

**GULF BREEZE CITY COUNCIL  
REGULAR MEETING**

OCTOBER 15, 2012  
MONDAY, 6:30 P.M.  
COUNCIL CHAMBERS

1. Roll Call
2. Invocation and Pledge of Allegiance
3. Approval of Minutes of October 1, 2012 (Regular Meeting)  
Approval of Minutes of October 1, 2012 (CRA Meeting)

**PRESENTATION: BEAUTIFICATION AWARDS**

4. Resolution No. 19-12: Increasing Water and Sewer Rate for City Customers  
Resolution No. 20-12: Increasing Sewer Rate for South Santa Rosa Utility  
System Customers  
Resolution No. 21-12: Increasing Storm Water Rates for City Customers

5. **CONSENT AGENDA ITEMS:\***

- A. Discussion and Action Regarding Recreation Center Addition/Renovation Update
- B. Discussion and Action Regarding Purchase of Replacement Equipment
- C. Discussion and Action Regarding Tennis Practice Wall
- D. Discussion and Action Regarding Declaration of Surplus Equipment (1998 Dodge Truck and 72" Zero Turn Mower)
- E. Discussion and Action Regarding Renewal of Inmate Work Crew Contract
- F. Discussion and Action Regarding Navarre Street Traffic Calming Study
- G. Discussion and Action Regarding Third Party Reviewer - Energy Savings Program
- H. Discussion and Action Regarding Approval to Commence Payroll Outsourcing Process

- I. Discussion and Action Regarding Suggested Service Requirements for Solid Waste Franchise Bid
- J. Discussion and Action Regarding Boats, Trailers, Recreational Vehicles
- K. Discussion and Action Regarding Award of Bid for SCBA Replacement Cylinders

**\*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 Policy for Filling Mid Term Vacancies on City Council
- 6. New Business
- 7. Open Forum
- 8. 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 1,209<sup>th</sup> regular meeting of the Gulf Breeze City Council, Gulf Breeze, Florida was held at the Gulf Breeze City Hall on Monday, October 1, 2012 at 6:30 p.m.

Upon call of the roll the following Councilmen were present: Bob Cleveland, David G. Landfair, Joseph Henderson and Mayor Zimmern. Mayor Pro Tem J. B. Schluter was absent due to illness.

**APPROVAL OF MINUTES:**

Councilman Landfair moved for approval of the minutes for the regular meeting held on Tuesday, September 18, 2012. Councilman Henderson seconded. The vote for approval was 4-0.

Councilman Landfair moved for approval of the minutes for the special meeting to approve the Ad Valorem milage rate of 1.90 for Fiscal Year 2013 and Budget beginning October 1, 2012. Councilman Henderson seconded. The vote for approval was 4 - 0.

**CONSENT AGENDA ITEMS:**

**RECOMMENDATION:**

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

- A. SUBJECT: DISCUSSION AND ACTION REGARDING VEHICLE PURCHASE FOR POLICE DEPARTMENT**

Reference: Police Chief memo dated September 18, 2012

**RECOMMENDATION:**

**That the City Council approve the purchase of three (3) new Police Interceptors for the State Contract price of \$33,729.70 each from Hub City Ford, Crestview, FL.**

- B. SUBJECT: DISCUSSION AND ACTION REGARDING WALKING TRAIL - NORTH AND SOUTH SHORELINE PARK**

Reference: Parks and Recreation Director memo dated September 13, 2012

**RECOMMENDATION:**

**That the City Council direct staff to seek competitive bids for the construction of the Shoreline Park Walking Trail as designed and specified by Rebol-Battle and Associates.**

**C. SUBJECT: DISCUSSION AND ACTION REGARDING VISTA PARK PIER - HURRICANE ISAAC DAMAGE**

Reference: Parks and Recreation Director memo dated September 13, 2012

**RECOMMENDATION**

**That the City Council direct staff to seek competitive bids to restore the Vista Park Pier at a cost of approximately \$18,000 and to look into to costs of providing flow through panels.**

**D. SUBJECT: DISCUSSION AND ACTION REGARDING UTILITY CONFLICTS HIGHWAY 98 RESURFACING**

Reference: Assistant Public Services Director memo dated September 21, 2012

**RECOMMENDATION:**

**That the City Council approve and authorize the Mayor to sign the Utility Work by Highway Contractor Agreement.**

**E. SUBJECT: DISCUSSION AND ACTION REGARDING CROSSWALK ON FAIRPOINT DRIVE**

Reference: City Manager memo dated September 21, 2012

**RECOMMENDATION:**

**That the City Council consider the relocation of the Fairpoint crosswalk at the September 26<sup>th</sup> Executive Session.**

**F. SUBJECT: DISCUSSION AND ACTION REGARDING SHORELINE PARK SERVICE ROAD - CHANGE ORDER 1**

Reference: Assistant Public Services Director memo dated September 21, 2012

**RECOMMENDATION:**

**That the City Council approve the change order to Radford and Nix Construction, LLC for \$3,736.48 .**

- G. SUBJECT: DISCUSSION AND ACTION REGARDING SOUTH SUNSET BOULEVARD - CHANGE ORDER 3**

Reference: Assistant Public Services Director memo dated September 21, 2012

**RECOMMENDATION:**

**That the City Council approve the change order of \$10,710.36 to Radford and Nix Construction, LLC for the South Sunset Boulevard Paving project.**

- H. SUBJECT: DISCUSSION AND ACTION REGARDING NATURAL GAS TO PENSACOLA BEACH - CHANGE ORDER 3**

Reference: Assistant Public Services Director memo dated September 21, 2012

**RECOMMENDATION:**

**That the City Council approve change order 3 of \$75,641.98 to Utility Services for the Natural Gas to Pensacola Beach project.**

- I. SUBJECT: DISCUSSION AND ACTION REGARDING RETURN OF WELL TO GULF BREEZE ZOO**

Reference: Assistant Public Services Director memo dated September 21, 2012

**RECOMMENDATION:**

**That the City Council authorize Baskerville-Donovan, Inc., to modify and apply for the permits need to revert the well to Zoo ownership for a total of \$9,000. City Council also authorize Layne Central to complete a well maintenance and inspection for \$2,728.00.**

- J. SUBJECT: DISCUSSION AND ACTION REGARDING SANTA ROSA RESTORE COUNCIL**

Reference: Assistant Public Services Director memo dated September 21, 2012

**RECOMMENDATION:**

**That the City Council nominate Edwin Eddy, City Manager, to serve on the Santa Rosa County Restore Council.**

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

**ACTION AGENDA ITEMS:**

None

**ADJOURNMENT:**

The Mayor adjourned the meeting at 6:32.

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CITY CLERK

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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 Wednesday, October 1, 2012, at 6:30 p.m.

Upon call of the roll for the Community Redevelopment Agency the following members were present: Councilmen Bob Cleveland, David G. Landfair, Joseph Henderson, and Mayor Beverly Zimmern. Mayor Pro Tem J. B. Schluter was absent due to illness.

The purpose of the meeting was for the Board of Directors of the Community Redevelopment Agency to consider the following items:

**A. SUBJECT: DISCUSSION AND ACTION REGARDING HWY 98 STREET LIGHTING - LED OPTION**

Reference: Public Services Director memo dated September 18, 2012

**RECOMMENDATION:**

**That the City Council meet as Community Redevelopment Agency and approve the installation of new L.E.D. lighting along Hwy. 98 from the Three Mile Bridge to Hwy 399 Overpass and provide upfront funding of \$35,256.00 to Gulf Power.**

**B. SUBJECT: DISCUSSION AND ACTION REGARDING MASTER PLANNING INVOICE**

Reference: Assistant City Manager memo dated September 21, 2012

**RECOMMENDATION:**

**That the City Council meet as the Board of Directors of the Community Redevelopment Agency on Monday, October 1, 2012 and approve payment of Invoice No. 152941 for \$47,705.42 to VHB Miller Sellen.**

Councilman Cleveland moved for approval of both items. Councilman Landfair seconded. The vote for approval was 4 - 0.

**ADJOURNMENT:**

Mayor Zimmern adjourned the meeting at 6:31 p.m.

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CITY CLERK

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MAYOR

**RESOLUTION 19-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA, INCREASING WATER AND SEWER RATES FOR UTILITY CUSTOMERS IN THE CITY OF GULF BREEZE.**

**WHEREAS**, the City of Gulf Breeze provides water and wastewater service to the residents within the city limits of the City of Gulf Breeze and must rely upon water and sewer rates to pay for the costs to operate the system and provide for adequate reserves; and,

**WHEREAS**, the City Council has determined that operating costs, including but not limited to personnel, purchase of energy and wholesale water have increased; and,

**WHEREAS**, the City Council has determined that the current operating revenues can not support the current level of service, even with the cost cutting measures already taken; and

**WHEREAS**, the City Council held a Public Hearing on Monday, October 15, 2012 on this matter.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA AS FOLLOWS;**

**SECTION 1:** The water and sewer charges for City of Gulf Breeze customers are hereby increased as listed in Exhibit A. Said increase to be implemented commencing with bills produced after October 16, 2012.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE, SANTA ROSA COUNTY, FLORIDA** on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor

ATTEST

\_\_\_\_\_  
City Clerk

**EXHIBIT 'A' Res. 19-12  
CITY WATER AND SEWER  
PROPOSED RATE INCREASES**

**VOLUMETRIC RATES PER THOUSAND GALLONS**

	Current	Increase	Proposed
Water	\$2.70	\$0.05	<b>\$2.75</b>
Sewer	\$3.68	\$0.22	<b>\$3.90</b>

**Residential - Water Base Fee**

Meter Size	2011 New Base Fee	Increased By	2012 New Base Fee
3/4"	\$9.41	\$1.00	<b>\$10.41</b>
1"	\$17.46	\$1.33	<b>\$18.79</b>
1 1/2"	\$45.67	\$2.00	<b>\$47.67</b>
2"	\$74.39	\$2.67	<b>\$77.06</b>
3"	\$151.33	\$4.00	<b>\$155.33</b>
4"	\$228.28	\$5.33	<b>\$233.61</b>
6"	\$454.67	\$8.00	<b>\$462.67</b>

**Residential - Sewer Base Fee**

Meter Size	2011 New Base Fee	Increased By	2012 New Base Fee
3/4"	\$13.09	\$1.51	<b>\$14.60</b>
1"	\$24.27	\$2.01	<b>\$26.28</b>
1 1/2"	\$58.74	\$3.02	<b>\$61.76</b>
2"	\$94.33	\$4.03	<b>\$98.35</b>
3"	\$188.99	\$6.04	<b>\$195.03</b>
4"	\$281.23	\$8.05	<b>\$289.28</b>
6"	\$549.33	\$12.08	<b>\$561.41</b>

**Commercial - Water Base Fee**

Meter Size	2011 New Base Fee	Increased By	2012 New Base Fee
3/4"	\$9.41	\$1.00	<b>\$10.41</b>
1"	\$17.46	\$1.33	<b>\$18.79</b>
1 1/2"	\$45.67	\$2.00	<b>\$47.67</b>
2"	\$74.39	\$2.67	<b>\$77.06</b>
3"	\$151.33	\$4.00	<b>\$155.33</b>
4"	\$228.28	\$5.33	<b>\$233.61</b>
6"	\$454.67	\$8.00	<b>\$462.67</b>

Meter Size	2011 New Base Fee	Increased By	2012 New Base Fee
3/4"	\$13.09	\$1.51	<b>\$14.60</b>
1"	\$24.27	\$2.01	<b>\$26.28</b>
1 1/2"	\$58.74	\$3.02	<b>\$61.76</b>
2"	\$94.33	\$4.03	<b>\$98.35</b>
3"	\$188.99	\$6.04	<b>\$195.03</b>
4"	\$281.23	\$8.05	<b>\$289.28</b>
6"	\$549.33	\$12.08	<b>\$561.41</b>

**RESOLUTION 20-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA, INCREASING SEWER RATES FOR UTILITY CUSTOMERS IN THE SOUTH SANTA ROSA UTILITY SYSTEM.**

**WHEREAS**, the City of Gulf Breeze provides water and wastewater service to the residents within the South Santa Rosa Utility System and must rely upon water and sewer rates to pay for the costs to operate the system and provide for adequate reserves; and,

**WHEREAS**, the City Council has determined that operating costs, including but not limited to personnel, purchase of energy and wholesale water have increased; and,

**WHEREAS**, the City Council has been advised by the South Santa Rosa Utility Board that the current base charges for wastewater and reclaimed services and volumetric rates for wastewater should be increased; and

**WHEREAS**, the City Council held a Public Hearing on Monday, October 15, 2012 on this matter.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA AS FOLLOWS;**

**SECTION 1:** The sewer and reclaimed charges for the South Santa Rosa Utility System are hereby increased as listed in Exhibit 'A'. Said increase to be implemented commencing with bills produced after October 16, 2012.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE, SANTA ROSA COUNTY, FLORIDA** on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor

ATTEST

\_\_\_\_\_  
City Clerk

# EXHIBIT 'A' Res. 20-12

## PROPOSED WATER AND SEWER RATES SOUTH SANTA ROSA UTILITY SYSTEM

### VOLUMETRIC RATES PER THOUSAND GALLONS

	Current	Increase	Proposed
Water	\$2.75	\$0.00	<b>\$2.75</b>
Sewer	\$4.02	\$0.00	<b>\$4.02</b>

### Residential - Water Base Fee

Meter Size	2011 Base Fee	Increased By	2012 Base Fee
3/4"	\$13.90	\$0.00	<b>\$13.90</b>
1"	\$25.27	\$0.00	<b>\$25.27</b>
1 1/2"	\$64.62	\$0.00	<b>\$64.62</b>
2"	\$104.67	\$0.00	<b>\$104.67</b>
3"	\$211.52	\$0.00	<b>\$211.52</b>
4"	\$318.37	\$0.00	<b>\$318.37</b>
6"	\$631.48	\$0.00	<b>\$631.48</b>

### Residential - Sewer Base Fee

Meter Size	2011 Base Fee	Increased By	2012 Base Fee
3/4"	\$15.61	\$0.50	<b>\$16.11</b>
1"	\$29.24	\$0.67	<b>\$29.91</b>
1 1/2"	\$71.52	\$1.00	<b>\$72.52</b>
2"	\$115.60	\$1.33	<b>\$116.93</b>
3"	\$233.25	\$2.00	<b>\$235.25</b>
4"	\$350.80	\$2.67	<b>\$353.47</b>
6"	\$693.17	\$4.00	<b>\$697.17</b>

Meter Size	2011 Base Fee	Increased By	2012 Base Fee
3/4"	\$23.82	\$0.00	<b>\$23.82</b>
1"	\$37.23	\$0.00	<b>\$37.23</b>
1 1/2"	\$82.57	\$0.00	<b>\$82.57</b>
2"	\$126.67	\$0.00	<b>\$126.67</b>
3"	\$246.28	\$0.00	<b>\$246.28</b>
4"	\$371.77	\$0.00	<b>\$371.77</b>
6"	\$732.56	\$0.00	<b>\$732.56</b>

### Commercial - Sewer Base Fee\*

Meter Size	2011 Base Fee	Increased By	2012 Base Fee
3/4"	\$32.67	\$0.50	<b>\$33.17</b>
1"	\$45.26	\$0.67	<b>\$45.92</b>
1 1/2"	\$91.59	\$1.00	<b>\$92.59</b>
2"	\$137.27	\$1.33	<b>\$138.60</b>
3"	\$261.97	\$2.00	<b>\$263.97</b>
4"	\$395.48	\$2.67	<b>\$398.14</b>
6"	\$775.03	\$4.00	<b>\$779.03</b>

\*includes 3,000 gallons usage in base rate

### Reclaimed Rates

	2009 Base Fee	Increased By	2011 Base Fee
	\$6.00	\$0.00	<b>\$6.00</b>

**RESOLUTION 21-12**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA, INCREASING STORMWATER RATES FOR CUSTOMERS IN THE CITY OF GULF BREEZE.**

**WHEREAS**, the City of Gulf Breeze operates and maintains stormwater treatment and control facilities, as well as having jurisdictional control over stormwater for new development,

**WHEREAS**, the City of Gulf Breeze is required to comply with the National Pollutant Discharge Elimination System permit for all stormwater and construction related activities within the incorporated limits,

**WHEREAS**, the City Council has determined that the costs for the operation, maintenance and compliance have increased; and,

**WHEREAS**, the City Council has determined that the current operating revenues can not support the current level of service, even with the cost cutting measures already taken; and

**WHEREAS**, the City Council held a Public Hearing on Monday, October 15, 2012 on this matter;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA AS FOLLOWS;**

**SECTION 1:** The stormwater fee for City of Gulf Breeze customers be hereby increased from \$4.25 to \$4.50 per equivalent residential connection. Said increase to be implemented commencing with bills produced after October 16, 2012.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE, SANTA ROSA COUNTY, FLORIDA** on this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor

ATTEST

\_\_\_\_\_  
City Clerk

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

**ACTION AGENDA ITEMS:**

**A. SUBJECT: DISCUSSION AND ACTION REGARDING BEAUTIFICATION AWARD WINNERS**

Reference: City Manager memo dated October 4, 2012

**RECOMMENDATION:**

That the City Council recognize the following Beautification Committee winners on October 15, 2012 to allow the Committee to distribute Third Quarter 2012 awards: **DISTRICT 1: Malcom Rawson, 1311 Soundview Trail; DISTRICT 2: Rosalind Manthei, 101 Northcliff Drive; DISTRICT 3: Louis and Kay Makowski, 809 Poinciana Drive and DISTRICT 4: Stan and Katharine Searcy, 228 Northcliff Drive; and DISTRICT 5: John and Mary Taylor, 121 Bear Drive.**

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**B. SUBJECT: DISCUSSION AND ACTION REGARDING RECREATION CENTER ADDITION/RENOVATION UPDATE**

Reference: Parks and Recreation Director memo dated October 5, 2012

**RECOMMENDATION:**

No City Council action necessary. Update given at Executive Session held on Wednesday, October 10, 2012 by Mr. Steve Jernigan, Bay Design.

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**C. SUBJECT: DISCUSSION AND ACTION REGARDING PURCHASE OF REPLACEMENT EQUIPMENT**

Reference: Parks and Recreation Director memo dated October 5, 2012

**RECOMMENDATION**

That the City Council direct staff to seek competitive pricing for the following replacement equipment: (1) 52" mower; (1) 72" mower; (1) Athletic Field Groomer; and (2) Utility vehicles, 4 wheel, non-licensed.

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**D. SUBJECT: DISCUSSION AND ACTION REGARDING UTILITY AND STORMWATER RATE INCREASE HEARING (RESOLUTIONS 19-12; 20-12 AND 21-12)**

Reference: Assistant Public Services Director memo dated October 5, 2012

**RECOMMENDATION:**

**That the City Council adopt Resolutions 19-12, 20-12 and 21-12 for the SSRUS and City Water & Sewer and Storm Water rate increases during the Public Hearing to be held on Monday, October 15, 2012.**

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**E. SUBJECT: DISCUSSION AND ACTION REGARDING TENNIS PRACTICE WALL**

Reference: Parks and Recreation Director memo dated October 4, 2012

**RECOMMENDATION:**

**That the City Council direct Hewes and Company to proceed with construction of the Tennis Practice Wall, altered by (1) eliminating the fencing and using shrubbery as necessary; (2) eliminating the concrete surface and replace with asphalt and ribbon curve and (3) eliminating the professional court finish, striping and utilize in house labor to paint and stripe at a cost of \$27,113.00.**

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**F. SUBJECT: DISCUSSION AND ACTION REGARDING MAINTENANCE OF MEDIANS & RIGHT-OF-WAY ON HWY 98, ANDREW JACKSON TO DANIEL DRIVE**

Reference: assistant City Manager memo dated October 4, 2012

**RECOMMENDATION:**

**That the City Council meet as the Community Redevelopment Board on Monday, October 15, 2012, and terminate the maintenance contract with DesignScapes, direct staff to take legal action if necessary for warranty deficiencies that remain (staff will continue and try to negotiate a solution); that the City Council accept staff recommendation to use Randy Hepworth on a month to month maintenance schedule for**

**Highway 98 from Andrew Jackson to Daniel Drive for \$2,087.50 per month. Direct staff to write a Request for Proposal for landscaping services; advertise the RFP and evaluate bidders and make a recommendation for a new annual contract to the Council.**

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**G. SUBJECT: DISCUSSION AND ACTION REGARDING DECLARATION OF SURPLUS EQUIPMENT (1998 DODGE TRUCK AND 72" ZERO TURN MOWER)**

Reference: City Manager memo dated October 4, 2012

**RECOMMENDATION:**

**That the City Council declare a 1998 Dodge Truck as surplus and to be sold on govdeals and declare a 72" Zero Turn Mower as surplus and donate to the Florida Department of Corrections.**

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**H. SUBJECT: DISCUSSION AND ACTION REGARDING RENEWAL OF INMATE WORK CREW CONTRACT**

Reference: City Manager memo dated October 4, 2012

**RECOMMENDATION:**

**That the City Council approve the new contract for inmate crews with the Florida Department of Corrections for the next year at \$58,004 and authorize the Mayor to sign the contract.**

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**I. SUBJECT: DISCUSSION AND ACTION REGARDING NAVARRE STREET TRAFFIC CALMING STUDY**

Reference: Assistant Public Services Director memo dated October 5, 2012

**RECOMMENDATION:**

**That the City Council authorize staff to advertise and conduct a public meeting to gather citizen input for traffic calming on Navarre on Thursday, November 15, 2012 at 6:00 p.m..**

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**J. SUBJECT: DISCUSSION AND ACTION REGARDING THIRD PARTY REVIEWER - ENERGY SAVINGS PROGRAM**

Reference: Assistant Public Services Director memo dated October 4, 2012

**RECOMMENDATION:**

**That the City Council authorize the Donahue & Associates to assist the City with the energy savings program.**

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**K. SUBJECT: DISCUSSION AND ACTION REGARDING APPROVAL TO COMMENCE PAYROLL OUTSOURCING PROCESS**

Reference: Finance Director memo dated September 27, 2012

**RECOMMENDATION:**

**That the City Council approve the engagement of Paychex to provide payroll services.**

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**L. SUBJECT: DISCUSSION AND ACTION REGARDING SUGGESTED SERVICE REQUIREMENTS FOR SOLID WASTE FRANCHISE BID**

Reference: Finance Director memo dated October 4, 2012

**RECOMMENDATION:**

**That the City Council endorse the described basis of service with the suggested recommended adjustments and additive alternatives as the basis for soliciting bids for a new solid waste franchise contract.**

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**M. SUBJECT: DISCUSSION AND ACTION REGARDING FOR FILLING MID TERM VACANCIES ON CITY COUNCIL**

Reference: City Manager memo dated September 20, 2012

**RECOMMENDATION:**

**That the City Council adopt a policy for filling mid term vacancies on City Council.**

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**N. SUBJECT: DISCUSSION AND ACTION REGARDING BOATS, TRAILERS, RECREATIONAL VEHICLES**

Reference: City Manager memo dated October 5, 2012

**RECOMMENDATION:**

**That the City Council schedule a workshop to be held on Monday, November 5, 2012 at 5:00 p.m., to discuss the issues of storing vehicles in front yards and that the Executive Session normally held on Wednesday, October 31, 2012, at 6:30 p.m., be held on Tuesday, October 30, 2012 at 6:30 p.m.**

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**O. INFORMATION ITEMS**

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**P. SUBJECT: DISCUSSION AND ACTION REGARDING AWARD OF SCBA REPLACEMENT CYLINDER BID**

Reference: Fire Chief memo dated October 10, 2012

**RECOMMENDATION:**

**That the City Council award to purchase of the SCBA replacement cylinders for Fisher Safety in the amount of 21,680.00.**



# City of Gulf Breeze

## MEMORANDUM

TO: Edwin A. Eddy, City Manager

FROM:  Craig S. Carmichael, Fire Chief

DATE: October 10, 2012

SUBJECT: **SCBA Replacement Cylinder Bid**

As you are aware, in September, City Council authorized staff to solicit bids for the replacement of 40 SCBA cylinders for the Fire Department. The current bottles have reached the end of their 15 year lifespan. Two companies bid on the project. The bids are as follows:

Fisher Safety:	Cylinder (40 ea)	\$534.50	\$21,380.00
	Decal (40 ea)	\$2.50	\$100.00
	Decal (40 ea)	\$2.50	\$100.00
	O-Ring (40 ea)	\$2.50	\$100.00
	<b>TOTAL</b>	<b>\$542.00</b>	<b>\$21,680.00</b>
MES	Cylinder (40 ea)	\$536.50	\$21,460.00
	Decal (40 ea)	\$2.00	\$80.00
	Decal (40 ea)	\$2.44	\$97.60
	O-Ring (40 ea)	\$2.29	\$91.60
	<b>TOTAL</b>	<b>\$543.23</b>	<b>\$21,729.20</b>

This year's budget included \$25,600 for the replacement of the cylinders. While the above listed results are well below budget, we still have to pay a local vender to remove the valves from the old cylinders and install them on the new cylinders and perform a hydrostatic pressure test.

**RECOMMENDATION:** **THAT THE CITY COUNCIL AWARD THE PURCHASE OF THE SCBA REPLACEMENT CYLINDERS TO FISHER SAFETY IN THE AMOUNT OF \$21,680.00.**

CSC

# Memo

**To:** Edwin A. Eddy, Mayor and City Council  
**From:** Steve Milford  
**Date:** October 9, 2012  
**Re:** 10<sup>th</sup> Consecutive GFOA Award for Excellence to City of Gulf Breeze



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I am pleased to inform you that the Comprehensive Annual Financial Report produced by the City of Gulf Breeze for 2011 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) for the tenth year in a row.

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 tenth consecutive recognition of CAFR excellence awarded to the City. In contrast to all prior years, the reviewers found no categories that required improvement for the first time.

# 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, 2011

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.



*Christopher P. Moynell*

President

*Jeffrey R. Emen*

Executive Director

# Certificate of Achievement For Excellence in Financial Reporting

## Summary of Grading

Name of Unit: City of Gulf Breeze  
Fiscal Year of Report FY2011

Report # 2,574.00

The Certificate of Achievement Program Special Review Committee (SRC) has completed its review of your comprehensive annual financial report (CAFR). Listed below are the grading categories used and a summary of the SRC's evaluation of your CAFR. The detailed comments and suggestions for reporting improvements on the attached listing are grouped under similar grading categories. Any category which received a grade of "Needs Significant Improvement" indicates an area of particular concern to the SRC and the related comments and suggestions for improvement in this category should be given special attention. An indication is provided on the list by the specific comments(s) or category(ies) that were the cause of receiving this grade. For each item, the notation also states whether it is 1) the basis or part of the basis for the CAFR not receiving the Certificate of Achievement, 2) a serious deficiency which will almost certainly preclude the awarding of the Certificate of Achievement if it is not corrected in your next CAFR, or 3) a deficiency, that if not corrected in future CAFRs, could result in the Certificate of Achievement not being awarded.

### Grading Category

### Grade

Cover, table of contents, and formatting	Proficient
Introductory section	Proficient
Report of the independent auditor	Proficient
Management's discussion and analysis (MD&A)	Proficient
Basic financial statements (preliminary considerations)	Proficient
Government-wide financial statements	Proficient
Fund financial statements (general considerations)	Proficient
Governmental fund financial statements	Proficient
Proprietary fund financial statements	Proficient
Fiduciary fund financial statements	Proficient
Summary of significant accounting policies (SSAP)	Proficient
Note disclosure (other than the SSAP and pension-related disclosures)	Proficient
Pension-related note disclosures	Proficient
Required supplementary information (RSI)	Proficient
Combining and individual fund information and other supplementary information	Proficient
Statistical section	Proficient
Other considerations	Proficient



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

October 5, 2012

Stephen A. Milford  
Director of Finance and Accounting  
City of Gulf Breeze  
PO Box 640  
Gulf Breeze FL 32562-0640

Dear Mr. Milford:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended September 30, 2011, qualifies for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

Each entity submitting a report to the Certificate of Achievement review process is provided with a "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements in its financial reporting techniques. Your list has been enclosed. You are strongly encouraged to implement the recommended improvements into the next report and submit it to the program. If it is unclear what must be done to implement a comment or if there appears to be a discrepancy between the comment and the information in the CAFR, please contact the Technical Services Center (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

Certificate of Achievement program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. Your written responses should provide detail about how you choose to address each item that is contained within this report. These responses will be provided to those Special Review Committee members participating in the review.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. As the designated individual we have enclosed your AFRA.

Your Certificate of Achievement plaque will be shipped to you under separate cover in about eight weeks. We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed. We suggest that you provide copies of it to local newspapers, radio stations and television stations. In addition, details of recent recipients of the Certificate of Achievement and other information about Certificate Program results are available in the "Awards Program" area of our website, [www.gfoa.org](http://www.gfoa.org).

A current holder of a Certificate of Achievement may include a reproduction of the award in its immediately subsequent CAFR. A camera ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year. To continue to participate in the Certificate of Achievement Program it will be necessary for you to submit your next CAFR to our review process.

In order to expedite your submission we have enclosed a Certificate of Achievement Program application form to facilitate a timely submission of your next report. This form should be completed and sent (postmarked) with three copies of your report, three copies of your application, three copies of your written responses to the program's comments and suggestions for improvement from the prior year, and any other pertinent material with the appropriate fee by March 31, 2013.

Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact Delores Smith ([dsmith@gfoa.org](mailto:dsmith@gfoa.org) or (312) 578-5454).

Sincerely,  
Government Finance Officers Association

A handwritten signature in cursive script that reads "Stephen J. Gauthier". The signature is written in black ink and is positioned above the typed name and title.

Stephen J. Gauthier, Director  
Technical Services Center

SJG/ds



Government Finance Officers Association  
203 N. LaSalle Street - Suite 2700  
Chicago, IL 60601

Phone (312) 977-9700 Fax (312) 977-4806

10/05/2012

NEWS RELEASE

For Information contact:  
Stephen Gauthier (312) 977-9700

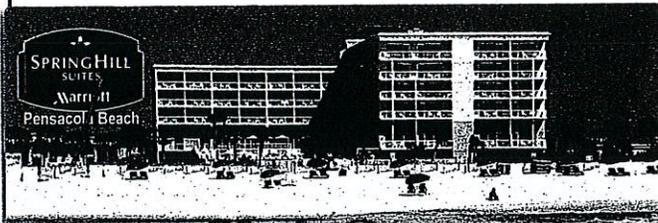
(Chicago)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **City of Gulf Breeze** by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s), department or agency designated by the government as primarily responsible for preparing the award-winning CAFR. This has been presented to:

**Stephen A. Milford, Director of Finance and Accounting**

The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C.



SPRING HILL  
SUITES  
Marriott  
Pensacola Beach

*Becky Jones*  
Director of Sales

24 Via de Luna  
Pensacola Beach, FL 32561  
Email: [bjones@highpointe.com](mailto:bjones@highpointe.com)

Tel: (850) 932-6000  
Toll Free: (800) 406-7885  
Fax: (850) 932-6050

Dear Shane,  
I wanted to say "Thank You"  
very much for all your  
support and efforts on our  
McCune Neighborhood! We  
got the fence installed and  
it has made a huge difference  
in the noise. Again, Thank You  
Hope you have a good day!  
Becky Jones

**COMMUNITY REDEVELOPMENT AGENCY  
BOARD OF DIRECTORS**

OCTOBER 15, 2012  
MONDAY, 6:30 PM  
COUNCIL CHAMBERS

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

- A. Discussion and Action Regarding Maintenance of Medians and Right-of-way on Highway 98, Andrew Jackson Trail to Daniel Drive

**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.**



# *City of Gulf Breeze*

TO: Edwin A. Eddy, City Manager

FROM: David J. Szymanski, Assistant City Manager

DATE: October 4, 2012

SUBJECT: Maintenance of Medians and Right-of-way on Highway 98, Andrew Jackson to Daniel Drive.

In 2009, the City was notified that it had been awarded a \$350,000 Beautification Grant from the Florida Department of Transportation. In April of 2011, the project began and was completed in December 2012.

Staff recommended to Council that it would probably be best that the contractor who installed the plants (DesignScapes) maintain them for at least a year. Staff asked DesignScapes for a price proposal for maintenance, determined its fairness, and made the recommendation.

The City has been unhappy with the maintenance of Highway 98 Medians since early this year and has made it known to Designscapes on a number of occasions. We have tried to fix the problems as they come up. However, we are still not satisfied and have tried to address them with the contractor. We have recently been informed by Designscapes that they no longer intend to honor their contract. There are some issues that need to be addressed with Designscapes in addition to just terminating the maintenance contract.

In the meantime, there is an immediate need to address the Hwy 98 medians and maintain the investment in the manner that the community has come to expect. Staff has met with Randy Hepworth, who currently has the contract on the other medians in the City and asked if he would be interested in and at what cost to start maintaining the problem medians.

Randy has expressed interest and is currently maintaining the area on a month to month basis at the same price (\$2,087.50/mo). This gives us the opportunity to re-bid the project.



# *City of Gulf Breeze*

**RECOMMENDATION:** That the City Council met as the Community Redevelopment Board on Monday, October 15, 2012 and terminate the maintenance contract with DesignScapes, Direct staff to take legal action if necessary for warranty deficiencies that remain (staff will continue and try to negotiate a solution). That the City Council accept staff recommendation to use Randy Hepworth on a month to month maintenance schedule for Highway 98 from Andrew Jackson to Daniel Drive for \$2,087.50 per month. Direct staff to write a Request for Proposal for landscaping services. Advertise the RFP and evaluate bidders and make a recommendation for a new annual contract to the Council.

(850) 934-5100 • FAX (850) 934-5114

POST OFFICE BOX 640 • 1070 SHORELINE DRIVE • GULF BREEZE, FLORIDA 32562



# City of Gulf Breeze

October 3, 2012

Matt E. Dannheisser  
504 North Baylen Street  
Pensacola, FL 32501

Reference: Florida Department of Transportation SB1446 Beautification Grant Warranty issue between the City of Gulf Breeze and DesignScapes.

Matt,

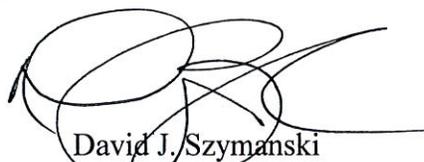
After careful review, I believe that this is a warranty and replacement issue against the initial contract. That contract was to install irrigation and plants, and trees along US Hwy 98 and in the medians from Andrew Jackson to Daniel Drive.

DesignScapes was chosen by the RFP process and then the contract was extended by a change order. The issue is the replacement of plants and trees under section 9.0 Guarantee/Warranty on sheet LS-300 of construction documents. We have had independent counts and pictures taken of the work and find a substantial amount of plants and trees that need to be replaced. We have tried to communicate these problems to DesignScapes owner, Curtis Holder without success. We wanted to give him a chance to correct the situation. We have sent e mails, left phone calls and most recently a certified letter. DesignScapes has walked away from their maintenance contract with the City in July 2012.

Enclosed find the initial contract, history of project, construction documents for both phase I and II, and e mails between varies parties involved with this project. I do have picture showing where we believe plants and trees are missing (not included).

The owner, Curtis Holder is no longer in Mary Esther, Florida but Lake Placid Florida. That new address is 621 Grissom Road NW, Lake Placid, Florida ,33852.

We solicit your help in determining our next course of action. Please call me at (850) 934-5106, if you need further information



David J. Szymanski  
Assistant City Manager

I look forward to your response and reaching a resolution.

**From:** David Szymanski  
**Sent:** Monday, August 13, 2012 4:37 PM  
**To:** Curtis Holder ; Kevin Dotson  
**Cc:** Ron Pulley  
**Subject:** Highway 98 Maintenance Contract  
[Quoted text hidden]

PLEASE NOTE: Florida has very broad public records law. All e-mail communication with the City of Gulf Breeze is archived and may be subject to public disclosure.

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**David Szymanski** <dszymanski@gulfbreezefl.gov>  
To: cholder@designscapesfwb.com

Tue, Aug 14, 2012 at 8:42 AM

Your message

To: David Szymanski  
Subject: Re: Highway 98 Maintenance Contract  
Sent: 8/14/12 7:22:39 AM CDT

was read on 8/14/12 8:42:13 AM CDT

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**David Szymanski** <dszymanski@gulfbreezefl.gov>  
To: Curtis Holder <cholder@designscapesfwb.com>  
Cc: Ron Pulley <rpulley@gulfbreezefl.gov>, Kevin Dotson <kdotson@designscapesfwb.com>

Tue, Aug 21, 2012 at 8:44 AM

Curtis...

The City would like you to furnish us with the delivery tickets and associated invoices showing all of the trees and plants that were delivered and installed for Phase I and II. Also, please furnish any documentation that you have from the landscape architect or DOT personnel that verifies the number of plant and trees that were installed.

In issuing DesignScapes the maintenance contract for the project, it was our intent that who better to maintain the trees and plants than the company who planted them originally. It was agreed that this was the best course of action especially for the year warranty period of project. We know that there are missing trees and plants which were either never planted or should be replace at the very least under warranty. We know that the plans were changed near the entrance to the football area (where the band enters) that changed some counts.

All we are asking for is your help in resolving these questions.

The contract to which you referred also included a plant warranty which states, " any plant material which may die during the warranty period shall be replaced by the same number, size and species of living plants according to the landscape drawings." We have an invoice that specifically delineates the exact number and species of plants that we purchased and you were to install and maintain.

Based on our most current inventory or "count", there are 3,655 less plants in place today, than you invoiced and we paid for. It matters not if they were installed and then died or if they were never installed in the first place, DesignScapes as the vendor and warranty provider, is responsible for their replacement.

Thanks in advance

Dave  
[Quoted text hidden]  
--  
[Quoted text hidden]



David Szymanski <dszymanski@gulfbreeze-fl.gov>

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## Common Ground

1 message

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**David Szymanski** <dszymanski@gulfbreezefl.gov>

Fri, Aug 24, 2012 at 10:12 AM

To: Curtis Holder <cholder@designscapesfwb.com>

Cc: Ron Pulley <rpulley@gulfbreezefl.gov>, Edwin Eddy <eaeddy@gulfbreezefl.gov>

Curtis,

It was not our intention to insult you. Our only intent was to let you know that we are not happy with the project in it's current condition. Please, contact me at your earliest convenience to work out a mutually acceptable solution. Also, please confirm if it is still your intent to immediately discontinue all landscape maintenance activities. This will enable us to make alternate arrangements. Thanks

Dave

--

David J. Szymanski, PHR  
Assistant City Manager  
City of Gulf Breeze  
(850) 934-5106 (Work)  
(850) 232-9723 (Cell)  
[dszymanski@gulfbreezefl.gov](mailto:dszymanski@gulfbreezefl.gov)



**City of Gulf Breeze**