



**Monthly
City Manager
Report
October 2017**

America's Most Livable City



TABLE OF CONTENTS

CITY MANAGER WELCOME.....	1
OFFICE OF THE CITY MANAGER	
<i>City Clerks</i>	2
<i>Information Technology</i>	6
POLICE DEPARTMENT	7
FIRE DEPARTMENT	17
WATER & SEWER (SSRUS)	21
STREETS/STORMWATER.....	24
NATURAL GAS.....	26
COMMUNITY SERVICES.....	27
FINANCE DEPARTMENT	35
PARKS & RECREATION	37
TIGER POINT GOLF CLUB.....	56

Welcome from the City Manager



Dear Mayor and Council,

October marked the first two Citizen's Academy meetings. The City Clerks' office began work to launch iCompass, a user-friendly web-based program for public agendas. I attended the ICMA Conference in San Antonio, where many of the seminars focused on benefits of integrating strategic planning with project monitoring and budget tracking. In hindsight, the theme for October was outreach and how to effectively engage the public. An engaged public means active participation, which reinforces community pride. As we embark on a fiscal year significant for its many new projects, we are committed to engaging our public and new opportunities to tell the story of the most livable City in America.

Sincerely,

Samantha Abell
City Manager



City Clerks

October Highlights:

- Three City Council and/or committee meetings were held in October 2017;
- Assisted Special Consultant to City Manager with preparation of and attended first meeting of the Gulf Breeze Citizens' Academy;
- Assisted in providing IT Manager with photos for Citizens Academy presentation;
- Processed various invoices for payment;
- Assisted various employees with insurance questions and service issues;
- Pre-employment testing, Post-accident and Pre-employment fit for duty testing;
- Assisted Assistant to City Manager with submittal of the final TRIM documentation to the Florida Department of Revenue;
- Noticed and attended the South Santa Rosa Utility System Board of Directors meeting;
- Provided notice of red light camera meeting to violator, prepared proposed Final Administrative Order, and attended the hearing;
- Attended Florida Association of City Clerks conference in Sarasota, Florida;
- Noticed and attended the Tourist Development Advisory Committee meeting;
- Planning and preparation for utility billing manager's retirement lunch;
- Assisted City Manager to prepare for various community events;
- Planning, preparation and implementation "Red Ribbon Week";
- Preparation, printing and mailing of mandatory annual notifications for the city's health plans;
- Performance Appraisal for Administrative Assistant;
- Correspondence with Susan Nitterauer regarding chairs and valences for Council Chamber;
- Process and review applicants for Finance Director and Utility Finance Manager, set interviews for both;

Statistics/Performance Data:

7 meetings (City Council, South Santa Rosa Utility System Board of Director, Tourist Development Advisory Committee, Red Light Camera, Citizens Academy)

- 2 Request for Proposal/Bid/Qualifications bid openings:
- Bulkhead Repair #5 green Tiger Point East; Gilmore Basin Bids
- 9 Public Records Requests
- 11 inquiries from City website
- 1 Notary Public services (offered free to residents)

Human Resources:

- Working with the Florida League of Cities on active open workers compensation cases. This includes phone and email correspondence with supervisors, payroll, and benefits specialist with the FLC.
- Worked with Drug Free Workplace Coordinator to switch collection labs from LabCorp to Quest; New account set up with Pro Health in Gulf Breeze for post alcohol testing
- 3 new hires processed (1 full-time; 2 part-time)
- 0 terminations processed (temp)
- 2 New Workers Compensation cases in October
- Drug Testing: (3 pre-employment & 1 post-accident)

Strategic Priorities Update:

Implementation of meeting/agenda management software. (Update: Due to budget preparation, the hard launch date has been moved to January 1, 2018. We continue to train with iCompass to sure a timely launch.) The City Clerks' office received Council approval for and purchased an agenda management software program from iCompass. This 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. We are on schedule for a soft launch in July and a hard launch during the second set of meetings in August.

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@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.

(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.



Information Technology

October 2017

Financial / BS&A Server

- ❖ Staff has reported slow down and locking up of BS&A server twice in one month with 5 episodes this year so far.
- ❖ IT Department has identified that SQL database is using up more than 70% of ram (96 gb total).
- ❖ BS&A states we should reboot server once every week or two weeks.
- ❖ IT Department will requisition more ram for server to take it from 96 gb to 144 gb to lesson load on server.

IT Webinars

- ❖ IT department reached out to various cyber companies to stay abreast of current technology trends via webinars.
- ❖ Companies interacted with: MFN2 Harris Corp., VMWare, CRC Data, Secure Works, CDWG, WatchGuard,

Generator Power Affecting Server Equipment

- ❖ We have had some batteries explode twice and had some hard drives fail this year after generator power has run during extending times from blackouts from storms.
- ❖ Staff report from Mr. Hatcher has shown power is within operating guidelines.
- ❖ IT department will look into replacement server uninterruptable power source (UPS) that will condition the incoming power to prevent server equipment damage.
- ❖ Existing UPS server equipment is past it's service life and needs to be replaced.



Police Department

Administration

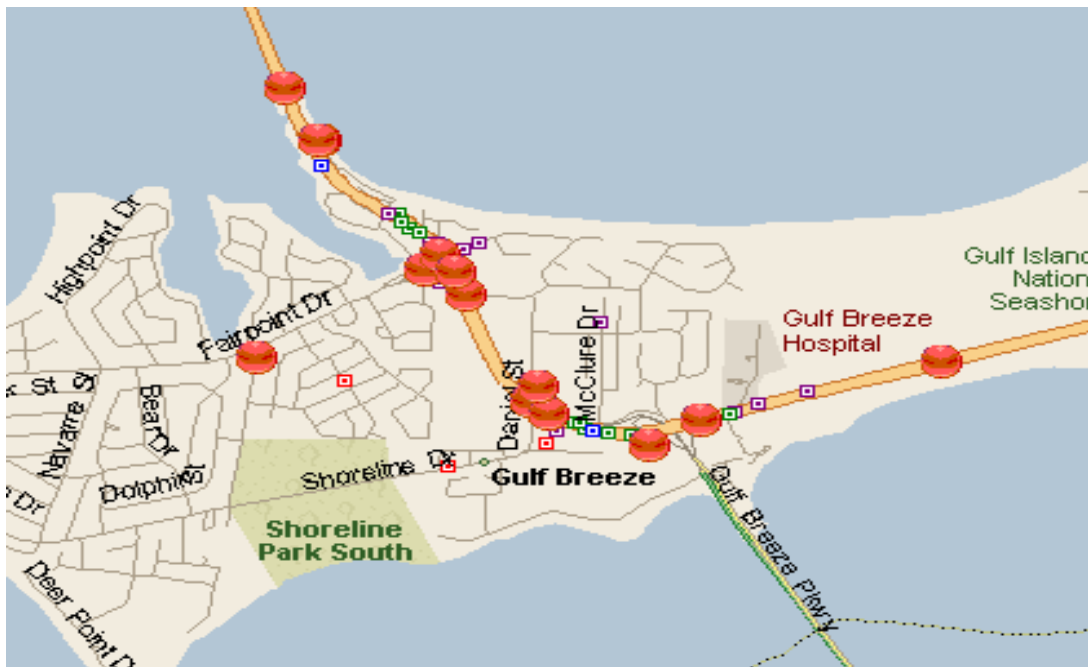
The Police Administration consists of the Chief of Police, Deputy Chief, Administrative Assistant, Records Clerk, Part time Red Light Camera Clerk and I.T.

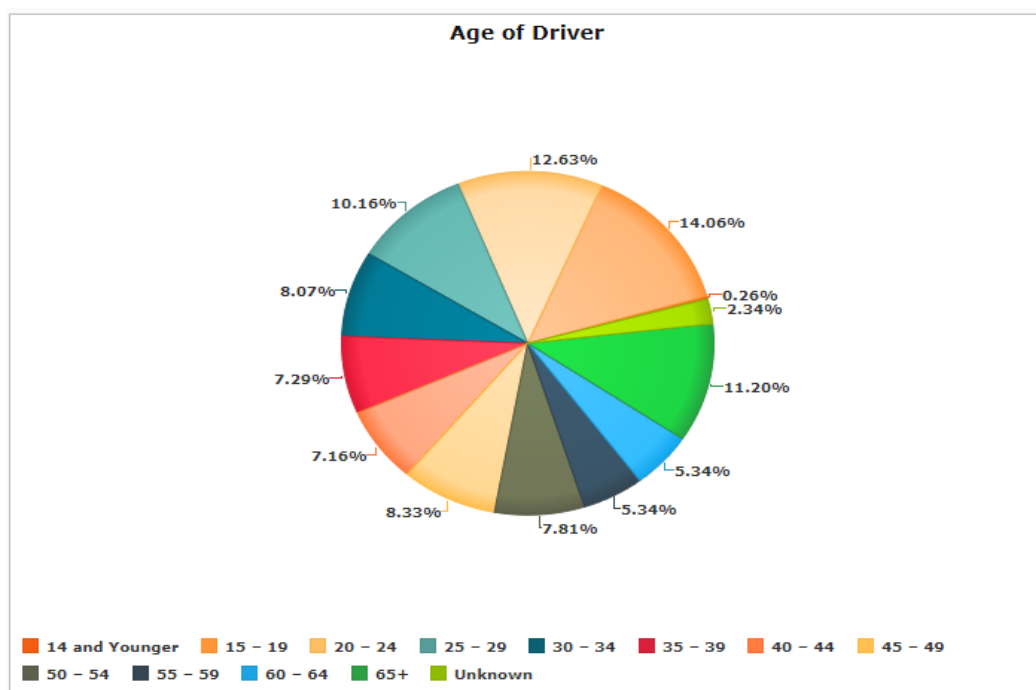
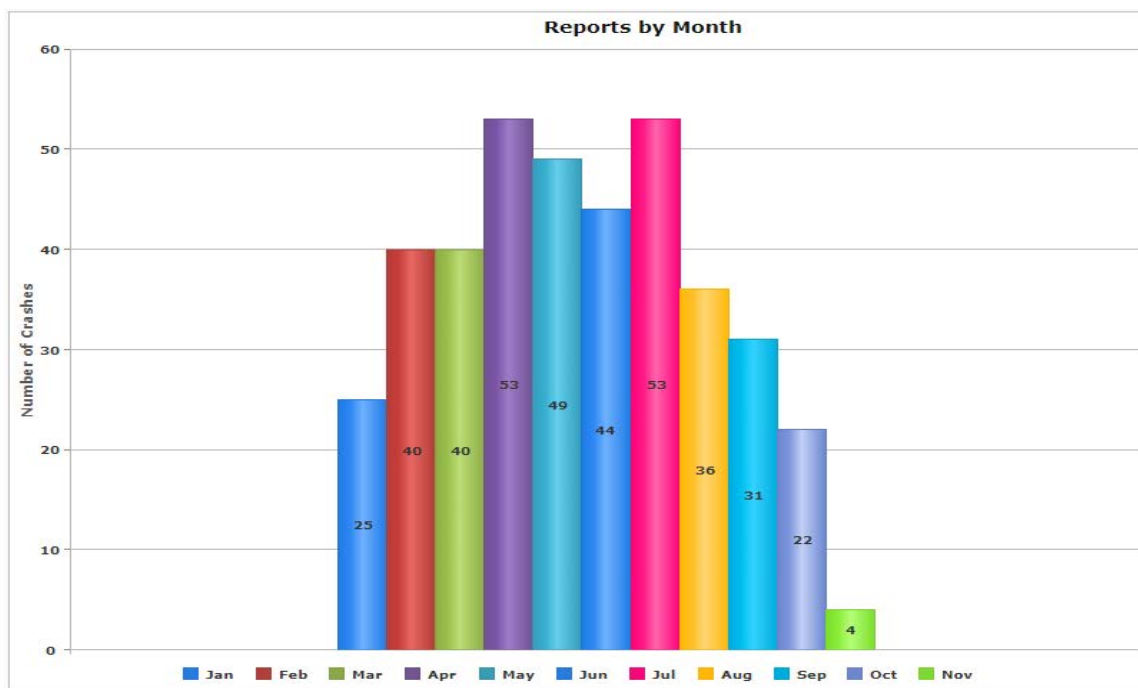
- Twelve welcome letters were handed out to new residents by officers
- 36 contacts with Records Clerk that individuals paid for fingerprints, reports etc. (does not include phone calls)
- 306 Red Light Camera contacts made in regards to payments (either mailed in, in person or by phone), this does not include phone calls regarding questions about a Red Light Camera Ticket.
- 773 contacts with individuals at the front window or phone calls needing assistance.

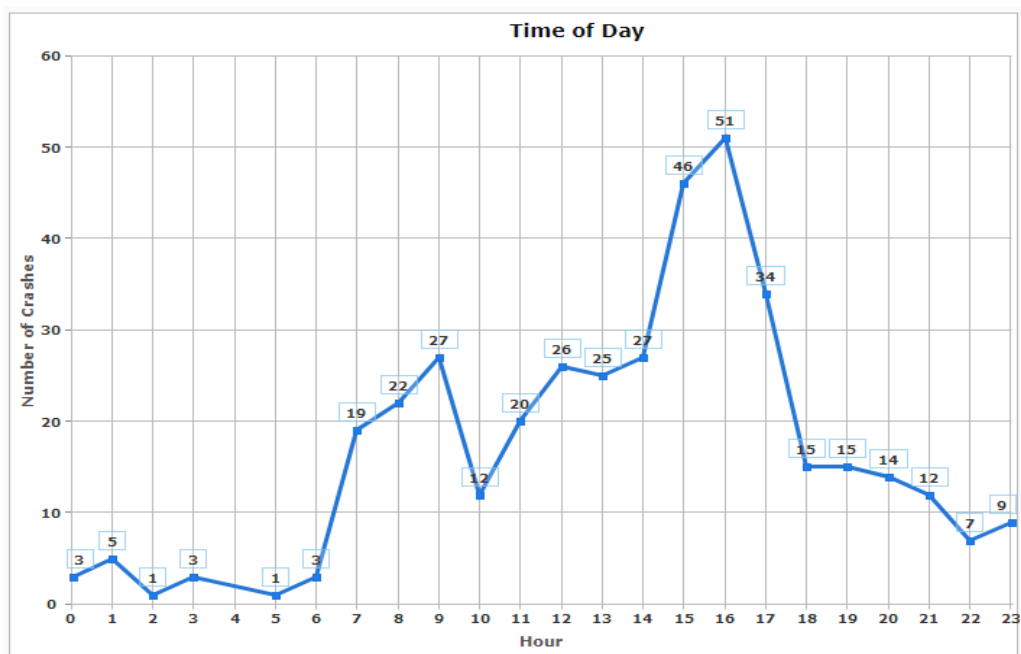
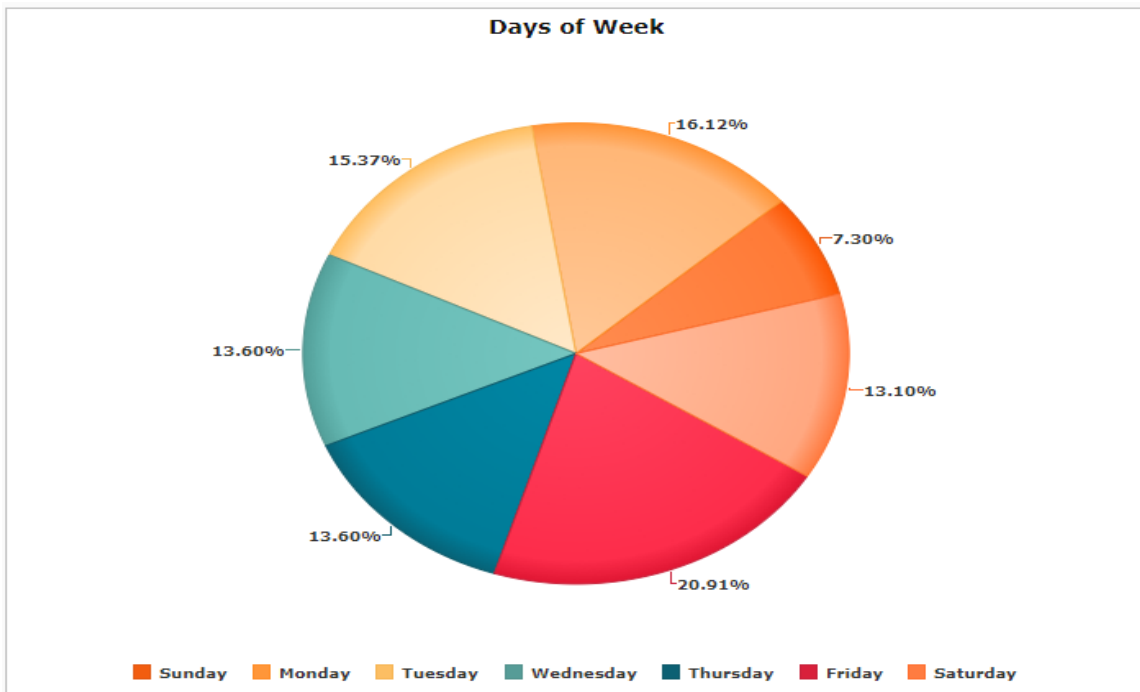
Uniform Patrol

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
Total	31	52	24	603	408	37	1
Average Day		2.4	1.1	27.4	18.5	1.7	0







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 October 2017, the Investigation's Division has participated in 1 ICAC investigation, covertly placed 1 cameras within the city for surveillance. The Investigation's Division currently has 14 open cases it is actively working. The investigators have arrested the suspect involved in the Hit and Run accident from the Pensacola Bay Bridge. A search warrant was conducted on 222 Florida Avenue for a second time after many neighbor complaints. Two persons were arrested while leaving the residence, both for felony narcotics. Two persons were arrested from within the home for felony narcotics. Two persons were arrested after the search warrant was completed for misdemeanor offenses. A total of 6 were arrested in relation to this home this evening.

Our narcotics assisted patrol with 5 patrol narcotics cases. He has identified another drug house in the city. He has facilitated the federal adoption of the \$20,000 seizure from Officer Banks' case.

Our Investigations Division processed into our evidence vault 262 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).

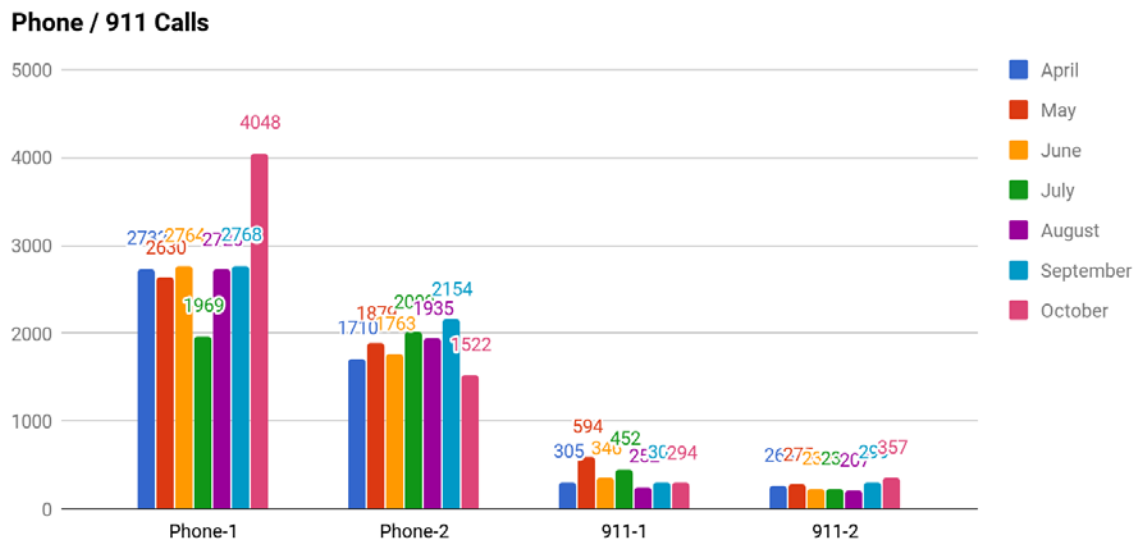
In addition to the incoming phone calls, and radio traffic, Dispatchers also make outgoing phone calls to surrounding agencies and jurisdictions to initiate / coordinate out of area response for additional Law Enforcement or Fire / Rescue needs.

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 (2 pm – 10 pm). All other shifts (Day Shifts on Saturday and Sunday, and Every Midnight Shift) is covered by one Dispatcher.

October Nixel: 14,851 subscribers. 347 increase from August. 105 Messages sent.

Phone / 911 Calls

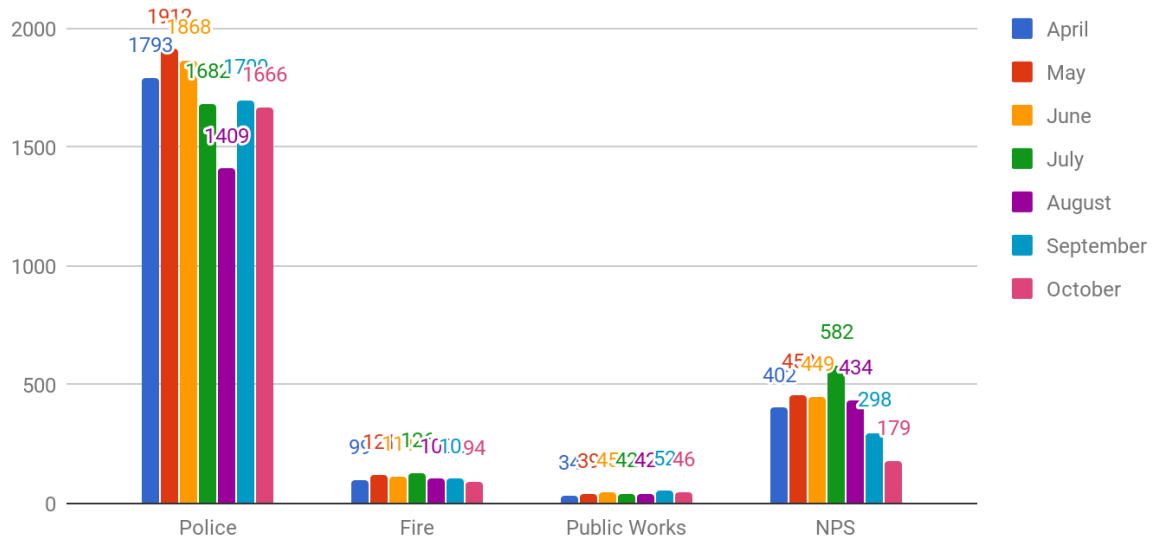
During the month of October, 2017, Communications Division recorded a total of 6221 total phone calls via normal phone lines, and the 911 lines (12.66% increase from last month).



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 October, 2017, there were a total of 1985 calls generated (7.76% decrease from last month / decrease can be most likely attributed to a reduction in calls for service in the National Parks which were closed after Hurricane Damage).

CAD Calls Created



Significant Events

There were a number of significant events that demanded heightened attention, and/or extra performance from the Communications Division during October, 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.

- Lone dispatcher handled a traffic accident / Hit and Run with major injury (amputation) on the Pensacola Bay Bridge. Coordination between Police / Fire and outside agencies responding.
- Dispatchers worked overtime / extra coverage for Hurricane / Tropical Storm conditions in our area (62% increase in call volume from normal time frame for Saturday Day shift).
- Fielded a significant disturbance called in by a neighbor, who was hearing a disturbance next door to their residence. Dispatch could also hear a major disturbance in progress over the phone, with yelling and sounds of property being destroyed. Upon officers' arrival, suspect barricaded himself in an outer building until he came out with a weapon and was ultimately taken into custody.
- Fielded a hit and run traffic accident with power lines down / vehicle still on scene / driver fled on foot / signs of injury inside vehicle. Dispatchers not only coordinated Police, Fire, and Gulf Power response, but also made several outgoing calls to area hospitals, taxi cab companies, and the vehicle's registered owner's family, attempting to locate the driver who was possibly injured.
- Dispatcher monitoring video of a prisoner in the cell noticed that he was attempting to harm himself. Quickly notified officers who had not yet noticed the activity. Subject was successfully prevented from harming himself.
- Working structure fire inside the city. Dispatchers handled multiple talk groups with police and fire units working at the fire scene. Also had to dispatch an activated burglar alarm right in the beginning stages of the fire incident, and communicate with police officers during that incident. During these events, Dispatch also made multiple outgoing phone calls for mutual aid assistance from several different agencies. The first 2 agencies contacted (Santa Rosa ECC and Escambia Fire Rescue) were unavailable to assist, and Pensacola Fire was additionally contacted to send assistance, along with Santa Rosa for ambulance standby.

VIPS Activity Report

AUGUST 2017

Day	Date	VIPS	Miles Driven	Citizen Assist	Warnings	Hours
Mon	10-02	Jerry LaPier/Mike Romeo	53	0	0	5
Thur	10-05	Roger Jones/Mike Romeo	56	0	0	7
Fri	10-06	Phil Kiklis/Tom Sembrot	56	0	1	6
Thur	10-12	Jim Flowers/Joe Wuest	38	0	0	5
Mon	10-16	Roger Jones/Mike Romeo	57	0	0	5
Thur	10-19	Phil Kiklis/Tom Sembrot	37	0	0	4
Fri.	10-20	Jim Flowers/Joe Wuest	60	0	0	6
Wed	10-23	Jerry LaPier/Mike Romeo	58	0	0	5
Fri	10-27	Roger Jones/Mike Romeo	34	0	0	6
Totals:			Notes:			
Number of Volunteers:			Patrol Admin SD			
Miles Driven:						
Citizen Assists:						
Warnings Mailed:						
Total Hours						
Total Days:						



Gulf Breeze Fire-Rescue

October 2017 Incidents

Fire	2	Average Incident Response Time – 00:03:23
Rescue and EMS	50	Average Turnout Per Incident - 6
Hazardous Condition	11	Station Manning – 890 man hours
Service Call	6	Busiest Alarm Hour – 19:00 hrs (8 Incidents)
False Call	5	Busiest Day of Week – Sunday (19 Incidents)
<u>Good Intent</u>	<u>16</u>	
TOTAL	90	

Noteworthy

Incidents



10/01/17

MVA – Engine 33 and Squad 33 responded to a MVA on the Pensacola Bay Bridge. The MVA involved a hit-and-run with one patient. Members applied tourniquet to the patient and assisted GBPD with traffic control while they conducted a traffic homicide investigation due to severity of injury.



10/06/17

MVA – Engine 33 and Squad 33 responded to a golf cart accident with rollover on South Sunset Blvd. One patient was trauma alerted to Baptist Hospital in Pensacola due to potential injuries. Two other patients had minor injuries and were released to their parents.



10/07/17

HAZMAT – Engine 33 responded to a propane leak at Ace Hardware. A propane tank on an RV ruptured and could not be shut

off. The immediate area was evacuated for two hours while the tank vented.



10/07/17

WEATHER STANDBY – FD personnel manned the station for Hurricane Nate which made landfall in Mississippi. GBFD provided assistance to ECFR by allowing them to house overnight at our station due to the Beach being evacuated. The standby crew responded to 7 weather related incidents.



10/10/17

MUTUAL AID STRUCTURE FIRE – Engine 33 responded to Midway for a working residential structure fire on Duke Dr.



10/16/17

HAZMAT – Station 33 assisted the Natural Gas Department (GBNG) with a two-inch main leak on Kent Pl. Assistant Chief Kasper stood by on scene with an extinguisher while GBNG personnel worked on the main. Engine 33 crew was on standby at the station.



10/22/17

MUTUAL AID WEATHER INCIDENT - Engine 33 responded to 3000 block of Gulf Breeze Pkwy in Midway for a possible tornado touchdown. Engine 33 helped search the building that was blown down for victims and assisted with traffic control for all the downed powerlines.



10/26/17

RESIDENTIAL STRUCTURE FIRE – Station 33 responded to a residential structure fire in the 100 block of Norwich Dr. The crew from Engine 33 knocked the bulk of the fire down and rescued a dog from the house prior to mutual aid arriving on scene. The fire was contained to the room of origin; however, the house suffered heavy smoke damage. The cause was linked to an unattended cooking device. GBFD was assisted by ECFR Ladder 13 and Engine 17, Pensacola Fire Department Ladder 11 and Battalion 1. Midway was unavailable due to an incident in their district.

Training

- 10/03/17 First Responder (13 people present)
10/03/17 Hurricane/Storm preparations (8 people present)
- 10/10/17 After action review to Hurricane Nate (17 people present)
- 10/17/17 First Responder (13 people present)
10/17/17 Host Testing (6 people present)
- 10/24/17 First Responder (9 people present)
10/24/17 Maintenance (10 people present)
- 10/31/17 Safety Night/Halloween Open House (16 people present) ≈ 700 Attendees

Fire Hydrant Maintenance Program

- 15 hydrants painted
- 10 hydrants flushed
- 3 hydrants remain out of service and the parts are on order.

Meetings

Assistant Chief Kasper and Captain Custred attended an ISO workshop in Fort Walton Beach. Our fire department is scheduled to undergo its ISO evaluation in December 2017.

Vehicle Maintenance

Engine 33

- Annual PM and Pump test is scheduled for early November.

Ladder 33

- Annual PM and Pump test is scheduled for early November.

Boat 33

- Lower unit replaced on starboard motor.

Squad 33

- New rear tires.

Fire Prevention

Fire department personnel visited Gulf Breeze Elementary School and all of the other preschools inside the city limits for Fire Prevention Month. In total, approximately 1,000 students learned about fire safety and got to sit in a fire truck.

As a part of Fire Prevention Month, the fire department conducted its first ever Halloween Open House. In addition to the static display of all the equipment, 16 personnel provided food, drinks, candies, activities and games to over 500 children and 200 adults. The event was sponsored by: Chick-fil-A, Firehouse Subs, Complete DKI, Subway, Navy Federal Credit Union, Gulf Winds Federal Credit Union, Mavericks Surf Shop, Flowerama, HealthSource of Pensacola, Beef 'O' Brady's, Pizzaz, Ace Hardware, God Wins Hair Designs and Kay Stephenson.

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



October Highlights: Staff prepared well for Tropical Storm Nate. There were no overflows nor major service outages. A total of 9.81 inches of rain fell in October, the majority of which 6.1 inches fell on October 8th as tropical storm Nate moved through the area.

Wastewater Treatment Facility: Staff met with Baskerville & Donovan to begin preliminary discussions for the new plant design. Staff began filling in the bunkers on the West Golf Course in compliance with the FEMA Alternative Project requirements. Staff also planted winter rye grass on portions of the West Course susceptible to erosion during fall & winter rains. Staff made improvements to the storm drainage system along the eastern side of the East Course #9 Fairway that helps directs storm water runoff away from the homes on Green Vista Lane.

Water Distribution & Sewer Collection: There was one water main break that occurred when a utility boring contractor accidentally hit a main that was not marked properly at the intersection of Country Club Drive and Santa Rosa Drive. Locates for underground utilities were called in and City staff located the water main, but miss-read one of the lines that branched off the mainline. The as-built drawings were not accurate, which lead to some of the confusion. After the repairs were made, the as-built drawings were revised to reflect true field conditions. Staff painted 21 City fire hydrants. Four staff members completed Trenching & Shoring and Competent Person Training in October. Two staff members attended a Lift Station Maintenance Course at the Treeo Center in Gainesville.

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.

Potable Water Pumped:	52.713	million gallons
City	29.368	million gallons
SSRUS	23.345	million gallons

Water Main/Service Repairs:

City:	0/13
SSRUS:	1/14

Work Orders

Total Generated/Completed:	154/204
City Generated/Completed:	51/60
SSRUS Generated/Complete:	103/144

Wastewater Treated:	49.969	million gallons
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Taps:

City Water / Sewer:	0/2
SSRUS Water/ Sewer:	1/4

Locates Completed:

City:	72
SSRUS:	371

Disconnects:

City:	30
SSRUS:	109

After Hour Calls:	23
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Statistics/Performance Data:

Strategic Priorities Update:

- 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. Three Service Worker Trainees have been selected to be hired on as full time Service Worker I employees pending approval.

Ron Davis, the current Water Systems Foreman will be entering the Florida State Retirement DROP program December 1st. An potential operator trainee has been

selected, who will work with Ron to move into the Foreman position after Ron retires in the next 5 years.

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	Awaiting Bids
Fire Hydrant Upgrades	\$100,000	0%
Portable Pump	\$40,000	Awaiting 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%
<i>FY2017 CARRYOVER</i>		
<i>Water/Sewer Machinery & Equipment</i>	\$145,000	75%
<i>Sewer Main Rehabilitation</i>	\$150,000	5%



Streets/Stormwater –Public Services

October 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 made repairs to drainage inlets on Tall Pine Trail. Preparation has begun for the replacement of two sections of stormwater force main at Camelia and Shoreline.

Statistics/Performance Data:

Streets

Signs Replaced/Installed	1
Sidewalk Repaired/Replaced (feet)	0
Inmate Hours	120

Stormwater

Rainfall for the month (inches)	7.3
Pump station kwh	950
Basins Cleaned	62
Pipe Inspected	0

NPDES Permit Activities

Private Drainage System Inspections	4
Construction Site Inspections	7
Educational Outreach Activities	0
Illicit Discharge Inspections	301

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	80%
Bear Drive Drainage (FY17)	\$320,000	0%



Natural Gas – Public Services

October Highlights: Routine monthly reports of charts stations and odorant reports were completed. Staff also continued residential backflow inspections within the City limits and assisted in backflow testing throughout the system. Employees continued work for the relocation of utilities for the Pensacola Bay Bridge. Staff also prepared for Hurricane Nate at the beginning of the month. All main and services were completed at the new Publix's shopping center in the Tiger Point area.

Statistics/Performance Data:

Locates Received/Performed	497
Service Orders	268
After Hour Calls	19
Natural Gas Customers Services	16
Main Extensions	2

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%



Community Services

NEW PERMITS

ACCESSORY STRUCTURE	2
ADDITION	2
BEVERAGE CERTIFICATE	1
BOA SUBMITTAL	1
DEMOLITION	1
DRB SUBMITTAL	1
FENCE	5
POOL	3
PORTABLE STORAGE UNIT	2
PZ VERIFICATION	5
SIGN	1
TREE REMOVAL	11
TOTAL	35

PERMIT INSPECTIONS

PERMITS WORKED	113
SITE INSPECTIONS	84
FAILED INSPECTIONS	1
PERMITS CLOSED (FINALED)	40
PERMITS EXPIRED	4

NEW CODE ENFORCEMENT CASES

DUMPSTER IN STREET	1
PARKING PROHIBITED	1
PERMIT REQUIRED	2
PUBLIC NUISANCES	5
UNAUTHORIZED CONSTRUCTION	1
UNAUTHORIZED TREE REMOVAL	1
TOTAL	11†

† - Number low due to fire prevention month.

TRANSFER STATION

CUSTOMERS	423
DEBRIS VOLUME	720 CY
SCRAP METAL VOLUME	60 CY
VEGETATIVE DEBRIS VOLUME	44 CY
APPLIANCES	10
SCRAP TRAILER REVENUE	\$0
NO CHARGE LOADS (GOV.)	28
TOTAL REVENUE	\$6,785

BUSINESS TAX RECEIPTS

NEW

Westfield Ins. – FLC, No location
5 Star Life Ins. – FLC, No location
Family Life Ins. Co. – FLC, No location
Shell Medical Inc- 913 Gulf Breeze Pkwy #9
Marc Saunders, - Andrews Institute
Michelle Cole- Andrews Institute
Jeffrey Godbey- Andrews Institute
Jessica Sinco- Andrews Institute
Atlantic Specialty Ins. Co- FLC, No location
21st Century Preferred Ins. Co – FLC, No location
Leigh Shepard- Andrews Institute
Brittany Revels- Andrews Institute
Vaidehi Patel- Andrews Institute
Tim Pace- Andrews Institute
Badar Muneer- Andrews Institute
Zoya Mohiuddin- Andrews Institute
Brian Kisner- Andrews Institute
Evan Lewis- Andrews Institute
David Reisman- Andrews Institute
Jonathan Quade- Andrews Institute
Stephen Ziller- Andrews Institute
Brett Kindle- Andrews Institute

22 NEW BUSINESS	\$2,150.00
66 RENEWED BUSINESS	\$5,301.68
TOTAL	\$7,451.68

DEVELOPMENT ACTIVITY

The DRB reviewed and approved one project at their October 3, 2017 meeting. The project was for a Dairy Queen Grill and Chill at 20 Daniel Dr.

One DRB project was received and processed for the November 2017 agenda. The project entails an addition to an existing pier.



There were no projects received or reviewed by the ARB for the month of October 2017.

There were no cases to come before the BOA for the month of October 2017. One case submitted; however, it was deemed incomplete and the applicant failed to provide the required information.

One BOA case was submitted for the November 28, 2017 meeting; however, it was withdrawn because the applicant's agent realized he was going to be out of the country. The agent indicated he would reply for the December meeting.

CRA ACTIVITY

- The Director and Neighborhood Services Coordinator communicated with the City Manager and VHB to identify due diligence items that need to be completed for the CRA update and renewal.
- The Neighborhood Services Coordinator attended Redevelopment 101 in Daytona Beach. The 10-hour course focused on the FSS dealing with managing CRA's.
- The Neighborhood Services Coordinator attended the Annual Florida Redevelopment Association Conference.

SPECIAL PROJECTS:

98/399 LANDSCAPING PROJECT

- The Neighborhood Services Coordinator worked with East Bay Landscape to address their requested changes to the Mix Nutt Projects construction documents.
- The Neighborhood Services Coordinator worked with WAS to finalize change order one for the Mix Nutt project. The change order was for changes to the irrigation controls. The change order was presented and approved by the City Council.
- The Neighborhood Services Coordinator worked with WAS to finalize the Mix Nutt project FDOT permit.

- The Neighborhood Services Coordinator worked with WAS to issue a notice to proceed to East Bay Landscaping for the Mix Nutt Project.

MULTI-USE PATH

- The Neighborhood Services Coordinator worked with Dewberry engineers to develop task order to create the City an ADA transition plan and progress the Title 6 certification process.
- The Neighborhood Services Coordinator drafted a memo for council approval of the ADA transition plan task order.

DANIEL AND JOACHIM STREETScape

- The Neighborhood Services Coordinator continued to develop the Daniel and Joachim Streetscape plan.
- The Neighborhood Services Coordinator worked with Gulf Power to complete a illumination study and develop a plan and quote for pedestrian lighting along Daniel and Joachim.
- Department staff held a Stakeholder's meeting with the architect and developers of the Arbors and Saint Ann's Parrish to review conceptual plans for streetscape improvements.
- The Director and Neighborhood Services Coordinator reviewed and commented on change requests made by the Arbors to the ROW and arbor structures.



MISCELLANEOUS:

Department staff prepared for a potential strike of Hurricane Nate.

The Director and staff participated in State and County teleconferences / webinars in relation to Hurricane Nate.

The Director, Assistant Director of Public Services and Police Chief attended a webinar related to vehicle fleet tracking and maintenance.

The Director met with representatives from the Gulf Breeze Historical Society to discuss their future plans for the Benson House. The meeting focused how the CRA Design Standards would apply to their project.

The Director meet with a new tenant in the Hoffman Center regarding converting the existing tenant space from individual exam/treatment rooms to an open floorplan for a dōjō.

The Director conducted a field inspection with the City Attorney to review an issue related to the ownership of the isthmus of Deadman's Island.

The Director, City Manager and Mayor met with Andrew Rothfeder and Jeff Buchalter about developing a neighborhood park on a vacant lot owned by Quint Studer. The lot is located at the extreme east on of Soundview Trail and on the south side of the road.



Staff purchased and stocked the water and vending items for City Hall and GBFD.

Staff continues to work with Public Services to address roads that have low trees growing into the rights-of-way.

Finance Department



The fundamental goals of internal services, accounting, finance and utility billing are to provide accurate, timely, responsive information to customers, department, Council, citizens and government agencies cost efficiently.

We usually calculate bills for Cycle 1 on the last working day of each month to send to the printer on the first working day of the next month. Per our auditors, we did not calculate bills for Cycle 1 until October 2, 2017. That billing calculation change is the reason for showing the 2 two dates.

Areas of Focus: Continued training of new personnel (temp to hire) at front window/utility billing and continued search for other replacements due to continued search for replacements and added work from being shorthanded, we have been unable to work on writing off delinquent accounts

Utility Bills Outstanding - 9/30/2017

	Current	0-30	30-60	60-90	90-180	>180	Total
Active	\$243,090.12	\$47,951.00	\$7,182.00	\$925.00	\$1,094.00	\$1,202.00	\$301,450.00
Inactive	\$4,361.00	\$4,765.00	\$5,216.00	\$4,476.00	\$7,556.00	\$121,873.00	\$148,246.00
Total	\$247,451.00	\$52,716.00	\$12,397.00	\$5,402.00	\$8,650.00	\$123,075.00	\$449,696.00

Utility Bills Outstanding - 10/2/2017 - after billing Cycle 1 bills

	Current	0-30	30-60	60-90	90-180	>180	Total
Active	\$604,290.00	\$54,106.00	\$7,142.00	\$1,140.00	\$1,094.00	\$1,202.00	\$668,974.00
Inactive	\$6,792.00	\$4,241.00	\$5,267.00	\$4,481.00	\$75,694.00	\$121,941.00	\$150,292.00
Total	\$610,173.00	\$57,439.00	\$13,410.00	\$5,086.00	\$7,403.00	\$119,853.00	\$813,903.00

Calls Handled:	2,030	Prior Month:	2,502
Customers at Window	737		
Work Orders Generated	758		
Customers at risk of cutoff on prior Friday for late payments	456		
Customers contacted/alerted by phone, text or voicemail	453		
Customers actually subject to cutoff	137		

Parks and Recreation



October Highlights: The Parks and Recreation Department began the Fall Movie Series on October 22, 2017 with the showing of Matilda. This fun filled evening began at 4:00 p.m. with games, prizes, costume contests, bounce house, knocker ball, vendors, concessions, cake walk, and Fun, Fun, Fun All Around. The total number of participants was: **Total: 215**



More October Highlights: October was a very busy month here at The Recreation Center. The following is a list of all the other activities that took place here at the center.

2017 Chamber Expo: The Parks & Recreation Department CO- Sponsored the 2017 Chamber Expo and Taste of Gulf Breeze with over 800 participants attending on Friday Evening and Saturday Afternoon. This two- day event included vendors from around the area that showcased their products in a fun and family friendly atmosphere.

Total Participants: 1000

Middle School Dance: The GBSA Football & Cheerleading program reserved Gym B to hold the October Middle School Dance on October 20, 2017. The evening included the Homecoming Ceremonies for the players and cheerleaders. The total number of participants was: **Total: 315**

The Wave Baseball Clinics: The Wave Youth Baseball League held their Clinics at Shoreline Park on October 8th and 29th. These clinics prepare interested youth to try out for the Wave Baseball Team that spends spring and summer participated in travel ball and tournament experiences.

Sharks Tryouts: The Sharks Youth Travel Basketball program for youth ages 8 – 14 held their annual basketball at the Recreation Center on Sunday, October 29, 2017 from 1:00 p.m. – 6:00 p.m. The youth that makes this exciting team will participate in travel basketball and hosted tournament throughout the area.

Total Participants: 60

Football Alliance Home Football Games (GBSA Football): The GBSA Football Teams hosted two home football games at Shoreline Park during the month of October, These games were held on October 8 & 21 from 8:00 a.m. – 9:00 p.m. Several teams competed in youth sports football throughout the day with over 1500 people visiting the park each day. **Total: 1500**

Coastline Calvary Annual Fall Festival: The Coastline Calvary Church hosted its Annual Fall Festival at the Shoreline Kids Park on Saturday, October 28 from 11:00 a.m. – 4:00 p.m. An estimated 2000 people visiting the fun and exciting activities throughout the day. These events included bounce houses, Face Painting, Games, Food, Crafts and much more over 700 people visited throughout the day. **TOTAL: 700**

October Trivia Trek Winner: Chris Swanson: Chris was the proud winner of the October Trivia Trek competition that was held throughout the month. Chris was chosen as the winner because he correctly answered all 12 questions that were located throughout the park and trail system. This event is an effort to encourage people to get out and enjoy the beautiful weather and scenery in our Parks. Congratulation Chris. We hope you enjoy your fall basket of treats that is filled with goodies from the community businesses.



Statistics/ Performance Data:

COMMUNITY CENTER MEETINGS:

Group	Date	Room	Event	Part #	Total
Will Do	Oct 2, 2017	Clay Ford	Meeting	22	22
Miracle League	Oct 2, 2017	Room 209	Meeting	9	9
Expo Committee	Oct 5, 2017	Clay Ford	Meeting	15	15
GB Hospital	Oct 31, 2017	Clay Ford	Meeting	30	30
Will Do	Oct 10, 2017	Room 209	Meeting	16	16
Historical Society	Oct 11, 2017	Clay Ford	Meeting	12	12
Senior Luncheon	Oct 12, 2017	Clay Ford	Lunch & Bingo	23	23
Historical Society	Oct 19, 2017	Clay Ford	Meeting	25	25
Will Do	Oct 19, 2017	Clay Ford	Meeting	10	10
Wave Baseball	Oct 23, 2017	Concession Rm	Meeting	15	15
Will Do	Oct 25, 2017	Clay Ford	Meeting	16	16

***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 and Saturday mornings. 15-17 Men participate on a weekly basis.

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	Oct 2- 6	40	33	44	117
2	Oct 9 - 13	30	36	30	96
3	Oct 16 - 20	22	40	40	102
4	Oct 23 - 27	40	44	48	132
5	Oct 30 & 31	40	0	0	40
				TOTAL	487

***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 p.m. – 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	Oct 2-6	100	97	110	114	202	623
2	Oct 9 - 13	96	109	109	100	184	598
3	Oct 16 - 20	0	104	101	114	138	457
4	Oct 23 - 27	110	116	110	107	161	604
5	Oct 30&31	114	83	0	0	TOTAL	2479

***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	OCTOBER 2-6	16	0	28	44	\$ 44.00
2	OCTOBER 9 - 12	12	8	28	40	\$ 48.00
3	OCTOBER 16 - 20	20	0	28	48	\$ 48.00
4	OCTOBER 23 – 27	16	8	28	52	\$ 52.00
5				TOTAL	184	\$ 184.00

***Senior Luncheon & Bingo:** This program meets the second Thursday of every month in the Clay Ford room 359 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 June Meeting was eighteen.

TOTAL: 23

Farmer's Market: The Gulf Breeze Farmer's Market re-opened on October 4, 2017 and will continue to meet every Tuesday from 4:00 p.m. until DARK. The following is a weekly report of the number of Vendors and total Revenue collected with %20 of revenues going back to the City of Gulf Breeze at the end of the month: The Last Night of the Fall Farmer's Market will be October 31, 2017 and will not re- open again until April 1, 2018.

Date	Vendors	Total Revenue @\$ 10.00	20%
OCTOBER 3, 2017	12	12 x \$ 10.00 = \$ 120	\$ 24.00
OCTOBER 10, 2017	11	12 x \$ 10.00 = \$ 110.00	\$ 22.00
OCTOBER 17, 2017	11	12 X \$10.00 = \$ 110.00-7	\$ 15.00
OCTOBER 24, 2017	12	12 X \$ 10.00 = \$ 120.00	\$ 24.00
OCTOBER 31, 2017	LAST EVENING	CANCELLED/HALLOWEEN	0
		TOTAL	\$ 85.00

*** 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: \$ 1, 839.50

***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	OCT 2-8	20 / \$ 18.00	0	0	25 / \$ 27.00	45	\$ 45.00
2	OCT 9 - 15	24 / \$ 21.00	0	24 /\$ 18.00	20/\$30.00	68	\$ 69.00
3	OCT 16 - 22	24 / \$ 30.00	0	17/ \$ 15.00	22/ \$ 15.00	63	\$ 60.00
4	OCT 23 - 29	22 / \$ 15.00	0	12/\$12.00	27 /\$21.00	61	\$ 48.00
					TOTALS	237	\$ 222.00

***Open Gym (Sunday's):** Open Gym is held every Sunday (When available) from 2:00 p.m. – 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
October 7 & 8	25	\$ 14.00
OCTOBER 14 & 15	CLOSED – EXPO / 11	\$ 6.00
OCTOBER21 & 22	33	\$ 2.00
OCTOBER 28 & 29	0	0
TOTAL	58	\$ 22.00

***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	Mon.	Tues.	Wed.	Th.	Fri.	Sat.	Sun.	Total
OCT 2 - 8	25	15	22	36	40	0	8	146
OCT. 9 - 15	30	17	10	34	33	23	4	151
OCT 16 - 22	28	19	24	32	28	18	3	152
OCT 23 - 29	28	9	20	33	30	22	3	145
OCT 30 - 31	33	19	0	0	0	0	0	52
							TOTAL	646
						TOTAL	REVENUE	\$351.40

*** 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	OCTOBER 2-8	7	8	15	-
2	OCTOBER 9 – 13	8	7	15	
3	OCTOBER 16 - 20	10	9	19	
4	OCTOBER 23 - 27	10	7	17	
5	OCTOBER 31	10	TOTAL	76	
			Total	Revenue	\$ 64.00

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	Oct 2 – 6	3	1	4	
2	Oct 9 - 13	2	cancelled	2	
3	Oct 16 - 20	1	Cancelled	1	
4	OCT 23 – 27	2	2	4	
5	OCT 31	2	TOTAL	13	
			TOTAL	Revenue	\$ 30.00

***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: 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	Oct 2 – 6	20	24	44
2	Oct 9 - 13	22	23	45
3	Oct 16 - 20	24	22	46
4	Oct 23 - 27	18	18	36
5	Oct 30 & 31	19	0	19
			Total	190

***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	OCT 2-8	14	13	13	14	0	54
2	OCT 9 - 13	14	12	13	15	0	54
3	OCT 16 – 20	26	14	14	16	0	70
4	OCT 23 – 27	12	13	28	12	0	65
5	OCT 30,31	14	14	0	0	0	28
						Total	271
					Total	Revenue	\$

***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	OCTOBER 2-6	14	5	17	36
2	OCTOBER 9 - 13	15	4	17	36
3	OCTOBER 16 - 20	13	4	15	32
4	OCTOBER 23 - 27	13	4	10	44
5	OCTOBER 30 & 31	16	0	0	16
				Total part.	164
			Total	Revenue	\$ 110.00



Zumba Class (2017)

COMMUNITY CENTER RENTALS:

Renter	Date	Room	Event	Cost/Hr	Total
Life Church	Oct 1,2017	Th, GymB,209	Church	\$ 350.00	\$ 350.00
Paula Brown	Oct 2, 2017	Room 101	Wedding Shower	\$ 85.00 balance	\$ 75.00
Luna Dance	Oct 3, 2017	Theatre Room	Ballroom Dance	\$ 50.00	\$ 50.00
Nu Motion	Oct 6, 2017	Room 209	Robotics show	\$ 250.00	\$ 250.00
Alexia	Oct 13, 2017	Gym A	Birthday party	\$ 37.00	\$ 37.00
Life Church	Oct 15,2017	Th,Gm,209	Church	\$ 350.00	\$ 350.00
Life Church	Oct 15,2017	Room 209	Bible Study	\$ 50.00/ 2 Hours	\$ 100.00
Pensacola VB	Oct 18,2017	Gym A	Volleyball	\$ 325.00	\$ 325.00
Bay Bridget HOA	Oct 11, 2017	Clay Ford	Meeting	\$ 40.00	\$ 40.00
Life Church	Oct 22,2017	Th,GM,209	Church	\$ 350.00	\$ 350.00
Surrounding HOA	Oct 23, 2017	Clay	Meetin	\$ 25.00	\$ 25.00
Life Church	Oct 25, 2018	Room 209	Bible Study	\$ 50.00/ 2	\$ 100.00
Bay bridge HOA	Oct 23/2017	Clay Ford	Meeting	\$ 40.00	\$ 40.00
Life Church	Oct 29,2017	Th, Gm,209	Church	\$ 350.00	\$ 350.00
Davenport	Oct 29,2017	Clay Ford	Volleyball Meetin	\$ 25.00	\$ 25.00
PBV-Sellers	Oct 31, 2017	Gym A	VB Tryouts	\$ 1,625.00	\$ 1,625.00
				TOTALS	\$ 4,015.00



Clay Ford Meeting Room (2017)

TENNIS LESSONS/ LEAGUES: *Whitney Man, Tennis Pro (850) 554 – 9547*

ADULT CLINICS: 1 hour 15 minutes: \$ 15.00

LESSONS:

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

LEAGUES: \$100.00 per Ladies League

KIDS CLINICS:

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	\$2,555.00	\$255.50			\$ 255.50
Adult Clinics	\$ 390.00	\$ 39.00			\$ 39.00
Tennis Pro Lessons	\$ 5,338.00	\$ 533.80			\$ 533.80
Quads	\$ 120.00				
Retail	\$ 4.96		\$ 9.00		\$ 9.00
Assist. Tennis Pro	\$ 1,732.50		\$ 346.50		\$ 346.50
Leagues				TOTAL	\$ 1,183.80
RESERVATIONS	\$ 27.00				\$ 27.00
				TOTAL	\$ 1,210.80



Tennis Lessons with Whitney Mann, Tennis Pro

PARKS DIVISION:

SHORELINE SOUTH – PICNIC GAZEBO:

Renter	Rental Date	Event-Date	Event	Resident Fee	Non-Resident	Total
KLINE	10/5/17	10/13/17	Birthday Party	\$ 60.00		\$ 60.00
Golfman	10/13/17	11/15/17	Party	\$ 60.00		\$ 60.00
ANDY CARLSON	10/19/217	11/3/19	Party	\$ 60.00		\$ 60.00
Ibrahim	10/27/17	11/19/17	Party		\$ 70.00	\$ 70.00
Billimoria, Nil	10/20/17	4/27/18	Children's Home Society		\$70.00	\$70.00
Stopper, Ann	10/31/17	11/24/17	Thanksgiving Party		\$ 70.00	\$ 70.00
					TOTAL	\$ 390.00

KIDS PARK RENTALS:

Renter	Rental Date	Event Date	Hrs	Event	Resident	Non-Resident	Total
Kerry Dwier	10/02/17	10/14/17	2	Birthday Party	X		\$ 20.00
Giedrimas	10/16/16	11/04/17	2	Birthday party	X		\$ 20.00
T.Williams	10/19/17	11/18/17	2	Birthday Party	X		\$ 15.00
M. Cross	10/23/17	11/04/17	2	Birthday party	X		\$ 30.00
E. Crooke	10/23/17	1/20/18	2	Birthday Party	X		\$ 20.00
Jeter	10/26/17	11/11/17	3	Birthday Party		X	\$ 30.00
Adams	10/27/17	11/19/17	2	Birthday Party		X	\$ 20.00
Shearer	10/28/17	11/12/17	2	Birthday Party	X		\$20.00
						TOTAL	\$ 175.00

BOAT RAMP:

Date	Box	Daily Pass Resident	Daily Pass Non-Resident	Annual Pass Resident	Annual Pass Non Resident	Total
Oct 1, 2017	1		\$ 20.00			\$ 20.00
	3		\$ 50.00			\$ 50.00
Oct 7, 2017	1		CLOSED	HURRICANE	NATE	0
	3		CLOSED	HURRICANE	NATE	0
Oct 8, 2017	1		CLOSED	HURRICANE	NATE	0
	3		CLOSED	HURRICANE	NATE	0
Oct 14, 2017	1		\$ 100.00			\$ 100.00
	3	\$ 30.00	\$ 60.00		\$ 75.00	165.00
Oct 15	1	\$ 30.00	\$ 80.00			\$ 110.00
	3		\$ 60.00		\$ 75.00	135.00
Oct 17, 2017	HP	\$ 142.00				\$ 142.00
Oct 21, 2017	1		\$40.00			\$ 40.00
	3		\$ 40.00			\$ 40.00
Oct 22	1	Rain	Rain	Rain	Rain	0
	3	Rain	Rain	Rain	Rain	0
Oct 28	1		\$ 40.00			\$ 40.00
	3					0
Oct 29	1	TOO	WINDY	TOO	WINDY	0
	3					
					TOTAL	\$ 842.00

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 were present to participate in an onsite tour of the gazebo's and receive a copy of the full bid proposal with diagrams and the opportunity to ask questions. The Bid Opening was held at City Hall on August 24, 2017. Etheridge Construction and Jay Miller Construction were the two contractors that submitted bids. Micah Jones from Dewberry and Associated opened the bids and communicated that he would review both bids and submit 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. We are currently waiting on the signed contract from Etheridge Construction. Micah delivered an e-mail at the end of the month explaining that the delay from September 17th to now is that the contract was being completed and they were still waiting on bonds from Etheridge Construction. We are still waiting on confirmation of start time and updated construction timeline



Shoreline South Gazebo Rehabilitation Project (2017)

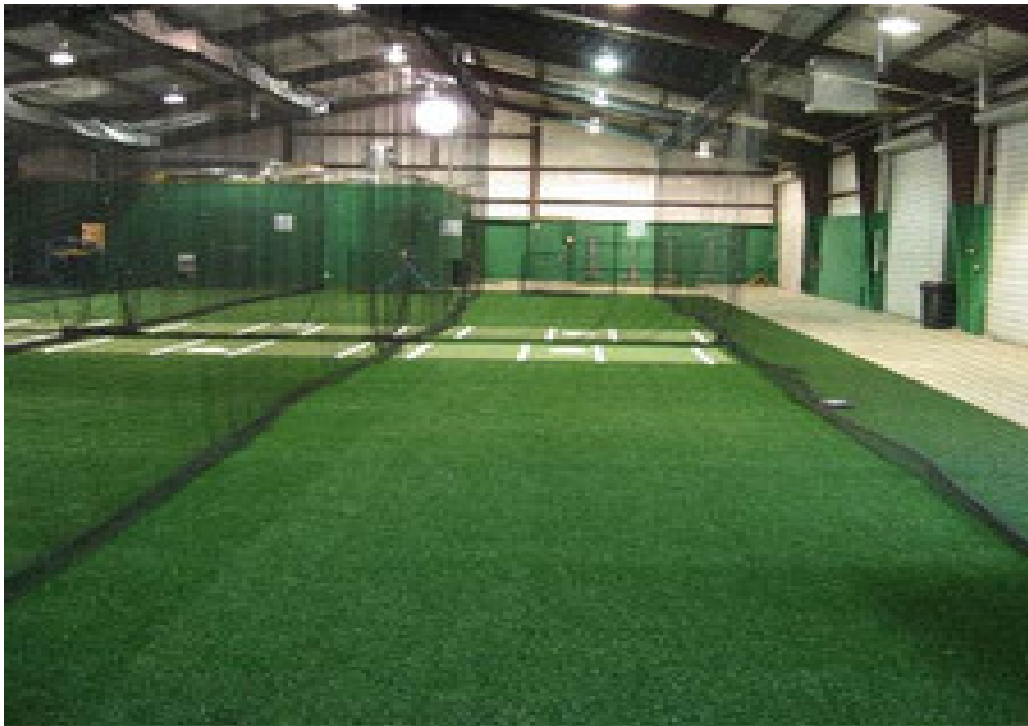
2. Sunset Park- Splash Pad Project: The Mayor and Council approved \$ 180,000.00 in the FY2018 Budget to design and build a Splash Pad Park located at the west end of the Sunset Kids Parks fenced area. It should be designed for a 55 x 55 (3,025 SF) pad that is divided into zones that provide features for toddlers and more interactive features for older children and youth. This project was advertised as an RFP on October 5, 2017 and will be opened on November 7, 2017 at 2:00 p.m. After review, the staff will submit a Council Memo to recommend a contractor to award the project to by December 7, 2017. The bid will be awarded by January 7, 2018 ^{with} all construction documents included within a contract that follows city guidelines. The groundbreaking 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 a 8 – 12 week timeline with the projected completion date being June 7, 2018.



Shoreline Kids Park – Splash Pad Project (2018)

NOTE: The Will Do Grant that was submitted in August by Kathy Wortham, Assistant Director was granted on November 4, 2017 in the amount of \$9,044.00 to purchase shade structure and benches for the Splash Pad Park.

3. Multi – Sport Practice Facility: (60' x 80' Steel Metal Building) The Council authorized a general fun expenditure of not to exceed \$ 30,000.00 to be combined with \$ 70,000 being provided by the Gulf Breeze Sports Association, for the construction of a 60'x80', fully enclosed multi-purpose sports practice facility, to be located on the existing practice field just north of the softball concession building. The proposal is currently being written by Kathy Wortham, Assistant Director and is scheduled to be completed in time to advertise on October 19, 2017. The bid opening will be held on November 16, 2017 with a recommendation to council to be presented for consideration on November 29, 2017. After the projected is awarded we anticipated the contract to be completed within 30 days of award, which will put it into place around January 1, 2018. Construction will begin around February 1, 2018 with a targeted completion within 120 days of contract signing. This is an aggressive timeline, but we are hoping to have an operational facility by the 2018 Baseball/ Softball Season.



Multi – Sport Practice Facility (Batting Cages 2018)

4. Beach Volleyball – Bleachers, Lights & Sidewalk System: The City of Gulf Breeze Mayor and Council allocated \$ 36,000.00 to build an entrance sidewalk that will be connected to two concrete bleacher pads size 15' x20' that will house a 5 Row Aluminum Bleacher set. Also, Lights will be added around the volleyball court, sidewalk and roadway to help with the evening lighting and security. We are currently researching the possibility of recycling the poles that were located at Wayside Park to see if it would be realistic and cost effective to utilize them around the sidewalk, volleyball courts and back parking lot area.



Tiger Point Golf Club



A Division of **TROON**®

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

43/121/0

October Report

Revenue	October 2017
Total Revenue	\$97,904.26
Golf	\$54,017.00
F&B	\$36,261.40
Retail	\$7,625.86

Green Fee Dollars Per Round	\$14.81
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Performance Factors:	444 people came for Burger Night. 82 came for Prime Rib and 23 for fish fry. Hosted the Optimist (80) and Gulf Breeze Baseball (124) fundraising golf tournaments. Hosted the district and regional 1-2a golf tourn. for boys and girls. Gulf Coast Friends' monthly lunch had 66 people. Held the Bill Anderson Celebration for our former member.
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Marketing Activity:	We had an article written about TPGC in the Gulf Breeze News newspaper on October 26th. Nice article highlighting the improvement in course conditions. E-blasts were also sent out weekly in October. Facebook activity was up in October. Attended the Gulf Breeze Chamber's after hours event in Pensacola.
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Rounds	October 2017
Total Rounds	2,223
Member	480
Paid	1,511
Comp	232
Weather Influence:	We lost 3 days in October. 2 were from Hurricane Nate. The last one was when we had to reschedule the Boy's Regional tournament day from Monday to Wednesday.

Memberships	October 2017
Total	109

Activity:	Collected \$11,448 in member payments. Members are happy with the improved course conditions. Biggest complaint are about our carts and bunkers.
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Agronomic Conditions	Fixed driving range irrigation issue. Fixed holes in fairway on # 11 and # 3. Replaced bad heads on # 11. Fixed a 4 inch pipe behind # 1 green & # 3 fairway and a 6 inch pipe on # 13 fairway. Cleared clogged 6 inch drain on #8 from the greenside lake to the fairway lake. Repaired sprinkler heads on # 2, 12 & 15. Sprayed greens with fungicide and foliar fertilizer.
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Human Resource/ Safety News	NA
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