

**GULF BREEZE CITY COUNCIL  
EXECUTIVE SESSION**

NOVEMBER 16, 2011  
WEDNESDAY 6:30 P.M.  
COUNCIL CHAMBERS

**ACTION AGENDA ITEMS:**

- A. Discussion and Action Regarding Proposed Crosswalks
- B. Discussion and Action Regarding Installing a Born Learning Trail
- C. Discussion and Action Regarding Extension of Natural Gas Pipeline on Pensacola Beach
- D. Discussion and Action Regarding Change Order for York Sewer Project
- E. Discussion and Action Regarding Architectural Review Board Eligibility
- F. Information Items

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

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



# *City of Gulf Breeze*

OFFICE OF THE CITY MANAGER

## **Memorandum**

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 11/10/2011

Subject: Proposed Crosswalks

---

At the direction of the City Council, staff requested Hamilton Smith and Associates to conduct a traffic survey to determine if a crosswalk is warranted on Daniel Drive in the vicinity of St. Ann south of Joachim and another on Fairpoint near Julia Way.

We met with HSA as they were analyzing the data they collected. HSA should have a final report prepared in time for the November 16<sup>th</sup> Executive Session. Their preliminary finding is that there are currently not enough pedestrians to warrant a crosswalk in any particular place on either street. However, it may be, according to HSA, that crosswalks may lead to more pedestrian traffic.

We will distribute the HSA report prior to the Executive Session.



# City of Gulf Breeze

OFFICE OF THE CITY MANAGER

November 10, 2011

TO: Mayor and City Council

FROM:  Edwin A. Eddy, City Manager

SUBJ: **BORN LEARNING TRAIL, ROTARY CLUB OF GULF BREEZE**

The Rotary Club of Gulf Breeze is requesting City Council approval and City support of an application for a grant for a Born Learning Trail. Attached is a draft of the grant application which will be finalized and sent to Rotary International.

As indicated in the description, a Born Learning Trail is a series of signs along a sidewalk that promote 10 fun, outdoor games for children and parents to engage in while walking. If this Trail was installed in the area of Sunset Kids Park or one of the City's parks with play equipment, the set of games would become an added feature to that location.

The cost of this project is \$1,650 overall if an existing sidewalk is used. The Rotary grant and donations should pay for the project. There may be minor "in-kind" support needed that would be provided by City staff in the same fashion as an Eagle Scout project.

## **RECOMMENDATION:**

**That the City Council approve installation of a Born Learning Trail at Shoreline Park in the vicinity of Sunset Kids Park.**



## Rotary District 6940 District Grant Application (DSG)

**Sponsor Club:** Rotary Club of Gulf Breeze, Florida

**Project Name:** Gulf Breeze Born Learning Trail

**Title/Short Description:** Installation of a Born Learning Trail at the Gulf Breeze Shoreline Park. A Born Learning Trail includes 10 fun outdoor games on engaging signs to help parents and caregivers create learning opportunities for young children. This project would be a partnership with the City of Gulf Breeze and the Early Learning Coalition of Santa Rosa County to promote the importance of children entering the education system ready to learn.

**DSG Grant Request:** \$ 950

**TOTAL Project Budget:** \$ 1,650

**Is this project?**  NEW  CONTINUING  COLLABORATION with

**Project Chair (must be Club member):** Mike Stahl  
Phone: 850-932-8801 email: stahlmb@gmail.com

**Project Committee members:**

Name: Mike Stahl Name: Dale Duce  
Name: Name:

**Other Rotary Club partners (if any):**

Club: N/A Contact name:

**Describe Project Need, Goals and Activity:**

Parents and caregivers of young children understand that the early years are important, yet many aren't sure how to encourage early learning, or feel they don't have time to do what it takes to help their child succeed in school. Many communities are concerned about children coming to school unprepared, but aren't coming together to give parents more choices and children more opportunities.

In response, United Way of America partnered with several other agencies to create Born Learning, an innovative public engagement campaign that helps parents, caregivers and communities create quality early learning opportunities for young children.

One of Born Learning's means to achieve their goal was development of the Born Learning Trail. The Born Learning Trail captures 10 fun outdoor games on engaging signs to help parents and caregivers create learning opportunities for young children, which can be easily installed in existing parks and communities. An interactive, playful and visible community engagement tool, it is designed to help boost children's language and literacy skills and encourage families to get active. The ultimate goal is to inspire

everyone who impacts young children to make the best possible decisions to boost pre-literacy skills critical to school readiness ultimately making long-lasting community change.

The Early Learning Coalition of Santa Rosa County is trying to get some statistics from the Head Start Needs Assessment for Santa Rosa County so we can highlight the need.

**How many people will benefit from this project?**

The Gulf Breeze Shoreline Park includes a Recreation Center, facilities for baseball, football, soccer, tennis, basketball, softball, and disc golf and also includes a kid's park, concession stands, public restrooms, and covered picnic pavilions. As the principal recreation facility within city limits, it attracts more families with young children on a daily basis than any other facility in the area. In the last year over 1750 children from age 4-14 participated in organized sports at the Gulf Breeze Shoreline Park. The required practices and sporting events are supported by family members and siblings resulting in headcounts totaling over 1,000 people in the park on any given weeknight. Additionally, during the summer there are 5-6 baseball/softball tournaments that attract up to 40 teams per tournament. While an exact number cannot be articulated, placement in this park will provide the highest visibility and benefit in the local area.

**Describe the benefit or impact:**

Research shows that children with a background that includes high quality early education and care are more likely to experience academic success and graduate from high school. Additionally, for every dollar spent on quality early learning programs, it is estimated that society saves more than \$7 in future costs for special education, public assistance, delinquency, and prison programs.

Installing a Born Learning Trail will create an early learning opportunity for young children and will help educate and encourage parents and caregivers to ensure their young children are exposed to a variety of high-quality, nurturing and stimulating early learning programs. The ultimate goal is to ensure parents and caregivers are aware of the importance and resources available to help their children develop the social, emotional, physical and cognitive skills that are critical for school achievement and success in the future.

**How will Rotarians be involved in this project? How will Rotary be publicized/promoted?**

Gulf Breeze Rotarians will be involved in planning the project, designing the layout, acquiring required materials, coordinating installation, contacting local media, and preparing media releases on the Born Learning Trail, the importance of early learning and other early learning resources in the local area.

Actual installation will require 10-12 Rotarian volunteers for a half-day project.

A dedication event will be coordinated with the Gulf Breeze Rotary Club, the City of Gulf Breeze, the Early Learning Coalition of Santa Rosa County and with local media to highlight the importance of early literacy and resources available to assist parents and caregivers in the local. The Born Learning Trail Kit will also include the Rotary International logo and Gulf Breeze Rotary Club name on each sign at no extra cost.

**Project Budget:**

a) Funds contributed by Sponsor Club	\$ 500
b) Funds contributed by other Rotary Club (name)	N/A
c) Other Funding, non-Rotary (source)	N/A
d) In-Kind contributions (items, source)	\$ 200
Total (a-d)	\$ 700
DSG Funding Request	\$ 950
Total Project Budget	\$ 1,650

**Explanation/Details on Budget (optional):**

\$200 for installation materials, including posts and paint  
\$1,450 Born Learning Trail Kit with Metal Signs purchased from United Way

**Certification**

I/We certify that this Rotary Club has committed to implement this project according to guidelines and policies of The Rotary Foundation. We will use DSG funds as described in this application and comply with all reporting requirements and deadlines. We understand that unused DSG funds must be returned to the District.

Club President Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Project Leader Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit completed form, signed by club president to: District 6940 Grants Committee at [rotary6940grants@gmail.com](mailto:rotary6940grants@gmail.com). If you do not have scanning access, send email request for fax number. Completed application should not exceed 3 pages. The application deadline is November 19, 2011.**



# *City of Gulf Breeze*

OFFICE OF THE CITY MANAGER

## **Memorandum**

To: Mayor and City Council

 From: Edwin A. Eddy, City Manager

Date: 11/10/2011

Subject: Extension of Natural Gas Pipeline on Pensacola Beach

---

At the direction of the City Council, we have submitted a request to modify the Alternate Projects List such that some of the funds allocated to the wastewater treatment plant project would be redirected to the gas pipeline project. We have the first level of sign off on this change. Several additional approvals (up the chain of command) must be secured.

In the meantime, we would like to commence engineering, surveying and construction of the pipeline from the central core to the east and west via change orders. One for design and one for construction.

The City Attorney is reviewing the proposal as is more fully described in the attached memo. We hope to have a recommendation prepared for your November 16<sup>th</sup> Executive Session.

# Memo

**TO:** Edwin A. Eddy, City Manager

**FROM:** Vernon L. Prather, Director of Public Services *V.P.*  
Stephen A. Milford, Director of Finance *SM*

**DATE:** November 7, 2011

**RE:** Engineering and Surveying to extend Natural Gas Lines

The City's current gas expansion project for Pensacola Beach has begun with installation planned for the business core area. We have issued a contract to Utility Services Company for \$1,422,744.50 to construct FEMA Alternative Project #5 as originally laid out.

City Council has approved requesting FEMA to reallocate additional funds of \$700,000 to extend gas lines beyond the core business area, eastward from Avenida 10 to the Portofino development and westerly from the Dunes Condominium on Fort Pickens Road to Peg Leg Pete's restaurant. We are awaiting formal approval from FEMA on the requested reallocations.

Current best estimates of probable construction cost and engineering are as follows:

	<u>Survey &amp; Eng</u>	<u>Construction</u>
Eastern Extension	\$78,815	\$414,000
Western Extension	\$20,595	\$102,000

In order to avoid the prospect of interrupting construction during the 2012 tourist season, staff is recommending that the survey and engineering commence promptly, prior to official FEMA response. While this risks Natural Gas incurring a preparatory expense that may not be immediately reimbursed, the survey and engineering costs are manageable in light of the overall health of the Natural Gas enterprise. Such preparatory costs *may* be construed as reasonable pre-construction survey and assessment costs, and therefore *may* be considered eligible even if the reallocation for further construction is denied by FEMA.

## Recommendation

**City Council approve the above budget for survey and engineering costs for the extension of natural gas services, and instruct staff to initiate such services in contemplation of extension of the currently awarded construction contract.**

**SCOPE OF WORK**  
**PENSACOLA BEACH**  
**NATURAL GAS PIPELINE**  
**AMENDMENT 1**  
**CITY OF GULF BREEZE, FLORIDA**

**GENERAL**

The City currently has under contract a project that will increase the capacity of their natural gas system by expanding natural gas service to Pensacola Beach. The existing project under construction, that was designed by BDI, will provide natural gas service from the core business area of Pensacola Beach east to Avenida 10 and Via DeLuna and west on Fort Pickens Roads to the Dunes. Activities identified in this Amendment are an extension of the original Engineer Agreement and all components of that Scope of Work apply to this Amendment.

**BACKGROUND**

The natural gas main extension will require additional surveying and engineering services to design an extension of the low pressure natural gas pipeline along Via DeLuna. The necessary design drawings will be used by the Contractor to prepare a change order request to the existing project under construction. The proposed project extension involves the installation of approximately 16,850 LF of four-inch pipeline along Pensacola Beach Road on Santa Rosa Island, east in the southerly right-of-way along Via De Luna from Avenida 10 to Portofino. The extension of the natural gas pipeline will include the appropriate valves, fittings and service taps as identified by the City. It is desired that the proposed natural gas pipeline include features consistent with installation of said natural gas pipeline in accordance with Federal, State, and local installation standards.

The Engineer's Opinion of Probable Construction Costs is approximately \$414,000.

**Section I. DESIGN SERVICES**

**Task 1 – Surveying**

With this amendment, BDI will perform a detailed survey of the proposed pipeline route to define the proposed pipeline corridor as well as to ascertain horizontal location data for buried and aboveground structures and existing utilities. Buried structures will be located based upon markings provided by location service (No-Cuts/Sunshine One Call) and other local utilities. This effort will assist BDI in determining the pipeline route and is required for the detailed design effort.

Deliverables: Two (2) copies of the survey drawings for preliminary review.

## **Task 2 – Transmission Main Design Services**

BDI will meet with the City of Gulf Breeze, Escambia County and Santa Rosa Island Authority staff (if necessary) to establish pipeline alignment targeted at minimizing utility conflicts and improving ease of construction. Requirements for pavement crossing will be confirmed during this meeting as well to determine if bored crossings will be required or open cut method allowed for roadway surfaces to be crossed.

BDI will provide detailed drawings for the construction of the natural gas pipeline extension along the previously described route. Specifications in effect under the existing construction contract will apply to these drawings.

Two sets each of construction drawings reflecting a 90% completion level will be provided for review by representatives of the City of Gulf Breeze. BDI will meet with representatives of the City of Gulf Breeze to review any comments. Upon incorporation of review comments, 100% drawings will be provided to the City and the Contractor.

Deliverables: Three (3) sets of the 90% construction drawings.  
Three (3) sets of the 100% construction drawings.

## **Section II. ENGINEERING SERVICE DURING CONSTRUCTION**

Engineering Services during construction are detailed in the original Engineer Agreement and will apply to this project extension.

## **Section III. OWNER'S RESPONSIBILITY**

- 1) Review and comment on the 90 percent design submittals.
- 2) Provide project observation during construction.

## **Section IV. SCHEDULE**

Proposed schedules are based upon normal circumstances and any delays attributed to the State, the City, or acts of God are beyond the control of BDI.

1. BDI anticipates completion of surveying and construction drawings within 60 days from authorization to proceed.

**Section V. METHOD OF COMPENSATION**

The work completed by BDI shall be compensated as a lump sum of \$42,125 for surveying, and \$32,690 for design and engineering services during construction. **The total fee is \$74,815.**

Invoices will be submitted monthly, based on percent of work complete. If the required permitting is beyond the anticipated scope outlined herein or additional services are required due to unforeseen reasons, related additional services shall be billed to the City at BDI's standard hourly rates in effect at the time the service was provided.

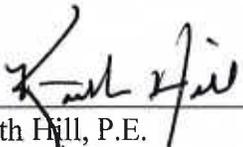
As always, we appreciate this opportunity to be of service.

Sincerely,

ACCEPTED:

BASKERVILLE-DONOVAN, INC.

CITY OF GULF BREEZE

  
\_\_\_\_\_  
T. Keith Hill, P.E.  
Executive Vice President/COO

\_\_\_\_\_  
Beverly Zimmern  
Mayor

Date

10/17/2011

\_\_\_\_\_  
Date

Attachments:           Engineers Opinion of Probable Construction Cost

ENGINEER'S OPINION  
OF PROBABLE CONSTRUCTION COST



**BASKERVILLE-DONOVAN, INC.**  
Innovative Infrastructure Solutions

PROJECT NAME: GULF BREEZE NATURAL GAS PIPELINE EXPANSION PHASE II

CLIENT: CITY OF GULF BREEZE

DATE: 10-14-11

ESTIMATED BY: JIM ANDERSON

REVIEWED BY: RICHARD DELP

BDI PROJECT NO. 20442.10

SUBMITTAL PHASE: PROJECT EXTENSION

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE (1)	AMOUNT
1	Directional Drill Installation, 4" DR11 MDPE (2)	3,315	LF	\$29.25	\$96,963.75
2	Open cut installation, 4" DR11 MDPE	13,535	LF	\$13.95	\$188,813
3	Service tap, isolation valve, and cap	4	EA	\$467.00	\$1,868
4	4" Isolation valves (ea 1000')	15	EA	\$338.00	\$5,070
5	Restoration	1	LS	\$25,000.00	\$25,000

Subtotal Construction Costs		\$317,715
Contractors Mark-up and General Conditions		
Bonds and Insurance		
Construction Contingencies	30%	\$95,315

**ESTIMATED TOTAL CONSTRUCTION COSTS**

**\$414,000**

1. Unit prices based on Utility Service Company's successful bid for the expansion to Pensacola Beach dated 5-18-11
2. Directional drills planned for road crossings. Additional direction drill will likely be needed at driveways.
3. Engineering Fee based on Fee Curve in Engineering Agreement.
4. Total project length is 16,850 LF on south side of Via DeLuna from west side of Avenida 10 to west side of Portofino Entrance.
5. Limited Engineering Services During Construction in accordance with Engineer Service Agreement.

Engineer's opinions or estimates of probable construction costs are prepared upon the basis of Engineer's experience and qualifications and represent Engineer's judgment as a professional generally familiar with the industry. However, since Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Engineer's opinions or estimates of probable construction costs.

**SCOPE OF WORK**  
**PENSACOLA BEACH**  
**NATURAL GAS PIPELINE**  
**AMENDMENT 2**  
**CITY OF GULF BREEZE, FLORIDA**

**GENERAL**

The City currently has under contract a project that will increase the capacity of their natural gas system by expanding natural gas service to Pensacola Beach. The existing project under construction, that was designed by BDI, will provide natural gas service from the core business area of Pensacola Beach east to Avenida 10 and Via DeLuna and west on Fort Pickens Roads to the Dunes. Amendment 1 to the Scope of Work extends the natural gas service east on Via DeLuna from Avenida 10 to Portofino. Activities identified in this Amendment are an extension of the original Engineer Agreement and all components of that Scope of Work apply to this Amendment.

**BACKGROUND**

The natural gas main extension will require additional surveying and engineering services to design an extension of the low pressure natural gas pipeline along Fort Pickens Road. The necessary design drawings will be used by the Contractor to prepare a change order request to the existing project under construction. The proposed project extension involves the installation of approximately 4,120 LF of four-inch pipeline along Pensacola Beach Road on Santa Rosa Island, west in the southerly right-of-way along Fort Pickens Road from The Dunes to Peg Leg Pete's Restaurant. The extension of the natural gas pipeline will include the appropriate valves, fittings and service taps as identified by the City. It is desired that the proposed natural gas pipeline include features consistent with installation of said natural gas pipeline in accordance with Federal, State, and local installation standards.

The Engineer's Opinion of Probable Construction Costs is approximately \$102,000.

**Section I. DESIGN SERVICES**

**Task 1 – Surveying**

With this amendment, BDI will perform a detailed survey of the proposed pipeline route to define the proposed pipeline corridor as well as to ascertain horizontal location data for buried and aboveground structures and existing utilities. Buried structures will be located based upon markings provided by location service (No-Cuts/Sunshine One Call) and other local utilities. This effort will assist BDI in determining the pipeline route and is required for the detailed design effort.

Deliverables: Two (2) copies of the survey drawings for preliminary review.

## **Task 2 – Transmission Main Design Services**

BDI will meet with the City of Gulf Breeze, Escambia County and Santa Rosa Island Authority staff (if necessary) to establish pipeline alignment targeted at minimizing utility conflicts and improving ease of construction. Requirements for pavement crossing will be confirmed during this meeting as well to determine if bored crossings will be required or open cut method allowed for roadway surfaces to be crossed.

BDI will provide detailed drawings for the construction of the natural gas pipeline extension along the previously described route. Specifications in effect under the existing construction contract will apply to these drawings.

Two sets each of construction drawings reflecting a 90% completion level will be provided for review by representatives of the City of Gulf Breeze. BDI will meet with representatives of the City of Gulf Breeze to review any comments. Upon incorporation of review comments, 100% drawings will be provided to the City and the Contractor.

Deliverables: Three (3) sets of the 90% construction drawings.  
Three (3) sets of the 100% construction drawings.

## **Section II. ENGINEERING SERVICE DURING CONSTRUCTION**

Engineering Services during construction are detailed in the original Engineer Agreement and will apply to this project extension.

## **Section III. OWNER'S RESPONSIBILITY**

- 1) Review and comment on the 90 percent design submittals.
- 2) Provide project observation during construction.

## **Section IV. SCHEDULE**

Proposed schedules are based upon normal circumstances and any delays attributed to the State, the City, or acts of God are beyond the control of BDI.

1. BDI anticipates completion of surveying and construction drawings within 60 days from authorization to proceed.

**Section V. METHOD OF COMPENSATION**

The work completed by BDI shall be compensated as a lump sum of \$10,300 for surveying, and \$10,295 for design and engineering services during construction. **The total fee is \$20,595.**

Invoices will be submitted monthly, based on percent of work complete. If the required permitting is beyond the anticipated scope outlined herein or additional services are required due to unforeseen reasons, related additional services shall be billed to the City at BDI's standard hourly rates in effect at the time the service was provided.

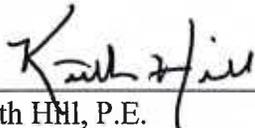
As always, we appreciate this opportunity to be of service.

Sincerely,

ACCEPTED:

BASKERVILLE-DONOVAN, INC.

CITY OF GULF BREEZE

  
\_\_\_\_\_  
T. Keith HHL, P.E.  
Executive Vice President/COO

\_\_\_\_\_  
Beverly Zimmern  
Mayor

10/18/2011  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attachments:           Engineers Opinion of Probable Construction Cost

**Section V. METHOD OF COMPENSATION**

The work completed by BDI shall be compensated as a lump sum of \$10,300 for surveying, and \$10,295 for design and engineering services during construction. **The total fee is \$20,595.**

Invoices will be submitted monthly, based on percent of work complete. If the required permitting is beyond the anticipated scope outlined herein or additional services are required due to unforeseen reasons, related additional services shall be billed to the City at BDI's standard hourly rates in effect at the time the service was provided.

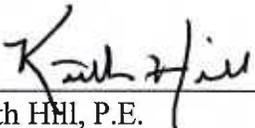
As always, we appreciate this opportunity to be of service.

Sincerely,

ACCEPTED:

BASKERVILLE-DONOVAN, INC.

CITY OF GULF BREEZE

  
\_\_\_\_\_  
T. Keith HHL, P.E.  
Executive Vice President/COO

\_\_\_\_\_  
Beverly Zimmern  
Mayor

10/18/2011  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Attachments:           Engineers Opinion of Probable Construction Cost

**ENGINEER'S OPINION  
OF PROBABLE CONSTRUCTION COST**



**BASKERVILLE-DONOVAN, INC.**  
Innovative Infrastructure Solutions

**PROJECT NAME: GULF BREEZE NATURAL GAS PIPELINE EXPANSION PHASE III**

**CLIENT: CITY OF GULF BREEZE**

**DATE: 10-14-11**

**ESTIMATED BY: JIM ANDERSON**

**REVIEWED BY: RICHARD DELP**

**BDI PROJECT NO. 20442.10**

**SUBMITTAL PHASE: PROJECT EXTENSION**

DESCRIPTION	QTY	UNIT	PRICE (1)	PRICE (2)
Directional Drill Installation, 4" DR11 MDPE (2)	570	LF	\$29.25	\$16,672.50
Open cut installation, 4" DR11 MDPE	3,550	LF	\$13.95	\$49,523
Service tap, isolation valve, and cap	3	EA	\$467.00	\$1,401
4" Isolation valves (ea 1000')	2	EA	\$338.00	\$676
Restoration	1	LS	\$10,000.00	\$10,000

Subtotal Construction Costs

\$78,272

Construction Contingencies

30%

\$23,482

**ESTIMATED TOTAL CONSTRUCTION COSTS**

**\$102,000**

1. Unit prices based on Utility Service Company's successful bid for the expansion to Pensacola Beach dated 5-18-11
2. Directional drills planned for road crossings. Additional direction drill will likely be needed at driveways.
3. Engineering Fee based on Fee Curve in Engineering Agreement.
4. Total project length is 16,850 LF on south side of Via DeLuna from west side of Avenida 10 to west side of Portofino Entrance.
5. Limited Engineering Services During Construction in accordance with Engineer Service Agreement.

*Engineer's opinions or estimates of probable construction costs are prepared upon the basis of Engineer's experience and qualifications and represent Engineer's judgment as a professional generally familiar with the industry. However, since Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, over contractor's methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from Engineer's opinions or estimates of probable construction costs.*



# City of Gulf Breeze

**TO:** Edwin A. Eddy, City Manager  
**FROM:** Thomas E. Lambert, Assistant Director of Public Services  
**DATE:** October 28, 2011  
**RE:** York Street CDBG Sewer

While the contractor was investigating the needs for the removal of septic tanks, they discovered that 28 homes have grey water tanks. Grey water tanks accept the less polluted water from clothes and dish washers. While we are not required to remove these along with the septic tanks, staff believes that this is the right thing to do. As outlined in the attached memo from Baskerville-Donovan, Inc., the citizen will be billed for sewer based on the amount of water used by the household, as there is no way to separate the usage.

The work is covered by existing line item costs listed in the contract and will be approximately \$37,500 in total additional cost. Unfortunately, all work on private property has to be paid for by the City, and the grant fees are already covering all of the public property construction without match from the City. We recommend that the grey water tanks be removed to avoid potential problems or confusion for these customers.

**RECOMMENDATION:** The City Council authorize Roads, Inc. to complete the abandonment of any grey water tanks encountered on York Street at the current line items costs with the actual additional costs included in a change order for City Council approval.



**To:** Gulf Breeze City Council

**From:** Richard Delp

**Date:** November 9, 2011

**Subject:** CDBG Paving and Gravity Sewer Improvement

**Proj. No.:** 20410.03

The City of Gulf Breeze was awarded a Community Development Block Grant that includes the installation of a sanitary sewer system between 404 and 432 York Street. This is a matching grant combining funds from the grant with City allocated funds for the project. The grant portion of the funds covers all work within the road right-of-way and the City funds are to be used for work on each individual property.

This project involves diverting the flows from on-site septic systems to the new sanitary sewer system and includes approximately 30 homes. The scope of work on the project involves the installation of new service laterals from the exit point from the home to the connection point to the sanitary sewer system and also includes the abandonment of the septic tanks on each of these properties.

Once the project was under contract, the Contractor started working with each of the property owners to determine where the septic tanks were located and which route around the house would be the least disruptive route for the homeowners. During this discovery period the Contractor was informed by the homeowners that they not only had septic tanks, they had grey water tanks as well. This is the case in about 28 of the properties impacted by the project.

When sanitary sewer becomes available to a residential property, the Santa Rosa County Health Department only requires that the septic tank be abandoned. We explored the idea of not converting the grey water tanks but since sewer is billed on the amount of water used on the property leaving those tanks in place would result in the City not receiving the anticipated flows and the homeowner paying for sanitary services not provided. The final conclusion was for the grey water tanks to be abandoned and the piping be connected to the sanitary sewer services.

The additional cost associated with this work is \$900 for the abandonment of each grey water tank and \$350 to connect the piping to the service lateral. This results in an additional \$35,000 to \$37,500 cost to the project. It is our intent to issue a change order based upon the final number of grey water tanks discovered and abandoned.



# *City of Gulf Breeze*

OFFICE OF THE CITY MANAGER

## Memorandum

**To:** Mayor and City Council

**From:** Leslie Guyer, Deputy City Clerk

A handwritten signature in black ink, appearing to be "LG", is written over the name "Leslie Guyer".

**Date:** 11/9/2011

**Subject:** Architectural Review Board Eligibility

---

The Architectural Review Board (ARB) was formally established on June 4, 2009. This Board is made up of one member of the City Council and six (6) residents of the City. As stated in Section 20-63 of the Municipal Code of Ordinances, all members of the ARB must be residents of the City.

Summer King, a member of the ARB has moved out of the City. Therefore, she is no longer eligible to serve on the ARB.

**RECOMMENDATION:**

**THAT SUMMER KING BE REPLACED ON THE ARCHITECTURAL REVIEW BOARD (ARB).**



# City of Gulf Breeze

## ARCHITECTURE REVIEW BOARD

2011-2012

*The Architecture Review Board (ARB) Meets on the Third Thursday of Each Month*

*(If there are items for review)*

*In The City Hall Council Chambers At 6:30 p.m.*

### BOARD MEMBERS

**Carl T. Hoffman- Chair**  
200 Shoreline Drive  
Gulf Breeze, FL 32561

**David Alsop – Co Chair**  
515 Navy Cove Blvd  
Gulf Breeze, FL 32561

**Bill Graves**  
1181 Gulf Breeze Parkway  
Gulf Breeze, FL 32561

**Deborah Cederquist**  
Po Box 1212  
204 N. Sunset Blvd  
Gulf Breeze, FL 32561

**J.B. Schluter, Councilmember**  
338 Deer Point Drive  
Gulf Breeze, FL 32561

**Summer King**  
124 Highpoint Drive  
Gulf Breeze, FL 32561

*new address -  
2508 Alcock Street  
Gulf Breeze, FL 32563*

**Britton Stamps**  
132 Highpoint Drive  
Gulf Breeze, FL 32561

### Staff:

**Edwin A. Eddy, City Manager**

850-934-5115 (Office)

**Shane Carmichael, Director of Community Services**

850-934-5109 (Office)

**Leslie Guyer, Deputy City Clerk**

850-934-5115 (Office)

**ORDINANCE NO. 09-09**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA, CREATING SECTIONS 20-62 THROUGH 20-67, ESTABLISHING AN ARCHITECTURAL REVIEW BOARD, ITS ORGANIZATION AND DUTIES, AND TERMS OF OFFICE, PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, Division 2, Section 20-56 of the City's Code of Ordinances establishes a Development Review Board (DRB), sets forth its composition, terms of office and duties; and,

**WHEREAS**, the duties of the DRB include the review of certain development activities in the City; and,

**WHEREAS**, the City has established design standards for development and redevelopment activity in the Community Redevelopment Area (CRA) and is in the process of adding parts of the design guidelines to the Code of Ordinances; and,

**WHEREAS**, the City Council finds it is in the best interest of the City of Gulf Breeze to establish an Architectural Review Board to review plans, site plans and other submittals associated with development orders in the CRA and to make recommendations to the DRB and the City Council relative to development and redevelopment activity in the CRA;

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

**SECTION 1: Section 20-62 through 20-67 of the Municipal Code of Ordinances as hereby created to read as follows:**

Division Three-Architectural Review Board Section 20-62 - created; composition; appointment.

A City Architectural Review Board is hereby created which shall consist of one member of the City Council who shall be appointed by the Mayor and six (6) other residents of the City appointed by the City Council. All appointments shall be for two (2) year terms.

**20-63-Terms of Office; removal from office; vacancies.** – The City Council member of the Architectural Review Board shall serve as a member thereof for a term of 12 months or until such time as the council member no longer holds the position as council person, whichever event shall first occur. If a council member's term to the Architectural Review Board expires, and the member maintains the position of council person, the member shall continue to serve on the Architectural Review Board until a successor is appointed. Other than the City Council member, all future appointees to the Architectural Review Board shall in all cases be appointed for a term of two years. Any council made appointments required to fill vacancies shall be for the unexpired portion of the term. Members shall be residents of the city. After three absences from meetings of

the board within one year, the city manager shall notify the board member in writing that a fourth absence shall be considered resignation from the board and will not require any action by City Council.

**20-64-Compensation; reimbursement for expenses.-** All members of the Architectural Review Board shall serve without compensation, but may be reimbursed for actual expenses incurred in connection with their official duties.

**20-65- Quorum; majority vote required. -** Four members of the Architectural Review Board shall constitute a quorum for the transaction of business.

**20-66-Organization; rules of procedure. -** The Architectural Review Board shall elect its chairman and vice-chairman from among its members. The term of the chairman shall be one year, and the chairman may be reelected for successive terms. The Architectural Review Board shall make its own rules of procedure and determine its time of meeting. All meetings of the Architectural Review Board shall be open to the public, and all records of the board shall be public.

**20-67-Duties-** The Architectural Review Board for the City shall have the following duties related to application and administration of the applicable sections of the Land Development Code and the Design Guidelines:

- 1) Receive presentations by owners/developers and City staff of projects which meet the applicability requirements found in Chapter 26 of the Municipal Code of Ordinances and the City's adopted design guidelines. Make recommendations regarding these projects to the Development Review Board and the City Council.
- 2) Make recommendations to the City Council regarding changes to the City's Urban Design guidelines as well as the Municipal Code of Ordinances which are deemed by the Architectural Review Board to have an impact on or facilitate the review process for development or redevelopment projects in the Community Redevelopment Area.
- 3) The Architectural Review Board may also make recommendations to the City Council relative to public improvement projects within The Community Redevelopment Area.
- 4) The Chair of the Architectural Review Board will serve as a non voting ex-officio member of the Development Review Board for the purpose of presenting findings of the Architectural Review Board to the Development Review Board. (DRB) The chair of the Development Review Board shall also serve as non voting ex-officio member of the Architectural Review Board.

**SECTION 2: SEVERABILITY**

If any section, paragraph, sentence, clause, phrase, or word of this Ordinance is for any reason held by any court of competent jurisdiction to be unconstitutional, inoperative, invalid or void, then said holding shall in no manner effect 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 herein.

**SECTION 4: EFFECTIVE DATE**

This ordinance shall become effective upon its adoption by the City Council of the City of Gulf Breeze.

PASSED ON FIRST READING ON THE 1<sup>st</sup> DAY OF June, 2009.

PUBLISHED ON THE 4<sup>th</sup> DAY OF June, 2009.

PASSED AND ADOPTED ON THE SECOND READING ON THE 15<sup>th</sup>  
DAY OF June, 2009.

CITY OF GULF BREEZE, FLORIDA

  
BEVERLY H. ZIMMERN, MAYOR PRO TEM

ATTEST:

  
MARITA RHODES, CITY CLERK



Executive Director  
Lisa Vickers



November 3, 2011

Mr. Edwin A. Eddy, City Manager  
City of Gulf Breeze  
Post Office Box 640  
Gulf Breeze, Florida 32561

Re: Truth in Millage (TRIM) Certification

Dear Mr. Eddy:

The Department of Revenue has reviewed the millage certification documents submitted by your taxing authority and determined that it meets the certification requirements of subsections 200.065(1)-(4), (6)-(12), (14) and (15), Florida Statutes. The Department has found no violation of the requirements of the listed subsections and accordingly accepts your certification as meeting the stated requirements.

This determination applies only to the TRIM certification requirements in the listed subsections of section 200.065, Florida Statutes. A determination regarding the maximum millage levy requirements of section 200.065(5), Florida Statutes, will be sent in a separate notice.

Sincerely,

A handwritten signature in black ink, appearing to be "James McAdams", written over a circular stamp.

James McAdams, Director  
Property Tax Oversight Program

JM/ukc # 67.05



Executive Director  
*Lisa Vickers*



November 3, 2011

Mr. Edwin A. Eddy, City Manager  
City of Gulf Breeze  
Post Office Box 640  
Gulf Breeze, Florida 32561

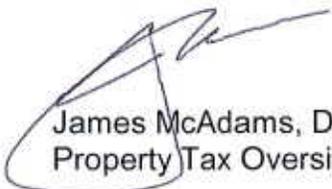
Re: Maximum Millage Levy Calculation Final Disclosure

Dear Mr. Eddy:

The Department of Revenue has reviewed the maximum millage levy calculation final disclosure documents submitted by your taxing authority. The Department's review included documents relating to the millage levying processes and the total taxes levied by your principal taxing authority and any dependent special districts and MSTUs (for counties). Based on the documents submitted for all these entities, the Department has determined that your taxing authority is in compliance with the maximum total taxes levied requirements, and thus the maximum millage levy requirements, of s. 200.065(5), Florida Statutes.

This determination applies only to the maximum millage levy requirements of section 200.065(5), Florida Statutes. Findings regarding the TRIM certification requirements of section 200.065, Florida Statutes, will be sent in a separate letter.

Sincerely,



James McAdams, Director  
Property Tax Oversight Program

JM/ukc # 67.05