



Public Works Department
of Gulf Breeze
City 1070 Shoreline Drive
Gulf Breeze, Florida 32561
850.934.5108

August 16, 2022

RE: Water & Sewer Utility Replacement

Dear Bay Bridge Property Owner,

Many of the Bay Bridge owners have expressed a desire for the city to assume responsibility for the water and sewer utilities within the three Bay Bridge developments. The originally installed utilities were not accepted by the city because they did not meet the minimum standards required. In the past few years, the owners' associations have expended funds on multiple repairs in the aged system.

To assist the associations in meeting these goals, the city staff has agreed to explore coordinating with the owners to replace the utilities and then potentially assume ownership and maintenance responsibility. However, the individual owners will be collectively responsible for the cost of the replacement and bringing the utilities up to standards. If approved by a majority of the owners and the City Council, the city will institute a special assessment of the owners to fund the construction. The assessment does include interest and fees and would be due in annual payments paid through the annual tax bill from the Santa Rosa County Tax Collector.

As a first step in moving this project forward to the special assessment phase, a majority of the property owners must confirm to the city that they are in favor of this project and would support the special assessment. The city would be assuming the cost and burden of design up to the point of the special assessment, and therefore must have evidence that the project is desired by the property owners to proceed.

The full process would be as follows:

1. Solicit and receive majority support from property owners for the project.
2. Select a design firm currently under contract with the city to provide a design proposal,
3. Present the project to the City Council for approval of the design fee and the intent to pursue a special assessment for the construction. The staff would also present the listing of those for and against the project.
4. The design would take approximately six to nine months to complete.
5. Present the design plans and construction cost estimate to the City Council for approval to proceed.
6. Complete the notice to property owners and conduct the hearings required for a special assessment.



... will preserve and enhance its hometown character and natural environment to foster a high quality of family life.

Bay Bridge Property Owner
Water & Sewer Utility Replacement
July 10, 2022

7. Record the liens for the special assessment.
8. Start and complete construction in approximately one year.

The city staff would be glad to answer any of your questions on the project. For best results, please contact DevelopmentServices@gulfbreeze.fl.gov by email, so staff can ensure all questions are answered. You may request a phone call or meeting through that email. We also ask that you submit the information below via email to the same address to indicate whether you support the project or not. Non-responses will be considered a vote not supporting the project.

The staff recognizes that cost is one of the primary concerns for everyone. Until the surveying and preliminary design are complete, there is no way to make a reasonable estimate. City staff do believe the cost will be in the range of \$1 to \$2 million with 78 properties each responsible for an equal share. With current economic conditions, interest rates, and fees, staff recommends that each owner be prepared to pay between \$17,000 and \$26,000 total, which can be financed over the ten-year assessment period.

Sincerely,



Thomas E. Lambert
Public Works Director

Information Requested:

I ____ Support or ____ Do Not Support the proposed project for replacement of the water & sewer utilities in the Bay Bridge communities (commercial & residential) through special assessment by the city.

Name of Property Owner: _____

Address or Parcel ID
of Bay Bridge Property: _____

Email address: _____

Phone (optional): _____

Mailing Address:
(if different from property address) _____
