



**Monthly  
City Manager  
Report  
December 2017**

*America's Most Livable City*





# TABLE OF CONTENTS

---

CITY MANAGER WELCOME

OFFICE OF THE CITY MANAGER

<i>Administration</i> .....	1
<i>City Clerks</i> .....	3
<i>Information Technology</i> .....	7

POLICE DEPARTMENT ..... 9

FIRE DEPARTMENT ..... 17

WATER & SEWER (SSRUS)..... 21

STREETS/STORMWATER ..... 25

NATURAL GAS..... 27

FINANCE DEPARTMENT..... 29

COMMUNITY SERVICES ..... 31

PARKS & RECREATION..... 37

TIGER POINT GOLF CLUB..... 61



# Welcome from the City Manager



**Dear Mayor and Council,**

Upon my appointment as Interim City Manager, I began providing monthly reports to the Council in May of 2017 as a means to provide general program performance information. The report is a helpful tool for keeping the Council informed on progress. The report is also analyzed by my office for program tracking and improving efficiencies. The 12-month summary provides the foundation for my year-end report to the Council.

I am proud of the City's continued commitment to transparency and performance-driven results. This year along with quarterly financial reports, these monthly reports will be available on our revamped website.

With the hire of Jeanne Griffin as the City Finance Director, we are also able to take our budget planning to a more transparent level with multi-year project tracking. We look forward to continuing these gains in performance management. As always, should you have any questions, please contact me.

In service,

Samantha Abell  
City Manager



# Administration

---



## **ASSISTANT CITY MANAGER**

### **December 2017 Highlights**

#### **PUBLIC INFORMATION/COMMUNITY OUTREACH**

- ECUA Reciprocal Emergency Water Supply Agreement
- Natural Gas Marketing
- Holiday Parade

#### **RISK CONTROL/SAFETY & INSURANCE**

- Added 2 new Utility Trucks to Insured Property List
- Semi-Annual Inventory Review of the City's Insured Property List

#### **ADMINISTRATION**

- Assisted with individual Council Briefings
- Appointment of a new member to the Tourism Development Advisory Council
- Chaired Police Department Expansion RFQ Selection Committee
- Renewal of Solid Waste Collection Services
- Transfer Station Analysis
- Department of Corrections Work Squad Contract Renewal







# City Clerks

---

- Three City Council and/or committee meetings in December 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;
- Provided notice of red light camera meeting to violator and prepared proposed Final Administrative Order. (The violator paid the fee prior to the hearing so a hearing was not held.);
- Assisted Chairman of the Police Pension Board with noticing of the quarterly meeting and distributing the agenda;
- Worked with Bond Council's legal assistant to coordinate TEFRA hearings and assist with providing Council meeting dates for resolution adoption;
- Completed and submitted annual records destruction reports;
- Completed and submitted FLC Municipal Director information and update form and submitted invoice for payment;
- New Council Chairs - Worked with account rep at Innerspace and negotiated lower deliver fee of 52 chairs; prepared memo to CM/Council requesting purchase of chairs; created purchase order for purchase;
- Created new records management/retention binder and updated information for clerk;
- Coordinated with Gulf Breeze Hospital and City Manager, Council for Tree lighting Ceremony;
- Christmas Holiday Decor Disassembly.

## **Holiday Preparations and Festivities:**

### **Employee Christmas Lunch**

- Purchased all desserts for the lunch and door prizes;
- Arranged and coordinated with Chet's Seafood;
- Coordinated with Community Center;
- Coordinated with IT Manager for Employee Christmas picture;

- Order and purchase 150 Publix Gift Cards; created, updated, employee list for Publix gift cards (includes figuring out hours for p/t employees to receive a card);
- Calculate longevity bonuses; prepare check request for payroll; prepare list for City Manager.

#### Christmas Parade:

- Purchased candy for City Clerks, Fire Department and Chamber of Commerce's VIP;
- City Clerks participated in Christmas Parade in Police Department cart.

#### Employee/Manager of the Year (revealed at Christmas Luncheon)

- Coordinated with selection committee a meeting time to review submittal and select employee and manager of the year;
- Provide results to the City Manager;
- Secured one free \$100 gift card from the Grand Marlin for gift basket;
- Creation, print and frame certificates for the Employee and Manager of the year.

#### Statistics/Performance Data:

- 7 meetings (City Council, Citizens Academy, Architectural Review Board, SSRUS)
- 4 Request for Proposal/Bid/Qualifications bid openings:  
Trash Pump, Solid Waste, Tiger Point West Course Drainage; Fairpointe Apartment Water Service Replacement;
- 13 Public Records Requests;
- 16 inquiries from City website;
- 1 Notary Public services (offered free to residents).

### **Human Resources:**

- 4 new hires processed (3 full-time; 1 part-time)
- 1 terminations processed (part-time)
- 1 New Workers Compensation cases in December
- Drug Testing: (5 random, 4 pre-employment drug tests, 2 pre-employment physicals)
- Assisted employees with various benefit/personal issues/changes
- Worker Compensation - open cases updates from carrier/employee
- Provided Finance Director with various items (updated job description for CSR, info on drug testing temp admin employees for PHMSA, info on health insurance renewal for auditor)

### **Strategic Priorities Update:**

Implementation of meeting/agenda management software. Directors and supervisors attended two video conferences with the software facilitator to learn different aspects of the software. All staff who produce agenda memos are now working in the software. The City Clerks' office is set to launch the new agenda software on January 2, 2018. We are also working on the public records module and hope to launch it in the month of January as well.

Completion of City Hall Renovation. The City Council approved the purchase of 52 new Council Chamber chairs. The chairs were ordered following Council approval. We anticipate delivery of the chairs mid to late February. We are currently finalizing the window treatment options for the Council Chamber.

The Clerks' office continues to work towards updating the mayoral pictures within a display design and updating the kitchen and possible redesign of the Administrative offices.

Public Records Management and destruction of documentation pursuant to Florida's records retention schedules. The City Clerks' office destroyed a total of

155 cubic feet of public records pursuant to the State of Florida records retention schedule.

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

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@gulfbreeze.fl.gov](mailto:CityClerks@gulfbreeze.fl.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.

Development of a Public Records Management Program/Policy and the destruction of documentation pursuant to Florida's records retention schedules. 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 allows 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



## Staff Training Cyber Security and Safety

- All online training assets have been made available to all staff for various courses for safety, security and training provided by KnowBe4.
- Courses apply to Executives, Managers, and Entry Level staff.
- Assets are available till July 2018.

## IT / UTILITY DEPT VIDEO SERIES COLLABORATION

- The IT Department and the Utility Department have collaborated together to create an informational video series to help citizens and customers.
- Currently released series address items such as billing, meter reading, and paying online.
- Click here to view: <https://youtu.be/SMfY1Tw4Iyo>



## IT WEBINARS:

- IT department reached out to various cyber companies to stay abreast of current technology trends via webinars, talks or conference calls. Companies interacted with: Seamless.Gov, and InfoTec.





# Police Department

## Administration

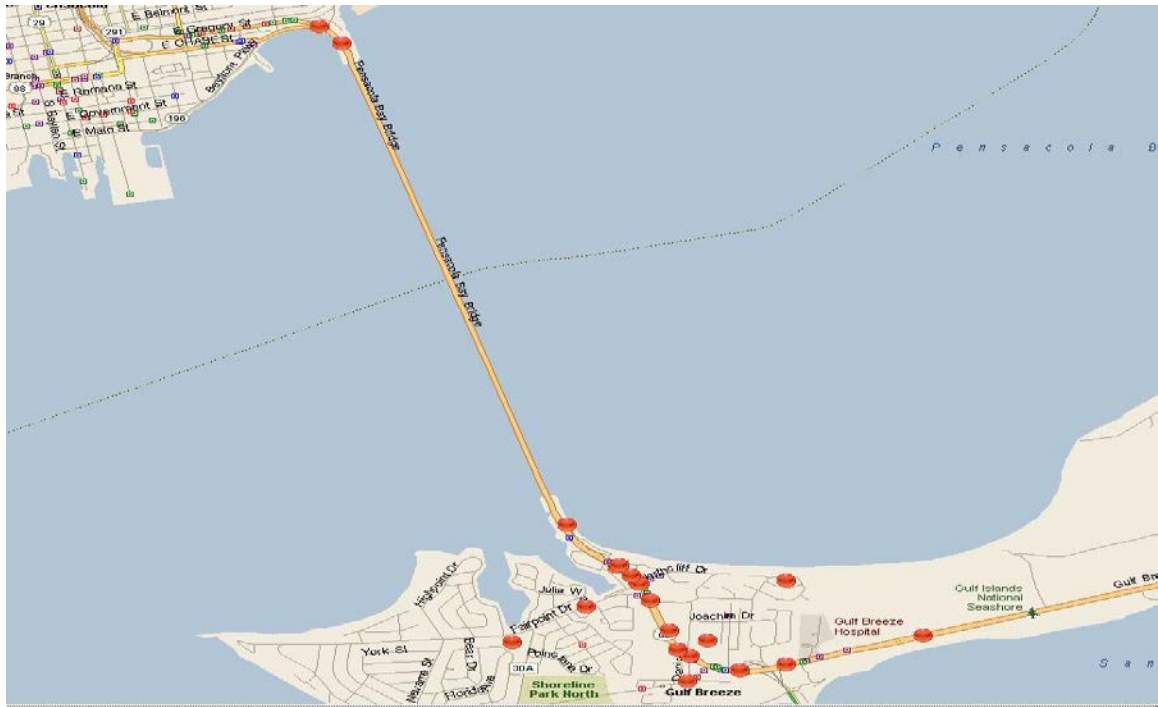
The Police Administration consists of the Chief of Police, Deputy Chief, Administrative Assistant, Records Clerk, Part time Red Light Camera Clerk and I.T.

- Fourteen welcome letters were handed out to new residents by officers
- 42 contacts with Records Clerk that individuals paid for fingerprints, reports etc. (does not include phone calls )
- 239 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.
- 642 contacts with individuals at the front window or phone calls needing assistance.

## Uniform Patrol

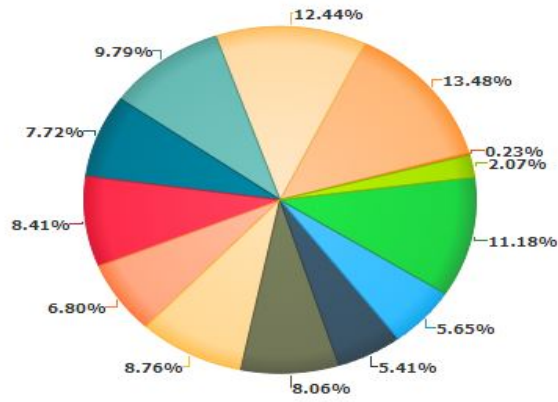
The Patrol Division is divided into four 12 hour shifts. There are currently 3 Sergeants assigned to Patrol and 8 full time Patrol officers. The Patrol Unit is supplemented by 5 part time officers.

	Days Worked	Reports	Crashes	Traffic Stops	Citations	Arrests	Warrant Affidavit
<b>Total</b>	31	53	30	410	179	31	1
<b>Average Day</b>		2.4	1.4	18.6	8.1	1.4	0



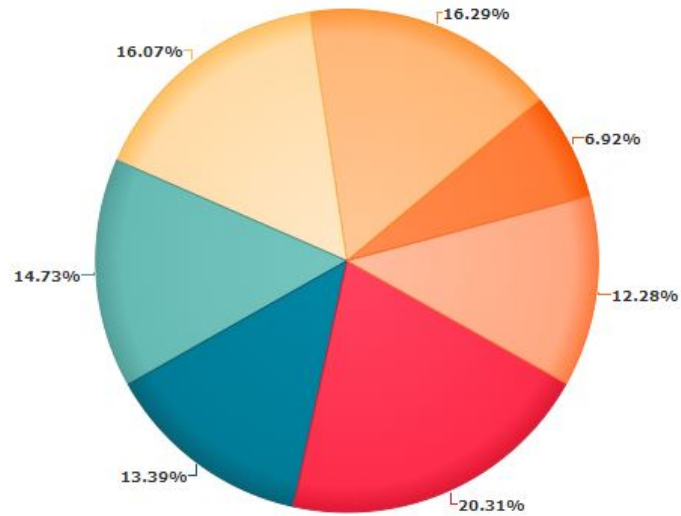


**Age of Driver**

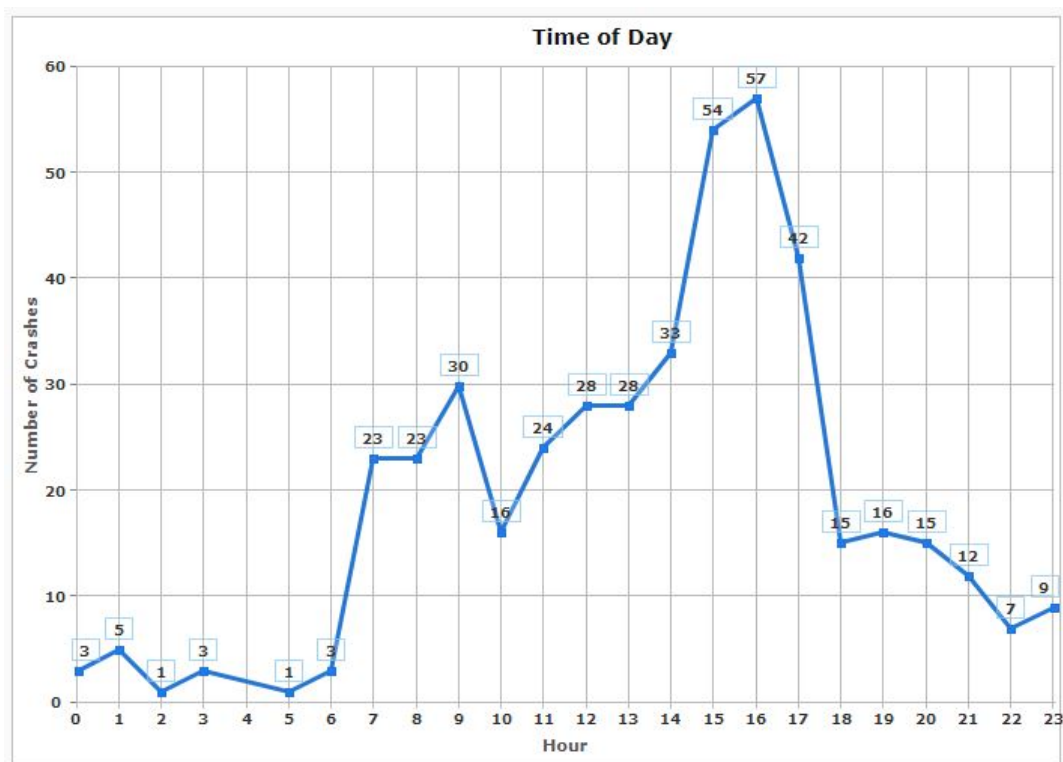
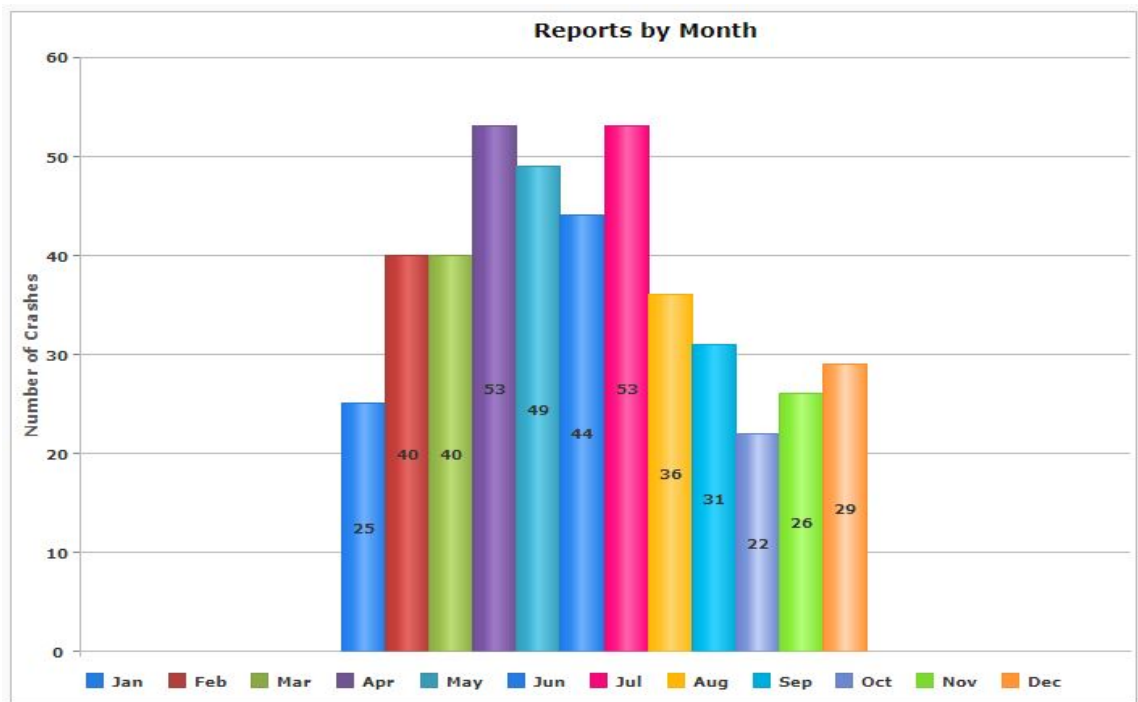


■ 14 and Younger 
 ■ 15 - 19 
 ■ 20 - 24 
 ■ 25 - 29 
 ■ 30 - 34 
 ■ 35 - 39 
 ■ 40 - 44 
 ■ 45 - 49 
 ■ 50 - 54 
 ■ 55 - 59 
 ■ 60 - 64 
 ■ 65+ 
 ■ Unknown

**Days of Week**



■ Sunday 
 ■ Monday 
 ■ Tuesday 
 ■ Wednesday 
 ■ Thursday 
 ■ Friday 
 ■ Saturday



## **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 December 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 12 open cases it is actively working.

Our investigators attended a training conference for ICAC and received training in investigating internet crimes and social media. They are currently preparing for our annual destruction of narcotics which consists of over 500 pieces of narcotics evidence.

Our narcotics assisted with federal search warrants which yielded \$321,000 US Currency, high grade marijuana, cocaine and Hash oil. Additionally, he assisted in the interception of packages in the mail which contained \$17,000 and ten pounds of marijuana.

**Our Investigations Division processed into our evidence vault 143 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.

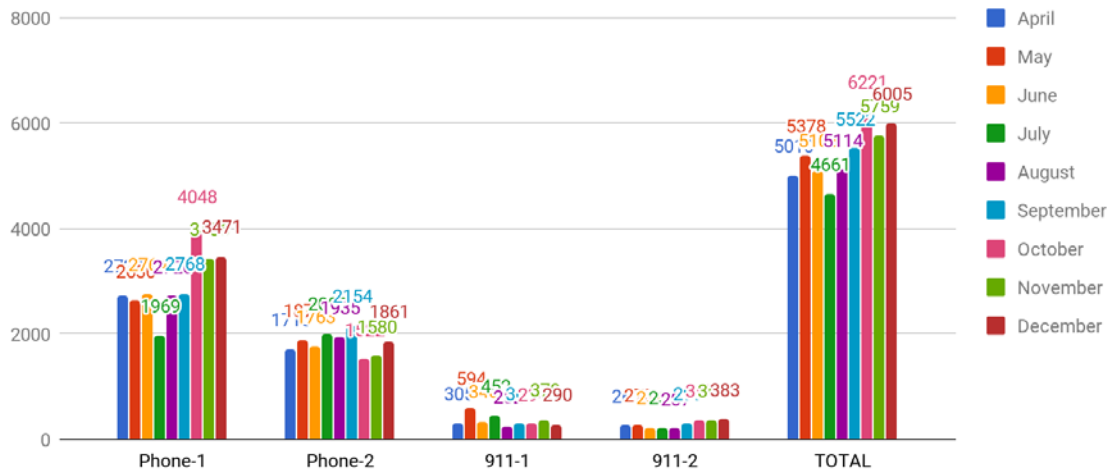
Communications Division is staffed by four Full-Time Dispatchers (which includes a Lead Dispatcher) and 7 Part-Time Dispatchers. Two of the dispatchers are currently in training. There are Two Dispatchers scheduled during the day time, Monday - Friday, and every Evening Shift (2pm - 10pm). All other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

**December Nixle: 14,900 subscribers. 33 decrease from November. 104 Messages sent.**

## Phone / 911 Calls

During the month of December, 2017, Communications Division recorded a total of 6005 total phone calls via normal phone lines, and the 911 lines (4.27% increase from last month).

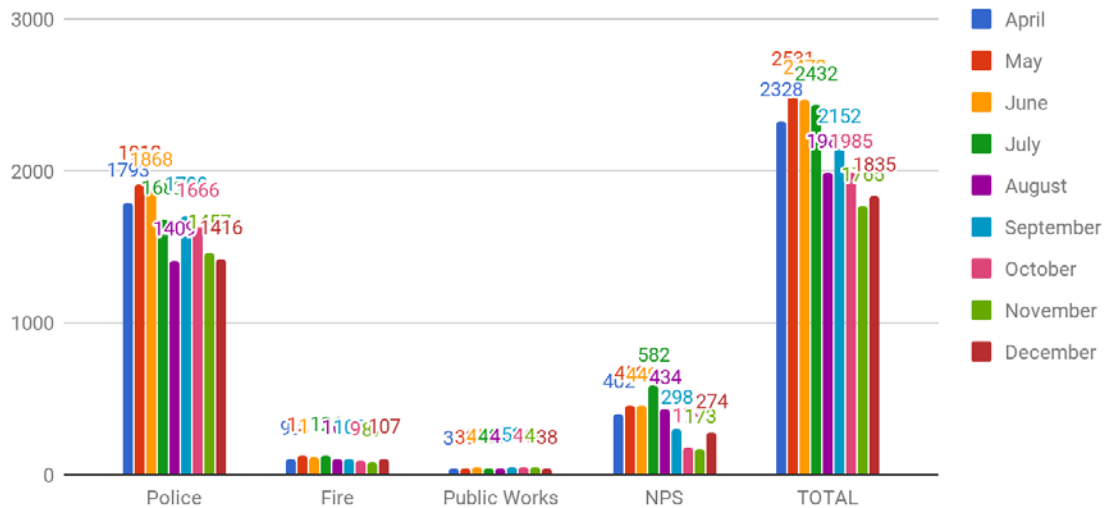
**Phone / 911 Calls**



## 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 December, 2017, there were a total of 1835 calls generated (3.97% increase from last month).

**CAD Calls Created**



## VIPS Activity Report

### AUGUST 2017

Day	Date	VIPS	Miles Driven	Citizen Assist	Warnings	Hours
Fri	12-01	Mike Romeo	5	0	0	2
Sat	12-02	Christmas Parade 5 VIPS		0	0	10
Mon	12-04	Phil Kiklis/Tom Sembrot	61	0	1	3
Thur	12-07	Jerry LaPier/Mike Romeo	36	1	0	3
Mon	12-11	Phil Kiklis/Tom Sembrot	57	0	0	3
Thur	12-14	Jerry LaPier/Mike Romeo	37	0	0	2
Mon.	12-18	Phil Kiklis/Tom Sembrot	60	0	0	3
Wed	12-20	Roger Jones/Mike Romeo	58	0	0	5
Thur	12-21	Jerry LaPier/Mike Romeo	38	0	0	3
Fri	12-22	Jerry LaPier/Mike Romeo	24	0	0	3
Fri	12-29	Mike Romeo/Gary Spector	33	1	0	4
Totals:			Notes:			
Number of Volunteers: 13			Patrol Admin SD			
Miles Driven: 905						
Citizen Assists: 2						
Warnings Mailed: 1						
Total Hours 67						
Total Days: 11						



# Gulf Breeze Fire-Rescue

---

## December 2017 Incidents

Fire	4	Avg. Incident Response Time – 0:03:20
Rescue and EMS	60	Avg. Turnout Per Incident - 5
Hazardous Condition	3	Station Manning – 548 man hours
Service Call	8	Busiest Hour – Tie 9:00 & 11:00 hrs
False Call	6	Busiest Day of Week – Tuesday
Good Intent	17	
<u>Special Incident Type</u>	<u>4</u>	
<b>TOTAL</b>	<b>102</b>	

## Noteworthy Incidents



**12/01/17 HAZMAT** – Engine 33 assisted the Natural Gas Department on a 2" gas main break.



**12/13/17 STRUCTRE FIRE** – Station 33 responded to a kitchen fire at 301 Bear Dr. The fire was contained to the room of origin and the cause was determined to be unattended cooking.



**12/21/17 MVA** – Engine 33 responded to a 4 car MVA in the 300 block of Gulf Breeze Pkwy.



**12/23/17 MVA** – Engine 33 responded to a 3 car MVA on the Pensacola Bay Bridge.



**12/27/17      MUTUAL AID STRUCTURE FIRE -** Engine 33 responded to 109 Ariola Dr. for a residential structure fire.

### **Training**

12/05/17 Maintenance (7 people present)

12/05/17 First Responder (10 people present)

12/11/17 Basic Pump Operations (5 people present)

12/12/17 First Responder (10 people present)

12/12/17 General Fire Prevention (6 people present)

12/19/17 Santa Run (18 people present)

12/26/17 Maintenance (13 people present)

### **Fire Hydrant Maintenance Program**

- 10 hydrants painted.
- 100 blue street reflectors added.
- 5 hydrants had bushes removed.

### **Vehicle Maintenance**

#### *Engine 33*

- None

#### *Ladder 33*

- None



### *Boat 33*

- New fuel lines and fixed engine problem.

### *Squad 33*

- None

### **Miscellaneous:**

Staff is continuing to prepare for ISO Review.

### **Pictures from Structure Fire at 301 Bear Dr:**





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



**December Highlights:** A total of 3.20 inches of rain fell in December 2017. The WWTF automation project was officially completed in December. WWTF staff met for a second time with engineers from Baskerville & Donovan to discuss preliminary design options for the new treatment plant design. The new water main is in service for the Pensacola Bay Bridge Water Main relocation project. SSRUS staff assisted in the cleanup for the Christmas Parade. Danny Hall, Interim Water & Sewer Supervisor was selected by his peers as the City of Gulf Breeze Manager of the Year. Additional nominees from Public Services included Ben Watts, Thomas Lambert, and Jason Randell. Nominees for Employee of the Year included Alan Durnil, Kenny Jester and William Berkley.

**Wastewater Treatment Facility:** The South Basin recycle mixer stopped working and was replaced with a spare unit. The old unit was sent to a motor shop for evaluation for repairs. Staff continued filling in bunkers on the West Course for the Fema Alternative Project. Bids were received and opened for the Tiger Point West Course Drainage Improvement Project. The Inmate Squad performed routine maintenance activities and made improvements to the pavement at the circle drive leading to the Club House entrance and to the roadway in front of the clubhouse.

**Water Plants, Distribution & Sewer Collection:** There was one water main break in the City caused by a surveying contractor hitting the main while performing a sub-surface excavation for the utility locations related to the East District Stormwater Project. Ten lift stations were cleaned out using the Vac Truck. Hydrant reflectors were installed in the roadways at hydrant locations.

**Operator Certifications:** Cody Foster, Dillon Tyree, Will Berkley and Steve Mowery are working on their Water Distribution III coursework and Jeremy Norris and Keenan Elder are working on their Water Plant Operator Certification course.

**Statistics/Performance Data:**

**Potable Water Pumped:**

**50.061**

City

26.874

SSRUS

23.187

million gallons

million gallons

million gallons

**Water Main/Service Repairs:**

City:

1/9

SSRUS:

0/13

**Work Orders**

Total Completed:

244

City Completed:

73

SSRUS Complete:

171

**Wastewater Treated:**

**44.25**

million gallons

**Taps:**

City Water / Sewer:

0/0

SSRUS Water/ Sewer:

3/5

**Locates Completed:**

City:

36

SSRUS:

305

**Disconnects:**

City:

34

SSRUS:

62

**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. Bryan Hix and Charlie Laveck were hired as full time Service Worker I in December.

**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	Status
Vehicles	\$120,000	Received Bids
Fire Hydrant Upgrades	\$100,000	0%
Portable Pump	\$40,000	Received Bids
Water Main Upgrades	\$175,000	Received Bids
Water Plant Improvements	\$50,000	0%
Lift Station Rehabilitation	\$255,000	0%
I&I/Main Replacement	\$190,000	0%
<b><i>FY2017 CARRYOVER</i></b>		
<i>Water/Sewer Machinery &amp; Equipment</i>	\$145,000	100%
<i>Sewer Main Rehabilitation</i>	\$150,000	100%





# Streets/Stormwater – Public Services

**December 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.

## Statistics/Performance Data:

### **Streets**

Signs Replaced/Installed	0
Sidewalk Repaired/Replaced (feet)	0
Inmate Hours	50

### **Stormwater**

Rainfall for the month (inches)	Report not received
Pump station kwh	1020
Basins Cleaned	53
Pipe Inspected	0

### **NPDES Permit Activities**

Private Drainage System Inspections	0
Construction Site Inspections	4
Educational Outreach Activities	0
Illicit Discharge Inspections	298

## 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	<b>189</b>
After Hour Calls	<b>25</b>
Natural Gas Customers Services	<b>19</b>
Main Extensions	<b>1</b>

## **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 expected February 2018, however, this will be reviewed annually.

## **Ten-Year Capital Improvement Plan Update:**

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

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



# Finance Department



In addition to the annual close-out of financials and preparing for the annual audit, the Investment Policy for the City was also a priority set by Council.

The accounts payable function prepares weekly check runs and has prepared 1,001 checks to date, processing 1,754 invoices, and the finance department processed approximately 400 requisitions since the beginning of the fiscal year.

The payroll department has prepared (6) bi-weekly payrolls consisting of 855 direct deposit remittances. Both of these accounting functions are reconciling records to prepare for January, as W-2's and 1099's need to be mailed out in January 2018.

The newly hired Utility Billing Supervisor is making strides to learn internal procedures and assess departmental needs. The supervisor has implemented work rules in the office to help staff focus on customer service and maintaining operational standards.

	December 2017	November 2017
<b>Calls Handled:</b>	2622	1929
<b>Customers at Window</b>	953	670
<b>Customers at risk of cutoff on prior Friday for late payments</b>	249	582
<b>Customers contacted/alerted by phone, text or voicemail</b>	364	576
<b>Customers actually subject to cutoff</b>	95	150





# Department of Community Services

## NEW PERMITS

ACCESSORY STRUCTURE	1
ADDITION	3
FENCE	6
POOL	1
PORTABLE STORAGE UNIT	1
PZ VERIFICATION	4
REMODEL/RENOVATION	2
TREE REMOVAL	3

**TOTAL 21**

## PERMIT INSPECTIONS

PERMITS WORKED	96
SITE INSPECTIONS	72
FAILED INSPECTIONS	0
PERMITS CLOSED (FINALED)	16
PERMITS EXPIRED	1

## NEW CODE ENFORCEMENT CASES

PERMIT REQUIRED	2
PSU VIOLATION	1
PROHIBITED SIGN	1
PUBLIC NUISANCES	6
WEEDS/GRASSES	3

**TOTAL 13**

## TRANSFER STATION

CUSTOMERS	348
DEBRIS VOLUME	480 CY
SCRAP METAL VOLUME	30 CY
VEGETATIVE DEBRIS VOLUME	35 CY
APPLIANCES	12
SCRAP TRAILER REVENUE	\$254
NO CHARGE LOADS (GOV.)	18
<b>TOTAL REVENUE</b>	<b>\$6,739</b>

## BUSINESS TAX RECEIPTS

### NEW

Robert Smith Professional Services- 800 Shoreline Dr.  
 Cross Family Counseling, PLLC- 913 Gulf Breeze Pkwy. Suite 26A  
 Tenniswood Inc, DBA Vicks Cleaners (new owners)- 300 Gulf Breeze Pkwy.  
 Ryann Michelle- 913 Gulf Breeze Pkwy. Suite 31

<b>4 NEW BUSINESS</b>	<b>\$250.00</b>
<b>2 RENEWED BUSINESS</b>	<b>\$101.62</b>
<b>TOTAL</b>	<b>\$351.62</b>

## **DEVELOPMENT ACTIVITY**

### *DEVELOPMENT REVIEW BOARD (DRB)*

- » The DRB reviewed and approved two projects at their December meeting. The projects were as follows:

**Project #: JDPL2-17-0013:** 518-B Navy Code Blvd., request to construct a pier.

**Project #: JDPL2-17-0014:** 1319 Soundview Tr., request to construct a pier.

### *ARCHITECTURAL REVIEW BOARD (ARB)*

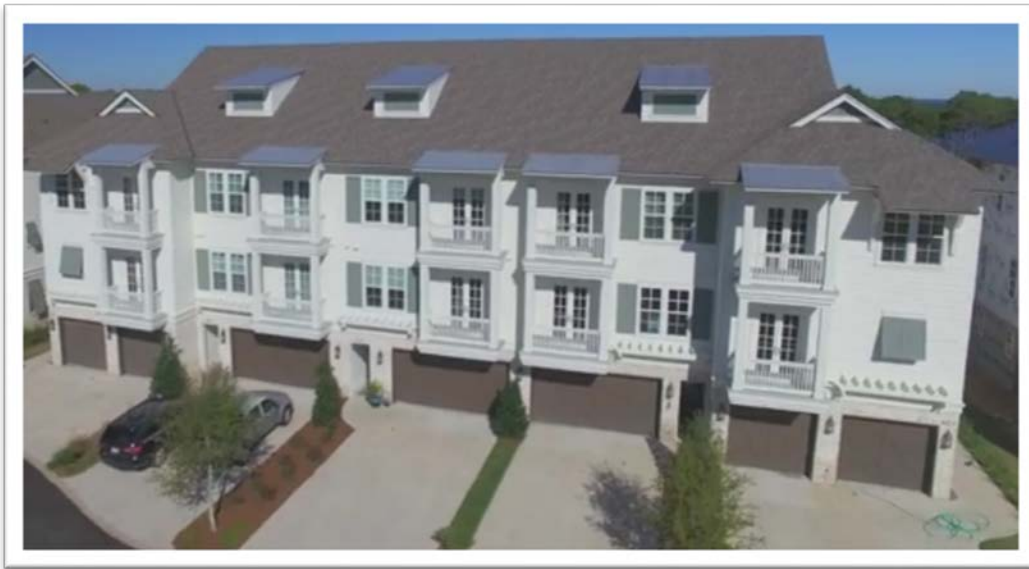
- » No cases

### *BOARD OF ADJUSTMENT (BOA)*

- » The BOA heard one case at their December meeting. The case involved a request to reduce the side yard setback for an accessory structure from five feet to approximately one foot. The BOA denied the request.

#### *OTHER NOTEWORTHY DEVELOPMENT ITEMS*

- » The Director met with a potential developer about a small townhouse complex at the northwest corner of Soundview Tr. And Pensacola Beach Rd. The project would require the property to be rezoned from C1 to TH.



#### **CRA ACTIVITY**

##### *UNDERGROUNDING UTILITIES (NEW)*

- The Neighborhood Services Coordinator sent a MEMO to the City Manager recommending that the Council approve Dewberry Engineering to complete an underground utility feasibility study for Hwy. 98.

##### *DANIEL / JOACHIM STREETSCAPING PROJECT*

- Department staff coordinated and facilitated a stakeholders meeting on December 21, 2017.

- Updated and adapted the streetscape plan to incorporate suggestions and concerns mentioned in the meeting.
- The Director and Neighborhood Services Coordinator met with the Director of Parks and Recreation and the Parks and Recreation Maintenance Supervisor about City Staff helping with the project.

#### *CRA RENEWAL*

- The Neighborhood Services Coordinator sent a MEMO to the City Manager detailing the changes made to the CRA plan and outlined a schedule and tasks remaining to complete the update with Santa Rosa County.
- Department Staff continued to work with VHB to review and finalize the CRA plan update.

#### **SPECIAL PROJECTS:**

##### *TRIUMPH PROJECTS (NEW)*

- Department staff worked with VHB and WTL+a to explore a task order regarding assisting the City with the Triumph applications.

##### *98/399 LANDSCAPING PROJECT*

- The Neighborhood Services Coordinator reviewed and approved pay application two from East Bay Landscaping.
- The Neighborhood Services Coordinator Completed a field review of the Mix-Nutt Project with WAS.
- The Neighborhood Services Coordinator continues to work with WAS to address concerns and obstacles to completing the Mix-Nutt Project.



#### *MULTI-USE PATH*

- Staff assisted a field inspector with a survey of City facilities for the ADA Transition Plan.

#### **MISCELLANEOUS:**

The Director, Neighborhood Services Coordinator and the City Manager facilitated a meeting with the Mayor and GBUMC regarding the Fairpoint Gateway Landscaping Project.

The Director participated in the PD Expansion Committee meetings to interview the three architectural firms that responded to the RFP.

The Director made a presentation about the Department of Community Services to the Citizens Academy.

The Neighborhood Services Coordinator purchased and stocked the water and vending items for City Hall and GBFD.





# Parks and Recreation

## December Highlights:

**\*Winter Formal- Snow Ball Dance: December 1, 2017 from 7:00 p.m. – 10:00 p.m.** The 2017 Middle School Dance was sponsored by the After- School Program and was held on Friday, December 1, 2017. This fun filled evening began at 7:00 p.m. and continued until 10:00 p.m. DJ Gus provided a variety of “Hits” for the kids to enjoy while eating, dancing socializing and showing off their semi- formal outfits. The night was a huge success with **440 Participants**. The After- School Program used this dance as their fall fundraiser with a **Total of \$ 2,605.00**

**\*Films on the Field: Christmas Movie:** The final Movie for 2017 was held on Saturday, December 16, at 7:00 p.m. with the Fun and Exciting Movie ELF!!! The evenings events included games, prizes, bounce house and concessions and hot chocolate bar.  
**TOTAL: 156**

## STATISTICS/PERFORMANCE DATE:

**\*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	Mond	Tues	Wed	Thurs	Fri	Total
1	Dec 1- 3					130	130
2	Dec 4 - 10	95	91	90	108	131	515
3	Dec 11 – 17	100	90	97	111	149	547
4	Dec 18 - 24	135	120	132	0	0	387
5	Dec 25 - 31	0	0	0	0	<b>TOTAL</b>	<b>1579</b>



*AFTER SCHOOL PROGRAM FUN: Counselors Mike and D.J. are playing a game of Indoor Football with the Kids*

**COMMUNITY CENTER PROGRAMS:**

**\*Meetings:**

Group	Date	Room	Event	Part #	Total
Senior Fit	Dec 7, 2017	Clay Ford	Christmas Party	22	22
GBSA	Dec 11, 2017	Clay Ford	Board Meeting	16	16
Wave Baseball	Dec 12, 2017	Clay Ford	Meeting	65	65
City Employees	Dec 13, 2017	Theatre	Christmas Lunch	120	120
Historical Society	Dec 13, 2017	Clay Ford	Meeting	12	12
			<b>TOTAL</b>	<b>235</b>	<b>235</b>

**\*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, 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	December 1- 3	0	0	40	40
2	December 4 - 8	35	30	30	95
3	December 11 - 15	42	35	42	119
4	December 18 - 22	40	35	32	107
5	December 25 - 29	0	0	0	0
				<b>TOTAL</b>	<b>361</b>

**\*Bridge /Ladies Bridge:** (Morning 9:00 a.m. – 2:00 p.m.)The Bridge Program is offered in the Clay Ford Room every Monday, Wednesday and Friday. The Participants Are Charged \$1.00 per class. The Bridge Director is Sid Hite (850) 934-4571

Week	Date	Monday	Wednesday (Ladies)	Friday	Total	Revenues
1	Dec 1 – 3	0	0	32	32	\$ 32.00
2	Dec 4 - 10	16	0	28	44	\$ 44.00
3	Dec 11 - 17	28	8	28	64	\$ 64.00
4	Dec 18 - 24	20	0	16	36	\$ 36.00
5	Dec 25 - 31	0	0	19	19	\$ 19.00
				<b>TOTAL</b>	<b>195</b>	<b>\$ 195.00</b>

**\*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: \$ 657.50**

**\*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 December Meeting was: **Total: 24**

**\*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 \$65.

	Dates	Wednesday	Thurs	Saturdays	Sundays	TOTAL	Revenues
1	Dec 1 – 3	0	0	10 / \$ 6.00	18 / \$ 12.00	28	\$ 18.00
2	Dec 4 - 10	25 / \$ 85.00	0	9 / \$ 27.00	24 / \$ 21.00	58	\$ 133.00
3	Dec 11 - 17	17 /\$ 27.00	0	5 / \$ 24.00	25 / \$ 28.00	47	\$ 79.00
4	Dec 18 - 22	23/ \$ 24.00	0	33 / \$ 46.00	0	56	\$ 70.00
5	Dec 25 - 31	38 /\$ 228.00	0	22 / \$ 146.00	0	60	\$ 374.00
					<b>TOTAL</b>	<b>249</b>	<b>\$ 674.00</b>

**\*Open Gym (Sunday's):** Open Gym is held every Sunday (When available) from 2:00 p.m. to 5:00 p. 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
December 2 & 3	55	\$ 6.00
December 9 & 10	17	\$ 16.00
December 16 & 17	25	0
December 22, 23 & 24	36, 27, 29, 52	0
December 30 & 31	23,62,45,18	0
<b>TOTAL</b>	<b>389</b>	<b>\$ 22.00</b>

**\*Jazzercise: (Meets 9 Times per week):** 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	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Total
Dec 1- 3	0	0	0	0	19	13	5	37
Dec 4 - 10	25	17	20	23	17	10	4	116
Dec 11 - 17	33	15	24	19	15	10	4	120
Dec 18 - 24	22	15	18	15	19	16	0	105
Dec 25 - 31	0	6	15	30	19	23	0	93
							<b>TOTAL</b>	<b>471</b>
						<b>TOTAL</b>	<b>REVENUE</b>	<b>\$ 454.00</b>

**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.**



Week	Date	Tuesday	Thursday's	Total Participation	Revenues
1	Dec 1-3	0	0	0	
2	Dec 4 – 8	0	1	1	
3	Dec 11 - 15	0	0	0	
4	Dec 18 - 22	1	1	2	
5	Dec 25 - 29	0	0	0	
			<b>TOTAL</b>	<b>3</b>	<b>\$ 5.40</b>

**\*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: Clair 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	Dec 1-3	17	15	32
2	Dec 4 - 8	18	18	36
3	Dec 11 - 15	17	18	35
4	Dec 18 - 22	18	15	33
5	Dec 25 - 31	0	0	0
			<b>TOTAL</b>	<b>136</b>

**\*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	Mon	Tues	Wed	Thurs	Fri	Total
1	Dec 1 – 3	0	0	0	0	0	0
2	Dec 4 - 8	16	15	13	36	0	80
3	Dec 11 - 15	35	28	15	26	0	104
4	Dec 18 - 22	20	19	15	15	0	69
5	Dec 25 - 31	0	2	1	1219	0	0
						<b>TOTAL</b>	<b>253</b>
					<b>TOTAL</b>	<b>REVENUE</b>	<b>\$</b>

**\*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	Wed	Friday	Total
1	Dec 1 – 3	0	0	15	15
2	Dec 4 - 8	16	0	10	26
3	Dec 11 - 15	16	0	18	34
4	Dec 18 - 22	8	0	15	23
5	Dec 25 – 19	0	0	0	0
				<b>TOTAL PARTICIPANTS</b>	<b>98</b>
				<b>TOTAL REVENUE</b>	<b>\$ 76.00</b>



**\* Pilates: Instructor:** These classes are instructed by Ashley Kiegley and is a 1 Hour Mat class that focuses on core strength, posture, flexibility and toning. Drop in rate is \$10.00 per class or \$50.00 per month. (8) classes. This class meets every Tuesday and Thursday from 8:00 a.m. – 9:00 a.m. in Room 209. Note: **Most participants will pay the 3-month package at \$120.00 for all 3 months.**

Week	Date	Tuesday	Thursday's	Total Participation	Revenues
1	Dec 4 - 8	9	7	15	
2	Dec 11 - 15	6	5	11	
3	Dec 18 - 22	10	5	15	
4	Dec 25 - 29	0	0	0	
			<b>TOTAL</b>	41	<b>\$ 6.00</b>

**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	Total
1	Dec 1-3	0	0	0
2	Dec 4 – 8	4	0	4
3	Dec 11 - 15	0	0	0
4	Dec 18 - 22	5	2	7
5	Dec 25 - 29	0		
			<b>TOTAL PARTICIPANTS</b>	<b>11</b>
			<b>TOTAL REVENUE</b>	<b>\$ 7.00</b>

**COMMUNITY CENTER RENTALS:**

Renter	Date	Room	Event	Cost/Hr	Total
Church	Dec 3	Th, 209 & Gym	Church	\$ 375.00	\$ 375.00
Bay Bridge	Dec 7	Clay Ford	Meeting	\$ 20.00	Paid
Wave Baseball	Dec 8	Field Rental	Clinics	\$ 151.00	\$ 151.00
Church	Dec 10	Th,209, Gym	Church	\$ 375.00	\$ 375.00
PSA – Football	Dec 14	Gym B	Banquet	\$ 200.00	\$ 200.00
Bay Breeze HOA	Dec 15	Theatre	Party	\$ 75.00	\$ 75.00
GBHS	Dec 16-17	Ftball Field	Tournament	-----	
Church	Dec 17	Th,209, gym	Church	\$ 375.00	\$ 375.00
GBHS – BbALL	Dec 28,29	Gym A	Tournament	\$ 200.00	\$ 200.00
Church	Dec 24	Th,209, Gym	Church	\$ 375.00	\$ 375.00
			<b>TOTAL</b>		<b>\$ 2,126.00</b>



*Gym B Set up for Sports Banquet*

### **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

<b>Program</b>	<b>Revenue Total</b>	<b>10%</b>	<b>20%</b>	<b>100%</b>	<b>Total to City</b>
<b>Kids Clinic</b>	<b>\$ 974.00</b>	<b>\$ 97.40</b>			<b>\$ 97.40</b>
<b>Adult Clinics</b>	<b>\$ 90.00</b>	<b>\$ 9.00</b>			<b>\$ 9.00</b>
<b>Tennis Pro Lessons</b>	<b>\$ 1,631.00</b>	<b>\$ 163.10</b>			<b>\$ 163.10</b>
<b>Quads</b>	<b>0</b>	<b>0</b>			<b>0</b>
<b>Reservations</b>	<b>\$22.00</b>				<b>\$ 22.00</b>
<b>Retail</b>	<b>0</b>	<b>0</b>			<b>0</b>
<b>Head Pro</b>	<b>\$ 715.00</b>		<b>\$ 143.00</b>		<b>\$ 143.00</b>
<b>Assist. Tennis Pro</b>	<b>\$ 385.00</b>		<b>\$ 77.00</b>		<b>\$ 77.00</b>
					<b>\$ 511.50</b>

**PARKS DIVISION:**

**SHORELINE SOUTH – PICNIC GAZEBO**

Renter	Rental Date	Event- Date	Event	Participants	Total
Bette Sprague	12/28/17	4/22/2018	Party	100	\$ 70.00
Melissa Baily	12/28/17	6/3/2018	Party	75	\$ 70.00
			TOTALS	175	\$ 140.00

**KIDS PARK RENTALS:**

Renter	Rental Date	Event Date	Hours	Event	Cost	Total
Camela Ortiz	12/1/17	12/09/2017	3	Birthday	\$ 30.00	\$ 30.00
Aileiah Clark	12/27/17	1/14/2017	2	Birthday	\$ 20.00	\$ 20.00
					TOTAL	\$ 50.00



*Sunset Kids Park Playground*

### **Capital Projects Update:**

- 1. Gazebo Rehabilitation Project:** Dewberry provide the Recreation Staff with the updated installation and delivery schedule as submitted by Ethridge Construction: The Notice to Proceed date was established on 12/3/2018 as signed by Ron Pulley, Parks and Recreation Director. The contract will officially start on February 26, 2017.

**Phase 1 Shops:** Phase one of this project includes Gazebos 1-6  
First delivery will arrive on March 19, 2018

Date	Activity	Comments
December 4, 2017	Issue Purchase Order	
January 15, 2018	Deliver Shops	
January 22, 2018	Release	
	Production	
February 2, 2018	Removal of existing gazebos	
March 19, 2018	First Delivery arrives on site	

**Phase 2 Shops:** Phase two of this project includes Gazebos 7-10.  
Second delivery will arrive on April 9, 2018.

Date	Activity	Comments
December 4, 2018	Issue Purchase Order	
February 12, 2018	Approve Shops	
February 19, 2018	Release	
February 26, 2018	Start Work	
May 28, 2018	Complete	



*Shoreline South Gazebo's*



2. **Sunset Park- Splash Pad Project:** The Mayor and Council approved to accept Great Southern Recreation's bid to design and build the Sunset Park Splash Pad for the \$ 180,000.00. Great Southern Recreation was notified and sent a copy of the contract on December 22, 2017. All construction documents will be returned within this contract that follows all city guidelines. The ground breaking ceremony is scheduled for January 19, 2018 in conjunction with the Annual Arbor Day Celebration.



*Conceptual Design of Sunset Park – Splash Pad (2018).*

### **3. Multi- Sport Practice Facility – (GBSA Batting Cages):**

On December 18, 2017, the Mayor and Council accepted the recommendation to reject all current bids and close the bidding process. Council then agreed to allow GBSA to fund the entire project with the agreement that The City would reimburse GBSA for 30% of the finished facility.







**Project:** GBSA Batting Cages/Multi-Sport Facility  
**Department:** Parks & Recreation  
**Project Lead:** Ron Pulley/Kathy Wortham

**FY Project:** 18

#### Deliverables/Goals:

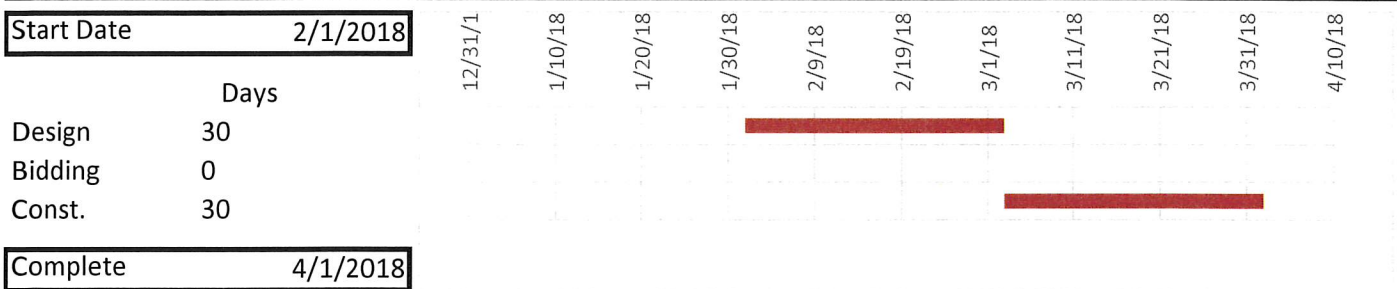
60' x 80' indoor practice facility for multiple sport use. Design will include retractable batting cages, bull pens. Facility will be insulated for year round use. Design incorporates skylights to assist with electrical lighting. Industrial fan used for ventilation. (GBSA has provided \$70,000/City Council authorized \$30,000 of capital funding).

**Project to Undergo Bid Process** ☒ YES ☐ NO

**Estimated Cost of Total Project** \$ 30,000.00

#### Cycle of Events Brief:

RFP Draft is complete. Bid due date 11/16/17. City and contractor should complete the contract by January 2017. Parks & Recreation staff requested that council reject all current bids and re-advertise the project at the budgeted amount of \$ 100,000.



#### Stakeholders:

Gulf Breeze Sports Association  
 GBSA Coaches  
 Park Advisory Board  
 City Council

#### Key Event Deadlines:

Council rejected all bids because they were all over the authorized budget. GBSA to proceed with project using alternate contractor. Contract between GBSA and City is signed. Meeting with contractor is set for January 3, 2018.

**Project:** Sunset Drive Sod & Irrigation  
**Department:** Parks & Recreation  
**Project Lead:** Ron Pulley/Kathy Wortham

**FY Project:** 2018

### Deliverables/Goals:

Sunset Drive grading, sod and irrigation in the right of way.

**Project to Undergo Bid Process**
☐ YES
 ☒ NO

**Estimated Cost of Total Project**
\$8,200.00

### Cycle of Events Brief:

Three quotes received. The lowest was \$42,000. Alternatively, completed in-house for total of \$ 6,177.06

Start Date 9/1/2017		8/13/17	8/18/17	8/23/17	8/28/17	9/2/17	9/7/17	9/12/17	9/17/17	9/22/17	9/27/17	10/2/17	10/7/17
Days													
Design	30												
Bidding	0												
Const.	0												
Complete 9/31/2017													

### Stakeholders:

N/A

### Key Event Deadlines:

Initiated: 9/1/2017  
 Completed: 9/30/2017

**Project:** Lights and Bleachers for Sand Volleyball Court  
**Department:** Parks & Recreation  
**Project Lead:** Mark Gipson/Kathy Wortham

**FY Project:** 2018

### Deliverables/Goals:

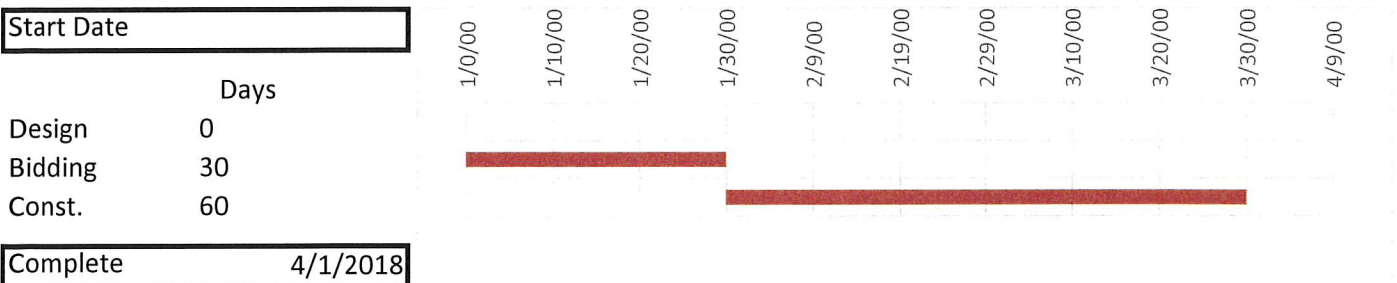
Install lights and metal bleachers with connecting sidewalk between volleyball nets and Community Center.

**Project to Undergo Bid Process**
☐ YES
 ☒ NO

**Estimated Cost of Total Project**
\$36,000.00

### Cycle of Events Brief:

Purchased and install by April 1, 2018  
 Concrete sidewalk install by April 1, 2018



### Stakeholders:

Gulf Breeze High School, residents, tourists

### Key Event Deadlines:



Project: Beach Side Dog Park  
 Department: Parks & Recreation  
 Project Lead: Ron Pulley/Kathy Wortham

FY Project: 2018

#### Deliverables/Goals:

Provide a beach dog park at Shoreline Park South.

Project to Undergo Bid Process ☐ YES ☒ NO

Estimated Cost of Total Project \$35,000.00

#### Cycle of Events Brief:

Staff cleared out an access trail behind the boat ramp gazebo that provides access to the beach waterfront. The beach and water area has been staked off for review.

Start Date 1/31/2018

Days  
 Design 30  
 Bidding 30  
 Const. 30



Complete 4/20/2018

#### Stakeholders:

Visitors and Residents

#### Key Event Deadlines:

Ribbon Cutting by April 30, 2018

**Project:** Sunset Kids Park Splash Pad  
**Department:** Parks and Recreation  
**Project Lead:** Ron Pulley/Kathy Wortham

**FY Project:** 2018

#### Deliverables/Goals:

3,025 sq foot Splash Pad at Sunset Kids Park. Design incorporates a variety of splash features . The proposed design is a flow- through interactive water splash pad that is designed into zones that provide features for toddlers and more interactive features for older children and youth.

**Project to Undergo Bid Process**
☒ YES
 ☐ NO

**Estimated Cost of Total Project**
 \$ 180,000.00

#### Cycle of Events Brief:

The Bid window closed 11/7/17. Staff anticipates a recommendation to Council on 12/18/17 to accept recommendation to hire Great Southern Recreation. This project will be a design-build process. Construction is tentatively scheduled to begin mid- February 2018.

**Start Date** 2/15/2018

Days  
 Design 30  
 Bidding 30  
 Const. 50



**Complete** 6/1/2018

#### Stakeholders:

Park Advisory Board  
 Gulf Breeze Youth

#### Key Event Deadlines:

see above

<b>Project:</b>	Woodlawn Park Improvements
<b>Department:</b>	Parks & Recreation
<b>Project Lead:</b>	Ron Pulley/Kathy Wortham

<b>FY Project:</b>	18
--------------------	----

### Deliverables/Goals:

This project involves the demolition of the existing steps, decking and pier and the installation of a new deck and pier with sidewalk and small parking area.

<b>Project to be Undergo Bid Process</b>	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
--	---	-----------------------------

<b>Estimated Cost of Total Project</b>	\$25,000.00
--	-------------

### Cycle of Events Brief:

Tentative design and cost estimate is complete. This project will follow the Gazebo, Splash Pad and Battling Cage projects.

Start Date		1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/1/00
	Days										
Design	0										
Bidding	0										
Const.	0										
Complete	1/0/1900										

### Stakeholders:

City of Gulf Breeze Mayor and Council

### Key Event Deadlines:



**Project:** Navy Cove Improvements  
**Department:** Parks & Recreation  
**Project Lead:** Ron Pulley/Kathy Wortham

**FY Project:** 2018

**Deliverables/Goals:**

Removal of brush and debris and the development of a neighborhood kayak launch.

**Project to Undergo Bid Process**
☐ YES
 ☒ NO

**Estimated Cost of Total Project**
 \$ 35,000.00

**Cycle of Events Brief:**

Adjacent neighbor has engaged attorney and posted no trespass signs. The city has obtained legal opinion of title. The City Manager will notify adjacent property owner prior to proceeding with improvements.

TBD		1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/1/00
Days												
Design	0											
Bidding	0											
Const.	0											
Complete	12/31/2018											

**Stakeholders:**

City of Gulf Breeze Mayor and Council & Citizens

**Key Event Deadlines:**

Complete in 2018

**Project:** Shoreline Park Walking Trail Extensions  
**Department:** Parks & Recreation  
**Project Lead:** Ron Pulley/Kathy Wortham

**FY Project:** 2018

**Deliverables/Goals:**

Identify old, overgrown and currently unused trails within Shoreline Park South. Will clear and renovate using Eagle Scouts.

**Project to be Undergo Bid Process**
☐ YES
 ☒ NO

**Estimated Cost of Total Project**
Less than \$ 2,000.00

**Cycle of Events Brief:**

We are awating on an Eagle Scout Candidate

Start Date		1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/1/00
	Days										
Design	0										
Bidding	0										
Const.	0										
Complete	12/31/2018										

**Stakeholders:**

Citizens of Gulf Breeze

**Key Event Deadlines:**



**Project:** Lights for Elementary School Practice Field  
**Department:** Parks & Recreation  
**Project Lead:** Ron Pulley/Kathy Wortham

**FY Project:** 2018

**Deliverables/Goals:**

Providing additional athletic field capacity for youth sports. City to purchase and install lights on Elementary School Field. Lights will be shielded and directional to control spillover into the neighborhoods and Highway 98. The LED Lights are cost efficient, have 140 MPH wind load regulation that require the use of concrete or steel poles and includes a 25 year warranty on all parts and labor including bulbs. Controls must be secure and programmable.

**Project to Undergo Bid Process**
☒ YES
 ☐ NO

**Estimated Cost of Total Project**
 \$ 165,000.00

**Cycle of Events Brief:**

We have a recommended design

Start Date	TBD	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/0/00	1/1/00
Design												
Bidding												
Const.												
Complete												

**Stakeholders:**

GBSA, Recreation Programs, Santa Rosa County School District

**Key Event Deadlines:**

Budgeted FY 2018 (Requires agreement with SRCSD)



# Tiger Point Golf Club



A Division of **TROON**®

Troon Rewards Sign Up/Players  
for the Month/Free Rounds

28/104/0

## December Report

Revenue	December 2017
Total Revenue	\$71,395.78
Golf	\$ 32,681.29
F&B	\$33,663.64
Retail	\$5,050.85

Green Fee Dollars Per Round	\$14.35
-----------------------------	---------

<b>Performance Factors:</b>	Received our new golf car fleet on December 11 <sup>th</sup> . 66 golf cars arrived on that Monday and then the other 6 arrived on the 13 <sup>th</sup> . Beverage cart and range picker will arrive in January. We had 403 take advantage of our Burger Night and 214 had Prime Rib during our Friday night "Happy Hour". The events for the month were almost all the week of the 9 <sup>th</sup> . We had 7 events that week which included 2 for Gulf Coast Friends, 1 for our WGA Christmas party, 1 for our MGA Christmas party and 2 family Christmas parties. Sold 29 gift cards for \$1,887.60.
-----------------------------	--

<b>Marketing Activity:</b>	<p>We have added some different options to our online booking engine. We have 2 value added options along with a best available rate. One value added option includes a large range ball for \$5 instead of \$7.94 or includes a \$30 gift card for an extra \$20 over our regular rate. We have booked 4 of the Value added 2 (gift card) and 7 of the value added 1 (range balls). Sent Facebook posts out. One showing pictures of our new golf cart fleet arriving and another talking about booking your next F&amp;B event. Set up a small ad in an upcoming "Snowbird magazine" that has a coupon on it so it can be tracked. It will be distributed from Destin to Gulf Shores. Hopefully, we hit snowbirds on both sides of Tiger Point. Created and printed out a cart sign to go inside our carts. Half of it advertises our burger night and the other half is for our Friday night happy hour. This sign will typically be changed out every quarter. It will promote 2 to 4 different thing. Received multiple 5* reviews on Facebook from happy customers.</p>
----------------------------	---

<b>Rounds</b>	<b>December 2017</b>
Total Rounds	1607
Member	505
Paid	894
Comp	208

<b>Weather Influence:</b>	9.5 days of the month were hurt because of weather. We did not run the beverage cart 10 +days because of the weather.
---------------------------	---

<b>Memberships</b>	<b>December 2017</b>
Total	<b>111</b>

<b>Activity:</b>	We collected \$26,141.57 in member payments this week.
------------------	--

<b>Agronomic Conditions</b>	Continued to work on hole # 8 greenside bunkers. Found more bunker drainage that was under the grass on the lakeside of the left bunker. Roughly 3 to 4 feet of grass had grown in over the years that was hurting the drainage of that greenside bunker. The drain lines were blown out of both bunkers so the drainage will be better. More sand will be added. Continued work on the irrigation boxes. 16 is complete. Finished sand # 8 bunkers. Replaced 4 heads on #16. Repaired blowout on 2.5" line on #6. Repaired 2 heads on # 6 tee box. Sprayed greens with Revolver for poa annual control. Repaired a small irrigation leak on # 5. Sprayed out some dollar weed on the course.
-----------------------------	---

<b>Human Resource/ Safety News</b>	Small change over in F&B FOH staff.
------------------------------------	-------------------------------------