Monthly

City Manager

Report

November 2017

America's Most Livable City

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Welcome from the City Manager

Dear Mayor and Council,

The month of November closed out as expected. Though early in the new fiscal year, we are still on track with project and program benchmarks, and experienced no unforeseen budget expenditures. A few notable highlights within this report include the number of significant events for the Gulf Breeze Police Department, which demanded heightened attention as well as extra performance from the Communications Division. These emergency responses are significant because of the attention needed from Dispatch, either because of their life-threatening nature, or because of the multiple simultaneous actions being conducted by Dispatch. This year marks the first year since the inception of the City's emergency call center that Dispatch is staffed by at least two certified Dispatchers for all three shifts, utilizing both part-time and full-time hours.

A total of 1.25 inches of rain fell in November. Jason Randell was promoted from Utility Manager to Interim Director of Public Services to fill the vacancy left by Vernon Prather's promotion to Assistant City Manager. Danny Hall was promoted from Water Distribution Foreman to Interim Water & Sewer Supervisor. Ron Davis, Water Plants Foreman achieved his 30-year anniversary in working for the City.

Lastly, the Rec center recorded a total attendance of 1,784 students that participated in the after school program.

Sincerely,

Samantha Abell
City Manager

City Clerks

- Six City Council and/or committee meetings were held in November 2017;
- Assisted Special Consultant to City Manager with preparation of and attended two meeting of the Gulf Breeze Citizens' Academy;
- Processed various invoices for payment;
- Assisted various employees with insurance questions and service issues;
- Provided notice of red light camera meeting to violator, prepared proposed Final Administrative Order, and attended the hearing;
- Coordinated staff to assist Gulf Breeze Elementary School with Bike Fest in the morning and afternoon;
- Coordinated first annual employee recognition program by distributing nomination forms to all employees and scheduled two meetings of the committee;
- Worked with Bond Council's legal assistant to coordinate TEFRA hearings and assist with providing Council meeting dates for resolution adoption;
- Organized retirement party for retiring Utility Billing Supervisor by ordering lunch and cake, preparation of table decorations, notification of employees, set up and assisted with breakdown;
- Decorated City Hall for the Christmas holiday.

Statistics/Performance Data:

- 9 meetings (City Council, Architectural Review Board, Red Light Camera, Citizens Academy)
- 4 Request for Proposal/Bid/Qualifications bid openings:
  Police Department Expansion, ¾ Ton Pickup Truck, Splash Pad, Shoreline Park Multi-Sports Practice Facility
- 7 Public Records Requests
- 9 inquiries from City website
- 2 Notary Public services (offered free to residents)

Human Resources:

- 2 new hires processed (1 full-time; 1 part-time)
- 1 terminations processed (full-time)

- 3 New Workers Compensation cases in November
- Drug Testing: (3 pre-employment & 1 post-accident)

Strategic Priorities Update:

Implementation of meeting/agenda management software. The City Clerks' office is set to launch the new agenda software on January 2, 2018. The software will allow for the following (1) creation of meeting schedules, agendas, minutes, voting, and attendance records more efficiently; (2) provide a link from the City's website to the agenda/minute portal; and (3) provide for online access to historical and archived records for public and/or staff use.

Completion of City Hall Renovation. (*Staff has engaged a volunteer to assist with replacement of the council chairs, mayoral picture display, valances for the Council Chambers and several other projects in City Hall. We hope to bring a design board to the Council soon with chose options.)* In the summer of 2014, the City Council approved the expenditure of $50,000 for renovations to the interior of City Hall. Although a majority of the renovations are complete, there are a couple items needed to finish the project: purchase of 50 chairs for the Council Chambers and updating of the mayoral pictures within a display design. Recently added to the scope of renovation is updating the kitchen and possible redesign of the Administrative offices.

Create a City Clerks page on the City's website. The City Clerks' office has created a draft of the "City Clerks" page within the City's website. Once the page has been finalized, the page will go live. Included on the page is a link to make a public records request. This page will allow citizens to submit a public records request electronically. The requestor will receive an automatic response acknowledging receipt of the request. The request will go directly to one email that both City Clerks receive (CityClerks@gulfbreezefl.gov). The purpose of the City Clerks' page is to streamline and prioritize requests as they are received. In addition, this page will provide quick links to our minutes, agendas, code of

ordinances, and related websites. The City Clerks' office would not refuse to fulfill any request should the person choose not to use the webpage portal.

(*There are no updates on the below item.)*

Development of a Public Records Management Program/Policy and the destruction of documentation pursuant to Florida's records retention schedules. The City Clerks' office has not destroyed public records/documentation since 2006. There are a vast number of public records that can now be destroyed. There is a need to properly document and dispose of records that have met their retention requirements according to the State of Florida records retention schedule. In addition, the City Clerks' office would like to develop a public records management program/policy. This program allow for the efficient, effective, and economical management of the City's public records. A records management program/policy will benefit the City by lowering the risk of litigation, the timely retrieval of records, ensuring compliance, and a better knowledge of the records we have.

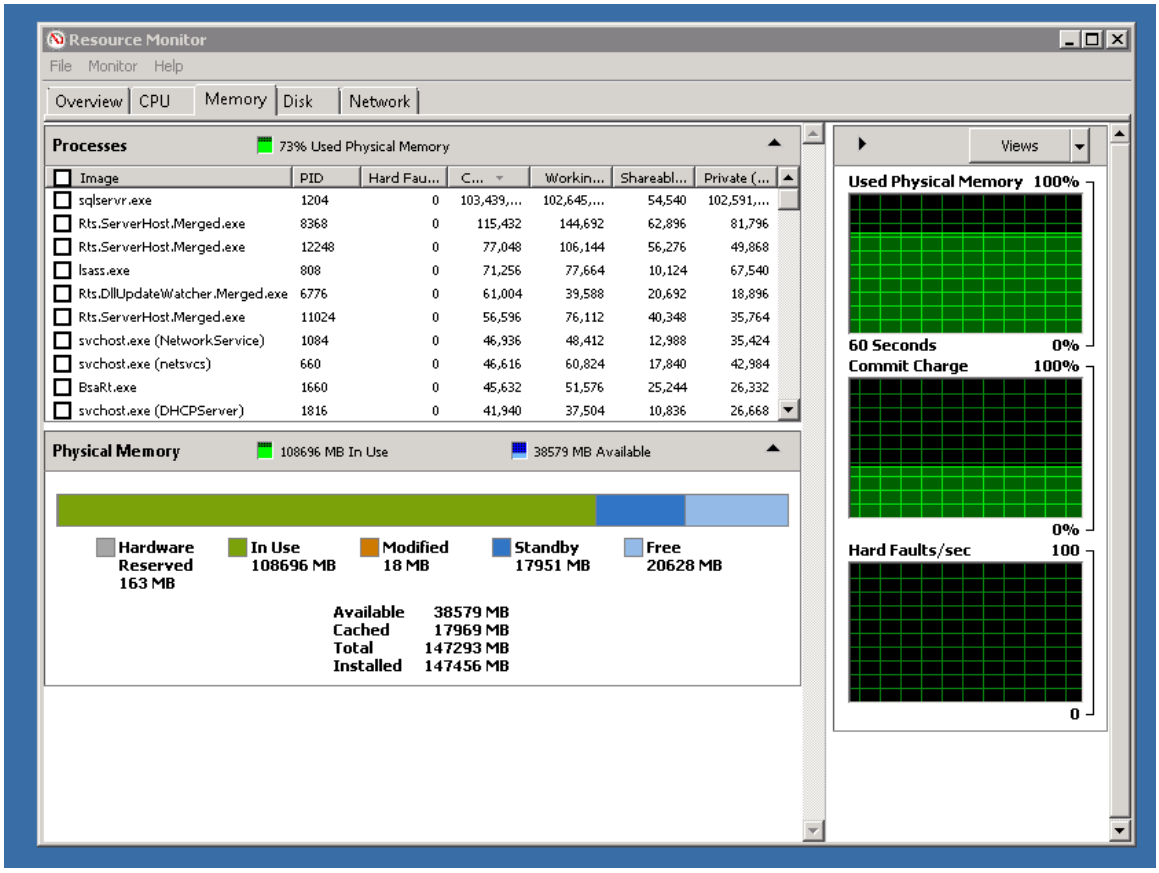
IT Department

WEBSITE REFRESH

- The main website was given a cosmetic overhaul and departmental pages have been updated.
- The auto playing picture marquee was enlarged on the main landing page.
- The back white display page was updated with a picturesque sunset and water.
- The areas labeled “Most Requested” and “Helpful Links” moved and enlarged.
- Bridge Cam’s moved higher to accommodate users who utilized this area the most per our google analytic report.

FINANCIAL / BS&A SERVER:

- Server appears to be running better after memory ram update from 96 gb to 144gb with 120 gb allocated to SQL services which uses the most because of BS&A.
- This updated configuration allows the server to have plenty of resources for the main system and SQL separately.



IT WEBINARS:

- IT department coordinated with various departments to stay abreast of current technology via webinars, talks and conference calls. Companies interacted with: CLK Media Co., KMS communications, AT&T, CDWG, and BBVA.

Police Department

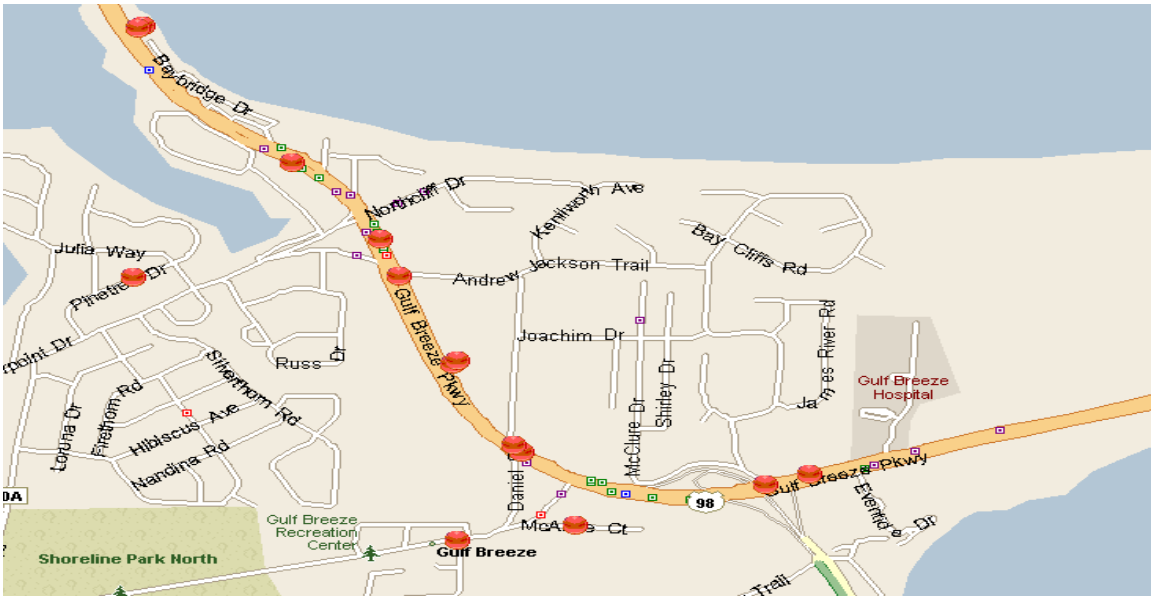
Administration

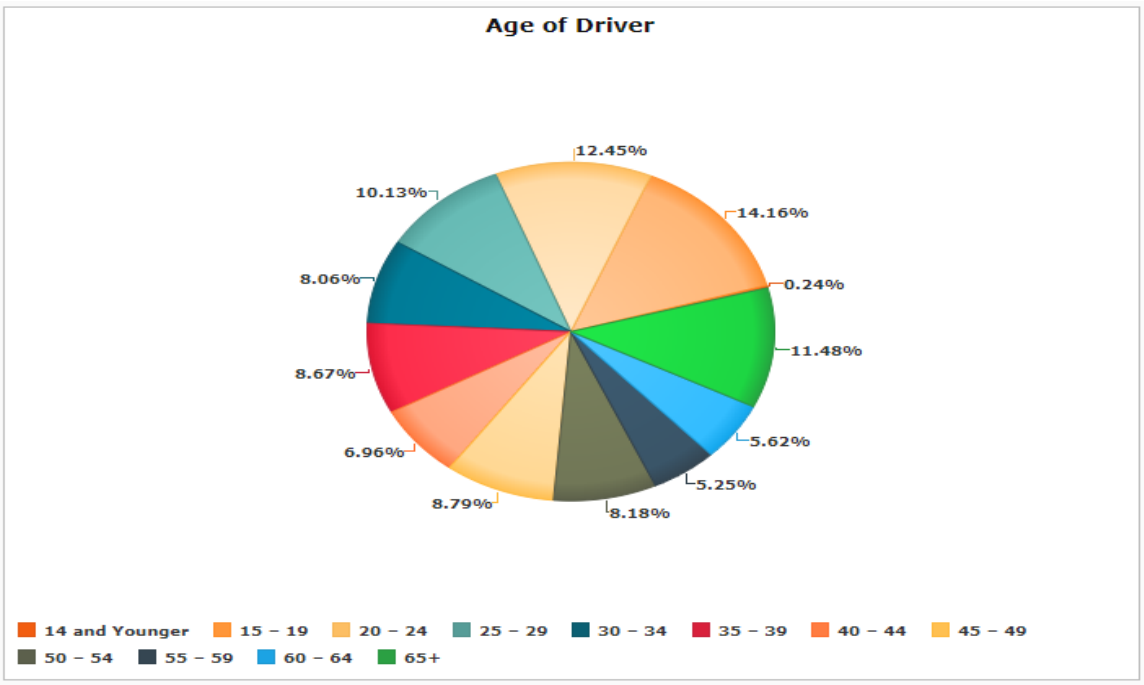
The Police Administration consists of the Chief of Police, Deputy Chief, Administrative Assistant, Records Clerk, Part time Red Light Camera Clerk and I.T.

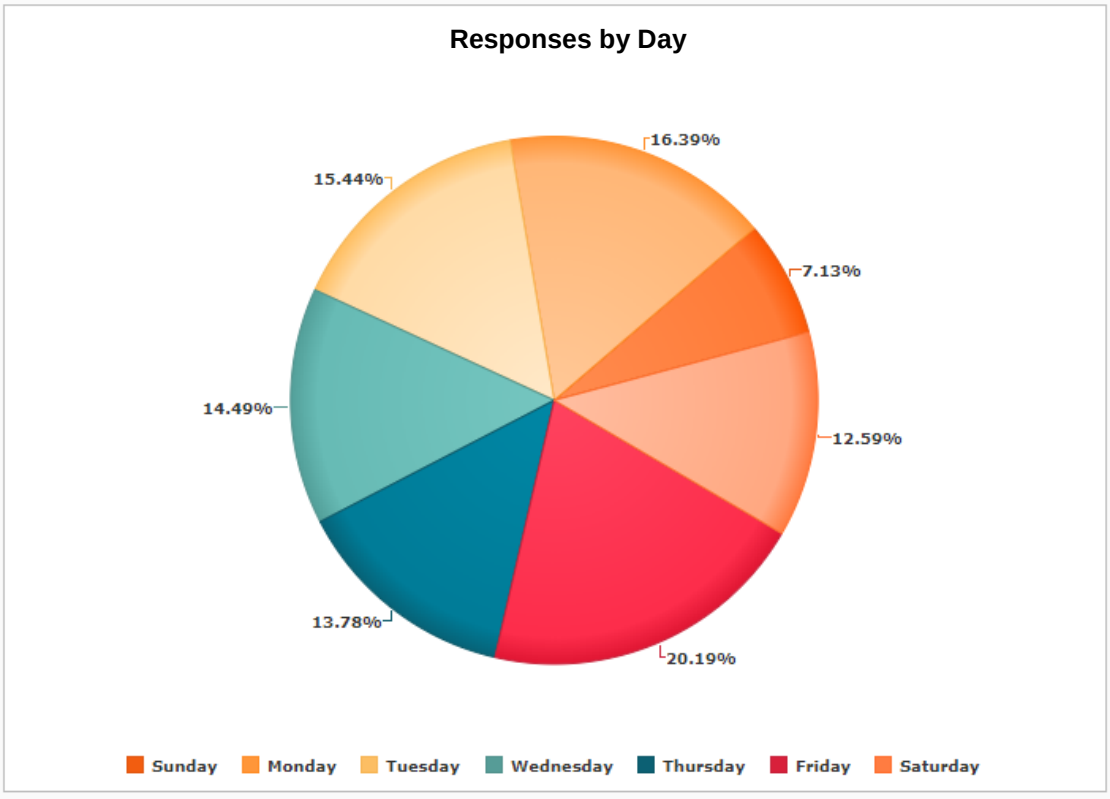
- Eight welcome letters were handed out to new residents by officers
- 19 contacts with Records Clerk that individuals paid for fingerprints, reports etc. (does not include phone calls)
- 231 Red Light Camera contacts made in regards to payments (either mailed in, in person or by phone), this does not include phone calls regarding questions about a Red Light Camera Ticket.
- 688 contacts with individuals at the front window or phone calls needing assistance.
- The Patrol Division is divided into four 12 hour shifts. There are currently 3 Sergeants assigned to Patrol and 8 full time Patrol officers. The Patrol Unit is supplemented by 5 part time officers.

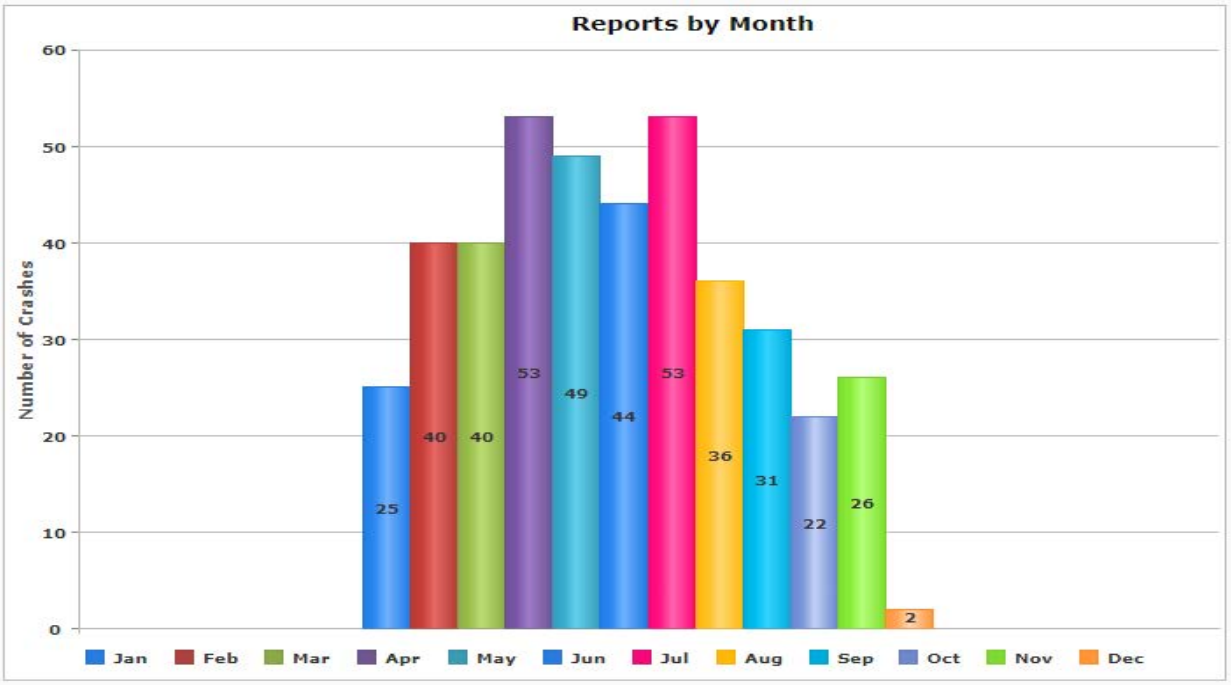
	Days Worked	Reports	Crashes	Traffic Stops	Citations	Arrests	Warrant Affidavit
Total		69	30	458	326	34	1
Average Day		3.1	1.4	20.8	14.8	1.5	0

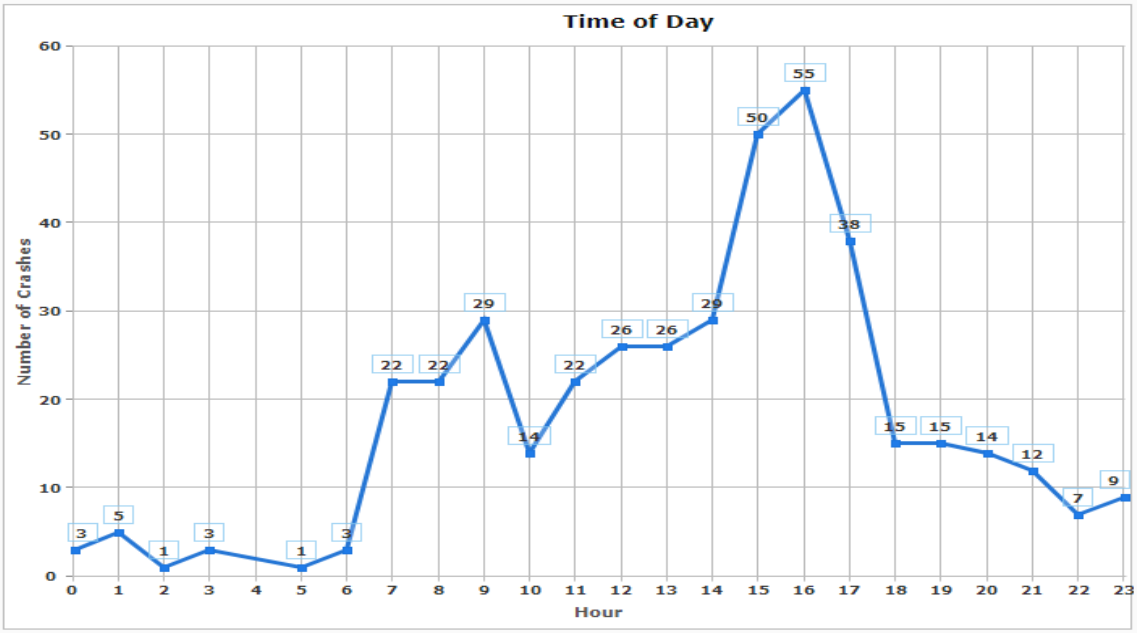
Gregory St
Barfront Pkwy
Pensacola Bay Bridge
Pensacola Bay
Reservation
Gulf Breeze
Gulf Islands National Seashore
Gulf Breeze Hospital
Highpoint Dr
Fairpoint
York St
Shoreline Dr
Gilmore Dr
Beer Dr
30A
Shoreline Park North
Shoreline Park South
Gulf Breeze
399


Baybridge Dr
Northcliff Dr
Kenilworth Ave
Bay Cliffs Rd
Julia Way
Pinetree Dr
Andrew Jackson Trail
Gulf Breeze Pkwy
Joachim Dr
Russ Dr
Silverthorn Rd
Firethorn Rd
Loruna Dr
Hibiscus Ave
Nandina Rd
Shirley Dr
McClure Dr
Gulf Breeze Hospital
Daniel
98
Gulf Breeze Recreation Center
Gulf Breeze
Shoreline Park North


Age of Driver
12.45%
14.16%
0.24%
11.48%
5.62%
5.25%
8.18%
8.79%
6.96%
8.67%
8.06%
10.13%
14 and Younger
15 – 19
20 – 24
25 – 29
30 – 34
35 – 39
40 – 44
45 – 49
50 – 54
55 – 59
60 – 64
65+


Responses by Day
16.39%
7.13%
12.59%
20.19%
13.78%
14.49%
15.44%
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday


Reports by Month
Number of Crashes
60
50
40
30
20
10
0
25
40
40
53
49
44
53
36
31
22
26
2
Jan
Feb
Mar
Apr
May
Jun
Jul
Aug
Sep
Oct
Nov
Dec


Time of Day
Number of Crashes
Hour
0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
3 5 1 3 1 3 22 22 29 14 22 26 26 29 50 55 38 15 15 14 12 7 9

Criminal Investigation Unit

There are currently 2 Investigators and 1 Sergeant assigned to the criminal investigations unit. One investigator is assigned to the DEA and is working in their HIDTA unit.

During the month of November 2017, the Investigation's Division has participated in 1 ICAC investigation, covertly placed 2 cameras within the city for surveillance.

The Investigation's Division currently has 15 open cases it is actively working.

Our narcotics assisted patrol with 5 patrol narcotics cases. HIDTA conducted an additional nine (9) controlled purchases targeting cocaine, methamphetamine and opioid traffickers in the tri-county area. HIDTA coordinated with the DEA Los Angeles Field Division with the location and arrest of a federal fugitive indicted in Pensacola for conspiracy to distribute/possess marijuana and money laundering charges.

Our Investigations Division processed into our evidence vault 242 pieces of evidence this month.

Communications Center

The Communications Division of the Gulf Breeze Police Department receives calls for service via 3 incoming phone lines and 2 incoming 911 lines. We also monitor and dispatch over the radio for the Gulf Breeze Police Department, Gulf Breeze Fire Rescue, and the National Park Service Law Enforcement Rangers. In addition, we handle after-hours calls for Gulf Breeze Public Works, South Santa Rosa Utility Service, and the Florida sections of the Gulf Islands National Seashore, National Park (Perdido Key, Fort Pickens, Santa Rosa, and Naval Live Oaks).

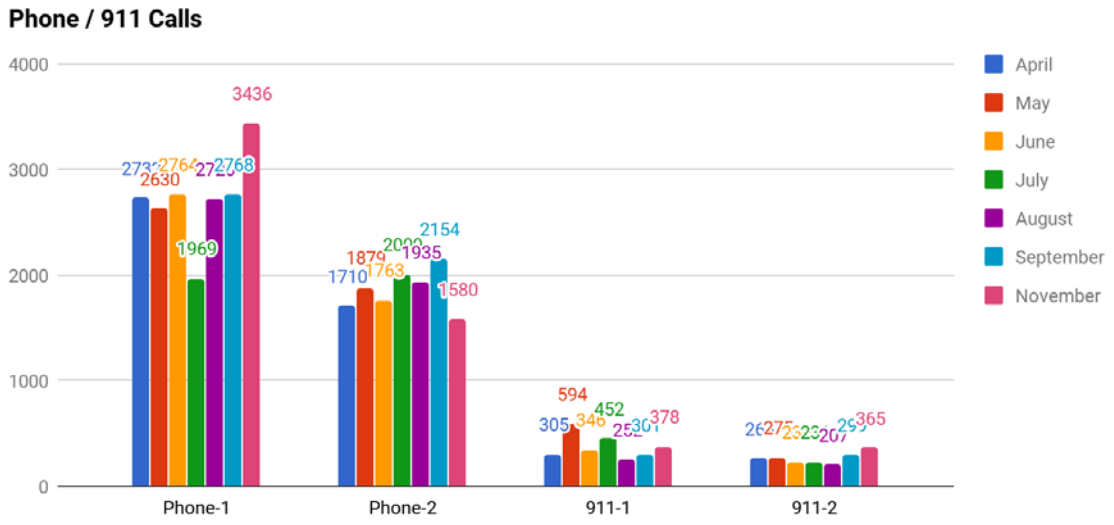
In addition to the incoming phone calls, and radio traffic, Dispatchers also make outgoing phone calls to surrounding agencies and jurisdictions to initiate / coordinate out of area response for additional Law Enforcement or Fire / Rescue needs.

Communications Division is staffed by four Full-Time Dispatchers (which includes a Lead Dispatcher) and 7 Part-Time Dispatchers. Two of the dispatchers are currently in training. There are Two Dispatchers scheduled during the day time, Monday - Friday, and every Evening Shift (2pm - 10pm). All other shifts (Day Shifts on Saturday and Sunday, and Every Midnight Shift) is covered by one Dispatcher.

November Nixle: 14,933 subscribers. 82 increase from October. 84 Messages sent.

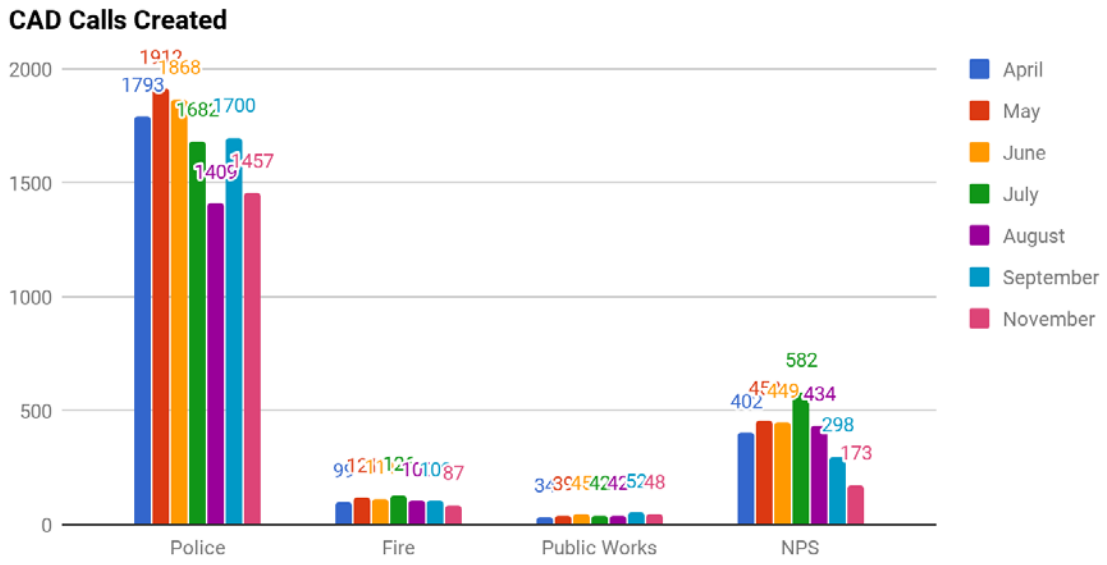
Phone / 911 Calls

During the month of November, 2017, Communications Division recorded a total of 5759 total phone calls via normal phone lines, and the 911 lines (7.43% increase from last month).



Computer Aided Dispatch

Gulf Breeze Communications utilizes a Computer Aided Dispatch tool to track Calls Created by either incoming phone calls from complainants, or self-generated activity by Police or Fire units. During the month of November , 2017, there were a total of 1765 calls generated (11.08% decrease from last month / decrease can likely be attributed to a reduction in calls for service in the National Parks which were closed after Hurricane Damage which occurred during the first week of October, and have not reopened at the time of the report).



Significant Events

There were a number of significant events that demanded heightened attention, and / or extra performance from the Communications Division during November, 2017. These events are significant because of the attention needed from Dispatch either because of their life-threatening nature, or because of the multiple simultaneous actions being conducted by Dispatch:

- Dispatchers handled a Commercial Structure Fire where outgoing phone calls were made to multiple agencies requesting assistance, and several talk groups were patched and monitored.
- Coordinated Police and Fire response to a Cardiac Arrest with CPR Instructions being given to the caller.
- Disturbance in progress with multiple simultaneous 911 calls incoming.
- Burglary in Progress called in by a female juvenile who was hiding in her bedroom while hearing unknown person in her house.
- Aggressive pit bull, in the act of killing cats / complainant tackled the dog and was holding it down. Dog remained aggressive and attacked another pet while officer on scene (taser deployed).
- Aggravated Assault on Law Enforcement Officer / Pursuit event where the two Dispatchers kept up with the location of the pursuit, coordinated response of two other agencies, arranged for school lockdown, all while fielding other incoming calls on the regular phone line and the 911 lines.
- Working Residential Structure Fire with multiple Fire Departments patched together and monitored by Gulf Breeze. More phone calls than normal had to be made requesting mutual aid resources due to normally requested departments not being available. Also, at the same time as the beginning stages of the Fire response, there was an activated Residential Burglar alarm being worked by PD.
- Active 911 call with Physical Disturbance / Domestic Violence in progress in the background. Caller had dialed 911 and threw the phone down, no contact was able to be made with caller while ongoing Physical Disturbance was happening in a moving vehicle. Used Power 911, and networked with Santa Rosa Sheriff's Office to follow the vehicle, and figure out a probable destination. Dispatch had to request Escambia Sheriff's Deputies from Pensacola Beach to respond to location

in our city because no officers were available to take the call. Female was reached, and located by ECSO (had broken arm and other signs of battery).

VIPS Activity Report
NOVEMBER 2017

Day	Date	VIPS	Miles Driven	Citizen Assist	Warnings	Hours
Thur	11-02	Jerry LaPier/Mike Romeo	23	0	0	5
Mon	11-05	Phil Kiklis/Tom Sembrot	68	0	0	5
Thur	11-06	Jerry LaPier/Mike Romeo	21	0	1	4
Sat	11-12	Jerry LaPier/Mike Romeo	55	0	0	6
Mon	11-16	Phil Kiklis/Tom Sembrot	58	0	0	5
Mon	11-19	Phil Kiklis/Tom Sembrot	61	0	0	5
Wed	11-20	Jerry LaPier/Mike Romeo	73	0	0	12
Sun	11-23	Jerry LaPier/Mike Romeo	63	0	0	14
Mon	11-27	Phil Kiklis/Tom Sembrot	65	0	0	5
Thur	11-30	Jerry LaPier/Mike Romeo	23	0	0	4
Thur	11-30	Romeo - Admin	40	0	0	8

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Totals:		Notes:
Number of Volunteers:	13	Patrol
Miles Driven:	550	Admin
Citizen Assists:	0	SD
Warnings Mailed:	0	
Total Hours	73	
Total Days:	11	

Gulf Breeze Fire-Rescue

November 2017 Incidents

Fire	1	Avg. Incident Response Time – 0:03:58
Rescue and EMS	56	Avg. Turnout Per Incident - 4
Hazardous Condition	2	Station Manning – 548 man hours
Service Call	10	Busiest Hour – Tie 10:00 & 13:00 hrs
False Call	3	Busiest Day of Week – Wednesday
Good Intent	15	
TOTAL	**87**	

Noteworthy Incidents

11/03/17 **HAZMAT** – Engine 33 assisted Natural Gas Department on a 2" gas main break. Provided traffic control and fire suppression while GBNG members were working on the main.

11/04/17 **SMOKE SCARE –** Station 33 responded to a possible commerical structure fire at 1165 Gulf Breeze Pkwy at the Massage Envy. After a brief search of the building the source of the smoke was found to be burned food in a microwave.

11/04/17 **PUBLIC ASSISTANCE –** Engine 33 responded to Smith Circle to assist a homeowner experiencing flooding conditions. The shutoff valve to a toilet was sheared off when a picture fell off the wall. FD secured the shutoff at the meter and helped the residence remove the water from the house.

11/19/17 **MEDICAL -** Squad 33 responded to a cardiac arrest on Loruna Drive. Crew provided CPR, and used the AED. Two firefighters rode with EMS during transport to GBER.

11/19/17 **RESIDENTIAL STRUCTURE FIRE -** Station 33 responded to a electrical fire on Cordoba Street. FD secured power and removed smoke from the structure.

11/26/17 **WATER RESCUE –** Boat 33 responded to a boat adrift in Pensacola Bay. A kayaker who lost his paddle was unable to return to shore. A private boat assisted the kayaker prior to Boat 33 arriving on scene.

Training

11/07/17 Hose Testing (7 people present)
11/07/17 First Responder Class (12 people present)

11/11/17 Ladder training (6 people present)

11/14/17 Pre-fire plan @ Santa Rosa Yacht Club (21 people present)

11/21/17 General (10 people present) *Thanksgiving week

11/28/17 Maintenance (7 people present)
11/28/17 First responder class (8 people present)

Fire Hydrant Maintenance Program

- 20 hydrants painted.
- Made a list of hydrants missing blue street reflectors.

- Made a list of hydrants that need to be entered into the GIS system.

Vehicle Maintenance

Engine 33

- Greased valves and conducted the annual pump test.

Ladder 33

- Replaced a bad transmission sensor.

Boat 33

- None.

Squad 33

- Installed a new door handle on a compartment and fixed the bumper.

Miscellaneous:

Preparing for ISO Review.

Water & Sewer / South Santa Rosa Utility System -Public Services

November Highlights: A total of 1.25 inches of rain fell in November. Jason Randell was promoted from Utility Manager to Interim Director of Public Services to fill the vacancy left by Vernon Prather's promotion to Assistant City Manager. Danny Hall was promoted from Water Distribution Foreman to Interim Water & Sewer Supervisor. Ron Davis, Water Plants Foreman achieved his 30-year anniversary in working for the City.

Wastewater Treatment Facility: Operations were normal for the month. The automation project is 100% complete. The new plant permit should have final approval in mid-January which will include a reduction in staffing from 16 hours per day to 8 hours per day seven days per week. The inmate squad repainted the white fence along #1 fairway on the east Course and performed routine maintenance on the West Course.

Water Distribution & Sewer Collection: Operations were normal for the month. There were three water main breaks, one outside the City limits and two inside City limits. Each leak was caused by construction activities, and were all repaired by staff in a timely manner. Staff painted eleven City fire hydrants.

Operator Certifications: Cody Foster, Dillon Tyree, Will Berkley and Steve Mowery continue to work on their Water Distribution III coursework and Jeremy Norris and Keenan Elder are working on their Water Plant Operator Certification course. Staff is looking into a Confined Space Training that will be hosted at the Community Center.

Statistics/Performance Data:

Potable Water Pumped:		53.018	million gallons
City		29.199	million gallons
SSRUS		23.819	million gallons
Water Main/Service Repairs:			
City:	2/9		
SSRUS:	1/22		
Work Orders			
Total Generated/Completed:		328/287	
City Generated/Completed:		73/57	
SSRUS Generated/Complete:		255/221	
Wastewater Treated:		**44.763**	million gallons
Taps:			
City Water / Sewer:		2/1	
SSRUS Water/ Sewer:		2/5	
Locates Completed:			
City:		64	
SSRUS:		411	
Disconnects:			
City:	SSRUS:	20	
		108	
After Hour Calls:		16	

Strategic Priorities Update:

1. Operator Training Program: Staff are revising job descriptions to reflect relevant certification requirements for the various tasks in the field and regulatory requirements and provide the pathway for employees to progress from Service Worker Trainee to Service Worker I, II, Senior and Foreman.

2. Reclaimed Irrigation Supply Plan: Staff is developing a reclaimed master plan of future reclaimed irrigation in conjunction with potential new developments. Completion expected in January of 2018.

Ten-Year Capital Improvement Plan Update:

The following items are in progress or have been completed in fiscal year 2018:

	Allocated Funds	Complete
Vehicles	$120,000	Received Bids
Fire Hydrant Upgrades	$100,000	0%
Portable Pump	$40,000	Received Bids
Water Main Upgrades	$175,000	Awaiting Bids
Water Plant Improvements	$50,000	0%
Lift Station Rehabilitation	$255,000	0%
I&I/Main Replacement	$190,000	0%
FY2017 CARRYOVER		
Water/Sewer Machinery & Equipment	$145,000	100%
Sewer Main Rehabilitation	$150,000	5%

Streets/Stormwater – Public Services

November Highlights: Staff and the inmate crew completed the routine activities of drainage and pump station inspections, roadway and right of way maintenance. Inmates continued with tree trimming throughout the City as well as roadway asphalt repairs. Staff replaced two sections of stormwater force main at Camelia and Shoreline as shown in the pictures below.

Statistics/Performance Data:

Streets	
Signs Replaced/Installed	6
Sidewalk Repaired/Replaced (feet)	**0**
Inmate Hours	**70**
Stormwater	
Rainfall for the month (inches)	1.25
Pump station kwh	**1661**
Basins Cleaned	**0**
Pipe Inspected	**0**
NPDES Permit Activities	
Private Drainage System Inspections	2
Construction Site Inspections	**8**
Educational Outreach Activities	**0**
Illicit Discharge Inspections	**0**

Strategic Priorities Update:

1. Signage Evaluation/replacement Program: Staff has developed a 5 year plan for evaluating and replacing the street signage in the City.
2. **Stormwater System Video Inspection:** Staff is developing a program to inspect with a video record all stormwater pipes in the City every 5 years. The program will be bid in 2018 with work to begin in F/Y 2019.

Ten-Year Capital Improvement Plan Update:

The following items are in progress or have been completed in fiscal year 2017:

	Allocated	Complete
2018 Resurfacing	**$555,000**	**0%**
2017 Resurfacing (FY17)	**$496,393**	**100%**
Bear Drive Drainage (FY17)	**$320,000**	**0%**

Natural Gas – Public Services

November Highlights: Routine monthly reports of charts stations and odorant reports were completed. Staff completed a commercial service line and meter set to Holiday Inn on Pensacola Beach. We also continued work on relocating the gas line for the Pensacola Bay Bridge project.

Statistics/Performance Data:

Locates Received/Performed	434
Service Orders	**189**
After Hour Calls	**25**
Natural Gas Customers Services	**19**
Main Extensions	**1**

Strategic Priorities Update:

1. **Supply Master Plan:** Staff will review current purchase agreements and suppliers as well as develop any opportunity to purchase all or a percentage of gas supply at a lower cost (Henry Hub versus WCOG). The first formal draft is expecting December 2017, however, this will be reviewed annually after this point.

Ten-Year Capital Improvement Plan Update:

The following items are in progress or have been completed in fiscal year 2018:

	Allocated	Complete
Machinery & Equipment	**$30,000**	**0%**
Vehicle Purchase	**$132,000**	**0%**
Building Repairs	**$30,000**	**0%**
CNG Fueling Expansion (FY17)	**$60,000**	**2%**
Sabine Crossing (FY17)	**$70,000**	**15%**

Department of Community Services

NEW PERMITS	
ACCESSORY STRUCTURE	1
ADDITION	1
BOA SUBMITTAL	1
DRB SUBMITTAL	2
FENCE	6
NEW SFR	1
POOL	1
PORTABLE STORAGE UNIT	1
PZ VERIFICATION	8
REMODEL/RENOVATION	2
SIGN	2
TENT	1
TREE REMOVAL	4
TOTAL	**31**

NEW CODE ENFORCEMENT CASES	
PERMIT REQUIRED	1
PSU VIOLATION	2
PROHIBITED SIGN	1
PUBLIC NUISANCES	4
UNAUTHORIZED CONSTRUCTION	1
UNLICENSED BUSINESS	1
TOTAL	**10**

PERMIT INSPECTIONS	
PERMITS WORKED	162
SITE INSPECTIONS	119
FAILED INSPECTIONS	1
PERMITS CLOSED (FINALED)	39
PERMITS EXPIRED	1

TRANSFER STATION	
CUSTOMERS	392
DEBRIS VOLUME	720 CY
SCRAP METAL VOLUME	60 CY
VEGETATIVE DEBRIS VOLUME	20 CY
APPLIANCES	16
SCRAP TRAILER REVENUE	$162
NO CHARGE LOADS (GOV.)	16
TOTAL REVENUE	**$9,056**

BUSINESS TAX RECEIPTS

NEW

Bridget Kemmerer at House of Hair Salon- 104 Nightingale Ln.
Gone Buggy -200 Northcliffe Dr.
The Academy of Gulf Breeze - 41 Fairpoint Dr Suite G

3 NEW BUSINESS	**$150.00**
10 RENEWED BUSINESS	**$1,006.03**
TOTAL	**$1,156.03**

DEVELOPMENT ACTIVITY

DEVELOPMENT REVIEW BOARD (DRB)

» The DRB reviewed and approved one project at their November 14, 2017 meeting. The project was an addition to an existing pier at 604 Bay Cliffs Road.

» Two DRB projects were received and processed for the December 2017 agenda. Both projects entail the construction of piers.

ARCHITECTURAL REVIEW BOARD (ARB)

» The ARB met November 30th to review field changes for the Arbors project located at 50 Joachim Road. The developer requested to make minor modifications to the streetscape wall, arbors and sidewalk. The changes were approved unanimously.

BOARD OF ADJUSTMENT (BOA)

» There were no cases to come before the BOA for the month of November 2017.

» One BOA case was submitted and processed by staff for the December meeting. The case involves a request to reduce the side yard setback for an accessory structure from five feet to approximately one foot.

OTHER NOTEWORTHY DEVELOPMENT ITEMS

» The Director and City Manager met with Banyan Investment Group on November 15, 2017 about the development of a Home 2 Suites on two parcels in the Sea Shell Collections Complex.

CRA ACTIVITY

- The Director and Neighborhood Services Coordinator met with Steve McCombs with Sternberg Lighting to review their products for possible inclusion in the Daniel and Joachim Streetscape plan.

SPECIAL PROJECTS:

CRA RENEWAL

- The Director, Neighborhood Services Coordinator and City Manager conducted a kickoff meeting concerning the renewal of the CRA.

- The Director, Neighborhood Services Coordinator and City Manager conducted a teleconference with VHB regarding the renewal of the CRA.

98/399 LANDSCAPING PROJECT

- The Director and Neighborhood Services Coordinator completed a pre-installation conference with East Bay Landscaping for the Mix-Nutt project.

- The Neighborhood Services Coordinator finalized change order One and Two for the Mix Nutt Projects construction documents.

- The Neighborhood Services Coordinator worked with worked with WAS to address plant change requests from East Bay due to warranty issues.

- The Neighborhood Services Coordinator reviewed and approved pay application one from East Bay Landscaping.

MULTI-USE PATH

- Staff completed a kickoff meeting with Dewberry engineers regarding beginning the ADA transition plan inspections and reporting.

DANIEL AND JOACHIM STREETSCAPE

- The Neighborhood Services Coordinator meet with Gulf Power to discuss lighting studies and configuration options for the Daniel & Joachim Streetscape project.

- The Neighborhood Services Coordinator worked with Gulf Power to complete an illumination study and develop a plan and quote for pedestrian lighting along Daniel and Joachim.

- The Director and Neighborhood Services Coordinator met with the owners from the Arbors and Bayside Collision to facilitate the construction of a wood privacy fence along their common property line.

MISCELLANEOUS:

Department staff attended a lunch and learn for the new iCompass system.

The Director participated in a meeting to review the RFQ's for the new police department building and renovation project.

The Director meet with the City Attorney to review a variance application submitted by Jack Mooreland for a pier behind his property that would impact the isthmus of Deadman's Island.

Department staff setup cones and assisted with traffic control for the annual GBES bicycle rodeo.

The Director met with the City Attorney about establishing review time frames for Level I, II and III Development.

Department staff setup and attended a meeting between the architect of record for the Arbors project and the Chairman of the ARB regarding field changes. See comments in the ARB section of the Development Activity header for more details.

Finance Department

The primary focus of the Finance Department has been structured around closing processes for the fiscal year ending 9/30/2017. The accounting staff have been busy with year-end accruals of accounts payable invoices and calculating leave balances for the calendar year. The Senior Accountant and Finance Director are working long hours to complete the audit related work and the current estimate to fully complete the audit is March 2018. External auditors will be on-site for two weeks beginning January 2, 2018, and the remaining work will be accomplished electronically.

The newly hired Finance Director, Jeanne Griffin, began employment on November 6, 2017. With the retirement of Patsy Mitchell, her first task was to hire a replacement for Patsy. Joanne Oliver began employment on December 4, 2017. Patsy Mitchell is working (2) days per week for the month of December 2017, and will officially retire on January 1, 2018.

In addition to the audit work, staff evaluations for the utility billing department were completed early December and evaluations for accounting staff are pending. One temporary staff was let-go in November due to absenteeism. The management team is currently interviewing potential candidates through temporary services. The department has one customer service representative going on a month-long trip to Japan in January and one customer service representative is having surgery in February.

Calls Handled:	1929	**Prior Month:**	2225
Customers at Window	670		805
Customers at risk of cutoff on prior Friday for late payments	582		566
Customers contacted/alerted by phone, text or voicemail	576		551
Customers actually subject to cutoff	150		156

Parks and Recreation

November 2017

November Highlights: The November Films on the Field was held on November 18, 2017. The festivities began at 5:00 p.m. with a Giant Slide, Knocker ball, Relay Races, Concessions, Music, Hula Hoop Contest and much more. The featured movie was sponsored by Sims Orthodontics with over 220 participants attending. **Total: 220**

- **<u>Pensacola Beach Volleyball – Barracudas – Try outs:</u>** The Pensacola Beach Volleyball Club held their season tryouts on November 4, 2017 from 8:00 a.m. – 6:00 p.m. Thirty girls showed up for the 2018 Season Tryouts.

- **<u>Season Salute Cheerleading Competition:</u>** The Season Salute Cheerleading Competition was held here at The Recreation Center on Saturday, November 11, 2017 from 7:30 a.m. – 6:00 p.m. Sixteen Teams competed in this event in five different age divisions, each team had an average of 15 girls on the team with a total of **320** cheerleaders. The estimated number of spectators was 1000 people throughout the day with a $ 5.00 entrance fee. The following is a quick overview of the total revenue and expenses involved with this event. The City will receive 20 % of all profits.

Above: Gulf Breeze Director of Parks and Recreation Ron Pulley won a grant to from Gulf Breeze Will Do to install a shade structure and benches at the splash pad near the Gulf Breeze Community Center.

Statistics/Performance Data:

***After School Program:** The After-School Program mission is to provide a comprehensive after-school program for middle school children in our community. This program meets Monday – Friday from 1:30 – 5:30 p.m. and is FREE of charge and is supervised by paid staff that offer a variety of activities in a safe and supervised atmosphere. The Director is Sydney DePalma and can be reached at (850) 934-4150.

Week	Date	Monday	Tuesday	Wednesday	Thursday	Friday	Total
1	Nov 1 - 3	0	0	142	112	154	408
2	Nov 6 - 10	118	89	100	142	0	449
3	Nov 13 - 17	103	93	83	116	143	538
4	Nov 20 - 24	0	0	0	0	0	0
5	Nov 27 - 30	87	90	97	115	**0**	**389**
						TOTAL	**1784**

Group	Date	Room	Event	Total Participation
GBSA Board Meeting	**Nov 6, 2017**	**Clay Ford**	**Board Meeting**	**30**
Wave Board Meeting	**Nov 8, 2017**	**SB**	**Board Meeting**	**12**
Cheerleading Meeting	**Nov 4, 2017**	**RM 101**	**Meeting**	**25**
Sharks Parents Meeting	**Nov 6, 2017**	**Clay Ford**	**Parent Meeting**	**40**
Historical Society	**Nov 8, 2017**	**Clay Ford**	**Meeting**	**6**
Baybridge HOA	**Nov 8, 2017**	**Clay Ford**	**Meeting**	**20**
Senior Luncheon	**Nov 9, 2017**	**Clay Ford**	**Lunch & Bingo**	**19**
GBSA Team Meeting	**Nov 9, 2017**	**Clay Ford**	**Meeting**	**15**
GBSA Board Meeting	**Nov 13, 2017**	**Clay Ford**	**Meeting**	**16**
Wave Parent Meeting	**Nov 14, 2017**	**Clay Ford**	**Parent meeting**	**23**
GBSA BBall Drafts	**Nov13,14,15,16**	**Rm 209**	**Drafts**	**44**
Will Do	**Nov 16, 2017**	**Clay Ford**	**Meeting**	**12**
Citizen's Academy – Buz	**Nov 16, 2017**	**Rm 101**	**Presentation**	**15**
Florida Trail Association	**Nov 18, 2017**	**Clay Ford**	**Meeting**	**12**
				289

MEETINGS:

***Men's Open Basketball (Morning 6:00 a.m. -7:30 a.m.)** This group is made up of men ages 18 and up that meet on Monday, Wednesday, and Friday. Note: JB Spencer has a key to the building and opens the building for the players on Monday, Wednesday & Friday mornings from 6:30 a.m. – 8:00 a.m. This class does not have a fee structure.

Week	Dates	Monday	Wednesday	Friday	Total
1	Nov 1 - 3	0	39	40	79
2	Nov 6 - 10	40	40	35	115
3	Nov 13 - 17	38	38	40	116
4	Nov 20 - 24	45	40	20	105
5.	Nov 27 - 30	25	35	40	100
				• TOTALS	515

***Bridge:** The Bridge Program is offered in the Clay Ford Room from 9:00 a.m. – 2:00 p.m. on Monday & Friday's. The Participants Are Charged $1.00 per class. The Bridge Director is Sid Hite (850) 934-4571

Week	Date	Monday	Wednesday	Friday	Total		Revenues
1	Nov 1 - 3		0	28	28		$ 28.00
2	Nov 6 - 10	16	8	28	44		$ 44.00
3	Nov 13 - 17	16	0	24	40		$ 40.00
4	Nov 20 - 24	0	0	0	0		0
5	Nov 27 - 30	16	0		16		$ 16.00
				TOTALS	**128**		**$ 128.00**

*__**Vending Machine:**__ The Vending Machine is located in the main lobby and is stocked and operated by the Recreation Center Staff. All proceeds are collected and deposited once a week as a fund-raising effort for programs and supplies. Total Revenue for the Month: **Total: $ 877.00**

__***Senior Luncheon & Bingo:**__ This program meets the second Thursday of every month in the Clay Ford room for Senior Citizens to eat a nice catered lunch and participate in a book swap and a few games of Bingo. The program is free of charge to all citizens 55 and over. The Total number of participants during the April Meeting was: **TOTAL: 23**

***Adult Pickle Ball:** The Adult Pickle Ball League is designed for adults age 18 and over to enjoy three to four nights per week in a friendly match of pickle ball. This program meets on Saturday Evenings, Sunday Afternoon and Wednesday mornings: Participants can either pay $75.00 per year or $3.00 per class until they reach $75.

	Dates	Wednesday	Thursday	Saturdays	Sundays	TOTAL	Revenues
1	Nov 1 - 3	18 / $ 12.00	0	12 /$3.00	30 /$ 24.00	60	$ 39.00
2	Nov 6 - 10	23 / $ 15.00	0	20 / $ 27.00	15 /$ 6.00	58	$ 48.00
3	Nov 13 - 17	35 / $ 51.00	0	10 / $ 12.00	20 / $ 9.00	65	$ 72.00
4	Nov 20 - 24	24 / $ 27.00	0	12 / $ 12.00	24 / $ 15.00	60	$ 54.00
5	Nov 27 - 30	21 / $ 21.00	0	0	0	21	
					TOTALS	**264**	**$ 213.00**

***Open Gym (Sunday's):** Open Gym is held every Sunday (When available) from 2:00 p.m. – 5:00 p.m. with a $2.00 Non- Resident Fee. Individuals that come to play pick- up basketball games must be 16 years of age or older and present a valid picture I.D. and $2.00 to participate.

Saturday/Sunday	Participation #	Revenue
November 4 & 5	29	$ 18.00
November 11 & 12	Closed – Cheer Competition	0
November 10 & 12	27	0
November 18 & 19	53	$ 2.00
November 26 & 26	33	$ 4.00
TOTAL	**142**	**$ 24.00**

***Jazzercise: (Meets 9 Times per week):** These classes are instructed by Jane Smith. 850-525-2545. This group pays 20% of all participation fees to the center. The following is a class time schedule with numbers:

M & W & F	8:30 a.m.	Saturday's	8:00 a.m. 9:00 a.m.
M & T & TH	6:00 p.m.	Sunday's	4:30 p.m.

Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Nov 1-3	0	0	29	43	29	12	4	117
Nov 6 - 10	27	19	25	16	40	15	4	146
Nov 13 - 17	33	16	25	36	28	22	4	164
Nov 20 - 24	16	11	19	0	24	20	5	95
Nov 27 - 30	39	16	32	24	22	0	0	133
						TOTAL	**Participation**	**655**
							TOTAL	**$**

Kangoo Jumps: This class is instructed by Barbara Kiel and is designed to utilize specialized boots to incorporate fitness and enhance safe jogging, running, enhance heart health and reduce mental stress. This class meets every Tuesday and Thursday from 9:30 a.m. – 10:00 a.m. **The cost is $15.00 per class and a $10.00 boot rental (Boots cost $250.00)**

Week	Date	Tuesday	Thursday's	Total	Revenues
1	Nov 1 – 3	0	0	0	0
2	Nov 6 - 10	0	0	0	0
3	Nov 13 - 17	1	0	1	2
4.	Nov 20 - 24	0	-0	0	0
5.	Nov 27 - 30	0	3	3	
			TOTAL	**4**	**$ 13.20**

***YOGA:** This class offered by Alicia Tappan meets every Monday and Wednesday from 9:00 A.M. – 10:00 A.M. in Room 101. The drop-in fee is $10.00 and $85.00 for 10 classes.

Week	Dates	Monday	Wednesday	Friday	Total
1	Nov 1 – 3	0	0	0	0
2	Nov 6 – 10	2	2	0	4
3	Nov 13 – 17	2	0	0	2
4	Nov 20- 24	0	0	0	0
5	Nov 27 – 30	3	3	0	6
				TOTAL	12
			TOTAL	REVENUE	$ 5.00

***Pilates:** These classes are 1-hour beginner/intermediate mat classes that will focus on core strength, proper posture, flexibility and toning emphasizing long lean muscles. The instructor is Ashley Keigley (850) 637-5728 or e mail at akeigley@gmail.com

Week	Date	Tuesday	Thursday's	Total	Revenues
1	Nov 1 – 3	0	7	7	
2	Nov 6 - 10	10	8	18	
3	Nov 13 – 17	9	6	15	
4	Nov20 - 24	0	0	0	
5	Nov 28 – 30	8	8	16	
			TOTAL	**56**	**$ 168.00**

***Senior Fit (Meets T & Th 9:00 – 10:00 a.m.)** This class is specifically designed to meet the needs of senior adults, age 50 and older with an emphasis placed on stretching, low impact aerobics, muscle strengthening and toning with resistance. Instructor: Clairy Pageant (850) 934-0271. $3.00 per class. This program is not charged a percentage that goes to the city because it is for Senior Citizens over the age of 55.

Week	Date	Tuesday	Thursday	Total
1	Nov 1 – 3	0	15	15
2	Nov 6 - 10	18	20	38
3	Nov 13 - 17	18	18	36
4	Nov 20 - 24	0	0	0
5	Nov 28 - 30	15	13	28
			TOTAL	**117**

***4ShoreFit**: This is a four-week fitness boot camp using indoor and outdoor activities focusing on strength and conditioning. The Instructor is Erin Zeigler (850) 501-0552

Week	Date	Monday	Tuesday	Wednesday	Thursday	Friday	Total
1	Nov 1 – 3	0	0	12	15	0	27
2	Nov 6 – 10	13	14	13	12	0	79
3	Nov 13 – 17	33	14	22	30	0	99
4	Nov 20 - 24	33	36	20	15	0	104
5	Nov 28 - 30	37	22	20	19	0	98
6					Total	**Participation**	**407**
						Total Revenue	**$ 2,110.00**

***Zumba Gold**: (Meets M, W, F): This class is designed for senior citizens (55 Over) to participate in a fun and safe upbeat aerobics class. Instruction: Regina Ewing (850) 554-6639.

Week	Dates	Monday	Wednesday	Friday	Total
1	Nov 1 – 3	0	3	13	16
2	Nov6 - 10	16	0	17	33
3	Nov 13 - 17	17	0	15	32
4	Nov 20 - 24	0	0	0	0
5	Nov 27 - 30	15	0	15	30
				TOTAL	111
			TOTAL	**REVENUE**	**$ 85.00**

COMMUNITY CENTER RENTALS:

Renter	Rental Date	Event Date	Room	Event	Cost/Deposit	Total
Jackson DePalma	Nov1	Nov 1, 2017	Gym	Party	$ 30.00	$ 30.00
Heather Doerr	Nov1	Nov 7, 2017	Gym	Practice VB	$ 25.00	$ 25.00
Micky Boutrite	Nov 1	Nov 17,2017	Room 101	Birthday	$ 125.00	$ 125.00
John Luna Dance	Nov2	Nov 11,2017	Theatre	Ballroom	$ 50.00	$ 175.00
Clay Steven	Nov 11	Nov 11, 2017	Gym	Volleyball	$ 65.00	$ 65.00
Life Church	Nov 5	Church	Th,209,Gm	Church	$ 350.00	$ 350.00
	Nov 7	Nov 7,2017	Gym A	Volleyball	$ 130.00	$ 130.00
Salute Cheer	Nov 11	Nov 11,2017	All Rooms	Competition	20%	
Life Church	Nov 12	Nov 12, 201	Th,209,B	Church	$ 350.00	$ 350.00
Maria Linotes	Nov 15	Dec 9, 2017	Theatre	Party	$ 275.00	$ 275.00
PSA – Volleyball	Nov 15	Nov 15, 2017	Gym B	Banquet	$ 200.00	$ 200.00
Bouterie	Nov 16	Nov 17, 2017	Rm 101	Birthday party	$ 125.00	$ 125.00
Life Church	Nov 19	Nov 19, 2017	Th,209,Gym	Church	$ 350.00	$ 350.00
Anita Stover	Nov 19	Nov 19, 2017	Gym	Volleyball	$ 32.50	32.50
John Oerting	Nov 27	Dec 2, 2017	Theatre	Dance Class	$ 275.00	$ 275.00
					Total	$ 2,507.50

D. TENNIS LESSONS AND LEAGUES:

Whitney Man, Tennis Pro (850) 554 – 9547
LESSONS:
ADULT CLINICS: 1 hour 15 minutes = $ 15.00
Pro-Private Lesson .5 hour - $ 27.50
Pro-Private Lesson 1 hour = $ 55.00
Pro-Private Lesson 1.5 hour = $ 82.50
Pro-ladies League Lesson 1 hour = $ 110.00
Pro-Ladies League Lesson 1.5 hour = $ 160.00
KIDS CLINICS:
LEAGUES: $ 100.00 per Ladies League Team
1 hour = $ 15.00 per clinic or $ 104.00 for 8 clinics.
1.5 hour = $ 20.00 per clinic or $ 144.00 for 8 clinics
QUADS:
Monday Mixed Quads = $ 25.00 for 6 weeks
Ladies Quads= $ 30.00 for 6 weeks
Men's Quads = $ 30.00 for 6 weeks

Program	Revenue Total	10%	20%	100%	Total to City
Kids Clinic	$ 1,507	$ 150.70			$ 150.70
Adult Clinics	$ 405.00	$ 40.50			$ 40.50
Tennis Pro Lessons	$ 4,255.67	$ 425.57			$ 425.57
Quads	$ 1,200.00	$ 120.00			$ 120.00
Reservations	$ 24.00				$ 24.00
Court Fees/ Leagues	$ 1,155.00		$ 231.00		$ 231.00
Retail	0	0	0	0	0
Assist. Tennis Pro	$ 357.50		$ 71.50		$ 71.50
Tournaments	$ 2,418.15		$ 483.63		$ 483.63
TOTALS					$ 1,546.90

Tennis Tournament (November 10 & 11, 2017) - The 45th Annual Sandspur Mixed Doubles Tennis Classic was held on November 10 & 11th with thirty-two teams participating. This fun filled event included Guaranteed Four Matches for all players, goody Bag and T- shirt, Dinner on Friday Night. Breakfast and Lunch was served on Saturday while participants had the opportunity to stroll through a wide variety of silent auction items and prizes were given for winners and runners – up and other fun categories including best dressed, best spirit and most fun. The total amount of money raised during this tournament was **$ 3,934.52** with **$ 2,000.00** being donated to GBSA.

GBSA WINTER SPORTS: BASKETBALL: The 2018 Basketball Season began registration on October 1st and continued through Nov 5. The Basketball Clinics were held on Nov 6 – 10th. The following is a list of all Team Roster's including Coaches and participants. The total number of youth participating in this year's program is: **Total: 366**

Leagues	Number of Teams	Registered Participants
Age 5 – 6 Co – Ed	6 Teams	48
Age 7-8 Girls	4 Teams	29
Age 7-8 Boys	7 Teams	55
Age 9-10 - Girls	5 Teams	38
Age 9-10- Boys	6 Teams	55
Age 11-14 – Girls	3 Teams	31
Age 11-12 – Boys	7 Teams	62
Age 13 – 14 Boys	6 Teams	48
TOTALS	**44**	**366**

2017 GBSA Youth Basketball Practices:

PARKS DIVISION:

***Boat Ramp:** The Boat Ramp with staffed attendants was open until November12, 2017. The Toll Booth officially closed for the winter months but the boat ramp will remain open with customer's utilizing the honor pole for daily pass payments. The Toll Booth will re – open next spring on April 1, 2018.

Date	Box	Daily Pass Resident	Daily Pass Non-Resident	Annual Pass Resident	Annual Pass Non Resident	Total
Nov 2, 2017	HP	$ 313.00				$ 315.00
Nov 4, 2017	1	$ 10.00	$ 220.00			$ 230.00
	3	$ 40.00	$ 130.00			$ 170.00
Nov 5, 2017	1	$20.00	$ 100.00			$ 120.00
	3	$ 10.00	$ 120.00		$ 75.00	$ 195.00
Nov 10,2017	1		$ 60.00			$ 60.00
	3		$ 50.00			$ 50.00
Nov 11, 2017	1		$ 100.00			$ 100.00
	3	$ 20.00	$ 50.00			$ 70.00
Nov 12, 2017	1	$ 10.00				$ 10.00
	3		$ 50.00			$ 50.00
Nov 13, 2017	HP	128.00				$ 128.00
Nov 29, 2017	HP	$ 100.00				$ 100.00
					TOTAL	$ 1,598.00

SHORELINE SOUTH – PICNIC GAZEBO

Renter	Rental Date	Event-Date	Event	Resident Fee	Non-Resident	Total
Bradley, Cathy	11/01/2017	11/23/2017	Family Reunion		$ 70.00	$ 70.00
John Spurrey	11/22/17	04/13/17	Family Reunion	$ 60.00		$ 60.00
Cindy Lawrence	11/27/17	12/10/17	Memorial Service	$ 60.00		$ 60.00
Charlie Shoemo	11/28/17	3/9/17	Big Event		$ 70.00	$ 70.00
			TOTAL			$ 260.00

KIDS PARK RENTALS:

Renter	Rental Date	Event Date	Hours	Event	Resident	Non-Resident	Total
Helt	11/3/2017	11/12/2017	3	Party		X	$ 30.00
Kate Boyer	11.9.17	12/02/2017	2	Party		X	$ 20.00
Ambler	11/17/17	12/17/2017	3	Party		X	$ 30.00
Kathy Lane	11/17/17	11/18/17	3	Party		X	$ 30.00
						TOTAL	$ 110.00

STRATEGIC PRIORITIES UPDATE:

1. Shoreline South Gazebo Rehabilitation Project: The Pre-Bid meeting was held at Shoreline Park South on August 15, 2017 at 9:30 a.m. A total of six contractors participated in an onsite tour of the gazebos and received a copy of the full bid proposal with diagrams. The Bid Opening was held at City Hall on August 24, 2017. Ethridge Construction and Jay Miller Construction were the two contractors that submitted bids. Dewberry and Associates opened the bids and communicated a recommendation to Mr. Pulley by September 7, 2017. On September 15, 2017 Ron submitted a Council memo to recommend that Council authorize additional capital funding in the amount of $ 47,035.50 and award a contract for the Shoreline Park Gazebo Replacement Project to Etheridge Construction at their bid price of $357,035.50.

The contract was signed and delivered on November 14, 2017. The first Pre- Construction meeting was held on November 27, 2017 at 10:00 a.m. This meeting presented some further delays due to manufacturer time lines. Ethridge Construction and Dewberry Architects are currently working on the updated timeline and will re- schedule another Pre- Construction Meeting.

Aerial Picture of Shoreline South Gazebo's (2017)

2. Sunset Park- Splash Pad Project: The Mayor and Council approved $ 180,000.00 in the FY2018 Budget to design and build a Splash Pad Park located at the west end of the Sunset Kids Parks fenced area. On November 7, 2017 at 2:00 p.m. sealed bids were opened with the following companies entering a bid:

Company Name	Representative	Bid Price
Great Southern Recreation	Justin & Abby Vance	$ 180,000.00
Advanced Recreational Concepts	Paul Becham	$ 190,738.00
Cox Pools of the Southeast, Inc.	Mark	$ 249,750.00
Aqua Underground	David Youssi	$ 364,476.91

Great Southern Recreation has been selected by the reviewing committee. The Council will review staff's recommendation on December 13, 2017, for approval at the December 18th Mayor and Council Meeting. If approved, the bid will be awarded by January 7, 2018.

The Ground-Breaking Ceremony is scheduled for January 19, 2018. This will be a joint celebration honoring Arbor Day, Driftwood Club's bench donation. Construction will begin around February 7, 2018 within an 8 – 12 week timeline with the projected completion date being June 7, 2018.

Kids having fun in Splash Park: A site we will see in Gulf Breeze very soon!

3. Multi-Sport Practice Facility: (60' x 80' Steel Metal Building):

The bid opening was held on November 16, 2017 with the following companies submitting a bid. The bids were all higher than the budgeted allowance of $100,000.00

Company Name	Representative	Bid Price
Humphreys Building Contracting, Inc.	Fred Humphreys	$ 143,125.00
A.E. New Jr, Inc.	Jennifer Beasley	$ 144,000.00
Gulf Coast Building Contractors	Stephen Ritz	$ 146,800.00
Birkshire Johnston, LLC	Chris Birkshire	$ 150, 840.00

The City Council entered into an agreement with GBSA for the sports association to contract for the construction of the facility, with up to $30,000.00 of costs to be reimbursed by the City.

Tiger Point Golf Club

HONOURS GOLF
A Division of TROON

Troon Rewards Sign Up/Players for the Month/Free Rounds
59/189/0

November Report

Revenue	**November 2017**
Total Revenue	$79,692.98
Golf	$ 45,466.31
F&B	$28,367.54
Retail	$5,859.13

Green Fee Dollars Per Round	$14.51

Performance Factors:	We had the GCF Nov. lunch with us on the 9th. They are supposed to have 45 guests every month and they had 76. It grew roughly 10 people from October to November. We had the Bayside FC FootGolf tournament on Sat. the 4th. 93 kids played in it with parents watching. 140 players on Friday the 24th which caused us to have to rent 15 golf carts.

Marketing Activity:	Went to the Gulf Breeze/Navarre Chamber After Hours Event. One of the Realtors I met brought one of his clients out for a couple rounds of golf while they were in town searching for a new home. He has also come over for dinner with us. Sent out weekly e-blasts. Created the "Tiger Point Customer Satisfaction Index".

Rounds	**November 2017**

Total Rounds	2194
Member	691
Paid	1260
Comp	243
Weather Influence:	Only 1.5 days hurt by the weather. Some cool temperatures early in the month along with the week of Thanksgiving week.

Memberships	**November 2017**
Total	109

Activity:	Collected $24,675.86 in Member Payments this month.

Agronomic Conditions	Add lateral drain in # 8. Flush right greenside bunker #8. Needle tined and rolled greens. Replaced and leveled heads around # 10 green. Rewired and organized irrigation control box on #12. Added drain line to #8 bunker. Leveled greens heads on #2, 16 & #1. Filled holes #17 and 12 tee. Sprayed greens foliar. Continue edging cp. Trim palms at clubhouse. Edged tee/fwy markers. Fixed a small irrigation leak on #13. Found two irrigation valves on # 8.

Human Resource/ Safety News	NA