

**AMENDED
GULF BREEZE CITY COUNCIL
EXECUTIVE SESSION**

JULY 28, 2010
WEDNESDAY 6:30 P.M.
COUNCIL CHAMBERS

ACTION AGENDA ITEMS:

- A. Discussion and Action Regarding Air Force Cadet Program - Civil Air Patrol Plaque Presentation
- B. Discussion and Action Regarding Housekeeping Services Contract
- C. Discussion and Action Regarding Capital Equipment Purchase Request - FEMA Alternative Project Funds - Enclosed Trailer and Tractor for Parks and Recreation
- D. Discussion and Action Regarding Replacement of Electronic Reader Board
- E. Discussion and Action Regarding Architect and Engineering Services - Softball Concession Stand and Restroom Facility
- F. Discussion and Action Regarding Addition to and Renovation of the Gulf Breeze Recreation Center Architect Selection Process
- G. Discussion and Action Regarding South Santa Rosa Utility System Historical Perspective
- H. Discussion and Action Regarding Replacement of Red Light Cameras
- I. Discussion and Action Regarding Acceptance of Payment for Legal Expenses
- J. Discussion and Action Regarding Proposed Millage Rate

**GULF BREEZE CITY COUNCIL
SPECIAL MEETING**

- 1. Roll Call
- 2. **ACTION AGENDA ITEM:**
 - A. Discussion and Action Regarding Fishing Bridge Deconstruction Bid Results
- 3. Adjournment of Special Meeting and Reconvene Executive Session
- L. Information Items

If any person decides to appeal any decisions made with respect to any matter considered at this meeting or public hearing, such person may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeal is to be based.

The public is invited to comment on matters before the City Council upon seeking and receiving recognition from the Chair.

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City of Gulf Breeze

Memorandum

To: Edwin A. Eddy, City Manager

From: Leslie Gomez, Deputy City Clerk

Date: 7/20/2010

Subject: Airforce Cadet Program Civil Air Patrol Plaque Presentation

At the request of John Loftis the Civil Air Partol, an Airforce Cadet program, would like to present the City Council and the Gulf Breeze Police Department each with a plaque at the City Council meeting on Monday, August 2, 2010.

This plaque is to publicly thank the City Council and the Police Department for their support to the cadets to help make the 5k run held in January 2010 behind Andrews Institute on one of the coldest days of the year a success.



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager
FROM: Ron Pulley, Director of Parks and Recreation
SUBJECT: Housekeeping Services Contract
DATE: July 20, 2010

Dustbuster's Inc., our housekeeping contractor for approximately 12 years, has notified us that they will close their business effective September 1, 2010.

Dustbuster's provides routine housekeeping services in City Hall, Public Works, the Police Department and the Recreation Center, for the sum of \$2,125 per month or \$25,500 per year.

Recommendation

That Council direct staff to seek formal competitive bids for the provision of routine housekeeping services for City Hall, Public Works, the Police Department and the Recreation Center.



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager

FROM: Ron Pulley, Director of Parks and Recreation

A handwritten signature in black ink, appearing to read "Ron Pulley", is written over the printed name.

SUBJECT: Capital Equipment Purchase Request - FEMA Alternative Project Funds

DATE: July 21, 2010

In accordance with Council's approval of our capital equipment request as part of the alternate projects list, we received competitive quotes for the purchase of one new 7' X 14' enclosed trailer and one 2010 Kubota L3540 tractor and loader.

If approved, these purchases will be reimbursed by FEMA alternate project funds.

Those quotes are as follows:

Trailer

1. Rocky's Utility Trailers - \$3,499.00
2. Skipper Truck and Equipment - \$3,575.60
3. Ed's Aluminum Buildings - \$3,925.00

Tractor

1. Coastal Machinery Co. - \$29,772.36
2. 1st Choice Equipment Supply - \$30,515.00
3. Toomey Equipment Co. - \$30,625.00

The approved estimated cost of the trailer was \$4,898.00 and the tractor was \$29,775.00

Recommendation

That Council authorize the purchase, to be reimbursed by FEMA Alternate Project funds, of one 7' X 14' enclosed trailer from Rocky's Utility Trailers for \$3,499.00; and one Kubota L3540 tractor with loader and attachments from Coastal Machinery Co. for \$29,772.36.



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager

FROM: Ron Pulley, Director of Parks and Recreation

SUBJECT: Electronic Reader Board

DATE: July 19, 2010

The City's electronic reader board was struck by a vehicle at 3:30 am, Monday, July 12, 2010. Damage to the sign and support structure was extensive and the sign has been valued as a total loss.

Early last week, we reported that the driver/owner of the vehicle was insured by State Farm. On Thursday, July 15th, however, State Farm notified us that our claim was denied since the vehicle was not listed on, nor covered by, the driver/owner's policy.

The Gulf Breeze Police Department has been notified and have indicated that they will follow up with the appropriate charges and petition the court to order restitution. This, however, will not result in the prompt restitution that we seek.

We are also seeking coverage for the damage to the reader board through the City's insurance with the Florida League of Cities. At this time, there is a question of coverage for the sign.

Estimates to replace the reader board utilizing the original 2006 equipment and vendors total \$42,167.00.

Recommendation

That Council direct staff to seek competitive bids for the replacement of the reader board and, in the event that neither State Farm Insurance nor the Florida League of Cities provide any compensation, that Council authorize the use of CRA funds to replace the reader board.

City Manager's Note: We propose to advertise for an electronic readerboard sign to replace the previous sign by listing the features of the 2006 sign and asking for proposals for replacement with like or better features.

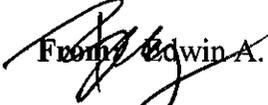


City of Gulf Breeze

OFFICE OF THE CITY MANAGER

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 7/23/2010

Subject: Architect and Engineering Services, Softball Concession Facility

One of our FEMA alternate projects is the construction of a concession stand and restroom facility to serve the softball complex at Shoreline Park. We estimate the cost of this facility at \$400 to \$450,000. Early in the planning process we worked with Bay Design to develop design concepts and price estimates for the facility.

We are pleased with the support Bay Design has afforded the City in an advisory capacity. We would like to use them to complete the plans and specification to enable us to move ahead to receiving bids for the construction of the softball concession stand and restroom facility.

Bay has offered to design the facility and prepare bid documents for \$24,919. At an estimated cost of \$425,000 (middle of the range), this fee is 5.8% of the construction cost which is very reasonable. The Consultants Competitive Negotiations Act (CCNA) does not require solicitation of proposals for projects when the design cost is less than \$25,000.

RECOMMENDATION:

THAT THE CITY COUNCIL APPROVE THE STAFF SELECTION OF BAY DESIGN FOR DESIGN OF THE CONCESSION/RESTROOM FACILITIES TO SERVE THE SOFTBALL FIELDS AT SHORELINE PARK FOR A TOTAL FEE OF \$24,919.



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager

FROM: Ron Pulley, Director of Parks and Recreation 

SUBJECT: Update: "Addition To and Renovation of The Gulf Breeze Recreation Center"
Architect Selection Process

DATE: July 20, 2010

On July 27, 28, and 29, 2010, the selection committee will receive presentations and conduct interviews with the three finalist in the "Addition To and Renovation of The Gulf Breeze Recreation Center" architect selection process.

STOA Architects	Tuesday, July 27, 2:00 p.m
Quina Grundhoefer Architects	Wednesday, July 28, 2:00 p.m.
Bay Design Associates	Thursday, July 29, 2:00 p.m.

The committee, consisting of Mr. Buz Eddy, Mr. Vernon Prather, Mr. Thomas Lambert and myself will submit a recommendation for Council's consideration at it's August 2, 2010 session.

Thank you.



City of Gulf Breeze

Memorandum

To: Edwin A. Eddy, City Manager

From: Vernon L. Prather, Director of Public Services *V.L.P.*

Date: 7/21/2010

Subject: SSRUS Historical Perspective

The City Council requested that the SSRUS Board and staff develop a white paper concerning the origin, history, and future status of the Utility.

This project was implemented in December 2009 in an effort to provide customers, Board members, and Council members a resource document and also an opportunity to clarify particular issues related to the Utility.

The SSRUS Historical Perspective was developed over the next several months with input solicited from staff, Board members and interested customers.

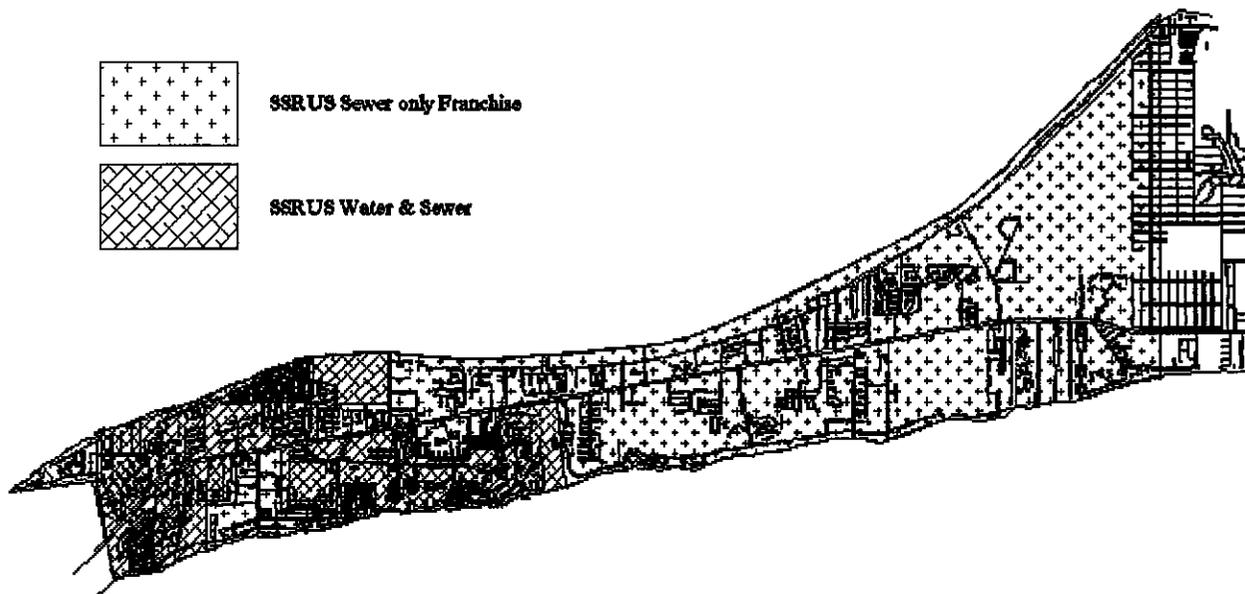
The document received a final review by the SSRUS Board Chairman Dr. Richard Snyder followed by final review by the Board at their meeting on June 14, 2010.

At this meeting the Board accepted the report and adopted by vote the recommendation that SSRUS continue as an enterprise fund to the City.

Recommendation: City Council accept the SSRUS Historical Perspective report and approve the Board's Recommendation as submitted.

Historical Perspective of South Santa Rosa Utility System

The South Santa Rosa Utility System, Inc. is a utility/enterprise fund designated as 403 on the City's chart of accounts. As October 2010, SSRUS consists of 352 water, 3,868 water and waste water, and 1,956 wastewater only customers (5,824 total wastewater). The physical assets of the SSRUS include water distribution systems and wastewater collection and treatment facilities necessary to serve these customers as well as future customers in the SSRUS franchise area. The sewer-only franchise area receives water service from Midway Water, Inc.



As with any enterprise utility system, the rates and charges established for SSRUS services are designed to cover costs to generate profit. These costs include operations and maintenance of the water distribution facilities, wastewater collection and treatment facilities, capital improvements, debt service and establishment of a prudent level of cash reserves.

Current utility operations, including rates and charges for service, have evolved over the more than 20 years the City has owned the SSRUS. This document outlines the organizational and operational evolution as well as the basis for rates and charges in the current system.

Origin

Water and Wastewater service was originally provided to the Peninsula, to the west of the Holley Navarre utility franchise area by the following entities:

City of Gulf Breeze: water and sewer service inside the city limits.

Historical Perspective of South Santa Rosa Utility System

Gulf Isle Utility: water and sewer service to Villa Venyce, Sand Piper and Whisper Bay subdivisions.

South Santa Rosa Utility Inc: water and sewer service to Santa Rosa Shores and Tiger Point Subdivisions.

Midway Water: water only service, intermingled with Gulf Isle Utility franchise on west end. The main portion of franchise is from Tiger Point East to the Holley by the Sea Subdivision.

The City of Gulf Breeze maintains a publicly owned utility service for city residents. In 1985 the system consisted of approx.1000 sewer customers. The City owned and operated a wastewater collection system, a WWTP capable of treating 0.500 MGD with effluent discharge to Santa Rosa Sound. Water distribution facilities served approx. 2100 customers with a large ground level water storage tank with necessary pumping equipment. The City's potable water supply came from Midway Water ready for consumption by City customers with only re-chlorination as treatment. Water-only customers used septic tank systems for waste treatment.

Gulf Isle Utility was a privately owned utility service. In 1985 it consisted of approximately 600 customers and a small .250 mgd WWTP with Disposal to percolation ponds located on the property where the SSRUS Field Operations is currently located. The Utility utilized six (6) 2"shallow water wells located along Hwy 98 near the current Oaks elevated tank to provide potable water service via a hydro-pneumatic system after ph adjustment and chlorination.

Midway Water System is a community owned 501C3 Not for Profit Corporation. In 1985 it consisted of a water-only utility providing service to areas not served by Gulf Isles or SSRUS. Midway also provided wholesale water to the City via a long term 30 year contract and served as backup supply to both Gulf Isle and SSRU Utilities.

South Santa Rosa Utilities, Inc. was a privately owned utility. In 1985 it consisted of approximately 2000 wastewater customers and a WWTP capable of treating 0.600 mgd. The sewage collection system included lift stations, gravity and force mains. The potable water system served approximately 2000 customers with four well of four (4) inch diameter and 140-220' depth located on the West Golf Course, treatment systems and an elevated water tank located at the WWTP known as the "Golf Ball". This tank was functionally replaced by a new tank constructed on Hwy 98 in 1987 at The Oaks Subdivision. The Golf ball tank was dismantled in 1993. SSRU, Inc also owned an office and utility billing system.

These independent small utility systems commenced operations as areas began to be developed along the peninsula in the early 1960's. The typical wastewater treatment methods were known as Imhoff tanks, operated on the same principle as a septic tank. In the late 1960's the Utilities expanded and improved their WWTP's to an activated sludge

Historical Perspective of South Santa Rosa Utility System

aerobic process initially using the extended air process and later moving to contact stabilization as wastewater flow increased over the years with population growth.

In the mid 1980's each of the 3 WWTP's located on the Peninsula were reaching the end of their useful life, and significant plant upgrades were needed to comply with the more stringent regulations being promulgated by the Florida Department of Environmental Regulation. This included higher levels of treatment for nitrogen, phosphorus, and turbidity removal, which would require larger and more sophisticated treatment plants, increased staffing, a requirement to provide for surplus capacity for growth, and, for the private systems, still make a profit. Each utility on their own did not have the customer base necessary to absorb the costs of the necessary upgrades and maintain reasonable rates. Each Utility was also maintaining their own operations including permitting, staffing, billing, repairs, etc.

SSRU Inc. purchased Gulf Isle Utility (GIU) in 1985 and consolidated operations by shutting down the GIU shallow water wells and WWTP. The GIU WWTP was no longer a viable operation due to the percolation ponds being located in an area known for a high water table. The functionality of the ponds was a chronic concern and they would not meet new regulatory standards.

SSRU Inc. obtained a DEP WWTP permit to construct a new 2.0 mgd WWTP (1.3mgd disposal via land application) in 1987 at the site of the existing plant on Tiger Point Golf Course. They also constructed a new 150,000 gallon elevated tank located at The Oaks Subdivision to serve the combined water systems as previously mentioned.

The City's compartmentalized WWTP tank, constructed in 1968 with a capacity of 0.500 mgd, used contact stabilization as the operation process. In 1986 the aeration was upgraded to provide better dissolved oxygen levels and an additional blower was installed to provide redundancy. The City also undertook significant efforts to reduce infiltration in the sewer system by inspection and correction of problems mainly on Bear Dr. and a section of pipe between Washington and Camelia streets. These repairs and improvements provided the time necessary for the City to evaluate the options available for the long term wastewater needs of the City.

Similar to SSRU and GIU, the City was also facing the prospect of costly upgrades of its wastewater treatment facility to comply with FDEP regulations. There was also pressure from FDEP to eliminate the City's surface water discharge. The distribution of the cost to upgrade and operate the City's wastewater facilities over a small customer base with limited future growth possible would have caused service rates to increase dramatically.

The Department of Community Affairs also played a role in the shaping the way that the Peninsula would be developed as they were considering imposing a ban on development in the south end of Santa Rosa County until a plan was in place (or facilities in place and operable) to insure potable water and wastewater service was available to areas east of Gulf Breeze.

Historical Perspective of South Santa Rosa Utility System

Area leaders from inside and outside the City limits requested the City help or sponsor construction of needed utility services for the area. When the idea of the City sponsoring what eventually became the SSRUS became public knowledge, the citizens of Gulf Breeze protested and did not favor the proposal. They did not want to pay for or be responsible for utilities outside the City limits.

Over the course of 1988-1990, facing increasing costs to remain independent, and seeing a benefit to all in the economy of scale achievable by consolidation, the City decided to purchase South Santa Rosa Utilities, Inc. From an operational and long-term planning perspective, there were several factors that guided the decision of the City Council.

1. The City was already in the business of providing utility service outside its corporate limits through Gulf Breeze Natural Gas.
2. The current owners of SSRU were not interested in partnering with the City to combine the WWTP(S). They would only consider a complete purchase of all utility assets.
3. Closure of the City's wastewater treatment plant and diversion of City wastewater to the new Upgraded Tiger Point facility enabled wastewater to be provided from one central facility with a better economy of scale.
4. The City, FDEP, and US EPA all desired to remove the effluent discharge from Santa Rosa Sound.
5. The profit motive was removed from utility operations.
6. Unified management and consolidation of utility operations by the City was encouraged by Santa Rosa County in order to meet the growth needs of the region in an orderly fashion. To this end, the City of Gulf Breeze/SSRU was granted a franchise by the County to be the exclusive provider of water and wastewater services in certain areas of South Santa Rosa County.)
7. A separate financing mechanism would be used for the acquisition of the utility systems outside the City's corporate limits to insulate City residents from SSRU system liability. An independent board would be established to oversee SSRU utility staff, operation and financing.
8. The City Council assured the citizens that the acquired utility would stand alone to be responsible for all capital costs (bonds) and would be self-sufficient in for operating and maintenance costs.

Evolution

The City closed its wastewater treatment plant in March 1992 and diverted its wastewater flow of approximately .350-.420 mgd of wastewater per day to the new SSRU WWTP (Tiger Point). Anticipated economies of scale were achieved as the staffing of the City and SSRU plant were merged. The City transferred funds to account 403 to cover the

Historical Perspective of South Santa Rosa Utility System

proportion of the treatment plant costs represented by the proportion of flow. In addition the City paid for the cost of a force main to transfer wastewater to the SSRU system.

In 1993 potential saltwater intrusion issues were recognized in SSRU wells by utility staff and the Northwest Florida Water Management District. A decision was made to shutdown the water wells and water treatment facilities owned by SSRU by switching SSRUS to Midway for water supply and transfer City customers to water provided by Escambia County Utility Authority (ECUA). ECUA was in the process of designing/installing a water line to serve Pensacola Beach and both the City and SSRUS participated in the upsizing of the water line crossing Pensacola Bay in order to serve the future water needs of both entities.

In 1994 the City refinanced, the original bonds that were used to finance the purchase of SSRU at a lower rate. A better financial position was achieved for the utility by eliminating subordinate debt requirements and providing added cash for extension of a 5.5 mile wastewater force main to the east. This action enabled SSRU to retain sewer franchise rights over that portion that was not currently served.

Water rates for 403 customers were recalculated to include the purchase cost per thousand gallons of water provided by Midway. This was added to water debt service costs for original acquisition of the now scrapped water facilities, operational costs for the distribution system, capital improvement needs and cash reserves.

Wastewater rates for 403 customers now consisted of cost of operations for the collection system, cost of operations for the wastewater plant (less the proportion paid by the City), cost of the debt for acquisition of the WWTP and collection systems (less the proportion of the WWTP debt paid by the City), and the funding of capital improvements and cash reserves.

Attached to this report is a compilation of utility rates paid by SSRU and the City customers over the years. The rates for each were developed to cover costs in each fund.

From 1997 to 2002 several upgrades of SSRUS infrastructure were undertaken.

- 1.74 million gallon water storage and booster pumping facility located in Villa Venyce.
- A Field Operations Building was also constructed on the same site.
- 5.5 miles of force main was installed to serve the East end of the Sewer Franchise.
- The WWTP was upgraded to Advanced Waste Treatment capability
- Approx. 8 miles of new Reclaim Water Main were constructed to convey effluent from the WWTP to new spray fields located near the ZOO.
- 4 parcels of land were purchased and developed for uplands effluent distribution
- The effluent disposal capacity of the WWTP was increased.

Historical Perspective of South Santa Rosa Utility System

In each case, a proportionate share of the new debt was assigned to the City consistent with the benefit realized by the City of the new facilities. Rates were established for funds 401 and 403 to cover costs.

Rapid growth in the SSRUS area resulted in payment of significant impact fees to the 403 fund. These were used for capital upgrades of the systems, debt service and to establish a cash reserve.

The refinancing of the debt and financing of new debt for improvements and upgrades of SSRUS was done with the full backing and guarantee of the City. As a result, better long term interest rates were realized.

The costs of debt, operation and capital improvement for the 401 and 403 funds were sequestered, allocated, and assigned on a proportionate basis. Each year the SSRUS Board evaluates costs and rates and recommends any changes necessary to sustain SSRUS operations, debt service, capital improvements and reserves. Customer rates recommended by the Board are ultimately approved by the City Council.

The KPMG Report

The City Council authorized the hiring of the consulting firm KPMG Peat Marwick LLP in September 1997 after questions were raised about the allocation of costs to the 403 fund. The firm was to accomplish three (3) tasks:

1. Analyze the sufficiency of the current rate structures in covering current costs.
2. Properly allocate costs of the two utility funds between City and non-City users SSRUS.
3. Examine the current rate structures and comment on the policy implications of each.

After the Report was submitted to the City, a number of workshops were held by KPMG with members of the Council, SSRUS Board members, Staff, and concerned utility customers.

The recommendations and implemented decisions from the workshops provided the following changes to the allocation criteria:

City Fund 401

City continues to pay % share of WWTP costs based on usage.
City continues contribution to % of WWTP R&E based on usage.

Historical Perspective of South Santa Rosa Utility System

City continues to transfer 80% of sewer tap fees to SSRUS
City Debt Service for Original Construction \$77,072 - annually
City Debt Service for Original Acquisition \$85,301 - annually
City Debt Service for Reuse Expansion \$21,685 - annually

The outcome of the workshops provided two (2) new revenue allocations for implementation into the 1999 SSRUS Budget from the City's 401 fund. Staff also changed the budget presentation to better illustrate the allocations between the 401 and 403 funds.

The new allocation for Original Acquisition was implemented to reflect the value gained by City customers through the purchase of an existing WWTP with surplus capacity, essentially as a tap or connection fee for the City as an SSRU customer. The arrangement did not include a termination date for the new allocation. However if the City paid this fee for the same period of time as existed for the original bonds, (20 years), this fee would be retired in 2018. The total payment after 20 years would be \$1,706,020 or approx. \$1,499 for each of the 1,138 existing City sewer customers in March 1992 who connected to the WWTP. This is equivalent to the sewer tap on fee for both utilities (\$1,500) at the time of the 1989 purchase.

The City has paid these amounts over the years from City customer service rates. City utility rates have been independently established by the City Council by review of City revenues from all water and sewer sources, cash revenues and capital improvement requirements within the City limits.

The allocation for Reuse Expansion (\$21,685) represents the City's share of costs associated with the reduction in Golf Course Capacity from 1.1 mgd to .850 mgd in 1998 and also a nominal amount (\$5,000 annually) that the City would contribute to expand/improve the reclaim system. A review of the Reuse Expansion Debt Service Schedule indicates that the City needs to increase its payment by (\$722.14) to (\$22,407.14) for F/Y2010 due to increases in the schedule of payments.

Since the Utility was required to expand its own reclaim disposal capacity, a portion of this debt was assigned to existing customers and allocated between funds 401 and 403. The Golf Course's disposal amount was subsequently increased to 1.3mgd effective with the DEP Permit issued in 2007 and due for renewal in 2012.

It is our understanding that the Reuse Expansion Debt Service for F/Y 2010 of \$17,407.14 plus \$5,000 annually will run concurrent with the \$5.5 million dollar loan currently financed with Coastal Bank and Trust initiated in 1998. This loan is projected to retire on 11/1/20.

Historical Perspective of South Santa Rosa Utility System

Current Utility Financing

Loan Title	Amount	Date Initiated	Retirement Date
Coastal A	4,730,000	1996	2011
Coastal B	4,400,000	1998	2020
SSRUS Refunding & Acquisition	14,310,000	1994	2021

Projected 5 Year Annual Debt Service

2010	1,795,000
2011	1,550,400
2012	1,315,500
2013	1,311,800
2014	1,314,700

During the life of most utility systems, long term financing is typically undertaken when the cost of a project is too great to pay from cash on hand. In addition, the benefits or use of a new project, or facility will be realized for a 20 or 30 year period. The beneficiaries of the utility services financed, therefore, also are the ones who pay for it, requiring allocation of debt service between existing and future 401 and 403 customers. Whenever such a financing is undertaken, a proportionate share of the debt will be allocated to the 403 (SSRUS) and to the 401 (City) funds. These decisions are made by the advisory board and the City Council with City and SSRU staff recommendations.

2002 Burton and Associates Rate Study

In 2002 the SSRUS Board desired to have an independent firm review the Utility's water and sewer rates including a revenue sufficiency analysis, and provide a report for consideration by the Board. The selected firm, Burton and Associates met with staff and the Board and provided their report in April 2002, detailing different rate increase scenarios in conjunction with rate structure recommendations.

The Board endorsed some of the findings from the report and implemented a rate increase to begin positioning the utility to better recoup its operational costs. Soon after, a discussion began within the Board about the proper allocation of tap fees to service expenses or capital improvements and whether it was appropriate to increase customer's water and sewer service rates when the utility had significant cash reserves. This discussion kept the rates unchanged for several years, effectively shifting tap fee capital dollars to offset operational expenses.

Future of the Utility

The SSRUS Board and City Council in the fall of 2009 requested Staff to evaluate three (3) options for the future ownership and operation of SSRUS. This directive was precipitated by customers concern over the current unequal utility rates between Fund 401 and 403. There were also questions raised over representation on the Board, as members are appointed not elected. The options reviewed for the future of the utility are:

SSRUS remain an Enterprise Fund of the City: We would continue allocating revenues and expenses between funds based on utilization or capacity provided. The goal of this arrangement is to allow each to fund to be self sufficient while also receiving the benefit of larger economies of scale that can realized. There are also cash flow benefits resulting from being part of a larger organization.

Combine City Water and Sewer (Fund 401) with SSRUS (Fund 403): This arrangement would combine all aspects of the water and sewer assets, liability, and operations functions into one fund. It is anticipated that utility rates would be uniform for each class of customer and debt liability and expense costs would be equally shared with out regard to municipal jurisdiction or lack thereof. If the systems were combined, it is unclear how the SSRU Board and City governance of the utility would change. The citizens of the City of Gulf Breeze, as an incorporated entity, have the legal right to maintain control of their own utility service independent of and not governed by non-City citizens.

Sell the Utility: The City could sell or divest itself of SSRUS to either a private, governmental, or not for Profit Corporation. This would transfer all SSRUS assets and liabilities to the new owners who would then be responsible for all operations. Since the Utility's debt is financed with the full faith and credit of the City, new financing would have to be secured by the purchasers in order to transfer ownership of SSRUS. It is anticipated that the City would negotiate a long term agreement for wastewater treatment and disposal with the new owner as a condition or stipulation of the sale. Depending on the type of entity formed as a result of the sale, the utility could be governed by:

- Private Owners and the Florida Public Service Commission
- Governmental, with Elected Officials
- Not for Profit Organization typically governed by a Board elected by the membership and also USDA Rural Development for budget and rate approval if any funds are borrowed or owed to the state.

It is the opinion and recommendation of the City and SSRU staff, that SSRUS continue as an Enterprise Fund of the City. This provides the lowest cost for operations with the benefit of a local governing board with both elected and appointed Advisory Board Members selected from the customer base.



City of Gulf Breeze

OFFICE OF THE CITY MANAGER

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 6/23/2010

Subject: Replacement of Red Light Cameras

Traffipax removed their cameras from the intersection of Daniel Drive and U.S. 98 earlier this year. We have met with other traffic camera vendors in order to restore our ability to issue citations for running red lights using cameras.

The new state law which allows cities to use cameras does not allow payment per violation contracts as was the case with our previous contract. It is important for the City to find a firm that can provide reliable equipment for a monthly fee that can be paid from anticipated proceeds.

Attached is a memo from Police Chief Peter Paulding which summarizes his discussions with Sensys America, a traffic camera firm with extensive experience in California and New England.

We believe the monthly fee proposed by Sensys makes sense. The City can pay camera costs and ticket processing fees and retain about \$10,000 per year for other traffic safety/accident reduction activities. Our discussion with Sensys expanded to the concept of the City doing the "back office" work required rather than paying Sensys to do that work. We believe we can accomplish this work with existing staff.

Sensys was recently selected by the City of Brooksville, Florida as their camera vendor. We are going to talk with Sensys and Brooksville regarding "economies of scale" that may be achieved if the City were to provide "back office" services for Brooksville as well. The back office concept is outlined in Chief Paulding's attached memo.

In order to provide incentive for us to provide these services, Sensys is willing to reduce the overall cost of providing cameras to the City if we get into the back office business.

RECOMMENDATION:

THAT THE CITY COUNCIL APPROVE THE CONCEPT OF UTILIZING RED LIGHT CAMERAS PROVIDED BY SENSYS AMERICA AND THE CONCEPT OF THE CITY PROVIDING BACK OFFICE SERVICES ASSOCIATED WITH THE ISSUANCE OF CITATIONS FOR RUNNING RED LIGHTS BY CAMERA.



City of Gulf Breeze Police Department

*311 Fairpoint Drive
Gulf Breeze, FL 32561
850-934-5121
850-934-5127 fax
www.gulfbreezepolice.com*

July 21, 2010

To: Edwin Eddy, City Manager

From: Peter Paulding, Chief of Police

Re: Red light replacement contract

After our previous red light camera vendor ceased operation and the Florida Legislature enacted the red light camera law; we have sought to obtain a replacement vendor.

We have communicated with Sensys America, Inc of Miami, Florida and Boston, Massachusetts. Todd Eikinas, the technology representative, has made trips to the City and viewed the proposed location at Daniel Drive and Gulf Breeze Parkway. He has also viewed the intersections at Fairpoint and Highway 98 and at the hospital and Highway 98. We are planning on reinstalling the cameras at the Daniel Drive location under the provisions of the red light camera legislation that grandfathers our operation at that location. We plan to proceed with application and permitting of the other two sites as soon as it can be done.

Financial arrangements have been discussed and Sensys proposes an equipment lease system whereby the installation of the system is paid for by the company and the back office operations will be conducted by Gulf Breeze Police Department. By conducting the back office operations we will save approximately \$11 per violation in back office operations fees. This will reduce the costs of the Daniel Drive project from \$7400 per month down to \$5000 for only the installation, equipment lease and maintenance. The annual cost of the equipment only proposal is \$60,000. Another vendor had submitted a proposal that would have cost \$9500 per month for the equipment and for them to conduct all of the back office operations of processing and mailing violations. The annual cost of that proposal would be \$114,000.

Sensys has a long history in this market with many installations worldwide. Sensys will assist us in setting up the back office operation and will provide the necessary software for us to establish this portion of the project. The citations that will be generated at the cameras located at Daniel Drive will be sent to the Police Department for review and approval before any are sent to violators. One other vendor offered to lease the equipment only; however the software acquisition and installation would have to have been done at the city's expense.

Every violation will be reviewed first by Gulf Breeze processors and then approved by a Gulf Breeze Police Officer. After review and approval by the Police Department, the violation will be sent out to the violator. The notice that is sent includes the photos of the offending vehicle from the rear. There are 3 shots of vehicle. The first shows the vehicle behind the stop bar and the light red. The second shows the vehicle beyond the stop bar and the light red. The third is a close-up of the license plate.

An outline of the 'back office' actions that the police department will perform is as follows:

- 1) When Sensys equipment detects a red light violation it will photograph the offending vehicle and record video of the vehicle at the intersection.
- 2) The violation will be transmitted to a server and will be queued awaiting review.
- 3) Gulf Breeze personnel will look at the violation and will confirm or reject that a violation of the red light occurred. If rejected no further action is taken.
- 4) The license plate will then be entered into the police department NLETS system; the vehicle description will be compared to the video to confirm the vehicle and the registered owner.
- 5) The owner data will be entered into a data field of a violation notice and the notice will be queued for a police officer's review.
- 6) An officer of the police department, who has been trained to review violations, will confirm or reject the violation. If rejected, no further action is taken.
- 7) If approved, the violation notice will be queued for printing in a dedicated printer at the police department or some other convenient place.
- 8) The violation notice will be printed in color and will show the violator's car in accordance with the requirements of Florida law.
- 9) The notice will also contain information to the offender detailing how to confirm the violation and review the video online, how to pay the violation, how to appeal the violation and where addition questions can be directed.
- 10) The printed notice will be put in a window envelop by city personnel each day and will be mailed first class mail. Each notice will also contain a return address envelop for payment.
- 11) Payment will be received and recorded according to procedure established in cooperation with Finance Director Milford.
- 12) If payment is not received in 30 days, a Uniform Traffic Citation will be issued as provided in the new red light camera enforcement legislation.

We have also discussed the possibility of providing the 'back office' operations for other clients that Sensys may contract with in the state. Once the process is established and in operation, it will be matter of scale to increase the number of violations that will be processed by Gulf Breeze. Sensys will pay Gulf Breeze a fee for each violation that is processed. Discussions with Sensys indicate that an industry expectation of 600 to 800 violations per day per person is reasonable following the process described above. That number translates to 75 to 100 violations per hour for an automated processing system. Our operation will be conducted manually at the outset; however automation can be included as the number of violations increases. The automation process includes software that automatically enters owner registration data into violations and automated printing, folding and envelop stuffing when high violations are being processed.

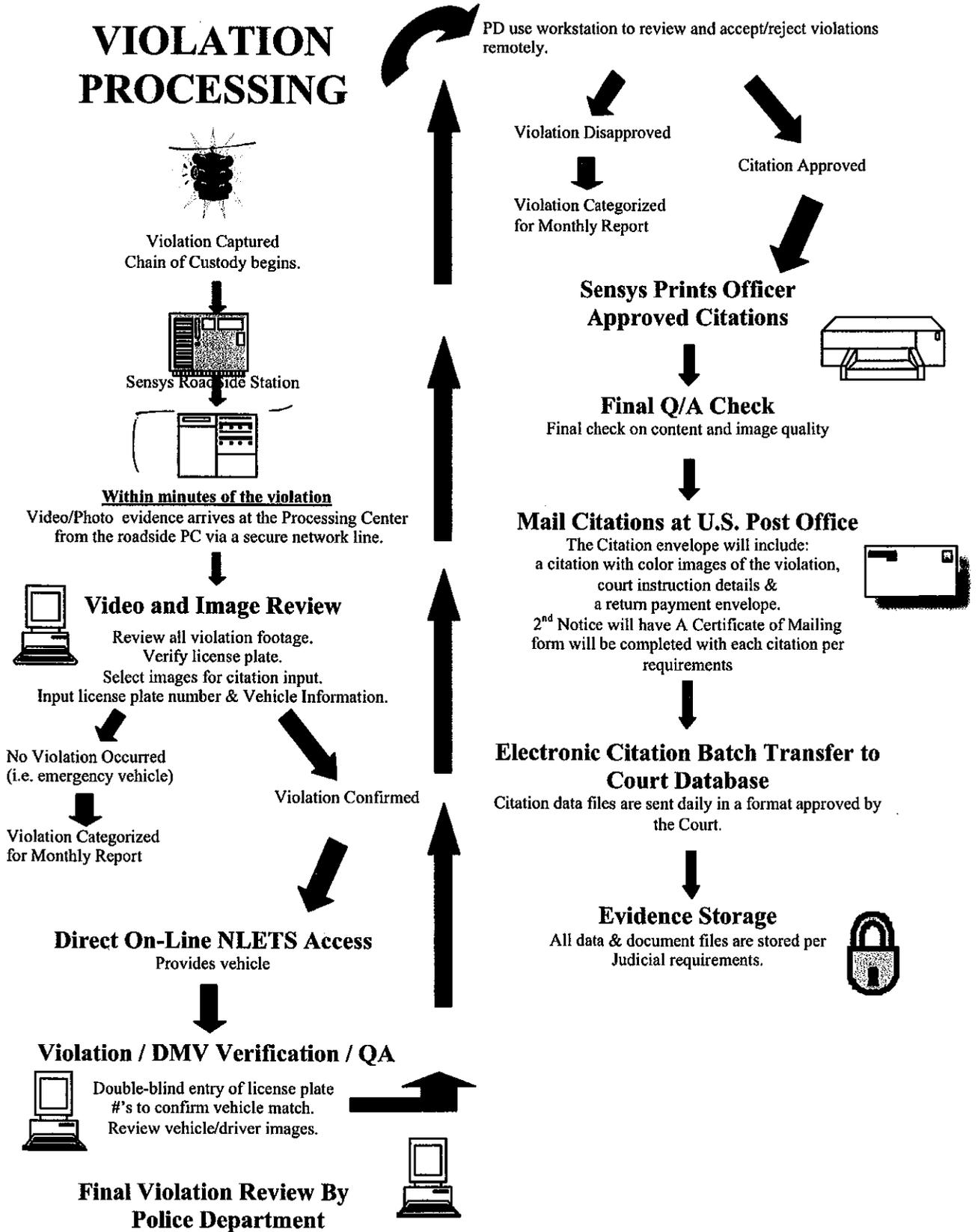
The equipment costs for processing Gulf Breeze violations will be modest and consist of a server, web server, color printer and an '800' number for customer service calls. The lease cost will be approximately \$1500 per month.

The materials cost of such an operation is approximately \$1 per violation for postage, envelopes, and printing. The personnel time is approximately 1 minute per violation. Sensys estimates that Gulf Breeze will generate 8 violations per day at the Daniel Drive location and more as additional locations are added. Our experience with Traffipax over the past 4 years generated an average of 4 violations per day. Because the red light camera equipment can now be linked with the traffic controller to more accurately sense light changes, we do expect a higher rate of detection going forward. The Gulf Breeze red light project will be able to begin using existing personnel.

The legislation has determined the violation fine be \$158. The city will receive \$75 of the fine monies and will pay for the equipment, personnel and lease costs from this revenue.

Recommendation: Approval of the concept of the project between the City of Gulf Breeze and Sensys, Inc. for the re-installation of a red light camera enforcement system by Sensys, Inc. and the city processing of violation notices. Authorization to proceed with contract negotiations with Sensys, Inc. and the development of scope of work documents.

VIOLATION PROCESSING



Brekford ATEG Back-Office Services Proposal Sensys America, Inc.

Brekford Corp. (f/k/a PelicanMobile) has been in existence in Maryland for more than a decade providing services to the Maryland area Police, Sheriffs and other law enforcement agencies with mobile data computers and vehicle solutions. Our expansion of capabilities into the traffic photo enforcement industry comes out of our years of providing services to law-enforcement entities across the region. As important, Brekford newly formed Automated Traffic Enforcement Group (ATEG) boasts some of the industry's most long-tenured and integral figures, as part of our management and operational teams.

Experienced Management and Staff

With background of over 11 years in the Photo Enforcement, violations processing and parking arena, Maurice Nelson, Brekford ATEG's Managing Director is highly experienced due to his implementing the first two speed camera programs in both the area (Washington, DC 2001) and the State of Maryland (Montgomery County 2007) while simultaneously overseeing both jurisdiction's red light program. Prior to his work in photo enforcement, he worked for Lockheed Martin managing key aspects of the implementation of the first electronic ticketing systems in the District. His journey allowed him the experience of managing the first automated payment processing (total remittance processing) for a number of the parking and red light camera programs in the Washington DC, Maryland and Virginia area.

Operations personnel also have established experience in photo enforcement. Patti Hamilton, (Kidd International) oversees the Brekford back-office operational staff bringing nearly 15 years of back office support for both parking and photo enforcement. Ms. Hamilton oversaw all the back-office services provided by Lockheed Martin, IMS for the sub-contractors. Her experience grew from the support of the Washington, DC and Montgomery County parking ticket/collections programs where she managed daily operations of cashiering centers, citation processing centers and customer call centers contracted. Most recently, Ms. Hamilton managed key aspects for the Maryland Regional Offices for Affiliated Computer Services as their sub-contracted back office manager.

Lockbox Services (Brekford or Sub-Contractor)

Brekford's payment processing is scalable. For our smaller programs supported payment processing and reconciliation services will be performed on location under Mr. Tin Khin Brekford's Chief Financial Officer who is the former Manager of the Financial Management Division for Maryland's Motor Vehicle Administration. For most of the programs supported by the Brekford payment processing system, our sub-contractor is a highly diversified and growing financial services (banking) organization spanning the retail, business and corporate markets. Brekford's payment processing vendor's national presence allows us at Brekford to provide lockbox, electronic, cashiering or any other payment processing services to clients in any region with little effort.

Brekford ATEG Back-Office Services Proposal Sensys America, Inc.

Toucan Business Forms

Toucan specializes in providing document management solutions for enterprises' printing and other contract needs as directed by Brekford. Toucan allows Brekford to provide integrated print solutions print management program and overall quality control processes for citation or other notice printing and mailing services. Brekford utilizes the experienced integrated printing consultants, with their decades of experience and technical expertise in the art of print management, to allow Brekford to offer online ordering, proofing and inventory management for printing,

Proposed Services

Brekford is presenting this proposal for Photo Enforcement Back-Office (program support) Services to Sensys America. As a provider of automated enforcement turnkey solutions for violation processing, we are confident that our proposal represents the comprehensive program support solution necessary to service the needs of Sensys' area, regional or even national clients. This document outlines the expected areas of support for Sensys' various programs offered in the Brekford suite of services.

Brekford proposes to Sensys America, the supplying and maintaining a back office violation processing service able to:

- Provide a robust, stable and customizable (web-based) citation processing system;
- review of all violation images and provide initial quality control;
- access/interface motor vehicle registration data;
- print and mail three (3) notices (1 color ticket and 2 follow-up non-color late notices);
- provide payment processing, collections and electronic online (credit card) payment services;
- provide customer service call-center services for regular business hours (to be clearly identified later);
- processing system IT and financial support;
- provide a fully web-based system and program reporting;
- track and forward to Sensys personnel, field maintenance and repair services requests;
- provide archiving (storage) for citation documents,
- Prepare and forward documents for adjudication support (court prepared documents) for court proceedings,
- Create and maintain back-office training documents for services provide

Brekford ATEG Back-Office Services Proposal Sensys America, Inc.

SCOPE OF SERVICES

I. Software

Brekford Corporation will employ and train qualified employees to review and accurately process Sensys' violations according to each client's specified business rules. Our proposed system will be the COPS2000 ticket processing system. The combination of features, functions and the system's design for simple, yet robust, portability between intersection locations meets, and exceeds, any requirements put forth by any of Sensys' clients.

COPS2000 multi-tiered, solution including proven, secure and scalable technologies is based on a 15-year legacy of production deployment for multiple municipalities, enforcement services and payment processing organizations on a global scale. The COPS2000 solution rests on enterprise-class operating system and database technologies from Microsoft Corp.: Microsoft's Windows Server (2005), SQL Server (2008), IIS, .Net Framework (v4) and Share-point Server (2010).

II. Citation Processing services

Further services to be supplied by Brekford's back-office support system proposed to Sensys:

- Web based applications for approval of citations as well as payments corresponding to citations issued. Ability to run specific reports via the web needed for administering/monitoring the program;
- Citation processing including printing and mailing initial citation and two additional late notices;
- 24 hour helpdesk for IT related concerns;
- Permanent retention of citations (images and data) issued for length of the program on secured server;
- Correspondence imaged as well as mailed/issued related to the program and images stored on web based application;
- Daily, monthly and annual Ad-hoc System Reporting to include operational and camera information
- Interactive voice response system (IVR) for 24hour customer citation support
- Web portal support for citation/jurisdiction payments

III. Costs Included (by Brekford)

Brekford ATEG Back-Office Services Proposal Sensys America, Inc.

- Postage
- Equipment for printing, stuffing and mailing
- Payment processing fees (credit card fees to be negotiated separately)
- Court document preparation costs
- Paper/envelopes/business forms
- Personnel Costs
- On-going IT support and maintenance cost for back-office system
- Report customization/modification
- Storage fees

IV. Payment processing Services

- PNC Bank lockbox regional processing;
- Payment processing via mail/phone/web;
- Online payment processing services through secure web portal;
- Payment cashing service (**available at extra cost**);

V. Name and Address retrieval services

- MVA/DMV/NLETS retrieval of violator name & address

VI. Citizen or Violator Customer Service Calls

- Brekford Corporation will provide superior customer service by training qualified employees to address and resolve customer inquiries;
- Answer, image and respond by mail to mailed in correspondences;
- Manage violator email requests according to Sensys' individual client's specified business rules;
- Customer Service staff to answer citizen calls and handle research issues;

Brekford ATEG Back-Office Services Proposal Sensys America, Inc.

- Court packet preparation and expert witness testimony

VII. Hardware/Equipment

- Telephones;
- Computer desktops;
- Printers, scanners, copiers, etc.;
- Interactive Voice Response System

VIII. Compensation

Brekford proposes these above services for the support of the back-office operations for Sensys' clients at the cost of \$5.50 for each citation processed. Payment terms shall be net thirty (30) days from date invoiced.

VIII. Assumptions

1. Invoices will be billed the month following the provision of services by Brekford.
2. The above fees do not include credit card merchant fees which may be negotiated separately.
3. Each processed citation will be included at invoicing to cover that month's work.
4. Payments made to or received through Brekford's payment processing operation will be processed at no additional cost to Sensys.
5. Sensys will be responsible for a one time set-up fee of between \$2,000 and \$5,000 for each new client added to Brekford's back-office processing. This fee will depend upon the level of work needed for new client customization. All fees will be evaluated and negotiated for each client between Sensys and Brekford.

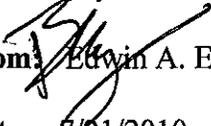


City of Gulf Breeze

OFFICE OF THE CITY MANAGER

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 6/21/2010

Subject: Acceptance of Payment for Legal Expenses

Attached is a letter from City Attorney Matt Dannheisser regarding an offer to pay a portion of the City's legal expenses resulting from an unfounded ethics complaint filed against Police Chief Paulding. The letter is self explanatory, however, if you have questions or need more information, please call me or the City Attorney.

RECOMMENDATION:

THAT THE CITY COUNCIL APPROVE PAYMENT OF \$1,250.00 BY YVONNE YSRAEL TO REIMBURSE THE CITY FOR LEGAL EXPENSES.

MATT E. DANNHEISSER, P.A.
ATTORNEY AT LAW
504 NORTH BAYLEN STREET
PENSACOLA, FLORIDA 32501
TELEPHONE (850) 434-7272 FACSIMILE (850) 432-2028
E-MAIL MATTDANNHEISSER@AOL.COM

RECEIVED
JUL 19 2010

July 15, 2010

Edwin A. Eddy, City Manager
City of Gulf Breeze
P.O. Box 640
Gulf Breeze, Florida

RE: City of Gulf Breeze - Yvonne Ysrael Offer to Reimburse City for Attorney's
Fees in Paulding Ethics Matter
Our File No.: G1001-206

Dear Buz:

Please recall that in August and September 2008, Kevin Shea and Yvonne Ysrael, respectively, filed ethics complaints against Chief Paulding. In January 2010 the Commission on Ethics dismissed the complaints finding there was no probable cause to support the allegations. Not only were the allegations made against Chief Paulding false, it appears that Mr. Shea and Ms. Ysrael made no effort to verify their allegations before filing the complaints. Such reckless disregard for the truth gives the City the opportunity to recover from Mr. Shea and Ms. Ysrael the attorney's fees and expenses that were incurred in defending Chief Paulding. Consequently, Bucky Mitchell, the ethics counsel retained to represent Chief Paulding, has filed a petition to recover cost and attorney's fees from both Mr. Shea and Ms. Ysrael.

Because Mr. Shea and Ms. Ysrael made false allegations against Chief Paulding and, further, they did not undertake any efforts to verify the accuracy of their allegations before filing their complaints, it appears that the City has a very strong case to recover the legal expenses that it has incurred. In this regard, Ms. Ysrael has come forward and made an offer to reimburse the City for part of its expenses. I have been told that the City has incurred approximately \$2,400.00 of attorney's fees in defending the ethics complaint brought by Ms. Ysrael. She has now offered to reimburse the City \$1,250.00 in settlement of the City's claim against her. Chief Paulding's ethics counsel has recommended that the City accept Ms. Ysrael's offer and I concur with his recommendation.

Edwin A. Eddy, City Manager

July 15, 2010

Page 2

Please present this matter to the City Council for its consideration. At a minimum, Ms. Ysrael's willingness to reimburse the City for legal expenses is a very clear recognition on her part that there was no merit whatsoever to her complaint against Chief Paulding.

Regardless of the City Council's decision with respect to the settlement offer from Ms. Ysrael, the City is moving forward with its petition to obtain reimbursement from Mr. Shea for the legal expenses that he wrongfully caused the City to incur. A settlement with Ms. Ysrael will not affect the petition against Mr. Shea.

Please give me a call if you have any questions.

Sincerely,



Signed in his absence to avoid delay.

Matt E. Dannheisser

For the Firm

MED:sdl

cc: Peter Paulding, Chief of Police
Bucky Mitchell

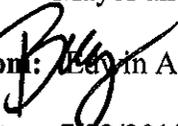


City of Gulf Breeze

OFFICE OF THE CITY MANAGER

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 7/22/2010

Subject: Proposed Millage Rate

Attached is a memo from Assistant City Manager Dave Szymanski on the topic noted above. I want to elaborate on the information contained in the second paragraph of Dave's memo.

Our current ad valorem tax rate is 1.9 mils. We propose to use the same rate for the coming fiscal year. Since the overall value of our tax base is down, we would need to use a rate of 1.97 to maintain the same yield from property taxes. This rate is referred to as the "rolled back" rate in the law because the value of the tax base usually increases and a City would then roll the rate back to maintain the same tax yield.

We recommend advising the public through the property appraiser's annual notice, that we intend to use the same tax rate (1.9) as was used this year. We estimate the property tax yield to be \$1,149,444 for FY 2011. We projected \$1,197,337 for 2010 based on the same tax rate.

Once we advise the public that we intend to use 1.9 as the tax rate, no special notice is needed as long as the final rate does not exceed 1.9.

Memorandum

To: Edwin A. Eddy, City Manager

From: David J. Szymanski, Assistant City Manager

Subject: Establishment of Proposed Millage Rate for Notification To Property Appraiser

Date: July 23, 2010

“TRIM” (Truth in Millage) requirements specify that the City must notify the Property Appraiser of the City’s proposed millage rate by Wednesday, August 4, 2010. In addition, The City must also advise the Appraiser of the “rolled-back rate”, “maximum millage” rate and the date and time of the Tentative Budget Hearing.

For Property Appraiser notification purposes, staff recommends using 1.90 as the proposed millage rate to be used, this enables the City the option to either adopt that rate, or some lower rate at the Budget Hearing. The “roll-back rate” is 1.97. If the Council elects to adopt a millage rate of 1.90 or less, then no special notification of property owners is necessary. However, if the millage rate specified in the mailed notice is lower than what is finally adopted, then the City is required to provide mailed notice to each property owner.

The City must also provide the Property Appraiser with a date, time and place for the Tentative Budget Hearing. The Resolution for Tentative Ad Valorem and Budget adoption will be presented to the Council at the City Council Meeting on September 16th with the adoption of the resolution on the recommended September date as described below:

Trying to balance meeting schedules with this years “TRIM” requirements has proven to be a somewhat of a challenge. The City cannot hold our required Public Meeting on the same dates as the County or School Board. The County has chosen to hold their hearings on September 7th and September 20th. The School Board holds their final meeting on September 9th. In the past, the City has tried to hold the millage and budget public hearing on the same dates as published City Council Meeting dates. The County dates conflict with our holiday published meeting date of September 7th and our regular scheduled meeting of Monday September 20th. Without adding any additional Council meeting to the month of September, staff would like to make: 1) the Executive Meeting of September 15th a special meeting for the Tentative Budget

Hearing and 2) move the scheduled Council meeting on Monday, September 20th to Tuesday, September 21st for the final budget hearing and regular Council meeting.

RECOMMENDATION: That the City Council establish 1.9 mills, as the millage rate to be provided to the Property Appraiser for notification to property owners to accomplish "TRIM" requirements. That the Tentative Budget Hearing date for adopting the Resolution for Tentative Ad Valorem and Budget be set for a special meeting Wednesday, September 15, 2010, 6:30 pm at Gulf Breeze City Hall. And that the Council set Tuesday, September 21, 2010, 6:30 pm at Gulf Breeze City Hall as the date for the final millage, budget public hearing.

FY 2011 Budget - July 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Received Certification of Taxable Value from Property Appraiser	2	3
4 Independence Day	5 Independence Day Holiday - City Hall Closed	6 City Council Meeting	7	8	9	10
11	12	13	14 Executive Council Meeting	15	16	17
18	19 City Council Meeting	20	21	22	23	24
25	26	27	28 Executive Council Meeting	29 Santa Rosa School Board 1 st Public Budget Hearing	30	31 Budget Workshop 9:00 A.M.

FY 2011 Budget – August 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 City Council Meeting	3	4 Advise Property Appraiser of Millage Rate 35	5	6	7
8	9	10	11 Executive Council Meeting	12	13	14
15	16 City Council Meeting	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FY 2011 Budget - September 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Executive Council Meeting	2	3	4
5	6 Labor Day City Hall Closed	7 City Council Meeting Santa Rosa Co 1 st Public Budget Hearing	8	9 Santa Rosa School Board 2 nd Public Budget Hearing	10	11
12	13	14	15 Executive Council Meeting Special Meeting 1 st Public Hearing Tentative Millage & Budget	16 Advertise Final Millage & Budget	17	18
19	20 City Council Meeting Santa Rosa Co 2 nd Public Budget Hearing	21 City Council Meeting Special Meeting 2 nd Public Hearing - Final Millage & Budget	22	23 Advertise Final Millage & Budget	24	25
26	27 Special Meeting 2 nd Public Hearing - Final Millage & Budget	28 Special Meeting 2 nd Public Hearing - Final Millage & Budget	29 Executive Council Meeting	30 Within 3 days final millage rate shall be forwarded to the Property Appraiser & Tax Collector	There are two scenarios for the 2 nd public hearing on the millage and budget. One, advertise on the 16th for the hearing on the 21 st , move the Council meeting to 21 st . Second, advertise on the 23 rd and have 2 nd hearing on either the 27 th or 28 th .	

Memo

To: E A Eddy, City Manager
From: Steve Milford 
Date: July 23, 2010
Re: Fishing Pier Deconstruction Approval of Bid Recommendation and Survey Work Order

Bids on deconstruction of the Gulf Breeze Fishing Pier were due on Thursday, July 22, 2010 at 2pm Central Time. Seven bids were received, opened and announced in the Council Chambers by Tetra Tech Engineering. The lowest bidder was National Salvage & Service with a base bid of \$1,970,000. Bids included an "Additive Alternate" price in the event that work must be interrupted between October to April to accommodate sturgeon migration. National's Additive Alternate Price was \$250,000 for a maximum bid price of \$2,220,000 which was also the lowest total bid. Second lowest was Virginia Wrecking (who deconstructed the Escambia fishing pier) with bids of \$2,372,399 and \$50,000 for a maximum bid price of \$2,422,399. The full bid tabulation summary is attached.

Tetra Tech is reviewing the bid submissions, work experience, etc to provide the Council with a formal recommendation for award. It is expected that the recommendation will be available on Monday, July 26th, 2010.

Also attached is the estimate from Tetra Tech for performing the subsurface mapping that was required by FEMA for the State Historical Preservation Office. The amount of this work order is a fixed price of \$17,300.

Staff and Tetra Tech are prepared to issue a notice to proceed upon formal Council award of the contract.

Recommendation:

- 1) That the City Council approve the Tetra Tech work order for subsurface mapping of the Fishing Bridge area for a total price of \$17,300.
- 2) That the City Council authorize staff to notify the public that the Wednesday, July 28, 2010 Executive Session will be a Special Meeting for the purposes of awarding the bid for deconstruction of the Gulf Breeze Fishing Pier.

PROJECT: Gulf Breeze Fishing Bridge Deconstruction

Gulf Breeze, Florida

PROJECT NO: 200-11782-10001



Bid Tabulation (July 22, 2010)

Bidder Name	Received	Base Bid Amount	Additive Bid Alternate No. 1	Bid Total	Bid Form	Bid Bond	Work Exp. Form	Addendum #1 Recognition	
F & W Construction Company, Inc.	✓	\$ 4,475,000.00	\$ 700,000.00	\$ 5,175,000.00	✓	✓	✓	✓	
HG Harders and Son, Inc.	✓	\$ 3,587,520.00	\$ 100,000.00	\$ 3,687,520.00	✓	✓	✓	✓	
M & J Construction	✓	\$ 2,641,402.00	\$ 539,682.00	\$ 3,181,084.00	✓	✓	✓	✓	
The Middlesex Corporation	✓	\$ 2,710,725.00	\$ 300,000.00	\$ 3,010,725.00	✓	✓	✓	✓	
National Salvage & Service	✓	\$ 1,970,000.00	\$ 250,000.00	\$ 2,220,000.00	✓	✓	✓	✓	
Virginia Wrecking Company, Inc.	✓	\$ 2,372,399.00	\$ 50,000.00	\$ 2,422,399.00	✓	✓	✓	✓	
Von Bergen Ltd.	✓	\$ 2,890,000.00	\$ 50,000.00	\$ 2,940,000.00	✓	✓	✓	✓	
Cronin Construction, Inc.	×	Submitted a "No Bid" correspondence. Didn't submit a Bid Package or Work Exp. Qualifications.							
Crowder Gulf	×	Did not submit a Bid Package or Work Experience Qualifications.							
Ed Waters & Sons Contracting	×	Did not submit a Bid Package or Work Experience Qualifications.							
P.A.W. Materials, Inc.	×	Did not submit a Bid Package or Work Experience Qualifications.							
S & R Corporation	×	Did not submit a Bid Package or Work Experience Qualifications.							
Scott Bridge Company, Inc.	×	Did not submit a Bid Package or Work Experience Qualifications.							

**WORK ORDER NO. 2
AS ATTACHMENT A UNDER
TETRA TECH PROFESSIONAL SERVICES AGREEMENT NO. WOC276-05-10 FOR
ENGINEERING SERVICES DATED MAY 4, 2010**



CONSULTANT

CLIENT

Name	<u>Tetra Tech, Inc.</u>	<u>City of Gulf Breeze</u>
Street Address	<u>12815 Emerald Coast Parkway, Suite 110</u>	<u>1070 Shoreline Drive</u>
City, State, Zip	<u>Destin, Florida 32550</u>	<u>Gulf Breeze, Florida 32562</u>
Contact Person	<u>Michael B. Bomar, P.E.</u>	<u>Steve Milford</u>
Telephone	<u>850.837.9278</u>	<u>850.934.4030</u>
Fax	<u>850.837.7269</u>	
E-Mail	<u>michael.bomar@tetrattech.com</u>	

Date Work Order Prepared: July 22, 2010

Project Identification: **Name:** Multibeam and Side Scan Survey of the Gulf Breeze Fishing Bridge

Tt Project No: TBD **Location:** Gulf Breeze, Florida

SCOPE OF WORK

Consultant will perform a pre-demolition and post-demolition multibeam and side scan survey of the Gulf Breeze Fishing Bridge, located on the East side of the present US Highway 98 Bridge between downtown Pensacola, Florida, and Gulf Breeze, Florida. The survey will cover from the shipping channel to the water's edge to the South in Gulf Breeze, Florida, along the route of the old bridge. If shallow water is encountered on the Southern end, the survey will be terminated at approximately 1.5 meter water depth.

- **Multibeam Bathymetric Survey**
 - a. Provide a multibeam survey utilizing Atlas Fansweep 20, Trimble 132 BGPS Positioning, Ashtech ADU5 Heading Device, TSS Motion Sensor, and Atlas HydroMap Onlin Acquisition Software.
 - b. Provide plan view plot contoured at one foot intervals with a color versus depth overlay.
 - c. For post processing of the multibeam data, Caris Software will be utilized.
 - d. Deliverables – hard copy and AutoCAD format
- **Side Scan Survey**
 - a. Provide a side scan survey utilizing Edge Tech 4125 Search and Recovery Side Scan Sonar System, Trimble 132 DGPS Positioning System, and Discover Software.
 - b. Provide a geo reference mosaic image of the sea floor.
 - c. For post processing of the side scan data, Caris Software will be utilized.
 - d. Deliverables – hard copy and AutoCAD format

The multibeam bathymetric survey and side scan survey will be performed at the described location for the pre-condition and post-condition lump sum costs below.

SCHEDULE OF WORK (attach sheet if necessary to describe)

Services described under Scope of Work above will begin upon receipt of signed Work Order.



FEE

Compensation for the described services shall be in accordance with the Scope of Work for the following lump sum fees:	
Pre-condition survey	\$9,600
Post-condition survey	\$7,700

ACCEPTED BY:

AUTHORIZED BY:

Consultant's Authorized Signature

Client's Authorized Signature

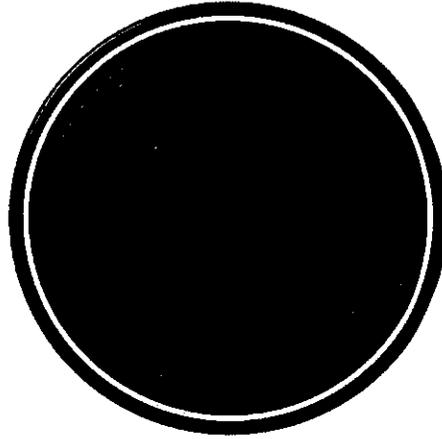
Michael B. Bomar, P.E.
Vice President

Printed Name

Title

Date Executed

Two originals of this work order shall be executed by the Client and returned to Tetra Tech, Inc. A fully executed copy will be returned to the Client.



RECEIVED

JUL 21 2010

NWFLC Members:

Please review the enclosed items for the Northwest Florida League of Cities.

- 1) The NWFLC is currently looking for two individuals to serve on the Board of Directors. Two positions have been vacated during the past few months. NWFLC President, Kurvin Qualls, will be appointing two individuals to the board in September. Those interested in serving should submit the enclosed nomination form.
- 2) The NWFLC has set a goal of obtaining full membership. Please see the enclosed list of current members and encourage those not currently members to join the NWFLC (membership brochures are also included). The list is organized my county to help everyone see which counties currently have full membership. If you have any questions, please contact our office at 850-487-4184.
- 3) The NWFLC will review and approve the 2011 Legislative Priorities in September. We need input from all of the member cities/towns in order to create an accurate list of priorities for Northwest Florida. Please take time to submit the issues that your municipality feels is the most important to our region.

Please distribute the enclosed information to **all**
elected officials and municipal staff.

Northwest Florida League of Cities

2010-2011 NWFLC Board of Directors

The NWFLC is currently seeking candidates to the 2010-2011 Northwest Florida League of Cities Board of Directors.

The president of the Northwest Florida League of Cities (NWFLC) will select 2 members to serve on the NWFLC Board of Directors at the September Membership meeting on Thursday, September 16, 2010, in Destin. In accordance with the League's by-laws, the president will fill two Board of Director positions that have been vacated during the past two months. One seat will serve on the board for one year and the second will serve for two years in order to complete the terms of the vacated positions.

PLEASE CONSIDER THE FOLLOWING WHEN SUBMITTING YOUR RECOMMENDATION:

- ◆ The NWFLC President will consider all who express interest before making his appointments
- ◆ Submittal of the form does not ensure appointment.
- ◆ If recommending someone for appointment, please verify with the individual their willingness and availability to serve if selected.
- ◆ Self-nominations are welcome.
- ◆ A candidate résumé must be included with nomination form.
- ◆ ONLY elected officials are eligible to serve in Director At-Large positions

**Please distribute to all
Elected Officials**

Northwest Florida League of Cities

2010-2011 NWFLC Board of Directors Nomination

Nominee Recommended:

Name: _____

Title: _____

City: _____ Phone: _____

Email: _____

Please select preference: ____ One Year Term / ____ Two Year Term

Individual making Nomination:

same as above

Name: _____

Title: _____

City: _____ Phone: _____

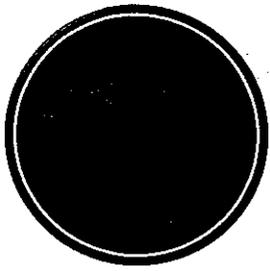
Email: _____

To assist the President, please submit a **brief résumé** with this form.

All nomination forms and résumés must be received by Wednesday, September 1, 2010.

Return form and résumé by mail, fax or email to:

Northwest Florida League of Cities
325 John Knox Road, Building 300
Tallahassee, FL 32303
Fax: 850-487-0041
Email: info@nwflc.com



NORTHWEST FLORIDA LEAGUE OF CITIES

Kurvin Qualls
President
Town of Jay

Tommy McDonald, Jr.
First Vice President
City of Chipley

Ken Nelson
Second Vice President
City of Panama City Beach

P.C. Wu
Past President/ FLC Director
City of Pensacola

Lee Garner
Treasurer
City of Chattahoochee

Mike Anderson
FLC Director
City of Fort Walton Beach

Charles Baugh, Jr.
Legislative Chair
City of Crestview

Gene Wright
Legislative Vice-Chair
Town of Malone

Walt Kelley
Director At-Large /
Mayor's League Liaison
City of Lynn Haven

Sarah "Sam" Seevers
Director At-Large
City of Destin

Roger Schad
Director At-Large
City of Lynn Haven

NWFLC LEGISLATIVE ISSUES SURVEY

Please distribute to the appropriate Representatives in your office.

To: NWFLC Municipal Members

From: Christy D. Shell

Date: July 15, 2010

An integral part of developing the 2011 Legislative Priorities for the Northwest Florida League of Cities is getting direct input from **all** of our municipal members. Please take time to list and provide a brief explanation of the top three Legislative Issues you feel the NWFLC and its lobbying team should focus on during the 2011 Legislative Session.

During the next few months, we will be compiling this information and holding meetings to build consensus on our Legislative Priorities for the coming year. We hope to adopt the 2011 NWFLC Legislative Priorities during the September 16, 2010 meeting, giving us ample time to communicate our priorities to our delegation members and the Florida League of Cities. This will also allow us to begin a dedicated grassroots campaign for issues important to municipal government in Northwest Florida.

Please take time to fill out the attached form and return this IMPORTANT information by Friday, September 3, 2010.

Send your completed forms to Christy Shell

Fax: 850.487.0041

Email: cshell@iog.fsu.edu

Northwest Florida Legislative Issues Survey

Contact Name/Title: _____

City/Town: _____ Email: _____

Phone: _____ Fax: _____

Please list top 3 priority issues with a brief description below.

1.)

2.)

3.)

7th Annual Joint Breakfast

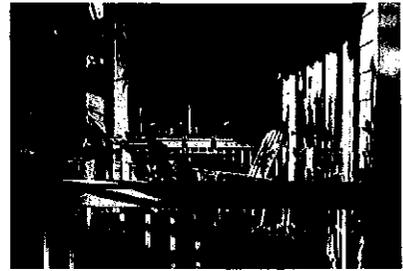
Saturday, August 21, 2010

Hollywood Westin Diplomat

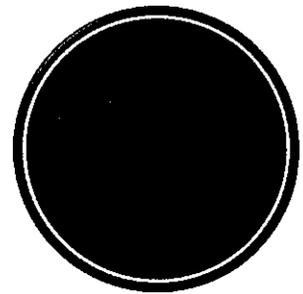
Florida League of Cities Conference

7:30 a.m. – 8:30 a.m.

\$15.00 per person



SRLC
 NWFLC
(please check appropriate league)



NAME and TITLE (please print clearly):

Municipality/Organization: _____

Contact Email/Fax: _____

Register by fax 850.487.0041 or email cshell@iog.fsu.edu prior to Friday, July 23, 2010.

Please make checks out to your regional league (NWFLC or SRLC). Refunds will not be given after July 30, 2010. Substitutes are allowed (no shows are not considered cancellations). For additional information, contact Christy Shell at 850-487-4184 or cshell@iog.fsu.edu. Please mail payment with a copy of the registration form prior to Friday, July 30, 2010:

League of Cities Breakfast
325 John Knox Road, Building 300
Tallahassee, FL 32303

We look forward to seeing you in Hollywood!
