

GULF BREEZE CITY COUNCIL EXECUTIVE SESSION AGENDA

**OCTOBER 1, 2014
WEDNESDAY, 6:30 P.M.
COUNCIL CHAMBERS**

ACTION AGENDA ITEMS:

- A. Discussion and Action Regarding Florida City Government Week Proclamation
- B. Discussion and Action Regarding Monsignor Luke Hunt Proclamation
- C. Discussion and Action Regarding Driftwood Garden Club's 60th Anniversary
- D. Discussion and Action Regarding Gulf Breeze Financial Services 2014 Annual Report on Investments
- E. Discussion and Action Regarding Recommendations from Gulf Breeze Financial Services Regarding Investment of 1985 Program Proceeds
- F. Discussion and Action Regarding Special Event Application from Coastline Calvary Chapel
- G. Discussion and Action Regarding Special Event Application from Gulf Breeze Methodist Church
- H. Discussion and Action Regarding Surplus Cell Phones
- I. Discussion and Action Regarding Purchase of GIS Software
- J. Discussion and Action Regarding Adoption of Resolution for FY2015 Tourist Development Council Budget
- K. Discussion and Action Regarding Repair of Fire Hydrants
- L. Discussion and Action Regarding Purchase of Software from Sensus Logics
- M. Discussion and Action Regarding Oviedo Street Resurfacing
- N. Discussion and Action Regarding Softball Backstop Netting at Shoreline Park
- O. Discussion and Action Regarding Demolition of Peyton Office Building
- P. Discussion and Action Regarding Ordinance No. 06-14, Creating Section 21-268 of the Municipal Code of Ordinances Relative to Maintenance and Landscaping of Vacant Parcels in Commercial, Medical, and Public Zoning Districts
- Q. Discussion and Action Regarding Payment of Master Planning Invoice from VHB (September 2014)
- R. Discussion and Action Regarding Payment of Master Planning Invoice from VHB (August 2014)

October 1, 2014 Executive Session Agenda
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- S. Discussion and Action Regarding Adoption of Resolution No. 25-14 for FY2015 CRA Budget
- T. Information Items
- U. Public Forum
- V. 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 recognition from the Chair.



City of Gulf Breeze

PROCLAMATION

WHEREAS, a city government is the government closest to most citizens, and the one with the most direct daily impact upon its residents; and,

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and,

WHEREAS, city government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and,

WHEREAS, Florida City Government Week is a very important time to recognize the significant role played by city government in our lives; and,

WHEREAS, Florida City Government Week offers a great opportunity to spread the word to all Floridians that they can shape and influence this branch of government, which is closest to the people; and,

WHEREAS, the City of Gulf Breeze supports "*My City: I'm Part of It; I'm Proud of it!*"

NOW, THEREFORE, BE IT PROCLAIMED, I, Beverly H. Zimmern, Mayor of the City of Gulf Breeze, do hereby proclaim October 19 through 26, 2014, to be

FLORIDA CITY GOVERNMENT WEEK

in Gulf Breeze.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Gulf Breeze, Santa Rosa County, Florida, to be affixed this 6th day of October, 2014.

Stephanie D. Lucas, City Clerk

Beverly H. Zimmern, Mayor



City of Gulf Breeze

PROCLAMATION

WHEREAS, Monsignor Luke Hunt was ordained into the priesthood in June, 1967;

WHEREAS, Monsignor Hunt has served the St. Ann Parish as its Pastor since 1984; and

WHEREAS, Monsignor Hunt currently serves on the diocesan Building Commission, Finance Commission, and other various diocesan assignments. He also serves as the Vicar General of the Diocese; and

WHEREAS, Monsignor Hunt is active in several local community organizations, including Chaplains Association, Interfaith Ministries, Pensacola State College Board of Trustees, and the Board of Directors of Gulf Breeze Hospital and Andrews Institute; and

WHEREAS, in 2004, following Hurricane Ivan, Monsignor Hunt and St. Ann Parish made the facilities of St. Ann available to FEMA as a Disaster Resource Center to the significant benefit of the community; and

WHEREAS, Monsignor Hunt is hereby commended for his faithfulness to his church and community; and

NOW, THEREFORE, BE IT PROCLAIMED I, Beverly H. Zimmern, Mayor of The City of Gulf Breeze, do hereby join together with the parishioners of St. Ann Parish and the residents of Gulf Breeze in extending recognition and appreciation to Monsignor Luke Hunt for his thirty (30) years of service as Pastor of St. Ann Parish.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Gulf Breeze, Santa Rosa County, Florida, to be affixed this 6th day of October, 2014.

Stephanie D. Lucas, City Clerk

Beverly H. Zimmern, Mayor



City of Gulf Breeze

DEPARTMENT OF PARKS AND RECREATION

To: Edwin A. Eddy, City Manager
From: Ron Pulley, Director of Parks & Recreation 
Subject: Driftwood Garden Club's 60th Anniversary
Date: September 24, 2014

2014 marks the sixtieth anniversary of the Driftwood Garden Club. During these sixty years, the contributions of their members, and the club as a whole, to the Gulf Breeze community, have been significant and numerous.

For, at least, each of the last fifteen years, The Driftwood Garden Club has presented a gift of \$1,000, to the City for use within the Parks & Recreation Department. Water fountains have been placed in Williamsburg, Shoreline and Hodges parks, misting stations have been installed in two locations in Shoreline Park, park benches have been placed at Wayside, Shoreline South and Woodland Parks, an electronic message center and upcoming events display was installed in the Community Center and countless picnic tables have placed in each of the community parks throughout the City.

Additionally, the Driftwood Garden Club has sponsored the City's annual Arbor Day Celebration for twenty three consecutive years. Held annually on the third Friday in January, Driftwood honors the City by providing and planting a tree. Trees have been planted in many locations throughout the City, in honor of individuals, groups, events and remembrances.

The 2015 Arbor Day Celebration will be held on December 10, 2014 in order to honor this milestone in Driftwood's legacy.

Recommendation

In recognition of Driftwood Garden Club's sixtieth anniversary and in appreciation of the many contributions they have made to the quality of life that our citizens enjoy, we recommend a plaque, with the following inscription, be purchased and installed in the entrance foyer of the Community Center and be presented during the Arbor Day celebration to be held on December 10, 2014

**The City of Gulf Breeze
(City Seal)
Distinguished Service Award
Presented to
The Driftwood Garden Club
For Sixty Years of Service
Dedicated to the Improvement and
Beautification of our Community**

December 10, 2014



Gulf Breeze Financial Services, Inc.

Ed Gray, III - *Executive Director*

Edwin A. Eddy - *Special Consultant*

2014 Annual Report of the Investments of Gulf Breeze Financial Services

Submitted by Ed Gray, III

September 4, 2014

In April of 2011, the City Council adopted by ordinance an Investment Policy setting forth the scope, objectives, and standards that would be the guidance for increasing the investment yields on liquid funds of city deposits. Authorization was given for any monies held within the accounts of the City, including those funds held within Gulf Breeze Financial Services, to be invested under defined parameters.

An investment committee was created to consider proposals from competent investment managers and to select qualified institutions to invest funds as approved by the committee. Once selected, the firms were then directed by the Investments Administrator to create a portfolio in conformance with the Investment Policy. Gulf Breeze Financial Services, during the fiscal year 2012, placed \$8.5 million with investment managers. The firms selected by the committee were Wasmer Schroeder & Co., and Branch Banking and Trust Company (BB&T). At the time of selection, Wasmer was represented by O'Sullivan Creel Wealth Management. Today, the Wasmer representative is FSA Advisors. The selections were based on the manager's investment management qualifications, its representatives being responsive, and the ability to avail the city to lines of credit readily accessible if the need should exist. The Investment Policy as adopted by the City Council was the road map for the managers to utilize in deciding the investment products to purchase. Subsequent to the investment accounts being established, GBFS did access lower cost funding to purchase Tiger Point Country Club at borrowing rates below market and cost effective when compared to liquidating invested funds.

Reports attached reflect the performance of these accounts both year to date and annualized based on June 30, 2014 actual totals. As a total portfolio and using the cost of the securities purchased as the basis, the annualized yield of the blended invested accounts is 1.47%. When computing the annualized yield inclusive of market value appreciation the yield is 1.43%. The Wasmer funds have achieved a 1.99% return. The BB&T account computes to .71%.

The earnings for the city exceed \$360,000 since the implementation of the policy in October of 2011. As compared to qualifying money market accounts or US Treasury securities with the same liquidity and maturities, the program has generated approximately \$300,000 more, net of fees and any other costs, than alternative investments. This is as of June 30, 2014.

The detailed reports as produced by the investment representatives are attached. I will be glad to address any questions you may have either at a meeting or you contacting me at your convenience.

Gulf Breeze Financial Services
 Net Investment Earnings Comparison
 Nine Months Ended June 30, 2014

FS Advisors, Inc. Portfolio

B.B. and Trust Company Portfolio

Combined Portfolio

Cash and Investments - September 30, 2013 (at market)	\$5,193,743.90		
Interest deposited to date	\$ 120,955.25		
Add: Accrued interest receivable - June 30, 2014	\$ 32,533.87		
Less: Accrued interest receivable - September 30, 2013	\$ (34,442.26)		
Less: Accrued interest purchased	(6,715.34)		
Less: Amortization of bond premium	(23,448.65)		
Interest earned	\$ 90,791.26		
Less: Investment management fees	(13,493.83)		
Net Investment Earnings	\$77,297.43		
Net Yield for the period	1.4883%		
Annualized net yield	1.9898%		
Comparison to investment in Treasuries at October, 2013			
Six month treasury in effect on 10/01/13	0.04%	\$1,553.85	
Earnings based upon investment in six month Treasury			
One year Treasury in effect on 10/01/13	0.10%	\$3,884.64	
Earnings based upon investment in one year Treasury			
Portfolio Value - September 30, 2013		\$ 5,193,743.90	
Portfolio Value - June 30, 2014		\$ 5,283,819.76	
Increase in value for period			1.734%

	\$ 3,541,770.79	\$ 56,708.53	
	\$ 17,023.48		
	\$ (19,336.66)	\$ (2,313.18)	
		(23,868.99)	
		\$ 30,526.36	
		(11,730.68)	
			\$18,795.68
			0.5307%
			0.7095%
			0.04%
			0.10%
	\$ 3,541,770.79	\$2,649.05	
	\$ 3,576,443.56		
			0.979%

	\$ 8,735,514.69	\$ 177,663.78	
	\$ 49,557.35		
	\$ (53,778.92)	\$ (9,028.52)	
		(47,317.64)	
		\$ 121,317.62	
		(25,224.51)	
			\$26,093.11
			1.1000%
			1.4707%
			0.04%
			0.10%
	\$ 8,735,514.69	\$6,533.69	
	\$ 8,860,263.32		
			1.428%



Gulf Breeze Financial Services, Inc.

Ed Gray, III - *Executive Director*

Edwin A. Eddy - *Special Consultant*

September 8, 2014

Members of the Gulf Breeze City Council
Board of Directors, Gulf Breeze Financial Services

Recommended Actions:

- a. 1985 Local Government Loan Program Investments
 - b. Amendments to the Investment Policy previously adopted by the City Council
- a. Currently the surplus funds in the 1985 Program are in money market funds earning very little. We can improve upon the yields in the accounts by authorizing these funds to be invested in conformance with the established Investment Policy used by the city for its other surplus funds. I request the city council, as the board of GBFS, consider an authorizing resolution instructing the trustee to place unencumbered surplus funds of the 1985 program with an investment manager as directed by the city's investments administrator. All funds must adhere to the policy previously adopted by the city council that is applicable to any funds under the city's administration.
- b. I am also recommending the allowable investments within the current policy be amended to allow up to 25% of the portfolio to be invested in high grade equities (Fortune 500 companies). The contemplated investments would not be in the form of picking stocks or other higher risk placements. Rather, the fund's managers would be instructed to use established mutual funds or exchange traded funds (ETFs) specializing in high grade companies having a historical record of financial performance and less market fluctuation. The expected yield on these equity investments usually will be based on the dividend accumulation as the primary goal. By allowing this part of the investment portfolio to be diversified into a broad basket of solid companies, we should see an increase of 3 to 4% for this portion of the invested funds. The risk of value fluctuation remains present as with any market traded security, but an income stream in the form of distributed dividends will increase our return even in periods of market changes.

If this change were adopted, the mix of allowable investments communicated to the investment managers would be as attached.

Thank you for your consideration of these recommendations.

Ed Gray, III

ATTACHMENT 1
SCHEDULE OF INVESTMENT TYPE LIMITATIONS
 (Market Value)

Type of Security	% of Total Maximum
US Government Obligations	100%
Local Government Investment Pools	100%
Certificates of Deposit	25%
Federal Agency & Instrumentality Obligations	100%
Collateralized Repurchase Agreements	15%
Other Investment Pools (rated "A" or better)	10%
State and Local Government Obligations	30%
High Grade Corporate Debt & CP	15%

High Grade Equity funds **Proposed change** 25% *

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

Other Limitations	% of Total Maximum
Portion of Individual Issue Purchased	50%
Portion of Fixed-Income Portfolio in a Single Security (except for investments with daily liquidity at par)	15%

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

* denotes proposed changes



City of Gulf Breeze

Police Department

Robert C. Randle
Chief of Police

Richard Hawthorne
Deputy Chief of Police

To: Edwin Eddy, City Manager
From: Richard Hawthorne, Deputy Chief *RA*
Ref: Special Event Application
Date: September 9, 2014

Coastline Calvary Chapel has submitted an application for their yearly fall Festival. The Festival will be held once again at the Community Center and will have carnival games, skate contest, basketball tournament and concessions. The event will be on Saturday October 25, 2014 from 2pm -6pm. Estimated 1500 – 2000 persons will be in attendance throughout the day. Calvary Chapel has had the event for several years and it has always been very successful with no impact to law enforcement.

RECOMMENDATION: **That the City Council approve the application.**





Gulf Breeze Police Department

**311 Fairpoint Drive
Gulf Breeze, FL 32561**

**Chief Robert Randle
Deputy Chief Rick Hawthorne**

**Office 850-934-5121
Fax 850-934-5127**

City of Gulf Breeze Special Event

Packet Includes:

1. Copy of Requirements to conduct special events.
2. Application to conduct special events.

The above documents must be signed, dated and returned to:

**The Gulf Breeze Police Department
311 Fairpoint Drive
Gulf Breeze, FL 32561**

At least (30) days prior to the special event


Applicant's Signature

9-5-14
Date



Gulf Breeze Police Department

**311 Fairpoint Drive
Gulf Breeze, FL 32561**

**Office 850-934-5121
Fax 850-934-5127**

**Chief Robert Randle
Deputy Chief Rick Hawthorne**

City of Gulf Breeze

REQUIREMENTS TO CONDUCT SPECIAL EVENT ON CITY PROPERTY OR IN THE CITY OF GULF BREEZE

Applicant must provide the following information at least 30 days prior to the Special Event:

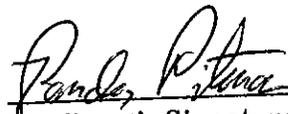
- (a) The name, address and telephone number of the person requesting the permit.
- (b) The name and address of the organization or group he or she is representing.
- (c) The name, address and the telephone number of the person(s) who will act as chairman of the Special Event and be responsible for the conduct thereof.
- (d) The purpose of the event, a general description of the activities to take place, the estimated number of persons to participate or otherwise attend, and the number and types of vehicles (if any) to participate.
- (e) The date the event is to be conducted and the hours it will commence and terminate.
- (f) The specific location(s) where the event is to take place.
- (g) Sponsors of the Special Events will be responsible for all costs incurred by the city in providing required public safety personnel. Cost for public safety personnel will include FICA, retirement and overtime. We will attempt to use auxiliary and part-time officers to keep the expense down, but should we have to utilize full-time personnel, the cost will increase considerably.
- (h) Assurance that the applicant will conform to the necessary fire prevention rules, regulations and guidelines.

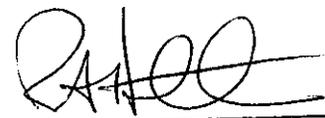
Special Event Application

Page 2

311 FAIRPOINT DRIVE · GULF BREEZE, FLORIDIA 32561 · (850) 934-5121 · FAX (850) 934-5127

- (i) Assurance of indemnification and insurance coverage. The applicant shall agree to indemnify and hold harmless the City, its servants agents and employees for any and all claims caused by or arising out of the activities permitted. The applicant shall provide certification of an appropriate policy of insurance to protect the City from liability which might arise from the special event. The policy occurrence limits shall not be less than \$1,000,000. A Copy of the policy shall be submitted at the time of application.
- (j) Sponsors shall be required to submit a detailed map illustrating the location of the event and the streets which may be affected by the event. Per City Council action, no event will be allowed on U.S. Highway 98.
- (k) Such other information as the Chief of Police and/or the City Manager may deem necessary in order to provide for traffic control, street and property maintenance and the protection of the public health, safety and welfare.
- (l) Event sponsors will be responsible for cleanup of the event site and/or route. Failure by the sponsor to cleanup the site will result in the city doing the cleanup and billing the sponsor for the actual cost.


 Applicant's Signature _____ Date _____


 Police Department's Approval _____ Date 9-9-14

APPLICATION TO CONDUCT SPECIAL EVENT ON
CITY PROPERTY OR RIGHT-OF-WAY

9-5-14
Date Submitted

1. ORGANIZATION BEING REPRESENTED:

Name COASTLINE CALVARY CHAPEL
Address 1122 ORIOLE BLVD RD. GULF BREEZE FL. 32563

2. PERSON REQUESTING PERMIT:

Name RANDY PITMAN
Address 1122 ORIOLE BLVD RD. GULF BREEZE FL. 32563
Phone 850-932-8197

3. PERSON ACTING AS CHAIRMAN AND RESPONSIBLE FOR CONDUCT THEREOF:

Name RANDY PITMAN
Address 1122 ORIOLE BLVD RD. GULF BREEZE FL. 32563
Phone 850-932-8197

4. DATE, HOURS AND LOCATION OF EVENT:

SATURDAY, OCT. 25TH FROM 2-6 PM
SHORELINE PARK, GULF BREEZE / SOUTHWEST CORNER

5. GENERAL DESCRIPTION OF ACTIVITIES, ESTIMATED ATTENDANCE, NUMBER AND TYPE OF VEHICLES, IF ANY. IF A FUND RAISING EVENT, INDICATE PROPOSED USE OF FUNDS:

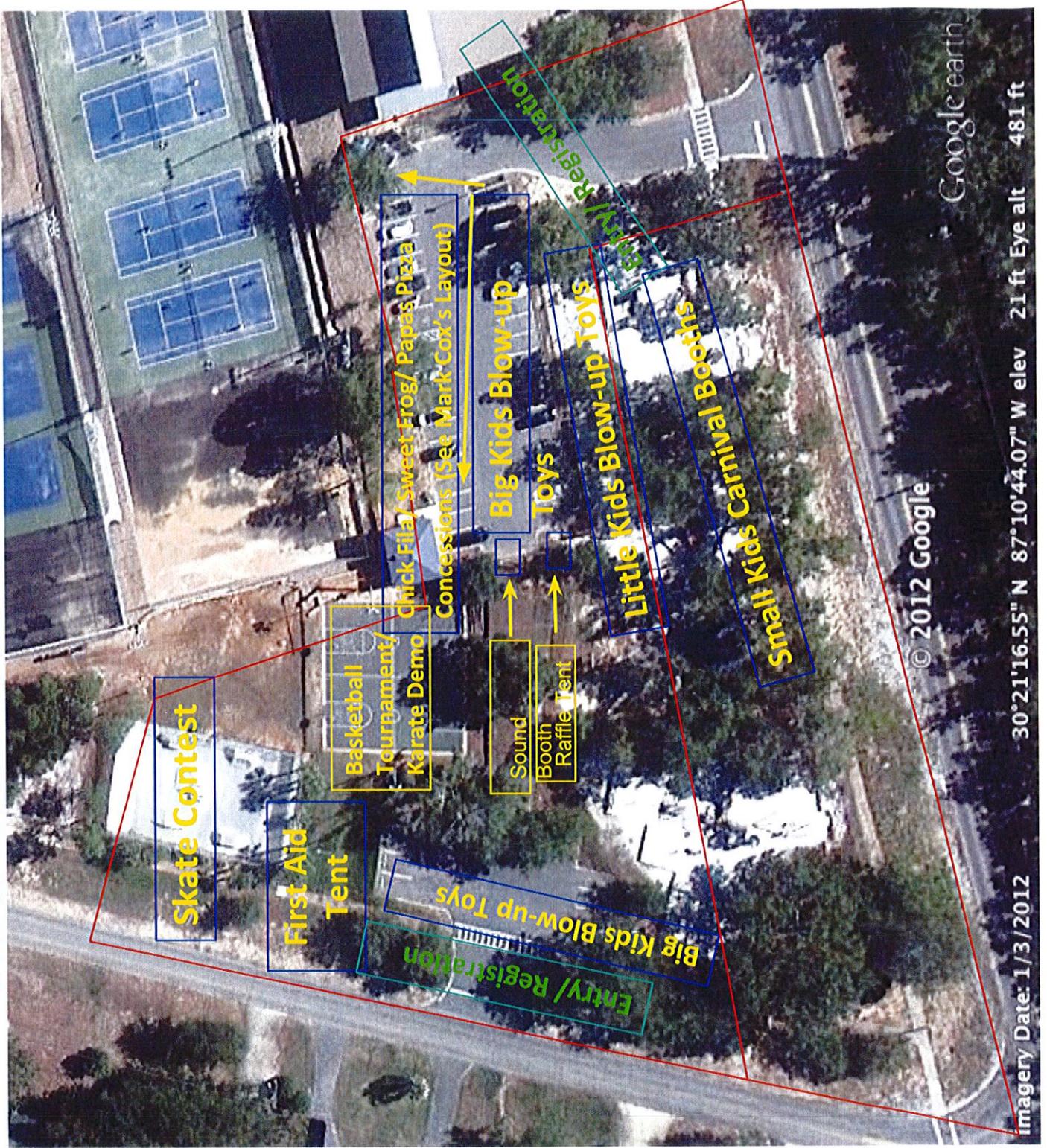
BOUNCING TOYS, CARNIVAL GAMES, STATE CONTACT, BASKET BALL TOURNAMENT; KARATE DEMO + CONSENSIONS.
- EST. ATTENDANCE: 1500-3000

Randy Pitman 9-5-14
Applicant's Signature/Date

[Signature] 9-9-14
Police Department's Approval/Date

City Manager's Approval/Date

COASTLINE FALL FESTIVAL 2013



imagery Date: 1/3/2012

30°21'16.55" N 87°10'44.07" W elev 21 ft Eye alt 481 ft

© 2012 Google

Google earth



City of Gulf Breeze

Police Department

Robert C. Randle
Chief of Police

Richard Hawthorne
Deputy Chief of Police

To: Edwin Eddy, City Manager
From: Richard Hawthorne, Deputy Chief *DA*
Ref: Special Event Application
Date: September 12, 2014

The Gulf Breeze Methodist Church has submitted a special event application for a block party. The ~~event~~ *event* will be held on Sunday, October 26, 2014 beginning at 3pm and ending at 5pm. The organizers would like to close portions of Nightingale Lane from 2pm to 6pm. The two extra hours would be used for set up and clean up. The block party would include food, music and children's activities. They expect 400-600 people. The event will not be used for fundraising. This will be the second time the Church has held this block party. The Police department did not receive any complaints from the first event.

RECOMMENDATION: That the City Council approve the Methodist Church block party.





Gulf Breeze Police Department

**311 Fairpoint Drive
Gulf Breeze, FL 32561**

**Chief Robert Randle
Deputy Chief Rick Hawthorne**

**Office 850-934-5121
Fax 850-934-5127**

City of Gulf Breeze Special Event

Packet Includes:

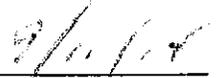
1. Copy of Requirements to conduct special events.
2. Application to conduct special events.

The above documents must be signed, dated and returned to:

**The Gulf Breeze Police Department
311 Fairpoint Drive
Gulf Breeze, FL 32561**

At least (30) days prior to the special event


Applicant's Signature


Date



Gulf Breeze Police Department

***311 Fairpoint Drive
Gulf Breeze, FL 32561***

***Chief Robert Randle
Deputy Chief Rick Hawthorne***

***Office 850-934-5121
Fax 850-934-5127***

City of Gulf Breeze

REQUIREMENTS TO CONDUCT SPECIAL EVENT ON CITY PROPERTY OR IN THE CITY OF GULF BREEZE

Applicant must provide the following information at least 30 days prior to the Special Event:

- (a) The name, address and telephone number of the person requesting the permit.
- (b) The name and address of the organization or group he or she is representing.
- (c) The name, address and the telephone number of the person(s) who will act as chairman of the Special Event and be responsible for the conduct thereof.
- (d) The purpose of the event, a general description of the activities to take place, the estimated number of persons to participate or otherwise attend, and the number and types of vehicles (if any) to participate.
- (e) The date the event is to be conducted and the hours it will commence and terminate.
- (f) The specific location(s) where the event is to take place.
- (g) Sponsors of the Special Events will be responsible for all costs incurred by the city in providing required public safety personnel. Cost for public safety personnel will include FICA, retirement and overtime. We will attempt to use auxiliary and part-time officers to keep the expense down, but should we have to utilize full-time personnel, the cost will increase considerably.
- (h) Assurance that the applicant will conform to the necessary fire prevention rules, regulations and guidelines.

- (i) Assurance of indemnification and insurance coverage. The applicant shall agree to indemnify and hold harmless the City, its servants agents and employees for any and all claims caused by or arising out of the activities permitted. The applicant shall provide certification of an appropriate policy of insurance to protect the City from liability which might arise from the special event. The policy occurrence limits shall not be less than \$1,000,000. A Copy of the policy shall be submitted at the time of application.
- (j) Sponsors shall be required to submit a detailed map illustrating the location of the event and the streets which may be affected by the event. Per City Council action, no event will be allowed on U.S. Highway 98.
- (k) Such other information as the Chief of Police and/or the City Manager may deem necessary in order to provide for traffic control, street and property maintenance and the protection of the public health, safety and welfare.
- (l) Event sponsors will be responsible for cleanup of the event site and/or route. Failure by the sponsor to cleanup the site will result in the city doing the cleanup and billing the sponsor for the actual cost.

Applicant's Signature	Date
	9-12-14
Police Department's Approval	Date

APPLICATION TO CONDUCT SPECIAL EVENT ON
CITY PROPERTY OR RIGHT-OF-WAY

Sept 11, 2014

Date Submitted

1. ORGANIZATION BEING REPRESENTED:

Name Gulf Breeze United Methodist Church
Address 75 Fairpoint Drive

2. PERSON REQUESTING PERMIT:

Name Sarah Bennett
Address 75 Fairpoint Drive
Phone 850-723-4617

3. PERSON ACTING AS CHAIRMAN AND RESPONSIBLE FOR CONDUCT THEREOF:

Name Paula Reid
Address 75 Fairpoint Drive
Phone 850-9821-3594

4. DATE, HOURS AND LOCATION OF EVENT:

Oct 26, 2014 - 3-5pm
75 Fairpoint Drive

5. GENERAL DESCRIPTION OF ACTIVITIES, ESTIMATED ATTENDANCE, NUMBER AND TYPE OF VEHICLES, IF ANY. IF A FUND RAISING EVENT, INDICATE PROPOSED USE OF FUNDS:

Block Party for
entire city with trunk-or-treats,
free food, inflatables, giveaways &
music.

It is not a fundraiser.

Sarah Bennett 9/11/14
Applicant's Signature/Date

[Signature] 9-12-14
Police Department's Approval/Date

City Manager's Approval/Date

GULF BREEZE UNITED METHODIST CHURCH STREET CLOSING REQUEST
REQUESTING CLOSURE FROM 1-6 PM OF AREAS MARKED IN RED
Portions of Nightingale Road and Nightingale Lane





City of Gulf Breeze

MEMORANDUM

TO: Shane Carmichael, Director of Community Services

FROM: Diane Gagnon, Sr. Staff Assistant 

DATE: September 23, 2014

RE: **SURPLUS PHONES**

Due to Verizon's once-a-year free upgrade program, we swap out handsets for warranty purposes. As a result we have a large supply of surplus phones that are functional but in moderate to poor condition. These phones consist of smart phones (Droid Razr), flip phones (Casio Ravine), and a few left over from Sprint contract.

Verizon Razr M (smart)	15
Verizon Casio Ravine (flip)	3
Sprint Kyocera E4255 (flip)	3
Sprint Motorola i680 (flip)	1

It is my recommendation that the City declare these phones as "surplus" and hand them over to Sgt. Neff. He in turn will trade them in to Paraben Corp. for credit on the annual subscription for the Police Department's forensic download software.

RECOMMENDATION: THAT THE CITY COUNCIL DECLARE THE AFOREMENTIONED CELLPHONES AS SURPLUS AND AUTHORIZE THEIR DISPOSAL THROUGH PARABEN CORP IN EXCHANGE FOR CREDIT TOWARDS THE POLICE DEPARTMENT'S ANNUAL SUBSCRIPTION FOR THEIR FORENSIC DOWNLOAD SOFTWARE.



City of Gulf Breeze

MEMORANDUM

TO: Edwin A. Eddy, City Manager

FROM:  Craig S. Carmichael, Director of Community Services

DATE: September 25, 2014

RE: GIS SOFTWARE

The Fiscal Year 2015 Budget includes funds to acquire a commercial GIS software package to enhance the Department's Geographic Information System (GIS) program that staff delved into last year. Currently, the Department is using open source software that is free of charge; however, some portions of the program are rudimentary and are not as streamlined as commercially offered products. As a result, it increases the amount of staff time for data entry and manipulation. Additionally, because it is open source, there is no tech support. Any support must be obtained by users groups and/or web blogs.

Staff consulted other local governmental agencies in our area to see what software package they were utilizing and found it was almost exclusively made up of products developed by ESRI. ESRI was founded in 1969 and is one of the leading developers of GIS software and applications. In fact, when we obtained base data last year from Santa Rosa County it was in an ESRI format. Based on the abundance of ESRI users in our area, the City would be best served by selecting an ESRI product.

After researching the various platforms that ESRI offers, staff has concluded that ArcGIS for Desktop would best suit our needs. The software is actually a conglomeration of applications: ArcMap, ArcCatalog, ArcGlobe, ArcScene, ArcToolbox, and ModelBuilder. The desktop system is tailored for smaller organizations and does not contain the back-office components that enable centralized, enterprise-level geodatabase management and server-based function.

ESRI only offers direct sales for state and local governments; therefore, this will be a sole source purchase (see attached letter). The price of ArcGIS for Desktop with concurrent users is \$7,000. We have also asked them to include training which is quoted at \$2,525 if needed. The 2015 Budget included \$10,000 for the acquisition of GIS software.

RECOMMENDATION: THAT THE CITY COUNCIL AUTHORIZE THE DEPARTMENT OF COMMUNITY SERVICES TO SOLE SOURCE PURCHASE ARCGIS FOR DESKTOP FROM ESRI FOR A PRICE NOT TO EXCEED \$7,000 AND AUTHORIZE AN ADDITION \$2,525 FOR TRAINING IF NEEDED.

CSC
ATTACHMENTS



Quotation # 20452758

Date: July 22, 2014

ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE, INC.
3325 Springbank Ln, Ste 200
Charlotte, NC 28226-3343
Phone: (704) 541-9810 Fax: (704) 541-7620
DUNS Number: 06-313-4175 CAGE Code: 0AMS3

Customer # Contract #
City of Gulf Breeze
PO Box 640
Gulf Breeze, FL 32561

To expedite your order, please attach a copy of
this quotation to your purchase order.
Quote is valid from: 07/22/2014 To: 10/20/2014

ATTENTION: Craig Carmichael
PHONE: (850) 934-5109
FAX: (850) 934-5114

Material	Qty	Description	Unit Price	Total
86353	1	ArcGIS for Desktop Standard Concurrent Use License	7,000.00	7,000.00
120258	1	ArcGIS Desktop I: Getting Started with GIS at Esri Site 2 Days per Seat Instructor Led Training	1,010.00	1,010.00
120470	1	ArcGIS Desktop II: Tools and Functionality at Esri Site 3 Days per Seat Instructor Led Training	1,515.00	1,515.00
			Item Total:	9,525.00
			Subtotal:	9,525.00
			Sales Tax:	609.13
			Estimated Shipping & Handling(2 Day Delivery) :	0.00
			Contract Pricing Adjust:	0.00
			Total:	\$10,134.13

Esri may charge a fee to cover expenses related to any customer requirement to use a proprietary vendor management, procurement, or invoice program.

For questions contact: Robyn Garrett **Email:** rgarrett@esri.com **Phone:** (704) 541-9810 x8640

The items on this quotation are subject to the terms set forth herein and the terms of your agreement with Esri, if any, or, where applicable, Esri's standard terms and conditions at www.esri.com/legal, which are incorporated by reference. Federal government entities and government prime contractors authorized under FAR 51.1 may purchase under the terms of Esri's GSA Federal Supply Schedule. Acceptance is limited to the terms of this quotation. Esri objects to and expressly rejects any different or additional terms contained in any purchase order, offer, or confirmation sent to or to be sent by buyer. All terms of this quotation will be incorporated into and become part of any additional agreement regarding Esri's products and services.

If sending remittance, please address to: Esri, File No. 54630, Los Angeles, Ca 90074-4630

GARRETR

This offer is limited to the terms and conditions incorporated and attached herein.



SOLE SOURCE LETTER
Environmental Systems Research Institute, Inc. (Esri)
380 New York Street
Redlands, CA 92373
E-mail: jricks@esri.com

DATE: February 5, 2014

TO: To Whom It May Concern

RE: Esri Sole Source Justification for Geographic Information System Software

This letter confirms that Esri, as owner and manufacturer, is the sole-source provider of software maintenance (technical support plus Esri software updates/upgrades) for Esri products.

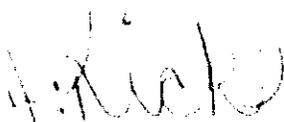
Esri is the sole-source provider of the following Esri products in the commercial, state, and local government marketplace:

- ArcGIS for Aviation Bundle
- ArcGIS for Desktop Advanced
- ArcGIS for Desktop Standard
- ArcGIS for Maritime: Bathymetry Bundle
- ArcGIS for Maritime: Charting Bundle
- ArcGIS for Server and extensions
- ArcGIS Online (excluding data owned by 3rd party providers)
- ArcGIS Runtime and Extensions
- Certain proprietary training courses
- Esri Business Analyst Online
- Esri Community Analyst
- Esri Business Analyst Server
- Esri Defense Mapping Bundle
- Esri Developer Network (EDN) subscriptions
- Esri MapStudio
- Esri Maps Products
- Esri Roads and Highways
- Portal & Hosted Portal for ArcGIS

In an effort to support diversity in federal contracting, Esri has authorized certain small businesses (see GSA Advantage! for details) as resellers of the following Esri products to eligible entities purchasing under a GSA Schedule. Esri GSA resellers cannot sell Esri software to state or local entities:

- ArcGIS for Aviation
- ArcGIS for Desktop Advanced
- ArcGIS for Desktop Standard
- ArcGIS for Maritime: Bathymetry
- ArcGIS for Maritime: Charting
- ArcGIS for Server and extensions
- Certain Esri instructor-led training courses
- Esri Business Analyst Server
- Esri Defense Mapping
- Esri Production Mapping

Esri distributes certain software licenses, *excluding those listed above*, through open-market value-added resellers and distributors. If you have further questions, please contact me at 909-793-2853, extension 1-1990.



Jackie Ricks



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager
FROM:  David J. Szymanski, Director of Budget
DATE: September 17, 2014
SUBJECT: Adoption of Resolution for FY2015 Tourist Development Council Budget

On September 15, 2014, the City Council adopted Resolution 22-14 setting the City of Gulf Breeze Budget for FY2015. In the overall budget resolution, the Tourist Development Council budget was included. The State of Florida requires all TDC budgets to be approved separately by resolution. Here is a breakdown of the current TDC budget:

REVENUE:

Estimate TDC Funds Collected within the Gulf Breeze City Limits	\$50,000
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EXPENDITURES:

Annual Arts Festival	\$ 5,000
Chamber Support	\$ 8,000
Miscellaneous Tourist Development	<u>\$ 37,000</u>
	\$ 50,000

Enclosed is Resolution No.24-14

RECOMMENDATION: The City Council adopt Resolution 24-14 approving the FY2015 Tourist Development Council budget.

RESOLUTION NO.24-14
A RESOLUTION OF THE CITY OF GULF BREEZE APPROVING A PLAN FOR
GULF BREEZE TOURIST DEVELOPMENT EXPENDITURES FOR FISCAL YEAR
2015

WHEREAS, Santa Rosa County has established a Tourist Development Council (TDC) in accordance with Florida Statute 125.0014; and

WHEREAS, the TDC is charged with the responsibility of developing a "Tourist Development Plan" for Santa Rosa County; and

WHEREAS, the TDC for Santa Rosa County has determined that the City Council of the City of Gulf Breeze can best allocate funds for Tourist Development for the City of Gulf Breeze as tourists travel through the community while headed elsewhere; and

WHEREAS, the City Council of the City of Gulf Breeze has determined that it should develop a tourist development plan for expenditures of TDC funds generated within its local community in conjunction with local hotel and citizen interests; and

WHEREAS, the City Council hereby approved a plan for expenditure for Fiscal Year 2015 and desires the TDC to continue to provide funds for this plan via the existing interlocal agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City Of Gulf Breeze, Florida, in Regular Session as follows:

The City Council hereby approves the attached plan for expenditures to be made with TDC funds for Fiscal Year 2015 for the City of Gulf Breeze. The Santa Rosa County Tourist Development is hereby requested to provide funding for this plan from those tourist development funds generated within the City limits of the City of Gulf Breeze.

PASSED AND ADOPTED by the City Council of the City of Gulf Breeze, Santa Rosa County, Florida on the _____ day of _____ 2014.

CITY OF GULF BREEZE

BY: _____
Mayor Beverly H. Zimmern

ATTESTED

BY: _____
Stephanie Lucas, City Clerk or
Leslie Guyer, City Clerk

CITY OF GULF BREEZE
TOURIST DEVELOPMENT PLAN
OCTOBER 2014 THROUGH SEPTEMBER 2015

GOAL: To further tourism in the Gulf Breeze area by promoting the special Family and "small town" atmosphere, the cultural arts and the history of the community.

REVENUE:

TDC Funds Collected Within the Gulf Breeze City Limits	\$50,000
---	----------

EXPENDITURES: Annual Arts Festival	\$ 5,000
Chamber Support	\$ 8,000
Miscellaneous Tourist Development	<u>\$37,000</u>
	\$50,000



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager
FROM: Thomas E. Lambert, Assistant Director of Public Services
DATE: September 26, 2014
RE: 2014 Fire Hydrants

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

The budget for F/Y 2014 included \$60,000 for fire hydrant upgrade and replacement. The bids for a group of five hydrant replacements was bid on August 22, 2014. There were two bidders, with B&W Utilites Inc. from Cantonment being the low bidder. The proposed price is \$26,375.00.

The project includes replacement of 5 hydrants located on Florida Avenue, Norwich Drive, South Sunset Boulevard, and Shoreline Drive. Fiscal year 2014 was the third year of the fire hydrant rehabilitation and replacement program. At this point staff has completed the major fire hydrant replacements identified in the original assessment and will need to reevaluate the entire system to determine a new priority list.

RECOMMENDATION: City Council award the fire hydrant replacement to B&W Utilites, Inc for \$26,375.00.

BID TABULATION SHEET

August 22 2014

Fire Hydrant and Valve Replacment

Company	BASE BID
B&W Utilities Inc. PO Box 1187 Cantonment, FL 32533	\$26,375.00
Maximum Fire Protection Inc 11341 Distributrion Ave East, Suite #5 Jacksonville, FL 32256	\$38,615.00

Hydrant Replacements

2014

1.) 221 Florida Avenue

Remove existing 2 way hydrant and install a 3 way M&H hydrant with an anchor coupling, control valve, valve box, and collar. The pipe material is 6" PVC. It is 42" deep.

2.) 102 Norwich Drive

Remove existing 2 way hydrant and install a 3 way M&H hydrant with an anchor coupling, control valve, valve box, and collar. The pipe material is 6" PVC. It is 40" deep.

3.) 105 South Sunset Boulevard

Remove existing 2 way hydrant and install a 3 way M&H hydrant with an anchor coupling, control valve, valve box, and collar. The pipe material is 6" A/C. It is 36" deep.

4.) 313 South Sunset Boulevard

Remove existing 2 way hydrant and install a 3 way M&H hydrant with an anchor coupling, control valve, valve box and collar. The pipe material is 6" A/C. It is 28" deep.

5.) Northeast corner of Bear Drive and Shoreline Drive

Remove existing 2 way hydrant and install a 3 way M&H hydrant with an anchor coupling, control valve, valve box, and collar. The pipe material is 6" A/C. It is 38" deep.

6.) Items 4 & 5 will require a new 6" valve to be installed at the corner of South Sunset Boulevard and Shoreline Drive before hydrant replacement.

All outages require a two day (48 Hours) advance notice to customers.

Outages will not begin until 0900.

All work areas to be restored to pre-construction condition.

Meg-a-lugs to be used on PVC material.

Connections to A/C pipe may be made with a Hymax coupling.



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager
FROM: Thomas E. Lambert, Assistant Director of Public Services
DATE: September 26, 2014
RE: Sensus Logics

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

Along with the new radio read system, a system for storing, maintaining and analyzing the hourly data must be implemented. Staff would like to allow Sensus to host our data and the analytic tools. The data is stored securely in the cloud, backup of the data is automated and disaster recovery methods will not have to be implemented by the City. The data is duplicated in multiple locations to guarantee the online availability of the data.

The software collects and analyzes data, and will allow us to track leak usage, alert customers of changes in their water and gas consumption habits, as well as give them access to their data directly.

The cost of the system, which includes the software and the data storage, is \$25,000 per year. This prevents the City from buying servers and other hardware, worrying with backup data, security breaches and disaster recovery. All software upgrades are included as well as support for any problems with our data. If the City is willing to purchase the service for 5 years, we can receive a \$12,000 discount as well as avoid the expected 3% per year increases.

Also included on the quote, is the one time setup fee and training, and the warranty and customer support for the base stations, which collect data from meters and send to the cloud storage.

The enterprise funds will pay for the cost, proportioned by meter counts, and from the other contractual services budget items.

RECOMMENDATION: City Council approve the payment of \$139,520.00 to Sensus for the base station warranty and the Logics software with cloud storage of City data, training and customer support for five years.

CITY OF GULF BREEZE	PENSACOLA FL
STOCK	Ellyson Industrial Park
ATTN ACCOUNTS PAYABLE	8782 Paul Starr Dr
PO BOX 640	Box 21
GULF BREEZE FL 32562	Pensacola FL 32514
Telephone: 850-934-5115	Telephone: 850-478-6372
Fax: 850-934-5126	Fax: 850-478-4323

Attention: THOMAS LAMBERT

9/09/14 Bid ID: 3952116 GULF BREEZE SAAS W/LOGIC Page 1

Line	Quantity	Sell Per	Description	Net Price	Extended Price
------	----------	----------	-------------	-----------	----------------

30	5	EA	SENSUS SAAS WITH LOGIC 10,000 WTR & 5000 GAS END PTS	25,000.00	125,000.00
----	---	----	---	-----------	------------

THE SAAS W/LOGIC PRICING IS
BASED ON A 5 YEAR PAYMENT PLAN
WE HAVE WAIVED THE 3% ANNUAL
INCREASE AND WILL OFFER AN
ADDITIONAL SAVINGS FOR A ONE
TIME UP FRONT PAYMENT FOR ALL
5 YEARS. THIS WILL BRING THE
TOTAL PAYMENT TO \$112,820.00
INSTEAD OF \$125,000.00. THIS IS
A TOTAL SAVINGS OF \$19,908.40
WHEN CONSIDERING THAT WE HAVE
ALSO WAIVED THE ANNUAL 3%
INCREASE.

*****LINE BREAK*****

ONE TIME FEES

210	1	EA	SENSUS SAAS IMPLEMENTATION FEE	15,000.00	15,000.00
220	1	EA	SENSUS LOGIC CORE TRAINING	6,700.00	6,700.00

ANNUAL FEE

240	2	EA	ANNUAL BASE STATION WARRANTY	2,500.00	5,000.00
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Subtotal: 151,700.00

Tax: .00

Bid Total: 151,700.00

The Value of Data: Logic MDM Provides Benefits for Utilities and Customers

Advanced metering infrastructure (AMI) networks and meters provide an unprecedented amount of useful data, but utilities and municipalities nationwide find themselves struggling to manage and best use this surge of information. Sensus' Logic MDM is designed to help water, gas, electric, and combination utilities maximize the value of data collected from various devices by efficiently managing, validating and presenting the data in useful formats.



FlexNet transmitter installed under lid.

Intelligence

Logic is designed with the key feature of validation, editing and estimation (VEE). VEE provides a series of routines to assure multiple checks and balances of the data. In addition, incoming data is examined using routines that verify data. With VEE, the utility can assign the appropriate action to adjust any perceived discrepancies in the data.

Through VEE, Logic helps utilities run more efficiently and better serve customers. Utilities can pre-select responses and organizational tactics for different types of incoming information. Likewise, utilities are immediately alerted to certain occurrences such as leaks. Logic can also segment meters to match specific water towers, which correlates consumption demand and measured usage.

Automation

As the utility adjusts the parameters of VEE to meet its own specific needs, Logic develops automated processes for managing data, saving time and increasing efficiency. Logic's

dashboards provide an instant snapshot of the utility's system with automation features, such as a scheduler for the utility to create and organize specific reports and then automatically send the reports to end users.

Other automated features such as editing and extrapolation address data exceptions and eliminate the need for manual intervention from the utility.

Flexibility

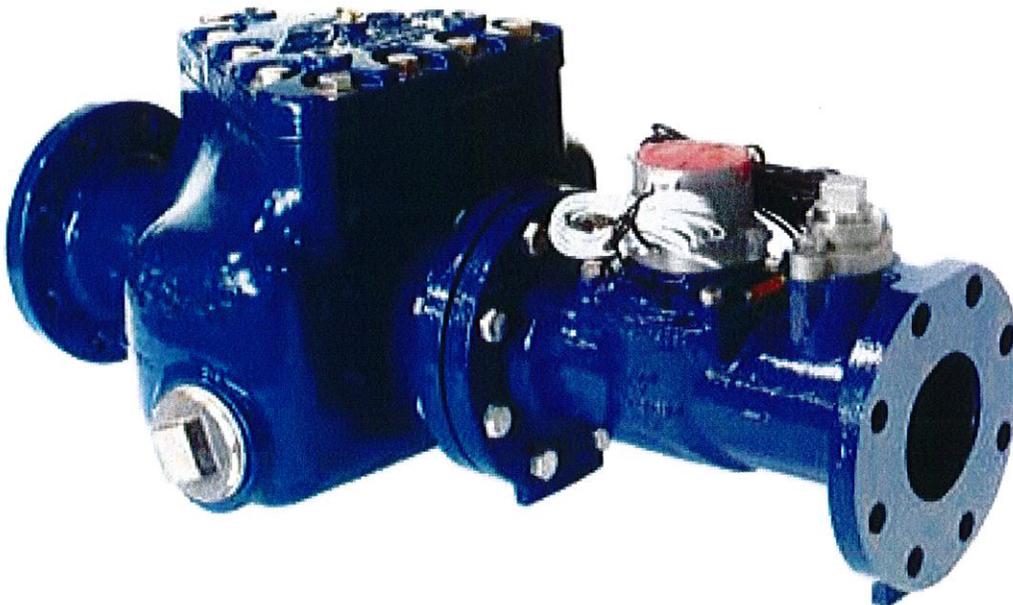
Given the constantly changing nature of the water industry, the core Logic software platform offers flexibility through vast customization options to address the varying skill sets and needs within a utility. The basic Logic platform is fully equipped to solve nearly any data-related utility issue with its core program and is designed to improve key functional applications, while incorporating a sophisticated platform to address more complex needs. Functionality is also an outstanding component of Logic. The technology seamlessly integrates with the Sensus' FlexNet communications network.

Conservation Benefits

As environmental concerns and drought conditions continue to increase, water conservation rises to the forefront for utilities and end users worldwide. Logic facilitates conservation by reconciling unaccounted-for water loss, enabling customer segmentation to enforce mandated watering days and encouraging end users to self-initiate conservation through customer portal applications.

Logic ensures rapid leak detection by organizing and validating data from smart water networks. For utilities looking to determine specific culprits of excessive water use or loss, virtualization in Logic enables aggregation of water usage data for several properties at a time to allow utilities to quickly react to all meters and end users affected by an issue.

When water conservation elevates from a priority to a necessity, Logic allows water utilities to implement tiered rates for end users. These rates reward end users with the lowest available rate, provided they stay within a certain amount of usage per person and household.



Logic can segment meters to match specific water towers, which

correlates consumption demand and measured usage.

Utility Benefits

Logic's data management benefits enable utilities to take a system-wide view of their operations and run more efficiently. It also allows them to better serve customers by turning data into intelligence.

For example, Logic enables water utilities to detect leaks quicker, which improves conservation for the utility while inevitably saving the end user money that would have otherwise been wasted.

For utilities interested in expanding the base offerings of Logic to offer even more to its customers, Logic possesses features available beyond the base package. These features include advanced reporting with a deeper analysis of existing reports, advanced systems integration to enable synchronization with GIS and CIS databases, outage supervision, distribution automation, and more.

Customer Benefits

Logic improves the customer experience through usage reports for faster response to customer inquiries and consumption details in hourly intervals for better insight into when exactly the water is used. Utilities can use this software to monitor vacant properties not expected to use water and detect possible leaks, theft or meter stoppage.

With the customer portal, Logic helps water customers monitor usage and conserve water. This add-on enables utilities to share information with customers via the portal about drought conditions, water restrictions, water schedules, conversation, and leak repair. Further, the portal also offers end users flexible settings such as text or email alerts for high usage or other pre-selected notifications.

Utilities can rely on Logic to provide the intelligence, automation and flexibility to not only manage but leverage the increasingly large amount of data collected from a communications network system.



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager

FROM: Thomas E. Lambert, Assistant Director of Public Services

DATE: September 26, 2014

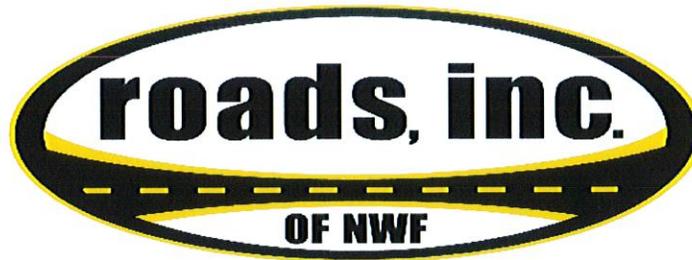
RE: Oviedo Street Resurfacing

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

Due to the deteriorated conditions of Oviedo Street, it is included in the 2014 resurfacing schedule. This street is one of the few roadways in the schedule that was not impacted by the April flood (extensive investigation and design not needed), and can therefore be easily added by change order to the current contract with the existing bid items. We have asked Roads, Inc. to provide the construction price based on the unit prices for the Cordoba, Cadiz and Chesapeake bid. The total cost is \$54,402.29, which is less than the estimated amount of \$63,000. The engineer has reviewed the price and finds it acceptable.

The funds will come from General Fund Capital Reserve dedicated to resurfacing.

RECOMMENDATION: City Council award the change order for Oviedo Street to Roads, Inc. for \$54,402.29.



106 stone blvd. cantonment, fl 32533
Phone: (850) 968-0991
Fax: (850) 968-0996

September 18, 2014

Kenneth Horne & Associates
7201 N. 9th Avenue
Pensacola, FL 32504

RE: Oviedo Street Overlay

Mr. Ken Horne,

Roads, Inc. proposes to perform the following items of work per unit prices listed below. These prices include all labor, equipment, and materials.

1. Mobilization	1	LS	\$2,610.45	Lump Sum
2. Petromat Style 4599	4,610	SY	\$2.57	Per SY
3. 1-1/2" Type SP-9.5 Asphalt	4,610	SY	\$7.75	Per SY
4. Special Hand Machine Milling	1	LS	\$1,361.48	Lump Sum
5. Thermo Stop Bar	24	LF	\$11.74	Per LF
6. Temp Striping and Markings	1	LS	\$450.00	Lump Sum
7. 6" Thermo Striping	220	LF	\$1.47	Per LF
8. Maintenance of Traffic	1	LS	\$1,800.00	Lump Sum

Approximate Total Price: **\$54,402.29**

NOTE: Item 1 and 4 were calculated by ratio using the contract amount and the quantity of paving.

This quote will be good for 30 days from the above date. If you have any questions, please do not hesitate to call me.

Respectfully Submitted


Stevan Hite,
Estimator



City of Gulf Breeze

OFFICE OF THE CITY MANAGER

Memorandum

To : Mayor and City Council
From :  Edwin A. Eddy, City Manager
Date : September 26, 2014
Subject: **Softball Backstop Netting**

Attached is a memo from Director of Parks and Recreation Ron Pulley relative to the replacement of backstop netting for the City's softball fields. As you will note, we will not complete this project budgeted for 2014 before the end of the fiscal year. In addition to the recommendation in Mr. Pulley's memo, please consider the following:

RECOMMENDATION:

THAT \$36,000 FROM THE GENERAL FUND BUDGET (PARKS AND RECREATION) BE TRANSFERRED TO THE CAPITAL RESERVE TO BE USED AS A BUDGET NUMBER FOR THE REPLACEMENT OF BACKSTOP NETS AT SHORELINE PARK.



City of Gulf Breeze

DEPARTMENT OF PARKS AND RECREATION

To: Edwin A. Eddy, City Manager
From: Ron Pulley, Director of Parks & Recreation
Subject: Softball Backstop Netting
Date: September 25, 2014

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

The approved Parks & Recreation budget for fiscal year 2014 included \$36,000 for the replacement of the backstops and netting on the four fields in the softball portion of the complex. These backstops and nets were placed in service in 2007 and have reached their repairable life expectancy.

We chose to wait until the end of this fiscal year before proceeding with this project to insure that unexpected repairs did not deplete our funds.

We have bid specifications prepared and we are requesting permission to carry this project and the supporting funds over to fiscal year 2015 for completion.

Recommendation

That Council authorize the carryover of unused repairs and maintenance funds in the amount of \$36,000 from fiscal year 2014 and direct staff to seek competitive bids for the replacement of the backstops and netting on four softball field with Shoreline Park.



City of Gulf Breeze

Memorandum

To: Edwin A. Eddy, City Manager

From: Curt Carver,  Deputy City Manager

Date: 9/24/2014

Subject: Peyton Office Building

Pursuant to your direction, Mr. Carmichael and I walked through the Peyton Building with David Pinder of Pinder-Martin Associates. The purpose of this walk through was to obtain a proposal from Mr. Pinder for an evaluation of the building and a "guestimate" of the price to bring it into rent-ready condition. Please note that this analysis was performed at no cost to the City. A copy is enclosed.

As you can see, based on his inspection, Mr. Pinder is estimating that construction costs would be in the range of \$99,000. He notes however, that this cost is a partial estimate and that actual costs could increase after a more thorough inspection of the HVAC, electrical and life safety systems. While this estimate is based on a brief inspection, it is not inconsistent with the original appraisal of the property. The appraisal completed by Fruitticher Lowery Appraisal Group in April of this year identified approximately \$135,000 in deferred maintenance needs. This portion of the appraisal is enclosed.

The property is located in the CRA. Section 26-2 of the City Code provides that additional design guidelines are applicable if the redevelopment costs exceed more than 50% of the assessed value of the building. The assessed value of the building is currently \$132,902. See the enclosed Santa Rosa County Property Appraiser report. Based on these figures, CRA standards would be applicable. Mr. Carmichael estimates that the above cost estimate could double if CRA design elements are included. Accordingly, the total rehabilitation costs and compliance with CRA standards could potentially be in the \$225,000 to \$250,000 range.

Using the income estimates found in the appraisal, it could take 5.5 years for rental income to get the City to a break-even point for this investment after the construction is completed. This assumes a construction cost of approximately \$237,500 and a \$10 per SF lease value. Rental

income is based on a 50% occupancy level during the first year and grows to 90% in subsequent years. The appraisal's income approach is enclosed for clarification. The current market may be more favorable, however. I have been advised that a more realistic rental value for current comparable space in the City is closer to \$12 per SF. Accordingly, this would reduce the time to break even to just over 4 years based on the same type of analysis. Both of these time lines may be problematic based on the City's long-term intended use for the property.

Recognizing this issue, Staff has obtained a preliminary quote for demolishing the building. This quote was \$13,000. Please note that this only includes demolition and no site restoration. It does not include additional costs associated with bringing the property into compliance with the proposed vacant lot maintenance standards. There has also been discussion in the past about using a portion of the building for City staff. Even this option would trigger the CRA standards, thereby increasing renovation costs beyond the useful life of the building. Accordingly, I believe demolition is the preferable alternative.

Should you have any questions, please do not hesitate to contact me. Thank you.

Recommendation

That the City Council direct staff to prepare bid documents and solicit bids for the demolition of the Peyton Office Building.

Enclosures

PINDER-MARTIN ASSOCIATES, INC.

Architecture Consulting
1001 N. 12th Avenue
Pensacola, FL 32501

AA26000896

IB26000688

Phone 850-439-9110

Fax 850-439-9108

pindermartin@bellsouth.net

September 11, 2014

Mr. Craig S. Carmichael
Director of Community Services

Post Office Box 640
Gulf Breeze, FL 32561

RE: Peyton Plaza
Gulf Breeze, FL 32561

Mr. Carmichael:

We are pleased that the City of Gulf Breeze has called on Pinder-Martin Associates, Inc. for the opportunity to provide professional assistance.

The renovation of Peyton Plaza has potential although a challenge. The challenging measure is derived from our initial site meeting and what we thought we understood. This directly relates to the viability of a Peyton Plaza renovation. My site notes include:

- A. Renovation budget = \$50,000.
- B. To maintain future development opportunities the renovated building would lease contractually year to year.

The following scope of construction work sorts improvements in three divisions. The first is Code Upgrades deemed minimal for occupancy. The second list is General Enhancements prepping the building/tenant areas for leasing. The third level, Building Advancements, improves architectural elements and customizes tenant spaces.

CODE UPGRADES

Under preliminary review, the following code improvements are applicable:

1. Accessibility (ADA) which starts with designated parking spaces. A 20% minimum of the budget must apply toward improving ADA compliance. Obvious deficiencies are
 - a. Accessible parking space striping and signage
 - b. Ramp repair and new compliant handrails
 - c. Guard rail improvements for wheelchair safety.
 - d. Accessible thresholds and hardware to rental space entrances.
 - e. Restroom upgrades including door widths, closers, hardware, grab bars and plumbing fixtures.
 - f. Hardware and door size improvements where may be applicable.

2. Fire rated tenant separation walls dividing tenants.
3. Life safety of lighting, exit lights, emergency lighting, number of exits, path of egress and fire extinguishers.

GENERAL ENHANCEMENTS OF EXISTING CONDITIONS

1. Overall inspection of existing conditions for structural, bug infestation, mold and wet/rot conditions.
2. Parking lot paint, striping and landscape repair.
3. Site signage
4. Building prep, caulk and paint
5. Perimeter foundation wall repair
6. Wood walks, columns, guardrail, soffit repair/prep and paint
7. Replacement of flooring, base and miscellaneous wall finishes
8. Exterior exit doors
9. Window repair
10. Roof repair
11. Limited ceiling removal/replacement
12. Interior painting
13. Electrical upgrades: Lighting and receptacles.
14. Plumbing: Restrooms beyond ADA repair and water coolers where required.
15. HVAC investigation and upgrades

BUILDING ADVANCEMENTS

1. Interior building build-out
2. Cabinets
3. Exterior façade enhancements including district guidelines.

CONSTRUCTION COSTS

A preliminary guesstimate on construction costs based on our initial walk through could conceivably be the following:

ADA	\$10,000.00
Carpet	\$14,000.00
Paint (Interior)	\$20,000.00
Paint (Exterior)	\$15,000.00
Restrooms	\$30,000.00
Demolition	\$5,000.00
Miscellaneous	\$5,000.00

These costs are partial and do not include HVAC, Electrical, Life Safety, Structural repair, Landscaping, etc. improvements.

In conclusion, your request from us was to provide a proposal for a viability assessment of Peyton Plaza. We felt it prudent to first establish repair parameters of renovation and share these repairs to determine if the project is budget feasible.

If the intent is to manage the property on a one year lease term then, in our opinion, the effort of renovation accomplished and dollars expended should match a tenant ready type of occupancy. As indicated above in our partial guestimate of renovation costs this would greatly exceed the budget of \$50,000.

This preliminary assessment letter of Peyton Plaza renovation parameters for the City of Gulf Breeze is shared at no cost. I would welcome questions.

Respectfully submitted,

David J. Pinder

**DAVID J. PINDER, RA
PINDER-MARTIN ASSOCIATES, INC.**

Mr. Buz Eddy
April 30, 2014
Page Two

The subject property is located at 1198 Gulf Breeze Parkway at the edge of the Live Oak Reservation. I was not provided with a survey of the property but the County Appraiser's information indicates the land is 0.659 acres in size or 28,706 square feet. The land is improved with a 7,138 square foot office building that was constructed in 1976. The building is constructed off grade with a built-up foundation, stucco exterior walls and a shingle roof. The building can be configured into 8 office units but several have been combined and the current set-up is for 4 office units. Units 1 & 2 were combined into an 804 square foot unit, units 3 & 4 were combined into an 855 square foot unit, units 5, 6 & 7 were combined into a 4,068 square foot unit and unit 8 is a 1,193 square foot unit. There is also a 218 square foot common restroom. The building is constructed in a "U" shape and has a Japanese theme with a open court yard/Japanese rock garden in the center. There were some items of deferred maintenance noted but the building appeared to be structurally sound with an estimated effective age of about 20 years and a remaining life of about 25 years. The deferred maintenance issues would require some exterior stucco repair, exterior wood trim replacement and paint, rear stair and deck replacement, replacement of 3 exterior doors, interior paint, replacement of cabinets and counter tops, some minor ceiling repair, new flooring and a complete renovation of the common bathroom. The total cost for the deferred maintenance items is estimated herein to be \$135,000 or \$18.91/SF of the building area.

Subject to the above and the limiting conditions and certification as set forth herein, it is my opinion that the market value of the Fee Simple estate of the property located at 1198 Gulf Breeze Parkway in Gulf Breeze, Florida, as of the last date of inspection – April 25, 2014, was:

FIVE HUNDRED THOUSAND DOLLARS
\$500,000
(Fee Simple, As Is Value Opinion)

The subject land value is indicated in this report to be \$450,000. As the as is value is higher than the land value, there is still value to the improvements. The value subject to renovation completion and stabilized occupancy is shown herein to be \$645,000.

I hereby certify I have no interest, present or contemplated, in the appraised property. This appraisal has been prepared utilizing all of the requirements set forth as Standards for Real Estate Appraisals as established for federally related transactions and the State of Florida. The appraisal conforms to the Uniform Standards of Professional Appraisal Practice (USPAP). The fee for this appraisal was not based on a minimum value nor was the assignment undertaken based on a pre-determined value or guaranteed loan amount.

Sec. 26-2. Applicability.

- (a) The design standards contained in this chapter are applicable to all new development and redevelopment activities within the CRA, except for single-family residential structures, notwithstanding any provision of the land development code (LDC) to the contrary, including sections 21-31 and 21-32 (nonconforming uses). Unless otherwise noted, where LDC provisions from other chapters conflict with the standards established in this chapter, the more restrictive standards of this chapter shall apply.
- (b) In the case of redevelopment, the standards set forth in this chapter shall apply if:
1. The building floor area is being increased by more than 30 percent;
 2. More than 50 percent of the building area is being replaced; and/or
 3. The existing building is being redeveloped and the cost of redevelopment is greater than 50 percent of the assessed value of the building.
 4. Section 26-11 shall apply in the case of replacement or repair of an existing sign when:
 - a. A sign at an existing business is replaced, even when no changes or only minor changes are contemplated to the existing structure or structures on a site;
 - b. A sign is deemed to be damaged to the point where repairs are equal to or more than 50 percent of the replacement value of the sign;
 - c. Improvements or modifications to a sign are contemplated that are equal to or more than 50 percent of the replacement value of the sign; and/or
 - d. A sign, the sign, the sign logo, reader board, or copy area of a sign is increased by 25 percent or more.
 5. Section 26-11 shall apply in the installation of a new sign at an existing business.
- (c) Because the character of the land within the CRA differs from one location to another, this chapter establishes general standards that are applicable to the entire CRA district, as well as specific standards that apply to all land located within the central business district (CBD) and the Gulf Breeze Parkway (US 98) district, as identified in the CRA design guidelines.

(Ord. No. 02-12, § 1, 4-23-12)



Santa Rosa County Property Appraiser

Gregory S. Brown, CFA



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[Sales In Section](#)
[Sales In Subdivision](#)

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Owner and Parcel Information

Owner Name	THREE P INC	Today's Date	September 11, 2014
Mailing Address	3811 IDLEWOOD DR PENSACOLA, FL 32505	Parcel Number	04-3S-29-0000-05300-0000
Situs/Physical Address	1198 GULF BREEZE PKWY	Tax District	Gulf Breeze (District 1)
Property Usage	OFFICE BUI (001700)	2013 Millage Rates	15.8556
Section Township Range	04-3S-29	Acres	0.659
		Homestead	N

[Tax Collector Bill](#) |
 [Permits](#) |
 [Display Building Information](#) |
 [Show Parcel Maps](#) |
 [Generate Owner List By Radius](#) |
 [Show Zoning](#)

Value Information

	2012 Certified Values	2013 Certified Values	2014 Preliminary Values
Building Value	\$136,321	\$131,747	\$132,902
Extra Feature Value	\$5,342	\$5,451	\$5,738
Land Value	\$350,886	\$350,886	\$369,354
Land Agricultural Value	\$0	\$0	\$0
Agricultural (Market) Value	\$0	\$0	\$0
Just (Market) Value*	\$492,549	\$488,084	\$507,994
Assessed Value	\$492,549	\$488,084	\$507,994
Exempt Value	\$0	\$0	\$0
Taxable Value	\$492,549	\$488,084	\$507,994

Legal Description

COM AT E LINE OF GOV LOT 5 & NLY R/W HWY 98 TH N 18*45' W 155.57 FT TH S 71*15' W 144.91 FT TH S 00*02' W 164.10 FT TH N 71*18'30" E ALONG R/W 197.78 FT TO POB AS DES IN OR 1701 PG 865

The legal description shown here may be condensed for assessment purposes. Exact description should be obtained from the recorded deed.

Just (Market) Value description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

Extra Features Data

Description	Number of Items	Units	Year	Extra Feature Value
PAVEMENT	1	6,750 SF	1976	\$5,451

Land Information

Item	Land Code	Description	Zoning	Frontage	Depth	Unit Type	Land Units	Land Value
1	001700	1STORY OFF	C1	198	160	197.78	FF	\$350,886

Sale Information

Sale Date	Sale Price	Instrument	Deed Book	Deed Page	Sale Qualification	Vacant or Improved	Grantor	Grantee
07-01-1998	\$ 410,000	Warranty Deed	1701	865	Qualified	Improved		THREE P INC
06-01-1986	\$ 408,000	Warranty Deed	816	206	Qualified	Improved		
01-01-1986	\$ 100	Warranty Deed	796	291	Unqualified	Improved		
01-01-1986	\$ 421,900	FF	0	1986	Qualified	Improved		
06-01-1981	\$ 305,500	Warranty Deed	547	51	Qualified	Improved		
10-01-1975	\$ 62,000	Warranty Deed	345	553	Qualified	Improved		

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The Santa Rosa County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The Senior Exemption Does Not Apply to All Taxing Authorities. Just (Market) Value is established by the Property Appraiser for ad valorem tax purposes. It does not represent anticipated selling price. Working values are subject to change. Website Updated: September 8, 2014

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INCOME APPROACH (Cont'd.)

After the 3-net rent adjustments are considered, the rental range is from \$6.43/SF to \$10.50/SF. The lower end of this range is for a second floor unit within the Harbor Town development in Gulf Breeze that has stair access. It is typical for second floor units to command lower rents than ground floor units and as such, the subject's rent would be expected to be above this rent. The next lowest rent at \$7.40/SF is for an average quality and condition unit that included no interior partitions, as such, the subject's rent would also be expected to be above this units rent. The remaining three rents indicated ranges from \$9.32/SF to \$10.50/SF and the median is \$10.00/SF. After required renovation, the subject building would be in good condition, similar to rentals one and three. With this in mind, I will consider a renovated 3-net rent of \$10.00/SF, which would be supported by the un-renovated previous rent of unit 8. The following 3-net rents are considered possible after renovation.

Units 1 & 2		
	804 SF x \$10.00/SF =	\$ 8,040
Units 3 & 4		
	855 SF x \$10.00/SF =	8,550
Units 5, 6 & 7		
	4,068 SF x \$10.00/SF =	40,680
Unit 8		
	1,193 SF x \$10.00/SF =	<u>11,930</u>
Total Potential 3-Net Rent		\$69,200

Vacancy and Collection Losses - Typical vacancy and collection loss allowances for the subject neighborhood are currently around 10%; however, the subject building would require lease-ups after the renovation work, which will take time. Over the past 12 months (5/2/2013 – 5/2/2014) there were 8 office units rented on the Gulf Breeze Peninsula that included a total of 13,175 square feet of office space. In the 12 months previous to that (5/2/2012 – 5/2/2013) there were also 8 office units leased with a total of 13,116 square feet. As these annual lease-up rates are fairly consistent, I will consider a potential average lease up of 13,146 square feet per year. At the present time, there is 15,493 square feet of space

INCOME APPROACH (Cont'd.)

Item	Discounted Cash Flow Analysis					
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
Potential 3-Mo Net Income	\$69,200	\$69,200	\$69,200	\$72,660	\$72,660	\$72,660
Vacancy Deduction	(\$34,600)	(\$6,920)	(\$6,920)	(\$7,266)	(\$7,266)	(\$7,266)
Total Income	\$34,600	\$62,280	\$62,280	\$65,394	\$65,394	\$65,394
Expenses						
Lease Up Commissions	(\$2,768)	(\$2,768)	\$0	\$0	\$0	\$0
Management	(\$1,730)	(\$3,114)	(\$3,114)	(\$3,270)	(\$3,270)	(\$3,270)
Real Estate Taxes	(\$3,715)	(\$743)	(\$743)	(\$743)	(\$743)	(\$743)
Insurance	(\$5,104)	(\$1,021)	(\$1,021)	(\$1,021)	(\$1,021)	(\$1,021)
Maintenance	(\$3,240)	(\$648)	(\$648)	(\$648)	(\$648)	(\$648)
Total Exp.	(\$16,557)	(\$8,294)	(\$5,526)	(\$5,682)	(\$5,682)	(\$5,682)
Net Income	\$18,043	\$53,986	\$56,754	\$59,712	\$59,712	\$59,712
PV F 10%	0.9091	0.8264	0.7513	0.683	0.6209	
Present Value	\$16,403	\$44,614	\$42,639	\$40,784	\$37,075	
Reversion	\$59,712	/	0.087	=	\$686,348	
Less Comm. & Closing Costs					\$13,727	
Adjusted Reversion					\$672,621	
Reversion PV Factor					0.6209	
Present Value of Reversion					\$417,631	
Present Value of Cash Stream					\$181,515	
Indicated Property Value					\$599,146	

The above discounted cash flow analysis indicates the value subject to the renovation work would be \$599,146, which can be rounded to \$600,000. As previously stated, the renovation work plus profit would be estimated to be \$135,000 and deducting this from the above value indication results in an as is value of \$465,000. This would be the current value of the property in its current vacant state. Stabilized occupancy will be realized in the second year of the discounted cash flow analysis when the NOI is \$53,986. Dividing this stabilized NOI by the cap rate of 8.7% results in a stabilized value indication of \$620,529, which can be rounded to \$620,000.

INDICATED AS IS VALUE, INCOME APPROACH

\$465,000



City of Gulf Breeze

OFFICE OF THE CITY MANAGER

Memorandum

To : Mayor and City Council

From :  Edwin A. Eddy, City Manager

Date : September 26, 2014

Subject: **Ordinance No. 06-14, Creating Section 21-268 of the Municipal Code of Ordinances Relative to Maintenance and Landscaping of Vacant Parcels in Commercial, Medical and Public Zoning Districts**

Attached is a copy of the Ordinance listed above. Also attached is the staff memo previously distributed to the Council on this topic. The Ordinance was approved on First Reading on September 15, 2014. A Public Hearing and Second Reading has been advertised for October 6, 2014.

RECOMMENDATION:

THAT THE CITY COUNCIL HOLD A PUBLIC HEARING AND APPROVED ORDINANCE NO. 06-16 ON SECOND AND FINAL READING.



City of Gulf Breeze

Memorandum

To: Edwin A. Eddy, City Manager
From: Curt Carver, Deputy City Manager
Date: 9/11/2014
Subject: Maintenance of Vacant Commercial Property

Enclosed is a copy of the ordinance providing for the maintenance of vacant commercial lots. This is the version that was distributed to the City Council on September 10th. The language is generally consistent with the first draft that they received on September 3rd, but includes comments received at that time.

The proposed ordinance provides the following:

1. Establishes prospective maintenance standards for vacant lots that are subject to permits for development activities. If no building permit is issued for the site within 90 days after completion of the permitted work, the owner has 30 days to restore the site, remove debris and equipment and install required landscaping.
2. The landscaping requirements includes a landscape buffer around the periphery of the site.
3. The permit holder is responsible for maintaining the adjacent public property and to repair any damage to the public right of way caused by the development activity.
4. Owners of existing vacant lots, which are not currently subject to a permit, have 180 days from the effective date of the ordinance to bring the property into compliance.

Should you have any questions regarding this draft, please do not hesitate to contact me.

Enclosure

ORDINANCE NO. 06-14

AN ORDINANCE OF THE CITY OF GULF BREEZE FLORIDA, PERTAINING TO VACANT LOTS AND CONSTRUCTION SITE MAINTENANCE WITHIN THE C1, C2, M, AND P ZONING DISTRICTS; CREATING SECTION 21-268 OF THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Gulf Breeze desires to minimize the detrimental health, safety, general welfare and impacts of vacant lots and construction activities associated with commercial construction on the residents of the City of Gulf Breeze; and,

WHEREAS, the City Council of the City of Gulf Breeze desires to ensure that commercial construction activities and vacant lots are maintained and all construction activity is conducted in such a manner so as to avoid unnecessary inconvenience and annoyance to the general public and the occupants of the neighboring properties.

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

SECTION 1 - Section 21-268 is hereby created to read:

Sec. 21-268. Vacant lot and construction site maintenance.

- (a) *Intent.* The intent of this section is to minimize the detrimental health, safety, general welfare and impacts of vacant lots and construction activities on the residents of the City of Gulf Breeze; to ensure that each vacant lot and construction site is maintained, and each construction activity is conducted in such a manner so as to avoid unnecessary inconvenience and annoyance to the general public and the occupants of the neighboring properties; and to require maintenance practices that will reduce the amount of sediment and other pollutants leaving construction sites during land development or land disturbing construction activities.
- (b) *Applicability.*
 - (1) The regulations contained in this section apply to all vacant lots and land disturbing construction and land development activities on properties within the C1, C2, M, and P zoning districts in the City of Gulf Breeze.
 - (2) This section applies to all properties with an active or expired building permit or an active or expired demolition permit for any land disturbing construction and/or land development activities as defined in this section.
 - (3) All landowners of vacant lots that are not in compliance with the provisions of this section shall be required to bring such property into conformance within one hundred eighty (180) days of the effective date of the ordinance.
 - (4) All Florida Department of Transportation (FDOT) funded construction is exempt from this section. All FDOT funded or conducted construction activities shall meet the requirements as required by Florida Department of Environmental Protection regulation.

- (5) All other land disturbing construction and land development activities exempt from local permitting authority are exempt from this section. Land disturbing construction and land development activities performed by the city within city right-of-way or on city property are exempt from this section.
- (6) Should this section and another ordinance conflict or overlap, whichever imposes the more stringent restrictions shall prevail.
- (c) *Definitions.* The following words, terms and phrases when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Irrigation. The methods of supply and application of water other than natural rainfall to foster plant growth. Methods shall include an automated irrigation system or hand watering.

Land development activities. The construction of buildings, roads, parking lots, paved storage areas, demolition of structures, installation of utilities, or other similar facilities.

Land disturbing construction activities. Any man-made change of the land surface, including removing vegetative cover, excavating, filling and grading landscaping modifications, and demolition.

Landowner. Any person, firm, corporation or other legal entity who, individually or jointly or severally with others, holds the legal or beneficial title to any building, facilities, equipment or premises subject to the provisions of this section. The term shall include the landowner's duly authorized agent, a purchaser, devisee, fiduciary, property holder as any other person, firm, corporation or legal entity having a vested or contingent interest or, in the case of a leased premises, the legal holder of the lease or his legal representative. It is intended that this term shall be construed as applicable to the person, firm, corporation or legal entity responsible for the construction, maintenance and operation of the building, facilities or premises involved.

Seeding. The planting of vegetative cover, such as grasses or legumes, over disturbed areas.

Site. The entire area included in the legal description of the land on which the land disturbing construction or land development activities are proposed in the permit application.

Sodding. The placement of permanent vegetative cover over disturbed areas as a method of permanent stabilization.

Vacant lot. Any parcel of land not containing a primary structure excluding a fence.

(d) *Maintenance.*

Contractors, subcontractors and persons holding permits to perform land disturbing construction or land development activities, and the landowners of construction sites shall cause the site to be maintained in a neat and orderly condition that is free from any debris, garbage, junk, used or discarded construction materials, trash or any other foreign substance produced as a result of the land disturbing construction or land development activities, other than debris, garbage, junk, trash or other foreign substance deposited into and contained within a trash receptacle or trash dumpster.

- (1) In all instances where a building permit has not been issued within ninety (90) days of the completion or abandonment of land disturbing construction activities, the site shall, within thirty (30) days after the expiration of such ninety (90) day period, be brought to grade, tilled, planted and maintained with ground cover to include sodding or seeding which shall have irrigation. A landscape buffer shall be planted around the periphery of the site. Said landscaping shall include a landscaped yard at least five (5) feet in width containing an opaque screen of landscaping at least three (3) feet in height. Such screen shall not constitute any obstruction to visibility between two and half (2½) feet and ten (10) feet in height if such obstruction constitutes a hazard to the vehicular and pedestrian traffic. One (1) tree shall be planted for each fifty (50) linear feet, or fraction thereof. Any temporary construction fence shall also be removed. The City Manager or designee, may grant, in writing, an extension to the time frame for the issuance of a building permit, under this paragraph, when the landowner has demonstrated a good faith effort in pursuing the building permit but that circumstances beyond the control of the contractor and/or permittee have occurred.
- (2) All construction waste and debris from new construction or major alteration or repair shall be kept in an enclosed container on site to minimize debris from littering adjacent properties and public rights-of-way. The permittee, contractor or landowner shall cause such waste or debris to be removed at least weekly.
- (3) All mud or debris shall be continually removed from the public sidewalks and streets.
- (4) All weeds and grass on the site and adjoining right-of-way shall be maintained in accordance with Section 8-36 of this Code.
- (5) Contractors, subcontractors and persons holding permits to perform land disturbing construction and land development activities and the landowners of construction sites shall, at the direction of the City Manager or designee, either repair, or reimburse the city for its costs incurred to repair any damage to any public right-of-way that is caused by or during the land disturbing construction or land development activities.

- (6) In the event that the demolition permit or building permit expires, all materials and equipment related to the land disturbing construction or land development activities shall be removed from the job site within ten (10) days of the permit expiration date. The job site shall, within thirty (30) days thereafter, be brought to grade, tilled and planted with ground cover to include sodding or seeding which shall have irrigation.

SECTION 2 - SEVERABILITY

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

SECTION 3 - CONFLICT

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

SECTION 4 - EFFECTIVE DATE

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

PASSED ON THE FIRST READING ON THE 15th DAY OF SEPTEMBER, 2014.

ADVERTISED ON THE 25TH DAY OF SEPTEMBER, 2014.

PASSED ON THE SECOND READING ON THE 6TH DAY OF OCTOBER, 2014.

By: _____
Beverly Zimmern, Mayor

ATTESTED TO BY:

Leslie Guyer, City Clerk



City of Gulf Breeze

OFFICE OF THE CITY CLERK

TO : Edwin A. Eddy, City Manager

FROM : Stephanie D. Lucas, City Clerk *[Signature]*

DATE : September 25, 2014

RE : City of Gulf Breeze Master Planning Invoice

The City Council met as the Board of Directors of the Community Redevelopment Agency and approved a budget for continued support by Vanasse Hangen Brustlin, Inc. (VHB) associated with implementation of the "Most Livable Cities" Master Plan. The approved budget was \$195,000 and funded by the Community Redevelopment Agency. This contract was for services in conjunction with the implementation of the City's Master Plan and incorporating it into the City's Comprehensive Plan and Land Development Code.

We have received Invoice No. 188297 in the amount of \$2,453.20 for professional services from August 31, 2014, to September 30, 2014. We have spent \$86,642.74 YTD against this contract. The following actions have been taken against tasks:

Task 1 – Comprehensive Plan Amendments

- Participated in conference call with Florida Department of Education and Santa Rosa School District to discuss proposed Comprehensive Plan Amendments

Task 2 – Land Development Code Amendments

- Preparation of LDC amendments and MXD zoning standards for upcoming Steering Committee
- Analysis of residential parcels to determine if lot splits are feasible in low density residential, prepare map and analysis for City Manager

RECOMMENDATION:

THAT THE CITY COUNCIL MEET AS THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ON MONDAY, OCTOBER 6, 2014, AND APPROVE PAYMENT OF INVOICE NO. 188297 IN THE AMOUNT OF \$2,453.20 TO VHB.



Vanasse Hangen Brustlin, Inc.

101 Walnut Street, P.O. Box 9151, Watertown, MA 02471
617.924.1770 ■ FAX 617.924.2286

Invoice

Invoice No: 0188297
September 30, 2014

Mr. Edwin Eddy
City Manager
City of Gulf Breeze
1070 Shoreline Drive
Gulf Breeze, FL 32561

VHB Project # 61691.01

Gulf Breeze Master Plan

Professional Services from August 31, 2014 to September 30, 2014

Task 00000 Reimbursables
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Comp. Plan Amendments	53,000.00	86.86	46,035.80	45,050.00	985.80
LDC Amendments	58,000.00	53.13	30,815.40	29,348.00	1,467.40
CRA Plan/Master Plan	84,000.00	0.00	0.00	0.00	0.00
Total Fee	195,000.00		76,851.20	74,398.00	2,453.20
Total Fee				2,453.20	
				Total this Task	\$2,453.20
				Total this Invoice	\$2,453.20

Billings to Date

	Current	Prior	Total
Fee	2,453.20	74,398.00	76,851.20
Expense	0.00	12,244.74	12,244.74
Totals	2,453.20	86,642.74	89,095.94

Outstanding Invoices

Number	Date	Balance
0187115	9/4/2014	10,032.75
Total		10,032.75

Payment Due Upon Receipt.

Original Copy



101 Walnut Street
P. O. Box 9151
Watertown, MA 02471
617-924-1770
FAX 617-924-2286

Invoice

Billing Period 09/27/14
Project No.: 61691.01
Project Title: City of Gulf Breeze/Plan Amendments

Comprehensive Plan Amendments

Participated in conference call with Florida Department of Education and Santa Rosa School District to discuss proposed Comprehensive Plan Amendments

LDC Amendments

Preparation of LDC amendments and MXD zoning standards for upcoming Steering Committee meeting

Analysis of residential parcels to determine if lot splits are feasible in low density residential, prepare map and analysis for City Manager



City of Gulf Breeze

OFFICE OF THE CITY CLERK

MEMORANDUM

To: Edwin A. Eddy, City Manager
From: Leslie Guyer, City Clerk
Date: September 24, 2014
Subject: City of Gulf Breeze Master Planning Invoice

The City Council met as the Board of Directors of the Community Redevelopment Agency and approved a budget for continued support by Vanasse Hangen Brustlin, Inc. (VHB) associated with implementation of the "Most Livable Cities" Master Plan. The approved budget was \$195,000 and funded by the Community Redevelopment Agency. This contract was for services in conjunction with the implementation of the City's Master Plan and incorporating it into the City's Comprehensive Plan and Land Development Code.

We have received Invoice No. 0187115 in the amount of \$10,032.75 for professional services from August 3, 2014 to August 30, 2014. We have spent \$76,609.99 YTD against this contract. The following actions have been taken against contract tasks:

Task 1 – Comprehensive Plan Amendments

- Prepare for and attend Local Planning Agency and City Council Transmittal Hearings
- Submit transmittal package to state agencies following hearing

Task 2 – LDC Amendments

- Prepare for and facilitate LDC stakeholder meeting #2
- Prepare meeting summary and submit to City for review. Research on existing building heights and setbacks.

RECOMMENDATION:

THAT THE CITY COUNCIL MEET AS THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ON MONDAY, OCTOBER 6, 2014 AND APPROVE PAYMENT OF INVOICE NO. 187115 IN THE AMOUNT OF \$10,032.75 TO VHB.



Vanasse Hangen Brustlin, Inc.

101 Walnut Street, P.O. Box 9151, Watertown, MA 02471
617.924.1770 ■ FAX 617.924.2286

Invoice

Invoice No: 0187115
September 04, 2014

PO# 14-141324

Mr. Edwin Eddy
City Manager
City of Gulf Breeze
1070 Shoreline Drive
Gulf Breeze, FL 32561

RECEIVED
SEP - 8 2014
FINANCE OFFICE

VHB Project # 61691.01

**Gulf Breeze Master Plan
Professional Services from August 03, 2014 to August 30, 2014**

Task 00000 Reimbursables
Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Comp. Plan Amendments	53,000.00	85.00	45,050.00	42,665.00	2,385.00
LDC Amendments	58,000.00	50.60	29,348.00	23,664.00	5,684.00
CRA Plan/Master Plan	84,000.00	0.00	0.00	0.00	0.00
Total Fee	195,000.00		74,398.00	66,329.00	8,069.00
Total Fee				8,069.00	

Reimbursable Expenses

Postage & Delivery	15.67	
Travel & Lodging	1,425.63	
Meals	94.80	
Printing	127.65	
Outside Services	300.00	
Total Reimbursables	1,963.75	1,963.75

Total this Task \$10,032.75

Total this Invoice \$10,032.75

Billings to Date

	Current	Prior	Total
Fee	8,069.00	66,329.00	74,398.00
Expense	1,963.75	10,280.99	12,244.74
Totals	10,032.75	76,609.99	86,642.74

Outstanding Invoices

Number	Date	Balance
0185809	8/8/2014	17,624.06
Total		17,624.06

Payment Due Upon Receipt.

Original Copy



101 Walnut Street
P. O. Box 9151
Watertown, MA 02471
617-924-1770
FAX 617-924-2286

Invoice

Billing Period 08/30/14
Project No.: 61691.01
Project Title: City of Gulf Breeze/Plan Amendments

Comprehensive Plan Amendments

Prepare for and attend Local Planning Agency and City Council Transmittal Hearings

Submit transmittal package to state agencies following hearing

LDC Amendments

Prepare for and facilitate LDC stakeholder meeting #2

Prepare meeting summary and submit to City for review. Research on existing building heights and setbacks

Postage - VHB Billing Backup Report

Project Number: 61691.01

Period: 201409

Shipment Date	Quantity	Total Cost
8/8/2014 3:05 PM	1	\$0.90
8/13/2014 2:23 PM	1	\$14.77
	Total:	\$15.67

61691.01

MCGUIRES PENSACOLA
850.433.6789

Server: JANICE 08/04/2014
Table 46/1 5:34 PM
Guests: 2 100010

Soda 2.50
Shepherd's Pie 16.99
Diet Coke 2.50
Seafood Platter 25.99

Subtotal 47.98
Tax 3.61

Total 51.59

Balance Due \$ 51.59

10.00

\$3.00 Draft, Domestic, Wine 11pm to Close

Serving Food till 2:00AM

Follow us on Facebook

McGuire's Irish Pub of Pensacola

61691.01

Panera Bread
Cafe 1725
Gulf Breeze, FL 32561
Phone: 850-932-0459

8/5/2014 8:18:12 AM
Check Number: 114397 Cashier: Gina
1 Lt Rst CoffeeTote 13.59
SubTotal 13.59
Tax 0.90
Total 14.49
Visa 14.49
Acct:XXXXXXXX0065
AuthCode:04429D
Trans#:3446

61691.01

Panera Bread
Cafe 1725
Gulf Breeze, FL 32561
Phone: 850-932-0459

8/5/2014 8:02:08 AM
Check Number: 114393 Cashier: Gina
1 Sliced 0.00
1 Toasted Bag & CC 0.00
1 Plain Cream Cheese 1.25
1 French Toast Bagel 1.34
1 Toasted 0.00
1 Sliced 0.00
1 Toasted Bag & CC 0.00
1 Plain Cream Cheese 1.25
1 Cinnamon Crunch Bgl 1.34
1 Toasted 0.00
1 Bakers Dozen 6.99
1 Don't Make
2 Asiago Bagel
2 Blueberry Bagel
2 Chocolate Chip Bagel
2 Cinnamon Crunch Bgl
2 Whole Grain Bagel
2 Everything Bagel
1 French Toast Bagel
1 2 Tubs Cream Cheese 5.39
1 Plain Cream Chs Tub
1 Wild Blueberry CC Tub
Subtotal 17.56
Tax 1.16
Total 18.72
Visa 18.72
Acct:XXXXXXXX0065
AuthCode:06311D
Trans#:3438



CROWNE PLAZA®
PENSACOLA GRAND

105

08-05-14

Jeff Klungseth 11300 haskell dr Clermont FL 34711 United States	Folio No. :	Room No. :	0916
	A/R Number :	Arrival :	08-04-14
	Group Code :	Departure :	08-05-14
	Company :	Conf. No. :	61525052
	Membership No. :	Rate Code :	IGCOR
	Invoice No. :	Page No. :	1 of 1

Date	Description	Charges	Credits
08-04-14	*Accommodation	119.00	
08-04-14	State Tax	7.14	
08-04-14	County Tax	1.79	
08-04-14	Occupancy Tax	4.76	
		Total	0.00
		Balance	132.69

61691.01

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If I used a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Crowne Plaza Pensacola Grand Hotel
200 East Gregory St.
Pensacola, FL 32502

Phone: (850) 433-3336 Fax: (850) 469-1417



CROWNE PLAZA®
PENSACOLA GRAND

105

08-05-14

TYLER JOHNSON 631 Delaney Ave Apt 24 Orlando FL 32801 United States	Folio No. :	Room No. : 1200
	A/R Number :	Arrival : 08-04-14
	Group Code :	Departure : 08-05-14
	Company :	Conf. No. : 61520344
	Membership No. :	Rate Code : IGCOR
	Invoice No. :	Page No. : 1 of 1

Description	Charges	Credits
	119.00	
	7.14	
County Tax	1.79	
Occupancy Tax	4.76	
	Total	0.00
	Balance	132.69

61691.01

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

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 200 East Gregory St.
 Pensacola, FL 32502
 Telephone: (850) 433-3336 Fax: (850) 469-1417



CROWNE PLAZA®

PENSACOLA GRAND

105

08-05-14

Curtis Ostrodka United States	Folio No. :	Room No. :	0615
	A/R Number :	Arrival :	08-04-14
	Group Code :	Departure :	08-05-14
	Company :	Conf. No. :	61524377
	Membership No. :	Rate Code :	IGCOR
	Invoice No. :	Page No. :	1 of 1

Date	Description	Charges	Credits
08-04-14	*Accommodation	119.00	
08-04-14	State Tax	7.14	
08-04-14	County Tax	1.79	
08-04-14	Occupancy Tax	4.76	
		Total	0.00
		Balance	132.69

61691 01

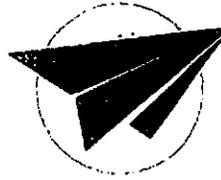
Guest Signature: _____

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Crowne Plaza Pensacola Grand Hotel
200 East Gregory St.
Pensacola, FL 32502
Telephone: (850) 433-3336 Fax: (850) 469-1417

11300 Haskell Dr
Clermont, FL 34711

Phone: 407-617-5825
JKlungseth@hotmail.com



Jeff Klungseth

Invoice

Bill To: VHB - Daphne Miles
225 E Robinson St, Suite 300 Landmark Center Two
Orlando
FL 32801

Invoice No: 1409
Date: August 8, 2014
Terms: NET 14
Due Date: August 22, 2014

Description	Quantity	Rate	Amount
Pilot Services - Full Day	2	\$300.00	\$600.00

VHB Job # 61691.01

08/04-08/05/14
ORL PNS ORL With overnight stay.
N355MJ

RECEIVED
VHB ACCOUNTING
2014 AUG 15 PM 12:02

Total	\$600.00
Paid	\$0.00

Make checks payable to Jeff Klungseth
Thank you for your business.

0901067

\$600.00

20728

VENDOR # 82189.14 = \$300
 VOUCHER # _____
 JOB # 61691.01 = \$300
 ACCT: _____
 APPROVAL: _____



Archimedia Solutions Group - VHB Billing Backup Report
125 Liberty Street #301
Danvers, MA 01923

Project Number: 61691.01

Period: 201409

Date	Location	Job Type	User	Total
8/13/2014	Orlando FL	B/W Laser Printing	DMiles	\$0.36
8/4/2014	Orlando FL	B/W Laser Printing	TJohnson	\$35.92
8/12/2014	Orlando FL	B/W Laser Printing	TJohnson	\$2.45
8/22/2014	Orlando FL	B/W Laser Printing	TJohnson	\$4.79
7/29/2014	Orlando FL	B/W Laser Printing	VSarkisian	\$1.08
7/30/2014	Orlando FL	B/W Laser Printing	VSarkisian	\$1.71
8/4/2014	Orlando FL	Sm Fmt Color Printing	TJohnson	\$25.97
8/12/2014	Orlando FL	Sm Fmt Color Printing	TJohnson	\$35.28
7/29/2014	Orlando FL	Sm Fmt Color Printing	VSarkisian	\$0.98
7/30/2014	Orlando FL	Sm Fmt Color Printing	VSarkisian	\$6.37
8/6/2014	Palmetto FL	Sm Fmt Color Printing	DRAMSEY	\$12.74
			Total	\$127.65



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager
FROM:  David J. Szymanski, Director of Budget
DATE: September 23, 2014
SUBJECT: Adoption of Resolution #25-14 for FY2015 CRA Budget

On September 15, 2014 in the overall City budget resolution # 22-14, the Community Redevelopment Agency budget was included. The Florida State Auditor General requires all CRA budgets to be approved separately by resolution of the CRA Board. Here is a breakdown of the current CRA budget:

REVENUE:

County Contribution	\$ 637,413
Gulf Breeze City Contribution	<u>\$ 206,252</u>
Total Revenue	\$ 843,665

EXPENDITURES:

Professional Services (\$90,350)	\$ 200,000
Flower Bed Maintenance & Median Mowing, Fertilizing (\$75,000)	
Legal Services (\$8,000)	
Annual Christmas Lighting (\$19,000)	
Street Sweeping (\$7,650)	
Street lighting	\$ 17,000
Utilities	\$ 53,000
Memberships & Ads, Operating Expenses	\$ 2,000
FRA & State Memberships (\$1,100)	
Miscellaneous (900)	
Capital Improvements	\$ 130,474
Cost Allocation Transfers	\$ 441,191
Andrews Education Foundation (\$175,000)	
Police Services (\$173,801)	
Median Maintenance supplement (\$12,390)	
CRA Administration Fee (\$80,000)	
Total Expense	\$ 843,665

It is also important to note that the CRA fund has a balance of \$302,108 as of 08/31/2014.

Enclosed is Resolution No. 25-14.

RECOMMENDATION: The City Council meet as the CRA Board of Directors on October 6, 2014 and adopt Resolution No. 25-14 approving the FY2015 Community Redevelopment Agency budget.

RESOLUTION NO. 25-14

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY BOARD
APPROVING A PLAN FOR GULF BREEZE COMMUNITY REDEVELOPMENT
AGENCY EXPENDITURES FOR FISCAL YEAR 2015.**

The Community Redevelopment Agency Board does hereby approve the following plan for expenditures to be made with CRA funds for Fiscal Year 2015.

Community Redevelopment Agency Budget
October, 2014 through September, 2015

REVENUE:

County Contribution	\$ 637,413
Gulf Breeze City Contribution	<u>\$ 206,252</u>
Total Revenue	\$ 843,665

EXPENDITURES:

Professional Services (\$90,350)	\$ 200,000
Flower Bed Maintenance & Median Mowing (\$75,000)	
Legal Services (\$8,000)	
Annual Christmas Lighting (\$19,000)	
Street Sweeping (\$7,650)	
Street lighting	\$ 17,000
Utilities	\$ 53,000
Memberships & Ads	\$ 2,000
FRA & State Memberships (\$2,100)	
Capital Improvements	\$ 130,474
Cost Allocation Transfers	\$ 441,191
Andrews Education Foundation(\$175,000)200	
Police Services (\$173,801)	
Median Maintenance supplement (\$12,390)	
CRA Administration Fee (\$ 80,000)	
Total Expense	\$ 843,665

PASSED AND ADOPTED by the Community Redevelopment Board of the City of Gulf Breeze, Santa Rosa County, Florida, on the _____ day of, October, 2014.

Community Redevelopment Board

Beverly H. Zimmern, Mayor

ATTEST:

City Clerk