

**GULF BREEZE CITY COUNCIL
AMENDED AGENDA**

**OCTOBER 29, 2014
WEDNESDAY, 6:30 P.M.
COUNCIL CHAMBERS**

SPECIAL MEETING AGENDA

- A. Discussion and Action Regarding City Council findings as to the purpose of the expenditure and the benefits accruing to the City for supporting the One Cent Sales Tax Referendum and the building of a new courthouse in Santa Rosa County.

EXECUTIVE MEETING AGENDA

ACTION AGENDA ITEMS:

- A. Discussion and Action Regarding Impact of Pensacola Bay Bridge Project on Wayside Park
- B. Discussion and Action Regarding South Santa Rosa Utility System Board Recommendations:
 - 1. Pelican Bay – Request from Developer Regarding Assistance with Offsite Force main Construction Cost
 - 2. Greystone Apartments – Request from Developer Regarding Tap Fees
 - 3. Purchase of Sewer Camera
 - 4. Paving of Golf Course/WWTP Entrance Road
 - 5. WWTP Minor Modification Permit & West Course Pump House Replacement
- C. Discussion and Action Regarding Recommendation from South Santa Rosa Utility System Board Regarding Technology Fee
- D. Discussion and Action Regarding Central Stormwater Division Watershed Surveying
- E. Discussion and Action Regarding Authorization for Payment of Watershed Survey for Eastern Stormwater Division
- F. Discussion and Action Regarding Engineering Services for Installation of 4" Gas Main Across Sabine Inlet, Pensacola Beach
- G. Discussion and Action Regarding High Water Mark Initiative
- H. Discussion and Action Regarding Second Payment for Services of Adjusters International
- I. Discussion and Action Regarding Payment of West Florida Regional Transportation Planning Organization and Bay Area Resource Council 2015 Dues

- J. Discussion and Action Regarding Purchase of Chevrolet Tahoe Police Vehicle
- K. Discussion and Action Regarding Compliance with 2015 Truth in Millage Requirements
- L. Discussion and Action Regarding Operational and Feasibility Study: Tiger Point Golf Club
- M. New Items
- N. Information Items
- O. Public Forum
- P. Adjournment

If any person decides to appeal any decisions made with respect to any matter considered at this meeting or public hearing, such person may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeal is to be based. The public is invited to comment on matters before the City Council upon seeking and receiving recognition from the Chair.



City of Gulf Breeze

OFFICE OF THE CITY MANAGER

Memorandum

To : Mayor and City Council

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

Date : October 23, 2014

Subject: **Impact of Pensacola Bay Bridge Project on Wayside Park**

Via the attached letter, the Florida Department of Transportation has asked the City to concur that the replacement of the Pensacola Bay Bridge project will have unavoidable impacts on the City's Wayside Park. Further, the City is asked to concur that the mitigation of those impacts has been coordinated with City staff and that the commitments contained in the letter are acceptable.

The Central West alternative has been selected as the "Recommended Alternative." Given the footprint of the replacement bridge and associated facilities, the impact on Wayside Park is as stated in the letter. Starting at the southern end of the project, the plans for mitigation include an entrance roadway on both sides, parking and facilities under the bridge and a two way road at the north end which will allow traffic to cross from one side to the other without using U.S. 98.

We think the new design with proposed mitigation as illustrated is adequate to offset the unavoidable impacts. The park will be safer and more usable to the public because of the entrance roads and the ability to cross under the bridge. The parking spaces lost will be replaced. The FDOT contractor will repave the parking lot and remove the old utility building on the northeast corner. The boat launch facility is slated to be rebuilt as part of a project funded with BP funds.

The second aerial attached illustrates ownership of affected property both in the park and submerged. We believe we should evaluate reclaiming a portion of this property. It is possible that some of the bridge rubble could be deposited on this site.

RECOMMENDATION:

THAT THE CITY COUNCIL DIRECT THE CITY MANAGER TO SIGN OFF ON THE PROPOSED LETTER INDICATING TO FDOT THAT THE CITY ACCEPTS AND CONCURS WITH THE MITIGATION OF THE IMPACTS ON THE CITY'S WAYSIDE PARK.



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1074 Highway 90
Chipley, FL 32428

ANANTH PRASAD, P.E.
SECRETARY

September 22, 2014

Mr. Edwin A. Eddy
City Manager
P.O. Box 640
1070 Shoreline Drive
Gulf Breeze, FL 32562-0640

**RE: Pensacola Bay Bridge Project Development and Environment (PD&E) Study,
Financial Project Identification Number: 409334-1-22-02
Escambia and Santa Rosa Counties**

Dear Mr. Eddy:

We thank you for your ongoing cooperation during the Pensacola Bay Bridge PD&E Study and the City's recent letter in support of the Department's preferred Central West alternative for the location of the replacement bridge. Based upon the results of the public hearing testimony and the comments received from public officials, state and federal agencies, and the general public, the Department's final recommendation for the replacement bridge is the Central West alternative.

As part of the Section 4(f) Evaluation for permanent use and temporary occupancy of Gulf Breeze Wayside Park, the Federal Highway Administration (FHWA) requirements place emphasis on coordination with the public official(s) having jurisdiction over the Section 4(f) property. A desired result of the coordination effort is securing the City of Gulf Breeze's concurrence to not only the Department's recommended alternative but also the proposed mitigation for the unavoidable impact to the Gulf Breeze Wayside Park property.

The purpose of this letter is to identify the major design features of the Department's recommended Central West Alternative and the mitigation commitments associated with the impacts to Gulf Breeze Wayside Park. These commitments will be conveyed to the FHWA and incorporated into the project's Final Environmental/Section 4(f) document. Furthermore, the commitments identified herein will be included in the design-build contract requirements that the Department will issue for the completion of the project. The identification of these design features and commitments will ensure that the issues resolved through the Section 4(f) process will not be substantially modified without the City's consent.

Description of Central West Alternative

The Department plans to construct the Central West Alternative as shown in the concept plans for the Recommended Alternative contained in Appendix B of the project's *Preliminary Engineering Report (PER)*. Figure 1 attached hereto replicates the Central West Alternative concept plan in the vicinity of Wayside Park. In each direction of travel the roadway approach to the twin bridges will consist of three (3) vehicular lanes, a bike lane adjacent to the outermost travel lane, and a shared-use path that is separated from the main vehicular lanes. The vehicular travel lanes will be separated by an approximate 30 foot wide median. The twin bridges that cross Pensacola Bay will be extended over landfall and each bridge will consist of three (3) vehicular travel lanes bordered by left and right shoulders, with a shared use path adjacent to the outside shoulder.

The Central West Alternative has the following unavoidable impacts to Gulf Breeze Wayside Park:

1. Approximately 1.35 acres of land permanently acquired from the west side of the park;
2. Displacement of 18 parking spaces for vehicles and trailers;
3. Modifications of the east side and west side access connections to US 98;
4. Due to construction activities for the replacement bridge, temporary construction easements of approximately 1.5 acres and 1.46 acres within the east and west sides of Gulf Breeze Wayside Park, respectively. This temporary occupancy of Gulf Breeze Wayside Park is in addition to the permanent use of 1.35 acres.

Proposed Mitigation for Section 4(f) Permanent Use and Temporary Occupancy

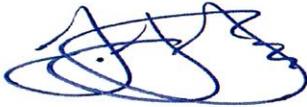
As a result of the above named unavoidable impacts to Gulf Breeze Wayside Park, the Department commits to the following mitigation measures:

1. Provide replacement parking for the 18 displaced boat launch parking spaces by reconstructing a portion of the existing parking lot and extending the bridge southward by six spans of approximately 90 feet each. The reconfigured parking beneath the bridge includes a pull-through driveway for boat-launching vehicles, 18 vehicle-trailer parking spaces, and approximately 28 additional standard parking spaces.
2. Reconstruct the existing boat launch parking area, including a new asphalt surface and pavement markings.
3. Reconstruct the two entrance roadways on each side of the park.
4. Re-landscape the park at locations mutually agreeable to the City and the Department. The landscaping will be maintained by the City of Gulf Breeze.
5. Remove the utility/maintenance building that is just north of the pavilion area of the park.
6. Provide a pedestrian connection between the east and west areas of Wayside Park in the general area of the existing connection.

7. Provide non-motorized paths across the new Pensacola Bay Bridge, thereby connecting the Pensacola Wayside Park with the Gulf Breeze Wayside Park.
8. Continued coordination with the City of Gulf Breeze during the design and construction phases of this project.

The Department of Transportation values your participation and we thank you for the cooperation that you have demonstrated throughout the development of this project.

Sincerely,



J. Brandon Bruner, P.E.

City of Gulf Breeze concurrence:

As the City Manager of Gulf Breeze, I acknowledge that the construction of the Pensacola Bay Bridge replacement project will have unavoidable impacts to Gulf Breeze Wayside Park, and that the Florida Department of Transportation mitigation plan as described herein has been coordinated with the City of Gulf Breeze staff and elected officials. As such, the City of Gulf Breeze and the Florida Department of Transportation have performed all reasonable planning for the minimization of impacts to the park; and that the commitments stated herein are acceptable as mitigation for the unavoidable impacts to Gulf Breeze Wayside Park.

M. Edwin A. Eddy, City Manager

Date

Gulf Breeze, Florida

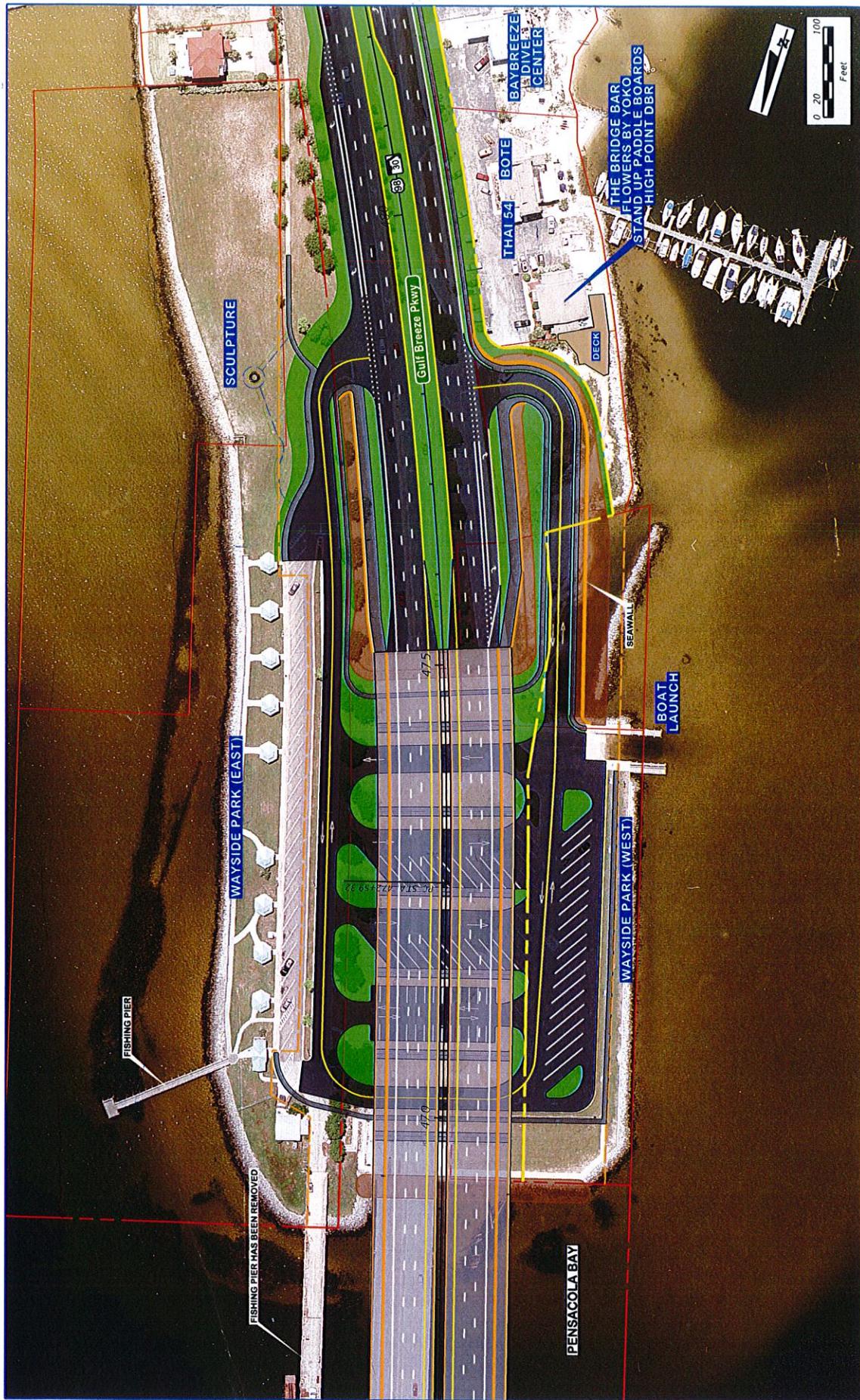


FIGURE 1
RECOMMENDED CENTRAL WEST ALT.
GULF BREEZE APPROACH
(w/ DUAL SHARED USE PATHS)

	GRASSED AREA
	RETAINING WALL
	RIPRAP PROTECTION
	SIDEWALK
	EXISTING R/W
	PROPERTY LINE
	PROPOSED R/W
	TEMP. EASEMENT
	BRIDGE

PENSACOLA BAY BRIDGE
 PROJECT DEVELOPMENT AND ENVIRONMENT STUDY





City of Gulf Breeze

OFFICE OF THE CITY MANAGER

Memorandum

To : Mayor and City Council
From :  Edwin A. Eddy, City Manager
Date : October 2, 2014
Subject: **Update – Rebuilding Pensacola Bay Bridge**

Mayor Zimmern, the City Attorney and staff met with FDOT District Secretary Thomas Barfield and his staff this morning. We discussed a multitude of issues relative to the above subject. The following is a summary of our meeting:

FDOT is now in the process of obtaining the final PD and E study from their consultants, Reynolds, Smith, and Hills. I think this includes approval of the environmental issues by the Federal Highway Administration. The completion of the PD and E study is expected by the end of 2014.

Federal funding is programmed to be available July of 2016. FDOT will advertise for a firm to complete the bridge design and construction (known as a design build contractor) in October of 2015. This would allow them to pick a firm and award a contract in July, 2016.

Design work and permitting would begin right away. Actual construction could begin during the first or second quarter of calendar year 2017.

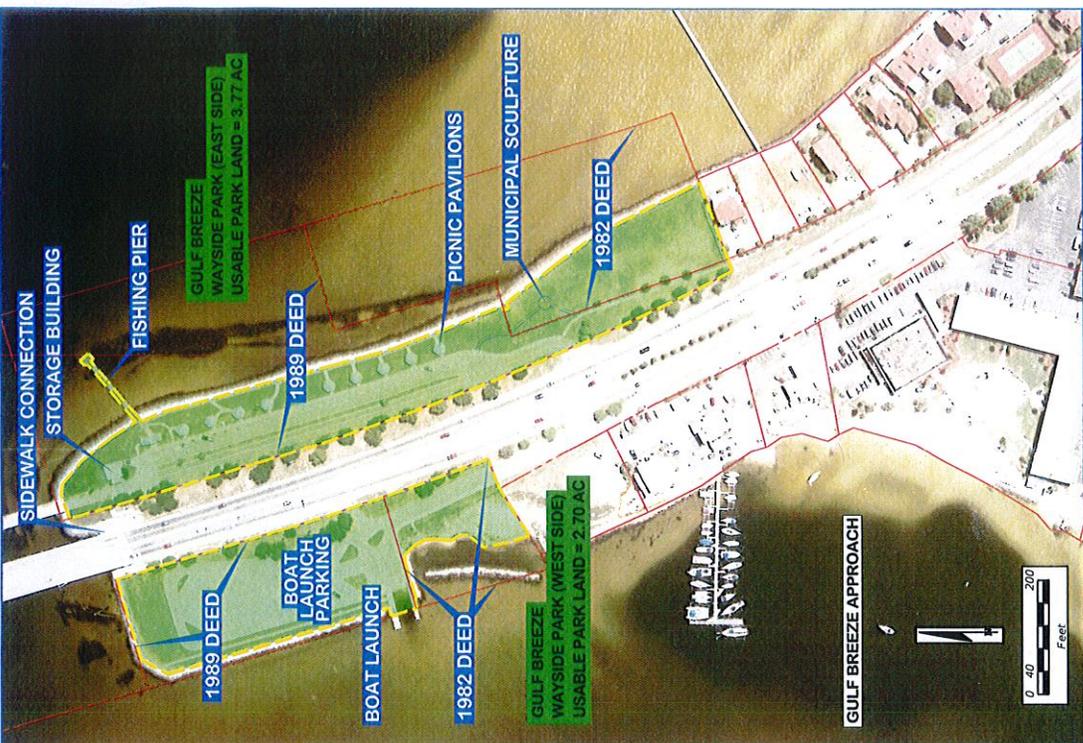
The western panel would be constructed first. It is slightly wider than the existing bridge. All four lanes of traffic would be moved to the west panel in mid-2019. Demolition of the existing bridge and construction of the eastern panel would be completed in late 2021 or early 2022.

It will be possible for a contractor to earn "points" in the evaluation process FDOT will utilize by proposing a shorter time frame for construction. The overall contract will likely require completion in 1,500 days or 4.1 years.

Two of the issues we are interested in pursuing further are the adequacy of the Wayside Park Boat Ramp and the possible reclamation of land to the east of the new bridge. The

City Attorney pointed out to FDOT that the new configuration of the parking lots in both sides of Wayside Park and the new access points to U.S. 98 may make Wayside Park much more popular than it is today. The City may wish to formally request FDOT to rebuild and expand the boat ramp as part of the project.

There is surplus property to the east of Wayside Park that may have been quit claimed to the City by deed from FDOT. The City may be able to recover a portion of this property as part of the project. Staff suggested we evaluate allowing FDOT to place pilings from the demolition of the old bridge in this location to begin the reclamation process. We will also examine permitting the disposition of pilings in the form of a breakwater to the west of U.S. 98 as shown in the City's Most Livable City plan.



PENSACOLA APPROACH

HIGHLIGHTS OF SECTION 4(f) FEATURES

- WAYSIDE PARK
- 18.14 AC OF TOTAL PARK LAND
- 8.29 AC OF USABLE PARK LAND
- 2 BOAT RAMPS WITH 14 PARKING SPACES
- WELCOME CENTER
- BAIT SHOP/STORAGE BUILDING
- 39 WELCOME CENTER PARKING SPACES
- 3 BUS PARKING BAYS
- 112 WATERFRONT PARKING SPACES
- 4 QUADRUPLEX PICNIC SHELTERS
- SITE ON GREAT FLORIDA BIRDING TRAIL
- ESCAMBIA COUNTY FISHING BRIDGE
- 2,590' FISHING BRIDGE (1.41 AC)

GULF BREEZE APPROACH

HIGHLIGHTS OF SECTION 4(f) FEATURES

- WAYSIDE PARK (EAST SIDE)
- 3.77 AC OF USABLE PARK LAND
- 10 COVERED PICNIC PAVILIONS
- 28 PARKING SPACES
- 150' FISHING PIER
- 972 SF CINDERBLOCK STORAGE BUILDING
- 552' OF BOARDWALK
- WAYSIDE PARK (WEST SIDE)
- 2.70 AC OF USABLE PARK LAND
- 36 VEHICLE/TRAILER PARKING SPACES
- 2-LANE LIGHTED BOAT RAMP

TOTAL ACREAGE OF USABLE SECTION 4(f) LAND

8.29+1.41+3.77+2.70 = 6.17 AC



PENSACOLA BAY BRIDGE

PROJECT DEVELOPMENT AND ENVIRONMENT STUDY

FIGURE 2.3.4 SECTION 4(f) SUMMARY OF FEATURES

SHEET NO. 2-44



City of Gulf Breeze

MEMORANDUM

TO: Edwin A. Eddy, City Manager

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

DATE: October 23, 2014

RE: SSRUS Board Recommendations

The following recommendations were recommended by the SSRUS Board at their October 13, 2014 meeting.

Developer Request – Pelican Bay

The developer has requested utility participation in the cost of the offsite forcemain construction. This request is in line with previous decisions to assist developments, and allows expansion to other undeveloped areas. The memo and additional diagrams are attached. The total participation requested is \$26,500 and will be paid as a credit against impact fees due to the utility.

RECOMMENDATION: SOUTH SANTA ROSA UTILITY SYSTEM BOARD RECOMMENDS THAT THE CITY COUNCIL AUTHORIZE CREDITS AGAINST TAP FEES FOR THE PELICAN BAY DEVELOPMENT IN THE AMOUNT OF \$26,500 FOR REIMBURSEMENT OF OFFSITE FORCEMAIN COSTS.

Developer Request – Greystone Apartments

The developer of the Greystone Apartments has asked to be considered a commercial property for the payment of tap fees. By doing this, we would charge only 93 units for the 148 unit apartment complex, using our current commercial capacity calculations. The complex will be master metered, instead of a meter for every unit. This is in line with other multifamily projects served by the utility.

Additionally, the developer will replace the existing lift station on the property owned by the utility with a newer facility that will serve the existing Reserve Apartments and the

new facility. The location will change, and the utility should release the existing easements once the lift station is removed.

RECOMMENDATION: SOUTH SANTA ROSA UTILITY SYSTEM BOARD RECOMMENDS THAT THE CITY COUNCIL AUTHORIZE STAFF TO ASSESS 93 UNITS AT \$5,200 EACH OF CAPACITY FOR THE GREYSTONE APARTMENTS WITH 25% DUE AT THE SIGNING OF THE FDEP PERMIT AND 75% BALANCE DUE AT THE TIME BUILDING PERMITS ARE ISSUED AND TO RELEASE EASEMENTS AS REQUESTED BY THE OWNER.

Sewer Camera Purchase

The F/Y 2014 budget included the purchase of a sewer camera. Staff advertised the bid package and received two bids for the sewer camera system. Upon review the equipment proposed by the low bidder was significantly different than the minimum qualifications required by the bid. Therefore, staff recommends the purchase of the Envirosight Roover X Camera System provided by Samson Equipment out of Mobile, Alabama.

The budget is \$95,000, with 20% coming from the City Water & Sewer Fund.

RECOMMENDATION: SOUTH SANTA ROSA UTILITY SYSTEM BOARD RECOMMENDS THAT THE CITY COUNCIL AUTHORIZE THE PURCHASE OF ONE ENVIROSIGHT ROOVER X CAMERA SYSTEM FROM SAMSON EQUIPMENT AT A COST OF \$94,402.90.

Golf Course/WWTF Entrance

After the purchase of the Tiger Point Golf Course, staff determined that the paved entrance that served both the golf course maintenance area and the wastewater treatment facility is in need of serious repaving work. The pavement has been neglected for so long that major areas of the paving are gone, and the base requires reworking. The design was completed and then a small piece of right of way was abandoned so that the entire entrance could be paved.

The utility advertised the bid and received three responses. The low bidder, J. Miller Construction based in Pensacola, proposed to do the work for \$146,368.45.

RECOMMENDATION: SOUTH SANTA ROSA UTILITY SYSTEM BOARD RECOMMENDS THAT THE CITY COUNCIL APPROVE THE CONTRACT WITH J. MILLER CONSTRUCTION FOR THE GOLF COURSE ENTRANCE ROAD AND REPAVING PROJECT IN THE AMOUNT OF \$146,368.45.

WWTF Minor Modification Permit & West Course Pump House Replacement

If the renovation of the west course of the Tiger Point Golf Course is to be constructed, the utility will require a minor modification of its permit for the additional reclaimed water storage, as well as a new west course pump house. The west course pump house is

considered to be owned by the utility since the original Effluent Disposal Agreement, and is in need of replacement. With the redesign as proposed, the pump house cannot be utilized for the new irrigation system in its current location and condition.

If the City Council decides not to complete the renovation, the minor modification will not be required, and the new pump house construction can wait until a decision on the west course is made.

These projects will have to be funded from utility reserves.

RECOMMENDATION: SOUTH SANTA ROSA UTILITY SYSTEM BOARD RECOMMENDS THAT THE CITY COUNCIL AUHORIZE BASKERVILLE-DONONVAN TO COMPLET THE WWTP MINOR PERMIT MODIFICATION FOR \$2,500.00 AND THE WEST COURSE PUMP HOUSE DESIGN FOR \$53,786.00.



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager
FROM: Thomas E. Lambert, Assistant Director of Public Services
DATE: October 10, 2014
RE: Pelican Bay Subdivision – Developer Request.

The developer for the Pelican Bay subdivision has submitted a request for assistance with the cost of the installation of the offsite force main. The total cost for the offsite forcemain is estimated at \$61,570. The developer is requesting the utility fund \$26,500 of this cost through tap fee credits. The sewer tap fees generated by this project will be \$218,400 from 42 lots. By county ordinance, the utility will be required to pay for a portion of the forcemain if the forcemain is longer than a quarter mile, which is the case for this force main..

Staff analysis indicates there are approximately 60 acres that could be served by an extension of this forcemain.

RECOMMENDATION: SSRUS Board Recommend to City Council authorize credits against the tap fees for the Pelican Bay development in the amount of \$26,500 for reimbursement of offsite forcemain costs.

October 4, 2014

From: Pelican Bay, LLC

To: City Of Gulf Breeze Sewer Utilities

Board Members:

Pelican Bay Developers, LLC is requesting to work in conjunction with the City of Gulf Breeze to bring sewer from Tiger Point subdivision on Calcutta Road to Red Fish Point Road north of Highway 98 which is currently un-serviced. An FDOT access point is the shortest distance between the two points, the least expensive to construct and the least invasive to the Tiger Point subdivision and its residence.

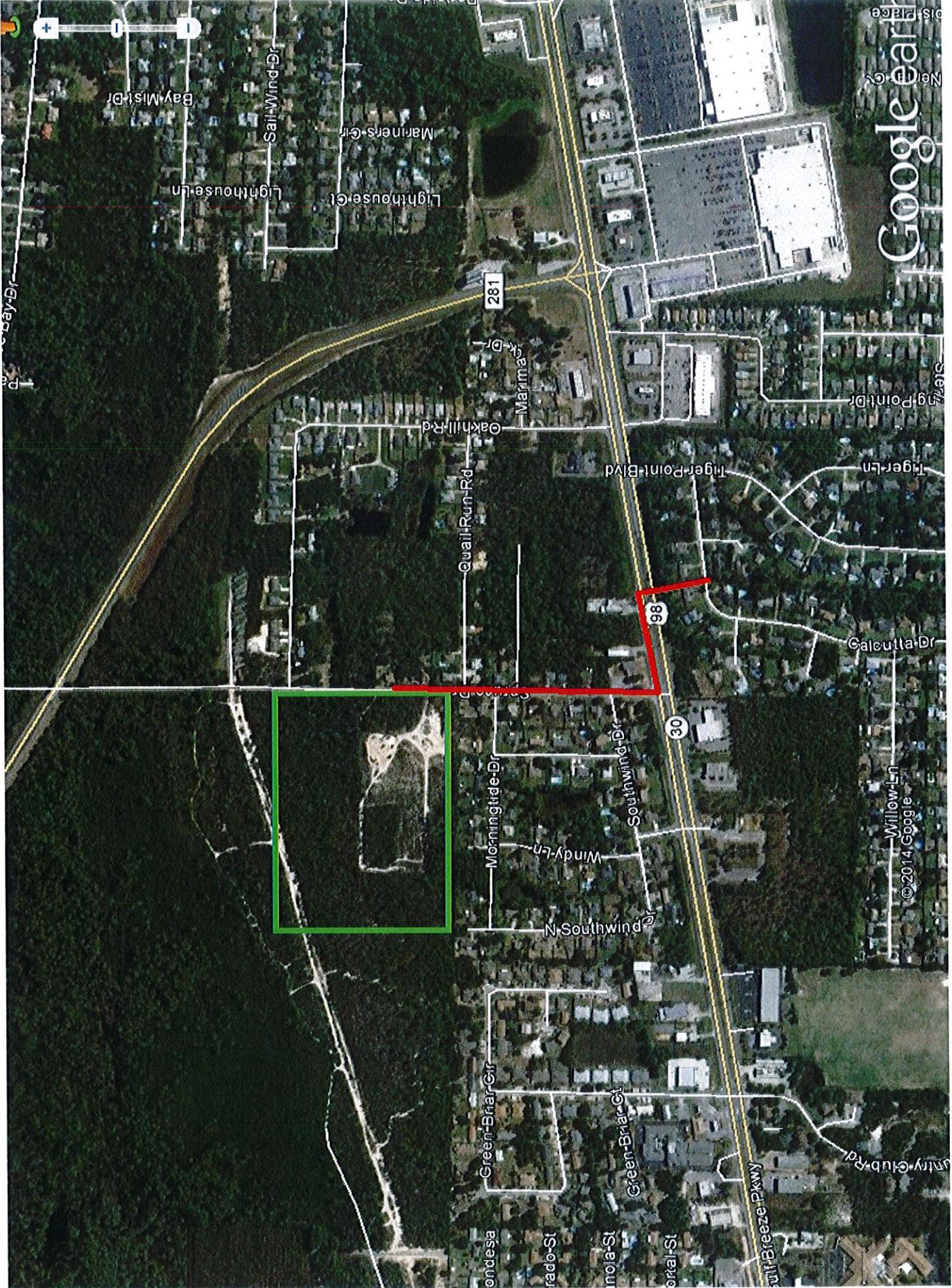
There are an undetermined number of existing opportunities for Gulf Breeze residents to utilize the force main north of HWY 98. Pelican Bay, LLC has and continues to perform a feasibility study on acquiring and developing the 64+- acres adjacent to Pelican Bay that would increase sewer services on Red Fish Road by at least 90.

Keeping with the cities cooperation to work with developers we propose to install the first 1320' of force main at a cost of \$35,068.75 and we request a credit of \$26,501.25 to bore under HWY 98 and tie into the manhole on Calcutta.

Sincerely,

G. Kevin Dunnam

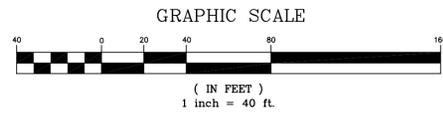
Member Pelican Bay, LLC



© 2014 Google

Willow Ln
Calcutta Dr
Tiger Ln
Village Point Dr
Green-Briar Ct
Green-Briar Ct
Windy Ln
Morningtide Dr
N Southwind Dr
Southwind Dr
Oak Hill Rd
Quail Run Rd
Marina Dr
Lighthouse Ct
Mariners Cir
Sail Wind Dr
Bay Mist Dr
Bay Dr
Will-Breeze Pkwy
Entry Club Rd
Willow Ln
Calcutta Dr
Tiger Ln
Village Point Dr
Green-Briar Ct
Green-Briar Ct
Windy Ln
Morningtide Dr
N Southwind Dr
Southwind Dr
Oak Hill Rd
Quail Run Rd
Marina Dr
Lighthouse Ct
Mariners Cir
Sail Wind Dr
Bay Mist Dr
Bay Dr

Map navigation controls: a vertical line with a red arrow pointing up, a white circle with a red outline, a white circle with a red outline, and a white circle with a red outline.



HAMMOND ENGINEERING, INC.
 AUTHORIZATION NO. 9130
 3802 NORTH "S" STREET
 PENSACOLA, FLORIDA 32505
 850 434 2603
 FAX 850 434 2650
 TOM@SELANDDESIGN.COM

CONSTRUCTION PLANS FOR
 PELICAN BAY
 OFFSITE SEWER
 FLORIDA

PROJECT NO: 04-045
 FILE NO: LAYOUT
 SHEET: 1 OF 1

NO. DATE
 REVISIONS
 THIS DRAWING IS THE PROPERTY OF THOMAS C. HAMMOND, JR. AND IS NOT TO BE REPRODUCED IN WHOLE OR IN PART. IT IS NOT TO BE USED ON ANY OTHER PROJECT AND IS TO BE RETURNED UPON REQUEST.



City of Gulf Breeze

Memorandum

To : Edwin A. Eddy, City Manager
From : Vernon L. Prather, Director of Public Services *V.P.*
Date : October 13, 2014
Subject : **Greystone Apartment Sewer Impact Fees and Easement Releases**

Staff has received a request for reduction in sewer tap fees for Greystone Apartments.

This is a 148 unit complex located adjacent to the Reserve Apartments on the eastern end of the sewer franchise.

Their request is to reduce tap fees from 148 units @ \$5,200 = \$769,600 to 93 units @ \$5,200 = \$483,600 based on the actual wastewater flow anticipated for an apartment complex with a mixture of 1, 2, and 3 bedroom units. A single family home subdivision would generate more wastewater due to the increased fixture count and square footage.

The SSRUS Board has previously granted this type of request for the Reserve Apartments approximately ten years ago. The Board also stipulated that the complex be master metered and that a management company be responsible for utility billing. The Greystone Apartments complex has agreed to both of these requirements and staff has reviewed their flow data and we are in agreement.

They have requested to pay 25% down at the signing of the DEP Permit and the balance of 75% when the certificate of occupancy is issued. Staff recommends that the 75% balance be paid at time the developer obtains building permits from Santa Rosa County.

The owners have also requested release of several easements once the new sewer collection and pumping system are operational. Staff is in agreement with their request.

RECOMMENDATIONS: THAT THE SSRUS BOARD RECOMMEND THAT THE CITY COUNCIL AUTHORIZE STAFF TO ASSESS 93 UNITS AT 5,200 EACH OF CAPACITY FOR THE GREYSTONE APARTMENTS WITH 25% DOWN AT THE SIGNING OF THE DEP PERMIT AND 75% BALANCE DUE AT TIME OF BUILDING PERMITS ARE ISSUED.

RELEASE EASEMENTS AS REQUESTED BY THE OWNERS.

JMA
Engineering Services, Inc.

• Civil Engineering • Planning •

September 3, 2014

Mr. Jon Kanzigg
Construction Coordinator
South Santa Rosa Utilities, Inc.
City of Gulf Breeze, Florida

**RE: Greystone Apartments at Gulf Breeze
Impact Fees & Easement Releases
JMA Project No. 2013.GSA.00**

Dear Jon:

We are writing on behalf of our client, Greystone Properties, LLC to request two items for consideration regarding impact fee payment and easement releases. It is our desire to accomplish the following from SSRU;

1. Impact Fees calculation and Payment Schedule
 - a. Based on historic flows for apartments and the latest data supporting these flows from the Bureau of Economic and Business Research at UF, we have calculated the average flows for the 148 unit apartment complex to be equivalent to 93 sewer taps. We have revised our FDEP permit to reflect that and request that be the number on which impact fees are based.
 - b. We wish to pay 25% down on the impact fees for sign off on the FDEP sewer permit application. The balance of the 75% impact fees owed will be paid at the time we receive certificate of occupancies for the units.

2. Several easements exist on the Greystone property the owner would like abandoned once the new sewer collection and pumping system are in place, operational and accepted by SSRU for maintenance.

P.O. Box 4348 • Milton, FL • 32572-4348
2726 Wallace Lake Road • Pace, FL • 32571
PHONE 850.995.7323 • FAX 850.995.7236 • e-MAIL jma@mcguire-assoc.com

JMA

Engineering Services, Inc.

• *Civil Engineering* • *Planning* •

Please review at your earliest convenience. Should you have any questions, please feel free to call me.

Sincerely,
JMA Engineering Services, Inc.

Jerry W. McGuire, P.E.
President

Attachments

Cc: Will White, Greystone Land Investments LLC
Brian Grier, Greystone Land Investments LLC

P.O. Box 4348 • Milton, FL • 32572-4348
2726 Wallace Lake Road • Pace, FL • 32571
PHONE 850.995.7323 • FAX 850.995.7236 • e-MAIL jma@mcguire-assoc.com



Gulf Breeze

JST

TO : EDWIN A. EDDY, CITY MANAGER
 FROM : VERNON L. PRATHER, DIRECTOR OF PUBLIC SERVICES
 DATE : OCTOBER 10, 2014
 RE : SEWER CAMERA PURCHASE

V.P.

City Staff advertised for bid for purchase of replacement Camera System on August 7, 2014 & received 2 bids on August 22, 2014 which is listed below.

Camera system replacement

Dealer:	Manufacturer	price
Samson Equip.	Envirosight Roover X Camera System	\$94,402.90
CUES	CUES K2 Series	\$79,800.00

Staff reviewed both bids and determined that the low bidder CUES K2 Series for \$79,800 did not meet technical specifications. Cues does not offer an internal pressure sensor that is water tight. Water intrusion will cause damage that will not be covered under warranty. The cable reel assembly has auto pay out but does not include a reverse selection. The unit has to be winched, which causes damages to the cable. The Cues system is also dedicated to their Granite software package to operate. Cues was notified that they did not meet specifications & no appeal was made on their behalf.

Recommendation: SSRUS Board recommend that the City Council authorize the purchase of one (1) Envirosight Roover X Camera System from Samson Equipment at a cost of \$94,402.90.

BID TABULATION SHEET

August 22 2014

Closed Circuit Television Camera Package

Company	BASE BID
CUES 3600 Rio Vista Avenue Orlando, FL 32805	\$79,800.00
Sansom Equipment Co 7760 Highland Ave North Mobile, AL 36608	\$94,402.90

QUOTE



QUOTE #	201400602
DATE	8/18/2014

City of Gulf Breeze

TO John Trypus
1108 Coronado Drive
Gulf Breeze, Florida, 32562

Jeff Bodiford
(251) 298-9398
jeffb@secequip.com

QUOTE STATUS	FREIGHT	PAYMENT TERMS	DELIVERY IN DAYS
Quote Bid	Included	Net	30 - 60 Days

1	EnviroSight Rover X Sewer Inspection Camera - Basic Truck Package - Includes: RCX90 Camera Head / Rover X130 Camera Crawler / VC200 Operator Control Pendant / RAX300 Auto Motorized Cable Reel w 1000 ft Transmission Cable.
1	Remote Lift Accessory - Raises / Lowers Camera Head on Crawler Body
1	Rear View Camera Option with Auxiliary LED Lights
1	VeriSight Pro 200 Push Camera with Digital Viewer
2	Blue Spike Wheels for 8" Pipe

TOTAL	\$94,402.90
-------	-------------

Does Not Include any Federal, State, or Local Taxes

To accept this quotation, sign here and return: _____

Thank You For Your Business!

LOCATIONS:

1225 Vanderbilt Road
Birmingham, AL 35326
Phone: 205-324-3104
Fax: 205-324-2679

7760 Highland Ave. North
Mobile, AL 36608
Phone: 251-631-3766
Fax: 251-631-3768



REQUEST FOR PROPOSALS

INVITATION TO BID

CLOSED CIRCUIT TELEVISION CAMERA PACKAGE

Sealed Bids for the purchase of a closed circuit television (CCTV) camera package will be received no later than 2:00 pm August 22, 2014, by the City Clerk of Gulf Breeze located in City Hall at 1070 Shoreline Drive, Gulf Breeze, Florida 32561. Any Bids received after 2:00 pm local time will be returned unopened. Bid proposals must be clearly marked on the envelope: Closed Circuit Television Camera Package.

The Bid Specification Packet may be viewed at the office of the City Clerk between the hours of 9:00 am and 1:00 pm Monday through Friday starting August 7, 2014, at no charge, or at this [Link](#). A copy can be received at the City Clerk's office by providing a non-refundable fee of \$15.00.

The City of Gulf Breeze reserves the right to waive informalities in any bid; reject any or all proposals, in whole or in part; re-bid a project, in whole or in part; and to accept a proposal that in its judgment is the lowest and best bid of a responsible bidder. The City of Gulf Breeze does not discriminate on the basis of race, color, national origin, sex, creed/religion, age, marital status, disability and handicapped status, veteran status or any other legally protected status in employment or provision of service.

Questions concerning this bid should be directed to: John Trypus – jtrypus@gulfbreezefl.gov or (850) 934-4056.

Bid Specification for Long-Range CCTV Pipe Inspection Crawler

Bid Specification for Long-Range CCTV Pipe Inspection Crawler

1. System Basics

Complete inspection system shall have:

1. Only four basic components:
 - a. Automatic cable drum with cable
 - b. Operator pendant with viewing, digital recording and system controls
 - c. Crawler
 - d. Camera
2. Open-standard Can Bus communications protocol
3. Ability to connect to a network via network cable port for remote firmware upgrades and/or diagnostic services.
4. Electrical requirement no greater than 5 A at 115 Vac, 60 Hz or 2.5 A at 230 Vac, 50 Hz (RAX 300), or 4 A at 115 Vac, 60 Hz or 2 A at 230 Vac, 50 Hz (RMX 300).

2. Control Unit / Operator Pendant

The system control pendant shall have:

1. 8" (21cm) minimum color touch-screen with 800 x 600 display resolution for view/recording video and accessing control and configuration functions.
2. Power on/off switch.
3. Dual joysticks for camera and crawler functions.
4. Video signal output.

5. Right multifunction joystick to control crawler's forward/reverse travel, left/right turning and speed.
6. Left multifunction joystick to control camera's pan/tilt, zoom and home functions.
7. Controls for manual and automatic focus of camera.
8. Ability to display crawler pressure, temperature, sonde status, pitch (inclination) and roll.
9. Controls for adjusting illumination intensity.
10. Several cables for portable and truck-mount setup.
11. Ability to record digital video.
12. Ability to generate text on video.
13. Ability to capture digital stills.
14. Ability to correlate still images and distance information with observations, all of which can be output in a single report package.
15. Ability to output collected section data to a file which will automatically populate within existing WinCan software database.
16. Ability to create a printed report with images, observation data, schematics of the entire section, asset information, and operator details.
17. Ability to generate an onscreen graphic showing how the camera is oriented in terms of pan and tilt.
18. Output for s-video, USB and network connector.
19. On/off control of digital zoom function.
20. On/off control of auto shutter speed.
21. Ability to toggle between front-view camera, integral rearview camera, and accessory rear view camera.
22. Button to activate macro for automatically viewing laterals on the left.

23. Button to activate macro for automatically viewing laterals on the right.
24. Button to activate macro for automatically performing a circumferential scan of a pipe joint.
25. The ability to operate larger and smaller crawlers with no need for additional control unit or cable upgrades.
26. The ability to run off of a CAN-bus control protocol to allow for future upgrades to all components.
27. Total weight of no more than 6 lbs.

3. Pan/Tilt Color Zoom Camera

The system camera shall have:

1. 10X optical zoom with 12X digital zoom multiplier for a total zoom of 120X.
2. Ability to produce a high-quality color video image with a readable resolution of no less than 420 HTV lines.
3. Pan and tilt motors with no exposed gears or wires.
4. Ability to pan a full 360 degrees and tilt ± 135 degrees for full viewing of laterals and joints.
5. Ability to view behind crawler to inspect upstream lateral rubber seal on gravity-flow PVC pipes.
6. Solid-state circuitry designed to withstand shock and vibration while being pushed, pulled or propelled through the pipe.
7. Ability to connect to crawler body via a 1.5" long, 5/8" diameter stainless-steel keyed connection plug with 10-pin internal female connection port. Connection must be waterproof.
8. Front housing made of aluminum and stainless steel, with windshield made of impact-resistant, distortion-free material.

9. Housing that is fully sealed and waterproof per IP68 to withstand external pressure up to 1 bar without damage or leaking.
10. Ability to run off 12-15volt DC solid-state power source.
11. Encoders to measure pan and tilt position, allowing camera to be controlled using macros stored in the operator pendant.
12. Ability to attach to the front of the crawler by a simple turn of a slotted locking mechanism atop the crawler that drives 4 stainless bearings into the rotate shaft of the camera, all while maintaining a 1-bar waterproof seal.
13. Illumination provided by a minimum of 40 LEDs that deliver a 13,000-lux reading at 1' and a 3-lux reading at 25'. Lighting must illuminate targets beyond 10'.
14. A valve for purge and pressurization of camera-body. (Pressurization helps prevent ingress of water and helps prevent internal condensation and fogging.)
15. A total weight of no more than 2.7 lb.
16. A maximum size of 7" x 3" x 3" (lwh) in order to fit within a diameter of 3.5" (88mm).
17. Integral clutches to protect pan and tilt motors. *The system cable shall have*
 1. 1000' of 6-wire continuous-length multi-conductor cable.
 2. Kevlar reinforcement bestowing a minimum break strength of 1000 lbs.
 3. Diameter of no more than 0.26".
 4. Steel-armored jacket at crawler end to prevent cable damage during entry and around pipe bends.
 5. Solid stainless steel screw on connector at crawler end that locks with two turns, and which engages a locking spring-loaded pin on the rear of the crawler to secure the cable and provide strain relief. Connections that require any tools or screws will be deemed unacceptable.
 6. Crawler connection with keyway to prevent damage to electrical pins when mating with camera or crawler.

7. Ability to be re-terminated, sealed and strain-relieved using a 2-ton quick-dry epoxy. Procedure shall take no more than half an hour to complete. 13 wire solder repair and Scotch cast style units that require 6 hour cure times will be deemed unacceptable.
8. Compatibility with fully automatic cable reel, manual cable reel, and for easy management.
9. Ability to connect directly to the following without any modification:
 - a. 4" minimum pipe ID crawler with modification

4. Motorized Cable Drum

The system cable shall have:

1. Capacity for the systems 1000' cable.
 2. A hub equipped with a continuous-contact slip-ring assembly to allow the cable to be dispensed and retrieved while the camera and tractors are operational.
 3. An environmentally sealed slip ring whose contacts shall be of an alloy of gold.
 4. A motorized system with sensors that monitor cable tension in order to coordinate cable feed/retrieval with movement of the crawler.
 5. Ability to perform without operator intervention while crawler is in use.
1. Ability to operate in both automatic and manual modes.
 2. Speed and torque controls to adjust for different pipe conditions and user preferences.
 3. Weight of no more than 127 lb (including 1000' of cable).
 4. Mounting plate to hold reel stationary, but which allows easy, tool-less removal for maintenance, shipping or portable use.

5. Remote pendant granting control of crawler and reel while away from the primary control unit.
6. Ability to operate manually, with direct control of speed, direction and torque.
7. Large pulley arm option for extending the cable drop point 3' from the cable reel.
8. BNC video output for local video connection.
9. Size of no larger than 21 x 14.5 x 24.5" (hwd) with standard cable roll bar that extends 15" from the front of the reel.
10. Power/torque controls for winching back crawler in optional free-wheel mode.
11. Ability to run macros---subroutines in which the reel, crawler and camera function are automatically coordinated to accomplish a specific task without operator intervention.
12. Optional cable protection accessories, including:
 - a. Upper cable guide that uses Delrin (or similar) roller mounted to lightweight aluminum frame to protect cable from abrasion during operation, and to limit operator strain during setup.
 - b. Lower roller assembly that uses Delrin (or similar) roller mounted to lightweight aluminum frame to protect cable from abrasion during operation, and to limit operator strain during setup. Designs requiring use of interlocking poles shall be deemed unacceptable.

5. Steerable Motorized Crawler

The system crawler shall have:

1. 6-wheel drive (3 wheels per side) to generate traction necessary to crawl 1000' in wet and slippery pipes.
2. The tractor shall have proportional left/right steering, forward, reverse, capability via a joystick and other controls via the operator pendant.
3. Maximum size of 12.2 x 4.3 x 3.5" (lwh), allowing proper clearance in 6" and lined pipes.

4. A minimum of two 30-watt EC drive motors.
5. The option for a remotely operated lift that can raise the camera a minimum of 7" from its lowest position.
6. Full sensor package for measurement of pitch and roll, and transmission of sonde signal.
7. Integral rearview color camera with LED lighting.
8. Ability to remotely toggle between rear- and forward-viewing cameras using the operator control pendant.
9. Slotted locking mechanism, the simple turn of which drives 3 stainless bearings into the rotate shaft of the camera for secure, easy attachment with 1-bar waterproof rating.
10. Keyway on camera rotation shaft to ensure damage-free mating of electrical pins between crawler and camera.
11. Rear receptacle that allows cable attachment with 2 turns of the stainless-steel cable connector's outer barrel.
12. A spring-loaded on the rear receptacle to lock the stainless-steel cable connector's outer barrel, ensuring a secure connection and delivering pull strength beyond the 600-lb-rated break strength of the cable.
13. Minimum weight of 16.5 lb to assure performance in soft sediment and debris.
14. Length of no more than 12.2" (18" with camera and optional lift installed) for easy navigation through 90-degree inverts without rolling.
15. Single-piece machined aluminum design with single top-plate access control boards, single bottom-plate access to motors, and dual side-plate access gears, ensuring maximum protection against leaks caused by bending stress. Tractor chasses of bronze, brass or other soft metals shall be deemed unacceptable.
16. Tapered wheels that conform to pipe sidewall.
17. Machined keyway on all 6 axles to ensure positive drive and facilitate quick wheel change-out. Spacers and wheels shall attach with a single screw; plates and spacer-bars shall be deemed unacceptable.

- h. Camera head shall be waterproof to 6 bar.
 - i. Camera head diameter not to exceed 1.62 in diameter.

 - a. Camera shall be removable from cable reel with a single purpose-built spanner.
 - b. Camera shall have resolution of 420 HTVL and sensitivity of 1.0 lux.
 - c. Camera view shall be illuminated by 27 LEDs.
 - d. 3 skids for centering in 4, 6, 8" diameter pipe shall be supplied as standard.
 - e. Camera housing shall be made of stainless steel.

 - f. Camera shall be removable from cable reel with a single purpose-built spanner.
2. Inspection Viewer/Recorder with Text Overlay and WinCan-compatible Defect Reporting
- a. Video must be displayed on an 8" TFT LCD with 800 x 600 pixel resolution.
 - b. Video must be recorded to internal memory of 16GB, expandable to 128GB.
 - c. Video must be recorded in MPEG-4 format for maximum compatibility.
 - d. System must have a 3X digital zoom function that can be used on both live and recorded video.
 - e. System must allow capture of still images from live or recorded video.
 - f. Still images must be captured in JPEG format for maximum compatibility.
 - g. System firmware must present thumbnail gallery for easy navigation of stored video and still images.
 - h. System must have internal 16-page color text writer to allow annotation of captured video.
 - i. System must have integral QWERTY keyboard with function and navigation keys for entry of data into text writer and defect reporting.

- j. System must have user-configurable drop-down menu system for optimum ease-of-use.
- k. System must accept encoder input for onscreen display of distance in either feet or meters.
- l. System must store and export defect records (along with corresponding video and images) directly to Win Cam software.
- m. Onboard memory must be durable solid-state RAM (not fragile hard disk drive).
- n. System must have USB 2.0 memory stick port for transfer of video, images and Win Cam-compatible inspection observations.
- o. System must have SD/SDHC card slot for transfer of video, images and Win Cam-compatible inspection observations.
- p. System must have internal Li-ion battery allowing 6 hours of continuous operation.
- q. Battery must be rechargeable via both mains (110-240 Vac) and vehicle power (12 Vdc).
- r. System must be housed in a weatherproof composite case with IP65 environmental rating.

Proposed



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager
FROM: Thomas E. Lambert, Assistant Director of Public Services
DATE: October 10, 2014
RE: Golf Course/WWTF Entrance

When the City purchased the Tiger Point Golf Course, the entrance to the maintenance yard was slated for resurfacing. Since the WWTF shares this entrance, it was determined that the cost should be split between the two enterprise funds. The pavement is in such a degraded state that major base work must also be complete. The engineer's estimate of work was \$151,000.

The bid was advertised and bids were received on September 19, with the low bid being \$146,368.45 by J. Miller Construction, a contractor located in Pensacola. The cost will be allocated 50% to SSRUS, and staff recommends payment from tap fee reserves.

RECOMMENDATION: SSRUS Board Recommend to City Council the approval of the contract with J. Miller Construction for the golf course entrance road repaving project.

CITY OF GULF BREEZE

Tiger Point Wastewater Treatment Plant

Interoffice Memorandum

DATE: 9/24/14

TO: Vernon Prather; Thomas Lambert

FROM: Jason Randell, WWTP Lead Operator

RE: WWTP Paving Project: Contractor Recommendation

We received 3 qualified bids for the Tiger Point WWTF Paving Project as follows:

- J. Miller Construction \$146,368.45
- Panhandle Grading & Paving, Inc. \$155,065.54
- Roads, Inc. \$181,430.49

Ken Home & Associates provided an engineer's estimate for the project and that estimate is \$151,355.37, which is comparable to the 2 lowest contractor bids. J. Miller Construction provided the most competitive price for the project and they have a good reputation for quality work and excellent customer service. I contacted three references which J. Miller Construction provided, and all three had very positive feedback regarding past projects.

Recommendation: City Council award the Tiger Point WWTF Paving Project contract to J. Miller Construction at a contract price of \$146,368.45.

**Opinion of Probable Site Related Construction Cost
Kenneth Horne and Associates, Inc.**

Project Name: MAPLEWOOD DRIVE - SEWER PLANT PAVING IMPROVEMENT Date: 4/7/2014
 KH&A Project No. 2013-03 Basis of Estimate: Final
 Estimator: CK

Item	Description	Quantity	Unit	Unit Price	Amount
BASE BID					
1	MOBILIZATION ¹	1	LS	\$2,500.00	\$2,500.00
2	EROSION CONTROL (Silt Fence)	515	LF	\$1.54	\$793.10
3	SAWCUT EX. ASPHALT	133	LF	\$0.94	\$125.02
4	REMOVE EX. ASPHALT ¹	2286	SY	\$6.50	\$14,859.00
5	12" STABILIZED SUBGRADE	2775	SY	\$2.18	\$6,049.50
6	8" GRADED AGGREGATE BASE ²	2775	SY	\$19.33	\$53,640.75
7	3" FDOT SP 12.5 ASPHALT ²	2652	SY	\$24.00	\$63,648.00
8	7" CONCRETE PAD ¹	78	SY	\$80.00	\$6,240.00
9	CONSTRUCTION LAYOUT ¹	1	LS	\$1,000.00	\$1,000.00
10	CONSTRUCTION TESTING ¹	1	LS	\$1,500.00	\$1,500.00
11	WORK ZONE TRAFFIC CONTROL ¹	1	LS	\$1,000.00	\$1,000.00
			TOTAL		\$151,355.37

Note Unit Price from Roads Inc. Bid for Cordoba-Cadiz Street Overlay and Chesapeake Drive Multi-Use Path Project unless noted with the following superscripts:

- 1 Item not in referenced Project, therefore Engineers Estimate
- 2 Item not in referenced Project but similar Item is, therefore Engineers Extrapolated Estimate



City of Gulf Breeze

DATE: October 8, 2014
TO: Edwin A. Eddy, City Manager
FROM: Vernon L. Prather, Director of Public Services
RE: Engineering Services for:

WWTP Minor Modification for DEP Permit West Course Pump House Replacement

If the City Council elects to rebuild the west golf course, we need to secure engineering services in order to complete the following tasks:

- **WWTP Minor Permit Modification:** This task order is to obtain the necessary Department of Environmental Protection (D.E.P) permit modification in order to enlarge the existing storage pond located at the WWTP. Baskerville-Donovan has submitted a task order for \$2,500 to obtain the necessary D.E.P. permits.
- **Tiger Point West Course Pump Station Replacement:** The existing pump station was built in 1986 and therefore is 28 years old. It has been anticipated that the pump station should be replaced due its age and critical importance for utility operations to apply water to the west course. Baskerville-Donovan has submitted a task order for \$53,786 to design a new West Course Pump Station.

These projects were included in the original R.F.P. for design of the west golf course and therefore are covered by the provisions of the CCNA.

Should the City Council elect not to rebuild the west golf course, the task orders above are not necessary and will be null and void.

RECOMMENDATION: SSRUS Board recommends that the City Council authorize Baskerville-Donovan to complete the following task orders:

- | | |
|---------------------------------------|--------------|
| - WWTP Minor Permit Modification | \$ 2,500.00 |
| - Design New West Course Pump Station | \$ 53,786.00 |

September 29, 2014

Vernon Prather, Director of Public Services
City of Gulf Breeze
1070 Shoreline Dr.
Gulf Breeze, Florida 32561

RE: South Santa Rosa WWTP Minor Modification
Expanded Reclaimed Water Pond
BDI Project Number 20410.23

Dear Mr. Prather,

In December 2012 the City of Gulf Breeze purchased the Tiger Point Country Club. As a part of that purchase, it was recognized that there would be room to expand the existing wastewater treatment plant and to secure ample reclaimed water storage for the projected area build-out. As a part of the expansion project associated with the west golf course at Tiger Point, an expansion to the existing reclaimed water pond is proposed to begin development of additional reclaimed water storage capacity. In a meeting with the Florida Department of Environmental Protection (FDEP) on September 26, 2014, it was confirmed that a minor modification permit application would be required for this expansion project.

BDI is pleased to submit to the City the following Scope of Work that will provide the minor modification application along with associated exhibits.

SECTION I: SUMMARY OF BASIC ENGINEERING SERVICES

An application for a minor modification to the wastewater treatment plant will be prepared and submitted in accordance with Chapter 62-620.325, FAC. The application package will include supporting exhibits and calculations. The submittal package will be coordinated with the permit regulator including responses to requests for additional information. These services do not include end of construction certification.

SECTION II: SCHEDULE

Upon receipt of written notice to proceed, BDI will complete the associated work and provide a draft submittal to the City for review within one week of said notice.

SECTION IV: METHOD OF COMPENSATION

Lump Sum	Preparation and submittal of Permit Application and exhibits	\$1,500
Hourly	Requests for Additional Information (not-to-exceed)	\$1,000
	Total	\$2,500

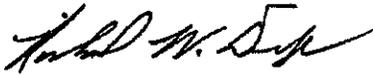
BDI will perform the above services for a fee not to exceed **\$2,500** without further authorization from the City.

BDI shall invoice the City monthly based on percent of completion. Please contact us if you have any questions. Otherwise, the City may accept this proposal for the identified services by executing below and returning an original to Baskerville-Donovan, Inc.

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

Sincerely,

BASKERVILLE-DONOVAN, INC.



Richard W. Delp, CSI, CDT
Project Manager

ACCEPTED:

Vernon Prather
Director of Public Services

Date: _____

September 22, 2014

Vernon Prather
Director of Public Service
City of Gulf Breeze
1070 Shoreline Drive
Gulf Breeze, FL 32561

Re: Tiger Point Golf Course West Course Pumphouse Replacement

Mr. Prather:

We are pleased to present you this proposal for professional services related to the Replacement of Tiger Point Golf Course West Course Pumphouse.

This proposal reflects our understanding of the project as developed through a site visit and subsequent discussions with City and golf course staff. We understand that the basis of design for the pump station sizing and electrical controls will be the irrigation needs provided by the Golf Course Design Team with additional capacity to supplement flows to the reclaimed water main serving the east course and the residential and commercial reclaimed users.

In regards to the site, in conjunction with the redesign of the west golf course, the existing reclaimed water storage pond at the plant is being enlarged. A location for the new pumphouse has been established at the northern reach of the pond expansion. This will provide circulation through the pond.

In order to develop the necessary design documents, obtain the necessary permits and perform the requested limited construction administration to support the described project, we offer the following scope of work:

Task 1 - Design Services: Following concurrence with City staff on the conceptual design, the project design will be advanced through 60%, 90% and 100% stages each accompanied by submittals for City Staff review. The 60% design will refine the conceptual geometry with development of the associated "C" and "M" sheets. The 60% submittal will include an updated cost estimate and a specification Table of Contents. Structural and Electrical input will be incorporated as it affects the "C" and "M" sheets. Advancement to 90% will incorporate City 60% comments and advance the design to essentially complete "C" and "M" sheets with "S" and "E" sheets sufficiently completed to indicate the design intent only lacking supporting details and sections. Specs will be advanced to draft versions of all sections. Advancement to 100% will incorporate 90% review comments and advance all drawings and specs to complete ready for bid documents only lacking bid date and time information. Bid Documents with Revisions will incorporate any 100% comments and add bid date specific information. After

review comments are received from City staff for each deliverable, an on-board review will be scheduled to discuss comments and resolve any outstanding questions.

Task 2 - Bidding: Upon the City's authorization, BDI will issue documents for bidding, attend the Pre-Bid Conference and attend the Bid Opening. In addition, BDI will review bids as may be requested by the City and submit a summary of our findings. During the advertisement period, BDI will accept bidder inquiries to a dedicated e-mail address. Incidental inquiries will be directly responded to. Those that would have any impact on the contract will be responded to by the issuance of addenda by BDI after City review and approval.

Task 3 - Construction Administration: The anticipated construction period is estimated at 90 days to Substantial Completion plus another 30 to Final Completion. During this period, BDI will provide for limited construction administration inclusive of attendance at a pre-construction conference and monthly status meetings with the Contractor and City staff. BDI's Project Manager will make monthly periodic site visits and the Design Leader will make weekly site visits in support of the City's routine inspection services to review progress and address any questions arising during construction. BDI will be available for phone consultation with City staff. BDI will review the Contractor's monthly requests for payment and make recommendations to the City for payment. BDI will review and make recommendations on Change Order requests as necessary. The structural and electrical Engineers of Record will make milestone site visits (4 total anticipated) as appropriate to the progression of the work. Continuous detailed construction inspection is not included.

Task 4 - Record Drawings: BDI will prepare a set of record drawings based on information provided by the Contractor and input from City staff. BDI will furnish one set of drawings in electronic pdf and dwg format along with one hard copy of the drawings.

Geotechnical Allowance: In order to define the characteristics of the underlying soils for design and bidding services, a geotechnical allowance is requested as indicated on the attached fee breakout.

Project Time Line: We propose to provide the above described deliverables in compliance with the schedule outlined below.

Task	Scheduled Completion
Task 1 -60%	35 days after Notice to Proceed
Task 1 -90%	28 days after 60% approval
Task 1 -100%	21 days after 90% approval
Task 1 -Biddable Docs	14 days after 100% approval
Task 2	35 days after Advertisement by the City of Gulf Breeze
Task 3	120 days concurrent with the construction contract
Task 4	28 days after receipt of Contractor and City markups

Geotechnical Investigation is to be concurrent with Task 1

Fee: We propose to perform tasks 1-4 outlined above for the Lump Sum Fee of \$49,786.00 based on the attached fee estimate calculation. We propose to include an allowance of \$4,000 for a geotechnical subconsultant.

We appreciate the opportunity to provide this proposal and look forward to assisting the City of Gulf Breeze with the replacement of the Tiger Point Golf Course West Course Pumphouse. If you have any questions please do not hesitate to call.

Sincerely,

BASKERVILLE-DONOVAN, INC.



Richard W. Delp, CSI, CDT
Project Manager

Accepted: _____

Date: _____

Task Description	Project	Design	Design	Tech	Clerical	Amount	
	Manager	Leader	Engineer				
Hourly Rate	\$175.00	\$150.00	\$100.00	\$74.00	\$60.00		
Task 1 - Design Services							
1. 60% Design							
Mechanical/Process/Civil		2	16	8	16	6	\$5,094.00
Structural		16			12		\$3,688.00
Electrical		1	8				\$1,375.00
2. 90% Design							
Mechanical/Process/Civil		2	8	8	16	6	\$3,894.00
Structural		8			20		\$2,880.00
Electrical		1	16				\$2,575.00
3. 100% Design							
Mechanical/Process/Civil		2	8	4	8	6	\$2,902.00
Structural		8			8		\$1,992.00
Electrical		1	28				\$4,375.00
4. Client Review (at each phase)							
Basis of Design		2	2				\$650.00
60%		2	2				\$650.00
90%		2	2				\$650.00
100%		2	2				\$650.00
5. Bid Documents with Revisions		2	2	2		4	\$1,090.00
							Sub-Total Task 3
							\$32,465.00
Task 2 - Bidding		4	4		4	8	\$2,076.00
(document issuance, prebid conf., bid inquiry responses)							Sub-Total Task 4
							\$2,076.00
Task 3 - Construction Administration							
CA Documentation & Meetings		8	48			17	\$9,620.00
Based upon 90 days to Substantial plus 30 to final		0.5 hr/wk	3 hrs/wk			1 hr/wk	
EE and Structural EOR Reviews at Milestones		8	8			4	\$2,840.00
(site visits w/ follow-up)		4 hrs/visit	4 hrs/visit				
							Sub-Total Task 5
							\$12,460.00
Task 4 - Record Drawings		1	2		10	2	\$1,335.00
Based upon Contractor Submittal							Sub-Total Task 6
							\$1,335.00
Sub-Total: Hours		72	156	22	94	53	
Sub-Total: Fees (exclusive of survey)		\$12,600.00	\$23,400.00	\$2,200.00	\$6,956.00	\$3,180.00	
Subtotal Task 1 through 4							\$48,336.00
Direct Expense Allowance @ 3% of TASK 1 - 4							\$1,450.00
Total Lump Sum Fee							\$49,786.00
Geotechnical Subconsultant Allowance							\$4,000.00
Total Fee							\$53,786.00



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager
FROM: Thomas E. Lambert, Assistant Director of Public Services
DATE: October 23, 2014
RE: Technology Fee – SSRUS BOARD RECOMMENDATION

As the meter project is nearing completion, which is expected in December, the utility agreed to implement a technology fee to recover the cost of investing in the more advanced radio read system. The fee will generate money along with the revenue increase from more accurate readings to pay for the meter replacements and the advanced technology. The original concept was to institute a \$1 dollar fee per month per water meter lasting five years. If the fee is not instituted, the funds would be taken from the general operations.

Staff recommended and the SSRUS Board approved a charge of \$2 per water meter per month. The additional revenue would be separate from the funds dedicated to the meter replacement, and could be placed towards other technical enhancements that would create efficiency and save time & money. One such project might be the installation of monitoring systems for all the lift stations that would use the meter reading system as the backbone for communication.

This fee is also required for meters in the city water system, and staff again recommends that the \$2 fee be instituted to create a technology fund.

The public hearing would be set for December 15th with the advertisement on the utility bills being mailed on the November 10th and 17th and December 1st.

RECOMMENDATION: THE SSRUS BOARD RECOMMENDED TO CITY COUNCIL THAT THE \$2 PER METER TECHNOLOGY FEE BE INSTITUTED FOR A PERIOD OF FIVE YEARS SUBJECT TO ADVERTISING AND PUBLIC HEARING AS REQUIRED. THE CITY COUNCIL ALSO AUTHORIZES THE \$2 TECHNOLOGY FEE PER METER ON THE CITY WATER SYSTEM.



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager
FROM: Thomas E. Lambert, Assistant Director of Public Services
DATE: October 10, 2014
RE: Technology Fee

As the meter project is nearing completion, which is expected in December, the utility agreed to implement a technology fee to recover the cost of investing in the more advanced radio read system. The fee will generate money along with the revenue increase to pay for the meter replacements and the advanced technology. The original concept was to institute a \$1 dollar fee per month per water meter lasting five years. If the fee is not instituted, the funds would be taken from the general operations.

Staff would recommend that a \$2 fee per water meter be instituted. The additional revenue would be separate from the funds dedicated to the meter replacement, and could be placed towards other technical enhancements that would create efficiency and save money. One such project might be the installation of monitoring systems for all the lift stations that would use the meter reading system as the backbone for communication.

The fee would generate approximately \$105,600 annually with half being used for the debt service offset and the remainder set aside for technology enhancements.

RECOMMENDATION: SSRUS Board Recommend to City Council that the \$2 per meter technology fee be instituted for a period of five years subject to advertising and public hearing as required.



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager

FROM: Vernon L. Prather, Director of Public Services *V.P.*

DATE: October 14, 2014

RE: Central Division Watershed Surveying

The Stormwater Task Force requested that watershed surveying data be obtained in order to build a database for elevations of streets, homes, and stormwater infrastructure in the flooded areas.

The City Council approved the Task Force's list of short-term and immediate actions on June 16, 2014 which contemplates that survey work would be needed in order to develop regional plans in each division. Survey work is not specifically mentioned as a task, but is the foundation upon which all the projects need in order to be built.

Staff has contacted Ruben Surveying and requested an estimated cost to perform the survey work in the flooded section of the Central Division. We also requested that the survey be compatible with the City's new GIS software.

Ruben Surveying cost to perform this work at a not to exceed cost is \$38,000 as indicated in the attached proposal. The survey includes elevation data points for every home that was flooded, centerline and edge of road, and all stormwater facilities.

RECOMMENDATION: City Council authorize Ruben Surveying and Mapping to perform watershed survey of the Central Stormwater Division for a not to exceed amount of \$38,000.



Vernon Prather <vprather@gulfbreezefl.gov>

Fwd: Central District As Builts

Thomas Lambert <tlambert@gulfbreezefl.gov>
To: Vernon Prather <vprather@gulfbreezefl.gov>

Fri, Oct 17, 2014 at 2:03 PM

----- Forwarded message -----

From: <rer@rubensurveying.com>
Date: Fri, Oct 17, 2014 at 8:50 AM
Subject: Central District As Builts
To: Thomas Lambert <tlambert@gulfbreezefl.gov>

Thomas,

We have reviewed the required parcels to be surveyed for the Central District (west half) and have determined that the not to exceed amount will be the same as the East District invoice amount of \$38,000.

We have scheduled our crews and project surveyors to complete this area by early December. Please let me know if you have a specific date in December that is scheduled that we would need to have data available. Also if there is a specific area where we need to concentrate our efforts early in the project let me know so that data will be available sooner.

Kind Regards,

--

Ronald E. Ruben, II
Ruben Surveying & Mapping
1179 Gulf Breeze Parkway
Gulf Breeze, FL 32561
phone: (850) 916-7382
fax: (850) 916-7275

CONFIDENTIALITY NOTICE: The information contained in this e-mail, including any attachment(s), is confidential information that may be privileged and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient, or if you received this message in error, then any direct or indirect disclosure, distribution or copying of this message is strictly prohibited. If you have received this message in error, please notify our office immediately by calling (850) 916-7382 and by sending a return e-mail; delete this message; and destroy all copies, including attachments. Thank you.

--

Thomas E. Lambert
Assistant Director of Public Services
City of Gulf Breeze



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager

FROM: Vernon L. Prather, Director of Public Services *V.P.*

DATE: October 14, 2014

RE: Watershed Surveying

The Stormwater Task Force requested that watershed surveying data be obtained in order to build a database for elevations of streets, homes, and stormwater infrastructure in the flooded areas. Staff contacted Ruben Surveying and requested that they immediately begin the survey work in the Eastern Division. We also requested that the survey be compatible with the City's new GIS software.

The City Council approved the Task Force's list of short-term and immediate actions on June 16, 2014 which contemplates that survey work would be needed in order to develop regional plans in each division. Survey work is not specifically mentioned as a task, but is the foundation upon which all the projects need in order to be built.

Ruben Surveying presented their work product to Staff on October 9, 2014 and the surveying is very detailed and useful in City operations. The survey includes elevation data points for every home that was flooded, centerline and edge of road, and all stormwater facilities.

The cost for Eastern Division watershed surveying is \$37,738.75 as stated by Ruben Surveying's itemized invoice.

RECOMMENDATION: City Council authorize payment of \$37,738.75 to Ruben Surveying and Mapping for watershed survey of the Eastern Stormwater Division.

**RUBEN SURVEYING AND MAPPING
1179 GULF BREEZE PARKWAY
GULF BREEZE, FLORIDA 32561
OFFICE (850) 916-7382 FAX: (850) 916-7275**

...TRANSMITTAL / INVOICE...

1 COPY

DATE: OCTOBER 09, 2014

INVOICE NO.

6615810

PROJECT NO.

15810-14

RE: **A PORTION OF SECTION 4,
TOWNSHIP 3 SOUTH, RANGE 29 WEST
EAST DISTRICT
SANTA ROSA COUNTY, FLORIDA**

CITY OF GULF BREEZE
1070 SHORELINE DRIVE
GULF BREEZE, FL 32561

.....
INVOICE # 6615810
10/9/14

PLEASE RETURN THIS INVOICE WITH YOUR PAYMENT

PROFESSIONAL SURVEYING AND MAPPING SERVICES PERFORMED ON THE
ABOVE REFERENCED PROPERTY, AS FOLLOWS:

AS BUILT SURVEY.....\$37,738.75

TOTAL AMOUNT DUE THIS INVOICE.....\$37,738.75

*WE APPRECIATE YOUR BUSINESS AND WE LOOK FORWARD TO ASSISTING YOU
WITH YOUR FUTURE SURVEYING AND MAPPING NEEDS.*

THANK YOU

SHEET 1 OF 3

**RUBEN SURVEYING AND MAPPING
 1179 GULF BREEZE PARKWAY
 GULF BREEZE, FLORIDA 32561
 OFFICE (850) 916-7382 FAX: (850) 916-7275**

...TRANSMITTAL / INVOICE...
 15810-14-B

<u>DATE</u>	<u>SERVICE</u>	<u>HRS</u>	<u>FEE</u>
06/09/14	2 MAN CREW	8.5	\$892.50
06/09/14	CAD OPERATOR (T2)	2.5	\$225.00
06/16/14	3 MAN CREW	9.0	\$1,575.00
06/17/14	2 MAN CREW	6.5	\$682.50
06/18/14	3 MAN CREW	4.5	\$787.50
06/25/14	2 MAN CREW	8.0	\$840.00
06/26/14	3 MAN CREW	8.0	\$1,400.00
06/26/14	3 MAN CREW	8.0	\$1,400.00
08/07/14	CAD OPERATOR (T2)	1.5	\$135.00
08/11/14	3 MAN CREW	5.75	\$1,006.25
08/18/14	2 MAN CREW	8.0	\$840.00
08/19/14	2 MAN CREW	8.5	\$892.50
08/20/14	3 MAN CREW	6.5	\$1,137.50
08/22/14	CAD OPERATOR (T2)	9.0	\$810.00
08/22/14	CAD OPERATOR (T2)	4.0	\$360.00
08/25/14	CAD OPERATOR (T2)	8.0	\$720.00
08/26/14	CAD OPERATOR (T2)	2.0	\$180.00
08/27/14	2 MAN CREW	9.0	\$945.00
08/27/14	2 MAN CREW	8.0	\$840.00
08/28/14	2 MAN CREW	3.0	\$315.00
09/02/14	CAD OPERATOR (T2)	2.0	\$180.00
09/03/14	CAD OPERATOR (T2)	5.5	\$495.00
09/04/14	CAD OPERATOR (T2)	8.0	\$720.00
09/05/14	3 MAN CREW	9.0	\$1,575.00
09/05/14	2 MAN CREW	4.0	\$420.00
09/06/14	2 MAN CREW	8.0	\$840.00
09/07/14	2 MAN CREW	8.0	\$840.00
09/08/14	2 MAN CREW	8.0	\$840.00
09/08/14	CAD OPERATOR (T2)	0.5	\$45.00
09/08/14	CAD OPERATOR (T2)	1.0	\$90.00

CONTINUE NEXT PAGE

**RUBEN SURVEYING AND MAPPING
1179 GULF BREEZE PARKWAY
GULF BREEZE, FLORIDA 32561
OFFICE (850) 916-7382 FAX: (850) 916-7275**

**...TRANSMITTAL / INVOICE...
15810-14-C**

<u>DATE</u>	<u>SERVICE</u>	<u>HRS</u>	<u>FEE</u>
09/09/14	2 MAN CREW	8.0	\$840.00
09/10/14	2 MAN CREW	8.0	\$840.00
09/10/14	CAD OPERATOR (T2)	6.0	\$540.00
09/10/14	CAD OPERATOR (T2)	2.0	\$180.00
09/11/14	2 MAN CREW	8.0	\$840.00
09/16/14	CAD OPERATOR (T2)	0.5	\$45.00
09/17/14	PROJ. SURVEYOR	7.5	\$862.50
09/18/14	PROJ. SURVEYOR	7.0	\$805.00
09/18/14	2 MAN CREW	8.0	\$840.00
09/19/14	PROJ. SURVEYOR	7.0	\$805.00
09/22/14	PROJ. SURVEYOR	2.5	\$287.50
09/23/14	PROJ. SURVEYOR	8.0	\$920.00
09/23/14	PROJ. SURVEYOR	2.0	\$180.00
09/24/14	3 MAN CREW	3.5	\$612.50
09/24/14	2 MAN CREW	8.0	\$840.00
09/26/14	PROJ. SURVEYOR	4.0	\$460.00
09/29/14	PROJ. SURVEYOR	7.0	\$805.00
10/02/14	PROJ. SURVEYOR	4.5	\$517.50
10/03/14	PROJ. SURVEYOR	7.0	\$805.00
10/03/14	CAD OPERATOR (T2)	8.0	\$720.00
10/06/14	PROJ. SURVEYOR	9.0	\$1,035.00
10/06/14	CAD OPERATOR (T2)	7.0	\$630.00
10/07/14	PROJ. SURVEYOR	3.0	\$345.00
10/08/14	2 MAN CREW	8.0	\$840.00
10/09/14	PROJ. SURVEYOR	1.0	\$115.00

*WE APPRECIATE YOUR BUSINESS AND WE LOOK FORWARD TO ASSISTING YOU
WITH YOUR FUTURE SURVEYING AND MAPPING NEEDS.*

THANK YOU

SHEET 3 OF 3

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

TO: Edwin A. Eddy, City Manager

FROM: Vernon L. Prather, Director of Public Services *V.P.*

DATE: October 22, 2014

RE: Engineering Services for Installation of 4" Gas Main
Across Sabine Inlet, Pensacola Beach

The City began natural gas service on Pensacola Beach in March 2012, with the installation of approx. ten (10) miles of gas main and subsequent acquisition of natural gas customers.

In order to provide an additional level of reliable gas service, staff desires to install a 4" gas main across Sabine Inlet. This will establish a secondary means to supply gas as it creates a "loop" in an otherwise linear pipeline.

The engineering and permitting required is extensive to obtain D.E.P. dredge and fill permits and submerged land lease from the State of Florida.

Baskerville-Donovan has proposed a fee of \$39,580 to provide design, permitting and bid services with a total project cost estimated at \$110,970 as indicated on their engineers opinion of probable construction cost. They have also estimated that the engineering and permitting phase of the project will take 245 days to complete.

RECOMMENDATION: City Council authorize Baskerville-Donovan to provide engineering services for design, permitting and bid of a 4" gas main across Sabine Inlet on Pensacola Beach for \$39,580.

September 17, 2014

Mr. Vernon Prather, Director of Public Services
City of Gulf Breeze
1070 Shoreline Drive
Gulf Breeze, FL 32561

RE: Sabine Inlet Natural Gas Pipeline Loop

Dear Mr. Prather,

Baskerville-Donovan, Inc, is proud to present the following task order for engineering services to create a looped natural gas pipeline system on Pensacola Beach. Please accept this task order as our proposal for professional services related to the design, permitting, surveying, bidding and construction administration for the installation of the 4" natural gas pipeline.

TASK ORDER FOR SABINE INLET NATURAL GAS PIPELINE LOOP

SECTION I: AUTHORIZED PROJECT

Over the last several years, the City of Gulf Breeze has installed natural gas pipelines to the Pensacola Beach area. The natural gas pipeline extends eastward from the core business district to Portofino and westward to Fort Pickens National Seashore. Since the initial project, the City has begun extending the natural gas service into the residential areas of the beach community. With a pipeline service, it is ideal to provide looped lines where it may be practical to connect a dead-end service. An opportunity exists where a pipeline can be installed across Little Sabine Inlet from Pensacola Beach Road to Sabine Drive. This looped system would provide a redundant service to Sabine Drive and Fort Pickens Road with the capability to back-feed to the core business district and to the east.

BDI will provide the services in the following tasks:

SECTION II: SUMMARY OF BASIC ENGINEERING SERVICES

PHASE 1. CONTRACT DOCUMENTS, PERMITTING, AND BIDDING (included in this scope)

Task 1-1 – FIELD DATA COLLECTION SERVICES

T1-1.1 Survey: Anticipated field data collection needs includes a complete topographic survey of the proposed pipeline route including a bathymetric survey across Little Sabine Inlet. The surveying effort shall establishment vertical and horizontal control points for layout and construction, and location of all subsurface boring locations performed as part of a geotechnical evaluation.

T1-1.2 Geotechnical: Geotechnical evaluations of the pipeline route will be limited to borings across the directional drill route as necessary to identify subsurface considerations.

Task 1-2 – PERMITTING

An FDEP Dredge and Fill Permit and a Florida State Submerged Land Lease is required to construct the natural gas pipeline across Sabine Inlet. BDI will prepare, submit and coordinate three (3) copies each of the following permits:

- 1) *Dredge and Fill Permit* (Form 62-312.900(1));
- 2) *Submerged Land Lease* documentation.

BDI shall prepare the necessary permit application forms, appropriately certified, and supporting documents for approval of the project and submit application to local, state, and federal regulators for the permits noted. Permit fees associated with permit applications and approvals shall be paid by the City. Additional permitting assistance beyond that specifically highlighted within this document may be provided by supplemental authorization by the City.

Task 1-3 – DESIGN AND CONTRACT DOCUMENTS

BDI will prepare plans, specifications and contract documents for bidding and construction of the 4" natural gas pipeline. The scope of services includes preparation of project documents and ready to advertise plans and specifications. The scope of the design will be in general accordance with the City's natural gas standards and any significant deviations as directed or acknowledged by the City during the review process. An Opinion of Probable Construction Cost will be updated and submitted with the final contract documents.

Specifications will be developed utilizing the MASTERSPEC format. Any City standard specifications will be utilized to the extent appropriate. Division 0 specifications will utilize the City's standard documents. Remaining sections will be BDI developed.

Upon completion of review and incorporation of comments, complete documents will be marked as "Released for Bid" and presented to the City in electronic format for confirmation of their acceptability. Upon acceptance, the documents will be advertised for bid by the City utilizing the advertisement included in the specifications. BDI will provide the City bidding documents in electronic format on CD's along with one (1) full sized signed and sealed set of documents and three (3) full size unsealed sets of plans and specifications for use by the City. BDI will provide prospective bidders bidding documents in electronic format on CD's for a processing fee of \$25 per CD. BDI will maintain the list of prospective bidders up to the day of the bid and transfer that list to the City on the bid date for inclusion of last minute bid submissions.

Task 1-4 – BIDDING SERVICES

BDI will perform traditional bidding services including:

- 1) Conduct and attend one (1) pre-bid conference for this project.
- 2) Review questions and comments posed by bidders and develop appropriate responses.
- 3) Consult with the City as to the acceptability of subcontractors, suppliers, and other individuals and entities proposed by prospective bidders for the work.
- 4) Attend and conduct (if desired) the bid opening meeting for this project.

- 5) Tabulate and provide a certified copy of the bid results.
- 6) Check bidder compliance with the intent of the bid documents.
- 7) Contact the State Bureau of Professional Regulation to verify contractor's licensure status and whether any disciplinary actions were pending from the department against the bidders.
- 8) Review of Bidder's similar Contractor Project Experience responses
- 9) Contact and document references for Contractor past projects.
- 10) Prepare a recommendation of award letter for the lowest responsible bidder.
- 11) Prepare Notice of Award for the District based on the lowest responsible bid package.

PHASE 2. CONSTRUCTION ADMINISTRATION

Task 2-1 – ENGINEERING SERVICES DURING CONSTRUCTION

BDI will provide engineering services during construction as defined below:

T2-1.1 Construction Services/Administration

- 1) BDI will conform the contract documents relative to the awarded bid amounts and any addenda issued prior to receipt of bids. Three (3) copies of the complete contract documents (specifications and full-size drawings, unless half-size is requested) shall be prepared and provided to the selected Contractor for signature. After execution, these contract documents will be distributed by providing one (1) copy each to the City, Contractor and BDI.
- 2) BDI will schedule and conduct a preconstruction conference to review contract specifics and general procedures.
- 3) BDI will review the Contractor prepared schedule of values.
- 4) BDI will review and process monthly partial pay requests including review and recommendations regarding progress reports and payments by the District.
- 5) BDI will conduct a monthly construction progress meeting for the Owner, Engineer, and Contractor.
- 6) BDI will track, review and process shop drawing submittals for the components of the work. Reviews for multiple substitutions beyond one for equipment specified shall be the basis for additional compensation by the City to BDI.
- 7) Review and respond to requests for information (RFI), conflicts, clarifications, and claims that are submitted by the Contractor, and review change orders. Review requests for substitutions that are submitted by the Contractor and require redesign or revisions of the Contract Documents as necessary. Revisions or redesign attributable to the work products of BDI shall be addressed at the expense of BDI. All services required for redesigns initiated at the request of the City will be invoiced based on hourly

rates for labor and expense.

- 8) BDI will perform one substantial completion site visit to review completed work and develop a "punch list" for completion items.
- 9) BDI will perform up to two final completion site visits to confirm "punch list" item completion.
- 10) BDI will recommend final payment for Contractor upon verification of satisfaction of outstanding liens and publication of project completion if required.

For the purposes of this proposal, a ten (10) week construction period is assumed.

T2-1.2 Construction Observation

Under this proposal the Construction Observation scope of work is undetermined but is assumed for this proposal to be as hereafter described. The actual scope of work will be determined by negotiation between the City of Gulf Breeze and BDI during the design phase of the project but will be at a minimum of sufficient to allow the Engineer of Record sufficient observation of the work to allow recommendation of payment requests. The limited services during the four month construction schedule shall include:

- 1) Provide periodic project observation, up to four hours per week, during construction. This effort will be coordinated with any specific observation required by the contract documents.
- 2) Documenting and tracking construction progress with observation logs and photographs.
- 3) Verification of pay request related to the schedule of values, work completed, materials and equipment delivered to the site but not installed.
- 4) Witnessing scheduled construction quality control testing procedures.
- 5) Participate in substantial and final completion inspections.

Task 2-2 – Record Drawings

BDI will receive from the Contractor markups of the construction documents as required by the Construction Contract to reflect the constructed condition of the improvements. BDI will conform the Released for Construction Drawings to reflect the Contractor markups to produce Record Drawings in electronic format. BDI will not independently confirm the accuracy of the markups as presented by the Contractor but will transfer the markups to electronic files for reproducibility and clarity. BDI does not assume the Contractor's responsibility for the accuracy of the Record Drawings. Record Drawings will be provided to the District in electronic pdf format on CD's.

Section III. SUBCONSULTANTS

A geotechnical subconsultant will be required and an allowance is included in this proposal.

Section IV. OWNER'S RESPONSIBILITY

The City will provide all available information to assist in the permitting and design of the pipeline. The City shall provide input into the design and layout, and provide written comments on the design construction plans and specifications. The District shall be responsible for all permit fees associated with this task order.

Section V. SCHEDULE

The following is a project schedule by milestone task from the "Notice to Proceed" through the final, ready to advertise, contract documents. It is anticipated that the project schedule will be 385 days with some phase occurring simultaneous. The overall project schedule is dependent on a timely response review from the FDEP and Submerged Land Lease group in reviewing the completed permit application documentation.

Milestone Task	Calendar Days (each Task)	Calendar Days (from NTP)
Notice to Proceed	0	0
Easement Research and Data Acquisition	14	14
Easement Acquisitions (if needed)	14	84
Bathometric Survey	14	42
Geotechnical Exploration	42	70
Project Design	70	112
Permitting and submerged land lease	112	245
Bidding Phase	245	287
Engineering Services During Construction	287	357
Total Project Duration		357

Section VI. METHOD OF COMPENSATION

Each task shall be lump sum or on a time and materials allowance basis as indicated below and on the attached Engineer Opinion of Probable Construction Cost. The engineer design fees are calculated using the allowable FDEP Bureau of Water Facilities Funding State Revolving Fund Program engineering allowance calculation of FAC 62-505.300(4)j as $(25 - \text{natural log of construction costs}) \times \frac{1}{100^{\text{th}}}$ of the construction costs.

Engineering Services

Engineering Design Services (lump sum)	\$ 7,736
Geotechnical Borings across Little Sabine Inlet (subconsultant allowance)	\$ 10,000
Dredge and Fill Permit and Submerged Land Lease (hourly allowance)	\$ 8,000
Bathometric Survey and Easements (lump sum)	\$ 10,000
Engineering Services During Construction (Lump Sum based on ten (10) week construction period)	\$ 3,844
Total	\$ 39,580

If authorized by the City, BDI will provide Additional Engineering Services as requested.

BDI shall invoice the City monthly based on percent of the tasks completion.

Section VIII. ACCEPTANCE

If the above scope and fees meet your approval, please indicate by your signature in the space provided below and return one (1) signed copy which will constitute an agreement and a "Notice to Proceed" for the above referenced tasks to accomplish this work:

BASKERVILLE-DONOVAN, INC.

CITY OF GULF BREEZE

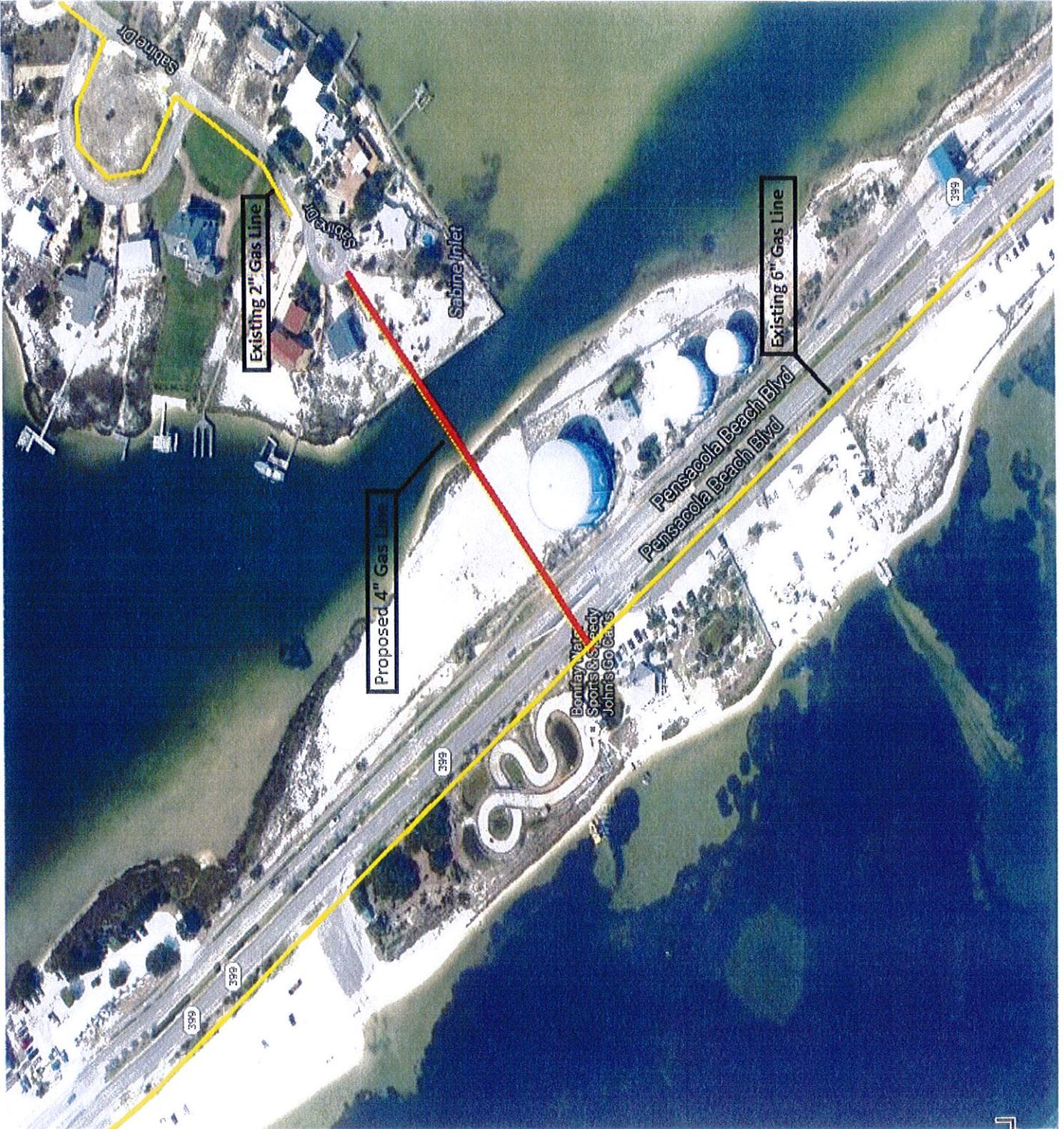


Richard W. Delp, CSI, CDT
Project Manager

Vernon Prather
Director of Public Services

Date: 9-22-14

Date: _____





City of Gulf Breeze

DATE: October 3, 2014
TO: Edwin A. Eddy
City Manager
FROM: Jim Cox
Project Information Officer
RE: High Water Mark Initiative

A handwritten signature in blue ink, appearing to read "Jim Cox", is written over the "FROM:" line of the memo.

As you know, the majority of homes that got flood damage last April did not have flood insurance. Yesterday Dave Szymanski and I attended a Flood Mitigation Committee meeting at the Santa Rosa County offices in ~~Milford~~. Santa Rosa County has decided to participate in a program created by FEMA and NFIP to encourage people in flood-prone communities like ours to buy flood insurance. It is called the High Water Mark Initiative.

One part of that program is to place about a dozen signs throughout Santa Rosa County which show what the high water mark was during Hurricane Ivan. Examples are attached. These signs would all be on public property. The two locations recommended for the City of Gulf Breeze are Shoreline Park and the boat launch by the Three Mile Bridge.

The signs would be paid for by FEMA. The City of Gulf Breeze would incur some minor expense providing poles and placing the signs. The Flood Mitigation Committee is meeting November 6th to settle on the details of the project (sign design, locations, launch event, etc.).

The program will be kicked off by a well publicized "launch event" on December 10th at the Navarre Visitor Center. We envision the City of Gulf Breeze installing its two signs during the first calendar quarter of 2015, with a media event to introduce the signs and promote the purchase of flood insurance.

RECOMMENDATION: That the City Council approve the City of Gulf Breeze join with Santa Rosa County in participating in FEMA's High Water Mark Initiative.

Cc: Craig S. Carmichael

Frankfort, KY

December 10, 1978

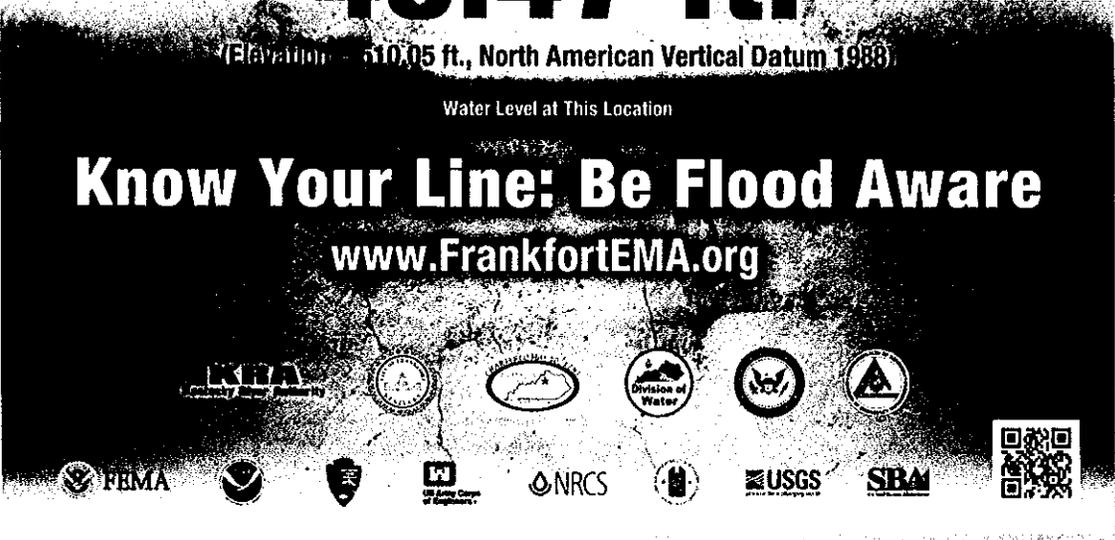
48.47 ft.

(Elevation = 610.05 ft., North American Vertical Datum 1988)

Water Level at This Location

Know Your Line: Be Flood Aware

www.FrankfortEMA.org



Roseville/Sacramento, CA



Know Your Line: Be Flood Aware

CRS Credit for a High Water Mark Initiative

The National Flood Insurance Program's Community Rating System (CRS) provides a flood insurance premium discount for policy holders in communities that participate in CRS. The discount is based on an assessment of floodplain management activities implemented by the community to reduce flood losses, promote flood risk awareness and flood insurance, and protect natural floodplain functions.

CRS Outreach Projects and Programs for Public Information

Communities that participate in CRS earn credits toward flood insurance premium discounts through a variety of activities including public information programs and projects. One of these is Activity 330 (Outreach Projects), which provides credit points based on the type of project, the audience reached, and the message(s) conveyed. Other public information activities credit providing floodplain map information, disclosing a property's flood status to a potential buyer, putting references in a library, posting information on a website, and providing one-on-one technical advice.

A CRS Program for Public Information (PPI) is an ongoing public information effort designed to transmit the messages that the community determines are most important to its flood safety and the protection of its floodplains' natural functions. It is developed following a seven step process designed to assess the community's public information needs, determine messages and outcomes appropriate for different audiences, and implement the most effective measures. Working with partners is a key factor throughout the process, resulting in greater credit for more involvement of other organizations and agencies.

High Water Marks and CRS Points

One activity that communities are implementing more often is providing information on past floods, such as posting high water marks in public places and maps and photographs of past floods on their websites. These high water mark initiatives and a CRS-credited PPI have a lot in common. To maximize CRS credit for such an initiative, communities are encouraged to use high water marks as a way to generate greater flood risk awareness. For example, a ceremony to unveil flood level signs could be used to announce the formation of a PPI committee or the release of the PPI report.

FEMA and seven other Federal agencies have recently been promoting such efforts in its "Know Your Line: Be Flood Aware" initiative. This initiative encourages communities to post signs showing historical high water levels and educating residents about the risk of flooding.



CRS High Water Mark Highlights

- CRS points can be earned through high water mark posting and ongoing outreach
- The greater the supporting outreach, the greater the possible CRS points that can be earned
- CRS points are explained in the *CRS Coordinator's Manual*

To learn more about CRS, visit: www.fema.gov/national-flood-insurance-program/national-flood-insurance-program-community-rating-system





Ongoing Outreach and CRS Points

It is important to note that both the High Water Mark initiative and the CRS call for more than just putting lines on a building or a sign. High water marks can be a catalyst for a master cooperative and coordinated public information program. Such an approach can receive through a PPI, also credited under Activity 330 in the 2013 *CRS Coordinator's Manual*. Reviewing the criteria for both the High Water Mark Initiative and PPI is recommended, so communities can benefit from both programs via the same local activity. Credits are based on three factors:

- What and how many messages are conveyed;
- What type of projects they are (e.g., informational materials that people pick up, activities that reach out to people, or projects targeted to a specific audience); and
- How often they are delivered. Outreach Projects in CRS must be delivered at least once each year.

The 2013 *CRS Manual* provides more detailed information about the priority topics areas to be communicated for CRS credits, with sample messages for each.

Promoting Action

Community outreach is one of many things communities can do to promote awareness, but more than awareness, communities need to promote action. Through examining ways communities can bolster mitigation actions and plans in their communities, the more CRS points can be earned. In fact, there are activities communities can do concerning everything from floodplain mapping, flood damage reduction planning or enacting new flood warning and response actions that can make communities more resilient...and safer!

Learn More

For more information on CRS credit for public information activities, contact your ISO/CRS Specialist. They are listed at <http://crsresources.org/100-2>. More information on "Know Your Line: Be Flood Aware" can be found at www.fema.gov/knowyourline.

Contact Information for the High Water Mark Campaign:

Vince Brown

vincent.brown@fema.dhs.gov

Website:

www.fema.gov/knowyourline

Memo

To: Edwin Eddy
From: Steve Milford 
Date: October 16, 2014
Re: Second Payment for Services of Adjusters International

On June 2nd, 2014 the Gulf Breeze City Council authorized the activation of the standby agreement awarded to Adjusters International (AI) to assist staff in the disaster recovery process of the April 29/30 rain event.

The advice, direction and assistance provided by AI staff has been beneficial, especially in light of the high turnover of FEMA personnel assigned to work with the City. AI's involvement has helped to facilitate consideration of several projects as well as development of strategies for Tiger Point repairs that should make submission and reimbursement of West Course repairs easier.

Significant FEMA and State staff reassignments have resulted in significant delays in development of project worksheets for this event. So some reliance on Adjusters International guidance is likely to continue until all projects are submitted.

At this time, Adjusters International estimate that approximately 50% of its billings to date qualify for direct administrative cost reimbursement from FEMA and the State. The Council authorized continuance of the activation of the standby agreement through the end of November 2014 in August of this year.

Recommendation:

That the City Council approve and authorize payment of the attached fiscal 2014 Adjusters International invoices for \$12,281.86, \$9,856.16, and \$4,335.00 totaling \$26,473.02



ADJUSTERS INTERNATIONAL

Corporate Office
 126 Business Park Drive
 Utica, New York 13502
 1-800-382-2468
 (315) 797-3035
 Fax: (315) 797-1090
 www.adjustersinternational.com

September 15, 2014

Finance Manager
 City of Gulf Breeze
 1070 Shoreline Drive
 Gulf Breeze, FL 32562-0640

RECEIVED
 SEP 16 2014
 FINANCE OFFICE
 14-23103

CLIENT City of Gulf Breeze, FL
 REF # GBFL01-001-05
 FOR PERIOD 07/27/14 - 08/09/14

Attached is invoice for services rendered for the above-referenced period. Below is a recapitulation of Adjusters International's invoices to date:

Invoice Date	Invoice Number	Billing Period	Professional Fees	Expenses	Total	Paid	Balance
08/08/14	GBFL01-001-01	06/01/14 - 06/14/14	\$ 18,870.00	\$ 3,565.90	\$ 22,435.90	\$ -	\$ 22,435.90
08/18/14	GBFL01-001-02	06/15/14 - 06/28/14	\$ 510.00	\$ -	\$ 510.00	\$ -	\$ 510.00
08/22/14	GBFL01-001-03	06/29/14 - 07/12/14	\$ 9,817.50	\$ 2,464.36	\$ 12,281.86	\$ -	\$ 12,281.86
09/05/14	GBFL01-001-04	07/13/14 - 07/26/14	\$ 8,160.00	\$ 1,696.16	\$ 9,856.16	\$ -	\$ 9,856.16
09/15/14	GBFL01-001-05	07/27/14 - 08/09/14	\$ 4,335.00	\$ -	\$ 4,335.00	\$ -	\$ 4,335.00
Totals			\$ 41,692.50	\$ 7,726.42	\$ 49,418.92	\$ -	\$ 49,418.92

>pd 9/10/14

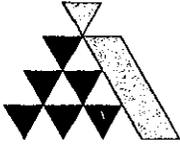
Should you have any questions, please feel free to contact me.

Sincerely,

John Marini (Signature)

John W. Marini
 COO and Vice President

*Pd \$22,945.90
 9/10/14
 CK 143275
 Currently owe \$26,473.02*



ADJUSTERS INTERNATIONAL, INC.

PROFESSIONAL LOSS CONSULTANTS

CORPORATE OFFICE
126 BUSINESS PARK DRIVE
UTICA, NEW YORK 13502
1-800-382-2468
OUTSIDE U.S (315) 797-3035
FAX (315) 797-1090

RECEIVED
AUG 25 2014
FINANCE OFFICE
14-R3103

August 22, 2014

INVOICE FOR SERVICES

CLIENT	CITY OF GULF BREEZE, FL		
REF#	GBFL01-001-03 (PLEASE INCLUDE ON REMITTANCE)		
FOR PERIOD	Jun 29, 2014 to Jul 12, 2014		
TERMS	Net Plus Ten Days		
PROFESSIONAL FEES:			
Staff Member	Hours	Rate	Total
Cerminaro, Cesare	38.50	255.00	9,817.50
Sub Total			9,817.50
Total Fees:			9,817.50
EXPENSES:			
(See attached sheet)			
Total Expenses:			\$2,464.36
Total			12,281.86
Invoice Total			\$ 12,281.86

Cost Summary

Direct	8,772.76
Indirect	3,509.10
Total	\$ 12,281.86

Please remit the above amount to:

Adjusters International, Inc.
Disaster Recovery Consulting
126 Business Park Drive
Utica, NY 13502

ADJUSTERS INTERNATIONAL, INC.
Disaster Recovery Consulting - Time Summary

Name: Cermignano, Cesare
 Period: Jun 29, 2014 to Jul 12, 2014

Project	Date	Time	County	Applicant/Department	Task Group	Task	Site ID	Project ID	Fema PW #	Grant ID	Comments	Time	Rate	Cost
GBFL01	06/30/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Proj Proc - Additional FEMA/Grantee Doc Req		GBE006	GBEK.05		Collect requested additional DAC documentation	0.50	\$ 255.00	\$ 127.50
GBFL01	07/02/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Proj Formul - Site Visit		GBG004			Set up meetings and site visits with FEMA/State/City	1.00	\$ 255.00	\$ 255.00
GBFL01	07/07/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Indirect Task or Expense					Travel to Gulf Breeze, FL	8.50	\$ 255.00	\$ 2,167.50
GBFL01	07/09/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Proj Formul - Task or Expense		GBG004			Damage Site Visits with FEMA/State	2.66	\$ 255.00	\$ 678.30
GBFL01	07/09/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Proj Formul - Task or Expense		GBG011			Damage Site Visits with FEMA/State	2.67	\$ 255.00	\$ 680.85
GBFL01	07/09/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Proj Formul - Task or Expense		GBG004			Site visits notes dissemination	1.00	\$ 255.00	\$ 255.00
GBFL01	07/09/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Proj List Devel - Data Collect & Dissemination		GBG010			Site visits notes dissemination	1.00	\$ 255.00	\$ 255.00
GBFL01	07/09/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Proj Formul - Task or Expense		GBG011			Site visits notes dissemination	1.00	\$ 255.00	\$ 255.00
GBFL01	07/09/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Proj Formul - Task or Expense		GBG005			FEMA/State PA process meeting	2.50	\$ 255.00	\$ 637.50
GBFL01	07/09/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Proj Formul - Task or Expense		GBG009			Damage Site Visits with FEMA/State	8.00	\$ 255.00	\$ 2,040.00
GBFL01	07/11/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Proj Formul - Task or Expense		GBG009			Site visit notes dissemination	2.00	\$ 255.00	\$ 510.00
GBFL01	07/11/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Proj Formul - Task or Expense		GBG003			Damage Site Visits with FEMA/State	4.00	\$ 255.00	\$ 1,020.00
GBFL01	07/11/2014		Cermignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Proj Formul - Proj Cost Est & Documentation					Set up road damages site visit and HMP FEMA/State meetings	1.00	\$ 255.00	\$ 255.00

Task Group	Hours	Rate	Total
Shelltem Task or Expense	27.50	255.00	7,012.50
Indirect Task or Expense	11.00	255.00	2,805.00
Billable Total	38.50		9,817.50
Other	0		

PERSONAL VEHICLE EXPENSE

DATE	PROJECT	Reason for Travel	Payment Method	Miles	Tolls	Parking
			TOTAL			

RENTAL VEHICLE EXPENSE

Start Date	End Date	Total Rental	Payment Method	Comment
TOTAL				

OTHER EXPENSE

DATE	Per Diem	Hotel Daily	Admin	Rental Car Fuel	Rental Car Tolls	Rental Car Parking	Flight	Other Trans	Reason For Travel	Payment Method	Comment
Mon - 07/07	\$51.00	\$207.56					\$878.00	\$35.00	Home to Duty Station	Cash - Personal	Gulf Breeze, FL \$35 Baggage Fee.
Tue - 07/08	\$51.00	\$207.56							Customer Service Visit	Cash - Personal	Gulf Breeze, FL
Wed - 07/09	\$51.00	\$207.56							Customer Service Visit	Cash - Personal	Gulf Breeze, FL
Thu - 07/10	\$51.00	\$207.56							Customer Service Visit	Cash - Personal	Gulf Breeze, FL
Fri - 07/11	\$51.00	\$207.56							Customer Service Visit	Cash - Personal	Gulf Breeze, FL
Sat - 07/12	\$51.00	\$207.56							Customer Service Visit	Cash - Personal	Gulf Breeze, FL
TOTAL	\$306.00	\$1,245.36	\$0.00	\$0.00	\$0.00	\$0.00	\$878.00	\$35.00			

SUMMARY BY PROJECT

PROJECT	Per Diem	Hotel Daily	Rental Car	Rental Car Fuel	Rental Tolls	Rental Parking	Flight	Other Trans	PV Miles	PV Tolls	PV Parking	Project Total
GBFL01 - City of Gulf Breeze Florida DR4177	\$306.00	\$1,245.36		\$0.00			\$878.00	\$35.00				\$2,464.36
Expense Sub-total	\$306.00	\$1,245.36	\$0.00	\$0.00	\$0.00	\$0.00	\$878.00	\$35.00	\$0.00	\$0.00	\$0.00	\$2,464.36
											Admin-Expense	\$0.00
											Non-billable Adjustments	\$0.00
											Final Expense	\$2,464.36

87151



61 GULF BREEZE PARKWAY
 GULF BREEZE FL 32561
 TELEPHONE 850-203-1333 *FAX 850-203-1334



GERMINARO, CESARE JR
 name
 919 ARMORY DR
 address
 UTICA NY 13501
 UNITED STATES OF AMERICA

room number: 302/NKJZ
 arrival date: 7/7/2014 2:29:00 PM
 departure date: 7/17/2014
 adult/child: 1/0
 room rate: 186.15

If the debit/credit card you are using to check-in is attached to a bank or checking account, a hold will be placed on the account for the full indicated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.

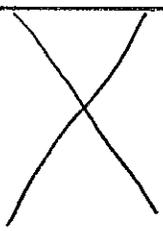
Rate Plan: MFR
 HH #: 638097986 DIAMOND
 AL:
 Car:

Confirmation Number: 81504426
 7/14/2014 Page 1

Rates, subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part of the full amount of these charges. In the event of an emergency, I, or someone in my party, require special evacuation due to a physical disability. Please indicate yes by checking here:
 signature:

date	reference	description	amount
7/7/2014	92578	GUEST ROOM	\$186.15
7/7/2014	92578	STATE TAX	\$12.10
7/7/2014	92578	CNTY/CITY TAX	\$9.31
7/8/2014	92752	GUEST ROOM	\$186.15
7/8/2014	92752	STATE TAX	\$12.10
7/8/2014	92752	CNTY/CITY TAX	\$9.31
7/9/2014	92895	GUEST ROOM	\$186.15
7/9/2014	92895	STATE TAX	\$12.10
7/9/2014	92895	CNTY/CITY TAX	\$9.31
7/10/2014	93094	GUEST ROOM	\$186.15
7/10/2014	93094	STATE TAX	\$12.10
7/10/2014	93094	CNTY/CITY TAX	\$9.31
7/11/2014	93309	GUEST ROOM	\$186.15
7/11/2014	93309	STATE TAX	\$12.10
7/11/2014	93309	CNTY/CITY TAX	\$9.31
7/12/2014	93526	GUEST ROOM	\$186.15
7/12/2014	93526	STATE TAX	\$12.10
7/12/2014	93526	CNTY/CITY TAX	\$9.31
7/13/2014	93775	GUEST ROOM	\$186.15
7/13/2014	93775	STATE TAX	\$12.10
7/13/2014	93775	CNTY/CITY TAX	\$9.31
7/14/2014	93902	MC *3612	(\$1,245.36)
		BALANCE	\$207.56

207.56



for reservations call 1.800.hampton or visit us online at hampton.com thanks.

account no. MC *3612	date of charge 7/14/2014	folio/check no. 48851 A
card member name GERMINARO, CESARE JR	authorization 05710Z	initial
establishment no. and location	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-1,245.36



Adams Travel Bureau, LLC
 Phone: 315-735-9535
 fran@adamstvl.com

Electronic Invoice

Prepared For:
CERMINARO/CESARE JR

SALES PERSON	FM
INVOICE NUMBER	0195831
INVOICE ISSUE DATE	02 Jul 2014
RECORD LOCATOR	JZYPVO
CUSTOMER NUMBER	8003822468

Client Address

ADJUSTERS INTERNATIONAL - DRS
 126 BUSINESS PARK DRIVE
 UTICA NY 13502-6302
 ATTN TRACY BEARSE

DATE: Mon, Jul 07

Flight: US AIRWAYS 1707

From	ALBANY INTL, NY	Departs	8:00am
To	CHARLOTTE, NC	Arrives	10:15am
Duration	02hr(s) :15min(s)	Class	Coach
Type	AIRBUS INDUSTRIE A319 JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CERMINARO/CESARE JR		US - XXXXX N0

DATE: Mon, Jul 07

Flight: US AIRWAYS 4691 Operated by: US AIRWAYS EXPRESS-PSA AIRLINES

From	CHARLOTTE, NC	Departs	1:10pm
To	PENSACOLA, FL	Arrives	1:47pm
Duration	01hr(s) :37min(s)	Class	Coach
Type	CRJ-700 CANADAIR REGIONAL JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CERMINARO/CESARE JR	Seat(s) - 17C	US - XXXXX N0

DATE: Mon, Jul 07

**Car: AVIS RENT A CAR
 PENSACOLA, FL**

Pick Up	1:47pm	Drop Off	17 Jul
Confirmation Number	24398146US3PEXP	Car Type	2/4 Door,Intermediate
		Member ID	1KC88B
Rate Plan For -	10 Days,0 Hours	USD	MI/KM
	USD Rate	222.30	UNL
	Extra Day	37.05	UNL
	Extra Hour	22.33	UNL
	Mandatory Charges	148.98	0.00
			Extra MI/KM

Approximate Total 482.43 UNL
Price

DATE: Mon, Jul 07

**Hotel: HAMPTON INNS, HAMPTON INN PENSACOLA
61 GULF BREEZE PARKWAY
GULF BREEZE FL 32561**

Service City	PENSACOLA	Check-Out	11 Jul
Check-In	07 Jul	Room Details	1 KING BED NONSMOKING FREE HI-SPEED-32 HDTV-LAPDESK
Rooms(s)	1	Rate per Night	186.15 USD
Night(s)	4	Frequent Traveler	
Confirmation Number	81504426	Member ID-	638097986
Service Information		Phone	850-203-1333
Guarantee	Guaranteed Late Arrival		

DATE: Fri, Jul 11

**Hotel: HAMPTON INNS, HAMPTON INN SUITES NAVARRE
7710 NAVARRE PARKWAY
NAVARRE FL 32566**

Service City	PENSACOLA	Check-Out	12 Jul
Check-In	11 Jul	Room Details	1 KING BED STUDIO SUITE W-SOFA FREE HI SPEED-SITTING AREA-REF
Rooms(s)	1	Rate per Night	239.00 USD
Night(s)	1	Frequent Traveler	
Confirmation Number	84916746	Member ID-	638097986
Service Information		Phone	1-850-939-4848
Guarantee	Guaranteed Late Arrival		

DATE: Sun, Jul 13

**Hotel: HAMPTON INNS, HAMPTON INN PENSACOLA
61 GULF BREEZE PARKWAY
GULF BREEZE FL 32561**

Service City	PENSACOLA	Check-Out	17 Jul
Check-In	13 Jul	Room Details	1 KING BED NONSMOKING FREE HI-SPEED-32 HDTV-LAPDESK
Rooms(s)	1	Rate per Night	186.15 USD
Night(s)	4	Frequent Traveler	
Confirmation Number	81242634	Member ID-	638097986
Service Information		Phone	850-203-1333
Guarantee	Guaranteed Late Arrival		

DATE: Thu, Jul 17

Flight: US AIRWAYS 2890 Operated by: US AIRWAYS EXPRESS-MESA AIRLINES

From	PENSACOLA, FL	Departs	10:59am
To	CHARLOTTE, NC	Arrives	1:40pm
Duration	01hr(s) :41min(s)	Class	Coach

Type	CANADAIR REGIONAL JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CERMINARO/CESARE JR	Seat(s) - 10A	US - XXXXX N0

DATE: Thu, Jul 17

Flight: US AIRWAYS 2787 Operated by: US AIRWAYS EXPRESS-MESA AIRLINES

From	CHARLOTTE, NC	Departs	4:11pm
To	ALBANY INTL, NY	Arrives	6:07pm
Duration	01hr(s) :56min(s)	Class	Coach
Type	CANADAIR REGIONAL JET	Meal	
Stop(s)	Non Stop		
Seat(s) Details	CERMINARO/CESARE JR	Seat(s) - 15F	US - XXXXX N0

DATE: Sat, Nov 01

Others

RETENTION LINE

Ticket Information

Ticket Number	US 7462733302	Passenger	CERMINARO CESARE JR		
		Billed to:	CA XXXXXXXXXXXXX3612	USD	* 853.00
Service Fee	XD 0622180898	Passenger	CERMINARO CESARE JR		
		Billed to:	CA XXXXXXXXXXXXX3612	USD	* 25.00
			SubTotal		USD 878.00
			Net Credit Card Billing		* USD 878.00
			Total Amount Due		USD 0.00

FEES MAY APPLY FOR CHANGES
AFTERHOURS EMERGENCY OR IN ROUTE ONLY
CALL 877-727-6831
ZSEC CODE ON AX IS 6180

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

Gulf Breeze, FL

U.S. AIRWAYS

U.S. AIRWAYS

AZ383B/US 7JUL14 BEF711K2
CERMINARO/CESAREJR
1000A EXCESS BAG EBC US 9957 Y

E-TICKET RECEIPT
ARRIVAL
07JUL 1130A FEE FEE

FROM TO
EBC FEE

FP CXXXXXXXXXXXX3612/XXXX/00991Z /FC BAGGAGE FEE (1B) 00 0000 (2B) 01
35.00 (3B) 00 0000 (4B) 00 0000 (OW) 00 0000 (OZ) 00 0000 (SE) 00 0000
CU) 00 0000 USD TTL 35.00END 0377462733302201407021201407071707ALB.CLT.PNS
(EC3JYG)

FARE USD 35.00 DOCUMENT NUMBER 0372364572690
TAX US 0.00
TAX
TOTAL USD 35.00 NO CASH VALUE

THANK YOU FOR FLYING
US AIRWAYS

U.S. AIRWAYS



ADJUSTERS INTERNATIONAL, INC.

PROFESSIONAL LOSS CONSULTANTS

CORPORATE OFFICE
126 BUSINESS PARK DRIVE
UTICA, NEW YORK 13502
1-800-382-2468
OUTSIDE U.S (315) 797-3035
FAX (315) 797-1090

September 15, 2014

INVOICE FOR SERVICES

CLIENT	CITY OF GULF BREEZE, FL		
REF#	GBFL01-001-05 (PLEASE INCLUDE ON REMITTANCE)		
FOR PERIOD	Jul 27, 2014 to Aug 9, 2014		
TERMS	Net Plus Ten Days		
PROFESSIONAL FEES:			
Staff Member	Hours	Rate	Total
Cerminaro, Cesare	17.00	255.00	4,335.00
Total Fees:			4,335.00
EXPENSES: (See attached sheet)			
Total Expenses:			\$0.00
Total			4,335.00

Invoice Total **\$ 4,335.00**

Cost Summary	
Direct	4,335.00
Indirect	
Total	\$ 4,335.00

Please remit the above amount to:

Adjusters International, Inc.
Disaster Recovery Consulting
126 Business Park Drive
Utica, NY 13502

ADJUSTERS INTERNATIONAL, INC.

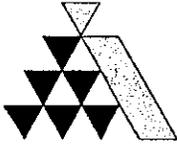
Disaster Recovery Consulting - Time Summary

Name: Carmignano, Cesare

Period: Jul 27, 2014 to Aug 9, 2014

Invoice #	Date	Name	County	Applicant/Department	Task Group	Task	Site ID	Project ID	Fema PW #	Grant ID	Comments	Time	Rate	Cost
GBFL01	07/31/2014	Carmignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Site/Item Task or Expense	Proj Formul - Proj Description Development	GRG004				Damage descriptions and dimensions for 70 bunkers	4.00	\$ 255.00	\$ 1,020.00
GBFL01	08/01/2014	Carmignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Site/Item Task or Expense	Proj Formul - Proj Description Development	GRG004				DDD/GPS coordinates for 70 bunkers	3.00	\$ 255.00	\$ 765.00
GBFL01	08/04/2014	Carmignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Site/Item Task or Expense	Proj Formul - Proj Description Development	GRG004				DDD/GPS for 70 bunkers	5.00	\$ 255.00	\$ 1,275.00
GBFL01	08/07/2014	Carmignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Site/Item Task or Expense	Proj Formul - Proj Scope Development	GRG004				Scope of work development for 70 bunkers repairs	1.00	\$ 255.00	\$ 255.00
GBFL01	08/07/2014	Carmignano, Cesare	Santa Rosa	City of Gulf Breeze, Florida	Site/Item Task or Expense	Proj Formul - Proj Description Development	GRG004				DDD/GDS for 70 bunkers	4.00	\$ 255.00	\$ 1,020.00

Site/Item Task or Expense	Hours	Rate	Total
Billable Total	17.00	255.00	4,335.00
Other	0		0
Total	17.00	255.00	4,335.00



ADJUSTERS INTERNATIONAL, INC.

PROFESSIONAL LOSS CONSULTANTS

CORPORATE OFFICE
126 BUSINESS PARK DRIVE
UTICA, NEW YORK 13502
1-800-382-2468
OUTSIDE U.S (315) 797-3035
FAX (315) 797-1090

September 5, 2014

INVOICE FOR SERVICES

CLIENT CITY OF GULF BREEZE, FL
REF# GBFL01-001-04 (PLEASE INCLUDE ON REMITTANCE)
FOR PERIOD Jul 13, 2014 to Jul 26, 2014
TERMS Net Plus Ten Days

PROFESSIONAL FEES:			
Staff Member	Hours	Rate	Total
Germinaro, Cesare	32.00	255.00	8,160.00
Sub Total			8,160.00
Total Fees:			8,160.00
EXPENSES:			
(See attached sheet)			
Total Expenses:			\$1,696.16
Total			9,856.16

Invoice Total **\$ 9,856.16**

Cost Summary

Direct	7,084.12
Indirect	2,772.05
Total	\$ 9,856.16

Please remit the above amount to:

Adjusters International, Inc.
Disaster Recovery Consulting
126 Business Park Drive
Utica, NY 13502

PERSONAL VEHICLE EXPENSE

DATE	PROJECT	Reason for Travel	Payment Method	Miles	Tolls	Parking
			TOTAL			

RENTAL VEHICLE EXPENSE

Start Date	End Date	Total Rental	Payment Method	Comment
7-Jul	17-Jul	\$482.43	Cash-per	Gulf-Breeze
TOTAL		\$482.43		

OTHER EXPENSE

DATE	Per Diem	Hotel Daily	Admin	Rental Car Fuel	Rental Car Tolls	Rental Car Parking	Flight	Other Trans	Reason For Travel	Payment Method	Comment
Sun-07/13	\$51.00	\$207.56							Customer Service Visit	Cash - Personal	Gulf Breeze, FL
Mon-07/14	\$51.00	\$207.56							Customer Service Visit	Cash - Personal	Gulf Breeze, FL
Tue-07/15	\$51.00	\$207.56							Customer Service Visit	Cash - Personal	Gulf Breeze, FL
Wed-07/16	\$51.00	\$207.56		\$15.02					Customer Service Visit	Cash - Personal	Gulf Breeze, FL
Thu-07/17				\$42.00		\$87.47		\$35.00	Customer Service Visit	Cash - Personal	Gulf Breeze, FL
TOTAL	\$204.00	\$830.24	\$0.00	\$57.02	\$0.00	\$87.47	\$0.00	\$35.00			

SUMMARY BY PROJECT

PROJECT	Per Diem	Hotel Daily	Rental Car	Rental Car Fuel	Rental Tolls	Rental Parking	Flight	Other Trans	PV Miles	PV Tolls	PV Parking	Project Total
GBRATOR CITY OF GULF BREEZE FLORIDA-DR4-177	\$204.00	\$830.24	\$482.43	\$57.02	\$0.00	\$87.47	\$0.00	\$35.00	\$0.00	\$0.00	\$0.00	\$1,696.16
Expense Sub-total	\$204.00	\$830.24	\$482.43	\$57.02	\$0.00	\$87.47	\$0.00	\$35.00	\$0.00	\$0.00	\$0.00	\$1,696.16
Non-billable Adjustments												
Admin Expense												
\$0.00												
Final Expense												
\$1,696.16												



61 GULF BREEZE PARKWAY
 GULF BREEZE, FL 32561
 TELEPHONE 850-203-1333 • FAX 850-203-1334



8715

CERMINARO, CESARE JR
 919 ARMORY DR
 UTICA NY 13501
 UNITED STATES OF AMERICA

name
address

room number: 302/NKJZ
 arrival date: 7/7/2014 2:29:00 PM
 departure date: 7/17/2014
 adult/child: 1/0
 room rate: 186.15

If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.

Rate Plan: MFR
 HH #: 638097986 DIAMOND
 AL:
 Car:

Confirmation Number: 81504426

7/17/2014 Page: 1

Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party, require special evacuation due to a physical disability. Please indicate yes by checking here:

signature:

date	reference	description	amount
7/7/2014	92578	GUEST ROOM	\$186.15
7/7/2014	92578	STATE TAX	\$12.10
7/7/2014	92578	CNTY/CITY TAX	\$9.31
7/8/2014	92752	GUEST ROOM	\$186.15
7/8/2014	92752	STATE TAX	\$12.10
7/8/2014	92752	CNTY/CITY TAX	\$9.31
7/9/2014	92895	GUEST ROOM	\$186.15
7/9/2014	92895	STATE TAX	\$12.10
7/9/2014	92895	CNTY/CITY TAX	\$9.31
7/10/2014	93094	GUEST ROOM	\$186.15
7/10/2014	93094	STATE TAX	\$12.10
7/10/2014	93094	CNTY/CITY TAX	\$9.31
7/11/2014	93309	GUEST ROOM	\$186.15
7/11/2014	93309	STATE TAX	\$12.10
7/11/2014	93309	CNTY/CITY TAX	\$9.31
7/12/2014	93526	GUEST ROOM	\$186.15
7/12/2014	93526	STATE TAX	\$12.10
7/12/2014	93526	CNTY/CITY TAX	\$9.31
7/13/2014	93775	GUEST ROOM	\$186.15
7/13/2014	93775	STATE TAX	\$12.10
7/13/2014	93775	CNTY/CITY TAX	\$9.31
7/14/2014	93902	MC *3612	(\$1,245.36)
7/14/2014	93958	GUEST ROOM	\$186.15
7/14/2014	93958	STATE TAX	\$12.10
7/14/2014	93958	CNTY/CITY TAX	\$9.31

207.96

for reservations call 1.800.hampton or visit us online at hampton.com

thanks.

account no. MC *3612	date of charge 7/14/2014	folio/check no. 48851 A
card member name CERMINARO, CESARE JR	authorization 05710Z	initial
establishment no. and location establishment agrees to transmit to card holder for payment	purchases & services	
	taxes	
	tips & misc.	
signature of card member X	total amount	-1,245.36

415.12





61 GULF BREEZE PARKWAY
 GULF BREEZE, FL 32561
 TELEPHONE 850-203-1333 • FAX 850-203-1334



CERMINARO, CESARE JR
 919 ARMORY DR
 UTICA NY 13501
 UNITED STATES OF AMERICA

name
address

room number: 302/NKJZ
 arrival date: 7/7/2014 2:29:00 PM
 departure date: 7/17/2014
 adult/child: 1/0
 room rate: 186.15

If the debit/credit card you are using for check-in is attached to a bank or checking account, a hold will be placed on the account for the full anticipated dollar amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such funds will not be released for 72 business hours from the date of check-out or longer at the discretion of your financial institution.

Rate Plan: MFR
 HH #: 638097986 DIAMOND
 AL:
 Car:

Confirmation Number: 81504426

7/17/2014 Page: 2

Rates subject to applicable sales, occupancy, or other taxes. Please do not leave any money or items of value unattended in your room. A safety deposit box is available for you in the lobby. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. In the event of an emergency, I, or someone in my party, require special evacuation due to a physical disability. Please indicate yes by checking here:

signature:

date	reference	description	amount
7/15/2014	94175	GUEST ROOM	\$186.15
7/15/2014	94175	STATE TAX	\$12.10
7/15/2014	94175	CNTY/CITY TAX	\$9.31
7/16/2014	94375	GUEST ROOM	\$186.15
7/16/2014	94375	STATE TAX	\$12.10
7/16/2014	94375	CNTY/CITY TAX	\$9.31
		WILL BE SETTLED TO MC 3612	\$830.24
		EFFECTIVE BALANCE OF	\$0.00

7 207.56

\$ 415.12

Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 3,910 hotels and resorts in 91 countries, please visit HHonors.com.

Hampton hotels are all over the world. Find us in Canada, Costa Rica, Ecuador, Germany, India, Mexico, Poland, Turkey, United Kingdom, and United States of America. Coming soon in Italy and Romania.

for reservations call **1.800.hampton** or visit us online at **hampton.com**

thanks.

account no.	date of charge	folio/check no.
MC 3612	7/14/2014	48851 A
card member name	authorization	initial
CERMINARO, CESARE JR	05710Z	
establishment no. and location	purchases & services	
	taxes	
	tips & misc.	
signature of card member	total amount	
X		-1,245.36



AVIS

We are proud to feature a 100% smoke-free fleet!

PE 7/26

RENTAL AGREEMENT NUMBER: 187964011

RECEIPT

Your Information

Customer Name: CESARE JR CERMINARO
 Wizard Number: **38B
 Avis Worldwide Discount: ADJUSTERS INTERNATIONAL
 Customer Status: AVIS FIRST
 Method of Payment: MASTER XX3612

Your Vehicle Information

Vehicle Number: 65102516
 Vehicle Group Rented: Full-Size
 Vehicle Group Charged: Intermediate
 Vehicle Description: WHI FORD FUSION FWD
 License Plate Number: FLS536TR
 Odometer Out: 14329
 Odometer In: 14537
 Total Driven: 208
 Fuel Gauge Reading: Full

Your Rental

Pickup Date/Time: JUL 07 2014@2:32PM
 Pickup Location: 2430 AIRPORT BOULEVARD
 PENSACOLA REGIONAL AIRPORT
 PENSACOLA, FL, 32504, US
 850-433-5614

Return Date/Time: JUL 17 2014@11:15AM
 Return Location: 2430 AIRPORT BOULEVARD
 PENSACOLA REGIONAL AIRPORT
 PENSACOLA, FL, 32504, US
 850-433-5614

Additional fees may apply if changes are made to your return date, time and/or location.

Your Vehicle Charges (MIN 99 HRS / MAX 28 DAY)

Rate Chart:	Free Miles:	Time and Mileage:
Miles: UNLIMITED		Your Discount:
Hourly: 23.51		3 DY @ 39.00 = 117.00
Daily: 47.00		1 WK @ 234.00 = 234.00
Ad'l day: 39.00		Less 5.00% Discount = (-)17.55
Weekly: 234.00		
Monthly: 936.00		Time and Mileage: 333.45

Your Optional Products/Services

Optional Services Total: 0.00

Your Taxable Fees

11.11% Concession Recovery Fee	38.62
CUSTOMER FACILITY CHG 4.25/D	42.50
ENERGY RECOVERY FEE 0.60/DY	6.00
STATE SURCHARGE 2.00/DY	20.00
TIRE BATTERY FEE 0.02/DY	.20
VEH LICENSE RECOUP 0.80/DY	8.00
Sub-total-Charges:	448.77
TAX 7.500%	33.66

Your Non-Taxable Products/Services

Your Total Charges paid: 482.43

Prepayment: 0.00

Net Charges:

USD 482.43

Your Total Due:

0.00

Thank you for renting with Avis.
 If you have any questions regarding eToll, please contact our eToll provider, HTA at 1-866-285-6050 or visit their web site at www.htalc.com.
 For all other inquiries, please contact us at 1-800-352-7900 or www.Avis.com.
 At Avis, we are committed to providing you with the best rental experience in the industry. We are in the business of treating people like people.

Your vehicle was rented to you by PAMELA. Your vehicle was checked in by CATHY.

Gulf Breeze, FL



Albany Park Ride and Fly
264 Wolf Rd
Latham, NY 12110
518-869-8210

Try Our New Loyalty Program
EARN GAS DISCOUNTS return and earn
Ask our Cashier for Details

EXXON EXPRESS

FLAGSHIP FOOD #4
FG12112148001
356 GULF BREEZE PARK
GULF BREEZE, FL
32561
07/16/2014 655132139
11:46:00 AM

XXXXXXXXXXXX3612
Mastercard
CERMINARO/CESARE
INVOICE 024543
AUTH 053442

PUMP# 7
Regular 4.255G
PRICE/GAL \$3.529
FUEL TOTAL \$ 15.02
CREDIT \$ 15.02

Customer activated Purchase/Capture
Site #: 0006000004236717
Shift Number 1
Sequence Number 25978
APPROVED 053442

Flagship Food Store 356 Gulf Breeze Pky
Gulf Breeze, Florida
Thank You For Your Business!!!

SHELL
57542199302
3900 N DAVIS HWY
PENSACOLA, FL
32503
07/17/2014 726047946
10:11:03 AM

XXXX XXXX XXXX 3612
MASTERCARD
INVOICE 930305
AUTH 050662

PUMP# 5
REGULAR 12.072G
PRICE/GAL 3.479
FUEL TOTAL \$ 42.00

CREDIT \$ 42.00

Ticket #

480965

Open Date 07/07/14 07:01
Close Date 07/17/14 18:51

Cashier ID 1001
Date 07/17/14 18:51

Customer Name CERMINARO, CESARE
Vehicle GREY CHEVY
License GAM1499
Lot Location 9-23

FREQUENT PARKER POINTS
Points Earned (Parking) 9
Parking 9
Total Points Earned 9
Net Points Earned This Stay 9
Accumulated Point Balance 43

PARKING CHARGES
Weeks 1 @ \$ 39.35 \$ 39.35
Days 4 @ \$ 7.87 \$ 31.48
Fuel Surcharge 1 \$ 2.00
Subtotal \$ 72.83
Airport Access Fee 11.200% \$ 8.16
Sales Tax 8.000% \$ 6.48

Parking Total \$ 87.47

Grand Total \$ 87.47

PAYMENTS
MC_3612 Auth:03507Z \$ 87.47

*Fuel \$ 57.02
Parking \$ 87.47*

Thank You! Albany Park Ride and Fly

U.S AIRWAYS

BMTBXX/US 17JUL14 BEF719KK
CERMINARO/CESAREJR
1000A EXCESS BAG EBC US 9957 Y 17JUL

E-TICKET RECEIPT

ARRIVAL

FROM TO
EBC FEE

FP CAXXXXXXXXXXXXX3612/XXXX/02456Z /FC BAGGAGE FEE (1B) 00 0000 (2B) 01
35.00 (3B) 00 0000 (4B) 00 0000 (OW) 00 0000 (OZ) 00 0000 (SE) 00 0000 (C
CU) 00 0000 USDITL 35.00END 0377462733302201407023201407172890PNS.CLT.ALB
(EC3JYG)

FARE USD 35.00
TAX US 0.00
TAX
TOTALUSD 35.00

DOCUMENT NUMBER 0372365970145

NO CASH VALUE

THANK YOU FOR FLYING
US AIRWAYS

U.S AIRWAYS



City of Gulf Breeze

Memorandum

To: Mayor and City Council
Edwin A. Eddy, City Manager

From: Leslie Guyer, City Clerk

A handwritten signature in black ink, appearing to be "L. Guyer".

Date: 10/24/2014

Subject: 1. Payment of Dues – West Florida Regional Planning Council - TPO
2. Payment of Dues – Bay Area Resource Council

Attached are two letters requesting payment for staff support of agencies in which the City participates. First is payment of \$223.00 to the West Florida Regional for its support of our regional transportation planning organization. Second is payment to the Bay Area Resource Council for annual membership. The amount is \$1,500 for BARC.

RECOMMENDATION:

THAT THE CITY COUNCIL APPROVE PAYMENTS OF \$223.00 TO THE NWFRPC FOR STAFF SUPPORT OF THE TPO AND \$1,500.00 TO THE BARC FOR ANNUAL MEMBERSHIP.

West Florida Regional Planning Council

4081 E. Olive Road
Suite A
Pensacola, FL 32514
U.S.A.



INVOICE

Invoice Number: 5518
Invoice Date: 10/10/14



Voice 850-332-7976
Fax 850-637-1923

Bill To:
EDWIN EDDY
CITY MANAGER
1070 SHORELINE DRIVE
GULF BREEZE, FL 32561

Ship To:
WEST FLORIDA REGIONAL PLANNING COUNCIL
P.O. BOX 11399
PENSACOLA, FLORIDA 32524-1399

Customer ID	Customer PO	Payment Terms	
X-GULF BREEZE			
Sales Rep ID	Shipping Method	Ship Date	Due Date
	US Mail		

Description	Amount
TPO DUES 2014-2015	\$223.00

 Signature of Approval  Signature of Approval	Subtotal	\$223.00
	Sales Tax	
	Total Invoice Amount	\$223.00
	*Payment/Credit Applied - Per contract	
	Total	\$223.00



Thomas Abbott, Chairman
Gene Valentino, Vice-Chair

Terry A. Joseph, Executive Director

TO: Member Counties and Cities – West Florida Regional Planning Council
Member Counties and Cities – Transportation Planning Organizations

FROM: Terry Joseph, Executive Director

DATE: October 14, 2014

RE: Annual Budget & Work Program – 2014/2015

The West Florida Regional Planning is pleased to submit the combined annual budget request for the following organizations:

West Florida Regional Planning Council
Florida-Alabama Transportation Planning Organization
Okaloosa Walton Transportation Planning Organization
Bay County Transportation Planning Organization

The West Florida Regional Planning Council and the Transportation Planning Organizations have approved the work programs and budgets detailed in the *West Florida Regional Planning Council Adopted Budget and Work Program* October 1, 2014 – September 30, 2015.

The total amount requested for FY2014-2015 is shown below.

Thank you for allowing the Council to serve your local government.

The total amount requested from City of Gulf Breeze is: \$223.00 TPO Match

Total Due: \$223.00



City of Gulf Breeze

Memorandum

To: Edwin A. Eddy, City Manager

From: Curt Carver, Deputy City Manager

Date: 10/24/2014

Subject: Vehicle Purchase

On October 9th the City Council approved the purchase of a 2013 Chevrolet Tahoe from Jim Ellis Chevrolet in Atlanta. This vehicle had been budgeted in the FY15 Natural Gas Budget. Even though we had advised the vendor that we had preliminary approval, they sold the vehicle before final approval without our knowledge. Since that time, Staff has been searching for another similar vehicle. While they have been unsuccessful in locating a 2013, there may be some limited availability of the 2014 model under the state contract.

They are currently exploring this option and will likely have a staff recommendation by the next Executive Session. I would request that this matter be placed on the agenda for that meeting as a discussion/action item by the City Council. Should you have any questions, please do not hesitate to contact me. Thank you for your consideration.

City of Gulf Breeze

Memorandum

To: Curt Carver, Deputy City Manager

From: David Szymanski, Director of Budget

Date: 10/24/2014

Subject: Non-compliance with 2015 Truth in Millage Requirements

The City has been notified by the Department of Revenue (DOR) that we are in violation of certain provisions of the Truth in Millage (TRIM) requirements. A copy of the email notice is enclosed. We will receive a written notice of these TRIM violations from DOR sometime within the next two weeks and will have 15 days after receipt to remedy our non-compliance. The specific areas of non-compliance include an inaccurate published notice of the proposed tax increase for this year and the incorrect calculation of the percentage increase from the rolled-back rate. The prior resolution approved by the City provided a rate of 1.9723 per \$1000, which was calculated as a 2.65% increase over the prior year rolled-back rate. This resolution and corresponding budget resolution were finally adopted on September 15, 2014. The levy provided for the collection of \$1,284,012 in property taxes.

The typical levy development process begins on or about July 1st of each year when the Santa Rosa Property Appraiser's Office delivers to the City its taxable value on Form DR-420, Certification of Taxable Value, and Form DR-420TIF, Tax Increment Adjustment Worksheet. TRIM requirements specify that the City must complete these forms and establish a proposed millage rate. This information is then to be returned to the Property Appraiser by August 4th. The completed forms also advise the Property Appraiser of the rolled-back millage rate, the current year proposed millage rate as a percent change over the rolled-back rate and the date and time of the tentative Budget Hearing.

While completing the DR-420 Form, I miscalculated the rolled-back rate. An incorrect number was used in the formula to determine the adjusted current year taxable value. This in turn produced the incorrect rolled-back rate. The end result of this miscalculation was a certification that the rolled-back rate was 1.9213, when it should have been 1.8811. As the subsequent numbers were calculated, this initial error caused the current year proposed millage rate as a percent change over the rolled-back rate to also be inaccurate. The percent of change was stated as 2.65% when it should have been 4.848%.

Another error was committed in the advertisement of the final hearing notice that was published in the September 11th edition of the Gulf Breeze News. In preparing the notice, I

mistakenly used the final adjusted 2013 levy figure and not the initially proposed levy as required. In 2013, the final levy was reduced from the originally proposed 2.1 mills to 1.9723 mills. This reduced the proposed 2013 levy from \$1,365,199 to \$1,282,181 (less Value Adjustment Board (VAB)). The notice requires use of the originally proposed figure, I used the actual. The advertised notice also understated last year's tax reductions due to VAB and other assessment changes.

To correct these violations, the following actions need to be taken:

1. The City will need to publish a new notice and hold another final hearing on the levy and budget. A copy of the new notice and resolutions are enclosed for your consideration. Please note that this corrective notice requires an acknowledgement that the City has been determined to be in violation of TRIM.
2. After initial consultation, staff proposes that the City maintain the 2.65% increase over the prior year rolled-back rate as originally presented to the public. This will result in a lower millage rate of 1.93095. This will reduce the levy from \$1,351,592 to \$1,323,255 for a difference of \$26,919. The proposed Budget provides for the same expenditures as the previously approved. We have increased the transfer from GBFS/CTA to make up for the loss in tax revenues noted above.

It is recommended that this action be taken as soon as possible. I would suggest that the City Council consider these matters at the regularly scheduled meeting on Monday, November 3, 2014. I will arrange to have the re-advertisement published in the October 30th edition of the Gulf Breeze News.

Unfortunately, we are too late to effectuate this change and impact the final processing by the Tax Collector. As a result, the tax bills sent to our residents will still reflect the original millage rate of 1.9723 instead of the new rate of 1.93095. It also provides that if the new levy has adopted a millage rate that is less than the amount previously forwarded, that any moneys collected in excess of the new levy shall be held in reserve by the Tax Collector until the next fiscal year and will be used to reduce the taxes needed at that time. In other words, the tax bills this year will be based on the initial amount, which is 4.848% greater than the prior year rolled-back rate and not 2.65%. According to State law the projected \$26,919 will be held in reserve and used to offset the 2015 tax levy requirements. We made an attempt to avoid this outcome, but as indicated above, the Tax Collector was too far along in the billing process to implement a change in the millage rate.

Should you need any additional information, please do not hesitate to contact me.

Recommendation: That the City Council hold a public hearing on Monday, November 3, 2014 and approve a resolution establishing a final millage rate of 1.93095 and a budget for FY15.

Enclosures

10/20/2014

GulfBreezeFLgovMail - City of Gulf Breeze - TRIM Violation



David Szymanski <dszymanski@gulfbreezefl.gov>

City of Gulf Breeze - TRIM Violation

7 messages

Wyatt Peters <PetersW@dor.state.fl.us>
To: "dszymanski@gulfbreezefl.gov" <dszymanski@gulfbreezefl.gov>

Mon, Oct 20, 2014 at 11:06 AM

To David Szymanski:

As we discussed via phone this morning, after review of your TRIM package, we noted the following: (1) portions of the Notice of Proposed Tax Increase ad were incorrect. The notice understated last year's initially proposed tax levy and incorrectly stated the tax reductions due to VAB and other changes; (2) the budget summary ad did not include the heading for the total column; (3) the rolled back rate was miscalculated due to an erroneously entered value from the TIF form. AS a result, your taxing authority will be required to re-advertise and re-hold the final hearing. You will receive a written notice of the TRIM violations and will have 15 days after receipt via certified mail to remedy to non-compliance. I have attached a copy of the correct tax increase ad that should be advertised, an adjacent budget summary should also be advertised. One thing I forgot to mention over the phone is the maximum millage form (DR-420MM) contained errors. Since the final millage rate was adopted using the correct vote, the maximum millage certification will be accepted, however, please re-do the form correctly and send back to me via email. I have attached a copy of the DR-420MM with noted corrections that should be made. Please email or call me at 850-617-8921 if you have any questions.

Thanks,

Wyatt Peters

Senior Tax Specialist

Property Tax Oversight

NOTIFICATION TO RECIPIENTS: The subject line of this email may indicate that this email has been sent unsecure. This is a default setting which in no way indicates that this communication is unsafe, but rather that the email has been sent unencrypted in clear text form. Revenue does provide secure email exchange. Please contact us if you need to exchange confidential information electronically.

If you have received this email in error, please notify us immediately by return email. If you receive a Florida Department of Revenue communication that contains personal or confidential information, and you are not the intended recipient, you are prohibited from using the information in any way. All record of any such communication (electronic or otherwise) should be destroyed in its entirety.

Cautions on corresponding with Revenue by email: Under Florida law, emails received by a state agency are public records. Both the message and the email address it was sent from (excepting any information that is exempt from disclosure under state law) may be released in response to a public records request.

**NOTICE OF PROPOSED
TAX INCREASE**

THE PREVIOUS NOTICE PLACED BY THE CITY OF GULF BREEZE HAS BEEN DETERMINED BY THE DEPARTMENT OF REVENUE TO BE IN VIOLATION OF THE LAW, NECESSITATING THIS SECOND NOTICE.

The **CITY OF GULF BREEZE** has tentatively adopted a measure to increase the property tax levy.

Last Year's Property Tax Levy:

A. Initially Proposed Tax Levy.....	\$1,365,199
B. Less Tax Reductions Due To Value Adjustment Board And Other Assessment Changes.....	\$ 82,990
C. Actual Property Tax Levy.....	\$1,282,209
This Year's Proposed Tax Levy.....	\$1,323,255

All concerned citizens are invited to attend the public hearing on the tax increase to be held on:

**NOVEMBER 3, 2014
MONDAY.....6:30 P.M.
GULF BREEZE CITY HALL
1070 SHORELINE DRIVE
GULF BREEZE, FLORIDA**

A FINAL DECISION on the proposed tax increase and the budget will be made at this hearing.

Budget Summary

City of Gulf Breeze - Fiscal Year 2014-2015

Proposed Operating Expenditures of Gulf Breeze Are 8.069% More Than Last Year's Operating Expenditures

1,93095

General Fund	General Fund	Urban Core Redevel	GB Financial	Natural Gas Fund	SSRUS Fund	Tiger Point Golf Course	Solid Waste Fund	Water & Sewer Fund	Stormwater Fund	Traffic Citation Fund	Totals
Ad Valorem Taxes 1,9723	1,257,093	843,665	0	0	0	0	0	0	0	0	2,100,758
Non Ad Valorem Taxes	1,368,525	0	0	0	0	0	0	0	0	0	1,368,525
Grant Revenue	589,008	0	0	0	0	0	0	0	0	0	589,008
Sales Revenue	247,554	0	610,273	2,441,120	4,702,000	1,883,000	592,940	2,365,000	234,499	540,000	13,616,386
Fines & Judgements	193,163	0	0	0	0	0	0	0	0	0	193,163
Misc. Revenues	233,100	0	0	8,000	473,170	0	0	28,500	0	0	742,770
Transfers	1,216,754	0	0	0	378,892	553,045	0	0	0	0	2,148,691
Govnt Interfund	266,191	0	167,999	0	0	0	0	0	0	0	434,190
GBFS CTA Transfer	851,919	0	0	0	0	0	0	0	0	0	851,919
Total Revenues, Transfers & Fund Balances	6,223,307	843,665	778,272	2,449,120	5,554,062	2,436,045	592,940	2,393,500	234,499	540,000	22,045,410
Expenditures:	General Fund	Community Redevelop	GB Financial	Natural Gas Fund	SSRUS Fund	Tiger Point Golf Course	Solid Waste Fund	Water & Sewer Fund	Stormwater Fund	Traffic Citation Fund	Totals
Personnel Payments	2,391,782	0	86,299	436,119	1,095,288	1,005,733	113,662	336,495	119,714	0	5,585,092
Taxes & Benefits	723,383	0	24,651	135,705	331,029	197,917	12,338	84,642	29,700	0	1,539,365
Prof & Contract Services	564,054	200,000	58,180	931,500	632,500	114,500	7,500	770,338	15,000	30,000	3,323,572
Operation & Repairs	730,791	70,000	14,580	176,200	635,200	369,100	324,276	145,900	11,900	336,020	2,813,967
Supplies & Fuels	478,075	2,000	45,744	145,500	282,200	633,900	4,500	59,600	2,500	25,000	1,679,019
Debt Service	478,475	0	0	208,469	1,442,450	0	0	189,596	39,416	0	2,358,406
Contributions & Grants	0	0	12,000	0	0	0	0	0	0	0	12,000
Transfers In/Out	193,019	276,691	500,000	201,191	274,617	114,895	84,000	576,040	16,269	88,980	2,325,702
Capital	470,000	294,974	0	149,295	660,500	0	0	157,000	0	0	1,731,769
Reserves	193,728	0	36,818	65,141	200,278	0	46,664	73,889	0	60,000	676,518
Total Appropriated Expenditures	6,223,307	843,665	778,272	2,449,120	5,554,062	2,436,045	592,940	2,393,500	234,499	540,000	22,045,410
Transfers & Reserves	6,223,307	843,665	778,272	2,449,120	5,554,062	2,436,045	592,940	2,393,500	234,499	540,000	22,045,410

THIS TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF CITY CLERK AS A PUBLIC RECORD.

Legal No.

30-Oct-14

RESOLUTION NO. ____-14

A RESOLUTION LEVYING AN AD VALOREM PROPERTY TAX FOR THE CITY OF GULF BREEZE FOR 2014; PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA:

SECTION 1:

An ad valorem tax of 1.93095 mills is levied for 2014 against all property, both real and personal, not exempt from taxation within the corporate limits of the City of Gulf Breeze.

SECTION 2:

The 2014 ad valorem tax rate of 1.93095 mills constitutes a 2.65% increase from the Rolled-Back Rate (1.8811) as calculated according to Chapter 200, Florida Statutes.

SECTION 3:

This resolution shall take effect immediately upon its adoption by the City Council and shall be published as required by law.

ADOPTED: _____

APPROVED: _____
Beverly H. Zimmern, Mayor

ATTEST:

Leslie Guyer, City Clerk
Stephanie Lucas, City Clerk

RESOLUTION NO. ____-14

A RESOLUTION TO BE ENTITLED:

**A RESOLUTION ADOPTING A BUDGET FOR THE CITY OF GULF BREEZE
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014,
MAKING APPROPRIATIONS FOR THE PAYMENT OF THE EXPENSES
OF THE CITY GOVERNMENT AND ALL DEPARTMENTS THEREOF
AND FOR THE PAYMENT OF ACCOUNT OF THE BONDED INDEBTEDNESS
OF THE CITY FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2014,
REPEALING CLAUSE AND EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GULF
BREEZE, FLORIDA:**

SECTION 1:

That the appropriation hereinafter made are based on the estimates contained in the Budget, as indexed, submitted by the City Manager, as afterwards revised, approved and adopted by the City Council for the payment of the expenses of the City Government and all Departments of the City, and on account of the bonded indebtedness, as the same as set forth in said Budget so adopted, copies of which are on file in the Office of the City Manager, and to which reference may be made;

That said budget summarized as to estimated revenues, transfers and appropriations for fund is set forth herein;

That there is estimated that there be will received and available for appropriation for the Fiscal Year beginning October 1, 2014 the amounts of revenues as listed according to the respective funds; detailed by source, type, and account as set forth in said Budget;

That there be and is hereby appropriated the sums shown for the various purposes hereinafter specified, for the Fiscal Year beginning October 1, 2014, provided from the sources of revenue hereinbefore designated;

That there is determined that certain transfer of funds will be required during the Fiscal Year beginning October 1, 2014, and such transfers are hereby authorized as set forth herein:

Revenues:	General Fund	Urban Core Redevel	GB Financial	Natural Gas Fund	SSRUS Fund	Tiger Point Golf	Solid Waste Fund	Water & Sewer Fund	Stormwater Fund	Traffic Citation Fund	Totals
Ad Valorem	1,257,093	843,665									2,100,758
Non Ad Valorem Taxes	1,368,525										1,368,525
Grant Revenue	589,008										589,008
Sales Revenue	247,554		610,273	2,441,120	4,702,000	1,883,000	592,940	2,365,000	234,499	540,000	13,616,386
Fines & Judgements	193,163										193,163
Misc. Revenues	233,100			8,000	473,170			28,500			742,770
Transfers	1,216,754		167,999		378,892	553,045					2,316,690
Govt Interfund	266,191										266,191
GBFS CTA Transfer	851,919										851,919
TOTAL:	6,223,307	843,665	778,272	2,449,120	5,554,062	2,436,045	592,940	2,393,500	234,499	540,000	22,045,410

Expenditures:	General Fund	Urban Core Redevelop	CB Financial	Natural Gas Fund	SSRUS Fund	Tiger Point Golf Fund	Solid Waste Fund	Water & Sewer Fund	Stormwater Fund	Traffic Citation Fund	Totals
Personnel Payments	2,391,782	-	86,299	436,119	1,095,288	1,005,733	113,662	336,495	119,714	-	5,585,092
Taxes & Benefits	723,383	-	24,651	135,705	331,029	197,917	12,338	84,642	29,700	-	1,539,365
Prof & Contract Services	564,054	200,000	58,180	931,500	632,500	114,500	7,500	770,338	15,000	30,000	3,323,572
Operation & Repairs	730,791	70,000	14,580	176,200	635,200	369,100	324,276	145,900	11,900	336,020	2,813,967
Supplies & Fuel	478,075	2,000	45,744	145,500	282,200	633,900	4,500	59,600	2,500	25,000	1,679,019
Debt Service	478,475	-	-	208,469	1,442,450	-	-	189,596	39,416	-	2,358,406
Contributions & Grants	-	-	12,000	-	-	-	-	-	-	-	12,000
Transfers In/Out	193,019	276,691	500,000	201,191	274,617	114,895	84,000	576,040	16,269	88,980	2,325,702
	5,559,579	548,691	741,454	2,234,684	4,693,284	2,436,045	546,276	2,162,611	234,499	480,000	19,637,123
Capital	470,000	294,974	-	149,295	660,500	-	-	157,000	-	-	1,731,769
SUB TOTAL:	6,029,579	843,665	741,454	2,383,979	5,353,784	2,436,045	546,276	2,319,611	234,499	480,000	21,368,892
RESERVES:	193,728	-	36,818	65,141	200,278	-	46,664	73,889	-	60,000	676,518
TOTAL:	6,223,307	843,665	778,272	2,449,120	5,554,062	2,436,045	592,940	2,393,500	234,499	540,000	22,045,410

SUMMARY OF PROPOSED FUND TRANSFERS

FISCAL YEAR 2014-2015

REIMBURSEMENTS: For Internal Services

<u>FROM:</u>	<u>TO:</u>	
Solid Waste	General Fund	\$ 82,633
Water Utility Services	General Fund	\$ 107,417
Sewer Utility Services	General Fund	\$ 89,991
Natural Gas Utility Services	General Fund	\$ 201,191
South Santa Rosa Utility System	General Fund	\$ 277,965
Tiger Point	General Fund	\$ 114,895
Stormwater	General Fund	\$ 16,269
Red Light Camera	General Fund	\$ 88,980
Natural Gas Loan	General Fund	\$ 208,469
911 Fund	General Fund	\$ 28,944
		\$ 1,216,754

CONTRIBUTIONS:

<u>FROM:</u>	<u>TO:</u>	
Gulf Breeze Financial Services	General Fund	\$ 500,000
Capital Trust Agency	General Fund	\$ 351,919
		\$ 851,919

SECTION 2:

This budget shall be administered in strict adherence to the Charter and Code of Ordinances of the City of Gulf Breeze, as amended, the Laws of the State of Florida, applicable bond covenants, and the Budget Manual as adopted by the City Council. Amendments to this budget shall be only by Supplemental Appropriations Resolution for all revenues and for all expenditures by fund and by object code; provided further that the City Manager is authorized to approve transfers of appropriated expenditures between those sub-object codes within the object codes of each fund.

SECTION 3:

All resolutions or parts of resolutions in conflict herewith are hereby repealed.

SECTION 4:

This resolution shall take effect upon its adoption by City Council immediately and shall be published as required by law.

PASSED AND ADOPTED by the City Council of the City of Gulf Breeze, Santa Rosa County, Florida, on the 3 day of November, 2014.

APPROVED:

Beverly H. Zimmern, Mayor

ATTEST:

Leslie Guyer, City Clerk
Stephanie Lucas, City Clerk

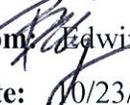


City of Gulf Breeze

OFFICE OF THE CITY MANAGER

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 10/23/2014

Subject: Operational and Feasibility Study: Tiger Point Golf Club

During staff preparations for the proposed Council workshop on Tiger Point Golf Club, we decided to present the City Council with an option that would enable us to gather information from prospective golf course management firms and then use that information to prepare a Request for Proposals for management of various aspects of golf course operations. We do not know, for example, how golf course management firms would respond to an RFP or all of parts of the operation of the golf course. We planned to use a process known as Request for Information first to gather information from potential operators.

We contacted Phillip Hancock of International Golf Services to find out if the RFI process we were considering made sense in the golf course management market. Mr. Hancock and his partner, Fred Settle, are local, they are familiar with Tiger Point and they have experience with managing and “turning around” golf courses.

When presented with our concerns and desire for more information before proceeding with an RFP, IGS proposed an audit be conducted to determine why we are losing money overall when the activity on the course and in the club house seem adequate. The operation audit would be conducted as described in the attached proposal. The cost is \$7,000 plus approximately \$2,500 in travel expenses.

The audit would be very beneficial to the preparation of an RFP for golf course management and, more importantly, help staff make a more informed recommendation to the City Council relative to building the west course, rebuilding the club house and moving the “pro shop”.

We think the best course of action is to conduct the audit and reschedule to workshop to a time when the audit is completed.

RECOMMENDATION:

THAT THE CITY COUNCIL AUTHORIZE INTERNATIONAL GOLF SERVICES OF QUITMAN, GEORGIA TO CONDUCT AN OPERATIONAL AND FEASIBILITY STUDY OF TIGER POINT GOLF CLUB AND RESCHEDULE THE NOVEMBER 3RD WORKSHOP TO A LATER DATE.

OPERATIONAL AND FEASIBILITY STUDY

TIGER POINT GOLF CLUB

GULF BREEZE, FLORIDA

OCTOBER 22, 2014

PREPARED BY

INTERNATIONAL GOLF SERVICES, LLC

5370 TROUPERVILLE ROAD

QUITMAN, GEORGIA 31643

TEL: (407) 496-3074 OR (813) 240-0346

FAX: (229) 242-6128

INTERNATIONAL GOLF SERVICES (IGS, LLC) is pleased to present this agreement to perform an Operational Review and Feasibility study for **Tiger Point Golf Club** located at **Gulf Breeze, FL**. which is owned by City of Gulf Breeze, FL. ("Company").

BACKGROUND AND OBJECTIVES

The proposed facility (Tiger Point Golf Club) to consist of:

- 2 18 hole golf courses,
- Clubhouse inclusive of golf shop, restaurant and locker rooms
- Maintenance Facility
- Cart Building

Accordingly, Company has asked IGS to analyze the existing and projected dynamics of the golf market and determine the economic viability of **Tiger Point Golf Club**. We will consider the market for other similar facilities throughout the **north Florida area** to adequately research future market demand for the **Tiger Point Golf Club**.

Additionally, IGS will estimate utilization levels for the golf club and related components and prepare financial analysis to the level of gross operating profit (i.e.: before capital expenses, debt service, amortization, depreciation, lease rental, property taxes and taxes on income) for the past two (2) years of operations at Tiger Point GC.

This proposal outlines our understanding of IGS's engagement, the proposed scope of services to be rendered, estimated fees, timing, terms and conditions. To the extent IGS has not accurately reflected Company's requirements; IGS would appreciate the opportunity to modify the proposal as needed.

APPROACH TO THE STUDY

IGS has structured its approach in three sequential phases as follows:

Phase I Operational Review

Phase II Market Demand Analysis and Site Evaluation

Phase III Report Preparation

The following sections describe these phases in greater detail:

PHASE I – OPERATIONAL REVIEW

The initial phase in the conduct of the study would involve two to three (2-3) IGS employees spending up to 5 - 7 days at the proposed site to:

- Includes operational reviews for Golf Operations, Food & Beverage Services, Maintenance Program, Marketing Program, Banquets/Events.
- IGS will conduct employee interviews for all noted departments with evaluations.

- Review for membership and revenue opportunities

PHASE II - MARKET DEMAND ANALYSIS AND SITE EVALUATION

- Analyze existing and future golf demand.
- Identify the target market.
- Analyze the demographic structure of the area.
- Evaluate current and anticipated competitive golf courses.
- Review the physical attributes of the site. (Capital Improvements)
- Evaluate the accessibility and best use of facility.

IGS will expect to visit other existing destinations in northeast Florida and elsewhere in the area during this period to assess the competitiveness of available or proposed facilities and modes of access.

IGS will include an assessment of the relative advantages and disadvantages of the club, the current performance levels of the existing comparable golf courses in the greater market area, along with any proposed additions to the competitive supply.

This analysis will serve to identify potential market opportunities and to establish the profile and service mix of **Tiger Point Golf Club** which would best satisfy these needs while optimizing the site's location.

PHASE III - REPORT PREPARATION

In Phase III, IGS will prepare a report detailing our market findings, area evaluation, financial analysis and conclusions as they relate to the criteria set forth in this document.

The financial analysis will provide estimates of the income potential of the components of the facility - (2) years of operations. This will include rounds of golf, fee schedules and operating revenues and expenses by the various elements. The expenses will include all operating expenses but not capital expenses.

In preparing the financial analysis, IGS will consider the following:

- Comparisons with available operating results of existing, competitive and / or comparable golf clubs and golf club properties in the market area.
- Comparison with golf-related operating data from IGS.

- IGS's experience with similar projects.

The financial analysis for Tiger Point Golf Club will arrive at estimated gross operating profit before debt service, amortization, depreciation, replacement of capital items; improvements to capital items, newly purchased capital items and income taxes. As in all studies of this type, the financial projections are based on competent and efficient management, and the presumption that no major competitive changes will occur in the immediate market area.

Any additional reports requested will be prepared at cost and are not included in IGS's fee quotation. A draft of this report will be submitted to you for your comments upon receipt of final payment for the study.

IGS's report will be based on information developed from research of the market, knowledge of the industry and meetings with Company's representatives during which Company will provide IGS certain information. The sources of information and bases of the estimates and assumptions will be stated in the body of report. Under the terms of this engagement, IGS will not be responsible for updating the report for events and circumstances occurring subsequent to the date of issuance. However, IGS will be available to discuss the necessity for updating.

The prospective performance levels included in the Phase III report will be based on estimates and assumptions developed in connection with IGS's market study. However, some assumptions inevitably will not materialize, and unanticipated events and circumstances may occur; therefore, actual results achieved during the period covered by the prospective performance levels may vary from the estimates and the variations may be material.

IGS will not ascertain the impact of unforeseen economic conditions or the legal and regulatory requirements applicable to this project. Further, IGS will not determine the possible effect on this project of present or future legislation, including any environmental or ecological matters, or interpretations thereof.

IGS's report is intended for Company's internal use and may be presented to lending institutions. The report or any of its contents, or any reference to IGS, may be included or quoted in any registration statement or other agreement or document only with IGS's prior written consent only.

Should Company decide to include the report, a summary thereof, or reference thereto in an offering document or sale brochure, IGS may need to perform additional procedures and will require additional fees, computed at our standard hourly rates for these services, to enable IGS to issue its consent.

TIMING AND FEES

Based on the scope of work outlined in this proposal, IGS anticipates that a period of approximately two to three (2-3) weeks will be required to complete the study. This

estimate does not include provisions for delays resulting from further queries and is addition to the site visit.

The draft report will therefore be available for your perusal approximately three (3) weeks after Company's authorization to proceed is received.

IGS's fees for this engagement are **US \$7,000.00 (Seven Thousand United States Dollars)**

In addition to these fees IGS will be promptly reimbursed by Company for all out of pocket expenses including accommodation, meals and ground transportation incurred in relation to the services to be provided by IGS to Company.

If Company decides to discontinue the study before its completion, IGS will be entitled to be paid a fee by Company based on personnel hours expended and costs incurred to the date of discontinuance. Any balance due to IGS will be payable upon invoice presentation.

In accordance with IGS's policy, a retainer of **US \$4,000.00** is payable before the commencement of this engagement. The balance of **US \$3,000.00** will be payable upon presentation of IGS's final report.

NOTE: IGS is content to honor the Terms and Conditions of this document and should both parties agree to a Golf Club Management Contract in the near future, IGS would credit back the FEE established (**\$7,000.00**) over a twelve (12) month period during (first 12 months) of the contract period. The report to be established may serve as a Business Plan for the club going forward.

PAYMENTS

All payments hereunder shall be made by Company in United States dollars by way of check made out to the order of "INTERNATIONAL GOLF SERVICES, LLC" which shall be sent to the address of IGS as follows:

INTERNATIONAL GOLF SERVICES, LLC
5370 Trouperville Road
Quitman, Georgia 31643

Attention: Fred M. Settle, Jr.

All payments due and payable to IGS shall be paid without deduction of withholding or other taxes or charges. Any banking charges imposed directly on IGS by IGS's banking institution in connection with any such payment (other than "Non Sufficient Funds" charges) shall be the responsibility of IGS.

GOVERNING LAW

This Agreement shall be subject to the laws of Florida as may be applicable and the parties irrevocably subject themselves to the nonexclusive jurisdiction of the courts of Florida accordingly.

Confidentiality. IGS, LLC shall not discuss services provided hereunder with anyone not affiliated with Company or Tiger Point Golf Club, unless specifically directed by the Company's designee as provided in Section 1 above. Further, IGS, LLC shall not use any part of this engagement in any future marketing materials.

Non-Circumvention. IGS, LLC agrees and understands that IGS, LLC's performance of services hereunder shall be for the sole benefit of the Company and not for the benefit of any other person or entity. IGS, LLC agrees that IGS, LLC shall not circumvent the objectives of this Agreement and the confidentiality in any way or manner, including, without limitation, by direct employment or engagement by any party related to the Company or Tiger Point Golf Club. IGS, LLC agrees that they shall provide services under this Agreement only as directed by the Company's designee and shall not perform services provided hereunder for, or take direction from, any other employee, officer, director, consultant or affiliate, unless specifically directed by the Company's designee.

Indemnification. Both parties at their own expense, shall defend and indemnify and hold harmless each Company and its employees, officers, directors, licensees and agents from and against any and all liabilities, claims, actions, losses, costs and expenses (including reasonable attorneys' fees and disbursements) relating to or arising out of either parties (IGS, LLC or City of Gulf Breeze, FL.) employees, consultants or independent contractors' actual or alleged (i) breach of this Agreement or any other agreement or (ii) violation of any law, statute, ordinance, order, rule or regulation.

To indicate your understanding and acceptance of the above terms, please sign the enclosed copy of this proposal and return the original to us with your retainer as authorization to initiate work on this project. Upon receipt of your authorization and retainer, we will commence with the engagement.

We appreciate the opportunity to submit this proposal for your consideration. We look forward to working with you. If you have any questions regarding the scope of interpretation of this letter, please contact us.

INTERNATIONAL GOLF SERVICES

City of Gulf Breeze, Florida

Name: Fred M. Settle, Jr.

Title: Principal

Date: _____

Name: Edwin A. Eddy

Title: City Manager

Date: _____