A. ARCHITECTURAL & ENVIRONMENTAL COMMITTEE, DR. THOMAS CAMPANELLA, CHAIR, MS. KAREN SINDEL AND MS. BRIGETTE BROOKS, MEMBERS

Item #1 – Request by Luis Berdecia – Lot 7, Block 10, Villa Primera, (311 Maldonado Dr.) – to construct a 10' x 30' in-ground swimming pool with an encroachment of 15' into the 20' rear yard setback. (Staff report by Paolo Ghio)

Item #2 – Request by Thomas G. Rollins – Lot 8, Block 47, Villa Segunda, (1300 Via de Luna) – to construct a 16' x 32' in-ground swimming pool with an encroachment of 10' into the 15' west side yard setback. (Staff report by Paolo Ghio)

Item #3 - Request by Melissa Michalke and Steven King – Lots 7&8, Block 44, Villa Segunda, (1307 Ariola) – to construct a 12' x 29' freeform in-ground swimming pool with an encroachment of 15' into the 20' rear yard setback, and 10' into the 15' west side yard setback. (Staff report by Paolo Ghio)

Item #4 - Request by S & G Investments and Holdiings, LLC – Lot 17, Block 5, Villa Primera (323 Panferio) – to construct a 12' x 24' in-ground swimming pool with an encroachment of 10' into the 15' west side yard setback. (Staff report by Paolo Ghio)

Item #5 - Request by Steven J. Savard – Approval of a Pier Amendment to Residential Lease Agreement for 1215 Panferio, (Lot 1, Block 51, Villa Segunda). (Staff report by Paolo Ghio)

B. DEVELOPMENT & LEASING COMMITTEE, MS. LIZ CALLAHAN, CHAIR, DR. THOMAS CAMPANELLA AND MR. JERRY WATSON, MEMBERS

Item #1 – Request by 1591 Vdelu, LLC – 1591 Via de Luna – to sublease to EBIKE on the Island, LLC, to sell, rent, and service Pedego electric bicycles from leasehold property. (Staff report by Robbie Schrock)

Item #2 – Request by Crabs – 6 Casino Beach Boardwalk – to sublease to Lazy Days to operate a Beach Rental Service. (Staff report by Robbie Schrock)

Item #3 – Request by Lazy Days for an extension of an existing Beach Rental Service to operate in the public area by Gulf's edge, South of Crabs – 6 Casino Beach Boardwalk. (Staff report by Robbie Schrock)

Item #4 – Request by Scott Wheatley, Pier One Marina – 655 Pensacola Beach Blvd – to sublease to Scott Zepp for a seasonal bar, Cumaru. (Staff report by Robbie Schrock)
Item # 5 – Notification by Rich Chism, Innisfree Hotels – 2 Via de Luna Drive - to rename the Tiki Golf Business, to “UFO’s Mini Golf, Ice Cream and Arcade”. (Staff report by Robbie Schrock)

C. ADMINISTRATIVE COMMITTEE, MS. KAREN SINDEL, CHAIRMAN, MR. BUBBA PETERS AND MS. BRIGETTE BROOKS, MEMBERS

Item # 1 – Report on Financial Statements and Expenditures. (Staff report by Vickie Johnson)

Item # 2 - Approval to purchase a 2020 Ford F150 pickup truck for SRIA staff daily use. (Staff report by Paolo Ghio)

Item # 3 – Approval of the contract with the Visitor’s Information Center. (Staff report by Robbie Schrock)

Adjourn.

Please note that the Santa Rosa Island Authority does not make verbatim transcripts of its meetings, although the meetings are tape recorded. Any person desiring a verbatim transcript of a meeting of the Santa Rosa Island Authority will need to independently secure such verbatim transcript.
Architectural & Environmental Committee
February 26, 2020
Item A-1

Request by Luis Berdecia – Lot 7, Block 10, Villa Primera, (311 Maldonado Dr.) – to construct a 10’ x 30’ in-ground swimming pool with an encroachment of 15’ into the 20’ rear yard setback. (Staff report by Paolo Ghio)

Background:

This is an existing SFR Structure, and an encroachment would allow room for a swimming pool including hardscape.

The adjacent neighbors have been properly noticed, and the letters of no objection are included in the back up for 309 Maldonado, and 308, & 310 Via de Luna.

Recommendation:

Staff recommends approval of the request by Luis Berdecia – Lot 7, Block 10, Villa Primera, (311 Maldonado Dr.) – to construct a 10’ x 30’ in-ground swimming pool with an encroachment of 15’ into the 20’ rear yard setback, in accordance with all applicable codes and regulations.
Hi Melody,

Again, thank you for your counsel on this issue. Per my partners message below, can you please add the pool installation request at 311 Maldonado Drive to your committee’s agenda for the upcoming meeting on February 26th?

Thank you!

Sincerely,

Lou Berdecia
311 Maldonado Drive
Pensacola Beach, FL 32561
Mobile: 505-453-4130

On Monday, February 10, 2020, Charles Roberts <bankstonroberts@icloud.com> wrote:

Melody,

Since all parties have agreed to our pool installation at 311 Maldonado Drive, can you please add us to the agenda for the committee meeting on February 26th? Joe should have all documents dropped off to you by tomorrow.

Kind regards,

Bankston Roberts
Realtor®
aDoor Real Estate
m. 850-974-8999
o. 850-637-1880
e. bankston@adoorrealestate.com
w. adoorproperties.com
a. 5041 Bayou Blvd
   Suite 302
   Pensacola, FL 32503
Bankston, thank you for that reassurance of sound and privacy. I grew up on this beach in a broken home, having lived in several around here. We love living at ground level, wondering if someone was looking in our backyard or window is a little discomforting. Mistake on the planners part. With the promotion of pen beach on the upswing, being directly on in-policed Via DeLuna, we get our share of road noise as well. We call it the Via DeLuna 500. Yes, like so many native pen beachers, "were not in Kansas anymore." We've been told for over 3 years by SRIA and FEMA we've been "approved" to raise our house. It's important to keep your word. Sorry, don't mean to rant. My wife, Tina and I would love to visit w you sometime. Welcome to the "old" neighborhood. If you will let those in charge know, it's ok w us for you to install a pool at your residence.

Jimmy & Tina Falbo

In that while we were still sinners Christ died for us.
Date: 1/7/2020

William & Sandy Patterson

309 Maldonado Dr Mailing Address: Residence
Pensacola Beach, Fl. 32561

RE: Request for variance in to established setback for the construction of an in ground swimming pool at 311 MALDONADO DR Pensacola Beach

Dear Mr. & Mrs. Patterson

As the owner/contractor of 311 MALDONADO DR I am submitting to the Santa Rosa Island Authority a request to construct an in ground swimming pool that requires a variance of 15' into the rear setback. See attached survey/site plan showing the location of the pool.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa Island Authority, no later than February 12th, 2020. This item has been placed on the Authority’s committee meeting scheduled for Wednesday, February 26th, 2020. It is important for the Authority to receive comment from the neighbors prior to final action. You may also email to melodybolster_Forte@sria-fla.com or AJ.Powell@sria-fla.com or fax to (850) 932-1866, Attention: Melody B. Forte/ AJ Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at

Joe Hild (850)361-5236 Contractor Luis Berdecia (505)453-4130 Homeowner

Sincerely,

(CHECK ONE, SIGN AND RETURN)

[ ] I HAVE NO COMMENT

[ ] I HAVE COMMENTS, SEE BELOW

Signature & Address of Adjacent Leaseholder:

William Patterson
309 Maldonado Dr
Pensacola Beach, Fl. 32561
Date: 1/7/2020

Michael Mabire
310 Via Deluna Dr
Mailing Address: PO Box 30684
Pensacola, FL 32561

Pensacola Beach, FL 32561

RE: Request for variance in to established setback for the construction of an in ground swimming pool at 311 MALDONADO DR

Dear Mr. Mabire:

As the owner/contractor of 311 MALDONADO DR, I am submitting to the Santa Rosa Island Authority a request to construct an in ground swimming pool that requires a variance of 1' into the rear setback. See attached survey/site plan showing the location of the pool.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa Island Authority, no later than February 12th, 2020. This item has been placed on the Authority’s committee meeting scheduled for Wednesday, February 25th, 2020. It is important for the Authority to receive comment from the neighbors prior to final action. You may also email to melodybolster_Forte@srla-fla.com or AJ.Powell@srla-fla.com or fax to (850) 932-1868, Attention: Melody B. Forte/ AJ Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at Mike Esmond (850) 232-4133 Constructor Lula Berdécia (505) 453-4130 Homeowner

Sincerely,

(CHECK ONE, SIGN AND RETURN)

I HAVE NO COMMENT

I HAVE COMMENTS, SEE BELOW

Signature & Address of Adjacent Leaseholder: 1-23-2020
Request by Thomas G. Rollins – Lot 8, Block 47, Villa Segunda, (1300 Via de Luna) – to construct a 16’ x 32’ in-ground swimming pool with an encroachment of 10’ into the 15’ west side yard setback. (Staff report by Paolo Ghio)

**Background:**

This is an existing SFR Structure, and an encroachment would allow room for a swimming pool including hardscape.

The adjacent neighbors were properly noticed, and the letters of no objection are included in the back up for 1302 VDL, and 1301, and 1303 Maldonado.

**Recommendation:**

Staff recommends approval of the request Thomas G. Rollins – Lot 8, Block 47, Villa Segunda, (1300 Via de Luna) – to construct a 16’ x 32’ in-ground swimming pool with an encroachment of 10’ into the 15’ west side yard setback, in accordance with all applicable codes and regulations.
<table>
<thead>
<tr>
<th>From:</th>
<th><a href="mailto:tgracer11@aol.com">tgracer11@aol.com</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sent:</td>
<td>Tuesday, February 11, 2020 8:36 AM</td>
</tr>
<tr>
<td>To:</td>
<td>Melody B Forte</td>
</tr>
<tr>
<td>Subject:</td>
<td>Tommy Rollins 1300 Via de Luna</td>
</tr>
</tbody>
</table>

Melody good morning. I have contracted with Payne pools to install a pool at my home pending approval and permitting. Would you Please have my application placed on the agenda for the 2/26 committee meeting. Thank you.
RE: Request for an encroachment in to the established setback for the construction of an in ground swimming pool at 1300 Via De Luna Dr, on Pensacola Beach.

Dear Homeowner:

As the owner/contractor of Payne Pool Professional, I am submitting to the Santa Rosa Island Authority a request to construct an in ground swimming pool that requires an encroachment of 12" on east side of house. See attached survey/site plan showing the location of the pool.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa Island Authority, no later than 3/20/2019, this item has been placed on the Authority's committee meeting scheduled for Wednesday. It is important for the Authority to receive comment from the neighbors prior to final action. You may also email to melodybolster.Forte@sria-fla.com, or AJ.Powell@sria-fla.com or fax to (850) 932-1866, Attention: Melody B. Forte/ AJ Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at Sanders Payne 850-972-8472 / Tommy Rollins 850-982-5525.

Sincerely,

(CHECK ONE, SIGN AND RETURN)

[ ] I HAVE NO COMMENT

[ ] I HAVE COMMENTS, SEE BELOW

Signature & Address of Adjacent Leaseholder:

3/2019
Date: 1/12/2020  
Jonathan Barnett  
1722 North Hearnside Court  
Richmond, TX 77406

RE: Request for an encroachment into the established setback for the construction of an in ground swimming pool at 1300 Via De Luna Dr., on Pensacola Beach

Dear Mr. Barnett:

As the owner/contractor of Payne Pool, I am submitting to the Santa Rosa Island Authority a request to construct an in-ground swimming pool that requires an encroachment of 12' on East Side of House. See attached survey/site plan showing the location of the pool.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa Island Authority, no later than , this item has been placed on the Authority's committee meeting scheduled for Wednesday, . It is important for the Authority to receive comment from the neighbors prior to final action. You may also email to melodybolster.Forte@sria-fla.com or AJ.Powell@sria-fla.com or fax to (850) 932-1866, Attention: Melody B. Forte/AJ Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at

Sanders Payne 850.972.8472 / Tommy Rallie 850.982.5575

Sincerely,

[Signature & Address of Adjacent Leaseholder:]

(CHECK ONE, SIGN AND RETURN)

__________ I HAVE NO COMMENT

__________ I HAVE COMMENTS, SEE BELOW

3/2019
Date: 4/23/2020

Ms. PHOEBE GASPARECZ
674 Princewood CT
Baton Rouge, LA 70806

RE: Request for an encroachment in to the established setback for the construction of an in
ground swimming pool at 1300 V. UT DE LUNA DR on Pensacola Beach

Dear MS. GASPERECZ:

As the owner/contractor of Payne Pool Professionals, I am submitting to the Santa Rosa Island
Authority a request to construct an in ground swimming pool that requires an encroachment of
12 on East Side of House. See attached survey/site plan showing the location of the pool.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the
adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do
not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa
Island Authority, no later than ______. This item has been placed on the
Authority's committee meeting scheduled for Wednesday. It is
important for the Authority to receive comment from the neighbors prior to final action. You may
also email to melodybolster@srila-fla.com or AJ.Powell@srila-fla.com or fax to (850)
932-1866, Attention: Melody B. Forte/ AJ Powell, Santa Rosa Island Authority, Pensacola
Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at
SANDERS PAYNE 850-972-8472/TOMMY ROLLINS 850-982-5575

Sincerely,

(CHECK ONE, SIGN AND RETURN)

[ ] I HAVE NO COMMENT

[✓] I HAVE COMMENTS, SEE BELOW

Signature & Address of Adjacent Leaseholder: PHOEBE & GASPERECZ
1303 MALDONADO DR
PENSACOLA BEACH, FL 32561

3/2019 I have no objection based on
Mr. Rollins' agreement to install
and maintain a fence on the property line.
Request by Melissa Michalke and Steven King – Lots 7&8, Block 44, Villa Segunda, (1307 Ariola) – to construct a 12’ x 29’ freeform in-ground swimming pool with an encroachment of 15’ into the 20’ rear yard setback, and 10’ into the 15’ west side yard setback. (Staff report by Paolo Ghio)

**Background:**

This is an existing SFR Structure, and an encroachment would allow room for a swimming pool including hardscape.

The adjacent neighbors were properly noticed, and the letters of no objection are included in the back up for 1304, 1306(same owner), & 1308 Maldonado.

*1305, & 1309 Ariola were sent two notices with no response to either, staff considers no response after second notice to be no objection as protocol.

**Recommendation:**

Staff recommends approval of the request by Melissa Michalke and Steven King – Lots 7&8, Block 44, Villa Segunda, (1307 Ariola) – to construct a 12’ x 29’ freeform in-ground swimming pool with an encroachment of 15’ into the 20’ rear yard setback, and 10’ into the 15’ west side yard setback, in accordance with all applicable codes and regulations.
Hi Melody,

This is Steve King & Melissa Michalke, owners of the residence at 1307 Ariola Dr. We are working with Joe Hild of Gulf Breeze Pools and he advised us to contact you and request that our application for approval to build a pool be placed on the agenda for the February 26th meeting. Joe has ensured us that he has provided the SRIA all of the needed documentation for the approval.

Please reply with a confirmation that you have received this email and we will be placed on the agenda for the 2/26 meeting as we are trying to schedule construction as soon as possible with Joe.

Thank you for your assistance in this matter.

Best,
Melissa Michalke & Steve King
Date: 12/11/2019

Kathy Utillie

1304 Maldonado Dr

mailing address: RESIDENCE

Pensacola Beach, Fl. 32561

RE: Request for an encroachment into the established setback for the construction of an in ground swimming pool at 1307 Ariola Dr___________, on Pensacola Beach

Dear Kathy __________________________________:

As the owner/contractor of 1307 Ariola Dr__________, I am submitting to the Santa Rosa Island Authority a request to construct an in ground swimming pool that requires an encroachment of 15' encroachment into the rear setback and 10' into the side setback. See attached survey/site plan showing the location of the pool.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa Island Authority, no later than December 28th, this item has been placed on the Authority's committee meeting scheduled for Wednesday, January 22, 2020. It is important for the Authority to receive comment from the neighbors prior to final action. You may also email to melodybolster_Forte@srla-fla.com, or AJ.Powell@srla-fla.com or fax to (850) 932-1866, Attention: Melody B. Forte/ AJ. Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at

Joe Hill (850)361-6236 Contractor Melisa Michalke (713)825-1930 Homeowner

Sincerely,

(CHECK ONE, SIGN AND RETURN)

[ ] I HAVE NO COMMENT
[ ] I HAVE COMMENTS, SEE BELOW

Signature & Address of Adjacent Leaseholder: [Signature]

3/2019
Date: 12/6/2019

Melissa Michalke

1306 Maldonado dr

Pensacola Beach, Fl. 32561

Mailing Address:

RE: Request for variance in to established setback for the construction of an in ground swimming pool at 1307 Ariola dr

Dear Melissa

As the owner/contractor of 1307 Ariola dr, I am submitting to the Santa Rosa Island Authority a request to construct an in ground swimming pool that requires a variance of 15' encroachment into the rear setback and 10' into the West side setback. See attached survey/site plan showing the location of the pool.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa Island Authority, no later than February 12th, 2020. This item has been placed on the Authority’s committee meeting scheduled for Wednesday, February 26th, 2020. It is important for the Authority to receive comment from the neighbors prior to final action. You may also email to melodybolster_Forte@sria-fla.com or AJ.Powell@sria-fla.com or fax to (850) 932-1866. Attention: Melody B. Forte/ AJ Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at

____________________________________

Sincerely,

_______ I HAVE NO COMMENT

_______ I HAVE COMMENTS, SEE BELOW

Signature & Address of Adjacent Leaseholder: __________________________
Date: 12/11/2019

Byon Kelly
1307 Maldonado Dr
Pensacola Beach, FL 32561

RE: Request for an encroachment in to the established setback for the construction of an in-ground swimming pool at 1307 Arriola Dr, on Pensacola Beach

Dear Mr. Kelly:

As the owner/contractor of 1307 Arriola Dr, I am submitting to the Santa Rosa Island Authority a request to construct an in-ground swimming pool that requires an encroachment of 15' encroachment into the rear setback and 10' into the side setback. See attached survey/site plan showing the location of the pool.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa Island Authority, no later than December 28th. This item has been placed on the Authority's committee meeting scheduled for Wednesday, January 22, 2020. It is important for the Authority to receive comment from the neighbors prior to final action. You may also email to melodybolster@arlis-fia.com or AJ.Powell@arlis-fia.com or fax to (850) 932-1898. Attention: Melody B. Forte/AJ Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at:

Joe Hill (850) 361-5236 Contractor
Melissa Michnike (713) 625-1930 Homeowner

Sincerely,

(CHECK ONE, SIGN AND RETURN)

[ ] I HAVE NO COMMENT
[ ] I HAVE COMMENTS, SEE BELOW

Signature & Address of Adjacent Leaseholder: Byon Kelly

https://mail.google.com/mail/u/0/?tab=rm&ogbl#inbox/FMfcqaxwGDNdLdhtbvfHKnZVdPdFIFq?projector=1&messagePartId=0.1
As the owner/contractor of 1307 Ariola Dr, I am submitting to the Santa Rosa Island Authority a request to construct an in-ground swimming pool that requires a variance of 15' encroachment into the rear setback and 10' into the West side setback. See attached survey/site plan showing the location of the pool.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa Island Authority, no later than February 12th, 2020, this item has been placed on the Authority's committee meeting scheduled for Wednesday, February 26th, 2020. It is important for the Authority to receive comment from the neighbors prior to final action. You may also email to melodybolster_Forte@sria-fla.com or AJ.Powell@sria-fla.com or fax to (850) 932-1866, Attention: Melody B. Forte/ AJ Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at Joe Hild (850)361-5236 or Melissa Michalke (713)825-1930,

Sincerely,

(CHECK ONE, SIGN AND RETURN)

I HAVE NO COMMENT

I HAVE COMMENTS, SEE BELOW

Signature & Address of Adjacent Leaseholder:
USPS.com® - USPS Tracking® Results

ALERT: USPS WILL BE TEMPORARILY SUSPENDING THE GUARANTEE ON PRIORITY MAIL EXPRESS INTERNATIONAL DESTINED FOR CHINA AND HONG...

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Tracking Number: 70190700000152925251

Your item was delivered at 10:35 am on January 25, 2020 in PENSACOLA, FL 32504.

☑ Delivered

January 25, 2020 at 10:35 am
Delivered
PENSACOLA, FL 32504

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Text & Email Updates

Tracking History

Product Information

Remove X

Feedback
As the owner/contractor of 1307 Ariola Dr, I am submitting to the Santa Rosa Island Authority a request to construct an in-ground swimming pool that requires a variance of 15' encroachment into the rear setback and 10' into the West side setback. See attached survey/site plan showing the location of the pool.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa Island Authority, no later than February 12th, 2020, this item has been placed on the Authority's committee meeting scheduled for Wednesday, February 26th, 2020. It is important for the Authority to receive comment from the neighbors prior to final action. You may also email to melodybolster_Forte@sria-fla.com or AJ.Powell@sria-fla.com or fax to (850) 932-1866, Attention: Melody B. Forte/AJ Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at Joe Hild (850)381-5236 Constractor, Melissa Michalke (713)825-1930 Homeowner

Sincerely,

(CHECK ONE, SIGN AND RETURN)

_________________________ I HAVE NO COMMENT

_________________________ I HAVE COMMENTS, SEE BELOW

Signature & Address of Adjacent Leaseholder: ________________________________
USPS.com® - USPS Tracking® Results

2/10/2020

ALERT: USPS WILL BE TEMPORARILY SUSPENDING THE GUARANTEE ON PRIORITY MAIL EXPRESS INTERNATIONAL DESTINED FOR CHINA AND HONG...

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USPS Premium Tracking™ Available ✓

☑ Delivered

December 20, 2019 at 10:59 am
Delivered, In/At Mailbox
PICAYUNE, MS 39466

Tracking History ✓

Premium Tracking ✓

Product Information ✓

See Less ▲
Request by S & G Investments and Holdiings, LLC – Lot 17, Block 5, Villa Primera (323 Panferio) – to construct a 12’ x 24’ in-ground swimming pool with an encroachment of 10’ into the 15’ west side yard setback. (Staff report by Paolo Ghio)

**Background:**

This is an existing SFR Structure, and an encroachment would allow room for a swimming pool including hardscape.

The adjacent neighbors were properly noticed, and the letters of no objection are included in the back up for 319, 325, & 327 Panferio.

**** Mr. Landrey at 321 Panferio had comments/concerns regarding the fact that the house is a rental, and there have been issues in the past with tenants there. He felt the pool would create more problems, including noise. These are T lots and the close proximity to each other was a concern as well. Mr. Ross from 323 Panferio contacted Mr. Landrey and they were able to reach a compromise, to include locating the fence 2’ inside the PL, and installing a landscaping buffer, the type and size to be determined by the 2 parties involved.

**Recommendation:**

Staff recommends approval of the request by S & G Investments and Holdiings, LLC – Lot 17, Block 5, Villa Primera (323 Panferio) – to construct a 12’ x 24’ in-ground swimming pool with an encroachment of 10’ into the 15’ west side yard setback, in accordance with all applicable codes and regulations. Also any agreement between the neighbors for landscaping buffer.
This is Robert Ross, the owner of 323 Panferio Drive, Pensacola Beach FL 32561. Please have my pool application placed on the agenda for the 1/22 committee meeting.

Sent from Yahoo Mail on Android

----- Forwarded Message ----- 
From: "Sanders Payne" <sanderspayne@gmail.com>
To: "Rob Ross" <robretina@yahoo.com>
Sent: Wed, Jan 8, 2020 at 12:22 PM
Subject: Fwd: 323 Panferio - pool application (residential)

Please see email below. cc me in email so I have copy on file too.
Email: melodybolster_forte@sria-fla.com

-------- Forwarded message --------
From: Melody Bolster-Forte <melodybolster_forte@sria-fla.com>
Date: Wed, Jan 8, 2020 at 11:27 AM
Subject: RE: 323 Panferio - pool application (residential)
To: Sanders Payne <sanderspayne@gmail.com>

Can you please have the leaseholder email me a request to be placed on the agenda for the 1/22 committee meeting.

Thank you,
LEGAL DESCRIPTION: (PROVIDED BY CLIENT)
LOT 17, BLOCK 6, RESIDENTIAL SUBDIVISION "VILLA PRIMERA", ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 2, PAGE 78, OF THE PUBLIC RECORDS OF ESCAMBIA COUNTY, FLORIDA.

NOTES:
1. FIELD WORK FOR THIS SURVEY WAS COMPLETED ON 1-9-2017.
2. THE MEASUREMENTS SHOWN HEREIN WERE MADE TO UNITED STATES SURVEY FOOT AND WERE RECORDED IN DECIMAL OF FEET UNLESS OTHERWISE MARKED.
3. ALL EASEMENTS AND RIGHTS-OF-WAY OF WHICH THE SURVEYOR HAS KNOWLEDGE HAVE BEEN SHOWN HEREIN. THE SURVEYOR HAS MADE NO INVESTIGATION OR INDEPENDENT SEARCH FOR EASEMENTS OF RECORD, ENCUMBRANCE, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.
4. STATE AND FEDERAL COPYRIGHT ACTS PROTECT THIS MAP FROM UNAUTHORIZED USE. THIS MAP IS NOT TO BE COPIED OR REPRODUCED EITHER IN WHOLE OR IN PART, OR TO BE USED FOR ANY OTHER FINANCIAL TRANSACTIONS. THIS DRAWING CANNOT BE USED FOR THE BENEFIT OF ANY OTHER PERSON, COMPANY OR FIRM WITHOUT THE PRIOR WRITTEN CONSENT OF THE COPYRIGHT OWNER.
5. EASEMENTS SHOWN HEREIN ARE BASED ON THE SOUTH PROPERTY LINE, SHOWN AS BOUNDARY.
6. ENCROACHMENTS ARE AS SHOWN.
7. THE SURVEYED PROPERTY IS LOCATED IN FEMA FLOOD ZONE "A".
8. ELEVATIONS ARE BASED ON NAVO '88 (U.S. SURVEY FOOT) DATUM OF NAVO SM 65-10, ELEVATION = 0.00.

LEGEND:
F FIELD MEASUREMENT
P PLAT MEASUREMENT
G CALCULATED MEASUREMENT
R RIGHT-OF-WAY
PND POINT BOUNDARY CORNER
TIM TIMING MARK

CERTIFICATIONS:
QUINTARDO PRETO WOOD & BOVER PA
WESTBROOK LAND TITLE INSURANCE COMPANY INC
COREY MCKERRACHER
HANCOCK BANK

SURVEYORS CERTIFICATE
The survey shown herein is true and correct and is consistent with the Standards of Practice adopted by the Florida Board of Professional Surveyors and Mortgagees in Chapter 55-17, Florida Administrative Code pursuant to Sections 55.072, 55.077, Florida Statutes.

ROB L. WOODING P.L.S., FLORIDA REGISTRATION NO. 0079

360 SURVEYING SERVICES
1019 CRESTON RD., PENSACOLA, FL 32504
850.597.4400

NOT VALID WITHOUT A RAISED SEAL

SPECIFIC PURPOSE SURVEY FINAL CONSTRUCTION

ADDRESS:
360 PENSACOLA DRIVE
PENSACOLA BEACH, FL 32561
PROJECT NUMBER: 17-1150
DATE: 1-9-17
FIELD BOOK: 21 PAGE: 72
DRAWN BY: AC
APPROVED BY: ROB L. WOODING

SCAL1E: 1"=100'
Date: 11/30/19

RE: Request for an encroachment into the established setback for the construction of an in-ground swimming pool at 319 Ponce De Leon Blvd., on Pensacola Beach

Dear Homeowner,

As the owner/contractor of 319 Ponce De Leon Blvd., I am submitting to the Santa Rosa Island Authority a request to construct an in-ground swimming pool that requires an encroachment of 102 ft. x 102 ft. See attached survey/site plan showing the location of the pool.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa Island Authority, no later than ________________, this item has been placed on the Authority’s committee meeting scheduled for Wednesday, ________________. It is important for the Authority to receive comment from the neighbors prior to final action. You may also email to melodyboelter_Fortes@santa-fia.com, or AJ.Powell@santa-fia.com or fax to (850) 932-1886. Attention: Melody B. Fortes/ AJ Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at (850) 972-8472 - sandra.palears@bellsouth.com

Sincerely,

(CHECK ONE, SIGN AND RETURN)

I HAVE NO COMMENT

I HAVE COMMENTS, SEE BELOW

Signature & Address of Adjacent Leaseholder: Sandra Palearska

319 Ponce De Leon Dr.

3/2019
Date: 1/24/19

RE: Request for an encroachment into the established setback for the construction of an in ground swimming pool at 3321 69th St. on Pensacola Beach

Dear [Name],

As the owner/contractor of 3321 69th St., I am submitting to the Santa Rosa Island Authority a request to construct an in ground swimming pool that requires an encroachment of 

[attached survey/site plan]

In evaluating this request, I understand it is important for the Authority to receive comment from the neighbors prior to final action. You may email me at Melodyboister. Forte@aia-fla.com or AJ.Powell@aia-fla.com or fax to (850) 932-1806, Attention: Melody B. Forte/AJ Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at

(850) 972-8472 - swerspayne@gmail.com

Sincerely,

(CHECK ONE, SIGN AND RETURN)

[ ] I HAVE NO COMMENT

[ ] I HAVE COMMENTS. SEE BELOW

[ ] Signature & Address ofAdjacent Leaseholder: 325 Panferio

Absolutely no construction access from our property, including private driveway.

Juan [Last Name]
RE: Request for an encroachment into the established setback for the construction of an in ground swimming pool at 327 Panferio Dr., on Pensacola Beach.

Dear Homeowner:

As the owner/contractor of Panferio Pool Professionals, I am submitting to the Santa Rosa Island Authority a request to construct an inground swimming pool that requires an encroachment of 2' into the setback. See attached survey/site plan showing the location of the pool.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa Island Authority, no later than 12/17/19. This item has been placed on the Authority's committee meeting scheduled for Wednesday, 12/11/19. It is important for the Authority to receive comment from the neighbors prior to final action. You may also email to melodybolster_Fort@sria-fla.com or AJ.Powell@sria-fla.com or fax to (850) 932-1866. Attention: Melody B. Fortal/AJ Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at:
(850) 972-8472 - sandersmeye@gmail.com

Sincerely,

(CHECK ONE, SIGN AND RETURN)

I HAVE NO COMMENT

I HAVE COMMENTS, SEE BELOW

Signature & Address of Adjacent Leaseholder:

I OK the inground swimming pool...

However, there have been VERY noiseful renters, and I am concerned of adults kids in the pool and a possible negative outcome. RMG.
Date: 1/23/20
Greg Landry
321 Pensiero Dr
Pensacola Beach, FL 32561

RE: Request for an encroachment into the established setback for the construction of an inground swimming pool at 323 Pensiero Dr, on Pensacola Beach

Dear Greg:

As the owner/contractor of Payne Pool Professionals, I am submitting to the Santa Rosa Island Authority a request to construct an in ground swimming pool that requires an encroachment of 10' on the West BSC. See attached survey/site plan showing the location of the pool fence and landscaping.

As part of the submittal, the Santa Rosa Island Authority requests letters of comment from the adjoining/affected leaseholders stating that they have reviewed the site plan and either do or do not have any comments to the encroachment.

Please review the attached plan, check the appropriate box below and return to the Santa Rosa Island Authority, no later than , this item has been placed on the Authority's committee meeting scheduled for Wednesday, . It is important for the Authority to receive comment from the neighbors prior to final action. You may also email to melodybofster Forte@sria-fla.com, or AJ.Powell@sria-fla.com or fax to (850) 932-1866, Attention: Melody B. Forte/ AJ Powell, Santa Rosa Island Authority, Pensacola Beach, Florida.

Thank you for your consideration and if you have any questions please contact me at (850) 972-8412, spayne@paynepoolprofessionals.com.

Sincerely,

(CHECK ONE, SIGN AND RETURN)

I HAVE NO COMMENT

I HAVE COMMENTS, SEE BELOW

Signature & Address of Adjacent Leaseholder:

3/2019
Fence 2' off property line - landscaping between property line and fence to be by or at the option of owner. Type, size, and spacing to be determined at a later date. Oct 13/20
Request by Steven J. Savard – Approval of a Pier Amendment to Residential Lease Agreement for 1215 Panferio, (Lot 1, Block 51, Villa Segunda). (Staff report by Paolo Ghio)

Background:

Mr. Savard has submitted plans to construct a new pier from his leasehold property, and part of the SRIA and the Escambia County Land Development Code (LDC) approval process is the execution of an amendment.

The Amendment is in essence a supplement to the Master Lease, whereby the leaseholder agrees to build the pier to current codes and regulations, as well as abiding by all regulations for residential piers on Pensacola Beach. Also, obtaining permits from all local, State, and Federal agencies.

Recommendation:

Staff recommends approval of the request by Steven J. Savard for approval of a Pier Amendment to Residential Lease Agreement for 1215 Panferio, (Lot 1, Block 51, Villa Segunda) as presented.
PIER AMENDMENT TO LEASE AGREEMENT

THIS PIER AMENDMENT is hereby incorporated into and made part of that certain lease agreement previously entered into between the Santa Rosa Island Authority, as an agency of Escambia County, Florida (herein the "Lessor" or the "SRIA") and J.T. Griffin and E.B. Lovan, whose lease agreement is dated, April 16, 1956, herein the (herein the "Lease Agreement").

WHEREAS, Lessee is the present owner Steven J. Savard, the Assignee of the Lease as evidenced by that certain Assignment of Lease dated April 2, 2012, recorded in OR Book, 6838, Page 1170 of the Public Records of Escambia County, Florida, herein the ("Assignment of Lease Agreement").

In consideration of the SRIA's agreement to process the undersigned owner's application for a permit, to construct a pier from 1215 Panferio Dr., Lot 1 Block 52, Villa Segunda, Pensacola Beach, FL, per the final plans for the pier as permitted by the SRIA, the undersigned hereby covenants and agrees to the following:

(1) In this amendment, the use of the singular shall include the plural, the use of the masculine shall include the feminine, and the use of the masculine shall also include an owner that is a corporation or partnership.

(2) The undersigned owner (herein the "Owner"), covenants and warrants that he is the present owner of the lease agreement and the leasehold estate created by the lease agreement.

(3) The owner agrees that he shall be responsible to the SRIA for insuring that the pier is constructed in accordance with pier construction requirements of the SRIA and in accordance with the drawings and specifications that are approved by the SRIA.

(4) The owner covenants and agrees, for himself and for his successors and assigns, that the pier, once constructed, shall be maintained in accordance with the pier maintenance requirements of the SRIA, which shall include, but not be limited to the following:

(a) No fuel facilities shall be permitted on the pier.
(b) The dumping of garbage and the pumping of bilges from or around the pier shall be prohibited. A bold printed sign prohibiting such activity shall be maintained on the pier.
(c) Appropriate walkway steps, with handrails, shall be maintained so as to provide a means by which a person, walking the beach, can cross the pier in an easy and safe manner.
(d) The pier must be maintained in such manner as necessary to inhibit deterioration.
(e) The pier must not be operated as a revenue generating slip.

(5) The owner, and his successors and assigns, shall continuously maintain public liability insurance coverage of not less than $250,000.00 for single family lots naming the SRIA as a certificate holder and designed to absolve and indemnify the owner, successor and assigns and the Santa Rosa Island Authority from all claims for injuries or damages suffered by any person on or about the pier. An executed Pier Amendment to Lease Agreement and the certificate of liability insurance showing the SRIA as a certificate holder shall be provided to the SRIA at the time the owner applies for a pier permit; and the certificate of liability insurance showing the SRIA as a certificate holder shall be provided to the SRIA by the owner, successors or assigns on an annual basis thereafter beginning the date the permit is issued.

(6) In the event that a condominium is constructed on the leasehold estate, the then Condominium Owner's Association shall be considered to be the assignee of the owner's responsibilities pursuant to this Amendment and shall be considered as the responsible party for insuring compliance with this Amendment and for receiving notice of any non-compliance.
The SRIA shall have the right to make reasonable inspections of the pier, and shall have the right to require written proof of compliance with the liability insurance requirements. In the event that the SRIA, in good faith, determines that the Owner, or his successor or assign is not in compliance with this Amendment, then it shall give the Owner or his successor or assign as the case may be, written notice of the non-compliance and a 60 day time period in which to remedy the non-compliance. The written notice shall be in the same form as specified in the Lease Agreement for notices. In the event that the non-compliance is not cured within the 60 day time period, then the SRIA, at its option, shall have the right to contract with a third party to either remedy the non-compliance or to remove the pier and to back-charge the Owner, or the Condominium Owners Association in the case of a Condominium, to reimburse the SRIA for its contract costs, with interest at the statutory rate, within 60 days from the date of its bill, shall constitute a default under the Lease Agreement. The SRIA shall then have the right to proceed with the remedies provided for in the Lease Agreement in the event of a default.

It is expressly declared to be the intent of the parties that the responsibilities of the undersigned Owner under this Agreement are transferable and assumable.

It is expressly agreed that this Amendment shall be recorded in the public records of Escambia County, Florida, and shall encumber the leasehold estate created by the Lease Agreement.

Dated this ______ day of __________________, 20__.

ATTEST: SANTA ROSA ISLAND AUTHORITY

Secretary: ________________________________  Chairman: ________________________________

WITNESSES AS TO SANTA ROSA ISLAND AUTHORITY:

____________________________________  ______________________________________

(Type/ Print Name of Witness)  (Type/ Print Name of Witness)

STATE OF FLORIDA
COUNTY OF ESCAMBIA

Before me, the undersigned Notary Public, personally appeared __________________ and __________________ who are personally known to me and known to be the Chairman and Secretary, respectively, of the Santa Rosa Island Authority, and acknowledged that they executed the foregoing instrument for and in the name of said Authority, as its Chairman and Secretary, and caused its seal to be thereto affixed pursuant to due and legal action of said Authority authorizing them to do so. They did, (did not) take an oath.

GIVEN under my hand and official seal this ______ day of __________________, 20__.

____________________________________

NOTARY PUBLIC
My commission expires: ________________________

Continued on next page
WITNESS AS TO LESSEE(S):

Jane A. Lewey
Print Name:

LESSEE SIGNATURE:

Steven J. Savard

STATE OF Florida
COUNTY OF Okaloosa

The foregoing instrument was acknowledged before me this 16th day of February, 2020 by Steven Savard and who produced Florida D/L as identification.

Linda Lee Reynolds
NOTARY PUBLIC
My Commission Expires: August 14th, 2022

Prepared by: Melody Bolster Forte
Santa Rosa Island Authority
PO Box 1208
Pensacola Beach, Florida 32561
Request by 1591 Vdelu, LLC to sublease to EBIKE on the Island, LLC - 1591 Via de Luna - to sell, rent and service Pedego electric bicycle. (Staff report by Robbie Schrock)

Background:

Mr. Sloan is the new owner of this property. He would like to sell, rent and service Pedego electric bicycles. He will store the bicycles inside the leasehold property at night. Pickup and drop off will be at the physical location, and patrons will have a training session and be required to wear helmets.

Recommendation:

Staff recommends approval of the request by 1591 Vdelu, LLC - 1591 Via de Luna - to sublease to EBIKE on the Island, LLC, to sell, rent, and service Pedego electric bicycles. There will be a limit of 10 rental Pedego bicycles, and the motor MUST be switched off in the core and under human power. (See attached map for core area) If there are violations, (including the rental of more than the approved number of 10) the Executive Director (or his designate) will have the power to terminate the use of the lease in reference to the rentals. There are no issues with the sales or service of these types of bikes. The leaseholder is aware that there is an ordinance being discussed that could potentially impact his electric bicycle rental business. The owner is responsible for all applicable percentages and fees.
NOTE: THIS FORM IS FOR USE BY INDIVIDUALS WISHING TO OPEN A BUSINESS ON EXISTING LEASEHOLD PROPERTY UNDER THE JURISDICTION OF AN EXISTING MASTER LEASE. ALL SUBLEASES MUST BE APPROVED BY THE SRIA BOARD. THIS APPLICATION MUST BE SIGNED BY THE MASTER LEASEHOLDER FOR THE PROPERTY OR THE MASTER LEASEHOLDER'S DESIGNATED REPRESENTATIVE BEFORE THE REQUEST CAN BE PRESENTED TO THE SRIA BOARD FOR REVIEW.

FOLLOWING BOARD APPROVAL, A MEETING WILL BE HELD WITH A REPRESENTATIVE OF THE FINANCE DEPARTMENT TO DISCUSS PROPER REPORTING PROCEDURES. AT THAT MEETING, THE REVERSE SIDE OF THIS FORM WILL BE REVIEWED AND YOU WILL BE PROVIDED WITH A COPY OF THE COMPLETED APPLICATION NOTING THE TERMS AND CONDITIONS OF THE BOARD APPROVAL FOR YOUR SUBLEASE. THE SUBLEASE WILL BE REQUIRED TO PAY ALL APPLICABLE PERCENTAGES AND FEES REGARDLESS OF WHERE OR HOW THE RESERVATIONS/REVENUES WERE GENERATED.

THIS SUBLEASE APPROVAL DOES NOT INCLUDE APPROVAL FOR SIGNS OR IMPROVEMENTS/RENOVATIONS TO THE PROPERTY. ALL SUCH APPROVALS REQUIRE A SEPARATE APPLICATION AND APPROVAL PROCESS THROUGH THE DEPARTMENT OF DEVELOPMENT SERVICES OF THE SRIA.

I have read the above information and agree to adhere to the terms.
INFORMATION ON THE MASTER LEASE

Name of Master Leaseholder: 1591 VegeLu, LLC

Business Name (if different from above): 

Previous Sublease Name (if Applicable) _____________________ 

Location Address: 1591 VegeLu Dr, 32561

Location Telephone: 334-221-7300

INFORMATION ON SUBLEASE

Proposed Business Name for Sublease: EBIKE ON THE ISLAND/Brand E-Bikes, Pedego, & Electric Scooters

Sublease Contact Name: DANNY SLOAN

Mailing Address: 1803 VegeLu Dr, 32561/PO. Box 402, Gulf Breeze, 32562

Proposed Business Location Address (UNIT #): 1591 VegeLu Dr, 32561

Contact Telephone: 334-221-7300

Proposed Opening Date: ASAP

Proposed Days/Hours of Operation: 8-10 hrs. days a week, 6 days a week

Proposed Use of Property: SALES, RENT, SERVICE, PeDego Brand Ed.

Liquor License Approval Required? Yes ___ Beer & Wine ___ Liquor

SIGNATURE BLOCK

We understand and agree to the terms of the SRIA sublease approval, the terms of the sublease and the terms of the master lease as well as all other applicable rules, regulations, ordinances and laws of the SRIA, Escambia County Florida, the State of Florida and the United States. Furthermore, unless the master lease states otherwise, the master lessee agrees that the master lessee is responsible for the sublease's compliance with the terms of the sublease and the terms of the master lease; and that the sublessee's noncompliance with the terms of the sublease and/or the terms of the master lease shall be a default by the master lessee under the master lease. Moreover, unless the SRIA has provided the master lessee a written release of the master lessee's responsibility for the sublease's compliance with the terms of the sublease and the terms of the master lease, no action or inaction by the SRIA can be construed as the SRIA's waiver of the master lessee's responsibility for the sublease's compliance with the terms of the sublease and the terms of the master lease or the SRIA's right to hold the master lessee in default for such non-compliance.

Signature for Applicant for Sublease: DANIEL L. SLOAN
Print Name:

Signature of Master Leaseholder (or designated representative): DANIEL L. SLOAN
(Authorize sublease request)
Print Name:

All sales reports must be submitted through the master leaseholder. 

This sublease is authorized to submit sales reports directly to the SRIA: 05

MASTER LEASEHOLDER MUST INITIALIZE APPROPRIATE LINE
Percentage Fees (check all that apply):

Food
- Full Service: 2%
- Fast Food/Take-out: 2%

Beer: 2%
Wine: 2%
Liquor: 5%
Retail: 2%
Professional Services: 2%
Other: 6%
Room Rental: 2.69%

Other terms and conditions of sublease:

I HAVE BEEN GIVEN INSTRUCTIONS REGARDING THE FOLLOWING REQUIREMENTS FOR REPORTING REVENUES TO THE SANTA ROSA ISLAND AUTHORITY:

1. Sales reports are due by 5:00 p.m. on the 20th day of each month or the first business day thereafter if the 20th day of the month falls on a weekend. My first report is due on __________.

2. A copy of the form DR-15 (Florida Department of Revenue Sales Tax Form) must be attached to the sales report to verify my gross income.

3. Sales reports must be submitted every month, even if the business is seasonal.

4. Each season, I will provide a written schedule of the months my business will be open and closed.

5. I will provide written notice to the SRIA immediately upon termination of the business.

By: ___________________________ Finance Department Representative

Date Approved by Development & Leasing Committee ___________________________

Date approved by SRIA Board ___________________________

Verification Dates: ___________________________ Date/Initials (as appropriate)

Reviewed by Finance Manager ___________________________

Finance Meeting with Sublessee ___________________________

Entered in Lease Billing System ___________________________

(Attached copy of customer setup sheet) ___________________________

Verified by Development & Leasing Manager ___________________________

Entered in Database ___________________________

Distribution:
Original: Sublease File
Copy: Master Leaseholder, Sublesseeholder, Master Lease File, Finance Department

RECEIVED 3 DEC 2019
Assignment of Lease

KNOW ALL MEN BY THESE PRESENTS, that CARSHOVEA, LLC, A FLORIDA LIMITED LIABILITY COMPANY, whose post office address is 4608 Opa Locka Ln, Destin, Florida 32541 ("ASSIGNOR"), in consideration of the sum of one dollar ($1.00) and other good and valuable consideration paid to ASSIGNOR by 1591 VDELU, LLC, A FLORIDA LIMITED LIABILITY COMPANY, whose post office address is ("ASSIGNEE"), receipt and sufficiency of which is hereby acknowledged, hereby sets over, conveys, assigns and transfers forever to ASSIGNEE that certain leasehold interest of Assignor as described in the Santa Rosa Villas Shopping Center Lease Agreement recorded in Official Records Book 3904 at Page 0278 of the public records of Escambia County, Florida, and amended by that certain document recorded in Official Records Book 6883 at Page 845 of the public records of Escambia County, Florida, as assigned to Assignor by Assignment of Lease dated August 2, 2016, and recorded in Official Records Book 7571 at Page 168 of the public records of Escambia County, Florida, as corrected and amended by the instrument recorded in Official Records Book 8119 at Page 1669, all of the public records of Escambia County, Florida, regarding the following-described property situated, lying and being in Escambia County, Florida to-wit:

SEE EXHIBIT "A" ATTACHED HERETO AND BY THIS REFERENCE MADE A PART THEREOF.

Parcel Identification Number: 28-25-26-1200-002-008

By acceptance of this assignment, Assignee hereby assumes and agrees to comply with the provisions of the aforesaid lease, together with the leasehold interests set forth therein, and agrees to hold Assignor harmless from any liability thereunder. Assignor covenants that Assignor is the owner of the above leasehold interest estate subject to taxes for the current year and later years and all valid easements and restrictions of record, if any, which are not reimposed; and also subject to any claim, right, title or interest arising from any recorded instrument reserving, conveying, leasing, or otherwise alienating any interest in the oil, gas, or other minerals. Assignor further covenants that the Assignee may at all times peaceably and quietly enter upon, hold, occupy, and enjoy said leasehold estate, and that Assignor shall make such further assurances to perfect the leasehold estate in such property and every part thereof; and that Assignor will defend the same against the lawful claims of all persons whomsoever.

"ASSIGNOR" and "ASSIGNEE" shall be used for singular or plural, natural or artificial, which terms shall include the heirs, legal representatives, successors and assigns of ASSIGNOR and ASSIGNEE whenever the context so requires or admits.

Dated: July 9, 2019
Signed, sealed and delivered in our presence:

Witness Name: Stephen B. Shell

Witness Name: Katelyn E. Krug

CARSHOVEA, LLC, a Florida Limited
Liability Company

[Notary Seal]

Printed Name: Stephen B. Shell

My Commission Expires: January 27, 2021

State of Florida
County of Escambia

The foregoing instrument was acknowledged before me this 9th day of July, 2019 by Susan A. Carleton, Authorized Member of Carshovea, LLC, a Florida limited liability company, who is personally known to me or [X] who produced a valid driver's license as identification.

Notary Public

[Notary Seal]
EXHIBIT “A”
LEGAL DESCRIPTION

THAT PORTION OF BLOCK 8, SANTA ROSA VILLAS SUBDIVISION, ESCAMBIA COUNTY, FLORIDA, ACCORDING TO THE PLAT FILED IN PLAT BOOK 7, PAGES 49-49A, OF THE PUBLIC RECORDS OF SAID COUNTY, DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHWEST CORNER OF BLOCK 8, SANTA ROSA VILLAS SUBDIVISION AS RECORDED IN PLAT BOOK 7, PAGES 49-49A, OF THE PUBLIC RECORDS OF ESCAMBIA COUNTY, FLORIDA; THENCE NORTH 88°52'20" EAST ALONG THE SOUTH LINE OF SAID BLOCK, ALSO BEING THE NORTH RIGHT OF WAY LINE OF STATE ROAD NO. 399 (120' R/W) A DISTANCE OF 466.52 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 88°52'20" EAST ALONG SAID RIGHT OF WAY LINE A DISTANCE OF 58.47 FEET TO A POINT OF CURVATURE, SAID CURVE BEING CONCAVE SOUTHERLY AND HAVING A RADIUS OF 5538.82 FEET, A CENTRAL ANGLE OF 00°02'11" AND A CHORD BEARING AND DISTANCE OF NORTH 88°53'25" EAST, 3.53 FEET; THENCE PROCEED EASTERLY ALONG THE ARC OF SAID CURVE A DISTANCE OF 3.53 FEET; THENCE DEPARTING SAID RIGHT OF WAY LINE, PROCEED NORTH 01°07'40" WEST A DISTANCE OF 138.00 FEET; THENCE PROCEED SOUTH 88°52'20" WEST A DISTANCE OF 62.00 FEET; THENCE PROCEED SOUTH 01°07'40" EAST A DISTANCE OF 138.00 FEET TO THE POINT OF BEGINNING; LYING IN AND BEING A PORTION OF SAID BLOCK 8, SANTA ROSA VILLAS SUBDIVISION.
CERTIFICATE OF RESOLUTION

OF

CARSHOVEA, LLC

THE UNDERSIGNED, being all of the Members of CARSHOVEA, LLC (the "Company") hereby certify that the Members of the Company have unanimously adopted the following resolution, and such resolution has not been rescinded or modified and is now in full force and effect:

BE IT RESOLVED that the Susan A. Carleton, one of the Members of the Company, is authorized to execute on behalf of this Company each and every document, including but not limited to the assignment of lease, affidavits, closing statements, and any and all other documents required by buyer, title agent or closing agent, or which she deems necessary or desirable to consummate the sale of the real property owned by the Company at 1591 Via Deluna Drive, Pensacola, Beach, Florida, as more particularly described on Exhibit "A" attached hereto and by reference made a part hereof, to 1591 VdeLu, LLC ("Buyer") pursuant to the terms, conditions and provisions of the contract therefor.

FURTHER RESOLVED that the foregoing resolution shall remain in full force and effect until written notice of its amendment or rescission shall have been received by Buyer, and that receipt of such notice shall not affect any action taken by said Buyer prior thereto.

IN WITNESS WHEREOF, the undersigned Members have executed this instrument and affixed the seal of the Company on the dates set forth below.

[Signatures and dates]

(SEAL)
Electronic Articles of Organization
For
Florida Limited Liability Company

Article I
The name of the Limited Liability Company is:
EBIKE ON THE ISLAND, LLC

Article II
The street address of the principal office of the Limited Liability Company is:
1591 VIA DE LUNA DR
PENSACOLA BEACH, FL. 32561

The mailing address of the Limited Liability Company is:
P.O. BOX 402
GULF BREEZE, FL. 32561

Article III
The name and Florida street address of the registered agent is:
DANIEL L SLOAN
1591 VIA DE LUNA DR
PENSACOLA BEACH, FL. 32561

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I am familiar with and accept the obligations of my position as registered agent.

Registered Agent Signature: DANIEL L. SLOAN
Article IV

The name and address of person(s) authorized to manage LLC:

Title: MGR
DANIEL L SLOAN
1591 VIA DE LUNA DR
PENSACOLA BEACH, FL. 32561

Signature of member or an authorized representative

Electronic Signature: DANIEL L. SLOAN

I am the member or authorized representative submitting these Articles of Organization and affirm that the facts stated herein are true. I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s.817.155, F.S. I understand the requirement to file an annual report between January 1st and May 1st in the calendar year following formation of the LLC and every year thereafter to maintain "active" status.
FLORIDA'S E-BIKE LAW FOR THE ROAD

» In Florida, an e-bike is defined as a “bicycle,” so long as it is capable of being propelled by human power and has a maximum speed of 20 mph.
» E-bikes are not subject to the registration, licensing or insurance requirements that apply to motor vehicles.

» Helmets are not required. There is a 16 year age minimum for e-bike use.
» E-bikes are not allowed on sidewalks, and only allowed on bike paths when under human power alone.
» The same rules of the road apply to both e-bikes and traditional bikes.

The following Florida laws are referenced: Fl. Stat. §322.03, 316.003.

FLORIDA'S E-BIKE LAW FOR TRAILS

» LOCAL: Consult your local land management agency.
» STATE: The Florida Department of Environmental Protection allows Class 1 e-bikes wherever traditional bicycles are allowed. Some State Parks may restrict e-bike access on mountain bike trails based on local discretion. Contact your local State Park for their most up to date e-bike policy. PeopleForBikes is monitoring this policy and will update this document as needed.
» FEDERAL: The majority of public lands managed for recreation in Florida are under the jurisdiction of the U.S. Forest Service, where eMTBs are considered motorized vehicles and have access to motorized trails. Contact the U.S. Forest Service Southern Regional Office for more information.

GREAT eMTB RIDES IN FLORIDA

» Alafia River State Park
   Lithia 18.5 miles

» Oleta River State Park
   North Miami Beach 17 miles

» Jonathon Dickinson State Park
   Jupiter 19 miles

» Fort Clinch State Park
   Fernandina Beach 15.4 miles

With an e-bike, bicyclists can ride more often, farther, and for more trips.

Electric bicycles are designed to be as safe as traditional bicycles, do not compromise consumer safety, and benefit bicyclists who may be discouraged from riding a traditional bicycle due to limited physical fitness, age, disability or convenience.

In many states, e-bikes are regulated under antiquated laws primarily aimed at combustion engine vehicles such as mopeds or scooters. PeopleForBikes and the Bicycle Product Suppliers Association are clarifying state laws governing the use of e-bikes in the U.S. Every state’s law is different, but the objective is to ensure that low-speed e-bikes are regulated similarly to traditional, human-powered bicycles.

Learn more at PeopleForBikes.org/e-bikes

> Blogs and webinars  > Buying guide
> E-bike laws around the country  > Retailer materials
> E-bike statistics and research  > eMTB management resources
1. Voluntary Participation:
I, ____________________________, hereby request to ride a Pedego electric bicycle from Pedego, Inc.

2. Assumption of Risk:
I am aware that the activity will carry with it inherent risks that cannot be eliminated regardless of the level of care and precaution taken. Such risks will require my extra care and attention to detect and avoid. The risks of said activity will include but are not limited to, bruising, scrapes, scratches, sprains, broken bones and other injuries of possibly greater severity such as paralysis or death. I hereby accept and assume all such risks, and do so for any minors under my care, as indicated by my signature below.

3. Conduct of Rider
I agree to ride the bicycle in compliance with all traffic laws, and will exercise care to insure the safe operation of the bicycle. I agree not to perform stunts, or to attempt any “trick” riding during the test drive.

California Law requires that a suitable bicycle helmet be worn at all times when riding an electric bicycle.

4. Release
In consideration for being permitted by Pedego, Inc. to rent and ride a Pedego electric bike, I hereby release Pedego, Inc. from all actions, claims or demands which I may now or hereafter have, and I agree that I, my assignees, heirs, personal representatives and other agents will not make a claim against, or sue, or attach the property of Pedego, Inc. on account of injury or other damage resulting during the ride or from the negligence or other acts (excluding gross negligence and intentional acts), however caused, of their employees, contractors, or other agents.

I hereby confirm that I have been given the opportunity to carefully read this agreement and release, and have done so and understand it, or I have voluntarily elected to not read it. I am aware this is a release of liability, and hereby sign it of my own free will.

______________________________            ____________________________
Signature of Participant                  Print Name

__________________________
Date
ELECTRIC BIKE RENTALS

Comfort Cruiser

$15 / hour
$35 / half day
$60 / full day

https://www.pedegoelectricbikes.com/dealers/santa-rosa-b...
Boomerang
$25 / hour
$60 / half day
$95 / full day

Premium
$25 / hour
$60 / half day
$95 / full day
Stretch

$30 / hour
$75 / half day
$120 / full day

Trail Tracker

$30 / hour
$75 / half day
$120 / full day
Trailer

N/A

N/A

$20 / full day
pre-loved PEDEGO

STARTING AT $1,699*
HIGH QUALITY AND LOW PRICES

*Limited Supply

LEARN MORE

https://www.pedegoelectricbikes.com/dealers/santa-rosa-b...obChMi4sfcox06_5gJvBl7Ac35Av9EAYA5A6gKbSPD_Bwe

RECEIVED
DEC 23 2019
SANTA ROSA ISL.
AUTHORITY
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.

From: Danny Sloan <sloan4usa@gmail.com>
Sent: Monday, January 13, 2020 10:24 AM
To: Robbie Schrock <robbie_schrock@sria-fla.com>
Subject: Re: comments regarding sublease request for Pedego

Robbie,

I plan to have the pick up and return at the store and I plan to have a van to delivery and pick up rentals. As this is a new venture the number of rentals would depend on the demand. At this time I’m thinking 10-20.

When is the anticipated time for the ordinance to be finalized?

If the sales are approved then I would be operating under the existing ordinances and adjust when the new ordinance is passed. What would be the difference in the operation of the rentals opposed to sales?

Pedego is a great mode of transportation; environmentally friendly and would serve as one of the solutions to the parking problem on the Island.

The trend other areas have experienced is the Pedego Bike replaces another bike on the path if the concern is the number of bikes on the path.

I would be glad to bring a couple bikes to the SRIA OFFICE and demonstrate the bikes.

Sales and rental of the Pedego bikes I feel would be a compliment to the SRIA goals.

Sincerely,

Danny Sloan

Sent from my iPhone
Danny Sloan
334-221-7300

On Jan 13, 2020, at 9:40 AM, Robbie Schrock <robbie_schrock@sria-fla.com> wrote:

Good morning. After meeting with the Executive Director, we have a couple of comments:

1. The SRIA would be comfortable moving forward with recommending approval of the sales side of Pedego.
2. The SRIA and Escambia County are currently in the process of creating an electric scooter/bicycle ordinance. Once that ordinance is in place and we have all the regulations then you could come back before the committee to request to be approved for the rental side of the electric bikes. We would need to know the number of rentals you are requesting as well as if the pickup and drop off location would be at the store front.

Please let us know how you wish to move forward. If you have any questions, please let us know.

Thank you,

Mrs. Robbie Schrock
Santa Rosa Island Authority
Director of Administration
P.O. Box 1208
Pensacola Beach, FL 32562-1208

2
I learned from the meeting the main concern of the SRIA is Safety in the Operation of EBIKE Rentals in the Core Area. I'm all for Safety and rules surrounding EBIKES. I would like to be considered in developing the Ordinances surrounding this new form of transportation.

I rode one of the bikes around to get a feel as to the limitations that could be placed on the operation of EBIKES in the Core Area as Safe Operation is concerned.
What I learned is restricting the speed to a max of 10mph in the Core Area parking areas and any areas where there are Pedestrians present would be safe.
In other words, if the EBIKE is being operated anywhere in Core Area other than on Bike Path or Road. I would draft an amendment to the Rental Agreement EMPHASIZING the SRIA's concern for Safety and if the restrictions are violated the renter will no longer be eligible to rent in the future and could be subjected to disciplinary and/or Fines from the SRIA.

In response to limiting the rentals to 10 bikes, I would like to better explain the Business Model I plan to implement. There will not be a “rental pool” of bikes and “sale pool” of bikes defined in hard terms. The bikes that are rented are also for sale. At any point in time I expect my total inventory of bikes to be 40-60 bikes. The demand for rental bikes will vary with the season and events on the Island. I expect 15-25 of the total inventory to be for sale only.

I'm sending this in good faith as a starting point to have a dialogue that would be a win-win for all parties involved along with promoting the Mission of the SRIA. Can we find a time to meet and have further discussion?

Best Regards,
Danny Sloan
Development & Leasing Committee
February 26, 2020
Item B-2

Request by Crabs – 6 Casino Beach Boardwalk – to sublease to Lazy Days to operate a Beach Rental Service. (Staff report by Robbie Schrock)

Background:

Lazy Days is an established Beach Rental Service (BRS) on the Island, and would like to operate a BRS from leasehold property, limited to 6 sets. They are aware they would have to adhere to the attached map, as well as the BRS policy guidelines. This was previously known as Sandy Toes.

Recommendation:

Staff recommends approval of the request by Crabs – 6 Casino Beach Boardwalk – to sublease to Lazy Days to operate a Beach Rental Service, following all criteria in the Beach Rental Services Guide, and paying all applicable percentages and fees.
INFORMATION ON THE MASTER LEASE

Name of Master Leaseholder: CRABS RESTAURANT

Business Name (if different from above): ________________________

Previous Sublease Name (if applicable): SANDY TOES

Location Address: 6 CASINO BEACH BOARDWALK

Location Telephone: 850-932-0700

INFORMATION ON SUBLEASE

Proposed Business Name for Sublease: LAZY DAYS BEACH SERVICE

Sublease Contact Name: RYAN CHRISTOPHER

Mailing Address: 100 NORTHCLIFF DR., SUITE 894

Proposed Business Location Address (UNIT #): 6 CASINO BEACH BOARDWALK (UNIT #)

Contact Telephone: 850-698-6093

Proposed Opening Date: MARCH 2020

Proposed Day/Hours of Operation: SUN-SAT 8AM-5PM

Proposed Use of Property: BEACH CHAIR RENTAL

Liquor License Approval Required? Yes/No  NO  Beer & Wine  Liquor

SIGNATURE BLOCK

We understand and agree to the terms of the SRIA sublease approval, the terms of the sublease and the terms of the master lease as well as all other applicable rules, regulations, ordinances and laws of the SRIA, Escambia County, Florida, the State of Florida and the United States. Furthermore, unless the master lease states otherwise, the master lessee agrees that the master lease is responsible for the sublessee’s compliance with the terms of the sublease and the terms of the master lease; and that the sublease’s noncompliance with the terms of the sublease and/or the terms of the master lease shall be a default by the master lessor under the master lease. Moreover, unless the SRIA has provided the master lease a written release of the master lease’s responsibility for the sublessee’s compliance with the terms of the sublease and the terms of the master lease, no written or oral agreement by the SRIA can be construed as the SRIA’s waiver of the master lease’s responsibility for the sublessee’s compliance with the terms of the sublease and the terms of the master lease or the SRIA’s right to hold the master lease in default for such non-compliance.

Signature for Applicant for Sublease: ____________________________

Print Name: ____________________________

Signature of Master Leaseholder (or designated representative): ____________________________

(Authorizes sublease request) ____________________________

Print Name: ____________________________

All sales reports must be submitted through the master leaseholder.

This sublease is authorized to submit sales reports directly to the SRIA: ____________________________

MUST INITIALIZE

APPROPRIATE LINE
FOR OFFICE USE ONLY

Percentage Fees (check all that apply):

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food</td>
<td></td>
</tr>
<tr>
<td>Full Service</td>
<td>2%</td>
</tr>
<tr>
<td>Fast Food/Take-out</td>
<td></td>
</tr>
<tr>
<td>Beer</td>
<td>2%</td>
</tr>
<tr>
<td>Wine</td>
<td>2%</td>
</tr>
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<tr>
<td>Retail</td>
<td>5%</td>
</tr>
<tr>
<td>Professional Services</td>
<td>2%</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Room Rental</td>
<td>2.68%</td>
</tr>
</tbody>
</table>

Other terms and conditions of sublease:

I HAVE BEEN GIVEN INSTRUCTIONS REGARDING THE FOLLOWING REQUIREMENTS FOR REPORTING REVENUES TO THE SANTA ROSA ISLAND AUTHORITY:

1. Sales reports are due by 6:00 p.m. on the 20th day of each month or the first business day thereafter if the 20th day of the month falls on a weekend. My first report is due on __________.  

2. A copy of the form DR-15 (Florida Department of Revenue Sales Tax Form) must be attached to the sales report to verify my gross income.

3. Sales reports must be submitted every month, even if the business is seasonal.

4. Each season, I will provide a written schedule of the months my business will be open and closed.

5. I will provide written notice to the SRIA immediately upon termination of the business.

By: ____________________________________________  
Approved Sublessee  

Date Approved by Development & Leasing Committee:  

Date approved by SRIA Board:  

Verification Dates:

Reviewed by Finance Manager  
Finance Meeting with Sublessee  
Entered in Lease Billing System  
(Attached copy of customer setup sheet)  
Verified by Development & Leasing Manager  
Entered in Database

Distribution:

Original: Sublease File  
Copy: Master Leaseholder  
Sublesseeholder  
Master Lease File  
Finance Department
SANTA ROSA ISLAND AUTHORITY

SUBLEASE APPLICATION

NOTE: THIS FORM IS FOR USE BY INDIVIDUALS WISHING TO OPEN A BUSINESS ON EXISTING LEASEHOLD PROPERTY UNDER THE JURISDICTION OF AN EXISTING MASTER LEASE. ALL SUBLEASES MUST BE APPROVED BY THE SRIA BOARD. THIS APPLICATION MUST BE SIGNED BY THE MASTER LEASEHOLDER FOR THE PROPERTY OR THE MASTER LEASEHOLDER'S DESIGNATED REPRESENTATIVE BEFORE THE REQUEST CAN BE PRESENTED TO THE SRIA BOARD FOR REVIEW.

FOLLOWING BOARD APPROVAL, A MEETING WILL BE HELD WITH A REPRESENTATIVE OF THE FINANCE DEPARTMENT TO DISCUSS PROPER REPORTING PROCEDURES. AT THAT MEETING, THE REVERSE SIDE OF THIS FORM WILL BE REVIEWED AND YOU WILL BE PROVIDED WITH A COPY OF THE COMPLETED APPLICATION NOTING THE TERMS AND CONDITIONS OF THE BOARD APPROVAL FOR YOUR SUBLEASE. THE SUBLEASE WILL BE REQUIRED TO PAY ALL APPLICABLE PERCENTAGES AND FEES REGARDLESS OF WHERE OR HOW THE RESERVATIONS/REVENUES WERE GENERATED.

THIS SUBLEASE APPROVAL DOES NOT INCLUDE APPROVAL FOR SIGNS OR IMPROVEMENTS/RENOVATIONS TO THE PROPERTY. ALL SUCH APPROVALS REQUIRE A SEPARATE APPLICATION AND APPROVAL PROCESS THROUGH THE DEPARTMENT OF DEVELOPMENT SERVICES OF THE SRIA.

I have read the above information and agree to adhere to the terms.
From: Robbie Schrock
Sent: Thursday, February 20, 2020 6:32 PM
To: Jamee thompson
Subject: Fwd: Lazy day

Sent from my iPhone

Begin forwarded message:

From: Billy Martin <billy.martin331@icloud.com>
Date: February 20, 2020 at 6:05:42 PM CST
To: Robbie Schrock <robbie_schrock@sria-fla.com>
Subject: Lazy day

Hey Robbie,
Hope all is good. Can you please put Lazy day beach service on next agenda for Crabs.

Thank you
Billy

Sent from my iPhone
A. PURPOSE:

To provide guidelines for the licensing and regulation of beach rental services on the gulf-front beaches of Pensacola Beach for the purpose of permitting the solicitation and immediate sale or rental of certain goods and services which serve a public need and are not themselves a nuisance or detriment, without unreasonably interfering with the flow, recreation, enjoyment and privacy of persons otherwise on the beach.

B. SCOPE:

This policy shall apply to all beach rental services operating on that portion of Santa Rosa Island (SRIA) on the Gulf of Mexico (gulf-front) under the jurisdiction of the Santa Rosa Island Authority, limited to the areas adjacent to multi-family residential or commercial leaseholds, as approved by the Santa Rosa Island Authority board and outlined on this policy.

C. EXCLUSIONS:

1. Beach rental services will not be approved to operate in:
   
   A. "Preservation Areas" on Pensacola Beach as defined in the 1988 Pensacola Beach Land Utilization Plan,
   
   B. Public Swimming Areas to include Casino Beach, Ft. Pickens Recreation Area, Park East, or other areas as determined by the Santa Rosa Island Authority.
   
   C. Within fifty feet (50') of any single family residential dwelling.

2. Beach Rental Services will be permitted to operate only adjacent to multi-family residential or commercial leaseholds and will not be permitted to operate adjacent to single family residential leaseholds.

3. No motorized watercraft may be rented on the Gulf of Mexico.

D. DEFINITIONS:

1. Beach Rental Service – A person, firm or corporation primarily responsible for providing or offering Beach Rental Service Items to the public at any
one business or location, either personally or directly through an agent or employee.

2. *Beach Rental Service Items* – Umbrellas; Sailboats and sailboards; Cabanas; Aqua cycles; floats and surfboards; chairs; non-alcoholic beverages; sun protective oils and creams.

3. *Site* – Established location of beach rental service, as approved by the Santa Rosa Island Authority.

4. *Adjacent Owner* - Leaseholder in possession of the property adjacent to the Beach Rental Service Site on the gulf-front public beach, including leaseholds on the north side of County Road 399 where there is no leasehold interest south of the roadway.

E. GENERAL POLICIES:

1. Any license granted pursuant to this policy shall be for the non-exclusive use of a site.

2. Beach Rental Services must complete a license application for each site on which they wish to operate. (See Exhibit “A”)

3. The adjacent leaseholder shall be afforded the opportunity to provide comments regarding the issuance of the requested license. (See Exhibit “B”)

4. The SRIA board shall consider whether the services supplied are consistent with the uses of any adjacent leaseholder and may approve or deny a request for license on that basis.

5. A Beach Rental Service license may be suspended upon written notice to the licensee of the licensee’s failure to comply with the terms of this policy that pose a risk to public health or safety as determined by the Executive Director of the Santa Rosa Island Authority (“Executive Director”). The suspension shall be lifted immediately upon written notice to the licensee after the Executive Director determines that the noncompliance with this policy has been cured and no longer poses a risk to public health or safety.

6. Any license granted pursuant to this policy will be for a term of one year, but will be automatically renewed annually on the date of issuance of the license unless terminated by thirty days advance written notice by either party. The license may be revoked upon violation of any SRIA rule or
regulation or other applicable federal, state or local laws, regulations or ordinances, including but not limited to policies or procedures relating to the issuance of the license.

7. Failure to comply with the terms of this policy may result in immediate revocation of the Beach Rental Service license. A written notice of revocation will be delivered to the Licensee. All beach rental service items must be removed from the beach rental service site within forty-eight (48) hours of the Licensee's receipt of the notice of revocation.

F. CRITERIA:

1. The location of each Beach Rental Service (BRS) site will be determined by the SRIA. Each site must maintain a minimum north setback of 25' south of the 2003 beach restoration berm, water side setback of 45' north of the Mean High Water Line of the Gulf of Mexico, minimum spacing of 10' between chair/umbrella setups, a minimum aisle width of 20' between chair rows, minimum side setbacks of 20' within the approved site, and a minimum of 40' between BRS items furnished by Licensees. Side setbacks will be measured from the lease lines if there is immediately adjacent leasehold or from the site sidelines as established by the SRIA for sites if there is not immediately adjacent leasehold. In no case shall the BRS site exceed 500 linear feet in width. A third row of folding chairs will be allowed on an "as needed" basis, 20' behind first row set. Concessionaires located between the Gulf and second row of chairs must keep open a 10' Right of Way for emergency vehicles.

2. All BRS must maintain the BRS site set aside for their use in a clean, safe condition at all times.

3. All BRS rental items must be landward of lifeguard stands located within the site.

4. In the event of a storm or other impending disaster, all beach rental equipment and the storage facility located on public beach must be removed to a secure site off the public beach within twelve hours notification by the SRIA. A Licensee, in his/her license application and at all reasonable times thereafter, must demonstrate, to the reasonable satisfaction of the SRIA that the license has adequate storage facilities and is capable of removing and storing all beach rental service items within the time frames established by this policy.

5. All storage facilities for any BRS equipment must be approved by the
Santa Rosa Island Authority's Environmental and Developmental Services Department and, if required, the Florida Department of Environmental Protection.

6. Movement of BRS equipment cannot damage the dune system. The BRS must use the established beach access systems.

8. All beach rental equipment must be removed from the beach at the expiration of the license agreement with the SRIA.

9. Only non-motorized beach water craft or similar rental equipment are permitted.

10. Sale of alcoholic beverages is prohibited.

11. All non-alcoholic drink items must be prepackaged. Glass bottles are prohibited by Section 102-65 of the Escambia County Code of Ordinances. The method of storage and transportation of all drink items must be approved by the SRIA prior to use.

12. Each BRS must provide a certificate of insurance complying with the SRIA policy regarding insurance for license holders.

13. All rentals, goods and services will be available at the same rates for members of the general public as it is to those who may be staying at an adjacent leasehold property.

14. Each BRS shall have on site an employee who holds a valid and current certificate as an American Red Cross Lifeguard. The purpose of this requirement is to improve the ability of persons providing Beach Rental Services to assist others in need. Compliance with this requirement shall not impose upon such person the duties of a Lifeguard.

14. Other requirements and conditions may be imposed if deemed to be in the interest of public safety as determined by the SRIA.

15. During turtle nesting season, May 1- Oct 31, Beach Rental Services must delay setting up equipment until their sites have been inspected by the National Park Service Turtle Patrol. In the event of a delay by the Turtle Patrol, it is the responsibility of the Beach Rental Service to communicate with the Turtle Patrol for an alternative arrangement.
Request by Lazy Days for an extension of an existing Beach Rental Service to operate in the public area by Gulf's edge, South of Crabs – 6 Casino Beach Boardwalk. (Staff report by Robbie Schrock)

Background:

Lazy Days is an existing Beach Rental Service in this area and would like to expand. They would like to place 6 sets down by the Gulf’s edge, South of Crabs, following all the criteria as set in the Beach Rental Services (BRS) guide. See attached map and BRS guide.

Recommendation:

Staff recommends approval of the request by Lazy Days to extend an existing Beach Rental Service to operate in the public area by Gulf’s edge, South of Crabs – 6 Casino Beach Boardwalk, following all criteria in the Beach Rental Services Guide, and paying all applicable percentages and fees.
SANTA ROSA ISLAND AUTHORITY (SRIA)
BEACH RENTAL SERVICE LICENSE APPLICATION

NOTE: THIS FORM IS FOR USE BY INDIVIDUALS OR ENTITIES WISHING TO OPEN A BEACH RENTAL SERVICE ON THE GULF-FRONT BEACHES OF PENSACOLA BEACH IN ACCORDANCE WITH THE BEACH RENTAL SERVICES POLICY AND CRITERIA ADOPTED BY THE SRIA BOARD.

EACH BEACH RENTAL SERVICE SITE MUST BE APPROVED BY THE SRIA BOARD. APPROVALS ARE ISSUED SUBJECT TO COMPLIANCE WITH ALL CURRENT AND FUTURE RULES AND REGULATIONS OF THE SANTA ROSA ISLAND AUTHORITY, AS WELL AS ANY APPLICABLE FEDERAL, STATE, OR LOCAL LAWS, REGULATIONS OR ORDINANCES.

INFORMATION ON BEACH RENTAL SERVICE

Proposed Business Name for Licensee: LAZY DAYS BEACH SERVICE
Contact Name: RYAN CHRISTOPHER
Mailing Address: 1411 MALDONADO DR.
Contact Telephone No(s): 850-698-8693
Site Address or Location: CASINO BEACH BOARDWALK
Rental/Sale Items: BEACH CHAIRS/UMBRELLAS/KAYAK/SUPS
Location of Storage Site: BOX SE CORNER SOUTH OF DUNES

NAME AND ADDRESS OF EACH ADJACENT MASTER LEASEHOLDER:

CASINO BEACH / THE POOL - 10 CASINO BEACH BLVD
HAMPTON INN - 2 VILLAGE LN, DR.

LICENSEE SHALL FURNISH, ALONG WITH THIS APPLICATION, PROOF THAT EACH ADJACENT LEASEHOLDER HAS BEEN NOTIFIED OF THE LICENSE APPLICATION AND FURNISHED WITH A COPY OF EXHIBIT "B" AS ATTACHED HERETO.

SIZE AND LAYOUT OF THE SITE TO BE ESTABLISHED BY THE SANTA ROSA ISLAND AUTHORITY AND FURNISHED TO THE LICENSEE UPON APPROVAL. SPACING BETWEEN CHAIR/UMBRELLA SETS, SIDE SETBACKS, AND WATERFRONT SETBACKS TO BE IN ACCORDANCE WITH ESTABLISHED POLICY.

Proposed Opening Date: MARCH 2020
Proposed Days/Hours of Operation: SW SAT 9-5 311-1031

Percentage Fees for Beach Rental Services:
Retail 5%
Rentals 5%

I, the undersigned, agree to abide by all rules and regulations of the Santa Rosa Island Authority, as well as any applicable federal, state, or local laws, regulations or ordinances, including but not limited to the Beach Rental Services policy and understand that failure to comply will result in termination of this license.

INDEMNIFICATIONS: Licensee shall be liable for any and all damage done to the property covered by this license located on Pensacola Beach, as applicable, regardless of who causes such damage or how such damage is caused, during the period of use contained in this license. Further, licensee shall agree to defend, indemnify, and hold harmless the Santa Rosa Island Authority, its officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this license.

Signature of Applicant for License: RYAN CHRISTOPHER
Date: 2/10/20
ADJACENT LEASEHOLDER
NOTIFICATION OF BEACH RENTAL SERVICES APPLICATION

Date: 2/13/20

To Whom It May Concern:

This letter is to notify you that Lazy Days Beach Service has applied for a license for a Beach Rental Service site adjacent to your leasehold.

The proposed license will be presented to the Santa Rosa Island Authority board on 2/26 for review and/or approval at which time you will have an opportunity to comment on the application.

The meeting will be held in the SRIA board room at 1 Via de Luna, and will begin at 5:00 p.m.

For Use by Applicant for Beach Rental Service License

By my signature, below, I attest that a copy of this notice was furnished to:

Hampton Inn
Name of Master Leaseholder

Carol Ann Savage
Name of Representative of Master Leaseholder, if different from above

Date Notice was Furnished

2/13/20

Signed by: [Signature]
Applicant for Beach Rental Service License

Date: 2/14/20

Distribution:
Original: Santa Rosa Island Authority with License Application
Copy: Adjacent Master Leaseholder
Copy: Applicant for Beach Rental Service License
ADJACENT LEASEHOLDER
NOTIFICATION OF BEACH RENTAL SERVICES APPLICATION

Date: 2/13/20

To Whom It May Concern:

This letter is to notify you that Lazy Days Beach Service has applied for a license for a Beach Rental Service site adjacent to your leasehold.

The proposed license will be presented to the Santa Rosa Island Authority board on 2/14/20 for review and/or approval at which time you will have an opportunity to comment on the application.

The meeting will be held in the SRIA board room at 1 Via de Luna, and will begin at 5:00 p.m.

For Use by Applicant for Beach Rental Service License

By my signature, below, I attest that a copy of this notice was furnished to:

THE DOCK

Name of Master Leaseholder

BRUCE PARIS

Name of Representative of Master Leaseholder, if different from above

6/14/20

Date Notice was Furnished

Signed by:

Applicant for Beach Rental Service License

Date:

2/14/20

Distribution:
Original: Santa Rosa Island Authority with License Application
Copy: Adjacent Master Leaseholder
Copy: Applicant for Beach Rental Service License
I HAVE BEEN GIVEN INSTRUCTIONS REGARDING THE FOLLOWING REQUIREMENTS FOR REPORTING REVENUES TO THE SANTA ROSA ISLAND AUTHORITY:

1. Sales reports are due by 5:00 p.m. on the 20th day of each month or the first business day thereafter if the 20th day of the month falls on a weekend. My first report is due on

2. A copy of the Form DR-15 (Florida Department of Revenue Sales Tax Form) must be attached to the sales report to verify my gross income.

3. Sales reports must be submitted every month, even if the business is seasonal.

4. Each season, I will provide a written schedule of the months my business will be open and closed.

5. I will provide written notice to the SRIA immediately upon termination of the business.

By: __________________________

Approved Licensee

Verification Dates:
Reviewed by Finance Manager
Finance Meeting with Licensee
Entered in Billing System
(Attach copy of customer setup sheet)
Verified by Development & Leasing Manager
Entered in Database
Distribution:
Original: Beach Rental Service File
Copy: Licensee
Finance Department

Date/Initials (as appropriate)
<table>
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<th>Product</th>
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<th>Price</th>
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<td></td>
<td></td>
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<tr>
<td>(GULF BREEZE, FL 32561)</td>
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<tr>
<td>(Estimated Delivery Date)</td>
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<tr>
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<tr>
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<tr>
<td>Letter (Domestic)</td>
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<td></td>
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<tr>
<td>(GULF BREEZE, FL 32561)</td>
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<tr>
<td>Total:</td>
<td></td>
<td>$1.10</td>
<td></td>
</tr>
</tbody>
</table>

Cash: $10.00
Change: ($8.90)

Preview your Mail
Track your Packages
Sign up for FREE @
www.informeddelivery.com

All sales final on stamps and postage. Refunds for guaranteed services only.
Thank you for your business.

HELP US SERVE YOU BETTER

TELL US ABOUT YOUR RECENT POSTAL EXPERIENCE

Go to:
https://postalexperience.com/Pos
840-5320-0192-003-00042-69702-02

or scan this code with your mobile device:

![QR Code]

or call 1-800-410-7420.

YOUR OPINION COUNTS

Receipt #: 840-53200192-3-4269702-2
Clerk: 40
TITLE: BEACH RENTAL SERVICES
ADOPTED: 5-7-03
REVISED: 5-14-03, 7-2-03, 6-13-12, 2-14-2018
DEPT: ADMINISTRATION, LEASING & MARKETING AND PUBLIC SAFETY

A. PURPOSE:

To provide guidelines for the licensing and regulation of beach rental services on the gulf-front beaches of Pensacola Beach for the purpose of permitting the solicitation and immediate sale or rental of certain goods and services which serve a public need and are not themselves a nuisance or detriment, without unreasonably interfering with the flow, recreation, enjoyment and privacy of persons otherwise on the beach.

B. SCOPE:

This policy shall apply to all beach rental services operating on that portion of Santa Rosa Island (SRIA) on the Gulf of Mexico (gulf-front) under the jurisdiction of the Santa Rosa Island Authority, limited to the areas adjacent to multi-family residential or commercial leaseholds, as approved by the Santa Rosa Island Authority board and outlined on this policy.

C. EXCLUSIONS:

1. Beach rental services will not be approved to operate in:
   A. "Preservation Areas" on Pensacola Beach as defined in the 1988 Pensacola Beach Land Utilization Plan,
   B. Public Swimming Areas to include Casino Beach, Ft. Pickens Recreation Area, Park East, or other areas as determined by the Santa Rosa Island Authority.
   C. Within fifty feet (50') of any single family residential dwelling.

2. Beach Rental Services will be permitted to operate only adjacent to multi-family residential or commercial leaseholds and will not be permitted to operate adjacent to single family residential leaseholds.

3. No motorized watercraft may be rented on the Gulf of Mexico.

D. DEFINITIONS:

1. Beach Rental Service – A person, firm or corporation primarily responsible for providing or offering Beach Rental Service Items to the public at any
one business or location, either personally or directly through an agent or employee.

2. **Beach Rental Service Items** - Umbrellas; Sailboats and sailboards; Cabanas; Aqua cycles; floats and surfboards; chairs; non-alcoholic beverages; sun protective oils and creams.

3. **Site** - Established location of beach rental service, as approved by the Santa Rosa Island Authority.

4. **Adjacent Owner** - Leaseholder in possession of the property adjacent to the Beach Rental Service Site on the gulf-front public beach, including leaseholds on the north side of County Road 399 where there is no leasehold interest south of the roadway.

E. GENERAL POLICIES:

1. Any license granted pursuant to this policy shall be for the non-exclusive use of a site.

2. Beach Rental Services must complete a license application for each site on which they wish to operate. (See Exhibit "A")

3. The adjacent leaseholder shall be afforded the opportunity to provide comments regarding the issuance of the requested license. (See Exhibit "B")

4. The SRIA board shall consider whether the services supplied are consistent with the uses of any adjacent leaseholder and may approve or deny a request for license on that basis.

5. A Beach Rental Service license may be suspended upon written notice to the licensee of the licensee's failure to comply with the terms of this policy that pose a risk to public health or safety as determined by the Executive Director of the Santa Rosa Island Authority ("Executive Director"). The suspension shall be lifted immediately upon written notice to the licensee after the Executive Director determines that the noncompliance with this policy has been cured and no longer poses a risk to public health or safety.

6. Any license granted pursuant to this policy will be for a term of one year, but will be automatically renewed annually on the date of issuance of the license unless terminated by thirty days advance written notice by either party. The license may be revoked upon violation of any SRIA rule or
regulation or other applicable federal, state or local laws, regulations or ordinances, including but not limited to policies or procedures relating to the issuance of the license.

7. Failure to comply with the terms of this policy may result in immediate revocation of the Beach Rental Service license. A written notice of revocation will be delivered to the Licensee. All beach rental service items must be removed from the beach rental service site within forty-eight (48) hours of the Licensee’s receipt of the notice of revocation.

F. CRITERIA:

1. The location of each Beach Rental Service (BRS) site will be determined by the SRIA. Each site must maintain a minimum north setback of 25' south of the 2003 beach restoration berm, water side setback of 45' north of the Mean High Water Line of the Gulf of Mexico, minimum spacing of 10' between chair/umbrella setups, a minimum aisle width of 20' between chair rows, minimum side setbacks of 20' within the approved site, and a minimum of 40' between BRS items furnished by Licensees. Side setbacks will be measured from the lease lines if there is immediately adjacent leasehold or from the site sidelines as established by the SRIA for sites if there is not immediately adjacent leasehold. In no case shall the BRS site exceed 500 linear feet in width. A third row of folding chairs will be allowed on an “as needed” basis, 20' behind first row set. Concessionaires located between the Gulf and second row of chairs must keep open a 10’ Right of Way for emergency vehicles.

2. All BRS must maintain the BRS site set aside for their use in a clean, safe condition at all times.

3. All BRS rental items must be landward of lifeguard stands located within the site.

4. In the event of a storm or other impending disaster, all beach rental equipment and the storage facility located on public beach must be removed to a secure site off the public beach within twelve hours notification by the SRIA. A Licensee, in his/her license application and at all reasonable times thereafter, must demonstrate, to the reasonable satisfaction of the SRIA that the license has adequate storage facilities and is capable of removing and storing all beach rental service items within the time frames established by this policy.

5. All storage facilities for any BRS equipment must be approved by the
Santa Rosa Island Authority's Environmental and Developmental Services Department and, if required, the Florida Department of Environmental Protection.

6. Movement of BRS equipment cannot damage the dune system. The BRS must use the established beach access systems.

8. All beach rental equipment must be removed from the beach at the expiration of the license agreement with the SRIA.

9. Only non-motorized beach water craft or similar rental equipment are permitted.

10. Sale of alcoholic beverages is prohibited.

11. All non-alcoholic drink items must be prepackaged. Glass bottles are prohibited by Section 102-65 of the Escambia County Code of Ordinances. The method of storage and transportation of all drink items must be approved by the SRIA prior to use.

12. Each BRS must provide a certificate of insurance complying with the SRIA policy regarding insurance for license holders.

13. All rentals, goods and services will be available at the same rates for members of the general public as it is to those who may be staying at an adjacent leasehold property.

14. Each BRS shall have on site an employee who holds a valid and current certificate as an American Red Cross Lifeguard. The purpose of this requirement is to improve the ability of persons providing Beach Rental Services to assist others in need. Compliance with this requirement shall not impose upon such person the duties of a Lifeguard.

14. Other requirements and conditions may be imposed if deemed to be in the interest of public safety as determined by the SRIA.

15. During turtle nesting season, May 1- Oct 31, Beach Rental Services must delay setting up equipment until their sites have been inspected by the National Park Service Turtle Patrol. In the event of a delay by the Turtle Patrol, it is the responsibility of the Beach Rental Service to communicate with the Turtle Patrol for an alternative arrangement.
Request by Scott Wheatley, Pier One Marina – 655 Pensacola Beach Blvd – to sublease to Scott Zepp for a seasonal bar, Cumaru. (Staff report by Robbie Schrock)

Background:

The Wheatleys purchased this building and marina in 2019, and would like to have a seasonal bar on the ground floor, called "Cumaru". This will be a bar that will serve the marina and the general public.

Recommendation:

Staff recommends approval of the request by Scott Wheatley, Pier One Marina – 655 Pensacola Beach Blvd – to sublease to Scott Zepp for a seasonal bar, Cumaru, paying all applicable percentages and fees.
NOTE: THIS FORM IS FOR USE BY INDIVIDUALS WISHING TO OPEN A BUSINESS ON EXISTING LEASEHOLD PROPERTY UNDER THE JURISDICTION OF AN EXISTING MASTER LEASE. ALL SUBLEASES MUST BE APPROVED BY THE SRIA BOARD. THIS APPLICATION MUST BE SIGNED BY THE MASTER LEASEHOLDER FOR THE PROPERTY OR THE MASTER LEASEHOLDER’S DESIGNATED REPRESENTATIVE BEFORE THE REQUEST CAN BE PRESENTED TO THE SRIA BOARD FOR REVIEW.

FOLLOWING BOARD APPROVAL, A MEETING WILL BE HELD WITH A REPRESENTATIVE OF THE FINANCE DEPARTMENT TO DISCUSS PROPER REPORTING PROCEDURES. AT THAT MEETING, THE REVERSE SIDE OF THIS FORM WILL BE REVIEWED AND YOU WILL BE PROVIDED WITH A COPY OF THE COMPLETED APPLICATION NOTING THE TERMS AND CONDITIONS OF THE BOARD APPROVAL FOR YOUR SUBLEASE. THE SUBLEASE WILL BE REQUIRED TO PAY ALL APPLICABLE PERCENTAGES AND FEES REGARDLESS OF WHERE OR HOW THE RESERVATIONS/REVENUES WERE GENERATED.

THIS SUBLEASE APPROVAL DOES NOT INCLUDE APPROVAL FOR SIGNS OR IMPROVEMENTS/RENOVATIONS TO THE PROPERTY. ALL SUCH APPROVALS REQUIRE A SEPARATE APPLICATION AND APPROVAL PROCESS THROUGH THE DEPARTMENT OF DEVELOPMENT SERVICES OF THE SRIA.

[Signature]
I have read the above information and agree to adhere to the terms.

RECEIVED
FEB 20 2020
SANTA ROSA ISLAND AUTHORITY
INFORMATION ON THE MASTER LEASE

Name of Master Leaseholder: Scott Wheatley
Business Name (if different from above): Pier One Marina Bar
Previous Sublease Name (if Applicable): Nautilus
Location Address: 655 Pensacola Beach Blvd
Location Telephone: 850-261-8572

INFORMATION ON SUBLEASE

Proposed Business Name for Sublease: Cumaru Bar
Subleased Contact Name: Scott Zephyr
Mailing Address: 3355 Circle Drive, Gulf Breeze, FL 32563
Proposed Business Location Address (UNIT #): 655 Pensacola Beach Blvd, Pensacola Beach, FL 32561
Contact Telephone: 850-261-8572
Proposed Opening Date: March 13th, 2020
Proposed Days/Hours of Operation: 10:00 AM to Midnight
Proposed Use of Property: Bar - Seasonal - To Serve Alcoholic Beverage to Customers
Liquor License Approval Required: Yes

SIGNATURE BLOCK

We understand and agree to the terms of the SRIA sublease approval, the terms of the sublease and the terms of the master lease as well as all other applicable rules, regulations, ordinances and laws of the SRIA, Escambia County, Florida, the State of Florida and the United States. Furthermore, unless the master lease states otherwise, the master lessee agrees that the master lessee is responsible for the sublessee's compliance with the terms of the sublease and the terms of the master lease, and that the sublessee's noncompliance with the terms of the sublease and/or the terms of the master lease shall be a default by the master lessee under the master lease. Moreover, unless the SRIA has provided the master lessee a written release of the master lessee's responsibility for the sublessee's compliance with the terms of the sublease and the terms of the master lease, no action or inaction by the SRIA can be construed as the SRIA's waiver of the master lessee's responsibility for the sublessee's compliance with the terms of the sublease and the terms of the master lease or the SRIA's right to hold the master lessee in default for such noncompliance.

Signature for Applicant for Sublease: 
Print Name: 
Signature of Master Leaseholder (or designated representative) (Authorizes sublease request): 
Print Name: 

All sales reports must be submitted through the master leaseholder. 
This sublease is authorized to submit sales reports directly to the SRIA: X APPROPRIATE LINE

MEST LEASEHOLDER MUST INITIALIZE
FOR OFFICE USE ONLY

Percentage Fees (check all that apply):
Food
  Full Service  2%
  Fast Food/Take-out  6%
Beer  2%
Wine  2%
Liquor  6%
Retail  6%
Professional Services  2%
Other  5%
Room Rental  2.5%

Other terms and conditions of sublease:

I HAVE BEEN GIVEN INSTRUCTIONS REGARDING THE FOLLOWING REQUIREMENTS FOR REPORTING REVENUES TO THE SANTA ROSA ISLAND AUTHORITY:

1. Sales reports are due by 5:00 p.m. on the 20th day of each month or the first business day thereafter if the 20th day of the month falls on a weekend. My first report is due on _________________.

2. A copy of the form DR-16 (Florida Department of Revenue Sales Tax Form) must be attached to the sales report to verify my gross income.

3. Sales reports must be submitted every month, even if the business is seasonal.

4. Each season, I will provide a written schedule of the months my business will be open and closed.

5. I will provide written notice to the SRIA immediately upon termination of the business.

By: ________________________________  ________________________________
Approved Sublessee  Finance Department Representative

Date Approved by Development & Leasing Committee: ________________________________  
Date approved by SRIA Board: ________________________________
Verification Dates:
Reviewed by Finance Manager: ________________________________  
Finance Meeting with Sublessee: ________________________________
Entered In Lease Billing System: ________________________________  
(Attached copy of customer setup sheet): ________________________________
Verified by Development & Leasing Manager: ________________________________  
Entered In Database: ________________________________

Distribution:
Original: Sublease File
Copy: Master Leaseholder
Sublesseeholder
Master Lease File
Finance Department
Hey Jamee,

So sorry for the hassles today. We will make it up somehow.
Please approve Scott and Nick as a sublease for the Cumaru Bar, and would like it to be placed on the 2/26 agenda for consideration.

Thanks

Scott Wheatley
Pier One Marina GB llc.
Cumaru Bar and Restaurant
BUSINESS PLAN

Prepared by:

Nick Wheatley

655 Pensacola Beach Blvd
Pensacola Beach, Florida 32561
5802615858
ScottZepp@yahoo.com
I. EXECUTIVE SUMMARY

Cumaru Bar and Restaurant (referred to from hereon in as the "Company") is intended to be established as a Limited Liability Company at 655 Pensacola Beach Blvd, Pensacola Beach, Florida 32561 with the expectation of rapid expansion in the full service restaurant and bar industry.

Business Description
The Company shall be formed as Limited Liability Company under Florida state laws and headed by Nick Wheatley.

Scott and Nick have a combined experience of over 20 years in the Pensacola Bay Area with numbers successful examples of bar and restaurants.

Management Team
The Company has assembled an experienced management team:

Owner and Managing partner - Scott Zepp, With multiple hits on and off Pensacola Beach; Scott Zepp has proven to be one of the premier restaurant operators in the Gulf Coast area.

Owner and Operations specialist - Nick Wheatley, Having over 10 years of successful bar ownership under his belt. Nick along with his family are ripe for a major step up with the purchase of the Pensacola Beach Marina to become the next landmark project on the beach.

Business Mission
Service the beach with the highest levels of quality and care

New Service
The Company is prepared to introduce the following service to the market:

Food and Beverage sales: The Cumaru Bar will be incorporated into a larger vision for the property to provide multiple experience to cater our locals and tourist on the island
II. BUSINESS SUMMARY

Industry Overview
In the United States, the full service restaurant and bar industry presently makes 15 dollars in sales.

Pensacola Beach has seen many years of solid growth, and seeks to join the already very successful restaurant market on the beach.

Research shows that consumers in this industry primarily focus on the following factors when making purchasing decisions:
Although the beach can draw an international tourist base that can afford the finest quality experiences the Cumaru will focus on providing that level of quality to accommodate the most affluent of guests while still finding a price point that matches most of the day drive market.

Business Goals and Objectives

Short Term:
Our short term goal is to capitalize on the spring break season.

Long Term:
To be in the top 5 grossing restaurants on Pensacola Beach

Legal Issues
The Company affirms that its promoters have acquired all legally required trademarks and patents.
III. MARKETING SUMMARY

Target Markets
The Company's major target markets are as follows:

Cumaru is a very versatile location that with target locals and tourists of all ages. From captains and crews coming off the docks to the moms looking to grab a quick bite with the family.

The Cumaru Bar will focus primary on the casual customer looking for a great waterfront experience without breaking the bank.

The estimated number of potential clients within the Company's geographic scope is 2,000,000.

Pricing Strategy
The Company has completed a thorough analysis of its competitors' pricing. Keeping in mind our competition's pricing and the costs of customer acquisition, we have decided on the following pricing strategy:

Our over all goal for pricing is to provide the champagne taste on the beer budget. With prices and items for all budget ranges we will have something for everyone with a value that will always be great

Competition
In the full service restaurant and bar industry, customers make choices based upon although the beach can draw an international tourist base that can afford the finest quality experiences the cumaru will focus on providing that level of quality to accommodate the most affluent of guests while still finding a price point that matches most of the day drive market.

The level of competition is We don't like to see the very limited market on the beach as competitors because there is more than enough business for everyone to achieve their goals.

The primary competitors for the business are the following: Business that would be in the same class type would be places like Flounders, Peg Legs, Crabs, Sidelines, and the Grand Marlin.

However, we believe that the Company has the following competitive advantages:
The advantages we have on the island is that our location is one of the first on the island. Everyone gets a chance to drive by the property and see what we have to offer.

Services
First-rate service is intended to be the focus of the Company and a cornerstone of the brand's success. All clients will receive conscientious, one-on-one, timely service in all capacities, be they transactions, conflicts or complaints. This is expected to create a loyal brand following and return business.
## IV. FINANCIAL PLAN

### 12-Month Profit and Loss Projection

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Monthly expense for salaries and overhead (projected):</td>
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</tr>
<tr>
<td>Revenue and sales for first year of business (projected):</td>
<td>$70,000</td>
</tr>
<tr>
<td>Gross profit for first year of business (projected):</td>
<td>$400,000</td>
</tr>
</tbody>
</table>
Notification by Rich Chism, Innisfree Hotels – 2 Via de Luna Drive - to rename the Tiki Golf Business, to “UFO’s Mini Golf, Ice Cream and Arcade”. (Staff report by Robbie Schrock)
Hi Jamee,

Please accept this email as a written request for a name change for the Tiki Golf Business, located on the Club Cocoa Parcel next the Hampton Inn.

We request that our new name be:
"UFO’s Mini-Golf, Ice Cream, and Arcade"

There is no change of ownership involved and no sublease involved. We are simply rebranding the course.

Thanks,

Rich Chism
Vice President of Development and Asset Management
Innisfree Hotels
113 Bay Bridge Drive, Gulf Breeze, FL 32561
p: (850) 696-1750 m: (850) 281-3666
http://innisfreehotels.com
e: rich@innisfreehotels.com

From: Jamee Thompson <jamee_thompson@sria-fla.com>
Date: Thursday, February 20, 2020 at 9:17 AM
To: Rich Chism <Rich@innisfreehotels.com>
Subject: Tiki Golf

Rich,

I need something in writing from you immediately requesting the name change to UFO for Tiki golf, in order to get it on the agenda for the upcoming Committee Meeting.

Jamee Thompson
Santa Rosa Island Authority
Assistant Manager Administration & Leasing
(850) 932-2257
(850) 932-1866 fax
Report on Financial Statements and Expenditures. (Staff report by Vickie Johnson)

Background:
The documentation of financial statements and expenditures is enclosed for your review.

Recommendation:
Staff recommends acceptance of the reports on financial statements and expenditures as presented.
## Santa Rosa Island Authority

### STATEMENT OF INCOME REVENUES AND EXPENSES

For the Three Months Ending December 31, 2019

### Current Period

<table>
<thead>
<tr>
<th>INCOME REVENUES</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>$226,694.53</td>
<td>$153,119.00</td>
<td>$73,575.53</td>
<td>48.1%</td>
<td>$720,000.41</td>
<td>$557,747.00</td>
<td>$171,846.41</td>
<td>32.8%</td>
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</table>

### EXPENSES

| Administrative | $39,120.60 | $38,787.00 | $333.60 | 0.9% |
| Finance        | $31,391.06 | $31,063.00 | $328.06 | 1.1% |
| Environmental & Developmental Svc. | $23,770.36 | $23,133.00 | $(637.36) | -2.7% |
| Human Resources and Marketing | $23,770.36 | $23,133.00 | $(637.36) | -2.7% |
| TOTAL          | $221,650.24 | $223,229.00 | $(1,578.76) | -0.7% |

### OTHER EXPENSES

| Beach Nourishment Debt | $107,079.88 | $107,079.88 | $0.00 | 0.0% |
| Capital              | $10,939.01  | $10,939.01  | $0.00 | 0.0% |
| TOTAL                | $118,018.89 | $118,018.89 | $0.00 | 0.0% |
### Statement of Income Revenues and Expenses

#### For the Three Months Ending December 31, 2019

<table>
<thead>
<tr>
<th></th>
<th>Current Period</th>
<th>Year-To-Date</th>
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</thead>
<tbody>
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<td>Actual</td>
<td>Prior Year</td>
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<tr>
<td><strong>INCOME REVENUES</strong></td>
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<tr>
<td></td>
<td>$226,694.53</td>
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<tr>
<td><strong>EXPENSES</strong></td>
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<td>Human Resources and Marketing</td>
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<td>TOTAL</td>
<td>$221,650.24</td>
<td>$205,534.25</td>
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*Page 2 of 10*
### Santa Rosa Island Authority

**SUMMARY OF ALL UNITS**

For the Three Months Ending December 31, 2019

<table>
<thead>
<tr>
<th>INCOME REVENUES:</th>
<th>Current Period</th>
<th>Year-To-Date</th>
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<tbody>
<tr>
<td>Actual Budget</td>
<td>Variance % Var</td>
<td>Actual Budget</td>
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<tr>
<td>Residential Lease Fees</td>
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<td>Room Rental</td>
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<td>Alcohol, Beer and Wine</td>
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<td>Convenience Stores</td>
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<td>Advance Lease Fees</td>
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<tr>
<td><strong>TOTAL INCOME REVENUES</strong></td>
<td>$226,694.53</td>
<td>$153,119.00</td>
</tr>
</tbody>
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### SUMMARY OF INCOME REVENUES:

| Residential Lease Fees                  | $83,842.05     | $59,000.00   | $24,842.05 42.1% | $199,704.95 | $173,500.00 | $26,204.95 13.1% |
| Commercial Lease Fees                   | $130,911.61    | $94,110.00   | $36,801.61 40.7% | $379,077.35 | $334,247.00 | $44,830.35 13.4% |
| Interest                               | $2,936.57      | $0.00        | $2,936.57 | $9,790.81 | $9,790.81 | $0.00 |
| **TOTAL INCOME REVENUE SUMMARY**       | $226,694.53    | $153,119.00  | $73,575.53 48.1% | $729,593.41 | $557,747.00 | $171,846.41 30.8% |
**Administrative Schedule of Expenses YTD**

*For the Three Months Ending December 31, 2019*

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
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<tbody>
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<td><strong>PERSONNEL</strong></td>
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</tr>
<tr>
<td>Regular Salaries ¹</td>
<td>$17,571.37</td>
<td>$17,534.00</td>
<td>$37.37</td>
<td>0.2%</td>
<td>$47,905.47</td>
<td>$47,108.00</td>
<td>$807.47</td>
<td>1.1%</td>
</tr>
<tr>
<td>Social Security</td>
<td>1,086.32</td>
<td>1,139.00</td>
<td>(52.68)</td>
<td>-4.6%</td>
<td>2,823.32</td>
<td>3,378.00</td>
<td>(554.68)</td>
<td>-16.4%</td>
</tr>
<tr>
<td>Retirement</td>
<td>1,507.82</td>
<td>1,482.00</td>
<td>25.82</td>
<td>-1.7%</td>
<td>4,070.49</td>
<td>4,812.00</td>
<td>(741.51)</td>
<td>-15.4%</td>
</tr>
<tr>
<td>Insurance Contribution</td>
<td>4,842.05</td>
<td>4,156.00</td>
<td>686.05</td>
<td>16.2%</td>
<td>13,585.31</td>
<td>12,446.00</td>
<td>1,139.31</td>
<td>8.8%</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>53.71</td>
<td>55.00</td>
<td>(1.29)</td>
<td>-2.3%</td>
<td>181.13</td>
<td>195.00</td>
<td>(13.87)</td>
<td>-7.1%</td>
</tr>
<tr>
<td>Medicare</td>
<td>242.83</td>
<td>285.00</td>
<td>(42.17)</td>
<td>-14.9%</td>
<td>660.30</td>
<td>736.00</td>
<td>(75.70)</td>
<td>-10.3%</td>
</tr>
<tr>
<td>Misc. Personnel Benefits</td>
<td>2.52</td>
<td>-</td>
<td>2.52</td>
<td>0.0%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$25,256.91</td>
<td>$25,102.00</td>
<td>$154.91</td>
<td>0.6%</td>
<td>$68,928.31</td>
<td>$68,698.00</td>
<td>($230.31)</td>
<td>0.3%</td>
</tr>
</tbody>
</table>

| **OPERATIONS AND MAINTENANCE** |         |        |          |       |         |        |          |       |
| Contract Service      | 1,120.07 | 1,130.00 | (9.93) | -0.9% | 2,799.01 | 2,800.00 | (1.99) | -0.1%  |
| Board Members Expense | 3,400.05 | 3,400.00 | -      | 0.0%  | 10,500.00 | 10,500.00 | -      | 0.0%  |
| Attorney Retainer     | 400.00   | 400.00  | -      | 0.0%  | 1,200.00 | 1,200.00 | -      | 0.0%  |
| Legal & Other Professional Fees | 7,880.55 | 7,500.00 | 380.55 | 5.1%  | 18,570.15 | 16,900.00 | 1,670.15 | 9.9%  |
| Legal Support Expenses | - | - | - | 0.0% |
| Engineer Retainer     | -        | -      | -      | 0.0%  | 121.89  | -       | 121.89 | 0.0%  |
| Architect Retainer    | 200.00   | 200.00  | -      | 0.0%  | 1,376.00 | 1,300.00 | 76.00  | 5.8%  |
| Travel and Training   | 435.00   | 435.00  | -      | 0.0%  | 435.00  | 435.00  | -      | 0.0%  |
| Telephone             | 207.70   | 366.00  | (158.30) | -42.9% | 1,374.72 | 1,270.00 | 104.72 | 8.2%  |
| Water/Wastewater & Solid Waste | - | - | - | 0.0% |
| Insurance             | 200.00   | 200.00  | -      | 0.0%  | 23,566.49 | 23,567.00 | (0.51) | -0.1%  |
| Postage               | 111.15   | 12.00   | (99.15) | -82.6%| 39.65   | 12.00   | 27.65  | 117.2% |
| Office Supplies       | 22.00    | 40.00   | (18.00) | -45.0%| 508.00  | 540.00  | (32.00) | -6.0%  |
| Membership Fees       | 15.15    | 15.00   | 0.15   | 0.1%  | 1,774.75 | 1,720.00 | 54.75  | 3.2%  |
| **TOTAL**             | $12,063.69 | $13,005.00 | $931.31 | 1.3%  | $50,594.87 | $51,000.00 | ($405.13) | -0.8%  |

**GRAND TOTAL**

|                      | $38,120.60 | $38,787.00 | $666.40 | 1.7%  | $120,523.18 | $120,698.00 | ($174.82) | -0.1%  |
## Schedule of Expenses YTD
### For the Three Months Ending December 31, 2019

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERSONNEL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Salaries</td>
<td>$22,190.29</td>
<td>$22,200.00</td>
<td>($0.71)</td>
<td>0.0%</td>
<td>$60,914.70</td>
<td>$60,800.00</td>
<td>($114.70)</td>
<td>-0.2%</td>
</tr>
<tr>
<td>Social Security</td>
<td>1,325.73</td>
<td>2,140.00</td>
<td>(814.27)</td>
<td>-38.1%</td>
<td>3,657.69</td>
<td>4,974.00</td>
<td>(1,316.31)</td>
<td>-27.1%</td>
</tr>
<tr>
<td>Retirement</td>
<td>1,802.98</td>
<td>2,325.00</td>
<td>(522.02)</td>
<td>-22.3%</td>
<td>5,024.98</td>
<td>7,058.00</td>
<td>(2,033.02)</td>
<td>-28.7%</td>
</tr>
<tr>
<td>Insurance Contribution</td>
<td>2,944.86</td>
<td>2,944.86</td>
<td>0.0%</td>
<td></td>
<td>6,254.69</td>
<td>6,272.00</td>
<td>(17.41)</td>
<td>-0.3%</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>81.06</td>
<td>65.00</td>
<td>(16.06)</td>
<td>-25.0%</td>
<td>182.10</td>
<td>108.00</td>
<td>(74.10)</td>
<td>-68.5%</td>
</tr>
<tr>
<td>Medicare</td>
<td>310.06</td>
<td>467.00</td>
<td>(156.94)</td>
<td>-34.2%</td>
<td>1,014.14</td>
<td>1,146.00</td>
<td>(131.86)</td>
<td>-11.4%</td>
</tr>
<tr>
<td>Misc. Personnel Benefits</td>
<td>2.90</td>
<td>-</td>
<td>2.90</td>
<td>0.0%</td>
<td>-</td>
<td>15.40</td>
<td>-12.50</td>
<td>-82.2%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$22,700.46</td>
<td>$23,225.00</td>
<td>$524.54</td>
<td>1.7%</td>
<td>$77,919.14</td>
<td>$82,247.00</td>
<td>($4,327.86)</td>
<td>-5.4%</td>
</tr>
<tr>
<td><strong>OPERATIONS AND MAINTENANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Audit Fee</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td></td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Contract Service</td>
<td>1,540.84</td>
<td>1,550.00</td>
<td>(9.16)</td>
<td>-0.6%</td>
<td>4,056.11</td>
<td>4,050.00</td>
<td>0.11</td>
<td>0.05%</td>
</tr>
<tr>
<td>Telephones</td>
<td>266.74</td>
<td>270.00</td>
<td>(3.26)</td>
<td>-1.2%</td>
<td>1,071.67</td>
<td>970.00</td>
<td>101.67</td>
<td>10.5%</td>
</tr>
<tr>
<td>Electricity</td>
<td>1,210.00</td>
<td>1,200.00</td>
<td>10.00</td>
<td>1.0%</td>
<td>2,904.32</td>
<td>2,900.00</td>
<td>4.32</td>
<td>0.1%</td>
</tr>
<tr>
<td>Fuels &amp; Lubricants</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td></td>
<td>45.32</td>
<td>80.00</td>
<td>(34.68)</td>
<td>-43.4%</td>
</tr>
<tr>
<td>Postage</td>
<td>(77.12)</td>
<td>78.00</td>
<td>(156.12)</td>
<td>-198.9%</td>
<td>1,856.73</td>
<td>2,028.00</td>
<td>(171.27)</td>
<td>-8.5%</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>126.32</td>
<td>140.00</td>
<td>(4.75)</td>
<td>-3.4%</td>
<td>1,724.98</td>
<td>1,740.00</td>
<td>(15.02)</td>
<td>-0.9%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$2,690.60</td>
<td>$2,838.00</td>
<td>($147.40)</td>
<td>-5.2%</td>
<td>$16,265.10</td>
<td>$16,378.00</td>
<td>($112.90)</td>
<td>-0.7%</td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$23,391.06</td>
<td>$23,563.00</td>
<td>($172.94)</td>
<td>-0.7%</td>
<td>$94,184.24</td>
<td>$98,625.00</td>
<td>($4,440.76)</td>
<td>-4.6%</td>
</tr>
</tbody>
</table>
## Environmental And Developmental Svc

### Schedule of Expenses YTD

For the Three Months Ending December 31, 2019

<table>
<thead>
<tr>
<th><strong>PERSONNEL</strong></th>
<th><strong>Actual</strong></th>
<th><strong>Budget</strong></th>
<th><strong>Variance</strong></th>
<th><strong>% Var</strong></th>
<th><strong>Actual</strong></th>
<th><strong>Budget</strong></th>
<th><strong>Variance</strong></th>
<th><strong>% Var</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Regular Salaries</strong></td>
<td>$19,488.72</td>
<td>$19,500.00</td>
<td>($11.28)</td>
<td>-0.1%</td>
<td>$46,180.22</td>
<td>$49,235.00</td>
<td>($3,054.78)</td>
<td>-6.2%</td>
</tr>
<tr>
<td><strong>Social Security</strong></td>
<td>1,200.34</td>
<td>1,280.00</td>
<td>(79.66)</td>
<td>-6.3%</td>
<td>2,060.45</td>
<td>2,010.00</td>
<td>50.45</td>
<td>2.5%</td>
</tr>
<tr>
<td><strong>Retirement</strong></td>
<td>3,927.77</td>
<td>3,920.00</td>
<td>7.77</td>
<td>0.2%</td>
<td>8,359.50</td>
<td>8,184.00</td>
<td>175.50</td>
<td>2.2%</td>
</tr>
<tr>
<td><strong>Insurance Contribution</strong></td>
<td>1,332.74</td>
<td>2,000.00</td>
<td>(1,667.26)</td>
<td>-83.3%</td>
<td>4,160.69</td>
<td>7,618.00</td>
<td>($3,457.21)</td>
<td>-45.8%</td>
</tr>
<tr>
<td><strong>Workers Compensation</strong></td>
<td>41.19</td>
<td>41.00</td>
<td>0.19</td>
<td>0.5%</td>
<td>123.57</td>
<td>123.00</td>
<td>0.57</td>
<td>0.5%</td>
</tr>
<tr>
<td><strong>Medicare</strong></td>
<td>280.72</td>
<td>287.60</td>
<td>($6.88)</td>
<td>-2.2%</td>
<td>694.22</td>
<td>704.00</td>
<td>($9.78)</td>
<td>-1.4%</td>
</tr>
<tr>
<td><strong>Misc. Personnel Benefits</strong></td>
<td>1.16</td>
<td>-</td>
<td>1.16</td>
<td>100.0%</td>
<td>0.16</td>
<td>-</td>
<td>0.16</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$26,442.64</td>
<td>$27,309.00</td>
<td>($866.36)</td>
<td>-3.2%</td>
<td>$65,473.50</td>
<td>$69,654.00</td>
<td>($4,180.50)</td>
<td>-6.0%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>OPERATIONS AND MAINTENANCE</strong></th>
<th><strong>Actual</strong></th>
<th><strong>Budget</strong></th>
<th><strong>Variance</strong></th>
<th><strong>% Var</strong></th>
<th><strong>Actual</strong></th>
<th><strong>Budget</strong></th>
<th><strong>Variance</strong></th>
<th><strong>% Var</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Contract Service</strong></td>
<td>1,885.55</td>
<td>1,880.00</td>
<td>5.55</td>
<td>0.3%</td>
<td>22,248.84</td>
<td>22,210.00</td>
<td>38.84</td>
<td>0.2%</td>
</tr>
<tr>
<td><strong>Data Processing</strong></td>
<td>1,197.70</td>
<td>1,190.00</td>
<td>(7.70)</td>
<td>-0.6%</td>
<td>3,262.10</td>
<td>3,000.00</td>
<td>262.10</td>
<td>8.8%</td>
</tr>
<tr>
<td><strong>Escambia Fire Rescue</strong></td>
<td>17,169.53</td>
<td>17,167.00</td>
<td>2.53</td>
<td>0.0%</td>
<td>51,499.59</td>
<td>51,501.00</td>
<td>($1.41)</td>
<td>-0.0%</td>
</tr>
<tr>
<td><strong>Environmental Service</strong></td>
<td>80,000.00</td>
<td>80,000.00</td>
<td>-</td>
<td>0.0%</td>
<td>80,000.00</td>
<td>80,000.00</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Travel and Training</strong></td>
<td>435.00</td>
<td>435.00</td>
<td>-</td>
<td>0.0%</td>
<td>435.00</td>
<td>435.00</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td>182.55</td>
<td>190.00</td>
<td>(7.45)</td>
<td>-3.9%</td>
<td>636.40</td>
<td>660.00</td>
<td>($23.60)</td>
<td>-3.6%</td>
</tr>
<tr>
<td><strong>Maintenance Materials</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>100.00</td>
<td>100.00</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong></td>
<td>39.00</td>
<td>40.00</td>
<td>(1.00)</td>
<td>-2.5%</td>
<td>59.00</td>
<td>40.00</td>
<td>19.00</td>
<td>47.5%</td>
</tr>
<tr>
<td><strong>Postage</strong></td>
<td>3.19</td>
<td>3.19</td>
<td>-</td>
<td>0.0%</td>
<td>14.80</td>
<td>14.80</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Office Supplies</strong></td>
<td>131.00</td>
<td>130.00</td>
<td>1.00</td>
<td>0.8%</td>
<td>363.31</td>
<td>347.00</td>
<td>16.31</td>
<td>4.7%</td>
</tr>
<tr>
<td><strong>Uniforms</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0.0%</td>
<td>100.00</td>
<td>100.00</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Membership Fees</strong></td>
<td>165.00</td>
<td>165.00</td>
<td>-</td>
<td>0.0%</td>
<td>3,165.00</td>
<td>3,165.00</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td>$100,977.00</td>
<td>($1,948.56)</td>
<td>-1.9%</td>
<td>$192,593.64</td>
<td>$191,032.00</td>
<td>1,561.64</td>
<td>0.8%</td>
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<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$127,368.30</td>
<td>$128,246.00</td>
<td>($877.70)</td>
<td>-0.7%</td>
<td>$227,877.44</td>
<td>$231,192.00</td>
<td>($3,314.56)</td>
<td>-1.5%</td>
</tr>
</tbody>
</table>
## Schedule of Expenses YTD
For the Three Months Ending December 31, 2019

### PERSONNEL

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Salaries</td>
<td>$3,355.85</td>
<td>$3,000.00</td>
<td>($345.85)</td>
<td>-11.5%</td>
<td>$10,023.68</td>
<td>$10,200.00</td>
<td>($176.32)</td>
<td>-1.7%</td>
</tr>
<tr>
<td>Security Salaries</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td>Social Security</td>
<td>209.82</td>
<td>200.00</td>
<td>9.82</td>
<td>4.9%</td>
<td>620.16</td>
<td>700.00</td>
<td>(79.84)</td>
<td>-11.4%</td>
</tr>
<tr>
<td>Retirement</td>
<td>202.00</td>
<td>200.00</td>
<td>2.00</td>
<td>1%</td>
<td>847.21</td>
<td>970.00</td>
<td>(122.79)</td>
<td>-12.8%</td>
</tr>
<tr>
<td>Insurance Coverage</td>
<td>3.98</td>
<td>500.00</td>
<td>(496.02)</td>
<td>-99%</td>
<td>11.88</td>
<td>2,100.00</td>
<td>(2,088.12)</td>
<td>-99.4%</td>
</tr>
<tr>
<td>Workers Compensation</td>
<td>10.41</td>
<td>6.00</td>
<td>4.41</td>
<td>73.5%</td>
<td>31.23</td>
<td>24.00</td>
<td>7.23</td>
<td>30.1%</td>
</tr>
<tr>
<td>Medicare</td>
<td>40.36</td>
<td>50.00</td>
<td>(9.64)</td>
<td>-19.3%</td>
<td>187.00</td>
<td>157.00</td>
<td>30.00</td>
<td>19.6%</td>
</tr>
<tr>
<td>Miscellaneous Personnel Benefits</td>
<td>0.50</td>
<td>0.60</td>
<td>0.10</td>
<td>-16.7%</td>
<td>3.00</td>
<td>3.00</td>
<td>0.0%</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$3,888.52</td>
<td>$5,154.00</td>
<td>($1,265.48)</td>
<td>-24.6%</td>
<td>$26,901.25</td>
<td>$30,001.00</td>
<td>($3,109.75)</td>
<td>-10.3%</td>
</tr>
</tbody>
</table>

### OPERATIONS AND MAINTENANCE

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Service</td>
<td>239.65</td>
<td>240.00</td>
<td>0.35</td>
<td>0.1%</td>
<td>1,185.58</td>
<td>1,420.00</td>
<td>(234.42)</td>
<td>-16.5%</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>-</td>
<td>41.00</td>
<td>-</td>
<td>0.0%</td>
</tr>
<tr>
<td>Advertising PB Chamber</td>
<td>8,000.00</td>
<td>8,000.00</td>
<td>0.00</td>
<td>0%</td>
<td>8,000.00</td>
<td>8,000.00</td>
<td>0.00</td>
<td>0%</td>
</tr>
<tr>
<td>Visitor Information Center</td>
<td>7,618.62</td>
<td>7,715.00</td>
<td>(96.38)</td>
<td>-1.2%</td>
<td>22,794.97</td>
<td>23,045.00</td>
<td>(249.03)</td>
<td>-1.1%</td>
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<tr>
<td>Telephones</td>
<td>130.29</td>
<td>150.00</td>
<td>(19.71)</td>
<td>-13.2%</td>
<td>510.83</td>
<td>830.00</td>
<td>(319.17)</td>
<td>-38.6%</td>
</tr>
<tr>
<td>Promotion and Events</td>
<td>333.42</td>
<td>334.00</td>
<td>(0.58)</td>
<td>-0.2%</td>
<td>10,235.43</td>
<td>12,090.00</td>
<td>(1,854.57)</td>
<td>-15.4%</td>
</tr>
<tr>
<td>Advertising</td>
<td>3,529.85</td>
<td>3,550.00</td>
<td>(20.15)</td>
<td>-0.6%</td>
<td>12,792.05</td>
<td>12,050.00</td>
<td>742.05</td>
<td>6.2%</td>
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<tr>
<td>Hospitality</td>
<td>22.00</td>
<td>40.00</td>
<td>(18.00)</td>
<td>-45%</td>
<td>10.00</td>
<td>110.00</td>
<td>(100.00)</td>
<td>-90.9%</td>
</tr>
<tr>
<td>Snow Birds</td>
<td>87.90</td>
<td>90.00</td>
<td>(2.10)</td>
<td>-2.3%</td>
<td>567.89</td>
<td>600.00</td>
<td>(32.11)</td>
<td>-5.3%</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>157.82</td>
<td>25.00</td>
<td>132.82</td>
<td>528.8%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$19,969.85</td>
<td>$20,119.00</td>
<td>($159.15)</td>
<td>-0.8%</td>
<td>$60,906.27</td>
<td>$80,430.00</td>
<td>($19,523.73)</td>
<td>-24.3%</td>
</tr>
</tbody>
</table>

### GRAND TOTAL

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$23,858.37</td>
<td>$25,223.00</td>
<td>($1,364.63)</td>
<td>-5.4%</td>
<td>$87,810.52</td>
<td>$92,431.00</td>
<td>($4,620.48)</td>
<td>-5.0%</td>
</tr>
</tbody>
</table>

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Page 7 of 10
<table>
<thead>
<tr>
<th>Bank Code: A COASTAL BANK &amp; TRUST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Number</td>
</tr>
<tr>
<td>---------------</td>
</tr>
<tr>
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Bank A Total: 284,337.40
<table>
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<tr>
<th>Check Number</th>
<th>Check Date</th>
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<th>Name</th>
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<th>Check Type</th>
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<tbody>
<tr>
<td>001243</td>
<td>12/5/2019</td>
<td>FLOYDMI</td>
<td>MICHAEL &amp; KATHRYN FLOYD</td>
<td>21,029.67</td>
<td>Auto</td>
</tr>
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</table>

Bank F Total: 21,029.67
Report Total: 305,367.07
Santa Rosa Island Authority  
Status Report on all Capital and Infrastructure Projects  
State Funded Projects  
As of December 31, 2019

<table>
<thead>
<tr>
<th>Capital Outlay</th>
<th>2020 Budget</th>
<th>2020 Expenditures</th>
<th>Remaining YTD Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration, Leasing</td>
<td>$1,000</td>
<td>-</td>
<td>$1,000</td>
</tr>
<tr>
<td>Administration, Leasing</td>
<td>$2,000</td>
<td>$2,500</td>
<td>-</td>
</tr>
<tr>
<td>Office Equipment</td>
<td>$1,500</td>
<td>$645</td>
<td>$855</td>
</tr>
<tr>
<td>Total Admin., Leasing Capital Outlay</td>
<td>$5,600</td>
<td>$3,345</td>
<td>$1,655</td>
</tr>
<tr>
<td>Finance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting Software</td>
<td>$5,000</td>
<td>$3,881</td>
<td>$1,119</td>
</tr>
<tr>
<td>Computer Equip</td>
<td>$2,000</td>
<td>-</td>
<td>$2,000</td>
</tr>
<tr>
<td>Office Equipment</td>
<td>$2,000</td>
<td>-</td>
<td>$2,000</td>
</tr>
<tr>
<td>Total Finance Capital Outlay</td>
<td>$9,000</td>
<td>$3,881</td>
<td>$5,119</td>
</tr>
<tr>
<td>Environmental &amp; Developmental Services</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Furniture</td>
<td>$1,000</td>
<td>-</td>
<td>$1,000</td>
</tr>
<tr>
<td>Camera</td>
<td>-</td>
<td>$1,115</td>
<td>$1,115</td>
</tr>
<tr>
<td>Computer Equipment</td>
<td>$3,000</td>
<td>$2,498</td>
<td>$502</td>
</tr>
<tr>
<td>Total Environmental &amp; Devel. Serv. Capital Outlay</td>
<td>$4,000</td>
<td>$2,498</td>
<td>$1,502</td>
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<tr>
<td>Human Resources</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Office Equip</td>
<td>$800</td>
<td>-</td>
<td>$500</td>
</tr>
<tr>
<td>Computer Equipment</td>
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<td>$1,115</td>
<td>$885</td>
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<tr>
<td>Total Human Resources</td>
<td>$2,500</td>
<td>$1,115</td>
<td>$1,385</td>
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<tr>
<td>Promotions &amp; Events</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer (Promotions)</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Office Equipment</td>
<td>-</td>
<td>-</td>
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</tr>
<tr>
<td>Total Promotions &amp; Events</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Total Capital Outlay</td>
<td>$20,500</td>
<td>$10,039</td>
<td>$9,461</td>
</tr>
<tr>
<td>Infrastructure Projects</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archeda 19-23 Cut through Bahama Rock</td>
<td>$300,000</td>
<td>-</td>
<td>$300,000</td>
</tr>
<tr>
<td>Stabilize Acura for Parking</td>
<td>$200,000</td>
<td>-</td>
<td>$200,000</td>
</tr>
<tr>
<td>Gulfwater Beach Nourishment (Permits)</td>
<td>$20,000</td>
<td>-</td>
<td>$20,000</td>
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<tr>
<td>Beach Nourishment Gulf Permits</td>
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<td>-</td>
<td>$50,000</td>
</tr>
<tr>
<td>Lafitte Cove Dredging</td>
<td>$65,000</td>
<td>-</td>
<td>$65,000</td>
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<tr>
<td>Vision &amp; Planning</td>
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<td>-</td>
<td>$10,000</td>
</tr>
<tr>
<td>Total Infrastructure Projects</td>
<td>$645,000</td>
<td>-</td>
<td>$645,000</td>
</tr>
<tr>
<td>Total Capital &amp; Infrastructure</td>
<td>$665,500</td>
<td>$10,039</td>
<td>$654,561</td>
</tr>
</tbody>
</table>

| Grant, Bond & Miscellaneous Funded Projects|            |                   |                       |
| Beach Restoration (Projects)        | -           | -                 | -                     |
| Total Grant & Bond Funded Projects  | -           | -                 | -                     |

Summary:

- Total Capital & Infrastructure: $665,500
- Total Grant & Bond Funded Projects: $654,561
- Grand Totals: $1,319,561

Page 10 of 10
Approval to purchase a 2020 Ford F150 pickup truck for SRIA staff daily use. (Staff report by Paolo Ghio)

Background:

The vehicle presently used by staff and acquired from the public works dept. several years ago, has served its purpose. However, with our expanding responsibilities the functionality of a full sized pickup truck is much better suited for the current needs of staff, and our day-to-day operations. The current vehicle will be disposed of properly, per SRIA Policy.

Recommendation:

Staff recommends approval to purchase a 2020 Ford F150 pickup truck for SRIA staff daily use. Each Department will share equally the funding associated for the purchase, and, the current vehicle will be disposed properly, per SRIA Policy.
January 28, 2020

EXECUTIVE DIRECTOR
PAOLO GHIO
850-932-2257

Greeting,
paolo.ghio@sria-fla.com

Bozard Ford is pleased to submit the following quote based on FSA Contract FSA 19-VEL27.0

<table>
<thead>
<tr>
<th>Exterior Color</th>
<th>Color</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1C</td>
<td>WHITE</td>
<td>20,410.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Interior Vehicle Color</th>
<th>AG</th>
<th>MEDIUM EARTH GRAY</th>
<th>SPEC #121</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>99B</td>
<td>3.3L V-6 ENG</td>
<td>INC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>446</td>
<td>6-SPEED AUTO</td>
<td>INC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>153</td>
<td>FT LICENSE PLAYE BKG</td>
<td>N/C</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>85A</td>
<td>POWER WINDOW &amp; DOOR LOCKS</td>
<td>INC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50S</td>
<td>CRUISE CONTROL</td>
<td>INC</td>
<td></td>
<td>$224.00</td>
<td></td>
</tr>
<tr>
<td>96W</td>
<td>SPRAY IN BED LINER</td>
<td>INC</td>
<td></td>
<td>$594.00</td>
<td></td>
</tr>
<tr>
<td>942</td>
<td>DAYTIME RUNNING LIGHTS</td>
<td>INC</td>
<td></td>
<td>$44.00</td>
<td></td>
</tr>
<tr>
<td>53A</td>
<td>H/DUTY TRAILER TOW PKG(2&quot; BALL PIN &amp; CLIP)</td>
<td>INC</td>
<td></td>
<td>$1,399.00</td>
<td></td>
</tr>
</tbody>
</table>

All Vehicles will be ordered WHITE unless agency choose a different color

Approved

Please return quote along with purchase order

Sincerely,

Jeffrey Eaton
Government Fleet Director

Lee Windrow
Fleet Sales Manager

(850) 776-5294

WINDROW11@GMAIL.COM
The Florida Sheriffs Association Cooperative Purchasing Program welcomes you to utilize the Cooperative Purchasing Program at no cost to our purchasers. However, as a user of the program, we do request you to submit copies of all purchase orders when using the FSA CPP. Send your PO copies to COOP@fisheriffs.org.

This document is designed to assist you through the purchasing process as outlined in Section 3.20 Order, of the Contract Terms and Conditions. Please familiarize yourself with the Contract Terms and Conditions sections that apply to “purchasers.” A link to this document is found on each contract page.

1) For a complete list of offerings, select the appropriate contract from the Cooperative Purchasing Program homepage.

FSA CPP currently has 4 competitive contracts:
- Pursuit, Administrative and other Vehicles
- Heavy Trucks and Equipment
- Fire Rescue Vehicles and Other Equipment
- Tires

2) Under Products and Services Available, locate the product group for your purchase interest. Each group provides a drop-down list of all products by expanding the group bar by selecting the arrow to the left of the group name.

3) If options need to be added to the base product, locate the options that correspond with each awarded vendor for each product specification number. All options must be discounted, and proof of discounts can be requested from the vendor.

4) Once your product is located, contact the awarded vendor for your zone for a quote using the Vendor Directory located just under the CPP logo on each contract page. While it is recommended that an agency purchase from the zone which is closest to their location, it is not mandatory to do so. If the purchaser determines that a vendor in another zone can better serve the purchaser’s needs, the purchaser may order from a vendor in another zone. Vendors that provide vehicles or equipment outside of an awarded zone may upon mutual agreement between the vendor and the purchaser charge a delivery fee.

5) For vehicle purchases, be sure to include your manufacturer code on your purchase order and request that the vendor use your code to enable you to track your vehicles in production. Also, please include the FSA codes on your PO. The FIN/FAN/Certification Codes for the FSA are:

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>Code Type</th>
<th>Code Type</th>
<th>Code Type</th>
<th>Code Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ford</td>
<td>FIN</td>
<td>QEO65</td>
<td>FIN</td>
<td>1-800-343-5338</td>
</tr>
<tr>
<td>Fiat Chrysler Automobiles</td>
<td>FAN</td>
<td>917872</td>
<td>FAN</td>
<td>1-800-999-3533</td>
</tr>
<tr>
<td>General Motors</td>
<td>FAN</td>
<td>49313</td>
<td>FAN</td>
<td>1-800-353-3867</td>
</tr>
<tr>
<td>Nissan</td>
<td>Certification</td>
<td>FSA</td>
<td><a href="mailto:FleetDistribution@Nissan-usa.com">FleetDistribution@Nissan-usa.com</a></td>
<td></td>
</tr>
<tr>
<td>Toyota</td>
<td>FIN</td>
<td>GE159</td>
<td>FIN</td>
<td>1-800-732-2798</td>
</tr>
</tbody>
</table>

6) Delivery or due dates should be discussed with the vendor at the time the quote is provided to the purchaser, or if no quote is provided, prior to when the purchase order is delivered to the vendor. It is important to note that vendors do not have any control over production delays in schedules from the manufacturer.
7) A purchaser issues a purchase order to the vendor, that should include:
   - Awarded vendor name and address per contract
   - The contract number and title
   - Specification number and vehicle description
   - Purchaser's federal identification number
   - Name, phone number and email address for the point of contact at the purchasing agency

8) The purchaser should forward an executed copy of the purchase order to the FSA at the same time the purchase order is sent to the vendor. Emails or hard copies are acceptable. Emails can be sent to coop@flsheriffs.org.

We hope you enjoy your purchasing experience with our Florida Sheriffs Association Cooperative Purchasing Program and don’t forget to send us a copy of your purchase order. We are available should you have questions.
Approval of the contract with the Visitor's Information Center. (Staff report by Robbie Schrock)

Background:

The last contract with the VIC was signed in 2017. It expires in April of 2020. The new contract is attached, with 2 changes, which are pointed out in the contract.

Recommendation:

Staff recommends approval of the new contract with the VIC for three (3) years, which would expire in April of 2023.
The Santa Rosa Island Authority (SRIA) proposes to contract with the Pensacola Beach Chamber of Commerce (PBCC) for management of the Pensacola Beach Visitors Information Center (VIC).

This contract will become effective for a three (3) year term upon date of execution.

I. The Pensacola Beach Chamber of Commerce agrees to do the following:

A. Operation of the VIC in a safe and responsible manner, providing manning appropriate for the expected number of visitors during the various seasons.

B. The PBCC will acquire appropriate general liability insurance for the VIC. A policy in the amount of one million dollars will be maintained with the SRIA named as other insured.

C. The VIC will be managed by a director selected by a hiring board comprised of one SRIA member and the PBCC Board of Directors. It will be supplemented with paid staff and volunteer staff as determined by workload. The VIC Director will ensure that all staff, paid and volunteer are appropriately trained to provide the best customer service and safety information provided by the SRIA to all visitors.

D. The VIC Director and staff will operate and answer to the PBCC. The SRIA will communicate directly with the VIC Director for requests in relations to the VIC only. Any policy changes would be communicated for consideration to the current PBCC Chair and to the PBCC Board. For policy changes, this procedure applies.

E. Operation of the VIC will be seven days a week for set hours, with the exception of approved national holidays and as agreed upon by the SRIA and the PBCC.

F. The VIC will ensure that adequate space is provided for beach leasehold businesses to display brochures, rack cards, or business cards. Off-Island non-competing businesses must be a member of the PBCC in order to display brochures or advertising of any sort.

G. The PBCC will provide regular reports to the SRIA on number of visitors, states and countries of origin, and any comments of note, and present to SRIA at monthly SRIA meetings or upon request with a written notice.

H. The PBCC will ensure the establishment and implementation of after-hours message and voicemail systems, taking into consideration the call load and chosen specifically by the PBCC.

I. The VIC staff will continue to assist in promoting all permitted Pensacola Beach events.
Pensacola Beach
Visitor Information Center
Contract

J. The VIC Director, paid and volunteer staff will maintain a high standard of professionalism at all times.

K. The PBCC will submit an annual operating budget to the SRIA no later than the end of January and ensure that generally accepted accounting principles and practices are followed in the administrations of the VIC.

L. If a situation results in a paid VIC staff member not being able to work for longer than a 2-week period, the contract can be adjusted by the SRIA accordingly.

II. The Santa Rosa Island Authority agrees to do the following:

A. Provide funding on the agreed yearly contract amount of $95,000. This is to be spent for staffing cost only.

B. Assume financial responsibility, related to the effective operation of the VIC as deemed necessary by the SRIA.

These will include but not be limited to:

1. Water
2. Sewer
3. Garbage
4. Electricity
5. Telephone/ Internet Service
6. 800 Telephone
7. Office Supplies
8. Postage
9. Cleaning Service
10. HVAC systems
11. Miscellaneous

C. Maintenance and repair of VIC building, inside and out.

1. Painting
2. Repairs
3. Replacement of light bulbs, etc.

D. Maintenance of lawn.

E. Cleaning and repair of the parking lot surrounding the building.

F. Provide marketing materials for inclusion in mail-outs and for display.
Pensacola Beach
Visitor Information Center
Contract

III. Any changes or additions to VIC policies and procedures will be developed jointly between PBCC and SRIA.

IV. VIC Operation:

A. The VIC will be open seven days a week with a paid staff person daily representing the VIC at all times.

1. Open Monday through Saturday from 9:00 A.M. to 5:00 P.M.
2. Open Sunday from 10:00 A.M. to 3:00 P.M.
3. VIC will be closed on the following holidays:
   a. Thanksgiving
   b. One-half day (closed at 1:00 P.M.) on Christmas Eve.
   c. Christmas
   d. One-half day (closed at 1:00 P.M.) on New Years Eve.
   e. New Years

V. This management contract may be cancelled by either party with a sixty (60) day written notice.

On the _____ day of __________, 20__ we the undersigned hereupon set our hand and seal.

Pensacola Beach Chamber of Commerce  
Santa Rosa Island Authority

____________________________  
Chairman

____________________________  
Chairman

____________________________  
Treasurer

____________________________  
Secretary

WITNESSES AS TO THE PENSACOLA BEACH CHAMBER
The Santa Rosa Island Authority (SRJA) proposes to contract with the Pensacola Beach Chamber of Commerce (PBCC) for management of the Pensacola Beach Visitors Information Center (VIC).

This contract will become effective for a three (3) year term upon date of execution.

I. The Pensacola Beach Chamber of Commerce agrees to do the following:

A. Operation of the VIC in a safe and responsible manner, providing manning appropriate for the expected number of visitors during the various seasons.

B. The PBCC will acquire appropriate general liability insurance for the VIC. A policy in the amount of one million dollars will be maintained with the SRJA named as other insured.

C. The VIC will be managed by a director selected by a hiring board comprised of one SRJA member and the PBCC Board of Directors. It will be supplemented with paid staff and volunteer staff as determined by workload. The VIC Director will ensure that all staff, paid and volunteer are appropriately trained to provide the best customer service and safety information provided by the SRJA to all visitors.

D. The VIC Director and staff will operate and answer to the PBCC. The SRJA will communicate directly with the VIC Director for requests in relation to the VIC only. Any policy changes would be communicated for consideration to the current PBCC Chair and to the PBCC Board. For policy changes, this procedure applies.

SRIA   ↓

PBCC BOARD OF DIRECTORS → VIC DIRECTOR ↓

STAFF ↔ VOLUNTEERS

E. Operation of the VIC will be seven days a week for set hours, with the exception of approved national holidays and as agreed upon by the SRJA and the PBCC.

F. The VIC will ensure that adequate space is provided for beach leasehold businesses to display brochures, rack cards, or business cards. Off-Island non-competing businesses must be a member of the PBCC in order to display brochures or advertising of any sort.

G. The PBCC will provide regular reports to the SRJA on number of visitors, states and countries of origin, and any comments of note, and present to SRJA at monthly SRJA meetings or upon request with a written notice.

H. The PBCC will ensure the establishment and implementation of after-hours message and voicemail systems, taking into consideration the call load and chosen specifically by the PBCC.

I. The VIC staff will continue to assist in promoting all permitted Pensacola Beach events.
J. The VIC Director, paid and volunteer staff will maintain a high standard of professionalism at all times.

K. The PBCC will submit an annual operating budget to the SRIA no later than the end of January and ensure that generally accepted accounting principles and practices are followed in the administrations of the VIC.

L. If a situation results in a paid VIC staff member not being able to work for longer than a 2-week period, the contract can be adjusted by the SRIA accordingly.

II. The Santa Rosa Island Authority agrees to do the following:

A. Provide funding on the agreed yearly contract amount of $75,000.00. This is to be spent for staffing cost only.

B. Assume financial responsibility, related to the effective operation of the VIC as deemed necessary by the SRIA.

These will include but not be limited to:

1. Water
2. Sewer
3. Garbage
4. Electricity
5. Telephone/Internet Service
6. 800 Telephone
7. Office Supplies
8. Postage
9. Cleaning Service
10. HVAC systems
11. Miscellaneous

C. Maintenance and repair of VIC building, inside and out.

1. Painting
2. Repairs
3. Replacement of light bulbs, etc.

D. Maintenance of lawn.

E. Cleaning and repair of the parking lot surrounding the building.

F. Provide marketing materials for inclusion in mail-outs and for display.

III. The SRIA and PBCC will develop VIC policies and standards of operation that are mutually agreeable to both parties.
Pensacola Beach
Visitors Information Center
Contract

IV. VIC Operation:

A. The VIC will be open seven days a week with a paid staff person daily representing the VIC at all times.

1. Open Monday through Saturday from 9:00 A.M. to 5:00 P.M.
2. Open Sunday from 10:00 A.M. to 3:00 P.M.
3. VIC will be closed on the following holidays:
   a. Thanksgiving
   b. One-half day (closed at 1:00 P.M.) on Christmas Eve.
   c. Christmas
   d. One-half day (closed at 1:00 P.M.) on New Years Eve.
   e. New Years

V. This management contract may be cancelled by either party with a sixty (60) day written notice.

On the 12 day of April, 2017 we the undersigned hereupon set our hand and seal.

Pensacola Beach Chamber of Commerce
Chairman

Santa Rosa Island Authority
Chairman

Treasurer/Secretary

Witnesses as to the Pensacola Beach Chamber