

GULF BREEZE CITY COUNCIL
REGULAR MEETING AGENDA

DECEMBER 7, 2015
MONDAY, 6:30 P.M.
COUNCIL CHAMBERS

1. **ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE**

2. **APPROVAL OF MINUTES**

November 16, 2015, Regular Council Meeting
November 20, 2015, Special Meeting – Public Hearing Budget Adjustment

3. **PROCLAMATIONS AND PRESENTATIONS**

Recognition of Police Officer Tom Roberson

4. **RESOLUTIONS AND ORDINANCES**

None

5. **CONSENT AGENDA ITEMS***

- A. Approval to sponsor the Quentin Cooper 5K run and approve the special event application by the Gulf Breeze Student Council for the 5K run
- B. Endorsement of the Trivia Trek program and approval to use Shoreline Park
- C. Approval to purchase three Ford F-250 Super Duty trucks for \$48,755 each and one Ford F-150 truck for \$38,056 from HUB City Ford
- D. Approve the expenditure of \$29,990 to Utility Service Company to re-establish the vegetative buffer between school property and Sailwind Condominiums
- E. Approval for construction of a staircase on the unimproved right-of-way at the Catawba Street Beach access at a cost of \$2,500
- F. Approval for payment of invoice from Galloway/Johnson/Thompkins/Burr and Smith (GJTBS) in the amount of \$15,900.34

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

6. **ACTION AGENDA ITEMS**

- A. Consideration of social media policy for the City of Gulf Breeze

7. **NEW ITEMS**

8. **INFORMATION ITEMS**

9. **PUBLIC FORUM**

10. **ATTORNEY – CLIENT SESSION**

- A. Private attorney-client session confined to matters relative to possible litigation in the case of Gavitt v. City of Gulf Breeze

11. **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. If you are a person with a disability who needs accommodation in order to participate in a public hearing you are entitled to the provision of certain assistance. Please contact the City Clerk's office at (850) 934-5115 or at 1070 Shoreline Drive, Gulf Breeze at least one (1) week prior to the date of the public hearing.

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

The 1,284th Regular Meeting of the Gulf Breeze City Council, Gulf Breeze, Florida, was held at Gulf Breeze City Hall on Monday, November 16, 2015, at 6:30 p.m.

ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE:

Upon call of the roll the following Councilmembers were present: Councilwoman Renee Bookout, Councilwoman Cherry Fitch, Mayor Pro Tem Joseph Henderson, Councilman David G. Landfair, and Mayor Matt Dannheisser.

The City Clerk gave the invocation and led in the Pledge of Allegiance

APPROVAL OF MINUTES:

Councilman Landfair moved for approval of the minutes of the November 2, 2015, Regular Meeting. Councilwoman Bookout seconded. The vote for approval was unanimous.

Mayor Pro Tem Henderson moved for approval of the minutes for the November 10, 2015, Workshop regarding financial earnings of Gulf Breeze Financial Services. Councilwoman Fitch seconded. The vote for the approval was unanimous.

PRESENTATION AND PROCLAMATIONS:

None

RESOLUTIONS AND ORDINANCES:

| | |
|----------------------|----------------------------------------------------------------------------------|
| Resolution No. 32-15 | Supporting the Downtown Milton location for the new Santa Rosa County Courthouse |
|----------------------|----------------------------------------------------------------------------------|

Mayor Pro Tem Henderson moved to table the resolution. Councilwoman Fitch seconded. The vote for approval was unanimous.

CONSENT AGENDA ITEM(S):

- A. Authorizing the payment of \$7,931 to Utility Service Company for costs incurred providing temporary water service and install a new 3" water main

Reference: Director of Public Services memo dated October 29, 2015

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

Recommendation: That the City Council authorize the payment of \$7,931.25 to Utility Service Company for costs incurred to provide temporary water service and install a new 3" water main.

- B. Awarding a contract to Utility Service Company in the amount of \$40,834.03 to construct swales along South Sunset and install a stormwater pipe underneath Hillcrest Avenue

Reference: Director of Public Services memo dated November 5, 2015

Recommendation: That the City Council award a contract to Utility Service Company in the amount of \$40,834.03 to construct swales along South Sunset and install a stormwater pipe underneath Hillcrest Avenue.

- C. Authorizing Jehle-Halstead Engineering to determine the feasibility of a northern wetlands discharge stormwater system for the McClure and Shirley Area in the amount of \$4,200 – Stormwater Task Force Recommendation

Reference: Director of Public Services memo dated November 2, 2015

Recommendation: The Stormwater Task Force recommends that the City Council authorize payment of \$4,200 to Jehle-Halstead Engineering to determine the feasibility of a northern wetlands discharge stormwater system for the McClure and Shirley area.

- D. Approving Amendment No. 1 to Florida Department of Environmental Protection Agreement No. S0666, providing a time extension until November 17, 2017

Reference: Director of Public Services memo dated November 3, 2015

Recommendation: That the City Council approve Amendment No. 1 to DEP Agreement No. S0666 which provides a time extension to November 17, 2017, and authorize the Mayor to sign on behalf of the City.

- E. Approving the First Addendum to Agreement for Operation and Management of Tiger Point Golf and Country Club regarding the liquor license

Reference: Deputy City Manager memo dated November 6, 2015

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

Recommendation: That the City Council approve the First Addendum to the Agreement for Operation and Management of Tiger Point Golf Club as presented and authorize the Mayor to sign the addendum on behalf of the City.

- F. Declaring Dell PowerEdge T320 server from Tiger Point Golf Club as surplus property

Reference: Deputy City Manager memo dated November 6, 2015

Recommendation: That the City Council declare the Dell PowerEdge T320 server, serial number 6R58Y1, as surplus personal property and authorize the City Manager to dispose of the unit in the most efficient and cost effective mean.

- G. Appointing Dedra Thomas as the fifth member of the Police Pension Plan Board of Trustees

Reference: Deputy City Manager memo dated October 29, 2015

Recommendation: That the City Council appoint Dedra Thomas as the fifth member of the Police Pension Board of Trustees to serve a two year term ending on October 30, 2017.

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

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

ACTION AGENDA ITEMS: None

NEW BUSINESS: None

INFORMATION ITEMS:

The Interim City Attorney updated the Council about the latest hearing on the Catawba right-of-way litigation. He also advised the Council about the procedures for eminent domain proceedings. The Council instructed staff to prepare a letter advising residents that the City is committed to defending the public right to use the public beach access located on Catawba. Staff will determine the residents who will receive the letter.

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

Councilwoman Fitch made a motion that the City pursue an eminent domain action with regards to Catawba right-of-way, that the Council receive instruction on the necessary steps they need to take to initiate the proceeding, and that they be provided with an evaluation of the costs. Mayor Pro Tem Henderson seconded. The vote for approval was unanimous.

PUBLIC FORUM:

Tom Naile, 112 Windsor Place, spoke as Chairman of the South Santa Rosa Utility System (SSRUS) Board. He requested an update on the golf course before the December SSRUS Board meeting with regards to the conditional use matter with Santa Rosa County. The City Manager updated Mr. Naile and the Council about a meeting they had with members of the United Peninsula Association (UPA). Staff will provide the Council with an email received from UPA and Mayor Dannheisser's response thereto. Mr. Eddy and staff will meet with Mr. Naile prior the December SSRUS Board meeting.

COUNCIL COMMENTS:

Councilwoman Bookout advised that Gulf Breeze United Methodist Church has reestablished its "Walk" program on Mondays and it might impact attendance at the After School Program on Mondays. She also inquired about the Tiger Point restaurant. The City Manager advised that Integrity is working on a plan for the restaurant.

Mayor Pro Tem Henderson advised that in recent years it seems that certain legislative bodies have tried to influence the decisions of the Council. He is glad that we can have discussions with them but he will continue to do what he feels is best for the residents of the City. Mayor Pro Tem Henderson asked the City Manager to explain to the Council the issue with the sidewalk along the right-of-way on Shoreline Drive. Mr. Eddy explained the issue and advised that staff is working on a solution with along with the City Attorney for resolution.

Councilman Landfair inquired about the holiday lights. The City Manager advised that they are being placed this week and will be begin displaying the Wednesday before Thanksgiving. Council advised that they would like the City to wait until after Thanksgiving.

ADJOURNMENT: Mayor Dannheisser adjourned the meeting at 7:03 p.m.

Stephanie D. Lucas, City Clerk

Matt E. Dannheisser, Mayor

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

A Special Meeting of the Gulf Breeze City Council, Gulf Breeze, Florida, was held at Gulf Breeze City Hall on Friday, November 20, 2015, at 4:30 p.m.

The following Councilmembers were present: Councilwoman Renee Bookout, Councilwoman Cherry Fitch, Mayor Pro Tem Joseph Henderson, Councilman David G. Landfair, and Mayor Matt Dannheisser.

1. RESOLUTION AND ORDINANCES

PUBLIC HEARING:

Resolution No. 33-15 Approving Year End Budget Adjustment for FY2015

Mayor Dannheisser opened the Public Hearing. There were no comments. The Public Hearing was closed. Councilman Landfair moved for approval of Resolution No. 33-15. Mayor Pro Tem Henderson seconded. The vote for approval was unanimous.

2. **NEW ITEMS:** None

3. **OPEN FORUM:** None

4. **ADJOURNMENT:** Mayor Dannheisser adjourned the special meeting at 4:32 p.m.

Stephanie D. Lucas, City Clerk

Matt E. Dannheisser, Mayor

The Gulf Breeze City Council held an Executive Meeting at Gulf Breeze City Hall on Tuesday, December 2, 2015, at 6:30 p.m.

ROLL CALL, INVOCATION, AND PLEDGE OF ALLEGIANCE:

Upon call of the roll the following Councilmembers were present: Councilwoman Renee Bookout, Councilwoman Cherry Fitch, Mayor Pro Tem Joseph Henderson, Councilman David G. Landfair, and Mayor Matt Dannheisser.

PROCLAMATIONS AND PRESENTATIONS

None

RESOLUTIONS AND ORDINANCES

None

ACTION AGENDA ITEMS

- A. Approval to sponsor the Quentin Cooper 5K run and approve the special event application by the Gulf Breeze Student Council for the 5K run

Reference: City Manager memo dated November 24, 2015

Recommendation: That the City Council officially serve as sponsor of the Gulf Breeze High School Student Government Association annual Quentin Cooper 5K Run and approve the Special Event Permit for the 5K run.

Councilman Landfair made a motion to place staff's recommendation on the December 7, 2015, Regular Meeting agenda. Mayor Pro Tem Henderson seconded. The vote for approval was unanimous.

- B. Endorsement of the Trivia Trek program and approval to use Shoreline Park

Reference: City Manager memo dated November 24, 2015

Recommendation: That the City Council endorse Trivia Trek and approve the use of Shoreline Park for the program.

Mayor Pro Tem Henderson made a motion to place staff's recommendation on the December 7, 2015, Regular meeting agenda. Councilwoman Fitch second. The vote for approval was unanimous.

- C. Approval for the City Council to meet on Monday, December 7, 2015, as the Board of Community Redevelopment Agency and authorize the expenditure of \$1,750 for the design services and estimation for improvements on Joachim Drive.

Reference: City Manager memo dated November 24, 2015

Recommendation: That the City Council meet on Monday, December 7, 2015, as the Board of Directors of the Community Redevelopment Agency and approve the expenditure of \$1,750 for design services and estimating for improvements on Joachim Drive.

Councilwoman Fitch made a motion to place this item on the December 7, 2015, Regular meeting agenda with an amendment stating the City's portion of \$1,750 be reimbursed only if the proposed assisted living facility project comes to fruition; Councilman Landfair seconded. The vote for approval was unanimous.

- D. Approval to purchase three Ford F-250 Super Duty trucks for \$48,755 each and one Ford F-150 truck for \$38,056 from HUB City Ford

Reference: City Manager memo dated November 24, 2015

Recommendation: That the City Council authorize the purchase of three Ford F-250 Super Duty Trucks per City of Pensacola Bid from Hub City Ford for \$48,755 each and one Ford F-150 per State Contract from Hub City Ford

Councilwoman Fitch made a motion to place staff's recommendation on the December 7, 2015, Regular meeting agenda. Councilwoman Bookout seconded. The vote for approval was unanimous.

- E. Approval for the City Council to meet on Monday, December 7, 2015, as the Board of Community Redevelopment Agency and authorize the expenditure of \$5,510 to Gulf Coast Traffic Engineers to restripe Daniel Drive

Reference: Director of Public Services memo dated November 23, 2015

Recommendation: That the City Council meet as the Board of Directors of the Community Redevelopment Agency and authorize the expenditure of \$5,510 to Gulf Coast Traffic Engineers to restripe Daniel Drive

Councilwoman Bookout made a motion to place staff's recommendation on the December 7, 2015, Regular meeting agenda. Mayor Pro Tem Henderson seconded. The vote for approval was unanimous.

- F. Approval for the City Council to meet on Monday, December 7, 2015, as the Board of Community Redevelopment Agency and authorize the expenditure of \$29,990 to Utility Service Company to re-establish the vegetative buffer between school property and Sailwind Condominiums

Reference: Director of Public Services memo dated November 23, 2015

Recommendation: That the City Council meet as the Board of Directors of the Community Redevelopment Agency and authorize the expenditure of \$29,990 to Utility Service Company utilizing Ken Griffin Landscaping as subcontractor to re-establish the vegetative buffer between school property and Sailwind Condominiums.

Councilwoman Bookout moved to place this item on the December 7, 2015, Regular meeting agenda with the addition of the following conditions: 1.) The City obtain a written commitment from the Sailwind Condominium Home Owners Association and the Santa Rosa County School Board to provide irrigation; 2.) The vegetation used as a buffer be indigenous to the area; and 3.) The funding for the installation of the landscaping is to come from the drainage project financing. Councilwoman Fitch seconded. The vote for approval was unanimous.

- G. Consideration for the need of a residential golf cart and low speed vehicle (LSV) usage policy

Reference: Assistant to the City Manager memo dated November 12, 2015

Recommendation: That the City Council determine whether a policy on golf carts and low speed vehicle (LSV) usage should be pursued.

Councilman Landfair made a motion to table this item until February to allow further data to be collected on this issue. Mayor Pro Tem Henderson seconded. The vote for approval was unanimous. (The City Council directed staff to focus on educating golf cart users about the existing rules for safe operation.)

Nancy Doig, 1100 Shoreline Drive (Sailwind Condominiums) spoke in favor of this type of policy.

- H. Consideration of social media policy for the City of Gulf Breeze

Reference: Assistant to the City Manager memo dated November 17, 2015

Recommendation: That the City Council approve the City of Gulf Breeze Social Media Use Policy.

Councilwoman Bookout made a motion to place staff's recommendation on the December 7, 2015, Regular meeting agenda. Councilwoman Fitch seconded. The vote for approval was unanimous.

*Mayor Pro Tem Henderson requested to be provided with the number of visits the City's website currently receives. * Councilman Landfair requested a report on potential "negatives" of using social media.

- I. Approval for construction of a staircase on the unimproved right-of-way at the Catawba Street Beach access at a cost of \$2,500

Reference: Deputy City Manager memo dated November 24, 2015

Recommendation: That the City Council authorize the immediate construction of a staircase on the unimproved right-of-way of Catawba Street on the slope landward of the seawall at a cost of approximately \$2,500 to correct a steep and unsafe condition thereby protecting the general public's use of said right-of-way, while not providing access to the beach to the general public.

Mayor Pro Tem Henderson made a motion to place staff's recommendation on the December 7, 2015, Regular meeting agenda. Councilwoman Fitch seconded. The vote for approval was unanimous.

- J. Approval for payment of invoice from Galloway/Johnson/Thompkins/Burr and Smith (GJTBS) in the amount of \$15,900.34

Reference: City Clerk memo dated November 23, 2015

Recommendation: That the City Council approve payment of invoice number 321270 in the amount of \$15,900.34 to GJTBS.

Councilman Landfair made a motion to place staff's recommendation on the December 7, 2015, Regular meeting agenda. Councilwoman Fitch seconded. The vote for approval was unanimous.

NEW ITEMS

- A. Private attorney-client session confined to matters relative to possible litigation in the case of Gavitt v. City of Gulf Breeze.

Reference: Verbal report from Interim City Attorney

Interim City Attorney requested to hold a private attorney-client session at the end of the December 7th, Regular meeting. There being no objections, the private attorney-client session will be held at the end of the December 7, 2015, Regular meeting.

INFORMATION ITEMS**PUBLIC FORUM**

Tom Naile, 100 Daniel Drive, Gulf Breeze spoke in regards to the improvements to Joachim Drive and the surrounding area.

COUNCIL COMMENTS:

Councilwoman Bookout inquired about the hours construction is allowed in the City on the weekend. Would like to see the time changed from 7:00 a.m. to 8:00 a.m.

Councilwoman Fitch requested an update on the Traffic Calming meeting held on Tuesday, December 2nd. City Manager Eddy provided a brief overview of the items discussed at the meeting. Mr. Eddy advised that a recommendation for placement of one of the new speed humps will come before the Council on the next set of meetings. The Committee is working on a formal policy that should come to the Council for approval by February of next year.

Mayor Pro Tem Henderson would like to formalize some dates to address issues from previous council strategy sessions. (Tennis course use policy and new police station) Would like to see these things addressed in the New Year before adding new items.

Councilman Landfair advised that the GBSA board would like to invite commissioner Lynchard to one of their meetings to discuss the benefits of using the former west course at Tiger Point for soccer and lacrosse.

Mayor Dannheisser requested that the Council schedule a workshop to discuss the direction the council would like to take regarding the conditional use permit for Tiger Point.

ADJOURNMENT Mayor Dannheisser adjourned the meeting at 7:36 p.m.



City of Gulf Breeze

Police Department

Robert C. Randle
Chief of Police

Richard Hawthorne
Deputy Chief of Police

November 17, 2015

To: Edwin Eddy, City Manager

From:  Robert Randle, Chief

Re: Officer at December City Hall meeting

The officer that we will have appear at the December 7th City Hall meeting will be Tom Roberson. Officer Roberson was hired on a part time basis on 9/1/97. He was employed full time as a Pensacola Fireman. He worked for us part-time until his retirement from the Pensacola Fire Department and came on full-time with GBPD on 2/15/14.

On July 17, 2015 Officer Roberson received information that a male subject may attempt suicide by jumping from the Bay Bridge. Roberson located the subject's vehicle at Wayside Park and requested Pensacola PD to assist in finding the subject on or near the Bridge. A Pensacola PD officer found the subject near the rail in the southbound lane of the Bridge. He was making statements that he was going to commit suicide by jumping from the Bridge. As the Pensacola Officer was attempting to calm the subject down and distract him, Officer Roberson was able to get into a position behind the subject without his knowledge. With the subject distracted, Officer Roberson was able to grab him. The Pensacola Officer was able to grab him as well and they wrestled him off of the wall and away from the water, potentially saving the subject's life.

Officer Roberson has been a great asset to our Police Department for his entire tenure with the City.

311 Fairpoint Dr • Gulf Breeze, FL 32561 • Phone (850) 934-5121 • Fax (850) 934-5127



Accredited by Commission for Florida Law Enforcement Accreditation



City of Gulf Breeze

Memorandum

To: Edwin A. Eddy, City Manager

From: Curt Carver, Deputy City Manager

Date: 12/3/2015

Subject: School Property Landscaping Replacement

At the Executive Committee meeting on December 2, 2015, the City Council considered bids for the installation of new landscaping along the common property line between the School and Sailwind Condominiums. As you know, during the installation of the storm sewer in this area, the existing vegetation was removed. There were three bids considered and staff had recommended that the Utility Services be authorized to subcontract with Ken Griffin Landscaping at a cost of \$29,990 and that it be paid for by the CRA. A copy of that proposal is enclosed.

Three issues were raised at the Executive Committee meeting. These were:

1. Obtaining written confirmation that the Sailwind Condominium Association will maintain the new landscaping to protect the public investment in this area.
2. The need for an easement between the School District and the Condominium Association granting the Association the right to enter onto the easement area to maintain the landscaping.
3. How to fund this expense, either from the CRA or the project financing.

With respect to item #1, enclosed is a letter from the Association indicating their commitment to maintain the landscaping. The School District has been contacted regarding the easement and it appears that they will cooperate in the preparation and execution of the document. Finally, the consensus of staff is that the financing of this landscaping project should be from the storm water project itself and not the CRA. The original landscaping buffer was removed as a result of construction and while this is an enhancement of the buffer, it is replacing what the project took away.

At the Executive Committee meeting, this was placed on the Consent Agenda for the December 7th City Council meeting with conditions. I would suggest that approval of this matter be conditioned upon an easement being granted by the School District to the Sailwind

Condominium Association and that the landscaping project be funded from the stormwater financing.

Please do not hesitate to contact me if you have any questions.

Recommendation: That the City Council accept the proposal from Utility Service Company to subcontract with Ken Griffin Landscaping to install the landscaping included in their November 13, 2015 proposal at a cost of \$29,990. This acceptance is conditioned upon the School District granting a landscape easement to the Sailwind Condominium Association for proper maintenance of said landscaping. The source of funding for this project is the Stormwater Fund.

Enclosures



UTILITY SERVICE CO.

November 13, 2015

City of Gulf Breeze, Florida
1070 Shoreline Dr.
Gulf Breeze, Fl. 32562
C/O: Vernon Prather
RE: Sailwind Condo Easement
Subj: Landscaping Quotation

Total Amount: \$29,990.00

Project Scope

172 3g Ruby Red Lorpetalum
40 Tuscorora Crape Myrtles 6'-7'
40 Natchez Crape Myrtles 6'-7'
2 3.5" Live Oak
32 Mary Nell Holy or Equal 11'
Pine Straw at 2" Thickness

This proposal is based on drawings/details provided by the City of Gulf Breeze.

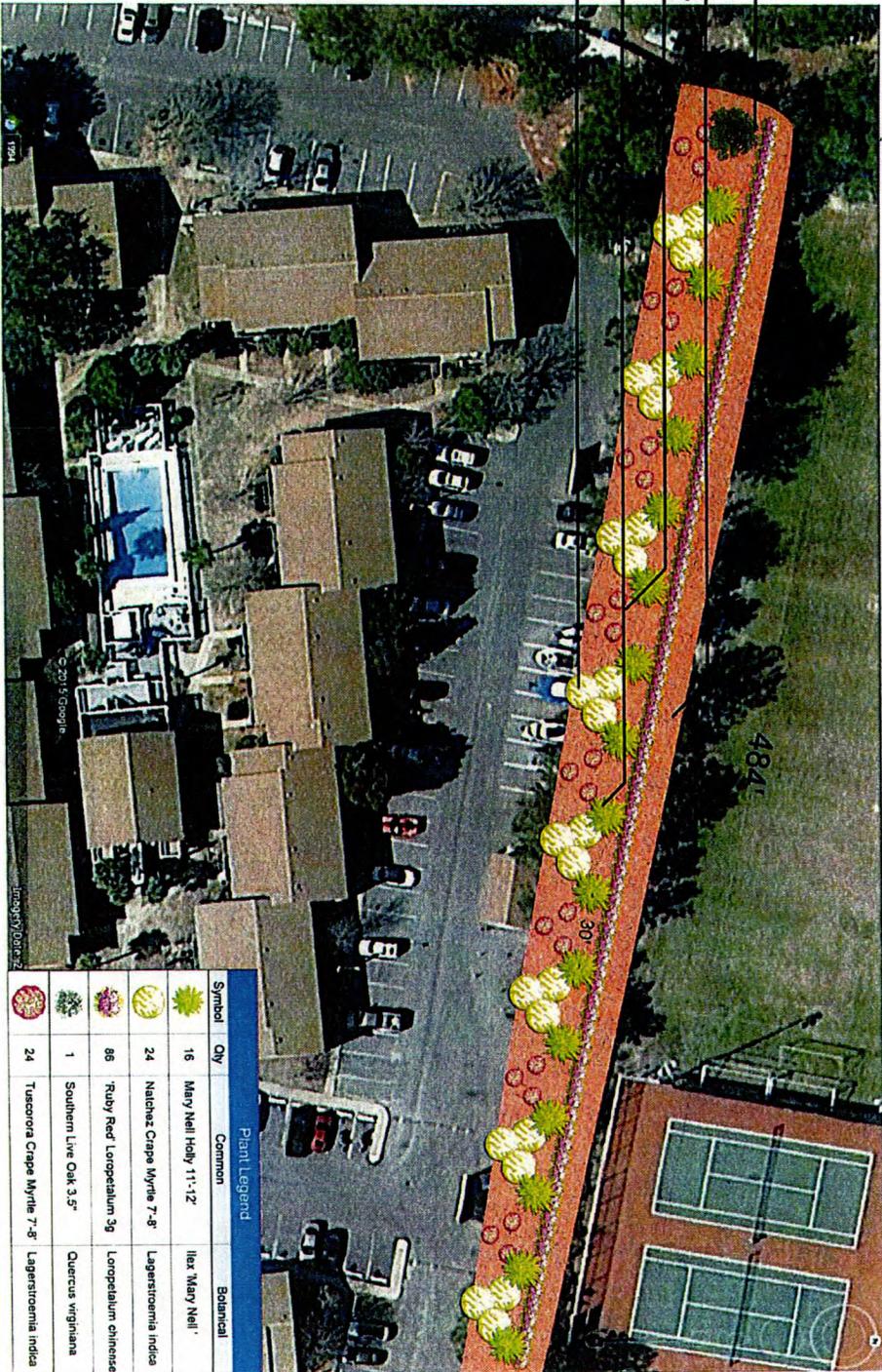
This proposal assumes the current irrigation system will adequately irrigate the quoted items above.

Thanks for the opportunity.

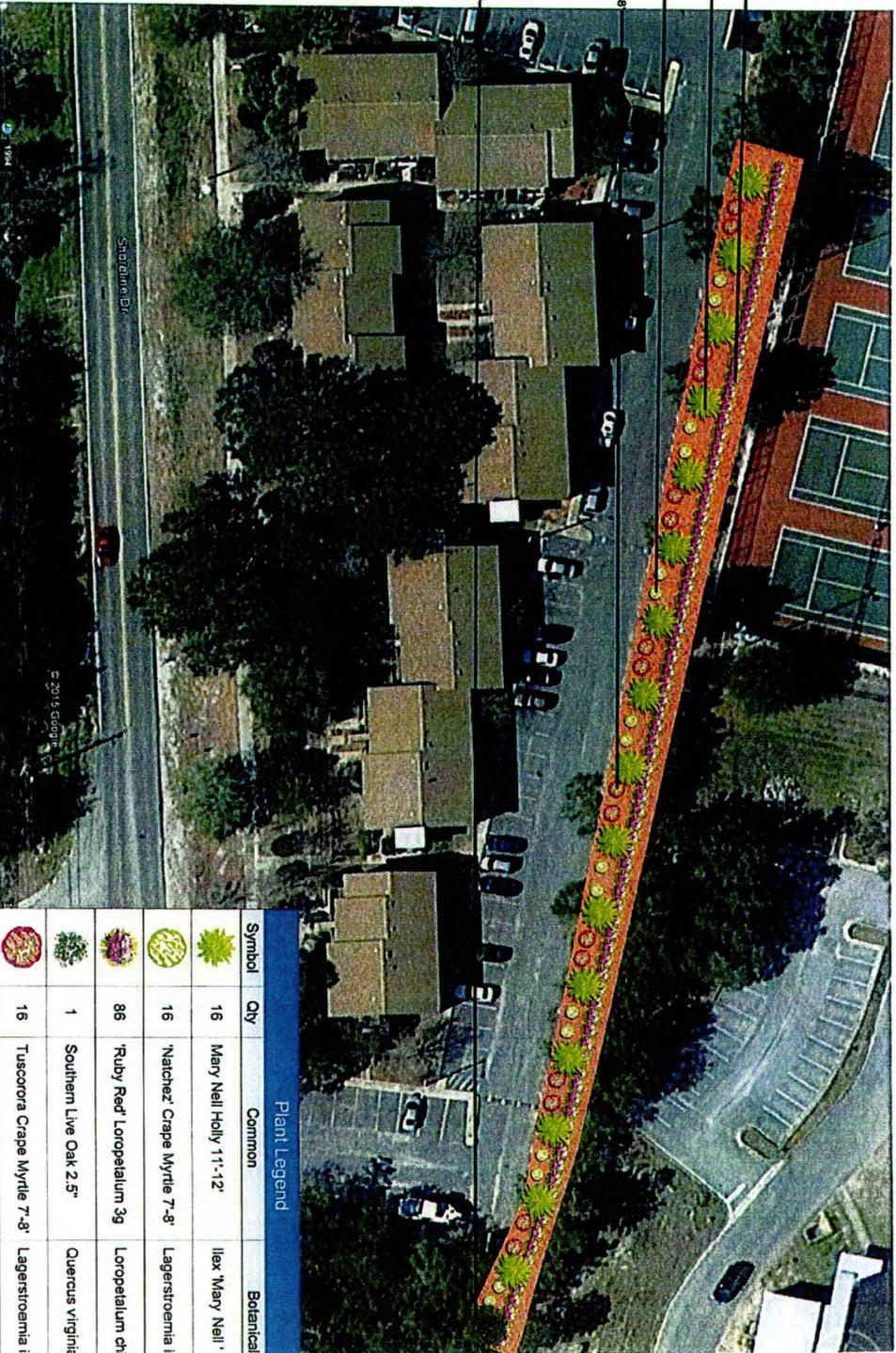


Charley Radford, Vice President
Utility Service Co., Inc.

- ① Southern Live Oak 3.5'
- ② (86) Ruby Red Loropetalum 3g
- ③ (24) Tuscorora Crape Myrtle 7'-8'
- ④ (16) Mary Nell Holly 11'-12'
- ⑤ (24) Natchez Crape Myrtle 7'-8'



| Plant Legend | | | |
|--------------|-----|------------------------------|----------------------|
| Symbol | Qty | Common | Botanical |
| | 16 | Mary Nell Holly 11'-12' | Ilex 'Mary Nell' |
| | 24 | Natchez Crape Myrtle 7'-8' | Lagerstroemia indica |
| | 86 | Ruby Red Loropetalum 3g | Loropetalum chinense |
| | 1 | Southern Live Oak 3.5' | Quercus virginiana |
| | 24 | Tuscorora Crape Myrtle 7'-8' | Lagerstroemia indica |



(86) Ruby Red' Loropetalum 3g

(16) Mary Nell Holly 11'-12'

(16) Natchez' Crape Myrtle 7-8'

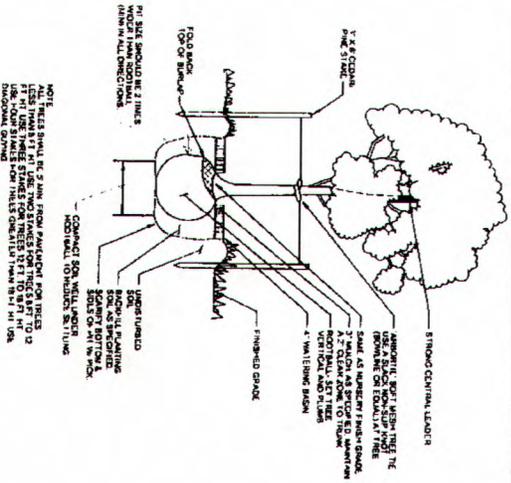
(16) Tuscorora Crape Myrtle 7-8'

Southern Live Oak 2.5'

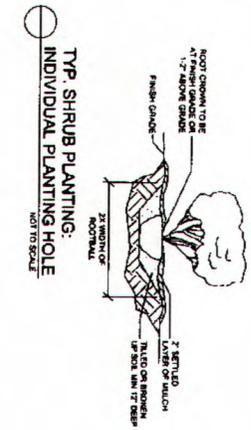
| Plant Legend | | | |
|-------------------------------------------------------------------------------------|-----|-----------------------------|------------------|
| Symbol | Qty | Common | Botanical |
|  | 16 | Mary Nell Holly 11'-12' | Ilex 'Mary Nell' |
|  | 16 | Natchez' Crape Myrtle 7-8' | Lagerstroemia ir |
|  | 86 | 'Ruby Red' Loropetalum 3g | Loropetalum chi |
|  | 1 | Southern Live Oak 2.5' | Quercus virginia |
|  | 16 | Tuscorora Crape Myrtle 7-8' | Lagerstroemia ir |

1984

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1 TREE PLANTING DETAIL



TYP. SHRUB PLANTING:
INDIVIDUAL PLANTING HOLE

Planting Details

1. ALL PLANT MATERIALS SHALL BE IN ACCORDANCE WITH THE AMERICAN STANDARDS FOR NURSERY STOCK (ANSI Z60.1-2004) PLANT ACCORDING TO ANSI LAND PLANT & 2. DO THE PLANTING HOLE A MINIMUM OF 2x WIDTH OF ROOTBALL FOR AT LEAST THE ADAPTING DO NOT CUT THE HOLE DIMENSIONS UNLESS MORE ENOUGH TO BEHIND 3. SCURRY THE SURFACE AND SIDES OF THE PLANTING HOLE WHEN PLANTING IN CLAY SOILS (MORE THAN 15% CLAY) 4. SET THE TOP OF THE ROOT BALL ONE" DO NOT LIFT USING THE TREE TRUNK AND DO NOT CUT THE TRUNK AND LEAFY BRANCHES 5. SET THE TOP OF THE ROOT BALL LEVEL WITH THE SOIL SURFACE OR SLIGHTLY HIGHER IF THE SOIL IS PRONE TO SETTLING 6. LEAST THE TRUNK IS SET IN PLACE REMOVE BURDLE WIRE AND STOPS FROM AT LEAST 12" ABOVE THE SOIL SURFACE 7. BACKFILL WITH EXISTING SOIL THAT HAS BEEN WELL TILLED OR BROKEN UP. DO NOT ADD AMENDMENTS TO THE BACKFILL SOIL. AMEND THE SURFACE WITH MULCH 8. USE THREE 2"x7" WOOD STAKES DRIVEN INTO UNDISTURBED SOIL A MINIMUM OF 16" 9. ATTACH 3"x4" W/100 WEEBING TO CONNECT THE TREE TO STAKES ATTACH WEEBING AT 1/3 THE TREE HEIGHT 10. BURY 1/2" 2"x2" W/100 WEEBING TO THE STRAW OR BARK MULCH TO THE PLANTING 11. FINISH GRADE SHALL BE LIMITED TO DEAD DISEASED OR BROWN LEAF ONLY AND SHALL BE IN ACCORDANCE WITH ANSI LAND SPECIFICATIONS 12. REMOVE ANY TRUNK WRAP REMAINING AT TIME OF PLANTING. NO WRAPS SHALL BE PLACED ON TRUNK.

Sailwind Condominium Association
1100 Shoreline Dr
Gulf Breeze, FL 32561

11/25/2015

To the City of Gulf Breeze,

Re: Landscaping // Green Belt between Highschool and Sailwind Condos

My name is Larry Kuhn and I am the CAM Manager for Sailwind Condo Association. The Board of Directors of Sailwind Condos have agreed to supply the green belt with irrigation as needed, as well as maintain the property once landscaping is completed. We request in large areas to be hydro seeded if possible to help with our maintenance cost in the coming years.

Sincerely,

Larry Kuhn // Board of Directors of Sailwind Condos

A handwritten signature in black ink, appearing to read 'Larry Kuhn', with a large, stylized flourish at the end.

Realtor/CAM
850-473-3983
850-384-9707
kuhnrealtymasters@gmail.com



City of Gulf Breeze

DATE: December 3, 2015

TO: Buz Eddy, City Manager

FROM: Nathan Ford, Assistant to City Manager

RE: Addendum to Memorandum for Consideration of City Social Media Policy (enclosure)

This memorandum offers additional information requested by the City Council at the December 2nd 2015 Executive Council Meeting.

- A. **Website Traffic Report:** Attached to this addendum is a 2015 report of unique visitors, number of visits, and most viewed pages. A unique visitor is defined as a sole internet user who views a page. Since a unique visitor can view multiple pages and return to a page at a later time period, it is important to capture data on how many total pages are viewed in a time period. A monthly range of 8,311 (Nov 15) – 11,960 (July 15) unique visitors viewed a City maintained web page to the date of this report. Month to month, visits to pages are relatively steady. It is important to understand that this data includes internal (City Employee) views of the pages. Increase in visits during summer months are explained by increased visits to the linked “3 Mile Bridge Camera” page (/3-mile-bridge-cameras/).

From Jan 1, 2015 to Dec 3, 2015, approximately 79% of visitors viewed City sites for 0-30 second duration. Primary pages visited include the City’s home page, the utility bill payment link, the 3 mile bridge camera link, and internal City employee software application pages. Currently over 120 pages with many links exist in the City’s web structure. This data suggests that the visitors to City sites are not reviewing the volume of information that is included in the City’s web structure. The short duration of page visits along with review of the most popular visited pages suggests a need to augment resident and public information sharing through social media.

B. Potential Negatives in Establishing Social Media Accounts for Municipalities:

Maintenance of public commenting in general on Social Media sites is often the most common concern for government officials. Often, administrators fear negative commenting and the discernment that he or she must endure on how or if they should reply. The administrator, however, has the ability to control the message or posts that are shared. It is important to remember that Social Media is not always the best venue for government to engage in items that may be heavy in public debate. Other forms of communication exist that may be more suitable in informing the public on heated issues. A City may choose to rather focus their efforts in Social Media on branding, promotion, and information. Facebook will allow administrators to set up their accounts to manage and prohibit public initiated posts. Administrators however, cannot prohibit viewable public comments to posts sent out by the administrator. For instance, a City Social Media administrator posts a message through Social Media promoting a City-sponsored baseball tournament. A public user may comment that they are upset that the City sponsors so many tournaments. In these cases, good Social Media policy with clear user responsibilities can assist the administrator in removing inflammatory posts or replying with a

response to take the conversation off the page, giving contact information of City staff that can help with the issue or concern.

Social Media Trolls take communication beyond debate or negative commenting. "Social Media Trolling," is considered commenting by individuals to create conflict on social media sites by posting controversial or inflammatory language with the sole intent of provoking an emotional response from other users. The individual may or may not have a motive and is interested in creating disruption. Using the previous example of the administrator post about baseball tournaments, a "Troll" may reply with a comment about how they hate the City's new construction project. In other words, they try to change the subject of the original post. It is up to the administrator to decide whether to engage in communication with a Social Media Troll in their attempt to change a message or draw attention away from an administrator's post. Good Social Media policy with clear user responsibilities is recommended to help deal with trolling and many times, their inflammatory comments can be removed.

Public records and archiving with adherence to FSS Chapter 119 (Sunshine Law) are of concern. Maintaining accurate record of communication is necessary. Social Media companies offer methods of archiving data from their sites. For instance, administrators can archive Facebook data on a routine basis and maintain a file of all photos, comments, and posts from their sites. It would be recommended that the City archive communication related to social media on a monthly basis.

In summary, the maintenance of public commenting, public trolling, and records archiving are the most common negative factors or concerns for government social media. The potentiality for successful outcomes in City branding, promotion, and general information outweigh the concerns, however. This narrative was prepared after review of articles and information from the Florida League of Cities Social Media Toolkit:

<http://www.floridaleagueofcities.com/Resources.aspx?CNID=15376>

City Staff would be happy to answer any questions or provide further detail after Council review. Attached is the revised draft from comments at the December 2nd Executive Council Meeting.

Website Traffic Report - "cityofgulfbreeze.us"

Report Date: 12/03/2015



Yearly Report: Jan 2015 - Nov 2015

| Month: | Unique Visitors: | Number of Visits: |
|--------|------------------|-------------------|
| Jan-15 | 8,986 | 13,376 |
| Feb-15 | 8,360 | 12,362 |
| Mar-15 | 9,979 | 13,931 |
| Apr-15 | 9,577 | 13,884 |
| May-15 | 10,233 | 16,174 |
| Jun-15 | 10,670 | 16,047 |
| Jul-15 | 11,960 | 18,908 |
| Aug-15 | 9,188 | 13,868 |
| Sep-15 | 9,708 | 20,587 |
| Oct-15 | 9,014 | 14,833 |
| Nov-15 | 8,311 | 12,916 |
| Dec-15 | In Progress | In Progress |

Most viewed pages 2015*

| Site Address: | Views: |
|-----------------------------------|---------|
| / (home) | 170,639 |
| /pay-my-utility-bill/ | 55,174 |
| /3-mile-bridge-cameras/ | 43,477 |
| (Internal Admin. Login pages) | 84,501 |
| /utility-services-department/ | 18,494 |
| /i-want-to/ | 11,507 |
| /contactus/ | 11,251 |
| /departments/ | 8,891 |
| /request-for-proposals/ | 8,565 |
| /find-employment-with-the-city/ | 8,095 |
| /parks-and-recreation-department/ | 6,779 |
| /mayor-city-council/ | 5,415 |

*Most viewed pages includes traffic generated by robots, worms, or replies with special HTTP status codes.

Ford, N. (12.3.2015)

Social Media Use – City of Gulf Breeze

Subject:

The City of Gulf Breeze Social Media Use Policy.

Applicability/Purpose:

The City of Gulf Breeze (“City”) has a business and public relations need to intensify communication processes by utilizing Social Media. The objective of the City of Gulf Breeze Social Media Use Policy is to maintain the integrity of the City’s presence in Social Media and to ensure that Social Media is utilized appropriately by the City, its elected and appointed officials, and its employees in accord with this policy and in compliance with Chapters 119 and 286, Florida Statutes. This policy is not meant to address one particular form of Social Media, rather Social Media in general, as advances in technology will occur and new tools will emerge.

Policy Statement and Scope:

The City use of Social Media technology shall be in alignment with the policies, protocols, and procedures contained, or referenced, herein. The scope of the policy applies to all City elected and appointed officials, employees, and contractors while working with Social Media on behalf of the City. At all times the City shall have exclusive control of Approved City Social Media Sites and sole discretion as to any content posted by the City or a User or Social Media User as defined below. The City of Gulf Breeze Social Media Use Policy applies only to Approved City Social Media Sites and not to personal Social Media sites of the City’s elected or appointed officials, employees, or contractors including, but not limited to, Social Media Sites used for campaign purposes.

1.0 Definitions:

1.1 Social Media

“Social Media” is an umbrella term referring to internet-based services that permit users to create, share, re-purpose and publish informational content. Social Media websites require users to affirmatively join and require users to create a uniquely identifiable profile. Examples include, but are not limited to, Facebook, Twitter, LinkedIn, Wikis, and Instagram. (Office of Government Ethics – www.oge.gov)

1.2 Approved City Social Media Sites

The pages, sections or posting locations on Social Media websites approved by the City Manager, reviewed by the Social Media Administrator, and maintained by City employees authorized to perform Social Media activity as part of the employee’s job. Approved Social Media Sites should follow the “The City of Gulf Breeze Social Media General Procedures (Exhibit A).”

1.3 Social Media Administrator

Any City employee or contractor, appointed by the City Manager, responsible for the use, monitoring, management, administration, or delivery of Social Media and/or Social Media content, in the name of or on behalf of the City and departments.

1.4 Post

A Social Media Administrator approved/submitted/maintained status update or other item on a blog or forum in an Approved City Social Media Site including, but not limited to, text, videos, graphics and photographs, links, documents, etc.

1.5 User or Social Media User

Any individual or group utilizing Social Media for personal or professional use who may review the City's Social Media sites or provide comments.

1.6 Comment

A Social Media user submitted response to a Social Media Administrator post.

2.0 Responsibilities:

2.1 Social Media Administrator is responsible for oversight of the City's Social Media tools and shall:

2.1.2 Review all requests to develop City Social Media sites and recommend approval or denial to the City Manager or his designee. The Social Media Administrator will review Social Media sites or tools that have already been established for the City to ensure that they are in compliance with this policy and advise the City Manager within thirty (30) days of the adoption of this policy by the Gulf Breeze City Council, in writing, of the status of such compliance.

2.1.3 Ensure that the City's Social Media sites are regularly maintained and kept current.

2.1.4 Review information posted to the City's Social Media sites to ensure all content is appropriate, professional and consistent with the User Responsibilities defined herein.

2.2 Social Media Users who comment or interact through Social Media will be provided guidelines for use on all City Social Media sites. Unacceptable content that violates this policy as defined below is not considered consistent with the City's mission. Unacceptable content may be defined as:

2.2.1 Profane language or content;

2.2.2 Content that promotes, fosters, or perpetuates discrimination of protected classes;

2.2.3 Sexual harassment content;

2.2.4 Solicitations of commerce or advertisements including promotion or endorsement;

2.2.5 Promotion or endorsement of political issues, groups or individuals;

2.2.6 Conduct or encouragement of illegal activity;

2.2.7 Information that may tend to compromise the safety or security of the public or public systems;

2.2.8 Content intended to defame any person, group or organization;

2.2.9 Content that violates a legal ownership interest of any other party, such as trademark or copyright infringement;

2.2.10 Making or publishing of false, vicious or malicious statements concerning any employee, City Elected or Appointed Officials, the City or its operations;

2.2.11 Violent or threatening content; Disclosure of confidential, sensitive or proprietary information;

2.2.12 Advocating for alteration of hours, wages, and terms and conditions of employment (employees only),

2.2.13 Or such other content as the City Manager or his designee shall reasonably consider unacceptable.

2.3 The Social Media Administrator shall immediately report all suspected unacceptable content to the City Manager or his designee to determine if the post is unacceptable content and should be removed.

2.4 The Social Media Administrator shall immediately remove content deemed unacceptable. The Social Media Administrator should contact the City's Attorney for any legal issues. A copy (screenshot/printout) of the unacceptable content should be saved in line with City policy and procedures regarding record retention, and then be removed immediately.

2.5 Social Media Users who continue to post inappropriate content shall be removed.

3.0 Network Security:

Updated 12.4.2015

3.1 The City shall have security controls in place to protect City information and technology assets against potential destructive technical incidents. Perceived or known compromises to the City's network shall be promptly reported to -the City Manager and promptly rectified.

3.2 Computers, laptops and mobile devices used to administer City Social Media sites shall have up-to-date software to protect against destructive technical incidents, including, but may not be limited to, cyber, virus and spyware/adware attacks. Such computers, laptops and mobile devices used to administer City Social Media sites, and the City employees utilizing same shall be approved by the City Manager or his designee.

Exhibit A – City of Gulf Breeze Social Media General Procedures

When Establishing and Maintaining a City Social Media Account

- Include an introductory statement that clearly specifies the purpose and scope of the Social Media page or tool. When possible, Social Media accounts should link to the department's website. The Social Media account should have relevant City contact information prominently displayed.
- Include a Guidelines of Use statement and include a list of unacceptable content for use.
- Maintain a copy of all images, document, or video content placed on Social Media accounts.
- Maintain compliance with all applicable Federal, State, and City requirements including but not limited to Chapters 119 and 286, Florida Statutes, as well as policies and procedures relating to records retention and public records requests.
- All content posted by the City Social Media Administrator shall be approved in advance by the City Manager or his designee and shall represent the City's point of view, not the point of view of individual City elected or appointed officials or employees.
- Employ strong passwords that cannot be easily compromised and periodically change passwords to City Social Media accounts.
- Always protect sensitive information and personally identifiable information. Do not publish or report on conversations that are meant to be pre-decisional or internal to the City unless release of such information is authorized by City Manager or his designee.



City of Gulf Breeze

Memorandum

To: Buz Eddy, City Manager

From: Nathan G. Ford, Assistant to City Manager

Date: 11/17/2015

Subject: Consideration of City of Gulf Breeze Social Media Policy

As recommended by the City Council and City Staff, the City of Gulf Breeze has a need to develop an official social media “presence” to share pertinent city information. Prior to establishing a city social media account, a clear policy of use should first be developed. Although social media use is prevalent in the private and non-profit sector, government has approached it with caution while issues like how to maintain public records and the balancing act of preventing the posting of inappropriate content without infringing on citizen’s rights are worked out.

Enclosed is a draft of the City of Gulf Breeze Social Media Use Policy. This policy has been drafted following a review of best practices through the Florida League of Cities and other government policies and guidelines. The policy has been reviewed by all City Department Directors and the City Attorney.

Recommendation: That the City Council approve the City of Gulf Breeze Social Media Use Policy.

Enclosure



City of Gulf Breeze

Memorandum

To: Buz Eddy, City Manager

From: Nathan G. Ford, Assistant to City Manager,
Sydney Depalma, The "Rec" After School Director

Date: 11/18/2015

Subject: The "Rec" After School Program Fall 2015 Update

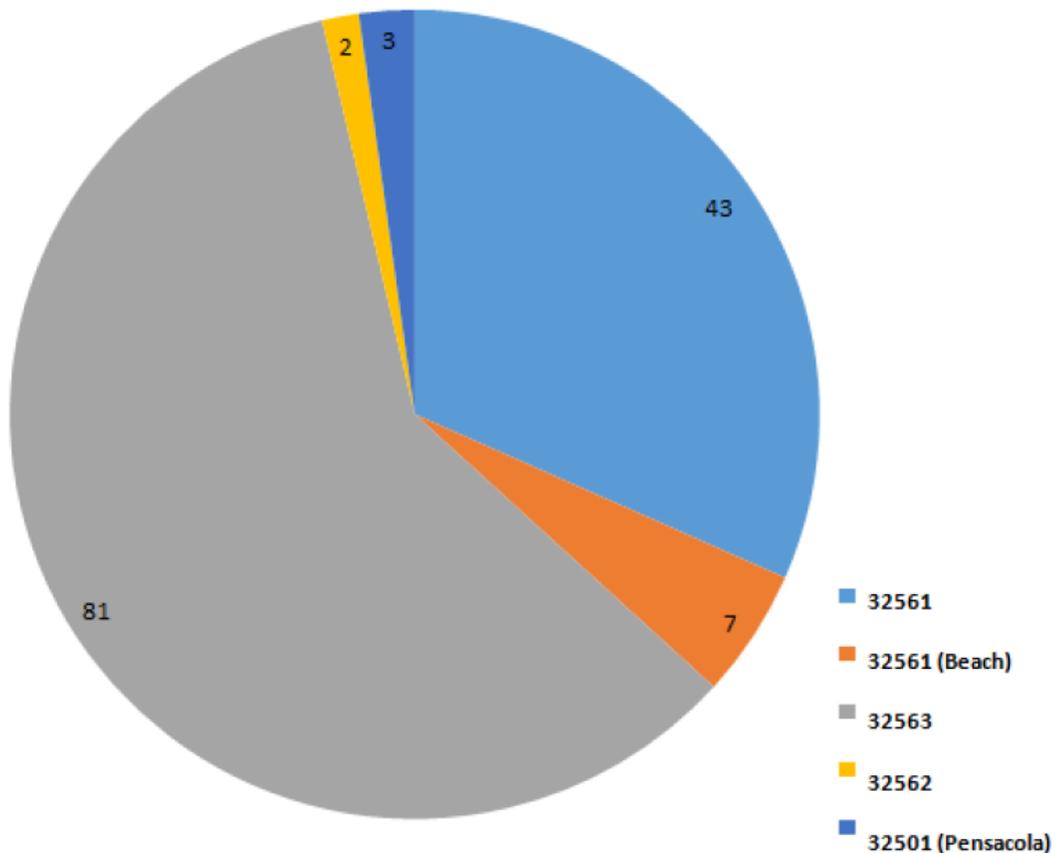
The first "semester" of the City of Gulf Breeze's After School Program, "The Rec" is coming to a close. This pilot program is offered as a free after school option for middle-school students from 1:30 – 5:30 Monday – Friday and is held in the Gulf Breeze Community Center. "The Rec" is the City's response in offering a safe and fun environment for middle school students. 899 students were registered at Gulf Breeze Middle School as of September 2015. As of November 18, 2015, 200 students have registered in "The Rec" KidCheck registration software, while 100 students who occasionally attend "The Rec" still have not registered with KidCheck. In the first 67 days of the program, the attendance varied from 27 – 148 students, averaging 93 students per day. Staff has recognized that attendance may vary due to weather conditions and school functions. By far, Friday offerings of "The Rec" are the most popular, with an average of 121 students attending.

"The Rec" is coordinated by Sydney DePalma. Her planning in the first 67 days of "The Rec" incorporated several special presentations and programs, including weekly group music sessions, debate club, "Homework Lab," "Sydney's Science Experiments: the Good, the Bad, and the Ugly," visits from the Gulf Breeze Fire Department and the Gulf Breeze Police Department, "Gladiator" competitions, Slip-N-Slide Kickball, Halloween make-up tutorials taught by a local make-up artist, and Thanksgiving "Turkey Olympics," to name a few. In spring 2016, participants in "The Rec" can anticipate a continuation of the weekly group music sessions, debate club, "Homework Lab," and "Sydney's Science Experiments: the Good, the Bad, and the Ugly." In addition, "The Rec" participants can expect visits from the Florida Public Archaeology Network, the Pensacola Ice Flyers, and University of West Florida's Army ROTC.

Please refer to the enclosed document for an overview of specific highlights from "The Rec."

Registered After School Participants by Home Location

Of the 200 Registrants in KidCheck, 136 have home locations reported



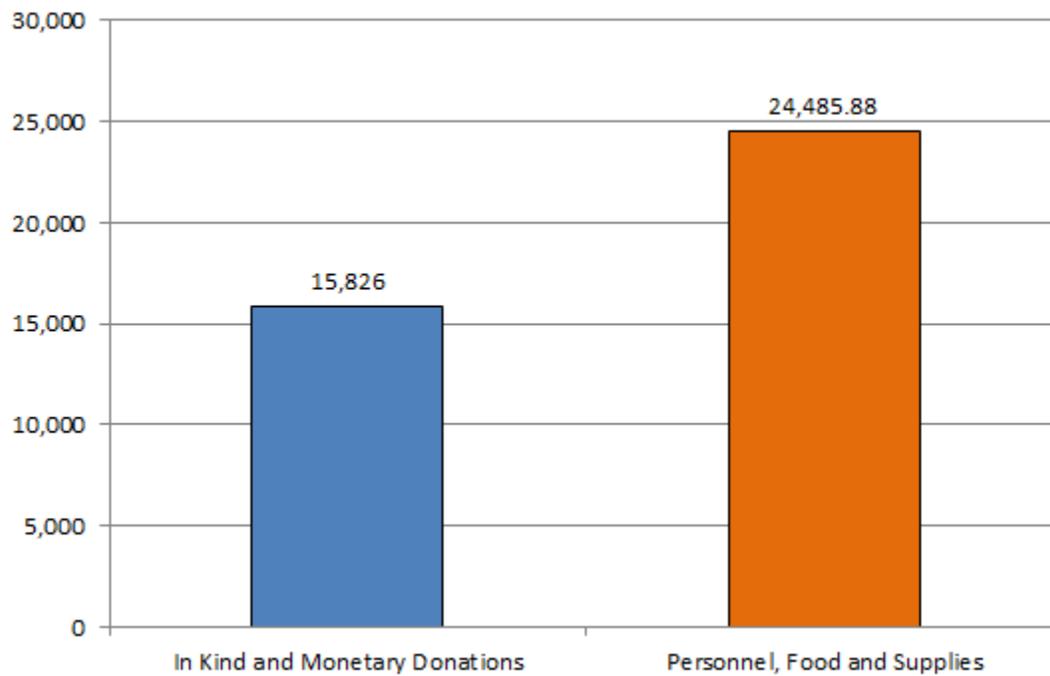
Highlights:

- \$8,874 food donations from Papa's Pizza, Firehouse Subs, and Chick-fil-a
- \$3,800 monetary donations
- \$3,152 "The Rec" staff fundraiser earnings from the FCSAA volleyball tournament

Routine Volunteers:

- St. Ann's Catholic Church Staff
- Gulf Breeze High School Debate Team
- Gulf Breeze School of Music
- United States Navy
- Gulf Breeze United Methodist Church

Operating Cost and In Kind/Monetary Donations Fall 2015 "Semester" Report



*Personnel costs for 4 PT staff members and 1 FT staff member for Fall 2015: \$21,8981.88

**Supply and food costs for Fall 2015: \$2594.00

***Difference of \$8,659.88