

**GULF BREEZE CITY COUNCIL
REGULAR MEETING**

NOVEMBER 7, 2011
MONDAY, 6:30 P.M.
COUNCIL CHAMBERS

1. Roll Call
2. Invocation and Pledge of Allegiance
3. Approval of Minutes of October 17, 2011 (Regular Meeting)
Approval of Minutes of October 17, 2011 (Special CRA Meeting)

Presentation of Proclamation Designating November as National Hospice Month

Open Forum for Discussion Regarding Update on Community Center Construction
4. **CONSENT AGENDA ITEMS:***
 - A. Discussion and Action Regarding SSRUS Board Recommendations of Oct. 10, 2011
 - I. Interim Tap Fee Policy
 - II. Selection of Rate Study Consultant
 - III. WWTF Permit Renewal Fees
 - B. Discussion and Action Regarding Dental Plan Transition Reserve Usage
 - C. Discussion and Action Regarding Holiday Schedule for City Hall

***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 ITEMS:

- A. Discussion and Action Regarding Appointing Firm for Master Plan for Commercial Corridor and Underground Wiring
- B. Discussion and Action Regarding Employee Salary and Benefits Study
- 5. New Business
- 6. Open Forum
- 7. Adjournment

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 the recognition from the Chair.

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

The 1,186th regular meeting of the Gulf Breeze City Council, Gulf Breeze, Florida was held at the Gulf Breeze City Hall on Monday, October 17, 2011, at 6:30 p.m.

Upon call of the roll the following Councilman were present: Joseph Henderson, Mayor Pro Tem J.B. Schluter, David G. Landfair, Dana Morris and Mayor Beverly Zimmern.

APPROVAL OF MINUTES OF THE REGULAR MEETING:

Councilman Schluter moved for approval of the minutes for the regular meeting held on October 2, 2011. Councilman Landfair seconded. The vote for approval was 5-0.

RESOLUTION NO. 16-11: ADOPTION OF FY 2012 TOURIST DEVELOPMENT COUNCIL BUDGET

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

RESOLUTION NO. 18-11: SUPPORT OF PHARMACEUTICAL TAKE BACK PROGRAM

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

PRESENTATION OF BEAUTIFICATION AWARDS:

Julie Brill of the Beautification Committee, presented the following awards: District 1- Kenneth and Susan Smith, 615 Fairpoint Drive; District 2- Chuck and Nancy Beverly, 181 Camelia Street; District 3- Bobby Parrish, 405 Loruna Street; District 4- Pamela Langham, 420 Canterbury Lane; District 5- Donald McShan, 706 Jamestown Drive; District 6- Karla Schmitz, 111 Chanteclair Circle.

CONSENT AGENDA ITEMS:

RECOMMENDATION:

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

A. SUBJECT: DISCUSSION AND ACTION REGARDING BEAUTIFICATION COMMITTEE QUARTERLY AWARDS.

COVERED AT BEGINNING OF THE MEETING.

B. SUBJECT: DISCUSSION AND ACTION REGARDING DEVELOPMENT BOARD REFERRAL FROM OCTOBER 4, 2011 MEETING

Reference: Development Review Board Minutes of October 4, 2011.

Vicki and David Bordelon, 108 Highpoint Drive, Gulf Breeze, to construct a dock with a covered boatlift and an uncovered boatlift behind their residence.

RECOMMENDATION:

That the City Council approve the project as presented with the stipulation that all federal and state permits are to be received before staff issues the Development Order.

C. SUBJECT: DISCUSSION AND ACTION REGARDING ADOPTION OF RESOLUTION FOR FY 2012 TOURIST DEVELOPMENT COUNCIL BUDGET.

(COVERED UNDER RESOLUTION SECTION ABOVE)

D. SUBJECT: DISCUSSION AND ACTION REGARDING SPECIAL EVENT CHAMBER HOLIDAY PARADE.

Reference: Deputy Police Chief memo dated September 26, 2011.

RECOMMENDATION:

That the City Council approve the Chamber of Commerce request for the Holiday Parade for Saturday, December 3rd to start from the Gulf Breeze High School at 10:00 a.m.; travel down Shoreline Drive and end on McLane Street at the Baptist Church at 11:30 a.m. Rain date, Saturday, December 10, 2011.

E. SUBJECT: DISCUSSION AND ACTION REGARDING SPECIAL EVENT PET FEST.

Reference: Deputy Police Chief memo dated September 26, 2011.

RECOMMENDATION:

That the City Council approve the Chamber of Commerce request for the Pet Fest for Saturday, November 19, 2011, 11:00 a.m. to 3:00 p.m. to be held at the Gulf Breeze Elementary School Athletic Field.

F. SUBJECT: DISCUSSION AND ACTION REGARDING PURCHASE OF COMPRESSED NATURAL GAS (CNG) VANS.

Reference: Public Services Director memo dated October 4, 2011.

RECOMMENDATION:

That the City Council award bid for the purchase of three (3) CNG vans to Bartow Chevrolet for \$35,424 each or a total of \$106,272 with funding allocated as follows: one CNG Chevrolet 2500 Van from Gas Fund 402 Gas Capital Budget and two Vans for City water to be allocated to Fleet Vehicles FEMA Alternate Project #11.

G. SUBJECT: DISCUSSION AND ACTION REGARDING PURCHASE OF REPLACEMENT VEHICLES, POLICE CRUISERS.

Reference: City Manager memo dated October 7, 2011.

RECOMMENDATION:

That the City Council approve the purchase of two fully equipped Ford Crown Vics from Duval Ford for the price of \$72,666.00.

H. SUBJECT: DISCUSSION AND ACTION REGARDING FLOOD MANAGEMENT STATUS REPORT.

Reference: City Manager memo dated October 7, 2011.

RECOMMENDATION:

That the City Council accept the annual status report on the City's Flood Plan Management.

I. SUBJECT: DISCUSSION AND ACTION REGARDING PHARMACEUTICAL TAKE BACK PROGRAM.

(COVERED UNDER RESOLUTION SECTION ABOVE)

J. SUBJECT: DISCUSSION AND ACTION REGARDING JOINT PARTICIPATION AGREEMENT, FDOT AND CITY FOR ST. FRANCIS DRIVE.

Reference: City Manager memo dated October 7, 2011.

RECOMMENDATION:

That the City Council table this item until FDOT provides additional information as to who owns the property.

K. SUBJECT: DISCUSSION AND ACTION REGARDING ALTERNATE PROJECTS LIST.

Reference: City Manager memo dated October 7, 2011.

RECOMMENDATION:

That the City Council approve the changes to the FEMA Alternate Projects List as follows: replace project #4 WWTP Phase I - \$3,330,000 with \$1.0 Million Rec Center cost overrun; \$1.0 Million Reconstruction of South Sunset; \$.7 Million Natural Gas Pipeline East to Portofino and West of Peg Leg's; and \$.6 Million supplementary Compressed Natural Gas Equipment.

Councilman Henderson moved for approval of the following Consent Agenda Items: A,B,C,D,E,F, G,H,I,J and K. Councilman Landfair seconded. The vote for approval was 5-0.

ACTION AGENDA ITEMS:

A. SUBJECT: DISCUSSION AND ACTION REGARDING TOT LOT CONTRACTOR:

Reference: Parks and Recreation Director memo and verbal report by City Manager Buz Eddy.

RECOMMENDATION:

That the City Council approve Kids Zone Play Systems as the vendor for the replacement playground equipment (FEMA Alternate Project #10) and direct staff to develop a final plan for each park.

Councilman Schluter moved to accept the motion. Councilman Morris seconded. The vote for approval was 5-0.

B. SUBJECT: DISCUSSION AND ACTION REGARDING PRINTERS AND COPIERS LEASE.

Reference: City Manager memo dated October 6, 2011 and verbal report.

RECOMMENDATION:

That the City Council approve the proposal for printer/copier maintenance from Coastal Business Products at a cost of \$1,334 per month.

Councilman Schluter moved to accept the motion. Councilman Henderson seconded. The vote for approval was 5-0.

NEW BUSINESS: NONE

OPEN FORUM:

Mr. Randolph Scott, 329 Valencia Street, Gulf Breeze, FL spoke on the following items: Police Cruiser purchase, Overhanging tree branches on streets within the City and Fire Hydrant maintenance/reflectors within the City.

ADJOURNMENT:

Mayor Zimmern adjourned the meeting at 6:55 p.m.

ATTESTED TO:

Deputy 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, October 17, 2011, at 6:40 p.m.

Upon call of the roll for the Community Redevelopment Agency the following members were present: Dana Morris, Mayor Pro-Tem J.B. Schluter, David G. 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 ADOPTION OF FY
2012 COMMUNITY REDEVELOPMENT AGENCY BUDGET**

Reference: Assistant City Manager memo dated October 5, 2011.

RECOMMENDATION:

That the City Council meet as the CRA Board of Directors on October 17, 2011 and adopt Resolution 17-11 approving the FY 2012 Community Redevelopment Agency budget.

Councilman Henderson moved to accept the motion. Councilman Morris seconded. The vote for approval was 5-0.

ADJOURNMENT:

Mayor Zimmern adjourned the meeting at 6:42 p.m.

ATTESTED TO:

Deputy City Clerk

Mayor

EXECUTIVE COMMITTEE REPORT

NOVEMBER 2, 2011

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

ACTION AGENDA ITEMS:

- A. SUBJECT: **DISCUSSION AND ACTION REGARDING PROCLAMATION
DESIGNATING NOVEMBER AS NATIONAL HOSPICE MONTH**

Moved to the beginning of the meeting.

- B. SUBJECT: **DISCUSSION AND ACTION REGARDING UPDATE ON
COMMUNITY CENTER CONSTRUCTION**

Moved to the beginning of the meeting.

- C. SUBJECT: **DISCUSSION AND ACTION REGARDING SSRUS BOARD
RECOMMENDATIONS OF OCTOBER 10, 2011**

Reference: Assistant Public Services Director memo

RECOMMENDATION:

That the City Council approve the following SSRUS Board Recommendations:

- I. **INTERIM TAP FEE POLICY**

RECOMMENDATION:

The SSRUS Board recommends that the City Council approve the following interim tap fee payment policy for residential subdivisions for a period of one year: (1) 25% down payment required for FDEP Application to Construct;

(2) 25% due prior to FDEP Certification of Completion; (3) 50% due at time of building permit application.

- II. **SELECTION OF RATE STUDY CONSULTANT**

RECOMMENDATION:

SSRUS Board recommends that the City Council select Florida Rural Water Association to conduct the rate study for SSRUS and the City Water & Sewer Fund as well.

III. WWTF PERMIT RENEWAL FEES

RECOMMENDATION:

The SSRUS Board recommend that the City Council authorize Baskerville-Donovan, Inc., to provide engineering services to prepare the renewal submittal for the WWTP operating permit for a lump sum fee of \$18,500.00.

- D. **SUBJECT: DISCUSSION AND ACTION REGARDING FEE PROPOSAL OF \$18,823.66 FROM HDR, INC., FOR ST. FRANCIS DRIVE REPAVING DESIGN**

Moved to the Agenda for a Special Community Redevelopment Agency Meeting

- E. **SUBJECT: DISCUSSION AND ACTION REGARDING APPOINTING FIRM FOR MASTER PLAN FOR COMMERCIAL CORRIDOR AND UNDERGROUND WIRING**

Reference: City Manager memo dated October 28, 2011

RECOMMENDATION:

That the City Council select VHB Miller Sellen from Orlando, Florida, and direct staff and the City Attorney to finalize the scope of work and a contract with VHB. (Mr. Jim Sellen and Mr. Curtis Ostrodka attended the meeting to present information and answer questions.)

- F. **SUBJECT: DISCUSSION AND ACTION REGARDING ROUTE 399 OVERPASS LANDSCAPE IMPROVEMENTS**

Moved to the Agenda for a Special Community Redevelopment Agency Meeting

- G. **SUBJECT: DISCUSSION AND ACTION REGARDING EMPLOYEE SALARY AND BENEFITS STUDY**

Reference: Assistant City Manager memo dated October 28, 2011

RECOMMENDATION:

That the City Council place this item on the agenda for the Regular Meeting to be held on Monday, November 7th for further discussion and action.

**H. SUBJECT: DISCUSSION AND ACTION REGARDING DENTAL PLAN
TRANSITION RESERVE USAGE**

Reference: Finance Director memo dated October 26, 2011

RECOMMENDATION:

That the City Council approve the disbursement from the dental plan transition hardship as described in staff memo.

**I. SUBJECT: DISCUSSION AND ACTION REGARDING HOLIDAY
SCHEDULE FOR CITY HALL**

Reference: City Manager memo dated October 28, 2011

RECOMMENDATION:

That the City Council hold a Special City Council meeting on Tuesday, November 29th consider a final Resolution relative to the 2011 budget.

J. INFORMATION ITEMS

Memo

To: Edwin A. Eddy, Mayor and City Council
From: Steve Milford
Date: October 31, 2011
Re: GFOA Award to City of Gulf Breeze



I am pleased to inform you that the Comprehensive Annual Financial Report produced by the City of Gulf Breeze for 2010 has been awarded a Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA).

The City staff annually produce this 100-plus page document which not only encompasses the annual financial statements and audit report, but also provides insights on City history, the budget process, capital projects and a variety of other information about the City. Creation of this document is truly a joint effort with virtually every department in the City contributing information.

Every report (or CAFR) since 2004 is available for download from the City's website.

This is the eighth consecutive recognition of CAFR excellence awarded to the City.



The Government Finance Officers Association
of the United States and Canada

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Stephen A. Milford

Director of Finance and Accounting
City of Gulf Breeze, Florida

The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the individual(s) designated as instrumental in their government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Date October 28, 2011



Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Gulf Breeze
Florida

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended
September 30, 2010

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



Linda C. Dawson

President

Jeffrey R. Enev

Executive Director

**COMMUNITY REDEVELOPMENT AGENCY
BOARD OF DIRECTORS**

NOVEMBER 7, 2011
MONDAY - 6:30 P.M.
COUNCIL CHAMBERS

**THIS MEETING WILL BE HELD AT THE END OF THE
REGULAR CITY COUNCIL MEETING**

- A. Discussion and Action Regarding Route 399 Overpass Landscape Improvements
- B. Discussion and Action Regarding Fee Proposal of \$18,823.66 From HDR, Inc., for St. Francis Drive Repaving Design

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

TO: Edwin A. Eddy, City Manager

FROM: Ron Pulley, Director of Parks and Recreation

A handwritten signature in blue ink, appearing to read "Ron Pulley", is written over the name in the "FROM:" line.

SUBJECT: Route 399 Overpass Landscape Improvements

DATE: October 27, 2011

The two embankments along the north face of the Route 399 overpass have become quite overgrown. Although they are masked by ornamental trees and the Pensacola Beach sign, we would like to take this opportunity to address and improve this area.

Hepworth Lawn Maintenance, our median maintenance contractor, has committed to removing all dead and unwanted shrubbery, trees and brush; shaping all remaining plants in an appropriate fashion; and installing juniper plants to provide a complete ground cover, on both embankments. Mr. Hepworth anticipates three days on site with a four man crew -or- 96 man hours @ \$20 ea. for a total labor cost of \$1,960 plus an additional \$800 for the purchase of the juniper plants.

Recommendation

That Council authorize the use of CRA funds in the amount of \$2,760 and direct Hepworth Lawn Maintenance to proceed with the improvement of these two embankments.



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager
FROM: Thomas E. Lambert, Assistant Director of Public Services
DATE: October 28, 2011
RE: Fee proposal for St. Francis

A handwritten signature in blue ink, appearing to be "T. Lambert", is written over the "FROM:" line of the memo.

Staff has discussed with the Florida Department of Transportation a Joint Participation Agreement (JPA) for the paving and sidewalk work on St. Francis Drive, as well as the pedestrian safety improvements at several locations along U.S. Highway 98. Since all of this work would have been included in the 2013 resurfacing project, the Department is willing to allow the City to complete the work now and reimburse the City in 2013.

In order to meet the conditions of the JPA, the City will have to have more formal plans for approval by the Department. Since HDR has done the surveying, design and plan sheets for most of the work, it makes sense to have them complete the project for the City.

Even though the JPA is not finalized, staff believes that we should have HDR begin to prepare the documents to submit to the Department as soon as the JPA is approved in order to minimize further delays in construction. HDR has submitted a fee of \$18,823.66 for the work, which includes additional design for the pavement on St. Francis Drive as well as bid and construction assistance to the City.

RECOMMENDATION: The City Council approve HDR, Inc. to complete the design of St. Francis Drive repaving and U.S. 98 pedestrian improvements for a fee of \$18,823.66.