

GULF BREEZE CITY COUNCIL EXECUTIVE MEETING AGENDA

FEBRUARY 12, 2014
WEDNESDAY, 6:30 P.M.
COUNCIL CHAMBERS

ACTION AGENDA ITEMS:

- A. Discussion and Action Regarding Healthy Eating Active Lifestyle (HEAL)
- B. Discussion and Action Regarding Military Transport Truck
- C. Discussion and Action Regarding Conceptual Approval – Contract Terms with Fraternal Order of Police
- D. Discussion and Action Regarding Ordinance No. 02-14, Amending Provisions of Police Pension Plan
- E. Discussion and Action Regarding Neighborhood Improvements, Santa Rosa Shores
- F. Discussion and Action Regarding 2014 Paving Phase I
- G. Discussion and Action Regarding Implementation of “Most Livable Cities” Plan
- H. Discussion and Action Regarding Appraisal of Parcel in Community Redevelopment Area
- I. Discussion and Action Regarding Amendment to City’s Code of Ordinance Section 2-172 – Charitable Giving, Project Sponsorship
- J. Discussion and Action Regarding New Staff Positions
- K. Information Items
- L. Public Forum

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 ensure that a verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeal is to be based.

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



City of Gulf Breeze

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 2/7/2014

Subject: Healthy Eating Active Lifestyle

Mayor Zimmern asked staff to prepare a Resolution to be considered by the City Council to formally launch a program promoting a healthier Gulf Breeze.

The City has installed two sidewalks in the past year which are perfect for walking/jogging for exercise. One sidewalk commences at City Hall and heads southwest to Shoreline Park South. The other starts on South Sunset at the north end of Shoreline Park and ends at the Library. Other facilities in Shoreline Park are available for a myriad of healthy activities.

Similar programs once officially endorsed by City Councils have resulted in an increase in healthy eating and active lifestyles. We expect to have programs designed to promote the HEAL Gulf Breeze effort this spring. Examples in other cities include keeping track of walking so that people are walking 20-30 minutes a day four times per week and promotion of the use of fresh produce in cooking.

Recent news articles indicated that residents of Santa Rosa and Escambia Counties should be encouraged to eat healthier and become more active. The Health Departments of both counties have urged communities to promote healthy eating and more active lifestyles. Through these programs, obesity, diabetes and heart disease can be reduced.

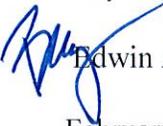
RECOMMENDATION:

THAT THE CITY COUNCIL ADOPT A RESOLUTION ON TUESDAY, FEBRUARY 18TH FORMALLY ENDORSING THE HEAL GULF BREEZE PROGRAM.



City of Gulf Breeze

MEMORANDUM

To : Mayor and City Council
From :  Edwin A Eddy, City Manager
Date : February 7, 2014
Subject: **Military Transport Truck**

At a recent meeting, the City Council declared surplus an old military transport truck acquired before 2004. We advertised the vehicle for sale through an online auction service with a minimum price of \$5,000 based on interest in the vehicle by the Florida Department of Corrections.

We have now been advised that the Florida DOC cannot accept the vehicle due to maintenance issues. Staff believes it will be necessary to sell the vehicle online without a minimum price.

RECOMMENDATION:

THAT THE CITY COUNCIL CHANGE EARLIER DIRECTION REGARDING THE SALE OF THE MILITARY TRANSPORT VEHICLE TO ALLOW STAFF TO SELL THE VEHICLE WITHOUT A MINIMUM BID.



City of Gulf Breeze

MEMORANDUM

To : Mayor and City Council
From : *B. Eddy* Edwin A Eddy, City Manager
Date : February 6, 2014
Subject: **Conceptual Approval – Contract Terms with Fraternal Order of Police**

For several months now, the City and the Fraternal Order of Police have been negotiating a new contract for this year and next. The City team is Matt Dannheisser, Rick Hawthorne, and myself with Mr. Dannheisser serving as spokesman. The FOP team is Paul Johns of the FOP, Sergeant Stef Neff, and Investigator Greg Baker.

The main issue in this year's process has been providing pay increases balanced with maintaining a competitive health plan and pension benefits. Neither side was willing to increase one of these aspects of a pay and benefits plan at the expense of the other.

The City and FOP are prepared to present the following to be included in a contract document:

1. This Collective Bargaining Agreement will cover fiscal years 2014 and 2015.
2. Overall police sergeant and officer compensation will increase 5% this year and next. The actual pay rate for individuals represented by the FOP will be as agreed to by the City and the FOP to address the pay study. The adjustments to compensation will be retroactive to October 12, 2013.
3. Changes to the Employee Advancement Incentive Plan, which allows FOP members to earn additional compensation for additional education or certifications will be approved. The intent of the added language is to provide professional growth incentive for sergeants.
4. The Pension Plan multiplier will be reduced from 3.5% to 3%. In recognition of this change, officers in the City's Police Pension Plan will receive \$3,500 paid out

quarterly over two years commencing October 2013. This payout will amount to \$875 on March 31, 2014, and \$437.50 per quarter until September 30, 2015.

RECOMMENDATION:

THAT THE CITY COUNCIL APPROVE ITEMS 1 – 4 AS LISTED ABOVE AND DIRECT THE CITY ATTORNEY TO INCLUDE THEM IN A REVISED CONTRACT WITH THE FRATERNAL ORDER OF POLICE FOR FISCAL YEARS 2014 AND 2015 TO BE EXECUTED BY THE MAYOR.



City of Gulf Breeze

MEMORANDUM

To : Mayor and City Council
From : *Bug* Edwin A Eddy, City Manager
Date : February 6, 2014
Subject: **Ordinance No. 02-14, Amending Provisions of Police Pension Plan**

The City Council recently approved Ordinance No. 01-14 which made the following changes to the Police Pension Plan:

1. Participating members in the Pension Plan will contribute 4% per payroll to the Plan rather than 1%.
2. Calculation of retirement benefits will be limited to base pay.
3. The first cost of living adjustment to retirement benefits will be on the third anniversary of retirement.

The Police Officers Pension Board, the members, and staff recommended these changes.

We have been discussing an adjustment to the pay and benefits provided to our police officers with the Fraternal Order of Police. We and the FOP have recommended a new two year contract which allows our officers' pay, healthcare, and pension benefits to remain competitive. This new contract appears on your agenda as a separate item.

The new contract in summary provides for a 5% average pay increase this year and next. It also provides for a change in the Pension Plan benefit multiplier from 3.5% to 3%. The Plan benefit modifier works as follows in order to calculate the retirement benefit:

Years of Service X Modifier X Average Final Compensation = Accrued Benefit

For Example: 20 (years of service) X 3.5% = 70%
 70% of \$52,000 (avg. final comp) = \$36,400

The change in the modifier from 3.5% to 3% would only apply to employment from the effective date of this Ordinance forward. If an individual has 10 years of service to date, his retirement benefit would be calculated with 10 years times 3.5% and subsequent years past the effective date of this Ordinance at 3%.

The Police Pension Board, the FOP, and City staff recommend this change.

RECOMMENDATION:

THAT THE CITY COUNCIL APPROVE ORDINANCE NO. 02-14 ON FIRST READING ON FEBRUARY 18 AND HOLD A PUBLIC HEARING AND SECOND READING ON MARCH 3, 2014.

ORDINANCE NO. 02-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA, AMENDING THE RETIREMENT PLAN AND TRUST FOR THE POLICE OFFICERS OF THE CITY OF GULF BREEZE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council established a Retirement Plan and Trust for the Police Officers of the City of Gulf Breeze pursuant to Ordinance Number 04-96; and,

WHEREAS, the Retirement Plan and Trust was executed on January 2, 1996; and,

WHEREAS, Section 8.01 of the Plan and Trust authorizes the City Council to amend the Plan and Trust, in whole or in part, either retroactively or prospectively, by delivery to the Trustee a written amendment in accordance with the limitations set out in the section; and,

WHEREAS, the City Council now desires to amend the Plan and Trust as follows:

The multiplier calculation of the monthly accrued benefit will be based on 3% of Average Final Compensation rather than 3.5% prospectively from the approval of this Ordinance.

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

SECTION 1:

The Retirement Plan and Trust dated as of January 2, 1996, is hereby amended as follows:

The multiplier calculation of the monthly accrued benefit will be based on 3% of Average Final Compensation rather than 3.5% prospectively from the approval of this Ordinance.

SECTION 2: SEVERABILITY

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

SECTION 3: CONFLICT

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

SECTION 4: EFFECTIVE DATE

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

PASSED ON FIRST READING ON THE 18th DAY OF FEBRUARY, 2014.

PUBLISHED ON THE 20TH DAY OF FEBRUARY, 2014.

PASSED AND ADOPTED ON THE SECOND READING ON THE 3RD DAY OF MARCH, 2014.

CITY OF GULF BREEZE, FLORIDA

BEVERLY H. ZIMMERN, MAYOR

ATTEST:

STEPHANIE D. LUCAS, CITY CLERK

Summary of Plan Provisions

Table VI-A

1. Monthly Accrued Benefit

3.50% of Average Final Compensation multiplied by Credited Service

2. Normal Retirement Age and Benefit

- **Age**

Age 55 with at least six years of Credited Service; or
Age 52 with at least 25 years of Credited Service

- **Amount**

Monthly Accrued Benefit

- **Form of Payment**

Actuarially increased single life annuity (optional);
10-year certain and life annuity (normal form of payment);
Actuarially reduced 50% joint and contingent annuity (optional);
Actuarially reduced 66²/₃% joint and contingent annuity (optional);
Actuarially reduced 75% joint and contingent annuity (optional);
Actuarially reduced 100% joint and contingent annuity (optional);
Any other actuarially equivalent form of payment approved by the Board; or
Actuarially equivalent lump sum distribution (automatic if the single sum value of the participant's benefit is less than or equal to \$5,000 or the monthly annuity is less than \$100)

(Note: A participant may change his joint annuitant up to two times after retirement.)

3. Early Retirement Age and Benefit

- **Age**

Age 50 with at least six years of Credited Service

- **Amount**

Monthly Accrued Benefit (payable at Normal Retirement Age); or
Monthly Accrued Benefit reduced by 3% for each year by which the participant's Early Retirement Date precedes his Normal Retirement Date (payable at Early Retirement Age)

- **Form of Payment**

Same as for Normal Retirement



Summary of Plan Provisions

Table VI-A

(continued)

4. Service Incurred Disability Eligibility and Benefit

• **Eligibility**

The participant is eligible if his disability was incurred during the course of his employment with the City.

• **Condition**

The Board must find that the participant has a physical or mental condition resulting from bodily injury, disease, or a mental disorder which renders him incapable of employment as a police officer.

• **Amount Payable**

A monthly 10-year certain and life annuity equal to the larger of (a) or (b), as follows, but offset as necessary to preclude the total of the participant's worker's compensation, disability benefit, and other City-provided disability compensation from exceeding his Average Monthly Earnings:

- (a) Monthly Accrued Benefit; or
- (b) 42% of Average Final Compensation

5. Non-Service Incurred Disability Eligibility and Benefit

• **Eligibility**

The participant must have earned at least 10 years of Credited Service if his disability was incurred other than during the course of his employment with the City.

• **Condition**

Same as for a Service Incurred Disability Benefit

• **Amount Payable**

A monthly 10-year certain and life annuity equal to the larger of (a) or (b), as follows, but offset as necessary to preclude the total of the participant's worker's compensation, disability benefit, and other City-provided disability compensation from exceeding his Average Monthly Earnings:

- (a) Monthly Accrued Benefit; or
- (b) 25% of Average Final Compensation

6. Delayed Retirement Age and Benefit

• **Age**

After Normal Retirement Age

• **Amount**

Monthly Accrued Benefit

• **Form of Payment**

Same as for Normal Retirement



Summary of Plan Provisions

Table VI-A

(continued)

7. Deferred Vested Benefit

- **Age**
Any age with at least six years of Credited Service
- **Amount**
Monthly Accrued Benefit (payable at Normal Retirement Age); or
Monthly Accrued Benefit reduced by 3% for each year by which the participant's Early Retirement Date precedes his Normal Retirement Date (payable at Early Retirement Age)
- **Form of Payment**
Same as for Normal Retirement

8. Pre-Retirement Death Benefit

In the case of the death of a vested participant prior to retirement, his beneficiary will receive the participant's Monthly Accrued Benefit payable for 10 years beginning on the participant's early or normal retirement date. In the case of the death of a non-vested participant prior to retirement, his beneficiary will receive the participant's Accumulated Contributions in lieu of any other benefits payable from the plan.

9. Average Final Compensation

Average of the highest five years of Compensation out of the last 10 years of employment (or career average, if higher).

10. Compensation

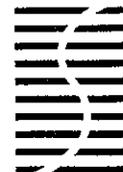
Total cash remuneration, including overtime pay, but excluding amounts paid for extra duty and special detail work performed for a secondary party; annual compensation in excess of \$200,000 (as indexed) is excluded in accordance with IRC §401(a)(17).

11. Credited Service

The elapsed time from the participant's date of hire until his date of termination, retirement, or death.

12. Participation Requirement

All police officers of the City of Gulf Breeze, Florida automatically become a participant in the plan on their date of hire.



Summary of Plan Provisions

Table VI-A

(continued)

13. Accumulated Contributions

The Employee Contributions accumulated with no interest; if the participant terminates his employment with less than six years of Credited Service, he receives his Accumulated Contributions in lieu of any other benefits payable from the plan.

14. Participant Contribution

1.00% of earnings

15. Definition of Actuarially Equivalent

- **Interest Rate**

7.00% per annum

- **Mortality Table**

The unisex mortality table promulgated by the Secretary of the Treasury for purposes of determining lump sum distributions pursuant to Internal Revenue Code (IRC) section 417(e)(3)

16. Plan Effective Date

January 1, 1996

17. Automatic Cost-of-Living Adjustment (COLA)

All benefits include an automatic 3% annual COLA.

18. Supplemental Retirement Benefit

All retirees receive a supplemental monthly benefit equal to \$5.00 for each year of Credited Service payable for their lifetime only.

19. Deferred Retirement Option Program (DROP)

A DROP is available to all active participants who are eligible for normal retirement. Individuals may participate in the DROP for a period of up to five years.



Summary of Plan Amendments

Table VI-B

There were no significant plan changes adopted since the completion of the previous valuation.





City of Gulf Breeze

MEMORANDUM

To : South Santa Rosa Utility Board
Mayor and City Council

From : *Bryce* Edwin A Eddy, City Manager

Date : February 5, 2014

Subject: Neighborhood Improvements, Santa Rosa Shores

At the time the City decided to purchase Tiger Point Golf Club, we made it clear that the City intends to expand utility operations on the current site within the Santa Rosa Shores neighborhood. We applied for and received a Conditional Use Permit from Santa Rosa County to do so.

As part of the Conditional Use Permit approval process, we committed to set aside \$200,000 for improvements in the area of the wastewater treatment plant to mitigate the impacts of the utility expansion. There was not a list at the time of projects to be funded and there is not one now. The projects to be funded from the set aside are "to be determined" depending on conditions.

The Santa Rosa Shores Homeowners Association has submitted the first project to be funded. They plan to spend \$6,706 on electrical and lighting improvements at the entrance to their subdivision. Please see the attached draft purchase order for more detail.

RECOMMENDATION:

THAT THE SSRUS BOARD RECOMMEND TO THE CITY COUNCIL EXPENDITURE OF \$6,706 TO THE SANTA ROSA SHORES HOMEOWNERS ASSOCIATION AS PART OF THE COMMUNITY IMPROVEMENT SET ASIDE WITH THE SOURCE OF FUNDING BEING SSRUS RESERVES.

Mike Andel
 3040 Coral Strip Parkway
 Gulf Breeze, FL 32563
 Ph: (850) 512-0272

DATE: 1/28/2014
 P.O. #

BILL TO:
 Santa Rosa Shores Homeowners, Inc.
 Travis Talley, Past President
 P. O. Box 6003
 Gulf Breeze, FL, 32563

SHIP TO:
 Santa Rosa Shores Homeowners, Inc.
 Travis Talley, Past President
 P. O. Box 6003
 Gulf Breeze, FL, 32563

Sales Tax Rate: 6.50%

PRODUCT NUMBER	DESCRIPTION	QTY	UNIT PRICE	TOTAL
Infiniti 50W LED wide angle flood	50W exterior brass 12V flood	2	\$229.00	\$ 458.00
Tank 130 MR 16 LED Uplight	20W LED brass 12V Uplight	14	\$125.85	\$ 1,761.90
Waterproof 120V Electrical box	120V receptical at sign	1	\$35.00	\$ 35.00
Stepdown transformer	600W 12V Transformer	1	\$535.00	\$ 535.00
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
Buried entrance electricity	Sub - Conduit, cable materials, & labor	1	\$1,500.00	\$ 1,500.00
LED Wiring & burying	GCLEDL Materials and Labor	1	\$1,035.00	\$ 1,035.00
Rotate & Relocate main entrance sign	Sub - Materials and Labor	1	\$950.00	\$ 950.00
Touch-up sign and roping on posts	Sub - Materials and Labor	1	\$250.00	\$ 250.00
			\$	-

SPECIAL INSTRUCTIONS
Shipping Included (Est. 30 Days)
GPC Utility Rebate is estimated
50% is due upon contract signing.
Balance is due upon delivery or installation by GC LED Lighting.

Sub Total	\$	2,789.90
Estimated Installation Cost	\$	3,735.00
Tax	\$	181.34
Shipping	\$	-
Total	\$	6,706.24
Pay This Amount	\$	6,706.24

GCLEDL will coordinate and pay all subcontractors.

 Gulf Coast LEDs Authorized Signature Date

 SRSR Authorized Signature Date

**** All checks should be made out to Gulf Coast LED Lighting.**



City of Gulf Breeze

Memorandum

To: Mayor and City Council

From: Edwin A. Eddy, City Manager

Date: 11/09/12

Subject: Purchase of Tiger Point Golf and Country Club

The City has a unique opportunity at this moment to make an investment decision that will be beneficial in several ways. This opportunity is the purchase of Tiger Point Golf and Country Club (TPGCC). The 355 plus acre facility is one of four in the area formerly opened by Meadowbrook. The holder of the overall mortgage on the four courses has decided to liquidate these holdings.

Scenic Hills was purchased by UWF and Hidden Creek by Holley Navarre Water System.

We believe this purchase makes sense for many reasons. Among them are:

1. Combining the ownership of the wastewater utility and the golf course means the management of wastewater effluent and golf course operations can be coordinated. We have always believed more effluent could be recycled on the golf course land area without harm to golf operations. This will be tremendous benefit to the utility. We have expended considerable sums of money over the years in adversarial positions to golf course ownership. This will no longer be the case.
2. We will be able to utilize the 12.5 acre parcel to the west of the current treatment plant for expansion of our wastewater treatment plant. Using this property will enable the City to achieve considerable savings over the next 25-30 years.
3. We will be able to relocate our Field Operations Center currently located at Villa Venyce to the area west of the current treatment plant. We will be able to use the Villa Venyce site (southeast of the Avalex location) for economic development or for improvement of storm water management. (or both) Having Field Operations and wastewater treatment on the same site will improve security.
4. We believe the operation of the golf facilities, club house, country club, driving range and pro shop will be a "break even" to just slightly positive cash flow. When combined with improvements in utility operations, this purchase makes sense.

5. The purchase of TPGCC by the city is probably the only scenario which will keep the facility open and operating without interruption. This is important to the public and to the utility. Our daily disposal/recycling of effluent on the golf course area without active maintenance of the facilities would soon be a problem. The TPGCC is truly an asset to the economy of South Santa Rosa County.
6. As the popularity of golf has evolved, we plan to redevelop the west course to include a somewhat shorter golf course encouraging play in shorter durations. This reconfiguration of the course may allow sale of some surplus property as the market improves.
7. Expansion of the wastewater treatment plant on this site will save the utility considerable sums over the next 25-30 years. Locating a wastewater treatment plant is a problem no matter what the site. Expanding on this site is similar to adding a new runway to an existing airport that will allow the existing airport to serve adequately for the future. Such expansion of locally undesirable land use requires mitigation. We expected to offer to build a wall around the current and future golf maintenance and wastewater facilities, a road to reduce traffic on Maplewood, a walking trail to connect Maplewood to College Parkway or improve storm water facilities. Because of immediacy of this action, we pledged to the local home owners and the Santa Rosa County Planning Board that we would landscape around the golf maintenance facilities and treatment plant and, in lieu of a wall, road or trail built at this time, we would set aside \$200,000 for local improvements.

**MINUTES OF A SPECIAL MEETING BY THE
CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA**

A Special Meeting by the Gulf Breeze City Council, Gulf Breeze, Florida, was convened at the Gulf Breeze City Hall on Friday morning, November 9, 2012, at 8:00 a.m.

Upon call of the roll the following Councilmen were present: Bob Cleveland, J. B. Schluter, Joseph Henderson and Mayor Beverly Zimmern. Councilman David Landfair was absent due to his work schedule.

The purpose of the Special City Council meeting was to discuss the possibility of the City purchasing the Tiger Point Golf and Country Club. This is a 355 plus acre facility on which the City's wastewater treatment facility is located on a portion at the west golf course property. The City Manager distributed a memo providing information regarding the purchase.

After general discussion between the City Council, City Manager and City Attorney, the Mayor opened the floor for public comments. The following individuals spoke regarding the proposed purchase: Ms. Josie Cotti, CEO of Gulf Breeze Chamber of Commerce, 409 Gulf Breeze Parkway and Mr. Robert Ludlow, 1074 Lionsgate, Lionsgate Subdivision. There were no other comments and the Mayor closed the public hearing.

RECOMMENDATION:

That the City Council purchase the Tiger Point Golf and Country Club and retain Meadowbrook Group to continue management of the golf facilities.

Councilman Cleveland moved for approval. Councilman Schluter seconded. The vote for approval was 3 - 0 - 1, with the Mayor abstaining due to a possible conflict of interest. (A completed Conflict of Interest form is attached to the minutes.)

ADJOURNMENT:

The Mayor adjourned the Special Meeting at 9:10 a.m.

Marita Rhodes
CITY CLERK

Beverly S. Zimmern
MAYOR



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager
FROM: Thomas E. Lambert, Assistant Director of Public Services
DATE: February 7, 2014
RE: 2014 Paving Phase I

Kenneth Horne & Associates have completed the first phase design of the 2014 paving projects, which includes Cordoba Street, Cadiz Street and a walking path on Chesapeake Drive. The total original estimate for all three projects was approximately \$90,000.

Staff has decided to use the latest Escambia County Pricing Agreement, a generic bid form that includes almost all potential bid items. Inserting the project quantities into the Agreement matrix, our consultant has determined that the low bid will be Roads, Inc. at \$54,989.23. Roads, Inc. is a local company based in Cantonment.

We have asked Roads, Inc. to verify the quantities and drawings, and advise that they are willing to complete the project for that price. If they are unwilling, we will ask the next low bidder to do the work for \$57,874.72.

The projects will be funded by the \$461,000 designated for paving from the General Fund Capital Reserve. The following is a list of the projects slated for 2014.

FY 2014 PAVING PROJECTS

	Footage	Cost
TOTALS (feet)	16,238	461,307
Cordoba	2,220	\$ 63,068
Cadiz	640	\$ 18,182
Oveido	1,686	\$ 47,898
Bear	2,234	\$ 63,466
Dracena	2,328	\$ 66,136
Berry	850	\$ 24,148
Navy Cove	1,452	\$ 41,250
Driftwood	357	\$ 10,142
Gilmore	3,417	\$ 97,074
Beach/McLane	1,054	\$ 29,943

RECOMMENDATION: City Council approve the cost of \$54,989.23 for Roads, Inc. to complete the paving on Cordoba Street, Cadiz Street and the Chesapeake walking trail.



City of Gulf Breeze

MEMORANDUM

To : Mayor and City Council

From :  Edwin A Eddy, City Manager

Date : February 7, 2014

Subject: **Implementation of “Most Livable Cities” Plan**

The Most Livable City Master Plan was completed last year through citizens input, the considerable efforts of the Steering Committee, and the Council. The next step is to undertake action necessary to incorporate the Most Livable City Plan into the City’s Comprehensive Plan and Land Development Code (LDC).

This action is necessary for the City to be able to apply for State funding and other grants for the development of roadways and other infrastructure. Incorporation of the Plan into the Comprehensive Plan and LDC removes questions from the developer level as to what is required.

An example of how this process would work is made clear if you consider the parcels between the WalMart Center and the Northcliffs area. The Master Plan calls for mixed use residential and commercial on that site. The City’s Land Use Plan (which is a section of the Comprehensive Plan) and the Land Development Code indicate “Commercial” for that property.

We need to undertake the additional review necessary to change parcel by parcel land use and zoning designations and specifically plan roads and infrastructure.

VHB MillerSellen is the consulting firm best situated to assist with this effort. Attached please find a description of the work necessary and a cost estimate. We suggest the Council undertake the necessary efforts to prepare amendments to the Comprehensive Plan (\$53,000), amend the Land Development Code (\$58,000), and amend the Community Redevelopment Agency Master Plan (\$84,000). The total cost of these three items is \$195,000 and can be funded through the CRA.

By completing these three tasks, the City will be well situated to prepare for economic development in the future and assimilate the additional traffic from the new Bay Bridge.

RECOMMENDATION:

THAT THE CITY COUNCIL MEET AS THE BOARD OF DIRECTORS OF THE CRA AND AUTHORIZE VHB MILLERSELLEN AND STAFF TO UNDERTAKE THE THREE WORK TASKS LISTED ABOVE.

Buz Eddy

From: Ostrodka, Curtis <COstrodka@VHB.com>
Sent: Tuesday, February 04, 2014 10:21 AM
To: Edwin Eddy
Subject: RE: Next Work Task For VHB Miller Sellen

Buz,

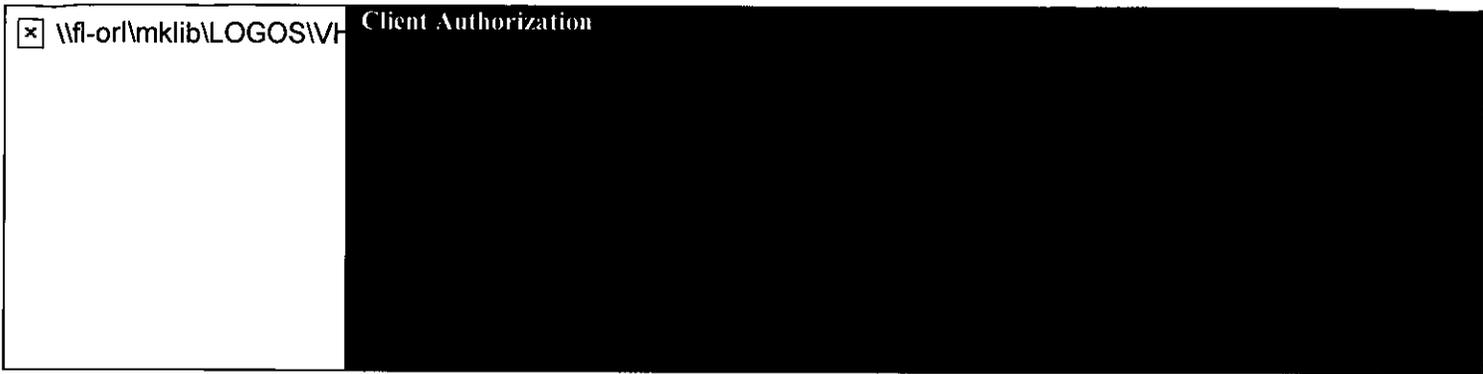
- In order for the Most Livable City Plan to formally become a development and growth management tool for the City, it must be adopted into the City's Comprehensive Plan. This provides legal standing for the plan, which may be necessary in negotiations with state agencies and private property owners.
- VHB will prepare amendments to the Comprehensive Plan Future Land Use Map to provide consistency with the Most Livable City Plan; VHB will also prepare new Goals, Objectives and Policies that describe how the Plan will be implemented. Because public involvement is very important to the City, VHB recommends a stakeholder workshop (which could be the master plan steering committee and other interested individuals) and two public meetings, in addition to the required transmittal and adoption public hearings.
- Following adoption of the Comprehensive Plan, the Land Development Code must be amended to allow for the development standards described in the Most Livable City Plan. If it is determined that a new Future Land Use category is required during the Comprehensive Plan task, then this must be given new standards in the LDC. Again, because public involvement is very important to the City, VHB recommends a stakeholder workshop (which could be the master plan steering committee and other interested individuals) and one public meeting, in addition to the required public hearings.
- Finally, in order to expend Community Redevelopment Area money on any capital improvements, the CRA master plan must be updated to include these projects in the capital improvement schedule. Tom Lavash of WTL+a economic advisors will participate in this task to help the City understand the financial feasibility of catalyst sites.
- I recommend that the City Council authorizes Task 1: Communication with Agencies, which is an hourly task. This will allow us to attend any meetings with FDOT, such as the PD&E public hearing, upon direction of the City.

Thanks Buz, please let me know if you need anything else. Curt

Curtis M. Ostrodka, AICP, LEED AP
Senior Project Manager, Planning
407.893.4788
www.vhb.com

From: Edwin Eddy [mailto:eaeddy@gulfbreezefl.gov]
Sent: Monday, February 03, 2014 4:06 PM
To: Ostrodka, Curtis
Subject: Re: Next Work Task For VHB Miller Sellen

Yes that would be helpful. If you could prepare a few paragraphs on what we need to accomplish next that I could use.



Landmark Center Two
Suite 300
225 E. Robinson Street
Orlando, FL 32801

New Contract
 Amendment No. 1

Date August 26, 2013
Project No. 61691.00

Telephone 407.839. 4006
Fax 407.839.4008

www.vhb.com

Transportation
Land Development
Environmental Services

Project Name: City of Gulf Breeze Most Livable City Plan

To: Mr. Edwin "Buz" Eddy City Manager City of Gulf Breeze 1070 Shoreline Dr. Gulf Breeze, FL 32561	Cost Estimate	<u>Amendment</u>	<u>Contract Total</u>
	Labor	\$235,000	

Fixed Fee Time & Expenses
 Cost + Fixed Fee Other – Lump Sum

Estimated Date of Completion TBD

Pursuant to the original agreement, Vanasse Hangen Brustlin, Inc., d/b/a VHB MillerSellen (VHB-MS) provides this amendment for the additional services as outlined below. The services will be accomplished in accordance with the conditions of the original agreement. The additional scope of work is described below.

1. Communications with Agencies - \$40,000

At the direction of the City, VHB-MS will attend meetings with FDOT, the Florida-Alabama TPO, or other applicable agencies, to represent the City's interests and discuss potential impacts resulting from the Pensacola Bay Bridge Replacement Project, US 98 Corridor Management Plan, or other projects that may influence the adopted Most Livable City Plan. At the direction of the City, VHB-MS will perform the following services:

- Prepare for and attend meetings with state or regional agencies.
- Review and provide written comments on plans or documents submitted by state or regional agencies to the City of Gulf Breeze.
- Prepare illustrative graphics to depict how agency plans may physically affect implementation of the Most Livable City Plan.
- Prepare response letters to represent the City's position

Services authorized by the City will be charged as "hourly" in accordance with Exhibit A, with a budget estimate of \$40,000.00. VHB-MS will not exceed this budget estimate without written authorization from the City.

Two originals of this Authorization need to be executed. One original needs to be forwarded to Accounting Contract Files.

2. **Comprehensive Plan Amendments - \$53,000**

VHB-MS will prepare amendments to the City's Comprehensive Plan in order to provide legal standing for the Most Livable City Plan and integration into the City's growth management policies. VHB-MS will complete the following:

- Prepare new Goals, Objectives, and Policies to integrate the Most Livable City Plan into the City's Comprehensive Plan Elements.
- Prepare new Future Land Use Map to reflect the Most Livable City Plan vision.
- Attend one (1) Steering Committee meeting to review draft Goals, Objectives, and Policies and the proposed Future Land Use Map.
- Prepare Future Land Use Map amendments consistent with the Most Livable City Plan
- Attend two (2) Public Meetings to present draft Comprehensive Plan Amendments
- Attend one (1) Local Planning Agency Hearing
- Attend one (1) City Council Transmittal Hearing
- Prepare written response to state agency comments
- Attend one (1) City Council Adoption Hearing

3. **Land Development Code Amendments - \$58,000**

VHB-MS will prepare zoning and Land Development Code amendments that provide for the development standards described in the Most Livable City Plan. VHB-MS will perform the following services:

- Attend one (1) stakeholder focus group meeting to discuss existing land development code barriers and opportunities.
- Prepare draft amendments to the City's existing land development code in strikethrough/underline format
- Attend one (1) Public Meeting to present draft Land Development Code Amendments
- Attend one (1) Local Planning Agency Hearing
- Attend two (2) City Council Public Hearings

4. **Community Redevelopment Area (CRA) Master Plan Amendments - \$84,000**

VHB-MS will prepare amendments to the City's Community Redevelopment Area (CRA) Master Plan in order to incorporate capital projects identified in the Most Livable City Plan into the CRA schedule of improvements and permit CRA funds to be used on these projects. VHB-MS will perform the following services:

- Updates to the demographic/economic profile; real estate market conditions; and market analysis/development programming of the 2011-12 market analysis as per Section 163, Florida Statutes requirements
- Prepare detailed financial feasibility analyses of specific catalyst projects identified by the City to understand overall investment viability and capacity to fund specific public realm improvements as identified in the Master Plan. Fee assumes financial studies will be completed for two (2) catalyst projects.
- Calculate tax increment revenues, by use for two (2) catalyst projects based on financial analysis described above
- Estimate economic impacts generated by catalyst projects
- Attend two (2) stakeholder focus group meetings in Gulf Breeze
- Attend two (2) Public Meetings to present draft CRA Master Plan Amendments.
- Prepare draft and final report for CRA Master Plan Amendments

5. **Shoreline/Fairpoint Trail Plan - \$25,000**

VHB-MS will perform a preliminary engineering study to determine the feasibility of constructing a 12' wide multi use trail along the Fairpoint Drive and Shoreline Drive loop beginning and ending at Gulf Breeze Parkway and Sunset Boulevard between Fairpoint Drive and Shoreline Drive. The overall length of proposed trail is approximately 4.6 miles. The study will be based upon the most current GIS data (parcels, wetlands and floodplains) plotted on an aerial base map. A preliminary alignment will be developed that will be used to evaluate utility impacts, pedestrian crossings, stormwater needs and permitting requirements, and potential right-of-way issues. VHB will summarize its findings in a technical memorandum and will develop an estimate of probable construction costs based on the preliminary alignment.

Based on the outcome of the study VHB will prepare a scope and fee to prepare final design construction plans. It is assumed that no wetlands or surface waters will be impacted with the proposed trail alignment. If it is determined that wetlands or surface waters will be impacted, VHB will include a scope and fee to perform an environmental assessment of the corridor prior to developing final design construction plans.

Services not included in this task:

1. Topographic survey

Two originals of this Authorization need to be executed. One original needs to be forwarded to Accounting Contract Files.

2. Environmental Services
3. Geotechnical services
4. Preparation of construction plans
5. Preparation of permit applications
6. Environmental assessment

6. Signal Timing Plan \$15,000

VHB-MS will prepare a Signal Timing Plan to recommend changes to the existing traffic signal timing program that will improve traffic flow through the City on US-98. VHB-MS will perform the following services:

- Review current signal timing plans at four locations in the US-98/Gulf Breeze Parkway corridor (Fairpoint Dr./Northcliff Dr.); Gulf Breeze Middle School; Daniel Street; and, Gulf Breeze Hospital)
- Conduct 8 hour manual turning movement counts at all locations. Counts to be conducted on Tuesday, Wednesday, or Thursday, during a non-Holiday week when school is in session. Count hours: 7 AM to 9 AM, 12 N to 3 PM and 3:30 PM to 6:30 PM.
- Conduct one 7 day automatic traffic recorder (ATR) count approximately 700 feet south of Kenilworth Avenue. Conduct 24 ATR counts on each of the intersection approaches except at the Gulf Breeze Hospital intersection (no ATRs).
- Coordinate with Santa Rosa County and FDOT District 3 through the City to gain existing record signal plans and current signal timing data
- Develop timing plans representative of morning, mid-day, evening and off-peak programs representative of average travel days within the school year using Synchro software.
- Evaluate existing vehicle and pedestrian clearance interval with current standards.
- Provide Memo, including data collections summaries, findings and recommended timing programs for transmittal to County/FDOT District through City.

Services not included in this task:

1. Traffic Turning Moving Counts (to be provided by a local subcontractor, with fee established in a separate amendment)

SCHEDULE

VHB-MS will begin performance of the above services within one week from the date written authorization to proceed is received. The schedule is also subject to timely delivery of information promised by the Client and is exclusive of Client and local review of interim products.

COMPENSATION

VHB-MS will perform the Scope of Services contained in this Agreement on a lump sum basis per task except as indicated below.

Task	Lump Sum Fee	Hourly, Est. Fee
1.0 Communications with Agencies		\$40,000
2.0 Comprehensive Plan Amendments	\$53,000	
3.0 Land Development Code Amendments	\$58,000	
4.0 CRA Master Plan Amendments	\$84,000	
5.0 Shoreline/Fairpoint Trail Plan	\$25,000	
6.0 Signal Timing Plan	\$15,000	
TOTAL	\$235,000	\$40,000

In addition to the labor compensation, VHB-MS shall be reimbursed for expenditures made specifically for the project such as: printing and reprographics; travel and subsistence; computer charges; telephone charges; shipping, postage, and courier service charges; purchase of maps and similar documents; etc. These direct expenses will be billed at 1.00 times their actual cost.

Prepared By: C.Ostrodka/J.Sellen

Department Approval:

Please execute this Client Authorization for Vanasse Hangen Brustlin, Inc. to proceed with the above scope of services at the stated estimated costs. No services will be provided until it is signed and returned to VHB.

Subject to attached terms & conditions.

Subject to terms & conditions in our original agreement dated 2/23/12.

Vanasse Hangen Brustlin, Inc. Authorization

Client Authorization *(Please sign original and return)*

By _____

By _____

Title Mike Carragher, P.E.
Regional Vice President

Title _____

Date August 26, 2013

Date _____



City of Gulf Breeze

MEMORANDUM

To : Mayor and City Council

From :  Edwin A Eddy, City Manager

Date : February 7, 2014

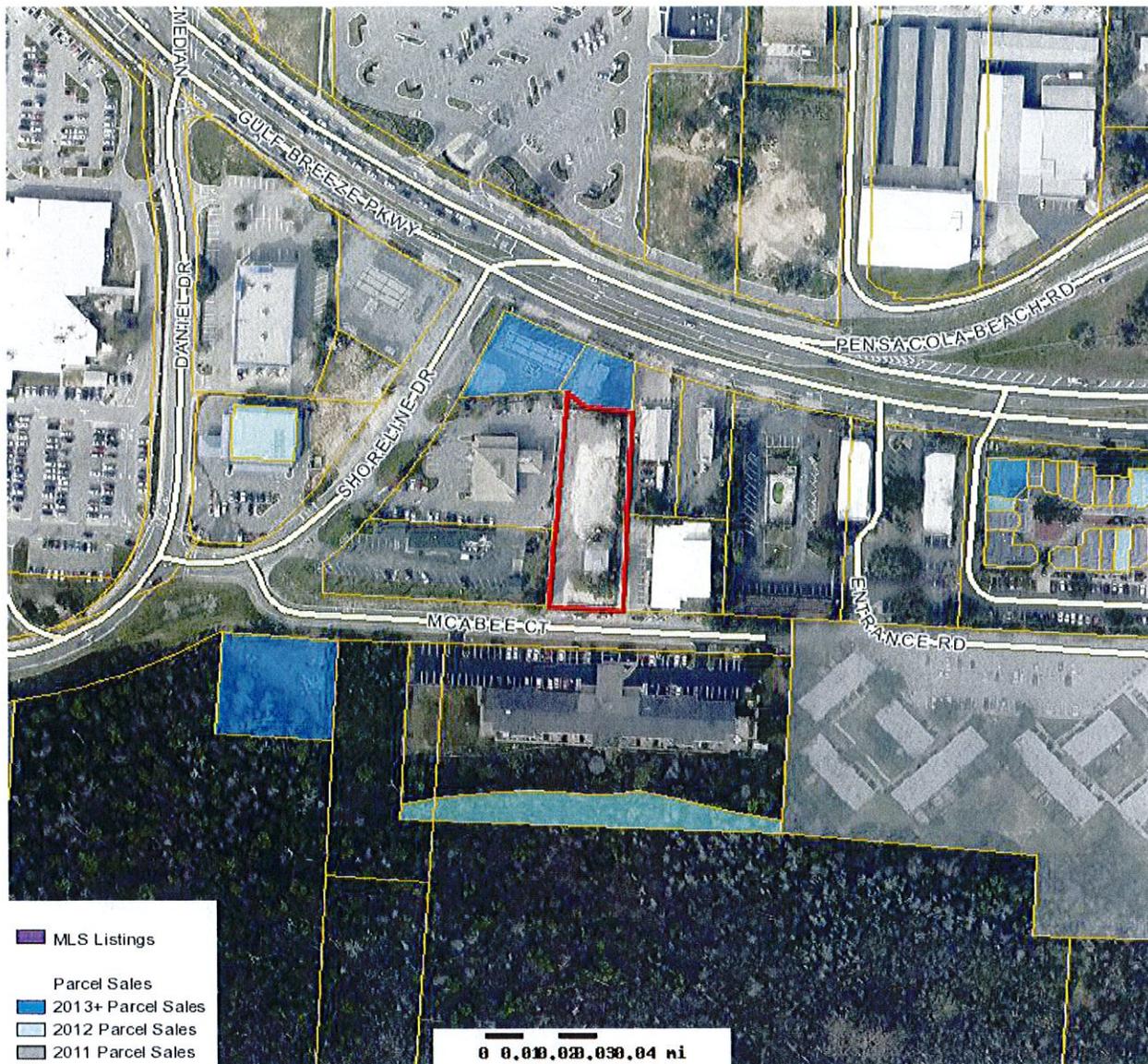
Subject: **Appraisal of Parcel in Community Redevelopment Area**

Attached please find an aerial photo of a parcel of property outlined in red which fronts on McAbee Court and has access to Shoreline Drive via an easement. We evaluated this parcel for purchase earlier as a potential location for a natural gas fueling station. The parcel in blue along U.S 98 just to the east has been purchased. We are working with the new owner on a location for CNG fueling equipment.

It may make sense to put the two parcels together for either easy access for CNG fueling or a unified development. Prior to too much planning, we would like to obtain an appraisal of the value of the parcel outlined in red. We contacted two appraisal firms with experience in commercial real estate (Brantley and Associates and Fruitticher-Lowery). Both would complete the appraisal and provide a written report for \$2,500. Brantley advised they could complete the appraisal in three weeks and Fruitticher could complete the appraisal "immediately."

RECOMMENDATION:

THAT THE CITY COUNCIL MEET AS THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ON TUESDAY, FEBRUARY 18, 2014, AND AUTHORIZE FRUITTICHER-LOWERY TO COMPLETE AN APPRAISAL OF THE PROPERTY LISTED HEREIN.



Santa Rosa County Property Appraiser			
Parcel: 04-3S-29-0000-04001-0000 Acres: 0.693			
Name:	EMERALD COAST OFFICE PARK INC	Land Value	166100
Site:	1386 SHORELINE DR	Building Value	4860
Sale:	\$ 100 on 1998-09-01 Reason=U Qual=3	Misc Value	16410
Mail:	1587 BAL ALEX AVE GULF BREEZE, FL 32563	Just Value	187370
		Assessed Value	0
		Exempt Value	0
		Taxable Value	0



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 assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. PLEASE NOTE THAT THE PROPERTY APPRAISER MAPS ARE FOR ASSESSMENT PURPOSES ONLY NEITHER SANTA ROSA COUNTY NOR ITS EMPLOYEES ASSUME RESPONSIBILITY FOR ERRORS OR OMISSIONS ---THIS IS NOT A SURVEY---

Date printed: 02/03/14 : 15:07:03



City of Gulf Breeze

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 2/7/2014

Subject: Amendment to City's Code of Ordinance Section 2-172 – Charitable Giving, Project Sponsorships

Attached please find a memo we placed on the agenda for the January 15th Executive Session. We removed this item from the agenda right before the meeting. At issue is expenditures from various City Departments and Capital Trust Agency for charitable events and programs. This practice is not entirely consistent with Chapter 2-172 of the City's Code of Ordinances.

In order to clarify the Council intent and remove inconsistencies between the City's Code and practice, we believe a new policy should be enacted by Ordinance which states:

- Project sponsorship or charitable donations should only be made for charitable endeavors whose purposes directly and primarily benefit the City or its residents.
- From the project sponsorship line item in the CTA budget or advertising lines in other departmental budgets expenditures for charitable endeavors of \$500 or less may be approved by the department director.
- Expenditures for charitable endeavors by CTA over \$500 but less than \$5,000 would require approval by the CTA Board.
- Expenditures for charitable endeavors in excess of \$5,000 would require City Council approval.

RECOMMENDATION:

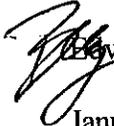
THAT THE CITY COUNCIL DIRECT STAFF TO PREPARE AN ORDINANCE TO AMEND CHAPTER 2-172 OF THE CITY'S CODE OF ORDINANCES TO INCORPORATE THE CHANGES DESCRIBED HEREIN.



City of Gulf Breeze

MEMORANDUM

To : Mayor and City Council

From :  Edwin A. Eddy, City Manager

Date : January 9, 2014

Subject: **Project Underwriting – Charitable Donations**

Over the years, a staff practice has evolved regarding sponsorships, project underwriting, and/or charitable donations that is not explicitly consistent with the City's ordinances. In order to clarify direction from the City Council and articulate this direction in the City's Code of Ordinances, we believe an amendment to the Code of Ordinances is necessary.

Background

The City Council has approved within the budget for Capital Trust Agency an amount in a line item entitled "Project Underwriting – Scholarship" which we have used to sponsor, for example, soccer boosters, student government, and annual events such as the Optimist Invitation Swim Meet.

Various City departments such as Natural Gas or Police have sponsored events such as the Rotary Gumbo Cook Off or the Sertoma Fishing Tournament as advertising or public informational/involvement efforts.

As noted, Capital Trust Agency has a specific line item in their budget for this activity. In the FY 2014 budget, this amount is \$24,000. The other departments use advertising or educational/training funds for these community sponsorship efforts.

The individual expenditures are typically minor (\$500 or less) and local in nature.

In 2003, the City Council approved Ordinance 10-03 (copy attached) which provides direction for "charitable giving." The practice of making certain contributions or providing sponsorships is not consistent with Code Section 2-172.

We propose to amend Section 2-172 to allow various City departments to make sponsorship contributions to local groups and charities within certain guidelines or limits. For example, it could be spelled out that the sponsorship or contribution must be for \$500 or less, it must directly benefit the City or its residents, involve Gulf Breeze schools or charitable groups, and the contribution/sponsorship must be accompanied by a letter which states the purpose of the event or use of the funds.

The historical sponsorship efforts can be used as a guideline

- Contributions to Gulf Breeze School booster groups such as soccer, band, football, debate team are acceptable in amounts of \$500 or less.
- Contributions to activities, events, or programs outside the City would be subject to City Council approval.
- The activity in the project sponsorship line within Capital Trust Agency, Gulf Breeze Natural Gas, and other departments would be specifically presented for City Council review during budget workshops or more frequently as needed.

RECOMMENDATION:

THAT THE CITY COUNCIL DIRECT STAFF TO DRAFT AN ORDINANCE TO AMEND SECTION 2-172 TO MAKE POSSIBLE MINOR, LOCAL CONTRIBUTION TO SCHOOL AND CHARITABLE GROUPS.

ORDINANCE NO. 10-03

**AN ORDINANCE OF THE CITY OF GULF BREEZE, FLORIDA
ESTABLISHING A CHARITABLE GIVING FUND FOR THE PURPOSE
OF FUNDING GRANTS TO CHARITABLE NON-PROFIT AGENCIES OR
PUBLIC AGENCIES FOR NON-RECURRING CAPITAL IMPROVEMENTS THAT
PROMOTE PUBLIC WELFARE AND PROVIDE FOR PUBLIC BENEFIT;
PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND
PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the existence and improvement of capital facilities that are used by charitable, non-profit public agencies to improve the public welfare and provide to public benefit improves the quality of life in Gulf Breeze; and

WHEREAS, it is a benefit to the citizens, the City Council and City Staff to organize and formalize the process of making contributions to these non-profit corporations and public agencies; and

WHEREAS, the City earns income from its financial services operations known as Gulf Breeze Financial Services and Capital Trust Agency that is not generated from taxpayer, user fee or utility customer fees; and

WHEREAS, a portion of these funds may be deemed to be surplus from time to time in order to fund the charitable giving contemplated herein; and

WHEREAS, the administration of the requests for and funding of this charitable giving would be facilitated by the formation of an Advisory Board to receive requests for funding and meet as needed to make recommendations to the City Council.

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

SECTION 1: CHAPTER II, ARTICLE VIII - Entitled Charitable Giving is hereby established

SECTION 2 - 172 - is hereby established as follows:

- (a) The City Council receives funds from its financial operation known as Gulf Breeze Financial Services and Capital Trust Agency. A portion of the funds in excess of what the City Council determines in the Annual Budget to be necessary for City operations and reserves may be allocated as part of the budget to a fund for charitable giving.
- (b) Requests for grants from the charitable giving fund will be considered for the following purposes:

1. Capital improvements for non-profit corporations and public agencies that improve the public good and benefit the health, safety and welfare of the citizens of Gulf Breeze

2. The request for funds must be non-recurring development or improvement program costs.

(c) The City Council may establish an advisory board to meet on a as needed basis to review requests for funding. The City Council will make the final decision granting the request, the total amount of funding approved may not exceed the fund established in the fiscal year budget by the City

Any ordinance in conflict herewith is repealed to the extent of the conflict.

SECTION 3: Effective Date

This ordinance shall be effective immediately after adoption by the City Council.

PASSED ON THE FIRST READING ON THE 15th DAY OF December 2003.

ADVERTISED ON THE 9th DAY OF January 2004.

PASSED ON THE SECOND READING ON THE 20th DAY OF January 2004.


MAYOR

ATTEST:


CITY CLERK



City of Gulf Breeze

OFFICE OF THE CITY MANAGER

December 3, 2003

TO: Mayor and City Council
FROM:  Edwin A. Eddy, City Manager
SUBJ: CHARITABLE GIVING FOUNDATION

Attached is the memo and ordinance we proposed for the December 1, 2003, Council meeting relative to the subject noted above. The Council decided to table this item so that a full discussion could take place at the December 10 Executive Session.

At the outset, there are three (3) fundamental questions for the Council:

1. Does the Council wish to make contributions from time to time to Capital projects that improve the quality of life in the City and benefit the health, safety and welfare of its citizens?
2. What is the best way to make these contributions?
3. What amount of funds should be placed in the fund?

QUESTION ONE: The Council has made contributions to regional and local capital projects that benefit the area and the City. For example, the World War II memorials in Milton and Pensacola. As the Council deems it appropriate, it may make sense to continue such contributions. The Council recognized the importance of these projects for the benefit of the community. It may make sense economically and from a public welfare standpoint to contribute to the development of the hospital, to light the playing fields at the elementary school or to a YMCA type of project. These projects or others like these would likely increase value of property in the City, generate more revenue or reduce costs of providing public services.

QUESTION TWO: Contributions such as those noted above have been made on an as needed or as requested and evaluated basis with funding from reserves. The Council may wish to formalize or "structure" the process of considering contributions to evaluate one against another or to keep control over this type of spending. The publicity surrounding the process might lead to more requests. From a legal standpoint, you can leave the process as it is or formalize it.

QUESTION THREE: This question is the most difficult. Formalizing the process by passing the attached ordinance does not presuppose that any funds will be forthcoming. Nonetheless, expectations will be raised. A one time deposit of funds could be made similar to the deposit the Council made for median landscaping improvements. Projects could be considered until the funds are fully utilized.

If the Council wants to formalize the process of making contributions to capital projects that benefit the public health, safety and welfare, the attached ordinance is offered for your consideration.

RESOLUTION NO. 31-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA ESTABLISHING POLICIES AND PROCEDURES FOR A CHARITABLE GIVING FUND AND AN ADVISORY BOARD TO REVIEW REQUESTS FOR FUNDING

WHEREAS, The City Council has established a Charitable Giving Fund from revenue earned by its financial operations known as Gulf Breeze Financial Services and Capital Trust Agency; and

WHEREAS, The Council has established the initial fund amount consisting of revenues earned beyond the amounts necessary to fund expenses, contribute to the City's General Fund or to fund a reserve for GBFS and CTA; and

WHEREAS, The City Council may add to this fund each year during its review of the City budget; and

WHEREAS, The City Council desires to award grants or respond to funding requests for assistance with capital expenditures that are non-recurring as they may be presented to the City from time to time by charitable, non-profit, and /or public agencies that are engaged in programs for the improvement of the public welfare.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Gulf Breeze as follows:

1. A charitable giving fund is hereby established by the City Council from earnings from its financial sponsorship enterprises that are not essential for reserve or for contributions to the general fund.
2. The City Council may, in its review of earnings by Gulf Breeze Financial Services and Capital Trust Agency and other subsidiary agencies it may establish, decide to add revenue from time to time to the charitable giving fund.
3. An Advisory Board consisting of five citizens appointed by the City Council will meet on an as needed basis to review various requests for funding. The Board will review grant requests in accordance with the following criteria and make a recommendation to the City Council:
 - a. The agency requesting funds is a non-profit corporation or public agency that benefits the health, safety, welfare, economic or cultural well being of the City;
 - b. The funds requested are for capital development and are non-recurring in nature.
 - c. The funds requested are to be spent in the City or in the region for projects of a regional nature.
 - d. The specific project will improve the quality of life in the City or the region and is deemed to be beneficial to the City.
 - e. The funding amount requested is less than the amount available in the fund.

APPROVED AND ADOPTED by the City Council of the City of Gulf Breeze, Florida at regular meeting assembled this _____ day of _____.

MAYOR

ATTEST: _____

CITY CLERK