

**GULF BREEZE CITY COUNCIL
REGULAR MEETING**

MARCH 21, 2011
MONDAY, 6:30 P.M.
COUNCIL CHAMBERS

1. Roll Call
2. Invocation and Pledge of Allegiance
3. Approval of Minutes of March 7, 2011 (Regular Meeting)
Approval of Minutes of March 7, 2011 (CRA Special Meeting)
4. Ordinance No. 02-11: Pertaining to Zoning District Regulations: Creating Division 13,
GD Gateway Overlay District Regulations; of the Code of
Ordinances **FIRST READING**
Ordinance No. 03-11: Relating to Investment Policies - Adopting an Investment Policy
for City of Gulf Breeze **FIRST READING**

Resolution No. 03-11: Approving a Rebate Program for City Residents that Purchase
Annual Boat Ramp Permits
5. **CONSENT AGENDA ITEMS:***
 - A. Discussion and Action Regarding Naming of Two Additional Reef Locations
 - B. Discussion and Action Regarding Development Review Board Recommendations
of the Meeting Held on Tuesday, March 1, 2011
 - I. Santa Rosa Yacht Club - 300 Pensacola Beach Road
Requests to add a Boat Lift to Existing Pier at a Commercial Pier
 - II. Exposition Properties, LLC 1143 Gulf Breeze Parkway
Requesting to Create an Outparcel on the northeast Corner of
The Existing Live Oak Village
 - C. Discussion and Action Regarding Financing Property Purchase, Harbortown
 - D. Discussion and Action Regarding Removal of Dead Trees in the Deer Point
Conservation Areas
 - E. Discussion and Action Regarding Ordinance No. 02-11, Creating Division 13,
Gateway District, Section 21-230 Through 21-235 of the Municipal Code
(COVERED UNDER RESOLUTION SECTION ABOVE)

- F. Discussion and Action Regarding Prohibited Uses in the Central Business District
- G. Discussion and Action Regarding Boat Ramp Permit Fees
(COVERED UNDER RESOLUTION SECTION ABOVE)
- H. Discussion and Action Regarding Pest Control Services
- I. Discussion and Action Regarding Document - File Management
- J. Discussion and Action Regarding Investment Policy
(COVERED UNDER ORDINANCE SECTION ABOVE)
- K. Discussion and Action Regarding Presentation of 2010 Audit by O'Sullivan Creel

***These are items considered routine in nature and will be considered by one motion. If any citizen wishes to voice an opinion on one of the items, you should advise the Council immediately.**

ACTION AGENDA ITEM:

- A. Wal-Mart - PUBLIC HEARING
Wal-Mart Stores, East L.P., 334 Gulf Breeze Parkway
Requesting Approval of Plat and Six Variances
- B. Discussion and Action Regarding Florida Department of Transportation -SB 1446
Landscaping Grant Request for Proposal - Contract Award Recommendation

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.

**MINUTES OF THE REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA**

The 1,1171st regular meeting of the Gulf Breeze City Council, Gulf Breeze, Florida was held at the Gulf Breeze City Hall on Monday, March 7, 2011, at 6:30 p.m.

Upon call of the roll the following Councilmen were present: Dana Morris, David Landfair, Joseph Henderson and Mayor Zimmern. Councilman J. B. Schluter was absent.

APPROVAL OF MINUTES:

Councilman Henderson moved for approval of the minutes for the regular meeting held on Tuesday, February 22, 2011 with the following changes: (1) Page 3, Item G - change the word "Agreement" to "Understanding" and (2) Page 4, Item J - changed the word "finance" to "Financial". Councilman Landfair seconded. The vote for approval was 4 - 0.

Councilman Morris moved for approval of the minutes for the special Community Redevelopment Agency meeting held on Tuesday, February 22, 2011. Councilman Henderson seconded. The vote for approval was 4 - 0.

**ORDINANCE NO. 03-11: IMPLEMENTING GATEWAY ZONING OVERLAY
DISTRICTS**

The Ordinance was tabled and will be placed on the next Executive Session to be held on Wednesday, March 16, 2011.

**RESOLUTION NO. 02-11: ENDORSEMENT OF SANTA ROSA COUNTY MULTI-
JURISDICTIONAL FLOOD MITIGATION PLAN**

Mayor Zimmern explained the purpose of the Resolution. Councilman Henderson moved for approval of the Resolution. Councilman Morris seconded. The vote for approval was 4 - 0.

LANE GILCHRIST REEF PRESENTATION:

Mr. Robert Turpin, 2 Madrid, gave a presentation regarding the Lane Gilchrist Reef and other reefs being made with the concrete from the old fishing bridge.

CONSENT AGENDA ITEMS:

RECOMMENDATION:

**That the City Council approve the following Consent Agenda Items: A, B, C,
D, E, F, G, H, AND I:**

- A. SUBJECT: DISCUSSION AND ACTION REGARDING APPROVAL OF BUILDING USE AND PRELIMINARY DESIGN PLAN, GULF BREEZE COMMUNITY CENTER

Reference: City Manager memo dated February 23, 2011

RECOMMENDATION:

That the City Council approve Bay Design's plan for renovation and expansion of the City's Community Center.

- B. SUBJECT: DISCUSSION AND ACTION REGARDING PRESENTATION OF 2010 AUDIT REPORT

Reference: City Manager memo dated February 24, 2011

RECOMMENDATION:

That the City Council receive an overview audit report presented by the O'Sullivan firm at their Executive Session to be held on Wednesday, March 16, 2011.

- C. SUBJECT: DISCUSSION AND ACTION REGARDING REQUEST TO CHANGE ZONING ON PARCEL LOCATED ON NORTHWEST CORNER OF DANIEL DRIVE AND GULF BREEZE PARKWAY

Reference: City Manager memo dated February 10, 2011

RECOMMENDATION:

That the City Council deny the request to change the zoning on a parcel located on the northeast corner of Daniel Drive and Gulf Breeze Parkway from C-2 to C-1. (Mr. Wiley C. "Buddy" Page, 5337 Hamilton Lane, Pace, Florida, representative for the owners of the property, spoke regarding this issue.)

- D. SUBJECT: DISCUSSION AND ACTION REGARDING SPECIAL EVENT REQUESTS: (1) GULF BREEZE HIGH SCHOOL QUARTER-BACK CLUB ANNUAL SPRING CARNIVAL - TUESDAY - MARCH 15 - SATURDAY, MARCH 19, 2011; (2) GULF BREEZE UNITED METHODIST CHURCH ANNUAL 5K RUN - SATURDAY - MAY 28, 2011

Reference: Deputy Police Chief memos dated February 14, 2011.

RECOMMENDATION:

That the City Council approve the following two recommendations: (2) That the City Council approve the request from the Gulf Breeze Quarterback Club to hold the annual spring carnival Tuesday March 15 - Saturday March 19, 2011; and (2) approve the request from the Gulf Breeze United Methodist Church to hold their annual 5K run on Saturday, May 28, 2011, starting at 8:00 a.m.

- E. SUBJECT: DISCUSSION AND ACTION REGARDING SOUTH SANTA ROSA UTILITY SYSTEM BOARD RECOMMENDATIONS OF FEB. 14, 2011**

Reference: Assistant Public Service Director memo dated February 24, 2011

RECOMMENDATIONS:

- (1) RECLASSIFICATION OF TWO (2) SERVICE WORKER I POSITIONS:**

That the City Council reinstate two (2) Service Worker I positions, eliminate two (2) full time temporary positions and adjust budgets to reflect the savings from the reclassification.

- (2) MANHOLE RELINING**

That the City Council authorize Gulf Coast Underground to reline the following 10 manholes at a cost not to exceed \$11,900: Settlers Colony Manhole # 1 and #4; Villa Woods Manholes #2, #3 and #18; Tiger Point Manhole #5; Duke Drive Manholes #8 and #10; Auburn Drive Manhole #7 and Bahama Bay Drive Manhole #7.

- (3) SPARE INVENTORY FOR SUBMERSIBLE LIFT STATION PUMPS FOR SOUTH SANTA ROSA UTILITY SYSTEM AND CITY LIFT STATIONS**

That the City Council authorize staff to solicit bids to purchase 12 spare wastewater pumps at an estimated cost of \$80,000, with final bid approval taken directly to City Council.

- (4) REPAIR TO SOUTH SANTA ROSA UTILITY SYSTEM GROUND STORAGE TANKS**

That the City Council authorize staff to proceed with the bid solicitation to repair and repaint the SSRUS ground storage tank, with final results returned to the SSRUS Board and City Council for approval.

(5) LONG TERM FINANCIAL FORECASTING

That the City Council authorize staff to issue a request for proposals for professional services to perform long range financial forecasting and review sufficiency.

F. SUBJECT: DISCUSSION AND ACTION REGARDING WASTEWATER TREATMENT PLANT SAND FILTER REHAB PROJECT

Reference: WWTP Lead Operator memo dated February 21, 2011

RECOMMENDATION:

That the City Council authorize the purchase of new filter media from Northern Filter at a cost of \$13,487.70.

G. SUBJECT: DISCUSSION AND ACTION REGARDING EASEMENT REQUESTED BY GULF POWER

Reference: Assistant Public Services Director memo dated February 24, 2011

RECOMMENDATION:

That the City Council approve the proposed easement and authorize the Mayor to sign the Tree Trim, Cut and Removal Easement granting these rights to Gulf Power and/or their contractors for the SSRUS sprayfields ERS2 and ERS3.

H. SUBJECT: DISCUSSION AND ACTION REGARDING ENDORSEMENT OF SANTA ROSA COUNTY MULTI-JURISDICTIONAL FLOOD MITIGATION PLAN

(COVERED UNDER RESOLUTION SECTION ABOVE)

I. SUBJECT: DISCUSSION AND ACTION REGARDING DRAFT ORDINANCE AMENDING THE MUNICIPAL CODE, CREATING OVERLAY DISTRICTS

The Ordinance was tabled and will be placed on the agenda for the next Executive Session to be held on Wednesday, March 16, 2011.

Councilman Landfair moved to approve Consent Agenda Items A, B, C, D, E, F, G, H and I. Councilman Morris seconded. The vote for approval was 4 - 0.

ACTION AGENDA ITEMS:

- A. SUBJECT: **DISCUSSION AND ACTION REGARDING FEASIBILITY STUDY OF FORMAL MEETING FACILITY - SHORELINE PARK SOUTH**

Reference: City Manager memo dated February 25, 2011

RECOMMENDATION:

No City Council recommendation at this time. Staff will work with Sam Marshall Architects to provide additional information worse, mid and best case scenario financial comments and final report.

- B. SUBJECT: **DISCUSSION AND ACTION REGARDING SIDEWALK REPLACEMENT**

Reference: Public Service Director memo dated February 23, 2011

RECOMMENDATION:

That the City Council authorize Radford & Nix Construction to remove and replace 225 sidewalk panels at a cost of \$35,000.

Councilman Henderson moved for approval. Councilman Landfair seconded. The vote for approval was 4 - 0.

- C. SUBJECT: **DISCUSSION AND ACTION REGARDING REPLACEMENT OF FORCE MAIN, FLORIDA AVENUE**

Reference: Public Service Director memo dated February 23, 2011

RECOMMENDATION:

That the City Council authorize Ken Horn and Associates to proceed with engineering and permitting in the amount of \$4,200 and authorize Warrington Utility and Excavation to perform the work in order to replace the Florida Avenue Lift Station Force Main.

Councilman Henderson moved for approval. Councilman Landfair seconded. The vote for approval was 4 - 0.

**NEW BUSINESS: DISCUSSION AND ACTION REGARDING PROHIBITED USES
IN THE CENTRAL BUSINESS DISTRICT**

Reference: General Council Discussion

RECOMMENDATION:

That the City Council enact a 60 day moratorium on commercial projects within the Community Redevelopment Agency's Central Business District.

Councilman Henderson moved for approval. Mayor Zimmern seconded. The vote for approval was 4 - 0.

ADJOURNMENT:

Mayor Zimmern adjourned the meeting at 7:35 p.m.

CITY CLERK

MAYOR

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
FOR THE COMMUNITY REDEVELOPMENT AGENCY**

A meeting of the Board of Directors for the Community Redevelopment Agency, Gulf Breeze, Florida, was convened at the Gulf Breeze City Hall on Monday, March 7, 2011, at 6:53 p.m.

Upon call of the roll for the Community Redevelopment Agency the following members were present: Dana Morris, David G. Landfair, Joseph Henderson and Mayor Beverly Zimmern. Councilman J. B. Schluter was absent.

The purpose of the meeting was for the Board of directors for the Community Redevelopment Agency to consider the following item:

A. SUBJECT: DISCUSSION AND ACTION REGARDING HWY 98 TRAFFIC SIGNAL AT LIVE OAK SHOPPING CENTER

Reference: Assistant Public Service Director memo dated February 24, 2011

RECOMMENDATION:

That the City Council approve HSA Consulting Group to conduct a traffic count and signal analysis for \$1,850 and convene as the Board of Directors of the CRA on March 7, 2011 to approve funding of the project.

Councilman Henderson moved for approval. Councilman Landfair seconded. The vote for approval was 5 - 0.

B. SUBJECT: DISCUSSION AND ACTION REGARDING CODIFICATION OF COMMUNITY REDEVELOPMENT AGENCY DESIGN GUIDELINES AND URBAN STANDARDS

Reference: Assistant City Manager memo dated February 25, 2011

RECOMMENDATION:

That the City Council direct staff to employ the services of Peggy Fowler to complete the Codification of Chapter 26 of the Community Redevelopment Agency Design Guidelines and Urban Design Standards at a cost of \$3,500 and CRA funds used to pay for her services.

Councilman Henderson moved for approval. Councilman Morris seconded. The vote for approval was 4 - 0.

The special meeting was adjourned at 6:57 p.m.

CITY CLERK

MAYOR

ORDINANCE NO. 02-11

AN ORDINANCE OF THE CITY OF GULF BREEZE FLORIDA, PERTAINING TO ZONING DISTRICT REGULATIONS; CREATING DIVISION 13. GD GATEWAY OVERLAY DISTRICT OF THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Gulf Breeze had adopted certain rules and regulations relative to land use and zoning; and,

WHEREAS, the City Council has recently undertaken steps to revitalize the aesthetic and architectural character of the City of Gulf Breeze; and,

WHEREAS, the City Council desires to enhance the quality of the entrances to the City through improved character and safety, pedestrian friendly design, local business stability and diversity and pride of property ownership; and,

WHEREAS, the City Council desires to incentivize rehabilitation and new construction through regulatory bonuses and relief and financial assistance when available; and,

WHEREAS, the City Council desires to attract new business opportunities through tax base expansion and employment growth.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Gulf Breeze, Florida, as follows:

SECTION 1 – DIVISION 13. GD GATEWAY OVERLAY DISTRICT OF ARTICLE II OF CHAPTER 21 OF THE CODE OF ORDINANCES OF THE CITY OF GULF BEEZE is hereby created to read as follows:

DIVISION 13. GD GATEWAY OVERLAY DISTRICT

Sec. 21-230. Purpose, intent.

In order to promote community goals and objectives for character and aesthetics along specified commercial corridors and areas with the Community Redevelopment Area, three “Gateway Overlay Districts” have been created. The gateway overlay districts are established for the purposes and intents outlined herein:

- a) To preserve the aesthetic and architectural character of the entrances to the City of Gulf Breeze in order to promote economic development;
- b) Enhance the building stock of the City’s gateways through consistency and quality of site layout and design, consistent with the City of Gulf Breeze CRA and Central Business District Design Guidelines, adopted June 11, 2006, as amended;

- c) Incentivize rehabilitation and new construction through regulatory bonuses and relief and financial assistance when it is deemed appropriate and feasible;
- d) Increase property values and stability through quality of construction, property upgrades and redevelopment;
- e) Attract new business opportunities through tax base expansion and employment growth; and,
- f) Enhance the quality of the entrances to the City through improved character and safety, pedestrian friendly design, local business stability and diversity and pride of property ownership.

Sec. 21-231. Designation of gateway overlay districts' boundaries.

The limits and boundaries of the following Gateway Overlay Districts shall be shown on the Official Zoning Map contemplated in Section 21-28:

- a) GD-North: Philip D. Beall Sr. Bridge (Pensacola Bay Bridge) Entrance
- b) GD-South: Bob Sikes Bridge (Pensacola Beach Bridge) Entrance
- c) GD-East: West boundary of the Naval Live Oaks Reservation

The Comment: Unnecessary to code sections can only be changed by ordinance (i.e. Council approval).

Sec. 21-232. Applicability, conflict with other code sections.

- a) Unless otherwise noted, the requirements of the Gateway Overlay districts apply to nonresidential Level Two activity and all Level Three Development activity furthermore, the requirements at the Gateway Overlay Districts are in addition to the requirements of the underlying zoning districts. Where the requirements of the underlying districts and the overlay districts conflict, the more restrictive shall apply.
- b) The regulations set forth in this division shall apply solely to the Gateway Overlay Districts. Wherever there is a conflict or inconsistency between the Gateway Overlay Districts' regulations and other regulations of the Land Development Code, the regulations set forth in this section shall control and govern the development and redevelopment within the Gateway Overlay Districts.

Sec. 21-233. Permitted, prohibited uses.

- a) Permitted uses. All uses generally permitted in the underlying zoning districts shall be permitted within the gateway overlay districts unless specifically prohibited in this section.
- b) Prohibited uses. The following uses shall not be allowed in the Gateway Overlay Districts:
 1. Outdoor storage of any materials, supplies, and/or vehicles, either as a stand-alone business or associated with any business, and whether screened or not;
 2. The following stand-alone uses:
 - a. Dry cleaners;
 - b. Drive-through facilities (including, but not limited to, bank teller machines, ice vending machines, drive through coffee or food shops less than 500 square feet);
 - c. Laundromats;
 - d. Second-hand dealers or consignment shops;
 - e. Personal service shops (including, but not limited to, souvenir shops, beauty salons, tanning parlors, tattoo or piercing businesses);
 - f. Internet Café or Cyber Café;
 3. Building materials and supplies, sales and storage;
 4. Gambling or gaming establishments or facilities (including, but not limited to, online, interactive or internet gambling or gaming),
 5. Car wash facilities;
 6. Flea markets;
 7. Funeral homes and crematoriums;
 8. Gasoline service stations;
 9. Itinerant merchants or vendors;
 10. Machine shops;

11. Light or heavy industrial or manufacturing businesses;
12. New or used vehicle sales (including, but not limited to, automobiles, trucks, trailers, motorcycle, recreational vehicles, boats);
13. Nursery schools, kindergartens, day care nurseries or nursing homes;
14. Retail or wholesale plant nurseries;
15. Taxicab or limousine company; and
16. Warehouses.

Sec. 21-234. Design review process.

The compatible relationship of proposed development in the Gateway Overlay Districts is of critical public concern for any buildings or site improvements. The intent of design review is not to stifle innovative architecture but to assure respect for and reduce incompatible and adverse impacts on existing land use and promote quality development.

- a) Development within the Gateway Overlay Districts will be reviewed by the Architectural Review Board, based on the requirements of this section and on the City of Gulf Breeze Community Redevelopment Agency (CRA) and Central Business District Design Guidelines, where appropriate. The Architectural Review Board shall recommend approval, approval with conditions, or disapproval of the development site plan to the City Council.
- b) The City Council shall review the development site plan with recommendations from the Development Review Board and the Architectural Review Board and vote to approve, approve with conditions, or disapprove the plan.
- c) Conditions the City Council may apply to a development order before granting approval include, but are not limited to, the following:
 1. Increase or decrease in required front, side and rear setbacks;
 2. Maximum building height and/or number of stories;
 3. Addition of enhanced pedestrian or bicycle facilities;
 4. Increase in buffer requirements (i.e., require larger buffer and/or more plants, larger plants, specific types of plants); and,

- e) Pedestrian amenities
- f) Open space
- g) Landscaping and buffering
- h) Irrigation
- i) Service area/utilities
- j) Fences, walls
- k) Stormwater management facilities
- l) Lighting
- m) Signs

The following guidelines from Chapter IV, Gulf Breeze Parkway/US 98 Standards, shall apply:

- a) Parking
- b) Streetscape
- c) Fences and walls
- d) Lighting
- e) Signs

For all buildings proposed at a height over 35 feet, this site plan review for consistency with design guidelines adopted in the City of Gulf Breeze Community Redevelopment Plan and Central Business District Design Guidelines shall include a specific review to mitigate any adverse compatibility impacts caused by the additional building height, including but not limited to:

- a) Enhanced landscape buffering.
- b) Location of service drives and/or parking areas to mitigate noise and vehicular lights.
- c) Location and type of lighting, signage, dumpsters, etc.

5. Require specific stormwater management facilities.

Sec. 21-235. Design guidelines.

This section describes the elements of design that shall be used in the review and approval of development plans within the Gateway Overlay Districts. The guidelines for these elements are based on the "City of Gulf Breeze CRA and Central Business District Design Guidelines," adopted June 11, 2006, as amended, specifically as detailed in Chapter III (CRA General Standards), Chapter IV (Gulf Breeze Parkway/US 98 Standards), Appendix A (Architectural Styles), and Appendix B (Definitions).

The following guidelines from Chapter III, CRA General Standards, shall apply:

- a) Block layout
- b) Building placement and orientation
- c) Building form and architecture
 1. Architectural style
 2. Building façade
 3. Building entrance
 4. Fenestration
 5. Roofs
 6. Building material
 7. Building color
 8. Civic and institutional buildings
- d) Access, circulation and parking
 1. Access
 2. Pedestrian circulation
 3. Vehicular circular and parking

- d) Variable buffers, combining land and landscaping to achieve adequate separation of uses, appropriate open space, reduction of potential noise, light and glare, and screening of physical features of a proposed development.
- e) Variable setbacks, based upon degree of difference in proposed density, intensity, scale, mass or height.
- f) Placement and effective screening or shielding of site features such as lights, signs, dumpsters, loading areas, parking areas, outdoor storage or other features with potential negative impacts.
- g) Effective transitions of on-site densities, intensities, scale, mass or height.
- h) Other innovative site design features that strive to achieve compatibility and mitigate potential negative impacts.
- i) In addition to meeting the requirements of this section, within any portion of the GD-North, west of U.S. Highway 98 and north of the Chanteclair Subdivision, no building shall exceed 60 feet in height and all buildings exceeding 35 feet in height (including all portions thereof) must be located at least 250-feet from adjacent residential districts. This buffer area cannot be used for another habitable structure or parking garage, except that ancillary uses such as surface parking, open space, swimming pools, landscaping and landscape features, stormwater areas, and ancillary structures (e.g., gazebos, decks, cabanas, lift stations, fire pits, refuse stations, etc.) shall be allowed within the 250-foot buffer; provided, however, this limitation shall not apply if there are no buildings in excess of 35 feet located on the site.

SECTION 2 - SEVERABILITY

If any section, paragraph, sentence, clause, phrase or word of this Ordinance is for any reason held by any court to be unconstitutional, inoperative, invalid or void, such holding shall not in any manner affect the validity of the remaining portions of this Ordinance.

SECTION 3 - CONFLICT

The provisions of this Ordinance shall be deemed to control and prevail over any ordinance or portion thereof in conflict with the terms hereof.

SECTION 4 - EFFECTIVE DATE

This Ordinance shall become effective upon its adoption by the City Council.

PASSED ON THE FIRST READING ON THE ____ DAY OF _____, 2011.

ADVERTISED ON THE ON THE ____ DAY OF _____, 2011.

PASSED ON THE SECOND READING ON THE ____ DAY OF _____, 2011.

By: _____
Beverly Zimmern, Mayor

ATTESTED TO BY:

Marita Rhodes, City Clerk

ORDINANCE NO. 03-11

AN ORDINANCE RELATING TO INVESTMENT POLICIES; ADOPTING AN INVESTMENT POLICY FOR CITY OF GULF BREEZE; MAKING FINDINGS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 218.415, Florida Statutes, authorizes any unit of local government to conduct investment and reinvestment activity outside the statutory framework, provided such activity is consistent with a written investment plan adopted by the governing body; and

WHEREAS, it is the desire of the City Council and in the best interest of the citizens of the City of Gulf Breeze that a written investment plan be adopted on behalf of the City.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA:

SECTION 1. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION 2. The City of Gulf Breeze Investment Policy, attached hereto as Exhibit "A" and effective upon approval on Second Reading, is hereby found to be consistent and in conformance with the requirements of Section 218.415, Florida Statutes, and is hereby adopted as a written investment plan for the conduct of investment activity of surplus public funds.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. If any word, sentence, clause, phrase, or provision of this ordinance, for any reason, is held to be unconstitutional, void, or invalid, the validity of the remainder of this ordinance shall not be affected thereby.

SECTION 5. This ordinance shall take effect immediately upon its passage.

PASSED AND CERTIFIED AS TO PASSAGE this _____ day of _____, AD. 2011.

Beverly Zimmern, MAYOR

ATTEST: _____
Marita Rhodes, CITY CLERK

Exhibit 'A'

City of Gulf Breeze Investment Policy

I. SCOPE

This policy applies to the investment of all monies of the City of Gulf Breeze, its enterprise funds, and including those held within Gulf Breeze Financial Services (the "City"), both short and long-term, with the exception of City pension funds, if any, or any other monies invested under separate ordinance, resolution, policy, or agreement.

1. **Pooling of Funds.** Except for cash in certain restricted and special funds, the City may consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation in each investment pool and in accordance with generally accepted accounting principles. Such pooling of funds shall be done when advantageous, but not an administrative requirement.

II. GENERAL OBJECTIVES

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield:

1. **Safety.** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
 - a. **Credit Risk.** The City will minimize credit risk, the risk of loss due to the failure of the security issuer or backer, by:
 - Limiting investments to the safest types of securities;
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the City will do business; and
 - Diversifying the investment portfolio so that potential losses on individual securities will be minimized.

b. Interest Rate Risk. The City will minimize the risk that change in the market value of securities in the portfolio caused by changes in general interest rates will result in any losses, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity; and
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools.

2. **Liquidity.** The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. A portion of the portfolio, sufficient to meet regular operating needs, should be placed in money market mutual funds or local government investment pools which offer same-day liquidity at par for short-term funds. The remainder of the portfolio should be structured so that securities mature concurrent with known, longer-term, cash needs (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portion of the portfolio not invested in cash-equivalent investments and not otherwise matched to specific cash flow requirements should be laddered appropriately consistent with the maturity limitations provided for in section IV and Attachment 1. The portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

2. **Yield.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments should be limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall not be sold prior to maturity, with the following exceptions:

- Liquidity needs of the portfolio require that the security be sold.
- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.

III. STANDARDS OF CARE

1. **Prudence.** The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The Investments Administrator, or other employee of the City, acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

If and to the extent any derivative products authorized under section are used, the Investments Administrator shall have developed sufficient understanding and expertise in managing the instruments in question and have researched available investment options and determined that the derivative products to be used are appropriate and cost effective for the strategic portfolio management goals to be addressed. The Investments Administrator will comply with the policies, procedures and other requirements provided for in the City's Derivatives Policy, including but not limited to:

- Obtaining authorization from the Gulf Breeze City Council prior to entering into each derivative transaction;
- Quantifying all risks associated with any proposed transactions;
- Limiting participation in any swap transaction to counterparties with credit ratings of AA- or better; and
- Reporting annually on the financial performance of existing derivative transactions.

2. **Ethics and Conflicts of Interest.** Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose

any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with which business is conducted on behalf of the City.

3. **Delegation of Authority.** Authority to manage the investment program is granted to the Finance Director, City Manager, or the Executive Director of Gulf Breeze Financial Services [hereinafter referred to as the Investments Administrator] as may be appointed. Responsibility for the operation of the investment program is hereby delegated to the Investments Administrator, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. To manage the investments program, the Investments Administrator may enter into agreements with financial dealers and institutions, and is authorized to appoint personnel to invest City funds in accordance with this policy and to initiate or validate wire transfers as required. In no event will anyone other than the Investments Administrator enter into written or verbal agreements or contracts, relating to investments or banking services with financial institutions or dealers, without the express written consent of the Investments Administrator.
4. **Continuing Education.** City investment personnel shall annually complete at least 4 hours of continuing education in subjects or courses of study related to investment practices and products.
5. **Business Procedures**
 - a. **Authorized Financial Dealers and Institutions.** A list will be maintained of financial institutions authorized to provide investment services. Each broker/dealer must comply with the Securities and Exchange Commission's Rule 15c3-1 regarding net capital requirements for brokers or dealers. The City will utilize only those financial institutions who meet the following criteria:-
 - (1) Broker/dealer institutions designated as "Primary Dealers" by the Federal Reserve Bank of New York.

the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Investments Administrator shall establish a process for an annual independent review by an external auditor to assure compliance with policies and procedures. The internal controls shall address the following points:

- Control of collusion
 - Separation of transaction authority from accounting and record keeping
 - Custodial safekeeping
 - Avoidance of physical delivery securities
 - Clear delegation of authority to subordinate staff members
 - Written confirmation of transactions for investments and wire transfers
 - Development of a wire transfer agreement with the lead bank
- c. **Delivery vs. Payment.** All trades where applicable will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds. Safekeeping receipts or other evidence of ownership will be audited on a semi-annual basis with a variance report issued to the Investments Administrator.

IV. SUITABLE AND AUTHORIZED INVESTMENTS

1. **Investment Types.** Consistent with the Governmental Finance Officers' Association (GFOA) Policy Statement on State and Local Laws Concerning Investment Practices, and/or Chapter 218.415 of the Florida Statutes, the following investments will be permitted by this policy:
 - U.S. government obligations, U.S. government agency or instrumentality obligations, and the obligations of federal government sponsored enterprises (GSEs), which have a liquid market with a readily determinable market value;
 - Securities whose timely payment of principal and interest are fully guaranteed by any of the above;
 - Certificates of deposit and other evidences of deposit at financial institutions, provided that any such investments shall be in a

- (2) Banking institutions that maintain a local office in the State of Florida and are broker/dealers in U.S. Government securities.
- (3) Other broker/dealers in U.S. Government securities, approved by the Investments Administrator, who meet the other requirements of this section.

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following, as applicable:

- Audited financial statements
- Proof of National Association of Securities Dealers (NASD) certification
- Completed broker/dealer questionnaire, included as Attachment 2
- Certification of having read and understood and agreeing to comply with the City's investment policy, using firm's letterhead, signed by an authorized representative of the firm.
- Proof of Qualified Public Depository (if applicable)

These standards are understood to be a continuing requirement for all dealers and institutions. Dealers and institutions conducting business with the City are hereby required under this policy to immediately notify the City upon failure to retain the above listed standards. An annual review of the financial condition and registration of qualified financial institutions and broker/dealers will be conducted by the Investments Administrator or his designee.

From time to time, the Investments Administrator may choose to invest in instruments offered by community financial institutions or other banking institutions within the State of Florida. In such situations, a waiver to the criteria under Paragraph 1 may be granted. All terms and relationships will be consistent with state or local law including designation of the institution as a Qualified Public Depository under Florida Statutes, Chapter 280.

- b. Internal Controls.** The Investments Administrator is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the City are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that: (1)

qualified public depository (as defined in Chapter 280 of the Florida Statutes) and/or be covered by FDIC insurance;

- Investment-grade obligations of state and local governments and public authorities;
- Repurchase agreements whose underlying purchased securities consist of the foregoing;
- Guaranteed Investment Contracts (GIC's) which are collateralized by the foregoing;
- Money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities; and
- Local government investment pools (LGIPs) either state administered or through joint powers statutes and other intergovernmental agreement legislation;
- High grade corporate debt consisting of U.S. dollar denominated debt obligations of domestic or foreign corporations, or foreign sovereignties issued in the U.S. or in foreign markets. This shall include, but not be limited to corporate notes and bonds, medium term notes, Eurodollar notes and bonds, asset backed securities, and commercial paper, rated in a high tier (e.g., A-1, P-1, or F-1 or higher) by a nationally recognized rating agency. Any such longer-term investments in this category shall be rated investment grade or better by at least two nationally recognized rating agencies, one of which shall be Moody's or Standard & Poor's; and
- Any other qualified investment permitted under Florida Statutes then in effect.

2. **Competitive Bid.** When appropriate, the City will attempt to obtain three (3) competitive bids from qualified Dealers and Institutions prior to awarding an investment. The competitive bids may be verbal or written quotes. The investment will be awarded to the bidder who provides the greatest effective yield (best bid) on the investment. Where multiple maturities are bid, the City reserves the right to either award the investment to the bidder which provides the best bid in aggregate for all maturities, or the City may award bids by individual maturity. Any tie bid will be awarded to the financial institution which submits the earlier bid. When purchases are made in the open market by an investment manager contracted by the City, bids are not required.

3. **Repurchase Agreements.** Repurchase agreements shall be consistent with GFOA Recommended Practices on Repurchase Agreements. The City will utilize the basic form of the Master Repurchase Agreement,

recommended by The Bond Market Association, when investing funds in repurchase agreements with financial institutions. However, the Investments Administrator is authorized to amend the form of the Master Repurchase Agreement as required to achieve specific investment goals and objectives.

4. **Use of Mutual Funds and Managed Investments.** The Investments Administrator may purchase mutual funds and other managed investments either directly or through an investment manager or advisor, provided that the investments in any such mutual fund shall be materially consistent with the allowable investments provided for in this investment policy. The Investments Administrator shall monitor the composition and value of the investments in any such fund to ensure that, in combination with other investments, the other limitations of this investment policy are complied with.

5. **Securities Lending.** The Investment Administrator is authorized to participate in one or more securities lending programs. Securities from the City's portfolio may be made available to any such program, provided that participation therein will not restrict the City's ability to sell such securities as the Investment Administrator deems appropriate. Any such securities lending program will require that lent securities be collateralized at 102%, and that collateral be valued daily. The City may participate in a securities lending program through an agent or manager, acting on behalf of the City. The agents or managers of such lending programs will maintain current credit analyses of the borrowers to whom they lend, and a list of the participating borrowers will be submitted for approval by the City. The agent or manager of any lending program shall indemnify the City for any losses arising from a borrower's failure to perform.

6. **Derivatives.** The City is authorized to utilize derivative instruments, including interest rate swaps, for the limited purpose of meeting strategic investment portfolio goals such as hedging the portfolio's exposure to interest rate risk. In order to insure that these derivative instruments are utilized only for these purposes, such derivative instruments shall be appropriately matched against existing or maturing assets. The notional amount and remaining term to maturity of all derivative transactions related to the investment portfolio shall at all times be less than or equal to a like par value and remaining term to maturity of otherwise permitted investment instruments either existing or contemplated at the maturity of existing investments. Any such derivative instruments and the

related investment assets shall be maintained in complementary interest rate modes (fixed or variable).

7. Investment Parameters

a. Diversification. The investments shall be diversified by:

- limiting investments to avoid over-concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities and U.S. agency obligations),
- limiting the portion of total investments in any single security,
- limiting the portion of any single security purchased to maximize the liquidity of the City's investments,
- limiting investment in securities that have higher credit risks, investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIP's), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

Investments are subject to the numerical limitations included in Attachment 1.

b. Maximum Maturities. To the extent possible, the City shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than ten (10) years from the date of purchase or in accordance with state and local statutes and ordinances. The City shall adopt weighted average maturity limitations consistent with the investment objectives.

Reserve funds and non-operating funds (example: Bond Sinking Funds, Electric & Water Meter Deposits) with longer-term investment horizons may be invested in securities exceeding ten years if, in the judgment of Investments Administrator, any such investments are sufficiently liquid to provide for the unexpected use of such funds. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as LGIPs, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations. For purposes of meeting this requirement, the City may invest in securities with ostensible maturities in excess of ten

years if said securities have, in the judgment of the Investments Administrator, adequate liquidity features (e.g., VRDNs with bank supported puts) or other market liquidity sufficient to ensure the high likelihood of the City being able to access funds at par on short notice. Additionally, notwithstanding the limits provided for in Attachment 1, the City may increase the limit on State and Local Government obligations to 30% of the portfolio, for purposes of investing in liquid obligations as provided for in the previous paragraph, if, in the judgment of the Investments Administrator, said obligations provide sufficient additional return.

V. REPORTING

1. **Methods.** The Investments Administrator shall prepare an investment report at least annually, including a management summary that provides an analysis of the status of the current investment portfolio and transactions made over the last year. This management summary will be prepared in a manner, which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report will be available to the City Manager and City Council upon request. The report will include the following:
 - Listing of individual securities held at the end of the reporting period
 - Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity
 - Average weighted yield to maturity of portfolio on investments as compared to applicable benchmarks
 - Listing of investment by maturity date
 - Percentage of the total portfolio -by type of investment
2. **Performance Standards.** The investment portfolio will be managed in accordance with the parameters specified within this policy.
3. **Marking to Market.** The market value of the portfolio shall be calculated at least annually and a statement of the market value of the portfolio shall be issued at least annually.

VI. POLICY CONSIDERATIONS

- 1. Exemption.** Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.
- 2. Amendments.** This policy may be reviewed on an annual basis. Any changes must be approved by the City Council.

VII. LIST OF ATTACHMENTS

The following documents are attached to this policy:

- Attachment 1 - Schedule of Investment Type Limitations (based on market value)
- Attachment 2 - Broker Questionnaire

ATTACHMENT 1
SCHEDULE OF INVESTMENT TYPE LIMITATIONS
 (Market Value)

Type of Security	% of Total Maximum
US Government Obligations	75%
Local Government Investment Pools	75%
Certificates of Deposit	25%
Federal Agency & Instrumentality Obligations	75%
Collateralized Repurchase Agreements	15%
Other Investment Pools (rated "A" or better)	10%
State and Local Government Obligations	20%
High Grade Corporate Debt & CP	15%
* Except as provided for in section IV.7.b	

Maturity Limitations	% of Total Maximum
≤ 1 Year	100%
> 1 - 3 Years	75%
> 3 - 5 Years	50%
> 5 - 10 Years	25%
> 10 Years	0%
*Except as provided for in section IV.7.b	

"Maximums" are not to exceed percentages within the investment category

ATTACHMENT 2

BROKER/DEALER QUESTIONNAIRE

Name of Firm: _____
(parent company also, if applicable)

Address: _____

_____ Phone: () _____

Account Representative: _____ Title: _____

Email Address _____

Backup Representative: _____ Title: _____

Email Address _____

Please answer each question below on your firm's letterhead and attach to this form.

Is the address shown above the location of the primary and backup account representatives? If not please provide other applicable addresses and contact information.

Has the representative been given clearance by the firm to be the sole representative for this account? If so, by whom?

How long has the representative been an institutional governmental securities broker at the firm?

How long has the representative been an institutional fixed-income broker at this and other firms?

Signature of Authorized Officer

RESOLUTION 3-11

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GULF BREEZE,
APPROVING A REBATE PROGRAM FOR CITY RESIDENTS THAT PURCHASE
ANNUAL BOAT RAMP PERMITS.**

WHEREAS, the City of Gulf Breeze operates, maintains and improves from time to time two (2) boat ramp and launching facilities; and,

WHEREAS, the City requires payment of a daily launch fee or purchase of an annual boat ramp permit to help offset the cost of operating, maintaining and improving the boat ramp facilities; and,

WHEREAS, City residents support the operation, maintenance, and improvement of the boat ramp facilities through payment of ad valorem taxes, utility service taxes and other local taxes; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE AS FOLLOWS:

1. City residents are required to pay the same fee for an annual boat launch permit as are other residents.
2. City staff that handle the sale of the annual permit shall request the home address of the individual purchasing the permit.
3. If the person that purchased the permit resides at a local address, a \$10 rebate from the water bill will be processed as soon as is practical by City staff.
4. At time intervals as deemed appropriate by staff, funds equal to the amount rebated will be transferred from the General Fund to the City's 401 Water and Sewer Account equal to the amount rebated.

EFFECTIVE DATE: This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF
GULF BREEZE, SANTA ROSA COUNTY, FLORIDA on this _____ day of
March, 2010.**

Mayor, Beverly H. Zimmern

ATTEST

City Clerk, Marita Rhodes

EXECUTIVE COMMITTEE REPORT

MARCH 16, 2010

Councilmen Present: Dana Morris, Joseph Henderson, David Landfair and Mayor Beverly Zimmern Mayor Pro Tem J. B. Schluter arrived at 6:33

ACTION AGENDA ITEMS:

A. SUBJECT: DISCUSSION AND ACTION REGARDING NAMING OF TWO ADDITIONAL REEF LOCATIONS

Reference: City Manager memo dated March 10, 2011

RECOMMENDATION:

That the City Council approve the naming of two (2) additional reefs close to Pensacola Pass for Yancy Spencer III and Pat Doman.

B. SUBJECT: DISCUSSION AND ACTION REGARDING DEVELOPMENT REVIEW BOARD RECOMMENDATIONS OF MARCH 1, 2011

- I. SANTA ROSA YACHT CLUB - 300 PENSACOLA BEACH ROAD
Requests to add a boat lift to existing pier at a commercial pier

RECOMMENDATION:

That the City Council approve the project as submitted with the stipulation that all permits are received before the project begins.

- II. EXPOSITION PROPERTIES, LLC., 1143 GULF BREEZE PARKWAY
Request to create an outparcel on the northeast corner of the existing Live Oak Village Shopping Center

RECOMMENDATION:

That the City Council approve the project as submitted.

C. SUBJECT: DISCUSSION AND ACTION REGARDING DEVELOPMENT REVIEW BOARD RECOMMENDATION OF MARCH 8, 2011

RECOMMENDATION:

WAL-MART STORES, EAST L.P., 334 GULF BREEZE PARKWAY
Request approval of plat and six variances

RECOMMENDATION:

That the City Council approve the plat including the following six variances: (1) relief from Chapter 24, Article II, Division 3, Section 24-51 - Off Street Parking; (2) relief from Chapter 24, Article II, Division 3, Section 24-52 - Off Street Loading Space; (3) relief from Chapter 24, Article III, Division II - Water Management Plan; (4) relief from Chapter 24, Article IV - Landscaping; (5) relief from Chapter 24, Section 23-3(1) - Prohibited Signs; and (6) relief from Chapter 3, Section 3-4(A) - Distance Requirements from Churches and Schools. The Board also recommended to Council the following eight items need more attention: (1) extend the decorative wall across the entire parking lot for symmetry; (2) parking lot lighting should be replaced or modified to reduce glare and backscatter; (3) removal of the planters in front of the building to allow more cover and safer walking space; (4) Addition of columns on the front of the building; (5) review of the cart corrals; (6) replacement of the Bradford Pear trees with Live Oaks; (7) the addition of street trees; and (8) review of delivery times.

D. SUBJECT: DISCUSSION AND ACTION REGARDING FINANCING PROPERTY PURCHASE, HARBORTOWN

Reference: City Manager memo dated March 11, 2011

RECOMMENDATION:

That the City Council agree to finance the purchase of the parcels of property abutting Soundview Trail by Harbortown subject to final approval by the Mayor and City Attorney.

E. SUBJECT: DISCUSSION AND ACTION REGARDING REMOVAL OF DEAD TREES IN THE DEER POINT CONSERVATION AREAS

Reference: Community Services Director memo dated March 8, 2011

RECOMMENDATION:

That the City Council authorize Hurd Brothers Tree Care, LLC to remove the dead trees at a price of \$10 per tree from the two conservation areas in the Deer Point Subdivision with the following conditions: (1) any dead trees that could be

used as a potential nesting site cannot be removed; (2) the trees can only be felled and their remnants have to remain in the wetlands; and (3) no mechanical or heavy equipment (exclusive of chainsaws) can be used.

- F. SUBJECT: DISCUSSION AND ACTION REGARDING ORDINANCE NO. 02-11, CREATING DIVISION 13, GATEWAY OVERLAY DISTRICT, SECTION 21-230 THROUGH 21-235 OF THE MUNICIPAL CODE

Reference: City Manager memo dated March 11, 2011

RECOMMENDATION:

That the City Council approve Ordinance 02-11 on First Reading on Monday, March 21, 2011 and that Second Reading and Public Hearing be scheduled for April 4, 2011.

- G. SUBJECT: DISCUSSION AND ACTION REGARDING PROHIBITED USES IN THE CENTRAL BUSINESS DISTRICT

Reference: Community Services Director memo dated March 9, 2011

RECOMMENDATION:

That the City Council direct staff to incorporate prohibited uses into the CBD overlay district being created by the codification of the CRA design guidelines.

- H. SUBJECT: DISCUSSION AND ACTION REGARDING BOAT RAMP PERMIT FEES

Reference: March 10, 2011

RECOMMENDATION:

That the City Council adopt a Resolution re-establishing the \$10 rebate for City residents from the purchase of a \$50 annual permit for use of the City's boat ramps.

I. SUBJECT: DISCUSSION AND ACTION REGARDING PEST CONTROL SERVICES

Reference: City Manager memo dated March 10, 2011

RECOMMENDATION:

That the City Council accept staff recommendation of Ham Pest Control for pest control services (for City buildings) and that the City Council allow the City Manager to enter into a pest control contract with Ham Pest Control.

J. SUBJECT: DISCUSSION AND ACTION REGARDING FLORIDA DEPARTMENT OF TRANSPORTATION - SB 1446 LANDSCAPING GRANT REQUEST FOR PROPOSAL - CONTRACT AWARD RECOMMENDATION

Reference: Assistant City Manager memo dated March 10, 2011

RECOMMENDATION:

That the City Council place this item on the agenda for Monday, March 21, 2011 for further discussion and action.

K. SUBJECT: DISCUSSION AND ACTION REGARDING DOCUMENT - FILE MANAGEMENT

Reference: City Manager memo dated March 10, 2011

RECOMMENDATION:

That the City Council approve the purchase of document management equipment as listed in the staff memo for a total cost of \$11,128.

L. SUBJECT: DISCUSSION AND ACTION REGARDING INVESTMENT POLICY

Reference: City Manager memo of March 10, 2011 and Gulf Breeze Financial Services Director Memo dated February 7, 2011

RECOMMENDATION:

That the City Council pursue the following steps to properly invest surplus monies held in accounts of Gulf Breeze Financial Services: (1) using the statutory requirements primarily existing in Florida Statute Chapter 218 as an outline, create an Ordinance that formally establishes an investment policy for the City's surplus funds; (2) City staff and staff of Gulf Breeze Financial Services undertake an assessment to determine investable balances of these agencies that could be placed into investment accounts (City staff may want to designate other funds available to be included in the investment accounts); (3) following the above steps, the Council can then affirm or reject the recommendation for the investment manager brought to you by Gulf Breeze Financial Services. An explanation of the recommended firm will be provided and details of why this firm meets the criteria outlined above.

M. SUBJECT: DISCUSSION AND ACTION REGARDING PRESENTATION OF 2011 AUDIT BY O'SULLIVAN CREEL

Reference: City Manager memo dated March 11, 2011

RECOMMENDATION:

That the City Council accept the audit report given by Mr. Kevin Bowyer with O'Sullivan Creel.

N. INFORMATION ITEMS

**COMMUNITY REDEVELOPMENT AGENCY
BOARD OF DIRECTORS**

MARCH 21, 2011
MONDAY - 6:30 P.M.
COUNCIL CHAMBERS

- A. Discussion and Action Regarding Progress Payment to Lavash and Associates in the Amount of \$6,464
- B. Discussion and Action Regarding Rust Removal from Brick Columns Located on East Side of Highway 98

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.

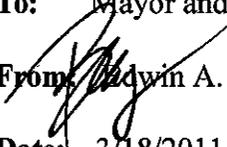


City of Gulf Breeze

OFFICE OF THE CITY MANAGER

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 3/18/2011

Subject: Progress Payment to Lavash and Associates

On January 3, 2011, the City Council in a meeting of the Board of Directors of the Community Development Agency, agreed to hire Thomas Lavash to begin preparing a study on the economic value of certain parcels in the City. A progress payment of \$4,200 was approved in February.

We now have a second invoice in the amount of \$6,464 from Lavash and Associates. The total of the previous invoice amount and this one are:

	\$4,200
	<u>\$6,464</u>
	\$10,664

The budget for this project is \$17,400.

RECOMMENDATION:

THAT THE CITY COUNCIL MEET MONDAY, MARCH 21, 2011 AS THE BOARD OF DIRECTORS OF THE COMMUNITY DEVELOPMENT AGENCY AND APPROVE A PAYMENT OF \$6,464 TO LAVASH AND ASSOCIATES.

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS
FOR THE COMMUNITY REDEVELOPMENT AGENCY**

A meeting of the Board of Directors for the Community Redevelopment Agency, Gulf Breeze, Florida, was convened at the Gulf Breeze City Hall on Monday, January 3, 2011, at 6:40 p.m. Upon call of the roll for the Community Redevelopment Agency the following members were present: Dana Morris, J. B. Schluter, David Landfair, Joseph Henderson and Mayor Beverly Zimmern.

The purpose of the meeting was for the Board of directors for the Community Redevelopment Agency to consider the following item:

A. SUBJECT: DISCUSSION AND ACTION REGARDING THE ECONOMIC IMPACT OF BRIDGE REPLACEMENT PROJECT

Reference: City Manager memo dated December 30, 2010

RECOMMENDATION:

That the Board of Directors of the Community Redevelopment Agency approve the hiring of consultant Thomas Lavash for an economic study of property within the CRA with an estimated cost for the first phase of the study of \$17,400 plus reimburseables. Funding for this project would come from the CRA.

Councilman Morris moved for approval. Councilman Schluter seconded. The vote for approval was 5 - 0.

The special meeting was adjourned at 6:43 p.m.

Marita Rhodes
CITY CLERK

Beverly J. Zimmern
MAYOR

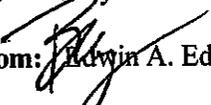


City of Gulf Breeze

OFFICE OF THE CITY MANAGER

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 2/11/2011

- 1. Subject: Payment of Invoices: Consulting Assistance on Bay Bridge Replacement Project: 1. Vanasse-Hangen Brustlin \$7,591 2. W.T. Lavash and Assoc. \$4,200 3. Morris Clark \$1,612.**
-

The City Council authorized staff to seek assistance from three consultants regarding the upcoming PD and E study by the Florida Department of Transportation on replacement of the Pensacola Bay Bridge. The three consultants are listed above along with the amounts due.

Vanasse-Hangen Brustlin has provided the overall direction to our team. Billy Hattaway of VHB has been involved in several PD&E studies and has contacts within FDOT to help us understand the process. The amount due includes travel expenses to Pensacola.

Lavash and Associates is conducting an economic analysis on properties that may be affected by the bridge project.

Finally, Morris Clark serves as our contact with the District III office of FDOT and the project managers assigned to this project.

The City's team which includes Mayor Zimmern, Dan Kopack, Matt Dannheisser and staff have been learning about the PD&E process, indentifying alternates for the City to pursue and we have been introduced to FDOT'S consultants and process.

RECOMMENDATION:

THAT THE CITY COUNCIL MEET ON TUESDAY, FEBRUARY 22, 2011 AS THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY AND AUTHORIZE PAYMENTS TO:

- | | |
|-----------------------------|---------|
| 1. VANASSE-HANGEN BRUSTLIN | \$7,591 |
| 2. WT LAVASH AND ASSOCIATES | \$4,200 |
| 3. MORRIS CLARK | \$1,612 |

9-Mar-11

Mr. Edwin Eddy, City Manager
 City of Gulf Breeze
 2070 Shoreline Drive
 Gulf Breeze, FL 32561-4702

INVOICE: 2011.2.2

Progress Invoice #2 for professional services associated with the Live Oak Village Opinion Letter of Value and Development Potentials Study, from February 1, 2011 through February 28, 2011.

No.	Task	Fee By Task	% Complete	Previously Billed	Fee This Invoice
TOTAL PROFESSIONAL FEE:		\$ 17,400			
1	Project Initiation/Kick-off	\$ 750	100%	750	\$ -
2	Existing Operating Performance	\$ 1,200	100%	600	\$ 600
3	Financial Feasibility Analysis	\$ 3,500	100%	1,750	\$ 1,750
4	Demographic & Economic Profile	\$ 2,000	100%	400	\$ 1,600
5	Real Estate Market Overview	\$ 3,500	75%	700	\$ 1,925
6	Preliminary Market/Development Potentials	\$ 2,500	0%	-	\$ -
7	Project Meeting	\$ 1,200	0%	-	\$ -
8	Project Deliverable/Final Report	\$ 2,750	0%	-	\$ -
Subtotal:		\$ 17,400	57.9%	\$ 4,200	\$ 5,875

REIMBURSABLE EXPENSES (See Attached Receipts):

Airfare (RT: DCA-PNS)		\$ -
Car Rental		\$ -
Hotel		\$ -
Taxi/Parking		\$ -
Meals/Food		\$ -
Research Data (Demographic & Economic)		\$ 588.70
- University of Florida BEBR	\$ 20.00	
- ESRI Business Analyst	\$ 150.00	
- Nielsen/Claritas	\$ 167.48	
- Nielsen/Claritas	\$ 251.22	
Other (Gas)		\$ -
Subtotal-Reimbursable Expenses:		\$ 588.70

AMOUNT DUE:

Current Amount Due: **\$ 6,463.70**

Payable within 10 days to:

W. Thomas Lavash Sole Prop dba WTL +Associates
 4235 South Dakota, NE
 Washington, D.C. 20017-3030
 202.636.4002/301.502.4171

Your Order at University of Florida - BEBR Online Store

From: University of Florida - BEBR Online Store

Sent: Thu, Feb 17, 2011 at 7:03 pm

To: wthomas.lavash@wtiassociates.com

University of
Florida - BEBR
Online Store
Your Florida Data
Source

University of Florida - BEBR Online Store
P.O. Box 117145
Gainesville, FL 32611-7145
352-392-0171

**Thanks for your order, W. Thomas !
Want to manage your order online?**

If you need to check the status of your order, please visit our home page at University of Florida - BEBR Online Store and click on "My account" in the menu or login with the following link:

<https://www.bibr.ufl.edu/user>

Purchasing Information:

E-mail Address: wthomas.lavash@wtiassociates.com

Billing Address:

WTL ASSOCIATES
W. THOMAS LAVASH
4235 S. DAKOTA AVE NE
WASHINGTON, DC 20017-3030

Billing Phone:

202-636-4002

Order Grand Total: \$20.00

Payment Method: Credit Card

Order Summary:

Order #: 551
Order Date: 02/17/2011 - 19:01
Products Subtotal: \$20.00
Basic Shipping: \$0.00

Total for this Order: \$20.00



Products on order:

1 x Florida County Population Projections (E-mail) -

\$20.00

SKU: FPS_FCPP_156_EML

- Bulletin No. - Years: 156 - 2009-2035

Where can I get help with reviewing my order?

To learn more about managing your orders on University of Florida - BEBR Online Store, please visit our help page. Please note: This e-mail message is an automated notification. Please do not reply to this message.

[Your Account](#) | [View Cart](#)



Thank You for Your Order

ESRI has received your request for the following

Order Number:

2338611

Order Date: February 17, 2011

Shipping Address:

W Thomas Lavash
WTL Associates
4235 South Dakota Avenue, NE
Washington 20017
US

Item	Qty	Price
Business Analyst Online Reports	1	\$150.00
Shipping & Handling		\$0.00
Tax		\$0.00
Order Total		\$150.00

Shipping Method:

Email:
WThomas.Lavash@wtlassociates.com

Payment Method

American Express *****1002
Expiration: 02/2014

Billing Address:

W Thomas Lavash
WTL Associates
4235 South Dakota Avenue, NE
Washington, DC 20017 US

Please print this page for your records.

Print a Receipt	Finish >
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If you need help completing this order, please call **1-800-292-2224**.
For questions about ESRI products and services, call 1-800-292-2224.

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[Privacy Policy](#).



Federal ID # 04-3721439
Inquiries:
PHONE: (866) 563-2804 EXT 7330
NET: Ask@Claritas.com



Invoice Number: 1820539
Invoice Date: 02/22/11

Account Number: 1409440

Bill To:
WTL Associates
4235 South Dakota Ave, NE
Washington, DC 20017
ATTN: W Thomas Lavash

Ship To:
WTL Associates
4235 South Dakota Ave, NE
Washington, DC 20017
ATTN: W Thomas Lavash

Phone: (301) 502-4171
Fax:

Purchase Order:
Sales Person Liz White

SiteReports.com Transactional Order Number: 969521243 Order Date: 2/17/2011 Ordered by: W Thomas Lavash \$158.00
Project Code: Gulf Breeze.
Site Information: Standard Geography: WTL Asso Order Number: 969521243
Reports for this Site:
-Free Map
-Census Demographic Quick Facts (CY)
-RMP Opp Gap: Retail Store Type (CY)
-Pop Facts: Demographic Trend (CY)

*** SITE# 4640190 Payment status is: Paid

Sales Tax-DC: \$9.48

\$167.48

Total Due: \$0.00

Please detach this portion and return with remittance.
Terms: Net 30 Late Charge 1.5% per Month

Wire Transfers should be routed to:
Account Name: The Nielsen Company
Bank Name: JP Morgan Chase
Location: New York, NY
Bank Routing Number: 021000021
Account Number: 400208776

Remit Payment To:
Nielsen LLC, Claritas
PO Box 533028
Charlotte, NC 28290-3028

Invoice #: 1820539
Due Date: 3/24/2011
Total Due: \$0.00
Total Remitted:

Bill To: Account Number: 1409440
WTL Associates
4235 South Dakota Ave, NE
Washington, DC 20017
ATTN: W Thomas Lavash



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Washington, DC 20017
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Ship To:
WTL Associates
4235 South Dakota Ave, NE
Washington, DC 20017
ATTN: W Thomas Lavash

Phone: (301) 502-4171
Fax:

Purchase Order:
Sales Person Liz White

SiteReports.com Transactional Order Number: 969521323 Order Date: 2/17/2011 Ordered by: W Thomas Lavash \$237.00
Project Code: Gulf Breeze.
Site Information: Standard Geography: Order Number: 969521323
Reports for this Site:
-Census Demographic Quick Facts (CY)
-RMP Opp Gap: Retail Store Type (CY)
-Free Map
-Consumer Spending Patterns (CY)
-Pop Facts: HH Income by Age HH (CY)

*** SITE# 4640191 Payment status is: Paid

*** CREDIT CARD PAYMENT MADE ON 2-17-11 (\$251.22) ✓

Sales Tax-DC: \$14.22

*** CREDIT CARD PAYMENT MADE ON 2-17-11 (\$167.48) ✓

Total Due: \$0.00

Please detach this portion and return with remittance.
Terms: Net 30 Late Charge 1.5% per Month

Wire Transfers should be routed to:
Account Name: The Nielsen Company
Bank Name: JP Morgan Chase
Location: New York, NY
Bank Routing Number: 021000021
Account Number: 400208776

Remit Payment To:
Nielsen LLC, Claritas
PO Box 533028
Charlotte, NC 28290-3028

Invoice #: 1820539
Due Date: 3/24/2011
Total Due: \$0.00
Total Remitted:

Bill To: Account Number: 1409440
WTL Associates
4235 South Dakota Ave, NE
Washington, DC 20017
ATTN: W Thomas Lavash

Memo

TO: Edwin A. Eddy, City Manager

FROM: Vernon L. Prather, Director of Public Services *VLP*

DATE: March 14, 2011

RE: Rust removal from brick columns located on east side of Hwy 98

The recently installed brick columns on the east side of Hwy 98 are being discolored with rust stains from the school's irrigation system.

In order to maintain their appearance and help protect the bricks from discoloration, we should clean the bricks and apply a sealer to prevent actual contact with the irrigation water.

In addition, adjustment of the individual sprinklers could help as well.

We have obtained a quote from Pressure Kleen to clean and seal all of the brick columns located on the east side for \$550.00. This firm provides high quality work and has the necessary equipment and experience to accomplish this task.

Since this work is to occur in the City's commercial district, we request that C.R.A. funds be designated for this purpose.

Recommendation: City Council authorize the expenditure of CRA Funds in the amount of \$550.00 to clean and seal the columns.

VLP/ohl