

# SOUTH SANTA ROSA UTILITY SYSTEM

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

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## BOARD MEETING AGENDA

Gulf Breeze City Hall  
October 10, 2016

Monday.....6:30 PM

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES:
  - a. Regular Meeting August 8, 2016
4. REPORTS:
  - a. Financial Report
  - b. Operations Report
  - c. Engineering & Permitting
5. OLD BUSINESS
  - a. Refinancing RFP Results
  - b. Rate Increases
6. NEW BUSINESS:
  - a. Holiday Builders Impact Fee Refund Request
  - b. West Course Irrigation Bid
  - c. West Course Pond Repair
  - d. Septic Tank Elimination Program
  - e. Reclaimed Capacity Evaluation
  - f. SSRUS-HNWS Joint Effluent Disposal Evaluation
7. PUBLIC FORUM
8. SETTING OF NEXT MEETING . . . December 12, 2016
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  
AUGUST 8, 2016 - 6:30 P.M.

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**1. CALL TO ORDER:**

The 132<sup>nd</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 Matt Dannheisser, Wes Dannreuther, Robert Davies, Mayor Pro Tem Joseph Henderson, Mark Meister, Terry Mills, Tom Naile, Otto Prochaska, and Bill Stanford.

**3. APPROVAL OF MINUTES:**

A motion was made by Mr. Mills to approve the June 13, 2016, Board meeting minutes and the July 14, 2016, Budget Workshop meeting minutes. Mr. Meister seconded. The minutes were approved unanimously.

**5. REPORTS:**

**a. FINANCE REPORT**

Thomas Lambert gave the Board the financial report for October 2015 through July 2016.

**b. OPERATIONS REPORT**

Operations Consultant Vernon Prather stated that utility operations were normal.

Rehabilitation work on the north treatment basin should be done and return to service by the end of August.

The inmate squad continues to remove brush and excess vegetation from drainage areas along the West Course.

Evaluation of the West Course irrigation system continues. It is estimated that only 50% of the front nine and 15% of the back nine is operable. Staff is preparing a request for bids for replacement of the irrigation system. Once the bids have been received, the Board will consider awarding the project.

Mr. Prather reviewed items from the Construction Report with the Board and answered questions.

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

- a) WWTP date for June and July, 2016
- b) Water & Sewer Revenue Tables F/Y 2016, 2015, 2014, 2013, 2012, 2011, 2010,
- c) Water and Sewer Impact Fee Tables F/Y 2016, 2015, 2014, 2013, 2012, 2011 & 2010
- d) Construction Coordinator Report

SOUTH SANTA ROSA UTILITY SYSTEM  
BOARD OF DIRECTORS MEETING  
AUGUST 8, 2016 - 6:30 P.M.

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**c. ENGINEERING AND PERMITTING**

Mr. Lambert presented the Engineering Report and answered questions.

**5. OLD BUSINESS:**

**a. F/Y 2017 Budget Approval**

Recommendation: The SSRUS Board recommends that the City Council approves the F/Y 2017 SSRUS Budget as presented.

The Board discussed the need to increase the margin to 15% as recommended by the Florida Water Management.

Mr. Mills made a motion to approve staff's recommendation. Mr. Prochaska seconded. The vote for approval was 8-1 with Mayor Dannheisser dissenting.

**6. NEW BUSINESS:**

**a. Purchase of One (1) Chevrolet 2500 Truck**

Recommendation: The SSRUS Board recommends that the City Council authorize purchase of one (1) Chevrolet 2500 diesel with options as listed for \$39,630.00 from Alan Jay Fleet Sales.

Mr. Meister made a motion to approve staff's recommendation. Mr. Prochaska seconded. The vote for approval was unanimous.

**b. Whisper Bay Fire Hydrant Upgrades**

Recommendation: The SSRUS Board recommends that the City Council authorize the replacement of three (3) fire hydrants and installation of an additional five (5) fire hydrants by Utility Service Co. for \$65,427.64.

Mr. Prochaska made a motion to approve staff's recommendation. Mr. Meister seconded. The vote for approval was unanimous.

**c. Authorization to Obtain Bids on SSRUS Revenue Bonds (2004) Refinancing**

Recommendation: The SSRUS Board recommends that the City Council authorize staff to pursue competitive bids for refinancing of the SSRUS Revenue Bonds (2004) (under above alternative repayment scenarios but otherwise effectively identical terms and conditions of the current indenture), and return with a recommendation to the SSRUS Board and City Council.

SOUTH SANTA ROSA UTILITY SYSTEM  
BOARD OF DIRECTORS MEETING  
AUGUST 8, 2016 - 6:30 P.M.

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Additionally, that the City Council authorize staff to pursue discussions and request competitive proposals for the potential defeasance and refinancing of the 2007 Revenue Improvement Bonds and return with recommendations for City Council.

Mayor Pro Tem Henderson made a motion to approve staff's recommendation. Mr. Mills seconded. The vote for approval was unanimous.

**d. Impact Fee Payment Policy History**

Recommendation: SSRUS Board should continue with the Interim Tap Fee Policy of 25/25/50% plan since the tap fee cost is very high and the survey shows that 100% upfront payment is in the minority. The plan has been in place for six (6) years and the development community is satisfied with it as well.

Mr. Meister made a motion to approve staff's recommendation. Mr. Mills seconded. The vote was 7-2 with Mayor Pro Tem Henderson and Mayor Dannheisser dissenting.

7. **PUBLIC FORUM:** none

8. **SETTING NEXT MEETING:**

The next South Santa Rosa Utility System Board meeting will be held on Monday, October 10, 2016, at 6:30 p.m.

9. **ADJOURNMENT:** 8:04 P.M.

ATTESTED TO:

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Stephanie D. Lucas, City Clerk

SSRUS FINANCIAL SUMMARY  
REVENUE AND EXPENDITURE REPORT  
OCTOBER 2015 THROUGH SEPTEMBER 2016  
OCTOBER 2016

User: TLambert  
DB: Gulf Breeze

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)	
Fund 403 - SOUTH SANTA ROSA UTILITY					
Dept 0000					
NON AD VALOREM TAXES					
403-0000-324.21-00	RESIDENTIAL	0.00	0.00		0.00
403-0000-324.22-00	COMMERCIAL	0.00	0.00		0.00
NON AD VALOREM TAXES		0.00	0.00		0.00
GRANT REVENUE					
403-0000-337.95-00-PS1508	NW FL WATER GRANT	0.00	22,109.50		100.00
GRANT REVENUE		0.00	22,109.50		100.00
SALES REVENUES					
403-0000-343.30-00	WATER REVENUE	1,815,000.00	1,761,330.43		97.04
403-0000-343.50-00	SEWER REVENUE	3,100,000.00	3,333,489.10		107.53
403-0000-343.50-05	RECLAIMED WATER	52,000.00	69,150.39		132.98
403-0000-343.50-10	DUE FROM CITY	0.00	0.00		0.00
403-0000-343.90-01	FIRE HYDRANT UPGRADE	0.00	0.00		0.00
403-0000-343.90-05	TECH FEE (W/S METERS)	108,000.00	104,062.00		96.35
SALES REVENUES		5,075,000.00	5,268,031.92		103.80
MISC REVENUES					
403-0000-361.10-00	MISC INTEREST EARNINGS	0.00	549.50		100.00
403-0000-362.10-10	VERIZON	0.00	27,993.60		100.00
403-0000-362.10-20	AT&T	25,900.00	33,428.40		129.07
403-0000-362.10-30	BELL SOUTH	0.00	0.00		0.00
403-0000-362.10-40	LA UNWIRED	0.00	0.00		0.00
403-0000-364.00-00	PROCEEDS - SALE OF F/A	0.00	0.00		0.00
403-0000-366.90-10	DEVELOPERS CONTRIBUTIONS	0.00	0.00		0.00
403-0000-369.01-00	OTHER MISC REVENUES	10,000.00	147,259.50		1,472.60
403-0000-369.01-10	Insurance Proceeds	0.00	0.00		0.00
403-0000-369.10-00	NEW SERVICE FEES	30,000.00	45,760.00		152.53
403-0000-369.70-10	A/P INVOICE DISCOUNTS	0.00	0.00		0.00
403-0000-369.90-00	RECONNECTION FEES	30,000.00	109,150.00		363.83
403-0000-369.91-10	METER INSTALLATION FEES	4,000.00	16,650.00		416.25
403-0000-369.98-00	OVERHEAD ALLOCATION	431,165.00	395,234.62		91.67
403-0000-370.00-00	FRUS INCOME	0.00	0.00		0.00
MISC REVENUES		531,065.00	776,025.62		146.13
TAP FEES					
403-0000-363.20-10	WATER TAP	0.00	60,800.00		100.00
403-0000-363.20-20	SEWER TAP	0.00	1,075,182.58		100.00
403-0000-363.20-21	IMPACT FEES - FROM CITY	0.00	0.00		0.00
TAP FEES		0.00	1,135,982.58		100.00
OTHER REVENUE					
403-0000-369.01-30	REIMBURSEMENTS REC'D	0.00	0.00		0.00
OTHER REVENUE		0.00	0.00		0.00
UTILITY TRANSFER					
403-0000-380.00-00	RESERVES BROUGHT FWD (BUDGET O	357.00	0.00		0.00
403-0000-381.00-00	INTERFUND TRANSFER	298,500.00	273,952.25		91.78
UTILITY TRANSFER		298,857.00	273,952.25		91.67
Unclassified					
403-0000-389.90-00	NON-OPERATING REVENUE	0.00	0.00		0.00
Unclassified		0.00	0.00		0.00
Net - Dept 0000		5,904,922.00	7,476,101.87		
Dept 1400-SSRU: WATER OPERATIONS					
PERSONNEL PAYMENTS					
403-1400-512.12-00	REGULAR SALARIES & WAGES	258,000.00	207,829.54		80.55
403-1400-512.12-50	PART-TIME SALARIES & WGES	0.00	181.31		100.00
403-1400-513.13-00	OTHER SALARIES AND WAGES	0.00	0.00		0.00
403-1400-513.13-50	TEMPORARIES	10,815.00	56,643.04		523.75
403-1400-514.14-00	OVERTIME	17,304.00	19,559.63		113.04
PERSONNEL PAYMENTS		286,119.00	284,213.52		99.33
TAXES & BENEFITS					
403-1400-521.21-00	FICA TAXES	21,000.00	16,515.61		78.65

User: TLambert  
DB: Gulf Breeze

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE		% BDGT USED
			NORMAL	09/30/2016 (ABNORMAL)	
Fund 403 - SOUTH SANTA ROSA UTILITY					
403-1400-522.22-00	FRS STATE PENSION (DB-ER & DB)	1,154.00	3,945.56		341.90
403-1400-522.22-50	FMPTF RETIREMENT (DC-ER 401A)	14,998.00	10,855.39		72.38
403-1400-523.23-00	HEALTH INSURANCE	52,536.00	39,624.35		75.42
403-1400-523.23-20	LIFE INSURANCE	462.00	228.77		49.52
403-1400-523.23-30	DENTAL	2,860.00	2,786.89		97.44
403-1400-523.23-40	VISION	677.00	418.57		61.83
403-1400-524.24-00	WORKERS COMPENSATION	0.00	0.00		0.00
403-1400-526.26-00	DISABILITY INSURANCE	300.00	182.37		60.79
TAXES & BENEFITS		93,987.00	74,557.51		79.33
PROF & CONTRACT SERVICES					
403-1400-531.31-10	LEGAL SERVICES	1,500.00	245.84		16.39
403-1400-531.31-40	PROFESSIONAL SERVICES	3,000.00	6,122.59		204.09
403-1400-532.32-00	ACCOUNTING & AUDITING	0.00	0.00		0.00
403-1400-534.34-10	OTHER CONTRACTUAL SERVICE	570,000.00	528,864.14		92.78
PROF & CONTRACT SERVICES		574,500.00	535,232.57		93.16
OPERATION & REPAIRS					
403-1400-540.40-10	TRAVEL & PER DIEM	2,000.00	758.60		37.93
403-1400-541.41-10	TELEPHONES	5,100.00	8,236.80		161.51
403-1400-541.41-20	POSTAGE	1,000.00	0.00		0.00
403-1400-541.41-30	RADIOS & PAGERS	3,000.00	3,000.00		100.00
403-1400-543.43-10	UTILITIES	54,000.00	48,289.09		89.42
403-1400-544.44-00	RENTALS & LEASES	0.00	0.00		0.00
403-1400-545.45-10	INSURANCE EXPENSE	0.00	0.00		0.00
403-1400-545.45-20	SELF-INSURED EXPENSE	0.00	0.00		0.00
403-1400-546.46-10	R & E BUILDINGS & OTHER	35,000.00	73,121.12		208.92
403-1400-546.46-20	REPAIRS & MAINT - VEHICLE	15,000.00	16,939.20		112.93
403-1400-547.47-00	PRINTING-NEWSLETTER	0.00	0.00		0.00
403-1400-549.49-95	WRITE OFF - BAD DEBTS	0.00	0.00		0.00
403-1400-549.49-97	WRITE OFF - OTHER	0.00	0.00		0.00
OPERATION & REPAIRS		115,100.00	150,344.81		130.62
SUPPLIES & FUEL					
403-1400-551.51-00	OFFICE SUPPLIES	1,000.00	298.53		29.85
403-1400-552.52-00	OPERATING SUPPLIES	15,000.00	17,303.92		115.36
403-1400-552.52-05	DATA PROCESSING OPERATING	0.00	0.00		0.00
403-1400-552.52-20	FUELS AND LUBRICANTS	21,000.00	9,894.34		47.12
403-1400-552.52-21	CHEMICALS	1,000.00	29.74		2.97
403-1400-552.52-30	UNIFORMS & PERSONAL EQUIP	2,900.00	3,202.07		110.42
403-1400-552.52-80	METERS & METER SUPPLIES	0.00	373.60		100.00
403-1400-552.52-98	OVER/SHORT INVENTORY	0.00	0.00		0.00
403-1400-552.52-99	INCR IN AR RESERVE FOR NON- CO	0.00	(258.15)		100.00
403-1400-554.54-00	MEMBERSHIPS, ADS & SUBSCR	2,000.00	1,969.41		98.47
403-1400-554.54-10	EMPLOYEE TRAINING	3,200.00	1,434.32		44.82
SUPPLIES & FUEL		46,100.00	34,247.78		74.29
DEPRECIATION					
403-1400-559.59-00	DEPRECIATION	0.00	0.00		0.00
DEPRECIATION		0.00	0.00		0.00
CAPITAL EXPENDITURES					
403-1400-563.63-10	IMPROV OTHER THAN BLDGS	0.00	0.00		0.00
403-1400-564.64-00	MACHINERY AND EQUIPMENT	0.00	9,372.50		100.00
403-1400-569.69-00	OFFSET-CAPITAL (PROP FUNDS)	0.00	0.00		0.00
CAPITAL EXPENDITURES		0.00	9,372.50		100.00
TRANSFERS IN / OUT					
403-1400-591.91-10	REIMBURSEMENTS	120,400.00	104,681.61		86.94
403-1400-591.91-20	CONTRIBUTION	0.00	0.00		0.00
403-1400-591.91-30	TO OTHER FUNDS	0.00	0.00		0.00
TRANSFERS IN / OUT		120,400.00	104,681.61		86.94
Net - Dept 1400-SSRU: WATER OPERATIONS		(1,236,206.00)	(1,192,650.30)		
Dept 1600-SSRU: WTR RENEW & EXTEND					
SUPPLIES & FUEL					
403-1600-552.52-00	OPERATING SUPPLIES	0.00	0.00		0.00
403-1600-552.52-80	METERS & METER SUPPLIES	7,000.00	0.00		0.00
403-1600-552.52-98	OVER/SHORT INVENTORY	0.00	0.00		0.00

User: TLambert

PERIOD ENDING 09/30/2016

DB: Gulf Breeze

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE 09/30/2016 NORMAL (ABNORMAL)	% BDGT USED
Fund 403 - SOUTH SANTA ROSA UTILITY				
SUPPLIES & FUEL		7,000.00	0.00	0.00
CAPITAL EXPENDITURES				
403-1600-562.62-00	BUILDINGS	0.00	0.00	0.00
403-1600-563.63-10	IMPROV OTHER THAN BLDGS	150,000.00	4,505.00	3.00
403-1600-564.64-00	MACHINERY AND EQUIPMENT	0.00	20,666.75	100.00
403-1600-564.64-40	METERING SYSTEM	78,000.00	0.00	0.00
403-1600-569.69-00	OFFSET-CAPITAL (PROP FUNDS)	0.00	0.00	0.00
CAPITAL EXPENDITURES		228,000.00	25,171.75	11.04
DEBT SERVICE				
403-1600-571.71-00	DEBT SERVICE - Principal	129,643.00	129,643.45	100.00
403-1600-572.72-00	DEBT SERVICE - Interest	54,700.00	53,133.98	97.14
403-1600-573.73-00	OTHER DEBT SERVICE COSTS	0.00	0.00	0.00
DEBT SERVICE		184,343.00	182,777.43	99.15
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Net - Dept 1600-SSRU: WTR RENEW & EXTEND		(419,343.00)	(207,949.18)	
Dept 1700-COLLECTION - OPERATIONS				
PERSONNEL PAYMENTS				
403-1700-512.12-00	REGULAR SALARIES & WAGES	344,600.00	289,116.20	83.90
403-1700-512.12-50	PART-TIME SALARIES & WGES	0.00	181.27	100.00
403-1700-513.13-00	OTHER SALARIES AND WAGES	0.00	0.00	0.00
403-1700-513.13-50	TEMPORARIES	10,700.00	57,497.83	537.36
403-1700-514.14-00	OVERTIME	16,000.00	26,329.61	164.56
PERSONNEL PAYMENTS		371,300.00	373,124.91	100.49
TAXES & BENEFITS				
403-1700-521.21-00	FICA TAXES	27,600.00	22,896.84	82.96
403-1700-522.22-00	FRS STATE PENSION (DB-ER & DB	4,183.00	4,848.73	115.92
403-1700-522.22-50	FMPTF RETIREMENT (DC-ER 401A)	22,110.00	15,500.83	70.11
403-1700-523.23-00	HEALTH INSURANCE	61,330.00	55,730.88	90.87
403-1700-523.23-20	LIFE INSURANCE	580.00	310.92	53.61
403-1700-523.23-30	DENTAL	2,553.00	3,894.83	152.56
403-1700-523.23-40	VISION	857.00	583.62	68.10
403-1700-524.24-00	WORKERS COMPENSATION	0.00	0.00	0.00
403-1700-525.25-00	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00
403-1700-526.26-00	DISABILITY INSURANCE	500.00	246.12	49.22
TAXES & BENEFITS		119,713.00	104,012.77	86.89
PROF & CONTRACT SERVICES				
403-1700-531.31-10	LEGAL SERVICES	1,000.00	245.83	24.58
403-1700-531.31-40	PROFESSIONAL SERVICES	5,000.00	2,134.99	42.70
403-1700-532.32-00	ACCOUNTING & AUDITING	0.00	0.00	0.00
403-1700-534.34-10	OTHER CONTRACTUAL SERVICE	10,000.00	3,286.29	32.86
PROF & CONTRACT SERVICES		16,000.00	5,667.11	35.42
OPERATION & REPAIRS				
403-1700-540.40-10	TRAVEL & PER DIEM	1,000.00	(71.03)	(7.10)
403-1700-541.41-10	TELEPHONES	5,100.00	7,222.02	141.61
403-1700-541.41-20	POSTAGE	1,000.00	0.00	0.00
403-1700-541.41-30	RADIOS & PAGERS	3,000.00	2,900.00	96.67
403-1700-543.43-10	UTILITIES	58,000.00	60,256.89	103.89
403-1700-544.44-00	RENTALS & LEASES	0.00	0.00	0.00
403-1700-545.45-10	INSURANCE EXPENSE	0.00	0.00	0.00
403-1700-545.45-20	SELF-INSURED EXPENSE	0.00	0.00	0.00
403-1700-546.46-10	R & E BUILDINGS & OTHER	125,000.00	80,969.43	64.78
403-1700-546.46-20	REPAIRS & MAINT - VEHICLE	17,000.00	27,437.03	161.39
403-1700-547.47-00	PRINTING-NEWSLETTER	0.00	0.00	0.00
OPERATION & REPAIRS		210,100.00	178,714.34	85.06
SUPPLIES & FUEL				
403-1700-551.51-00	OFFICE SUPPLIES	1,000.00	501.26	50.13
403-1700-552.52-00	OPERATING SUPPLIES	16,000.00	22,608.93	141.31
403-1700-552.52-05	DATA PROCESSING OPERATING	0.00	0.00	0.00
403-1700-552.52-20	FUELS AND LUBRICANTS	20,000.00	16,042.29	80.21
403-1700-552.52-21	CHEMICALS	0.00	0.00	0.00
403-1700-552.52-30	UNIFORMS & PERSONAL EQUIP	3,500.00	4,886.76	139.62
403-1700-552.52-98	OVER/SHORT INVENTORY	0.00	0.00	0.00
403-1700-552.52-99	INCR IN AR RESERVE FOR NON- CO	0.00	0.00	0.00
403-1700-554.54-00	MEMBERSHIPS, ADS & SUBSCR	1,500.00	313.25	20.88

User: TLambert

DB: Gulf Breeze

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2015-16		% BDGT USED
		AMENDED BUDGET	YTD BALANCE 09/30/2016 NORMAL (ABNORMAL)	
Fund 403 - SOUTH SANTA ROSA UTILITY				
403-1700-554.54-10	EMPLOYEE TRAINING	2,000.00	780.31	39.02
SUPPLIES & FUEL		44,000.00	45,132.80	102.57
DEPRECIATION				
403-1700-559.59-00	DEPRECIATION	0.00	0.00	0.00
DEPRECIATION		0.00	0.00	0.00
CAPITAL EXPENDITURES				
403-1700-564.64-00	MACHINERY AND EQUIPMENT	0.00	0.00	0.00
403-1700-569.69-00	OFFSET-CAPITAL (PROP FUNDS)	0.00	0.00	0.00
CAPITAL EXPENDITURES		0.00	0.00	0.00
TRANSFERS IN / OUT				
403-1700-591.91-10	REIMBURSEMENTS	120,400.00	104,681.72	86.94
TRANSFERS IN / OUT		120,400.00	104,681.72	86.94
Net - Dept 1700-COLLECTION - OPERATIONS		(881,513.00)	(811,333.65)	
Dept 1800-SWR RENEW & EXTEND-COLLTN				
SUPPLIES & FUEL				
403-1800-552.52-98	OVER/SHORT INVENTORY	0.00	0.00	0.00
SUPPLIES & FUEL		0.00	0.00	0.00
CAPITAL EXPENDITURES				
403-1800-563.63-10	IMPROV OTHER THAN BLDGS	200,000.00	0.00	0.00
403-1800-564.64-00	MACHINERY AND EQUIPMENT	60,000.00	30,039.25	50.07
403-1800-569.69-00	OFFSET-CAPITAL (PROP FUNDS)	0.00	0.00	0.00
CAPITAL EXPENDITURES		260,000.00	30,039.25	11.55
DEBT SERVICE				
403-1800-571.71-00	DEBT SERVICE - Principal	662,760.00	662,760.00	100.00
403-1800-572.72-00	DEBT SERVICE - Interest	172,360.00	87,007.83	50.48
403-1800-573.73-00	OTHER DEBT SERVICE COSTS	0.00	0.00	0.00
DEBT SERVICE		835,120.00	749,767.83	89.78
Net - Dept 1800-SWR RENEW & EXTEND-COLLTN		(1,095,120.00)	(779,807.08)	
Dept 2300-SEWER WWTP - OPERATIONS				
PERSONNEL PAYMENTS				
403-2300-512.12-00	REGULAR SALARIES & WAGES	429,000.00	401,607.28	93.61
403-2300-512.12-50	PART-TIME SALARIES & WGES	0.00	0.00	0.00
403-2300-513.13-00	OTHER SALARIES AND WAGES	18,386.00	0.00	0.00
403-2300-513.13-50	TEMPORARIES	11,897.00	17,236.82	144.88
403-2300-514.14-00	OVERTIME	12,000.00	14,836.01	123.63
PERSONNEL PAYMENTS		471,283.00	433,680.11	92.02
TAXES & BENEFITS				
403-2300-521.21-00	FICA TAXES	35,100.00	29,494.28	84.03
403-2300-522.22-00	FRS STATE PENSION (DB-ER & DB	1,670.00	2,122.04	127.07
403-2300-522.22-50	FMPTF RETIREMENT (DC-ER 401A)	26,396.00	21,402.68	81.08
403-2300-523.23-00	HEALTH INSURANCE	80,406.00	91,466.96	113.76
403-2300-523.23-20	LIFE INSURANCE	660.00	453.20	68.67
403-2300-523.23-30	DENTAL	3,828.00	5,172.00	135.11
403-2300-523.23-40	VISION	990.00	754.95	76.26
403-2300-524.24-00	WORKERS COMPENSATION	0.00	(960.00)	100.00
403-2300-526.26-00	DISABILITY INSURANCE	420.00	350.07	83.35
TAXES & BENEFITS		149,470.00	150,256.18	100.53
PROF & CONTRACT SERVICES				
403-2300-531.31-10	LEGAL SERVICES	2,000.00	3,064.83	153.24
403-2300-531.31-40	PROFESSIONAL SERVICES	12,000.00	88,003.33	733.36
403-2300-532.32-00	ACCOUNTING & AUDITING	0.00	0.00	0.00
403-2300-534.34-10	OTHER CONTRACTUAL SERVICE	115,000.00	174,871.35	152.06
PROF & CONTRACT SERVICES		129,000.00	265,939.51	206.15
OPERATION & REPAIRS				

User: TLambert

DB: Gulf Breeze

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE		% BDGT USED
			NORMAL	(ABNORMAL)	
Fund 403 - SOUTH SANTA ROSA UTILITY					
403-2300-540.40-10	TRAVEL & PER DIEM	2,200.00	1,351.08		61.41
403-2300-541.41-10	TELEPHONES	4,500.00	9,585.74		213.02
403-2300-541.41-20	POSTAGE	0.00	0.00		0.00
403-2300-541.41-30	RADIOS & PAGERS	0.00	0.00		0.00
403-2300-543.43-10	UTILITIES	265,000.00	273,783.22		103.31
403-2300-544.44-00	RENTALS & LEASES	0.00	0.00		0.00
403-2300-545.45-10	INSURANCE EXPENSE	0.00	0.00		0.00
403-2300-545.45-20	SELF-INSURED EXPENSE	0.00	0.00		0.00
403-2300-546.46-10	R & E BUILDINGS & OTHER	101,000.00	140,538.43		139.15
403-2300-546.46-20	REPAIRS & MAINT - VEHICLE	4,500.00	6,709.83		149.11
403-2300-546.46-65	R & M - REUSE	40,000.00	23,726.18		59.32
403-2300-546.46-90	R & M - HOA/COMMUNITY SUPPORT	0.00	0.00		0.00
403-2300-547.47-00	PRINTING-NEWSLETTER	0.00	0.00		0.00
OPERATION & REPAIRS		417,200.00	455,694.48		109.23
SUPPLIES & FUEL					
403-2300-551.51-00	OFFICE SUPPLIES	0.00	0.00		0.00
403-2300-552.52-00	OPERATING SUPPLIES	20,700.00	50,475.42		243.84
403-2300-552.52-05	DATA PROCESSING OPERATING	0.00	1,110.00		100.00
403-2300-552.52-20	FUELS AND LUBRICANTS	4,500.00	7,440.76		165.35
403-2300-552.52-21	CHEMICALS	185,000.00	144,787.99		78.26
403-2300-552.52-30	UNIFORMS & PERSONAL EQUIP	2,900.00	2,739.57		94.47
403-2300-552.52-98	OVER/SHORT INVENTORY	0.00	0.00		0.00
403-2300-552.52-99	INCR IN AR RESERVE FOR NON- CO	0.00	0.00		0.00
403-2300-554.54-00	MEMBERSHIPS, ADS & SUBSCR	2,500.00	638.74		25.55
403-2300-554.54-10	EMPLOYEE TRAINING	2,500.00	334.50		13.38
SUPPLIES & FUEL		218,100.00	207,526.98		95.15
DEPRECIATION					
403-2300-559.59-00	DEPRECIATION	0.00	0.00		0.00
DEPRECIATION		0.00	0.00		0.00
CAPITAL EXPENDITURES					
403-2300-564.64-00	MACHINERY AND EQUIPMENT	0.00	19,455.28		100.00
403-2300-565.65-00	CONST IN PROGRESS	0.00	0.00		0.00
403-2300-569.69-00	OFFSET-CAPITAL (PROP FUNDS)	0.00	0.00		0.00
CAPITAL EXPENDITURES		0.00	19,455.28		100.00
TRANSFERS IN / OUT					
403-2300-591.91-10	REIMBURSEMENTS	120,400.00	119,681.61		99.40
403-2300-591.91-20	CONTRIBUTION	0.00	0.00		0.00
TRANSFERS IN / OUT		120,400.00	119,681.61		99.40
Net - Dept 2300-SEWER WWTP - OPERATIONS		(1,505,453.00)	(1,652,234.15)		
Dept 2400-SWR RENEW & EXTND - WWTP					
SUPPLIES & FUEL					
403-2400-552.52-98	OVER/SHORT INVENTORY	0.00	0.00		0.00
SUPPLIES & FUEL		0.00	0.00		0.00
CAPITAL EXPENDITURES					
403-2400-563.63-10	IMPROV OTHER THAN BLDGS	212,000.00	421,797.00		198.96
403-2400-564.64-00	MACHINERY AND EQUIPMENT	18,000.00	0.00		0.00
403-2400-569.69-00	OFFSET-CAPITAL (PROP FUNDS)	0.00	0.00		0.00
CAPITAL EXPENDITURES		230,000.00	421,797.00		183.39
DEBT SERVICE					
403-2400-571.71-00	DEBT SERVICE - Principal	246,768.00	227,703.78		92.27
403-2400-572.72-00	DEBT SERVICE - Interest	135,200.00	150,302.73		111.17
403-2400-573.73-00	OTHER DEBT SERVICE COSTS	0.00	57,558.34		100.00
DEBT SERVICE		381,968.00	435,564.85		114.03
TAP FEES RESERVED					
403-2400-595.95-05	TAP/IMPACT RESERVE Xfer	0.00	1,106,082.58		100.00
TAP FEES RESERVED		0.00	1,106,082.58		100.00
Net - Dept 2400-SWR RENEW & EXTND - WWTP		(611,968.00)	(1,963,444.43)		

User: TLambert

DB: Gulf Breeze

PERIOD ENDING 09/30/2016

GL NUMBER	DESCRIPTION	2015-16 AMENDED BUDGET	YTD BALANCE		% BDGT USED
			09/30/2016 NORMAL (ABNORMAL)		
Fund 403 - SOUTH SANTA ROSA UTILITY					
Fund 403 - SOUTH SANTA ROSA UTILITY:					
TOTAL REVENUES		5,904,922.00	7,476,101.87		126.61
TOTAL EXPENDITURES		5,749,603.00	6,607,418.79		114.92
NET OF REVENUES & EXPENDITURES		155,319.00	868,683.08		559.29



# City of Gulf Breeze

**TO:** Edwin A. Eddy, City Manager  
**FROM:** Vernon L. Prather, Operations Consultant *V.P.*  
**RE:** SSRUS Operations Report  
**DATE:** October 5, 2016

Utility operations were normal in August and September 2016, with normal water and sewer repairs. 2016 has recorded 53.65" since January. Supplemental wells were activated to keep the system balanced. The inmate squad has been working to remove brush and excess vegetation from drainage areas along the West Course.

The rehabilitation for the north treatment basin has been completed and was returned to service at the end of August. Final Project cost: \$425,000.

Work has been completed on replacing the support deck of the Reuse Pump Station. The change out required a two (2) day shut down on the reclaim system, and our electrician updated the pump controls and the reclaim system now experiences fewer fluctuations in pressure.

The Andritz Centrifuge, which is used to dewater excess bio-solids at the WWTP received the required 12,000 hour maintenance services.

In August, the Board approved a Fire Hydrant upgrade project in the Whisper Bay area consisting of installing 5 additional hydrants and replacement of 3 older dual port style hydrants. This work has been completed.

The WWTP flow was 1.591 mgd, for August and 1.558 mgd for Sept.2016. The Golf Course flow for August was .816 mgd and .958 mgd for Sept. Overall the reclaim system has remained balanced.

Since utility operations are influenced by rain fall, staff is providing 9 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 = 80.14"	13.01"
2016 = 53.65"	20.83"

SSRUS increased/decreased the customer base as follows:

**Billed water customers:** (pre-Ivan 4383)  
(- .55 % since Ivan)

**Billed sewer customers:** (pre-Ivan 5402)  
(+18.9 % since Ivan)

<b>Aug 16</b>	<b>4,373</b>	<b>Aug 15</b>	<b>4,324</b>	<b>1.1%</b>	<b>Aug 16</b>	<b>6,411</b>	<b>Aug 15</b>	<b>6,294</b>	<b>1.9%</b>
<b>Sept 16</b>	<b>4,359</b>	<b>Sept 15</b>	<b>4,324</b>	<b>.8%</b>	<b>Sept 16</b>	<b>6,424</b>	<b>Sept 15</b>	<b>6,303</b>	<b>1.9%</b>

**Water revenue:**

<b>Aug 16</b>	<b>\$156,178 / 4,373 = \$35.71 /customer</b>	<b>Aug15</b>	<b>\$155,038 /4,324 = \$35.86 /customer</b>
<b>Sept 16</b>	<b>\$145,518 / 4,359 = \$33.38 /customer</b>	<b>Sept 15</b>	<b>\$144,620 /4,324 = \$33.44 /customer</b>

**Sewer revenue:**

<b>Aug 16</b>	<b>\$296,422 / 6,411 = \$46.24 /customer</b>	<b>Aug 15</b>	<b>\$280,008 / 6,294 = \$44.49 /customer</b>
<b>Sept 16</b>	<b>\$284,853 / 6,424 = \$44.34 /customer</b>	<b>Sept 15</b>	<b>\$276,379 / 6,303 = \$43.85 /customer</b>

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

- a) WWTP Data for August 2016
- b) Water & Sewer Revenue Tables F/Y 2016, 2015, 2014, 2013, 2012, 2011, 2010
- c) Water & Sewer Impact Fee Tables F/Y 2016, 2015, 2014, 2013, 2012, 2011, 2010
- d) Construction Coordinator Report

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SSRUS WWTP DATA  
August 2016

DATE	WWTP FLOW (MGD)	SUPPL 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	1.537	var.	var.	var.	var.	var.	var.	var.	6.8	0.04	0.00
2	1.572	var.	var.	var.	var.	var.	var.	var.	6.8	0.00	0.00
3	1.495	var.	var.	var.	var.	var.	var.	var.	6.6	0.05	0.01
4	1.559	var.	var.	var.	var.	var.	var.	var.	7.0	0.00	0.00
5	1.548	var.	var.	var.	var.	var.	var.	var.	7.4	0.00	0.00
6	1.622	var.	var.	var.	var.	var.	var.	var.	7.4	0.65	0.08
7	1.530	var.	var.	var.	var.	var.	var.	var.	7.2	0.25	0.03
8	1.524	var.	var.	var.	var.	var.	var.	var.	6.7	0.06	0.01
9	1.493	var.	var.	var.	var.	var.	var.	var.	5.5	0.00	0.00
10	1.498	var.	var.	var.	var.	var.	var.	var.	5.3	0.04	0.00
11	1.513	var.	var.	var.	var.	var.	var.	var.	6.2	0.34	0.04
12	1.297	var.	var.	var.	var.	var.	var.	var.	7.7	0.00	0.00
13	1.730	var.	var.	var.	var.	var.	var.	var.	7.5	0.00	0.00
14	1.491	var.	var.	var.	var.	var.	var.	var.	7.8	0.00	0.00
15	1.426	var.	var.	var.	var.	var.	var.	var.	7.9	0.45	0.06
16	1.425	var.	var.	var.	var.	var.	var.	var.	7.7	0.05	0.01
17	1.373	var.	var.	var.	var.	var.	var.	var.	7.8	0.10	0.01
18	1.505	var.	var.	var.	var.	var.	var.	var.	8.0	0.70	0.09
19	1.630	var.	var.	var.	var.	var.	var.	var.	8.0	0.21	0.03
20	2.284	var.	var.	var.	var.	var.	var.	var.	7.8	3.50	0.43
21	1.730	var.	var.	var.	var.	var.	var.	var.	7.4	1.03	0.13
22	1.729	var.	var.	var.	var.	var.	var.	var.	7.3	0.00	0.00
23	1.618	var.	var.	var.	var.	var.	var.	var.	7.0	0.00	0.00
24	1.609	var.	var.	var.	var.	var.	var.	var.	7.0	0.00	0.00
25	1.630	var.	var.	var.	var.	var.	var.	var.	7.0	0.00	0.00
26	1.650	var.	var.	var.	var.	var.	var.	var.	6.6	0.00	0.00
27	1.516	var.	var.	var.	var.	var.	var.	var.	6.1	0.00	0.00
28	1.786	var.	var.	var.	var.	var.	var.	var.	5.8	0.00	0.00
29	1.705	var.	var.	var.	var.	var.	var.	var.	5.6	2.10	0.26
30	1.705	var.	var.	var.	var.	var.	var.	var.	5.6	0.08	0.01
31	1.579	var.	var.	var.	var.	var.	var.	var.	5.5	0.60	0.07
Max Day	49.309	5.935	25.297	0.087	25.210	0.000	0.000	19.904	5.400	10.250	1.26
AVG	2.284	0.191	0.816	0.003	0.813	0.000	0.000	0.642	6.65	0.331	0.041
Golf Course Average Irrigation			0.816								
*Includes East Course Well											

WWTP FLOW + RAIN FLOW + suppl flow - IRRIG - ERS - REUSE - LAKE GAIN = PERC  
 Avg 1.591 0.041 0.191 -0.816 0.000 -0.642 0.062 = 0.426 MGD  
 ( = TOTAL FLOW )  
 ( 1.823 )

Lake Level (8/31) - Lake Level (7/31) = Lake Gain  
 5.5 6.8 -1.3 ft.  
 66.0 81.6 -15.6 in.

Formula	
WWTP FLOW	1.591
RAIN FLOW	0.041
suppl flow	0.191
- IRRIG	0.816
- ERS	0.000
0 - REUSE	0.642
- LAKE GAIN	-0.062
PERC:	0.426

ADDITIONAL COMMENTS:

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

-15.600 in.  
 -1.914 mg.  
 -0.062 mgd

SSRUS	FY 2016	REVENUE		Water		Sewer		Total Dollars YTD	Budget Req-mnts YTD	Over/Short YTD
	Water Dollars	Water Consump (1000 gal)	Water Customers	Sewer Dollars	Sewer Consump (1000 gal)	Sewer Customers	Total Dollars YTD	Budget Req-mnts YTD	Over/Short YTD	
Oct-15	\$156,278	25,725	4,334	\$292,505	36,508	6,336	\$448,782	\$409,583	\$39,199	
Nov-15	\$142,128	22,003	4,334	\$268,594	31,585	6,324	\$859,503	\$819,167	\$40,336	
Dec-15	\$134,178	19,676	4,335	\$267,371	31,308	6,319	\$1,261,052	\$1,228,750	\$32,302	
Jan-16	\$147,369	23,540	4,313	\$267,047	30,861	6,309	\$1,675,468	\$1,638,333	\$37,135	
Feb-16	\$134,139	19,792	4,303	\$266,640	31,250	6,308	\$2,076,247	\$2,047,917	\$28,330	
Mar-16	\$130,547	18,744	4,316	\$252,719	28,111	6,377	\$2,459,513	\$2,457,500	\$2,013	
Apr-16	\$147,857	22,556	4,335	\$273,152	32,382	6,406	\$2,880,522	\$2,867,083	\$13,439	
May-16	\$136,758	20,451	4,366	\$271,602	32,522	6,396	\$3,288,882	\$3,276,667	\$12,215	
Jun-16	\$152,639	24,715	4,352	\$288,327	36,267	6,389	\$3,729,848	\$3,686,250	\$43,598	
Jul-16	\$152,157	24,875	4,364	\$283,443	35,010	6,415	\$4,165,448	\$4,095,833	\$69,615	
Aug-16	\$156,178	25,942	4,373	\$296,422	38,031	6,411	\$4,618,048	\$4,505,417	\$112,632	
Sep-16	\$145,518	22,954	4,359	\$284,853	35,469	6,424	\$5,048,420	\$4,915,000	\$133,420	
TOTALS	\$1,735,746			\$3,312,674						
AVG.	\$144,645	22,581	4,340	\$276,056	33,275	6,368				

Water monthly requirement \$151,250  
Sewer monthly requirement: \$258,333

\$409,583

SSRUS	FY 2015	REVENUE						Total Dollars YTD	Budget Req-ments YTD	Over/Short YTD
		Water Dollars	Water Consump (1000 gal)	Water Customers	Sewer Dollars	Sewer Consump (1000 gal)	Sewer Customers			
Oct-14	\$133,741				\$260,061		\$393,802	\$387,500	\$6,302	
Nov-14	\$139,771				\$283,272		\$816,845	\$775,000	\$41,845	
Dec-14	\$127,262				\$250,697		\$1,194,803	\$1,162,500	\$32,303	
Jan-15	\$124,079				\$249,380		\$1,568,263	\$1,550,000	\$18,263	
Feb-15	\$119,512	18,807	4,278	4,300	\$244,301	28,910	\$1,932,075	\$1,937,500	-\$5,425	
Mar-15	\$120,859	19,305	4,300	4,275	\$236,129	27,096	\$2,289,063	\$2,325,000	-\$35,937	
Apr-15	\$123,739	20,283	4,275	4,318	\$259,600	32,775	\$2,672,402	\$2,712,500	-\$40,098	
May-15	\$138,568	24,914	4,318	4,343	\$270,120	34,639	\$3,081,089	\$3,100,000	-\$18,911	
Jun-15	\$142,294	24,481	4,343	4,314	\$275,015	36,398	\$3,498,398	\$3,487,500	\$10,898	
Jul-15	\$144,849	25,350	4,314	4,324	\$278,060	36,693	\$3,921,306	\$3,875,000	\$46,306	
Aug-15	\$157,111	27,711	4,324	4,324	\$281,905	37,225	\$4,360,323	\$4,262,500	\$97,823	
Sep-15	\$143,336	23,541	4,324	4,324	\$270,620	34,710	\$4,774,279	\$4,650,000	\$124,279	
<b>TOTALS</b>	<b>\$1,615,119</b>				<b>\$3,159,159</b>					
<b>AVG.</b>	<b>\$134,593</b>	<b>23,049</b>	<b>4,310</b>	<b>\$263,263</b>	<b>33,556</b>	<b>6,279</b>				

Water monthly requirement  
Sewer monthly requirement:

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

SSRUS	FY 2014	REVENUE						Total Dollars YTD	Budget Req-mnts YTD	Over/Short YTD
	Water Dollars	Water Consump (1000 gal)	Water Customers	Sewer Dollars	Sewer Consump (1000 gal)	Sewer Customers	Misc. Charges			
Oct-13	\$132,102			\$240,080				\$372,182	\$339,923	\$32,259
Nov-13	\$188,628			\$388,076				\$946,886	\$679,846	\$267,040
Dec-13	\$120,209			\$221,839				\$1,288,934	\$1,019,769	\$269,165
Jan-14	\$123,952			\$237,097				\$1,649,983	\$1,359,692	\$290,291
Feb-14	\$142,433			\$264,805				\$2,057,221	\$1,699,615	\$357,606
Mar-14	\$116,865			\$216,869				\$2,390,955	\$2,039,538	\$351,417
Apr-14	\$122,567			\$239,974				\$2,753,497	\$2,379,461	\$374,036
May-14	\$134,869			\$254,665				\$3,143,031	\$2,719,384	\$423,647
Jun-14	\$134,159			\$257,207				\$3,534,397	\$3,059,307	\$475,090
Jul-14	\$137,338			\$277,937				\$3,949,672	\$3,399,230	\$550,442
Aug-14	\$131,555			\$253,078				\$4,334,304	\$3,739,153	\$595,151
Sep-14	\$144,649			\$294,000				\$4,772,954	\$4,079,076	\$693,878
<b>TOTALS</b>	<b>\$1,629,326</b>			<b>\$3,143,627</b>			<b>\$0</b>			
<b>AVG.</b>	<b>\$135,777</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>\$261,969</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>			

Water monthly requirement  
Sewer monthly requirement:

\$120,702  
\$219,221  
\$339,923

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SSRUS	FY 2010	REVENUE		Water Customers	Sewer Dollars	Sewer Consump (1000 gal)	Sewer Customers	Misc. Charges	Total		Budget		Over/Short YTD
		Water Dollars	Water Consump (1000 gal)						Dollars YTD	Req-mnts 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

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SSRUS MONTHLY IMPACT FEES - 2016

MONTH	WATER	SEWER	YTD WATER	YTD SEWER	YTD TOTAL	BUDGETED	OVER/UNDER
October-15	\$4,500	\$31,975	\$4,500	\$31,975	\$36,475	\$0	\$36,475
November-15	\$4,500	\$33,800	\$9,000	\$65,775	\$74,775	\$0	\$74,775
December-15	\$2,250	\$28,600	\$11,250	\$94,375	\$105,625	\$0	\$105,625
January-16	\$0	\$522,150	\$11,250	\$616,525	\$627,775	\$0	\$627,775
February-16	\$9,000	\$36,400	\$20,250	\$652,925	\$673,175	\$0	\$673,175
March-16	\$10,800	\$75,776	\$31,050	\$728,701	\$759,751	\$0	\$759,751
April-16	\$4,500	\$55,832	\$35,550	\$784,533	\$820,083	\$0	\$820,083
May-16	\$4,500	\$78,000	\$40,050	\$862,533	\$902,583	\$0	\$902,583
June-16	\$4,500	\$62,400	\$44,550	\$924,933	\$969,483	\$0	\$969,483
July-16	\$2,750	\$72,800	\$47,300	\$997,733	\$1,045,033	\$0	\$1,045,033
August-16	\$13,500	\$47,550	\$60,800	\$1,045,283	\$1,106,083	\$0	\$1,106,083
September-16	\$0	\$29,900	\$60,800	\$1,075,183	\$1,135,983	\$0	\$1,135,983
Avg.	\$60,800	\$1,075,183					

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

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	\$2,260	\$14,300	\$2,275	\$17,675	\$19,950	\$0	\$19,950
December-14	\$3,560	\$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	\$2,250	\$18,600	\$24,945	\$401,202	\$426,147	\$0	\$426,147
September-15	\$4,325	\$33,800	\$29,270	\$435,002	\$464,272	\$0	\$464,272
Avg.							

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

SSRUS MONTHLY IMPACT FEES - 2014

MONTH	WATER	SEWER	YTD WATER	YTD SEWER	YTD TOTAL	BUDGETED	OVER/UNDER
October-13	\$5,875	\$60,560	\$5,875	\$60,560	\$66,425	\$0	\$66,425
November-13	\$12,760	\$17,160	\$18,625	\$77,700	\$96,325	\$0	\$96,325
December-13	\$4,500	\$46,600	\$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	\$46,500	\$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	\$56,960	\$274,875	\$331,825	\$0	\$331,825
June-14	\$1,550	\$16,421	\$68,500	\$291,296	\$349,796	\$0	\$349,796
July-14	\$7,925	\$28,600	\$68,425	\$319,996	\$386,321	\$0	\$386,321
August-14	\$20,260	\$62,000	\$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: \$0 Monthly \$0  
 Sewer tap annual requirement: \$0 Monthly \$0  
 Combined annual requirement: \$0 Monthly \$0

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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	\$62,200	\$18,575	\$206,850	\$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	\$262,625	\$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	\$296,675	\$327,387	\$0	\$327,387
Avg.							

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

C3

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	\$66,098	\$81,723	\$0	\$81,723
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: \$0  
 Sewer tap annual requirement: \$0  
 Combined annual requirement: \$0

Monthly Monthly  
 Monthly Monthly  
 Monthly Monthly

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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		\$46,247	\$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	\$19,686	\$289,873	\$309,560	\$0	\$309,560
Avg.							

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

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

## MEMORANDUM:

**TO: Thomas Lambert, Assistant Director of Public Services**

**FROM: Jon Kanzigg, Construction Coordinator**

**DATE: October 5, 2016**

**RE: Construction Report**

Projects under review:

Publix Water-0 Sewer-10 Reuse - varies  
**Impact fees have been paid to the Fire District, however we have not collected Utility fees as of this report.**

Heathers Place Water – 0 Planned Sewer – 500 Reuse – under discussion  
Phase 1 is 60 units. This will be a multi-phase S.F.R. subdivision located north of highway 98 and East of Bergren Road. We have been working with several Owners and Engineers over the past four years. **I have submitted my review comments. Revised Plans are due this week.**

The following projects are currently under construction.

1. Pelican Bay.  
Gravity sewer has passed inspection. Force main pressure tested good 1-25-16. **The lift station startup was not successful and the pump trim is being revised by the Developer's Engineer.**
2. The Waters  
This first phase will be 107 lots. Located on Soundside Drive. Subdivision will be built as a low pressure system. Force main connection will be on Nantahala Beach Road just north of the Mandavilla subdivision. **Phase 1 - A will be certified as the first 17 lots. Should be complete within one months. Work is ongoing and the connection tap is now complete on Nantahala Beach Road.**
3. Emerald Coast center for Neurological Disorders  
3-units of sewer with a private lift station. **This project is back under construction. Should be complete by next report.**
4. Martinique Water – 0 Sewer – 28 Reuse - 0  
Located on Saroco Road just east of Nantahala on the North side of highway 98. This will served by a low pressure collection system with no central lift station. **Developer has requested withdrawal of this project.**

5. Little Duck Circle Water- 0 Sewer- 45 Reclaimed- 0

This is a County MSBU project. Property is along the southern portion of Central Parkway. Force main will connect to the stub out in front of the NAPA auto parts store on Highway 98.

Below is a list of some of the projects we are working on with different Builders and or Developers.

1. Auburn Parkway water system. This will be a water only extension on the now dirt portion of Auburn and will serve 12-15 lots.
2. The Waters (Phase 2). This will be an extension to the Waters Phase 1-A. It will be 16 lots.
3. David Boyd, Builder who owns property on both sides of Pine Breeze Lane. Located north of Bay Street just west of Oriole Beach Road.
4. Bay Winds Chateau Builder owns several commercial properties on Bay Street. There will be 12 Townhomes located on the first parcel to be developed.
5. Bohon Warehouse, located in the Cowen Industrial Park. He will be building three more units just like the three he built years ago.
6. East Bay Property. Just starting work on an 18 acre parcel for sewer development.
7. The Zoo, will be providing plans for the master service plans for sewer. They will be constructing a small concession stand along the east property line in the near future. The plan is to tie in all building that are now on septic once we complete a review of the entire property.
8. The Sanctuary on Soundside Drive. This is the John Frew project. Plans have not been provided for review as of this report.
9. Chris Wallace Project, this is a commercial sewer only building located at 3013 Westfield Road.

Projects completed since last report.

**Tiger Point Medical Office Building**

**Although building construction is only about 50% complete, all utility connections are. Two inch potable water, two inch reclaimed water and the two inch force main connection for their private lift station.**



# City of Gulf Breeze

**TO:** Edwin A. Eddy, City Manager  
**FROM:** Thomas E. Lambert, Assistant Director, Public Works  
**DATE:** October 5, 2016  
**RE:** Engineering Report

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

Description	Cost	Status
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**GENERAL**

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. The defective meter issue is still pending, as well as enforcing the payment of debt service for performance failure.
Surplus Effluent Property Study		Draft report for this agenda
Soundside FM	\$210,000.00	SSRUS to pay for force main to serve development on Soundside and Oak Drive. Developer in process of obtaining preliminary plat approval.
Vehicles	\$34,000.00	Complete
Backhoe	\$40,000.00	Complete
GPR	\$20,000.00	Complete

**WATER SYSTEM**

Valve/Hydrant Replacement	\$50,000.00	Project complete as of 9/30
Main Improvement	\$100,000.00	

**SEWER COLLECTION SYSTEM**

Inflow/Infiltration Repairs	\$100,000.00	
Lift Station Rehab	\$50,000.00	
Infiltration/ Main Replacement	\$100,000.00	

**WASTEWATER TREATMENT**

FEMA Bunker Project	\$450,000.00	Under review by State
West Course Irrigation	\$400,000.00	Bids for approval on this agenda
Tiger Point WWTF Expansion		Revised conditional use approved
Aerobic Digester Enhancements	\$80,000.00	Engineering complete
Rehab North Plant:	\$393,000.00	Complete July 2016
WWTF Equipment	\$50,000.00	<b>Partial Complete</b> :-Replace sludge pump, <b>SUB polymer system, thickener chain</b> , pH Monitor and probe, <b>mixer</b> . Purchase portable flow meter, pump station VFD

**RECLAIMED IRRIGATION SYSTEM**

Automation project at ERS fields	\$30,000.00	Project on hold pending reclaimed property analysis and Tiger Point conditional use.
Reclaimed Pressure Study		Still monitoring progress, We continue to make modifications to the system to improve performance.
Reclaimed Tank Grant -NFWFMD	\$1,128,906.00	Notice to proceed issued 10/6.

FY 2014 Budgeted Capital

FY 2015 Budgeted Capital

FY 2016 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:** October 6, 2016  
**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	<b>\$138,380</b>	<b>\$246,440</b>

**Current Fund Status**

Revenue Billed	\$108,550	\$173,088
Designated for Loan	(\$54,275)	(\$86,544)
Expenditures	\$0	\$0
Committed Funds	\$0	\$0
Remainder / (Deficit)	<b>\$54,275</b>	<b>\$86,544</b>

STATUS = Projected, Committed or Complete

Description	Cost	Status	Notes
<b>CITY PROJECTS</b>	<b>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</b>	<b>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>	

# Memo

**To:** Edwin Eddy  
**From:** Ed Gray III, Steve Milford  
**Date:** September 15, 2016  
**Re:** SSRU 2004 Bond refinancing RFP

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Six financing sources responded by the September 14, 2016 2pm deadline for RFP submittals. Rates ranged from a high of 1.96% to a low of 1.339% to refinance the last 4 years of the \$2.65 million bond series. All responses were reviewed by the Director of Gulf Breeze Financial Services as well as the Director of Finance and Accounting.

US Bancorp (US Bank) quoted the lowest rates at 1.339% fixed rate for principal payments identical to those currently scheduled with existing bonds and 1.372% if the repayment of principal is level at \$662,500 per year. A unique limitation in their proposal is a proposed 3% prepayment penalty after a 13 month non-callable period, however the relatively short duration of this refinancing should not cause this to be a major impediment. Otherwise, their proposal terms and conditions generally were considered equivalent to or better than the provisions offered by other respondents.

If the City is successful in negotiating a refinancing at the rates proposed by US Bancorp, SSRU could save \$166,248 in interest expenses through 2020. Offsetting such savings will be the City's cost of legal review and note creation, which we would anticipate to be in the \$5,000-\$10,000 range.

**Recommendation:**

That the City Council instruct staff to pursue refinancing negotiations with US Bancorp subject to final legal and Council approval.

**Summary RFP Responses:**

Lending Institution	Alternative A	Alternative B
B B & T	1.44%	1.44%
BBVA Compass	1.96%	1.98%
Hancock	1.50%	1.55%
Regions	1.81%	1.81%
Suntrust	1.78%	1.78%
US Bank	1.339%	1.372%



# City of Gulf Breeze

OFFICE OF THE CITY MANAGER

## MEMORANDUM

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: October 7, 2016

Subject: Water and Sewer Rate Increases – City and South Santa Rosa Utility System

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During budget discussions in August, the City Council reviewed budgets for both the City's water and sewer operations and South Santa Rosa Utilities. A rate increase was discussed. The Council recognized that both budgets included factors which increase operating costs for fiscal year 2017 and in the future.

Examples of factors contributing to the need to increase utility rates include:

- utility budgets include 4% for a potential increases in pay for staff members assigned to utilities
- the cost of the health insurance premiums increased by 11% for FY17
- consistent with the regional consumer price index, the cost of goods and services for operation of the utilities has increased by 2.1% from July, 2015 to July, 2016

The Council decided it makes better sense for the customer to realize regular increases tied to the regional price index rather than larger, more infrequent rate increases.

The proposed rate increase to be considered by the City Council is a 2% increase for City water and sewer rates as well as SSRUS rates plus an added 3% for SSRUS rates. Attached please find spread sheets which illustrate the proposed rate increases.

Notice of a Public Hearing relative to a proposed rate increase has been provided to City and SSRUS customers for October 17<sup>th</sup>. Draft Resolutions are attached hereto for consideration at the Executive Session.

**RECOMMENDATION: THAT THE CITY COUNCIL HOLD A PUBLIC HEARING ON MONDAY, OCTOBER 17<sup>TH</sup> AND ADOPT RESOLUTIONS INCREASING WATER AND SEWER RATES FOR CITY AND SOUTH SANTA ROSA UTILITY CUSTOMERS.**

**FUND 401 - CITY WATER & SEWER PROPOSED RATE INCREASE F/Y 2017**

	Current	Revenue	F/Y 17	% Increase	Revenue
<b>VOLUMETRIC RATE</b>					
Water	\$3.36	\$953,941	\$3.43	2.0%	\$973,020
Sewer	\$4.30	\$808,386	\$4.39	2.0%	\$824,554
<b>WATER BASE FEE</b>					
3/4"	\$12.00	\$342,377	\$12.24	2.0%	\$349,225
1"	\$20.91	\$58,098	\$21.33	2.0%	\$59,260
1 1/2"	\$50.85	\$12,448	\$51.87	2.0%	\$12,697
2"	\$81.30	\$37,814	\$82.93	2.0%	\$38,571
3"	\$161.69	\$1,979	\$164.92	2.0%	\$2,019
4"	\$242.09	\$11,853	\$246.93	2.0%	\$12,090
6"	\$475.39	\$5,819	\$484.90	2.0%	\$5,935
<b>SEWER BASE FEE</b>					
3/4"	\$17.00	\$281,116	\$17.34	2.0%	\$286,738
1"	\$29.48	\$48,713	\$30.07	2.0%	\$49,687
1 1/2"	\$66.56	\$12,220	\$67.89	2.0%	\$12,465
2"	\$104.75	\$33,336	\$106.85	2.0%	\$34,002
3"	\$204.63	\$7,514	\$208.72	2.0%	\$7,664
4"	\$302.08	\$7,395	\$308.12	2.0%	\$7,543
6"	\$580.61	\$7,107	\$592.22	2.0%	\$7,249

<b>INCOME GENERATED</b>	\$2,630,116
OTHER INCOME	90,500
<b>EXPENSES</b>	<b>(2,689,271)</b>
NET	31,345
Margin	1.17%
	\$2,682,718
	90,500
	<b>(2,689,271)</b>
	83,947
	3.12%

<sup>1</sup> Includes \$30,000 for Innerarity Island Transfer

**THE EFFECT OF THE PROPOSED RATE INCREASE ON CITY WATER & SEWER CUSTOMER**

Gallons Used	Current	F/Y 17	% Incr
1000	\$36.66	\$37.39	2.00%
3000	\$51.98	\$53.02	2.00%
4000	\$59.64	\$60.83	2.00%
5000	\$67.30	\$68.65	2.00%
6000	\$74.96	\$76.46	2.00%
7000	\$82.62	\$84.27	2.00%
10000	\$105.60	\$107.71	2.00%

**FUND 403 - SSRUS PROPOSED RATE INCREASE FY 2017**

	Current	Revenue
<b>VOLUMETRIC RATE</b>		
Water	\$3.50	\$874,559
Sewer	\$4.60	\$2,257,961
<b>WATER BASE FEE</b>		
3/4"	\$14.47	\$753,771
1"	\$25.22	\$19,974
1 1/2"	\$61.31	\$2,943
2"	\$98.03	\$12,940
3"	\$194.97	\$4,679
4"	\$291.92	\$0
6"	\$573.24	\$0
<b>SEWER BASE FEE</b>		
3/4"	\$18.18	\$1,308,960
1"	\$31.52	\$41,228
1 1/2"	\$71.16	\$27,325
2"	\$112.00	\$37,632
3"	\$218.79	\$18,378
4"	\$322.98	\$11,627
6"	\$620.77	\$7,449

F/Y 17	% Increase	Revenue
2.00%		
\$3.57	2.00%	\$892,050
\$4.69	2.00%	\$2,303,120
\$14.76	2.00%	\$768,847
\$25.72	2.00%	\$20,374
\$62.54	2.00%	\$3,002
\$99.99	2.00%	\$13,199
\$198.87	2.00%	\$4,773
\$297.76	2.00%	\$0
\$584.70	2.00%	\$0
\$18.54	2.00%	\$1,335,139
\$32.15	2.00%	\$42,053
\$72.58	2.00%	\$27,872
\$114.24	2.00%	\$38,385
\$223.17	2.00%	\$18,746
\$329.44	2.00%	\$11,860
\$633.19	2.00%	\$7,598

<b>INCOME GENERATED</b>	\$5,379,428
<b>OTHER INCOME</b>	2,739,760
<b>EXPENSES</b>	(8,066,592)
<b>CITY SURCHARGE REVENUE</b>	
NET	52,596
Margin	0.65%

	\$5,487,016
	920,860
	(6,253,592)
	154,284
	2.47%

**EFFECTIVE SURCHARGE - NOT ACTUAL RATES**

3% Surcharge Effect	% Increase	Revenue	3% Surcharge Effect	% Increase	Revenue
\$3.68	5.06%	\$918,812	\$3.78	8.12%	\$945,573
\$4.83	5.06%	\$2,372,213	\$4.97	8.12%	\$2,441,307
\$15.20	5.06%	\$791,912	\$15.64	8.12%	\$814,977
\$26.50	5.06%	\$20,985	\$27.27	8.12%	\$21,596
\$64.41	5.06%	\$3,092	\$66.29	8.12%	\$3,182
\$102.99	5.06%	\$13,595	\$105.99	8.12%	\$13,991
\$204.84	5.06%	\$4,916	\$210.80	8.12%	\$5,059
\$306.69	5.06%	\$0	\$315.62	8.12%	\$0
\$602.25	5.06%	\$0	\$619.79	8.12%	\$0
\$19.10	5.06%	\$1,375,193	\$19.66	8.12%	\$1,415,248
\$33.11	5.06%	\$43,314	\$34.08	8.12%	\$44,576
\$74.76	5.06%	\$28,708	\$76.94	8.12%	\$29,544
\$117.67	5.06%	\$39,536	\$121.09	8.12%	\$40,688
\$229.86	5.06%	\$19,308	\$236.56	8.12%	\$19,871
\$339.32	5.06%	\$12,216	\$349.21	8.12%	\$12,571
\$652.18	5.06%	\$7,826	\$671.18	8.12%	\$8,054

	\$5,651,627
	920,860
	(6,253,592)
	\$ 164,610
	154,284
	2.47%

**THE EFFECT OF THE PROPOSED RATE INCREASE ON**

Gallons Used	Current
1000	\$40.75
3000	\$56.95
4000	\$65.05
5000	\$73.15
6000	\$81.25
7000	\$89.35
10000	\$113.65

F/Y 17	% Incr
\$41.57	2.00%
\$58.09	2.00%
\$66.35	2.00%
\$74.61	2.00%
\$82.88	2.00%
\$91.14	2.00%
\$115.92	2.00%

**EFFECT OF 3% SURCHARGE**

3% % Incr	3% \$
5.06%	\$42.81
5.06%	\$59.83
5.06%	\$68.34
5.06%	\$76.85
5.06%	\$85.36
5.06%	\$93.87
5.06%	\$119.40

**EFFECT OF 6% SURCHARGE**

3% % Incr	3% \$
8.12%	\$44.06
8.12%	\$61.57
8.12%	\$70.33
8.12%	\$79.09
8.12%	\$87.85
8.12%	\$96.61
8.12%	\$122.88



# City of Gulf Breeze

**TO:** Edwin A. Eddy, City Manager  
**FROM:** Thomas E. Lambert, Assistant Director of Public Services  
**DATE:** October 7, 2016  
**RE:** Holiday Builders Impact Fee Refund Request

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

The builder for the proposed Martinque Place subdivision has requested a refund of the impact fee down payment made to the City. The builder paid a down payment for impact fees on 28 lots to permit the property as part of its due diligence in purchasing the property for development. The builder has decided that completing the development is not feasible and requested a refund.

The City has refunded impact fees before, usually to commercial properties and for small units. Staff recommends that the refund be granted less a 2% processing fee for the refund.

**RECOMMENDATION: SSRUS Board Recommend to City Council that Holiday Builders be refunded the impact fee down payment for 28 lots (\$36,400) less a 2% processing fee (\$728) for a total refund of \$35,762.00.**



Rec'd For Review

RECEIVED SEP 02 2016

A handwritten signature in red ink, appearing to be "J.E.", located to the right of the "RECEIVED" stamp.

Thomas E. Lambert  
Assistant Director of Public Services  
City of Gulf Breeze  
1070 Shoreline Drive  
Gulf Breeze, FL 32561

RE: Martinique Place, Soraco Road, Gulf Breeze, FL

Mr. Lambert

This letter is to serve as notice that Holiday Builders (HB) is requesting a refund of monies paid on July 25, 2016 for the amount of \$36,400 as prepayment for sewer tap fees for Martinique Place.

At the time of payment, HB was under contract, via a Purchase and Sale Agreement, to purchase land located along Saroco Road for development of the Martinique Place project mentioned above. HB intended to develop the property into 28 Single Family lots. Due to economic reasons specific to the Martinique Place project, HB will not be able to move forward with this development and therefore have cancelled the contract to purchase the property.

HB therefore requests a refund of \$36,400 from the City of Gulf Breeze.

Please feel free to contact Joe Everson with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to be "Joe Everson", with a long horizontal line extending to the right.

Joe Everson  
*Land Acquisition Manager*  
Gulf Division  
Holiday Builders, Inc.

enclosures:

1. South Santa Rosa Utilities – Low Pressure Sewer Agreement
2. Developers Agreement for Sewer Impact Fees
3. Receipt for Payment of Sewer Impact Fees

**DEVELOPER'S AGREEMENT FOR PAYMENT OF  
SEWER IMPACT FEES**

I, **Richard Fadil / CFO Holiday Builders**, as Authorized Agent of **Martinique Place**

consisting of **28 lots**, do hereby agree to the following:

Lots	Impact Fee per Lot	Impact Fee Total		Impact Fee Down Payment
28	@ \$5,200 Sewer	\$145,600	X 25% =	\$36,400

Twenty-five percent (25%), or **\$36,400** of the total cost of tap fees shall be paid as down payment at the time of execution of Construction Permits by the City.

An additional twenty-five percent (25%), or **\$36,400**, shall be paid prior to the City's acceptance and signing of the Certification of Completion form required by the Florida Department of Environmental Protection prior to the system(s) being placed into operation.

The remaining impact fee (**\$2,600 per lot**) will be paid for each lot as the builder makes application for service to receive a building permit.

Additionally, I agree to adhere to the latest addition of the SSRUS Design and Construction Standards, including those regarding Owner provided weekly inspection reports. I agree to pay for extra hours and penalties in accordance with the Standards for failure by Owner or his contractor to adhere to these Standards.

*R. Fadil*

\_\_\_\_\_  
Owner or Authorized Agent

Date: 7/20/16

*Ashley Tyler*

\_\_\_\_\_  
City of Gulf Breeze, Authorized Agent

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

CITY OF GULF BREEZE

Receipt: 809525

07/25/16

PO BOX 640  
GULF BREEZE, FL 32562

Cashier: pmitchell  
Received Of: RICHARD FIDEL/CFO HOLIDAY BUILDERS

2293 W EAU GALLE BLVD  
MELBOURNE FL 32935

Description: SEWER TAP FEES/MARTINIQUE PLACE  
SUBDIVISION  
38 LOTS @ \$5200.00 EACH, PAYING 25%  
\$36,400.00

The sum of: 36,400.00

87	SSRI SEWER TAPS/IMPACT F		36,400.00
Total			36,400.00
TENDERED:		CHECK	803193 36,400.00



# City of Gulf Breeze

**TO:** Edwin A. Eddy, City Manager  
**FROM:** Thomas E. Lambert, Assistant Director of Public Services  
**DATE:** October 7, 2016  
**RE:** West Course Irrigation Renovation Bid.

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

Attached is a memo requesting approval of the West Course Irrigation Renovation project. The original irrigation system was installed in 1983 and remained unchanged except for minor repairs. The advertised project included only holes one through nine, ten and eighteen. Discussions with several irrigation specialists revealed that the remaining seven holes would require a large portion of pipe to be replaced as well as complete head replacements. Staff decided to focus on the holes where the piping system was intact, and the majority of the head assemblies could be located and renovated.

Staff expected the project to be \$250,000, but the results are higher than expected, with the low bidder proposing a cost of \$411,050. This cost would provide a system capable of disposing the full capacity that these holes can accommodate and allowing automatic control, versus the mostly manual control currently utilized. The newly renovated system should extend the life of the irrigation system for at least 20 years. The project will also provide an electric control system, which is easier to maintain than the hydraulic control system and allows us to maximize disposal capacity.

Being able to utilize the full capacity of the golf course for effluent disposal will be of importance to the utility in the future. The sale or lease of capacity sites, the expansion of sewer availability and the growth of the area all depend on adequate sewage treatment and disposal capacity.

While this project is not budgeted, staff recommends proceeding with the project funded from reserves. Reserved impact fees can be allocated to this project as it affects existing and future customers' disposal capacity.

**RECOMMENDATION:** SSRUS Board Recommend to the City Council approval of the expenditure of \$411,050 for the West Course Irrigation Renovation project of holes 1-9 and 10&18 awarded to Eagle Golf & Athletics Inc. and the additional expenditure of \$9,625 for projected missing head & swing arm assemblies to be used only as required through the duration of the project.

(850) 934-5100 • (850) 934-5114

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

# CITY OF GULF BREEZE

## Tiger Point Wastewater Treatment Plant

### Interoffice Memorandum

DATE: 10/6/16  
TO: Vernon Prather; Thomas Lambert  
FROM: Jason Randell, WWTF Supervisor  
RE: West Course Irrigation Renovation Bid Results & Recommendations

Requests for proposals were sought for renovating the irrigation system on Tiger Point West golf course, holes 1-9, 10&18. There were two project options in the bid specifications. Option 1 called for replacing all existing underground rotary heads with new electronic rotary heads and installation of a computerized central control system. Option 2 called for replacement of the underground rotary heads at holes 1, 9, 10&18 with new electronic heads and the installation of a computerized central control system for these holes only, and replace holes 2-8 with above ground riser-style impact heads similar to the ERS fields, controlled only by ball valves at the heads.

A separate unit cost for adding service saddles, swing arm assemblies, and heads was included in the RFP. This addresses the additional cost of replacing head assemblies in cases where existing head locations cannot be found in a reasonable manner. When a head location cannot be found in a reasonable amount of time, the contractor would be expected to add a new service saddle, swing arm and head in order to ensure 100% irrigation coverage. There is an estimated 550 head locations for the project, and 55 of those locations may be absent of a swing arm and head assembly.

**The following proposals were received:**

	<u>Option 1</u>	<u>Option 2</u>	<u>Unit cost</u>
1. Eagle Golf & Athletics Inc., Florence AL	\$411,050	\$441,800	\$175
2. ProRain Irrigation Services Inc., Athens AL	\$450,561	\$476,177	\$351
3. GT Irrigation LLC, Lake Worth FL	\$466,000	\$449,000	\$350
4. MRI Water Solutions, Hobie Sound FL	\$505,610	\$510,000	\$850

**Recommendation:** Approve expenditure of \$411,050 for the West Course Irrigation Renovation project of holes 1-9 and 10&18 Option 1 awarded to Eagle Golf & Athletics Inc. Approve additional expenditure of \$9,625 for projected missing head & swing arm assemblies to be used only as required through the duration of the project.

Sincerely,



Jason Randell  
WWTF Supervisor

**BID TABULATION SHEET**

October 04 2016

**Tiger Point Irrigation System Retrofit**

Company	Total Sum	Per Unit Cost	Mark Winning Bidder
<b>GT Irrigation</b>			
Option 1	\$ 466,000.00	\$ 350.00	
Option 2	\$ 449,000.00	\$ 350.00	
<b>Eagle Golf &amp; Athletics</b>			
Option 1	\$ 411,050.00	\$ 175.00	
Option 2	\$ 441,800.00	\$ 175.00	
<b>MRI</b>			
Option 1	\$ 505,610.00	\$ 850.00	
Option 2	\$ 510,000.00	\$ 850.00	
<b>Pro Rain</b>			
Option 1	\$ 450,561.53	\$ 351.25	
Option 2	\$ 476,176.82	\$ 351.25	

# CITY OF GULF BREEZE

## Tiger Point Wastewater Treatment Plant

### Interoffice Memorandum

DATE: 10/05/16  
TO: Vernon Prather; Thomas Lambert  
FROM: Jason Randell, WWTP Supervisor  
RE: Pond 2 Outfall Repair

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The existing outfall structure on Pond 2 has partially collapsed and disconnected from the outfall culvert pipe which has caused the pond to operate at a level lower than is designed. This has resulted in a shortened retention time for the pond which receives storm water runoff from the Tiger Point West golf course. In addition, there is excessive vegetative growth in the pond and on the pond berms. In December 2015, I contacted 3 local contractors in order to get quotes for the repair. The project was put on hold due to other higher priority repair projects that were ongoing at that time.

Recently, a resident walking by the outfall of Pond 2 noticed the drainage structure issue and thinking the pond was leaking reclaimed water to the sound, they contacted FDEP. FDEP followed up on the citizen's report and realized that it was one of our storm water retention ponds and not our reclaim storage pond. While this repair is not considered an emergency corrective action, FDEP asked that we move the project up on our priority list, since the pond receives storm water runoff from the Tiger Point West golf course, and the detention time is shortened due to the current condition of the outfall structure.

The results of the inquiries for quotes from December 2015 are as follows:

Utility Service Company:.....\$15,000  
Warrington Utility & Excavation:.....\$50,200  
Brown Construction:.....declined due to heavy work load

Utility Service Company, located in Gulf Breeze, has agreed to honor their quote from December 2015.

**Recommendation:** SSRUS Board approve the expense for the Pond 2 repair at a cost of \$15,000, funded from budgeted repairs and maintenance.

Sincerely,



Jason Randell  
WWTF Supervisor



8401 Untreiner Ave.  
Pensacola, FL 32534

Telephone: 850-476-2280  
Fax: 850-476-2283  
Email: wuediggers@bellsouth.net

Underground Utility: CUC1224889  
Fire Main: FPC11-000045

**Bid Name: Tiger Point West Outfall**

**12/11/2015**

	Description	Quantity	Unit	Unit Price	Amount
1	Mobilization	1	ea		
2	Dewatering	1	ls		
3	Demo existing outfall structure	1	ea		
4	24" Tie in	1	ea		
5	24" HDPE	12	lf		
6	Protect hydraulic lines (valve control)	1	ls		
7	3" pvc	20	lf		
8	3" tie in	2	ea		
9	Borrowed backfill, compacted	100	cy		
10	Type "E" DBI (0' - 6' depth)	1	ea		
11	6" orifice	1	ea		
12	Seed & mulch	500	sy		
13	Prep pond slopes for rip rap	1	ls		
	<b>Grand Total</b>				<b>\$ 50,200.00</b>

**Please note price does not include the following:**

- \*\* Any payment & performance bond
- \*\* Any removal and/or replacing of unsuitable materials or moisture sensitive
- \*\* Any fee's (i.e. permits, tie-in, impact, layout, etc.)
- \*\* Any alternate w/aluminum sluice gate
- \*\* Any trucking of contaminated water or fee's for pumping in sanitary sewer system
- \*\* Any rip rap
- \*\* Any NPDES permit filing fee & monitoring

**Please note the following:**

- \*\* Anything not specifically stated in this proposal is excluded
- \*\* Price will be held for 30 days
- \*\* We are not responsible for utilities damaged by other companies/contractors (i.e. utilities already approved/installed)
- \*\* If project start or finish is delayed due to circumstances beyond our control, we reserve the right to modify our prices for any labor, equipment or material price increases
- \*\* Price subject to change due to any unforeseen circumstance, any utilities encountered that need altering, and/or any material inflation cost
- \*\* Borrowed backfill will be used from existing dirt on site
- \*\* Dewatering quoted is for one (1) time only



**UTILITY SERVICE CO.**

December 7, 2015

City of Gulf Breeze Florida  
1070 Shoreline Dr.  
Gulf Breeze, FL 32561  
C/O: Jason Randell, Lead Operator

RE: Tiger Point Golf Course Pond Structure Repair

Utility Service Co., Inc. is pleased to provide the following scope and design estimate.

**Scope of Work:**

The existing pond overflow structure located just west of the water treatment facility is damaged and will not allow the pond level to be regulated. The existing structure and small amount of 24" ADS will need to be removed and replaced with a Type "E" ditch bottom inlet with grate. Elevations will be provided by Owner. Pond level will be regulated utilizing an 8" PVC pipe with 90 degree bend. The damaged 24" ADS and short section of 3" PVC irrigation will be replaced. The area will be backfilled, compacted and covered with seed/mulch for erosion control. An alternate for Type "E" inlet with aluminum sluice gate will be provided as well.

**Original Design Estimate:           \$15,000.00**  
**Additive Alternate Estimate:       \$TBD**

*Please see the following page for bid items*

Utility Service Co., Inc. is thoroughly grateful for the opportunity.

Signed,



Daniel Eller, Project Manager/Estimator  
Utility Service Co., Inc.

December 7, 2015

City of Gulf Breeze, Florida  
1070 Shoreline Drive  
Gulf Breeze, FL. 32561  
Attn: Jason Kendell, Lead Operator  
RE: Tiger Point Golf Course Pond Structure Repair

### BID ITEMS

Item #	Description	Unit	Qty
1	MOBILIZATION	LS	1
2	DEWATERING	LS	1
3	EROSION CONTROL	LS	1
4	REMOVE EXISTING STRUCTURE/ PIPE	LS	1
5	TYPE "E" DITCH BOTTOM INLET 0'-6'	EA	1
6	24" ADS N-12 PIPE	LF	10
7	BACKFILL & COMPACT WITH FILL PROVIDED ONSITE	LS	1
8	SEED/MULCH	LS	1

Alt Item #	Description	Unit	Qty
1	ALUMINUM SLUICE GATE	EA	1





# City of Gulf Breeze

**TO:** Edwin A. Eddy, city Manager  
**FROM:** Thomas E. Lambert, Assistant Director of Public Services  
**DATE:** October 4, 2016  
**RE:** Septic Tank Elimination Program

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

The city developed a septic tank elimination program (STEP) within the city to promote connection to the sewage collection and treatment system. The program allows for a variety of methods to fund the infrastructure installation, including resident funded, a loan provided by the city and special assessments. Most of these options existed, but never formally adopted as a policy. The major change is the policy allows the city to provide financing and the resident to recover costs when additional connections are made to the system paid for by the resident.

The city will establish an aid-in-construction fee equal to the total cost divide by one-half the total possible connections. This fee is then given to the resident who paid for the original construction, to a maximum of the original cost without interest or other costs added in. Any fees collected above the original construction cost are retained by the city and sequestered in a fund for future septic tank elimination. This fee can also be used to reduce the loan for a resident, if the city finances the project for them.

The program, while new, formalizes the many ways the city and utility have attempted to make sewer available for those who desire it. The only concern brought forward thus far is the potential for the city to force connection under Florida statutes. The city's position is the statutes also allow the city to waive the mandatory connection when the connection is not a matter of public health and safety.

As the STEP program was not specifically applied to the SSRUS franchise, we ask the Board recommend the formal adoption of the program for its customers also. The policy will have to be modified to limit the special assessment option to the city limits and to allow an MSBU governed by Santa Rosa County for residents outside of the city.

**RECOMMENDATION: SSRUS Board Recommend to City Council that the septic tank elimination program (STEP) be adopted for customers in the SSRUS sewer franchise area.**

## THE CITY OF GULF BREEZE, FL SEPTIC TANK ELIMINATION PROGRAM



### Program Need:

Septic systems, while effective in the proper conditions, do not offer the best environmental solution for domestic waste treatment in many conditions. Poor soils, aging systems, increased use and development density changes can cause existing septic systems to malfunction. Additionally, poorly draining soils, shallow groundwater or flood prone areas can cause septic systems to be unusable during certain times of the year.



### Eligibility:

Any existing residence with a septic system is eligible for this program. Existing platted, vacant residential lots may also be considered. Undeveloped property larger than 1 acre and commercial facilities are not eligible. Priority of available city funding will be according to need and environmental benefit.

### Need for STEP:

Need will be defined as environmental sensitivity given proximity to surface water, age of existing system, soil compatibility, and depth to groundwater. Other determinations of need are the size of lot, presence of trees and vegetation, density and intensity of land use/ zoning district.

### Funding for STEP:

Funding for Gulf Breeze's STEP program is conditioned on funds appropriated, and outside grant sources. A cost match is required. Priority will be given in proportion to matching funds, and the likelihood of additional septic tank abatements in proximity to the new connection line.

### STEP Participation Options:

The City provides several options for funding the elimination of septic tanks.

#### *A. Neighborhood Improvement Special Assessment*

A neighborhood group can petition the city to create a special assessment program where each property is assessed for the cost of improvements to create the sewer collection system. The city will require that 60% of those affected by the assessment agree to project. Connection to the system

for existing residences will be required within one year of completion of the construction.

#### *B. Individual Funding by Payment Plan*

An individual property can (1) apply to the city for financing of the sewer infrastructure required to connect to the sewer system or (2) apply to the city for a payment plan with total costs paid by the property owner and recovered over a specified number of years until paid in full. In both instances, the property owner's amount due is reduced by each additional connection onto the system by properties within 200 feet of the new sewer line with access through public rights of way. The amount of reduction will be specified in the approved payment plan, determined by costs. An agreement for reimbursement to the property owner for additional connections to the system will be developed. In no case will the property owner be entitled to recover more than the original construction costs. Recovery of interest and other fees is also prohibited.



### C. City Funding

The city may provide some or all funds for construction costs of the installation of the sewer system. The city may use existing funds or apply for grants to construct the system. City funding will be prioritized for critical environmental issues and projects with significant private contributions.

#### Procedures for STEP Application:

Interested parties must be the property owner or authorized agent for owner. The application must indicate one of the three above categories for eligibility.

An application form can be obtained at Gulf Breeze City Hall, 1070 Shoreline Drive, Gulf Breeze, FL 32561. Additional questions or to obtain an electronic copy of the application please call 850.934.5110 or email [PublicServices@gulfbreezefl.gov](mailto:PublicServices@gulfbreezefl.gov).

The application will be reviewed by public services staff for completeness and feasibility. A cost estimate will be compiled and project requirements established. These details will be shared with applicant(s) to determine the willingness to continue with the project. Public services will submit a recommendation to the city manager for approval by city council.

Upon approval, public services will contract for the required engineering, permitting and construction. If project costs exceed the estimated costs, the applicant(s) may withdraw from the project and the city council must approve expenditures above the original estimates.

Payment for loans and special assessments will begin upon certification of completion of

construction. Deposits, fees and other direct payments to the city for sewer service are also due at this time.

#### Special Conditions for Payment Plan:

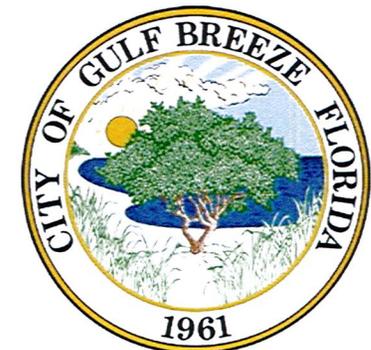
- The individual will be responsible for the entirety of the construction costs, financed by the city for 3-7 years, at an annual interest rate of 4%, with a mortgage established on the property. Longer terms than 7 years for project costs greater than \$25,000 may be approved by Gulf Breeze City Council.
- If the property ownership changes or is transferred, the remainder of the financed cost will be due in full.
- Failure to make timely payments will result in termination of water service.
- The city will establish the number of total connections within 200 feet of the proposed system with access through public rights of way that could be served by the project. An infrastructure fee will be established for each new connection to be made by dividing the costs by one half the number of connections possible. This fee will be credited to the property owner's amount owed, as fees are collected. This credit will be a maximum of the loan amount under option (1) or the total construction amount under option (2), and only applicable during the payment



plan period while the original property owner is in possession of the property. All excess fees collected will be designated for the city's septic tank elimination program fund

#### Special Conditions for Special Assessment:

- 60% of those affected must agree to the initial and final project costs.
- Special assessments may be paid in full at any time, but an annual payment will be required with the property tax assessment.
- Liens for non-payment may also be established.





# *City of Gulf Breeze*

## OFFICE OF THE DEPUTY CITY MANAGER

### Memorandum

**To :** Edwin A. Eddy, City Manager  
**From :** Samantha D. Abell, Deputy City Manager  
**Date :** September 15, 2016  
**Subject:** Consideration of a Gulf Breeze Septic Tank Elimination Program (STEP)

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#### **REQUEST:**

The City of Gulf Breeze Septic Tank Elimination Program (STEP) establishes options for funding the elimination of septic tanks, for the betterment of property conditions and values, and also to improve environmentally-sensitive lands.

#### **BACKGROUND:**

The City of Gulf Breeze STEP is a totally voluntary program, dependent on annual funding and the applicant's eligibility, in order to lessen financial hardships and encourage septic tank abatement. Citizens have expressed interest in a formal program which provides payment options for homeowners utilizing septic tanks and desiring to connect to the city's sewer system.

STEP is an acronym familiar to environmental funding agencies nationwide, with eligibility and participation options customized by the local government. The participating property owner must enter into an agreement with the city, and meet program eligibility requirements.

#### **DISCUSSION:**

The majority of Gulf Breeze citizens are connected to the central sewer system, including all commercial customers. Less than a fifth of households within the city utilize septic tanks for sewage (approximately 500 of 2300 homes), generally located west of Navarre Street, excluding Peake's Point.

Most often, the city considers septic abatement prior to resurfacing a street or when sporadic grant funds are secured. One of the issues that makes septic tank abatement difficult to coordinate is that they do not fail with regularity or consistency. Factors that contribute to septic tank failure include: inadequate drain field size commensurate with flow, soil types, depth of

groundwater, and inadequate maintenance. When a drain field fails, regulations may require a new drain field rather than removal/replacement of the existing field.

When a tank fails, there are two ways to connect the residence to the existing central sewer system: by gravity or by force main. A gravity connection requires appropriate topography and a nearby system that can be accessed such that the wastewater “runs downhill” to the collection system without “force” or power assistance.

A connection via a force main is used when the area topography is not conducive to the economic connection of a residence via gravity to the closest part of the collection system. The Public Services Department makes a determination of the appropriate connection and calculates connection fees. The property owner is responsible for hiring a contractor to install the connection pipe from the home across private property, to the city’s connection. Depending on the size lot, house setback, and the type of connection needed, costs can be considerable. The cost may deter a homeowner from abandoning the tank before it fails, consequently placing an unplanned financial hardship on the owner.

The Gulf Breeze STEP is a voluntary program and allows the property owner to abandon the septic tank and connect to city sewer affordably, prior to problems developing.

**DISCUSSION:**

The Public Services Department compared policies for STEP utilized by participating local governments inside and outside of Florida. The City Manager’s Office has determined that environmental agencies view STEP favorably and grant funds for such programs are most likely when the program exists prior to grant application, with funding allocations and project successes. The City Manager has discussed the proposal with City Council, who authorized the City Manager to proceed with developing a program for consideration.

The Public Services Department developed a city STEP brochure which outlines need, eligibility, participation options and procedures for application, identified below (also attached):

**Program Need:**

Septic systems, while effective in the proper conditions, do not offer the best environmental solution for domestic waste treatment. Poor soils, aging systems, increased use and development density changes can cause existing septic systems to malfunction. Additionally, poorly draining soils, shallow groundwater and/or flood prone areas can cause septic systems to be unusable during certain times of the year.

**Eligibility:**

Any existing residence with a septic system is eligible for this program. Existing platted, vacant residential lots may also be considered. Undeveloped property

larger than 1 acre and commercial facilities are not eligible. Priority of available city funding will be according to need and environmental benefit.

**Need for STEP:**

Need will be defined as environmental sensitivity given proximity to surface water, age of existing system, soil compatibility, and depth to groundwater. Other determinations of need are the size of lot, presence of trees and vegetation, density and intensity of land use/zoning district.

**Funding for STEP:**

Funding for Gulf Breeze's STEP program is conditioned on funds appropriated, and outside grant sources. A cost match is required. Priority will be given in proportion to matching funds, and the likelihood of additional septic tank abatements in proximity to the new connection line.

**STEP Participation Options:**

The City provides several options for funding the elimination of septic tanks.

*A. Neighborhood Improvement Special Assessment*

A neighborhood group can petition the city to create a special assessment where each property is assessed for the cost of improvements to create the sewer collection system. The city will require that 60% of those affected by the assessment agree to project. Connection to the system for existing residences will be required within one year of completion of the construction.

*B. Individual Funding by Payment Plan*

An individual property owner can (1) apply to the city for financing of the sewer infrastructure required to connect to the sewer system, or (2) apply to the City with total costs paid by the property owner and recovered over a specified number of years until paid in full.

In both instances, the property owner's amount due is reduced by each additional connection onto the system by properties within 200 feet of the new sewer line with access through public rights of way. The amount of reduction will be specified in the approved payment plan, determined by costs. An agreement for reimbursement to the property owner for additional connections to the system will be developed. In no case will the property owner be entitled to recover more than the original construction costs. Recovery of interest and other fees is also prohibited.

*C. City Funding*

The city will provide some or all funds for construction costs for the installation of the sewer system. The city may use existing funds or apply for grants to construct the system. City funding will be prioritized for critical environmental and economic projects.

**Procedures for STEP Application:**

Interested parties must be the property owner or authorized agent for owner. The application must indicate one of the three above categories for eligibility.

An application form can be obtained at Gulf Breeze City Hall, 1070 Shoreline Drive, Gulf Breeze, FL 32561. Additional questions or to obtain an electronic copy of the application please call 850.934.5110 or email [PublicServices@gulfbreezefl.gov](mailto:PublicServices@gulfbreezefl.gov).

The application will be reviewed by public services staff for completeness and feasibility. A cost estimate will be compiled and project requirements established. These details will be shared with applicant(s) to determine the willingness to continue with the project. Public Services will submit a recommendation to the city manager for approval by city council.

Upon approval, public services will contract for the required engineering, permitting and construction. If project costs exceed the estimated costs, the applicant(s) may withdraw from the project and the city council must approve expenditures above the original estimates.

Payment for loans and special assessments will begin upon certification of completion of construction. Deposits, fees and other direct payments to the city for sewer service are also due at this time.

**Special Conditions for Payment Plan:**

- ✓ The individual will be responsible for the entirety of the construction costs, financed by the city for 3-7 years, at prime interest rate + 1%, with a mortgage established on the property. Longer terms than 7 years for project costs greater than \$25,000 may be approved by the City Council.
- ✓ If the property is sold, the remainder of the financed cost will be due in full.
- ✓ Failure to make timely loan payments will result in termination of water service.
- ✓ The city will establish the number of total connections that could be served by the project. An infrastructure fee will be established for each new connection to be made by dividing the costs by one half the number of connections possible. This fee will be credited to the property owner's amount owed, as fees are collected. This credit will be a maximum of the loan amount under option (1) or the total construction amount under option (2), and only applicable during the payment plan period while the original property owner is in

possession of the property. All excess fees collected will be designated for the city's septic tank elimination program fund.

**Special Conditions for Special Assessment:**

- ✓ 60% of those affected must agree to the initial and final project costs.
- ✓ Special assessments may be paid in full at any time, but an annual payment will be required with the property tax assessment.
- ✓ Liens for non-payment may also be established.

**RECOMMENDATION:**

The City Council may:

1. Approve a Gulf Breeze Septic Take Abatement Program; or
2. Approve a Gulf Breeze Septic Take Abatement Program with changes; or
3. Reject a Gulf Breeze Septic Take Abatement Program

**ATTACHMENTS:**

Gulf Breeze Septic Take Abatement Program Brochure, Department of Public Services



# City of Gulf Breeze

TO: Edwin A. Eddy, City Manager

FROM: Vernon L. Prather, Operations Consultant *V.L.P.*  
Thomas E. Lambert, Assistant Director of Public Services *T.E.L.*

DATE: October 4, 2016

RE: Effluent Disposal Evaluation

In Response to questions regarding Effluent Disposal from the SSRUS Board and Council Members, the City contracted with Baskerville Donovan to evaluate the long term needs of Effluent Disposal Capacity for the WWTP. A copy of the report is attached which illustrates the current and long term disposal capacities needed by the Utility.

Baskerville Donovan will be providing a formal presentation to the Board at the meeting and listed below are several significant components of the report.

Please note on page four (4) of the report concerning the 45 acres of Golf Course property that is currently out of service. The report assumes that repairs will be made and capacity restored. If this does not happen, the stated projections and capacities will be significantly lower.

Table #5 illustrates the current spray capacity of each spray field.

Table #6 illustrates the anticipated increase in capacity for conversion of spray fields to RIBS. We anticipate a 1 to 4 fold increase in capacity for a given area.

Table #7 illustrates capital improvements required to maintain 140% reliability from 2016 to 2058.

Tables #8 & #9 illustrate lost capacity due to selling property.

The current 200% redundancy versus the future plan of 140% redundancy should be periodically evaluated to ensure operational goals, effluent disposal, and severe weather recovery are proceeding as desired.

EVALUATION OF USE  
OF RECLAIMED WATER

SANTA ROSA COUNTY, FLORIDA

SEPTEMBER 2016



Prepared for:

SOUTH SANTA ROSA UTILITY SYSTEM  
1070 Shoreline Drive  
Gulf Breeze, Florida 32561

Prepared by:

BASKERVILLE-DONOVAN, INC.  
449 W. Main Street  
Pensacola, Florida 32502

EB #0000340

Project No. 20410.32

## INTRODUCTION

Reuse is currently the cornerstone of the South Santa Rosa Utility System (SSRUS) effluent disposal plan and, similar to many utilities, is encountering issues of supply and demand; not enough effluent to consistently meet the demands of the reclaimed users in the summer and then more supply than demand in the winter months. To overcome the supply and demand problem in the summer, the utility is permitted through the Northwest Florida Water Management District to supplement the reclaimed system with a series of shallow wells around the golf course area. The permit allows for an additional 310,000 gallons per day for supplemental use. In the winter months, the utility can hold some additional effluent in reclaimed ponds as well as dispose of some of the extra supply on the golf course and on utility owned sprayfield sites on the eastern end of the reclaimed system. There have been discussions of expanding the ponds in the golf course area which could provide some relief when supply exceeds demand and then also have extra storage to rely upon when demand exceeds supply.

Around 2007, the design of a new wastewater treatment plant in the Bergren Rd. area was completed. This design included provisions for an on-site pond with a capacity of 9.0 MG for wet weather storage. This design was on one of the existing sprayfields. Since the City of Gulf Breeze has purchased the golf course, sufficient property was allocated to allow the expansion of the existing plant instead of constructing and staffing a second facility. Since then, there has been periodic discussion between staff and engineers of the possibility of constructing a pond on the Bergren Rd. site that could be used for additional storage with a pump system that would allow the return of the reclaimed water to the system when demand warranted or even sale the site.

## PROJECTED FLOWS

Vital to planning strategies for the reclaimed water system is knowing the total projected reuse flows that the service area may expect to produce. The historic and projected ADF, Max 3-Mon ADF and MMADF wastewater flows between 2009 and 2030 are summarized in **Table 1**. Maximum 3-Mon Average Daily Flows were determined by applying a 3-Month to annual average daily flow peaking factor of 1.132 based on historical data from 2009 through 2015. Maximum monthly flows were determined in the same manner with a peaking factor of 1.235. Plant monthly average daily flow rates over this period have ranged from 1.32 MGD to 1.67 MGD. The maximum daily flow for this same period was 5.352 MGD. This was due to a greater than 100-year rainfall event. The highest maximum flow aside from that was 3.413 MGD.

Forecasts of wastewater flows were calculated from existing data available on the monthly DMR's. Estimated area build-out was presented in the *1997 Wastewater Master Plan for South Santa Rosa* where a maximum daily build-out capacity of 5.0 MGD was established. This was based on reasonable use of the available lands within the franchise area.

**Table 1**  
**Historic and Projected Wastewater Flows**  
**for the South Santa Rosa Wastewater Treatment Plant Service Area**

<i>Year</i>	<i>Historic and Projected AADF (MGD)</i>	<i>Historic and Projected Max 3-Mon ADF (MGD)</i>	<i>Historic and Projected MMADF (MGD)</i>
2009	1.47	1.63	1.78
2010	1.54	1.74	1.79
2011	1.32	1.45	1.47
2012	1.43	1.69	1.77
2013	1.56	1.79	1.86
2014	1.67	2.14	2.49
2015	1.58	1.75	1.96
2016	1.61	1.82	1.99
2017	1.65	1.87	2.04
2018	1.70	1.92	2.10
2019	1.75	1.98	2.16
2020	1.80	2.03	2.22
2021	1.85	2.09	2.29
2022	1.90	2.15	2.35
2023	1.95	2.21	2.41
2024	2.01	2.27	2.48
2025	2.06	2.34	2.55
2026	2.12	2.40	2.62
2027	2.18	2.47	2.69
2028	2.24	2.54	2.77
2029	2.30	2.61	2.84
2030	2.37	2.68	2.93

**Note:** Actual flows through 2015 are from monthly DMRs.

## **EVALUATION OF EXISTING AND POTENTIAL USERS OF RECLAIMED WATER**

Under FDEP permit FLA010212, SSRUS operates an area wide reuse system servicing a portion of southern Santa Rosa County. The service area extends from the western edge of Holley-By-The-Sea to, and including, the City of Gulf Breeze. The service area is approximately thirty-three (33) square miles, largely composed of residential areas with some restaurants, retail and commercial centers, and a light industrial park. There are no major industrial users discharging to the South Santa Rosa Wastewater Treatment Plant. The active reuse area is currently limited to the eastern portion of the reuse area. **Attachment A** is a map of the reuse area illustrating most of the areas currently served by the reuse system.

The primary means of treated effluent disposal is for reuse land application as allowed under Part III – Slow-Rate Land Application Systems; Public Access Areas, Residential Irrigation and Edible Crops, F.A.C. 62-610. Presently, SSRUS is permitted to distribute 0.978 MGD of effluent to a number of residential subdivisions, and multiple commercial irrigation sites within the service area. **Table 2** is a listing of the residential and commercial sites that SSRUS does not have control over how much irrigation is used on a day-to-day basis. There is a column for users that have been permitted with capacity and users that have been added to the system without capacity. Those users with permitted capacity were established during the early days when the reclaimed system was being established. Since then, users have been added but there was no requirement, or need, to include these users as permitted capacity. Loading rates for these users can range from 0.5 inches per week in rainy weather to 1.5 inches per week during periods of drought. Due to the aggressive reuse program implemented, this list is a living document that is constantly changing. The numbers presented are those users receiving reuse at the time of this evaluation.

Since the last permitting period, two users are no longer connected to the reclaimed water system. Those are The Zoo and Midway Water System and these users have been omitted from Table 2. This results in a net permitted loss of 0.151 MGD and a revised permitted capacity of 0.827 MGD for the residential and commercial users. The non-capacity users can account for an additional 0.712 MGD available for additional permitted capacity.

Effluent under the same Part III Systems is distributed to the Tiger Point Golf Course with a permitted capacity of 1.3 MGD. This report assumes that the expansion to the wastewater treatment plant is constructed on the property adjacent to the existing plant. Since this is a portion of the golf course, the flows will be reduced to 1.240 MGD to accommodate for the 12.3 acres the site will occupy. This capacity accounts for a loading rate of 1.5 inches per week as documented by a report completed by Hartman and Associates in 2002 which was submitted to FDEP. SSRUS has control over how much effluent is discharged on the golf course. At the writing of this report it is noted that the irrigation on approximately 45 acres, identified as the back nine holes of the west course, is out of service. This reduces the current capacity of the golf course to 1.030 MGD. This report assumes that the irrigation system is repaired and the golf course is at full capacity.

**Table 2**  
**Public Access Reuse Sites**

<i>User Name</i>	<i>Users With Permitted Capacity (MGD)</i>	<i>Users Without Permitted Capacity (MGD)</i>
Woodlawn Heights Sub.	0.135	
Tiger Point Sports Park	0.140	
Shadowlakes Sub. I and II	0.154	
Methodist Church	0.015	
Wal-Mart	0.066	
Lowe's	0.066	
Lutheran Church	0.061	
St. Paul's Church	0.099	
Concord Presbyterian Church	0.009	
Willowood Sub.	0.008	
Lions Gate Sub.	0.015	
Tiger Lake Sub.	0.054	
Walmart Shops	0.001	
Walgreens	0.001	
Wachovia Bank	0.001	
Murphy USA	0.001	
Godwin Property		0.010
Health Department Field		0.071
Health Department Grounds		0.002
South Santa Rosa Service Cntr		0.008
Oak Pointe Sub.		0.056
Ganges Trail		0.001
Oil Equipment Co.		0.001
Victorian Village Sub.		0.102
Swenson Park		0.004
Godwin Property 2		0.058
Midway Baptist Church		0.013
D & Y Plaza		0.007
Champions Green III		0.006
Tiger Point Blvd. Island		0.006
Waterford Sound Sub.		0.084

Summerset Sub.		0.100
The Gates Sub.		0.010
Tiger Point Sports Park Ent.		0.004
NAPA Auto Parts		0.001
Tidewater Builders		0.001
Great Scapes, LLC		0.011
Cowen Industrial Park		0.013
RB Office Park		0.003
The Blake		0.007
Pensacola State College		0.043
Liberty Church		0.003
WWTP Berm		0.003
Fugate, James		0.001
United Owners Assoc.		0.004
Maplewood & Shady Ln.		0.015
Shadowlakes Sub. III		0.065
<b>Total</b>	<b>0.827</b>	<b>0.712</b>
<b>Potential Permitted Public Access Reuse Capacity</b>		<b>1.539</b>

SSRUS also discharges treated effluent to restricted access sites as allowed under Part II – Slow-Rate Land Application Systems; Restricted Public Access, F.A.C. 62-610. Restricted Access sites are typically sprayfield sites where large volumes of reuse can be disposed; typically, up to 2.0 inches per week. The Restricted Access areas are important during wet weather periods when the Public Access users are not placing demands on the system. SSRUS controls when these sites are utilized and how much is discharged onto each site. Due to the ability to control the use, the golf course is considered in the capacity for restricted access sites. **Table 3** is a listing of these sites and their permitted discharge rates. Effluent reuse applied to the sprayfields is permitted at 0.731 MGD and the golf course is an additional 1.240 MGD.

**Table 3**  
**Existing Restricted Access Reuse Sites**

<i>User Name</i>	<i>Permitted Capacity (MGD)</i>
Tiger Point Golf Course	1.240
ERS 1(North)	0.145
ERS 1(South)	0.133
ERS 2	0.148
ERS 3	0.097
ERS 4	0.208
<b>Total</b>	<b>1.971</b>

The potential cumulative capacity of the public access and restricted access sites is 3.510 MGD. Just totaling the numbers, assuming the non-capacity sites can be included as permitted sites and the sprayfields and golf course are loaded daily, SSRUS will eventually need to develop an additional 1.490 MGD in permitted capacity to accommodate the 5.0 MGD anticipated build-out. This would be based on all residential and commercial sites maintaining a loading rate of 1.0 inch/week; Tiger Point Golf Course maintaining an average loading rate of 1.5 inches/week; and the sprayfield's being loaded daily at 2.0 inches/week. Based upon the fluctuation in the residential and commercial users, these numbers need to be further refined.

**UNCONTROLLED USERS VERSUS CONTROLLED USERS**

Uncontrolled users are all of the residential and commercial connections to the reclaimed system. During periods of dry weather, available effluent disposal is typically used by the uncontrolled users on the reclaimed system when they are using on an average of 1.5 inches/week. On the other hand, during periods of wet weather, the uncontrolled users would only use on an average of 0.5 inches/week. The fluctuation of these uses is illustrated in **Table 4**.

**Table 4**  
**Wet Weather and Dry Weather Usage by Uncontrolled Users**

<i>Uncontrolled Users</i>	<i>Wet Weather 0.5 in/wk (MGD)</i>	<i>Dry Weather 1.5 in/wk (MGD)</i>	<i>Average 1.0 in/wk (MGD)</i>
Residential and Commercial Accounts (assumes all current connections are permitted)	0.720	2.190	1.539

At this loading rate, the current residential and commercial users of the reclaimed system could potentially use a range of 0.720 MGD to 2.19 MGD. As the reclaimed water system continues to grow, these numbers will increase.

Controlled users are those discharge points that SSRUS has control over and can use at the fullest extent whenever necessary. Adequate controlled usage is important to be able to provide some daily reclaimed capacity but more importantly, to offset the lower usage of un-controlled users during wet weather periods. As illustrated in **Table 3**, the system currently has 1.971 MGD available for controlled usage. With the average usage from un-controlled users, the system can typically dispose of 3.51 MGD.

With the pending construction of a plant expansion of possibly 1.5 MGD the reuse system will slightly exceed the new plant capacity of 3.5 MGD, provided the uncontrolled customers are using 1.0 in/wk and the controlled sites are at full capacity. However, when the final plant expansion is constructed to the 5.0 MG build-out, an additional 1.490 MGD in disposal area will be required. Some of this would be through additional uncontrolled users but that amount cannot be quantified. Other methods of reuse could be considered to achieve the needed capacity. This data is reflected in **Table 5**.

**Table 5  
Effluent Summary of Current Users and Sprayfields**

<i>Uncontrolled Users</i>	<i>Capacity for Permitting (MGD)</i>
Residential and Commercial Users (assumes all current users are permitted)	1.539
<i>Controlled Users</i>	<i>Capacity For Permitting (MGD)</i>
Golf Course less the 12.3 acres for plant expansion	1.240
ERS 1N	0.145
ERS 1S	0.133
ERS 2	0.148
ERS 3	0.097
ERS 4	0.208
Total Controlled Users	1.971
Current Possible Permitted Capacity	3.510
Expansion to 3.5 MGD, Additional Capacity Needed	0.010
Build-out to 5.0 MGD, Additional Capacity Needed	-1.490

In summary, assuming all current users can be permitted at the capacity indicated and all of the sprayfields are utilized at their fullest capacity, no additional capacity is needed when the plant is expanded to 3.5 MGD. When the plant capacity is expanded to the build-out flow of 5.0 MGD, additional sites or disposal methods will need to be identified that will total 1.490 MG.

### **DEVELOPMENT OF RAPID INFILTRATION BASINS**

Rapid Infiltration Basins (RIB) achieve additional treatment and disposal by rapid infiltration of effluent into alternately dosed shallow basins over highly permeable soil. Soil permeability is most often the limiting factor for the application rate. Drying periods are required for RIB systems to allow the soil to aerate and recover between application periods. The loading rate is based on the measured infiltration rate, the number of operating days per year and a design application factor determined by the infiltration test conducted.

There is no rule-of-thumb on how much effluent can be discharged in a RIB as opposed to the same property being used as a sprayfield. A 1998 geotechnical report completed by Larry M. Jacobs and Associates evaluated the capacity of ERS 1N as sprayfields or a percolation pond, similar to a rapid infiltration basin. An analysis of those reports in 1998 concluded that the site could be loaded at a rate of 63-inches per week. An additional geotechnical report by Larry M. Jacobs and Associates, completed in 2006, concluded that, due to the similarity in soils and groundwater levels, ERS 2, ERS 3, and ERS 4 would have similar hydraulic loading capacities. **Table 6** reflects the impact this would have on permitted capacities if all current users were permitted to the stated capacities and all of the sprayfields were developed as rapid infiltration basins. These loading rates may vary slightly. Prior to developing any sites, geotechnical mounding studies would need to be conducted on each site to determine actual loading capacity and then operational strategies would need to be developed for the loading and resting cycles.

**Table 6**  
**Effluent Summary of Current Users and Sprayfields with all sites except ERS 1S converted to RIB's**

<i>Uncontrolled Users</i>	<i>Capacity for Permitting (MGD)</i>
Residential and Commercial Users (assumes all current users are permitted)	1.539
<i>Controlled Users</i>	<i>Capacity For Permitting (MGD)</i>
Golf Course less the 12.3 acres for plant expansion	1.240
ERS 1N	0.604
ERS 1S	0.133
ERS 2	0.621
ERS 3	0.408
ERS 4	0.872
Total Controlled Users	3.878
Potential Permitted Capacity with RiB's	5.417
Expansion to 3.5 MGD, Excess Capacity	1.917
Build-out to 5.0 MGD, Additional Capacity Needed	0.417

In summary, assuming all current users can be permitted at the capacity indicated and all of the sprayfields are utilized at their fullest capacity as RIB's, no additional sites or disposal methods will need to be developed when the plant is expanded to 3.5 MGD. With the same assumptions,

when the plant capacity is expanded to the build-out flow of 5.0 MGD, there will still be a 0.417 MG excess in capacity.

BDI was recently involved with the design of some rapid infiltration basins on 122 acres in Deltona, Florida. The cost estimate to complete the work was \$1,390,000 which included site work, piping, fittings, control valves, effluent discharge assemblies and overflow structures. This was a cost of approximately \$11,500 per acre. Some of this infrastructure already exists on the current ERS sites which would result in a slightly lower cost to develop the RIB's. This analysis assumes a cost of \$10,000 per acre to develop the rapid infiltration basins.

ERS 1N, 2, 3, and 4 have a combined 76.7 acres. An estimated cost to develop these sites to rapid infiltration basins would be approximately \$767,000. Engineering, permitting, surveying and geotechnical mounding studies would add approximately \$220,000 to this cost.

### **OPERATIONAL STRATEGIES**

The statistics previously presented only address capacities needed to meet plant design flows. There is no redundancy or reliability included in those calculations. The Wastewater Treatment Plant is currently treating slightly over 1.5 MGD on an annual average day. With the current reclaimed water permit capacity of 3.009 MGD, SSRUS has a 200% redundancy in effluent disposal. There have been times over the years where even this excess capacity has been tested. Trying to maintain this level of redundancy as the system grows would become very costly to the utility system.

By making a few assumptions, a reasonable redundancy factor can be reached. We have previously represented that the uncontrolled users reduce usage by approximately 50% of the average usage during wet weather periods. Based on the current residential/commercial users, this results in the need to recover 0.770 MG in other disposal sites or methods. In designing wastewater treatment plants redundancy in the process units is addressed as Class 1 Reliability. The different process units are required to be able to treat 50% to 75% of the plant capacity with the highest rated unit out of service. We can apply this methodology to the sprayfields. The largest controlled user is the golf course at 1.24 MG. It is very possible that an extended wet weather event over several days could result in the loss of capacity at the golf course. With the uncontrolled decreases during wet weather and the loss of the golf course, an additional 2.01 MG in alternate sites or disposal methods will be needed. This maintains the redundant capacity of approximately 140% of the average daily flows.

It is obvious that the development of the sprayfields to rapid infiltration basins and the development of additional sites or disposal methods does not have to occur at one time. These improvements can be planned as growth occurs. Using the growth rates identified in the 2015 Capacity Analysis Report, the following schedule in **Table 7** provides a suggested capital improvement plan based on maintaining a redundancy of 140%. With all current users at full rated capacity, an additional capacity of 1.583 MG will need to be phased in beginning in 2047. This is equivalent to 48.29 acres of rapid infiltration basins.

**Table 7  
CAPITAL IMPROVEMENT PLAN BASED ON 140% RELIABILITY**

Year	Projected AADF (MGD)	Projected 3-Mon MDF (MGD)	DISPOSAL CAPACITY (MGD)	DISPOSAL TO AADF RATIO TARGET 140% (%)	EXPLANATION
2015	1.579	1.751	3.510	222%	Capacity assumes all current residential/commercial users are permitted to projected capacity and golf course and sprayfields are used to their fullest capacity.
2018	1.700	1.924	3.510	207%	Begin Construction of 1.5 MGD Expansion for 3.5 MGD Plant Capacity
2019	1.747	1.978	3.510	201%	
2020	1.796	2.033	3.510	195%	Place first 1.5 MGD plant expansion in service. (3-Mon MDF exceeds 2.0 MGD)
2025	2.062	2.335	3.510	170%	
2030	2.367	2.680	3.510	148%	
2031	2.434	2.755	3.510	144%	
2032	2.502	2.832	3.510	140%	Convert ERS 1N to a rapid infiltration basin. (Gain 0.459 MGD Capacity)
2035	2.718	3.077	3.969	146%	
2036	2.794	3.163	3.969	142%	Convert ERS 2 to a rapid infiltration basin.
2037	2.872	3.252	4.442	155%	
2038	2.952	3.343	4.442	150%	Begin Construction of 1.5 MGD Expansion for 5.0 MGD Plant Capacity
2039	3.035	3.436	4.442	146%	
2040	3.120	3.533	4.442	142%	Place second 1.5 MGD plant expansion in service. (3-Mon MDF exceeds 3.5 MGD)
2041	3.208	3.631	4.442	138%	Convert ERS 3 to a rapid infiltration basin.
2042	3.297	3.733	4.753	144%	
2043	3.390	3.838	4.753	140%	Convert ERS 4 to a rapid infiltration basin.
2044	3.485	3.945	5.417	155%	
2045	3.582	4.056	5.417	151%	
2047	3.786	4.286	5.417	143%	Need to develop additional capacity such as golf course or Aquifer Storage.
2050	4.113	4.656	5.417	132%	
2055	4.721	5.346	5.417	115%	
2056	4.854	5.495	5.417	112%	
2057	4.990	5.649	5.417	109%	
2058	5.000	5.807	5.417	108%	Projected Build-out

## **OPTIONS FOR DISPOSITION OF SELECT SPRAYFIELDS**

Holley-Navarre Water System (HNWS) has a wastewater treatment facility that provides reclaimed water to the Hidden Creek Golf Course and to some recreational ponds at the entrance to Holley-By-The-Sea. The capacity of these two types of reclaimed sites will fall short of the reclaimed supply and HNWS has not begun the development of a reclaimed system that would provide reclaimed water for residential irrigation. They have plans to move forward with a program but this is something that takes time to build to a point that demand meets or exceeds supply.

HNWS recently expressed an interest in connecting to SSRUS's reclaimed system. Besides the long range plan to develop a reclaimed system, they have been exploring the options of developing some rapid infiltration basins or moving forward with a proposal presented by Santa Rosa County to develop a regional site on Eglin AFB where the construction of a series of rapid infiltration basins have been approved by the Department of Defense. The concept of connecting with SSRUS is that there might be the opportunity for the two utilities to meet their supply and demand issues.

This report looks at two of the existing sprayfield sites that might be sold to HNWS and what the impact would be to the reclaimed system capacity needs. These sites are ERS 3, the lowest rated capacity, and ERS 4, the highest rated capacity.

The impacts that these two options have on the needed capacity of the plant expansions plus the redundancy are shown in **Table 8** and **Table 9**. **Table 8** shows that if ERS 3 were sold, additional capacity equivalent to 1.991 MG will be needed to be phased in beginning in 2045. **Table 9** shows that if ERS 4 were sold, additional capacity equivalent to 2.455 MG would need to be phased in beginning in 2041. No matter which option is selected, the utility can claim enough capacity among the current users and improvements to existing sprayfields to meet the capacity requirements and maintain 140% redundancy through 2040. In the latest Capacity Analysis Report, should the current projected growth rates continue, the plant expansion to 3.5 MGD will be sufficient to around 2040.

**Table 8  
CAPITAL IMPROVEMENT PLAN BASED ON 140% RELIABILITY - SELL ERS 3**

Year	Projected AADF (MGD)	Projected 3-Mon MDF (MGD)	DISPOSAL CAPACITY (MGD)	DISPOSAL TO AADF RATIO TARGET 140% (%)	EXPLANATION
2015	1.579	1.751	3.413	216%	Capacity assumes all current residential/commercial users are permitted to projected capacity and golf course and sprayfileds are used to their fullest capacity.
2017	1.653	1.872	3.413	206%	
2018	1.700	1.924	3.413	201%	Begin Construction of 1.5 MGD Expansion for 3.5 MGD Plant Capacity
2019	1.747	1.978	3.413	195%	
2020	1.796	2.033	3.413	190%	Place first 1.5 MGD plant expansion in service. (3-Mon MDF exceeds 2.0 MGD)
2025	2.062	2.335	3.413	166%	
2030	2.367	2.680	3.413	144%	
2031	2.434	2.755	3.413	140%	Convert ERS 1N to a rapid infiltration basin. (Gain 0.459 MGD Capacity)
2032	2.502	2.832	3.872	155%	
2035	2.718	3.077	3.872	142%	
2036	2.794	3.163	3.872	139%	Convert ERS 2 to a rapid infiltration basin.
2037	2.872	3.252	4.345	151%	
2038	2.952	3.343	4.345	147%	Begin Construction of 1.5 MGD Expansion for 5.0 MGD Plant Capacity
2039	3.035	3.436	4.345	143%	
2040	3.120	3.533	4.345	139%	Place second 1.5 MGD plant expansion in service. (3-Mon MDF exceeds 3.5 MGD)
2041	3.208	3.631	5.009	156%	Convert ERS 4 to a rapid infiltration basin.
2042	3.297	3.733	5.009	152%	
2045	3.582	4.056	5.009	140%	Need to develop additional capacity such as golf course or Aquifer Storage.
2046	3.682	4.169	5.009	136%	
2050	4.113	4.656	5.009	122%	
2055	4.721	5.346	5.009	106%	
2056	4.854	5.495	5.009	103%	
2057	4.990	5.649	5.009	100%	
2058	5.000	5.807	5.009	100%	Projected Build-out

**Table 9  
CAPITAL IMPROVEMENT PLAN BASED ON 140% RELIABILITY - SELL ERS 4**

Year	Projected AADF (MGD)	Projected 3-Mon MDF (MGD)	DISPOSAL CAPACITY (MGD)	DISPOSAL TO AADF RATIO TARGET 140% (%)	EXPLANATION
2015	1.579	1.751	3.302	209%	Capacity assumes all current residential/commercial users are permitted to projected capacity and golf course and sprayfileds are used to their fullest capacity.
2016	1.608	1.829	3.302	205%	
2017	1.653	1.872	3.302	200%	
2018	1.700	1.924	3.302	194%	Begin Construction of 1.5 MGD Expansion for 3.5 MGD Plant Capacity
2019	1.747	1.978	3.302	189%	
2020	1.796	2.033	3.302	184%	Place first 1.5 MGD plant expansion in service. (3-Mon MDF exceeds 2.0 MGD)
2025	2.062	2.335	3.302	160%	
2029	2.303	2.607	3.302	143%	Convert ERS 1N to a rapid infiltration basin. (Gain 0.459 MGD Capacity)
2030	2.367	2.680	3.761	159%	
2034	2.644	2.993	3.761	142%	Convert ERS 2 to a rapid infiltration basin.
2035	2.718	3.077	4.234	156%	
2036	2.794	3.163	4.234	152%	Convert ERS 2 to a rapid infiltration basin.
2037	2.872	3.252	4.234	147%	
2038	2.952	3.343	4.234	143%	Begin Construction of 1.5 MGD Expansion for 5.0 MGD Plant Capacity
2039	3.035	3.436	4.234	139%	Convert ERS 3 to a rapid infiltration basin.
2040	3.120	3.533	4.545	146%	Place second 1.5 MGD plant expansion in service. (3-Mon MDF exceeds 3.5 MGD)
2041	3.208	3.631	4.545	142%	Need to develop additional capacity such as golf course or Aquifer Storage.
2042	3.297	3.733	4.545	138%	
2045	3.582	4.056	4.545	127%	
2050	4.113	4.656	4.545	111%	
2055	4.721	5.346	4.545	96%	
2056	4.854	5.495	4.545	94%	
2057	4.990	5.649	4.545	91%	
2058	5.000	5.807	4.545	91%	Projected Build-out

Obviously, there is no quantitative way to determine how much of this additional capacity could be achieved through the addition of residential and commercial users over the next twenty years. As a result, it is assumed that the needed capacity for wet weather events would be developed as rapid infiltration basins on the golf course and that the mainly Rutledge Loamy Soils on the golf course have a similar hydraulic conductivity as the Lakeland Soils of the sprayfields. This would eliminate the cost of acquiring additional property. The golf course is currently permitted at 1.5 inches per week which is equivalent to 0.006 MGD/acre. Rapid infiltration basins can be loaded at 0.033 MGD/acre. For every acre of the golf course converted to rapid infiltration basins there would be a net gain of 0.027 MGD/acre. However, it should be noted that development of the rapid infiltration basins on the golf course would restrict the use of the property for golfing and any decisions related to this evaluation would need to take that into consideration.

Assuming all of the additional capacity needed were from the development of rapid infiltration basins on the golf course, the utility would need an additional 58.6 acres if they retained all of the sprayfields, 73.7 acres if ERS 3 is sold or an additional 90.9 acres if ERS 4 is sold. Other methods of disposal such as Aquifer Storage and Recovery could be explored to gain this additional capacity or to develop redundancy in the reclaimed system.

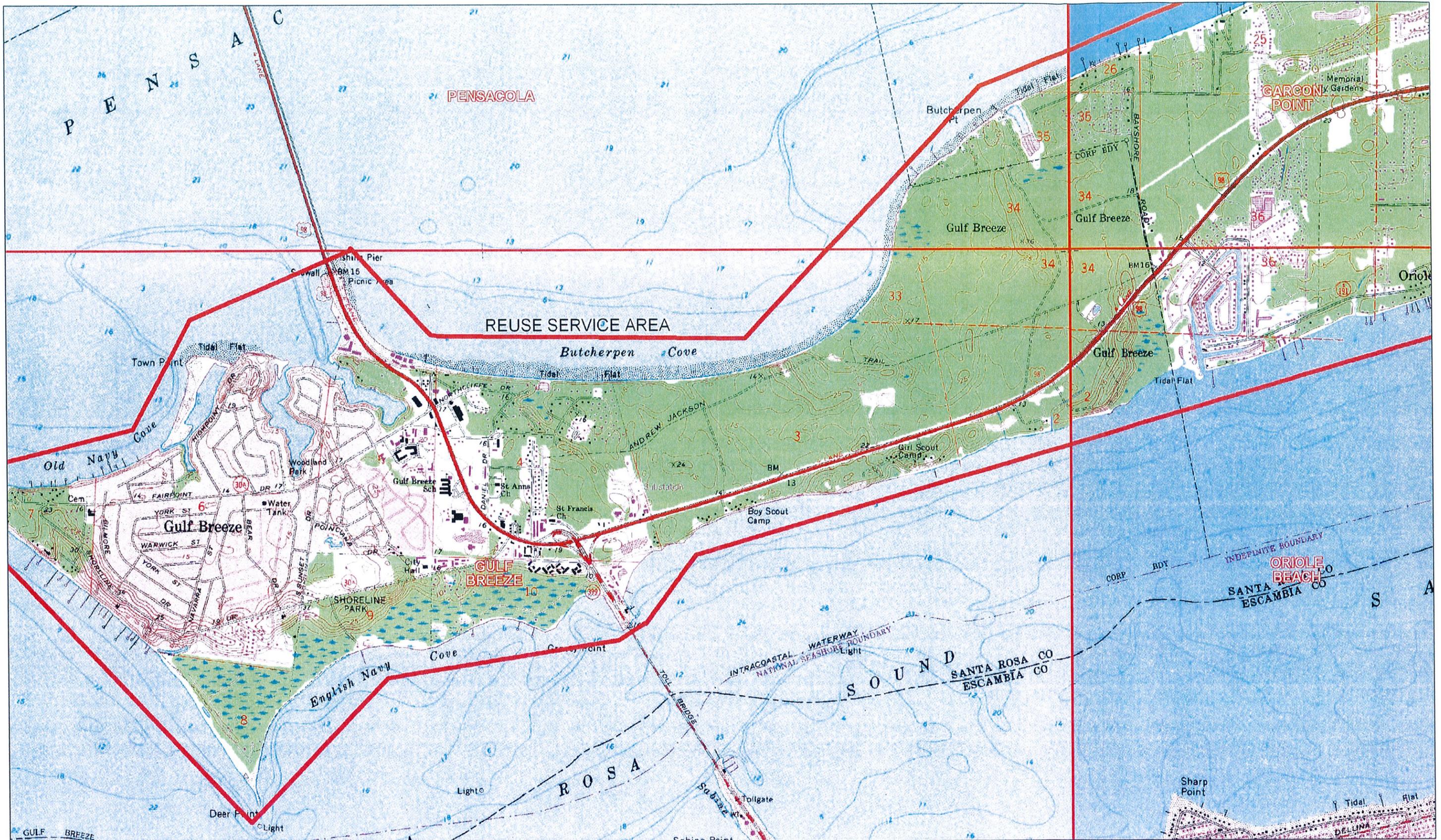
**Table 10** provides an estimated capital cost program for each of the previous scenarios presented in **Tables 7 through 9**.

NOTE: Development of additional sites for each scenario can be phased over 4 or 5 years

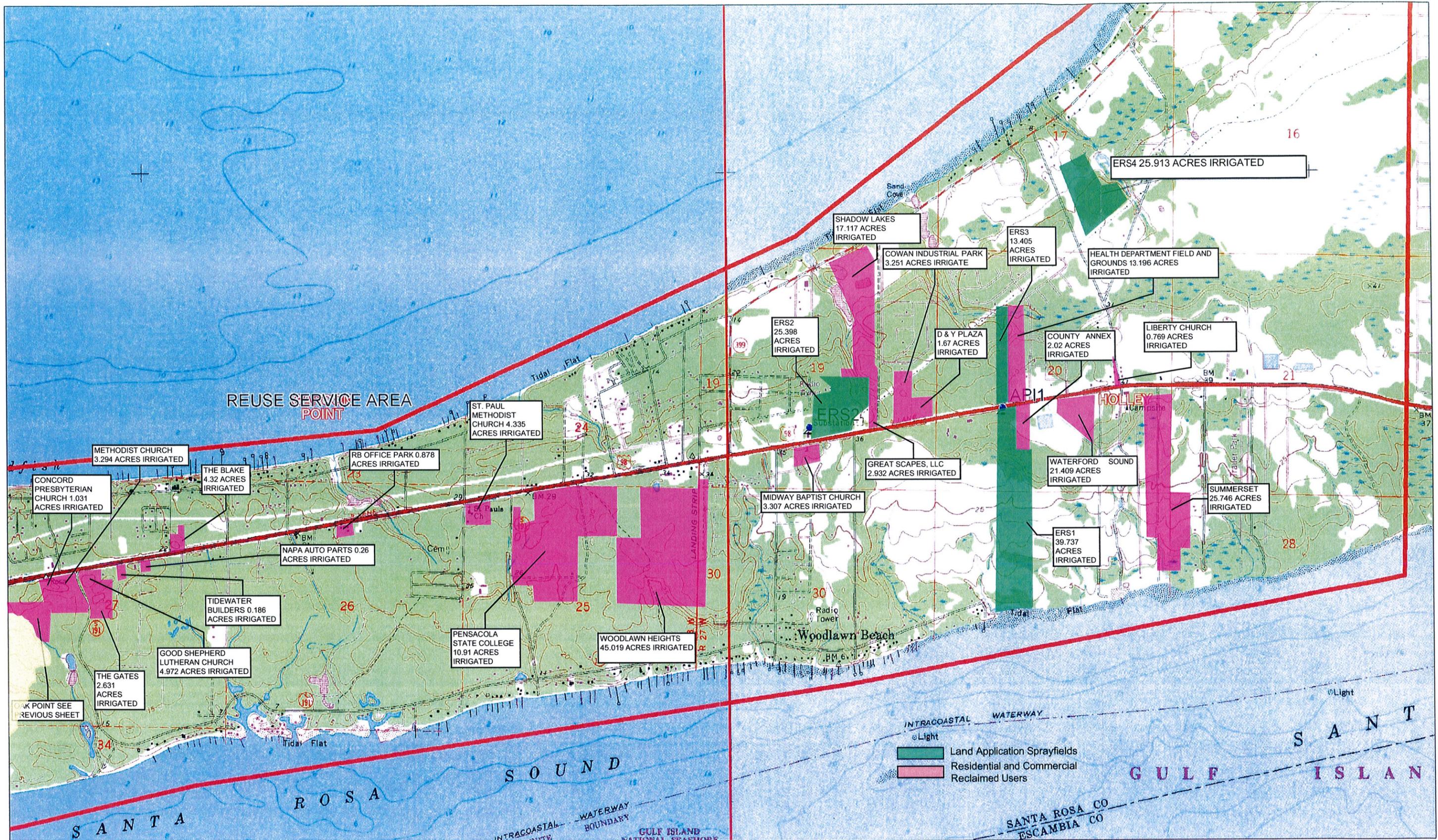
**TABLE 10**  
**ESTIMATED CAPITAL COST AND SCHEDULE FOR CAPACITY IMPROVEMENTS**

Year	Improvement	Retain all Sites		Sell ERS 3		Sell ERS 4	
		Construction	Technical	Construction	Technical	Construction	Technical
2032	ERS 1N to RIB	\$185,000	\$48,000	\$185,000	\$48,000	\$185,000	\$48,000
2036	ERS 2 to RIB	\$190,000	\$63,000	\$190,000	\$63,000	\$190,000	\$63,000
2041	ERS 3 to RIB	\$125,000	\$57,000			\$125,000	\$57,000
2041	ERS 4 to RIB			\$267,000	\$69,000		
2043	ERS 4 to RIB	\$267,000	\$69,000				
2043	Additional Sites					\$830,000	\$107,250
2045	Additional Sites			\$700,000	\$94,000		
2047	Additional Sites	\$584,000	\$49,672				
	<b>ESTIMATED COST</b>		\$1,637,672		\$1,616,000		\$1,605,250

**ATTACHMENT A**  
**Reuse Area with Permitted Capacity Users**









# City of Gulf Breeze

TO: Edwin A. Eddy, City Manager

FROM: Vernon L. Prather, Operations Consultant *V.L.P.*  
Thomas E. Lambert, Assistant Director of Public Services *T.E.L.*

DATE: October 4, 2016

RE: SSRUS-HNWS Joint Effluent Disposal Evaluation

In Response to questions regarding Effluent Disposal from the SSRUS Board and Council Members, the City contracted with Baskerville Donovan to evaluate the long term needs of Effluent Disposal Capacity for the WWTP. The report illustrates the current and long term disposal capacities needed by the Utility.

Please note on page four (4) of the report concerning the 45 acres of Golf Course property that is currently out of service. The report assumes that repairs will be made and capacity restored. If this does not happen, the stated projections and capacities will be significantly lower.

Since ERS #4 is listed at .872 MGD as a RIB, we could further evaluate the timing and possible partnership with Holley Navarre Water Sewer (HNWS) for joint disposal on this site. We believe that their connection to our reclaim system would be a requirement. This is desired so that we would not be running supplemental wells on one end of the reclaim system and having the other utility disposing of effluent in RIBS on the other end.

Staff developed a series of agreement points (attached) in order to create a framework for a formal agreement with HNWS should the Board elect to move forward.

The proposed lease fee of \$21,300 represents 50% of the current appraised value of ERS #4 amortized over 25 years. The proposed annual maintenance fee of \$9,200 is staff's estimate to accommodate the increased reclaim activities. Please note there is not an actual lease of physical property, we are leasing/committing to accept up to .450 mgd of HNWS reclaim water into the SSRUS system for 25 years.

Attached is a revised time-line for 140% Reliability and HNWS leased disposal capacity with the implementation of the joint RIB Project in 2019.

The joint project increases the disposal capacity for both Utilities and provides for increased income for SSRUS. Please note that this is a 25 year lease, not a sale of property, as the utility will need this capacity in the future.

**Recommendation:** SSRUS Board recommends that the City Council authorize staff to enter into negotiations with HNWS for a joint Effluent Disposal Project (Rapid Infiltration Basin) on ERS#4.

**Major Points for the  
Agreement for Lease of Reclaimed Effluent Disposal Capacity  
Between Holley-Navarre Water System and City of Gulf Breeze d/b/a South Santa Rosa Utility System**

HNWS – Holley-Navarre Water System

SSRUS – South Santa Rosa Utility System, a business of the City of Gulf Breeze

MGD – million gallons per day

1. The lease applies to use of disposal sites within the SSRUS reclaimed system.
2. All applicable standards for public access treatment of reclaimed water must be met by both parties. HNWS will provide a copy of its monthly discharge monitoring report to SSRUS within 1 week after providing this to the Florida Department of Environmental Protection.
3. Distribution of water within the reclaimed system is solely at the discretion of SSRUS
4. The maximum capacity available is 0.450 MGD. The HNWS may deliver up to 10% above that amount within a 24-hour period. SSRUS will accept at least this amount on a daily basis except for cases of force majeure. SSRUS may accept more water if it is available from HNWS and there is need within the reclaimed system.
5. The lease period will be 25 years.
6. Lease and maintenance payments shall be made annually, during the month of October each year, for the fiscal year beginning October 1<sup>st</sup>.
7. The annual lease fee is \$21,300 and will remain unchanged during the rental period
8. The annual operation and maintenance fee is \$9,200, which may be adjusted annually by SSRUS based on the consumer price index.
9. HNWS will be responsible for connecting to the SSRUS System, at the closest point or a point of their choosing. Any reclaimed capacity achieved in the HNWS service area will belong to HNWS and not be included in this agreement. HNWS will provide pumping capacity capable of filling the SSRUS reclaimed elevated tank and delivering the 0.450 MGD capacity in 16 hours. (500 gpm)
10. A meter and control valve will be installed at the connection point. SSRUS will install a control valve at this point to limit and control flow into its system.
11. During the period of the lease, HNWS will pursue good faith efforts to develop additional reclaimed water disposal capacity in their franchise area utilizing residential, commercial and public properties.

CAPITAL IMPROVEMENT PLAN BASED ON 140% RELIABILITY & HNWS CAPACITY SHARE

Year	Projected AADF (MGD)	Added Capacity (MGD)	TOTAL CAPACITY (MGD)	Dedicated HNWS Capacity (MGD)	Remaining SSRUS Capacity (MGD)	Surplus Capacity Target 140% (%)	EXPLANATION	TREATMENT CAPACITY	PERCENT CAPACITY USED
2015	1.579		3.510		3.510	222%	Capacity assumes all current residential/commercial users are permitted to projected capacity and golf course and sprayfileds are used to their fullest	2.0	79.0%
2016	1.608		3.510		3.510	218%	Convert ERS 4 to a rapid infiltration basin. (Gain 0.664 MGD Capacity)	2.0	80.4%
2017	1.653		3.510	0.450	3.060	185%	<b>Lease 0.450 MGD to HNWS</b>	2.0	82.7%
2018	1.700		3.510	0.450	3.060	180%	Begin Construction of 1.5 MGD Expansion for 3.5 MGD Plant Capacity	2.0	85.0%
2019	1.747	0.664	4.174	0.450	3.724	213%	Convert ERS 4 to a rapid infiltration basin. (Gain 0.664 MGD Capacity)	2.0	87.4%
2020	1.796		4.174	0.450	3.724	207%	Place first 1.5 MGD plant expansion in service. (3-Mon MDF exceeds 2.0 MGD)	2.0	89.8%
2021	1.846		4.174	0.450	3.724	202%		3.5	52.8%
2022	1.898		4.174	0.450	3.724	196%		3.5	54.2%
2023	1.951		4.174	0.450	3.724	191%		3.5	55.7%
2024	2.006		4.174	0.450	3.724	186%		3.5	57.3%
2025	2.062		4.174	0.450	3.724	181%		3.5	58.9%
2026	2.120		4.174	0.450	3.724	176%		3.5	60.6%
2027	2.179		4.174	0.450	3.724	171%		3.5	62.3%
2028	2.240		4.174	0.450	3.724	166%		3.5	64.0%
2029	2.303		4.174	0.450	3.724	162%		3.5	65.8%
2030	2.367		4.174	0.450	3.724	157%		3.5	67.6%
2031	2.434		4.174	0.450	3.724	153%		3.5	69.5%
2032	2.502		4.174	0.450	3.724	149%		3.5	71.5%
2033	2.572		4.174	0.450	3.724	145%		3.5	73.5%
2034	2.644		4.174	0.450	3.724	141%		3.5	75.5%
2035	2.718	0.459	4.633	0.450	4.183	154%	Convert ERS 1N to a rapid infiltration basin. (Gain 0.459 MGD Capacity)	3.5	77.7%
2036	2.794		4.633	0.450	4.183	150%		3.5	79.8%
2037	2.872		4.633	0.450	4.183	146%		3.5	82.1%
2038	2.952		4.633	0.450	4.183	142%	Begin Construction of 1.5 MGD Expansion for 5.0 MGD Plant Capacity	3.5	84.4%
2039	3.035	0.311	4.944	0.450	4.494	148%	Convert ERS 3 to a rapid infiltration basin. (Gain 0.311 MGD Capacity)	3.5	86.7%
2040	3.120		4.944	0.450	4.494	144%	Place second 1.5 MGD plant expansion in service. (3-Mon MDF exceeds 3.5 MGD)	3.5	89.1%
2041	3.208		4.944		4.944	154%	<b>Recover 0.450 MGD from lease to HNWS</b>	5.0	64.2%
2042	3.297	0.056	5.000		5.000	152%	Develop 0.056 MGD Capacity	5.0	65.9%
2043	3.390		5.000		5.000	148%		5.0	67.8%
2044	3.485		5.000		5.000	143%		5.0	69.7%
2045	3.582		5.000		5.000	140%		5.0	71.6%
2046	3.682	0.500	5.500		5.500	149%	Develop 0.5 MGD	5.0	73.6%
2047	3.786		5.500		5.500	145%		5.0	75.7%
2048	3.892		5.500		5.500	141%		5.0	77.8%
2049	4.000		5.500		5.500	137%		5.0	80.0%
2050	4.113		5.500		5.500	134%		5.0	82.3%
2051	4.228	0.500	6.000		6.000	142%	Develop 0.5 MGD	5.0	84.6%
2052	4.346		6.000		6.000	138%		5.0	86.9%
2053	4.468		6.000		6.000	134%		5.0	89.4%
2054	4.593		6.000		6.000	131%		5.0	91.9%
2055	4.721	0.500	6.500		6.500	138%	Develop 0.5 MGD	5.0	94.4%
2056	4.854		6.500		6.500	134%		5.0	97.1%
2057	4.990		6.500		6.500	130%		5.0	99.8%
2058	5.000		6.500		6.500	130%	Projected Build-out	5.0	100.0%