

# SOUTH SANTA ROSA UTILITY SYSTEM

P. O. BOX 640  
1070 SHORELINE DR.  
GULF BREEZE, FLORIDA 32562-0640

PHONE: 934-5100  
FAX: 934-5114

## BOARD MEETING AGENDA

Gulf Breeze City Hall  
August 10, 2015

Monday.....6:30 PM

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
  - a. Regular Meeting June 8, 2015
  - b. Budget Workshop July 13, 2015
4. REPORTS:
  - a. Financial Report
  - b. Operations Report
  - c. Engineering & Permitting
5. OLD BUSINESS
  - a. Budget Approval
6. NEW BUSINESS:
  - a. Maintenance Equipment Purchase
  - b. WWTF North Basin Rehab Bid
  - c. WWTF Expansion Property
7. PUBLIC FORUM
8. SETTING OF NEXT MEETING . . . October 12, 2015
9. ADJOURNMENT

If any person decides to appeal any decisions made with respect to any matter considered at this meeting, 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 SSRUS Board upon receiving recognition from the Chair.

SOUTH SANTA ROSA UTILITY SYSTEM  
BOARD OF DIRECTORS MEETING  
JUNE 8, 2015 - 6:30 P.M.

---

**1. CALL TO ORDER:**

The 125<sup>th</sup> regular meeting of the South Santa Rosa Utility System Board of Directors was called to order at 6:30 p.m., at Gulf Breeze City Hall, by Chairman Tom Naile.

**2. ROLL CALL AND INVOCATION:**

The following Board members were present: Mayor Pro Tem Joe Henderson, Mark Meister, Bill Stanford, and Tom Naile, Mayor Matt Dannheisser, Otto Prochaska, and Terry Mills.

**3. APPROVAL OF MINUTES:**

A motion was made by Otto Prochaska to approve the April 13, 2015, meeting minutes. Mark Meister seconded. The minutes were approved unanimously.

**4. ELECTION OF CHAIR AND VICE CHAIR:**

Mayor Dannheisser nominated Tom Naile to serve as the Chairman. Bill Stanford seconded the nomination. The vote was unanimous.  
Bill Stanford nominated Mark Meister to serve as Co-Chairman. Terry Mills seconded the nomination. The vote was unanimous.

**5. REPORTS:**

**a. FINANCE REPORT**

Thomas Lambert gave the board the financial report for October 2014 through May 2015.

**b. OPERATIONS REPORT**

Vernon Prather stated that utility operations were normal in April and May. The spray fields were operated periodically to maintain lake levels due to 10.6" of rain received in April.

Repairs continue to be made to sewer mains as a result of the April 2014 flood event. Sink holes are evaluated and selected for compaction and pavement if no defects are

SOUTH SANTA ROSA UTILITY SYSTEM  
BOARD OF DIRECTORS MEETING  
JUNE 8, 2015 - 6:30 P.M.

---

found. Damage to sewer mains will require excavation and additional rehabilitation to complete.

The start of Hurricane season began on June 1<sup>st</sup>. Staff continues with hurricane readiness preparation with generator and equipment maintenance review and fuel supplies.

SSRUS increased/decreased the customer base as follows:

Billed Water Customers: (-1.5% since Ivan) Billed Sewer Customers: (+16.4% since Ivan)

Staff provided the last 8 years of rainfall history as recorded by the WWTP.

Attached for the Board's review were copies of the following correspondence:

- a) WWTP data for March and April 2015
- b) Water & Sewer Revenue Tables F/Y 2015, 2014, 2013, 2012, 2011, 2010
- c) Water and Sewer Impact Fee Tables F/Y 2015, 2014, 2013, 2012, 2011, 2010
- d) Construction Coordinator Report

**c. ENGINEERING AND PERMITTING**

Thomas Lambert gave the report on engineering and in-house construction projects and technology fee plan.

**6. OLD BUSINESS: None**

**7. NEW BUSINESS:**

**a. Portable Sewer Pump Purchase**

**RECOMMENDATION:**

**SOUTH SANTA ROSA UTILITY SYSTEM BOARD RECOMMENDS THAT THE CITY COUNCIL APPROVE THE PURCHASE OF A SOLIDS HANDLING PUMP FROM THOMPSON PUMP & MANUFACTURING AT A COST OF \$53,896 WHICH INCLUDES \$2,330 FOR THE OPTIONAL AUTOMATIC CONTROL PANEL.**

Mayor Pro Tem Henderson moved for approval of staff's recommendation. The motion was seconded by Otto Prochaska. The vote for approval was unanimous.

SOUTH SANTA ROSA UTILITY SYSTEM  
BOARD OF DIRECTORS MEETING  
JUNE 8, 2015 - 6:30 P.M.

---

**b. Purchase of Water Crew Equipment**

**RECOMMENDATION:**

**SOUTH SANTA ROSA UTILITY SYSTEM BOARD RECOMMENDS THAT THE CITY COUNCIL AUTHORIZE THE PURCHASE OF EQUIPMENT WITH FUNDING FROM THE SSRUS FY 2014 BUDGET FOR THE FOLLOWING:**

- **1-55P Grundomat underground piercing tool from TT Technologies in the amount of \$3,657.00**
- **1-Grundoair 70 CFM compressor from TT Technologies in the amount of \$7,500.00.**
- **1-APT 160 Air Paving Breaker from Tool Shack in the amount of \$899.99**
- **1-Freedome 6'x12' enclosed trailer from A-1 Accessories for \$2,469.95**

Terry Mill moved for approval of staff's recommendation. The motion was seconded by Otto Prochaska. The vote for approval was unanimous.

**c. Water Rate Increase**

**RECOMMENDATION:**

**SOUTH SANTA ROSA UTILITY SYSTEM BOARD RECOMMENDS THAT THE CITY COUNCIL INCREASE THE VOLUMETRIC RATE FOR WATER FROM \$3.05 TO \$3.36 PER THOUSAND GALLONS.**

Mayor Pro Tem moved for approval of staff's recommendation. The motion was seconded by Terry Mills. The vote for approval was 6-1 with Mark Meister dissenting.

A Public Hearing for the rate increase will be held on Monday, June 15, 2015.

**d. Budget Workshop**

The Board will hold a budget workshop on Monday, July 13, 2015 at 6:30 p.m.

**7. PUBLIC FORUM:**

SOUTH SANTA ROSA UTILITY SYSTEM  
BOARD OF DIRECTORS MEETING  
JUNE 8, 2015 - 6:30 P.M.

---

Mike Handler, 1195 Grand Point, addressed the Board regarding the water rate increase and the loss of revenue in conjunction with the new water meters.

Chairman Naile said that the SSRUS Board is two members short, both being from the 32563 zip code.

**8. SETTING NEXT MEETING:**

The next South Santa Rosa Utility System Board meeting will be held on Monday, August 10, 2015, at 6:30 p.m.

**9. ADJOURNMENT: 7:20 P.M.**

ATTESTED TO:

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

SOUTH SANTA ROSA UTILITY SYSTEM  
BOARD OF DIRECTORS MEETING  
JULY 13, 2015 - 6:30 P.M.

---

1. **CALL TO ORDER:**

The South Santa Rosa Utility System Board of Directors held a budget workshop on July 13, 2015, at 6:30 p.m., at Gulf Breeze City Hall. The meeting was called to order by Chairman Tom Naile.

2. **ROLL CALL:**

The following Board members were present: Mayor Pro Tem Joe Henderson, Bill Stanford, Tom Naile, Otto Prochaska, new Board member Robert Davies, and Terry Mills.

3. **BUDGET DISCUSSION:**

The Director of Public Services addressed the Board and discussed the proposed Fiscal Year 2016 budget. The Board requested that they be provided with the following projections prior to the next budget meeting: rate increase necessary to create a 5%, 10%, and 15% margin in a single year, as well as the plan to reach 15% in three years.

The Board will meet on August 10, 2015, at 5:30 p.m. prior to the 6:30 p.m. Board meeting.

Chairman Naile welcomed new Board member Robert Davies.

4. **ADJOURNMENT:** 7:20 P.M.

ATTESTED TO:

\_\_\_\_\_  
Stephanie D. Lucas, City Clerk

**SSRUS FINANCIAL SUMMARY**  
**F/Y 2015 PERIOD 10 FINANCIAL COMPARISON**  
**OCTOBER 2014 THROUGH JULY 2015**

**August 2015**

Description	FY2015 Actual YTD	FY2015 Budget YTD		FY2014 Actual YTD	
<b>WATER</b>					
<i>Revenue</i>					
Service Charges	1,348,308	1,445,000	-6.7%	1,382,412	-2.5%
Impact Fees					
Miscellaneous	14,405	20,833	-30.9%	27,544	-47.7%
Special Assessment	51,732	-	0.0%	-	0.0%
<b>TOTALS</b>	<b>1,414,445</b>	<b>1,465,833</b>	<b>-3.51%</b>	<b>1,409,955</b>	
<i>Expenses</i>					
Salaries	322,645	301,814	6.9%	267,393	20.7%
Operating	44,162	45,917	-3.8%	50,781	-13.0%
Repairs & Maintenance	71,820	39,583	81.4%	39,520	81.7%
Contractual	455,165	407,917	11.6%	419,438	8.5%
Utilities	52,292	36,667	42.6%	35,643	46.7%
Debt Service	8,217	94,230	-91.3%	2,891	184.2%
Capital	-	10,000	0.0%	1,908,219	-100.0%
Transfers	75,360	76,283	-1.2%	73,421	2.6%
<b>TOTALS</b>	<b>1,029,661</b>	<b>1,012,410</b>	<b>1.7%</b>	<b>2,797,306</b>	
<b>WATER NET GAIN/(LOSS)</b>	<b>384,784</b>	<b>453,423</b>		<b>(1,387,351)</b>	
<b>SEWER</b>					
<i>Revenue</i>					
Service Charges	2,686,913	2,526,667	6.3%	2,617,956	2.6%
Impact Fees					
Miscellaneous	587,769	635,885	-7.6%	585,630	0.4%
Special Assessment	-	-	0.0%	-	0.0%
<b>TOTALS</b>	<b>3,274,682</b>	<b>3,162,552</b>	<b>3.55%</b>	<b>3,203,586</b>	
<i>Expenses</i>					
Salaries	932,652	886,783	5.2%	875,365	6.5%
Operating	193,487	199,000	-2.8%	408,888	-52.7%
Repairs & Maintenance	314,042	176,667	77.8%	280,856	11.8%
Contractual	115,096	119,167	-3.4%	113,040	1.8%
Utilities	257,840	256,667	0.5%	252,741	2.0%
Debt Service	985,611	1,107,812	-11.0%	991,619	-0.6%
Capital	214,190	550,417	-61.1%	219,782	-2.5%
Transfers	150,722	152,565	-1.2%	146,845	2.6%
<b>TOTALS</b>	<b>3,163,641</b>	<b>3,449,076</b>	<b>-8.3%</b>	<b>3,289,135</b>	
<b>SEWER NET GAIN/(LOSS)</b>	<b>111,042</b>	<b>(286,524)</b>		<b>(85,548)</b>	

**SSRUS FINANCIAL SUMMARY - 10 MONTH YTD (Oct 14-Jul 15)**  
**OPERATIONAL AND CAPITAL SUMMARIES**

Description	FY2015 Actual YTD	FY2015 Budget YTD		FY2014 Actual	
<b>OPERATIONAL SUMMARY (Includes transfers)</b>					
REVENUE	3,169,850	3,128,788	1.3%	3,118,754	1.6%
WATER EXPENSE	1,021,444	908,180	12.5%	886,196	15.3%
SEWER EXPENSE	1,963,840	1,790,848	9.7%	2,077,735	-5.5%
EXPENSE TOTAL	<u>2,985,283</u>	<u>2,699,028</u>	10.6%	<u>2,963,931</u>	0.7%
NET GAIN	184,567	429,761	-57.1%	154,823	
<b>CAPITAL &amp; DEBT SERVICE SUMMARY</b>					
REVENUE	1,519,277	1,499,597	1.3%	1,494,788	1.6%
WATER EXPENSE	8,217	104,230	-92.1%	1,911,110	-99.6%
SEWER EXPENSE	1,199,801	1,658,228	-27.6%	1,211,400	-1.0%
EXPENSE TOTAL	<u>1,208,019</u>	<u>1,762,458</u>	-31.5%	<u>3,122,510</u>	-61.3%
NET GAIN	311,259	-262,862	32.8%	-1,627,723	
<b>OVERALL SUMMARY</b>					
REVENUE	4,689,128	4,628,385	1.3%	4,613,542	1.6%
WATER EXPENSE	1,029,661	1,012,410	1.7%	2,797,306	-63.2%
SEWER EXPENSE	3,163,641	3,449,076	-8.3%	3,289,135	-3.8%
EXPENSE TOTAL	<u>4,193,302</u>	<u>4,461,486</u>	-6.0%	<u>6,086,441</u>	-31.1%
NET GAIN	495,826	166,899		-1,472,899	

Unrestricted Cash 104.10-00	\$ 3,772,657.95
Debt Service Restricted 104.16-03	\$ 161,502.17
Total Cash	\$ 3,934,160.12
- (Impact Fee Reserve)	\$ (1,740,797.75)
<b>OPERATIONAL AVAILABLE CASH</b>	<b>\$ 2,193,362.37</b>



SSRUS FINANCIAL SUMMARY - 10 MONTH YTD (Oct 14-Jul 15)  
 OUTSTANDING CAPITAL/MAJOR PROJECT EXPENSE APPROVAL

PROJECT	ORIGINAL BUDGET	REVISED BUDGET	FUNDING NET CHANGE	SPENT TO DATE	BOARD APPROVAL
<b>FY2013</b>					
Lift Station Modification	70,000				
Water Main Replacement	80,000				
<b>TOTALS</b>	<b>150,000</b>		<b>0</b>	<b>0</b>	
<b>FY2014</b>					
Lift Station Modification	65,000				
Sewer Pump (80% of \$35k)	28,000	53,896	25,896		In process
Water Crew Equipment	21,500	14,526	(6,974)	14,523	Complete
Aerobic Digester	80,000				In process
<b>TOTALS</b>	<b>194,500</b>		<b>18,922</b>	<b>14,523</b>	
<b>FY2015</b>					
Inflow/Infiltration Repairs	100,000				
Rehab North Plant:	500,000	393,000	(107,000)		Agenda for Approval
Automation project at ERS fields	30,000				
Chlorine feed system: \$4,500	4,500				
Garage for the centrifuge	4,500	3,787	(713)	3,787	Complete
Pressure maintainer pump system for the west course pump house	4,500				
Perimeter Fencing	13,000	13,500	500		In Process
Mixer 4hp	4,000				
<b>TOTALS</b>	<b>660,500</b>		<b>-107,213</b>	<b>3,787</b>	







# City of Gulf Breeze

**TO:** Edwin A. Eddy, City Manager  
**FROM:** Vernon L. Prather, Director of Public Services *V.P.*  
**RE:** SSRUS Operations Report  
**DATE:** August 3, 2015

Utility operations were normal in June and July 2015. The demand for reclaim resulted in supplemental wells being operated and Spray fields off-line. This is the normal pattern for this time of year, with the lake averaging 6.6'

WWTP Staff has worked to mow the entire west course. The front nine with finish mowers and bush hog the back nine. We are using a rented flail mower to remove excess weed growth on lake areas on the front nine. The inmate squad has been working to remove brush and excess vegetation from drainage areas along West Course holes 9 and 10.

We have continued to evaluate the irrigation system for the west course and observed that the front nine is only 30% operable at best with the back nine at 15%, so staff is reviewing options for repair and reliable operation. This item is paramount in order to effectively irrigate the 120 acres and promote healthy turf grass and maximize spray field capacity.

The WWTP flow was 1.514 mgd, for June and 1.486 mgd for July 2015. The Golf Course flow for June was .853 mgd and .718 for July. Overall the reclaim system has remained balanced.

Since utility operations are influenced by rain fall, staff is providing 8 years of annual rainfall as recorded at the WWTP:

2007 = 81.97"	
2008 = 54.29"	1 <sup>st</sup> quarter data
2009 = 83.02"	20.14"
2010 = 66.90"	17.49"
2011 = 45.80"	12.45"
2012 = 81.20"	10.57"
2013 = 82.84"	16.86"
2014 = 92.48"	24.22"
2015 = 35.66"	13.01"

SSRUS increased/decreased the customer base as follows:

<b>Billed water customers:</b> (pre-Ivan 4383) (- 1.6 % since Ivan)					<b>Billed sewer customers:</b> (pre-Ivan 5402) (+16.6 % since Ivan)				
<b>Jun 15</b>	<b>4343</b>	<b>Jun 14</b>	<b>4240</b>	<b>2.4%</b>	<b>Jun 15</b>	<b>6335</b>	<b>Jun 14</b>	<b>6106</b>	<b>3.8%</b>
<b>Jul 15</b>	<b>4314</b>	<b>Jul 14</b>	<b>4270</b>	<b>1.0%</b>	<b>Jul 15</b>	<b>6298</b>	<b>Jul 14</b>	<b>6195</b>	<b>1.7%</b>

**Water revenue:**

<b>Jun 15</b>	<b>\$144,784 / 4343 = \$33.34 /customer</b>	<b>Jun 14</b>	<b>\$129,056 /4240 = \$30.44 /customer</b>
<b>Jul 15</b>	<b>\$142,187 / 4314 = \$32.96 /customer</b>	<b>Jul 14</b>	<b>\$137,137 /4270 = \$32.12 /customer</b>

**Sewer revenue:**

<b>Jun 15</b>	<b>\$278,128 / 6335 = \$43.90 /customer</b>	<b>Jun 14</b>	<b>\$257,207 / 6106 = \$42.12 /customer</b>
<b>Jul 15</b>	<b>\$274,982 / 6298 = \$43.66 /customer</b>	<b>Jul 14</b>	<b>\$277,929 / 6195 = \$44.86 /customer</b>

Attached for the Board's review are copies of the following correspondence:

- a) WWTP data for May and June 2015
- b) Water & Sewer Revenue Tables F/Y 2015, 2014, 2013, 2012, 2011, 2010
- c) Water & Sewer Impact Fee Tables F/Y 2015, 2014, 2013, 2012, 2011, 2010
- d) Construction Coordinator Report

13068

SSRUS WWTP DATA  
May 2015

DATE	WWTP FLOW (MGD)	SUPL FLOW DW, & #11D & MW#1 (MGD)	TOTAL COURSE IRRIG (MGD)	WEST COURSE (MGD)	EAST COURSE (MGD)	EAST* COURSE WELL	EASTERN REUSE SITE	REUSE CSTMR'S (MGD)	LAKE LEVEL (FT)	RAIN FALL (IN)	RAIN FALL FLOW
1	1.565	var.	var.	var.	var.	var.	var.	var.	7.8	0.00	0.00
2	1.568	var.	var.	var.	var.	var.	var.	var.	7.5	0.00	0.00
3	1.583	var.	var.	var.	var.	var.	var.	var.	7.5	0.00	0.00
4	1.535	var.	var.	var.	var.	var.	var.	var.	7.4	0.00	0.00
5	1.515	var.	var.	var.	var.	var.	var.	var.	7.3	0.00	0.00
6	1.492	var.	var.	var.	var.	var.	var.	var.	7.1	0.00	0.00
7	1.518	var.	var.	var.	var.	var.	var.	var.	6.9	0.00	0.00
8	1.406	var.	var.	var.	var.	var.	var.	var.	6.7	0.00	0.00
9	1.501	var.	var.	var.	var.	var.	var.	var.	6.3	0.00	0.00
10	1.464	var.	var.	var.	var.	var.	var.	var.	6.0	0.00	0.00
11	1.489	var.	var.	var.	var.	var.	var.	var.	5.8	0.00	0.00
12	1.494	var.	var.	var.	var.	var.	var.	var.	5.7	0.00	0.00
13	1.523	var.	var.	var.	var.	var.	var.	var.	5.7	0.00	0.00
14	1.576	var.	var.	var.	var.	var.	var.	var.	5.7	0.00	0.00
15	1.409	var.	var.	var.	var.	var.	var.	var.	5.7	0.00	0.00
16	1.502	var.	var.	var.	var.	var.	var.	var.	5.8	0.00	0.00
17	1.465	var.	var.	var.	var.	var.	var.	var.	5.7	0.00	0.00
18	1.489	var.	var.	var.	var.	var.	var.	var.	5.9	0.00	0.00
19	1.401	var.	var.	var.	var.	var.	var.	var.	5.5	0.00	0.00
20	1.471	var.	var.	var.	var.	var.	var.	var.	5.7	0.00	0.00
21	1.543	var.	var.	var.	var.	var.	var.	var.	6.0	0.00	0.00
22	1.545	var.	var.	var.	var.	var.	var.	var.	6.3	0.73	0.09
23	1.466	var.	var.	var.	var.	var.	var.	var.	6.2	0.00	0.00
24	1.500	var.	var.	var.	var.	var.	var.	var.	6.1	0.59	0.07
25	1.574	var.	var.	var.	var.	var.	var.	var.	6.0	0.00	0.00
26	1.557	var.	var.	var.	var.	var.	var.	var.	6.2	0.00	0.00
27	1.478	var.	var.	var.	var.	var.	var.	var.	6.5	0.65	0.08
28	1.511	var.	var.	var.	var.	var.	var.	var.	6.3	0.11	0.01
29	1.410	var.	var.	var.	var.	var.	var.	var.	6.1	0.00	0.00
30	1.449	var.	var.	var.	var.	var.	var.	var.	5.9	0.00	0.00
31	1.469	var.	var.	var.	var.	var.	var.	var.	5.8	0.00	0.00
Max Day	46.468	5.257	12.400	0.000	12.400	6.898	0.000	22.436	6.100	2.080	0.26
AVG	1.583			0.000	0.400	0.223	0.000	0.724	6.10	0.067	0.008
	1.499	0.170	0.400	0.000	0.400	0.223	0.000	0.724	6.10	0.067	0.008
Golf Course Average Irrigation			0.623								
*Includes East Course Well											

WWTP FLOW + RAIN FLOW + suppl flow - IRRIG - ERS - REUSE - LAKE GAIN = PERC  
 Avg 1.499 0.008 0.170 -0.400 0.000 -0.724 0.090 = 0.643 MGD  
 ( = TOTAL FLOW )  
 ( 1.677 )

Lake Level (5/31) - Lake Level (4/30) = Lake Gain

5.8 7.7 -1.9 ft.  
 69.6 92.4 -22.8 in.

ADDITIONAL COMMENTS:

1 Rain Fall Flow equals 1.22662x100,000 MG per inch of rain fall.

-22.800 in.  
 -2.797 mg.  
 -0.090 mgd

	Formula
WWTP FLOW	1.499
RAIN FLOW	0.008
suppl flow	0.170
- IRRIG	0.400
- ERS	0.000
0 - REUSE	0.724
- LAKE GAIN	-0.090
PERC:	0.643

13068

SSRUS WWTP DATA

June 2015

DATE	WWTP FLOW (MGD)	SUPL FLOW DW, & #11D & MW#1 (MGD)	TOTAL COURSE IRRIG. (MGD)	WEST COURSE (MGD)	EAST COURSE (MGD)	EAST* COURSE WELL	EASTERN REUSE SITE	REUSE CSTMR'S (MGD)	LAKE LEVEL (FT)	RAIN FALL (IN)	RAIN FALL FLOW
1	1.714	var.	var.	var.	var.	var.	var.	var.	6.1	0.00	0.00
2	1.559	var.	var.	var.	var.	var.	var.	var.	6.7	3.60	0.44
3	1.513	var.	var.	var.	var.	var.	var.	var.	6.9	0.00	0.00
4	1.596	var.	var.	var.	var.	var.	var.	var.	7.1	0.00	0.00
5	1.470	var.	var.	var.	var.	var.	var.	var.	7.2	0.09	0.01
6	1.545	var.	var.	var.	var.	var.	var.	var.	7.3	0.00	0.00
7	1.544	var.	var.	var.	var.	var.	var.	var.	7.5	0.20	0.02
8	1.370	var.	var.	var.	var.	var.	var.	var.	7.4	0.00	0.00
9	1.495	var.	var.	var.	var.	var.	var.	var.	7.0	0.10	0.01
10	1.430	var.	var.	var.	var.	var.	var.	var.	7.0	1.50	0.18
11	1.479	var.	var.	var.	var.	var.	var.	var.	6.7	0.00	0.00
12	1.479	var.	var.	var.	var.	var.	var.	var.	6.3	0.00	0.00
13	1.435	var.	var.	var.	var.	var.	var.	var.	6.2	0.00	0.00
14	1.468	var.	var.	var.	var.	var.	var.	var.	6.1	0.00	0.00
15	1.462	var.	var.	var.	var.	var.	var.	var.	6.2	0.00	0.00
16	1.446	var.	var.	var.	var.	var.	var.	var.	6.3	0.00	0.00
17	1.405	var.	var.	var.	var.	var.	var.	var.	6.3	0.00	0.00
18	1.461	var.	var.	var.	var.	var.	var.	var.	6.4	0.00	0.00
19	1.421	var.	var.	var.	var.	var.	var.	var.	6.5	0.00	0.00
20	1.466	var.	var.	var.	var.	var.	var.	var.	6.4	0.00	0.00
21	1.422	var.	var.	var.	var.	var.	var.	var.	6.5	0.00	0.00
22	1.427	var.	var.	var.	var.	var.	var.	var.	6.2	0.00	0.00
23	1.524	var.	var.	var.	var.	var.	var.	var.	6.1	0.00	0.00
24	1.684	var.	var.	var.	var.	var.	var.	var.	6.6	2.80	0.34
25	1.712	var.	var.	var.	var.	var.	var.	var.	7.3	0.43	0.05
26	1.614	var.	var.	var.	var.	var.	var.	var.	7.8	0.52	0.06
27	1.616	var.	var.	var.	var.	var.	var.	var.	7.6	0.00	0.00
28	1.561	var.	var.	var.	var.	var.	var.	var.	7.5	0.75	0.09
29	1.602	var.	var.	var.	var.	var.	var.	var.	7.4	0.00	0.00
30	1.512	var.	var.	var.	var.	var.	var.	var.	7.2	0.00	0.00
Max Day	45.432	7.585	15.131	0.036	15.095	10.472	0.000	31.597	7.100	9.990	1.23
AVG	1.714								0		
	1.514	0.253	0.504	0.001	0.503	0.349	0.000	1.053	6.59	0.333	0.041

Golf Course Average Irrigation 0.853  
\*Includes East Course Well



WWTP FLOW + RAIN FLOW + 11D WELL - IRRIG - ERS - REUSE - LAKE GAIN = PERC  
Avg 1.514 0.041 0.253 -0.504 0.000 -1.053 -0.069 = 0.182 MGD  
( = TOTAL FLOW )  
( 1.808 )

Lake Level (6/30) - Lake Level (5/31) = Lake Gain

7.2 5.8 1.4 ft.  
86.4 69.6 16.8 in.

**Formula**

WWTP FLOW	<b>1.514</b>
RAIN FLOW	<b>0.041</b>
suppl flow	<b>0.253</b>
- IRRIG	<b>0.504</b>
- ERS	<b>0.000</b>
0 - REUSE	<b>1.053</b>
- LAKE GAIN	<b>0.069</b>
PERC:	<b>0.182</b>

ADDITIONAL COMMENTS:

1 Rain Fall Flow equals 1.22662x100,000 MG per inch of rain fall.

16.800 in.  
0.883 mg.  
0.069 mgd

SSRUS	FY 2015	REVENUE				Sewer Dollars	Sewer Consump (1000 gal)	Sewer Customers	Sewer Dollars	Sewer Consump (1000 gal)	Sewer Customers	Total Dollars YTD	Budget Req-mnts YTD	Over/Short YTD
		Water Dollars	Water Consump (1000 gal)	Water Customers	Sewer Dollars									
Oct-14	\$133,741				\$260,061						\$393,802	\$387,500	\$6,302	
Nov-14	\$139,741				\$283,372						\$816,914	\$775,000	\$41,914	
Dec-14	\$127,262				\$250,697						\$1,194,873	\$1,162,500	\$32,373	
Jan-15	\$124,079				\$249,380						\$1,568,332	\$1,550,000	\$18,332	
Feb-15	\$119,512	18,807	4,278	4,300	\$244,301	28,910	6,229	\$240,555	27,096	6,247	\$1,932,144	\$1,937,500	-\$5,356	
Mar-15	\$120,859	19,305	4,300	4,318	\$259,619	32,775	6,235	\$270,084	34,639	6,288	\$2,293,558	\$2,325,000	-\$31,442	
Apr-15	\$123,651	20,283	4,275	4,343	\$278,128	24,914	4,314	\$274,982	36,398	6,335	\$2,676,828	\$2,712,500	-\$35,672	
May-15	\$138,425	24,914	4,318	4,314	\$278,128	24,481	4,314	\$274,982	36,693	6,298	\$3,085,337	\$3,100,000	-\$14,663	
Jun-15	\$144,784	24,481	4,343	4,314	\$278,128	24,481	4,314	\$278,128	36,398	6,335	\$3,508,249	\$3,487,500	\$20,749	
Jul-15	\$142,186	25,350	4,314	4,314	\$274,982	25,350	4,314	\$274,982	36,693	6,298	\$3,925,417	\$3,875,000	\$50,417	
Aug-15														
Sep-15														
TOTALS	\$1,314,238				\$2,611,179									
AVG.	\$131,424	22,190	4,305	4,305	\$261,118	32,752	6,272	\$261,118	32,752	6,272				

Water monthly requirement  
Sewer monthly requirement:

\$141,667  
\$245,833  
\$387,500

B







SSRUS	FY 2011	REVENUE					Water Customers	Sewer Dollars	Sewer Consump (1000 gal)	Sewer Customers	Misc. Charges	Total Dollars YTD	Budget Req-mnts YTD	Over/Short YTD
		Water Dollars	Water Consump (1000 gal)	Water Customers	Sewer Dollars	Sewer Consump (1000 gal)								
	Oct-10	\$128,822	26,177	4179	\$230,260	35,635	5840	\$503	\$359,584	\$324,275	\$35,309			
	Nov-10	\$121,605	23,768	4164	\$220,313	37,530	5827	\$481	\$701,983	\$648,550	\$53,434			
	Dec-10	\$113,988	20,827	4171	\$214,514	29,974	5840	\$540	\$1,031,025	\$972,824	\$58,201			
	Jan-11	\$118,331	22,365	4177	\$220,274	31,394	5866	\$405	\$1,370,035	\$1,297,099	\$72,936			
	Feb-11	\$116,958	21,870	4167	\$212,626	29,508	5840	\$510	\$1,700,129	\$1,621,374	\$78,755			
	Mar-11	\$111,149	19,556	4187	\$206,288	27,538	5863	\$575	\$2,018,141	\$1,945,649	\$72,492			
	Apr-11	\$119,520	22,877	4164	\$218,832	30,659	5829	\$175	\$2,356,668	\$2,269,923	\$86,744			
	May-11	\$125,907	25,199	4193	\$239,789	36,334	5868	\$943	\$2,723,306	\$2,594,198	\$129,108			
	Jun-11	\$136,886	29,201	4176	\$254,659	40,043	5840	\$588	\$3,115,439	\$2,918,473	\$196,966			
	Jul-11	\$136,846	29,039	4188	\$248,753	38,427	5853	\$350	\$3,501,387	\$3,242,748	\$258,640			
	Aug-11	\$134,752	28,528	4209	\$247,638	38,149	5887	\$1,301	\$3,885,080	\$3,567,022	\$318,057			
	Sep-11	\$132,878	27,504	4178	\$243,495	37,261	5850	\$550	\$4,262,002	\$3,891,297	\$370,705			
	TOTALS	\$1,497,643			\$2,757,440			\$6,920						
	AVG.	\$124,804	24,743	4179	\$229,787	34,371	5850	\$577						

Water monthly requirement \$117,500  
Sewer monthly requirement: \$206,775  
\$324,275

Water monthly requirement  
Sewer monthly requirement:

B4

SSRUS	FY 2010	REVENUE									
		Water Dollars	Water Consump (1000, gal)	Water Customers	Sewer Dollars	Sewer Consump (1000 gal)	Sewer Customers	Misc. Charges	Total Dollars YTD	Budget Req-mnts YTD	Over/Short YTD
	Oct-09	\$129,824	29,711	4209	\$215,078	37,050	5835	\$720	\$345,621	\$318,717	\$26,904
	Nov-09	\$118,752	22,551	4189	\$204,876	29,284	5772	\$363	\$669,612	\$637,433	\$32,178
	Dec-09	\$116,722	21,711	4194	\$205,815	29,797	5779	\$710	\$992,859	\$956,150	\$36,709
	Jan-10	\$118,887	22,610	4191	\$211,322	30,560	5776	\$776	\$1,323,844	\$1,274,867	\$48,977
	Feb-10	\$119,651	22,801	4153	\$203,579	29,072	5752	\$472	\$1,647,546	\$1,593,583	\$53,962
	Mar-10	\$109,447	19,032	4182	\$191,003	25,884	5752	\$477	\$1,948,473	\$1,912,300	\$36,173
	Apr-10	\$117,688	22,278	4174	\$207,505	27,011	5761	\$585	\$2,274,251	\$2,231,017	\$43,234
	May-10	\$126,003	25,161	4179	\$220,317	33,266	5792	\$570	\$2,621,140	\$2,549,733	\$71,407
	Jun-10	\$128,894	26,023	4198	\$229,250	35,041	5826	\$775	\$2,980,059	\$2,868,450	\$111,609
	Jul-10	\$132,148	27,560	4180	\$232,522	36,204	5804	\$763	\$3,345,491	\$3,187,167	\$158,325
	Aug-10	\$136,089	28,789	4200	\$241,267	38,323	5837	\$445	\$3,723,292	\$3,505,883	\$217,408
	Sep-10	\$128,585	25,686	4185	\$223,969	34,017	5835	\$405	\$4,076,251	\$3,824,600	\$251,651
TOTALS		\$1,482,688			\$2,586,503			\$7,060			
AVG.		\$123,557	24,493	4186	\$215,542	32,126	5793	\$588			

Water monthly requirement \$118,000  
Sewer monthly requirement: \$200,717  
\$318,717

Water monthly requirement \$118,000  
Sewer monthly requirement: \$200,717  
\$318,717

SSRUS MONTHLY IMPACT FEES - 2015

MONTH	WATER	SEWER	YTD WATER	YTD SEWER	YTD TOTAL	BUDGETED	OVER/UNDER
October-14	\$25	\$3,375	\$25	\$3,375	\$3,400	\$0	\$3,400
November-14	\$2,250	\$14,300	\$2,275	\$17,675	\$19,950	\$0	\$19,950
December-14	\$3,550	\$22,100	\$5,825	\$39,775	\$45,600	\$0	\$45,600
January-15	\$4,150	\$13,775	\$9,975	\$53,550	\$63,525	\$0	\$63,525
February-15	\$0	\$33,800	\$9,975	\$87,350	\$97,325	\$0	\$97,325
March-15	\$2,750	\$50,700	\$12,725	\$138,050	\$150,775	\$0	\$150,775
April-15	\$3,220	\$53,527	\$15,945	\$191,577	\$207,522	\$0	\$207,522
May-15	\$0	\$140,850	\$15,945	\$332,427	\$348,372	\$0	\$348,372
June-15	\$2,250	\$26,000	\$18,195	\$358,427	\$376,622	\$0	\$376,622
July-15	\$4,500	\$24,175	\$22,695	\$382,602	\$405,297	\$0	\$405,297
August-15							
September-15							
Avg.							

Water tap annual requirement:

Sewer tap annual requirement:

Combined annual requirement:

\$0  
 \$0  
 \$0

Monthly  
 Monthly  
 Monthly

C

SSRUS MONTHLY IMPACT FEES - 2014

MONTH	WATER	SEWER	YTD WATER	YTD SEWER	YTD TOTAL	BUDGETED	OVER/UNDER
October-13	\$5,875	\$60,550	\$5,875	\$60,550	\$66,425	\$0	\$66,425
November-13	\$12,750	\$17,150	\$18,625	\$77,700	\$96,325	\$0	\$96,325
December-13	\$4,500	\$45,600	\$23,125	\$123,300	\$146,425	\$0	\$146,425
January-14	\$4,500	\$10,400	\$27,625	\$133,700	\$161,325	\$0	\$161,325
February-14	\$9,000	\$29,900	\$36,625	\$163,600	\$200,225	\$0	\$200,225
March-14	\$11,250	\$45,500	\$47,875	\$209,100	\$256,975	\$0	\$256,975
April-14	\$500	\$36,400	\$48,375	\$245,500	\$293,875	\$0	\$293,875
May-14	\$8,575	\$29,375	\$56,950	\$274,875	\$331,825	\$0	\$331,825
June-14	\$1,550	\$16,421	\$58,500	\$291,296	\$349,796	\$0	\$349,796
July-14	\$7,925	\$28,600	\$66,425	\$319,896	\$386,321	\$0	\$386,321
August-14	\$20,250	\$52,000	\$86,675	\$371,896	\$458,571	\$0	\$458,571
September-14	\$2,250	\$29,375	\$88,925	\$401,271	\$490,196	\$0	\$490,196
Avg.							

Water tap annual requirement:

Sewer tap annual requirement:

Combined annual requirement:

\$0

\$0

\$0

Monthly

Monthly

Monthly

\$0

\$0

\$0

C1

SSRUS MONTHLY IMPACT FEES - 2013

MONTH	WATER	SEWER	YTD WATER	YTD SEWER	YTD TOTAL	BUDGETED	OVER/UNDER
October-12	\$2,250	\$13,100	\$2,250	\$13,100	\$15,350	\$0	\$15,350
November-12	\$0	\$9,900	\$2,250	\$23,000	\$25,250	\$0	\$25,250
December-12	\$2,250	\$7,750	\$4,500	\$30,750	\$35,250	\$0	\$35,250
January-13	\$0	\$39,300	\$4,500	\$70,050	\$74,550	\$0	\$74,550
February-13	\$0	\$12,000	\$4,500	\$82,050	\$86,550	\$0	\$86,550
March-13	\$0	\$71,600	\$4,500	\$153,650	\$158,150	\$0	\$158,150
April-13	\$14,075	\$52,200	\$18,575	\$205,850	\$224,425	\$0	\$224,425
May-13	\$3,425	\$24,200	\$22,000	\$230,050	\$252,050	\$0	\$252,050
June-13	\$2,250	\$22,575	\$24,250	\$252,625	\$276,875	\$0	\$276,875
July-13	\$3,525	\$9,800	\$27,775	\$262,425	\$290,200	\$0	\$290,200
August-13	\$2,250	\$15,975	\$30,025	\$278,400	\$308,425	\$0	\$308,425
September-13	\$1,687	\$17,275	\$31,712	\$295,675	\$327,387	\$0	\$327,387
Avg.							

Water tap annual requirement: \$0 Monthly \$0  
 Sewer tap annual requirement: \$0 Monthly \$0  
 Combined annual requirement: \$0 Monthly \$0

CZ

SSRUS MONTHLY IMPACT FEES - 2012

MONTH	WATER	SEWER	YTD WATER	YTD SEWER	YTD TOTAL	BUDGETED	OVER/UNDER
October-11	\$0	\$6,500	\$0	\$6,500	\$6,500	\$0	\$6,500
November-11	\$5,625	\$33,074	\$5,625	\$39,574	\$45,199	\$0	\$45,199
December-11	\$0	\$16,524	\$5,625	\$56,098	\$61,723	\$0	\$61,723
January-12	\$75	\$26,924	\$5,700	\$83,022	\$88,722	\$0	\$88,722
February-12	\$4,500	\$50,607	\$10,200	\$133,629	\$143,829	\$0	\$143,829
March-12	\$0	\$5,900	\$10,200	\$139,529	\$149,729	\$0	\$149,729
April-12	\$0	\$38,600	\$10,200	\$178,129	\$188,329	\$0	\$188,329
May-12	\$0	\$24,400	\$10,200	\$202,529	\$212,729	\$0	\$212,729
June-12	\$10,125	\$26,775	\$20,325	\$229,304	\$249,629	\$0	\$249,629
July-12	\$0	\$20,800	\$20,325	\$250,104	\$270,429	\$0	\$270,429
August-12	\$2,250	\$21,700	\$22,575	\$271,804	\$294,379	\$0	\$294,379
September-12	\$0	\$93,184	\$22,575	\$364,988	\$387,563	\$0	\$387,563
Avg.							

Water tap annual requirement:

Sewer tap annual requirement:

Combined annual requirement:

\$0

\$0

\$0

Monthly

Monthly

Monthly

\$0

\$0

\$0

SSRUS MONTHLY IMPACT FEES - 2011

MONTH	WATER	SEWER	YTD WATER	YTD SEWER	YTD TOTAL	BUDGETED	OVER/UNDER
October-10		\$1,047	\$0	\$1,047	\$1,047	\$0	\$1,047
November-10		\$3,750	\$0	\$4,797	\$4,797	\$0	\$4,797
December-10		\$6,247	\$0	\$11,044	\$11,044	\$0	\$11,044
January-11		\$45,247	\$0	\$56,291	\$56,291	\$0	\$56,291
February-11	\$4,500	\$11,446	\$4,500	\$67,737	\$72,237	\$0	\$72,237
March-11	\$4,500	\$7,047	\$9,000	\$74,784	\$83,784	\$0	\$83,784
April-11	\$1,688	\$10,522	\$10,688	\$85,306	\$95,993	\$0	\$95,993
May-11		\$11,447	\$10,688	\$96,753	\$107,440	\$0	\$107,440
June-11	\$2,250	\$88,147	\$12,938	\$184,900	\$197,837	\$0	\$197,837
July-11	\$4,500	\$31,679	\$17,438	\$216,579	\$234,016	\$0	\$234,016
August-11		\$11,343	\$17,438	\$227,922	\$245,359	\$0	\$245,359
September-11	\$2,250	\$61,951	\$19,688	\$289,873	\$309,560	\$0	\$309,560
Avg.							

Water tap annual requirement:

Sewer tap annual requirement:

Combined annual requirement:

\$0

\$0

\$0

Monthly

Monthly

Monthly

\$0

\$0

\$0

C4

SSRUS MONTHLY IMPACT FEES - 2010

MONTH	WATER	SEWER	YTD WATER	YTD SEWER	YTD TOTAL	BUDGETED	OVER/UNDER
October-09	\$2,250	\$9,621	\$2,250	\$9,621	\$11,871	\$0	\$11,871
November-09	\$0	\$1,047	\$2,250	\$10,668	\$12,918	\$0	\$12,918
December-09	\$2,250	\$6,247	\$4,500	\$16,915	\$21,415	\$0	\$21,415
January-10	\$0	\$6,247	\$4,500	\$23,162	\$27,662	\$0	\$27,662
February-10	\$0	\$18,015	\$4,500	\$41,177	\$45,677	\$0	\$45,677
March-10	\$0	\$14,822	\$4,500	\$55,999	\$60,499	\$0	\$60,499
April-10	\$0	\$1,047	\$4,500	\$57,046	\$61,546	\$0	\$61,546
May-10	\$2,250	\$6,247	\$6,750	\$63,293	\$70,043	\$0	\$70,043
June-10	\$0	\$6,247	\$6,750	\$69,540	\$76,290	\$0	\$76,290
July-10	\$0	\$1,047	\$6,750	\$70,587	\$77,337	\$0	\$77,337
August-10	\$0	\$1,047	\$6,750	\$71,634	\$78,384	\$0	\$78,384
September-10	\$0	\$1,047	\$6,750	\$72,681	\$79,431	\$0	\$79,431
Avg.							

Water tap annual requirement:

Sewer tap annual requirement:

Combined annual requirement:

\$0

\$0

\$0

Monthly

Monthly

Monthly

\$0

\$0

\$0

## MEMORANDUM

**TO:** Vernon L. Prather, Director of Public Services  
**FROM:** Jon Kanzigg, Construction Coordinator  
**DATE:** August 4, 2015  
**RE:** Construction Report

### Projects under review

1. **The Waters** Water – 0 Sewer – 240 Reuse – 0  
This will be a three phase Subdivision built on Soundside Drive. Developer has hired Preble-Rish Inc. to provide Design work. We have met with the County and Engineers on 11-19-14 at the County Engineers office with Planning and Zoning as well. Project will build out somewhere around 240 single family units. It will be constructed in three phases and will be a L.P.S. sewer system. First phase will be 117 units. Force main connection will be Nantahala Road just north of the Mandavilla subdivision. We have directed the Engineers office on the number of plans and the review fees. This has changes names from Spring Lake.  
**No progress since last report.**
2. **Publix** Water-0 Sewer-10 Reuse - varies  
If approved by the Army Core of Engineers it will located between Tiger Point Park Road and Tiger Point Park Lane. Just east of Lowes and Walgreens. Publix will be the anchor store with three out parcels. They may house restaurants and or retail. Each out parcel will be reviewed as buildings are planned.  
Reuse will be used, however the irrigation plan has not been developed.  
Plans and fees have been received. The first review letter has been sent to the Engineers office. Plans have been accepted, however wetlands issues may hold this project for another year.

### The following projects are currently under construction.

1. Beehive Assisted Living Facility. **Private lift station tap has been made.**
2. Greystone Apartments. **Tap has been moved west about 100 feet and should be completed prior to the next report.**
3. Pelican Bay. **Developer is working on some easements issues with the (FDOT) State.**

Projects completed since last report.

**None**



# City of Gulf Breeze

**TO:** Edwin A. Eddy, City Manager  
**FROM:** Thomas E. Lambert, Assistant Director of Public Services  
**DATE:** June 5, 2015  
**RE:** Engineering Report

Below are the status of SSRUS engineering and in-house construction projects.

Description	Cost	Status
<b>GENERAL</b>		
Highway 98 Resurfacing	\$88,273.50	Cost for utility relocation because of US 98 resurfacing, so far very little of this money has been needed. One additional conflict was found, but existing funds will cover the cost.
Meter Replacement	\$4,200,000	Project is complete. FlexNet system is being used for billing. We still have 15% of the meters that won't read. We are working with Sensus on this issue.
Ranchette Sewer Survey		Need to conduct survey in conjunction with potential stormwater improvements
Surplus Effluent Property Study		Complete, will update periodically

## WATER SYSTEM

Water Main Replacement 2013	\$80,000.00	
Water Plant Modifications	\$12,000.00	
Water Crew Equipment	\$14,500.00	This agenda

## SEWER COLLECTION SYSTEM

Gulf Isles Lift Station	\$150,000.00	2 Year project (FY13 \$70k, FY14 \$65K)
Sewer Portable Pump	\$53,856.00	This agenda
Redwood Ln Slip-lining	\$25,450.00	Complete

## WASTEWATER TREATMENT

Aerobic Digester Enhancements	\$80,000.00	In engineering design
Inflow/Infiltration Repairs	\$100,000.00	
Rehab North Plant:	\$393.00	Bid approval this agenda
Automation project at ERS fields	\$30,000.00	
Perimeter Fencing	\$13,000.00	Under construction

## RECLAIMED IRRIGATION SYSTEM

Reclaimed Pressure Study		Still monitoring progress, We continue to make modifications to the system to improve performance.
Reclaimed Tank Grant -NFWFMD	\$690,000.00	Design work has begun, hydraulic model complete. Conditional use application submitted.

	FY 2013 Budgeted Capital
	FY 2014 Budgeted Capital
	FY 2015 Budgeted Capital
	Detailed information attached



# City of Gulf Breeze

**TO:** Edwin A. Eddy, City Manager  
**FROM:** Thomas E. Lambert, Assistant Director of Public Services  
**DATE:** August 7, 2015  
**RE:** Technology Fee Plan

CITY PROJECTS                      SSRUS PROJECTS

**Projected Fund Use**

Projected Revenue	\$326,760	\$542,880
Designated for Loan	(\$163,380)	(\$271,440)
Expenditures	\$0	\$0
Projected Expenditures	(\$25,000)	(\$25,000)
Undesignated Funding	\$138,380	\$246,440

**Current Fund Status**

Revenue Billed	\$36,192	\$51,802
Designated for Loan	(\$18,096)	(\$25,901)
Expenditures	\$0	\$0
Committed Funds	\$0	\$0
Remainder / (Deficit)	\$18,096	\$25,901

STATUS = Projected, Committed or Complete

Description	Cost	Status	Notes
<b>CITY PROJECTS                      TOTAL COST =                      \$25,000.00</b>			
Lift Station Scada Monitoring Phase I- Installing radios to collect data over the FlexNet System	\$5,000.00	<i>Projected</i>	Install 5 lift station remote monitoring systems
Lift Station Scada Monitoring Initial Setup	\$5,000.00	<i>Projected</i>	Initial setup of the FlexNet system to integrate lift station data, 1/2 cost shared
Leak Detection	\$12,000.00	<i>Projected</i>	Starter kit for portable monitoring system. 1/2 cost shared with SSRUS
Water Plant/Storage Telemetry	\$3,000.00	<i>Projected</i>	

<b>SSRUS PROJECTS                      TOTAL COST =                      \$25,000.00</b>			
Lift Station Scada Monitoring Phase I- Installing radios to collect data over the FlexNet System	\$5,000.00	<i>Projected</i>	Install 5 lift station remote monitoring systems
Lift Station Scada Monitoring Initial Setup	\$5,000.00	<i>Projected</i>	Initial setup of the FlexNet system to integrate lift station data, 1/2 cost shared
Leak Detection	\$12,000.00	<i>Projected</i>	Starter kit for portable monitoring system. 1/2 cost shared with City Water & Sewer
Water Plant/Storage Telemetry	\$3,000.00	<i>Projected</i>	



# City of Gulf Breeze

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

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

**DATE:** August 7, 2015

**RE:** F/Y 2016 Budget Approval

Attached is the revised draft budget for F/Y 2016. The following changes have been made since the last version provided to the Board.

Water debt service interest was increased from \$31,674 to \$54,700 (403-1600-572.72-00).  
Collections debt service interest was decreased from \$175,551 to \$172,360 (403-1800-572.72-00).  
WWTF operations received a new line item for west course maintenance funded at \$40,000.  
WWTF debt service interest was decreased from \$143,297 to \$135,200 (403-2400-572.72-00).

REVENUE	\$5,904,922.00
EXPENSES	<u>\$5,829,003.00</u>
OPERATING SURPLUS	\$75,919.00 (1.3% margin)

This budget does not include any rate increase the Board recommends to the City Council. Historically, the budget is not adjusted for rate increases until after approval by the City Council at a public meeting.

**RECOMMENDATION: SSRUS Board Recommend to City Council approval of the F/Y 2016 Budget as presented.**

## SSRUS F/Y 2016 BUDGET

### SUMMARY OF CHANGES TO DRAFT BUDGET

#### REVENUE

1. Changed the Tech Fee from \$0 to \$108,000 (403-0000-343.90-05)
2. Other Misc. Revenues (403-0000-369.01-10) is the catch all account for salvage money, sale of misc. assets, natural gas vehicle rebates, misc. reimbursements from contractors who damage infrastructure or developers who pay us for certain work the utility completes. F/Y 2015 was a year with an unusually low revenue amount, however, we believe our first projection was too optimistic and has been revised from \$25,000 to \$10,000

#### EXPENSES

1. All salary numbers were adjusted to a 3% salary increase instead of 5%.
2. All benefits & taxes were adjusted to reflect expected increases and the change in salary.
3. Added \$58,000 to other contractual for the inmate crew to work West Course (403-2300-534.34-10)
4. Overall reimbursement to General Fund was increased from \$274,617 to \$342,600. This is shown as \$114,200 in each of three accounts (403-1400-591.91-10, 403-1700-591.91-10 and 403-2300-591.91-10)

#### QUESTIONS

Reconnection Fees (403-0000-369.90-00) are projected at \$0 for F/Y 2015 and budgeted \$30,000 for F/Y 2016. The utility stopped disconnects for non-payment in 2013 because of the software conversion. We have started again and collected \$3,000 in the first month for a very limited cut-off list. Staff believes that \$30,000 is a good budget number for F/Y 2016.

#### Debt Service:

The Compass BVA loan refinanced the Coastal A&B loans which refinanced the 1994 GBFS Revenue Bond that paid for the initial purchase of the utility.

The State Revolving Fund (SRF) loan is the \$1,000,000 for the design of the Eastern WWTF.

SunTrust 2014 Lease is the meter replacement project.

Revenue Bond 2007 (5.6%) paid for portions of Hurricane Ivan repairs not covered by FEMA and some other capital improvements.

Revenue Bond 2004 was to refinance the 1998 revenue bond that financed the spray field purchases, reclaimed pipe installation and WWTF expansion and upgrade to advanced wastewater treatment.

**SUMMARY**

F/Y2016 Proposed

REVENUE	\$5,904,922.00
EXPENSES	<u>\$5,777,265.00</u>
OPERATING SURPLUS	\$127,657.00 (2.2% margin)

**RATE INCREASE TO ACHIEVE MARGIN**

The attached spreadsheet indicates the rate increase needed to produce a 5%, 10% or 15% margin as a percentage of expenses. The rate increases can be stepped over three years at roughly 5% per year, or the 15% margin can be instituted in a single year with a 14.7% increase in rates..

**RATE INCREASE TO ACHIEVE PROPOSED MARGIN**

	5% Margin	% Increase	SSRUS Revenue	10% Margin	% Increase	SSRUS Revenue	15% Margin	% Increase	SSRUS Revenue	SSRUS Volume
<b>VOLUMETRIC RATE</b>										
Water	\$3.36	3.3%	\$978,221	\$3.66	9.0%	\$1,032,698	\$3.85	14.7%	\$1,086,701	281,973
Sewer	\$4.42	3.3%	\$1,772,001	\$4.82	9.0%	\$1,870,684	\$5.07	14.7%	\$1,968,509	388,286
<b>WATER BASE FEE</b>										
3/4"	\$13.90	3.3%	\$719,162	\$15.15	9.0%	\$759,212	\$15.94	14.7%	\$798,914	4,176
1"	\$25.27	3.3%	\$30,618	\$27.55	9.0%	\$32,323	\$28.99	14.7%	\$34,013	98
1 1/2"	\$64.62	3.3%	\$6,673	\$70.44	9.0%	\$7,044	\$74.12	14.7%	\$7,412	8
2"	\$104.67	3.3%	\$30,802	\$114.09	9.0%	\$32,517	\$120.06	14.7%	\$34,217	24
3"	\$211.52	3.3%	\$31,449	\$230.56	9.0%	\$33,200	\$242.61	14.7%	\$34,936	12
4"	\$318.37	3.3%	\$0	\$347.02	9.0%	\$0	\$365.16	14.7%	\$0	
6"	\$631.48	3.3%	\$0	\$688.31	9.0%	\$0	\$724.31	14.7%	\$0	
<b>SEWER BASE FEE</b>										
3/4"	\$17.46	3.3%	\$1,287,160	\$19.03	9.0%	\$1,358,842	\$20.03	14.7%	\$1,429,901	5,950
1"	\$31.71	3.3%	\$62,887	\$34.56	9.0%	\$66,358	\$36.37	14.7%	\$69,828	160
1 1/2"	\$75.22	3.3%	\$74,560	\$81.99	9.0%	\$78,712	\$86.28	14.7%	\$82,828	80
2"	\$120.53	3.3%	\$74,671	\$131.38	9.0%	\$78,829	\$138.25	14.7%	\$82,952	50
3"	\$240.65	3.3%	\$62,615	\$262.31	9.0%	\$66,102	\$276.02	14.7%	\$69,558	21
4"	\$360.67	3.3%	\$31,289	\$393.13	9.0%	\$33,032	\$413.69	14.7%	\$34,759	7
6"	\$707.97	3.3%	\$26,315	\$771.69	9.0%	\$27,781	\$812.04	14.7%	\$29,234	3

<b>INCOME GENERATED</b>	<b>\$5,188,392</b>
OTHER INCOME	882,000
<b>EXPENSES</b>	<b>(5,777,265)</b>
NET MARGIN	293,127
	<b>5.07%</b>

<b>\$5,477,334</b>
882,000
<b>(5,777,265)</b>
582,069
<b>10.08%</b>

<b>\$5,763,764</b>
882,000
<b>(5,777,265)</b>
868,499
<b>15.03%</b>

**THE EFFECT OF THE PROPOSED RATE INCREASE ON SSRUS CUSTOMER (MONTHLY BILL)**

Gallons Used	5% Margin	% Incr
1000	\$39.14	3.25%
3000	\$54.70	3.25%
4000	\$62.48	3.25%
5000	\$70.26	3.25%
6000	\$78.04	3.25%
7000	\$85.82	3.25%
10000	\$109.16	3.25%

10% Margin	% Incr
\$42.66	9.00%
\$59.62	9.00%
\$68.10	9.00%
\$76.58	9.00%
\$85.06	9.00%
\$93.54	9.00%
\$118.98	9.00%

15% Margin	% Incr
\$44.89	14.70%
\$62.74	14.70%
\$71.66	14.70%
\$80.59	14.70%
\$89.51	14.70%
\$98.44	14.70%
\$125.21	14.70%

**CITY OF GULF BREEZE  
FY16 PROPOSED BUDGET**

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	2012-13 AMENDED BUDGET	2013-14 AMENDED BUDGET	2014-15 ORIGINAL BUDGET	2014-15 PROJECTED BUDGET	2015-16 PROPOSED BUDGET
<b>FUND 403 - SOUTH SANTA ROSA UTILITY</b>							
<b>SALES REVENUES</b>							
403-0000-343.30-00	WATER REVENUE	\$1,448,424	\$1,448,424	\$1,629,280	\$1,700,000	\$1,523,900	\$1,815,000
403-0000-343.50-00	SEWER REVENUE	\$2,596,569	\$2,596,569	\$3,143,548	\$2,950,000	\$3,057,325	\$3,100,000
403-0000-343.50-05	RECLAIMED WATER	\$46,600	\$46,600	\$15,096	\$52,000	\$63,925	\$52,000
403-0000-343.90-01	FIRE HYDRANT UPGRADE	\$29,000				\$44,190	\$108,000
403-0000-343.90-05	TECH FEE (W/S METERS)		\$4,091,593	\$4,787,924	\$4,702,000	\$4,689,340	\$5,075,000
<b>MISC REVENUES</b>							
403-0000-361.10-00	MISC INTEREST EARNINGS			\$8,477		\$585	
403-0000-362.10-10	VERIZON			\$27,994			
403-0000-362.10-20	AT&T	\$20,400	\$25,000	\$25,920	\$25,000	\$25,900	\$25,900
403-0000-363.20-10	WATER TAP			\$88,925		\$20,000	
403-0000-363.20-20	SEWER TAP			\$401,271		\$400,000	
403-0000-369.01-00	OTHER MISC REVENUES	\$25,000	\$25,000	\$31,152	\$25,000	\$4,600	\$10,000
403-0000-369.01-10	INSURANCE PROCEEDS					\$2,430	
403-0000-369.10-00	NEW SERVICE FEES	\$30,000	\$30,000	\$40,645	\$30,000	\$30,000	\$30,000
403-0000-369.90-00	RECONNECTION FEES	\$30,000	\$30,000	\$75	\$30,000	\$9,000	\$30,000
403-0000-369.91-10	METER INSTALLATION FEES	\$4,000	\$4,000	\$17,413	\$4,000	\$8,960	\$4,000
403-0000-369.98-00	OVERHEAD ALLOCATION	\$336,222	\$345,446	\$340,837	\$359,170	\$359,200	\$431,165
403-0000-370.00-00	FRUS INCOME		\$21,584				
		\$445,622	\$459,446	\$1,004,293	\$473,170	\$860,675	\$531,065
<b>UTILITY TRANSFER</b>							
403-0000-380.00-00	RESERVES BROUGHT FWD (BUDGET ONLY)			\$2,779,721			
403-0000-381.00-00	INTERFUND TRANSFER	\$227,557	\$227,557	\$381,643	\$378,892	\$378,900	\$298,857
		\$227,557	\$227,557	\$3,161,364	\$378,892	\$378,900	\$298,857
<b>TOTAL REVENUES</b>							
		\$4,793,772	\$4,778,596	\$8,953,581	\$5,554,062	\$5,928,915	\$5,904,922
<b>SSRU: WATER OPERATIONS</b>							
<b>PERSONNEL PAYMENTS</b>							
403-1400-512.12-00	REGULAR SALARIES & WAGES	\$208,000	\$214,240	\$213,934	\$250,475	\$184,506	\$258,000
403-1400-512.12-50	PART-TIME SALARIES & WAGES			\$597		\$910	
403-1400-513.13-00	OTHER SALARIES AND WAGES	\$10,000	\$10,300	\$26,620	\$10,300	\$46,200	\$10,815
403-1400-513.13-50	TEMPORARIES	\$16,000	\$16,480	\$19,671	\$16,480	\$12,700	\$17,304
403-1400-514.14-00	OVERTIME		\$241,020	\$260,822	\$277,255	\$244,316	\$286,119
SUBTOTAL		\$234,000	\$241,020	\$260,822	\$277,255	\$244,316	\$286,119

**CITY OF GULF BREEZE  
FY16 PROPOSED BUDGET**

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	2012-13 AMENDED BUDGET	2013-14 AMENDED BUDGET	2014-15 ORIGINAL BUDGET	2014-15 PROJECTED BUDGET	2015-16 PROPOSED BUDGET
<b>TAXES &amp; BENEFITS</b>							
403-1400-521.21-00	FICA TAXES	\$16,240	\$16,727	\$22,648	\$17,844	\$3,932	\$21,000
403-1400-522.22-00	RETIREMENT CONTRIBUTIONS	\$2,000	\$1,030	\$796	\$1,099	\$600	\$1,154
403-1400-522.22-50	FL LEAGUE RETIREMENT	\$13,390	\$13,390	\$42,070	\$47,760	\$46,500	\$14,998
403-1400-523.23-00	HEALTH INSURANCE	\$39,300	\$40,700	\$42,070	\$47,760	\$46,500	\$52,536
403-1400-523.23-20	LIFE INSURANCE		\$420	\$220	\$420	\$290	\$462
403-1400-523.23-30	DENTAL		\$2,600	\$2,430	\$2,600	\$2,050	\$2,860
403-1400-523.23-40	VISION		\$615	\$493	\$615	\$500	\$677
403-1400-524.24-00	WORKERS COMPENSATION			\$814		\$780	
403-1400-526.26-00	DISABILITY INSURANCE	\$300	\$300	\$204	\$300	\$300	\$300
SUBTOTAL		\$69,840	\$75,782	\$69,675	\$84,922	\$54,952	\$93,987
<b>PROF &amp; CONTRACT SERVICES</b>							
403-1400-531.31-10	LEGAL SERVICES	\$1,500	\$1,500	\$3,025	\$1,500	\$375	\$1,500
403-1400-531.31-40	PROFESSIONAL SERVICES	\$3,000	\$3,000	\$2,869	\$3,000	\$470	\$3,000
403-1400-532.32-00	ACCOUNTING & AUDITING	\$9,000					
403-1400-534.34-10	OTHER CONTRACTUAL SERVICE	\$475,000	\$485,000	\$605,570	\$485,000	\$509,900	\$570,000
SUBTOTAL		\$488,500	\$489,500	\$611,464	\$489,500	\$510,745	\$574,500
<b>OPERATION &amp; REPAIRS</b>							
403-1400-540.40-10	TRAVEL & PER DIEM	\$2,000	\$2,000	\$1,563	\$2,000	\$1,100	\$2,000
403-1400-541.41-10	TELEPHONES	\$3,000	\$3,500	\$5,895	\$4,500	\$5,100	\$5,100
403-1400-541.41-20	POSTAGE	\$4,000	\$4,000	\$118	\$1,000	\$1,000	\$1,000
403-1400-541.41-30	RADIOS & PAGERS	\$1,500	\$1,500		\$1,500	\$1,500	\$3,000
403-1400-543.43-10	UTILITIES	\$49,500	\$42,000	\$48,102	\$44,000	\$54,000	\$54,000
403-1400-544.44-00	RENTALS & LEASES	\$500		\$626			
403-1400-546.46-10	R & E BUILDINGS & OTHER	\$45,000	\$35,000	\$79,516	\$35,000	\$45,000	\$35,000
403-1400-546.46-20	REPAIRS & MAINT - VEHICLE	\$10,000	\$10,000	\$19,275	\$12,500	\$15,000	\$15,000
403-1400-547.47-00	PRINTING-NEWSLETTER	\$1,000		\$187			
SUBTOTAL		\$116,500	\$98,000	\$155,282	\$100,500	\$122,700	\$115,100
<b>SUPPLIES &amp; FUEL</b>							
403-1400-551.51-00	OFFICE SUPPLIES	\$1,000	\$1,000	\$992	\$1,000	\$1,052	\$1,000
403-1400-552.52-00	OPERATING SUPPLIES	\$15,000	\$15,000	\$10,072	\$15,000	\$12,400	\$15,000
403-1400-552.52-20	FUELS AND LUBRICANTS	\$24,000	\$24,000	\$36,310	\$21,000	\$17,500	\$21,000
403-1400-552.52-21	CHEMICALS	\$1,000	\$1,000		\$1,000	\$340	\$1,000
403-1400-552.52-30	UNIFORMS & PERSONAL EQUIP	\$2,900	\$2,900	\$969	\$2,900	\$2,900	\$2,900
403-1400-552.52-80	METERS & METER SUPPLIES			\$6,582			
403-1400-552.52-99	BAD DEBT WRITE OFF	\$500					
403-1400-554.54-00	MEMBERSHIPS, ADS & SUBSCR	\$1,800	\$2,000	\$2,361	\$2,000	\$715	\$2,000
403-1400-554.54-10	EMPLOYEE TRAINING	\$3,200	\$3,200	\$6,898	\$3,200	\$1,550	\$3,200

**CITY OF GULF BREEZE  
FY16 PROPOSED BUDGET**

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	2012-13 AMENDED BUDGET	2013-14 AMENDED BUDGET	2014-15 ORIGINAL BUDGET	2014-15 PROJECTED BUDGET	2015-16 PROPOSED BUDGET
SUBTOTAL		\$49,400	\$49,100	\$64,184	\$46,100	\$36,457	\$46,100
<b>CAPITAL EXPENDITURES</b>							
403-1400-564.64-00	MACHINERY AND EQUIPMENT			\$2,154			
SUBTOTAL		\$0	\$0	\$2,154	\$0	\$0	\$0
<b>TRANSFERS IN / OUT</b>							
403-1400-591.91-10	REIMBURSEMENTS	\$89,938	\$89,940	\$99,866	\$91,539	\$91,539	\$114,200
SUBTOTAL		\$89,938	\$89,940	\$99,866	\$91,539	\$91,539	\$114,200
<b>TOTAL EXPENDITURES - SSRU: WATER OPERATIONS</b>							
		\$1,048,178	\$1,043,342	\$1,263,447	\$1,089,816	\$1,060,709	\$1,230,006
<b>SSRU: WTR RENEW &amp; EXTEND</b>							
<b>SUPPLIES &amp; FUEL</b>							
403-1600-552.52-80	METERS & METER SUPPLIES	\$40,000	\$40,000	\$6,715	\$12,000	\$3,500	\$7,000
SUBTOTAL		\$40,000	\$40,000	\$6,715	\$12,000	\$3,500	\$7,000
<b>CAPITAL EXPENDITURES</b>							
403-1600-562.62-00	BUILDINGS			\$1,475			\$150,000
403-1600-563.63-10	IMPROV OTHER THAN BLDGS			\$3,016,450			\$78,000
403-1600-564.64-40	METERING SYSTEM			\$223,177			\$228,000
SUBTOTAL		\$0	\$0	\$3,241,102	\$0	\$0	\$228,000
<b>DEBT SERVICE</b>							
403-1600-571.71-00	DEBT SERVICE - Principal	\$76,000	\$6,780		\$113,076	\$113,100	\$129,643
403-1600-572.72-00	DEBT SERVICE - Interest	\$9,000	\$8,907	\$47,160	\$51,774	\$31,000	\$54,700
403-1600-573.73-00	OTHER DEBT SERVICE COSTS			\$2,057			
SUBTOTAL		\$85,000	\$15,687	\$49,217	\$164,850	\$144,100	\$184,343
<b>TOTAL EXPENDITURES - SSRU: WTR RENEW &amp; EXTEND</b>							
		\$125,000	\$55,687	\$3,297,034	\$176,850	\$147,600	\$419,343
<b>COLLECTION - OPERATIONS</b>							
<b>PERSONNEL PAYMENTS</b>							
403-1700-512.12-00	REGULAR SALARIES & WAGES	\$284,000	\$292,520	\$293,251	\$334,485	\$265,420	\$344,600
403-1700-512.12-50	PART-TIME SALARIES & WAGES					\$900	
403-1700-513.13-00	OTHER SALARIES AND WAGES	\$10,000	\$10,300	\$18,809	\$10,300	\$46,150	\$10,700
403-1700-513.13-50	TEMPORARIES	\$12,000	\$15,450	\$50,855	\$15,450	\$17,810	\$16,000
403-1700-514.14-00	OVERTIME			\$27,222			
SUBTOTAL		\$306,000	\$318,270	\$390,137	\$360,235	\$330,280	\$371,300

**CITY OF GULF BREEZE  
FY16 PROPOSED BUDGET**

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	2012-13 AMENDED BUDGET	2013-14 AMENDED BUDGET	2014-15 ORIGINAL BUDGET	2014-15 PROJECTED BUDGET	2015-16 PROPOSED BUDGET
<b>TAXES &amp; BENEFITS</b>							
403-1700-521.21-00	FICA TAXES	\$21,460	\$22,103	\$38,978	\$23,316	\$39,270	\$27,600
403-1700-522.22-00	RETIREMENT CONTRIBUTIONS	\$4,700	\$3,605	\$788	\$3,803	\$590	\$4,183
403-1700-522.22-50	FL LEAGUE RETIREMENT	\$18,590	\$19,055		\$20,100		\$22,110
403-1700-523.23-00	HEALTH INSURANCE	\$53,100	\$53,100	\$56,519	\$58,410	\$63,460	\$61,330
403-1700-523.23-20	LIFE INSURANCE		\$552	\$327	\$552	\$410	\$580
403-1700-523.23-30	DENTAL		\$3,384	\$3,205	\$3,384	\$2,750	\$2,553
403-1700-523.23-40	VISION		\$816	\$644	\$816	\$675	\$857
403-1700-524.24-00	WORKERS COMPENSATION	\$100		\$1,081		\$1,075	
403-1700-525.25-00	UNEMPLOYMENT COMPENSATION	\$100		\$1,795			
403-1700-526.26-00	DISABILITY INSURANCE	\$600	\$500	\$262	\$500	\$400	\$500
SUBTOTAL		\$98,650	\$103,115	\$103,599	\$110,881	\$108,630	\$119,713
<b>PROF &amp; CONTRACT SERVICES</b>							
403-1700-531.31-10	LEGAL SERVICES	\$1,000	\$1,000		\$1,000		\$1,000
403-1700-531.31-40	PROFESSIONAL SERVICES	\$6,000	\$2,000	\$11,134	\$5,000	\$5,000	\$5,000
403-1700-534.34-10	OTHER CONTRACTUAL SERVICE	\$10,000	\$10,000	\$4,571	\$10,000	\$6,150	\$10,000
SUBTOTAL		\$17,000	\$13,000	\$15,705	\$16,000	\$11,150	\$16,000
<b>OPERATION &amp; REPAIRS</b>							
403-1700-540.40-10	TRAVEL & PER DIEM	\$1,000	\$1,000	\$145	\$1,000		\$1,000
403-1700-541.41-10	TELEPHONES	\$4,200	\$4,200	\$5,058	\$5,100	\$5,100	\$5,100
403-1700-541.41-20	POSTAGE	\$4,000			\$1,000		\$1,000
403-1700-541.41-30	RADIOS & PAGERS	\$1,500	\$1,500		\$1,500	\$1,500	\$3,000
403-1700-543.43-10	UTILITIES	\$55,000	\$55,000	\$55,288	\$58,000	\$49,860	\$58,000
403-1700-544.44-00	RENTALS & LEASES	\$500					
403-1700-546.46-10	R & E BUILDINGS & OTHER	\$85,000	\$100,000	\$208,829	\$100,000	\$220,800	\$125,000
403-1700-546.46-20	REPAIRS & MAINT - VEHICLE	\$13,000	\$13,000	\$24,034	\$17,000	\$12,000	\$17,000
403-1700-547.47-00	PRINTING-NEWSLETTER	\$400					
SUBTOTAL		\$164,600	\$174,700	\$293,354	\$183,600	\$289,260	\$210,100
<b>SUPPLIES &amp; FUEL</b>							
403-1700-551.51-00	OFFICE SUPPLIES	\$1,500	\$1,000	\$1,617	\$1,000	\$1,150	\$1,000
403-1700-552.52-00	OPERATING SUPPLIES	\$15,000	\$15,000	\$14,674	\$16,000	\$10,000	\$16,000
403-1700-552.52-20	FUELS AND LUBRICANTS	\$28,000	\$28,000	\$29,395	\$22,000	\$18,140	\$20,000
403-1700-552.52-30	UNIFORMS & PERSONAL EQUIP	\$3,500	\$3,500	\$3,519	\$3,500	\$1,360	\$3,500
403-1700-554.54-00	MEMBERSHIPS, ADS & SUBSCR	\$1,100	\$1,500	\$877	\$1,500	\$800	\$1,500
403-1700-554.54-10	EMPLOYEE TRAINING	\$2,000	\$2,000	\$1,918	\$2,000	\$1,160	\$2,000
SUBTOTAL		\$51,100	\$51,000	\$52,000	\$46,000	\$32,610	\$44,000

**CITY OF GULF BREEZE  
FY16 PROPOSED BUDGET**

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	2012-13 AMENDED BUDGET	2013-14 AMENDED BUDGET	2014-15 ORIGINAL BUDGET	2014-15 PROJECTED BUDGET	2015-16 PROPOSED BUDGET
<b>CAPITAL EXPENDITURES</b>							
403-1700-564.64-00	MACHINERY AND EQUIPMENT	\$0	\$0	\$6,616	\$100,000	\$47,700	\$0
SUBTOTAL		\$0	\$0	\$6,616	\$100,000	\$47,700	\$0
<b>TRANSFERS IN / OUT</b>							
403-1700-591.91-10	REIMBURSEMENTS	\$89,938	\$91,900	\$88,107	\$91,539	\$91,539	\$114,200
SUBTOTAL		\$89,938	\$91,900	\$88,107	\$91,539	\$91,539	\$114,200
<b>TOTAL EXPENDITURES - COLLECTION - OPERATIONS</b>							
		\$727,288	\$751,985	\$949,518	\$908,255	\$911,169	\$875,313
<b>SWR RENEW &amp; EXTEND-COLLTN</b>							
<b>CAPITAL EXPENDITURES</b>							
403-1800-563.63-10	IMPROV OTHER THAN BLDGS			\$124,556			\$200,000
403-1800-564.64-00	MACHINERY AND EQUIPMENT			\$58,217			\$60,000
SUBTOTAL		\$0	\$0	\$182,773	\$0	\$0	\$260,000
<b>DEBT SERVICE</b>							
403-1800-571.71-00	DEBT SERVICE - Principal	\$488,739	\$597,400	\$722,415	\$647,323	\$647,640	\$662,760
403-1800-572.72-00	DEBT SERVICE - Interest	\$170,000	\$139,223	\$228,265	\$240,212	\$175,000	\$172,360
403-1800-573.73-00	OTHER DEBT SERVICE COSTS	\$1,090					
SUBTOTAL		\$659,829	\$736,623	\$950,680	\$887,535	\$822,640	\$835,120
<b>TOTAL EXPENDITURES - SWR RENEW &amp; EXTEND-COLLTN</b>							
		\$659,829	\$736,623	\$1,133,453	\$887,535	\$822,640	\$1,095,120
<b>SEWER WWTP - OPERATIONS</b>							
<b>PERSONNEL PAYMENTS</b>							
403-2300-512.12-00	REGULAR SALARIES & WAGES	\$354,000	\$364,620	\$430,166	\$416,597	\$346,870	\$429,000
403-2300-512.12-50	PART-TIME SALARIES & WAGES					\$900	
403-2300-513.13-00	OTHER SALARIES AND WAGES	\$17,000	\$17,510	\$10,070	\$17,510	\$1,400	\$18,386
403-2300-513.13-50	TEMPORARIES	\$11,000	\$11,330	\$8,461	\$11,330	\$6,900	\$11,897
403-2300-514.14-00	OVERTIME	\$12,000	\$12,360	\$17,004	\$12,360	\$9,960	\$12,000
SUBTOTAL		\$394,000	\$405,820	\$465,701	\$457,797	\$366,030	\$471,283
<b>TAXES &amp; BENEFITS</b>							
403-2300-521.21-00	FICA TAXES	\$27,767	\$28,000	\$18,286	\$30,000	\$24,100	\$35,100
403-2300-522.22-00	RETIREMENT CONTRIBUTIONS	\$1,500	\$1,500	\$292	\$1,591	\$200	\$1,670
403-2300-522.22-50	FL LEAGUE RETIREMENT	\$22,893	\$23,700	\$76,413	\$25,139	\$76,000	\$26,396
403-2300-523.23-00	HEALTH INSURANCE	\$58,500	\$53,700	\$76,413	\$73,096	\$76,000	\$80,406
403-2300-523.23-20	LIFE INSURANCE	\$300	\$600	\$359	\$600	\$480	\$660
403-2300-523.23-30	DENTAL		\$3,480	\$4,372	\$3,480	\$3,740	\$3,828
403-2300-523.23-40	VISION		\$900	\$916	\$900	\$950	\$990

**CITY OF GULF BREEZE  
FY16 PROPOSED BUDGET**

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	2012-13 AMENDED BUDGET	2013-14 AMENDED BUDGET	2014-15 ORIGINAL BUDGET	2014-15 PROJECTED BUDGET	2015-16 PROPOSED BUDGET
403-2300-524.24-00	WORKERS COMPENSATION	\$100		\$63,312		\$5,630	
403-2300-526.26-00	DISABILITY INSURANCE	\$300	\$420	\$381	\$420	\$400	\$420
SUBTOTAL		\$111,360	\$112,300	\$164,331	\$135,226	\$111,500	\$149,470
<b>PROF &amp; CONTRACT SERVICES</b>							
403-2300-531.31-10	LEGAL SERVICES	\$2,000	\$2,000		\$2,000		\$2,000
403-2300-531.31-40	PROFESSIONAL SERVICES	\$10,000	\$10,000	\$14,195	\$12,000	\$12,140	\$12,000
403-2300-534.34-10	OTHER CONTRACTUAL SERVICE	\$110,000	\$113,000	\$102,699	\$113,000	\$112,182	\$173,000
SUBTOTAL		\$122,000	\$125,000	\$116,894	\$127,000	\$124,322	\$187,000
<b>OPERATION &amp; REPAIRS</b>							
403-2300-540.40-10	TRAVEL & PER DIEM	\$2,000	\$2,000	\$3,056	\$2,200	\$420	\$2,200
403-2300-541.41-10	TELEPHONES	\$3,200	\$3,200	\$4,516	\$3,900	\$5,830	\$4,500
403-2300-541.41-20	POSTAGE	\$200					
403-2300-543.43-10	UTILITIES	\$250,000	\$250,000	\$280,462	\$250,000	\$232,214	\$265,000
403-2300-544.44-00	RENTALS & LEASES	\$2,200		\$138			
403-2300-546.46-10	R & E BUILDINGS & OTHER	\$58,000	\$60,000	\$88,809	\$75,000	\$53,400	\$101,000
403-2300-546.46-20	REPAIRS & MAINT - VEHICLE	\$3,000	\$3,000	\$2,903	\$3,000	\$2,400	\$4,500
403-2300-546.46-65	R & M - REUSE	\$20,000	\$17,000	\$29,135	\$17,000	\$18,200	\$40,000
403-2300-546.46-90	R & M - HOA/COMMUNITY SUPPORT			\$6,050			
403-2300-	WEST COURSE MAINTENANCE						\$40,000
SUBTOTAL		\$338,600	\$335,200	\$415,069	\$351,100	\$312,464	\$457,200
<b>SUPPLIES &amp; FUEL</b>							
403-2300-551.51-00	OFFICE SUPPLIES			\$377			
403-2300-552.52-00	OPERATING SUPPLIES	\$20,700	\$20,700	\$36,358	\$20,700	\$22,000	\$20,700
403-2300-552.52-05	DATA PROCESSING OPERATING			\$1,708		\$3,100	
403-2300-552.52-20	FUELS AND LUBRICANTS	\$3,000	\$3,500	\$11,580	\$11,500	\$3,500	\$4,500
403-2300-552.52-21	CHEMICALS	\$115,000	\$130,000	\$156,106	\$135,000	\$145,000	\$185,000
403-2300-552.52-30	UNIFORMS & PERSONAL EQUIP	\$2,500	\$2,900	\$1,882	\$2,900	\$415	\$2,900
403-2300-552.52-99	BAD DEBT WRITE OFF			\$183,502			
403-2300-554.54-00	MEMBERSHIPS, ADS & SUBSCR	\$2,500	\$2,500	\$2,090	\$2,500	\$7,700	\$2,500
403-2300-554.54-10	EMPLOYEE TRAINING	\$5,500	\$5,500	\$9,190	\$5,500	\$1,600	\$2,500
SUBTOTAL		\$149,200	\$165,100	\$402,793	\$178,100	\$183,315	\$218,100
<b>CAPITAL EXPENDITURES</b>							
403-2300-564.64-00	MACHINERY AND EQUIPMENT			\$18,960		\$250,250	
SUBTOTAL		\$0	\$0	\$18,960	\$0	\$250,250	\$0
<b>TRANSFERS IN / OUT</b>							
403-2300-591.91-10	REIMBURSEMENTS	\$89,938	\$89,938	\$88,106	\$91,539	\$91,539	\$114,200

**CITY OF GULF BREEZE  
FY16 PROPOSED BUDGET**

GL NUMBER	DESCRIPTION	2011-12 AMENDED BUDGET	2012-13 AMENDED BUDGET	2013-14 AMENDED BUDGET	2014-15 ORIGINAL BUDGET	2014-15 PROJECTED BUDGET	2015-16 PROPOSED BUDGET
SUBTOTAL		\$89,938	\$89,938	\$88,106	\$91,539	\$91,539	\$114,200
<b>TOTAL EXPENDITURES - SEWER WWTP - OPERATIONS</b>		<b>\$1,205,098</b>	<b>\$1,233,358</b>	<b>\$1,671,854</b>	<b>\$1,340,762</b>	<b>\$1,439,420</b>	<b>\$1,597,253</b>
<b>SWR RENEW &amp; EXTND - WWTP</b>							
CAPITAL EXPENDITURES							
403-2400-563.63-10	IMPROV OTHER THAN BLDGS			\$214,546	\$560,500	\$7,640	\$212,000
403-2400-564.64-00	MACHINERY AND EQUIPMENT			\$35,717		\$6,840	\$18,000
SUBTOTAL		\$0	\$0	\$250,263	\$560,500	\$14,480	\$230,000
DEBT SERVICE							
403-2400-571.71-00	DEBT SERVICE - Principal	\$112,000	\$164,176	\$18,323	\$246,768	\$246,770	\$246,768
403-2400-572.72-00	DEBT SERVICE - Interest	\$130,000	\$146,554	\$203,733	\$143,297	\$143,300	\$135,200
403-2400-573.73-00	OTHER DEBT SERVICE COSTS			\$165,952		\$1,200	
SUBTOTAL		\$242,000	\$310,730	\$388,008	\$390,065	\$391,270	\$381,968
TAP FEES RESERVED							
403-2400-595.95-05	TAP/IMPACT RESERVE Xfer					\$420,000	
SUBTOTAL		\$0	\$0	\$0	\$0	\$420,000	\$0
<b>TOTAL EXPENDITURES - SWR RENEW &amp; EXTND - WWTP</b>		<b>\$242,000</b>	<b>\$310,730</b>	<b>\$638,271</b>	<b>\$950,565</b>	<b>\$825,750</b>	<b>\$611,968</b>
<b>TOTAL REVENUES - FUND 403</b>		<b>\$4,793,772</b>	<b>\$4,778,596</b>	<b>\$8,953,581</b>	<b>\$5,554,062</b>	<b>\$5,928,915</b>	<b>\$5,904,922</b>
<b>TOTAL EXPENDITURES - FUND 403</b>		<b>\$4,007,393</b>	<b>\$4,131,725</b>	<b>\$8,800,500</b>	<b>\$5,353,783</b>	<b>\$5,207,288</b>	<b>\$5,829,003</b>
<b>OPERATING SURPLUS/-DEFICIT</b>		<b>\$786,379</b>	<b>\$646,871</b>	<b>\$153,081</b>	<b>\$200,279</b>	<b>\$721,627</b>	<b>\$75,919</b>

# City of Gulf Breeze

## Memorandum

**To:** SSRUS Board of Directors

**From:** Curt Carver, Deputy City Manager

**Date:** 8/7/2015

**Subject:** Unrestricted Fund Balance

---

At the last Board meeting, a question was asked about the appropriate level of unrestricted fund balance. This conversation was part of the discussion regarding margin requirements. Some of the background work on the subject of reserves was done for another purpose. What came out of that review was the simple fact that there is little guidance when it comes to unrestricted reserves for utility operations. I have enclosed an earlier memorandum from the City's Finance Director and a GFOA Best Practice article on unrestricted fund balance. As you will note, the GFOA recommend an unrestricted fund balance of two months of expenses in the general fund.

In reviewing the reserve policies of other Florida communities, we found only one example of a policy that referred to utility operations. The City of Tarpon Springs has a policy that sets a balance of unrestricted net assets equal to 25% of operating expenses and transfers out. Absent any clear guidance, it might be advisable to focus more on operating margin than and a reserve target. As reserves levels are increased decisions can be made to use reserves for debt and other capital needs, while maintaining the desirable margin.

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

Enclosure

# Memo

**To:** Edwin Eddy  
**From:** Steve Milford  
**Date:** July 6, 2015  
**Re:** Fund Reserve Recommendations from Saltmarsh Cleaveland & Gund / GFOA

---

During the presentation of the City's audit results the City Council requested that our auditors, Saltmarsh Cleaveland & Gund, identify the best practices recommendation for fund balances. Saltmarsh has provided the attached GFOA Best Practice as well as the attached email identifying the City's performance relative to that best practice.

In summary, the best practice recommends that government fund's maintain an unrestricted fund balance (roughly, unrestricted net assets / equity) equal to a minimum of 2 months' worth of the annual expenditure budget for that fund. The best practice explicitly refrains from attempting to establish a universal ideal by stating, "In establishing a policy concerning governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors..."

The Saltmarsh calculations on the following page show the adjustments for interfund transfers to arrive at a net asset/unrestricted fund balance figure and removal of interfund activity to arrive at a net expenditure level for the current year for both the general fund and for the City as a whole. Their calculations indicate that the City's general fund currently has approximately 7 months of budgeted expenditures in unrestricted fund balance, and that on a consolidated level, City-wide, we have approximately 5.6 months of expenditures in fund balance reserves.

Note that the GFOA has not attempted to create best practice levels for enterprise (utility) funds due to the complexities of the factors that may impact performance and potential seasonality of the utility operations.



## GFOA Best Practice

### **Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund**

**Background.** Accountants employ the term *fund balance* to describe the net assets of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net assets of governmental funds calculated on a government's budgetary basis.<sup>1</sup> In both cases, fund balance is intended to serve as a measure of the financial resources available in a governmental fund.

Accountants distinguish up to five separate categories of fund balance, based on the extent to which the government is bound to honor constraints on the specific purposes for which amounts can be spent: *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*.<sup>2</sup> The total of the last three categories, which include only resources without a constraint on spending or for which the constraint on spending is imposed by the government itself, is termed *unrestricted fund balance*.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. Fund balance levels are a crucial consideration, too, in long-term financial planning.

In most cases, discussions of fund balance will properly focus on a government's general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance (i.e., the total of the amounts reported as committed, assigned, and unassigned fund balance) in the general fund.

Credit rating agencies monitor levels of fund balance and unrestricted fund balance in a government's general fund to evaluate a government's continued creditworthiness. Likewise, laws and regulations often govern appropriate levels of fund balance and unrestricted fund balance for state and local governments.

Those interested primarily in a government's creditworthiness or economic condition (e.g., rating agencies) are likely to favor increased levels of fund balance. Opposing pressures often come from unions, taxpayers and citizens' groups, which may view high levels of fund balance as "excessive."

**Recommendation.** GFOA recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund.<sup>5</sup> Such a guideline should be set by the appropriate policy body and should provide both a temporal framework and specific plans for increasing or decreasing the level of unrestricted fund balance, if it is inconsistent with that policy.<sup>4</sup>

The adequacy of unrestricted fund balance in the general fund should be assessed based upon a government's own specific circumstances. Nevertheless, GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.<sup>5</sup> The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances.<sup>6</sup> Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time.

In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

- The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
- Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
- The potential drain upon general fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require that a higher level of unrestricted fund balance be maintained in the general fund, just as, the availability of resources in other funds may reduce the amount of unrestricted fund balance needed in the general fund);<sup>7</sup>
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained); and
- Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose).

Furthermore, governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance rather than on unrestricted fund balance.

Naturally, any policy addressing desirable levels of unrestricted fund balance in the general fund should be in conformity with all applicable legal and regulatory

constraints. In this case in particular, it is essential that differences between GAAP fund balance and budgetary fund balance be fully appreciated by all interested parties.

**Notes:**

- 1 For the sake of clarity, this recommended practice uses the terms GAAP fund balance and budgetary fund balance to distinguish these two different uses of the same term.
- 2 These categories are set forth in Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which must be implemented for financial statements for periods ended June 30, 2011 and later.
- 3 Sometimes restricted fund balance includes resources available to finance items that typically would require the use of unrestricted fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unrestricted fund balance for purposes of analysis.
- 4 See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).
- 5 In practice, a level of unrestricted fund balance significantly lower than the recommended minimum may be appropriate for states and America's largest governments (e.g., cities, counties, and school districts) because they often are in a better position to predict contingencies (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty), and because their revenues and expenditures often are more diversified and thus potentially less subject to volatility.
- 6 In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unrestricted fund balance to either revenues or expenditures, that decision should be followed consistently from period to period.
- 7 However, except as discussed in footnote 4, not to a level below the recommended minimum.

*Approved by the GFOA's Executive Board, October, 2009.*



## FUND BALANCE / NET ASSET POLICY

### I. Purpose

To establish a fund balance / net assets policy tailored to the needs of the City to insure against unanticipated events that would adversely affect the financial condition of the City and jeopardize the continuation of necessary public services. This policy will ensure the City maintains adequate fund balance / net assets and reserves in the City's various operating funds to provide the capacity to: (1) provide sufficient cash flow for daily financial needs, (2) secure and maintain investment grade bond ratings, (3) offset significant economic downturns and revenue shortfalls, and (4) provide funds for unforeseen expenditures related to emergencies.

### II. Definitions of Fund Balance/Net Assets

#### **Fund Balance of Governmental Funds:**

**Fund Balance** - As defined by the *Governmental Accounting, Auditing and Financial Reporting* of the Government Finance Officers Association, fund balance is "The difference between assets and liabilities reported in a governmental fund."

**Non-Spendable Fund Balance** – Amounts that are (a) not in spendable form or (b) legally or contractually required to be maintained intact. "Not in spendable form" includes items that are not expected to be converted to cash (such as inventories and prepaid amounts) and items such as long-term amount of loans and notes receivable, as well as property acquired for resale. The corpus (or principal) of a permanent fund is an example of an amount that is legally or contractually required to be maintained intact.

**Restricted Fund Balance** – Amounts that can be spent only for specific purposes stipulated by (a) external resource providers (such as creditors, grantors, or contributors), or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

**Committed Fund Balance** – Amounts that can be used only for the specific purposes determined by a formal action (ordinance or resolution) of the Board of Commissioners, the City's highest level of decision making authority. Commitments may be changed or

lifted only by the Board of Commissioners taking the same formal action (ordinance or resolution) that imposed the constraint originally. Resources accumulated pursuant to stabilization arrangements sometimes are reported in this category.

**Assigned Fund Balance** – Consists of amounts that the City intends to use for specific purposes that are neither restricted nor committed; the intent shall be expressed by the management of the City.

**Unassigned Fund Balance** – Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. Unassigned fund balance may also include negative balances for any governmental fund if expenditures exceed amounts restricted, committed, or assigned for those specific purposes.

#### **Net Assets of Proprietary Funds:**

**Restricted Fund Balance** – Amounts that can be spent only for specific purposes stipulated by (a) external resource providers (such as creditors, grantors, or contributors), or laws or regulations of other governments; or (b) imposed by law through constitutional provisions or enabling legislation.

**Unrestricted Net Assets** – The residual balance of net assets after the elimination of the amounts invested in capital assets net of related debt and the restricted net assets.

### **III. POLICY**

The City will maintain reservations of unassigned fund balance in the General Fund and unrestricted net assets in the Proprietary Funds of the City. The City shall retain the minimum requirement for each fund listed below.

**A. General Fund** There shall be a reserve balance in its unassigned fund balance equal to 20% of the current fiscal year operating expenditure and transfers out budgeted for the fund. For the purposes of the calculation, the current fiscal year budget shall be the budget as originally adopted by resolution on or before September 30<sup>th</sup> for the subsequent fiscal year. The reserve shall be in addition to all other categories of fund balance which include Non-Spendable, Restricted, Committed and Assigned. In any fiscal year where the City is unable to fund the reserve balance of Unassigned fund balance as required in this section, the City shall not budget any amount of unappropriated fund balance for the purpose of balancing the budget.

**B. Enterprise Funds** The City maintains a Sanitation Fund, Water and Sewer Fund, Storm Water Fund, Marina Fund and a Golf Course Fund. With the exclusion of the Marina and Golf Course Funds the City shall maintain a balance of unrestricted net assets equal to 25% of the operating expenses and transfers out of the current fiscal year budget for that fund. For the purposes of this calculation, the current year shall be the budget as

originally adopted by resolution on or before September 30<sup>th</sup> for the subsequent fiscal year. The unrestricted amount shall be in addition to all other required restrictions of net assets including but limited to amounts restricted for debt service and/or amounts restricted for renewal and replacement of long lived assets.

- IV. Utilization of Surplus Reserves** In the event that the unassigned fund balance of the General Fund or unrestricted net assets of the Proprietary Funds exceed the amounts set forth above, the excess may be utilized for any lawful purpose. Nevertheless, it is recommended that priority be given to utilizing the excess within the fund in which it was generated. It may also be used for one-time costs including the establishment of or increase in legitimate restrictions, commitments or assignments of fund balance or restrictions of net assets.
- V. Replenishment of Reserve Deficits** If, at the end of any fiscal year, the actual amount of unassigned fund balance or unrestricted net assets falls below the required fund levels set forth herein, the City Manager shall prepare and submit a plan for expenditure or expense reductions and / or revenue increases to the City Commission. As a part of the annual budget review, the City Commission shall review and, if necessary, amend the plan submitted by the City Manager for restoring the amounts of unassigned fund balance or unrestricted net assets to the required levels. Any deficit in the required amount must be restored no later than the end of the second fiscal year following the occurrence.
- VI. Annual Review** Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process.

# CITY OF GULF BREEZE

## Tiger Point Wastewater Treatment Plant

### Interoffice Memorandum

DATE: 8/4/15

TO: Vernon L. Prather; Director of Public Services   
Thomas Lambert, Assistant Director of Public Services

FROM: Jason Randell, WWTP Lead Operator

RE: West Course Maintenance Equipment Purchase

---

In order to adequately maintain the 120 acres contained in Tiger Point West, we need to purchase additional equipment. The equipment used on Tiger Point East is designed for manicured golf turf that is mowed at heights from 1/4" to 1 1/2 inches. The turf areas of Tiger Point West consist primarily of grassy and broadleaf weeds with some Bermuda grass.

We evaluated all existing Utility and Golf Course tractors and mowers and believe that we have tractors for the job but lack adequate mowers. Our current mowing capacity is insufficient to maintain the turf grass during the growing season and results in excessive costs per acre cut due to the narrow width of the existing mowers.

We consulted with the three major turf equipment suppliers in the area and they all recommended that (2) pull-behind 11' rotary tri-deck finish mowers would best meet our management needs for the Tiger Point West course.

Beard Equipment brought out a demo unit which we have used with great success on both of our 50HP tractors.

I have received three quotes for two tri-deck 11' finish mowers including spare belts and blades:

1. Kingline Equipment: Bush Hog T1100: \$11,545 each or \$23,090 total
2. Beard Equipment: Land Pride AFM4211: \$12,155 each or \$24,310 total
3. Coastal Machinery: Land Pride AFM4211: \$12,447 each or \$24,894 total

#### Recommended Equipment Purchase

(2) Bush Hog TD1100

**Recommendation: SSRUS Board authorize the purchase of 2 Bush Hog TD1100 finish mowers at a cost of \$23,090**

**Florida- Location**

3221 Hwy 29 South  
Cantonment, FL 32533  
850.937.9693

**(f) 850.937.9235**

**[www.KinglineEquipment.com](http://www.KinglineEquipment.com)**

**Alabama - Location**

19425 State Hwy 59  
Summerdale, AL 36580  
251.989.9693

**(f) 251.989.9235**

Salesman Contact Information:

**Cory Cox**

**850-529-7652 (Cell)**

[cory@kinglineequipment.com](mailto:cory@kinglineequipment.com)

Quote / Proposal Date: 6-Aug-15

Customer Name: Jason Randell (City of Gulf Breeze)  
Attention:  
Customer Address: 1070 Shoreline Drive  
City, State, Zip: Gulf Breeze, FL 32562

Customer Phone: (850) 232-9700  
Customer Fax: (850) 916-4184  
Customer E-mail: [jrandell@ci.gulf-breeze.fl](mailto:jrandell@ci.gulf-breeze.fl)

Qty	Equipment Model	Order Code	Equipment Description	Manufacturer	Retail Price	Price Each	Total Price
1	TD-1100		Tri-Deck Finish Mower	Bush Hog	\$17,635.00		\$ 11,150.00
9	Parts		Replacement Blades	Parts		\$ 27.34	\$ 246.06
3	Parts		Replacement Belts	Parts		\$ 49.49	\$ 148.47
<b>Total</b>							<b>\$11,544.53</b>
Qty	Model	Description	Serial Number	Trade In Value	Total		

Estimated Shipping Date: \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Customer Signature: \_\_\_\_\_

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

**TOTAL: \$11,544.53**

Signature confirms the above information is correct and quote is accepted as is. I understand equipment that is ordered requires a deposit in order to process the order. If the order is canceled and Kingline Equipment is unable to stop delivery of the equipment from the manufactory then my deposit will be forfeited.





ALL PURCHASE ORDERS MUST BE SENT  
 TO DELIVERING DEALER:  
 Beard Equipment Company  
 3195 W Nine Mile Rd  
 Pensacola, FL 325349444  
 850-476-0277

**Quote Summary**

**Prepared For:**  
 City Of Gulf Breeze  
 FL

**Delivering Dealer:**  
**Beard Equipment Company**  
 Nick Smith  
 3195 W Nine Mile Rd  
 Pensacola, FL 325349444  
 Phone: 850-476-0277  
 nsmith@beardequipment.com

**Quote ID:** 11849761  
**Created On:** 24 July 2015  
**Last Modified On:** 04 August 2015  
**Expiration Date:** 23 August 2015

Equipment Summary	Selling Price	Qty	Extended
LAND PRIDE AFM4211	\$ 11,900.00 X	1 =	\$ 11,900.00
<b>Contract:</b> NJPA 070313-DAC			
<b>Price Effective Date:</b>			
<b>Equipment Total</b>			<b>\$ 11,900.00</b>

\* Includes Fees and Non-contract items

Quote Summary	
Equipment Total	\$ 11,900.00
Trade In	
SubTotal	<b>\$ 11,900.00</b>
Total	\$ 11,900.00
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 11,900.00</b>

11,900  
 + 254.34 BELTS, BLADES  
 -----  
 12,154.34

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_



3195 W. Nine Mile Rd  
Pensacola, FL 32534  
850-476-0277

Mobile, AL 251-456-1993  
Pensacola, FL 850-476-0277  
Panama City, FL 850-769-4844  
Freeport, FL 850-835-3337  
Jacksonville, FL 904-296-5000  
Lake City, FL 386-752-9544  
Palatka, FL 386-325-6268  
Tallahassee, FL 850-575-5600  
Perry, FL 850-584-9200



JOHN DEERE

HITACHI

STIHL®

REMIT TO:

Beard Equipment Company  
2480 East I-65 Service Road North  
Mobile, AL 36617  
800-848-8563 Fax 251-452-2309

www.beardequipment.com

**PARTS QUOTATION**

Invoice To Account No.: 12622



Deliver To:

CITY OF GULF BREEZE  
P. O. BOX 640  
GULF BREEZE FL 32562-0640

CITY OF GULF BREEZE  
P.O. BOX 640  
GULF BREEZE FL 32563  
  
Home Ph:850-934-5111 Mob Ph:850-934-5110  
Work Ph: 850-934-5119

Quotation No.: 484028  
Date: 8/4/2015  
Page: 1 of 1

Supplied Quantity	Back Order Quantity	Part Number	Part Description	Bin Loc	List Price	Net Price	Extended Price
6.00	0	890-326C	MWR BLD 1/4X16 7/8 SD		21.99	21.99	\$131.94
3.00	0	890-325C	BLADE	SR45A	20.40	20.40	\$61.20
3.00	0	816-142C	V-BELT B93 95.75 E.L. KEVLAR		20.40	20.40	\$61.20

Replacement Blades & Belts  
for Land Pride AFM4211

Customer PO No.:		Delivery Note:	ESTIMATE FOR NICK
Tax Exempt No.:	9999999		
Salesperson:	JOHN BUTALLA		

Sub Total:	\$254.34
Sales Tax:	\$0.00
Total:	\$254.34
Deposit Received:	\$0.00
Balance Due:	\$254.34

EXCLUDES TAX

There is a 15% Restocking Fee on Non-Stock Parts

**SALES ORDER**  
**COASTAL MACHINERY COMPANY**

Construction Equipment  
 6701 Mobile Highway  
 Pensacola, FL 32526  
 850-944-2002  
 Fax 850-944-7251

**SOLD TO City Of Gulf Breeze**  
**1070 Shoreline Dr**  
**Gulf Breeze, FL. 32562**

**DATE 8/6/15**

Your Order No.		Terms Cash ( ) Charge ( )	Salesman <b>Patrick Cayton</b>	Date Shipped	
Our Order No.		Shipped Via Picked Up ( )			
Item	Quantity Ordered	Description	M.S.R.P.	Sales Price	Amount
	1	<b>New Land Pride AFM4211-31 11'1" ALL FLEX FINISH MOWER WITH 3/16" DECK</b>	<b>\$16,536.00</b>		<b>\$12,091.95</b>
		<b>9 - replacement blades and 3 - deck belts for Land Pride finish mower</b>			<b>\$354.42</b>
		P&D 3%			
		Fuel \$4.25/gal.			
		Delivery			
		Sub Total			<b>\$12,446.37</b>
		Tax			<b>EXEMPT</b>
		Total			<b>\$12,446.37</b>

**DELIVERY:** \_\_\_\_\_

**DESCRIPTION OF TRADE-IN:** None

MANUFACTURER'S STANDARD WARRANTY APPLIES

In case of failure to make any payment when due the entire balance of the purchase price and all notes given therefor shall, at the election of the Seller, become at once due and payable.

The Purchaser agrees that the Seller shall not be responsible for delay or failure to supply the goods ordered herein where prevented by act of God, strikes, fires, war conditions, Governmental action or other cases beyond his reasonable control, nor for damage or loss during transportation. In case the Purchaser refuses to receive and settle for said property as above provided, the Seller may retain as liquidated damages all monies or goods paid on account of said property.

The title to all goods shipped under this order, with right of default, is reserved by the Company until the Purchaser has made full payment in cash for all said goods and for all notes given therefore.

Nothing herein shall release the Purchaser from payment for all goods ordered and delivered hereunder and after delivery to him said goods shall be held at his risk and expense in respect to loss or damage from any cause.

**Patrick Cayton**

\_\_\_\_\_  
**SALES APPROVAL**

\_\_\_\_\_  
**CO. APPROVAL**

X

\_\_\_\_\_  
**PURCHASER**



# City of Gulf Breeze

**TO:** Edwin A. Eddy, City Manager  
**FROM:** Thomas E. Lambert, Assistant Director of Public Services  
**DATE:** August 7, 2015  
**RE:** North Plant Rehabilitation Project

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

The north plant rehabilitation project was scheduled and budgeted originally for F/Y 2015 at \$500,000. Once the budget was approved, staff realized that the project could not be bid and started until spring time, which would place half the facility offline during the rainy and hurricane seasons. Also fearing an additional cost associated with the work, additional funding is proposed for the F/Y 2016 budget.

Staff developed the scope of work, advertised and on July 31<sup>st</sup> received bids. The project was bid in two pieces, one being the cleaning and removal of debris and sludge, the second part being the painting and metal work. The attached memo shows the bidders and their pricing. The total cost for the project is \$425,000, which is well under the revised budget of \$650,000. The low bidders are Cape Environmental Management, Inc., of Gulf Breeze and Greensouth Solutions, LLC of Florala, AL. Cape successfully completed the rehabilitation of the south basin for the utility, and the references for Greensouth Solutions were positive.

**RECOMMENDATION: SSRUS Board Recommend to City Council the approval of the below listed contracts:**

**North plant clean out to Greensouth Solutions, Inc. for \$55,000**

**North plant rehabilitation to Cape Environmental Management, Inc for \$370,000**

# CITY OF GULF BREEZE

## Tiger Point Wastewater Treatment Plant

### Interoffice Memorandum

DATE: 08/05/15  
TO: Vernon Prather; Thomas Lambert  
FROM: Jason Randell  
RE: North Plant Tank Cleanout: Bid summary and recommendation

---

Budget Amount: \$50,000

The following contractors submitted bids (in rank from lowest to highest in bid cost):

1. **Greensouth Solutions, LLC, Florala, AL.....\$55,000**
2. Mansfield Industrial, Inc., Pensacola, FL.....\$60,385
3. Pheonix Coatings, Inc., Pensacola, FL.....\$67,805

Greensouth Solutions, LLC provided the lowest bid, and works very well with us as our biosolids hauling contractor. I contacted the three references which Greensouth Solutions provided and all responses were very favorable.

Recommendation: Award the North Plant Tank Cleanout contract to Greensouth Solutions, LLC.

Sincerely,

Jason Randell  
Lead Operator

# CITY OF GULF BREEZE

## Tiger Point Wastewater Treatment Plant

### Interoffice Memorandum

DATE: 08/05/15  
TO: Vernon Prather; Thomas Lambert  
FROM: Jason Randell  
RE: North Plant Rehab Project: Bid summary and recommendation

---

Budget Amount: \$500,000

The following contractors submitted bids (in rank from lowest to highest in bid cost):

1. **Cape Environmental Management, Inc., Gulf Breeze FL.....\$370,000**
2. Mansfield Industrial, Inc., Pensacola, FL.....\$426,285
3. E&D Contracting Services, Inc., Savannah, GA.....\$518,310
4. Pheonix Coatings, Inc., Pensacola, FL.....\$538,901

Cape Environmental provided the lowest bid, and performed very well in 2012 when they rehabbed the South Plant.

Recommendation: SSRUS Board award the North Plant Rehab contract to Cape Environmental Management, Inc.

Sincerely,

Jason Randell  
Lead Operator



# City of Gulf Breeze

**TO:** Edwin A. Eddy, City Manager  
**FROM:** Thomas E. Lambert, Assistant Director of Public Services  
**DATE:** August 7, 2015  
**RE:** WWTF Expansion Property

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

At the last meeting, the Board discussed the potential outcomes for the golf course and the effects on the utility. One issue discussed was the designated property for expansion, in conjunction with the conditional use issued to the City by Santa Rosa County. Several bullet points regarding this issue are included below.

- All property owned by the utility and the golf course are in the name of City of Gulf Breeze. The property can be subdivided from the remainder, but would remain in the same name.
- The staff has considered an alternate plan, where by the reclaimed storage could be moved to the golf course property and the expansion completed on the existing pond site. If this is accomplished, the golf course could be sold as long as a permanent use agreement is negotiated.

Another issue to discuss is the interim maintenance of the west course that the utility will undertake. The purpose is to maintain the property as a sprayfield. To that end the irrigation system will be repaired to maintain adequate disposal as well as a minimum to maintain vegetative cover. Staff will mow the grass to a rougher cut than a typical golf course. The future may include some low maintenance recreational activities such as disc golf and nature trails. We are budgeting \$40,000 in the first year for maintenance expenses.