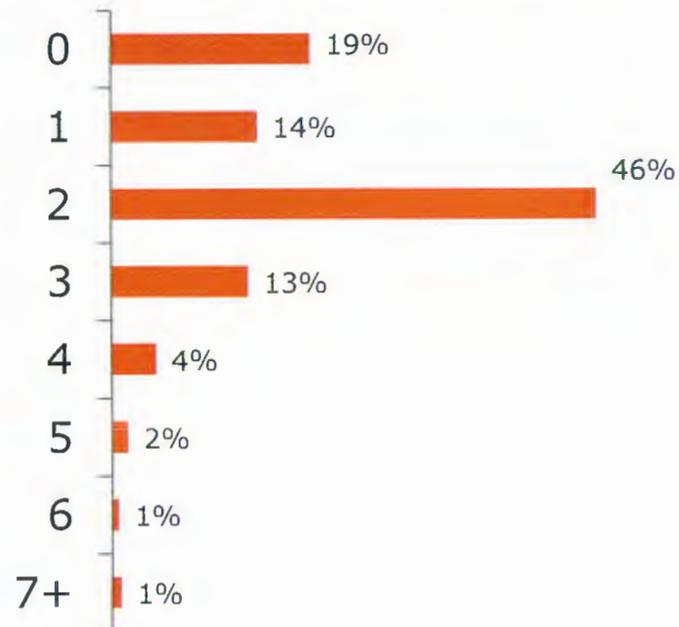
Over 92% of participants would not have traveled to Santa Rosa County in March if the event had not taken place.



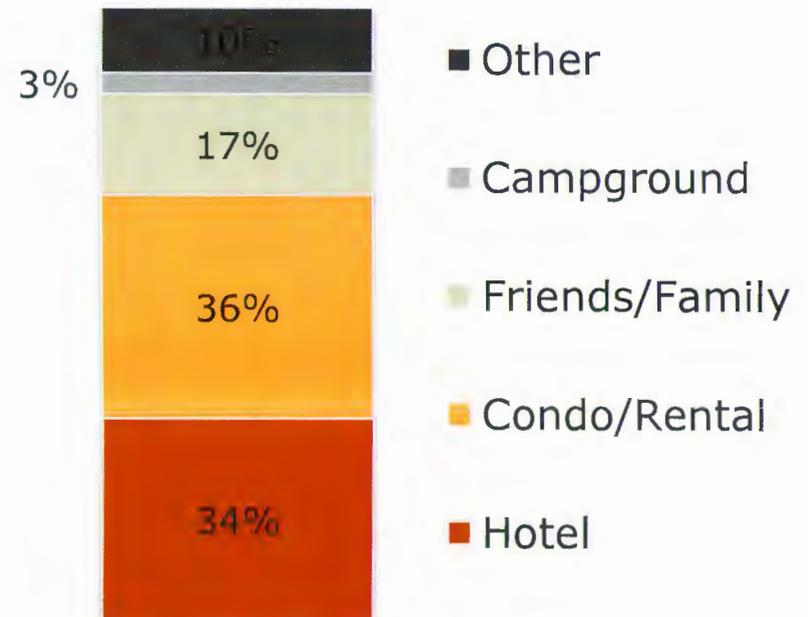
Over 58% of participants stayed overnight for the event, and 34% of those stayed in local hotels.



NUMBER OF NIGHTS PARTICIPANTS STAYED AWAY FROM HOME



TYPE OF ACCOMMODATION WHERE PARTICIPANTS STAYED



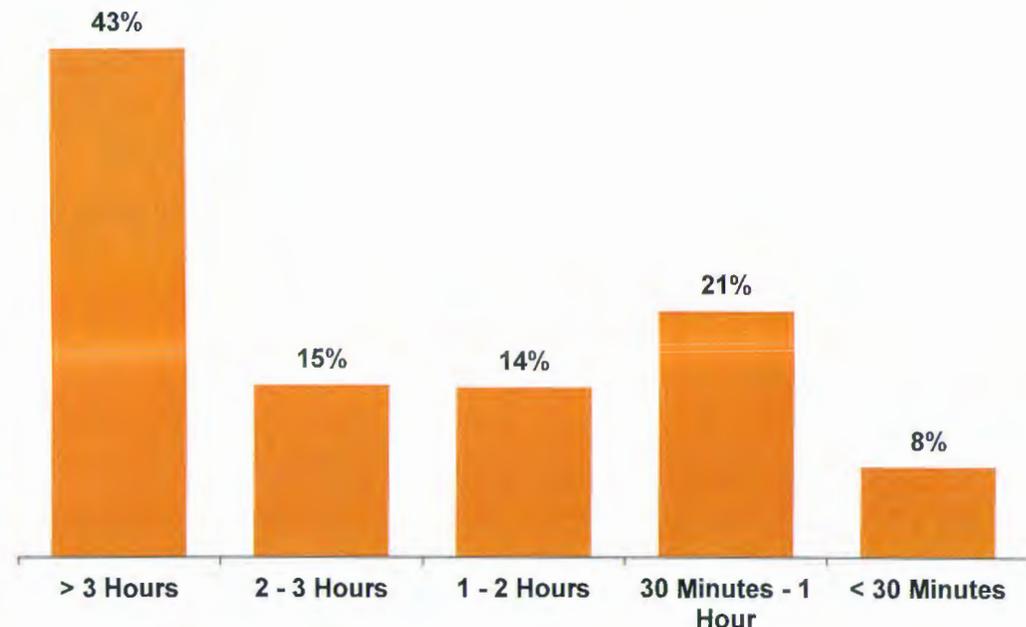
- Over 58% of participants stayed overnight in the local community.
- The average length of stay was 2.44 nights for participants who stayed overnight. The average room nights per travel party was 3.55.
- Tough Mudder participants also travel in teams. Over 28% of participants traveled in a group that booked two or more hotel rooms.

Tough Mudder drives new visitors to the Santa Rosa County area.



- Over **92%** of participants came to the Santa Rosa County area in March primarily for the TM event.
- Over **37%** of participants had never visited the Santa Rosa County area.
- Over **60%** of participants said they are likely to return to Santa Rosa County within the next year.
- The top states that purchased tickets for this event were **Florida, Alabama, Louisiana, Mississippi, Georgia, Tennessee, Texas, Virginia, California and North Carolina.**

AMOUNT OF TIME PARTICIPANTS TRAVELED TO THE EVENT

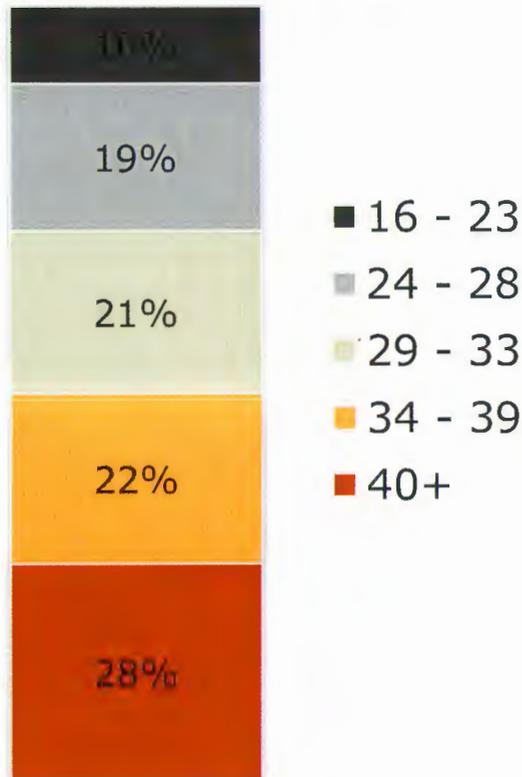


6% of participants flew to the event.

72% of TM Gulf Coast participants are under 40,
and at least 36% earn more than \$75K per year.



PARTICIPANT AGE

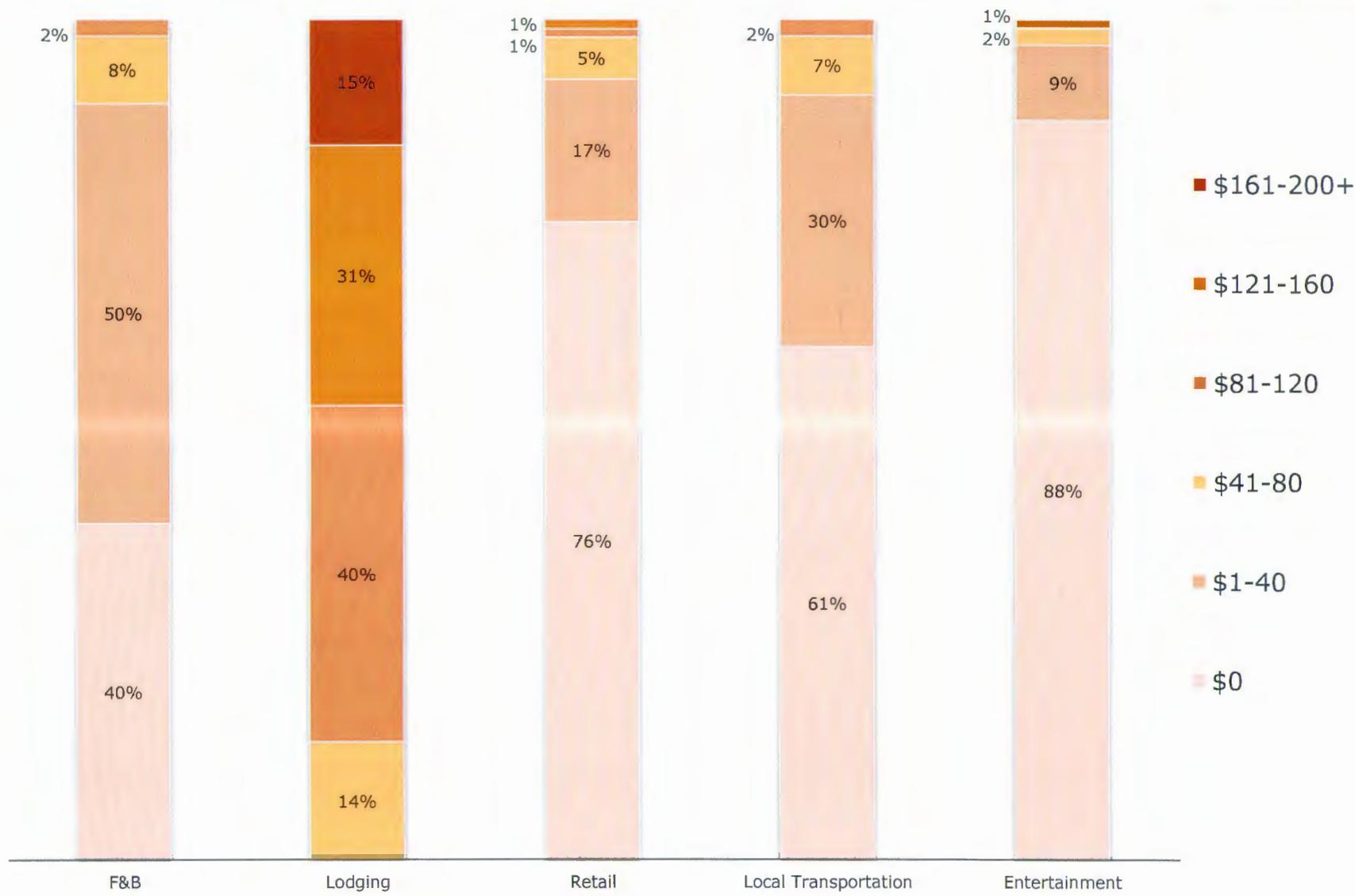


PARTICIPANT INCOME



TM Gulf Coast participants were 66% male and 34% female.

TM Gulf Coast Participants' Spending Habits*



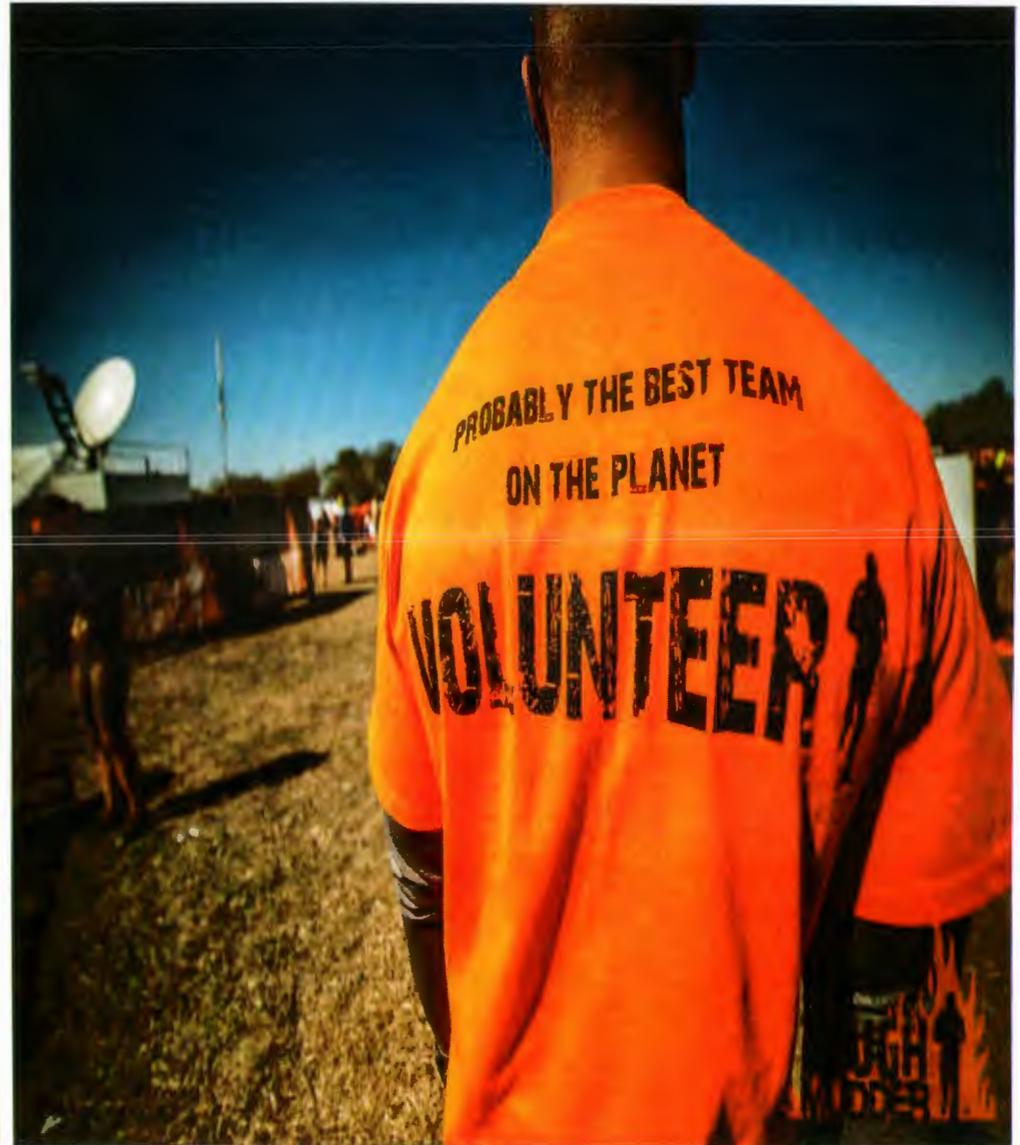
*Spending habits recorded per day.

Gulf Coast Volunteer Outreach



"I really enjoyed seeing the Tough Mudder spirit play out throughout the entire event. My favorite moments were watching people cheer for each other and watching complete strangers help each other over and through obstacles. It's a great sense of community, even amongst the toughest of Mudders... No Mudder left behind!"

Total Volunteers: 221
Total Hours Volunteered: 2,043
Participated in the Event: 89
Stayed 1 Night (at least): 36%
Traveled 3+ Hours: 26%



Local Partnerships



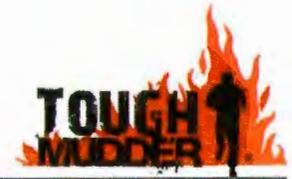
Below is a list of Santa Rosa County businesses that interacted with the Tough Mudder team during event setup and delivery.

Service Provider	Service Provided
Santa Rosa County Fair Association	Parking
Local Veteran's Group	Beverage Pouring
Santa Rosa County Police Department	Overnight Security, Traffic Management
CrossFit Gym	Led Warm-Ups
Santa Rosa County Convention & Visitors Bureau	Promotional Banner
Andrews Institute	Medical Volunteers
Local Navy Base	Divers

Highlights

- A local CrossFit gym led the entire warm-up area and had an activation on site at the event.
- The Santa Rosa County Convention & Visitors Bureau created and hung a 20 foot banner at the event entrance to promote Santa Rosa County tourism.
- The Andrews Institute provided physicians as medical volunteers on site.

Social Media - Facebook



GULF COAST 2015
MARCH 7TH ATES RANCH

Tough Mudder Gulf Coast 2015

Public Fitness Hosted by Tough Mudder

Join Save

Saturday, March 7 at 7:00am
about 1 week ago

1,425 joined

Ates Ranch, 5700 Jeff Ates Road Milton, FL 32583

RELATED EVENTS See More

- Tough Mudder Atlanta 2015**
Sat May 2 at Bouckaert Farm 8
Fitness 646 guests
Join Save
- Foam Frenzy Pensacola!**
Sat May 30 in CDT at Escambi...
Fitness 688 guests
Join Save
- Savage Race Florida Spring 2...**
Sat Mar 28 at Little Everglades
Fitness 737 guests
Join Save
- Pensacola Beach Crawfish Fe...**
Fri Apr 17 in CDT at Bamboo W...
Festival 971 guests
Join Save
- Rugged Maniac 5K Obstacle ...**
Sat May 9 at Little Everglades...
Fitness 1781 guests
Join Save
- Tough Mudder Tennessee 2015**
Sat May 2 at Little Everglades...

Tough Mudder
July 22 2014

<https://www.youtube.com/watch?v=EcwQwjheTK>

Tough Mudder | Gulf Coast 2015 | Teaser
Tough Mudder Gulf Coast is coming... Register at <http://ToughMudder.com/events> Subscribe on YouTube: <http://mud.id/NN8b47>

The Tough Mudder global brand has over 4 million likes on Facebook, allowing extended viewership of all shared material.

Over 1,400 unique accounts joined the TM Gulf Coast 2015 event on Facebook.

The Tough Mudder Gulf Coast post on the Tough Mudder page reached 443,648 people and received 2,595 likes, comments and shares. The post itself was clicked 8,305 times.

The Tough Mudder Gulf Coast photo album reached 622,080 people and received 3,036 likes, comments and shares. The post itself was clicked 302,803 times.

Event Website



TOUGH MUDDER | LOGIN | REGIONS | GET SUPPORT

FIND AN EVENT | LEARN MORE | PREPARE | COMMUNITY | GEAR

MARCH 7, 2015
GULF COAST

LOCATION
Ates Ranch
5700 Jeff Ates Road
32583 Milton, FL
United States
[GOOGLE MAPS](#)

TRAVEL TIME
Mobile, AL: 1 hr, 10 mins
Montgomery, AL: 2 hrs, 40 mins
Tallahassee: 2 hrs, 35 mins

[REGISTER FOR SATURDAY](#)

OVERVIEW | TEAMS | PRICING | ESSENTIALS | SPECTATORS | EVENT DAY

EVENT OVERVIEW

Come test your mettle on the red clay trails that wind through the wooded sand hills of Santa Rosa County. Keep your fellow Mudders close, as you'll be the first runners on Earth thrown into our gauntlet of brand-new obstacles fresh from our Obstacle Innovation Lab for 2015. After it's all done, treat yourself to a dip in the Gulf of Mexico at Navarre Beach, just a half hour away. Maybe you'll be able to clean all the mud while you're there. Maybe.



TOUGH MUDDER | LOGIN | REGIONS | GET SUPPORT

FIND AN EVENT | LEARN MORE | PREPARE | COMMUNITY | GEAR

OVERVIEW | TEAMS | PRICING | ESSENTIALS | SPECTATORS | EVENT DAY

[REGISTER FOR SATURDAY](#)

EVENT DAY

VOLUNTEERS
Join our team of Tough Mudder Volunteers (MVPs) and create a life-changing experience for yourself and others. As an added bonus, all MVPs get up to 90% off (yes, that's right) a future Tough Mudder.

[SIGN UP TO VOLUNTEER](#)

WAIVERS
All participants spectators and mini mudders must sign a waiver to gain entry to the event.

[DOWNLOAD PARTICIPANT WAIVER](#)
[DOWNLOAD SPECTATOR VOLUNTEER WAIVER](#)
[DOWNLOAD MINI-MUDDER WAIVER](#)

Save time: print and sign your waiver before arriving on site.

DAY-OF EVENT REGISTRATION
On-site participant registration will be based upon space available on Saturday.

START TIMES
If members of the same team are assigned to different start times, the entire team is permitted to join the latest start time assigned to a team member. Start times will be emailed to participants two weeks prior to the event date.

LOCAL SPONSORS

**FLORIDA SPORTS
FOUNDATION**

For information on local attractions and things to do in the area, visit www.floridanplayground.com

Digital Media - YouTube



The TM Gulf Coast 2015 video on YouTube had over 20,000 views.

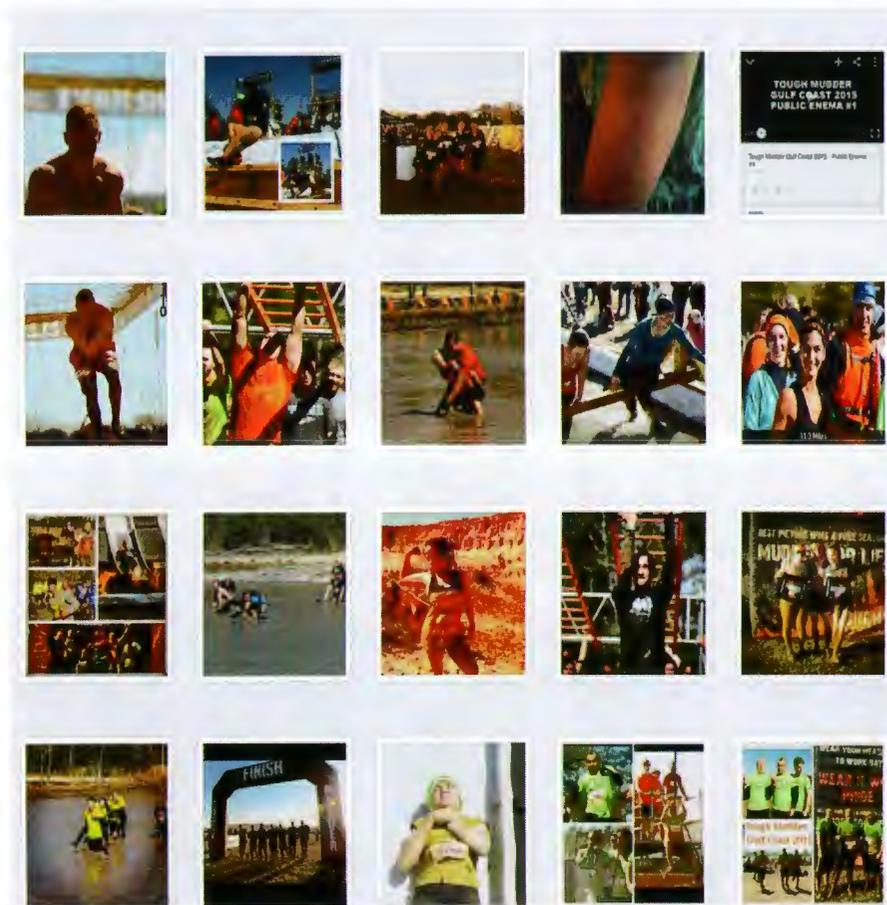
The Tough Mudder brand YouTube channel has over 50,000 subscribers, allowing extended viewership of all shared material.

Social Media - Instagram



#toughmuddergulfcoast

501 posts



tough_mudder 2 weeks ago · Tough Mudder Gulf Coast We're having a wild swingers party down at #toughmuddergulfcoast. More to come. #tm2015ishere

rlsft_relese @ashlita92 .. You can skip any you are not comfortable it's about team work , trusting yourself and working with those around you. My sister wore shorts , I wore capri compression pants and I felt more covered . Also get arnica it helps with inflammation and bruising. You can find it at any whole foods /sprouts/ mothers market. I would recommend pull ups and push ups. Also monkey bars (I uses a local school) I don't have a lot if upper body but tried all of them. Just do your best, trust yourself and wear sunscreen ;)

teampict @ashlita92 my girlfriend and I both wear compression shorts. She wears under armour running pants too. We both run with knee pads around our ankles (you can see them in my pictures) and use them for crawling obstacles. Gloves help for the crawling too but are generally useless for the monkey bars. Don't skip if you can evold it (do skip the water though since you

#toughmuddergulfcoast was tagged 500+ times on Instagram.

Digital Media



The screenshot shows a News Journal article titled "5,000-plus ready for Tough Mudder challenge" by Kaycee Lagarde. The article features a large photo of a person crawling under a wooden structure. A vertical advertisement for Kia Autosport is overlaid on the right side of the article. The ad includes the text "Pensacola's KIA AUTOSPORT SIGN & DRIVE", "NEW 2015 KIA SOUL", and "\$0 DOWN PER MONTH LEASE \$239". At the bottom of the ad, it says "KIA AUTOSPORT" and "101 850-457-7772".

PNJ coverage of the TM Gulf Coast 2015 event was shared over 800 times on Facebook.





November 9, 2015

ADMINISTRATIVE COMMITTEE

1. Discussion of location of judicial facility adjacent to current Courthouse in downtown Milton.
2. Discussion of location of judicial facility on Pine Street in downtown Milton.
3. Discussion of three (3) finalists for county administrator position.
4. Discussion of support/approval of proposed Remote Area Medical clinic at either Milton High School or Central High School November 12-13, 2016.
5. Discussion of renewal of contract with Johnson & Blanton, LLC for provision of advocacy and lobbying services at current rate through December 31, 2016.
6. Discussion of purchase of additional playground equipment for the Santa Rosa Sportsplex from J.A. Dawson & Company in the amount of \$19,940.58 based on comparison shopping.
7. Discussion of purchase of playground equipment for the Holley Ball Park from J. A. Dawson & Company in the amount of \$44,380 based on comparison shopping.
8. Discussion of approval to contract with Leathers and Associates as sole source provider of special needs all-inclusive playground addition to Benny Russell Park at cost not to exceed \$213,500.
9. Discussion of bids received for US 98 Landscaping and Irrigation project in Navarre.
10. Discussion of proposed amendments to Human Resources Policies as recommended by Human Resources Director.
11. Discussion of Accommodation Request Form for persons with disabilities as recommended by Human Resources Director.

12. Discussion of scheduling public hearing on amendment to Ordinance 2015-19 Local Option Gas Tax as required by Florida Department of Revenue.
13. Discussion of corrective Navarre Beach lease agreement with Horace Larker initially entered into on October 9, 1968.
14. Discussion of Resolution authorizing quit claim deed to Florida Department of Transportation for county easement adjacent to US 98.
15. Discussion of scheduling joint workshop with School Board and School Superintendent beginning at 12:00 p.m. Thursday, January 21, 2016 regarding growth management
16. Discussion of declaration as surplus property items from Environmental/Landfill Department as recommended by the Clerk of Courts.
17. **INFO ONLY:** Public Hearing items scheduled for 9:30 a.m. Thursday, November 12, 2015:

Proposed Ordinance establishing special events permitting process.

SRC Courthouse & Downtown Milton Map



Legend

- Streets
- Property Lines

0 50 100 200 Feet



1. To date the following action has been taken on the identified properties:

a. Parcel 1 - Offer from owner under consideration

b. Parcel 2 - In negotiation to option

c. Parcel 3 - In negotiation to option

d. Parcel 4 - No action

e. Parcel 5 - Purchase from CSX is process

f. Parcel 6 - Purchase Complete

g. Parcel 7 - No action

h. Parcel 8 - Purchase Complete

LAND PARCELS TO BE ACQUIRED

LAND PARCELS CURRENTLY NOT ACQUIRED



PARCEL 1	0.3	ACRES
PARCEL 2	0.18	ACRES
PARCEL 3	0.54	ACRES
PARCEL 4	0.90	ACRES
	(CSX)	
PARCEL 5	0.67	ACRES
PARCEL 6	0.29	ACRES
PARCEL 7	0.24	ACRES
PARCEL 8	0.43	ACRES

NOTE: PARCELS 1 THROUGH 8 ARE PRIVATELY OWNED.



Hatch Mott MacDonald May 5, 2015

Santa Rosa County Judicial Center

Presentation to

Board of County Commissioners of Santa Rosa County, FL

Hunter Walker

From: Commissioner Rob Williamson
Sent: Thursday, November 05, 2015 7:46 AM
To: Hunter Walker
Cc: Roy Andrews; brian.watkins@ci.milton.fl.us; duncan.broyd@hok.com; Commissioner Rob Williamson
Subject: Agenda item-Pine Street location
Attachments: 20151103 SRJC - 7 Courts - Option 01a.pdf; ATT00001.txt

Hunter,

For the November 9 regularly scheduled Board of County Commissioners Committee meeting, please include for consideration the Pine Street, Milton location as the best location for the next Santa Rosa County Judicial Center. Please find the enclosed rough sketch from HOK showing a three-story facility with secure parking that meets current stormwater requirements for the proposed location.

This location has not been part of any previous BOCC discussions related to judicial center development or placement. As such, I would like it added as a separate agenda item and not bundled in with the board recommendation from our October meeting.

Initial evaluation of this site has been favorable and it would seem to address many of the historical obstacles that have kept this project from receiving adequate public and political support in the past.

A few of those historical objections this site overcomes are as follows:

This site does not require Santa Rosa County to purchase any property, it provides room for future growth, it delivers a complete judicial complex to consolidate services, it would be constructed above the floodplain, it provides for adequate secure parking, it preserves jobs and businesses related to judicial operations to serve as a foundation for the City of Milton, it does this while freeing up the valuable centrally located parcels of downtown that would no longer be required for any county judicial related services, it frees up the Fisher Hamilton building and it's 12,000 ft.² of office space, it frees up the Santa Rosa County Administrative complex and it's additional 12,000 ft.² of office space, it reduces construction costs by providing improved safe staging locations, it does not include expenditures or immediate decisions for the future of the existing courthouse that were included in past proposals and has already received support as the preferred site from the Milton City Council.

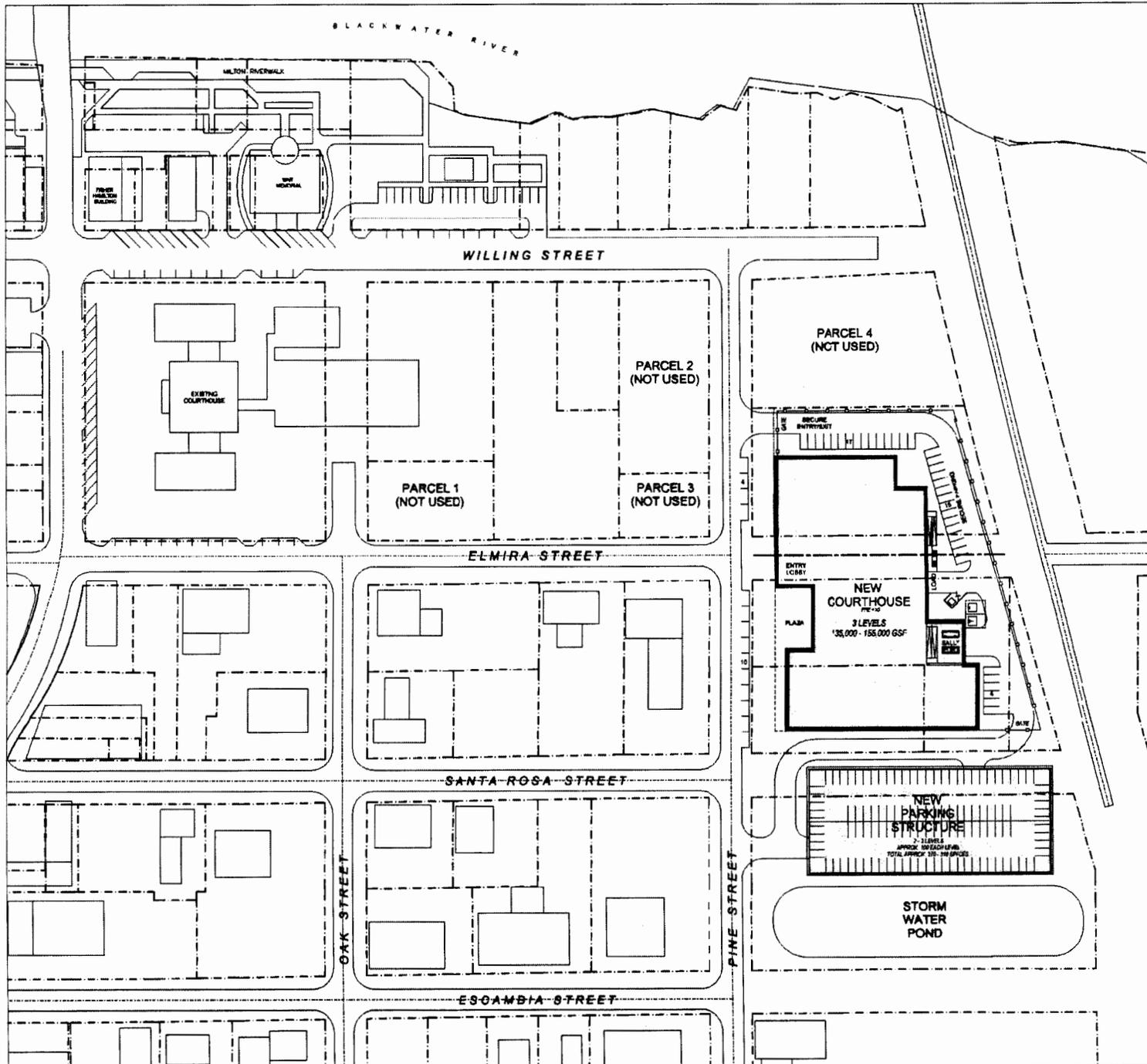
That said, the only desired outcome and request I have for the November 9 meeting is to ask the board to approve the Pine Street location.

If the Pine Street location is selected, that decision would obviously be contingent upon an updated geotechnical report that would verify soil conditions are no worse at the Pine Street location than they are at the currently proposed existing courthouse site and could support a three-story building. The updated GEO technical report would also confirm if the site could meet existing storm water and environmental requirements.

The Pine Street site has generated quite a bit of excitement and optimism but I don't want folks to get their hopes up until we get these key site considerations behind us.

Please call with questions.

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.



Date: 11/04/2015

To: Brain Watkins

Fr: RL Jorgenson

Re: Pine St.

Brian, below you will find information on the land proposed to support the potential Pine St. Cr. Hse. location. The properties do not have the same zoning district designation but the use is permitted in all. Other items of interest include allowable heights and area parking which may require standards to be varied but the variance described is reasonable considering it would constitute a minor deviation. The process is also described herein. Finally street abandonment or vacates would be required but considering the uses isolated as a result (truss company & city WWTP) I do see any barrier. To surmise, what has been described can occur on the land in question.

District Standards Table

Site and Building Requirements	Residential Commercial District (R-C1) see Sec. III-4.7	One and Two Family Residential District (R-2) see Sec. III-4.4	Traditional Neighborhood District (TND) Overlay
Building Height	Max 45' at Setback lines; 6 stories with provision of 4/12 bonus criteria (see Sec. III-12-5)	35'	Can Vary (see Section III-13, Traditional Neighborhood Development)
Floor Area Ratio	FAR 3.0; FAR of 4.5 with provision of 4/12 Bonus criteria (see Sec. III-12-5)	~	Can Vary (see Section III-13, Traditional Neighborhood Development)
Site coverage	max. 70%	max. 30%	Can Vary (see Section III-13, Traditional Neighborhood Development)
Setbacks:	30' minimum when adjacent to the Blackwater River.	~	Can Vary (see Section III-13, Traditional Neighborhood Development)
<i>Front</i>	15' minimum	Average depth of adjacent structure; 30' minimum	Can Vary (see Section III-13, Traditional Neighborhood Development)
<i>Side</i>	5' minimum	10% of lot width, need not exceed 15'	Can Vary (see Section III-13, Traditional Neighborhood Development)
<i>Rear</i>	15' minimum	20' minimum	Can Vary (see Section III-13, Traditional Neighborhood Development)
Parking Requirements	1 space/300sf	~	Can Vary (see Section III-13, Traditional Neighborhood Development); In General - 1 space/500sf.; Additional landscape requirements in lots with <100 spaces
Additional Requirements	10' Landscape buffer at street fronts	~	Additional landscaping requirements
Permitted Uses	No Use Conflict	No Use Conflict	No Use Conflict

Section III-12.5

In order to encourage high quality commercial development within the downtown area and implementation of the DCR Plan, the developer of a single purpose or mixed use commercial building or complex within the DCRA may increase the building height to a maximum of six stories and its floor area ratio to a maximum of 4.5 by providing in the plans and funding the development of any four of the twelve bonus criteria specified in the remainder of this section. Any increase in height must be in accordance with the provisions of section III-5.1, general regulations.

Allowable uses within each applicable zoning district

R-2 zoning district:

Only the following uses shall be permitted within any R-2 one-family and two-family dwelling district:

- (1) Any use permitted in the R-1A single-family dwelling district, including the customary accessory uses;
- (2) One-family and two-family dwelling structures; and
- (3) Planned development projects as provided for in section III-6.

Uses permitted in the R-1A zoning district also include those uses allowable within the R-1AA zoning district; therefore, those uses allowable within the R-1AA zoning district would also be allowable within the R-2 zoning district.

Only the following uses shall be permitted in any R-1AA single-family dwelling district:

- (9) **Buildings used exclusively by the federal, state, county or city government for public purposes. Such building shall be developed in accordance with site and building requirements for the R1-AA district, and shall be subject to the screening requirements for commercial districts.**

RC-1 Zoning District:

Uses permitted. Unless otherwise specified, the following use categories or combination thereof, are determined to be appropriate to and compatible with the expressed purpose of this district and shall be permitted:

- (2) Uses permitted in R-2 one-family and two-family dwelling districts;
- (4) Uses permitted in C-1 neighborhood retail commercial districts;

Traditional Neighborhood Development Overlay District (TND)

The TND district is an optional overlay district that may be applied by the property owner as his/her election. In the case where a property owner requests the the TND overlay district be applied to multiple adjacent properties under his/her ownership, the Milton City Council may grant the request to apply the standards of TND zoning provided the properties are combined into a single parcel of land, and provided the owner makes a written request to rezone the

properties. The allowable uses within the TND district are as follows per City of Milton Regulations:

Traditional neighborhood developments are designed to include a mixture of uses. The term "mixed uses" means that nonresidential land uses, such as commercial, civic and open space, are mixed with residential land uses. Mixing land uses can broaden the tax base of a community. Mixing uses also helps promote walking between the various uses. Different modes of transportation are promoted in the community such as walking, bicycles, transit, automobiles, and canoes. Mixed use also provides a community center or focus. For example, the community center could be a public facility such as a park (courthouse square property), recreational facility, school, or library, or it may be a retail area. The term "mixed use" also means promoting a mix of housing types and sizes to accommodate households of all ages, sizes, and incomes. This means varying lots sizes and densities, and allowing other types of housing such as attached single-family residences, townhomes, duplexes, fourplexes, and specialty housing for seniors. The term "mixed use" also means that housing is provided in the same building above commercial uses such as shops or offices.

Variance Requirements

In the case that a proposed development project or lot does not meet the requirements of the applicable zoning district, the applicant may request a variance from the regulations from the City of Milton's Board of Adjustment. The regulations for this process are as follows:

A variance from the terms of these regulations shall not be granted by the board of adjustment unless and until the following requirements or procedures are met:

- (1) Application; conditions. A written application for a variance (hardship relief) is submitted to the planning and development department demonstrating that a hardship exists based on one of the following conditions:
 - a. Special conditions and circumstances exist which are peculiar to the land, structure, or buildings involved and which are not applicable to other land, structure, or buildings in the same district;
 - b. Literal interpretation of the provisions of these regulations would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of these regulations;
 - c. The special conditions and circumstances do not result from the actions of the applicant; or
 - d. Granting the variance requested will not confer on the applicant any special privilege that is denied by these regulations to other lands, structures or buildings in the same district.

No nonconforming use of neighboring lands, structures or buildings in the same district, and no permitted or nonconforming use of lands, structures, or buildings in other districts shall be considered grounds for the issuance of a variance.

No application may be filed by the same applicant for the same variance for a period of six months, unless there is a substantial change in facts or circumstances.

- (2) Notice; hearing. Notice of public hearing shall be given in accordance with the provisions specified in section II-4, special exceptions, and a public hearing shall be held. Any party may appear in person, or by agent or by attorney;
- (3) Findings. The board of adjustment shall make a finding that the requirements regarding hardship relief have been met by the applicant for a variance, that the reasons set forth in the application justify the granting of the variance, and that the variance is the minimum variance that will make possible the reasonable use of the land, building or structure;
- (4) The board of adjustment shall further make a finding that the granting of the variance will be in harmony with the general purpose and intent of these regulations, and will not be injurious to the neighborhood, or otherwise detrimental to the public welfare;
- (5) Conditions; safeguards; violation. In granting any variance, the board of adjustment may prescribe appropriate conditions and safeguards in conformity with these regulations. Violation of such conditions and safeguards, when made a part of the terms under which the variance is granted, shall be deemed a violation of these regulations and punishable under section II-7;
- (6) Time limit. The board of adjustment shall prescribe a reasonable time limit within which the action for which the variance is required shall be begun or completed, or both. Failure to begin or complete such action within the prescribed time limit shall render the variance null and void; and
- (7) Substantially similar use. Under no circumstances shall the board of adjustment grant a variance to allow a use not permissible under the terms of these regulations in the district involved, or any use expressly or by implication prohibited by the terms of these regulations in said district; however, as provided for in these regulations, the board may make a substantially similar use determination upon request by the development approval authority.



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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



3

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 N. BELL, OMB Director

M E M O R A N D U M

TO: Board of Commissioners

FROM: Hunter Walker, County Administrator

DATE: November 5, 2015

SUBJECT: County Administrator Position

At the November 4, 2015 called meeting the Board interviewed the following three (3) finalist for the county administrator position:

- Randall Dowling
- Tony Gomillion
- Ted Lakey

As previously decided the Board will make a decision in this matter at the November 9, 2015 Committee-of-the-Whole meeting. Attached is the information provided by the Florida Association of County Managers (FACM) for each finalist.

Recommended Candidates for Further Consideration

Randall Dowling

Present Position

County Manager – Barrow County, GA

Professional Experience

22 years' experience as a county manager

- County Manager – Barrow County, GA
2013-2015
- County Administrator – Gordon County, GA
2002-2013
- County Administrator – Lee County, GA
1996-2002
- County Manager – Berrien County, GA
1993-1996

Six years' additional local government management experience; all in Florida

- Assistant to County Administrator – Indian River County, FL
1990-1993
- Assistant to City Manager – Homestead, FL
1987-1990

Education

- Master's Degree in Public Administration

Strengths

- Strong budget/finance experience
- Experience coordinating & implementing local option sales taxes
- Strategic planning & organizational development
- Historic preservation/revitalization
- Agricultural and rural development
- Active in state and national professional associations; continuing education
- Active in the community and has taught Public Administration courses at local college

Areas of Concern

- No Florida city or county management experience
- No experience in Northwest Florida; will need to build his professional network in Santa Rosa County and throughout the state
- Not much experience in tourism development
- Has not managed a coastal county

Rebecca Whitfield

From: Randall Dowling <dowlingrandall@gmail.com>
Sent: Monday, September 07, 2015 8:55 PM
To: Web EMail - Human Resources
Subject: Resume for County Administrator
Attachments: Randall Dowling Resume.doc - Santa Rosa.doc

~~Attached is my resume for the County Administrator position. Thank you.~~

Randall Dowling
770-324-5160

RANDALL DOWLING

1248 Olde Lexington Road / Hoschton, Georgia 30548 / (770) 324-5160
dowlingrandall@gmail.com

September 6, 2015

Santa Rosa County, Florida
~~6495 Caroline Street~~
Milton, FL 32570

Re: County Administrator Position

Dear HR Director:

Enclosed is my resume for the position of **County Administrator**. As you can see on my attached resume, I have the necessary qualifications for this position. I have earned a Bachelor of Science in Public Administration (BSPA) degree and a Master of Public Administration (MPA) degree. I also have 29 years of local government management experience in both city and county governments with a proven record of performance, accomplishments, and stability.

During my meaningful local government management career, I have supervised and coached many employees, prepared and monitored budgets ranging from \$6M to \$66.5M, prepared agenda items and reports, managed many contracts for services, and responded to citizen complaints and media inquiries. In addition, I have planned, managed, and financed many successful capital projects including fire stations, park and recreation facilities, law enforcement facilities, road, bridge, sidewalk, and utility improvements, and public safety radio systems.

Looking to the future, I have also developed strategic plans such as comprehensive master plans, unified land development codes, transportation plans, solid waste management plans, park & recreation master plans, overlay districts, and compensation and classification studies using professional consultants.

Lastly, I have created bid and RFP/RFQ specifications, managed and served on various community boards, wrote and administered many federal and state grants, and kept elected officials, staff, and the public informed of county activities through a constantly updated and distributed program of work document and web site.

With my extensive experience in local government management including Florida experience with the City of Homestead and Indian River County, I can assist Santa Rosa County with any project or issue.

Thank you for your consideration of my qualifications. I look forward to hearing from you soon.

Very truly yours,

Randall Dowling

Randall Dowling

RANDALL DOWLING

Address

1248 Olde Lexington Road
Hoschton, Georgia 30548
(770) 324-5160
dowlingrandall@gmail.com

Career Summary

29 years of local government management experience. Academic credentials include MPA and BSPA degrees.

PROFESSIONAL EXPERIENCE

County Manager, Barrow County, Georgia, November 2013 to August 2015. 70,169 population, \$66.5M all fund annual budget, seven member Board of Commissioners, ten department directors, six incorporated cities, 576 full-time and part-time employees, 162 square miles, full-service county, 50.3% population growth rate from 2000 to 2010. Suburb of Atlanta.

Typical duties include:

- Implemented Board policies, oversaw the day-to-day operations of the county government, and managed the county's capital improvement program funded by a voter-approved special purpose local option sales tax (SPLOST).
- Supervised department directors, assisted the constitutional officers, various public and quasi-public agencies, and the incorporated cities with their concerns and projects, and maintained positive relationships with each group.
- Prepared the annual budget, quarterly finance reports, bi-monthly commission agendas, and various federal and state grant applications.
- Responded to media inquiries (print, radio, and television).
- Developed bid specifications and Request for Proposals/Qualifications for a variety of products and services.
- Consulted with and advise contractors, vendors, engineers, and architects performing projects for the county.
- Resolved citizen complaints.
- Strategically identified short and long-range opportunities that would benefit the county.

Selected accomplishments include:

- Transitioned the county government from a traditional commission to a commission-manager form of government and improved the administrative framework that included written personnel, purchasing, and financial policies, a five year CIP, professional web site, streamlined budget process, and hired many vacant department director positions.
- Lowered the property tax rate from 13.26 to 12.75 mills by reducing expenses and refinanced three bond issues that will save \$5.5M over 17 years.
- Conducted a year-long process to outsource many county departments using a public-private partnership model to achieve cost savings and increase organizational efficiencies. Selected consultant guaranteed \$4M in savings over a five year period. Board voted not to implement proposal. Outsourced services on a case-by-case basis including EMS billing that will generate an additional \$250,000 per year.
- Upgraded the county-wide public safety radio system from a VHF system to a more modern 700 megahertz system for better radio coverage.
- Supervised many projects including road improvements, public safety (911) improvements, utility improvements, and prepared strategic plans.

County Administrator, Gordon County, Georgia, June 2002 to September 2013. 60,000 population, \$47.6M all fund annual budget, five member Board of Commissioners, 13 department directors, five incorporated cities, 400 full-time and part-time employees, 356 square miles, full-service county, 25.1% population growth rate from 2000 to 2010.

RANDALL DOWLING

PROFESSIONAL EXPERIENCE

County Administrator, Gordon County, Georgia

Typical duties include:

- Same as Barrow County, Georgia

Selected accomplishments include:

- Supervised the design and successful completion of several major SPLOST funded capital improvement projects including:
 - \$30M, 376 bed, 100,000 s.f. Jail and Sheriff's Office.
 - \$11M, 75 acre regional recreation complex.
 - \$3M two bay fire station with equipment.
 - \$2.8M county-wide public safety VHF simulcast radio system.
 - \$11M worth of road and bridge improvement projects.
 - \$4M, 20,000 s.f. county-owned DFACS building using 100% state funds.
 - Acquired and renovated facilities for a Boys & Girls Club and two social service agencies using \$1.5M in CDBG funds.
 - Developed a county-owned civil war historic site using \$200,000 in federal TE funds.
 - Constructed a \$2.5M, 14,000 s.f. Agricultural Service Center to house federal, state, and local agricultural agencies under one roof.
- Outsourced the management of the county's 600 acre MSW landfill which resulted in significantly higher waste tonnage, higher revenue stream, and lower county expenses.
- Prepared two SPLOST continuation plans that resulted in successful referendum votes during 2005 and 2011. All capital projects funded by SPLOST-2005 have been successfully completed.
- Created, staffed, and funded a Planning & Development Department and a GIS Department to properly manage the county's growth.
- Improved the 911 Center by implementing Phase I and II wireless technology.
- Completed a county-wide revaluation of all real property to equalize and update property values that resulted in a lower millage rate from 9.5 in 2008 to 8.9 in 2010.
- Prepared numerous strategic plans to guide the county's future growth including a Comprehensive Master Plan 2007-2027 and Update 2013-17, Unified Land Development Code, Transportation Plan, Solid Waste Management Plan, Parks & Recreation Master Plan, two historic overlay districts, and a historic resource survey. In addition, completed and fully implemented a compensation plan to fairly compensate all employees based on market rates.
- Completed other small but important projects including installing a state-of-the-art VOIP county-wide telephone system, outsourced inmate food and medical services as well as general lawn care to achieve cost savings, created a paperless commission agenda process, prepared two promotional videos of the county for economic development purposes, improved the county's web site to project a professional public image, had the county designated as a "Storm Ready Community" by the National Weather Service, and obtained several GFOA awards.
- Increased the General Fund unrestricted fund balance by 203% from \$5.3M in 2003 to \$16.1M in 2012 that resulted in healthy cash reserves and an excellent AA bond rating. For 2012, the General Fund unrestricted fund balance was 59.1% of total General Fund expenditures.

RANDALL DOWLING

PROFESSIONAL EXPERIENCE

County Administrator, Lee County, Georgia, March 1996 to March 2002. 27,382 population, \$24M all fund annual budget, five member Board of Commissioners, eight department directors, two incorporated cities, 200 full-time employees, 362 square miles, full-service county, 52% population growth rate from 1990 to 2000. Suburban area of Albany, Georgia.

Typical duties include:

- Same as Barrow County, Georgia

Selected accomplishments include:

- Supervised the design and successful completion of numerous capital improvement projects including:
 - 33,000 s.f. Jail, Sheriff Administration Offices, and 911 Center.
 - 8,000 s.f. Public Works Maintenance Facility.
 - Senior Citizens Center.
 - Health Department.
 - County Administration Building.
 - three Fire/EMS stations.
 - historic courthouse renovations.
 - four field softball complex and numerous neighborhood parks.
- Implemented an aggressive road paving and resurfacing program using county SPLOST and state funds. Paved in excess of 60 miles of new and existing roads. This program included road design, right-of-way acquisition, condemnations, environmental assessments, wetland mitigation, and utility infrastructure installation including water, wastewater, and storm water improvements.
- Redesigned the employee health insurance plan from a traditional 80/20 plan to a modern PPO plan and redesigned the employee retirement plan from a traditional defined benefit plan to a modern and portable defined contribution plan to reduce cost and to increase employee participation.
- Managed over \$11M in various competitive federal and state grants including CDBGs, FEMA hazard mitigation grants, Georgia Greenspace Program grants, Land & Water Conservation Fund grants, and historic preservation grants that resulted in clean audits at the conclusion of the grant program.
- Created a Local Area Network (LAN) that linked all county buildings together with fiber optic cable to provide file and print sharing through a Windows NT environment, standardized all computer hardware and software purchases, developed a county web site, and provided only department directors with web browsers and all employees with e-mail through a permanent T1 connection.
- Prepared a Fire Insurance Rating Reduction Study which resulted in a reduction from an ISO Class 9 to a Class 6 (typical homeowner saved approximately 30% in annual fire insurance premiums), prepared a service delivery strategy plan delineating the service delivery responsibilities of the county and each city within the county to avoid duplication of services, prepared a green space protection plan, had developed a county-wide storm water management plan, and prepared two SPLOST strategic plans and a liquor-by-the-drink plan which resulted in successful referendum votes.
- Recruited new businesses to the county including a Wal-Mart Super Center and other major retailers using various incentives that resulted in additional sales tax and property tax revenue as well as employment opportunities.

RANDALL DOWLING

PROFESSIONAL EXPERIENCE

County Manager, Berrien County, Georgia, December 1993 to March 1996. 16,000 population, \$6M all fund annual budget, three member Board of Commissioners, five department directors, four incorporated cities, 85 full-time employees, 458 square miles, 15% population growth rate from 1990 to 2000.

Typical duties include:

- Same as Barrow County, Georgia

Selected accomplishments include:

- Developed a ten year master plan of needed capital facilities including a Public Works Maintenance Facility, EMS Facility, Fire Station, and an Agricultural Center at one location in a campus type environment. Most facilities have been completed.
- Redesigned the employee health insurance plan from a traditional 80/20 plan to a PPO plan to reduce cost and increase employee participation. Added a dental plan in place of the savings.
- Increased EMS revenue by 100% through aggressive collections. EMS revenue covered 75% of EMS expenditures.

Assistant to County Administrator, Indian River County, Florida, January 1990 to December 1993. 100,000 population, \$140M all fund annual budget, five member Board of Commissioners, five incorporated cities, 700 full-time employees, full-service coastal county.

- Assisted the County Administrator in day-to-day county operations and acted as County Administrator during his absence.
- Wrote and administered various federal and state grants.
- Assisted with the annual budget preparation.

Assistant to City Manager, City of Homestead, Florida, November 1987 to January 1990. 25,000 population, \$36M all fund annual budget, seven member City Council, 350 full-time employees, full-service city including an electric utility. Suburb of Miami.

- Assisted the City Manager with day-to-day city operations.
- Prepared the annual budget.
- Supervised the City Clerk's Office and Building Maintenance Department.

Intern, City Manager's Office, City of Rockwall, Texas, October 1986 to July 1987. 10,000 population, \$5M all fund annual budget, seven member City Council, 80 full-time employees. Interned while attending graduate school. Suburb of Dallas.

- Assisted the City Manager with day-to-day city operations.
- Prepared a fire insurance rating reduction study that resulted in an improved rating and lower fire insurance premiums for city residents.

RANDALL DOWLING

EDUCATION

Master of Public Administration, University of North Texas, Denton, Texas. Graduated August 1987. Specialized curriculum in city management. Recipient of the Hatton W. Sumner Academic Scholarship. GPA 3.5/4.0

Bachelor of Science in Public Administration, University of Arkansas, Fayetteville, Arkansas. Graduated May 1985. Extensive study of business, government, and economics. GPA 3.07/4.0

PROFESSIONAL ASSOCIATIONS

- Member, International City/County Management Association (ICMA) since 1987.
- Member, Georgia City/County Management Association (GCCMA) since 1994.
- Member, Georgia Association of County Managers & Administrators (GACMA) since 1994, Secretary/Treasurer (2008-09), Vice President (2009-10), and President (2010-11).

COMMUNITY ACTIVITIES

- Board of Directors, Gordon County Chamber of Commerce, 2002-2007.
- Member, Gordon County Chamber of Commerce Community Development Committee, 2002-2013. Chairman of the committee 2004-2006.
- Graduate of Leadership Calhoun/Gordon County in 2003.
- Certified County Official from the Association County Commissioners of Georgia (ACCG).

TEACHING EXPERIENCE

- Adjunct Instructor, Darton College, Albany, Georgia, January 2000 to May 2002. Taught evening classes in Public Administration and American Government. Consistently received high evaluations from the students.

PRESENTATIONS & PUBLICATIONS

- Developed and distributed an electronic survey of all Georgia county managers to determine their personal and professional characteristics during my tenure as President of GACMA in 2011. Survey had a 76% response rate. A presentation of the results was given during the 2011 GACMA annual conference and an article was published in the Nov./Dec. 2011 issue of Georgia County Government Magazine.
- Prepared a presentation regarding Gordon County, Georgia's IRS employment tax audit experience and delivered it during the 2011 GCCMA annual conference and at the February 2013 meeting of the Chattanooga, TN Chapter of the Association of Government Accountants.
- Wrote a short article for Public Management magazine (Sept. 2012 issue) regarding how local government managers maintain control and balance of their daily life.

RANDALL DOWLING

PROFESSIONAL REFERENCES

Charlie Felts, HR Director
Barrow County, Georgia
229-251-8658

Don Elrod, Chief Appraiser
Barrow County, Georgia
678-997-8745

Rose Kisaalita, Chief Financial Officer
Barrow County, Georgia
770-307-3000

Brad Akins, Owner
Akins Ford
678-863-8483

Cheryl Dunson, Vice President (Gordon County, GA Landfill Consultant)
Santek Environmental, Inc.
423-303-7101

Alvin Long, Former Chairman
Gordon County, Georgia
706-629-2832

SALARY REQUIREMENTS

Salary is negotiable. The advertised salary range is acceptable. My previous salary was \$110,250.

Recommended Candidates for Further Consideration *Tony Gomillion*

Present Position

Public Services Director – Santa Rosa County, FL

Professional Experience

29 years' experience as a department director in Santa Rosa County

- Public Services Director – Santa Rosa County, FL
2003-Present
- Environmental Control Director – Santa Rosa County, FL
1986-2003

Education

- Bachelor's Degree in Business

Strengths

- Currently serving as Public Services Director in Santa Rosa County
- Long career with the County; progressively responsible experience
- Significant knowledge of Santa Rosa County issues and operations
- Active in the community

Areas of Concern

- No prior experience as a city or county manager
- No advanced/professional degree
- May lack experience in other critical management areas (economic/tourism development, capital projects/infrastructure, etc.)

SANTA ROSA COUNTY
HUMAN RESOURCES
RECEIVED

2015 JUL 29 A 9 00

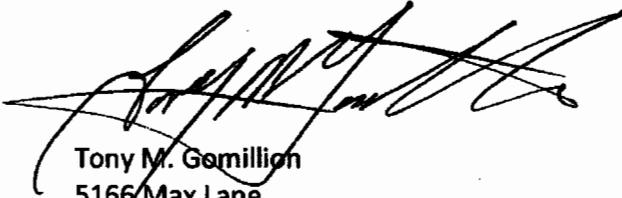
July 27, 2015

Devann Cook
Santa Rosa County Human Resources Dept.
6491 Caroline Street
Milton, FL 32570

Dear Mr. Cook:

Please find my enclosed resume in response to the County Administrator position.

Sincerely,



Tony M. Gemillion
5166 Max Lane
Jay, FL 32565

Tony M. Gomillion

850 393-9800

tgomillion@panhandle.rr.com

5166 Max Lane

Jay, FL 32565

Professional Experience:

2003 to present: Public Services Director Santa Rosa County, Florida

Primary oversight of five county departments including budget preparation, Board of County Commissioners agenda preparation, personnel, programs, and service delivery. Report to the County Administrator and respond directly to the Board of County Commissioners as required.

Departments:

***Development Services(DS)** (functional grouping of Inspections, Code Compliance, Planning and Zoning, Housing)

Initiatives:

Taking Ownership – Internal Employee Customer Service training
Development Services Consolidation
Project Management Approach
Customer Service Communication Standards
Community Housing Dept. established internally
Developed e-news and quarterly newsletter for direct customer education

***Emergency Management** (includes e911, dispatch center, fire/EMS, EMS contract oversight)

Initiatives:

Incident Commander Deepwater Horizon response
No subsidy EMS contract and unified medical director
Fire MSBU formation of 9 rural/suburban departments
E911 enhancement project
Departmental reorganization
Increased utilization of volunteer organizations and all county departments.

***Animal Services** (includes enforcement, kenneling, and adoption)

Initiatives:

Increased supervisory emphasis on customer service
Implemented customer service/communication standards

***Veteran Services** (face to face assistance to area veterans)

Initiatives:

Emphasis on collaborative efforts with other agencies and programs for transportation, housing, and general assistance

***All Departments**

Initiatives:

Employee Recognition Program
Established multiple methods of surveying customers
Managed budget reductions while continuing customer service initiatives
Implemented a team building and leadership building process for the Public Services Department

1986-2003: Environmental Control Director (Landfill/Recycling/Mosquito Control/Enforcement) Santa Rosa County

Initiatives:

Consolidation and permitting of multiple Class 1 and Class 111 Landfills
Rural Waste transfer and woody waste incineration projects
Recycling Program establishment and operation
Staging and disposal of waste from multiple storm events
Multiple joint (industrial/recreational) construction projects with Road and Bridge Department
Development of mosquito surveillance system
Employee baseline testing
Developed a commissioned environmental enforcement staff

1979 -1985: Asst. Vice President and Loan Officer – Escambia County Bank, Flomaton, AL

Professional References:

Hunter Walker – Santa Rosa County Administrator
6495 Caroline Street
Milton, FL 32570
Phone – 850 983-1877

J.R. Jones – CEO Escambia County Bank
2151 Ringold Street
Flomaton, AL 36441
Phone – 251 296-5356

Thomas V. Danheisser – Escambia County Judge

M.C. Blanchard Judicial Building, Sixth Floor
190 Governmental Center
Pensacola, FL 32502
Phone – 850 595-4420

Robert Hilliard – Santa Rosa County Judge
6865 Caroline Street, Room 200
Milton, FL 32570
Phone – 850 981-5543

Rev. Fred Rogers – Pastor Milton First Assembly of God
6163 Dogwood Drive
Milton, FL 32570
Phone 850 623-2854

Current and former volunteer and other affiliations:

Santa Rosa Clean Community System Board of Directors
Santa Rosa ARC Board of Directors
Santa Rosa Federal Credit Union Board of Directors
Mt. Carmel United Methodist Church Board Chairman
Take Stock in Children Mentor Program
World Gospel Mission

Education: B.S. in Business, University of West Florida

Current Salary: \$112, 360

Family: Wife—Janie, Media Specialist, Jay High School; two adult daughters

Recommended Candidates for Further Consideration

Ted Lakey

Present Position

County Administrator – Jackson County, FL

Professional Experience

12 years' experience as a County Administrator in Florida

- County Administrator – Jackson County, FL
2003-Present

4+ years' additional experience in Florida county government

- Public Works Division Chief/Superintendent – Escambia County, FL
1998-2003
- Interim Public Works Director – Escambia County, FL
2001-2002

Education

- Master's Degree in Public Administration

Strengths

- Over 16 years' experience in Florida local government (over 30 years including law enforcement position in Alabama)
- Significant experience in Northwest Florida
- Long tenure in current position
- Extensive experience implementing capital projects
- Economic development successes in Jackson County
- Experience in a coastal county
- Has an advanced degree in Public Administration
- Active in statewide professional associations
- Active in the community

Areas of Concern

- County Administration experience is in a rural county much smaller than Santa Rosa, but could be offset by his prior experience in Escambia County
- Resume indicates little experience in organizational/staff development or strategic planning

Ted Lakey
5367 Smith Street
Graceville, Fl. 32440
July, 28, 2015

Santa Rosa County Board of County Commissioners
6495 Carolina St.
Milton, Fl. 32570

Dear Board Members,

Please accept my resume as application for the position of County Administrator. My twenty-nine years of experience in county and municipal government will enable me to serve successfully in this position and make significant contributions to Santa Rosa County.

As you can see on the enclosed resume, I am a graduate of the University of West Florida with a Master of Public Administration degree. I am presently the County Administrator for Jackson County Florida and have served in this position for the past 12 years. Currently, I supervise over 220 employees and manage a 45 million dollar budget. I have extensive experience in the day-to-day operation of county government, budget development, human resources, public works and ensuring that projects are completed successfully and on time. In addition, I have a vast knowledge of economic development and growth management. I also have a proven track record in facilitating a positive, productive work environment. I take pride in the fact that I have developed a cohesive staff that works well together and are problem solvers.

For the past 17 years I have lived and worked in the Florida Panhandle, including Santa Rosa County. I am familiar with many of the issues facing your diverse county, from the development of industrial sites, promotion of tourism, rural infrastructure needs and dealing with natural disasters. I have the unique skill set and qualities to work with community leaders and citizens to develop and implement successful solutions to these problems.

I am excited at the opportunity to meet each of you to discuss how we can work together to continue your efforts to make Santa Rosa County one of the best places to live and work in Florida.

Sincerely,

Ted Lakey
850-263-7330
ted_lakey@yahoo.com

TED O. LAKEY

SUMMARY OF QUALIFICATIONS

- Over 29 years progressive managerial experience in county and municipal government
- Master in Public Administration
- County Administrator. Knowledge of government operations, budgeting, policy development, economic development, public safety, public works operations, tourist development, human resources, union negotiations, growth management, code enforcement, landfill operations and fleet management

EXPERIENCE

Jackson County Board of County Commissioners, Marianna, Florida

August 2003 to Present

County Administrator

Current salary - \$ 85,739 a year

Chief Executive Officer in charge of all aspects of county operations that fall under the jurisdiction of the Board of County Commissioners.

Duties

- Administration of Board policies and directives.
- Developing the County's annual 45 million dollar budget.
- Developing new policy and procedures.
- Oversight of road and capital improvement projects.
- Working with community leaders to identify local needs.
- Serving as a member of the County's economic development team.
- Working with members of our legislature to secure funding for County projects.
- Develop meeting agendas.
- Supervision of 220 employees that work in the departments of Administration, Engineering, Community Development, Road and Bridge, Fire/Rescue, Corrections, Parks and Recycling, Building, Utilities and the Library.

Accomplishments

- Actively worked with the Jackson County Development Councils economic development team that brought five major companies to

the County with investments of over 100 million dollars and the creation of over 600 new jobs. This included the creation of the Marianna/Jackson County Distribution Park with the Family Dollar Distribution Center and creation of a construction services park.

- Successfully negotiated an increase in landfill host fees that increased revenues to the County of over \$ 400,000 a year.
- Created an Engineering Department that has enabled the County to provide better services and save monies in engineering fees.
- Created a Parks/Recycling department to improve and manage county parks and property.
- Developed and implemented a joint agreement with the City of Marianna waste treatment that eliminated the need to build a 3.5 million dollar treatment facility.
- Developed plans and sought funding for the construction of a new Emergency Management Center.
- Developed and implemented a long range IT plan for county to increase office efficiency.
- Developed an innovative approach to roadway management and construction with currently over 100 miles of dirt roads paved and a number of resurfacing projects completed.
- Worked on the County obtaining a 10 million dollar low interest loan for road projects.
- Managed the purchase and renovation of a 5,000 Square Foot office building.
- Set up the county's first Code Enforcement Board and established the position of Code Enforcement Officer.
- Working with office of court administration to develop and complete a 1.9 million dollar courthouse renovation project.
- Planed and managed the 3.9 million dollar Jackson County Water/Wastewater Improvement Project, a project that extended water and sewer lines, upgraded three lift stations and one of the system's wells.
- Directed the installation of a major software purchase that enabled the County's Building Department and the Community Development to jointly process permits.
- Worked with the Jackson County Tourist Development Council to recruit and hire County's first full time TDC director

Escambia County Public Works Department, Cantonment, Florida
September 1998 to January 2003

Superintendent

County Division Chief of the Road Prison Division of the Public Works Department. Developed and directed the implementation of policies, procedures and work standards for 67 officers and support employees. Developed and prepared a recommended annual 4.2 million dollar budget

in accordance with established guidelines. Managed and evaluated each Road Prison program including security, food and laundry services, maintenance and inmate health care. Insured compliance with all Florida Department of Law Enforcement standards regarding training and certifications. Prepared all necessary administrative, financial and statistical reports. Assigned internal security investigations and made recommendations regarding officer discipline. Participated in union negotiations and coordinated with representatives regarding implementation of union agreements. Oversaw administration of contracts with providers of professional services. Developed plans for renovation and expansion of the facility.

Escambia County Public Works Department, Cantonment, Florida
December 2001 to May 2002

Interim Public Works Director

Directed operations for department that consists of three divisions: Road and Bridges Maintenance, Fleet Maintenance and Road Prison. Supervised over 200 employees as well as the care and custody of 160 inmates. Developed annual 18 million dollar budget, prepared RFP for street sweeping operations, worked on development of a vehicle replacement schedule and was a member of the county's union negotiation committee.

Birmingham Police Department, Birmingham, Alabama

April 1984 to September 1998

Correctional Lieutenant

Began career at the Birmingham City Jail, a 425 bed correctional facility and progressed through the ranks to a senior management position. Supervised 21 officers, 4 Sergeants and 6 support personnel. Primary responsibilities included ensuring safety and welfare of inmates, development and implementation of jail rules, regulations and operating procedures. Other duties involved interviewing perspective candidates, training personnel, and supervision of the maintenance staff, accepting bids, purchasing equipment and making recommendations for the annual budget. Additional tasks included reviewing officer's paperwork, investigating complaints and fulfilling duties of Assistant Jail Administrator in his absence.

EDUCATION

2002 **University of West Florida, Pensacola, Florida**

Master of Public Administration

1978 **University of Alabama, Tuscaloosa, Alabama**

Bachelor of Arts

Major in Communications, Minors in Management and Political Science

CERTIFICATIONS/AFFILIATIONS

Board Member – Jackson County Chamber of Commerce

Board Member - Marianna Main Street

Board Member – Panhandle Public Library Cooperative System

Member of the Florida City and County Management Association

Member of the Florida Association of County Managers

Member of Jackson County Chamber of Commerce Governmental Affairs Committee

Member of the Kiwanis Club

University of Alabama Alumni Association

Graduate of Florida Criminal Justice Executive Institute *Chief Executive Seminar*

Graduate of University of Alabama Law Enforcement Academy

References for

Ted O. Lakey

Brad Drake

State Representative
Chipola College Office
3094 Indian Circle
Admin. Building, Room 186
Marianna, Fl. 32446
(850) 718-0047
(850-718-5005

Lou Roberts

Jackson County Sheriff
4012 Lafayette Street
Marianna, Fl. 32447
(850) 482-9624

Donald Butler

County Administrator
Gulf County
1000 Cecil G. Costing Sr. Blvd.
Port Saint Joe, Fl. 32456
(850) 229-6106
dbutler@gulfcounty-fl.gov

Jim Dean

City Manager
City of Marianna
2898 Green Street
Marianna, Fl. 32447
(850) 482-4353
jim.dean@cityofmarianna.com

Terri Lowery

Vice President of Business Development
Jones Edmunds and Associates, Inc.
730 N.E Waldo Road, Bldg. A
Gainesville, Fl. 32641
(352) 377-5821
tlowery@jea.net

Hunter Walker

From: Katrina Snider <ksnider9620@hotmail.com>
Sent: Tuesday, October 27, 2015 9:08 AM
To: Hunter Walker
Subject: RE: November 9th meeting- RAM

Mr. Walker,

1. Support from the County Commissioners is a documented approval allowing Remote Area Medical to come to Santa Rosa County. RAM requires this approval prior to proceeding with the planning phase.
2. I have discussed police/sheriff and EMS services with Brad Baker. He assured me that he is confident that he could get a contract with EMS for this clinic. As far as the police/ sheriff services our host team would hire/ contract positions needed for this. I understand these services are hourly and we will be doing fund raisers/ donations to raise money towards these contracts.
3. Approval for RAM to host a clinic in Santa Rosa County is the only requirement I need from the County Commissioners.

I appreciate you allowing me to clarify these further with you. Please let me know if there is anything else I can provide you with. I understand you all have a busy day and I appreciate you allowing me to come speak. What time should I plan to be there?

Katrina Snider

From: HunterW@santarosa.fl.gov
To: ksnider9620@hotmail.com
Date: Tue, 27 Oct 2015 08:05:28 -0500
Subject: RE: November 9th meeting- RAM

Thanks Katrina, good summary. Couple of questions:

1. I understand approval, but also mentions requesting support is that more clearly defined?
2. Will the county be asked/required to provide police, sheriff or EMS services?
3. Any other requirements of county?

The 9th will be very busy but can place on agenda with questions answered.

Hunter

From: Katrina Snider [mailto:ksnider9620@hotmail.com]
Sent: Monday, October 26, 2015 4:09 PM
To: Hunter Walker <HunterW@santarosa.fl.gov>
Subject: Novemer 9th meeting- RAM

Mr. Walker,

Remote Area Medical

- Remote Area Medical provides medical care through mobile clinic events in underserved, isolated, or impoverished communities. Most clinics provide general medical, dental, vision, preventive care, and education unless otherwise indicated such as veterinarian services.
- Scheduled to come to Santa Rosa County in November 12th & 13th, 2016.
- Remote Area Medical requires approval and support from county commissioners during the planning process.
- Possible site locations of Central High School or Milton High School.
- Santa Rosa County School Board is supporting this event an offering use of above schools to host this event.
- Will be requesting contracts for EMS, police/ sheriff and fire department.
- All medical providers will need to be licensed in the State of Florida.
- Providers will be covered by the sovereign immunity coverage.
- RAM carries a 1,000,000 liability insurance.
- Projected amount of patients to be seen during this 2 day clinic is 1,600-2,400 patients.
- This clinic will require not only medical professionals to volunteer but also the general public. General public volunteers will assist with setting up equipment, crowd control, registration, parking, break down and other general duties.
- Requesting written approval from County Commissioners for RAM clinic to visit Santa Rosa County.
- Follow up care will be developed with Santa Rosa Community Clinic & Florida Department of Health of Santa Rosa County.

Hunter Walker

From: Cheryl Adams <cheryl@teamjb.com>
Sent: Friday, October 09, 2015 1:08 PM
To: Hunter Walker
Cc: Jon Johnson
Subject: Letter of Agreement

Hi Hunter,

We appreciate our relationship with Santa Rosa County and consent to continuing with the same terms as we have currently. Please let me know if you have any questions or need any other information.

Thank you,

Cheryl
CHERYL ADAMS
EXECUTIVE ASSISTANT
TO JON JOHNSON & TRAVIS BLANTON
Johnson & Blanton, LLC
Relationship is Everything
(850) 224-1900
fax: (850) 224-1444
Cheryl@TeamJB.com

Email scanned by Check Point

AGREEMENT FOR LOBBYIST SERVICES

THIS AGREEMENT is made this ___ day of December, 2014, by and between Johnson & Blanton, (“Lobbyist”) whose mailing address is Post Office 10805, Tallahassee, Florida 32302, and Santa Rosa County, Florida, (“County”), a political subdivision of the State of Florida, whose mailing address is 6495 Caroline Street, Milton, Florida 32570.

WITNESSETH:

WHEREAS, Johnson & Blanton is a Florida based government relations firm representing clients before the Florida Legislature, state and administrative agencies, the Florida Governor and Cabinet; and

WHEREAS, the County is in need of representation by a professional government relations firm for the purpose of advancing its financial and programmatic needs at the state level of government,

NOW, THEREFORE, in consideration of the mutual terms and conditions contained herein and other good and valuable consideration, the Lobbyist and the County agree as follows:

1. **TERM**. The Lobbyist agrees to provide professional representation to the County, as an independent contractor, for a term of one year, commencing on January 1, 2015 and ending on December 31, 2015.

2. **SCOPE OF SERVICES**. The Lobbyist agrees to provide professional lobbyist services and represent the County in matters where such representation is needed by County. The Lobbyist agrees to direct questions regarding the County’s needed services to the County Administrator or Board Chairman unless otherwise directed by these individuals. The Lobbyist agrees to use its best efforts in its representation of County. County understands that the Lobbyist cannot guarantee certain results will be obtained. Anticipated areas in which

representation of County may be required include; local or special laws, transportation issues at the state level, growth management issues and other state issues which may concern the Board.

Due to the nature of the services to be provided by these individuals and the firm of the Lobbyist under this Agreement, shall not be assignable.

3. **FEES & BILLING.** In exchange for the Lobbyist performing professional lobbyist services, the County agrees to pay an annual fee of \$60,000.00 to be paid in monthly installments of \$5,000.00. County shall not reimburse the Lobbyist for expenses associated with performance of this Agreement with the exception of travel, which shall be reimbursable if pre-approved by the County Administrator or Board Chairman. The Lobbyist agrees all reimbursable travel expense requests shall comply and be used in accordance with Chapter 112, Florida Statutes. County reserves the right to audit the Lobbyist records regarding reimbursable travel expenses upon reasonable notice to the Lobbyist.

4. **TERMINATION.** Either party may terminate this Agreement prior to expiration of the term without cause upon thirty (30) days written notice to the other party. Either party may terminate this Agreement for breach of any provision contained herein upon seven (7) days notice to the other party.

5. **CONFLICT OF INTEREST.** The Lobbyist agrees it shall not contract for or accept employment for the performance of any work or service with any individual, business corporation, or government unit that would create a conflict of interest in the performance of its obligations under this Agreement. The Lobbyist further agrees it will neither take any action nor engage in any conduct that would cause any County employee or official to violate the provisions of Chapter 112, Florida Statutes, relating to ethics in government. The Lobbyist also

agrees to comply with the County's ordinance prohibiting conflicts of interest among retained consultants.

6. **INDEMNIFICATION.** The Lobbyist shall indemnify and hold harmless Santa Rosa County, its elected and appointed officials, employees, volunteers, representative and agents for any and all claims, suits, actions, damages, liability and expenses arising from or relating to any wrongful act or omission, whether or not the same constitutes a breach of this Agreement or is committed in the course of performing duties hereunder, including but not limited to those acts or omissions which are considered defamatory, libelous, discriminatory or otherwise unlawful under applicable laws or to properly report or pay any applicable federal, state or local fees or taxes.

7. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement between the parties and supersedes all prior oral or written agreements. The Lobbyist acknowledges that it has not relied upon any statement, representation, prior or contemporaneous written or oral promises, agreements or warranties, except such as are expressed herein. The terms and conditions of this Agreement can only be amended in writing upon mutual agreement of the parties.

8. **COMPLIANCE WITH LAWS.** The Lobbyist agrees to comply with all federal, state and local laws, rules, policies, or guidelines related to the performance of this Agreement, including but not limited to properly registering as a lobbyist for representation of the County with the appropriate governmental entities as well as making all necessary lobbying reports in a timely manner to the proper authorities.

9. **MISCELLANEOUS.** If any term or condition of this Agreement shall be invalid or unenforceable, the remainder of the terms and conditions of this Agreement shall remain in full

force and effect. This Agreement shall be construed in accordance with the laws of the State of Florida. This Agreement shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all of the terms and provisions hereof.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written above.

SANTA ROSA COUNTY, FLORIDA

By: _____
Don Salter, Chairman

ATTEST:

Donald C., Spencer, Clerk

LOBBYIST:

JOHNSON & BLANTON

By: _____
Jorge Domincis, President

WITNESSES:

Printed Name: _____

Printed Name: _____



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Administrative Services/Parks Operations



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

Santa Rosa Public Works Offices
6075 Old Bagdad Highway
Milton, FL 32583

Hunter Walker, County Administrator
Roy V. Andrews, County Attorney
Jayne N. Bell, OMB Director

MEMORANDUM

DATE: OCTOBER 28, 2015
TO: STEPHEN FURMAN, PUBLIC WORKS DIRECTOR
FROM: TAMMY C. SIMMONS, ADMINISTRATIVE SERVICES MANAGER
RE: PACE COMMUNITY CENTER – PLAYGROUND ADDITION

Recommend the Board of County Commissioners authorize the purchase of additional playground equipment for the Santa Rosa Sportsplex from J. A. Dawson & Company in the amount of \$19,940.58. Proposals were received from the following:

- PlayPower LT (Little Tikes) \$17,000.00
- Kompan \$16,790.24
- J. A. Dawson (GameTime) \$16,982.34
- J. A. Dawson (GameTime) \$16,750.09

After reviewing the proposals with Commissioner Salter, J. A. Dawson, was chosen as vendor.

- J. A. Dawson, GameTime
 - Experience with the GameTime product.
 - Receive timely replacement parts and replacement by certified installer.
- PlayPower LT, Little Tikes
 - Experience with Little Tikes product.
 - Time frame on replacement parts and replacement by a certified installer can take anywhere from 6 months to 1 year.
- Kompan
 - No experience with Kompan products.
 - No experience with replacement parts or certified installer.
 - Manufactured in Germany.
 - My experience with replacement parts coming from overseas is that it takes quite a while to actually receive parts resulting in having to remove the playground equipment until received and then have to pay a certified installer to re-install the item.

Once J.A. Dawson was selected as the vendor, a request was made to the vendor to exchange an item, Medium Conifer, for a more desirable play

component and two benches resulting in the difference in price of submitted proposal and price of award recommendation.

If you have questions, or need additional information, please contact me.



c/o J.A. Dawson & Company
 P.O. Box 1178
 Pelham, AL 35124
 Phone: 800-221-8869
 Fax: 205-663-5012

QUOTE
 #61523

10/28/2015

Pace Community Center Playground A1.3_2

Santa Rosa County Parks and Recreation
 Attn: Tammy Simmons
 6075 Old Bagdad Highway
 Milton, FL 32570
 Phone: 850-983-1858
 Fax: 850-983-1861
 tammys@santarosa.fl.gov

Ship To Zip: 32571

Quantity	Part #	Description	Unit Price	Amount
1	38000	Game Time - The Dragonfly	\$4,383.00	\$4,383.00
2	38055	Game Time - Spinning Leaf Seat (tilted)	\$629.00	\$1,258.00
1	38215	Game Time - Bee with Legs (inground)	\$2,695.00	\$2,695.00
2	38217	Game Time - Flower Talk Tube Ground level 2-5	\$521.00	\$1,042.00
1	19279	Game Time - Playful Cabin	\$5,947.00	\$5,947.00
2	1820	Game Time - Timbers Straight Leg Park Bench	\$507.00	\$1,014.00
1	INSTALL	Game Time - Installation of Playground Equipment	\$5,950.00	\$5,950.00

US Communities Contract #110179
 Contract: USC

SubTotal: \$22,289.00
 Discount: (\$3,082.30)
 Freight: \$733.88
Total Amount: \$19,940.58

UNLESS SPECIFICALLY INCLUDED, THIS QUOTATION EXCLUDES ALL EQUIPMENT ASSEMBLY AND INSTALLATION; SAFETY SURFACING; BORDERS AND DRAINAGE PROVISIONS, ALL SITE WORK AND LANDSCAPING; REMOVAL OF EXISTING EQUIPMENT; ACCEPTANCE OF EQUIPMENT AND OFF-LOADING AND STORAGE OF GOODS PRIOR TO INSTALLATION. SIGNED ACCEPTANCE OF THIS QUOTE ASSUMES ACCEPTANCE OF TERMS AND CONDITIONS ON ATTACHED PAGE. TERMS: NET 30 DAYS

Pace Community Center Playground A1.3_2

**QUOTE
#61523**

10/28/2015

Acceptance of quotation:

Accepted By (printed): _____ Signature: _____

P.O. No: _____ Purchase Amount: **\$19,940.58**

Date: _____ Title: _____

Phone: _____ Facsimilie: _____

Order Information:

Bill To: _____ Contact: _____

Address: _____ Tel: _____

City, State, Zip: _____

Ship To: _____ Contact: _____

Address: _____ Tel: _____

City, State, Zip: _____

FIN# (FEDERAL IDENTIFICATION NUMBER) _____

SALES TAX EXEMPTION CERTIFICATE #: _____ (PLEASE PROVIDE A COPY OF CERTIFICATE)

Pace Community Center Playground A1.3_2

QUOTE #61523

10/28/2015

TERMS AND CONDITIONS OF SALE Required for Complete Order: Purchase Order or signed quote, 50% down and 50% net 30 after delivery or installation with credit approval or 100% payment with order, complete billing & shipping address w/ contact names and phone numbers, and color selections. Contractors provide fully executed bid/performance/payments bonds as applicable. Pricing: f.o.b. factory, firm for 30 days from date of quotation. Acceptance of this Transaction: constitutes entire agreement between buyer and seller. Failure to pay when agreed is basis for legal action to be taken. Buyer agrees to pay all legal costs for collection and reasonable attorney fees, and hereby waives rights of exemption as to personal property under the laws of the state of Alabama or any other state. In connection with this transaction, a finance charge will be imposed on the past due balance at an annual percentage rate of 18%, or 1-1/2% per month. Delivery Schedule: Upon written notification of order (with or without installation services) delivery will be made in appx. 45-60 days. Customer has 10 days after ordering to make request to delay ship date if site will not be ready. All efforts will be made to accommodate requests, but no change is guaranteed. Freight carrier is instructed to call 24 hours in advance to arrange delivery. Returned Goods: Returned goods are subject for a restocking fee of 30% in addition to both the outbound and inbound freight charges. Goods must be packaged to protect against damage in transit in accordance with best commercial practices. Labor and material costs to make returned goods merchantable will be deducted from any credit. Returned goods will not be accepted without an authorization number (RGA) assigned by J.A. Dawson & Co., Inc. To be eligible for credit, returned good must be received at manufacturer within 45 days of issuance of a returned goods authorization number. Unloading: Unless unloading service is contracted, unloading of delivery truck is responsibility of customer. Forklift may be required. If unloading, customer is responsible for accepting and noting any damages or shortages on the freight bill and inspecting/inventorying equipment upon receipt. Customer must notify our office immediately of any discrepancies. Freight carrier is instructed to call your designated contact 24 hours in advance to arrange delivery. If job site is not prepared and ready for installation when equipment delivers, any pre-existing unloading agreement is voided and customer is responsible for truck unloading and equipment storage. Additionally Insured: Any entity or person named as additionally insured, add \$150.00 per each occurrence. TERMS AND CONDITIONS IF CONTRACTING INSTALLATION SERVICES Utilities: Customer is responsible for the location and marking of all underground utilities and sprinklers prior to installation. J.A. Dawson & Co., Inc. is not responsible for damages or repairs to any form of underground utility or sprinklers. Equipment Layout: To be as illustrated & accepted on submitted drawings. Any requested changes may result in additional charges. Site Conditions: Installation quotations are based on a prepared level surface (slope not to exceed 1/2" over 25'), and open truck access to the area. We require a 10' wide path into the site and unloaded equipment to be within 100'. Please notify estimator of site concerns to ensure proper quotation. If installation crew arrives and installation cannot be performed due to unprepared surface or inadequate access, an additional \$1,500.00 will be charged for return trip. Pier spoils from installation shall be spread at site. Site will be left rough grade. Upcharge of \$65.00 per hour per man plus necessary equipment rental will be added for installation in rock, concrete or existing asphalt. Removal of existing equipment, trees, etc. by others unless specifically contracted. Machinery Use: Installation requires the use of heavy machinery. All efforts are made to minimize damage to the site. It is recommended that all final landscaping, fencing, sidewalks, etc. be completed after installation of equipment and/or surfacing. J.A. Dawson & Co., Inc. is not responsible for damage to grass or other site features due to normal, necessary equipment use. Please notify estimator to discuss concerns prior to accepting quotation in case revisions are needed. Waste Disposal: Dumpster or approved dumping area must be provided for packaging and other waste during installation. J.A. Dawson & Co., Inc. is not responsible for removing waste from the property unless specifically contracted. Security: J.A. Dawson & Co., Inc. is pleased to supply & install your equipment in a timely, professional manner. Upon completion, the equipment is secured with tape to discourage play and allow concrete to dry for 72 hours. Premature play will cause equipment to become loose in the concrete footings. Customer is responsible for prohibiting access to equipment during this critical drying time. J.A. Dawson & Co., Inc. is not responsible for equipment that becomes loose in the concrete due to premature access or events beyond our control. If purchasing rubber safety surfacing, the 72 hour waiting period also applies. Premature access will leave imprints in rubber surfacing. Customer is responsible for security.

J.A. DAWSON & CO., INC.

DATE

CUSTOMER

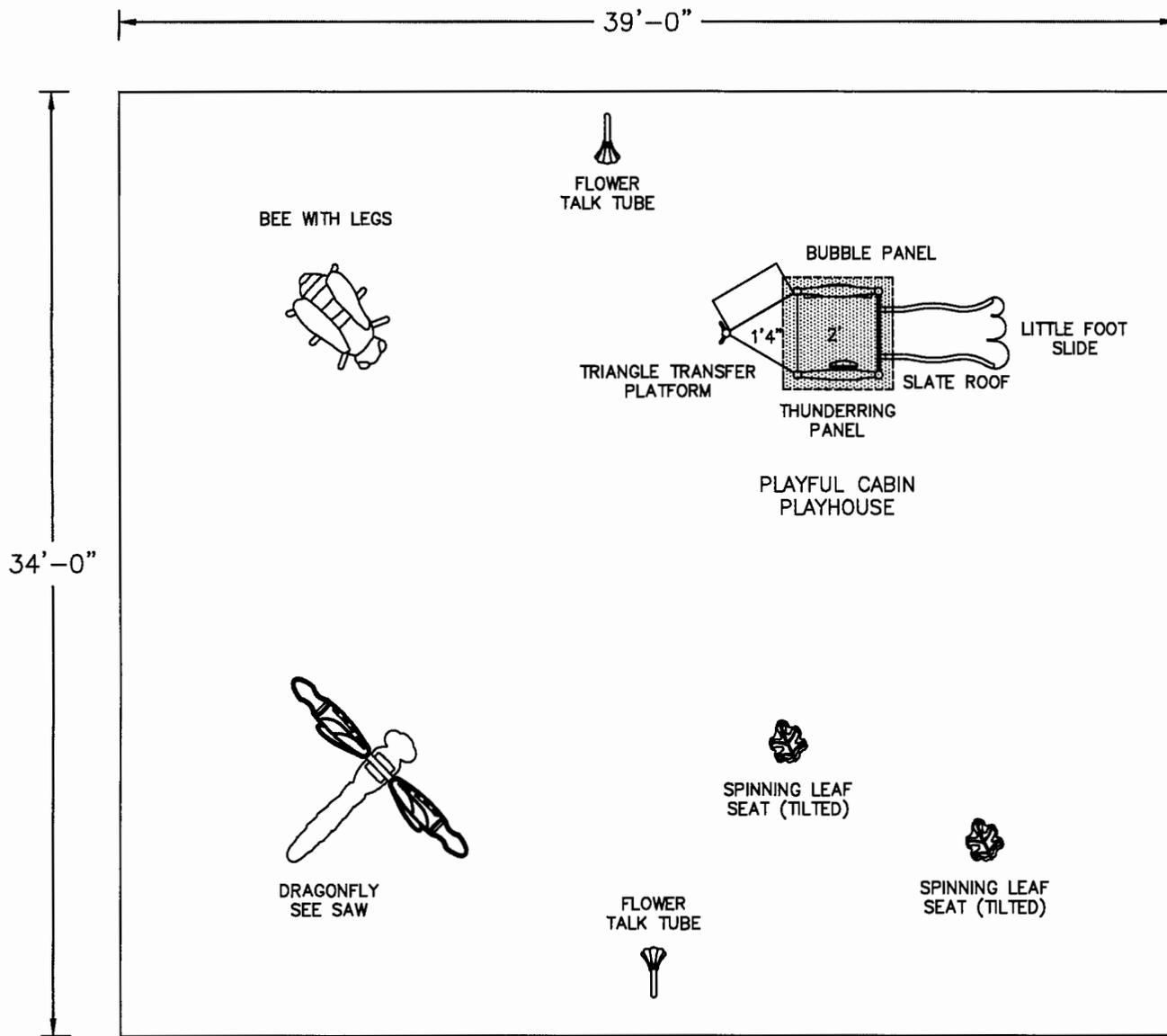
DATE



J.A. Dawson
& Company
Your Total Recreation Resource

Pace Community Center
Playground





CHILD CAPACITY - 35-40
 ELEVATED COMPONENTS - 3
 GROUND LEVEL COMPONENTS - 6

J.A.Dawson & Company
 Your Total Recreation Resource

PO Box 1178
 Pelham, AL. 35124
 205.663.5058
 800.221.8869
 f. 205663.5012
 www.jadawsonco.com

**Pace Community Center
 Playground**

Project Manager:
 John Kilpatrick

This play equipment is recommended for children ages
 2-5 & 5-12

Minimum Area Required:
 34' x 39'

Scale: NTS

This drawing can be scaled only when in an 8 1/2" x 11" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By:
 M. Isbell

Date:
 10.22.2015

Drawing Name:
 02051-A1.3_2



SANTA ROSA COUNTY BOARD OF COMMISSIONERS Administrative Services/Parks Operations



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

Santa Rosa Public Works Offices
6075 Old Bagdad Highway
Milton, FL 32583

Hunter Walker, County Administrator
Roy V. Andrews, County Attorney
Jayne N. Bell, OMB Director

MEMORANDUM

DATE: NOVEMBER 2, 2015
TO: STEPHEN FURMAN, PUBLIC WORKS DIRECTOR
FROM: TAMMY C. SIMMONS, ADMINISTRATIVE SERVICES MANAGER
RE: HOLLEY BALL PARK – PLAYGROUND

Recommend the Board of County Commissioners authorize the purchase of playground equipment for the Holley Ball Park from J. A. Dawson & Company in the amount of \$44,380 – Option 2. Proposals were received from the following:

- J. A. Dawson (GameTime) \$44,682 Option 1
- J. A. Dawson (GameTime) \$44,380 Option 2
- Playworx Playsets \$44,687.01
- Playmore Recreational Products \$44,862.40

Further recommend budget amendment in the amount of \$48,000 to purchase playground equipment to be shipped and installed, county build 12' x 24' pavilion and construct 258' treated timber border to contain Engineered Wood Fiber (EWF).

If you have questions, or need additional information, please contact me.



Pace, FL Benny Russell playground accessible addition

Leathers & Associates DATE: 11/4/15 Project Manager: Marc Leathers	Santa Rosa County
---	-------------------

READ THIS ENTIRE PROPOSAL CAREFULLY. IT CONTAINS IMPORTANT INFORMATION FOR YOUR PROJECT.

This is a lump sum contract between Santa Rose County (Client) and Leathers & Associates, Inc. (L&A) for design services and construction services to renovate the Benny Russell Playground originally designed by L&A.

This proposal constitutes an estimate of the work our office will provide for your project and the associated fees. The fees described in this proposal assume that we are providing standard design services based on the original design by Leathers & Associates, Inc. The fees outlined here will vary only if additional work is requested or required. Any modifications to this proposal will be handled through written change orders.

The construction phase will not change except by mutual agreement between Leathers & Associates and the city. Certain conditions may be encountered during construction that significantly affects the ability to complete the project during the designated constructing period. Variables such as weather are impossible to identify until the time of construction and may affect the total hour's necessary for construction consultation. Additional fees will be charged only if construction varies from the times outlined in this proposal and reviewed with the client.

The following pages contain an outline of the scope of work and associated responsibilities. This proposal is valid through 12/4/15.

Project goals:

- Design an all-inclusive addition to the existing Bennet Russel Playground.
- Design the new playground to blend with the existing structures
- Ensure the new playground meets ASTM F1487 and & CPSC Pub.325 safety standard and guidelines
- Ensure the new playground meets ADA requirements
- The new structure will not contain any wood and utilize a variety of recycled plastic lumber
- Base the design on a \$200,000 budget
- Construction to be a Hybrid of County staff, inmate crews & L&A staff

Scope of work:

Based on the schematic design by L&A dated 11/4/15

There are some fundraising opportunity included in the design.

Components sale:

- 2- Store fronts
- We-Saw
- Roller table
- Slide
- Blue Angle accessible swinging platform
- Pre-school music station (multiple musical instruments)
- Bongos musical instrument
- Oddle swing
- Frog spring toy
- 4 activity panels
- Accessible rubber surfacing

You can route names in the pickets and sell them (We recommend \$25-\$75 per picket). In the current design there are around 400 pickets available for names (\$10,000 -\$30,000). There's an additional cost if you have the plastic company do the engraving but you still make money on selling these. If you find a local source to route them you might make more especially if they become a sponsor of the playground and donate their services.

Construction period:

- The dates are to be determined but estimated to start the first week in March 2016. Materials ordering and delivery is a key factor.
- The goal is to work 5 consecutive 10hr (7am-5pm) days. Monday - Friday

City's responsibilities:

- Provide temporary safety fencing (or other) around construction site if required
- Purchase all necessary materials according to L&A's materials list
- Supplying a liaison from the city to help coordinate the design and construction between the county and L&A
- Obtain any necessary permits if applicable
- Provide a storage container (8' wide x 10' long x 8' high +/-) on site to keep the smaller materials in
- Supply a power source during construction. If generators are used they must be GFI protect and be able to function in inclement weather
- Provide 10 county workers for the outlined length of the build
- Arrange for 2-10 inmate crews to assist the construction
- Provide the tools according to a tool list developed by L&A
- Prepare the site for construction and safety surfacing
- Coordinate all aspects of installing the safety surfacing
 - L&A will provide a safety surfacing drawing showing the necessary fall height requirements for the design
- Provide a dumpster for construction materials and removal
- Provide final site cleanup of construction materials/site

L&A responsibilities:

- Develop a final design based on the schematic design dated 11/4/15 final design
- Develop a materials list so the city can purchase the necessary materials for the project
- Supply onsite project supervision and work directly with the City/contractor to ensure everything is built in conformance with the drawings
- Provide some additional labor to assist the county's workers

- Provide the majority of the tools need to complete the project
- Certify the final product meets ASTM F1487 standards, CPSC Pub.325 guidelines and ADA

L&A Fees:

The following is an outline of fees for Leathers & Associates' professional services:

DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS PHASE

Design Development, Detailed Drawings, Materials list, tools list etc.	\$23,000
Construction	\$15,200
L&A Construction Consultants (On site supervision) Includes all labor and travel expenses & tools	
Final inspection	\$1,300
Inspected by L&A's CPSI for safety compliance	
Total L&A	\$39,500
Estimated materials (purchased by county)	\$174,000
<u>TOTAL PROJECT COST</u>	\$213,500*

*This is an estimate and can change based on design changed approved by the county

Estimated Payment schedule

Timing	Amount
Upon acceptance of proposal	15% = \$5,925
Upon completion of Design development and construction document phase	35% = \$13,825
Prior to start of construction	35% = \$13,825
Within one week completing construction phase	15% = \$5,925

BASIC SERVICES

The Basic Services consist of the phases described below.

DESIGN DEVELOPMENT/CONSTRUCTION DOCUMENTS PHASE

Design Development

Leathers & Associates shall review the original design documents and consult with the client on design modifications. Leathers & Associates will develop a plan view drawing of the project and modifications. Leathers & Associates will prepare a materials list to allow the city to purchase all the necessary materials. No substitutions can be made without Leathers & Associates approval.

We will provide re-design services to bring the project up to current ASTM F 1487, CPSC Pub. 325 standards and guidelines. We will also increase the ADA needs and function.

Construction Documents

Leathers & Associates shall prepare the necessary working drawings and specifications setting forth the requirements for the construction of the entire project as needed by our construction consultants. The final

drawings will conform to the current safety and accessibility guidelines (ASTM 1487, CPSC Pub. No. 325). They will also meet any ADA requirements.

These documents typically consist of plan view drawings and are outlined below: 1/8" plan view, 1/4" plan view, 1/8" stakeout, 1/8" plan of Safety surfacing area, and any other drawings L&A deems necessary. These drawings are not typically construction drawings and are prepared for our trained construction consultants.

If necessary Leathers & Associates shall assist the committee in filing the required documents for the approval of governmental authorities having jurisdiction over the project. It is, however, the committee's responsibility to identify any such requirements and authorities and to follow through with any required filings. Any additional work that may be needed is not included in this proposal.

PROJECT MANAGEMENT PHASE

The client will be assigned a project manager, who will serve as the community's main contact through the construction of the project. The project manager is available from 8 a.m. to 5 p.m. Eastern Time and can be reached by telephone, email or fax.

CONSTRUCTION PHASE Exact construction dates and completion to be determined. The current estimate is based on five consecutive 10 hour days totaling 100 hours. L&A will inspect the completed playground for compliance with the drawings and all relevant safety aspects.

Authorized Santa Rosa County official:

Name (please print)

Signature:

Date:

Leathers & Associates

Name (please print)

Signature:

Date:

PROPOSED ACCESSIBLE ADDITION

BENNY RUSSELL PARK, PACE, FL 11-4-15

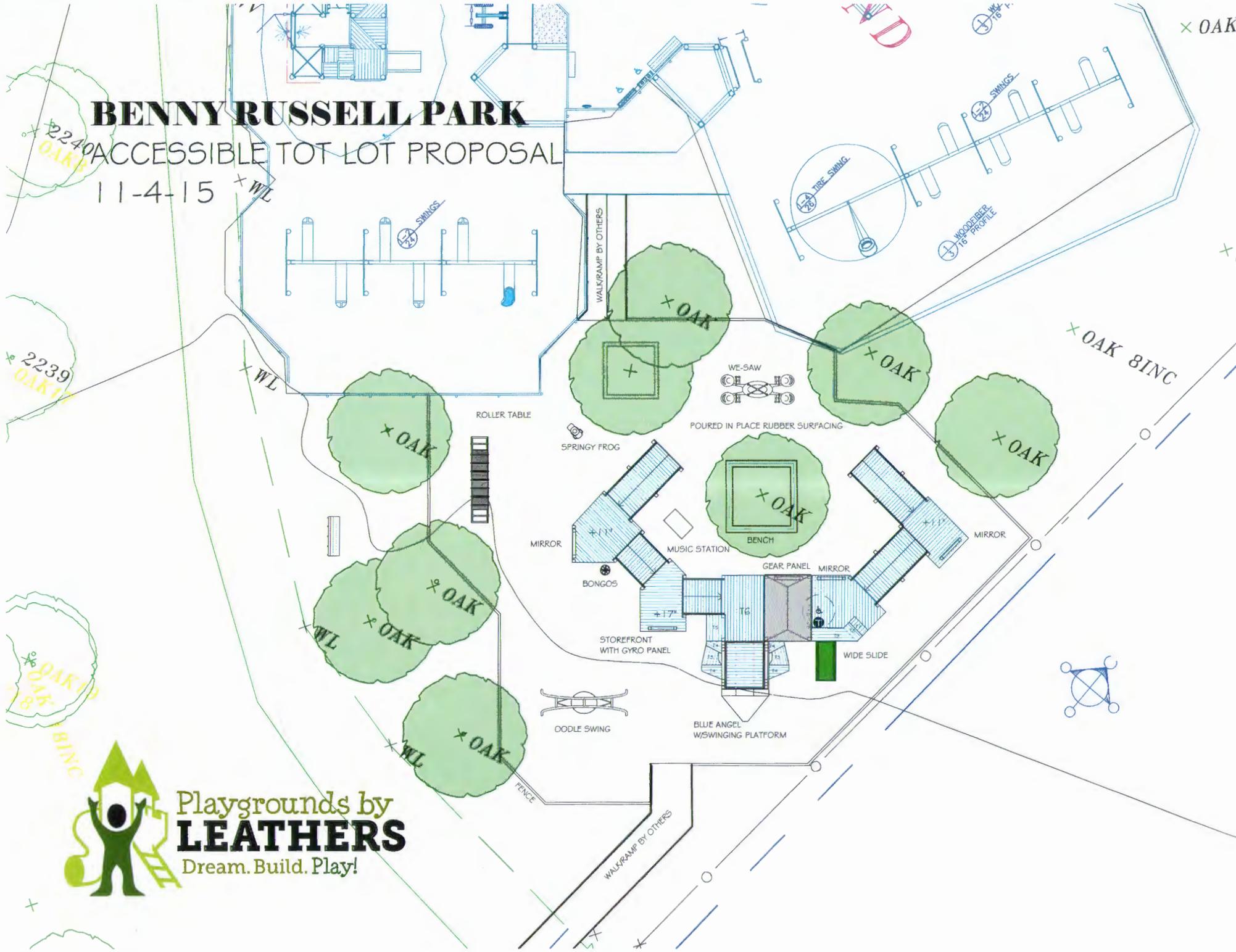


Playgrounds by
LEATHERS
Dream. Build. Play!

BENNY RUSSELL PARK

ACCESSIBLE TOT LOT PROPOSAL

11-4-15



2240 OAK
2239 OAK
OAK BINC
OAK BINC



Playgrounds by
LEATHERS
Dream. Build. Play!



11/4/15

Re: Accessible addition for Benny Russell Playground

Hi Tammy,

Attached is the proposal for the accessible addition for Benny Russel Playground. We have made some changes to the design based on the budget increase to \$200,000 and the comments you had sent us. The increase in budget really allows this to truly be a valued addition. We were able to incorporate most of the feedback in some form. The biggest being the ability to have two entrances (exits) to the elevated structure. The overall design has a lot more play value and truly serves its function of being a playground serving all children.

At this point I would estimate the overall budget being slightly higher at \$213,500. In one of your emails it sounded like maybe the sound instrument from SoundPlay (Pre-school music station) might be funded by another group who's raising the money? I've estimate its cost at \$5,000.

If we need to be exactly at \$200,000 we can remove the Roller Table. It's an expensive piece and with the ability to reduce the rubber for that area will put you basically right at \$200,000.

So there are several ways to reduce the budget if necessary and we can work with you how we can do that.

For budget purposes I've taken into account the actual cost and installation of the unitary rubber safety surfacing. I have not included the cost of preparing the stone sub-base and assume this will be handle by the city.

In order not to slow the process down I've tried to incorporate into the proposal the county's ability or work with us to reduce the design as necessary to fit a \$200,000 budget based on their approval.

Please let me know if you want me to change anything.

I'm looking forward to working with you again!

Thanks,
Marc



Santa Rosa County

Board of County Commissioners

Sheila Fitzgerald, Special Projects/Grants Director

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

MEMORANDUM

TO: Hunter Walker
DATE: 11/05/2015
FROM: Sheila Fitzgerald
RE: Hwy 98 (State Road 30) from west of Andorra St to Ortega St, Navarre Landscape/Beautification Grant Project

As you know, the county has an agreement with FDOT to implement a beautification project on State Road 30 (Highway 98) from west of Andorra St to Ortega St in Navarre. The amount of the grant is \$171,300 and the current deadline for project completion is June 30, 2016.

Bids for this project were received on Tuesday, November 3. There were three proposals submitted, of which only two were responsive. The low bid was in the amount of \$292,164 which exceeds the available grant budget by \$120,864. Upon review of the specifications and bids, it is unlikely that a rebidding of this project as currently designed would yield any reduced proposals.

At the county's request, the FDOT has agreed to increase the amount of the grant by \$40,000 bringing the total grant award to \$211,300. The difference remaining is \$80,864. Potential sources of funding include District 4 Recreation Funds, Bed Tax Collections (pending TDC approval) or other county reserves. Another option is to work with FDOT to reduce the scope of work and re-bid.

Please add this to next week's agenda for discussion.

BID OPENING
November 3, 2015
Milton, Florida

Present: Procurement Officer. Sheila Fitzgerald representing Santa Rosa County Grants, and Glenn Bailey representing Santa Rosa County Public Works. The meeting took place at 10:00 a.m.

The purpose of the meeting was to receive bids for the Highway 98 Irrigation and Landscaping Project. Bids were received from the following:

Highway 98 Irrigation and Landscaping Project:

- | | |
|--|----------------|
| 1. Piney Grove Nursery and Landscaping. Inc. | \$292,164.00 |
| 2. Bay Landscape & Palm Service, LLC | \$304,767.00 |
| 3. Altman Landscaping | Non-responsive |



Santa Rosa County Human Resources

6495 Caroline Street, Suite H, Milton, Florida 32570 ♦ (850) 983-1948 ♦ Fax (850)981-2003

MEMORANDUM

TO: Hunter Walker
FROM: DeVann Cook *DeVann*
SUBJECT: Personnel Policy Changes
DATE: November 4, 2015

On September 1, 2015, I submitted recommendations for several changes to our personnel policies. There were numerous concerns expressed. I have modified my recommendations to reflect the wishes of the board. This memo includes explanations of my revised recommendations and the actual sections (with changes) are attached.

I request the board's approval of these changes:

- **Policy 79-3, Section I (A) – Addition of divisions added:**

Economic Development, Community Housing Program, Tourist Development, and Court System Divisions. Divisions with strikethroughs no longer exist or are used. Changing name of Computer Department to Information Technology Department.

- **Policy 80-1 – Add general statement regarding hiring practices.**

All employees shall be hired in accordance with policies established by the Board. It shall be the policy of the Board to recruit, select, and promote employees on the basis of the needs of the County and the employees' qualifications and relevant knowledge, skills, and abilities. No position shall be filled unless a vacancy has been posted in accordance with procedures set forth. The Appointing Authority may waive processes set forth herein under circumstances identified herein, including special recruitment efforts, but may not delegate this authority. Veterans' Preference shall be given to eligible veterans at all stages of the recruitment and selection process, in accordance with Florida Statutes.

- **Policy 80-1, Section VIII (E) – Extend internal job postings to all personnel currently working in a County department.**

Constitutional Officers and BOCC department supervisors have expressed to HR the benefits of advertising internally to all personnel working in county departments, as current policy limits the applicant pool. Expanding this rule will open internal employment opportunities for those serving in a working capacity with a specific department to compete on promotional registers. Selecting a worker currently experienced in the department creates significant value to the operation as the employee will have a minimal learning curve upon entry into regular service and knows the culture and expectations of management.

Recommend eligibility to compete may be extended to any person performing work in a job for a minimum of eighteen (18) weeks and meet the minimum qualifications for competitive selection to fill a vacancy.

- **Policy 80-1, Section XIII (A) – New paragraph. This change allows for extension of the probationary period.**

This has been requested by departments that have a lengthy training program and may need more time for evaluating the employee.

- **Policy 80-1, Section XIV (C) – Revise Section number 3 to clarify how a merit increase is applied to their regular position.**

All merits, when approved by the Board, are now given on October 1, eliminating the need for this wording.

- **Policy 80-1, Section XV (B) - Remove wording that was specific to the School Board and is no longer used.**

- **Policy 80-3, Section II and III – Remove reference to pay range numbers to accommodate professional staffing in the pay plan, and allow all employees to receive recent step increases.**

Section II and III: Remove numeral reference of pay range and step to accommodate future policy revisions with the official county pay scale.

- **Policy 80-3, Section IV - Remove wording that indicates a merit month. All steps are now effective the first day of the fiscal year established by the Board of County Commissioners.**

Section IV: Remove all references to automatic merit increase and replace with revised language. Revise merit month from "date originally hired" to October 1.

Given that merit increases are now granted on October 1, when approved by the Board, I recommend revision to all language which references otherwise.

- **Policy 80-10, Section VI (F) – Modify wording to clarify definition of non-pay status.**

This clarifies that an employee receiving workers compensation is not considered in a non-pay status.

- **Policy 80-10, Section VIII (E) 2 (a), 4 (a) and (E) 6 – Clarify DROP procedures for employees hired prior to April 24, 2003.**

With the leave accrual change made in 2003, we need to be more specific with the payout procedures for employees in the DROP program. With the reduction of the sick leave payout to 25%, it is not feasible to pay out incrementally over the entire DROP period, therefore an employee will only receive a sick leave payout upon retirement or DROP termination.

- **Policy 80-10, Section XV (C) 1 (b) – Clarify leave-without-pay procedure.**

Modification requested to bring this policy in line with our Family and Medical Leave policy.

- **Policy 80-10, Section XV(C) 2 – Clarify merit increase procedures for an employee returning from leave-without-pay.**

Since merits are now effective October 1, the language is being revised to eliminate that reference in this policy.

Policy 79-3 Section I (A)

A RULE PROVIDING FOR THE METHOD OF ESTABLISHING SENIORITY FOR ALL CLASSIFIED EMPLOYEES OF THE COUNTY; AND PROVIDING THE PROCEDURES FOR MAINTAINING SENIORITY; AND FURTHER PROVIDING RETENTION FORMULA AND REDUCTION IN FORCE LAY OFF; AND PROVIDING FURTHER THE PROCEDURES FOR RESIGNATION PRIVILEGES AND PENALTIES. THIS RULE WILL ALSO PROVIDE FOR REINSTATEMENT OR REEMPLOYMENT OF VETERANS.

SECTION I.

A classified service register will be established by seniority for all classified employees of the County, listing each name, and opposite each name the respective class of each employee. This service register maintained shall be kept up to date and names shall be added of persons entering the classified service either by promotion or employment. Names of persons leaving the classified service by retirement, resignation, or termination shall be deleted from this register.

- A. County Commissions Taxing Authority is divided into the following departments/divisions:
amended: 05/31/2007-00/00/2015

0010 County Commissions	
0011 County Administrator	2350 South Service Center Maintenance
0012 County Attorney	2360 Administrative Complex Maintenance
0014 Grants Management	2400 Landfill
0018 Economic Development	2420 Mosquito Control
0030 Clerk to the BCC	2430 Recycling
0031 Clerk to the Courts	2500 Animal Services
0040 Property Appraiser	2600 Parks Department
0050 Tax Collector	3000 Public Services
0060 Supervisor of Elections	3100 Building Inspection
00705 Sheriff	3200 Veterans Service
0100 Office of Management and Budget	3300 Community Planning, Zoning & Development
0120 Computer Support Information Technology	3301 Community Housing Program
0121 Geographical Information Systems	3400 Emergency Management
0130 Administrative Services	3410 Emergency Communications
0140 Procurement	3420 E-911 Program
0200 County Engineer	4010 Tourist Development Office
0300 Public Information Office	5000 Judicial System
0400 Human Resources & Risk Management	5002 Law Library
0610 Santa Rosa County Library System	5004 Court Innovations
0620 Black Water Soil Conservation	5016 Court Facility
0630 Co-op Extension	5017 Juvenile -Teen Court Program
0660 Navarre Beach (Water/Sewer)	5018 Juvenile Justice
0662 Navarre Beach (Other)	5019 Domestic Violence Grant
0750 Self Insurance	5020 Guardian Ad Litem
2000 Public Works	5030 Court Report
2100 Road & Bridge	5108 Court Technology
2300 Building Maintenance	5501 County Probation
2340 Public Services/Auditorium Maintenance	5646 Aging Services

80-1 Policy Sections - VI Establishment of Registers (A); VIII Methods of Filling Vacancies (E); XIII Probationary Period (A); XIV Extraordinary Appointments (C, 3); XV Transfers (B).

80-1

A RULE FOR THE PURPOSE OF FURNISHING NAMES OF ELIGIBLE TO THE PROPER REGISTER; AND FURTHER PROVIDING THAT THE PROPER REGISTERS ESTABLISHED SHALL BE PROMOTIONAL, AND EMPLOYMENT; AND FURTHER PROVIDING THE PROCEDURES FOR LOCATING ELIGIBLE; AND PROVIDING THE BASIS OF DETERMINING BASIC ELIGIBILITY, PURSUANT TO SANTA ROSA PERSONNEL POLICY.

All employees shall be hired in accordance with policies established by the Board. It shall be the policy of the Board to recruit, select, and promote employees on the basis of the needs of the County and the employees' qualifications and relevant knowledge, skills, and abilities. No position shall be filled unless a vacancy has been posted in accordance with procedures set forth. The Appointing Authority may waive processes set forth herein under circumstances identified herein, including special recruitment efforts, but may not delegate this authority. Veterans' Preference shall be given to eligible veterans at all stages of the recruitment and selection process, in accordance with Florida Statutes.

SECTION VI. Establishment of Registers.

A. Opening Registers. Registers will be open to all competitors who meet the minimum requirements of the job specifications, as outlined in the job description. The Human Resource Department will establish two types of registers: Employment and Promotional. Employment Registers will be open to the public and all who meet the minimum qualifications of the job description. Promotional registers shall be restricted to all current classified employees working in of the county departments. An employee who is currently serving a promotional probationary period may compete on employment and promotional registers. Applicants eligible for reinstatement will remain on registers for one year. All registers shall remain in force for one (1) year from the date established. An applicant added to an open continuous register will begin their one-year register period from the date merged (to the register). In an effort to add names and/or to attract the best-qualified applicants, registers may be determined to be nonfunctional and reopened on a short-term basis (minimum of 7 days) or on a continuous basis. amended: 00/00/2015

SECTION VIII. Methods of Filling Vacancies.

Methods of Filling Vacancies in the classified service may be by transfer, demotion, or certification from promotional, or employment registers. amended: 8/13/2009

A. Request for certification (requisition). Vacancies in the classified service shall be anticipated sufficiently in advance to permit the Human Resource Department to determine who may be eligible for appointment, or if necessary, to establish a register of eligible applicants. If a new classification is necessary, sufficient time must be allowed to prepare class specifications and get the position classified and the pay plan amended by the Human Resource Department. Requisitions may be placed orally or in writing.

B. Processing Registers. Upon receipt of a requisition, the Human Resource Department shall, unless the vacancy is to be filled by transfer or demotion, process registers and refer eligible for the vacancy. amended: 7/27/2006

Combinations of the registers may be used in order to provide enough eligible for certification.

C. **Special Qualifications.** Eligible shall be certified in strict order of standing except where special requirements for a particular position have been specified by the appointing authority. Certification may be limited to persons meeting the requirement specified.

D. **Number of Names to be Certified.** The appointing authority shall make selection for appointment to classified position from the referrals by the Human Resource Department from the appropriate registers. When an appointing authority requisitions a list from which to make an appointment, the Human Resource Department shall certify and refer the names of persons from the appropriate register who are eligible to accept appointment. Appointing Authorities should make tentative selection within 30 work days. A requisition may be voided if selection is not made within 60 days.

SECTION XIII. Probationary Period. The probationary period shall be regarded as an integral part of the examination process. It shall be utilized for closely observing the employee's work, for securing the most effective adjustment of the new employee whose performance, after proper guidance and training, does not meet the required work standards. amended: 7/27/2006

A. All new and rehired employees work on a probationary basis for the first 365 calendar days after their date of hire. Employees who are promoted or transferred within the Santa Rosa County BOCC must complete a secondary probationary period of the same length with each reassignment to a new position.

At the satisfactory completion of the probation period of one (1) year, the regular appointment or status shall begin with the date of the original appointment.

An employee may be placed in an extended probationary period due to a disciplinary action, documented work performance deficiencies, or an extended period of time on the job missed. This period may not exceed 90 days past the initial twelve (12) month probationary period. Written notice must be provided to Human Resources and approved by the Appointing Authority prior to the end of the initial twelve (12) month period. Amended: 00/00/2015

SECTION XIV. Extraordinary Appointments.

C. **Temporary Appointment.**

1. **Temporary Promotion** (plus rates for higher skills). When justifiable conditions exist and an employee is temporarily required to regularly serve in and accept the responsibilities for the work in a higher class of position, such employee shall receive the entrance rate of that class or one step above their present rate, whichever is higher, while so assigned, subject to the prior approval of the Human Resource Department and the appointing authority involved. To qualify for the higher rate of pay such temporary assignment to a higher class of position shall be regular and continuous in character for at least thirty (30) days before eligibility is established and is limited to a period not to exceed six (6) months. amended: 1/27/2011

2. Requests shall be made in writing by the appointing authority to the Human Resource Department stating reasons why the assignment is necessary, the approximate length of time involved, and that the employee has shown potential ability to perform the duties of the higher class of position.

3. Such temporary increase, when approved, shall not affect the employee's eligibility for merit salary increases in the grade of his regular position. If the employee is entitled to a merit salary increase it shall

become effective as of the date the employee returns to their regular position, ~~and shall not affect the merit increase month.~~ Amended: 00/00/2015

SECTION XV. Transfers.

A. In-Class (Lateral) Transfers. An in-class transfer is defined as reassigning a regular employee from one position to another in the identical classification within the classified service. The positions may not necessarily come under the jurisdiction of the same appointing authority. The transfer will require the approval of the receiving appointing authority and will require the consent of the employee. The losing appointing authority will be provided a two (2) week notice. The receiving appointing authority shall immediately notify the Human Resource Department.

B. In-Range Transfers or Lower Range Demotions. Any employee in the classified service with regular status may apply for transfer to a position in a different job classification within the same or lower pay range, within the system. The losing authority will be provided a two week notice. Transfers must have the approval of the receiving authority. The Human Resource Department will screen transfer requests to determine if the applicant meets the minimum qualifications for the requested position. ~~The Human Resource Department will submit the names of qualifying transfer applicants to the appointing authority attached to the HR Form II requisition.~~ The transfer shall not change the employee's anniversary date.
amended: ~~07/27/2006~~ 00/00/2015

— 1. Transfers to a lower classification shall be considered demotions and the provisions of the Human Resource Policy governing demotions shall apply. Amended: 00/00/2015

~~2. Requests for transfer will be valid for a one year period.~~

~~3. Employees serving a probationary period are not considered to have attained regular status and therefore are not eligible to transfer from their current position.~~

A RULE ESTABLISHING A CLASSIFIED PAY PLAN FOR THE COUNTY COMMISSION TAXING AUTHORITY; SETTING FORTH A SYSTEM OF RANGES AND STEPS AND PROVIDING A METHOD OF PROGRESSION BETWEEN RANGES AND STEPS; ESTABLISHING AN EFFECTIVE DATE

SECTION I. There is hereby adopted for the County Commission Taxing Authority the following classified steps for members of the classified service in each taxing authority. (amended: 03/13/2003)

SECTION II. Ranges. The system of salary ranges shall run from the lowest pay range (3) to the highest pay range (35). The Board of County Commissioners shall insert the dollar figure within these pay ranges and said dollar figure shall follow the system of progression from the low in pay range (3) to the high in pay range (35). Amended: 00/00/2015

SECTION III. Steps. Each range in the classified pay plan shall have appropriate steps. The Board of County Commissioners shall have the sole responsibility to insert the dollar figures within these steps, providing that the dollar amounts shall follow the system of progression from the lowest step (1) to the maximum step, (18) as approved by the Board of County Commissioners. Amended: 00/00/2015

SECTION IV. Time Period Between Steps. Classified employees shall be advanced from one step to the next highest step within each pay range every twelve months as funds are available and budgeted by the Board of County Commissioners. The merit increase will be effective on the first day of the first full pay period of the new fiscal year as established by the Board of County Commissioners. of the merit month. The merit date will be the date originally hired into the classified or unclassified service, or if there is a break in the classified or unclassified service, the merit date will be the date of rehire. The merit increases shall be automatic provided the employee has no annual evaluation in their personnel file since the date of the last increase, which is unsatisfactory. In the event there is an unsatisfactory evaluation or a disciplinary action, the increase shall not be granted without specific recommendation of the appointing authority and approval of the Human Resource Department. The withholding of merit increases for disciplinary reasons will be in accordance with Rule 80-8, Section I, B. (amended: 03/13/2003; 00/00/2015)

A. When a promotion is made from one classification to a higher classification, the employee shall receive an increase in salary to be determined by the appointing authority. The increase shall be a minimum of 2.5%, but shall not exceed the employee's current step in the new range. (amended: 11/10/2005)

B. An employee who voluntarily demotes to a lower classification will have their pay adjusted to the new range, based upon the employees' years of service. Adjustments

based on years of service will not allow an employee to realize an increase in pay or to remain at the same rate of pay.

C. An employee who accepts, or is given, a lateral transfer will assume the new positions at his/her same range and step.

~~C. All employees promoted prior to the effective date of this amendment shall retain their adjusted merit increase month.~~

E. When an employee is on any type of leave without pay or Worker's Compensation, and the merit increase falls within this time, no merit increase shall be granted. Merit increases will be granted when the employee returns from leave, provided that one half of the work hours required have been fulfilled for that fiscal year. When less than one half of the required hours have been worked, the appointing authority may, and with the approval of the Human Resource Department, request in writing that the employee be granted the merit increase. Amended: 9/10/2015

F. **Upgrading of Position.** When a position within a department is recognized for an upgrade, the following will be the cause for such action: technological progression, a broader scope of responsibilities or the addition of qualifications (e.g. certifications, licenses, education). When the appointing authority requests, and the Human Resource Department approves, to upgrade a position, the incumbent employee, if applicable, shall receive an increase in salary to be determined by the appointing authority. The increase shall be a minimum of 2.5%, but shall not exceed the employee's current step in the new range. (amended: 11/10/2005)

G. **Downgrading of Position.** When the appointing authority requests to downgrade a position, a "Save-Pay" provision will ensure the incumbent employee does not experience a reduction in pay.

SECTION V. System of Progression. A system of progression will be followed by The Board of County Commissions in inserting dollar figures into the classified pay plan. The progression shall be approximately 5% between steps 1 through 6 and approximately 2.5% for each year thereafter through the maximum step.

SECTION VI. Santa Rosa County Pay Scale. The pay scale shall be made a part of this rule. These dollar figures in said form are recommendations only until approved or modified by the Board of County Commissioners.

SECTION VII. The effective date of this rule shall be July 1, 2002.

80-10 Sections VI Holiday (F), VIII Sick Leave (E, 2. A., 4. A, and 6), XV Leave of Absence without Pay (C, 1. B., and 2).

SECTION VI. Holidays and Other Authorized Activities.

F. Employees in a non-pay status, suspension or receiving donated leave, during any portion of the last scheduled workday before a holiday, shall not be eligible to receive payment for such holiday. The exception would be an employee on workers' compensation. amended: 4/16/2014; 00/00/2015

SECTION VIII. Sick Leave.

E. Payment of unused sick leave.

1. If employment is terminated as a result of any act defined in Section VIII, the employee shall not be paid for any unused sick leave credits even though the employee has six months creditable service.

2. Employees shall be paid for unused sick leave credits when the employee has completed six (6) months of satisfactory, continuous and creditable service, and:

a. Separates from the County because of "normal" retirement with the effective date as determined by the State Retirement System, those hired prior to April 24, 2003 and begin participation in DROP, or death, or is selling leave. If the employee is charged with misconduct and elects to retire or resign from County in lieu of a hearing before the Civil Service Board on such misconduct charge, the employee shall NOT be entitled to any accrued sick leave payment. In the case of death, payment for accrued unused sick leave credits shall be made to the employee's beneficiary, estate or as otherwise provided by law, OR amended: 00/00/2015

b. The employee's position is involuntarily transferred to another governmental agency. No payment shall be made for any sick leave recognized by the governmental agency to which the position is transferred. amended: 07/08/2004

3. An employee who is eligible for payment for unused sick leave credits shall be compensated at the rate of pay they were receiving at the time of eligibility for payment.

4. All such payments for unused sick leave credits shall be made in lump sum or two payments or according to the schedule below for DROP participants hired prior to April 24, 2003 with at least 400 hours of accumulated sick leave. The employee shall not be carried on the department payroll beyond the last official day of employment. amended: 00/00/2015

a. If An employee hired prior to April 24, 2003 is participating in DROP and has at least 400 hours of accumulated sick leave, shall have payment shall be distributed according to the following table: amended: 00/00/2015

<u>Months in DROP</u>	<u>Number of Payments</u>	<u>Portion for Each Payment</u>
01-12	2	1/2, and balance
13-24	3	1/3, 1/2, and balance
25-36	4	1/4, 1/3, 1/2, and balance
37-48	5	1/5, 1/4, 1/3, 1/2, and balance
49-60	6	1/6, 1/5, 1/4, 1/3, 1/2 and balance

b. Payments shall be as follows:

The first and all succeeding payments, other than the final payment, shall be in December, starting in the year the employee enters DROP. The final payment shall be in the month following the last date worked. (Example, last day worked = June 30, final payment = July.) If an employee enters and exits DROP and will not be employed in December of that year, then the remaining balance shall be paid in the month following the last date worked. At no time when a payment is to be made, other than the final one, shall the number of remaining days of sick leave be allowed to be less than 400 hours. If that would be the case then either a partial payment or NO pay shall be made.

5. The payments made pursuant to this section shall not be considered as salary payments and shall not be used in determining the average final compensation of the employee in any State/County administered retirement system.

6. Sick leave earned during any pay period shall be credited to the employee on the last day of the month or, in the case of retirement or death, on the last day the employee is on the payroll. Employees, hired prior to April 24, 2003, will be paid for 100% of their leave balance at 75% of their rate of pay at the time of retirement. Employees, hired after April 24, 2003, will be paid 25% of their leave balance with 480 hours being the maximum amount allowed at the time of retirement or DROP termination. When separation is due to the death of the employee, the beneficiary will receive 100% of the sick leave balance at 100% of the rate of pay at the time of separation. amended: 11/13/2003, 00/00/2015

7. No payment for unused sick leave shall be made if the employee has been found guilty or has admitted to being guilty of any disqualifying act as referenced in Section VIII D.
corrected typo: 12/9/09

SECTION XV. Leave of Absence Without Pay.

C. Limitations of leave without pay.

1. An employee shall not earn annual or sick leave credits while on any type of leave without pay. Hours will be prorated when an employee is on leave without pay.

a. No employee on leave without pay, donated leave, or suspension shall earn leave credits of any kind. Leave credits shall be prorated based on the number of hours worked in that month. amended: 4/16/2014

b. Leave without pay will be granted only after all annual leave credits has have been used. The exception would be leave without pay in conjunction with the Family and Medical Leave Act (FMLA). 00/00/2015

2. An employee shall not be granted salary increases of any type while on leave of absence without pay. amended: 00/00/2015

If the employee's anniversary date a merit increase is approved for County employees occurs while the employee is on leave without pay, the merit increase will be granted upon return to duty in accordance with Section II.

11

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: Accommodation Request Form
DATE: October 28, 2015

In a continued effort to improve our accommodations for persons with disabilities, I have developed an Accommodation Request Form. A draft copy is attached. I request the Board's approval of this form.

DC/h

Attachment

cc: M. Lloyd
R. Andrews

SANTA ROSA COUNTY
ADA TITLE II ACCOMMODATION REQUEST FORM¹

June 12, 2015

RIGHT TO AN ACCOMMODATION

If you are an individual with a disability who needs an accommodation in order to participate in a county meeting or other county service, program, or activity, you are entitled, at no cost to you, to the provision of certain assistance. Requests for accommodations may be presented on this form, in another written format, or orally. Please complete the attached form and return it to:

DeVann Cook, Human Resources Director
6495 Caroline Street, Suite I
Milton, FL 32570
(850) 983-1863 phone (850) 983-1868 fax
devannc@santarosa.fl.gov

as far in advance as possible, but preferably at least seven (7) days before the scheduled meeting or other county activity.

Upon request by a qualified individual with a disability, this document will be made available in an alternate format. If you need assistance in completing this form due to your disability, or to request this document in an alternate format, please contact:

DeVann Cook, Human Resources Director
6495 Caroline Street, Suite I
Milton, FL 32570
(850) 983-1863 phone (850) 983-1868 fax
devannc@santarosa.fl.gov

¹This form was developed for use by individuals with disabilities who may require a modification in a policy, provision of an auxiliary aid or service, or assignment to an accessible location in order to participate in a county meeting, program, or activity that is covered by Title II of the Americans with Disabilities Act. County employees with disabilities who need a reasonable accommodation to be able to perform the essential functions of their jobs should contact their immediate supervisor or the ADA coordinator for Santa Rosa County.

ADA ACCOMMODATIONS PROVIDED BY SANTA ROSA COUNTY

Pursuant to Title II of the Americans with Disabilities Act the Santa Rosa County will make reasonable modifications in policies, practices, and procedures; furnish auxiliary aids and services; and afford program accessibility through the provision of accessible facilities, the relocation of services or programs, or the provision of services at alternative sites, as appropriate and necessary.

Examples of auxiliary aids or services that Santa Rosa County may provide for qualified individuals with disabilities include:

- Assistive listening devices
- Qualified ASL or other types of interpreters for persons with hearing loss
- Communication access real-time translation / Real-time transcription services
- Accessible formats such as large print, Braille, electronic document, or audio tapes
- Qualified readers

Accommodations that are granted by Santa Rosa County are made at no cost to qualified individuals with disabilities.

AIDS/SERVICES SANTA ROSA COUNTY CANNOT ADMINISTRATIVELY GRANT AS ADA ACCOMMODATIONS

Examples of aids or services Santa Rosa County cannot provide as an accommodation under Title II of the Americans with Disabilities Act include:

- Transportation to and from a meeting, program or activity
- Personal devices such as wheelchairs, hearing aids, or prescription eyeglasses
- Personal services such as medical or attendant care
- Readers for personal use or study

DOCUMENTATION OF THE NEED FOR AUXILIARY AIDS AND SERVICES

If an individual has a disability that is not obvious, or when it is not readily apparent how a requested accommodation relates to an individual's impairment, it may be necessary for the County to require the individual to provide documentation from a qualified health care provider in order for the County to fully and fairly evaluate the accommodation request. These information requests will be limited to documentation that (a) establishes the existence of a disability; (b) identifies the individual's functional limitations; and (c) describes how the requested accommodation addresses those limitations. Any cost to obtain such documentation is the obligation of the person requesting the accommodation.

Please return this completed form to

DeVann Cook, Human Resources Director
6495 Caroline Street, Suite I
Milton, FL 32570
(850) 983-1863 phone (850) 983-1868 fax
devannc@santarosa.fl.gov

as far in advance as possible, but preferably at least seven (7) days before your scheduled meeting appearance or other Santa Rosa County activity.

1. Date request submitted: ____/____/____

2. Person needing accommodation

Name: _____

3. Contact information for person needing accommodation

Street or P.O. Box: _____

City: _____

State: _____

Zip Code: _____

Telephone Number (include area code): _____

Email Address: _____

4. Person making request (if other than the person needing the accommodation)

Name: _____ Telephone Number (include area code): _____

Email Address: _____

Relationship to person needing an accommodation: _____

5. Accommodations requested

Nature of disability that necessitates accommodation: _____

Accommodation requested: (please check one of the following five options):

Assistive listening device (*Assistive listening systems work by increasing the loudness of sounds, minimizing background noise, reducing the effect of distance, and overriding poor acoustics. The listener uses a receiver with headphones or a neckloop to hear the speaker.*)

Communication access real-time translation/real-time transcription services (*CART is a word-for-word speech-to-text interpreting service for people who need communication access. A rendering of everything said in the meeting will appear on a computer screen.*)

Sign Language Interpreter (*Please specify American Sign Language, oral interpreter, signed English, or other type of signing system used by persons with hearing loss.*): _____

Provision of county documents in an alternative format (*Please specify Braille, large print, accessible electronic document, or other accessible format used by persons who are blind or have low vision.*): _____

Other accommodation (please specify): _____

6. Use the Submit Button (immediately following) to send us your request:

Submit Request

THE FOLLOWING SECTION IS TO BE COMPLETED BY SANTA ROSA COUNTY PERSONNEL ONLY

7. Date request was received: ____/____/____

8. Additional oral or written information requested? Yes No

If so, describe information: _____

9. Describe the accommodation(s) granted by the County: _____

10. Indicate the duration the accommodation will be provided: _____

11. If an accommodation is denied, indicate reason(s) for denial:

Based on the information provided, it appears the person does not have a disability as defined by the ADA

Requested accommodation does not directly correlate to functional limitations

Request relates to a service, program, or activity outside the county system (transportation, legal representation, mental health counseling, parenting course, etc.)

Request is for an aid/service the county cannot administratively grant as an accommodation pursuant to Title II of the ADA (official transcript, extension of time, etc.)

Requested accommodation would result in an undue burden

Requested accommodation would result in a fundamental alteration

Other (please specify): _____

12. Remarks: _____

13. County staff responding to request: _____

14. Date person notified of determination: ____/____/____

ORDINANCE NO. 2015 - ____

AN ORDINANCE OF SANTA ROSA COUNTY, FLORIDA, AMENDING ORDINANCE NO. 2015-19 AND IMPOSING A FIVE CENT LOCAL OPTION GAS TAX UPON EVERY GALLON OF MOTOR FUEL SOLD IN SANTA ROSA COUNTY PURSUANT TO §336.025(1)b, FLORIDA STATUTES, AND TAXED UNDER THE PROVISIONS OF CHAPTER 206, FLORIDA STATUTES; PROVIDING FOR DISTRIBUTION PURSUANT TO INTERLOCAL AGREEMENT BETWEEN SANTA ROSA COUNTY, THE CITY OF MILTON, THE CITY OF GULF BREEZE, AND THE TOWN OF JAY; PROVIDING FOR CODIFICATION; AND, PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. This ordinance shall be known and may be cited as the “Santa Rosa County 2015 Local Option Gas Tax Ordinance.”

SECTION 2. This ordinance is adopted pursuant to F.S. §336.025(1)b, and Chapter 206, F.S., as amended.

SECTION 3. Tax. There is hereby imposed a five-cent local option gas upon every gallon of motor fuel sold in the county and taxed under the provisions of Chapter 206, Parts I or II, F.S..

SECTION 4. Proceeds. Proceeds of the tax hereby imposed shall be divided and distributed by the state Department of Revenue, in accordance with the terms of the applicable interlocal agreement entered into between the county and the City of Milton, the City of Gulf Breeze and the Town of Jay. The distribution formula in the interlocal agreement shall provide for distribution of the entire proceeds of the local option gas tax among the county government and all eligible municipalities within the county.

SECTION 5. Use of funds. The proceeds of the tax provided in this ordinance shall be used for transportation expenditures within the county.

SECTION 6. Duration. The tax imposition provided by this article, unless rescinded as set out in Section 6, shall be effective from January 1, 2016, to December 31, 2026, both inclusive.

SECTION 7. Codification. The provisions of this ordinance shall become and be made a part of the code of laws and ordinances of the County of Santa Rosa. The sections of this ordinance may be renumbered or relettered to accomplish such, and the word "ordinance" may be changed to "section", "article", or any other appropriate word.

SECTION 8. Effective Date. This Ordinance shall take effect January 1, 2016.

PASSED AND ADOPTED by a vote of __ yeas and __ nays and __ absent of the Board of County Commissioners of Santa Rosa County, Florida, on the ____ day of _____, 2015.

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

By: _____
Chairman

ATTEST:

Clerk of Court

I, Donald C. Spencer, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and sent electronically to the Secretary of the State of Florida, on this ____ day of _____, 2015.

Donald C. Spencer, Clerk of Court



FLORIDA

Executive
Director
Marshall Stranburg

Florida Department of Revenue

Revenue Accounting
Post Office Box 6609
Tallahassee, Florida 32314-6609

received
10/19/2015

October 9, 2015

Santa Rosa County Florida
Roy V. Andrews
6495 Caroline Street, Suite M
Milton, FL 32570-4592

Dear Mr. Andrews,

The Department is in receipt of Ordinance # 2015-19 for the Five Cent Local Option Gas Tax and Ordinance # 2015-20 for the 9th Cent Local Option Gas Tax.

Ordinance #2015-19 imposes the 5-cent Local Option Gas Tax effective January 1, 2016 to December 31, 2026. Since Santa Rosa County already has enforce Ordinance # 2006-13 levying the 6-cent Local Option Fuel tax authorized by Chapter 336.025 (1)(a) F.S., the Department needs clarification that Ordinance #2015-19 is imposing the additional 5-cent Local Option fuel tax pursuant to Chapter 336.025 (1)(b) F.S.. Also, this additional 5-cent gas tax is levied only on each gallon of motor fuel and does not include gallons of diesel fuel, which both types of fuel are referenced in the ordinance. In addition, the rescission date will need to be clarified to be effective on December 31st of a year as per Chapter 336.025 (5)(a)F.S..

At your Board of County Commissioner's earliest convenience, please amend Ordinance # 2015-19 to clarify the Florida Statutes reference, remove the diesel fuel reference, and amend the rescission effective date. This will allow your ordinance to comply with Chapter 336.025, F.S..

I have also included the distribution percentages as per your letter dated September 25, 2015. Please review and do not hesitate to call me at (850) 717-6784 if there are any discrepancies for your county.

Sincerely,

Amy A Barrow

Amy A Barrow
Senior Management Analyst
Revenue Accounting Sub-process

Child Support – Ann Coffin, Director • General Tax Administration – Maria Johnson, Director
Property Tax Oversight – Maurice Gogarty, Director • Information Services – Damu Kuttikrishnan, Director

(850) 617-8586

<http://dor.myflorida.com/dor/>

FAX: (850) 921-1171

Santa Rosa County Florida
 6-Cent and 5-Cent Local Option Gas Taxes
 For: 6-Cent rates for September 1, 2015 – August 31, 2016
 5-Cent rates for January 1, 2016 – December 31, 2016

	Effective: 01/01/2016	
	% for 6 Cent Local	% for 5 Cent Local
Santa Rosa County	90.4800%	89.4200%
Gulf Breeze	4.0800%	4.0800%
Jay	0.3900%	0.3900%
Milton	5.0500%	6.1100%
	<hr/> 100.0000%	<hr/> 100.0000%



FLORIDA
Executive
Director
Marshall Stranburg

Florida Department of Revenue
Revenue Accounting
Post Office Box 6609
Tallahassee, Florida 32314-6609

NOV 01 2015

October 21, 2015

Santa Rosa County, Florida
Chairperson Jim Melvin
6495 Caroline Street
Suite D
Milton, FL 32570

Dear Jim Melvin,

The Florida Department of Revenue has reviewed the Local Option Gas Tax on Motor Fuel and Special Fuel for Santa Rosa County. Listed on the attached page are the current Local Government ordinances, the effective dates, and rates the Department currently has on record.

In addition, the current distribution percentages were included in this review. The percentages provided by the county are used to distribute the proceeds of local option fuel tax to both the county and eligible municipalities within the county. The percentages for September 1, 2015 through August 31, 2016 are listed on the following page.

Please acknowledge your receipt and review of this information by signing and returning the attached page to the following address:

FL Department of Revenue
Attn: Revenue Accounting
PO Box 6609
Tallahassee, FL 32314-6609

If you have any questions, please do not hesitate to contact me at (850) 717-6784.

Sincerely,

Amy A Barrow

Amy A Barrow
Senior Management Analyst
Revenue Accounting Sub-process

Child Support – Ann Coffin, Director • General Tax Administration – Maria Johnson, Director
Property Tax Oversight – Maurice Gogarty, Director • Information Services – Damu Kulkikrishnan, Director

(850) 617-8586

<http://dor.myflorida.com/dor/>

FAX: (850) 921-1171



FLORIDA

Executive
Director
Marshall Stranburg

Florida Department of Revenue

Revenue Accounting
Post Office Box 6609
Tallahassee, Florida 32314-6609

The following is a list of both the current ordinances and the 2015/2016 distribution percentages for Santa Rosa County:

Current Ordinances:

1. County Ordinance 2006-13 imposed a 6-cent Local Option Gas tax effective through August 31, 2016
2. County Ordinance 2015-19 imposed a 5-cent Additional Local Option Gas tax effective January 1, 2016 through December 31, 2026
3. County Ordinance 2015-20 imposed the 9th Cent Gas tax effective January 1, 2016 for an indefinite duration

Distribution Percentages for September 1, 2015 – August 31, 2016

	Effective: 01/01/2016		
	% for 6 Cent Local	% for 5 Cent Local	% for 9th Cent
Santa Rosa County	90.4800%	89.4200%	100.0000%
Gulf Breeze	4.0800%	4.0800%	
Jay	0.3900%	0.3900%	
Milton	5.0500%	6.1100%	
	<u>100.0000%</u>	<u>100.0000%</u>	<u>100.0000%</u>

Chairman Signature

Date

THIS INSTRUMENT PREPARED BY:
ROY V. ANDREWS
COUNTY ATTORNEY
6495 CAROLINE STREET
MILTON, FLORIDA 32570
850-983-1857

AMENDMENT TO LEASE AGREEMENT

WHEREAS, the Santa Rosa County Beach Administration as an agency of Santa Rosa County, Florida, and Horace Larker, entered into a lease agreement on October 9, 1968, said lease being recorded in Official Records Book 184 at Page 789 in the Public Records of Santa Rosa County, Florida, covering the following described property in Santa Rosa County, to wit:

Lots 3 and 4, Block 11 Residential Section 1, Navarre Beach Subdivision recorded in Plat Book 5 at Page 91 in the Public Records of Escambia County, Florida and in Plat Book B Pages 90, 91 and 92 in the Public Records of Santa Rosa County, Florida.

WHEREAS, the above legal description is incorrect;

WHEREAS, Betty C. Watson, through various assignments is the present Lessee of the Original Leases covering that property in Santa Rosa County.

NOW THEREFORE, said Leases are hereby amended, nunc pro tunc, by correcting the legal description to read as follows:

Lots 3 and 4, Block 11, NAVARRE BEACH RESIDENTIAL SECTION 2, according to the plat thereof as recorded in Plat Book B, Page 106, of the Public Records of Santa Rosa County, Florida.

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

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

By: _____
Chairman

ATTEST:

Clerk of Court

THIS INSTRUMENT PREPARED BY:
ROY V. ANDREWS
COUNTY ATTORNEY
6495 CAROLINE STREET
MILTON, FLORIDA 32570
850-983-1857

WITNESSES:

_____ By: _____
Printed name: _____ Lessee

Printed name: _____

**STATE OF FLORIDA
COUNTY OF SANTA ROSA**

BEFORE ME, the undersigned authority, personally appeared _____
_____ 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.: _____

Emily Spencer

From: Stephen Furman
Sent: Wednesday, October 21, 2015 12:49 PM
To: Merry Beth Andrews; Hunter Walker
Cc: Roy Andrews; Emily Spencer; Ricky Sears; Michael Schmidt; Chris Phillips; Roger Blaylock
Subject: RE: FDOT request

Merry Beth, I believe that this area is a part of our recently completed Ramblewood HMGP project; so, I'm coping this to County Engineering for review and comment. We need to understand if this proposed modification to our new pond area will have any repercussions on the functioning of our HMGP pond.

Stephen

From: Merry Beth Andrews
Sent: Wednesday, October 21, 2015 12:00 PM
To: Stephen Furman <StephenF@santarosa.fl.gov>; Hunter Walker <HunterW@santarosa.fl.gov>
Cc: Roy Andrews <RoyA@santarosa.fl.gov>; Emily Spencer <emilys@santarosa.fl.gov>
Subject: FDOT request

Attached is a copy of the requested Quit Claim Deed and Resolution for the County easement we have off of Highway 98. I have also attached a copy of the construction plan we received in reference to this project. If public works has no objections we would like to put this on the November agenda for approval. MB

*Merry Beth Andrews
Florida Registered Paralegal
SANTA ROSA COUNTY
6495 Caroline Street, Suite C
Milton, Florida 32570
(850)983-1857
(850)981-8808 - 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.

This instrument prepared by,
or under the direction of,
Everett F. Jones *[Signature]*
Department of Transportation
P. O. Box 607
Chipley, FL 32428

Legal description approved by,
Michael L. Sapp

Parcel 129.4
Item/Segment No. 2204401
Managing District 3
S.R. No. 30 (U.S. 98)
County Santa Rosa

COUNTY QUITCLAIM DEED

THIS QUITCLAIM DEED, Made this ___ day of _____, 20___, by SANTA ROSA COUNTY, a political subdivision of the State of Florida, grantor, to the STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, whose address is Post Office Box 607, Chipley, Florida 32428, grantee: (wherever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of organizations.)

WITNESSETH: That the said grantor, for and in consideration of the sum of \$1.00 and other valuable considerations, receipt and sufficiency being hereby acknowledged, does hereby remise, release and quitclaim unto the said grantee forever, all right, title, interest, claim and demand, which said grantor has in and to the hereinafter described parcel of land arising out of that certain Drainage Easement, between MO'TREES, LLC and SANTA ROSA COUNTY, dated 3-12-13, recorded in Official Records Book 3228, Page 2081, and arising out of that certain Drainage Easement, between MO'TREES, LLC and SANTA ROSA COUNTY, dated 9-10-12, recorded in Official Records Book 3169, Page 1879, of the Public Records of Santa Rosa County, Florida, together with all other right, title, interest, claim and demand, if any, which the said grantor has in and to said parcel situate in the County of Santa Rosa, Florida, viz:

"PARCEL 1:

Commence at the Northwest corner of Section 31, Township 2 South, Range 28 West, Santa Rosa County, Florida; thence go easterly along the North line of aforesaid Section 31 a distance of 1370.00 feet; thence go at an angle to the right of 92 degrees 45'00" a distance of 300.16 feet to the POINT OF BEGINNING; thence at angle to the right of 87 degrees 15'00" a distance of 195.74 feet; thence go at an angle to the left of 88 degrees 04'34" a distance of 750.77 feet; thence go an angle to the left of 92 degrees 13'00" a distance of 184.95 feet; thence go at an angle to the left of 86 degrees 37'26" a distance of 750.38 feet to the POINT OF BEGINNING. LESS the southern 298.30 feet as shown in Roadman deed at O.R. Book 325, Page 136."

ALSO:

"PARCEL 2:

Commencing at the northeast corner of Government Lot 3, Section 31, Township 2 South, Range 28 West, Santa Rosa County, Florida, thence West along the North line of said Lot 3 for 1161.40 feet; thence 89 degrees 10'00" left for 700.00 feet to the POINT OF BEGINNING; thence continue along same line for 100.00 feet; thence 90 degrees 00'00" right for 236.47 feet; thence 91 degrees 55'00" right for 100.06 feet; thence 88 degrees 05'00" right for 233.12 feet to the POINT OF BEGINNING.;

Containing 2.524 acres, more or less. (Parcel 1 and 2)

TO HAVE AND TO HOLD the same together with the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the said grantor, either in law or equity, to the said grantee forever.

IN WITNESS WHEREOF, the said grantor has caused these presents to be executed in its name by its Board of County Commissioners acting by the Chairperson or Vice-Chairperson of said Board, the day and year aforesaid.

ATTEST: _____
Clerk (or Deputy Clerk)

Santa Rosa County, Florida,
By Its Board of County
Commissioners

By: _____
Its Chairperson
(or Vice-Chairperson)

STATE OF FLORIDA

COUNTY OF SANTA ROSA

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, Chairperson (or Vice-Chairperson), who is personally known to me or who has produced _____ as identification.

Notary Public in and for the
County and State last aforesaid.
My Commission Expires: _____
Serial No., if any: _____

QCD.13A

This instrument prepared by,
or under the direction of
Everett F. Jones *EWJ*
Department of Transportation
P. O. Box 607
Chipley, FL 32428

Parcel	129.4
Item/Segment No.	2204401
Managing District	3
S.R. No.	30 (U.S. 98)
County	Santa Rosa

RESOLUTION

ON MOTION of Commissioner _____, seconded by Commissioner _____, the following Resolution was adopted:

WHEREAS, the State of Florida Department of Transportation purposes to construct or improve State Road No. 30 (U.S. 98), F.P. No.2204401, in Santa Rosa County, Florida: and

WHEREAS, it is necessary that certain interest owned by Santa Rosa County be acquired by the State of Florida Department of Transportation: and

WHEREAS, said property is not needed for County purposes: and

WHEREAS, the State of Florida Department of Transportation has made application to said County to execute and deliver to the State of Florida Department of Transportation the attached deed, or deeds, in favor of the State of Florida Department of Transportation, conveying all rights, title and interest that said County has in and to said lands required for transportation purposes, and said request having been duly considered.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Santa Rosa County, that the application of the State of Florida Department of Transportation for a deed, or deeds, is for transportation purposes which are in the public or community interest and for public welfare and the land needed for transportation purposes is not needed for county purposes; that a deed, or deeds, in favor of the State of Florida Department of Transportation conveying all right, title and interest of Santa Rosa County in and to said lands should be drawn and executed by this Board of County Commissioners. Consideration shall be \$ _____.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded forthwith to the State of Florida Department of Transportation, Property Management Section, P. O. Box 607, Chipley, Florida 32428.

STATE OF FLORIDA

COUNTY OF SANTA ROSA

I HEREBY CERTIFY that the foregoing is a true copy of a Resolution adopted by the Board of County Commissioners of _____ County, Florida at a meeting held on the ____ day of _____, 20____.

Clerk
Board of County Commissioners
Santa Rosa County, Florida

THIS DOCUMENT PREPARED BY:
William J. Dunaway
CLARK, PARTINGTON, HART, LARRY,
BOND & STACKHOUSE
Suite 800, 125 West Romana Street
Post Office Drawer 13010
Pensacola, Florida 32591-3010

STATE OF FLORIDA)
)
COUNTY OF ESCAMBIA)
 Santa Rosa

GRANT OF DRAINAGE EASEMENT

This grant of drainage easement is made this *17th* day of *March* 2013 by and between **MOTREES, LLC**, a Florida Limited Liability company, ("**MOTREES**"), and **Santa Rosa County, a political subdivision of the State of Florida**, ("**County**") for the following uses and purposes:

RECITALS

- A. **MOTREES** is the owner of those certain tracts or parcels of real property lying and being in Santa Rosa County, Florida, at the terminus of Paula Circle, and more particularly described as Parcel 1 and Parcel 2 in deed recorded at OR BK 2666, PG 1449 (together, the real property hereafter referred to as the "**MOTREES Tract**").
- B. **County** desires the right to construct and maintain a drainage outfall across the **MOTREES Tract** for use as part of a **County** owned and maintained drainage system located west of the **MOTREES Tract** at the corner of Ramblewood Drive and Paula Circle.
- C. **MOTREES** desires to grant to **County** the right to construct and maintain **County's** drainage outfall across the **MOTREES Tract** as more particularly described in Exhibit "A" attached hereto and made a part hereof (the "**Easement Tract**"). A sketch of the **Easement Tract** is also part of Exhibit "A."
- D. In connection therewith, **MOTREES** does NOT grant to the general public, through the **County**, the right to use the drainage outfall on the **Easement Tract** in any way whatsoever inconsistent with this document. The sole purpose for which the **County** is granted this easement is to facilitate the conveyance of stormwater from the

County owned and maintained drainage system at the corner of Ramblewood Drive and Paula Circle to the terminus of the Easement Tract along Pine Street.

E. County shall construct and maintain the drainage system (including necessary fencing) pursuant to plans and specifications approved by both parties.

F. Subject to the terms and conditions herein, MOTREES has agreed to grant to the County a drainage easement across the MOTREES Tract.

NOW, THEREFORE, in exchange for \$10.00 and other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. **Recitals Incorporated.** The foregoing recitals herein are true and correct and incorporated by reference herein as if fully set forth.

2. **Access Easement.**

2.1 **Grant of Easement.** MOTREES hereby grants, bargains, sells and conveys a perpetual and non-exclusive easement (the "Drainage Easement") for conveyance of stormwater from the County Owned and maintained drainage system at the corner of Ramblewood Drive and Paula Circle, over and across the Easement Tract in favor of and for the benefit of County and the general public, for purposes of facilitating the drainage of stormwater from the County owned and maintained drainage system to Pine Street.

2.2 **Limited Use of Easement.** County's use of the Drainage Easement is limited to the purposes stated within Section 2.1 above. County shall not use or permit use of the Drainage Easement in any way that may create a dangerous condition or be adverse to the use of the MOTREES Tract. Nothing in this agreement is intended to prohibit use of the Easement Tract by MOTREES, provided such use does not interfere with the use of the Drainage Easement by the County as provided for herein.

3. **Construction and Maintenance.** County shall have the obligation, to construct, at its sole expense, improvements, including but not limited to the pipes and fencing upon the Easement Tract to make the Easement Tract suitable for its intended use as a drainage outfall. MOTREES shall not be obligated to construct or install any of these improvements. Any improvements on the Easement Tract made by the County shall be subject to the prior written approval of MOTREES. County shall, at County's expense, make any and all repairs to the improvements on the Easement Tract as are necessary to ensure public safety and which result from the use of the improvements, or are caused by acts of God.

4. **Insurance and Indemnity.** At all times after the execution of this Agreement, County agrees to indemnify, defend and hold MOTREES, its successor

and/or assigns, harmless from all claims, suits, proceedings, liability, losses, costs, damages, and expenses, including reasonable attorneys' fees for personal injury or property damage arising out of County's installation, operation, use, or maintenance of the Drainage Easement or County's breach of this Agreement. The extent of the County's liability to MO'TREES is limited to the liability of the County provided by Chapter 768.28 Fla. Stat. (2012).

5. **Covenants Running with the Land.** The duties and obligations granted herein shall be deemed to be covenants appurtenant to and running with the land, and shall inure to and then be enforced by any current or subsequent owner, lease holder, mortgage holder, or any other party having an interest in the parcel, or any portion thereof.

6. **No Waiver.** Any failure by any Party hereto to enforce any covenant herein contained for any period of time, shall in no event be deemed a waiver or estoppel of the right to enforce the same thereafter.

7. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. Said counterparts shall constitute but one and the same instrument and, if more than one party, shall be binding upon each of them individually as fully and completely as if all had signed but one instrument.

8. **General.** All rights, powers and privileges herein reserved and given to either party shall inure to the benefit of and be held by the respective successors, heirs and assigns of the parties hereto, and likewise, all liabilities and obligations imposed upon each shall be binding upon the respective successors, heirs and assigns of the parties hereto. Time is of the essence of this Agreement. This Agreement constitutes the entire Agreement of the parties and may not be amended except by written instrument executed by all parties hereto. This Agreement shall be construed and interpreted in accordance with the laws of the State of Florida. The provisions of this Agreement are intended to be independent, and in the event any provision hereof shall be declared by a court of competent jurisdiction to be illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the remainder of this Agreement. The paragraph headings are inserted for convenience only and are in no way intended to describe, interpret, define or limit the scope or content of this Agreement or any provision hereof. In connection with any litigation, including appellate proceedings, arising out of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs. No modification or change of this Agreement shall be valid or binding upon the parties unless in writing, executed by the parties to be bound thereby.

IN WITNESS WHEREOF, the undersigned parties have caused this instrument to be executed by their duly authorized corporate officer and designated official effective as of the day and year set forth above.

Signed, sealed, and delivered
in the presence of:

MOTREES, L.L.C.

Roger A. Blaylock
[Signature of Witness]

Roger A. Blaylock
[Type/Print Name of Witness]

By: James C. Moulton
Print Name: JAMES C. MOULTON
Its: Manager

Michael Schmidt
[Signature of Witness]

MICHAEL SCHMIDT
[Type/Print Name of Witness]

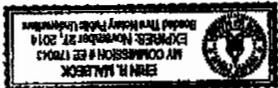
STATE OF FLORIDA)
COUNTY OF ESCAMBIA)
Santa Rosa

The foregoing instrument was acknowledged before me this 12th day of March
2013, by James C. Moulton, the Manager of
MOTREES, L.L.C., who () is personally known to me, or () has produced
Florida Drivers License as identification.

Erin R. Malbeck
[Signature of Notary Public]

Erin R. Malbeck
[Type/Print Name of Notary]

My Commission No.:
My Commission Expires:



Signed, sealed, and delivered
in the presence of:

**SANTA ROSA COUNTY, a political
subdivision in the State of Florida**

[Signature of Witness]

By: [Signature]

Print Name: Robert A. Cole

[Type/Print Name of Witness]

Its: Chairman



Attest: [Signature]

Clerk of Court

[Signature of Witness]

BCC Approved: March 14, 2013

[Type/Print Name of Witness]

STATE OF FLORIDA
COUNTY OF ~~ESCRIBIDA~~ Santa Rosa

The foregoing instrument was acknowledged before me this 20 day of March
2013, by Robert A. Cole, the Chairman of
SANTA ROSA COUNTY, who () is personally known to me, or () has produced
as identification.

MERRY A. ANDREWS
NOTARY PUBLIC - STATE OF FLORIDA
COMMISSION # EE 880 697
COMMISSION EXPIRES MARCH 8, 2017

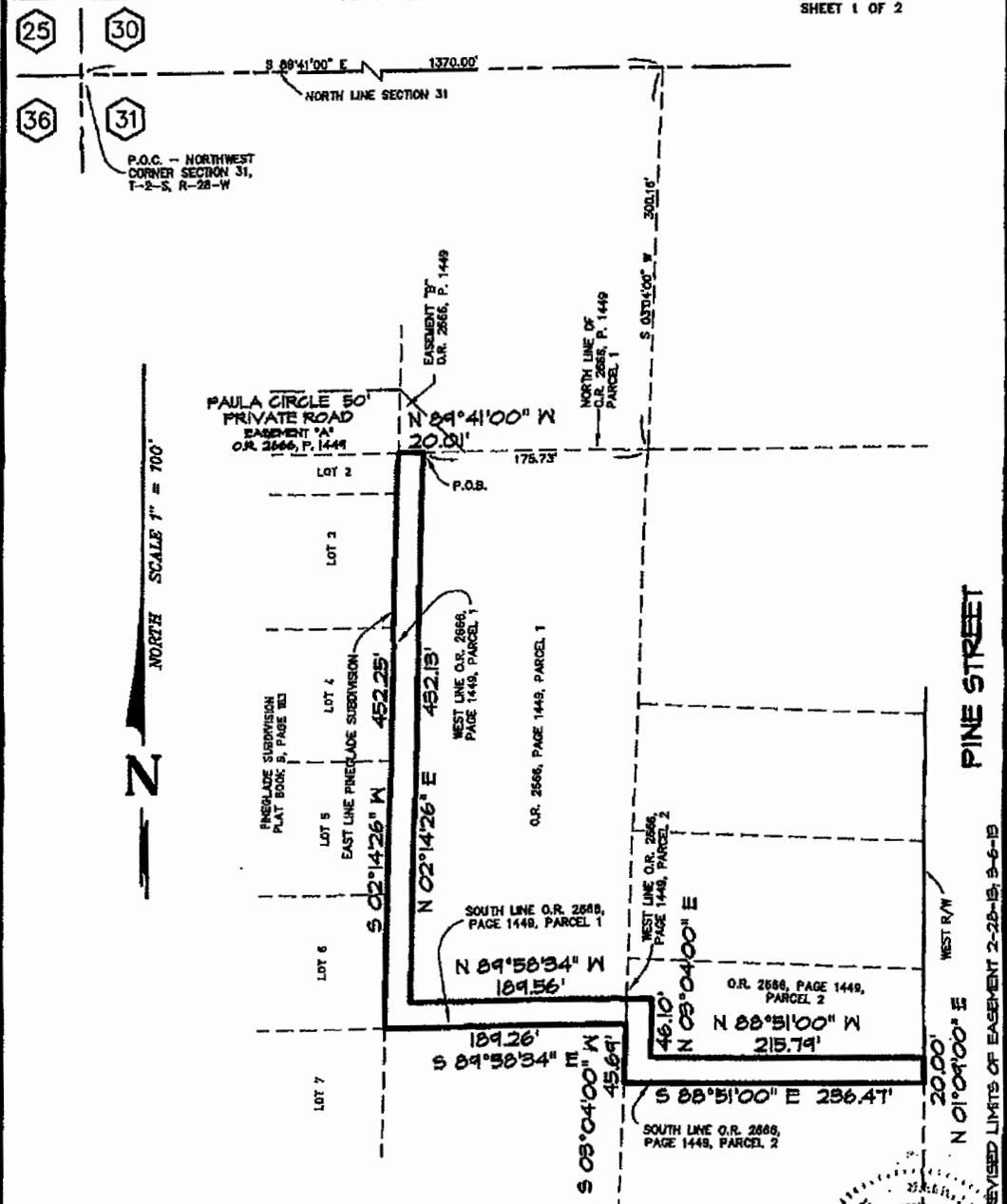
[Signature]
[Signature of Notary Public]

Merry A. Andrews
[Type/Print Name of Notary]

My Commission No.: EE 880 697
My Commission Expires: March 8, 2017

 <p>PITTMAN, GLAZE AND ASSOCIATES, INC.</p>	<p>A LEGAL DESCRIPTION AND SKETCH OF A PORTION OF SECTION 31, T-2-S, R-28-W</p>	<p>LAND SURVEYORS 5700 N. DAVIS HIGHWAY, SUITE 3 PENSACOLA, FL 32503 Phone (850) 434-8888 Fax (850) 434-8881 Email: pgsurvey@bellsouth.net</p>
---	--	---

SHEET 1 OF 2



PUBLIC RECORDS; RECORDED PLATS: PINE GLADE (P.B. 8, 185)
 Source of Information: SURVEYS BY THIS FIRM; INFORMATION FURNISHED BY CLIENT
 Measurements made in accordance to United States Standards.

<p>I hereby certify that this survey was made under my responsible charge and meets the Minimum Technical Standards as set forth by the Florida Board of Professional Surveyors & Mappers in Chapter 5J-17.050, 5J-17.051 and 5J-17.052, pursuant to Section 472.027 Florida Statutes.</p> <p style="text-align: center;"><i>David D. Glaze</i></p> <p>David D. Glaze <input type="checkbox"/> PSM #5605</p> <p style="text-align: center;"><i>Walter J. Glaze</i></p> <p>Walter J. Glaze <input checked="" type="checkbox"/> PSM #6190</p>	<p>Date of Plat: 10-31-12 Date of Survey: -- Date of Revision: 2-28-13 Encroachments: --</p> <p style="text-align: center;">Bearing Reference NORTH BASED ON THE EAST LINE PINEGLADE SUBDIVISION AS S 02°14'26" W</p> <p>Ordered By: MR. KEVIN MORGAN Scale: 1" = 100' Job No.: 85257-12 FB: PG File No.: A-14181 FB: PG Drawn By: PMJ</p>
---	--



 <p>PITTMAN, GLAZE AND ASSOCIATES, INC.</p>	<p>A LEGAL DESCRIPTION AND SKETCH OF A PORTION OF SECTION 31, T-2-S, R-28-W</p>	<p>LAND SURVEYORS 5700 N. DAVIS HIGHWAY, SUITE 3 PENSACOLA, FL 32503 Phone (850) 434-6668 Fax (850) 434-6661 Email: pga@survey@bellsouth.net</p>
---	--	---

SHEET 2 OF 2

EXHIBIT "A"
Easement Tract *JMJ*

LEGEND:
R/W Right of way
P.O.B. Point of beginning
P.O.C. Point of commencement

SURVEYOR'S NOTES:

1. Subject to setbacks, easements and restrictions of record.
2. This sketch is subject to any facts that may be disclosed by a full and accurate title search. No title work performed by this firm.
3. This sketch does not reflect or determine ownership.
4. This drawing only reflects setback lines, which appear on the recorded plat. This property may also be subject to setback lines mandated by zoning ordinances and/or restrictive covenants of record.
5. NOT A BOUNDARY SURVEY.

LEGAL DESCRIPTION:

Commence at the northwest corner of Section 31, Township 2 South, Range 28 West, Santa Rosa County, Florida; thence South 89 degrees 41'00" East along the north line of said Section 31 for a distance of 1370.00 feet; thence South 03 degrees 04'00" West for a distance of 300.16 feet to the north line of parcel depicted in Official Record Book 2666 at page 1449 of the public records of said County; thence North 89 degrees 41'00" West along said north line for a distance of 175.75 feet for the point of beginning.

Thence continue North 89 degrees 41'00" West along said north line for a distance of 20.01 feet to the west line of Parcel 1, Official Record Book 2666, page 1449 of the public records of said County, also being the east line of Pineglade Subdivision, according to plat recorded in Plat Book B, at page 163 of the public records of said County; thence South 02 degrees 14'26" West along said west line for a distance of 452.25 feet to the south line of Parcel 1, Official Record Book 2666, page 1449 of the public records of said County; thence South 89 degrees 58'34" East along said south line for a distance of 189.26 feet to the west line Parcel 2, Official Record Book 2666, page 1449 of the public records of said County; thence South 03 degrees 04'00" West along said west line for a distance of 45.69 feet to the south line of Parcel 2, Official Record Book 2666, page 1449 of the public records of said County; thence South 88 degrees 51'00" East along said south line for a distance of 236.47 feet to the west line of Pine Street; thence North 01 degrees 09'00" East along said west right of way line for a distance of 20.00 feet; thence North 88 degrees 51'00" West for a distance of 213.79 feet; thence North 03 degrees 04'00" East for a distance of 46.10 feet; thence North 89 degrees 58'34" West for a distance of 189.56 feet; thence North 02 degrees 14'26" East for a distance of 432.15 feet to the point of beginning.

All lying and being in Section 31, Township 2 South, Range 28 West, Santa Rosa County, Florida. Containing 0.42 acres, more or less.

PUBLIC RECORDS; RECORDED PLATS: PINE GLADE (P.B. P. 163)

Source of Information: SURVEYS BY THIS FIRM; INFORMATION FURNISHED BY CLIENT

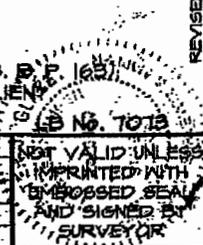
Measurements made in accordance to United States Standards.

I hereby certify that this survey was made under my responsible charge and meets the Minimum Technical Standards as set forth by the Florida Board of Professional Surveyors & Mappers in Chapter 5J-17.050, 5J-17.051 and 5J-17.052, pursuant to Section 472.027 Florida Statutes.

David D. Glaze
 PSM #5605

Walter J. Glaze
 PSM #6190

Date of Plat 10-31-12
Date of Survey ---
Date of Revision 2-28-13
Encroachments ---



Bearing Reference NORTH BASED ON THE EAST
LINE PINEGLADE SUBDIVISION AS S 02°14'26" W

Ordered By MR. KEVIN MORGAN
Scale 1" = 100' Job No. 8525T-12
FB --- PG --- File No. A-14182
FB --- PG --- Drawn By PMJ

REVISED LIMITS OF EASEMENT 2-28-13; 9-6-13

This document prepared by
Angela I. Jones
Santa Rosa County Attorney
6495 Caroline Street, Suite C
Milton, Florida 32570

DRAINAGE EASEMENT

THIS AGREEMENT, made this 10th day of September, 2012, by and between
MO'TREES, L.L.C., a Florida limited liability company, as Grantor, and SANTA ROSA
COUNTY, FLORIDA, as Grantee.

WITNESSETH:

The said Grantor for one dollar (\$1.00) and other good and valuable consideration does hereby grant unto the Grantee, a perpetual drainage easment for storm water improvements onto the following described properties, situate, lying and being in Santa Rosa County, Florida, to-wit:

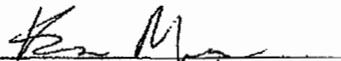
LEGAL DESCRIPTIONS FOR DRAINAGE EASEMENT:

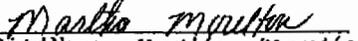
SEE ATTACHED EXHIBIT "A" and EXHIBIT "B"

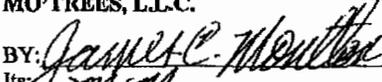
Santa Rosa County shall be authorized to install facilities and infrastructure and perform maintenance in said described area as needed to facilitate drainage.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date first above written.

Signed, sealed and delivered in the presence of:


Printed Name: Kevian Morgan


Printed Name: martha moulton

MO'TREES, L.L.C.
BY: 
Its: 

STATE OF FLORIDA
COUNTY OF SANTA ROSA

SWORN TO and subscribed before me by JAMES C. MOULTON in his or her capacity as
MANAGING MEMBER of MO'TREES, L.L.C., on this 10TH day of SEPTEMBER, 2012.



CHERYL P. CULLISON
MY COMMISSION # DD 860292
EXPIRES: February 11, 2013
Bonded Thru Budget Notary Service

Cheryl P. Cullison
Notary Public
Commission No: DD 860292
Commission Expires: 2/11/2013

Personally Known OR Produced Identification _____
Type of Identification Produced _____

EXHIBIT "A"

DESCRIPTION: 20 FOOT WIDE EASEMENT

AN EASEMENT FOR PURPOSES OF UTILITY CONSTRUCTION, ACCESS AND MAINTENANCE RUNNING THROUGH AND ACROSS THAT TRACT OF LAND DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 2668, PAGE 1449 PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA, SAID EASEMENT BEING TWENTY (20) FEET IN WIDTH, THE LIMITS OF WHICH BEING LOCATED ADJACENT TO AND PARALLEL WITH THE SOUTHERLY BOUNDARY LINE AND A PORTION OF THE WESTERLY BOUNDARY LINE OF THE ABOVE REFERENCED PARENT PARCEL AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF SECTION 31, TOWNSHIP 2 SOUTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA; THENCE RUN NORTH 89°18'08" EAST, ALONG THE NORTHERLY BOUNDARY LINE OF SAID SECTION 31, TOWNSHIP 2 SOUTH, RANGE 28 WEST, FOR A DISTANCE OF 1370.00 FEET; THENCE LEAVING SAID NORTHERLY BOUNDARY LINE OF SAID SECTION 31, RUN SOUTH 02°04'05" WEST FOR A DISTANCE OF 300.18 FEET TO THE NORTHEAST CORNER OF SAID TRACT OF LAND REFERENCED ABOVE; THENCE RUN SOUTH 89°49'05" WEST, ALONG THE NORTHERLY BOUNDARY LINE OF SAID TRACT, FOR A DISTANCE OF 195.74, TO THE WESTERLY BOUNDARY LINE OF SAID TRACT, ALSO BEING THE EASTERLY BOUNDARY LINE OF PINEGLADE SUBDIVISION, AS RECORDED IN PLAT BOOK 8, PAGE 185; THENCE LEAVING SAID NORTHERLY BOUNDARY LINE, RUN SOUTH 01°16'14" WEST, ALONG THE WESTERLY BOUNDARY LINE FOR A DISTANCE OF 64.82 FEET FOR THE POINT OF BEGINNING; FROM SAID POINT OF BEGINNING, CONTINUE SOUTH 01°18'14" WEST, ALONG SAID WESTERLY BOUNDARY LINE, FOR A DISTANCE OF 397.55 FEET TO THE NORTHERLY BOUNDARY LINE OF THAT PARCEL DESCRIBED IN O.R. BOOK 2868, PAGE 1449 AS LESS & EXCEPT PARCEL; THENCE LEAVING SAID WESTERLY BOUNDARY LINE, RUN NORTH 89°08'48" EAST, ALONG SAID NORTHERLY BOUNDARY LINE, FOR A DISTANCE OF 188.97 FEET TO THE EASTERLY BOUNDARY OF TRACT REFERENCED ABOVE AND THE WESTERLY BOUNDARY LINE OF THAT PARCEL, ALSO DESCRIBED IN O.R. BOOK 2868, PAGE 1448, AS PARCEL 2; THENCE LEAVING SAID NORTHERLY BOUNDARY LINE, RUN NORTH 02°02'37" EAST FOR A DISTANCE OF 20.03 FEET; THENCE RUN SOUTH 89°08'48" WEST FOR A DISTANCE OF 188.23 FEET; THENCE RUN NORTH 01°16'14" EAST FOR A DISTANCE OF 37.54 FEET, THENCE RUN SOUTH 89°08'49" WEST FOR A DISTANCE OF 20.01 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINING 0.280 ACRES, MORE OR LESS.

No Trees Like
[Signature]
7/11/12
9/10/12

EXHIBIT "B"

DESCRIPTION: 20 FOOT WIDE EASEMENT

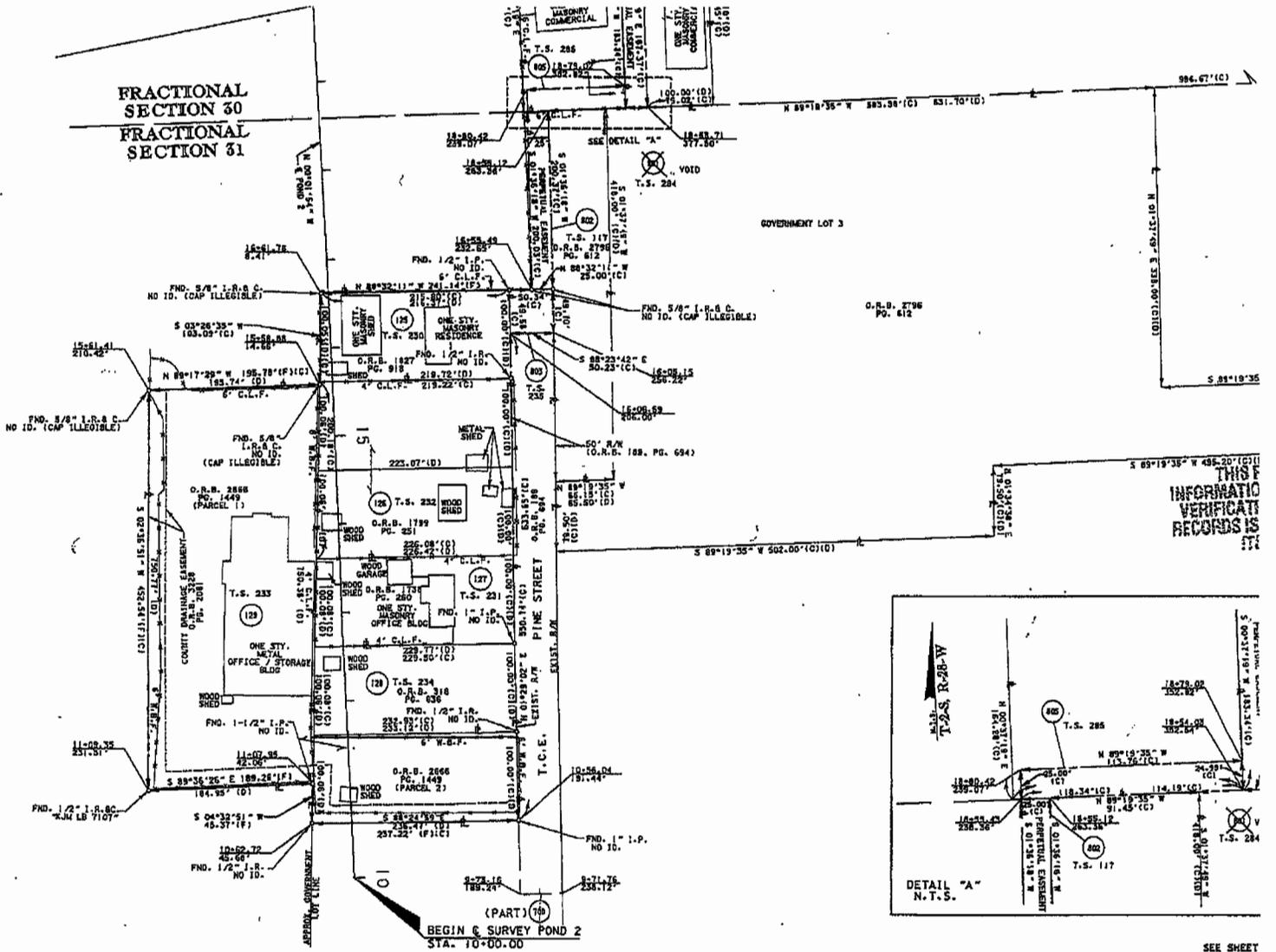
AN EASEMENT FOR PURPOSES OF UTILITY CONSTRUCTION, ACCESS AND MAINTENANCE RUNNING THROUGH AND ACROSS THAT TRACT OF LAND DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 325, PAGE 138, PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA, SAID EASEMENT BEING TWENTY (20) FEET IN WIDTH, THE LIMITS OF WHICH BEING LOCATED ADJACENT TO AND PARALLEL WITH A PORTION OF THE EASTERLY BOUNDARY LINE OF THE ABOVE REFERENCED PARENT PARCEL AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHWEST CORNER OF SECTION 31, TOWNSHIP 2 SOUTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA; THENCE RUN NORTH 89°19'05" EAST, ALONG THE NORTHERLY BOUNDARY LINE OF SAID SECTION 31, TOWNSHIP 2 SOUTH, RANGE 28 WEST, FOR A DISTANCE OF 1370.00 FEET; THENCE LEAVING SAID NORTHERLY BOUNDARY LINE OF SAID SECTION 31, RUN SOUTH 02°04'05" WEST FOR A DISTANCE OF 300.16 FEET TO THE NORTHEAST CORNER OF THAT TRACT DESCRIBED IN O.R. BOOK 2586, PAGE 1449, PARCEL 1; THENCE RUN SOUTH 89°19'05" WEST, ALONG THE NORTHERLY BOUNDARY LINE OF SAID TRACT, FOR A DISTANCE OF 195.74, TO THE WESTERLY BOUNDARY LINE OF SAID TRACT, ALSO BEING THE EASTERLY BOUNDARY LINE OF PINEGLADE SUBDIVISION, AS RECORDED IN PLAT BOOK 6, PAGE 183; THENCE LEAVING SAID NORTHERLY BOUNDARY LINE, RUN SOUTH 01°16'14" WEST, ALONG THE WESTERLY BOUNDARY LINE FOR A DISTANCE OF 462.47 FEET TO THE NORTHERLY BOUNDARY LINE OF THAT PARCEL DESCRIBED IN O.R. BOOK 2688, PAGE 1448 AS LESS & EXCEPT PARCEL; THENCE RUN NORTH 89°06'49" EAST, ALONG SAID NORTHERLY BOUNDARY LINE FOR A DISTANCE OF 188.94 FEET FOR THE POINT OF BEGINNING. THENCE CONTINUE NORTH 89°08'49" EAST, FOR A DISTANCE OF 20.83 FEET TO THE EASTERLY BOUNDARY LINE OF SAID LESS & EXCEPT PARCEL, ALSO BEING THE WESTERLY BOUNDARY OF PARCEL 2 ALSO DESCRIBED IN O.R. BOOK 2686, PAGE 1448; THENCE RUN SOUTH 02°02'37" WEST, ALONG SAID EASTERLY BOUNDARY LINE, FOR A DISTANCE OF 185.13 FEET; THENCE LEAVING SAID EASTERLY BOUNDARY LINE, RUN NORTH 89°59'28" WEST FOR A DISTANCE OF 20.01 FEET; THENCE RUN NORTH 02°02'37" EAST FOR A DISTANCE OF 164.82 FEET TO THE NORTHERLY BOUNDARY LINE OF SAID LESS & EXCEPT PARCEL BEING THE POINT OF BEGINNING.

SAID PARCEL CONTAINING 0.076 ACRES, MORE OR LESS.

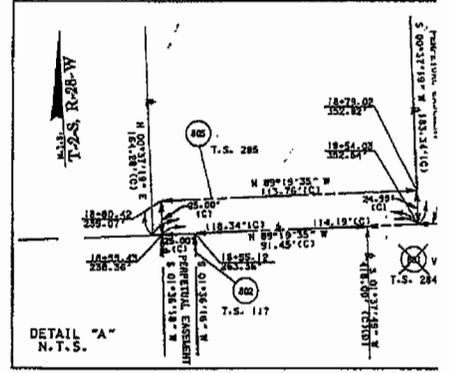
*MO Tract 12
JCM
9/10/12*

FRACTIONAL SECTION 30
FRACTIONAL SECTION 31

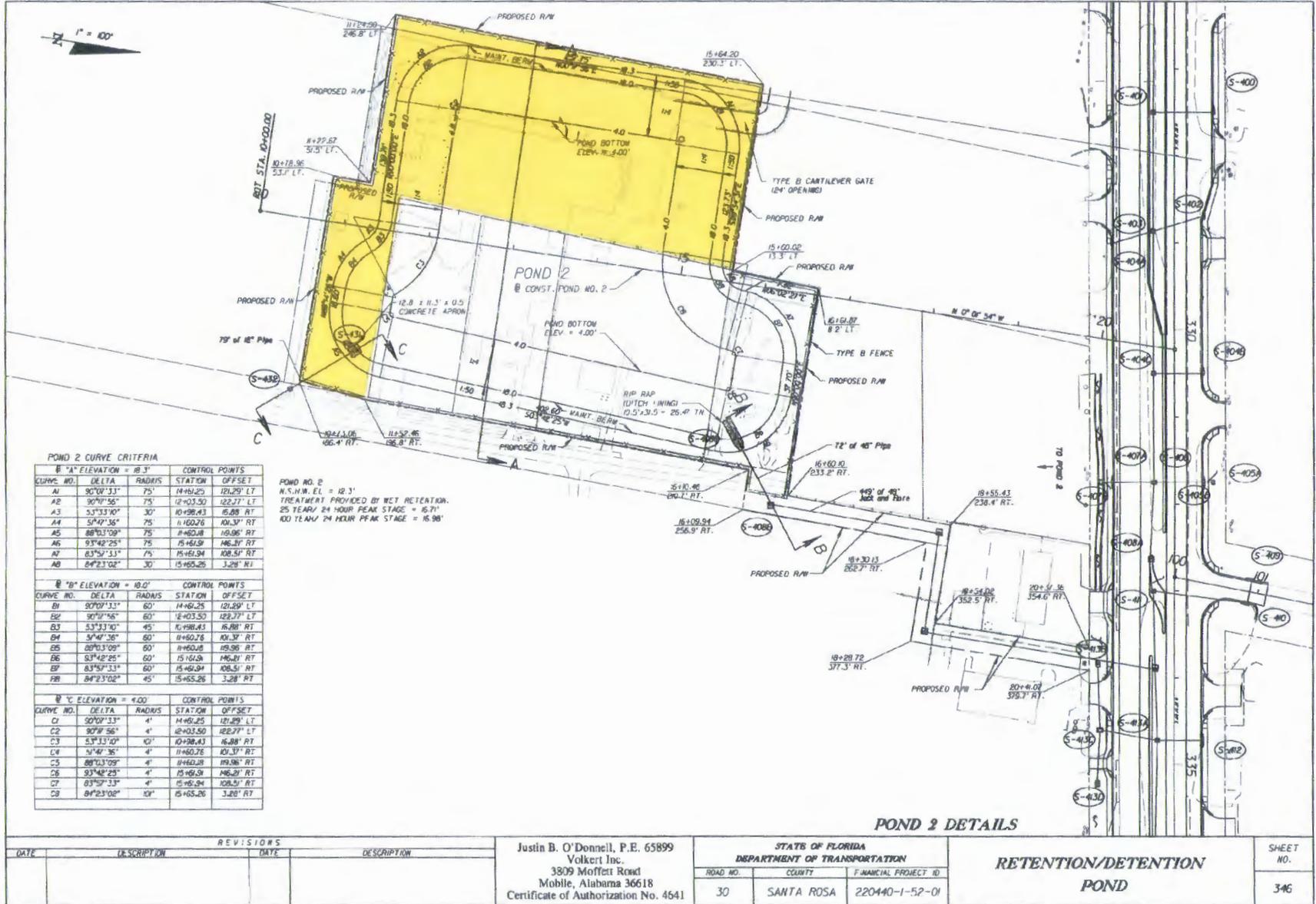


Property
Being
Acquired

THIS INFORMATION
VERIFICATION
RECORDS IS



RIGHT OF WAY MAP	FLORIDA DEPARTMENT OF TRANSPORTATION SURVEYING AND MAPPING	APPROVED BY	DATE							SEE SHEET < S.R. 30 (U.S. 98) FRC	
		DISTRICT SURVEYOR	5-2-14	REVISION	BY	DATE	REVISION	BY	DATE	CHECKED	S.L.A.
				VOID 201, REV. 202, ADD PAR. 700 & 800	J.L.R.	7-1-13	FINAL	D.B.V.C.	06/25/13	F.A.P. NO. N/A	
										STATE ROAD NO. 1 30 (U.S. 98)	
										SECTION N/A SANTA ROSA COUNTY F.P. 1	



POND 2 CURVE CRITERIA

E "A" ELEVATION = 18.3'				
CURVE NO.	DELTA	RADIUS	STATION	OFFSET
A1	90°0'33"	75'	14+64.25	121.29' LT
A2	90°0'56"	75'	12+03.50	122.77' LT
A3	53°33'10"	30'	10+98.43	15.88' RT
A4	5°40'36"	75'	11+602.76	101.33' RT
A5	88°03'09"	75'	11+602.76	101.33' RT
A6	93°42'25"	75'	15+61.59	146.31' RT
A7	83°52'33"	75'	15+61.59	108.51' RT
A8	84°23'02"	30'	15+65.26	3.28' RT

E "B" ELEVATION = 18.0'				
CURVE NO.	DELTA	RADIUS	STATION	OFFSET
B1	90°0'33"	60'	14+64.25	121.89' LT
B2	90°0'56"	60'	12+03.50	122.77' LT
B3	53°33'10"	45'	10+98.43	16.88' RT
B4	5°40'36"	60'	11+602.76	101.33' RT
B5	88°03'09"	60'	11+602.76	101.33' RT
B6	93°42'25"	60'	15+61.59	146.31' RT
B7	83°52'33"	60'	15+61.59	108.51' RT
B8	84°23'02"	45'	15+65.26	3.28' RT

E "C" ELEVATION = 4.00'				
CURVE NO.	DELTA	RADIUS	STATION	OFFSET
C1	90°0'33"	4'	14+64.25	121.89' LT
C2	90°0'56"	4'	12+03.50	122.77' LT
C3	53°33'10"	10'	10+98.43	16.88' RT
C4	5°40'36"	4'	11+602.76	101.33' RT
C5	88°03'09"	4'	11+602.76	101.33' RT
C6	93°42'25"	4'	15+61.59	146.31' RT
C7	83°52'33"	4'	15+61.59	108.51' RT
C8	84°23'02"	10'	15+65.26	3.28' RT

POND NO. 2
 R.S.M.R. EL. = 12.3'
 TREATMENT PROVIDED BY WET RETENTION.
 25 YEAR/ 24 HOUR PEAK STAGE = 15.71'
 100 YEAR/ 24 HOUR PEAK STAGE = 16.98'

POND 2 DETAILS

REVISIONS DATE DESCRIPTION DATE DESCRIPTION		Justin B. O'Donnell, P.E. 65899 Volkert Inc. 3809 Moffett Road Mobile, Alabama 36618 Certificate of Authorization No. 6451	STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION		RETENTION/DETENTION POND	SHEET NO. 346
			ROAD NO. 30	COUNTY SANTA ROSA		

NOTICE: THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE SIGNED AND SEALED UNDER RULE 605-21.003, F.A.C.

No support documentation for this agenda item.



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

16

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

October 21, 2015

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

Dear Mr. Walker:

During the process of conducting the yearly inventory for the Environmental/Landfill Department, I have come across some items that need Board approval to be removed off the County Inventory. This is only for inventory purposes. There are some buildings that had been purchased over the years for different landfill locations that are now closed and the building moved to Central Landfill. These buildings originally were purchased in 1988. Due to structural & electrical damage over the years; these building have been demolished and replaced.

Sincerely,

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

SUNGARD PENTAMATION, INC.
DATE: 10/21/2015
TIME: 09:11:52

SANTA ROSA COUNTY BOCC
Landfill Buildings Demolished & Removed

PAGE NUMBER: 1
REPORT10

SELECTION CRITERIA: (((assets.user_3 MATCHES "***REMOVED**")))

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

ASSET ID	DESCRIPTIVE INFORMATION	ACQUISITION INFORMATION	DEPRECIATION INFORMATION
LF BLDG 1 -000	CENTRAL MFR	FUNDING 400 VENDOR	CAPITAL ASSET Y
	MODEL	CLS B	EST LIFE 20 DEP LIFE
	S/N	CAT BLDGS PO	DEP N POST DP N DEP METH
	INVENTORY DATE 09/30/15	LOC LANDFILL CHECK	SALVAGE VALU .00
	CONDITION STATUS	FUND TYPE B ACQUIRE 09/30/88	UN CST 4288.24
	NEXT SCHEDULED MAINTENANCE	DPT 2400 INS CO	COST 4288.24
	"USER FIELD 1" REPLACED WITH NEW	GRT INS VAL 0.00	REM BOOK BASIS .00
	"USER FIELD 3" REMOVED & DEMOLISHED	"USER FIELD 2" SCALEHOUSE 2007	DEP BASIS 4288.24
	TAG #	"USER FIELD 4"	LAST POSTING DATE 09/30/07
			SALE AMOUNT .00
			RETIRED DATE

DISTRIBUTION INFORMATION

FUNCTION	ACTIVITY	DEP ORGN	ACCOUNT	PCT
530 PHYSICAL ENVIRONMENT	534 GARBAGE/SOLID WASTE CONTROL	2400	559001	1.00

LF BLDG 2 -000	HOLLEY MFR	FUNDING 400 VENDOR	CAPITAL ASSET Y	EST LIFE 20 DEP LIFE
	MODEL	CLS B	DEP N POST DP N DEP METH	
	S/N	CAT BLDGS PO	UNITS 1	SALVAGE VALU .00
	INVENTORY DATE 07/23/15	LOC LANDFIL2 CHECK	UN CST 3841.92	ACCUM DEP 3841.92
	CONDITION STATUS	FUND TYPE B ACQUIRE 09/30/88	COST 3841.92	REM BOOK BASIS .00
	NEXT SCHEDULED MAINTENANCE	DPT 2400 INS CO		DEP BASIS 3841.92
	"USER FIELD 1" LANDFILL CLOSED	GRT INS VAL 0.00		LAST POSTING DATE 09/30/07
	"USER FIELD 3" REMOVED & DEMOLISHED	"USER FIELD 2" BLDG MOVED TO CENTRAL		SALE AMOUNT .00
	TAG #	"USER FIELD 4" STRUCTURAL DAMAGE		RETIRED DATE

DISTRIBUTION INFORMATION

FUNCTION	ACTIVITY	DEP ORGN	ACCOUNT	PCT
530 PHYSICAL ENVIRONMENT	534 GARBAGE/SOLID WASTE CONTROL	2400	559001	1.00

LF BLDG 3 -000	NORTH MFR	FUNDING 400 VENDOR	CAPITAL ASSET Y	EST LIFE 20 DEP LIFE
	MODEL	CLS B	DEP N POST DP N DEP METH	
	S/N	CAT BLDGS PO	UNITS 1	SALVAGE VALU .00
	INVENTORY DATE 07/23/15	LOC LANDFIL4 CHECK	UN CST 3987.59	ACCUM DEP 3987.59
	CONDITION STATUS	FUND TYPE B ACQUIRE 09/30/88	COST 3987.59	REM BOOK BASIS .00
	NEXT SCHEDULED MAINTENANCE	DPT 2400 INS CO		DEP BASIS 3987.59
	"USER FIELD 1" LANDFILL CLOSED	GRT INS VAL 0.00		LAST POSTING DATE 09/30/08
	"USER FIELD 3" REMOVED & DEMOLISHED	"USER FIELD 2" BUILDING MOVED TO CENTRAL		SALE AMOUNT .00
	TAG #	"USER FIELD 4" 2014 STRUCTURAL DAMAGE		RETIRED DATE

DISTRIBUTION INFORMATION

FUNCTION	ACTIVITY	DEP ORGN	ACCOUNT	PCT
530 PHYSICAL ENVIRONMENT	534 GARBAGE/SOLID WASTE CONTROL	2400	559001	1.00

SUNGARD PENTAMATION, INC.
 DATE: 10/21/2015
 TIME: 09:11:52

SANTA ROSA COUNTY BOCC
 Landfill Buildings Demolished & Removed

PAGE NUMBER: 2
 REPORT10

SELECTION CRITERIA: (((assets.user_3 MATCHES "***REMOVED***")))

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

ASSET ID	DESCRIPTIVE INFORMATION	ACQUISITION INFORMATION	DEPRECIATION INFORMATION
LF BLDG 4 -000 MFR	NORTHWEST	FUNDING 400	CAPITAL ASSET Y
	CLS B	VENDOR	EST LIFE 20 DEP LIFE
MODEL	CAT BLDGS	PO	DEP N POST DP N DEP METH
S/N	LOC LANDFIL3	CHECK	SALVAGE VALU .00
INVENTORY DATE 07/23/15	FUND TYPE B	ACQUIRE 09/30/88	UNITS 1 UN CST 4511.94
CONDITION STATUS	DPT 2400	INS CO	COST 4511.94
NEXT SCHEDULED MAINTENANCE	GRT	INS VAL	0.00
"USER FIELD 1" THIS BUILDING WAS REPLACE	"USER FIELD 2" WITH NEW BLDG 2011		ACCUM DEP 4511.94
"USER FIELD 3" REMOVED & DEMOLISHED	"USER FIELD 4"		REM BOOK BASIS .00
TAG # JAY TRANSFER STATION			DEP BASIS 4511.94
			LAST POSTING DATE 09/30/07
			SALE AMOUNT .00
			RETIRED DATE

DISTRIBUTION INFORMATION

FUNCTION	ACTIVITY	DEP ORGN	ACCOUNT	PCT
530 PHYSICAL ENVIRONMENT	534 GARBAGE/SOLID WASTE CONTROL	2400	559001	1.00

SORT GROUP TOTAL 4 RECORDS

COST	16,629.69
INSURANCE VALUE	.00
SALVAGE VALUE	.00
ACCUMULATED DEPRECIATION	16,629.69
SALE AMOUNT	.00

REPORT TOTAL 4 RECORDS SELECTED

COST	16,629.69
INSURANCE VALUE	.00
SALVAGE VALUE	.00
ACCUMULATED DEPRECIATION	16,629.69
SALE AMOUNT	.00

BUILDINGS

	1988	1989	1990	1994	1996	2000	2006	2007	2008	2009	2010	2011	2012	2013	2014	Total		
LF BLDG 1	\$4,288.24															\$4,288.24	Central	Replaced 2007
LF BLDG 2	\$3,841.92															\$3,841.92	Holley	Closed Building Demolished
LF BLDG 3	\$3,987.59															\$3,987.59	North	Closed Building Demolished
LF BLDG 4	\$4,511.94															\$4,511.94	Northwest	Replaced 2011
LF BLDG 5		\$5,450.72														\$5,450.72	Class III	Building Demolished
LF BLDG 6			\$4,313.84													\$4,313.84	Tire Waste	
LF BLDG 7				\$114,557.74												\$114,557.74	Recycling	
LF BLDG 8				\$3,554.12												\$3,554.12	Recycling	
LF BLDG 9					\$1,088.48											\$1,088.48	Recycling	
LF BLDG 10						\$161,952.60										\$161,952.60	Recycling	
LF BLDG 10						\$20,613.15										\$20,613.15	Recycling	
LF BLDG 11							\$27,533.38	\$9,109.34								\$36,642.72	Central Scale House2	
LF BLDG 12									\$11,449.29	\$7,976.53	\$16.17		\$2,069.79			\$21,511.78	Maintenance Shop	
LF BLDG 13									\$12,936.98	\$3,163.22						\$16,100.20	Hazard Material Building	
LF BLDG 14										\$2,252.82	\$8,393.01					\$10,645.83	Jay Landfill Bldg	
LF BLDG 15												\$9,898.21	\$3,270.00			\$13,168.21	E-Scrap Bldg	
LF BLDG 16													\$24,244.42	\$3,631.07		\$27,875.49	Office/Breakroom	
	\$16,829.69	\$5,450.72	\$4,313.84	\$118,111.66	\$1,088.48	\$162,565.75	\$27,533.38	\$9,109.34	\$24,386.27	\$3,163.22	\$10,229.15	\$8,409.18	\$9,898.21	\$29,584.21	\$3,631.07	\$454,104.37		



SANTA ROSA COUNTY BOARD OF COMMISSIONERS



6495 Caroline Street, Suite C
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

TO: EMILY SPENCER

FROM: ROY V. ANDREWS

RVA

DATE: OCTOBER 8, 2015

SUBJECT: ADVERTISING ORDINANCE FOR PUBLIC HEARING

The following is the heading for the advertisement of the ordinance establishing the Special Events permitting process, which is to be heard at the public hearing beginning at 9:30 a.m., November 12, 2015 at the Regular Meeting of the Board of County Commissioners.

**AN ORDINANCE OF SANTA ROSA COUNTY, FLORIDA;
ESTABLISHING THE SPECIAL EVENTS PERMITTING PROCESS;
AMENDING ALL ORDINANCES IN CONFLICT HEREWITH,
INCLUDING ORDINANCE 77-01; PROVIDING DEFINITIONS,
PERMITTING AND APPLICATION PROCESS; PROVIDING FOR
REVOCATION DUE TO VIOLATIONS; PROVIDING FOR
CODIFICATION; AND, PROVIDING FOR AN EFFECTIVE DATE.**

ORDINANCE NO. 2015 - ____

AN ORDINANCE OF SANTA ROSA COUNTY, FLORIDA; ESTABLISHING THE SPECIAL EVENTS PERMITTING PROCESS; AMENDING ALL ORDINANCES IN CONFLICT HERewith, INCLUDING ORDINANCE 77-01; PROVIDING DEFINITIONS, PERMITTING AND APPLICATION PROCESS; PROVIDING FOR REVOCATION DUE TO VIOLATIONS; PROVIDING FOR CODIFICATION; AND, PROVIDING FOR AN EFFECTIVE DATE.

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

SECTION 1. Title and Intent.

This ordinance and chapter are titled and may be cited as the "Santa Rosa County Special Events Permitting Ordinance." The intent of the special event permit is to provide for events that encourage overnight visitors to Santa Rosa County, impacting commercial lodging industry, hotels/motels, campgrounds, condominiums, as well as restaurants, retail establishments and other businesses. To be considered the following criteria must be established:

1. Each application must be submitted with a signed Certification and Compliance page;
2. The event must have the potential to bring or have had past history of bringing out of town visitors;
3. Applicant must provide a marketing/promotions plan and detailed budget for event;
4. Advertising and marketing must occur 90% out-of-market (i.e. outside of Santa Rosa);
5. Applicant must provide a detailed budget and post event profit and loss statement; and
6. The event must encourage use of commercial lodging establishments within Santa Rosa County.

SECTION 2. Definitions.

The following words and phrases, when used in this chapter are defined as follows:

Private property means property that is owned, leased, operated, maintained or controlled by one (1) or more individuals or private entities.

Public property means property that is owned, leased, operated, maintained or controlled by the county.

Sale or consumption of alcohol within Santa Rosa County facilities and public parks means an event being held within a county facility or public park at which alcohol is to be sold or consumed.

Special event means a temporary preplanned gathering or event of an entertainment, cultural, recreational, educational, political, religious, or sporting nature, or any other nature, that is sponsored by an individual or entity and is open to the public in general, whether on public or private property, which will substantially and demonstrably promote tourism in Santa Rosa County.

Use of county property means an event being held within unincorporated Santa Rosa County, in a county park or facility.

SECTION 3. Permit.

(a) *Required.* The following event types require a permit:

- (1) An event that is expected to draw one thousand (1,000) or more persons at any session as participants or spectators, which is proposed to be held on public or private property; and/or
- (2) An event at which alcohol is expected to be sold or consumed at times or locations not otherwise allowed by Santa Rosa County Ordinances, including Ordinance 77-01; and/or
- (3) An event that is expected to be held on public property or within a county park; and/or
- (4) An event at which alcohol is expected to be sold or consumed within a county facility or public park.

(b) *Application.* At least thirty (30) days prior to the scheduled start of the event, the completed application with descriptive plans for all arrangements must be submitted to the TDC Director for review and recommendation and the planning and zoning department along with any applicable fees as set by resolution as may be amended from time to time. The applicant must comply with any and all conditions set forth in the application by the required sign-off agencies and as required by the county administrator or designee.

(c) *Conditions.* The county reserves the right to establish such additional conditions, criteria or detailed specifications for the special event permit as it may deem necessary

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(c) *Conditions.* The county reserves the right to establish such additional conditions, criteria or detailed specifications for the special event permit as it may deem necessary

to carry out the intent of this article, for the protection of the public health, safety and welfare of the public.

- (d) *Advertising.* No person, corporation, partnership, or other organization may advertise, conduct, maintain, or sell or furnish tickets for a special event in Santa Rosa County unless and until that person or entity has obtained a permit from the county.
- (e) *Insurance.* The applicant, at its sole expense, agrees to procure and maintain in force during the entire term of the event, liability insurance in the amounts determined by county risk management to protect against damages or other claims arising from use of county property by the applicant or its guests. Other limits may also be established by county risk management for events which will be serving or consuming alcoholic beverages at approved county property. The insurance policy must also include coverage for the applicant's contingent liability on damages, claims or losses. "Santa Rosa County Board of County Commissioners" must be named as "additional insured" on the certificate of insurance, and the certificate must be delivered to Santa Rosa County prior to the applicant's use of the property. The insurance may not be canceled during the term of the event, if this occurs, the county has the right to revoke approvals related to use of the county property for the event, without recourse by the applicant.
- (f) *Bond.* At its discretion, subject to other applicable laws or ordinances, the county may require an indemnity and/or performance security bond for an event. The bond must be with a corporate bonding company authorized to do business in the State of Florida, or a cash bond in the form of a cashier's check payable to the board. The bond must indemnify Santa Rosa County, its agents or employees against any and all claims arising out of the preparations, conduct or aftermath of the event.

SECTION 4. Indemnification.

The applicant agrees to indemnify, release and save harmless the board against any and all claims, costs, demands, damages, judgments or injuries of any nature arising from the conduct or management of, or from any work or thing whatsoever done in or about county property or any building or structure appurtenant thereto or equipment thereof during the term of this permit, or arising during the term of use from any act of negligence of the applicant, applicant's agents, contractors, or employees, or arising from any accident, injury, or damage whatsoever, however caused, to any person or persons, or to any property of any person, persons, corporation or

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corporations, occurring during the term of this agreement on, in, or about said county property, and from and against all costs, attorney's fees, expenses and liabilities occurring in connection with any such claim or any action or proceeding brought thereon.

SECTION 5. Delivery, acceptance and surrender of premises.

- (a) The applicant agrees to accept the county property on possession as being in a satisfactory state of repair and in sanitary condition.
- (b) The applicant must surrender the premises to the county in the same condition as when the applicant takes possession, allowing for reasonable use and wear, and damage by acts of God. The applicant agrees to remove all business signs or symbols placed on the premises by the applicant before redelivery of the premises to the county, and restore the premises to the condition in which it existed before their placement. Any signs and markings created or used in connection with this event must be temporary and removable; painting roadways, trees or any other fixed object is strictly prohibited. The applicant agrees to clear the county property of litter at the close of the event.

SECTION 6. Consideration of application.

Upon receipt of the completed application with all required attachments, the county administrator or designee will review and present the request to the Board of County Commissioners at a Public Hearing. Prior to any permit issuance, the Board of County Commissioners will hold a public hearing on said application after notice thereof by publication in a newspaper of general circulation in the county. The notice shall describe the time, date, and place of the special event, identify the applicant, and outline the general purpose of the application.

SECTION 7. Violations. The county may revoke the event permit granted under this chapter upon the occurrence of any violation of this chapter.

SECTION 8. Conflicts. All ordinances or portions of ordinances in conflict herewith are amended consist with this ordinance.

SECTION 8. Codification. The provisions of this ordinance shall become and be made a part of the code of laws and ordinances of the County of Santa Rosa. The sections of this ordinance may be renumbered or relettered to accomplish such, and the word "ordinance" may be changed to "section", "article", or any other appropriate word.

SECTION 9. Effective Date. This Ordinance shall take effect January 1, 2016.

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SECTION 9. Effective Date. This Ordinance shall take effect January 1, 2016.

PASSED AND ADOPTED by a vote of __ yeas and __ nays and __ absent of the Board of County Commissioners of Santa Rosa County, Florida, on the __ day of _____, 2015.

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

By: _____
Chairman

ATTEST:

Clerk of Court

I, Donald C. Spencer, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and sent electronically to the Secretary of the State of Florida, on this _____ day of _____, 2015.

Donald C. Spencer, Clerk of Court

PASSED AND ADOPTED by a vote of ___ yeas and ___ nays and ___ absent of the Board of County Commissioners of Santa Rosa County, Florida, on the ___ day of _____, 2015.

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

By: _____
Chairman

ATTEST:

Clerk of Court

I, Donald C. Spencer, Clerk of Court of Santa Rosa County, Florida, do hereby certify that the same was adopted and filed of record and sent electronically to the Secretary of the State of Florida, on this _____ day of _____, 2015.

Donald C. Spencer, Clerk of Court



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

Preliminary
Engineers Report
November 9, 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 November 12, 2015 at 9:00 a.m. in Milton, Florida.

1. Discussion of engineering request for qualifications for three HMGP projects. (Attachment A)
2. Discussion of repairs to the Central Landfill scale house. (Attachment B)
3. Discussion of intermediate permit modification for the Central Landfill Class I and Class III areas. (Attachment C)
4. Discussion of Central Landfill tarp deployment machine. (Attachment D)
5. Discussion of recycle building repair. (Attachment E)
6. Discussion of arthropod control budget. (Attachment F)
7. Discussion of Navarre Beach Water Supply Agreement.
8. Recommend approval of Final Plat for Heritage Estates, a 53 lot subdivision, a portion of Section 10, Township 1 North, Range 29 West, Santa Rosa County, Florida. (District 1)
(Attachment G)

Location: 300 feet, more or less, South of the intersection of South Spencerfield Road and East Spencerfield Road, property on the West side of East Spencerfield Road.

9. Recommend Paved Road and Drainage Maintenance for Soundside Landing Court, a portion of Section 26, Township 2 South, Range 28 West, Santa Rosa County, Florida. (District 5)
(Attachment H)

Location: South on Nantahala Beach Road from U.S. 98, West on Soundside Drive, property on the south side of Soundside Drive.

Soundside Landing Court 158 LF±

ENGINEERING RFP EVALUATION CRITERIA
Santa Rosa County HMGP Ranchettes Drainage

Ranchettes Drainage Evaluation Factors

	Points Available	Preble Rish	Baskerville Donovan	DRMP	Volkert	Ken Horne	Amec Foster Wheeler	Atkins	Jehle Halstead	American	Fabre	Southern Site	Haach Mott MacDonald
Acknowledgement of project deadlines and demonstrated ability to devote the needed time and staff resources to the project in order to meet deadlines.	15												
Demonstration of project approach and work plan to meet the project requirements as well as knowledge and familiarity of the project area and conditions and needs that exist within the project area.	25												
Firm's reputation and competence including technical education, training, timeliness, cost control and quality of work.	10												
Demonstrated knowledge of the ICPR (Inter-Connected Pond Routing) and experience with ICPR projects including Cost Analysis calculations.	15												
Availability of local personnel and resources	10												
Demonstrated knowledge of the Hazard Mitigation Grant Program (HMGP) including experience calculating a FEMA Benefit Cost Analysis.	10												
Experience with NFWFMD permitting process, and Santa Rosa County drainage requirements, grant funded drainage projects and acquisition of properties or rights of way necessary for project implementation.	15												
TOTAL POINTS:	100												

Top scoring firm

2

1

3

Evaluator's Name: Santa Rosa County Engineering

Signature:

Date:

)

)

)

ENGINEERING RFP EVALUATION CRITERIA
Santa Rosa County HMGP Patterson - Pace Drainage

Patterson-Pace Lane Drainage Evaluation Factors

	Points Available	Preble Rish	Baskerville Donovan	DRMP	Volkert	Ken Horne	Artec Foster Wheeler	Adkins	Jehle Halstead	American	Fabre	Southern Site	Hatch Mort MacDonald
Acknowledgement of project deadlines and demonstrated ability to devote the needed time and staff resources to the project in order to meet deadlines.	15												
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Availability of local personnel and resources	10												
Demonstrated knowledge of the Hazard Mitigation Grant Program (HMGP) including experience calculating a FEMA Benefit Cost Analysis.	10												
Experience with NFWMD permitting process, and Santa Rosa County drainage requirements, grant funded drainage projects and acquisition of properties or rights of way necessary for project implementation.	15												
TOTAL POINTS:	100												

Top scoring firm

2

1

3

Evaluator's Name: Santa Rosa County Engineering

Signature: _____

Date: _____



**SANTA ROSA COUNTY ENGINEERING
ENVIRONMENTAL DEPARTMENT**

6065 Old Bagdad Highway
Milton, FL 32583
www.santarosa.fl.gov

Roger A. Blaylock, P.E.
County Engineer

Jerrel Anderson, P.E.
Environmental Manager

Memo

To: Hunter Walker, County Administrator

From: Ron Hixson, Environmental Manager

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

Date: 10/8/2015

Re: Central Landfill Scale House Repairs

A.H. for R.H.

Situation:

The scale house at Central landfill is used 6 days a week, to accommodate approximately 400 customers entering and exiting Central Landfill.

Findings:

Due to regular wear and frequency of use, several repairs are needed. Several companies have been contacted for quotes and three were received.

J.W. Dunnwright	\$ 21,639.50 (with 5% discount)
Folkers:	\$ 26,731.00
Gulf Coast Building Supply	\$ 33,715.00
Southwind Builders:	No quote
Fortners:	No Quote

Recommendations:

To move forward with the repairs quoted from J.W. Dunnwright in the amount of \$21,639.50.

tt



**SANTA ROSA COUNTY ENGINEERING
ENVIRONMENTAL DEPARTMENT**
6065 Old Bagdad Highway
Milton, FL 32583
www.santarosa.fl.gov

Roger A. Blaylock, P.E.
County Engineer

Ronald C. Hixson
Environmental Manager

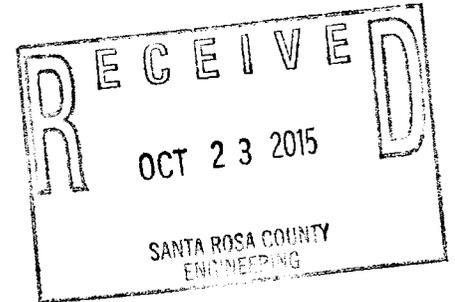
To: Hunter Walker, County Administrator

From: Ronald Hixson, Environmental Manager

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

Date: October 23, 2015

Re: Intermediate Permit Modification for Central Landfill Class I and Class III Areas



Situation:

The Environmental Department staff has developed a 10 year plan that will provide a long range solid waste management plan for Santa Rosa County. Development of the plan included a comprehensive review of current operations, equipment needs and possible expansions to meet future disposal needs as the county grows. A key component of meeting future disposal capacity was to maximize use of the landfill's currently permitted footprint prior to development and permitting of Phase V.

SCS Engineers has submitted a proposal that includes preparing a new closure plan for the landfill currently permitted Class I and Class III areas. The proposal includes preparation of an Intermediate Permit Modification to correct any existing deficiencies associated with final closure of the Class I areas, incorporate terraces to address slope stability and identify areas with additional disposal capacities over the entire permitted Class I disposal area.

SCS will also utilize the survey data to determine the feasibility and cost of developing a Class I/III disposal cell to the east of the closed Phase III Class I disposal cell. The proposed expansion area would be a lined Class I/III cell and would provide an additional 9 acres of disposal. This additional horizontal expansion, coupled with the ongoing Phase IV Cell C construction, will allow the county to request an additional 10 to 20 foot vertical expansion over the entire permitted Class I disposal area, providing an approximately 40 acres of additional disposal capacity.

Recommendation:

That the Board of County Commissioners approves a Task Order to SCS Engineers under the existing Engineering and Environmental Services Contract for \$53,226.00 to prepare new Closure Plans for Central Landfill, identify additional disposal capacities for the existing Class I and Class III disposal areas, develop a grading plan for Phase IV Cell D expansion and prepare and submit an Intermediate Permit Modification to FDEP.



**SANTA ROSA COUNTY ENGINEERING
ENVIRONMENTAL DEPARTMENT
6065 Old Bagdad Highway
Milton, FL 32583
www.santarosa.fl.gov**

Roger A. Blaylock, P.E.
County Engineer

Ronald C. Hixson
Environmental Manager

Memo

To: Hunter Walker, County Administrator

From: Ronald Hixson, Environmental Manager *RCH*

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

Date: October 7, 2015

Re: PURCHASE OF TARP DEPLOYMENT MACHINE FOR CENTRAL LANDFILL

Situation:

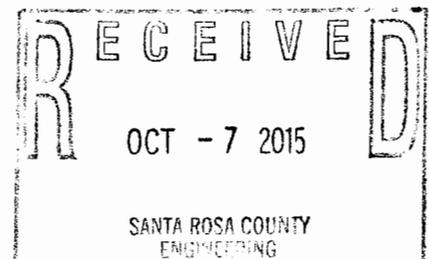
Per FDEP rule FAC 62-701.500 class I landfills must cover waste at the end of each working day. Daily cover may consist of soil or temporary cover such as a tarpaulin. Covering the waste with a tarp at the end of the working day is the preferred method because it saves valuable air space which in turn saves money. Due to the size and weight of the tarps landfill operators need a safe and reliable method to spread them at the end of each working day.

Finding:

Using tarp deployment systems such as the Tarp Armor Deployment System depicted in the attached documentation is commonplace in the waste industry. The deployment system will provide a safe and reliable way for landfill operators to cover the working face at the end of each working day. After comparison shopping Southwestern Sales Co. submitted the lowest quote for a Tarp Armor tarp Deployment system of \$41,026.38 which includes shipping costs.

Recommendation:

That the BOCC approve the purchase of the Tarp Armor tarp deployment machine described in the attached quote provided by Southwestern Sales Co. for the amount of \$41,026.38. This quotation includes freight charges.





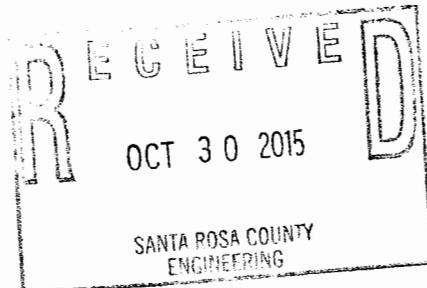
**SANTA ROSA COUNTY ENGINEERING
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Milton, FL 32583
www.santarosa.fl.us

Roger A. Blaylock, P.E.
County Engineer

Ron Hixson
Environmental Manager

Memo

To: Hunter Walker, County Administrator
From: Ron Hixson, Environmental Manager *RCH*
Thru: Roger Blaylock, P.E., County Engineer
Date: October 22, 2015
Re: Recycle Building Repair



Background:

Since the recycle program was contracted with other companies and the recycling equipment had well over exceeded its use, all equipment has been included in the previous surplus equipment auctions. Remaining at the recycle building are two concrete two concrete pits that were previously used to accommodate recycling equipment.

Situation:

Currently the landfill uses the building for storage and shares the offices with ECUA workers, currently hauling the recycle materials. The two concrete pits that are potential hazards that we would like to have filled. We have quotes from the following two companies:

Davis Masonry \$12,284.00
Southwind Builders, LLC \$11,425.00

Recommendation:

That the BOCC approve to proceed with the repairs quoted from Southwind Builders for \$11,425.00.

tt

Alex Stavrakis
 Southwind Builders, LLC
 990 Great Oaks Drive
 Gulf Breeze, FL 32563
 Mobile 850.418.5991
southwindbuildersllc@gmail.com



Project
Recycle Building Concrete project

Customer
Central Landfill Kim Little 6000th Road, Naples, FL 34109

Scope of Work	Cost
<ul style="list-style-type: none"> • Pop lines around pits to mark where we will be scoring concrete. Pit 1 will be scored approx. 14'x16' and pit 2 will approx. 16'x24'. This will be the approx. dimensions of the new concrete as well. (we will score the slab approx. 4" deep) • We will bring in a skid steer with a hydraulic hammer and break up all the concrete on the inside of our scores. We will remove all the broke up concrete and dump in a suitable location within the landfill. • We will back fill both pits with clay fill provided by the land fill in 2' lifts until we reach 16" from the top. We will fill the next 4" with crush and run provided by the land fill. • We will pin the existing slab with 3/4" rebar embedded approx. 12". These pins will be spaced approx. 12" o.c. After pinning is complete we will install plastic sheeting and metal mesh on top of the crush and run. • After all prep is complete and site has been inspected by landfill officials, we will pour approx. 30 yards of flowable fill concrete between the 2 pits 	

Project Notes
This price does not include any dump fees

Project Total \$11,425

We hereby propose to furnish labor and materials. All material is guaranteed to be a specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accident or delays beyond our control. This proposal subject to acceptance within 10 days and it is void thereafter at the option of the undersigned.



**SANTA ROSA COUNTY ENGINEERING
ENVIRONMENTAL DEPARTMENT**
6065 Old Bagdad Highway
Milton, FL 32583
www.santarosa.fl.gov

Roger A. Blaylock, P.E.
County Engineer

Ronald C. Hixson
Environmental Manager

To: Hunter Walker, County Administrator

From: Ronald Hixson, Environmental Manager

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

Date: October 30, 2015

Re: ARTHROPOD CONTROL BUDGET AMENDMENT

Situation:

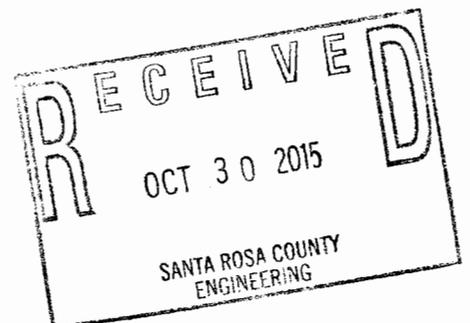
The Environmental Department submitted a proposed Arthropod Control Budget, approved by the BCC on August 27, 2015, to the Florida Department of Agriculture and Consumer Services.

Finding:

Subsequent to that submittal the Board of County Commissioners amended the approved budget proposal.

Recommendation:

That the Board of County Commissioners approves the attached Arthropod Control Budget Amendment for submission to the Florida Department of Agriculture and Consumer Services.





Division of Agricultural Environmental Services
ARTHROPOD CONTROL BUDGET AMENDMENT

Mosquito Control
 3125 Conner Blvd, Bldg 6
 Tallahassee, FL 32399-1650

ADAM H. PUTNAM
 COMMISSIONER

Section 388.361, F.S. and 5E-13.027, F.A.C.
 Telephone (850) 617-7995 Fax (850) 617-7969

A STATEMENT EXPLAINING AND JUSTIFYING THE PROPOSED CHANGES SHOULD ACCOMPANY EACH APPLICATION FOR BUDGET AMENDMENT. USE PAGE TWO FOR THIS PURPOSE.

Amendment No. _____ Fiscal Year: 2013-2014 Date: 10/27/2013

Amending: Local Funds X State Funds _____ (Check appropriate fund account to be amended. Use a separate form for each fund). The Board of Commissioners for District hereby submits to the Department of Agriculture and Consumer Services, for its consideration and approval, the following amendment for the current fiscal year as follows:

ESTIMATED RECEIPTS

NOTE: The budget cannot be amended to show an increase in receipts over the amount budgeted unless authorized.

Total Available Cash and Receipts	Reserves	Present Budget	Increase Request	Decrease Request	Revised Budget
\$ 509,262.80	\$ -	\$ 509,262.80	\$ 4,130.00	\$ 49,092.80	\$ 464,300.00

NAME SOURCE OF INCREASE: (Explain Decrease) _____

BUDGETED RECEIPTS

ACCT NO	Description	Present Budget	Increase Request	Decrease Request	Revised Budget
311	Ad Valorem (Current/Delinquent)	\$ 509,262.80	\$ 4,130.00	\$ 49,092.80	\$ 464,300.00
334.1	State Grant	\$ -	\$ -	\$ -	\$ -
362	Equipment Rentals	\$ -	\$ -	\$ -	\$ -
337	Grants and Donations	\$ -	\$ -	\$ -	\$ -
361	Interest Earnings	\$ -	\$ -	\$ -	\$ -
364	Equipment and/or Other Sales	\$ -	\$ -	\$ -	\$ -
369	Misc./Refunds (prior yr expenditures)	\$ -	\$ -	\$ -	\$ -
380	Other Sources	\$ -	\$ -	\$ -	\$ -
389	Loans	\$ -	\$ -	\$ -	\$ -
TOTAL RECEIPTS		\$ 509,262.80	\$ 4,130.00	\$ 49,092.80	\$ 464,300.00
Beginning Fund Balance		\$ -	\$ -	\$ -	\$ -
Total Budgetary Receipts & Balances		\$ 509,262.80	\$ 4,130.00	\$ 49,092.80	\$ 464,300.00

BUDGETED EXPENDITURES

NOTE: Total increase must equal total decrease, unless the total "Present Budget" is revised.

ACCT NO	Uniform Accounting System Transaction	Present Budget	Increase Request	Decrease Request	Revised Budget
10	Personal Services	\$ 179,732.80	\$ -	\$ 7,022.80	\$ 172,710.00
20	Personal Services Benefits	\$ 110,080.00	\$ 4,130.00	\$ -	\$ 114,210.00
30	Operating Expense	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
40	Travel & Per Diem	\$ 3,000.00	\$ -	\$ -	\$ 3,000.00
41	Communication Services	\$ 500.00	\$ -	\$ -	\$ 500.00
42	Freight Services	\$ -	\$ -	\$ -	\$ -
43	Utility Service	\$ 6,500.00	\$ -	\$ -	\$ 6,500.00
44	Rentals & Leases	\$ -	\$ -	\$ -	\$ -
45	Insurance	\$ 10,600.00	\$ -	\$ -	\$ 10,600.00
46	Repairs & Maintenance	\$ 16,000.00	\$ -	\$ -	\$ 16,000.00
47	Printing and Binding	\$ -	\$ -	\$ -	\$ -
48	Promotional Activities	\$ -	\$ -	\$ -	\$ -
49	Other Charges	\$ -	\$ -	\$ -	\$ -
51	Office Supplies	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
52.1	Gasoline/Oil/Lube	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00
52.2	Chemicals	\$ 95,000.00	\$ -	\$ -	\$ 95,000.00
52.3	Protective Clothing	\$ -	\$ -	\$ -	\$ -
52.4	Misc. Supplies	\$ 6,880.00	\$ -	\$ -	\$ 6,880.00
52.5	Tools & Implements	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
54	Publications & Dues	\$ 600.00	\$ -	\$ -	\$ 600.00
55	Training	\$ 2,000.00	\$ -	\$ 200.00	\$ 1,800.00
60	Capital Outlay	\$ 41,870.00	\$ -	\$ 41,870.00	\$ -
71	Principal	\$ -	\$ -	\$ -	\$ -
72	Interest	\$ -	\$ -	\$ -	\$ -
81	Aids to Government Agencies	\$ -	\$ -	\$ -	\$ -
83	Other Grants and Aids	\$ -	\$ -	\$ -	\$ -
89	Contingency (Current Year)	\$ -	\$ -	\$ -	\$ -
99	Payment of Prior Year Accounts	\$ -	\$ -	\$ -	\$ -
TOTAL BUDGET AND CHARGES		\$ 509,262.80	\$ 4,130.00	\$ 49,092.80	\$ 464,300.00
0.001	Reserves - Future Capital Outlay	\$ -	\$ -	\$ -	\$ -
0.002	Reserves - Self-Insurance	\$ -	\$ -	\$ -	\$ -
0.003	Reserves - Cash Balance to be Carried Forward	\$ -	\$ -	\$ -	\$ -
0.004	Reserves - Sick and Annual Leave	\$ -	\$ -	\$ -	\$ -
TOTAL RESERVES		\$ -	\$ -	\$ -	\$ -
TOTAL BUDGETARY EXPENDITURES and BALANCES		\$ 509,262.80	\$ 4,130.00	\$ 49,092.80	\$ 464,300.00
ENDING FUND BALANCE		\$ -	\$ -	\$ -	\$ -

APPROVED: _____
 Chairman of the Board, or Clerk of Circuit Court

DATE _____

APPROVED: _____
 Mosquito Control Program

DATE _____



Florida Department of Agriculture and Consumer Services
 Division of Agricultural Environmental Services
ANNUAL CERTIFIED BUDGET FOR MOSQUITO CONTROL

RECEIVED
 3125 Conner Blvd, Bldg 6
 Tallahassee, FL 32399-1650

SEP 28 2015

ADAM H. PUTNAM
 COMMISSIONER

Section 388.361, F.S. and 5E-13.027(1), F.A.C.
 Telephone: (850) 617-7995; Fax (850) 617-7969

BY: *Stacey O. Keese*

County or District Santa Rosa

FISCAL YEAR: OCTOBER 1, 2015 - SEPTEMBER 30, 2016

RECEIPTS

Acct #	Description	TOTAL	LOCAL	STATE
311	Ad Valorem (Current/Delinquent)	\$509,262.80	\$509,262.80	
334.1	State Grant	\$31,540.00	\$0.00	\$31,540.00
362	Equipment Rentals	\$0.00	\$0.00	\$0.00
337	Grants and Donations	\$0.00	\$0.00	\$0.00
361	Interest Earnings	\$0.00	\$0.00	\$0.00
364	Equipment and/or Other Sales	\$0.00	\$0.00	\$0.00
369	Misc./Refunds (prior yr expenditures)	\$0.00	\$0.00	\$0.00
380	Other Sources	\$0.00	\$0.00	\$0.00
389	Loans	\$0.00	\$0.00	\$0.00
TOTAL RECEIPTS		\$540,802.80	\$509,262.80	\$31,540.00
Beginning Fund Balance		\$0.00	\$0.00	\$0.00
Total Budgetary Receipts & Balances		\$540,802.80	\$509,262.80	\$31,540.00

EXPENDITURES

Acct #	Uniform Accounting System Transaction	TOTAL	LOCAL	STATE
10	Personal Services	\$179,732.80	\$179,732.80	\$0.00
20	Personal Services Benefits	\$110,080.00	\$110,080.00	\$0.00
30	Operating Expense	\$34,040.00	\$2,500.00	\$31,540.00
40	Travel & Per Diem	\$3,000.00	\$3,000.00	\$0.00
41	Communication Serv	\$500.00	\$500.00	\$0.00
42	Freight Services	\$0.00	\$0.00	\$0.00
43	Utility Service	\$6,500.00	\$6,500.00	\$0.00
44	Rentals & Leases	\$0.00	\$0.00	\$0.00
45	Insurance	\$10,600.00	\$10,600.00	\$0.00
46	Repairs & Maintenance	\$16,000.00	\$16,000.00	\$0.00
47	Printing and Binding	\$0.00	\$0.00	\$0.00
48	Promotional Activities	\$0.00	\$0.00	\$0.00
49	Other Charges	\$0.00	\$0.00	\$0.00
51	Office Supplies	\$2,500.00	\$2,500.00	\$0.00
52.1	Gasoline/Oil/Lube	\$30,000.00	\$30,000.00	\$0.00
52.2	Chemicals	\$95,000.00	\$95,000.00	\$0.00
52.3	Protective Clothing	\$0.00	\$0.00	\$0.00
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52.5	Tools & Implements	\$1,500.00	\$1,500.00	\$0.00
54	Publications & Dues	\$600.00	\$600.00	\$0.00
55	Training	\$2,000.00	\$2,000.00	\$0.00
60	Capital Outlay	\$41,870.00	\$41,870.00	\$0.00
71	Principal	\$0.00	\$0.00	\$0.00
72	Interest	\$0.00	\$0.00	\$0.00
81	Aids to Government Agencies	\$0.00	\$0.00	\$0.00
83	Other Grants and Aids	\$0.00	\$0.00	\$0.00
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99	Payment of Prior Year Accounts	\$0.00	\$0.00	\$0.00
TOTAL BUDGET AND CHANGES		\$540,802.80	\$509,262.80	\$31,540.00
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0.002	Reserves - Self-Insurance	\$0.00	\$0.00	\$0.00
0.003	Reserves - Cash Balance to be Carried Forward	\$0.00	\$0.00	\$0.00
0.004	Reserves - Sick and Annual Leave Trans Out	\$0.00	\$0.00	\$0.00
TOTAL RESERVES ENDING BALANCE		\$0.00	\$0.00	\$0.00
TOTAL BUDGETARY EXPENDITURES AND RESERVES BALANCES		\$540,802.80	\$509,262.80	\$31,540.00
ENDING FUND BALANCE		\$0.00	\$0.00	\$0.00

I certify that the budget shown was adopted on this _____ Day of _____ 20____

SIGNED: *Don Salter*
 Chairman of the Board, or Clerk of Circuit Court

RECEIVED
 Approved 8/27/15
 OCT 01 2015

APPROVED: State of Florida Department of Agriculture and Consumer Services, Mosquito Control Program
 SIGNED: *Stacey O. Keese*
 Mosquito Control Program

ATTEST: *Donald C. Spence*
 BY: *Stacey O. Keese*
 Donald C. Spence



No support documentation for this agenda item.







Public Services Committee

Chaired by:

J. Williamson and Lynchard

Meeting:

November 9, 2015, 9:00 A.M.

AGENDA

Development Services

1. Discussion of approval of the agreement to authorize the County to lease twelve vehicles to Tri-County Community Council, Inc. for use in the door-to-door public transportation service. The agreement continues the lease of six vehicles and adds the lease of six new vehicles.

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: Vehicle Lease Agreement with Tri-County Community Council, Inc.
DATE: October 26, 2015

RECOMMENDATION

That the Board approve the attached agreement to authorize the County to lease twelve vehicles to Tri-County Community Council, Inc. for use in the door-to-door public transportation service. The agreement continues the lease of six vehicles and adds the lease of six new vehicles.

BACKGROUND

Currently, the County leases six vehicles, 4 commuter vans and 2 wheelchair buses, to Tri-County Community Council, Inc. for door-to-door public transportation service in the county. In 2014, the Board approved the local match as required by the Section 5310 Notification of Funding for the purchase of six replacement public transportation vehicles. In October 2015, the new Ford buses were delivered to Santa Rosa County.

The six new buses all have wheelchair lifts to better meet the demand of the growing ADA transportation disadvantaged population. The two 2010 wheelchair buses are approaching 300,000 miles. Older vehicles will continue to be used by Tri-County Community Council as backups until they are deemed no longer safe for public transportation use. The vehicles will then be returned to Santa Rosa County so that they can be utilized by the Road Department or auctioned off.

Since Tri-County Community Council took over as the Community Transportation Coordinator in January 2015, SRC staff has noticed an increase in the number of transportation disadvantaged trips provided countywide with the same amount of available

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"

resources. As we approach the next available grant cycle, SRC staff will work with Tri-County Community Council to see how we can continue to improve the service provided through State and Federal grant opportunities.

The draft agreement is attached. The draft agreement will replace the lease agreement adopted by the Board on June 25, 2015 and adds the recently acquired new vehicles.

Once the lease agreement is adopted, the vehicles will be turned over to Tri-County Community Council to be used for door-to-door public transportation service.

Animal Services
Dale Hamilton
Director

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Milton, FL 32583
(850) 983-4680

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Karen Haworth
Director

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Milton, FL 32583
(850) 981-7155

"One Team, One Goal, One Mission"

**EQUIPMENT LEASE AGREEMENT
SANTA ROSA COUNTY
AND
COMMUNITY TRANSPORTATION COORDINATOR**

This Agreement, entered into this ____ day of _____, 2015 by and between Santa Rosa County, hereinafter called the "Lessor", and Community Transportation Coordinator, hereinafter called the "Lessee", is effective on the date herein specified. This agreement replaces the agreement previously adopted on June 25, 2015.

WITNESSETH

WHEREAS, the Lessee serving within the capacity of the Community Transportation Coordinator has been contracted to operate public transportation service in Santa Rosa County by Santa Rosa County;

WHEREAS, the Lessee, in its capacity as a transportation operator is in need of vehicles and equipment to serve the needs of the people of Santa Rosa County and is desirous of leasing from the Lessor passenger vehicles, as described in Exhibit A;

NOW, THEREFORE, for and in consideration of the premises and covenants contained herein, it is agreed as follows:

1. **LEASE TERM**

The vehicle(s) and equipment further described in Exhibit A, attached hereto and made a part hereof, are leased to the Lessee on the specified effective date, which is the latest date on the signature page, through June 30, 2020, consistent with the terms of the for the Community Transportation Coordinator.

2. **LESSEE COSTS**

The Lessor agrees to a \$1.00 per year per vehicle lease.

3. **DELIVERY**

The equipment at Exhibit A has been delivered to Community Transportation Coordinator.

4. **TITLE**

It is expressly understood and agreed by the parties hereto that the title(s) to all equipment herein leased are and shall remain in the ownership of Santa Rosa County and the Lessee agrees not to loan, sell, sublet, assign or mortgage said equipment, or lend or permit said equipment to be subject to any legal process without the prior written consent of Santa Rosa County.

5. **MAINTENANCE**

A. The Lessee shall provide and pay the cost of maintenance and repair service of the leased equipment in accordance with standard preventive and corrective maintenance procedures on the basis of instructions in accordance with Florida Law – Rule 14-90, as amended, and/or supplied by the manufacturer. Preventive maintenance practices consistent with proper equipment care shall be

exercised, including special attention to corrosion control. The Lessee further agrees to maintain the equipment in presentable condition.

B. All maintenance actions and replacement of parts shall be documented fully and reported to Lessor in accordance with reporting requirements, as contained in paragraph 14.

C. The Lessee understands and agrees to adhere to all requirements of the Federal Transit Administration (FTA) and FDOT relative to a satisfactory maintenance program for all leased equipment. The Lessee further agrees to submit an equipment maintenance plan and a safety plan and other appropriate reports to the FTA Sub-Grantee, which is the Lessor. These plans may be those included in the system safety program plan and security program plan that is part of the terms of the Lessee's contract.

6. FEDERAL INTEREST IN EQUIPMENT

This Lease Agreement provides for the use of public transportation equipment that has been financed by FTA. The Lessor and the Lessee warrant that the use of these FTA funded vehicles and equipment will be governed by the Lessor's FTA Agreement, by FTA Circular 9045.1, and by the Office of Management and Budget Circular A-87, codified at 2 CFR Part 225, as amended.

7. PROHIBITION ON CONFLICTS OF INTEREST

The Lessor and Lessee warrant that no employee, officer, or agent of the Lessor, nor any partner of such a person, nor any member of the immediate family of such a person, nor any organization which employs, or is about to employ, such a person, has a financial or other interest in the Lessee or will otherwise benefit from the execution or performance of this lease Agreement.

8. OWNERSHIP OF PARTS

The Lessee agrees to maintain a complete and accurate record with respect to any Lessor furnished equipment, parts, if any, using such parts only in the repair and maintenance of the Lessor's equipment. All such records shall be maintained on a generally acceptable accounting basis and shall be clearly identified and readily accessible to the Lessor upon request, at any and all reasonable times. However, it is expressly understood and agreed that nothing in this Agreement obligates the Lessor to furnish maintenance and repair parts to the Lessee and that all Lessee purchased parts installed on leased equipment become the property of the Lessor.

9. INSURANCE

The Lessee shall agree to carry insurance, or, if self-insured, guarantee liability, for minimum coverage as follows, naming Santa Rosa County as one of the insured:

Liability coverage in an amount of \$100,000 for the death or injury for anyone person, \$300,000 in the event of death or injury of two or more persons in a single accident, including liability to any employees engaged in operation of the vehicle(s), and \$50,000 for property damage. Comprehensive and collision coverage will be obtained for the full value of each vehicle, less normal deductible, not to exceed \$1,000.00, which shall be borne by the Lessee. Current value of equipment leased under this Agreement is as specified in Exhibit A.

10. EMPLOYMENT

The County shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the County during the term of the contract , and

any subcontractors performing work or providing services pursuant to the state contract are required to utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. The Lessee is required to implement E-Verify to verify employment eligibility of all new employees hired during the term of this lease agreement.

11. OPERATIONS

In the operation of equipment leased by this Agreement, Lessee agrees:

A. To limit use of leased vehicle(s) and equipment to Santa Rosa County or its subcontractor. No changes of use of said vehicle(s) and equipment will be implemented by Lessee unless written authorization is received from Lessor.

B. To maintain an FDOT approved System Safety Program Plan (SSPP) and Security Program Plan as required by Florida Law - Rule Chapter 14-90, as amended, which stipulates equipment and operational safety standards governing public sector bus systems in the state and remain compliant with the SSPP, the SPP, and Rule 14-90 FAC, as amended.

C. To comply with the Substance Abuse Policy in accordance with 49 CFR Part 40 and 655, as amended, and provide information required for annual certification.

D. Not to make any alterations or modifications to the equipment except upon receipt of written consent of the Lessor. The only exception to this provision is for the installation or alteration of passenger seats, seat belts and wheelchair locking equipment; such changes, however, must be made in accordance with acceptable industry standards and Americans with Disabilities standards and shall not permanently mar or damage the vehicle(s) or equipment; further, such changes shall, upon the termination of this Agreement, remain the property of the Lessor or shall be changed to original condition as the vehicles were received by Lessee, at the Lessor's sole discretion and instruction.

E. To precisely follow the Lessor's guidelines for affixing or painting any designs, or marking signs on the leased vehicles. No political advertisements will appear on leased equipment. Public service posters or announcements may be placed in pre-existing advertising racks, if any.

F. Not to use the equipment in violation of federal, state or local statute, law, regulation, ruling, order or ordinance.

G. To hold Lessor harmless for all fines, forfeitures or penalties for traffic violations or other violations incurred in connection with the operation of this equipment by Lessee.

H. To cause each vehicle to be operated only by a fully qualified, competent, and properly trained and licensed driver. Lessee shall require each driver to have a good driving record and to operate with all due care and diligence to prevent injuries, loss and damage of any nature. Procedures and training will be outlined in the SSPP.

I. To maintain in force an approved Drug Free Workplace Program and regularly train all qualified drivers, mechanics and other safety-sensitive personnel about system safety and substance abuse.

J. To protect the equipment from theft and other hazards while under Lessee's control.

K. To be responsible for damages and loss to equipment in the event of disaster, fire, theft, flood, riots, strikes, conversion, collision, or other partial or total destruction except to the extent the County may be reimbursed by payment of insurance proceeds.

L. To verbally notify the Lessor immediately of any theft, fire, improper performance, damage, accidents or collision in which the equipment has been involved and, refrain from operation of such equipment so involved until permission is obtained from the County; to supply a copy of any report required to be filed with any administrative body or governmental unit, to supply a written report within seven (7) days of any theft, fire, accident or collision involving any equipment. In the event of failure to so notify Lessor, Lessee will be responsible for any loss to the County as a result of such failure; to cooperate fully with the County in any reasonable way to prevent loss; to aid in every reasonable way in the defense of suits or other proceedings which may be brought as a result of the operation of said equipment; to notify the County promptly of any papers, notices or documents served upon the Lessee, its agents, servants, or employees, arising out of the operation of said equipment.

M. Lessee shall not initiate any actions to recover losses for damages to equipment without written consent of Santa Rosa County. Lessee shall take no steps which would affect the County's claim for damages, if any, without written consent of the County.

N. The Lessee shall not operate the vehicles without proper air-conditioning.

O. The Lessee shall ensure two-way communication between the drivers and Community Transportation Coordinator dispatch during hours of transit service.

P. The Lessor shall ensure the words "Public Transportation" are displayed on the vehicles.

12. INDEMNIFICATION AND HOLD HARMLESS CLAUSE

The Lessee shall indemnify and hold harmless the Lessor against all claims and suits for injury or damage to any person or property whatsoever, including death, which may arise or result from the operation of the equipment leased by this Agreement, and will defend on behalf of the Lessor any suits jointly against the Lessee and Lessor or alone for or arising out of any of the aforesaid causes.

Further, the Lessee hereby agrees to indemnify, defend, save and hold harmless the Lessor from all claims, demands, liabilities and suits of any nature whatever arising out of, because of or due to the breach of this lease Agreement by the Lessee, its agents or employees, or due to any act or occurrence of omission or commission by the Lessee, its agents or employees. It is specifically understood and agreed that this indemnification Agreement does not cover or indemnify the Lessor for its sole negligence or breach of contract. The amount of indemnification shall not exceed the limits of the Lessee's policy and shall be no less than the limits established by Florida Statute.

13. DISCRIMINATION

The Lessee shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, veteran's status, or physical handicap. The Lessee shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, religion, color, sex, national origin, veteran's status, or physical handicap. Such action shall include but not be limited to the following: employment; upgrading; demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Lessee agrees to post in conspicuous places notices provided by Lessor setting forth the provision of this non-discrimination clause.

14. REQUIRED REPORTS

A. The Lessee shall maintain and implement an equipment maintenance plan as part of its SSPP to be submitted for approval by FDOT. The plan will establish procedures for maintaining all rolling stock, and other capital assets on a regular basis, minimizing down time due to repairs, and prolonging the useful life of each asset.

B. In addition to special reports, as necessary, certain regular operating and maintenance reports, including required reports of FTA or FDOT, shall be required by the Lessor, of the Lessee.

C. Maintenance Reports

(1) Records of inspection, corrective, or preventive maintenance actions, including identification and cost of parts used, labor hours and vehicle mileage will be recorded on work order forms. The work order should identify how failure(s), if any, were detected, whether by regular inspection, driver report, vehicle breakdown or other. The work order forms shall be accumulated and maintained on file, with inspection checklists, for the inspection of the Lessor at any and all reasonable times.

(2) Individual vehicle maintenance record files shall be kept current by the Lessee and shall be available for Lessor's review during periodic compliance inspections.

(3) It is the ultimate responsibility of the Lessee to ensure that all required reports are properly maintained and that any and all reports required by other agencies, including but not limited to FTA and FDOT, are properly maintained and submitted.

15. INVENTORY

The Lessor shall complete a biennial inventory of property. The Lessee shall cooperate and coordinate with the Lessor in completion of this task.

16. AUDITS AND INSPECTIONS

Lessee agrees to permit the Lessor's designated representatives to audit all books, records and files relative to the operation and maintenance of the leased vehicle(s), equipment and parts, as applicable; to assist in providing said documents and information and to permit inspection of vehicle(s), equipment, and parts by FTA, FDOT or the Lessor's representatives. Time for conducting said audits and inspections shall be during normal business hours.

17. SUBCONTRACTS

For the duration of this Agreement, the Lessee may need to enter various Agreements and contracts with third parties to provide the services needed to fulfill this Agreement. The Lessee shall enter into any contracts during the term of this Agreement with notification at contract execution to the County. Upon termination or expiration of this Agreement, such contractual obligations entered into by the Lessee in its capacity under this Agreement shall automatically revert to the Lessor, which may cancel, renegotiate, or continue these subcontracts. The Lessee shall include this statement in all subcontracts.

Contracts between the Lessee and its subcontractors shall also require the subcontractor to implement E-Verify to verify the employment eligibility of subcontractor employees hired during the term of the contract.

18. WARRANTS

The Lessee warrants that it has not employed or retained any company or person, other than a bona-fide employee working solely for the Lessee, to solicit or secure this Agreement, and that he has not paid or agreed to pay any company or person other than a bona-fide employee working solely for the Lessee, any fee, commission, percentage brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the Lessor shall have the right to annul this Agreement without liability.

19. TERMINATION

A. BREACH: The Lessor may, by written notice to the Lessee, cancel this Agreement for any of the following reasons, to be effective upon receipt of said notice:

- (1) The Lessee takes any action pertaining to this Agreement without approval of the Lessor which under the procedures of the Agreement would have required the approval of the Lessor.
- (2) The Lessee defaults under any provisions of this Agreement.
- (3) The Lessee uses the vehicle(s), equipment or parts in a manner not provided for under the provisions of this Agreement.

B. Either party, Lessor or Lessee, may cancel or terminate this Agreement without cause by not less than thirty (30) days written notice to the other party.

20. ACTION UPON EXPIRATION OR CANCELLATION

In the event of expiration or cancellation of this Agreement, Lessee agrees to proceed as follows:

- A. Provide storage space for all leased vehicle(s), equipment and parts, if applicable, until Lessor is prepared to transport to the next destination.
- B. To be responsible for the cost of repairing, replacing or restoring any of said vehicle(s), equipment or parts in substandard condition.
- C. To insure that tread remaining on the tires of the vehicle(s) is no less than 7/32" on any of the tires to provide for safe transport by the Lessor to the next destination and to be responsible for the cost of replacing tires not meeting said standards.
- D. Any vehicle not in the same or better condition, reasonable wear and tear excepted, at the time of expiration or cancellation of this Agreement as when the vehicles were delivered to the Lessee shall be considered as in substandard condition.

21. RENEWAL OF LEASE

This Lease shall be from the date of commencement, indicated in paragraph 1 of this Lease through June 30, 2020, consistent with the terms of the Community Transportation Coordinator.

22. COMPLETENESS OF AGREEMENT

This Lease sets forth all the Agreements, terms, conditions and understandings, between Lessor and Lessee and there are no Agreements, customs, usages, terms, conditions, or understandings, either oral or written, expressed or implied, between the Lessor and the Lessee, as Lessor and Lessee, other than are herein set forth.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed, the day and year first above written.

SANTA ROSA COUNTY

**COMMUNITY TRANSPORTATION
COORDINATOR**

W.D. "Don" Salter, Chairman BOCC

Signature

BOCC approved November 12, 2015

Printed Name & Title

Date

ATTEST:

WITNESSES:

Donald C. Spencer, Clerk of Court

Printed: _____

Date

Printed: _____

**EXHIBIT A
LEASE AGREEMENT**

This exhibit forms an integral part of the particular Lease Agreement between Santa Rosa County and Community Transportation Coordinator for those vehicles listed below:

Vehicle Description	VIN	DOT Control Number	County Control Number
2009 Ford E-250 Commuter Van	1FTNE24L69DA92602		9009
2010 Chevrolet Champion Small 22' Cutaway	1GBJG31K991173951		9011
2010 Chevrolet Champion Small 22' Cutaway	1GBJG31K791173348		9010
2013 Ford E-250 Commuter Van	1FTNE2EL0DDA63619	92359	9012
2014 Ford E-250 Commuter Van	1FTNE2EL2EDB15252	92387	9013
2014 Ford E-250 Commuter Van	1FTNE2EL2EDB15253	92386	9014
2016 Ford Champion Small 22' Cutaway	1FDEE3FL3GDC13596	93340	9015
2016 Ford Champion Small 22' Cutaway	1FDEE3FL5GDC13597	93341	9016
2016 Ford Champion Small 22' Cutaway	1FDEE3FL8GDC17062	93336	9017
2016 Ford Champion Small 22' Cutaway	1FDEE3FLXGDC17063	93337	9018

2016 Ford Champion Small 22' Cutaway	1FDEE3FL1GDC17064	93338	9019
2016 Ford Champion Small 22' Cutaway	1FDEE3FL3GDC17065	93339	9020

AGENDA
PUBLIC WORKS COMMITTEE

November 9, 2015

Chairman: Commissioner Cole

Vice Chairman: Commissioner Rob Williamson

1. Discussion of granting a right of way easement to Gulf Power Company on county property located between Fenwick Street and OLF Holley Field
2. Discussion of purchase of one, flex-wing rotary cutter from Beard Equipment Co., for \$17,742.34, based on comparison shopping using the NPP contract.
3. Discussion of purchase of five (5) new model 6105 tractors from Smith Tractor Co., for \$ 8,500 each, for a total of \$42,500.00, with the trade-in of the five (5) two year old model 6115 tractors, in accordance with the agreement approved by the BCC at the January 9th, 2014 meeting.
4. Discussion purchase of two (2) Z TRAC 997 diesel mowers for the Parks Department from Smith Tractor Co.; for \$32,401.52, based on comparison shopping, with funding from the County Capital Fund.
5. Discussion of purchasing trees for the Navarre Sports Complex at an appropriate cost of \$2,875.00, with funding from the Tree Mitigation Fund.



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 ESCAMBIA
Holley Field Solar Project
Parcel No
STR 18-25-26W
Tax ID No 18-25-26-1821-TRACT-PRK1

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 Carolina 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 therof, 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 underground 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 to wit:

A portion of Park Number 1 and Drainage tract, Number 11, 2nd Corrected and Amended Plat of Holley by the Sea as recorded in Plat Book C at pages 188 A-L of the public records of said County and Section 18, Township 2 South, Range 26 West, Santa Rosa County, Florida, more particularly described as follows:

Commence at the northwest corner of said Section 18, Township 2 South, Range 26 West; thence South 02 degrees 18'38" West along the west line of said Section 18 for a distance of 11.85 feet; thence South 86 degrees 51'33" East for a distance of 580.52 feet; thence South 01 degrees 54'19" East for a distance of 867.95 feet; thence South 80 degrees 28'41" West for a distance of 329.52 feet; thence South 48 degrees 04'55" East for a distance of 27.86 feet; thence South 80 degrees 28'37" West for a distance of 922.04 feet; thence South 02 degrees 17'07" West for a distance of 992.69 feet; thence South 27 degrees 04'14" East for a distance of 899.74 feet; thence South 32 degrees 36'16" East for a distance of 404.68 feet to the south line of N.O.L.F. Holley, also being the north line of Park Number 1 as shown on plat of 2nd Corrected and Amended Plat of Holley by the Sea as recorded in Plat Book C at pages 188 A-L of the public records of said County for the point of beginning.

Thence continue South 32 degrees 36'16" East for a distance of 540.46 feet; thence South 08 degrees 48'08" East for a distance of 620.45 feet to the northerly right of way line of Fenwick Street (100' R/W); thence South 86 degrees 42'34" West along said northerly right of way line for a distance of 78.00 feet; thence North 08 degrees 48'08" West for a distance of 600.87 feet; thence North 32 degrees 36'16" West for a distance of 565.76 feet to the south line of N.O.L.F. Holley, also being the north line of Park Number 1 as shown on plat of 2nd Corrected and Amended Plat of Holley by the Sea as recorded in Plat Book C at pages 188 A-L of the public records of said County; thence North 88 degrees 08'32" East along said south line for a distance of 87.27 feet to the point of beginning.

All lying and being in Section 18, Township 2 South, Range 26 West, Santa Rosa County, Florida, containing 2.00 acres, more or less.

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 and Park No. 2 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:

Sign: _____

Print: _____

Sign: _____

Print: _____

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

By: _____

Its Chairman

Attest:

Donald C. Spencer
Clerk of Court

(SEAL)

COST COMPARISON WORK-UP SHEET

FOR:

COMMERCIAL-DUTY ROTARY CUTTER

Beard Equipment Co.

1 Model CX 15 Flex-Wing Rotary Cutter **\$ 17,742.34**

Smith Tractor Company, Inc.

1 Model CX 15 Flex-Wing Rotary Cutter **\$ 17,742.34**



JOHN DEERE

Selling Equipment

Quote Id: 12294251 Customer Name: SANTA ROSA COUNTY COMMISSION

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

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
Beard Equipment Company
3195 W Nine Mile Rd
Pensacola, FL 325349444
850-476-0277
grainey@beardequipment.com

JOHN DEERE CX15 Flex-Wing Rotary Cutter - 540 RPM Stump Jumpers -

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

Suggested List *
\$ 23,042.00

Price Effective Date: October 21, 2015

Selling Price *
\$ 17,742.34

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

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
225FP	CX15 Flex-Wing Rotary Cutter - 540 RPM Stump Jumpers - Single Suction Blades	1	\$ 22,397.00	23.00	\$ 5,151.31	\$ 17,245.69	\$ 17,245.69
Standard Options - Per Unit							
0202	United States	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1220	26" x 9" x 14.5" 24 Ply "Fat Boy" Severe Duty Ag Tires	1	\$ 645.00	23.00	\$ 148.35	\$ 496.65	\$ 496.65
1600	Front Safety Shield - Chain	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1700	Rear Safety Shield - Chain	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 645.00		\$ 148.35	\$ 496.65	\$ 496.65
Suggested Price							\$ 17,742.34
Total Selling Price			\$ 23,042.00		\$ 5,299.66	\$ 17,742.34	\$ 17,742.34

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SMITH TRACTOR CO

P.012
PAGE 12/12



JOHN DEERE

Selling Equipment

Quote Id: 12266314 Customer Name: SANTA ROSA COUNTY BOARD OF COMMISSIONERS

ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):
Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 38-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:
Smith Tractor Company, Inc.
3834 Highway 4
Jay, FL 325550427
850-675-4505
jaysales@smithtractorco.com

JOHN DEERE CX15 Flex-Wing Rotary Cutter - 540 RPM Stump Jumpers -							
Contract: National Purchasing Partners (NPP) Lawn & Landscape Equipment						Suggested List *	
Price Effective Date: October 15, 2015						\$ 23,042.00	
						Selling Price *	
						\$ 17,742.34	
* Price per item - includes Fees and Non-contract items							
Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
225FP	CX15 Flex-Wing Rotary Cutter - 540 RPM Stump Jumpers - Single Suction Blades	1	\$ 22,397.00	23.00	\$ 5,151.31	\$ 17,245.69	\$ 17,245.69
0202	United States	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1220	26" x 9" x 14.5" 24 Ply "Fat Boy" Severe Duty Ag Tires	1	\$ 645.00	23.00	\$ 148.35	\$ 496.65	\$ 496.65
1600	Front Safety Shield - Chain	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
1700	Rear Safety Shield - Chain	1	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
Standard Options Total			\$ 645.00		\$ 148.35	\$ 496.65	\$ 496.65
Suggested Price						\$ 17,742.34	
Total Selling Price			\$ 23,042.00		\$ 5,299.66	\$ 17,742.34	\$ 17,742.34

Confidential



JOHN DEERE

SMITH TRACTOR CO., INC.

3834 HWY 4 - P.O. BOX 427
JAY, FLORIDA 32865-0427
(888) 675-4605
Toll-Free: 800-221-4052

Smith Tractor proposes, in accordance with recommendation of January 9, 2014 BOCC meeting, to trade with Santa Rosa Public Works tractor for tractor (5) Five 6115D model tractors with (5) Five 6105E (current) model tractors for a price not to exceed \$8,500.00 ea. or \$42,500.00 total. This biannual trade is based on several assumptions and benefits.

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

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

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

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

Thank You

Richard Walther



COST COMPARISON WORK-UP SHEET

FOR:

Z-TRAK 997 DIESEL 72" SIDE DISCHARGE

Beard Equipment Co. (NPP)

2 John Deere Z-TRAK 997 Diesel Mower's \$ 37,611.90

Smith Tractor Company, Inc. (NPP)

2 John Deere Z-TRAK 997 Diesel Mower's \$ 37,237.20

Smith Tractor Company, Inc. (NOT NPP)

2 John Deere Z-TRAK 997 Diesel Mower's \$ 32,401.52

Selling Equipment

Quote Id: 12286050 Customer Name: SANTA ROSA COUNTY ROAD DEPT

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

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

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Beard Equipment Company
 3195 W Nine Mile Rd
 Pensacola, FL 325349444
 850-476-0277
 grainey@beardequipment.com

JOHN DEERE Z997R Commercial L. C. Diesel Max-Frame Z-Trak with 72 In.

Contract: FL Ag & Lawn Equipment 21100000-15-1

Price Effective Date: May 11, 2015

Suggested List *

\$ 23,805.00

Selling Price *

\$ 18,805.95

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

Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
0911TC	Z997R Commercial L. C. Diesel Max-Frame Z-Trak with 72 In. Side Discharge 7-Iron PRO Deck	2	\$ 23,805.00	21.00	\$ 4,999.05	\$ 18,805.95	\$ 37,611.90
Standard Options - Per Unit							
001A	United States/Canada	2	\$ 0.00	21.00	\$ 0.00	\$ 0.00	\$ 0.00
2009	Standard Seat	2	\$ 0.00	21.00	\$ 0.00	\$ 0.00	\$ 0.00
	Standard Options Total		\$ 0.00		\$ 0.00	\$ 0.00	\$ 0.00
Suggested Price							\$ 37,611.90
Total Selling Price			\$ 23,805.00		\$ 4,999.05	\$ 18,805.95	\$ 37,611.90



JOHN DEERE

Selling Equipment

Quote Id: 12265314

Customer Name: SANTA ROSA COUNTY BOARD OF COMMISSIONERS

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

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

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Smith Tractor Company, Inc.
3834 Highway 4
Jay, FL 325850427
850-675-4505
jaysales@smithtractorco.com

JOHN DEERE Z997R Commercial L. C. Diesel Max-Frame Z-Trak with 72 In.							
Contract: National Purchasing Partners (NPP) Lawn & Landscape Equipment						Suggested List *	
Price Effective Date: October 15, 2015						\$ 24,180.00	
						Selling Price **	
						\$ 18,618.60	
* Price per item - includes Fees and Non-contract items							
Code	Description	Qty	List Price	Discount%	Discount Amount	Contract Price	Extended Contract Price
0911TC	Z997R Commercial L. C. Diesel Max-Frame Z-Trak with 72 In. Side Discharge 7-Iron PRO Deck	2	\$ 23,805.00	23.00	\$ 5,475.15	\$ 18,329.85	\$ 36,659.70
001A	United States/Canada	2	\$ 0.00	23.00	\$ 0.00	\$ 0.00	\$ 0.00
2011	Comfort Adjust Suspension Seat with Armrests	2	\$ 375.00	23.00	\$ 86.25	\$ 288.75	\$ 577.50
Standard Options Total			\$ 375.00		\$ 86.25	\$ 288.75	\$ 577.50
Suggested Price						\$ 37,237.20	
Total Selling Price			\$ 24,180.00		\$ 5,561.40	\$ 18,618.60	\$ 37,237.20



JOHN DEERE

Selling Equipment

Quote Id: 12288091

Customer: SANTA ROSA COUNTY PUBLIC WORKS

JOHN DEERE Z997R Commercial L. C. Diesel Max-Frame Z-Trak with 72 In. Side Discharge 7-Iron PRO Deck				
Hours:				Suggested List
Stock Number:				\$ 24,295.00
				Selling Price
				\$ 16,200.76
Code	Description	Qty	Unit	Extended
0911TC	Z997R Commercial L. C. Diesel Max-Frame Z-Trak with 72 In. Side Discharge 7-Iron PRO Deck	2	\$ 23,805.00	\$ 47,610.00
001A	United States/Canada	2	\$ 0.00	\$ 0.00
2011	Comfort Adjust Suspension Seat with Armrests	2	\$ 375.00	\$ 750.00
Standard Options Total				\$ 750.00
	EnviroCrate	2	\$ 40.00	\$ 80.00
	Setup	2	\$ 75.00	\$ 150.00
Other Charges Total				\$ 230.00
Suggested Price				\$ 48,590.00
Customer Discounts Total			\$ -8,094.24	\$ -16,188.48
Total Selling Price				\$ 32,401.52



SANTA ROSA COUNTY
BOARD OF COMMISSIONERS
Administrative Services/Parks Operations



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

Santa Rosa Public Works Offices
6075 Old Bagdad Highway
Milton, FL 32583

Hunter Walker, County Administrator
Roy V. Andrews, County Attorney
Jayne N. Bell, OMB Director

MEMORANDUM

DATE: NOVEMBER 3, 2015
TO: STEPHEN FURMAN, PUBLIC WORKS DIRECTOR
FROM: TAMMY C. SIMMONS, ADMINISTRATIVE SERVICES MANAGER
RE: TREE MITIGATION FUND

I need a budget amendment for the following: We propose to purchase twelve - 4" caliper Willow Oaks for the Navarre Sports Complex and the Navarre Soccer Park for beautification and shade purposes. The approximate cost of this improvement is \$2,875. We will have to dig the holes by hand as we are unsure of where the utility lines are. Tree Mitigation funds are available and can be used for the purposes of purchasing, planting and maintaining trees on public property with the approval of the Commissioners.

If you have questions, or need additional information, please contact me.

BUDGET & FINANCIAL MANAGEMENT COMMITTEE

Chairman: Commissioner Williamson
Vice Chairman: Commissioner Cole

November 9, 2015

Budget:

- 1) **Budget Amendment 2016 – 037** in the amount of \$ 27,836 to carry forward funds for addition of overhang to EDO building as approved at the June 11, 2015 meeting.
- 2) **Budget Amendment 2016 – 038** in the amount of \$ 3,000 to carry forward unspent funds for Fidelis Park improvements and return to District 3.
- 3) **Budget Amendment 2016 – 039** in the amount of \$ 6,145 to carry forward unspent funds (approved February 2015) placing ADA compliant ground cover in county parks to complete the project.
- 4) **Budget Amendment 2016 – 040** in the amount of \$ 2,400 to carry forward excess funds approved May 2015 for the Navarre Sports Complex ADA repairs/upgrades and return to District 4.
- 5) **Budget Amendment 2016 – 041** in the amount of \$ 21,596 to carry forward funds approved May 2015 to purchase a Dodge Caravan for the Libraries.
- 6) **Budget Amendment 2016 – 042** in the amount of \$ 717,297 to carry forward Electric Franchise Fee balance to R&B Drainage Reserves.
- 7) **Budget Amendment 2016 – 043** in the amount of \$ 2,875 to allocate Tree Mitigation Reserves to purchase trees for the Navarre Sports Complex.
- 8) **Budget Amendment 2016 – 044** in the amount of \$ 1,578,405 to carry forward Impact Fee Fund balance.
- 9) **Budget Amendment 2016 – 045** in the amount of \$ 358,048 to carry forward First Time Home Buyer and Substantial Housing Program balances of \$192,528 and recognize FY16 HUD Home Investment Partnership funding of \$165,520.
- 10) **Budget Amendment 2016 – 046** in the amount of \$ 593 to reimburse emergency repair program expenditures for “emergency sewer repair” due to homeowner’s withdrawal of application.

- 11) **Budget Amendment 2016 – 047** in the amount of \$ 45,000 to move funds from Regular Salaries, originally intended to fund the Housing Program Manager position that will not be filled this fiscal year, to Other Contractual Services to pay for a Landrum employee.
- 12) **Budget Amendment 2016 – 048** in the amount of \$ 414,981 to carry forward remaining funds for completion of multi-purpose path along East Bay Blvd.
- 13) **Budget Amendment 2016 – 049** in the amount of \$ 277,261 to carry forward funds to complete prior year's paving projects: District I, \$5,748; District II, \$175,829; District III, \$40,138; District IV, \$31,322; District V, \$24,224.
- 14) **Budget Amendment 2016 – 050** in the amount of \$ 216,191 to carry forward Boating Improvement funds.
- 15) **Budget Amendment 2016 – 051** in the amount of \$ 556,000 to carry forward a portion of the sheriff's FY15 excess fees and allocates for expenditure: \$256,000 donation from Aramark to construct a warehouse and \$300,000 to fund the initial year's operation of the work release program.
- 16) **Budget Amendment 2016 – 052** in the amount of \$ 1,900 to carry forward District V reserves to purchase a television for the Tiger Point Community Center.
- 17) **Budget Amendment 2016 – 053** in the amount of \$ 74,270 to carry forward remaining TDC funds to complete the Bagdad sidewalk project.
- 18) **Budget Amendment 2016 – 054** in the amount of \$ 115,000 recognizing FEMA HMGP grant revenue and required match for Phase I design of stormwater and drainage improvements for Maranatha Way. Grant funds 75% of anticipated engineering, permitting, and survey fees with the local match coming from Electric Franchise Fee Drainage Reserves.
- 19) **Budget Amendment 2016 – 055** in the amount of \$ 30,235 to transfer \$25,150 from District III to Road & Bridge to repair 1,115 feet of the Military Heritage Trail and allocate \$5,085 from Tree Mitigation Reserves to plant park grade trees as approved October 22, 2015.
- 20) **Budget Amendment 2016 – 056** in the amount of \$ 1,923,522 to carry forward fund balances in the District Recreation Funds and place in reserves.
- 21) **Budget Amendment 2016 – 057** in the amount of \$ 48,000 to allocate District IV funds to purchase playground equipment for Holley Ball Park from J.A. Dawson (includes shipping and installation) and to fund county constructed timber border to contain engineered wood fiber and a 12' x 24' pavilion.
- 22) **Budget Amendment 2016 – 058** in the amount of \$ 23,618 to allocate District III and District I funds 50/50 to purchase playground equipment for Pace Community Center from J.A. Dawson (includes shipping and installation), to purchase engineered wood fiber, and to fund county constructed timber border to contain engineered wood fiber.

23) **Budget Amendment 2016 – 059** in the amount of **\$ 213,500** to allocate District I funds to Benny Russell Park for design (\$39,500) and construction of special needs playground equipment and a pour-in-place surface creating an inclusive playground area (\$174,000).

County Expenditure/Check Register:

24) Discussion of County Expenditures / Check Register

BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 16, 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	\$ 27,836
To:	0018 – 562001	Buildings	\$ 27,836

State reason for this request:

To carry forward funds for addition of overhang for EDO building as approved June 11, 2015.

Requested by: Shannon Ogletree/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-037

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: November 9, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day Of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Karen Wheeler <wheelerk@flcjn.net>
Sent: Thursday, October 22, 2015 3:59 PM
To: Henry Brewton
Subject: EDO building awning

Henry,

EDO is having an awning attached to their building in the parking lot. The money is still in the old year in 0018-562001 for \$27,836.00. Angie in Building Maintenance has the invoice for payment but the work was completed in the new year. Can we get the old year carried forward?

Karen Wheeler
Accounts Payable
BOCC Finance
6495 Caroline Street, Suite B
Milton, FL 32570
(850) 983-1961
(850) 983-1985 fax
wheelerk@flcjn.net

Email scanned by Check Point

001 - 3990001

0018- 562001

2015-173



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

June 23, 2015

CCF FY16

0018-562001

Johnny Baggett
Gulf Coast Industrial Construction, LLC
12196 Highway 89
Jay, Florida 32565

NOTICE TO PROCEED

Re: Construction of a new Covered Walkway – 6491 Caroline Street, Milton

Dear Mr. Baggett:

Santa Rosa County hereby issues the Notice to Proceed for the subject project. The time for completion is seventy five (75) calendar days as stated in the contract agreement.

Accordingly, you are hereby directed to commence with active field construction of this project within ten (10) days of receipt of this notice. Please acknowledge your receipt in the space provided at the bottom of this letter and return a copy to our office.

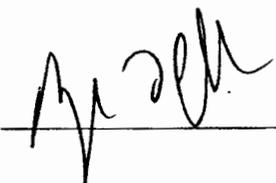
I have enclosed a fully executed agreement for your records.

Sincerely,


Hunter Walker
County Administrator

HW/mba
Enclosure

cc: Thad Allen

Receipt Acknowledged By: 

Date: _____

AGREEMENT

SANTA ROSA COUNTY ("County"), a political subdivision of the State of Florida, and **GULF COAST INDUSTRIAL CONSTRUCTION, LLC**, ("Contractor") a Florida Corporation, enter into this Agreement this 18th day of June, 2015.

A. This Agreement is for Construction of a New Covered Walkway at 6491 Caroline Street, Milton, Florida, and shall be as follows:

1. Contractor will be required to complete the work as described in the Scope of Work and Drawings (Sheets 1 – 3 dated 3-11-15) attached as Exhibit A, and the Contractor's proposal, dated May 7, 2015, attached as Exhibit B.

2. Commencement of the project shall be within ten days of Notice to Proceed and Completion of the project shall be within seventy five (75) days from date of commencement.

[REDACTED SECTION]

4. Contractor shall have and maintain the required insurance as specified in the attached Exhibit C, and shall provide Santa Rosa County proof of such insurance prior to commencing work.

5. Santa Rosa County may terminate this agreement without cause upon giving seven (7) days written notice.

6. Contractor agrees to indemnify and hold harmless County, its agents, officials, and employees for any and all claims, suits and damages arising out of the operation of this contract.

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

By: [Signature]
Chairman or Vice Chairman

ATTEST:
[Signature]
Donald C. Spencer, Clerk



CONTRACTOR:

**GULF COAST INDUSTRIAL CONSTRUCTION, LLC.
A Florida Corporation**

By: John L. Bassett

WITNESSES:

Janice F. Hoff
Henry Beckwith

Santa Rosa County

Covered Walkway Addition

6491 Caroline St., Milton FL 32570

Plans Drawn By: Alan Miller Dated 2/4/2015

Specifications Provided By: Southern Site & Utility Design, Inc.

FL Certificate of Authority # 8983

5318 Stewart St, Milton FL 32570

Project Scope: Construct 80'-2" x 10'-6" Welded Steel Framed Covered Walkway Across Front Of Existing Building Per Plans and Specifications. Saw-Cut and Remove Existing Concrete Sidewalk For Construction Of New Footers Per Plans. Cut Back Existing Edge Flashing/Roofing and Provide New Flashing and Roofing Connection With Existing Building. New Steel Structure To Be Painted To Match. Provide Color Options To Santa Rosa County For Selection And Approval Prior To Construction.



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 \$1,000,000 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 \$1,000,000 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**



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: October 16, 2015

FROM: Henry Brewton
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	\$ 3,000
	9000 – 59100313	To District 3	\$ 3,000
To:	313 – 38100011	From General Fund	\$ 3,000
	2323 – 599001	Reserve for Contingencies	\$ 3,000

State reason for this request:

Carry forward unspent funds for Fidelis Park improvements and return to District 3.

Requested by: Tammy Simmons/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-038

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: November 9, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Tammy Simmons
Sent: Tuesday, October 20, 2015 8:50 AM
To: Jayne Bell
Cc: Henry Brewton
Subject: 2015 BA rollover

- ① 2015-101 Remaining balance on 2015-101 is \$3,000, this amount needs to be returned to District 3 recreation funds. The savings was due to project being downsized due to limited space after septic system was installed.
- ② 2015-105 Remaining balance on 2015-105 is \$6,145, this amount needs to be placed in parks department budget to cover Engineered Wood Fiber (EWF) purchases to assist in making playground ADA compliant. The balance is due to the time to build the facility and being able to put EWF out into the playgrounds. Winter is the best time to place EWF in playground; we start this process around November.
- ③ 2015-150 Remaining balance on 2015-150 is \$2,400, this amount needs to be returned to District 4 recreation funds. The savings was due to Building Maintenance doing price comparisons on upgrades.

Tammy C. Simmons
Santa Rosa County Board of County Commissioners
Administrative Services Manager
6075 Old Bagdad Highway
Milton, FL 32583
850-983-1858 Phone
850-623-1331 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: October 16, 2015

FROM: Henry Brewton
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	\$ 6,145
	2600 – 546001	Repair & Maintenance	\$ 6,145

State reason for this request:

Carry forward unspent funds (approved February 2015) placing ADA compliant ground cover in county parks and allocate for expenditure to complete the project.

Requested by: Tammy Simmons/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-039

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: November 9, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Tammy Simmons
Sent: Tuesday, October 20, 2015 8:50 AM
To: Jayne Bell
Cc: Henry Brewton
Subject: 2015 BA rollover

- ① 2015-101 Remaining balance on 2015-101 is \$3,000, this amount needs to be returned to District 3 recreation funds. The savings was due to project being downsized due to limited space after septic system was installed.
- ② 2015-105 Remaining balance on 2015-105 is \$6145, this amount needs to be placed in parks department budget to cover Engineered Wood Fiber (EWF) purchases to assist in making playground ADA compliant. The balance is due to the time to build the facility and being able to put EWF out into the playgrounds. Winter is the best time to place EWF in playground; we start this process around November.
- ③ 2015-150 Remaining balance on 2015-150 is \$2,400, this amount needs to be returned to District 4 recreation funds. The savings was due to Building Maintenance doing price comparisons on upgrades.

Tammy C. Simmons
Santa Rosa County Board of County Commissioners
Administrative Services Manager
6075 Old Bagdad Highway
Milton, FL 32583
850-983-1858 Phone
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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: October 16, 2015

FROM: Henry Brewton
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	\$ 2,400
	9000 – 59100314	To District 4	\$ 2,400
To:	314 – 38100011	From General Fund	\$ 2,400
	2324 - 599001	Reserve for Contingencies	\$ 2,400

State reason for this request:

Carry forward excess funds approved May 2015 for Navarre Sports Complex ADA repairs/upgrades and return to District 4.

Requested by: Tammy Simmons/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-040**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: November 9, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Tammy Simmons
Sent: Tuesday, October 20, 2015 8:50 AM
To: Jayne Bell
Cc: Henry Brewton
Subject: 2015 BA rollover

- ① 2015-101 Remaining balance on 2015-101 is \$3,000, this amount needs to be returned to District 3 recreation funds. The savings was due to project being downsized due to limited space after septic system was installed.
- ② 2015-105 Remaining balance on 2015-105 is \$6145, this amount needs to be placed in parks department budget to cover Engineered Wood Fiber (EWF) purchases to assist in making playground ADA compliant. The balance is due to the time to build the facility and being able to put EWF out into the playgrounds. Winter is the best time to place EWF in playground; we start this process around November.
- ③ 2015-150 Remaining balance on 2015-150 is \$2,400, this amount needs to be returned to District 4 recreation funds. The savings was due to Building Maintenance doing price comparisons on upgrades.

Tammy C. Simmons
Santa Rosa County Board of County Commissioners
Administrative Services Manager
6075 Old Bagdad Highway
Milton, FL 32583
850-983-1858 Phone
850-623-1331 Fax

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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: October 16, 2015

FROM: Henry Brewton
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	\$ 21,596
	0610 – 564001	Machinery & Equipment	\$ 21,596

State reason for this request:

Carry forward funds approved May 2015 (2015-146) for Dodge Caravan for the Libraries.

Requested by: Gwen Wilson/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-041

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: November 9, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: DeVann Cook
Sent: Tuesday, October 20, 2015 3:01 PM
To: Henry Brewton
Subject: RE: Van

Yes. It was State contract purchase, in May. It is supposed to be in next month.

From: Henry Brewton
Sent: Tuesday, October 20, 2015 12:51 PM
To: DeVann Cook <devannc@santarosa.fl.gov>
Subject: RE: Van

Carry forward whole amount?
Was the van just not received last year?

From: DeVann Cook
Sent: Tuesday, October 20, 2015 11:28 AM
To: Henry Brewton
Subject: FW: Van

Henry,

Can you assist us with this carry forward?

DeVann

From: Gwen Wilson
Sent: Tuesday, October 20, 2015 11:23 AM
To: DeVann Cook <devannc@santarosa.fl.gov>
Subject: Van

I just received a call from Karen Wheeler about the van. She said that we need to ask Jayne to carry the funds forward from last year to this year. I told her that you were speaking to Jayne about it.

Gwen

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

6

BUDGET MODIFICATION RESOLUTION

No.

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

REQUESTER ACTION

DATE: October 22, 2015

FROM: Henry Brewton
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:	106 – 3990007	Balance Forward – Roads & Drainage	\$ 717,297
	9106 – 5990016	EFF Drainage Reserves	\$ 717,297

State reason for this request:

Carry forward prior year Electric Franchise Fee balance to R&B Drainage Reserves.

Requested by: Henry Brewton /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-042

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: November 9, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 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: October 26, 2015

FROM: Henry Brewton
TO: Board of County Commissioners
VIA: Budget Director
SUBJ: Request Approval of the following

ADDITION:
MODIFICATION: X
DELETION:
OVERDRAFT:

	<u>Line Item Number</u>	<u>Description</u>	<u>Amount</u>
From:	9001 – 5990029	Tree Mitigation Reserves	(\$ 2,875)
	0013 – 5520023	Tree Mitigation Supplies	\$ 2,875

State reason for this request:

Allocate Tree Mitigation Reserves to purchase trees for the Navarre Sports Complex.

Requested by: Stephen Furman /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-043

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: November 9, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Commissioner Rob Williamson
Sent: Tuesday, November 03, 2015 4:09 PM
To: Stephen Furman
Cc: Tana Tynes; Hunter Walker; Henry Brewton; Jayne Bell
Subject: Re: Agenda items - budget request trees for Navarre Sports Complex

Thank you

At your service,

Rob Williamson
Santa Rosa County Commissioner
District 4
850.529.2525 c
850.983.1877 w

9001-5990029
0013-5520023

On Nov 3, 2015, at 4:08 PM, Stephen Furman <StephenF@santarosa.fl.gov> wrote:

Tana, please add the following to our agenda:

5. Discussion of purchasing trees for the Navarre Sports Complex at an appropriate cost of \$2,875.00, with funding from the Tree Mitigation Fund.

Henry, if you will also add this as a budget amendment, I will appreciate it.

Thanks,

Stephen

Sent from my iPhone

Begin forwarded message:

From: Tammy Simmons <TammyS@santarosa.fl.gov>
Date: November 3, 2015 at 11:20:41 AM CST
To: Stephen Furman <StephenF@santarosa.fl.gov>
Cc: Commissioner Rob Williamson <RobWilliamson@santarosa.fl.gov>
Subject: Agenda items - budget request

Tammy C. Simmons
Santa Rosa County Board of County Commissioners
Administrative Services Manager
6075 Old Bagdad Highway
Milton, FL 32583
850-983-1858 Phone
850-623-1331 Fax



SANTA ROSA COUNTY
BOARD OF COMMISSIONERS
Administrative Services/Parks Operations



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

Santa Rosa Public Works Offices
6075 Old Bagdad Highway
Milton, FL 32583

Hunter Walker, County Administrator
Roy V. Andrews, County Attorney
Jayne N. Bell, OMB Director

MEMORANDUM

DATE: NOVEMBER 3, 2015
TO: STEPHEN FURMAN, PUBLIC WORKS DIRECTOR
FROM: TAMMY C. SIMMONS, ADMINISTRATIVE SERVICES MANAGER
RE: TREE MITIGATION FUND

I need a budget amendment for the following: We propose to purchase twelve - 4" caliper Willow Oaks for the Navarre Sports Complex and the Navarre Soccer Park for beautification and shade purposes. The approximate cost of this improvement is \$2,875. We will have to dig the holes by hand as we are unsure of where the utility lines are. Tree Mitigation funds are available and can be used for the purposes of purchasing, planting and maintaining trees on public property with the approval of the Commissioners.

If you have questions, or need additional information, please contact me.

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: October 26, 2015

FROM: Henry Brewton
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:	111 – 3990001	Balance Forward	\$ 1,578,405
	2104 – 5990024	Area 1 Reserves	\$ 353,108
	2104 – 5990025	Area 2 Reserves	\$ 21,734
	2104 – 5990026	Area 3 Reserves	\$ 1,199,964
	2104 – 5990027	Impact Fee Admin Reserves	\$ 3,599

State reason for this request:

Carry forward Impact Fee Fund balance.

Requested by: Henry Brewton /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-044

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: November 9, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CLERK OF THE COURTS

CHAIRMAN

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: October 26, 2015

FROM: Henry Brewton
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:	104 – 3990001	Balance Forward	\$ 192,528
	104 – 3315008	HUD Home Invest Partnership	\$ 165,520
	0787 – 5340043	First Time Home Buyer	\$ 195,404
	0787 – 534004	Substantial Housing Program	\$ 162,644

State reason for this request:

Carry forward existing program balance and recognize FY16 funding.

Requested by: Erin Malbeck /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-045

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: November 9, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Request Submitted By:

Erin Malbeck

10/9/2015

Housing 2015/2016

Budget

Carry Forward Balances
Existing Programs

FUND	104 Grants		
DEPT	787 FED HOME INVEST PART PROG		
From:			
	104-3315008 Federal Home Program		
	2015/2016 Fiscal Year Funding	165,520.00	
	104-3315008 Cash Carried Forward	192,527.93	
		Total	<u>358,047.93</u>
To:			
	0787-5340043 First Time Homebuyer	195,404.19	
	0787-5340043 Substantial Housing	162,643.74	
		Total	<u>358,047.93</u>
	(Revenue not yet received.)		
		104	
		3315008	
	Per Escambia Consortium/HUD Annual Plans		

FUND	113 SHIP		
DEPT	780 SHIP Program Fund		
From:			
	113-3690003 Refund Prior Years	123,302.00	
	113-361100 Interest Earned	269.00	
	113-3346904 SHIP Program	97,243.00	
	113-3990001 Cash Carried Forward	551,381.00	
		Total	<u>772,195.00</u>
To:			
	0780-534004 Substantial Rehabilitation	394,456.00	
	0780-5340041 Farm Home Adm/Emer Repair	143,699.00	
	0780-5340043 First Time Homebuyer	138,138.00	
	0780-534004x Reconstruction	80,000.00	
	0780-59100001 To General Fund	15,902.00	
		Total	<u>772,195.00</u>
FUND	001		
	001-3810008 From SHIP Fund	15,902.00	
	3301-51210 Regular Salaries	7,104.00	
	3301-52110 FICA	608.00	
	3301-52210 Retirement	239.00	
	3301-534001 Other Contractual Charges	7,951.00	
		Total	<u>15,902.00</u>
	Funds have been received. Prior Year Revenue		

2014-013

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: October 26, 2015

FROM: Henry Brewton
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:	3301 – 549001	Other Current Charges	(\$ 593)
	3301 – 59100113	To SHIP	\$ 593
	0780 – 38100011	From General Fund	\$ 593
	0780 – 5340041	Farm Home Administration	\$ 593

State reason for this request:

Reimburse emergency repair program expenditures for "emergency sewer repair" due to homeowner's withdrawal of application.

Requested by: Erin Malbeck /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-046

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: November 9, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Erin Malbeck
Sent: Monday, October 26, 2015 12:09 PM
To: Henry Brewton
Subject: RE: Repayment of Emergency Repair funds

0780-5340041

ck#136550, dated 9/15/2015
#136370, dated 9/8/2015
#136233, dated 8/25/2015

3301-549001 <593>
3301-5910013 593
0780-38100011 593
0780-5340041 593

From: Henry Brewton
Sent: Monday, October 26, 2015 12:07 PM
To: Erin Malbeck
Subject: RE: Repayment of Emergency Repair funds

I do not see where any funds were expended from 0786-5340065 Emergency Repair since 2009.

Where were these funds expended?

From: Mike Burton [<mailto:burtonm@flcjin.net>]
Sent: Friday, October 23, 2015 12:59 PM
To: Beckie Cato; Erin Malbeck; Jayne Bell
Cc: Clerk's Office - Vikki Phillips; Henry Brewton
Subject: RE: Repayment of Emergency Repair funds

113-0790-5340041

Jayne is out. I have copied Henry on that question to see.

From: Beckie Cato [<mailto:PZDirector@santarosa.fl.gov>]
Sent: Friday, October 23, 2015 12:38 PM
To: Clerk's Office - Michael Burton; Erin Malbeck; Jayne Bell
Cc: Clerk's Office - Vikki Phillips
Subject: RE: Repayment of Emergency Repair funds

Thanks, Mike.

Can we move it from Other Current Charges into the Emergency Repair account without budget amendment?

From: Mike Burton [<mailto:burtonm@flcjin.net>]
Sent: Friday, October 23, 2015 11:31 AM
To: Erin Malbeck <ErinM@santarosa.fl.gov>; Beckie Cato <PZDirector@santarosa.fl.gov>; Jayne Bell <JayneB@santarosa.fl.gov>
Cc: Clerk's Office - Vikki Phillips <phillipsv1@flcjin.net>
Subject: RE: Repayment of Emergency Repair funds

Erin,

You cannot budget or journal entry money from Salaries to another expense account line without Board approval.

Thanks,

Mike

From: Vikki Phillips [mailto:phillipsv1@fcjn.net]
Sent: Friday, October 23, 2015 10:28 AM
To: Michael Burton
Subject: FW: Repayment of Emergency Repair funds

From: Erin Malbeck [mailto:ErinM@santarosa.fl.gov]
Sent: Friday, October 23, 2015 10:25 AM
To: Beckie Cato; Jayne Bell
Cc: Clerk's Office - Vikki Phillips
Subject: Repayment of Emergency Repair funds

Situation:

A homeowner was recently approved through our Emergency Repair program for septic tank issues. We paid for a title search, septic tank pump out, and health department inspection for a total of \$593.00. After all inspections were completed, it was determined that no repairs were needed, the septic tank simply needed to be pumped out. Since no further repairs are needed, the homeowner does not want to go through with the lien against the property and wants her file cancelled. The State says that if we are not placing a lien against the property, then the funds must be reimbursed from our administrative account and paid back to the Emergency Repair account.

Beckie: Do we want the \$593.00 to come out of Salaries?

Jayne: If we take the money out of Salaries and put back into ER account, will this require a budget amendment or can I simply request the finance department to do an in office Journal Request to move these funds from one account to another?

NOTE: all funds were paid out of 2015 budget year

Erin Malbeck

Housing Program Coordinator
6051 Old Bagdad Hwy, Ste 201
Milton, FL 32583
Front Office: 850-981-7076
Direct Line: 850-981-7092
Fax: 850-981-7099

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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.

Email scanned by Check Point

Email scanned by Check Point

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: October 26, 2015

FROM: Henry Brewton
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:	3301 – 51210	Regular Salaries	(\$ 45,000)
	3301 – 534001	Other Contractual Services	\$ 45,000

State reason for this request:

To move funds from Regular Salaries originally intended to fund the Housing Program Manager position that will not be filled this fiscal year to Other Contractual Services to pay for Landrum employee.

Requested by: Beckie Cato /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-047**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: November 9, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Beckie Cato
Sent: Monday, October 26, 2015 12:10 PM
To: Henry Brewton
Subject: FW: housing budget - other contractual services

Henry,

Do you know if this budget amendment is in process? It is to move \$45,000 from housing salaries to "other contractual services" so that we can pay outstanding and future Landrum invoices.

Thanks,

Beckie

Beckie Cato, AICP
Director
Community Planning, Zoning, and Development
(850) 981-7077

How is our customer service?

<http://www.santarosa.fl.gov/customerservcie/survey.html>

From: Jayne Bell
Sent: Friday, October 16, 2015 12:48 PM
To: Beckie Cato <PZDirector@santarosa.fl.gov>
Subject: RE: housing budget - other contractual services

I thought as much. will take care of.

From: Beckie Cato
Sent: Friday, October 16, 2015 10:21 AM
To: Jayne Bell
Subject: RE: housing budget - other contractual services

We checked with finance and we can't do that.
If you could take it to the board soon, that would be great.

Thanks,
Beckie

From: Jayne Bell
Sent: Friday, October 16, 2015 8:52 AM
To: Beckie Cato <PZDirector@santarosa.fl.gov>
Subject: RE: housing budget - other contractual services

Of course we can but Beckie I need to take it to the Board. I can't move money out of the Salaries line without Board approval. Can we not code the Landrum invoices to the 51210 account until I can take it to the Board. Just don't want to put you in a bind. My bad. Jayne

From: Beckie Cato
Sent: Friday, October 16, 2015 8:43 AM
To: Jayne Bell
Subject: Re: housing budget - other contractual services

No, and we don't plan to this year. Since we're never sure about what the stat is going to do with housing money, we decided to continue with our landrum employee for this year. Can we put money into contractual services so I can pay her?

Sent from my iPad

On Oct 16, 2015, at 8:34 AM, Jayne Bell <JayneB@santarosa.fl.gov> wrote:

Hey Beckie,
It was put in your Salaries line. Your budget is roughly the same as last year. Did you fill your vacancy for a Housing Program Manager?
Thank you,
Jayne

From: Beckie Cato
Sent: Thursday, October 15, 2015 10:52 AM
To: Jayne Bell
Subject: housing budget - other contractual services

Jayne,

In my proposed budget I had \$45,000 in "other contractual services." Erin just pointed out to me that the adopted budget shows zero there. We pay our Landrum employee from that line.

Beckie
Beckie Cato, AICP
Director
Community Planning, Zoning, and Development
(850) 981-7077

How is our customer service?
<http://www.santarosa.fl.gov/customerservcie/survey.html>

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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: October 26, 2015

FROM: Henry Brewton
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:	101 – 3990001	Balance Forward	\$ 414,981
	2100 – 5630041	Multi – Purpose Paths	\$ 414,981

State reason for this request:

Carry forward remaining funds for completion of multi-purpose paths along East Bay Blvd.

Requested by: Stephen Furman/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-048

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: November 9, 2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Stephen Furman
Sent: Thursday, October 29, 2015 2:34 PM
To: Henry Brewton
Cc: Jayne Bell
Subject: RE: E Bay carry forward

alt E. Bay

Henry, I had Tana do an Expenditure Audit Trail for the year, and it show that we spent \$56,644.52 out of the Multi-purpose path line item. This figure does not include the labor from the Road and Bridge Employees. Avis sent Jayne an email last year that stated that our labor costs for the East Bay Blvd. sidewalk project were not paid from this account, and for her to "take the necessary actions to insure that Impact Fee expenditures for the project are appropriately accounted for." I am hoping to discuss this with either you or Jayne to determine what else I need to assist with the carry forward.

Stephen

From: Henry Brewton
Sent: Thursday, October 29, 2015 10:20 AM
To: Stephen Furman <StephenF@santarosa.fl.gov>
Subject: E Bay carry forward

Stephen,

✓
Last year (FY15) a carry forward was posted for \$471,626 for East Bay Multi-path completion. This year two invoices have been received from American Concrete Supply for the East Bay path.

How much is remaining to carry forward into FY16 for this project?

Thanks.

CCF 2015 471,626

Sincerely,

exp. 2015 <56,645>

Henry Brewton CPA MBA
Sr. Budget Manager
OMB, Santa Rosa County
6495 Caroline Street, Suite L
Milton, FL 32570

CCF 2016 414,981 *2100-5630041*

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

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: October 29, 2015

FROM: Henry Brewton
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:	101 – 3990001	Cash Carried Forward	\$ 277,261
To:	2100 – 5340033	Paving Projects	\$ 277,261

State reason for this request:

Carries forward funds to complete prior year projects for all five (5) Districts in the following amounts: District I (\$5,748); District II (\$175,829); District III (\$40,138); District IV (\$31,322); and District V (\$24,224).

Requested by Stephen Furman /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-049

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 11/09/2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this ***12th*** day of ***November, 2015.***

ATTESTED:

CLERK OF THE COURTS

CHAIRMAN

Henry Brewton

From: Stephen Furman
Sent: Thursday, October 29, 2015 2:42 PM
To: Jayne Bell; Henry Brewton
Subject: BA for carry forward 2100-5340033

Jayne/Henry;

We need a budget amendment to carry forward \$277,260.63 in 2100-5340033 (Paving Projects) for paving and resurfacing projects in all five districts. These funds are to complete projects approved in the 2014-2015 fiscal year and to carry forward any remaining funds designated for paving projects. The breakdown for each district is as follows;

District 1	\$5,748.18	101 - 2100 - 3990001	277,261
District 2	\$175,828.90		
District 3	\$40,137.63	2100 - 5340033	277,261
District 4	\$31,321.92		
District 5	\$24,224.00		
	<u>277,261</u>		

Thanks,

Stephen

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

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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: November 2, 2015

FROM: Henry Brewton
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 – 3990002	Balance Forward Boating Improvement	\$ 216,191
To:	9001 – 5990012	Boating Improvement Funds	\$ 216,191

State reason for this request:

Carries forward unspent SRC Boating Improvement Funds to Boating Improvement Fund Reserves.

Requested by Henry Brewton/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-050**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 11/09/2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 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: November 2, 2015

FROM: Henry Brewton
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	Balance Forward	\$ 556,000
To:	0075 – 5620016	Building – Sheriff	\$ 256,000
	0075 – 5310039	Work Release	\$ 300,000

State reason for this request:

Carries forward a portion of Sheriff's FY15 excess fees and allocates for expenditure. \$256k donation from Aramark for constructing a warehouse and \$300k to fund the initial year's operation of work release program.

Requested by Henry Brewton/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-051**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 11/09/2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Jayne Bell
Sent: Tuesday, October 27, 2015 9:27 AM
To: Sheriff's Dept - Debbie Shows
Cc: Jayne Bell; Sheriff's Dept - Wendell Hall; Henry Brewton
Subject: Re: Return of excess appropriations

Good morning Debbie

I will need to prepare a budget amendment for the warehouse and the 300k request. Thank you
Jayne

Sent from my iPhone

On Oct 26, 2015, at 8:46 AM, Shows, Debbie <DSHOWS@srsso.net> wrote:

Jayne,

We will be returning \$914,787.24. As we discussed, ^{Bldg.} [redacted]
[redacted] Also, the Sheriff appeared before the BOCC and requested [redacted] 531-
[redacted] from our returned money. Do I need to complete a budget amendment
request or will you handle? Please advise. 562-

FYI, all functions and object codes stayed within the budgeted parameters, so no request to move money between them will be necessary this year.

Debbie Shows
Santa Rosa County Sheriff's Office, CFO
dshows@srsso.net
p) 850-983-1175
F) 850-983-1104

0075-5620 016 256,000
0075-5310039 300,000

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Any incoming e-mail reply to this communication will be electronically filtered for "spam" and/or "viruses." That filtering process may result in such reply being quarantined (i.e., potentially not received at our site at all) and/or delayed in reaching us. You should receive notice of any undeliverable item and you might want to consider confirming receipt of any time sensitive communication sent by email that might be delayed by an electronic filter.

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10/8 27:10

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: November 2, 2015

FROM: Henry Brewton
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:	315 – 3990001	Balance Forward	\$ 1,900
To:	2325 – 564001	Machinery & Equipment	\$ 1,900

State reason for this request:

CCF for high definition television/monitor for the Tiger Point Community Center.

Requested by Henry Brewton/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-052**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 11/09/2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Wanda Harris <harriswg@flcjn.net>
Sent: Friday, October 30, 2015 7:52 AM
To: Henry Brewton
Subject: Budget Transfer
Attachments: 001.jpg

Henry

Could you please transfer \$1899.99 to District 5 (Parks). This TV is over the price range and will be at Tiger Point Community Center. I am assuming that Aleta had the money in 0100-541001 due to the fact that is what account she placed on the invoice, when I called her to correct the account She said there need to be a transfer of the money.

Let me know when this is done.

Thanks and have a great day & weekend

Wanda G. Harris
Property Inventory Clerk
Santa Rosa County Clerk of Courts
BOCC Finance
P.O. Box 472
Milton, FL 32572
850-983-1956
850-983-1985 (fax)
harriswg@flcjn.net

315-3990001
2325-564001

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Why cant this come from Dist. 5 Reserve?

Email scanned by Check Point

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: November 2, 2015

FROM: Henry Brewton
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:	101 – 3990001	Balance Forward	\$ 74,270
To:	2100 – 5630041	Multi – Purpose Paths	\$ 74,270

State reason for this request:

Carry forward remaining TDC funds for Bagdad Sidewalks.

Requested by Sheila Fitzgerald /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-053

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 11/09/2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November, 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Stephen Furman
Sent: Thursday, October 29, 2015 2:56 PM
To: Henry Brewton; Jayne Bell
Subject: FW: Multi-purpose paths carry forward (Bagdad Mill sidewalks) 5630041
Attachments: RE: Public Works Sidewalk Estimate

Henry, I had gotten the email below from Sheila regarding additional money that needs to be carried forward in the multi-purpose path line for the Bagdad sidewalks. Sheila's \$74,270.00 will need to be carried forward into line ~~56300431~~ in addition to the residual impact fee money.

5630041

Stephen

From: Sheila Fitzgerald
Sent: Tuesday, October 13, 2015 9:44 AM
To: Stephen Furman <StephenF@santarosa.fl.gov>
Cc: Glenn Bailey <GlennB@santarosa.fl.gov>
Subject: FW: Multi-purpose paths carry forward (Bagdad Mill sidewalks)

When this is requested, can you please forward a copy for my file? Thanks.

From: Sheila Fitzgerald
Sent: Tuesday, September 22, 2015 8:45 AM
To: Stephen Furman <StephenF@santarosa.fl.gov>
Cc: Glenn Bailey <GlennB@santarosa.fl.gov>; Erica Grancagnolo <EricaG@santarosa.fl.gov>
Subject: Multi-purpose paths carry forward (Bagdad Mill sidewalks)

Stephen,

I'm sure you guys are on top of it but please be sure that the carry forward request for multi-purpose paths includes the TDC Bagdad sidewalk funding.

There were no expenditures related to this in FY 2015. The amount of carry forward for Bagdad Sidewalks should be \$74,270. Please note, at least \$30,000 (more if needed) is earmarked for the sidewalks leading from Main St to the Entrance of the park. See attached email for reference. Hopefully we can bid this work out later in the year or early next spring.

Thanks,

Sheila

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

From: Avis Whitfield
Sent: Tuesday, September 30, 2014 9:46 AM
To: Jayne Bell <JayneB@santarosa.fl.gov>
Cc: Stephen Furman <StephenF@santarosa.fl.gov>; Tana Tynes <TanaT@santarosa.fl.gov>; Sheila Harris <sheilah@santarosa.fl.gov>
Subject: BA carry forward 2100-5630041

Jayne,

10/10/14 2015-013

I will need a budget amendment to carry forward \$150,000.00 in 2100-5630041 (Multi-Purpose Paths) for the following:
\$74,270.00 for TDC Bagdad sidewalks
\$75,730.00 to complete current multi-purpose path project on East Bay Boulevard (CR 399) also 12/11/14 2015-073
471,626

In a few days I will send you the total 2013/2014 material and labor expenditures for the East Bay Boulevard (CR 399) project since it is funded with Impact fees. As we discussed, Impact fee funds were moved to 2100-5630041 for materials and labor. However, throughout the year, only material expenditures are posted to that account as labor expenditures come from our 2100 Personnel Services accounts. Therefore, you will need to take the appropriate action to insure the labor expenditures are accounted for so they will be paid with Impact Fees.

Thanks,

Avis Whitfield
Director
Santa Rosa County Public Works

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Henry Brewton

From: Stephen Furman
Sent: Tuesday, July 14, 2015 5:56 AM
To: Sheila Fitzgerald; Glenn Bailey
Cc: Suzy Copeland
Subject: RE: Public Works Sidewalk Estimate

Sheila is correct. My estimated price for the construction of the sidewalks on Main Street was based on Road and Bridge folks doing the work. Fortunately, Glenn's comparison of the current bid price for the segment of sidewalk on Henry St., to the quantity of sidewalk on Main St., yields a belief that it would be less costly for us to contract out the work, verses my estimate from a few years ago. Due to the complexity if the work we have done onsite, we are curious to determine to what extent our in-kind obligations have been met, and if there will be funds to bid out some of the items originally slated to be completed by our employees.

Thanks,

Stephen

From: Sheila Fitzgerald
Sent: Monday, July 13, 2015 1:37 PM
To: Glenn Bailey
Cc: Stephen Furman; Suzy Copeland
Subject: RE: Public Works Sidewalk Estimate

Glenn,

I believe the sidewalk estimate provided by Stephen was based on doing the work in-house. Stephen, please confirm.

Also, the main boardwalk leading to the kayak launch was also budgeted based on public works doing the work in house with only the materials being purchased from grant funds. I need the public works labor and equipment to help meet the grant match.

We will have a better handle on costs when the bids come in and we can reevaluate budgets at that time. Yes, a summary of in-kind expenses would be much appreciated.

Sheila

From: Glenn Bailey
Sent: Monday, July 13, 2015 1:04 PM
To: Sheila Fitzgerald
Cc: Stephen Furman; Suzy Copeland
Subject: RE: Public Works Sidewalk Estimate

Sheila,

This is a good project to solicit pricing sometime in September or October depending on the progress of the Mill Site Park project that we hope to award later this month. We do not want to have two contractors clogging up the Park entrance at the same time. So let's put this on the back burner until fall. I will put it on my calendar to get prices in late September.

Also, Stephens estimate included a wooden walking bridge/boardwalk. There are two more boardwalks. One leading to the kayak launch and the other crossing the dry pond in the middle of the main parking lot. I would like to put together a separate project to build all three wooden bridges in the project if possible. However, I am not sure you have funding for all three of the wooden bridges at this time? What do you think?

Also, Stephen wanted me to ask if you want us to put together a summary of "in-kind" expenses to date? Would this be helpful in your budgeting and planning?

GLENN F. BAILEY, P.E.
Assistant Public Works Director
Santa Rosa County
(850) 626-0191

From: Sheila Fitzgerald
Sent: Monday, July 13, 2015 10:30 AM
To: Stephen Furman
Cc: Glenn Bailey
Subject: FW: Public Works Sidewalk Estimate

Stephen/Glenn,

(While we are on the topic of sidewalks ☺)

Just as a friendly reminder, there is \$74,270 budgeted (2015-013) for the sidewalk that will run down both sides of Main St leading to the park entrance beginning at Forsyth St. Attached is the cost estimated Stephen prepared in 2012. Please let me know if this project is one that will be done in the near future or down the road when we have completed the entrance gate and surrounding area improvements.

The budget authorization is in 2100-5630041. These funds are separate from the park development budget I referenced at last week's pre-bid meeting.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

From: Stephen Furman
Sent: Friday, August 31, 2012 10:14 AM
To: Sheila Harris
Subject: RE: Public Works Sidewalk Estimate

Sheila, here is my estimate for the construction of sidewalks on both the north and south sides of Main Street from Forsyth Street to the park entrance. Because the proposed entrance gate design does not include a pedestrian gate on the south side, I added a painted crosswalk to get folks over to the north side of the road. The bridge length may have to be varied some if the field conditions dictate. Also, I priced 6 foot side walks instead of our standard 5 foot walks, except that I used 8 foot wide leading the of 8 foot wide pedestrian gate.

I can modify this as you may deem appropriate.

Just let me know.

Stephen

Stephen L. Furman P.E.
Assistant Public Works Director
Santa Rosa County
(850) 626-0191 Ext. 101

From: Sheila Harris
Sent: Friday, August 17, 2012 11:46 AM
To: Stephen Furman
Subject: Public Works Sidewalk Estimate

Stephen,

I think I forgot to send you this request. When you have time, can you please draft a cost estimate for construction by Public Works forces of sidewalks on Main Street beginning from Henry Street to the Bagdad Mill Site entrance on both sides of the road?

Sheila A. Harris, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilah@santarosa.fl.gov

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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: November 2, 2015

FROM: Henry Brewton
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:	9106 – 5990016	EFF Drainage Reserves	(\$ 28,750)
	9106 – 59100101	To Road & Bridge	\$ 28,750
To:	101 – 33150025	FEMA HMGP Maranatha	\$ 86,250
	101 – 3810001	From EFF Drainage Reserves	\$ 28,750
	2106 – 53400038	Contractual Services	\$ 115,000

State reason for this request:

Recognizes FEMA HMGP grant revenue and required match for Phase I design of stormwater and drainage improvements for Maranatha Way. Grant funds 75% of anticipated engineering, permitting, and survey fees with the local match coming from Electric Franchise Fee Drainage Reserves.

Requested by Sheila Fitzgerald /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-054**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 11/09/2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Sheila Fitzgerald
Sent: Monday, November 02, 2015 1:41 PM
To: Jayne Bell
Cc: Henry Brewton; Erica Grancagnolo
Subject: Budget Amendment Request - Maranatha HMGP Stormwater/Drainage Project

Jayne,

Please process a budget amendment as follows:

Fund 101:	101-33150025	FEMA HMGP Revenue – Maranatha	\$ 86,250
	101-3810001	From EFF Drainage Reserves	\$ 28,750
	2106-53400038	Contractual Services – Maranatha	\$ 115,000
Fund 106	9106-5990016	EFF Drainage Reserves	(\$ 28,750)
	9106-59100101	To Road & Bridge Fund	\$ 28,750

Recognizes FEMA HMGP Grant Revenues and required match for Phase I design of stormwater and drainage improvements for the recently approved Maranatha Way HMGP grant. Grant funds 75% of anticipated engineering, permitting and survey fees (\$115,000) with the local match coming from Electric Franchise Fee Drainage Reserves.

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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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: November 3, 2015

FROM: Henry Brewton
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:	2323 – 599001	Reserve for Contingencies	(\$25,150)
	2323 – 59100101	To Road & Bridge	\$25,150
	9001 – 5990029	Tree Mitigation Reserves	(\$5,085)
To:	101 – 38100010	From District 3	\$25,150
	2100 – 5530016	All Districts	\$25,150
	0013 – 5520023	Tree Mitigation Supplies	\$5,085

State reason for this request:

Transfer District 3 Rec funds to Road & Bridge to repair 1,115 feet of the Military Heritage Trail and allocate Tree Mitigation Reserves to plant park grade trees as approved October 22, 2015.

Requested by Sheila Fitzgerald /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-055**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 11/09/2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Sheila Fitzgerald
Sent: Tuesday, November 03, 2015 1:46 PM
To: Jayne Bell; Henry Brewton
Subject: Budget Amendment - District 3 Rec Funds

At the Oct 22, 2015 meeting, the board approved :

12. Recommend following improvements to the Military Heritage Trail:
- Replacement of 1,115 feet of damaged asphalt with Public Works Department providing labor and equipment and with materials estimated at \$25,150 from District 3 recreation fund.
 - Allocation of \$5,085 from Tree Mitigation Fund for planting park grade trees.

Can you do a budget amendment moving \$25,150 from District III Recreation Funds to the appropriate account for expenditure?

***Please note, my email address is now sheilaf@santarosa.fl.gov.

Sheila A. Fitzgerald, Special Projects/Grants
Santa Rosa County BOCC
6495 Caroline Street, Suite H
Milton, Florida 32570
(850) 983-1848 (850) 393-5239 (Cell)
(850) 983-1944 Fax
sheilaf@santarosa.fl.gov

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2323-599001	<25,150>
2323-59100101	25,150
101-38100010	25,150
2100-5530014	25,150
9001-5990029	<5,085>
0013-5520023	5,085

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: November 4, 2015

FROM: Henry Brewton
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:	Various	See Attached - Cash Carried Forward	\$ 1,923,522
To:	Various	See Attached - Reserves	\$ 1,923,522

State reason for this request:

Carries forward fund balances in the District Recreation Funds and places in reserves.

Requested by Jayne Bell/s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-056**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 10/9/2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November 2014.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

BA2016-056 (cont)**District Recreation Funds**

Fund 311	District I Capital Projects Fund			
	3990001	Cash Carried Forward	\$	403,129
	2321-599001	Reserve for Contingencies	\$	403,129
Fund 312	District II Capital Projects Fund			
	3990001	Cash Carried Forward	\$	170,347
	2322-599001	Reserve for Contingencies	\$	170,347
Fund 313	District III Capital Projects Fund			
	3990001	Cash Carried Forward	\$	329,473
	2323-599001	Reserve for Contingencies	\$	329,473
Fund 314	District IV Capital Projects Fund			
	3990001	Cash Carried Forward	\$	395,727
	2324-599001	Reserve for Contingencies	\$	395,727
Fund 315	District V Capital Projects Fund			
	3990001	Cash Carried Forward	\$	624,846
	2325-599001	Reserve for Contingencies	\$	624,846

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: November 3, 2015

FROM: Henry Brewton
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:	2324 – 599001	Reserve for Contingencies	(\$48,000)
	2324 – 59100001	To General Fund	\$48,000
To:	001 – 3810003	From District 4	\$48,000
	2600 – 564001	Equipment	\$46,200
	2600 – 563001	Other Improvements	\$1,800

State reason for this request:

To allocate District IV funds to purchase playground equipment for Holley Ball Park from J.A. Dawson (includes shipping and installation) and to fund county constructed timber border to contain engineered wood fiber and a 12' x 24' pavilion.

Requested by Stephen Furman /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-057**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 11/09/2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS



SANTA ROSA COUNTY BOARD OF COMMISSIONERS

Administrative Services/Parks Operations



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

Santa Rosa Public Works Offices
6075 Old Bagdad Highway
Milton, FL 32583

Hunter Walker, County Administrator
Roy V. Andrews, County Attorney
Jayne N. Bell, OMB Director

M E M O R A N D U M

DATE: NOVEMBER 2, 2015
TO: STEPHEN FURMAN, PUBLIC WORKS DIRECTOR
FROM: TAMMY C. SIMMONS, ADMINISTRATIVE SERVICES MANAGER
RE: HOLLEY BALL PARK – PLAYGROUND

Recommend the Board of County Commissioners authorize the purchase of playground equipment for the Holley Ball Park from J. A. Dawson & Company in the amount of \$44,380 – Option 2. Proposals were received from the following:

- J. A. Dawson (GameTime) \$44,682 Option 1
- J. A. Dawson (GameTime) \$44,380 Option 2
- Playworx Playsets \$44,687.01
- Playmore Recreational Products \$44,862.40

Further recommend budget amendment in the amount of \$48,000 to purchase playground equipment to be shipped and installed, county build 12' x 24' pavilion and construct 258' treated timber border to contain Engineered Wood Fiber (EWF).

If you have questions, or need additional information, please contact me.

	2600		
Borders & Pavilion	564001	46,200	
1,820 + 1,800 = 3,620	563001	1,800	
Equip. Imp.	2324-5910001	48,000	
	2324-599001	(48,000)	
	001-3810003	48,000	
	2600-564001	46,200	
	2600-563001	1,800	
Dist 4			

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: November 3, 2015

FROM: Henry Brewton
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:	2321 – 599001	Reserve for Contingencies	(\$11,809)
	2321 – 59100001	To General Fund	\$11,809
	2323 – 599001	Reserve for Contingencies	(\$11,809)
	2323 – 59100001	To General Fund	\$11,809
To:	001 – 3810009	From District 1	\$11,809
	001 – 38100010	From District 3	\$11,809
	2600 – 564001	Equipment	\$23,618

State reason for this request:

To allocate District I and District III funds 50/50 to purchase playground equipment for Pace Community Center from J.A. Dawson (includes shipping and installation), to purchase engineered wood fiber, and to fund county constructed timber border to contain engineered wood fiber.

Requested by Tammy Simmons /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. **2016-058**

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 11/09/2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

From: Tammy Simmons
Sent: Thursday, November 05, 2015 7:06 AM
To: Jayne Bell; Henry Brewton
Subject: FW: Pace Community Center

From: Commissioner Jaye Williamson
Sent: Wednesday, November 04, 2015 7:19 PM
To: Tammy Simmons; Hunter Walker
Subject: RE: Pace Community Center

Absolutely, Commissioner Salter has always been supportive of my parks efforts vocally and even with funds so please split cost 50/50 if he is okay with that.

Your Public Servant,

Jayer

Sent from my Windows Phone

From: Tammy Simmons
Sent: 11/4/2015 10:48 AM
To: Commissioner Jaye Williamson
Cc: Hunter Walker
Subject: Pace Community Center

I am enlarging the playground at Pace Community Center; looking to spend \$20,000; are you interested in splitting the expense?

Tammy C. Simmons
Santa Rosa County Board of County Commissioners
Administrative Services Manager
6075 Old Bagdad Highway
Milton, FL 32583
850-983-1858 Phone
850-623-1331 Fax

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Henry Brewton

To: Emily Spencer
Subject: RE: Agenda Items

From: Emily Spencer
Sent: Wednesday, November 04, 2015 11:30 AM
To: Tammy Simmons
Subject: RE: Agenda Items

Will do Tammy

From: Tammy Simmons
Sent: Wednesday, November 04, 2015 11:19 AM
To: Hunter Walker <HunterW@santarosa.fl.gov>; Stephen Furman <StephenF@santarosa.fl.gov>
Cc: Emily Spencer <emilys@santarosa.fl.gov>
Subject: Agenda Items

The following are agenda items I am anticipating to be on the agenda:

- ~~1. Holley Ball Park – Playground: approval of J. A. Dawson in amount of \$44,380 and approval of budget amendment from District 4 Recreational funds in the amount of \$48,000 to purchase playground equipment to include freight and install, to county build a 12' x 24' pavilion and place 258' treated timber border to hold engineered wood fiber (included in bid).~~
- ~~2. Budget amendment in the amount of \$2,875 to purchase 12 – 4" caliper Willow Oaks for Navarre Sports Complex and Navarre Soccer Park to be funded from the tree mitigation fund.~~
3. Pace Community Center – Playground expansion: approval of J. A. Dawson in the amount of \$19,940.58 and approval of budget amendment from District 3 Recreation Funds in the amount of \$23,616.58 to purchase playground equipment to include freight and install, to place 146' treated timber border to hold engineered wood fiber and to purchase engineered wood fiber to place under new playground equipment. District 1 Commissioner may want to split the expense equally.
- ~~4. Approval to contract with Leathers and Associates as one-source provider to expand Benny Russell Playground by adding a special needs area with pour in place surfacing to create an inclusive playground area with budget not to exceed \$213,500. Construction will be performed with County employees and inmates with the Leathers and Associates providing onsite project supervision to build in conformance with ASTM F1487 standards, CPSC Pub. 325 guidelines and ADA. Approval to make modifications to proposal to meet needs but not to exceed budget. Also need a budget amendment in the amount of \$213,500 from District 1 Recreation Funds.~~

Tammy C. Simmons
Santa Rosa County Board of County Commissioners
Administrative Services Manager
6075 Old Bagdad Highway
Milton, FL 32583
850-983-1858 Phone
850-623-1331 Fax

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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: November 3, 2015

FROM: Henry Brewton
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:	2321 – 599001	Reserve for Contingencies	(\$213,500)
	2321 – 5910001	To General Fund	\$213,500
To:	001 – 3810009	From District 1	\$213,500
	2600 – 564001	Equipment	\$213,500

State reason for this request:

To allocate District I funds to Benny Russell Park for design (\$ 39,500) and construction of special needs playground equipment and a pour-in-place surface creating an inclusive playground area (\$174,000).

Requested by Tammy Simmons /s/

BUDGET DIRECTOR ACTION

DOCUMENT NO. 2016-059

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

Comment: _____

BUDGET DIRECTOR

BUDGET COMMITTEE ACTION

DATE: 11/09/2015

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

PASSED AND ADOPTED by the Board of County Commissioners of Santa Rosa County, Florida on this 12th day of November 2015.

ATTESTED:

CHAIRMAN

CLERK OF THE COURTS

Henry Brewton

To: Emily Spencer
Subject: RE: Agenda Items

From: Emily Spencer
Sent: Wednesday, November 04, 2015 11:30 AM
To: Tammy Simmons
Subject: RE: Agenda Items

Will do Tammy

From: Tammy Simmons
Sent: Wednesday, November 04, 2015 11:19 AM
To: Hunter Walker <HunterW@santarosa.fl.gov>; Stephen Furman <StephenF@santarosa.fl.gov>
Cc: Emily Spencer <emilys@santarosa.fl.gov>
Subject: Agenda Items

The following are agenda items I am anticipating to be on the agenda:

- ~~1. Holley Ball Park – Playground: approval of J. A. Dawson in amount of \$44,380 and approval of budget amendment from District 4 Recreational funds in the amount of \$48,000 to purchase playground equipment to include freight and install, to county build a 12' x 24' pavilion and place 258' treated timber border to hold engineered wood fiber (included in bid).~~
- ~~2. Budget amendment in the amount of \$2,875 to purchase 12 – 4" caliper Willow Oaks for Navarre Sports Complex and Navarre Soccer Park to be funded from the tree mitigation fund.~~
- ~~3. Pace Community Center – Playground expansion: approval of J. A. Dawson in the amount of \$19,940.58 and approval of budget amendment from District 3 Recreation Funds in the amount of \$23,616.58 to purchase playground equipment to include freight and install, to place 146' treated timber border to hold engineered wood fiber and to purchase engineered wood fiber to place under new playground equipment. District 1 Commissioner may want to split the expense equally.~~
4. Approval to contract with Leathers and Associates as one-source provider to expand Benny Russell Playground by adding a special needs area with pour-in-place surfacing to create an inclusive playground area with budget not to exceed \$213,500. Construction will be performed with County employees and inmates with the Leathers and Associates providing onsite project supervision to build in conformance with ASTM F1487 standards, CPSC Pub. 325 guidelines and ADA. Approval to make modifications to proposal to meet needs but not to exceed budget. Also need a budget amendment in the amount of \$213,500 from District 1 Recreation Funds.

Tammy C. Simmons
Santa Rosa County Board of County Commissioners
Administrative Services Manager
6075 Old Bagdad Highway
Milton, FL 32583
850-983-1858 Phone
850-623-1331 Fax

39,500 Leather & Assoc
Build the playground
equipment



Playgrounds by
LEATHERS
Dream. Build. Play!

Pace, FL Benny Russell playground accessible addition

Leathers & Associates DATE: 11/4/15 Project Manager: Marc Leathers	Santa Rosa County
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READ THIS ENTIRE PROPOSAL CAREFULLY. IT CONTAINS IMPORTANT INFORMATION FOR YOUR PROJECT.

This is a lump sum contract between Santa Rose County (Client) and Leathers & Associates, Inc. (L&A) for design services and construction services to renovate the Benny Russell Playground originally designed by L&A.

This proposal constitutes an estimate of the work our office will provide for your project and the associated fees. The fees described in this proposal assume that we are providing standard design services based on the original design by Leathers & Associates, Inc. The fees outlined here will vary only if additional work is requested or required. Any modifications to this proposal will be handled through written change orders.

The construction phase will not change except by mutual agreement between Leathers & Associates and the city. Certain conditions may be encountered during construction that significantly affects the ability to complete the project during the designated constructing period. Variables such as weather are impossible to identify until the time of construction and may affect the total hour's necessary for construction consultation. Additional fees will be charged only if construction varies from the times outlined in this proposal and reviewed with the client.

The following pages contain an outline of the scope of work and associated responsibilities. This proposal is valid through 12/4/15.

Project goals:

- Design an all-inclusive addition to the existing Bennet Russel Playground.
- Design the new playground to blend with the existing structures
- Ensure the new playground meets ASTM F1487 and & CPSC Pub.325 safety standard and guidelines
- Ensure the new playground meets ADA requirements
- The new structure will not contain any wood and utilize a variety of recycled plastic lumber
- Base the design on a \$200,000 budget
- Construction to be a Hybrid of County staff, inmate crews & L&A staff

Scope of work:

Based on the schematic design by L&A dated 11/4/15

There are some fundraising opportunity included in the design.

Components sale:

- 2- Store fronts
- We-Saw
- Roller table
- Slide
- Blue Angle accessible swinging platform
- Pre-school music station (multiple musical instruments)
- Bongos musical instrument
- Oddle swing
- Frog spring toy
- 4 activity panels
- Accessible rubber surfacing

You can route names in the pickets and sell them (We recommend \$25-\$75 per picket). In the current design there are around 400 pickets available for names (\$10,000 -\$30,000). There's an additional cost if you have the plastic company do the engraving but you still make money on selling these. If you find a local source to rout them you might make more especially if they become a sponsor of the playground and donate their services.

Construction period:

- The dates are to be determined but estimated to start the first week in March 2016. Materials ordering and delivery is a key factor.
- The goal is to work 5 consecutive 10hr (7am-5pm) days. Monday - Friday

City's responsibilities:

- Provide temporary safety fencing (or other) around construction site if required
- Purchase all necessary materials according to L&A's materials list
- Supplying a liaison from the city to help coordinate the design and construction between the county and L&A
- Obtain any necessary permits if applicable
- Provide a storage container (8'wide x 10' long x8' high +/-) on site to keep the smaller materials in
- Supply a power source during construction. If generators are used they must be GFI protect and be able to function in inclement weather
- Provide 10 county workers for the outlined length of the build
- Arrange for 2-10 inmate crews to assist the construction
- Provide the tools according to a tool list developed by L&A
- Prepare the site for construction and safety surfacing
- Coordinate all aspects of installing the safety surfacing
 - L&A will provide a safety surfacing drawing showing the necessary fall height requirements for the design
- Provide a dumpster for construction materials and removal
- Provide final site cleanup of construction materials/site

L&A responsibilities:

- Develop a final design based on the schematic design dated 11/4/15final design
- Develop a materials list so the city can purchase the necessary materials for the project
- Supply onsite project supervision and work directly with the City/contractor to ensure everything is built in conformance with the drawings
- Provide some additional labor to assist the county's workers

- Provide the majority of the tools need to complete the project
- Certify the final product meets ASTM F1487 standards, CPSC Pub.325 guidelines and ADA

L&A Fees:

The following is an outline of fees for Leathers & Associates' professional services:

<u>DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS PHASE</u>	
Design Development, Detailed Drawings, Materials list, tools list etc.	\$23,000
Construction	\$15,200
L&A Construction Consultants (On site supervision) Includes all labor and travel expenses & tools	
Final inspection	\$1,300
Inspected by L&A's CPSI for safety compliance	
Total L&A	\$39,500
Estimated materials (purchased by county)	\$174,000
<u>TOTAL PROJECT COST</u>	\$213,500*

*This is an estimate and can change based on design changed approved by the county

Estimated Payment schedule

Timing	Amount
Upon acceptance of proposal	15% = \$5,925
Upon completion of Design development and construction document phase	35% = \$13,825
Prior to start of construction	35% = \$13,825
Within one week completing construction phase	15% = \$5,925

BASIC SERVICES

The Basic Services consist of the phases described below.

DESIGN DEVELOPMENT/CONSTRUCTION DOCUMENTS PHASE

Design Development

Leathers & Associates shall review the original design documents and consult with the client on design modifications. Leathers & Associates will develop a plan view drawing of the project and modifications. Leathers & Associates will prepare a materials list to allow the city to purchase all the necessary materials. No substitutions can be made without Leathers & Associates approval.

We will provide re-design services to bring the project up to current ASTM F 1487, CPSC Pub. 325 standards and guidelines. We will also increase the ADA needs and function.

Construction Documents

Leathers & Associates shall prepare the necessary working drawings and specifications setting forth the requirements for the construction of the entire project as needed by our construction consultants. The final

drawings will conform to the current safety and accessibility guidelines (ASTM 1487, CPSC Pub. No. 325. They will also meet any ADA requirements.

These documents typically consist of plan view drawings and are outlined below:
1/8" plan view, 1/4" plan view, 1/8" stakeout, 1/8" plan of Safety surfacing area, and any other drawings L&A deems necessary. These drawings are not typically construction drawings and are prepared for our trained construction consultants.

If necessary Leathers & Associates shall assist the committee in filing the required documents for the approval of governmental authorities having jurisdiction over the project. It is, however, the committee's responsibility to identify any such requirements and authorities and to follow through with any required filings. Any additional work that may be needed is not included in this proposal.

PROJECT MANAGEMENT PHASE

The client will be assigned a project manager, who will serve as the community's main contact through the construction of the project. The project manager is available from 8 a.m. to 5 p.m. Eastern Time and can be reached by telephone, email or fax.

CONSTRUCTION PHASE Exact construction dates and completion to be determined.
The current estimate is based on five consecutive 10 hour days totaling 100 hours. L&A will inspect the completed playground for compliance with the drawings and all relevant safety aspects.

Authorized Santa Rosa County official:

Name (please print)

Signature:

Date:

Leathers & Associates

Name (please print)

Signature:

Date:



11/4/15

Re: Accessible addition for Benny Russell Playground

Hi Tammy,

Attached is the proposal for the accessible addition for Benny Russel Playground. We have made some changes to the design based on the budget increase to \$200,000 and the comments you had sent us. The increase in budget really allows this to truly be a valued addition. We were able to incorporate most of the feedback in some form. The biggest being the ability to have two entrances (exits) to the elevated structure. The overall design has a lot more play value and truly serves it function of being a playground serving all children.

At this point I would estimate the overall budget being slightly higher at \$213,500. In one of your emails it sounded like maybe the sound instrument from SoundPlay (Pre-school music station) might be funded by another group who's raising the money? I've estimate its cost at \$5,000.

If we need to be exactly at \$200,000 we can remove the Roller Table. It's an expensive piece and with the ability to reduce the rubber for that area will put you basically right at \$200,000.

So there are several ways to reduce the budget if necessary and we can work with you how we can do that.

For budget purposes I've taken into account the actual cost and installation of the unitary rubber safety surfacing. I have not included the cost of preparing the stone sub-base and assume this will be handle by the city.

In order not to slow the process down I've tried to incorporate into the proposal the county's ability or work with us to reduce the design as necessary to fit a \$200,000 budget based on their approval.

Please let me know if you want me to change anything.

I'm looking forward to working with you again!

Thanks,
Marc

BENNY RUSSELL PARK

ACCESSIBLE TOT LOT PROPOSAL

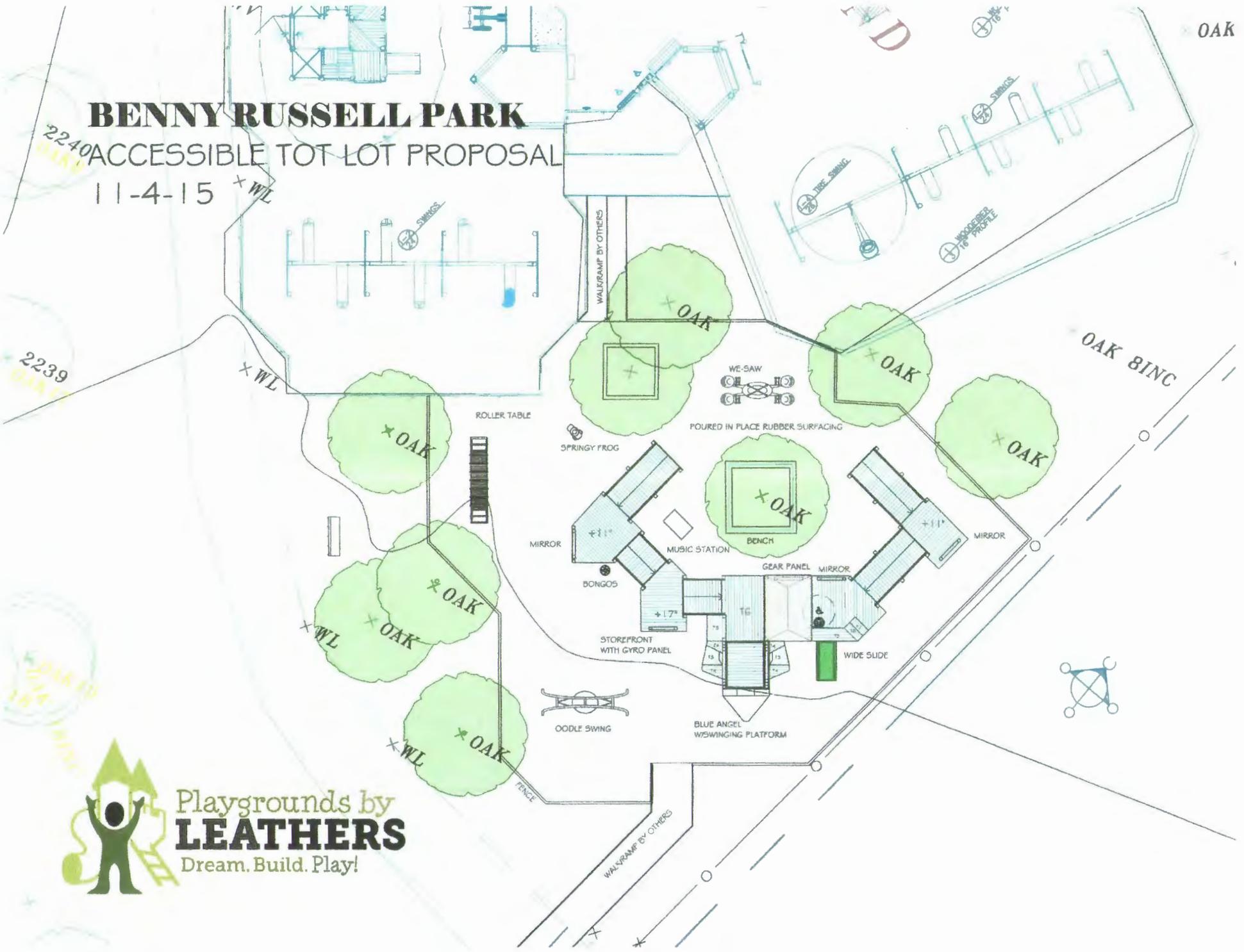
11-4-15 *WL

2240 OAK

2239 OAK

OAK

OAK



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No support documentation for this agenda item.