

# **GULF BREEZE CITY COUNCIL EXECUTIVE MEETING AGENDA**

FEBRUARY 26, 2014  
WEDNESDAY, 6:30 P.M.  
COUNCIL CHAMBERS

## **ACTION AGENDA ITEMS:**

- A. Discussion and Action Regarding "Paint This Town Purple" Proclamation
- B. Discussion and Action Regarding "Mayors Day of Recognition For National Service" Proclamation
- C. Discussion and Action Regarding Child Abuse Prevention Month Proclamation
- D. Discussion and Action Regarding Eagle Scout Project - Candidate Sam Dantin
- E. Discussion and Action Regarding Ordinance No. 02-14, Amending Provisions of the Police Pension Plan
- F. Discussion and Action Regarding Ordinance No. 03-14, Amending Section 2-172 of the City's Code of Ordinances, Charitable Giving
- G. Discussion and Action Regarding Special Event Application for Gulf Breeze High School Spring Carnival
- H. Discussion and Action Regarding Exercise Equipment -- Shoreline Park Walking Trail
- I. Discussion and Action Regarding Street Sweeping -- Gulf Breeze Parkway
- J. Discussion and Action Regarding Recommendation of an Architect for the Tiger Point Clubhouse/Pro Shop Renovation Project
- K. Discussion and Action Regarding Request for Qualifications -- Reclaimed Elevated Tank Design
- L. Discussion and Action Regarding Low Wattage FM Antenna -- Oaks Water Tank
- M. Discussion and Action Regarding Tiger Point Golf and Country Club Business Plan
- N. Information Items
- O. 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*

## PROCLAMATION

**WHEREAS**, cancer is a group of diseases characterized by uncontrolled growth and spread of abnormal cells which, if not controlled, can result in death; and,

**WHEREAS**, the American Cancer Society is a voluntary community based health organization in Florida dedicated to eliminating cancer as a major health problem; and,

**WHEREAS**, purple is the overall cancer awareness color; and,

**WHEREAS**, showing support to a colleague, employee, customer, family member, neighbor or friend whose life has been touched by cancer is encouraged; and,

**WHEREAS**, all of use are affected in our community

**NOW, THEREFORE, BE IT PROCLAIMED** I, Beverly H. Zimmern, Mayor of The City of Gulf Breeze, joins with the American Cancer Society in declaring

**APRIL 11, 2014 TO APRIL 25. 2014**

**PAINT THIS TOWN PURPLE**

Throughout the City of Gulf Breeze, Florida and to urge citizens to show their support in the fight against cancer and bring Relay to our community by decorating businesses, homes, trees, mailboxes and car antennas with bows, ribbons, signs and balloons.

**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 3<sup>rd</sup> day of March, 2013.

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Leslie A. Guyer, City Clerk

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Beverly H. Zimmern, Mayor



# *City of Gulf Breeze*

## PROCLAMATION MAYORS DAY OF RECOGNITION FOR NATIONAL SERVICE

**WHEREAS**, service to others is a hallmark of the American character, and central to how we meet our challenges; and

**WHEREAS**, the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and,

**WHEREAS**, AmeriCorps and Senior Corps address the most pressing challenges facing our cities and nation, from educating students for the jobs of the 21st century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and

**WHEREAS**, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

**WHEREAS**, national service participants serve in more than 70,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

**WHEREAS**, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and,

**WHEREAS**, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and,

**WHEREAS**, AmeriCorps members and Senior Corps volunteers demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

**WHEREAS**, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with mayors across the country to support the Mayors Day of Recognition for National Service on April 1, 2014.

**NOW, THEREFORE, BE IT PROCLAIMED** I, Beverly H. Zimmern, Mayor of The City of Gulf Breeze, do hereby proclaim April 1, 2014 as

### ***NATIONAL SERVICE RECOGNITION DAY***

Throughout the City of Gulf Breeze, Florida and to encourage citizens to recognize the positive impact of national service in our city, to thank those who serve; and to find ways to give back to their communities.

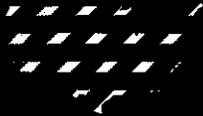
**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Gulf Breeze, Santa Rosa County, Florida, to be affixed this 17<sup>th</sup> day of March, 2014.

\_\_\_\_\_  
Leslie A. Guyer, City Clerk

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Beverly H. Zimmern, Mayor

Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE** ★★★

**NATIONAL  
LEAGUE  
of CITIES** 



**CITIES OF SERVICE**

*Every day, in cities across America, national service is tackling tough problems and strengthening communities. On April 1, 2014, Mayors across the country will thank those who serve and recognize their impact on the Mayors Day of Recognition for National Service.*

1201 New York Ave., NW  
Washington, DC 20525  
202-606-5000  
NationalService.gov

**MAYORS DAY**  
of Recognition for  
National Service

# Mayors Day of Recognition for National Service: April 1, 2014



The nation's mayors are increasingly turning to national service as a cost-effective strategy to address city challenges. By unleashing the power of citizens, AmeriCorps and Senior Corps programs have a positive and lasting impact – making our cities better places to live. To spotlight the impact of national service and thank those who serve, mayors across the country will participate in the second-annual **Mayors Day of Recognition for National Service** on April 1, 2014. On this day, mayors will hold public events and use traditional and social media to highlight the value and impact of national service to the nation's cities. Last year, 832 Mayors representing nearly 100 million citizens participated in the inaugural Mayors Day of Recognition for National Service. The initiative is being led by the Corporation for National and Community Service; Cities of Service; the National League of Cities; and Mesa, AZ, Mayor Scott Smith, President of the U.S. Conference of Mayors.

## **National Service: A Resource for Cities**

As the federal agency for national service and volunteering, CNCS annually engages five million citizens in service at more than 70,000 sites in 8,500 cities across the country. Through AmeriCorps, VISTA, NCCC, Senior Corps, the Social Innovation Fund, and other programs, CNCS leverages federal and private funds to support organizations that achieve measurable results where the need is greatest. A significant portion of this investment is focused on cities. Whether supporting food banks and homeless shelters, restoring city parks, building homes, providing health services, tutoring and mentoring students, and managing community volunteers, national service members help mayors tackle tough problems.

## **Why a Mayors Day of Recognition?**

As solution-focused local elected officials, mayors have a unique role in this country. Mayors' focus on engaging citizens and meeting local needs matches CNCS's mission to improve lives, strengthen communities, and foster civic engagement. CNCS's priority on expanding economic opportunity to create sustainable and resilient communities directly aligns with the goals of mayors. A coordinated day of recognition presents a unique opportunity to spotlight the key role that national service plays in solving local problems and challenges. Participating in the day will highlight the impact of citizen service, show support for nonprofit and national service groups, and inspire more residents to serve in their communities.

## What Happened Last Year?

On April 9, 2013, the first-ever Mayors Day of Recognition for National Service united Mayors across the country to spotlight the impact of national service and honor those who serve. Altogether, 832 Mayors in all 50 states and the District of Columbia, Guam, and Puerto Rico officially recognized the work that AmeriCorps members and Senior Corps volunteers are doing to make cities better and stronger. Together, these Mayors represent nearly 100 million citizens, or nearly one-third of all Americans. To learn how Mayors across the country recognized the day, visit our website at [www.nationalservice.gov/mayorsforservice](http://www.nationalservice.gov/mayorsforservice)

## What are the Goals of the Day?

- Highlight how mayors use national service to solve their local challenges
- Thank national service members for their commitment and impact
- Build public awareness about the value and impact of national service to the nation's cities
- Highlight the role that national service plays in recruiting and managing citizen volunteers to focus and amplify their impact
- Provide opportunities for mayors to communicate about the impact of national service to national policy-makers
- Generate press coverage and online discussion about mayors supporting service

## Who Can Participate?

Mayors, city or county managers, or other chief executives of cities of any size.

## How We Can Help

CNCS offers a variety of resources that can help Mayors learn about national service and volunteering in their cities expand the scope and impact of volunteering by their residents:

- The annual Volunteering and Civic Life in America report is the most comprehensive data on volunteering ever assembled, providing detailed information on volunteering trends and demographics in the U.S., all fifty states, and more than 150 major cities. Visit: [www.volunteeringinamerica.gov](http://www.volunteeringinamerica.gov)
- Each year, CNCS produces National Service State Profiles that list all funding, projects, and participants in every state. CNCS will also produce profiles for cities in preparation for the Mayors Day of Recognition for National Service.

## How Can Mayors Get Involved?

Mayors are encouraged to hold a public event, issue a proclamation or other form of recognition, and use traditional or social media to highlight the impact of national service. Here are several ways mayors can participate:

- Issue a mayoral proclamation naming April 1, 2014 as National Service Recognition Day
- Visit national service programs or projects in order to highlight their value to the city
- Create a Mayor's award for outstanding AmeriCorps and Senior Corps participants
- Invite national service programs (and their members and organization's board of directors) to City Hall for a public roundtable to discuss how they address city problems
- Issue a press release or report on the scope and impact of national service in your city
- Serve with a national service program as a "member" for a day to highlight the important work being done in their community
- Use Twitter, Facebook, and other social media outlets to thank national service programs and members serving in your community
- Write an op-ed about the unique contributions of national service your city
- Take a group photo with all national service members in your city

## Where Can I Learn More?

To learn more or register your city to participate, go to [www.nationalservice.gov/mayorsforservice](http://www.nationalservice.gov/mayorsforservice) or contact PJ Andrews, Office of Government Relations, 202-606-6613 or [pandrews@cns.gov](mailto:pandrews@cns.gov). You can also contact the CNCS Director in your state. A list of CNCS state offices can be found here: <http://www.nationalservice.gov/about/contact/stateoffices.asp>

## About CNCS

The Corporation for National and Community Service is a federal agency that engages more than five million Americans in service through its AmeriCorps, Senior Corps, Social Innovation Fund, and other programs, and leads President's national call to service initiative, United We Serve. For more information, visit [NationalService.gov](http://NationalService.gov).



# City of Gulf Breeze

## **PROCLAMATION CHILD ABUSE PREVENTION MONTH 2014**

**WHEREAS**, Florida's future prosperity depends on nurturing the healthy development of more than 4 million children currently living, growing and learning within our many diverse communities; and

**WHEREAS**, research shows that safe and nurturing relationships and stimulating and stable environments improve brain development and the wellbeing of children, while neglectful or abusive experiences and unstable or stressful environments increase the odds of poor childhood outcomes; and

**WHEREAS**, the abuse and neglect of children can cause severe, costly and lifelong problems affecting all of society, including physical and mental health problems, school failure and criminal behavior; and

**WHEREAS**, research also shows that parents and caregivers who have social networks and know how to seek help in times of trouble are more resilient and better able to provide safe environments and nurturing experiences for their children; and

**WHEREAS**, individuals, businesses, schools, and faith-based and community organizations must make children a top priority and take action to support the physical, social, emotional and educational development and competency of all children; and

**WHEREAS**, during the month of April, Prevent Child Abuse Florida, in collaboration with the Florida Department of Children and Families, will be engaging communities throughout the state in a coordinated effort to prevent child abuse and neglect by promoting the awareness of healthy child development, positive parenting practices and the types of concrete support families need within their communities.

**NOW, THEREFORE**, I, Beverly H. Zimmern, Mayor of The City of Gulf Breeze, do hereby proclaim April 2014 as

### **CHILD ABUSE PREVENTION MONTH.**

Throughout the City of Gulf Breeze, Florida.

**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 issued this 3<sup>rd</sup> day of March, 2014.

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Leslie A. Guyer, City Clerk

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Beverly H. Zimmern, Mayor



# *City of Gulf Breeze*

## Memorandum

**To:** Mayor and City Council

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

**Date:** 2/20/2014

**Subject:** Eagle Scout Candidate Sam Dantin

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Eagle Scout Candidate Sam Dantin of 306 Florida, plans to present his ideas for an Eagle Scout project to the City Council on Wednesday, February 26<sup>th</sup> at the Executive Session. Sam plans to refurbish the City's Dog Park and to help publicize the features and availability of the Dog Park.

Sam will provide details at the Executive Session. His preliminary thoughts are to create a Facebook page for the park and the Dog Lovers group. He will provide a link to the City's website. From a construction standpoint, Sam plans to distribute sand at the park to reduce tripping hazards, distribute mulch in certain areas to provide a cleaner environment and to install a second picnic table.

### **RECOMMENDATION:**

**THAT THE CITY COUNCIL APPROVE SAM DANTIN'S EAGLE SCOUT PROJECT.**

**Title: Gulf Breeze Dog Park Eagle Scout Project**

**Name: Sam Dantin**

**Troop: 102**

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**Targeted Dates:**

- 3/3 Present to City council
- 3/10 Boy Scout troop Eagle committee approval
- 3/27 Present to BSA Gulf Coast Council Eagle project board
- 3/28 to 5/1 Execute Project

**Approvals:**

- 1 – City of Gulf Breeze
- 2 – Troop 102 Eagle Committee
- 3 – Boy Scout Gulf Coast Council

**Work Days:**

- Home assembly to construct picnic bench April 4-6 and other preparations
- Onsite at dog park, April 11-12 (Sat-Sun), fall back contingency April 26-27

**Description:**

In 2004, the Gulf Breeze Dog Park was begun as a community effort between the GB Dog Lovers Association, Boy Scouts of America Troop 104 (?), and the City of Gulf Breeze. After 10 years, the highly utilized park is showing its age and some needs for improvement have been identified. As a Life Scout in BSA Troop 102, Gulf Breeze, I am proposing to complete a set of enhancements and improvement efforts to the Dog Park as part of the requirements for earning the rank of Eagle Scout.

**Park Needs:**

- 1 – Fill in holes in two areas of big dog park
- 2 – Parking area needs to be defined to prevent trucks with boat trailers from taking up spots
- 3 – Five to seven dog bag waste dispensers need to be added near park and in route to park
- 4 – Ground cover is needed to replace turf and provide for safer place for dogs and owners
- 5 – More attention and PR for park and GB Dog Lovers

**Project Objectives**

- 1 – Map and inventory of existing park.
- 2 – Create GB Dog Lovers and Dog Park Facebook page and have links added to City's park and recreation web site. Add bylaws, park rules and plans for park enhancements and improvements.
- 3 – Add sand to the areas of the park that need holes to be filled and roots to be covered.
- 4 – Add new 135' section of split rail fence to discourage boat trailer parking
- 6 – Modify parking area by installing split rail fence closer to road
- 7 – (Optional) Install 5-7 dog bag dispensers at locations identified by City and Dog Lovers Assoc.

**Materials List:**

- Fence materials
  - Concrete/ 50 lb. bag quickset (\$5/ea.). Use ½ bags per post = or \$45.00 of concrete.
  - Need split rail lumber for 135 feet
  - Source: City will provide
  
- Sand to fill in holes
  - Source: City will provide
  
- Mulch to provide ground cover in picnic table areas and under trees near entrance
  - Source: City will provide
  
- Dog Bag Dispensers
  - Source: City will provide

**Tools:**

- Shovels, needed to move sand and mulch and dig holes for fence
  - Electric saw, needed to cut and trim wood for fence
  - Concrete mixer, needed to hold poles in ground for fence
  - Post hole diggers or power auger, needed to make holes for fence post to go in. City will provide auger.
  - Basic carpentry tools and hardware as needed (Sam will provide)
  - Machinery to move sand and mulch to distribution points for spreading by scouts
- Source: White Sands Mechanical, Inc.



# City of Gulf Breeze

## MEMORANDUM

**To :** Mayor and City Council  
**From :** Edwin A Eddy, City Manager  
**Date :** February 19, 2014  
**Subject:** **Ordinance No. 02-14, Amending Provisions of Police Pension Plan**

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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.**

**RECOMMENDATION FOR FEBRUARY 26 AND MARCH 3, 2014:**

**THAT A PUBLIC HEARING BE HELD ON MARCH 3, 2014, AND THAT ORDINANCE NO. 02-14 BE APPROVED ON SECOND AND FINAL READING.**

**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 18<sup>th</sup> DAY OF FEBRUARY, 2014.

PUBLISHED ON THE 20<sup>th</sup> DAY OF FEBRUARY, 2014.

PASSED AND ADOPTED ON THE SECOND READING ON THE 3<sup>rd</sup> DAY OF MARCH, 2014.

CITY OF GULF BREEZE, FLORIDA

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BEVERLY H. ZIMMERN, MAYOR

ATTEST:

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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 66 $\frac{2}{3}$ % 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 : Mayor and City Council

From :  Edwin A. Eddy, City Manager

Date : 2/21/2014

Subject : **Ordinance No. 03-14, Amending Section 2-172 of the City's Code of Ordinances, Charitable Giving**

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The City Council recently directed staff to prepare an Ordinance to amend Section 2-172 of the City's Code relative to Charitable Giving. The purpose of the change is to establish policy relative to project underwriting or sponsorship for operating or recurring purposes rather than for capital projects.

The City Council has addressed this subject by allocating funds through the annual budget process in various departmental budgets including Gulf Breeze Financial Services and Capital Trust Agency to be used for the general good and welfare of the citizens of the City and to promote City programs by sponsoring certain charitable endeavors.

The draft Ordinance attached sets forth that the allocation of funds in this category must directly benefit the City or the citizens of the City and any allocation in excess of \$5,000 must be approved by the City Council. The Capital Trust Agency has decided that allocations from its City Council approved budget line item in excess of \$500 but less than \$5,000 must be approved by the CTA Board. This board policy has not been added to the City Code.

### **RECOMMENDATION:**

**THAT THE CITY COUNCIL APPROVE ORDINANCE NO. 03-14 ON FIRST READING ON MARCH 3, 2014, AND SCHEDULE A PUBLIC HEARING AND SECOND RECORDING FOR MARCH 17, 2014.**

**ORDINANCE NO. 03-14**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA, ESTABLISHING A POLICY FOR PROJECT SPONSORSHIP AND UNDERWRITING TO PROMOTE PUBLIC WELFARE AND PROVIDE FOR PUBLIC BENEFIT; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, in 2004, the City Council established Chapter II, Article VIII, of the City's Code of Ordinances entitled Charitable Giving; and

**WHEREAS**, Section 2-172 addresses disbursement or allocation of surplus funds from the Capital Trust Agency for non-recurring capital purposes; and

**WHEREAS**, Section 2-172 should be amended to include disbursement of non-capital, operating funds derived by charitable organizations for the good and welfare of the citizens of the City of Gulf Breeze.

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

**SECTION 1:**

Section 2-172 is hereby amended to include the following:

(d) The City Council may provide funds in the annual operating budget for City departments or for the Capital Trust Agency or Gulf Breeze Financial Services to be used for marketing, promotion, project underwriting or sponsorship. These funds may be used to sponsor charitable events which directly benefit the City or the citizens of the City of Gulf Breeze. Allocation, expenditure, or disbursement of these funds must not exceed the annual budget and must be approved by the City Council if such project sponsorship, marketing, or promotional activity is in excess of \$5,000.

**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 3<sup>RD</sup> DAY OF MARCH, 2014.

PUBLISHED ON THE 13<sup>TH</sup> DAY OF MARCH, 2014.

PASSED AND ADOPTED ON THE SECOND READING ON THE 17<sup>TH</sup> DAY OF MARCH, 2014.

CITY OF GULF BREEZE, FLORIDA

\_\_\_\_\_  
BEVERLY H. ZIMMERN, MAYOR

ATTEST:

\_\_\_\_\_  
STEPHANIE D. LUCAS, CITY CLERK



# City of Gulf Breeze

## Police Department

Richard Hawthorne  
*Interim Chief of Police*

To: Edwin Eddy, City Manager  
From: Richard Hawthorne, Interim Chief *ek*  
Ref: Special Event Application  
Date: February 12, 2014

The Gulf Breeze High School Quarterback Club has submitted a special event application for their annual spring carnival. The carnival will be held at the Gulf Breeze High School Field House parking lot. The employees of the Carnival will begin arriving on Sunday, March 16<sup>th</sup>. The Carnival will be in operation Tuesday, March 18<sup>th</sup> thru Saturday, March 23<sup>rd</sup>, 2014.

I have spoken To the Athletic Director, Mark Kostic, and he advised that school will be open on Monday March 17<sup>th</sup>, to make up one of the days the school was closed for Ice Storm 2014. He stated that the school is aware of the workers and will take the appropriate precautions.

The times of operation will be:

Tuesday – Friday 6:00pm until 10:00pm

Saturday: 2:00pm until 10:00pm

Security will be provided by the FOP.

**Recommendation:** That the City Council approve the event 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**

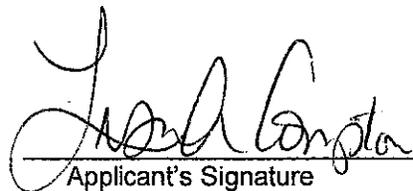
**Packet Includes:**

- 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**

 2/10/14  
Applicant's Signature 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**

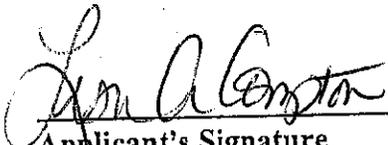
### **City of Gulf Breeze**

#### **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.

- (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                      2/10/14  
Date

  
Police Department's Approval                      2-11-14  
Date

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

2/10/14  
Date Submitted

**1. ORGANIZATION BEING REPRESENTED:**

Name Gulf Breeze High School Quarterback Club - Spring Carnival  
Address PO Box 564 Gulf Breeze FL 32562

**2. PERSON REQUESTING PERMIT:**

Name Lisa Compton ABC VIP on behalf of Quarterback Club  
Address 1791 Ceyle Dr. Gulf Breeze  
Phone 850-291-4945

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

Name Mark Kostic, GBHS Athletic Director  
Address GBHS  
Phone 850-375-7165

**4. DATE, HOURS AND LOCATION OF EVENT:**

*Carnival in  
Town*

Sunday - Mar 16 carnival begins Tuesday Mar 18 + runs thru Sat Mar 22  
6-10 T-Fri 2-10 Sat  
Parking lot - field house - Gulf Breeze High School - see attached

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

Fundraiser for GBHS Football program.  
Annual Spring Break Carnival - the James Gang  
Carnival vehicles (semi-trailers) 4-5 estimated  
Carnival rides + games  
est. attendance (150-200 per day)

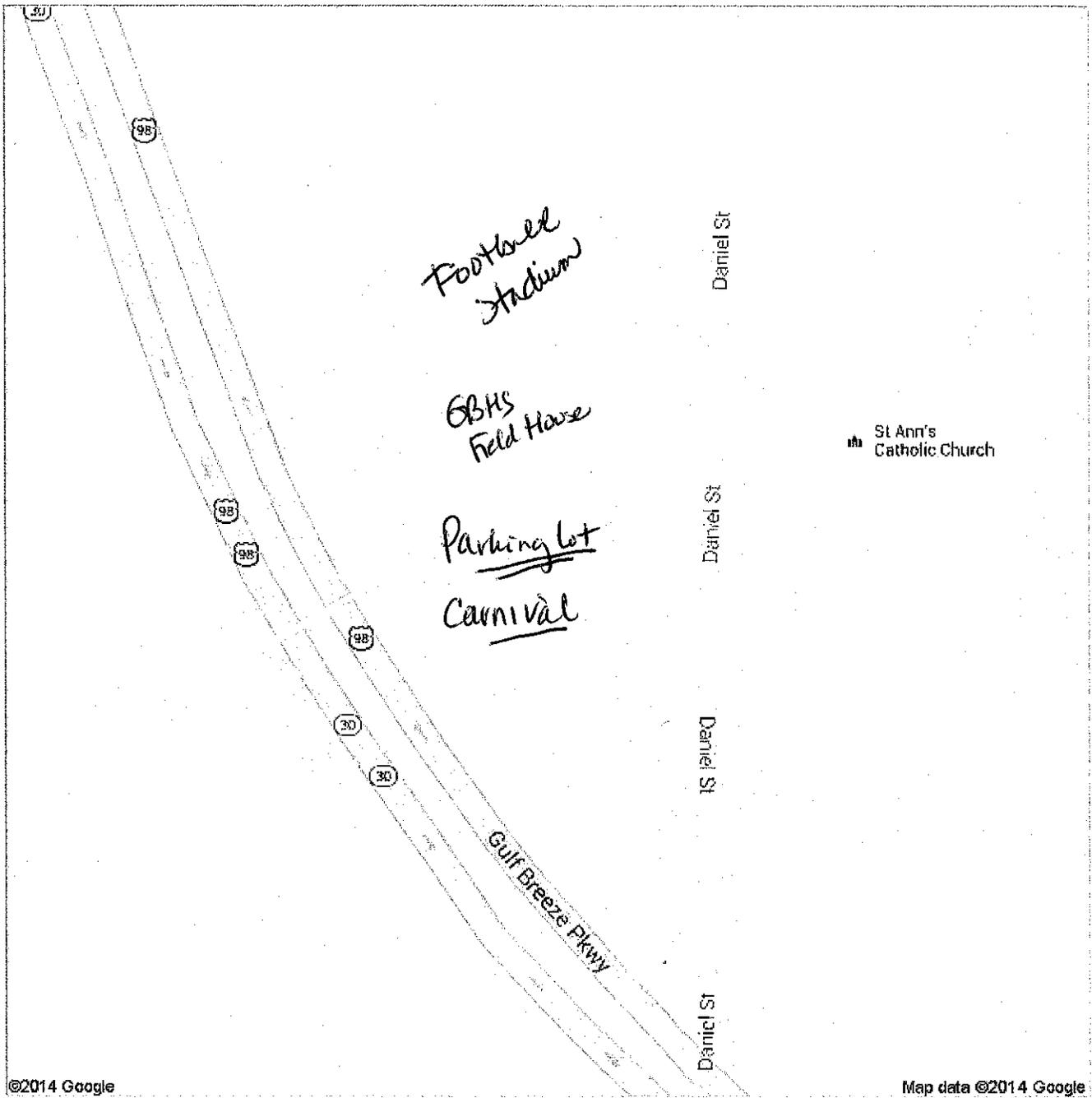
Lisa Compton 2/10/14  
Applicant's Signature/Date

[Signature] 2-11-14  
Police Department's Approval/Date

City Manager's Approval/Date



Address **Gulf Breeze, FL**



©2014 Google

Map data ©2014 Google

The Gulf Breeze High School Football Quarterback Club is once again planning its Spring Break carnival. This is an annual fundraiser for Gulf Breeze High football.

This year, due to weather days, we are going to be in school on the Monday of Spring Break. However, the carnival has been approved by the school and we are making arrangements to work around the parking lot situation that day. There should be no problem.

The QBC requests permission to conduct this special event. There is a request for certification of an appropriate policy of insurance that protects the City from liability, I have been informed by the athletic department that can be provided when needed. Please contact Mark Kostic for more information 375.7165

Thank you for your consideration of our event and your continued support of our student athletes.

Sincerely,

Lisa A Compton  
QBC V/P  
850.291.4945



# City of Gulf Breeze

DEPARTMENT OF PARKS AND RECREATION

TO: Edwin A. Eddy, City Manager  
FROM: Ron Pulley, Director of Parks and Recreation  
SUBJECT: Exercise Equipment - Shoreline Park Walking Trail  
DATE: February 14, 2014

At your request, staff have developed this proposal for Council's consideration regarding the purchase and installation of exercise stations along the new walking trail within Shoreline Park. Understanding that the interest in this proposal was prompted by equipment installed in Pensacola and Pensacola Beach, staff received information from the responsible individuals in both of these locations.

At both installations, the equipment was provided by ExerSkys Outdoor Fitness Equipment. The equipment is designed for young adults through seniors, and has been well received. Using a persons weight for resistance, each piece of equipment is designed to increase strength and flexibility and to improve range of motion. The equipment is also designed to be used by multiple individuals simultaneously, which encourages groups to workout together and gives individuals the opportunity to come together socially while exercising.

This equipment, placed on the new walking trail around Shoreline Park, would provide an excellent opportunity for citizens to get more out of their routine walk or jog. It would also allow guests to get some exercise while their children are participating in other park activities.

Attached are illustrations of the individual equipment pieces that are being recommended along with a map illustrating staff's recommendation for placement on the walking trail.

ExerSkys is offering this equipment at year end, 2 units for the price of 1, prices. As a result, we have the opportunity to purchase 6 units, including shipping for \$9,269. This represents a savings of \$6,410. The equipment will be installed by Parks staff.

#### Recommendation

**That Council authorize the purchase of this package of ExerSkys Outdoor Fitness Equipment for \$9,269 and direct staff to install it at the specified locations on The Shoreline Park Walking Trail.**



# Parallel Bars

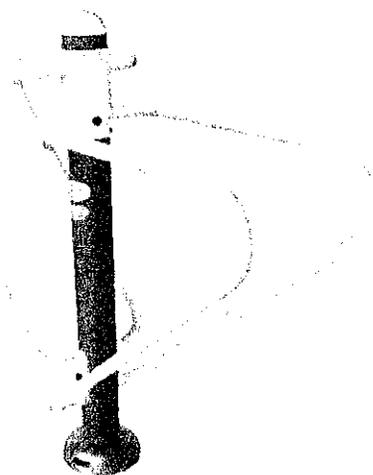
Model: RPB-70

**Dimensions:** 1875 x 530 x 1600 (mm)

**Function:** To strengthen muscles in arms, legs, shoulders & abdomen.

**Instructions:** 2 sets of bars allow for leg raise & arm dip movement.

**Warning:** Not for children or teens under 14 years old.



## 2. Tai Chi Spinner

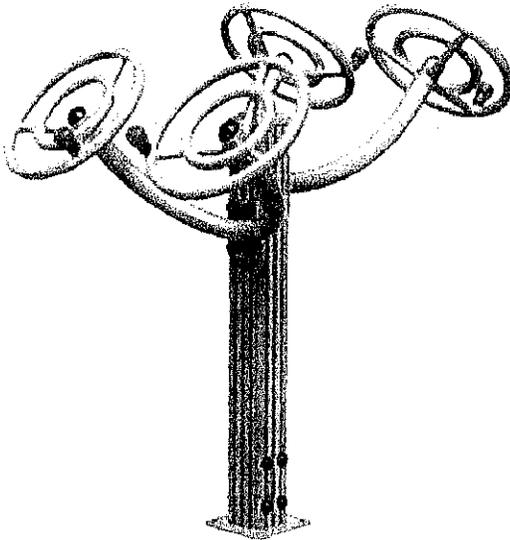
Model: ET-TC65

**Dimensions:** 1115 x 1020 x 1400 (mm)

**Function:** To improve shoulder, arm and elbow flexibility.

**Instructions:** Stand firmly with knees slightly bent or in half squat. Hold the knobs of the rotating wheels with both hands. Spin the knobs in opposite directions repeatedly.

**Warning:** Not for children or teens under 14 years old.



# 3 Waist Balancer

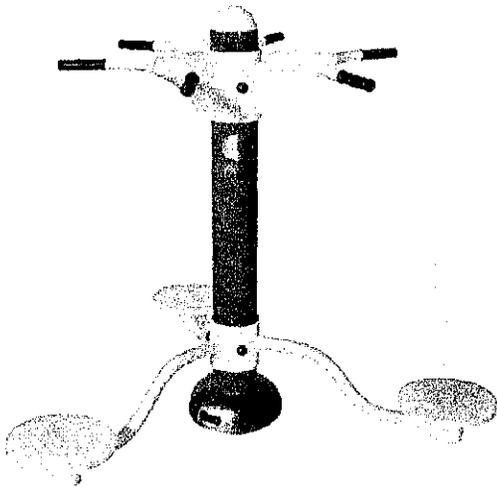
Model: RWB-114

Dimensions: 1600 x 270 (mm)

**Function:** To improve core flexibility, range of motion and sense of balance while engaging waist and back muscle groups.

**Instructions:** Firmly grip handlebars with both hands, then step onto the circular rotating platform in the "still" position. Once standing securely on platform and firmly gripping handlebars, simply and gently rotate your waist from side to side.

**Warning:** Not for children or teens under 14 years old.



4

## Horizontal Bars - 2 Unit

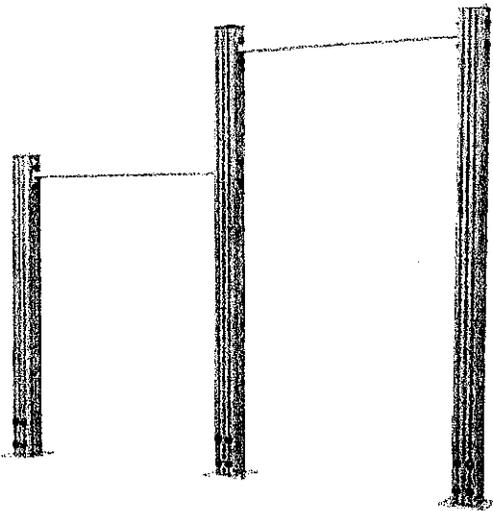
Model: ET-H69

Dimensions: 2720 x 220 x 2215 (mm)

Function: To strengthen and build arm and shoulder muscles while improving overall coordination.

Instructions: This equipment may be used for multi strengthening exercises such as chin-ups and pull-ups.

Warning: Not for children or teens under 14 years old.



# 5 Sit-Up Board

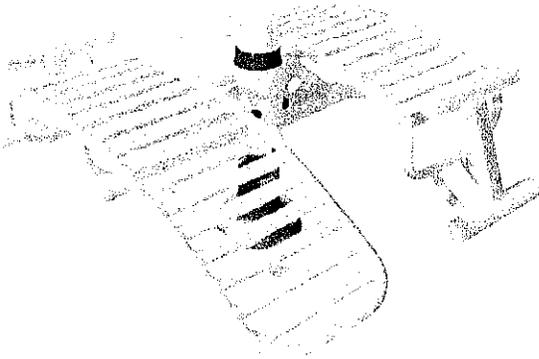
Model: RSUB-60

Dimensions: 1610 x 1210 x 750 (mm)

Function: To strengthen muscles of abdomen & hip.

Instructions: Sit on board, hook feet under bar, cross hands over chest or position hands behind head, lean backwards- then sit up! Do small number of repetitions, whatever feels comfortable for you.

Warning: Not for children or teens under 14 years old.



# 6. Leg Press

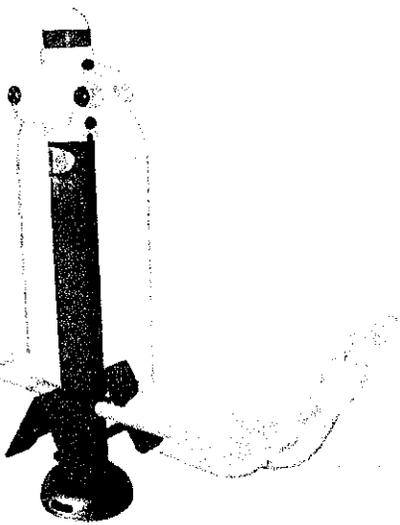
Model: RLP-50

**Dimensions:** 1990 x 420 x 1550 (mm)

**Function:** To strengthen muscles in calves, hips & waist.

**Instructions:** Once seated, place feet on pedals and grasp handrails with both hands. Then extend/stretch legs repeatedly.

**Warning:** Not for children or teens under 14 years old.





Outdoor Fitness Equipment for Young Adults thru Seniors

**Please remit payment to:**  
AJR Briar + Lane Distributors  
3701 Commercial Avenue - Suite One  
Northbrook, IL 60062  
877.397.7597

**Date:** February 11, 2014

City of Gulf Breeze  
Parks & Recreation Dept  
1070 Shoreline Drive  
Gulf Breeze, FL 32561

**Invoice: 86228**

**Terms: PAYABLE ON DELIVERY**

Attn: Mr. Ryan Ottenmeyer

Waist Balancer - Ranger Series (#RWB-114)	\$2,290
Parallel Bars - Ranger Series (#RPB-70)	\$2,165
2-for-1 Credit	- \$2,165
Leg Press - Easy Terrainer Series (ET-LP55)	\$2,446
Sit-Up Board - Ranger Series (#RSUB-60)	\$2,125
2-for-1 Credit	- \$2,125
Tai Chi Spinner - Easy Terrainer Series (#ET-TC65)	\$2,290
Horizontal Bars (2-Unit) - Easy Terrainer Series (HT-H69)	\$2,120
2-for-1 Credit	- \$2,120
Shipping to Gulf Breeze, FL 32561	\$2,243
<b>TOTAL</b>	<b>\$9,269</b>



# City of Gulf Breeze

## Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 2/20/2014

Subject: **Street Sweeping – Gulf Breeze Parkway**

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The City is obligated by an agreement with the Florida Department of Transportation to undertake certain maintenance/appearance activities on Gulf Breeze Parkway (U.S. 98). FDOT provides reimbursement to the City in line with a statewide formula of average costs.

One of the activities we are obligated to undertake is periodic street sweeping. We subcontracted the necessary sweeping at an annual cost of \$7,650. We receive \$7,154 from FDOT for the work. The current subcontractor has failed to meet his obligations. It is necessary for the City to seek another subcontractor to do the work. We have made numerous attempts to find a typical street sweeping firm that would do the work for a price somewhat in line with the FDOT reimbursement.

In the meantime, our landscape maintenance contractor, Hepworth Lawn Maintenance, has offered to complete the requisite sweeping using blowers, vacuum equipment and hand shovels. The additional cost is \$350 per month or \$4,200 annually which is less than we are receiving from FDOT. Savings will be applied to other tasks for which the reimbursement is less than the amount spent.

We will continue to search for other vendors which provide sweeping through mechanized means. We will also closely monitor the effectiveness of the sweeping done by Hepworth.

### **RECOMMENDATION:**

**THAT THE CITY COUNCIL APPROVE AN INCREASE OF \$4,200 PER YEAR TO THE CITY'S CONTRACT WITH HEPWORTH LAWN MAINTENANCE TO INCLUDE STREET SWEEPING ALONG U.S. HIGHWAY 98.**



# City of Gulf Breeze

## DEPARTMENT OF PARKS AND RECREATION

TO: Edwin A. Eddy, City Manager

FROM: Ron Pulley, Director of Parks and Recreation

SUBJECT: Recommendation of an Architect for the Tiger Point Clubhouse/Pro Shop Renovation Project

DATE: February 14.2014

Following the publication of a Request for Qualifications for a three week period ending February 7, 2014, the City received responses from two architectural firms.

### Towne + Architects, P.A.

Located in Pensacola, Towne + Architects was established in 2005. Their stated primary focus is institutional buildings... municipal buildings, hospitals and schools. They list the City of Pensacola, Escambia and Walton Counties and Covenant Hospices among their local clients. Recent projects include the expansion of the Pensacola Downtown Library, the Escambia County Wedgewood Community Center and the Training/Emergency Operations Center for Gulf Power.

Towne proposes to use Futch Design, Inc. of New Orleans, Louisiana, relative to their expertise in professional food service facility design. Formed in 1966, Futch offers services to hospitality, education, healthcare and correctional institutions. Their list of relevant projects includes country clubs and restaurants located almost exclusively in the New Orleans area. The one exception being the Camellia Grill in Destin, Florida.

### Bay Design Associates Architects

Also located in Pensacola, Bay Design was established in 1992. Bay Design cites their expertise in the design of new hospitality facilities including hotels and restaurants as well extensive experience in commercial renovation projects in the hospitality and non-hospitality areas. Recent relevant projects include Duh on Pensacola's 9<sup>th</sup> Avenue as well as Cordova Commons and the Hilton Garden Inn Hotel and Meeting/Banquet Facility on Airport Boulevard.

### **Evaluation**

Although two responses does not represent the interest we had hoped for, we have evidence that one respondent, Bay Design, has the ability to serve the City's needs at Tiger Point. Their hospitality related experience is first hand and local. Their portfolio contains numerous, successful projects of similar scope.

Since 2010, Bay Design has designed several City projects... the softball and football concession facilities, the tennis court restrooms and most significantly the New Community Center. Each of these facilities represent a very successful project that was completed with it's allocated budget.

### **Recommendation**

**That Council direct staff to negotiate a contract with Bay Design Associates, Inc. for the design and construction management of the renovation of the Tiger Point Main Clubhouse and satellite Pro Shop building.**

# Tiger Point – Pro Shop, Clubhouse, Bar, Restaurant Renovation



February 7, 2014

Submitted to:  
City of Gulf Breeze  
City Manager  
1070 Shoreline Drive  
Gulf Breeze, Florida 32561

**TOWNES + architects, P.A.**

2421 North 12<sup>th</sup> Avenue  
Pensacola, Florida 32503  
(850) 433-0203  
[www.townesplus.com](http://www.townesplus.com)

# TOWNES + architects, P.A.

Architects      □ □ □      Planners  
2421 North 12<sup>th</sup> Ave.      Pensacola, Florida 32503

City of Gulf Breeze  
City Manager  
1070 Shoreline Drive  
Gulf Breeze, Florida 32562

February 7, 2014

Re: Tiger Point – Pro Shop, Clubhouse, Bar, Restaurant Renovation

Dear Selection Committee:

Thank you for this opportunity to submit to you our credentials. We are excited about this project opportunity.

**TOWNES + architects, P.A.**, was established in 2005 as a full-service architectural firm offering architecture, interior design, planning and construction administration. In our eight years of business, **TOWNES + architects, P.A.** has gained a reputation for providing exceptional and responsive service. As a testimony to our ability to provide work that is innovative, on time, and in budget, we are proud to have repeat business with the following local institutions:

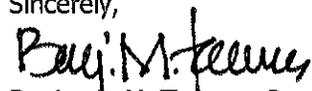
- The City of Pensacola
- The Escambia County Board of County Commissioners
- The School District of Escambia County
- The School District of Walton County
- Fort Walton Beach Medical Center
- Santa Rosa Medical Center
- Covenant Hospice, Inc.

Our interest in this project derives from our design team's enthusiasm for the game of golf. Many of our team members including Ben Townes, is not only is an avid golf player, but has used the Tiger Point facilities many times. Interior Designer Kris Kelly's son participates in the First Tee Program at Tiger Point and also uses the facilities. The club house and golf course are not only important to the neighborhood but also the community at large.

Consultants on our team include Futch Design Associates and H.M. Yonge and Associates. Futch Design Associates is a restaurant and bar planning consultant headquartered in Baton Rouge, Louisiana. Futch Design has designed numerous food service facilities encompassing a variety of building types such as education, healthcare, and hospitality including restaurants, bars, and country clubs. They have worked on numerous projects in the Pensacola area and the Florida Panhandle. H.M. Yonge and Associates is a local engineering firm with extensive experience in mechanical, electrical and plumbing engineering for both new construction and renovation. They provided engineering services for the 2006 Tiger Point Club House renovations. TOWNES + architects has worked with H.M. Yonge Associates on numerous projects and the professionals at both firms have had the pleasure of working with Futch Design on many successful projects.

If selected as your architect, we pledge to provide the highest quality design solution to meet your specific needs. We have a solid commitment to serve our clients and we take great pride in our reputation for producing successful projects that are both on time and within budget. We look forward to the prospect of working with you on this important construction project. If you need any further information, please do not hesitate to contact us. Thank you for your consideration.

Sincerely,

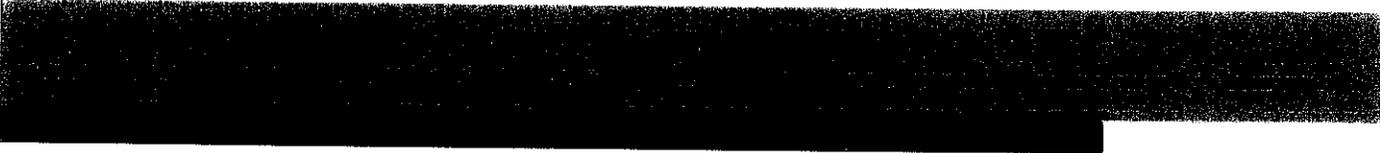


Benjamin M. Townes, President

Telephone: (850) 433-0203

Fax: (850) 433-2177

AA-26001051



## **Introduction**

TOWNES + architects, P.A.

Futch Design, Inc.

H.M. Yonge and Associates

## **Design Team**

Resumes

## **Approach, Scope, and Timeline**

## **Experience**

TOWNES + architects, P.A. Project Examples

References

## **Workload and Budget**

## **Reasons to Select Our Team**

## **Licenses, registrations, and proof of insurance**

# TOWNES + architects, P.A.

## TOWNES + architects, P.A.

*Architect of Record*

In May of 2005, Ben Townes established **TOWNES + architects**, a full service architectural firm located in Pensacola, Florida offering architecture, planning, and interior design for a variety of building types, including commercial and institutional buildings. Prior to starting TOWNES + architects, Ben Townes was responsible for the management of planning, design, and construction administration for hundreds of complex and highly technical construction projects while working at several other firms in Florida and Louisiana.

The firm's primary focus is institutional buildings – municipal buildings, hospitals, and schools. Several notable buildings include Pensacola Police Headquarters Expansion and Renovation, the Renovation and Expansion to the Pensacola Downtown Library, the Escambia County Wedgewood Community Center, and the new Training / Emergency Operations Building for Gulf Power.

During the design process, we work hard to keep the lines of communication with all the members of the project open. This is how we assure that we are on the same page and that no one's voice or opinion goes unheard. Open and immediate communication is a hallmark of a well developed project.

The types of projects that we work on are typically time sensitive. At **TOWNES + architects**, we have developed a reputation as a firm who can be counted on when the schedules are tight and the job is tough. It is necessary to work with the project managers early to identify the long lead items that could otherwise impede the work and schedule. We pride ourselves on meeting our schedules and doing what we say we are going to do.

We also understand the true value of a project to the client. We have extensive design experience and an outstanding reputation for high visual quality. Also, we recognize that the projects trusted to us must provide value to our clients and include practical solutions to issues such as budget, functionality and maintainability. We design for the greatest value possible considering a multitude of factors when selecting products and materials including durability, safety, maintenance, warranty, life-cycle costs, sustainability, and aesthetics.

We recognize that budgets must not be exceeded; however, the goals of client must be met to the greatest extent possible. We constantly track the construction cost against the needs, wants, and wishes of the user. Typically, additive alternates to the base bid are included in the bid package to give the flexibility to address the optimum amount of work for the given budget.



*Ronald McDonald House*

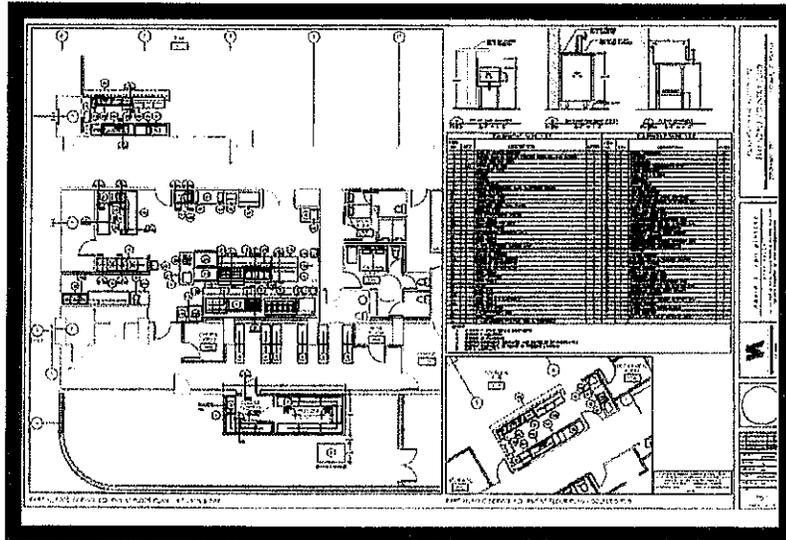
TOWNES + architects, P.A.

# Futch Design Associates

## Ellendale Country Club

Huoma, Louisiana

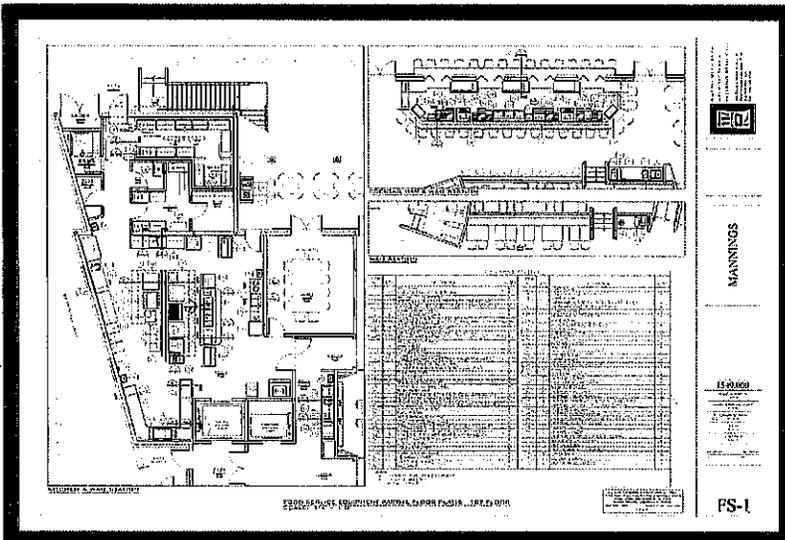
- Renovation to existing kitchen, cocktail bar, and club house bar
- Design included new and existing equipment
- Kitchen designed for 175 seat restaurant and private parties for 300 person event



## Mannings Bar and Restaurant

New Orleans Louisiana

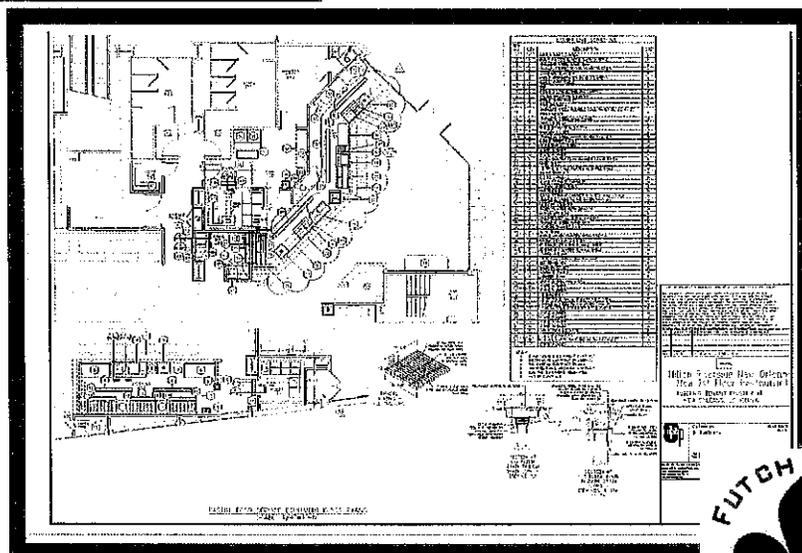
- New full service kitchen and cocktail bar
- 150 seat restaurant



## Drago's Oyster Bar

New Orleans Louisiana

- Renovation to leased space within the New Orleans Hilton
- Renovations to existing building for new oyster bar for raw and char-grilled oysters
- Renovations for cocktail bar included new equipment
- 100 seat restaurant



# Futch Design Associates

## **Futch Design Associates, Inc.**

*Food Service Consultant*

Futch Design Associates, Incorporated is an independent professional food service facility design/consulting firm formed in 1966, offering comprehensive services to hospitality, education, health care, and correctional institutions. They are not in any way associated with the manufacture or sale of food service equipment and receive remuneration exclusively for rendering professional consulting/design services. They consistently provide clients with the highest level of expertise and services available, undertaking each assignment as a unique challenge.

Futch Design Associates, Incorporated has provided their services on more than 1130 projects which cover a wide variety of types of installation locations throughout the United States with projects ranging up to \$800,000,000 in food and beverage equipment costs. While most of their projects are located in the southeastern United States, they have provided services in 20 of the continental states as well as a few international locations. Their services include needs assessments, schematic design studies/drawings, design development phase drawings, contract document drawings, cost estimating, food service equipment specifications, construction administration services, and site visits to ensure a well-coordinated design to meet project requirements.

In addition, Futch Design Associates, Incorporated has been rated among the top 50 food facility design firms in the United States for the past twenty years with the rating based upon dollar volume of equipment specified

### **PARTIAL LIST OF RELEVANT PROJECTS**

Camellia Grill, Destin, Florida  
Greystone Country Club, Denham Springs, Louisiana  
Ellendale Country Club, Houma, Louisiana  
Bayou Country Club, Thibodaux, Louisiana  
Metairie Country Club, Metairie, Louisiana  
Baton Rouge country club, Baton Rouge, Louisiana  
Mike Anderson's Seafood Restaurant, Central, Louisiana  
Manning's Sports Bar and Restaurant, New Orleans, Louisiana  
Ichiban's Restaurant, Baton Rouge, Louisiana  
Drago's Restaurant – Hilton Hotel, New Orleans, Louisiana  
Muriel's Restaurant, New Orleans, Louisiana  
K-Paul's Louisiana Kitchen, New Orleans, Louisiana  
Brennan's Restaurant, New Orleans, Louisiana  
Fish House Restaurant – Argosy Casino, Baton Rouge, Louisiana  
Deanie's Seafood Restaurant, New Orleans, Louisiana  
Red Fish Grill, New Orleans, Louisiana  
Acme Oyster House, New Orleans, Louisiana



# H.M. Yonge and Associates

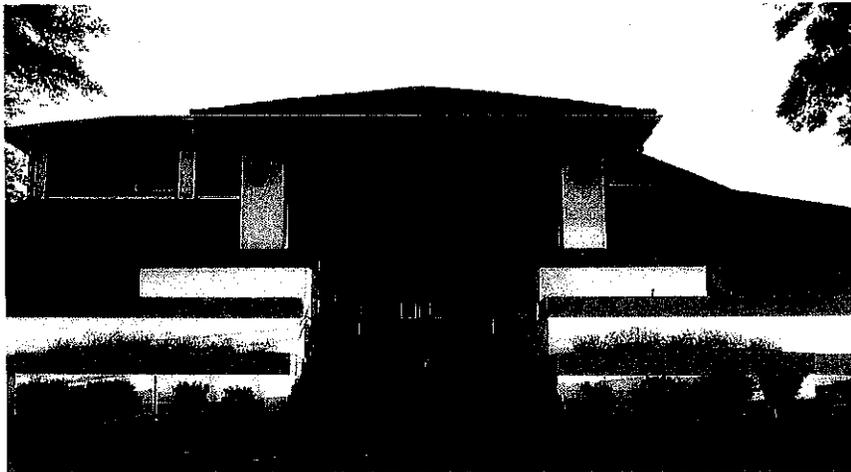
## H.M. Yonge and Associates

*Mechanical and Electrical Engineering Consultant*

Founded in 1988, H. M. Yonge and Associates, Inc., is a full service mechanical and electrical consulting firm with offices in Pensacola, Florida and Mobile, Alabama. They provide planning, design and construction management services to the public, military, institutional and private sectors having extensive experience in mechanical, electrical and plumbing engineering for both new construction and renovation.

Owner, H.M. (Matt) Yonge has over 30 years of mechanical engineering experience, in private and commercial, HVAC renovations/upgrade projects. He is capable of all phases of project responsibilities, including detailed engineering and design, feasibility studies and project management. Project experience has majored in designing new and upgrading mechanical systems for public facilities such as government buildings, universities, public school boards, and hospitals.. These projects have required extensive knowledge of current codes for ventilation requirements and humidity controls. Through past associations with Architectural firms as a project engineer, as well as operating H.M. Yonge & Associates, Inc., Consulting Engineers, Mr. Yonge has become known for his ability to analyze and generate a complete and well documented set of construction plans incorporating the latest developments in the heating, ventilation and air conditioning industry.

H.M. Yonge and Associates provided mechanical and electrical design for the Tiger Point Club House renovations in 2006 and is familiar with the building systems.



*Tiger Point Club House*

**H.M. Yonge and Associates  
Consulting Engineers, Inc.  
Mechanical, Electrical, Plumbing**



# City of Gulf Breeze

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

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

**DATE:** February 21, 2014

**RE:** Request for Qualifications - Reclaimed Elevated Tank Design

The City applied for a grant with the Northwest Florida Water Management District for the installation of a 300,000 gallon elevated reclaimed storage tank. The total cost is \$690,000 with the grant paying for 50% of the project. The City received notification on February 18<sup>th</sup> that the project had been selected to receive the grant funds.

In the next few weeks staff will be negotiating an agreement with the District for the details of the project, which we will bring to the City Council for approval. In order to get a jump start on the project, staff wants to begin the selection process for the engineering of the project. The District agrees that this is ok, as long as we do not expend funds related to the design of the project.

The need for the reclaimed elevated tank comes from operational efficiencies and providing better customer service. In order to increase the disposal capacity without acquiring more property, the City has relied on the expansion of residential reclaimed system. Individual homeowners use the water and the City does not have to invest in additional sprayfield properties. The reclaimed system has changed from a transmission system to a distribution system. Transmission systems do not have minimum pressure requirements or a need to meet peak demands. Distribution systems like the potable water system require that a minimum operating pressure be maintained and that the system provide facilities for peak flows. At this time, we maintain a "constantly on" pumping system that never rests. High pressures are adjusted by allowing a pressure relief valve to open and return water to the pond, effectively pumping water in a circle and wasting energy.

The current operating scheme creates problems for the utility. Users at the end of the system complain of low pressure and little supply. At the same time, some users near the treatment facility complain of high pressure and irrigation pipes breaking. The installation of the elevated tank will regulate pressures, provide additional supply capacity during peaks and provide ease of operation for staff and customers.

The reclaimed system hydraulic analysis performed by Fabre Engineering & Surveying concludes that the utility should "Add secondary storage/pressure into the system. An elevated tank in the middle of the system or a ground storage tank with booster pump station is the long term answer to the system's need."

The expansion of the disposal system will depend critically on the installation of an elevated tank. The City will not be able to add significant users of reclaimed water to the system without the installation of the elevated tank. Without the elevated tank, additional investment in sprayfield property or converting all of the existing sprayfields to rapid infiltration basins will be required.

The annual electric costs of \$15,000 and the annual maintenance, repair and replacement of \$13,000 would be cut in half with the installation of an elevated tank. The maintenance of the tank would cost nearly the amount of the savings, so the project would break even as far as operation and maintenance costs.

If the City wished to increase rates to cover the 50% of the cost due from the City, the reclaimed flat fee could be raised \$4.00 to a rate of \$10 per month to recover the \$345,000 cost in 10 years.

**RECOMMENDATION: City Council approve the advertisement of a request for qualifications for an engineering consultant to design the reclaimed elevated tank.**

# **City of Gulf Breeze, Florida**

1070 Shoreline Drive  
Gulf Breeze, Florida 32562-0640  
PHONE: (850) 934-5100  
FAX: (850) 934-5114

## **REQUEST FOR QUALIFICATIONS**

Date: February 24, 2011

Sealed Qualification Packages will be received at Gulf Breeze City Hall, 1070 Shoreline Drive, Gulf Breeze, Florida 32562-0640, until

**April 8, 2014**  
**2:00 p.m. Central Time**

**for**

**RFQ:**  
**Reclaimed Elevated Tank Design & Permitting**

This request packet includes "Instructions for Submitting a Qualifications Package" and the "Scope of Work" for this project.

Please submit three (3) copies of your submittal to the City of Gulf Breeze, Attention: Mr. Thomas E. Lambert, 1070 Shoreline Drive, Gulf Breeze, Florida 32562-0640. Your submittal should be received no later than April 8, 2014 at 2:00 p.m. Central Time. If you should have any questions on this request, please contact Mr. Thomas E. Lambert at (850) 934-5110.

**CITY OF GULF BREEZE, FLORIDA**

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**Vernon L. Prather**  
**Director of Public Services**

Request for Qualifications

**Reclaimed Elevated Tank Design & Permitting**

The City of Gulf Breeze, Florida, a political subdivision of the State of Florida, intends to obtain professional consulting services for **Reclaimed Elevated Tank Design & Permitting**. The City intends to select one professional consultant to provide these services. Consultants with demonstrated expertise in this field are invited to submit a technical submittal for this project. A "Request for Qualifications" package can be obtained from the City Clerk, 1070 Shoreline Drive, Gulf Breeze, Florida 32562-0640, Telephone: (850) 934-5115. The submittal shall be submitted to the attention of Mr. Vernon L. Prather no later than 2:00 p.m. Central Time, April 8, 2014

Evaluation of Submittals. In evaluating submittals, the City will consider all information that the City deems relevant for awarding the contract including, without limiting the generality of the foregoing: ability to perform, experience and past performance. With regard to any submission in response hereto, the City reserves the right to waive any errors, omissions, irregularities, and deviations from specifications if the City determines that such action is in the best interest of the City and/or public health, safety and/or welfare. Furthermore, the City may waive any requirement or provision hereof and reserves the right to modify the requirements referenced herein, to reject any and all submittals, to modify (with the approval of the bidding or proposing party) any submittal, to negotiate with any proposing party regarding any term and/or condition, including increasing or decreasing the scope of the project.

This Request for Qualifications is utilized merely as a vehicle to facilitate the evaluation of prospective professional services. This Request for Qualifications shall not in any manner grant and shall not be construed in any manner to grant any rights, benefits or expectations of any manner whatsoever to any person interested in or contemplating a submission in response hereto. The final terms and conditions of the project or contract contemplated herein may be negotiated between the City and any responsive bidder and the City shall not be required to accept any particular submittal or negotiate with any particular responsive bidder notwithstanding perceived favorable provisions of price, time of performance, experience, quality of service, etc., contained in a responsive submittal. The City reserves the right to negotiate in the best interest of the City which may include adding or deleting terms and conditions from those specified herein and/or from those bid upon by a responsive bidder or contained in a responsive bidder's submittal.

The City of Gulf Breeze seeks a Consultant to provide Engineering and/or Surveying services related to major construction projects for roadway paving. The specific services are listed in the Scope of Work section of the Request for Qualifications. The scope of this contract will be valid for a minimum of three years, with an addition of three years possible by mutual agreement, for a maximum term of six years.

The chosen firm must have minimum qualifications as listed in the qualifications packet. The qualifications packet is available free of charge at City Hall, 1070 Shoreline Drive, Gulf Breeze, FL or on the internet at [www.cityofgulfbreeze.com](http://www.cityofgulfbreeze.com). Questions may be addressed to the RFQ

Coordinator, Thomas Lambert at the above address or by telephone at 850.934.5110. ALL RFQ RESPONSES ARE DUE BY April 8, 2014 AT 2:00 PM IN GULF BREEZE CITY HALL, 1070 SHORELINE DRIVE, GULF BREEZE, FL 32561.

Advertisement Schedule: Gulf Breeze News

March 6, 2014  
March 13, 2014  
March 6, 2014

Packets available for distribution:

Cc: RFP File  
Department Heads,  
Reception/Information Desk

## CITY OF GULF BREEZE

### INSTRUCTIONS FOR SUBMITTING A QUALIFICATIONS PACKAGE

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#### General

- A. The response to this Request for Qualifications (RFP) should include all requirements outlined in these directions.
- B. Five (5) copies of each package shall be submitted, as well as one digital copy. Qualifications shall be submitted in sealed envelopes marked "**RFQ - Reclaimed Elevated Tank Design & Permitting**". The envelope should indicate the name of the submitting consultant. The City will select based upon the qualifications package submitted, there will be no presentations.
- C. The following criteria will be used for evaluating the qualifications packages: Ability of professional personnel, past experience on similar projects, current workload, office location, staffing, cost, presentation of detail on finished product, and capability to meet a time schedule. A firm should include the following in their submittal:
  1. A statement that the firm has the necessary experience and is capable of providing the service requested.
  2. A statement to demonstrate experience and capabilities in providing the scope of services requested with a summary of past projects of a similar nature completed.
  3. A summary of professional staff experience and statement of qualifications shall include the following:
    - a. Name and address of consultant's Office-in-Charge for the project.
    - b. Total number of professional personnel, permanently assigned to the Office-in Charge.
    - c. Indicate any additional personnel that will be transferred or hired on a temporary basis by the Office-in-Charge to satisfy the requirements of the project.

- d. A summary of the professional credentials and experience of the firm's key members within the local office proposed to support the project and summaries of key individuals within the firm's organization who may actively provide support.
  - e. A short descriptive summary of the firm's key members' experience in each of the areas outlined in the Scope of Services as well as the firm's relevant experience in Florida.
  - f. List any tasks that will be completed by your firm at a location other than the Office-in-Charge.
  - g. State the amount of the professional liability insurance currently in force, and what is the total dollar amount of claims currently against this insurance.
  - h. Attachments of examples of a similar finished product or graphic presentation of the proposed product which shall depict the type and quality of work to be performed.
  - i. Project schedule outlining the service performance time.
  - j. Listing of sub-consultants (if any) to be utilized.
  - k. Provide a Public Entity Crimes Statement in accordance with the provisions of F.S. Section 287.133(3)(a).
4. A list of municipal or local governments within Florida as client references for which work similar to that outlined in the Scope of Work has been performed in the previous four (4) years.
  5. Listing of any potential conflict of interest.
- D. The selected consultant will be required to procure, pay for, and maintain insurance coverages for worker's compensation, comprehensive general liability, professional liability (including errors and omissions), and comprehensive automobile and truck liability. The limits and terms of this insurance coverage must meet the approval of the City of Gulf Breeze.
- E. Consultants are to be specific in the transmittal letter. Why do you want the subject project? Why are you or your firm the most qualified to perform the requested work? Are there circumstances that the City should know about relating to your ability to perform the work required by the project? Many times a project has a special significance that can only be

known if you indicate it.

- F. Consultants proposing a joint association/venture or to subcontract for more than 10% of the total project fee requirements, must include information which clearly defines your relationship with the sub-consultant and provides clear understanding as to who will be performing the work and where it will be done.

### **Minimum Qualifications**

The firm shall, at minimum, possess a Florida Engineering Business Registration and have at least one professional civil engineer on staff. The firm shall also provide \$1 million dollars professional liability insurance for errors and omissions. The firm will have sufficient cash on hand to provide service and materials required for this project without billing in advance of work completed, and have documented design experience similar to the items listed in the Scope of Work.

### **Specific Submittal Requirements**

#### ***Business Practices***

The following information will be provided in a concise manner for easy review. The information should be provided for the firm, each of its sub-consultants and then totaled if quantitative. A matrix format is acceptable.

Minority Business (Yes/No)

Workload, an estimate of current backlog in hours

Available hours per week (exclude overhead staff)

Estimated time to complete current backlog

#### ***Staff Qualifications***

The firm shall submit the qualifications of the individuals who will fill key positions below. The key personnel shall be those who are involved with and can answer questions about the specific design aspects at any time during the course of the project. The qualifications shall be submitted in a resume format that lists education, general work experience, professional registrations and specific project experience. A single individual may be used for more than one of the key positions listed. Each resume should list which key position the individual will fill. Resumes of additional personnel may also be submitted, but must be placed after the key personnel.

*Project/Client Manager* - This individual is not required to be professionally registered, but must have specific experience in the kinds of work that must be completed and the skills to communicate effectively between disciplines. This individual will be the City's direct

contact. No substitution of this person will be allowed without approval from the City. This person must also be a full time employee of the chosen firm.

*Civil/Environmental Engineering Professional* - This individual must possess a Professional Engineers Registration in the State of Florida and a minimum of 10 years. This individual must be a full time employee of the chosen firm.

*Structural Engineering Professional* - This individual must possess a Professional Engineers Registration in the State of Florida and a minimum of 15 years. This individual may be a sub-consultant to the chosen firm.

*Geotechnical Engineering Professional* - This individual must possess a Professional Engineers Registration in the State of Florida and a minimum of 10 years in this field of geotechnical engineering. This individual may be a sub-consultant to the chosen firm.

*Surveying and Mapping Professional* - This individual must possess a Professional Surveyor and Mapper Registration in the State of Florida and a minimum of 10 years in this field. This individual may be a sub-consultant to the chosen firm.

#### ***Certifications and Specialists***

The following additional certifications or licenses are not required, but will be used in rating the qualifications of each firm. Any individual possessing these additional qualifications should be listed. Other certifications may be listed if relevant to the work listed in the RFQ. Please include the number of years the person has held the certification or license.

Construction Documents Technology (CDT) Program Overview  
Certified Construction Specifier (CCS) Program Overview  
Certified Construction Contract Administrator (CCCA) Program Overview  
Certified Public Infrastructure Inspector (CPII)  
Building Code Administrator  
Building Inspector  
Plans Examiner

#### ***Additional Personnel Experience***

Provide any additional personnel and their experience that might be an asset to the City during the completion of the projects covered by this request.

#### ***Insurance Requirements***

Provide copies of certificates that show limits of professional liability that will be afforded to the City. Policies for sub-consultants are required, unless the firm's policy states that it covers sub-consultants. Proof of worker's compensation for employees monitoring construction activities on site is also required. The firm may include proof of other insurance coverage it believes is applicable to the project.

***Quality Assurance/Quality Control***

The qualifying firm shall provide documentation of its quality assurance/control program, which details the system and checks it uses to ensure quality products.

**Terms and Conditions**

- A. The City reserves the right to reject any and all responses and to waive any irregularity, variance or informality whether technical or substantial in nature in keeping with the best interests of the City.
- B. The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.
- C. Any submittal may be withdrawn up until the date and time set above for the opening of the submittals. Any qualifications packages not so withdrawn shall constitute an irrevocable offer, for a period of 90 days, to sell to the City the services set forth in the attached specifications, or until one or more of the submittals have been approved by the City Council.
- D. If, through any cause, the firm shall fail to fulfill in a timely and proper manner the obligations agreed to, the City shall have the right to terminate its contract by specifying the date of termination in a written notice to the firm at least thirty (30) calendar days before the termination date. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed.

**Consultants Payments Compensation**

- A. This study will span a period of time and the consultant will be paid on a monthly basis for work performed each month. Payment will be made to the consultant for applicable portions of the service rendered during the previous month, upon receipt of an invoice and a progress report outlining the work performed. Full payment will be paid within 30 days of submittal of final invoice and after presentation of Final Report to City Council.

## **CITY OF GULF BREEZE**

### **Request for Qualifications: Reclaimed Elevated Tank Design & Permitting**

#### **SCOPE OF WORK**

The City of Gulf Breeze is seeking a professional consulting firm to provide engineering, surveying, contract administration, inspection services and permitting for the installation of a 300,000 gallon elevated storage tank for the reclaimed water distribution system. The scope of the work may include, but is not limited to, siting studies, hydraulic analysis, geotechnical investigations, permitting with state and local agencies, elevated tank design, distribution piping design and pumping stations that might be required to complete the project.

## ADVERTISEMENT

### **Request for Qualifications**

The City of Gulf Breeze seeks a Consultant to provide engineering and surveying services related **Reclaimed Elevated Tank Design & Permitting**. The scope of this contract will be valid for a minimum of three years, with an addition of three years possible by mutual agreement, for a maximum term of six years.

The chosen firm must have minimum qualifications as listed in the qualifications packet. The qualifications packet is available free of charge at City Hall, 1070 Shoreline Drive, Gulf Breeze, FL or on the internet at [www.cityofgulfbreeze.com](http://www.cityofgulfbreeze.com). Questions may be addressed to the RFQ Coordinator, Thomas Lambert at the above address or by telephone at 850.934.5110. ALL RFQ RESPONSES ARE DUE BY APRIL 8, 2014 at 2:00 PM IN GULF BREEZE CITY HALL, 1070 SHORELINE DRIVE, GULF BREEZE, FL, 32561.



# City of Gulf Breeze

## MEMORANDUM

**To :** Mayor and City Council  
**From :**  Edwin A Eddy, City Manager  
**Date :** February 21, 2014  
**Subject:** **Low Wattage FM Antenna – Oaks Water Tank**

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The City has an elevated potable water storage tank located on the south side of Gulf Breeze Parkway just east of Avalex near the entrance to the Oaks Subdivision. The tank is a 137 foot tall structure. When the base elevation of 13 feet is added the overall height is 150 feet above sea level. Staff has been contacted by Coast Community Church about the possibility of installing a lower wattage FM radio antenna on the tank. (The church is located just east of Oriole Beach Road.)

The church plans to broadcast religious music and information in support of its ministry. In addition, they would make radio time available to the City to enable necessary public information to be provided to the local listening public in the event of an emergency.

There is presently space available on the tank for such an FM antenna. In the past we have leased space on the tank for cellular antenna equipment. This was a benefit to the City in that the cellular firms paid for the leases. It is possible that the demand for cellular sites will increase in the future as opposed to the recent reduction of demand.

It would be in the City's interest to determine the level of demand at present for space on the tank for either cellular or FM antenna equipment with the following limits:

1. A report would have to be received from an engineer stating that the installation and maintenance of the antenna will have no detrimental impact on the tank.
2. Installation of an antenna will not interfere with transmission equipment either on the tank or nearby.

3. The installation of antenna equipment on the Oaks tank will be turnkey and not rely on existing wire guides or support brackets.
4. An agreement between the entity installing the antenna and the City would include termination language which allows the entity to amortize its investment and the City's reasonable flexibility for use of the tank for other more lucrative leases.
5. Any antenna equipment installed on the City's elevated tank must be fully licensed by the Federal Communications Commission or other appropriate regulatory agencies.

In order to determine the level of interest in installation of antenna equipment on the Oaks elevated tank, we propose to advertise a Request for Proposals. Attached is an RFP utilized by the City of Franklin, Massachusetts for a similar project.

This matter has not been reviewed by the South Santa Rosa Utility Board. Any final action would be presented to the Board.

**RECOMMENDATION:**

**THAT THE CITY COUNCIL DIRECT STAFF TO PREPARE AND ADVERTISE A REQUEST FOR PROPOSALS FROM PARTIES INTERESTED IN PLACING ANTENNA EQUIPMENT ON THE OAKS ELEVATED WATER TANK.**

**REQUEST FOR PROPOSAL (RFP)  
LEASE OF SPACE ON WATER TANK**

This Request for Proposal (RFP) is made pursuant to Massachusetts General Laws, Chapter 30B, Section 16, pertaining to lease of Real Property. The Town of Franklin is seeking formal proposals from Federally Licensed Communication Companies (FCC) to enter a non-exclusive lease of space at the Town's municipal water tank located off of Upper Union Street, Franklin, MA.

Currently, the Town has a number of long-term lease agreements in place from Firms co-locating on the tank.

**LOCATION – UPPER UNION STREET FRANKLIN, MA**

Shown on Assessor's Map Lot A-11 (B) on a certain Plan entitled "Plan of Land in Franklin, MA. (Norfolk County)" dated March 9, 1995, prepared by H & R Survey of Arlington, MA recorded in Plan Book 432, as Plan Number 488 and comprising of 8,317 square feet more or less.

The location of the water tank is more fully described in "Exhibit H" attached hereto. The lease will be for the purpose of installing wireless antennas and related apparatus at the site.

**I. CONTRACT DURATION:**

The Town of Franklin and the Contractor shall enter into an initial five (5) year contract to lease the space. The lease may be extended by the Town with options for up to three (3) additional five (5) year terms for a possible lease of twenty (20) years.

**II. GENERAL REQUIREMENTS:**

By submission of a proposal, the offeror agrees if its proposal is accepted, to enter into a lease with the Town of Franklin (the "Town") that incorporates all the terms and conditions of this RFP and sample Town Agreement.

The Lessee will be responsible to obtain any and all required permitting pursuant to federal, state, and local regulations and codes, including zoning, and all costs of construction, maintenance, and insurance of their facilities and employees or contractors during construction and throughout the duration of the lease.

The Lessee is responsible for compliance with all Department of Environmental Protection (DEP) Regulations related to the installation. Lessee shall submit all data required for DEP application and approval directly to DEP with the Town Administrator being copied on all forms.

**III. SITE INSPECTIONS:**

1. The Town makes no representations of any kind with respect to the site, adequacy to support the equipment, or the appropriateness of the site for use as a site for wireless communication equipment.
2. Any bidder who is licensed by the Federal Communications Commission (FCC) to provide wireless telecommunications service can conduct testing at the site with the submission of

documentation of insurance in an amount satisfactory to the Town of Franklin. In addition, the Town will require the bidder to provide a "Hold Harmless Agreement" and coordinate access to the site through the Public Works Office (DPW). All insurance certificates and Hold Harmless Agreement must be in place prior to arranging for site access with the DPW.

3. Each proposer will be responsible for determining the adequacy of the structure to support the proposer's equipment, ground apparatus and the suitability of the site for use as a wireless communication equipment site.
4. The Town will require the Proposer at his/her own expense(s) to retain the services of the Town's Engineer for the Water Department (Camp Dresser & McKee, CDM) who will work with the Proposer to co-ordinate with the original Tank Manufacturer Chicago Bridge and Iron (CBI) for a structural evaluation and wind load analysis of the existing tank and loads to hold additional antenna installations. *The initial submission cover letter must include acceptance of this requirement and willingness to complete payment to CDM & CBI.*

#### **IV. STIPULATIONS:**

1. **The Town will not allow welding of any kind on to the tank surfaces.** Surfaces disturbed by any connecting system shall be prepared and recoated to meet with the Town's approval. All Equipment and recoating on the tank will have to match the existing color of the tank. The aesthetic look of the tank with the equipment installed on them is important to the Town.
2. The location of all proposed equipment shall not interfere with access to or maintenance of the structure. All equipment shall be mounted in a separate, freestanding building adjacent to the tank. Pedestal interior floor space shall not be utilized.
3. Submission of a proposal shall be conclusive evidence that the proposer has examined the site and the RFP documents and is familiar with all the conditions of the proposed lease(s). Upon finding any omissions or discrepancy in the RFP documents, the proposer shall notify the Purchasing Agent in writing, so that any necessary addenda may be issued.
4. Failure of the proposer to completely investigate the site and/or to be thoroughly familiar with the RFP documents (including plans, specifications, and all addenda) shall in no way relieve him or her from any obligation with respect to the proposal.
5. The proposal must minimize the aesthetic impact of telecommunications equipment installed on the water tank and ground. The proposal must indicate a proposed installation, which would be least intrusive in terms of visual impact by means of camouflage, landscaping or other methods.

#### **V. SUBMISSION REQUIREMENTS:**

To be considered "responsive" all Proposals shall include, at a minimum, the following:

1. Cover letter, scaled drawings, plans, and other documents to clearly outline the scope of the installation and the equipment necessary for the Lessee's use of the premises. At minimum the specifications for the antennae and appurtenances including a detailed description as to all equipment and the method of installation.

2. Need to acknowledge in the cover letter acceptance that detailed drawings prepared by a Massachusetts Registered Professional Engineer and explanations of the connecting systems for equipment to be installed on the tank and ground apparatus will need to be approved by the Town **before** awarding the lease.
3. Photos showing examples of existing equipment locations on other existing water tank telecommunication installations that would be similar to the proposal, if any.
4. Include a **list** of the locations of all wireless communication facilities the proposer has installed on municipal or state owned property in the Commonwealth Massachusetts over the past three (3) years, and the name, address and telephone number of the owner of the site(s).

If the proposer has not yet installed facilities in Massachusetts, it may provide information about sites of comparable facilities, which it has installed in other states including contact name and telephone number.

5. Furnish **evidence** of Federal Communications and any State Licenses to operate. Any such cellular communications systems' transmitters' and receivers' frequencies shall not interfere with local radio, TV, public safety, public works, national defense or similar operations.
6. A complete cover letter outlining the proposal, price, and other details including a letter of transmittal signed by the individual authorized to negotiate for and contractually bind the proposer, stating that the offer is effective initially for a minimum of forty-five (45) **calendar days** from the submission of proposals, or until it is formally withdrawn, or a lease is executed, or this RFP is cancelled, whichever occurs first.

Each proposal must be submitted with a price sheet (Exhibit G) indicating the initial five (5) year annual lease payments, percentage increase/decrease for potential renewals.

***In addition, the proposal cover letter should also include acceptance to contract with Camp Dresser & McKee (CDM) for the required structural analysis of the tank to support another antenna.***

***The cost and expenses for the review and analysis despite the end results of the report and recommendations will not be reimbursable to the Proposer. The report from CDM on the proposed plan will be forwarded to the Town with a recommendation as to the tank's capacity and load structure to accept or reject the proposed installation(s).***

7. A completed and signed non-collusion statement. See exhibit A
8. A signed state tax affidavit form. See exhibit B
9. A signed Corporate Vote required at Contract execution. See exhibit C
10. A statement of intent to comply with the Town Code for Wireless Communications. Available for view on the Town's website: "www.franklin.ma.us See exhibit D - this also includes a sample of Foreign Corporation to be used with Contract execution (if applicable).
11. Completed disclosure of beneficial interest in real property transaction as required by Mass. Gen. Law, c7, 40J. (non-profit) See exhibit E

12. Proposer should review and indicate acceptance of the Town's sample agreement in the cover letter. See exhibit F
13. A completed Request for Proposal Form and submission check list. See exhibit G
14. The Proposer shall submit at minimum three (3) references from similar installations to the ones being proposed. See sample exhibit I
15. A copy of the audited financial statements for the proposer's most recent fiscal year (in separate envelope). Please mark outside envelope not for public record.
16. A Bid Bond (issued by an insurance company licensed to do business in the Comm. of Mass.) or a Certified Check made payable to the "Town of Franklin" in the amount of \$1,000 must accompany this bid.  
  
The Bid Bond/Check shall become the property of the Town if proposal after acceptance, is not carried out within 60 days of execution of Agreement.  
  
The Town's Agreement will require a \$100,000 Performance Bond within ten (10) days of contract execution.
17. A sealed envelope containing one (1) original un-bound and three (3) copies of the proposals are to be submitted by deadline of submission.
18. The Town will accept proposals until 11:00 am on Tuesday, February 12, 2008. Addressed to Norma Collins, CPO, Town of Franklin, Municipal Building, Purchasing Office, Room 206, 355 East Central Street, Franklin, MA 02038. All Proposals shall be sealed and labeled as "Property Lease – Upper Union Street Tank".

**VI. RATING EVALUATION:**

Each proposal must satisfy all of the Proposal Submission Requirements in order to be considered as "*responsive*".

A "*responsive rating*" shall be given to all proposals received prior to the deadline for submittal, having submitted all the appropriated **signed** documents, and the required information the Town has requested.

Failure of the Bidder to submit completed and signed required forms, acknowledge receipt of any addenda, or provide the required documentation may be deemed non-responsive and result in rejection of the proposal.

**VII. EVALUATION AND SELECTION CRITERIA:**

The evaluation of bid proposals will address the responsiveness of the bid proposal, the responsibility of the bidder, the design of the facility for visual aesthetics, structural capability of the tank, ground placement of equipment, access by other parties and the total price.

- ***SELECTION***

Firms will be further evaluated using the Evaluation Criteria by the measure set forth below.

A rating of Advantageous or Highly Advantageous will be assigned to responses.

Firm's submitting a set of scaled drawings of the equipment on tower and ground location, specifications on equipment/wiring etc., and a statement indicating the Firm's willingness to contract with the Town's Engineers CDM and accept the recommendation of CDM for installation on the Tower will be considered as "responsive".

Firm's having received a favorable acceptance of the planned submitted including installation, specifications, and equipment from the Town's Engineer (CDM) will be considered "advantageous".

Firm's having received a favorable acceptance of the planned submitted including installation, specifications, equipment from the Town's Engineer (CDM) and having offered the highest over all lease payment(s) over the possible twenty (20) year term will be rated "highly advantageous" and recommended to the Town Administrator for the Town Council's vote. In ascertaining the highest overall annualized rental value, the Town will consider the annual rent, including escalation clauses and/or extended term rentals.

The vote of the Town Council is final.

#### **VIII. MINIMUM LEASE REQUIREMENTS:**

All prospective Proposers shall be required to accept the following minimum lease requirements.

1. The rent for the tower will be the annual rent plus any yearly increase for inflation as stipulated in the Lease Agreement, plus any amount due because of third party leases or rentals, as stipulated in the Lease Agreement.

A **minimum bid of \$35,000** rent per year for each year of the initial five (5) year term. The extended renewal terms each at the Option of the Town should be indicated on the Lease Proposal Form using one of the following: a rent escalation percentage; or structured payment term.

2. All Proposals shall specify the rent for the first five (5) year term (initial base rent) of the lease. (Exhibit G)

Rent Payments shall be payable annually *in advance* based on the Agreement.

3. The initial term of the Lease shall be five (5) years commencing on the date of execution of a Lease, with three (3) five-year lease term renewal extension options.

The Town shall retain the *sole discretion* in the exercise of each option to extend the Lease, as required by M.G.L. Chapter 30B.

The Town shall offer a *four (4) month* advance notification as to any renewal options.

4. The successful bidder shall not assign this contract or any interest therein, without prior written consent of the Town.
5. The Lessee shall not be permitted to begin construction or installation of equipment before executing a Lease Agreement and obtaining all necessary permits and approvals as further provided in this RFP. The prospective Lessee will have to satisfy and get approval of proposed site and installations from the FCC, the Town Building Commissioner and Zoning

Board of Appeals, as well as, the Department of Public Works, and the Department of Environmental Protection.

6. The Lessee shall agree that the site leased shall be used only for the purpose of constructing, maintaining and operating wireless antennae and/or antenna arrays, and equipment facility, if needed, and all necessary appurtenances, structures, including separate power meter, radio/electronic equipment, connecting cable, coaxial cables, wires and associated appurtenances. In no instance can the Lessee use the land for any purpose not directly related to this function. Any such facility must be secured in a manner as to address any reasonable safety, noise, and aesthetic raised by the Town of Franklin.
7. The Lessee shall have installed, communication equipment of the types and frequencies that will not cause "measurable interference", as defined by the Federal Communications Commission to present or future municipal communications equipment of the Town or to the residents of Franklin. If the Lessee's equipment causes such interference, the Lessee shall eliminate such interference immediately upon notification and not resume until the problem is resolved.
8. The Lessee must **include** with the proposal a scaled drawing and description of the area that they will need for their equipment, wires, conduit, and utility services. Details of cable and conduit locations, mounting and attachments methods (bolted, welded) and structure penetrations (if applicable) must be included.
9. The Town shall have aesthetic control over the proposed development plan and shall approve all plans and specifications prior to construction. Such review and approval shall be above and beyond all required review and approval under applicable federal, state, local laws, rules and regulations.  
  
Said aesthetic control shall include, but not limited to, review and approval of all equipment and appurtenance design and specifications, and site area landscaping design and specifications. The Town shall also have control over the volume of noise emissions produced by the antennae and related equipment so as to eliminate any nuisance that may exist to the neighborhoods surrounding the sites.
10. The Lessee shall maintain insurance satisfactory to the Town covering the facility as required in the Lease Agreement and shall hold harmless and indemnify the Town for any damages from construction or use of the facility. In addition, the Tenant shall provide a **bond** or surety satisfactory to the Municipality in the amount of One-Hundred Thousand Dollars to secure Tenant's performance of its obligations.
11. The Town or agents of the Town may, at reasonable times, upon reasonable prior notice to the Lessee, enter to view the Leased Premises. In the event of an emergency or perceived emergency, the Town may enter to make repairs or to inspect without prior notice to the lessee. Annually, the Town shall conduct an inspection of the Leased Premises.
12. The proposer agrees and shall ensure that the installation of its equipment and its use will not interfere with the use of the Town's property for any purpose for which the site is being used at the commencement of the Lease.
13. The proposer shall also agree that its use of the site will not interfere with use of the site for wireless communication equipment by the Town or by other lessees and will make such

changes or modifications to its equipment as may be required by the Town to eliminate or minimize such interference; provided, however, that any lessee of the site shall be entitled to be reimbursed by a subsequent lessee for any costs incurred in relocating or modifying the equipment to eliminate interference with equipment installed by such subsequent lessee.

14. Co-location of telecommunication providers shall be required. The facility shall be designed to accommodate other providers, **if possible**. The winning bidder shall make every effort to accommodate the antenna space needs of other perspective lessees to the Town.
15. A Certificate of Insurance must be provided to the Town indicating general liability, automobile liability and worker's compensation coverage (per State). The Certificate of Insurance must name the Town as an additional insured under the liability and automobile insurance for the entire term of the Lease. The Town will require limits of two-million under the general liability and automobile insurance coverages. (See sample agreement on insurance specifics)
16. The Lessee shall assume full responsibility for all utility costs for the antennae and associated apparatus and pay all costs associated with installation, maintenance, and insurance of equipment and employees or contractors during construction and throughout the duration of the lease.
17. Following initial antenna installation, Lessee shall not access the tank without first providing notice of the date and time of the visit to the Water Operations at the Department of Public Works. The Department's activities and uses at the site shall have priority over the Lessee's access rights.
18. No signs or advertisements shall be allowed per Town Code.
19. The Lessee must provide the Town with Material Safety Data Sheets (MSDS) for all materials proposed to be used at the site.
20. The Contractor shall be responsible for removal and replacement of equipment as needed by the Owner during any future maintenance of the structure.
21. The Town will require pre and post construction inspections with documentation prior to final approval. An inspector selected by the Town will conduct these inspections.

**IX. RULE FOR AWARD OF LEASE:**

The award of this lease if any, will be made on the basis of a "responsive proposal" who's submitted Plan receives a favorable recommendation and approval by the Town's Engineer CDM with the input from CBI Structure (tank manufacturer) together with the highest overall annualized (rental) value over the possible twenty (20) year period of the lease. In ascertaining the highest overall annualized rental value, the Town will consider the annual rent, including escalation clauses and/or extended term rentals.

The Town Administrator who will make a recommendation to the Town Council for a vote.

Payments are due *annually in advance*.

The Town retains sole discretion in the exercise of each option to renew. The Town reserves the right to reject any and all proposals as determined to be in the best interests of the Town and to waive any informalities.

**X. TAXES:**

The Lessee shall be responsible for paying any and all other property taxes separately levied or assessed against the improvements constructed by the lessee on the Leased Premises.

**XI. TERMINATION:**

At the end of the Lease Period, the lessees shall remove all personal property and equipment installed at the site, including any utility connections, and shall restore the site to its pre-existing condition. Such removal shall be completed upon the expiration of the Lease period in accordance with Town Agreement. If the Town does not require removal of all personal property including utility connections installed by the lessee, it may require the lessee to transfer title of such property and connections to the Town by appropriate written documentation.

**XII. RETURN OF PROPOSALS:**

All proposals received by the Town prior to the deadline for submission of proposals will be returned upon presentation of a signed request and proof of representation to the Purchasing Department. All proposals received at the deadline for submission for consideration by the Town will remain public record of the Town and will not be returned.

**XIII. PROPOSAL MODIFICATION:**

Proposals may be corrected, modified or withdrawn if a written request is received in advance signed by the appropriate representative of the Firm.

**XIV. INSURANCE REQUIREMENTS:**

Upon notice of award and acceptance of a contract, the Contractor shall submit to the Town of Franklin a copy of the Company's Professional Liability Insurance and a Certificate of Insurance indicating General Liability, Automobile Liability naming the Town as an additional insured and Workers Compensation (per Statute).

**XV. ADDITIONAL INFORMATION/ADDENDA/AGREEMENT FORMAT:**

**Questions**

The Town will respond to any questions if received three (3) days in advance of the deadline for the proposal submittal by means of an addenda. All questions should be faxed (508 541 5253) or emailed to Purchasing [ncollins@franklin.ma.us](mailto:ncollins@franklin.ma.us). If there is a need to clarify a section in the proposal the Town will forward an Addenda to all bidders of record. It shall be the responsibility of all Firms to ensure the receipt of any addenda issued. No addenda shall be issued less than two (2) days before the Proposal submittal deadline.

All Firms are requested to acknowledge receipt of any addenda that the Town may issue in the cover letter of the Firm's proposal.

**Weather Issues**

If at any time of the scheduled proposal submittal deadline that the Municipal Building is closed due to uncontrolled events such as fire, snow ice, wind, or building evacuation, the proposal deadline will be postponed until 2:00 PM on the next normal business day. Proposals will be accepted until that time.

Agreement

*The Town has an established format (sample attached.)*

**XVI. REQUIRED FORMS:**

All proposers are required to submit all the required forms designated in the submittal requirements. Samples are listed in this section.

**EXHIBIT A (SIGNED FORM REQUIRED TO BE CONSIDERED RESPONSIVE)**

• **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

\_\_\_\_\_  
Name of person signing bid or proposal

\_\_\_\_\_  
Name of Business

**EXHIBIT B (SIGNED FORM REQUIRED TO BE CONSIDERED RESPONSIVE)**

**CERTIFICATE OF COMPLIANCE WITH STATE TAX LAWS**

Pursuant to M.G.L. Chapter 62C, Sec. 49A, and M.G.L. Ch. 151A, Section 19A, I certify under the penalty of perjury that \_\_\_\_\_ has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
\*Signature of Individual  
Or Corporate Officer

\_\_\_\_\_  
\*\*Social Security Number/  
Federal Identification Number

Corporate Name: \_\_\_\_\_  
(if applicable)

Name and Title: \_\_\_\_\_  
Of Corporate Officer  
(if applicable)

\*Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant. For all corporations, a certified copy of the vote of the Board of Directors must be provided.

\*\*Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, section 49A.



(Jurisdiction)

The undersigned further certifies that it has complied with the requirements of M.G.L. c. 30, §39L and with the requirements of M.G.L. c. 181 relative to the registration and operation of foreign corporations within the Commonwealth of Massachusetts.

Name of person signing proposal

\_\_\_\_\_  
Signature of person signing proposal

Corporate Seal

**EXHIBIT D SAMPLE STATEMENT (REQUIRED)**

A statement of intent to comply with the Town Code for Wireless Communications. Available for view on the Town's website: "[www.franklin.ma.us](http://www.franklin.ma.us)



# City of Gulf Breeze

TO: Edwin A. Eddy, City Manager  
FROM:  David J. Szymanski, Assistant City Manager  
DATE: February 21, 2014  
SUBJECT: Tiger Point Golf and Country Club Business Plan

As discussed at the December 11<sup>th</sup> workshop relative to the Tiger Point Golf Course, the golf course is in need of redesign in order to meet its full potential. At the time we purchased the golf course, we noted that nine (9) holes on the west golf course have been allowed to remain inactive since Hurricane Ivan destroyed these nine holes in 2004. To make matters worse, the previous owners excavated areas within this dormant nine (9) holes that would make any reconstruction challenging.

Mr. Joe Petrash with Borders Golf Group presented to the Council a plan to construct, expand and renovate the Tiger Point Golf Club. Among his recommendations were:

- Rebuild the West Course into a 18 hole Championship golf course
- Relocate the golf shop back to the outlying building
- Renovate the clubhouse to increase dining and event space

Upon Council request, staff advertised for persons or consulting firms to serve as architect/design professional with regard to renovation plans for the City owned Tiger Point- Pro Shop, Clubhouse, Bar, and Restaurant Facilities. That recommendation will be presented to the Council in the February 26<sup>th</sup> Agenda packet.

The second phase of the Tiger Point Golf and Country Club Business Plan is to rebuild the West Course into a 18 hole Championship golf course. Staff is starting to prepare a Request For Qualifications (RFQ) in order to solicit qualified consultants for this phase.

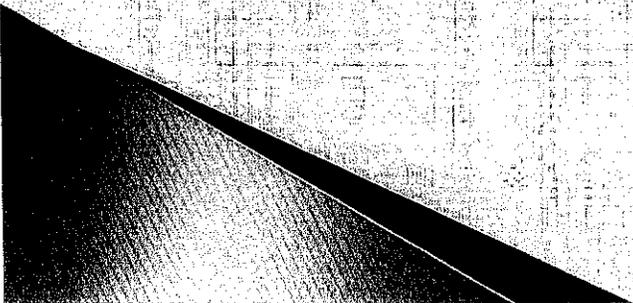
**RECOMMENDATION: That the City Council direct staff to prepare a Request For Qualifications (RFQ) for a Golf Course Designer/Architect and authorize staff to solicit proposals.**



City Council Workshop  
Golf Course Recommendations  
December 11, 2013



How do we define success?



# YTD Numbers 9/30/13

**BORDERS**  
**GOLF GROUP**  
MANAGEMENT CONSULTING RESTRUCTURING ACQUISITION

## Operations

Revenues \$1,294,336

Expenses \$1,561,033

Net Income \$ 266,697

## Capital Repairs and Renovation

Through Sept \$526,336

Approved \$128,000

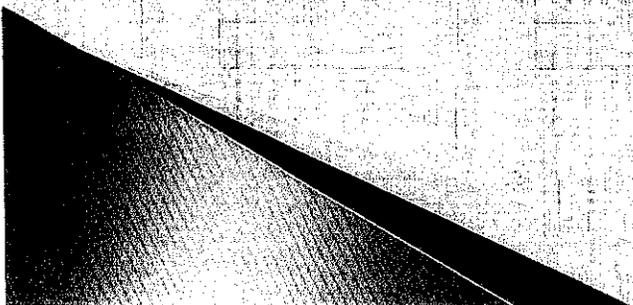
Total \$654,336

- ▶ **Borders Golf Group is an unbiased third party that has been engaged to evaluate and recommend the optimal strategy for Tiger Point Golf Club**
- ▶ **We have no incentive to recommend one option over another**

# Definition

**Par 3 course – A course with all par 3 holes generally used by beginners and casual players – Time and very cost sensitive – Less Expensive**

**Executive Course – Mixture of par 3 and par 4 holes, time sensitive, strength and age**



# Golf Course

- ▶ **Championship Course -**  
**Comprised of a mixture of**  
**par 3, 4 and 5 holes**  
**generally par 70-72.**
- ▶ **Attracts a larger segment of**  
**the market place than other**  
**types of facilities**
- ▶ **You can always shorten a**  
**long course, but cannot**  
**lengthen a short course**

# Recommendations

- ▶ Rebuild the West Course into a 18 hole Championship golf course
- ▶ Relocate the golf shop to the outlying building
- ▶ Renovate the clubhouse to increase dining and event space

# Golf Course

- ▶ This makes the most economical sense
- ▶ The cost to build any other hybrid of a golf course will generate less revenue but does not cost significantly less to build

# Golf Course

## ▶ Construction Costs

Championship \$3,200,000

Executive – Approximately 6%  
less than a Championship

Par 3 – Approximately 12%  
less than Championship

Why are these differences so  
small

# Golf Shop

- ▶ Moving the golf shop allows for
  - A better guest Experience
  - Better visibility for guest
  - Staff can see the practice area
  - Staff can see the first tee
  - Increase revenue in retail merchandise
  - Opens up space for food and beverage in the main clubhouse

# Clubhouse

- ▶ **Generate additional revenue based on the increased space**
  - You will double the size of events that can be handled (From 125 to 250 people)
- ▶ **Creating a more comfortable dining environment**
- ▶ **This will allow for a separate dining and drinking establishment**

# Clubhouse

- ▶ Increased Customer Experience
  - The arrival
  - Traffic flow – Knowing where to go
  - Customer service – Able to service
  - Better dining experience – not cramped and noisy
  - Welcoming for regulars

# Rebranding / Image

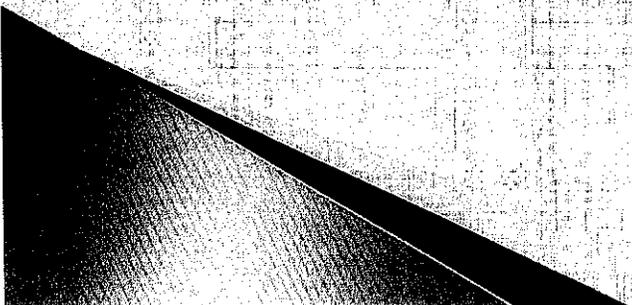
- ▶ At conclusion of these renovations we recognize there will be a need to rebrand to possibly include
  - ▶ Golf course designation
  - ▶ Logo
  - ▶ Restaurant Name
  
- ▶ Illustrates significant change and delivery on the promises made when the golf course was purchased

# Rebranding / Image

## ▶ Brand and image changes

- New kid on the block. This will attract new players
- Destination of choice – Great product and services
- Increase ability to attract larger and more lucrative events
- Options – Value and challenge create a broader base of players

**And What Does All This Cost?**



# Financial Metrics

▶ **Capital Costs** **\$2,800,000**

▶ **Improvements** **\$ 654,000**  
(All one time capital costs)

▶ **West Course** **\$3,200,000**

▶ **Clubhouse** **\$ 400,000**

▶ **Total Capital** **\$7,054,000**

▶ **Debt Service**  
**\$368,393 Annually**

- 30 Years
- 3.25%

**And how will we pay for this?**

# Financial Metrics

- ▶ Based on Proforma the operation can fully support the debt service beginning in 2017
  
- ▶ Projected Net Operating Income
- ▶ 2015      \$270,998
- ▶ 2016      \$320,643
- ▶ 2017      \$373,196
- ▶ 2018      \$428,795
- ▶ 2019      \$471,058
- ▶ 2020      \$515,424
- ▶ Total 6 years      \$2,380,113

# Financial Metrics

- ▶ This does not include any contribution by The South Santa Rosa Utility Services. They should pay a portion of the debt service as that was the original reason to buy the property.

# Success Indicators

- ▶ Golf Rounds are up 24.5% from prior year and trending an average of 750+ per month.
- ▶ Daily volume in the restaurant continues to increase – This is always slower than anyone would like
- ▶ A complete professional team is now in place with revenue generation as a primary focus

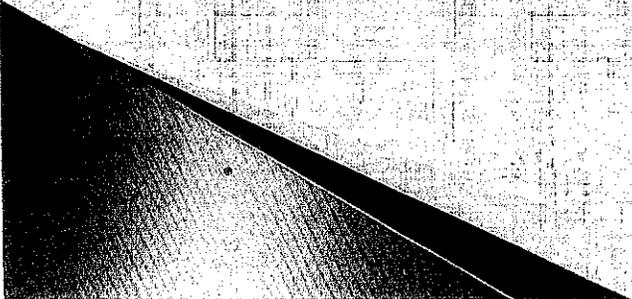
# Maintenance Equipment

- ▶ Current equipment fleet is failing and requires around \$7-10K per month to maintain.

It is more cost effective to purchase a new equipment package than continue to throw money at this old equipment.

- ▶ The current Proforma includes new equipment capital lease payments of \$175,000 per year for 4 years.

# Maintenance Equipment

- ▶ We currently have a zero percent financing proposal which will not be offered after December 31, 2013
  - ▶ Any new equipment purchased after January 1, 2014 will be under new government guidelines resulting in approximately 20% additional cost, with no functional benefit
- 

# Closing

These are conservative  
projections

We estimated low on  
revenues

We estimated high on  
expenses

This will allow you to provide a  
great asset to the residents of  
Gulf Breeze, and still  
**MAKE MONEY**  
on this project

**Questions and Answer Period**

**Thank you for your time**

