

# GULF BREEZE CITY COUNCIL REGULAR MEETING AGENDA

JUNE 16, 2014  
MONDAY, 6:30 P.M.  
COUNCIL CHAMBERS

1. ROLL CALL
2. INVOCATION AND PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES FROM JUNE 2, 2014, REGULAR MEETING
4. **RESOLUTION NO. 11-14:** AUTHORIZING THE MAYOR TO ENTER INTO A HIGHWAY MAINTENANCE MEMORANDUM OF AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION.

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

A. Discussion and Action Regarding Development Review Board Recommendation:

Gulf Investments and Sales LLC  
3218 Quiet Water Lane  
Gulf Breeze, FL 32563

Request to install a new vinyl sheet pile seawall at 314 North Sunset Blvd.

B. Discussion and Action Regarding Kubota Trade-In.

C. Discussion and Action Regarding Sensus AMI Agreement

**\*These are items considered routine in nature and will be considered by one motion. If any citizen wishes to voice an opinion on one of the items, you should advise the Council immediately.**

6. **Action Items:**

A. Discussion and Action Regarding Storm Water Task Force Short Term and Immediate Action

B. Discussion and Action Regarding Special Event Application from Gulf Coast Group

- C. Discussion and Action Regarding Verizon Cell Lease Amendment
  - D. Discussion and Action Regarding Utility Waiver for South Santa Rosa Utility Customers
7. **New Items:**
- A. Discussion and Action Regarding Grant Agreement with Northwest Florida Water Management District for the Reclaimed Elevated Tank
8. Open Forum:
9. Adjournment:

**If any person decides to appeal any decisions made with respect to any matter considered at this meeting or public hearing, such person may need to 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.**

MINUTES OF THE REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA

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The 1,249<sup>th</sup> Regular Meeting of the Gulf Breeze City Council, Gulf Breeze, Florida, was held at the Gulf Breeze City Hall on Monday, June 2, 2014, at 6:30 p.m.

Upon call of the roll the following Councilmembers were present: Councilwoman Cherry Fitch, Councilman David G. Landfair, Councilman Joseph Henderson, Mayor Pro Tem J. B. Schluter, and Mayor Beverly H. Zimmern.

**APPROVAL OF MINUTES:**

Councilwoman Fitch moved for approval of the minutes for the Regular Meeting held on May 19, 2014. Mayor Pro Tem Schluter seconded. The vote for approval was unanimous.

Councilman Henderson moved for approval of the minutes for the CRA Meeting held on May 19, 2014. Councilman Landfair seconded. The vote for approval was unanimous.

**RESOLUTION NO 10-14:** REQUESTING GOVERNOR RICK SCOTT TO REDUCE CITY RESPONSIBILITY FOR LOCAL MATCH FOR FLOODING COSTS.

Councilwoman Fitch made a motion to approve Resolution No. 10-14. Mayor Pro Tem Schluter seconded. The vote for approval was unanimous.

**CONSENT AGENDA ITEMS:**

**That the City Council approve the following Consent Agenda Items: A through G:**

**A. SUBJECT: DISCUSSION AND ACTION REGARDING POLICE DEPARTMENT CAMERA SYSTEM.**

Reference: Chief of Police memo dated May 19, 2014

**RECOMMENDATION:**

THAT THE CITY MANAGER APPROVE THE REPLACEMENT OF THE POLICE DEPARTMENT WATER TOWER CAMERAS.

**B. SUBJECT: DISCUSSION AND ACTION REGARDING ANNUAL REQUEST FOR FUNDS BY GULF BREEZE AREA CHAMBER OF COMMERCE.**

Reference: Assistant City Manager memo dated May 22, 2014

MINUTES OF THE REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA

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**RECOMMENDATION:**

THAT THE CITY COUNCIL APPROVE PAYMENT IN THE AMOUNT OF \$7,000 TO THE GULF BREEZE AREA CHAMBER OF COMMERCE.

**C. SUBJECT: DISCUSSION AND ACTION REGARDING STEERING COMMITTEE MEMBERSHIP – MOST LIVABLE CITIES PLAN.**

Reference: City Manager memo dated May 23, 2014

**RECOMMENDATION:**

THAT BOB HARRIMAN AND JOSIE COTTI BE REPLACED ON THE STEERING COMMITTEE BY SCOTT RAYNES AND KRISTIN LOERA.

**D. SUBJECT: DISCUSSION AND ACTION REGARDING EMERGENCY PURCHASES – FIRE DEPARTMENT.**

Reference: City Manager memo dated May 23, 2014

**RECOMMENDATION:**

THAT THE CITY COUNCIL APPROVE EMERGENCY PURCHASES FOR THE FIRE DEPARTMENT IN THE TOTAL AMOUNT OF \$16,646.74.

**E. SUBJECT: DISCUSSION AND ACTION REGARDING APPLICATION FOR STATUS AS SUBGRANTEE TO STATE OF FLORIDA FEMA AID.**

Reference: Director of Finance memo dated May 19, 2014

**RECOMMENDATION:**

THAT THE CITY COUNCIL AUTHORIZE THE MAYOR AND/OR CITY MANAGER TO EXECUTE THE SUBGRANTEE AGREEMENTS FOR DR-4177, AND AUTHORIZE THE DIRECTORS OF FINANCE AND COMMUNITY SERVICES TO BE THE CITY'S PRIMARY CONTACTS AND REPRESENTATIVES FOR PURPOSES OF RECOVERY PROJECTS UNDER FEMA.

**F. SUBJECT: DISCUSSION AND ACTION REGARDING SECOND EXTENSION OF DECLARATION OF EMERGENCY.**

Reference: City Manager memo dated May 23, 2014

MINUTES OF THE REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA

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**RECOMMENDATION:**

THAT THE CITY COUNCIL AT ITS JUNE 2 2014, REGULAR MEETING MAKE RETROACTIVE TO MAY 28, 2014, AN EXTENSION OF THE DECLARATION OF EMERGENCY FOR AN ADDITIONAL FOURTEEN DAYS.

**G. SUBJECT: DISCUSSION AND ACTION REGARDING PURCHASE OF 12 HP PUMP FOR GILMORE STORM WATER STATION.**

Reference: Director of Public Services memo dated May 28, 2014

**RECOMMENDATION:**

THAT THE CITY COUNCIL AUTHORIZE THE PURCHASE OF ONE (1) MYERS 15 HP PUMP MODEL 4VH150M4-23 FOR \$8,408.00 AS LISTED IN QUOTE #3529 FROM GULF COAST PUMP AND EQUIPMENT.

Councilman Landfair moved for approval of Consent Agenda Items A through G. Councilman Henderson seconded. The vote for approval was unanimous.

**ACTION AGENDA ITEMS:**

**A. SUBJECT: DISCUSSION AND ACTION REGARDING FLORIDA LEAGUE OF CITIES ANNUAL CONFERENCE.**

Reference: City Manager memo dated May 23, 2014

**RECOMMENDATION:**

THAT THE CITY COUNCIL DECIDE ON ATTENDANCE AT THE FLORIDA LEAGUE OF CITIES ANNUAL CONFERENCE IN HOLLYWOOD, FLORIDA, AND DESIGNATION OF A VOTING DELEGATE.

Mayor Zimmern said that she would attend the conference on behalf of the City. Councilman Henderson made a motion to approve Mayor Zimmern's attendance at the Florida League of Cities Annual Conference. Mayor Pro Tem Schluter seconded. The vote for approval was unanimous.

**B. SUBJECT: DISCUSSION AND ACTION REGARDING ACTIVATION OF STANDBY CONTRACT FOR FEMA ADMINISTRATION ASSISTANCE.**

Reference: Director of Finance memo dated May 28, 2014

MINUTES OF THE REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA

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**RECOMMENDATION:**

THAT THE CITY COUNCIL AUTHORIZE THE CITY MANAGER TO ENGAGE ADJUSTERS INTERNATIONAL UNDER THE TERMS AND CONDITIONS OF THE APRIL 2012 CONTRACT FOR A PERIOD NOT TO EXCEED 60 DAYS, UNLESS EXTENDED BY CITY COUNCIL.

Mayor Pro Tem Schluter moved for approval of Staff's recommendations. Councilman Landfair seconded. The vote for approval was unanimous.

**C. SUBJECT: DISCUSSION AND ACTION REGARDING WAIVER OF UTILITY CHARGES FOR RESIDENTS DISPLACED BY FLOODING**

Reference: Assistant City Manager memo dated May 30, 2014

**RECOMMENDATION:**

THAT THE CITY COUNCIL APPROVE WAIVING ALL UTILITY FEES, INCLUDING WATER AND SEWER BASE RATES AND CONSUMPTION FEES, GARBAGE, STORMWATER, AND NATURAL GAS BASE RATES AND CONSUMPTION FEES, FOR A PERIOD NOT TO EXCEED SIX MONTHS BEGINNING AS OF APRIL 30, 2014, FOR ONLY THOSE RESIDENCES NOT CURRENTLY OCCUPIED DUE TO FLOOD DAMAGE. STAFF IS DIRECTED TO MAKE BEST EFFORTS TO NOTIFY ALL ELIGIBLE PARTIES OF THIS WAIVER.

Mayor Pro Tem Schluter moved for approval of Staff's recommendations. Councilman Henderson seconded. The vote for approval was 3-2 with Mayor Zimmern and Councilman Landfair abstaining due to a conflict of interest.

**D. SUBJECT: DISCUSSION AND ACTION REGARDING PUBLIC USE OF GULF BREEZE HIGH SCHOOL TENNIS COURTS**

Reference: Director of Parks & Recreation memo dated May 30, 2014

**RECOMMENDATION:**

THAT COUNCIL EXTEND OUR APPRECIATION TO THE SUPERINTENDENT OF SCHOOLS, THE SCHOOL BOARD OF SANTA ROSA COUNTY, AND THE ADMINISTRATION OF GBHS AND DIRECT STAFF TO PROCEED WITH THE FORMAL AGREEMENT ENABLING THE PUBLIC USE OF THE GULF BREEZE HIGH SCHOOL TENNIS COURTS, UNTIL REPAIRS OF THE TEN SHORELINE COURTS CAN BE COMPLETED.

Mayor Pro Tem Schluter moved for approval of Staff's recommendations. Councilman Henderson seconded. The vote for approval was unanimous.

MINUTES OF THE REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA

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**NEW ITEMS:** None

**OPEN FORUM:** None

**ADJOURNMENT:** Mayor Zimmern adjourned the meeting at 6:37 p.m.

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Stephanie D. Lucas, City Clerk

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Beverly H. Zimmern, Mayor



**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, BEVERLY H ZIMMERN, hereby disclose that on JUNE 2, 20 14 :

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The City Council voted to waive all utility fees for residences not currently occupied due to flood damage. My home would qualify for the waiver of utility fees.

June 11, 2014  
Date Filed

Beverly H. Zimmer  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME LANDFAIR, DAVID G	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE CITY COUNCIL
MAILING ADDRESS 701 BAYCLIFFS ROAD	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY GULF BREEZE	COUNTY SANTA ROSA
DATE ON WHICH VOTE OCCURRED JUNE 2, 2014	NAME OF POLITICAL SUBDIVISION: CITY OF GULF BREEZE
	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

\* \* \* \* \*

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

\* \* \* \* \*

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

**APPOINTED OFFICERS (continued)**

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

I, DAVID G. LANDFAIR, hereby disclose that on JUNE 2, 20 14 :

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, \_\_\_\_\_;
- inured to the special gain or loss of my relative, \_\_\_\_\_;
- inured to the special gain or loss of \_\_\_\_\_, by whom I am retained; or
- inured to the special gain or loss of \_\_\_\_\_, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The City Council voted to waive all utility fees for residences not currently occupied due to flood damage. My home would qualify for the waiver of utility fees.

6/11/2014  
Date Filed

  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Councilmembers Present: Joseph Henderson, Cherry Fitch, David G. Landfair and Mayor Beverly Zimmern. Mayor Pro-Tem J.B. Schluter was not in attendance.

**ACTION AGENDA ITEMS:**

- A. SUBJECT: DISCUSSION AND ACTION REGARDING DEVELOPMENT REVIEW BOARD RECOMMENDATION: GULF INVESTMENTS AND SALES, LLC, REQUEST TO INSTALL A NEW VINYL SHEET PILE SEAWALL FRONTED WITH RIP RAP AT 314 NORTH SUNSET BOULEVARD.**

Reference: June 3, 2014 Development Review Board Minutes

**RECOMMENDATION:**

THAT THE CITY COUNCIL APPROVE THE DEVELOPMENT REVIEW BOARD RECOMMENDATION.

Councilman Landfair made a motion to place staff's recommendation on the June 16, 2014, Regular Council meeting agenda. The motion was seconded by Councilwoman Fitch. The vote for approval was unanimous.

- B. SUBJECT: DISCUSSION AND ACTION REGARDING STORM WATER TASK FORCE SHORT TERM AND IMMEDIATE ACTION LIST.**

Reference: Assistant City Manager memo dated June 6, 2014

**RECOMMENDATION:**

THAT THE CITY COUNCIL REVIEW THE RECOMMENDATIONS MADE BY THE STORM WATER TASK FORCE FOR THE SHORT TERM AND IMMEDIATE CORRECTIVE STEPS FOR THE STORM WATER SYSTEM. THAT THE CITY COUNCIL DIRECT STAFF TO PROVIDE COMMENT, ENGAGE ENGINEERING EXPERTISE, DEVELOP COST ESTIMATES, AND ESTABLISH TIMELINES BASED ON THE TASK FORCE'S RECOMMENDATIONS.

Chairman for the Storm Water Task Force, Ed Gray, spoke on behalf of the Committee.

Councilman Henderson made a motion to place staff's recommendation on the June 16, 2014, Regular Council meeting agenda. The motion was seconded by Councilwoman Fitch. The vote for approval was unanimous.

- C. SUBJECT: DISCUSSION AND ACTION REGARDING SPECIAL EVENT APPLICATION FROM GULF COAST EVENT GROUP.**

Reference: Deputy Chief of Police memo dated May 28, 2014

**RECOMMENDATION:**

THAT THE CITY COUNCIL APPROVES THE APPLICATION.

Adam Guess with Gulf Coast Event Group spoke and answered questions regarding the event.

The City Attorney stated that he had some concerns about the event being for-profit. He will research whether we have any public-private issues involved with the event.

Councilman Landfair made a motion to place staff's recommendation on the June 16, 2014, Regular Council meeting agenda. The motion was seconded by Councilwoman Fitch. The vote for approval was unanimous.

**D. SUBJECT: DISCUSSION AND ACTION REGARDING KUBOTA TRADE-IN.**

Reference: Director of Parks and Recreation memo dated June 6, 2014

**RECOMMENDATION:**

THAT THE CITY COUNCIL APPROVE THE FOLLOWING:

1. TRANSFER OF ONE (1) KUBOTA RTV400 FROM THE PARKS & RECREATION DEPARTMENT TO THE PUBLIC SERVICES DEPARTMENT.
2. THE TRANSFER OF \$7,000 FOR THE TRADE IN VALUE OF THE KUBOTA RTV400 TO PARKS & RECREATION DEPARTMENT FROM THE PUBLIC SERVICES DEPARTMENT.
3. APPROVE THE ADDITIONAL \$6,345.76 NECESSARY FOR THE PURCHASE OF ONE (1) KUBOTA RTV400 CI FOR THE PARKS & RECREATION DEPARTMENT.

Councilwoman Fitch made a motion to place staff's recommendation the June 16, 2014, Regular Council meeting agenda. The motion was seconded by Councilman Henderson. The vote for approval was unanimous.

**E. SUBJECT: DISCUSSION AND ACTION REGARDING SENSUS AMI AGREEMENT.**

Reference: Assistant Director of Public Services memo dated June 6, 2014

**RECOMMENDATION:**

THAT THE CITY COUNCIL APPROVE THE ATTACHED AGREEMENT WITH SENSUS FOR AUTOMATED METERING INFRASTRUCTURE PROJECT PENDING THE CITY ATTORNEY'S COMMENTS AND REVISIONS.

Councilwoman Fitch made a motion to place staff's recommendation on the June 16, 2014, Regular Council meeting agenda. The motion was seconded by Councilman Landfair. The vote for approval was unanimous.

**F. SUBJECT: DISCUSSION AND ACTION REGARDING VERIZON CELL LEASE AGREEMENT.**

Reference: Assistant Director of Public Services memo dated June 6, 2014

**RECOMMENDATION:**

THAT THE CITY COUNCIL APPROVE THE ATTACHED AMENDMENT WITH VERIZON FOR THE CELL TOWER COMMUNICATIONS LEASE PENDING THE CITY ATTORNEY'S COMMENTS AND REVISIONS.

Councilman Landfair made a motion to place staff's recommendation on the June 16, 2014, Regular Council meeting agenda. The motion was seconded by Councilman Henderson. The vote for approval was unanimous.

**G. SUBJECT: DISCUSSION AND ACTION REGARDING RESOLUTION 11-14 CITY OF GULF BREEZE AND FLORIDA DEPARTMENT OF TRANSPORTATION – MAINTENANCE OF U.S. HIGHWAY 98 CONTRACT RENEWAL.**

Reference: City Clerk memo dated June 9, 2014

**RECOMMENDATION:**

THAT THE CITY COUNCIL ADOPT RESOLUTION 11-14 APPROVING THE MEMORANDUM OF AGREEMENT FOR THE PERIOD OCTOBER 1, 2014, THROUGH SEPTEMBER 30, 2016, FOR THE MAINTENANCE OF U.S. HIGHWAY 98 AND AUTHORIZING THE MAYOR TO ENTER INTO A MAINTENANCE AGREEMENT BETWEEN THE CITY OF GULF BREEZE AND THE FLORIDA DEPARTMENT OF TRANSPORTATION.

Councilman Henderson made a motion to place staff's recommendation on the June 16, 2014, Regular Council meeting agenda and requested Staff to verify the acreage stated in the Agreement. The motion was seconded by Councilwoman Fitch. The vote for approval was unanimous.

**H. SUBJECT: DISCUSSION AND ACTION REGARDING CITY OF GULF BREEZE MASTER PLANNING INVOICE.**

Reference: Assistant City Manager memo dated June 4, 2014

**RECOMMENDATION:**

THAT THE CITY COUNCIL MEET AS THE BOARD OF DIRECTORS OF THE COMMUNITY REDEVELOPMENT AGENCY ON MONDAY, JUNE 16, 2015, AND APPROVE PAYMENT OF INVOICE NO. 181717 FOR \$11,266.90 TO VHB.

Councilwoman Fitch made a motion to place staff's recommendation on the June 16, 2014, Community Redevelopment Agency agenda. The motion was seconded by Councilman Landfair. The vote for approval was unanimous.

**I. INFORMATION ITEMS:**

1. Mr. Eddy advised that the City staff has had several inquiries from City utility customers that reside outside of the City limits who have been displaced from their homes follows the April Flood event. These utility customers would like to be eligible for the utility waiver extended to those utility customers living inside the City limits. Staff recommends extending the utility waiver to City utility customers that reside outside the City limits. Councilman Henderson requested that we verify their eligibility. Councilwoman Fitch made a motion to place staff's recommendations on the June 16, 2014. The motion was seconded by Councilman Landfair. The vote for approval was unanimous.

**J. PUBLIC FORUM: None****Council Comments:**

*Councilwoman Fitch* stated that she was impressed with the work being done by the Storm Water Task Force.

**ADJOURNMENT:** Mayor Zimmern adjourned the meeting at 6:59 P.M.

**I. INFORMATION ITEMS:**

1. Mr. Eddy advised that the City staff has had several inquiries from City utility customers that reside outside of the City limits who have been displaced from their homes follows the April Flood event. These utility customers would like to be eligible for the utility waiver extended to those utility customers living inside the City limits. Staff recommends extending the utility waiver to City utility customers that reside outside the City limits. Councilman Henderson requested that we verify their eligibility. Councilwoman Fitch made a motion to place staff's recommendations on the June 16, 2014. The motion was seconded by Councilman Landfair. The vote for approval was unanimous.

**J. PUBLIC FORUM: None****Council Comments:**

*Councilwoman Fitch* stated that she was impressed with the work being done by the Storm Water Task Force.

**ADJOURNMENT:** Mayor Zimmern adjourned the meeting at 6:59 P.M.

**RESOLUTION NO. 11-14**

**A RESOLUTION TO THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA AUTHORIZING THE MAYOR TO ENTER INTO A HIGHWAY MAINTENANCE MEMORANDUM OF AGREEMENT WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION.**

*WHEREAS*, many roadside areas and median strips abutting Department of Transportation rights-of-way areas must be maintained and attractively landscaped; and,

*WHEREAS*, the Mayor and City Council desire that the City of Gulf Breeze beautify and improve various rights-of-way areas within the City of Gulf Breeze by landscaping; and,

*WHEREAS*, the Mayor and City Council of the City of Gulf Breeze wish to authorize the Mayor to enter into a Maintenance Memorandum of Agreement between the City of Gulf Breeze and the Florida Department of Transportation.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA IN REGULAR SESSION AS FOLLOWS:**

**SECTION 1:** The City Council of the City of Gulf Breeze hereby authorize the Mayor to enter into a Maintenance Memorandum of Agreement between the City of Gulf Breeze and the State of Florida Department of Transportation.

**SECTION 2:** The City Clerk of the City of Gulf Breeze is hereby directed to send copies of this Resolution to the Department of Transportation and all other persons as directed.

**PASSED AND ADOPTED BY THE CITY OF COUNCIL OF THE CITY OF GULF BREEZE, SANTA ROSA COUNTY, FLORIDA on this 16<sup>th</sup> day of June 2014.**

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Beverly H. Zimmern, Mayor

ATTEST:

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Leslie A. Guyer, City Clerk



# *City of Gulf Breeze*

TO: Edwin A. Eddy, City Manager  
FROM:  David J. Szymanski, Assistant City Manager  
DATE: June 6, 2014  
SUBJECT: Storm Water Task Force Short Term and Immediate Action List

On May 19, 2014, the City Council approved the formation of a Storm Water Task Force to study storm water drainage in the City of Gulf Breeze. The mission of the Task Force is to identify capital improvements, maintenance practices, and preventive techniques to make the City less vulnerable to flooding.

The Task Force has been presented with information regarding the current storm water infrastructure, age of system, size of pipes and number of pumps, maintenance practices, and future drainage projects. The Task force has been asked to make recommendations on improvements to the City's storm water drainage system in the areas most affected by the April Flood event.

The Task Force has met three times and is mindful of the tropical hurricane season upon the City. The Task Force is ready to make some recommendations on some short term and immediate action items for the City Council to consider. The Task Force feels that the recommendations can provide intermediate solutions to immediate problem areas. Attached please find the recommendations of the Task Force submitted by chairman, Ed Gray, III.

**RECOMMENDATIONS:** That the City Council review the recommendations made by the Storm Water Task Force for the short term and immediate corrective steps for the storm water system. That the City Council direct staff to provide comment, engage engineering expertise, develop cost estimates, and establish timelines based on the Task Force's recommendations.

**June 5, 2014**

**Storm Water Drainage Task Force – Short Term and Immediate Action Steps for the City Council’s Consideration Pending Long Term Plan Development**

**Members of the City Council;**

At its June 3 meeting, the third of the meetings held to date, your task force discussed and adopted the following immediate action steps that it recommends you implement. In no way does this list of improvements to the city’s storm water system indicate our committee has completed its work. We indeed have much more deliberations and ultimately recommendations to be considered. However, due to the tropical storm season upon us and the already saturated conditions of the city’s infrastructure, we feel any short term improvements that can be done without extensive permitting, yet addresses immediate problem areas, should be undertaken as emergency work orders. These recommendations are listed in no particular priority and are divided into 3 geographical areas as used by the task force for sub-committee purposes.

**East Area**

- A. Plantation Hill – contingent upon the Plantation Hill Homeowners approval of improvements to the privately owned existing storm water holding ponds
  1. Develop plans to enlarge the existing central holding pond in available area adjoining the existing pond. Capacity gain may be 1/3 or greater from the existing area.
  2. Install a direct connect of the lower pond (bordering James River Rd.) to the hospital retention pond. This will entail obtaining easements and approvals from Baptist Healthcare.
    - Note – The culvert channeling overflow from the main holding pond that flows via culverts and underground pipe to the James River pond is sized too small to overcome a 200 year event. Assessment should begin to determine the feasibility of enlarging this pipe from its current 14” to a larger diameter. We suspect this project will be long term and expensive, but the initial assessment should be done. Emphasis in the short term should concentrate on enlarging the main pond, with overflow pipe upgrades considered later.
- B. McClure/Shirley area
  1. Following enlarging the Plantation Hill pond system, connect a discharge from the existing storm water collection system into the Plantation Hill system. The current system without a discharge pipe will serve this area well IF the existing groundwater filtering pipe is discharged continually. The discharge planning may have to include the installation of a lift station, but existing groundwater filtering pipe already in the ground can be effectively utilized.
  2. Contingency – in the unlikely circumstance Plantation homeowners elect to maintain the status quo of the current facilities and refuse access to the private facilities for the McClure/Shirley area, an alternative engineering plan to discharge the McClure system should be prepared. An alternative for review is to pump southward into the discharge systems that serve Highway 98.

### C. Baycliffs

1. Obtain an easement to immediately discharge the existing Baycliff collection system to the storm pipe running parallel to the subdivision. Ground water elevations will improve and storm event capacity increased.
2. Begin an immediate plan to swale/berm/ditch the property bordering Baycliffs and the Live Oaks reservation to prevent sheet runoff of water from the Live Oaks reservation now flooding Baycliffs. Videos of the runoff from the Live Oaks area have verified the severity of this problem.
3. With the discharge of groundwater collected in the existing Baycliff underground system going to the outfall line coming from the hospital, AND a berm/swale structure being constructed to impede the runoff from the Naval Live Oaks, the Baycliff area will see appreciable improvement in the event of another major downpour.
4. Modify the invert and overflow of the hospital pond. By maintaining the pond level more efficiently, capacity is better utilized. Permission from the hospital will need to be obtained.

### Central Area

#### A. Dracena / Silverthorn

1. Improve upon the existing contract for the storm water contract now underway by engineering additional catch basins for the right of way. The already designed system poised for construction must have homeowner cooperation for easement to the pumping station on Russ Drive.
2. Utilize the existing easement bordering the school property to install added collection of groundwater for discharge into the Russ station. Meetings with school district representatives have already begun and cooperation has been positive.
3. Verify and ensure, pumping capacity of the Russ station is sized at 40hp (2@20 each) or more.

#### B. Loruna / Poinciana

1. Immediately create a gravity collection point at Loruna and Poinciana, taking the water flow southward to the retention pond existing in Shoreline Park (northern area near Poinciana).
2. Enlarge and lower the pond level in Shoreline Park so its level is lower, creating more capacity and lowering adjoining groundwater levels. City staff has already begun this task.
3. Install an 18" or greater perf pipe in an area within the Frisbee golf range to act as a groundwater control. Direct flow to the existing pipe that connects to the Community Center lift station. This improvement can be easily constructed on existing city owned property and into existing drainage infrastructure.
4. Begin engineering and design of added underground drains for tie in to the Loruna catch basin that will drain areas north of Poinciana.

#### C. Bear Drive

1. At approximately 113 Bear Dr, the right of way needs a better contour of the existing topography to allow greater flow into existing basins.

2. Thoroughly test the recent repairs on the Bear Drive system to assure the line problem has been fixed.

### **West Area**

#### **A. Washington St**

1. Expand upon the currently engineered plan (soon to be constructed) by adding piping from Navarre St via Norwich that will serve to increase the drainage of Gilmore and San Carlos as well as the south end of Navarre. A design should be drawn that will enable adjoining areas near Gilmore, San Carlos, Norwich, York, or Surrey to have a discharge via Washington. The contracted new storm water project will include a 12" discharge force main line under Shoreline that ultimately will discharge in Regina/Zamara canal. This high capacity line should be utilized to its full capacity without adding other discharge lines that may be unnecessary.
2. Ensure the planned Washington lift station is sized at 40hp (2@20 each) or better.

#### **B. Dolphin / Camelia**

1. Upgrade the Camelia/Dolphin catch drains into the existing lift stations adding more from the areas on Dolphin east of the stations. Increase the capacity of the lift stations for greater discharge. Raise the elevation of the electrical panels and replace as needed for higher capacity pump upgrades. This recommendation is already a part of the planned storm water project.

### **All the existing system**

A thorough cleaning and general maintenance of the current systems should be conducted in a manner that documents who, when, and where systems have been checked for maximum operating efficiency. No component of the current system should be assumed to be operating properly until inspections are completed.

### **Additional Information**

Superintendent Tim Wyrosdick and Facilities Asst. Superintendent Joey Harrell of the school district met with me to coordinate a joint mitigation project that will dramatically assist in the planned storm water management of both Dracena and Russ Dr. It also will benefit the flooding mitigation for the high school. By the time the Council meets Wednesday, I am hopeful we will have a formal approval by the school board to grant easements to start engineering of this plan.

**The above recommendations are submitted by unanimous vote of the task force. Transmitted on behalf of the task force by,**

**Ed Gray, III  
Chair**



# City of Gulf Breeze

## Police Department

Robert C. Randle  
*Chief of Police*

Richard Hawthorne  
*Deputy Chief of Police*

To: Edwin Eddy, City Manager

From: Rick Hawthorne, Deputy Chief 

Date: 05-28-14

Ref: Special Event Application

Adam Guess of Gulf Coast Event Group has submitted an application for a 5K run across the Pensacola Bay Bridge. The run would start in Pensacola and end at the Bridge Bar in Gulf Breeze. The runners will run southbound on the Pensacola Bay Bridge. The run will be on Sunday, October 12, 2014, beginning at 7:30am. The race coordinator expects approximately 1200 participants. Pensacola Police will handle all traffic issues because of the race course. At this time I have an email from the Pensacola Police Department traffic sergeant stating they have no objections to the run. Traffic Control will be done by on-duty and off-duty officers. Off duty officers will provide security for the after run festivities.

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





## ***Gulf Breeze Police Department***

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

**Chief Robert Randle  
Deputy Chief Rick Hawthorne**

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

### **City of Gulf Breeze Special Event**

#### **Packet Includes:**

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

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

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

At least (30) days prior to the special event

  
\_\_\_\_\_  
Applicant's Signature

5/2/14  
\_\_\_\_\_  
Date



## ***Gulf Breeze Police Department***

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

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

**Chief Robert Randle  
Deputy Chief Rick Hawthorne**

### **City of Gulf Breeze**

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

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

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

- (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                      5/2/14  
Date

  
\_\_\_\_\_  
Police Department's Approval              5-28-14  
Date

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

5-2-14  
Date Submitted

1. ORGANIZATION BEING REPRESENTED:

Name Gulf Coast Event Group Inc  
Address 903 Comanche Dr Abita Springs LA 70420

2. PERSON REQUESTING PERMIT:

Name Adam Cuss  
Address 1100 Shoreline Dr #215 Gulf Breeze FL 32561  
Phone 850 261 6171

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

Name Adam Cuss  
Address SAA  
Phone SAA

4. DATE, HOURS AND LOCATION OF EVENT:

Pensacola Bay Bridge + Bridge Bar

5. GENERAL DESCRIPTION OF ACTIVITIES, ESTIMATED ATTENDANCE, NUMBER AND TYPE OF VEHICLES, IF ANY. IF A FUND RAISING EVENT, INDICATE PROPOSED USE OF FUNDS: 5K foot race over Pensacola Bay Bridge, Ending w/ a post race celebration at Bridge Bar. 7:00am - 11:00am, Oct. 12, 2014

[Signature] 5/2/14  
Applicant's Signature/Date

[Signature] 5.10.14  
Police Department's Approval/Date

\_\_\_\_\_  
City Manager's Approval/Date

Mail

More

COMPOSE

Fwd: Bridge Run

Inbox x

Inbox (2)

Starred

Important

Sent Mail

Drafts

Spam

ACCREDITATION

Billing

CITY COUNCIL P...

:  
:

Search people

Anne Marie Dema...

Edwin Eddy

Leslie Guyer

Craig S. Carmichael

Denise Biggs

Harold Hatcher

Kerstan Tatro

Mina Lanzetta

Robert Randle

Steff Neff



**Adam Guess** <guess.adam@gmail.com>  
to me

2:17 PM

----- Forwarded message -----  
From: **Steve Rankin** <[SRankin@cityofpensacola.com](mailto:SRankin@cityofpensacola.com)>  
Date: Fri, May 23, 2014 at 12:20 PM  
Subject: Bridge Run  
To: Adam Guess <[guess.adam@gmail.com](mailto:guess.adam@gmail.com)>  
Cc: Jamie Briarton <[JBriarton@cityofpensacola.com](mailto:JBriarton@cityofpensacola.com)>

As it stands now, PPD has no objections to the Bridge Run scheduled for Sunday, October 12, 2014 at 0730 hours. We have discussed the number of officers needed for Pensacola side of the bridge and for the run on the bridge itself. Mr. Guess will have to coordinate with Gulf Breeze PD for any traffic control/ events on their side of the bridge. If you have any questions, please don't hesitate to contact myself or officer Jamie Briarton.

Thanks,

**Sgt. Steve Rankin**  
Traffic Division/ Special Events Coordinator  
Pensacola Police Department  
(850) 436-5410  
[SRankin@ci.pensacola.fl.us](mailto:SRankin@ci.pensacola.fl.us)

*Florida has a very broad public records law. As a result, any written communication created or received by City of Pensacola officials and employees will be made available upon request, unless otherwise exempt. Under Florida Law, email addresses are public records. If you do not want your email address released in a response to public records request, please contact our office by phone or in writing.*

 [Click here to Reply or Forward](#)



# City of Gulf Breeze

## MEMORANDUM

**TO:** Edwin A. Eddy, City Manager  
**FROM:** Thomas E. Lambert, Assistant Director of Public Services  
**DATE:** June 6, 2014  
**RE:** Verizon Cell Lease Amendment

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

The City leases space to Verizon Wireless on the elevated water tank within the City. The lease originated in 1995 with Contel Cellular and a twenty year term. The lease had no provisions for an annual fee, but the City received a boat barn and other amenities in exchange for the lease. The lease expires in January of 2015, so we will be negotiating in the coming months the annual lease fee required for the extension of the lease.

The original lease allowed for the installation of a generator that was never constructed. Verizon would like to have an intermediate amendment to the lease to clarify the site plan and location of the generator, as well as make provisions for replacing the types of antennae's on the elevated tank. Attached is the proposed lease amendment with Verizon Wireless.

**RECOMMENDATION:** The City Council approve the attached amendment with Verizon for the cell tower communications lease pending the City Attorney's comments and revisions.

## FIRST AMENDMENT TO LEASE AGREEMENT

This First Amendment to Lease Agreement (this "Amendment") is made this \_\_\_\_\_ day of \_\_\_\_\_, 2014, by and between the **City of Gulf Breeze, Florida**, hereinafter "Lessor," and **Alltel Communications, LLC d/b/a Verizon Wireless**, hereinafter "Lessee." Lessor and Lessee are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

WHEREAS, Lessor and Lessee, or their respective predecessors in interest, entered into that certain Lease Agreement dated January 17, 1995, (the "Agreement"), whereby Lessee leases from Lessor certain space located in Santa Rosa County, Florida as more particularly described in the Agreement (the "Site").

WHEREAS, Lessor and Lessee desire to amend the Agreement as set forth below.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto agree to be legally bound to this Amendment as follows:

1. Exhibits. Exhibit C to the Agreement is hereby supplemented by Exhibit C-1 attached hereto and incorporated herein by reference. In the event of any inconsistency between Exhibit C-1 and the Agreement, Exhibit C-1 attached hereto shall control.
2. Water Tower Modifications. Lessor and Lessee acknowledge that in order for Lessee to install the modified equipment, as shown on Exhibit C-1 attached hereto (the "Modified Equipment"), at the Site, structural modifications are needed to the water tower. Lessee hereby agrees that it is solely responsible for the costs of modifying the water tower to the extent necessary to accommodate the Modified Equipment and that it will undertake to have all such necessary modifications to the water tower completed prior to installing the Modified Equipment at the site. **Structural modifications must receive approval from the City prior to installation.**
3. Notice. Lessee's Notice address as stipulated in Paragraph 22 of the Agreement is hereby amended to read:

Alltel Communications, LLC  
d/b/a Verizon Wireless  
180 Washington Valley Road  
Bedminster, New Jersey 07921  
Attention: Network Real Estate

4. All remaining provisions of the Agreement shall remain in full force and effect as to all other terms and conditions, and shall remain binding on the Parties hereto.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

[SIGNATURES TO FOLLOW]

IN WITNESS WHEREOF, Lessor and Lessee have executed this First Amendment to Lease Agreement as of the date and year first above written.

LESSOR:

**City of Gulf Breeze, Florida**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

LESSEE:

**Alltel Communications, LLC  
d/b/a Verizon Wireless**

By: \_\_\_\_\_

Name: Aparna Khurjekar

Title: Area Vice President Network

Date: \_\_\_\_\_

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
WITNESS

**EXHIBIT "C-1"**  
**Site Plan and Tower Mounted Equipment**  
**(see attached)**

**Exhibit C-1**

**Tower Mounted Equipment List**  
**(page 1 of 2)**

**1. Antennas (mounted at 155' RAD Center)**

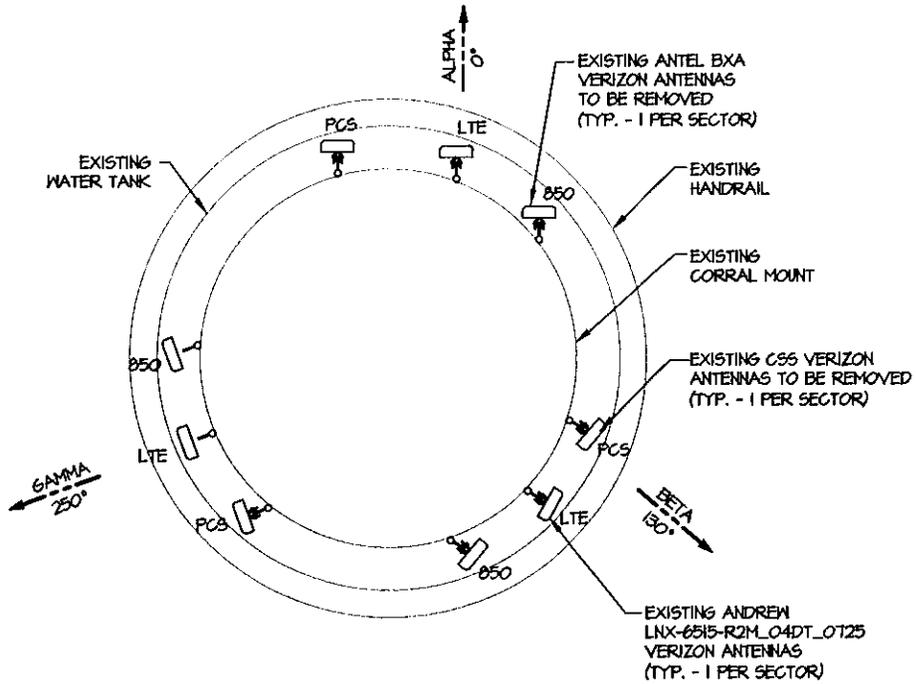
- a. Three (3) LNX-6515DS-VTM
- b. Three (3) LNX-6515DS-R2M
- c. Three (3) HBX-6517DS-VTM

**2. Lines**

- a. Twelve (12) 1 5/8" Coax Lines

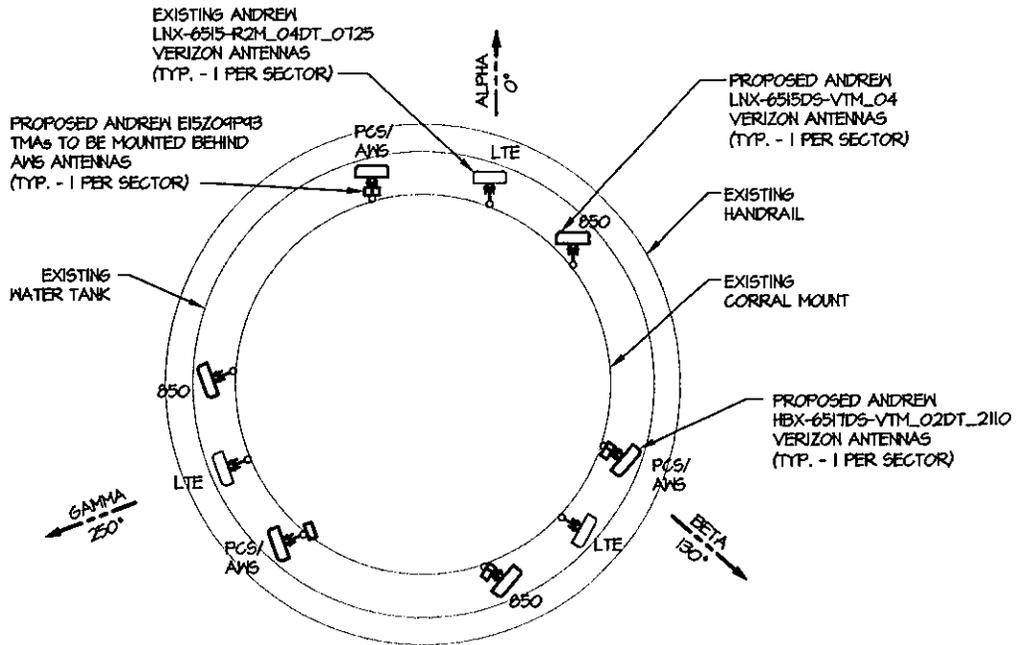
**3. Amplifiers (mounted behind antennas)**

- a. Three (3) E15Z09P93 TMAs



EXISTING ANTENNA ORIENTATION

NTS



FINAL ANTENNA ORIENTATION

NTS







# City of Gulf Breeze

OFFICE OF THE CITY MANAGER

## Memorandum

To : Mayor and City Council

From :  Edwin A. Eddy, City Manager

Date : June 13, 2014

Subject: **Addition to Regular Meeting Agenda: Request to Authorize Mayor to Executive Grant Agreement with Northwest Florida Water Management District**

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Attached is a memo from Thomas Lambert regarding the above subject. We have added this item to the agenda because we do not have another Council meeting until July 7<sup>th</sup> and the NFWMD is anxious to get the agreement returned and commence the project



# City of Gulf Breeze

**TO:** Edwin A. Eddy, City Manager  
**FROM:** Thomas E. Lambert, Assistant Director of Public Services  
**DATE:** June 13, 2014  
**RE:** Grant Agreement for 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.

The District has prepared an agreement and staff has reviewed the document with the City Attorney. The greatest concern was that the City could be left with the entire project cost if the agreement is canceled by either party without the construction being completed. The District has agreed that the City will be reimbursed 50% of the cost of the work completed at the time of cancelation. This still could leave the City with an incomplete project, but there is a very small chance that the agreement would be canceled.

The attached agreement spells out a general description of work, the requirements for project reporting and the process for obtaining reimbursements.

**RECOMMENDATION: City Council approve and authorize the Mayor to sign the grant agreement for the reclaimed elevated tank.**

# GRANT AGREEMENT

BETWEEN

THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

AND

CITY OF GULF BREEZE

FOR

CONSTRUCTION OF A RECLAIMED WATER STORAGE TANK

NWFWMD CONTRACT NUMBER                     

WITNESSETH:

WHEREAS, the CITY OF GULF BREEZE, a Florida Municipal Corporation (hereinafter referred to as the GRANTEE) located in Santa Rosa County, Florida, has identified an urgent need for a reclaimed water storage tank; and

WHEREAS, the NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT, a public entity created by Chapter 373, Florida Statutes (hereinafter referred to as the DISTRICT) is authorized to assist local governments and utilities with water supply development, in accordance with section 373.705, Florida Statutes (F.S.); and

WHEREAS, the GRANTEE, doing business as the South Santa Rosa Utility System, provides public water and sewer service for the area east of the City of Gulf Breeze City Limits; and

WHEREAS, the GRANTEE, by completing this project, will improve reclaimed water storage capacity; and

NOW, THEREFORE, in consideration of services to be performed for the public benefit hereunder, the DISTRICT and GRANTEE agree as follows:

1. The DISTRICT agrees:
  - A. To provide funding not to exceed \$345,500 dollars or fifty percent of the final cost to complete the project, whichever is less, for approved expenses in support of the construction of a reclaimed water storage tank project, as described in the Scope of Work (ATTACHMENT 1).
  - B. To provide payment of funds indicated in Paragraph 1.A. for work satisfactorily completed within 30 days of receipt of approved invoices from the GRANTEE. Invoices may be submitted no more frequently than quarterly or at the termination

of the agreement. All invoices must be submitted with supporting documentation and with sufficient detail for the proper pre-audit and post-audit thereof.

2. The GRANTEE agrees:
  - A. To provide a minimum of 50% of the funding required for project completion.
  - B. To administer the consultant contracts.
  - C. To obtain all necessary permits for project construction and operation.
  - D. To invoice the DISTRICT for work satisfactorily completed in support of the reclaimed water storage tank project, as described in the Scope of Work (ATTACHMENT 1). Invoices may be submitted no more frequently than monthly and must be submitted with supporting documentation and with sufficient detail for the proper pre-audit and post-audit thereof. Supporting documentation shall reflect actual costs consistent with the grant agreement.
  - E. To provide to the DISTRICT all deliverables specified in the Scope of Work (ATTACHMENT 1). Deliverables will be provided to District staff during project implementation
  - F. To provide all necessary services associated with facility design, permitting, and construction, including surveying, contract management, land acquisition, legal services, right-of-way acquisition, zoning, replatting, comprehensive plan amendment, code variance, and other services, as necessary.
  - G. To use funds obtained from the DISTRICT pursuant to this AGREEMENT solely for the purposes of the water supply project, as described in the Scope of Work (ATTACHMENT 1).
  - H. To comply with all applicable federal, state and local rules and regulations in providing services under this AGREEMENT. The GRANTEE acknowledges that this requirement includes compliance with all applicable federal, state, and local health and safety rules and regulations.
  - I. To maintain books, records, and documents directly pertinent to performance under this AGREEMENT in accordance with generally accepted accounting principles consistently applied. The DISTRICT, the State of Florida, or their authorized representatives shall have access to such records for auditing purposes during the term of this AGREEMENT and for three years following project completion.
  
3. It is mutually understood and agreed that:
  - A. This AGREEMENT shall remain in effect for two years from the date of the last signature, unless extended by mutual written consent.
  - B. The DISTRICT shall have no liability or responsibility to the GRANTEE, its contractors, any governmental entity, or the employees, agents, representatives, licensees, invitees, and guests of the GRANTEE and its contractors or any other person or entity associated with the project as a result of, or arising out of, the GRANTEE's use of DISTRICT funds.

- C. This AGREEMENT may be terminated by either of the parties upon at least 30 days written notice.
- D. The DISTRICT may unilaterally cancel this AGREEMENT for refusal by the GRANTEE to allow access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the GRANTEE in conjunction with this AGREEMENT.
- E. This AGREEMENT is subject to the availability of funds anticipated at the time of execution. Should funding be discontinued or reduced, the AGREEMENT will be terminated or amended, as appropriate. In this event, the GRANTEE shall be compensated for work or services satisfactorily completed prior to termination or amendment of the AGREEMENT.
- F. This AGREEMENT constitutes the entire agreement between the DISTRICT and the GRANTEE and may be amended or extended only in writing, signed by both the DISTRICT and the GRANTEE.
- G. The DISTRICT and the GRANTEE may, by written order designated to be an Amendment to this AGREEMENT, agree that additional work shall be undertaken within the general scope of this AGREEMENT.
- H. To the extent required by law, all contractors shall be required to secure and maintain such insurance as will protect it from claims under the Workers' Compensation Act and from claims for bodily injury, death, or property damage which may arise from the performance of its services under this AGREEMENT.
- I. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid or contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
- J. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.
- K. As provided under Section 216.347, Florida Statutes, expenditure of DISTRICT grant funds for purposes of lobbying, including of the Legislature, judicial branch, or any state agency, is prohibited.

- L. Notices provided for in this AGREEMENT shall be delivered to the GRANTEE by delivery to the GRANTEE's Project Manager and to the DISTRICT by delivery to the DISTRICT Project Manager. The Project Managers are:

**CITY OF GULF BREEZE, FLORIDA**

Thomas Lambert, P.E.  
Assistant Public Service Director  
P.O. Box 640  
1070 Shoreline Dr.  
Gulf Breeze, FL 32561  
(850) 934-4094  
[tlambert@gulfbreezefl.gov](mailto:tlambert@gulfbreezefl.gov)

**NORTHWEST FLORIDA WATER  
MANAGEMENT DISTRICT**

John B. Crowe, CFM  
Associate Hydrologist  
81 Water Management Drive  
Havana, Florida 32333  
(850) 539-5999  
[John.Crowe@nwfwmnd.state.fl.us](mailto:John.Crowe@nwfwmnd.state.fl.us)

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT the day and year last below written.

**NORTHWEST FLORIDA WATER  
MANAGEMENT DISTRICT**

**CITY OF GULF BREEZE, FLORIDA**

By: \_\_\_\_\_  
Jonathan P. Steverson, Executive  
Director

By: \_\_\_\_\_  
Beverly Zimmern, Mayor

Date: \_\_\_\_\_

Date: \_\_\_\_\_

GRANT AGREEMENT BETWEEN THE NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT AND  
THE CITY OF GULF BREEZE

---

**ATTACHMENT 1 – SCOPE OF WORK**

**Background**

The project will enhance the operation of the reclaimed irrigation distribution system, which currently serves two 18-hole golf courses and over 700 residential and commercial properties. Construction of the reclaimed water storage tank will allow continuing water storage over a 24-hour period and thus permit distribution during periods of demand. This allows the utility to increase the expansion of reclaimed reuse to more residential customers for irrigation purposes.

**Project Description**

The project will consist of the installation of a 300,000 gallon steel elevated tank on a City reclaimed sprayfield, as well as piping to connect the tank to the distribution system and the controls necessary to operate the system in conjunction with the existing reclaimed distribution system.

**Anticipated Schedule**

The anticipated schedule, described in months following grant agreement approval, is as follows:

Task	Scheduled Completion Date
Execution of this Grant Agreement	Month 1
Site Study, Design, Permitting	Month 8
Bidding and Award	Month 10
Construction	Month 23
Project Completion/Final Deliverables	Month 24

**Anticipated Project Cost and Funding**

<b>Budget Items<sup>1</sup></b>	<b>NWFWMD Grant</b>	<b>City of Gulf Breeze Matching Funds</b>
<b>1) Design</b>	*	*
<b>2) Surveying</b>	*	*
<b>3) Permitting (State/Local)</b>	*	*
<b>4) Construction</b>	*	*
<b>Total</b>	<b>\$345,500<sup>(2)</sup></b>	<b>\$345,500<sup>(2)</sup></b>

\* Category-specific costs to be determined.

*Footnotes:*

1. Budget items indicated represent categories eligible for grant-funded expenditures
2. Funds indicated represent target amounts. District funding will not exceed the lesser of \$345,500.00 or fifty percent of the total project costs, per Paragraph 1A. The total match requirement will be satisfied independent of category spending.1.

**Deliverables**

1. The GRANTEE shall complete the project as described above.
2. With each invoice the GRANTEE shall provide the following:
  - a. Description of activities completed during the invoice period;
  - b. Design drawings and project area map, as available, if not previously provided
  - c. Photographic record of project activities and progress to date; and
  - d. Expense backup documentation, in sufficient detail for proper pre-audit and post-audit.
3. The GRANTEE shall provide semiannual progress reports, due June 30 and December 31 of each year until the project is complete, to include the following:
  - a. Description of facility construction to date;
  - b. Design drawings and project area map (unless provided previously);
  - c. Photographic record of project activities and progress to date (unless provided previously);

- d. Work plan and schedule for next phase of project up to the next semiannual report or final project summary report. Note any changes to anticipated schedule outlined above; and
  - e. Summary of construction and total project costs to date, itemized by major component.
4. The GRANTEE shall provide a Final Project Summary Report upon completion of the project, to include the following:
- a. Project Summary Statement outlining accomplishments, problems encountered, solutions, and future recommendations;
  - b. Design drawings and project area map, if not previously provided;
  - c. Detailed description of the outcomes achieved, to include reclaimed water storage improvements, and any other improvements planned; and
  - d. Documentation of project costs, including grant funding and funding from other sources.

Specified deliverables must be provided in electronic format.