

**GULF BREEZE CITY COUNCIL
EXECUTIVE SESSION**

FEBRUARY 27, 2013
WEDNESDAY 6:30 P.M.
COUNCIL CHAMBERS

ACTION AGENDA ITEMS:

- A. Discussion and Action Regarding Ordinance No. 01-13, Restricting Parking of Vehicles in the Front Yard
- B. Discussion and Action Regarding Ordinance No. 02-13, Homestead Exemption for Certain Senior Citizens
- C. Discussion and Action Regarding Ordinance No. 03-13, Parking on Streets Designated as Arterial, Minor Arterial or Collectors
- D. Discussion and Action Regarding Gulf Breeze United Methodist Church Special Event Request for Saturday, March 30, 2013, 10:00 a.m. - Noon Easter Egg Hunt
- E. Discussion and Action Regarding Replacement of Police Department Roof
- F. Discussion and Action Regarding Declaration of Surplus Property
- G. Discussion and Action Regarding South Santa Rosa Utility Board Recommendations
 - 1. Replacement of Board Member
 - 2. Chlorine Contact Chamber Permit Modification
 - 3. Reuse Pump Station Motor Replacement
- H. Discussion and Action Regarding Additional Consultant Fee for Golf Course Wells
- I. Discussion and Action Regarding Change Order for Montrose and Navy Cove Boulevard water main Replacement
- J. Discussion and Action Regarding Improving Productivity in Utility Payment Processing
- K. Discussion and Action Regarding Joint Workshop with Town of Century Council and Capital Trust Agency Board of Directors

If any person decides to appeal any decisions made with respect to any matter considered at this meeting or public hearing, such person may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and any evidence upon which the appeal is to be based.

The public is invited to comment on matters before the City Council upon seeking and receiving recognition from the Chair.



City of Gulf Breeze

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 2/21/2013

Subject: Ordinance 01-13, Restricting Parking of Vehicles in the Front Yard

The Ordinance listed above was approved on First Reading on February 19th. The City Council directed staff to advertise a Public Hearing and Second Reading for March 4, 2013.

The purpose of this Ordinance is to prohibit parking on the small patch of front yard defined as between the residence and the street and from the corners of the house straight to the street. Parking in the right-of-way would still be allowed as would parking in the side yard. Such parking within this area is detrimental to a base level of property maintenance and contributes to storm water drainage problems.

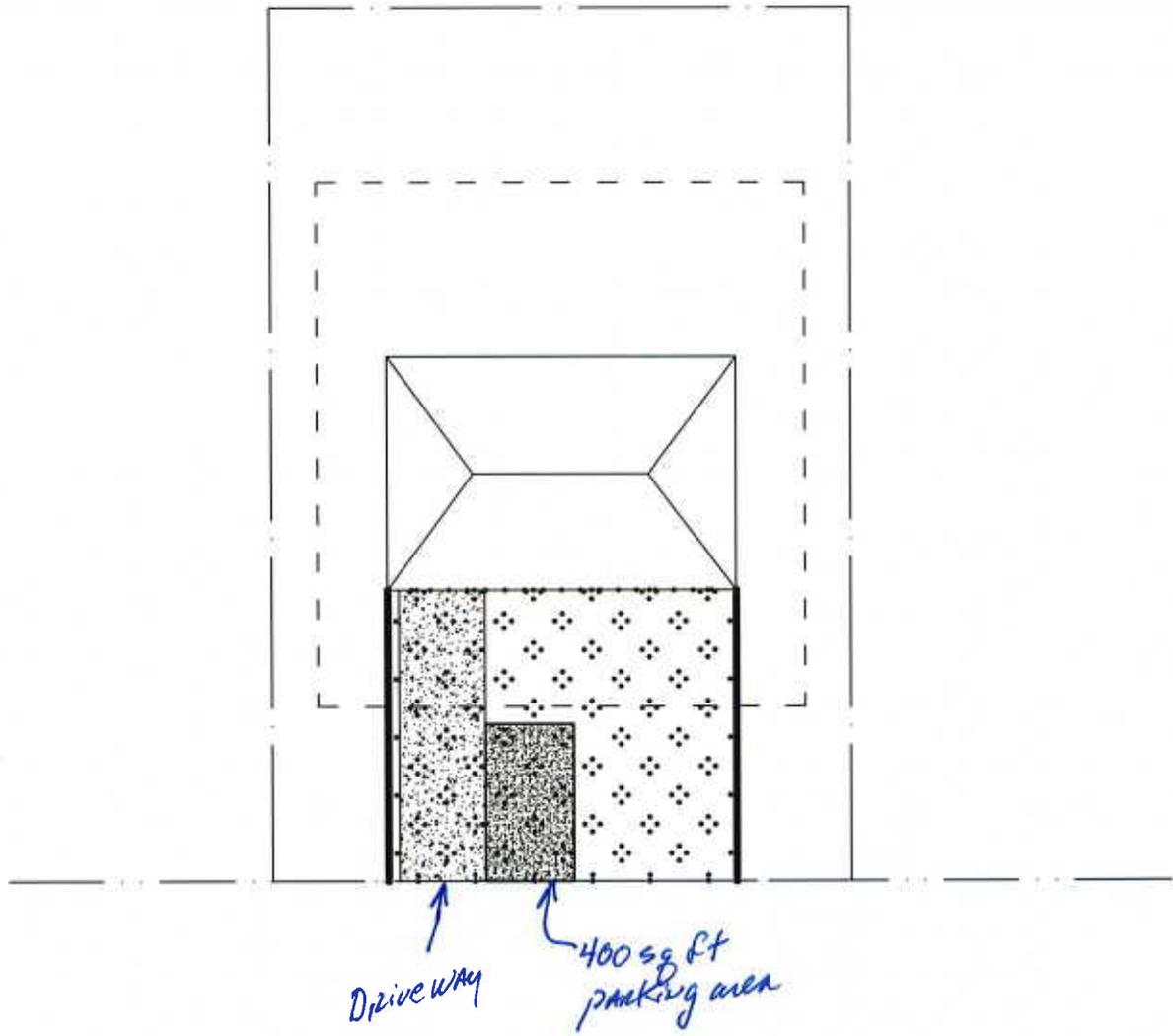
Other area cities such as Milton and Pensacola have similar or more restrictive parking limitations.

Parking along the side of a residence is also detrimental to this base level of property maintenance and effective storm water drainage. If this Ordinance has the desired effect and property owners take action to improve property appearance and on site drainage, this Ordinance may be all that is necessary. If not, this issue may need to be revisited.

The City Council approved a motion to make the effectiveness of the Ordinance one year from final approval.

RECOMMENDATION:

THAT THE CITY COUNCIL HOLD A PUBLIC HEARING ON MARCH 4TH AND APPROVE ORDINANCE 01-13 ON SECOND READING.



ORDINANCE NO. 01-13

AN ORDINANCE OF THE CITY OF GULF BREEZE FLORIDA, PERTAINING TO PARKING OR STORAGE OF RECREATIONAL VEHICLES, TRAILERS, BOATS, CAMPERS ON THE FRONT YARD OF A STRUCTURE IN ANY RESIDENTIALLY ZONED AREA; AMENDING SECTION 8-56 (b) OF THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Gulf Breeze has adopted certain rules and regulations relative to the exterior storage of vehicles, utility trailers, trucks, cars, boats, recreational vehicles, etc.; and,

WHEREAS, in order to maintain the effectiveness of improved front yards as pervious areas which provide adequate space for retention and detention of a portion of stormwater generated from roofs and driveways; and,

WHEREAS, in order to enhance the appearance of improved residential property.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Gulf Breeze, Florida, as follows:

SECTION 1 – Section 8.56 (b) of the Code of Ordinances is hereby amended as follows:

8-56 (b)(5) No car, van, recreational vehicle, camper, bus, flatbed truck, pick-up truck, travel trailer, boat, boat trailer, commercial vehicle or similar type of vehicle shall be parked or stored on the front yard of a residence. (The front yard is defined, for the purpose of this section, as the area of property between the edge of the right-of-way and the residence within the designated front yard and from the front corners of the residence straight to the street.)

This section shall not apply to vehicles as listed that are parked on a driveway or parking space constructed for said purpose parallel to the extent possible to the driveway and perpendicular to the extent possible to the street. Said parking space must be constructed of concrete, asphalt, gravel, asphalt millings, or rock, mulch, or pervious blocks, and, in the case of gravel, asphalt millings, mulch or rock be defined by plants, timbers or sod to create a clear border. The length, width and thickness of said constructed space shall be adequate given the size of the vehicle to be parked and stored so that said vehicle is completely within the constructed area and shall not exceed 400 square feet or 40% of the front yard as defined in this section. If a material other than concrete is used, the area must be properly graded and stabilized. A permit for the construction of said parking space shall be obtained from the City prior to undertaking construction.

Vehicles as listed above may be parked or stored in the side or rear yard.

SECTION 2 – SEVERABILITY

If any section, paragraph, sentence, clause, phrase or word of this Ordinance is for any reason held by any court to be unconstitutional, inoperative, invalid or void, such holding shall not in any manner affect the validity of the remaining portions of this Ordinance.

SECTION 3 - CONFLICT

The provisions of this Ordinance shall be deemed to control and prevail over any ordinance or portion thereof in conflict with the terms hereof.

SECTION 4 - EFFECTIVE DATE

This Ordinance shall become effective upon its adoption by the City Council.

PASSED ON THE FIRST READING ON THE ____ DAY OF _____, 2013.

ADVERTISED ON THE ON THE ____ DAY OF _____, 2013.

PASSED ON THE SECOND READING ON THE ____ DAY OF _____, 2013.

By: _____
Beverly H. Zimmern, Mayor

ATTESTED TO BY:

Marita Rhodes, City Clerk



City of Gulf Breeze

Memorandum

To: Mayor and City Council

From: Edwin A. Eddy, City Manager

Date: 2/21/2013

Subject: Ordinance 02-13, Homestead Exemption for Certain Senior Citizens

The Ordinance described above was approved on First Reading on February 19, 2013. The Council decided that a Public Hearing and Second Reading should be scheduled for March 4th.

The purpose of this Ordinance is to conform the levy of local property tax collection to the amendments to the Florida Constitution which were approved by voters in November, 2012 and then by the Florida Legislature.

In summary, to qualify for this property tax exemption, a senior citizen must meet the following criteria:

1. They have title to the property.
2. The property has a just market value less than \$250,000.
3. The property has been the permanent residency of the owner for at least 25 years.
4. The owner is at least 65 years of age.
5. The owner's household income must not exceed \$27,030.

We are unsure of the impact of this action on total property tax revenues. The amendment to the Constitution was approved by voters statewide without any kind of estimate of impact.

RECOMMENDATION:

THAT THE CITY COUNCIL HOLD A PUBLIC HEARING ON MARCH 4, 2013 AND APPROVE ORDINANCE 02-13 ON SECOND READING.

ORDINANCE NO. 02-13

AN ORDINANCE OF THE CITY OF GULF BREEZE FLORIDA, ESTABLISHING AN ADDITIONAL HOMESTEAD TAX EXEMPTION FOR SENIOR CITIZENS IN ACCORDANCE WITH FLORIDA STATUTE 196.075 AND AMENDMENT 11 TO THE FLORIDA CONSTITUTION, PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, In November, 2012, Florida voters approved Amendment 11 to the Florida Constitution which mandates an additional homestead property tax exemption for senior citizens that meet certain criteria; and,

WHEREAS, The Santa Rosa County Property Appraiser has requested that each Santa Rosa County municipality approve an Ordinance authorizing said additional property tax exemption; and,

WHEREAS, The City Council does hereby find that it is in the best interest of the public health, safety and welfare of senior citizens that meet the criteria listed herein that such an additional homestead tax exemption be authorized;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Gulf Breeze, Florida, as follows:

SECTION 1:

This Ordinance shall amend the Ordinance known as the “Gulf Breeze Additional Homestead Tax Exemption for Senior Citizens.”

SECTION 2:

This Ordinance is approved pursuant to Amendment 11 to The Florida Constitution as approved by voters in the November, 2012, election which provides for an additional homestead exemption for senior citizens which claim the exemption and meet the following criteria:

- i. The person must have legal or equitable title to the property;
- ii. The homestead property must have a just (market) value of less than \$250,000;
- iii. The property must have been the permanent residency of the owner for at least 25 years;

- iv. The owner must be at least 65 years of age;
- v. The owner's household income must not exceed \$27,030 (this figure to be adjusted annually by the percent change in the Consumer Price Index)

SECTION 3

The words and phrases in this Ordinance shall have the meanings provided in Section 196.025 – 196.075 of Florida Statutes, as amended.

SECTION 4

In accordance with The Florida Constitution as amended by voters and as approved by the Florida Legislature as codified in Florida Statutes 196.075, The City Council hereby authorizes an additional homestead exemption equal to the amount of assessed value of the property for persons that meet the criteria included herein for those individuals that submit a claim for the exemption with a sworn statement of household income by March 1 of each year.

SECTION 5

The City shall deliver a copy of the adopted Ordinance to the property appraiser upon approval of the Ordinance by the City Council. If this Ordinance is thereafter repealed, the City shall notify the property appraiser no later than December 1 of the year prior to the year the exemption expires.

SECTION 6 - SEVERABILITY

If any section, paragraph, sentence, clause, phrase or word of this Ordinance is for any reason held by any court to be unconstitutional, inoperative, invalid or void, such holding shall not in any manner affect the validity of the remaining portions of this Ordinance.

SECTION 7 – CODIFICATION

The provisions of this Ordinance shall become and be made a part of the Code of Laws and Ordinances of the City of Gulf Breeze. The sections of this Ordinance may be renumbered or relettered to accomplish such, and the word "Ordinance" may be changed to "Section", "Article", or any other appropriate word.

SECTION 8 - EFFECTIVE DATE

This Ordinance shall become effective upon its adoption by the City Council.

PASSED ON THE FIRST READING ON THE ____ DAY OF _____, 2013.

ADVERTISED ON THE ON THE ____ DAY OF _____, 2013.

PASSED ON THE SECOND READING ON THE ____ DAY OF _____, 2013.

By: _____
Beverly H. Zimmern, Mayor

ATTESTED TO BY:

Marita Rhodes, City Clerk



City of Gulf Breeze

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 2/21/2013

Subject: Ordinance 03-13, Parking on Streets Designated as Arterials, Minor Arterials or Collectors

The Ordinance described above was approved on First Reading on February 19th. Public Hearing and Second Reading have been scheduled for March 4th.

The purpose of the Ordinance is to prohibit parking on Shoreline Drive, Fairpoint Drive, South Sunset, Gulf Breeze Parkway and the Beach Road. The remaining streets in the City are classified as residential.

RECOMMENDATION:

THAT THE CITY COUNCIL HOLD A PUBLIC HEARING ON MARCH 4, 2013 AND APPROVE ORDINANCE 03-13 ON SECOND READING.



City of Gulf Breeze

MEMORANDUM

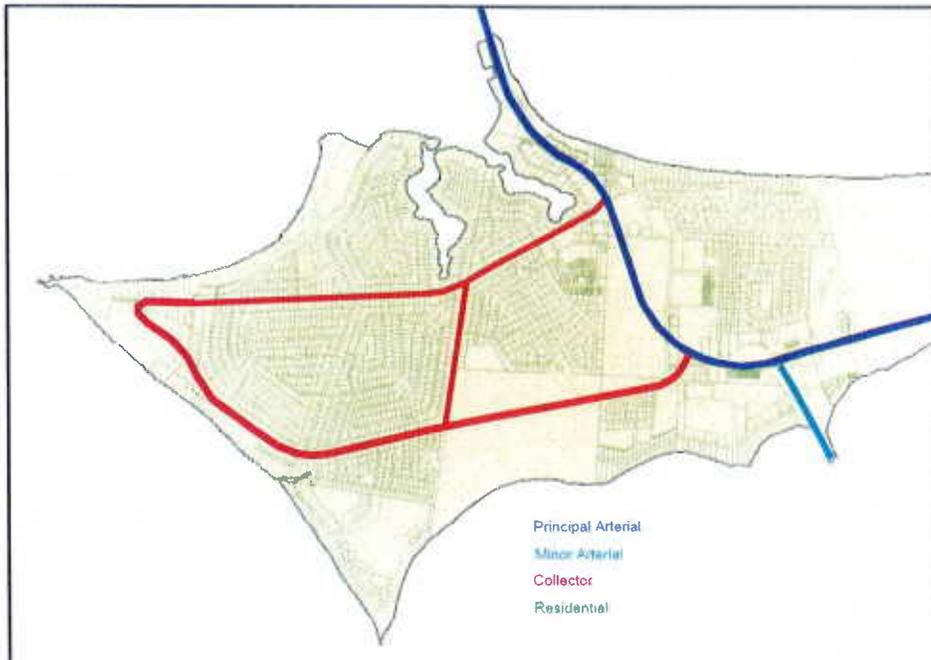
TO: Edwin A. Eddy, City Manager

FROM:  Craig S. Carmichael, Director of Community Services

DATE: February 8, 2013

SUBJECT: **ORDINANCE 03-13**

As per your direction, I have attached a draft copy of Ordinance 03-13 relative to overnight parking along designated principal arterial streets, minor arterial streets, or collector streets.



RECOMMENDATION: THAT THE CITY COUNCIL APPROVE ORDINANCE 03-13 ON THE FIRST READING ON FEBRUARY 19, 2013 AND SCHEDULE THE SECOND READING AND PUBLIC HEARING ON MARCH 4, 2013.

ORDINANCE NO. 03-13

AN ORDINANCE OF THE CITY OF GULF BREEZE FLORIDA, PERTAINING TO PARKING VEHICLES IN THE STREET OR RIGHT-OF-WAY OF ARTERIAL STREETS, MINOR ARTERIAL STREETS AND COLLECTOR STREETS; AMENDING SECTION 18-77 OF THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Gulf Breeze has the responsibility to protect the health safety and welfare of its residents and visitors; and,

WHEREAS, the City of Gulf Breeze had adopted certain rules and regulations relative to stopping, standing and parking of vehicles; and,

WHEREAS, the City Council has recently undertaken steps to help revitalize and enhance the appearance of residential neighborhoods; and,

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Gulf Breeze, Florida, as follows:

SECTION 1 - Section 18-77 is hereby amended to read:

Sec. 18-77. - Parking in certain uses prohibited.

- (1)** No person shall park a vehicle, as defined in section 18-90, upon any street or right-of-way on Gulf Breeze Parkway, Pensacola Beach Road, Shoreline Drive and Fairpoint Drive, or any vacant lot, public park or parking lot for the principal purpose of:
 - (a) Displaying such vehicle for sale;
 - (b) Displaying advertising;
 - (c) Repairing or maintaining such vehicle, except repairs necessitated by an emergency (this provision would not apply to businesses in a C-1 zoning district which have a primary purpose of vehicle repair); or
 - (d) Selling merchandise from such vehicle except when so authorized or licensed under the ordinances of the city.

- (2) No person shall park a vehicle, as defined in Section 18-90, overnight upon any street or right-of-way of designated principal arterial streets, minor arterial streets and collector streets.

SECTION 7 - SEVERABILITY

If any section, paragraph, sentence, clause, phrase or word of this Ordinance is for any reason held by any court to be unconstitutional, inoperative, invalid or void, such holding shall not in any manner affect the validity of the remaining portions of this Ordinance.

SECTION 8 - CONFLICT

The provisions of this Ordinance shall be deemed to control and prevail over any ordinance or portion thereof in conflict with the terms hereof.

SECTION 9 - EFFECTIVE DATE

This Ordinance shall become effective upon its adoption by the City Council.

PASSED ON THE FIRST READING ON THE ____ DAY OF _____, 2013.

ADVERTISED ON THE ON THE ____ DAY OF _____, 2013.

PASSED ON THE SECOND READING ON THE ____ DAY OF _____, 2013.

By: _____
Beverly Zimmern, Mayor

ATTESTED TO BY:

Marita Rhodes, City Clerk



City of Gulf Breeze

Police Department

Robert C. Randle
Chief of Police

Richard Hawthorne
Deputy Chief of Police

To: Edwin Eddy, City Manager

From: Richard Hawthorne, Dep. Chief

RA

Ref: Special Event Application

Date: February, 12, 2012

The Methodist Church has submitted a special event application for an Easter Egg Hunt. The Easter Egg Hunt will be held on Saturday, March 30, 2013 between the hours of 10:00am and noon. The Easter Egg Hunt will be held at the Sunset Kids Park. The Church expects approximately 200 children and parents at the event. The Chairperson also advised that the Park will not be closed and anyone in attendance is welcome to participate. The Church Chairperson has been in contact with Denise Biggs at the Recreation Center regarding the event. No additional law enforcement will be needed for this event.

RECOMMENDATION: That the City Council approve the Methodist Church Easter Egg Hunt.





City of Gulf Breeze

POLICE DEPARTMENT

PETER R. PAULDING
Chief of Police

ROBERT C. RANDLE
Deputy Chief of Police

CITY OF GULF BREEZE

REQUIREMENTS TO CONDUCT SPECIAL EVENT ON CITY PROPERTY OR IN THE CITY OF GULF BREEZE

Applicant must provide at least (30) days prior to the Special Event:

- (a) The name, address, and telephone number of the person requesting the permit.
- (b) The name and address of the organization or group he or she is representing.
- (c) The name, address and telephone number of the person or persons who will act as chairman of the special event and be responsible for the conduct thereof.
- (d) The purpose of the event, a general description of the activities to take place, the estimated number of persons to participate or otherwise attend, and the number and types of vehicles (if any) to participate.
- (e) The date the event is to be conducted and the hours it will commence and terminate.
- (f) The specific location(s) where the event is to take place.
- (g) Sponsors of special events will be responsible for all costs incurred by the city in providing required public safety personnel. Cost for public safety personnel will include FICA, retirement, and overtime. We will attempt to use auxiliary and part-time officers to keep the expense down, but should we have to utilize full time personnel the cost will increase considerably.
- (h) Assurance that the applicant will conform to necessary fire prevention rules, regulations and guidelines.

Special Event Application

Page 2

311 FAIRPOINT DRIVE • GULF BREEZE, FLORIDA 32561 • Phone (850) 934-5121 • FAX (850) 934-5127



Accredited by Commission for Florida Law Enforcement Accreditation

**APPLICATION TO CONDUCT SPECIAL EVENT ON
CITY PROPERTY OR RIGHT-OF-WAY**

2/5/13
Date Submitted

1. ORGANIZATION BEING REPRESENTED:

Name Gulf Breeze United Methodist Church
Address 75 Fairpoint Dr, Gulf Breeze, FL 32561

2. PERSON REQUESTING PERMIT:

Name Britney Finley - Children's Director
Address 75 Fairpoint Dr, Gulf Breeze, FL 32561
Phone 850 932-3594

3. PERSON ACTING AS CHAIRMAN AND RESPONSIBLE FOR CONDUCT THEREOF:

Name Britney Finley (same as above) church
Address 1303 Soundview Trail Gulf Breeze FL 32561
Phone 334-559-3081 *

4. DATE, HOURS AND LOCATION OF EVENT:

Saturday, March 30, 2013
10 AM - 12 PM
Sunset Kids Park, Gulf Breeze Rec Center
800 Shoreline Park, Gulf Breeze, FL 32561

5. GENERAL DESCRIPTION OF ACTIVITIES, ESTIMATED ATTENDANCE, NUMBER AND TYPE OF VEHICLES, IF ANY. IF A FUND RAISING EVENT, INDICATE PROPOSED USE OF FUNDS: Church Easter Egg Hunt and crafts, approximately 200 children/parents.

5 grade and under.

Britney Finley 2/5/13
Applicant's Signature/Date
[Signature]
Police Department's Approval/Date

City Manager's Approval/Date



City of Gulf Breeze

Police Department

Robert C. Randle
Chief of Police

Richard Hawthorne
Deputy Chief of Police

February 22, 2013

To: Edwin Eddy, City Manager

From: *RR* Robert Randle, Chief

Re: Police Department Roof

The police department roof is in need of replacement. Water has been leaking heavily into the Investigation Division office and we had to place a blue tarp on the roof six weeks ago. Some of the wood is rotten. The police department was built in 1985 and has had two additions pieced on to it over the years. The roof has never been replaced. Recently I got three bids for replacing the roof:

Tim Sowell Roofing \$12,500

Pensacola Roofing \$16,500

Guy Brothers Roofing \$16,750

All bids are with dimensional shingles.

I recommend we use Guy Brothers to replace the roof. They have the least amount of BBB complaints in a three year period and I have personally seen the quality of their work and have spoken with others who have recommended the company.

RECOMMENDATION: That the City Council approves the replacement of the Police Department roof to be completed by Guy Brothers Roofing Company.

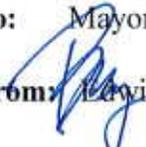




City of Gulf Breeze

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 2/21/2013

Subject: Surplus Equipment

Attached please find a list, compiled by Sergeant Steff Neff, of equipment we are prepared to declare surplus. Should the City Council act to declare these items surplus, we will use the e-gov deals website to sell these items by auction.

RECOMMENDATION:

THAT THE CITY COUNCIL DECLARE THE ITEMS LISTED IN THE FEBRUARY 1ST STAFF MEMO SURPLUS AND AUTHORIZE STEFF NEFF TO SELL THIS EQUIPMENT VIA AUCTION ON E-GOVDEALS.



Gulf Breeze Police Department

To: City Manager, Buz Eddy

From: Sgt. Neff

Re: Surplus Equipment

Date: 02-01-2013

I have indicated a list of property below that I wish for the city council to deem surplus property in accordance with ordinance # 2-126. These items are of no use to the city any longer and need to be disposed of in accordance with Article 5, Gulf Breeze City Ordinance. As per our surplus property disposal procedures and unclaimed property rules, I would like to auction these items in the new "Govdeals" auction site, with the proceeds being directly deposited into the city's general fund. All "Lots" indicated with an asterisk following the lot # will be restricted to bids only from police agencies and registered police sales companies.

Lot #73

(1) Dell Docking Interface, Serial #CN-06U643-42940-36I-004D

Lot #74

(1) Panasonic OmniMovie – Vhs HQ – Movie Camera

Lot #75

(1) Radio Shack 20 Channel Programmable Scanner – s/n C048400

Lot #76

(2) Polaroid Cameras

Lot #77

(1) Sony Digital 8mm Handycam – s/n DCR-TRV103

Lot #78

(2) Motorola HT1000 Radios - #'s 402tzs2172z, 402tzs2176z



Gulf Breeze Police Department

Lot #79

(1) Sony Digital Mavica Camera - #123119

Lot #80

Assorted electrical items – Cannon T-50 (inoperable), Radioshack Scanner, Radioshack cassette recorder, Polaroid Camera, Bel Radar Detector

Lot #81

(1) 1995 Chevrolet s-10 truck
Vin # 1gccs1445sk257995



City of Gulf Breeze

MEMORANDUM

TO: Edwin A. Eddy, City Manager

FROM: Thomas E. Lambert, Assistant Director of Public Services 

DATE: February 22, 2013

RE: SSRUS Board Recommendations

The following recommendations were recommended by the SSRUS Board at their February 11, 2013 meeting.

Replacement Board Member

The Board discussed the potential replacements for the position vacated by Bob Sauer. The Board discussed Mr. Bill Stanford and Mr. Larry Sessions. After discussion of qualifications, the Board chose to recommend Mr. Bill Stanford.

RECOMMENDATION: SSRUS Board recommends to City Council the consideration of William (Bill) Stanford to replace Bob Sauer on the SSRUS Board.

Chlorine Contact Chamber Permit Modification

The F/Y 2013 budget includes a capital project to rehabilitate the chlorine contact chamber for \$145,000. In order to control rehabilitation costs and create a maintainable basin, staff would like to remove the small wing walls from the southern basin. To do this removal requires a minor modification to our WWTF permit. Baskerville-Donovan has provided a proposal of \$3,920 to complete the design and permitting. This will be funded through the capital line item.

RECOMMENDATION: SSRUS Board Recommend to City Council approval of Baskerville-Donovan, Inc. to do the design and minor permit modification for the chlorine contact chamber rehabilitation for a fee of \$3,920.

Reuse Pump Station Motor REplacement

The WWTP is responsible for the delivery of reclaimed water to over 780 customers as well as providing reclaim water to the East course holding pond. Due to repeated pump failure during bad weather staff has received the following quotes to replace the 3 reuse pumps.

	<u>Unite Cost</u>	<u>Project Cost</u>
AAG (US Motor)	\$4,546	\$13,638
Gilbert Pump & Mechanical	\$5,577	\$16,731
Gulf Coast Electric Motor (US Motor)	\$6,100	\$18,300

RECOMMENDATION: SSRUS Board recommend to the City Council the purchase of three (3) 50 hp totally enclosed fan cooled motors from AAG Electric, with review by Otto Prochaska.

1138 Park Lane
December 12, 2012

Mr. Edwin Eddy
City of Gulf Breeze
1070 Shoreline Dr.
Gulf Breeze, FL 32561

Re: SSRUS

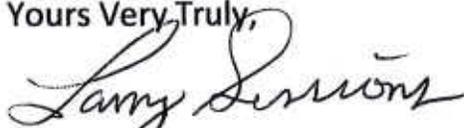
Dear Mr. Eddy:

By virtue of this letter and my resume, I wish to be considered for membership in the SSRUS Board. Since the waste water plant is in my backyard, I am motivated to be involved with the community input into the management of this utility.

I am currently retired with thirty eight years of professional engineering experience. My experience is not in the sanitary engineering field: however, I have experience in industry, consulting and state government.

Your consideration of my application for inclusion onto the SSRUS board would be appreciated.

Yours Very Truly,

A handwritten signature in cursive script that reads "Larry Sessions".

Larry Sessions, PE

Attachment

RESUME'

LARRY M. SESSIONS, P. E. STRUCTURAL ENGINEER

ADDRESS:

HOME: 1138 Park Lane
Gulf Breeze, FL 32563

TELEPHONE: (850) 932-0725

SKILLS

38 years of well-rounded bridge experience encompassing bridge design, bridge inspection, bridge analysis and rating, bridge maintenance and rehabilitation, and bridge construction.

Conceived and managed over eleven structural research projects beginning with a project in 1976.

Responsible for the bridge analysis and load-rating program for the Department for six years.

Authored papers for Civil Engineering, Modern Steel Construction and Transportation Research Board.

Presented papers at AASHTO Bridge sub-committee annual meeting, Transportation Research annual meeting, Florida Design Conference, and Florida Department of Transportation training activities.

Guest Speaker at University of Florida, Florida State University, and Florida A & M University.

President of homeowners association (\$100,000 budget) and AASHTO Software Users Group (\$330,000 budget).

Held managerial positions since 1977.

Competent user of numerous bridge analysis software packages.

EDUCATION

Bachelor of Science, Civil Engineering, University of Alabama, 1969; Master of Engineering, Civil Engineering/Structures, University of Florida, 1975; forty hour course in Finite Elements Concepts; forty hour course in Value Engineering for Highways; Levels I and II of the Certified Public Manager; 160 hour course in Bridge Engineering.

WORK EXPERIENCE

Summary - A total of thirty eight years of Civil Engineering experience has been acquired. My first experience consisted of industrial plant engineering. Two years were spent in a managerial position as Assistant State Value Engineer. Two and one half years were spent as Structural Division Manager of a Civil Engineering consulting firm. A year and one half was spent as a Project Manager for a major bridge design firm specializing in post-tensioned segmental bridge design. For one year I operated my own Consulting Engineering business. For six years I was the Bridge Inspection and Evaluation Engineer for the State of Florida. My last job as Assistant State Structures Design Engineer for the State of Florida

involved the review and checking of consulting engineers' designs of major bridge projects, as well as being in charge of in-house design of bridge structures and special projects.

FLORIDA DEPARTMENT OF TRANSPORTATION, JULY, 2004 TO SEPTEMBER, 2007

Assistant State Structures Design Engineer – In my last job I was responsible for the implementation of Load and Resistance Factor Rating Policy for the State of Florida. In addition, I am the Engineer of Record for the rehabilitation of the Mathews through truss bridge in Jacksonville.

FLORIDA DEPARTMENT OF TRANSPORTATION, JUNE, 1993 TO JULY, 2004

Senior Structures Design Engineer – Was in charge of the five-person in-house bridge design section. During this period, bridge projects totaling \$25 million in construction cost were produced. I supervised a staff of four who were responsible for major bridge construction over one half of the state with an estimated construction cost of \$300 million. Last assignment during this period dealt with special projects.

FLORIDA DEPARTMENT OF TRANSPORTATION, May, 1989 TO JUNE, 1993

Structures Design Engineer – As pool leader in the Consultant Project Review Section, I supervised two employees and we were responsible for review and checking of major bridge design projects. A few of the major projects that I have been personally responsible for are as follows: I-275 Howard Franklin Bridge Rehabilitation, \$20,000,000; I-295 Buckman Bridge Widening, \$100,000,000; SR 1 Roosevelt Bridge Replacement, \$50,000,000. Our pool reviewed bascule, segmental and other complex bridge designs. Our pool reviewed approximately one third of all major bridge projects awarded in the State of Florida during this period.

FLORIDA DEPARTMENT OF TRANSPORTATION, JANUARY, 1983 TO MAY, 1989

Bridge Inspection and Evaluation Engineer – In this position, I was responsible for directing the statewide bridge inspection program. The general duties of this position included the development of methods, practices, procedures and policies for bridge inspection and load rating. Training of district personnel was a responsibility of this office and at least two courses per year were typically offered. All permit applications for overloads were reviewed of approval/denial. Overload permit review methodology was developed, which required development and implementation of computer programs. In this position, I acted as a special consultant to the districts to solve unusual problems concerning either bridge inspection or bridge analysis. Hiring and managing consultants to augment our capabilities was an integral part of the job function. Consultants were hired to develop and perform training, to calculate the load carrying capacity of complex structures (Skyway) and to develop maintenance and inspection manuals for complex bridge structures. Other responsibilities called for implementation and maintenance of computer programs to perform the following functions: Load rate bridges; Bridge analysis data base; National bridge inventory data. One of the most rewarding aspects of the job was initiating, managing and implementing results of Department-sponsored research. During my tenure, over eight research projects were completed. The most noteworthy was a state-of-the-art bridge load rating system using the finite element method analysis. In association with research activities, this office planned, directed and administered the field testing and evaluation of bridge structures.

LARRY M. SESSIONS, P. E., CONSULTING ENGINEER, JANUARY, 1982 TO JANUARY, 1983

Owner – The bulk of the work performed by the firm consisted of sub-contracting work from other consulting civil engineering firms. The major work during this period consisted of the following jobs:

- 1) Design and construction plans for five bridges in the I-85/I-285 Interchange in Atlanta, Georgia for Kun-Young Chiu and Associates, Inc., Valdosta, GA.
- 2) Design and plans development for widening Powerline Road Bridge over Canal L-14 (Broward County) for Craven Thompson and Associates, Inc., Fort Lauderdale, FL.
- 3) Design and plans development for widening of Plantation Parkway Bridge (Monroe County) for Craven Thompson and Associates, Inc., Fort Lauderdale, FL.
- 4) Design and construction plans of Military Trail over Canal L-38 (Palm Beach County) for Craven Thompson and Associates, Inc., Fort Lauderdale, FL.
- 5)

FIGG AND MULLER ENGINEERS, INC., JUNE, 1980 TO JANUARY, 1982

Project Manager - As Project Manager, I was responsible for the following: developing project cost; client relationships; production of project plans and specifications; budget control; presentation of project concepts and plans to the client; overall project profitability. Before becoming Project Manager, approximately one year was spent learning the technology of post-tensioned segmental bridge design and construction. Major work consisted of Project Manager of State Road 312 over the Escatawpa River (Escatawpa, MS), a \$15,000,000 project.

JOHNSON ENGINEERING, INC., OCTOBER, 1977 TO MAY, 1979

Manager, Structural Division - The Structural Division, under my direction, was responsible for preparation of contract plans and control for all structural projects entered into by the firm. Work included the design of highway bridges, buildings, salinity barriers (dams) and numerous bulkheads. In addition to design, we directed the contractor bid and selection process. Project construction management was performed for the client. Five bridges and three dams were constructed under my management. A major segment of the work consisted of administration of the City of Cape Coral seawall construction inspection. Other major work included the development of new box culvert standards and their computerized design for the State of Florida Department of Transportation. A sample of the work performed is listed below:

- 1) Computerized design of box culverts for the State of Florida. This program is presently used by the Department to design and compute quantities for box culverts.
- 2) One hundred slip marina, breakwater, and peninsula bulkhead for commercial development of Fisherman's Village for Fisherman's Village, Inc., Punta Gorda, FL.
- 3) Daniels Road through Six Mile Cypress, bridges and weirs, for Lee County. Roadway and drainage plans were prepared for this project.
- 4) Widening of highway US 41 to six lanes from the existing four lanes, Lee County and the State of Florida. Roadway and drainage plans were prepared for this project.
- 5) Structural design of community centers, schools, and church buildings.

FLORIDA DEPARTMENT OF TRANSPORTATION, OCTOBER, 1970 TO OCTOBER, 1977

Value Engineer - Assisted the Chief Value Engineer to plan, organize and implement the first Value Engineering Office in the State of Florida. Office was responsible for developing new methods and techniques to reduce cost while maintaining quality of public works projects. First year average annual savings was estimated in excess of \$1,000,000.

Master Degree Candidate - I was selected for a leave-with-pay program to acquire a Master's Degree. Master's report dealt with development of a computer program capable of design and analysis of highway box culverts.

Structural Design Engineer - I was responsible for design and production of bridge plans. Design and plan development entailed the supervision of the work of two junior engineers and five draftsmen. In this position, participation in the design of approximately twenty bridges was achieved. The bridge work ranged from small stream crossings, complex geometry problems, to major high level river crossings. Major work consisted of the following projects:

- 1) US 98 over the Carrabelle River in Franklin County.
- 2) US 17 over the St. John's River at Palatka, FL
- 3) Main Street Bridge Interchange in downtown Jacksonville, FL

Planning Engineer - I was responsible for the development of preliminary location and interchange justification reports. Capacity analysis studies were conducted for signalization of at-grade intersections.

UNITED STATES GYPSUM, FEBRUARY, 1969 TO October, 1970

Projects Engineer - This position was a Production Management Training Position. I was responsible for learning production procedures and handling any new construction in the plant. The construction work included planning, design, presentation of project plans to management, and direct supervision of the installation.

PROFESSIONAL REGISTRATION

Registered Professional Engineer in Florida

AFFILIATIONS

Theta Tau Professional Engineering Fraternity

Social Secretary

American Society of Civil Engineers

Branch Secretary

Who's Who in South and Southwest

OFFICES HELD IN NATIONAL ORGANIZATIONS

Served as Secretary, Vice President and President of a 22 state software users group for the AASHTO-sponsored Bridge Analysis and Rating System. This rating system has an annual budget of \$330,000.

PRESENTATIONS TO NATIONAL ORGANIZATIONS

Transportation Research Board – At the 1985 meeting, I presented a paper entitled “Further Studies on Lateral Load Distribution Using a Finite Element Method.”

AASHTO Sub-committee on Bridges – During the 1988 meeting, I presented a paper entitled “Development of BRUFEM – A Bridge Rating System Using the Finite Element Method.”

AASHTO Subcommittee of Bridges – During the 1990 meeting, I presented a paper entitled “Summary of Research of Lateral Load Distribution and Bridge Rating at the University of Florida” to two committees.

SERVICE ON NATIONAL ORGANIZATIONS

Served on two National Research Council project panels (NCHRP 12-28, NCHRP 12-08 and NCHRP 12-63). The project were titled “Nondestructive Methods for Field Inspection of Embedded or Encased High Strength Steel Rods and Cables”, “Development of Service Life Model For Reinforced Concrete Bridge Superstructures” and “Legal Loads and AASHTO Legal Loads for Posting”.

Served on Federal Highway Administration Task Force to plan the development and implementation of a new Bridge Inspector's Training Manual and Training Course for national use.

PAPERS JOINTLY AUTHORED

Several papers have been jointly authored by University of Florida professors performing research with our office and with myself. These papers have been published in Civil Engineering, Journal of Structural Division (ASCE), and for the Transportation Research Board.

COMMUNITY SERVICE

Served six years on the Board of Directors for the Lafayette Oaks Homes Association. I was elected President of the organization, as well as Director of Maintenance.

William (Bill) R. Stanford

Graduated from Pensacola High School and received AA from Pensacola Junior College. Attended Georgia State University majoring in Accounting and Management.

Employed by Mercantile Stores Company, Inc.(Gayfers) for thirty years as an Accountant, Office Manager, Division Controller and Software Developer. Lived in seven different cities in the Southeast and finally in West Chester, Ohio. Retired in 1998 then moved to Gulf Breeze in 2000.

Worked as Accounting Manager for STOA Architects, Inc. from 2001 to 2007.

Experienced in Forecasting and Budget development.

Proficient in database management and data analysis.

Volunteers at Gulf Breeze Auxiliary in the Diagnostic Imaging Department.

Served on the Hospital Auxiliary Board of Directors for 7 years.

Served as 1st Vice-President for 2 years.

Served as Parliamentarian for 3 year.

Member of the Gulf Breeze Optimist Club since 2001 serving as Treasurer for 5 years and Chairman of several Committees. Has served on the Board of Directors for 7 years.

Currently Serving on the Willowood Homeowners Board of Directors.

Bill Stanford
1200 Willowood Lane
Gulf Breeze, FL 32563

850-932-2157
stanford1200@aol.com

November 20, 2012



City of Gulf Breeze

TO: Edwin A. Eddy, City Manager
FROM: Thomas E. Lambert, Assistant Director of Public Services
DATE: February 8, 2013
RE: Chlorine Contact Chamber Rehabilitation

A handwritten signature in black ink, appearing to read "T. Lambert", is positioned to the right of the "FROM:" line.

The F/Y 2013 budget includes a capital project to rehabilitate the chlorine contact chamber for \$145,000. This is mainly the southern chamber, which has not been repaired in over 20 years, requires extensive patching and sealing, as well as an over coat. The northern chamber will be cleaned and coated only.

In order to control rehabilitation costs and create a maintainable basin, staff would like to remove the small wing walls from the southern basin. To do this removal requires a minor modification to our WWTF permit. Baskerville-Donovan has provided a proposal of \$3,920 to complete the design and permitting. This will be funded through the capital line item.

RECOMMENDATION: SSRUS Board Recommend to City Council approval of Baskerville-Donovan, Inc. to do the design and minor permit modification for the chlorine contact chamber rehabilitation for a fee of \$3,920.

February 8, 2013

Thomas Lambert, P.E.
City of Gulf Breeze
1070 Shoreline Drive
Gulf Breeze, FL 32561

RE: South Chlorine Contact Chamber Modifications
BDI Project Number 20410.11

Dear Mr. Lambert:

Baskerville-Donovan, Inc. (BDI) is pleased to present this proposal for professional services for proposed modifications to the south chlorine contact chamber at the Tiger Point Wastewater Treatment Plant. Our scope of services shall include preparation of sketches and a minor modification application for submittal to the Florida Department of Environmental Protection. The tasks are defined as follows:

Task 1 – Prepare Sketches

1. BDI shall provide sketches of the proposed work to accompany the FDEP permit application and for the use by the Contractor as a guide to the modifications that the City of Gulf Breeze wants to achieve. It is anticipated that this would be one sheet showing basic work with limited details. The sketch will utilize the existing as-built records on file at BDI.

We propose to perform these professional services on a lump sum basis for a fee not to exceed \$2,920.00 without further authorization.

Task 2 – Prepare and submit an Application for a Minor Revision to a Wastewater Facility or Activity Permit, FDEP Form 62-620.910(9).

1. BDI shall fill out and submit Form 62-620.910(9) Minor Revision to a Wastewater Facility or Activity Permit. This shall include a narrative of the proposed modification with appropriate calculations to demonstrate compliance with FDEP's CT requirements.

We propose to perform these professional services on a lump sum basis for a fee not to exceed \$1,000.00 without further authorization.

The total fee for this scope of work is a lump sum amount of **\$3,920.00**. This fee excludes direct expenses and any meetings necessary with the Florida Department of Environmental Protection. Services requested outside of the scope of work will be billed at BDI's standard hourly billing rates. A copy of the 2013 Billing Rates is attached. Application fees will be the responsibility of the City. Any items requested by the District after the initial submittals will be completed on a time and materials basis as an additional task.

If there are any questions regarding this proposal, please feel free to call. Should the City accept this proposal, please sign below and return one original to Richard Delp at Baskerville-Donovan, Inc.

Very truly yours,
Baskerville-Donovan, Inc.

ACCEPTED FOR THE CITY OF GULF BREEZE



Richard W. Delp, CSI, CDT
Project Manager

Signature

Printed Name



City of Gulf Breeze

DATE: February 7, 2013
TO: Edwin A. Eddy, City Manager
FROM: Vernon L. Prather, Director of Public Services
RE: Reuse Pump Station Motor Replacement

The Utility operates the reclaim water pump station located at the WWTP. This station is responsible for delivering water to approximately 780 reclaim customers plus providing water to the East Course Holding Pond.

Jason's memo demonstrates the need to change the electric motors to a different type which will provide improved reliability and level of service to our customers.

We obtained the following quotes:

	<u>Unit Cost</u>	<u>Project Cost</u>
Gulf Coast Electric Motor (US Motor)	\$ 6,100	\$ 18,300
Gilbert Pump & Mechanical (GE)	\$ 5,577	\$ 16,731
AAG (US Motor)	\$ 4,546	\$ 13,638

Recommendation: SSRUS Board recommend to the City Council the purchase of three (3) 50 hp totally enclosed fan cooled motors from AAG Electric.

CITY OF GULF BREEZE

Tiger Point Wastewater Treatment Plant

Interoffice Memorandum

DATE: 02/06/13
TO: Thomas Lambert; Vernon Prather
FROM: Jason Randell
RE: Reuse Pump Station Motor Replacement

We continue to have problems with the 3 reuse pump motors whenever there is severe weather. This last storm included blowing rain that caused the pre-mature failure of 2 of the three motors. I recommend that we replace all three of the WPI motors with Totally Enclosed Fan Cooled motors which are designed to be used outdoors even in severe weather.

I received three quotes for replacing the current 50 HP WPI motors with new TEFC motors with non-reversing ratchets. Here are the results of the quotes in order of highest to lowest:

<u>Vendor</u>	<u>Unit Price</u>	<u>Project Cost</u>
Gulf Coast Electirc Motor (US Motor)	\$6,100	\$18,300
Gilbert Pump & Mechanical (GE)	\$5,577	\$16,731
AAG (US Motor)	\$4,546	\$13,638

I recommend using AAG in the purchase of 3 new TEFC reuse motors. AAG's price is the lowest and our experiences in the past with the company have been very good.

Sincerely,

Jason Randell
Lead Operator



AAG Electric Motors & Pumps, Inc
2340 Industrial Drive
Panama City, Florida 32405
850-763-9386

February 4, 2013

City of Gulf Breeze
Attn: Jason
Fax: 850-916-4185

Re: US 50hp

AAG Job # RFQ

AAG Services is please to offer the following quote for your consideration.

1ea. NEW US Motor 50hp, 326TP frame, 1740rpm, H050S2BLG, TEFC **Standard Efficiency**

Price: \$ 4,546.00ea. plus freight, currently 2ea. stock in MS, delivery on additional units 2 weeks.

If you have any questions, please do not hesitate to contact me.

Thank you,
Keith Gay

Quote

Gilbert Pump & Mechanical
 PO Box 954
 Mary Esther, FL 32569
 (850) 864-4000

Order Number: 0030261
Order Date: 2/6/2013

Salesperson: 0100
Customer Number: 01-GULFBRE

Sold To:
 City of Gulf Breeze
 P.O. Box 640
 Gulf Breeze, FL 32562-0640
Confirm To:
 Jason Randall

Ship To:
 City of Gulf Breeze
 Tiger Point Treatment
 Gulf Breeze, FL 32563

Customer P.O.	Ship VIA	F.O.B.	Terms			
			Net 30 Days			
Item Number	Unit	Ordered	Shipped	Back Order	Price	Amount
* GE MOTORS 50hp, TEFC, 3 phase VHS 16.5" BD, 1800RPM, NRR	EACH	3.00	0.00	0.00	5,577.0000	16,731.00

 Signature, Print & Date

Net Order:	16,731.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	0.00
Order Total:	16,731.00

GULF COAST ELECTRIC MOTOR SERVICE, INC.

3810 HOPKINS STREET

PENSACOLA, FL 32505

PH (850)433-5134 * FAX (850)433-0308

4-Feb-13

SSRU c/o City of Gulf Breeze
1070 Shoreline Drive
Gulf Breeze, FL 32565

Proposed To: Jason Randell
Via: E-mail

Gulf Coast Electric Motor Service is pleased to propose the following:

Provide: **RFQ - New TEFC Motor Quote**

Item	Qty	Description	Unit Price	Ext Price
# 1	3	New 50 HP Vertical US Motors M/N HT50S2BLG, Non-Reversing Ratchet 1800 RPM, 230/46 V, Type: TU, 326TP Frame	\$6,100.00	\$18,300.00

Freight: Pre-pay & Add

Lead Time: Currently In stock

Proposed by: _____

Accepted By: _____

Date: _____



City of Gulf Breeze

MEMORANDUM

TO: Edwin A. Eddy, City Manager
FROM: Thomas E. Lambert, Assistant Director of Public Services
DATE: February 22, 2013
RE: Golf Course Wells

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

The City Council has previously authorized Baskerville-Donovan, Inc. to compete the work removing the well at the Gulf Breeze Zoo from the utilities permit. This requires establishing a new permit for the Zoo. Since that authorization, the City has purchased the Tiger Point Golf Course, which has a consumptive use permit registered to Meadowbrook, Inc.

As the wells on the Golf Course serve as backup to the reclaimed irrigation, these would be better managed under the utility permit. The additional well will serve to fill the lakes near the clubhouse as well as backup the irrigation system.

In order to transfer these wells into utility control, and add one additional well, staff asks that the City Council to authorize an additional \$5,000 for this endeavor.

RECOMMENDATION: The City Council approve the additional fee of \$5,000 for Baskerville-Donovan, Inc. for services related to consumptive use permitting of the Golf Course wells, including an additional well.



February 11, 2013

Thomas Lambert, P.E.
City of Gulf Breeze
1070 Shoreline Drive
Gulf Breeze, FL 32561

RE: Consumptive Use Permit Transfers and Modification
BDI Project Number 20410.10

Dear Mr. Lambert:

Under a current task order, Baskerville-Donovan, Inc. (BDI) is preparing a Consumptive Use Permit to transfer the well at The Zoo (API1) out of the City of Gulf Breeze's (City) Consumptive Use Permit No. 19830098 to its own consumptive use permit with The Zoo as the Owner and Operator. This work also involves a modification application to the City's existing Consumptive Use Permit.

Since this task has begun, the City has purchased the Tiger Point Golf Course. The Tiger Point Golf Course operates their irrigation system under Consumptive Use Permit No. 2000-0046. Since the City's permit is already going to be going to Northwest Florida Water Management District for a modification, it has been decided that this would be the appropriate time to go ahead and combine these two permits into one instead of the City submitting another permit modification to transfer ownership.

The application for the City of Gulf Breeze is a Consumptive Use Permit Application for Landscape Uses and the application for the Tiger Point Golf Course is a Consumptive Use Permit Application for Agriculture, Aquaculture and Golf Course Uses. Both forms will need to be submitted but only one application fee will apply.

BDI is pleased to present this proposal for professional services for modifying the work that has already been completed under the initial task order and submitting the applications for a Northwest Florida Water Management District Consumptive Use Permit to combine permits 1983-0098 and 2000-0046. Our scope of services shall include preparation of the two consumptive use permit applications including associated exhibits.

We propose to perform these additional professional services on a lump sum basis for a fee not to exceed \$5,000 without further authorization.

The previous approved fee was a lump sum amount of \$9,000. The revised fee is a total of \$14,000. This fee excludes direct expenses and any meetings necessary with the Northwest Florida Water Management District. Services requested outside of the scope of work will be billed at BDI's standard hourly billing rates. A copy of the 2013 Billing Rates is attached. Application fees will be the responsibility of the City and are based on the annual average withdrawal rates requested. It is our understanding from past experience that the City will not have to pay the fee associated with both permits being submitted, only the higher of the two fees. Any items requested by the District after the initial submittals will be completed on a time and materials basis as an additional task.

If there are any questions regarding this proposal, please feel free to call. Should the City accept this proposal, please sign below and return one original to Richard Delp at Baskerville-Donovan, Inc.

Very truly yours,
Baskerville-Donovan, Inc.

ACCEPTED FOR THE CITY OF GULF BREEZE



Richard W. Delp, CSI, CDT
Project Manager

Signature

Printed Name



City of Gulf Breeze

MEMORANDUM

TO: Edwin A. Eddy, City Manager

FROM: Thomas E. Lambert, Assistant Director of Public Services 

DATE: February 22, 2013

RE: Change Order - Montrose and Navy Cove Blvd Water Mains

The Montrose and Navy Cove Boulevards water main replacement is nearing completion, with only minor cleanup work remaining. With construction contract, we often encounter unknown conditions, greater than anticipated quantities, or additional work requested by staff. For this contract we eliminated two costly Inserta valves, but added additional footage of pipe, services and a flushing hydrant to remove previously undiscovered concrete pipe.

The net addition as shown on the attached change order is \$4,665.62, changing the contract price from \$121,653.86 to \$126,319.48.

RECOMMENDATION: The City Council approve the net change order of \$4,665.62 for Water Main Improvements for Montrose and Navy Cove Boulevards completed by Brown Construction of Northwest Florida for a total cost of \$126,319.48.

**BROWN CONSTRUCTION
OF NORTHWEST FLORIDA, INC.**
CERTIFIED GENERAL UNDERGROUND UTILITY CONTRACTORS
CGC045510-CUC056748

CHANGE ORDER

PROJECT: NAVY COVE WATER IMPROVEMENTS **DATE:** 1/17/13

The Contractor, **Brown Construction of NWF, Inc.** Is hereby ordered to make the following changes from the plans and specifications or do the extra work on your contract dated OCTOBER 15, 2012. The adjustment in compensation that will be due the Contractor by reason of these changes will be made on the following basis:

CHANGE ORDER NO. ONE (1)

ITEM NO.	ITEM	CHANGE	UNIT	UNIT PRICE	AMOUNT INCREASE	AMOUNT DECREASE
1	6" MJ 90	1	EA	272.22		\$ 272.22
2	6" X 6" MJ TEE	1	EA	345.75	\$ 345.75	
3	6" X 4" MJ REDUCER	1	EA	153.8	\$ 153.80	
4	4" VALVE & BOX	1	EA	677.94	\$ 677.94	
5	4" PVC PIPE	180	LF	7.4	\$ 1,332.00	
6	POST HYDRANT	1	EA	940.05	\$ 940.05	
7	NEW WATER SERVICE LONG	3	EA	613.24	\$ 1,839.72	
8	NEW WATER SERVICE SHORT	1	EA	275.86	\$ 275.86	
9	SAWCUT & PATCH DRIVEWAYS	243	SY	4.5	\$ 1,093.50	
10	SOD	160	SY	2.5	\$ 400.00	
11	NEW FIRE HYDRANT	1	EA	2195.77	\$ 2,195.77	
12	4" PVC PIPE	240	EA	7.40	\$ 1,776.00	
13	POST HYDRANT	1	EA	940.05	\$ 940.05	
14	NEW WATER SERVICE LONG	3	EA	613.24	\$ 1,839.72	
15	NEW WATER SERVICE SHORT	4	EA	275.86	\$ 1,103.44	
16	SAWCUT & PATCH DRIVEWAYS	40	SY	4.50	\$ 180.00	
17	SEED & MULCH	400	SY	0.45	\$ 180.00	
18	Remove Existing 4" Valve & Plug	2	EA	493.13	\$ 986.26	
19	Groutfill Existing 4" Pipe Under Fairpoint	1	LS	2482.98	\$ 2,482.98	
20	6" Inserta Valve	2	EA	6902.50		\$ 13,805.00
TOTALS.....					\$ 18,742.84	\$ 14,077.22

Original Contract Amount

\$ 121,653.86

Total increase./decrease of Previous Change Orders

Total increase/decrease of This Change Order:

\$ 4,665.62

Revised Contract Amount

\$ 126,319.48

Contractor:

Luigi Brown

Date:

2/20/13

Engineer:

Robt L. Cannon

Date:

2/21/13

Owner:

Date:

This change order is required to allow for the following:

The addition of the new 4" water main to the north of the intersection of Berry Ave. and Navy Cove with associated appurtenances.

Memo

To: Edwin Eddy, City Manager; Vernon Prather, Director of Utility Services
From: Steve Milford
Date: February 20, 2013
Re: Improving productivity in utility payment processing

The City collects and inputs approximately 10,000 payments per month to update customer utility accounts. For thirty percent (30%) of the payment volume, processing time has been reduced from several hours each day to mere minutes as a result of electronic payment options on our website (via Click-to-Gov module); direct account debit to their bank accounts (ACH processing); and most recently the addition of AR-Box which coordinates e-checks (customer initiated online payments through their banks). The purpose of this memo is to propose a means of reducing the remaining 70% of payments that are received each day through the mail and consume 4 to 8 person-hours per day to batch, proof, post, and process checks to an estimate 15-30 minutes.

Weekly customer call volumes regarding utility issues are at sustained high levels (700 to 800+ calls per week). These calls are fielded by the same five people who are responsible for all payment processing as well as collecting meter readings, reviewing usage levels and potential misreads, preparing monthly utility bills, resolving garbage service issues, managing the cut-off process, as well as researching and resolving billing issues. The sustained call volume is contributing to the increase in overtime to both fulltime and temp staff so that invoice and payment processing and other responsibilities can be completed in timely manner.

Aside from increasing headcount assigned to these tasks, which is problematic, there are two basic options:

1. outsource check processing (lockbox services); or
2. an automated remittance scanning solution.

Bank lockbox processing costs are \$.15-\$.25 per payment in addition to the \$.065 fee charged for clearing customers' checks (total: \$.215 to \$.315 per payment or \$1,505 to \$2,205 on 7,000 payments/month). The upfront cost for developing an electronic data layout (to transmit to us which customers paid and how much) ranges between \$500 and \$2,000. No regional or major banks have local lockbox capabilities, so customers would be mailing local utility payments to Columbus, Georgia, or we would incur overnight courier fees every day. Summary costs: \$500-\$2,000 startup and \$18,060-\$26,460 annually.

Independent software/hardware processing solutions researched are typically designed to be sold to banks for lockbox operations, with solutions starting at a \$50,000 investment in software and equipment. We approached BPI locally to discuss a custom solution, however after several months of discussion they ceased involvement.

Our AR-Box service provider (Apex Treasury Systems) has proposed a combination of hardware and Jaguar processing software that appears to be cost efficient, affordable and workable. Details of the proposal are attached, but the basic options are: A \$3,500 setup, installation and training cost plus either 1) a lump sum purchase of equipment and software of \$15,773 and ongoing annual support of \$2,670/year; 2) a three year payout of the same equipment and software at \$596.47 per month (annual support of \$2,670/year thereafter); or 3) a monthly software and equipment rental of \$211.54 plus a per item scanning charge of \$.025 per item (so, \$.05 per payment), which at 7,000 payments per month equals \$561.54 per month. A highly restricted version of the software called Desktop Remit is available for about half the purchase price, *however the limitations and lack several key problem resolution features risk jeopardizing the desired time savings* while an operator manually resolves any 'out of balance' batch issues.

Five year cost comparisons are on the following page.

Recommendation:

That the City Council approve the purchase, from Apex Treasury, Inc., of the Jaguar Mirror Image processing software modules and associated document feeder/jogger and scanner with installation and training for a total of \$19,273.

Prices below reflect:

- Low estimates of costs for lockbox processing
- Consistent monthly processing volumes of 7,000 payments per month, or 84,000 per year
- \$2,900 in training and installation costs and a maximum of \$600 in travel expenses for Apex
- Software configuration as in the attached February 8, 2013 letter and specifications, but prices as modified in the attached February 15, 2013 email.

Options:

<u>Year</u>	<u>Lockbox Costs</u>	<u>Jaguar Upfront Purchase</u>	<u>Jaguar Year Buyout</u>	<u>Jaguar Per Item Lease</u>	<u>Desktop Remit</u>
1	\$18,560	\$19,273	\$ 10,658	\$ 10,238	\$10,335
2	\$18,060	\$ 2,670	\$ 7,158	\$ 6,738	\$ 1,100
3	\$18,060	\$ 2,670	\$ 7,158	\$ 6,738	\$ 1,100
4	\$18,060	\$ 2,670	\$ 2,670	\$ 6,738	\$ 1,100
5	\$18,060	\$ 2,670	\$ 2,670	\$ 6,738	\$ 1,100
5 Year Total	\$ 90,800	\$29,953	\$ 30,314	\$ 37,190	\$14,735

February 8, 2013

Stephen A. Milford
City of Gulf Breeze
Department of Finance & Accounting
1070 Shoreline Drive
Gulf Breeze, FL 32561

Dear Steve:

I want to thank you and Patsy for your time on Tuesday, January 29. I enjoyed meeting with you both and demonstrating the Jaguar remittance options available to streamline your payment process. As you know, the greatest benefit of this software is your ability to significantly reduce the time it takes to post your daily check payments.

As requested, below are the costs associated with the two options we reviewed. My previous estimate allowed for a faster scanner (100 docs per minute) but you mentioned that a 50 document scanner would be sufficient. The first estimate below is for the option I demoed first, with the 'Balance' module and all the bells and whistles to include dragging checks/coupons between transactions. I'm also attaching an excel spreadsheet that details the cost breakdown. When you have some time available, I'd like to spend a few minutes going through each line item on the spread to explain the variables. This assumes an annual volume not to exceed 200,000 payments per year with the software installed on a single pc. If you're confident volume won't exceed 100,000 items, we can remove \$528.00 from the figure below.

MirrorImage Payment Processing software	\$12,336.00 11,898 --
Professional services, installation, training	\$ 2,900.00 + travel expenses
Annual Software maintenance	\$ 2,770.00 2,670 --
	\$18,006.00 + travel
Panini VisionX50, 100 doc feeder	\$ 930.00
Panini annual maintenance	\$ 200.00
Check jogger	\$ 275.00

For the next set of figures below, the hardware numbers (scanner and jogger) remain the same as above, but you can see the software is significantly less. As demonstrated, this solution still gets the job done, auto-posting all items, an archive of all documents scanned, and an ICL sent to the bank each day. However the key difference is that the 'balance' module isn't there breaking out each specific transaction. The user balances each batch from a list of all transactions in front of them. As discussed, this may be a good option to get it in the door and then upgrade when the budget allows for it.

Desktop Remit	\$5,735.00
Professional services, installation, training	\$2,900.00 + travel expenses
Annual Software maintenance	<u>\$ 1,100.00</u>
	\$ 9,735.00

We've discussed per item options in the past but over the long term, that always works out to be more expensive for the City. Please review and let me know if we can find some time, perhaps Friday morning 2/15 to talk through the specifics of the spread. I'd like to be in a position to send you an Agreement once you've determined which option you prefer. I look forward to talking with you soon. Thank you.

Respectfully submitted,

Steve Matulonis
919-376-3873 office
steve@apextreasury.com



MI System Pricing - Payment Processing



Page 3 of 3

Customer Information	
Customer: _____	Accounting System: _____
Contact: _____	Number of Coupon Types: _____
Address: _____	Transactions Per Month (avg): _____
City, State, ZIP: _____	Bank: _____
Phone: _____	Additional Offices: _____
Email: _____	Web Site Address: _____

Software Module	Unit Cost	Quantity	Extended Price	Annual Maintenance
MI Payment Processing	\$ 6,775.00	1	\$6,775.00	\$1,500.00
MI-PPS Archive Server	\$ 3,450.00	1	\$3,450.00	\$770.00
CAR/LAR & IQA100k Items / Year	\$ 313.00	2	\$626.00	\$140.00
ICR / Barcode100k Items / Year	\$ 125.00	2	\$250.00	\$60.00
MI Research PPS (Single User)	\$ 750.00	0	\$0.00	\$0.00
MIResearch Browser (Unlimited User)	\$ 3,750.00	0	\$0.00	\$0.00
CD/DVD Archive	\$ 1,450.00	0	\$0.00	\$0.00
CD/DVD Distribution	\$ 2,275.00	0	\$0.00	\$0.00
MIRepair (Additional License)	\$ 1,950.00	0	\$0.00	\$0.00
MIPayment Processing (Additional or Remote)(Capture/Repair/Research)	\$ 3,875.00	0	\$0.00	\$0.00
MI-Accounting Interface	\$ 1,235.00	1	\$1,235.00	\$300.00
Software Subtotal:			\$12,336.00	\$2,770.00

Hardware

	Unit Cost	Quantity	Extended Price	Annual Mtc.
Panini VisionX 50, 100 document feeder	\$ 930.00	1	\$ 930.00	\$ 200.00
ShearTech jogger	\$ 275.00	1	\$ 275.00	\$ -
Hardware Subtotal:			\$ 1,205.00	\$ 200.00

Professional Services ¹

	Rate	Qty	Extended Price
Project Management	\$ 750.00	1	\$ -
System Customization (includes one coupon)	\$ 750.00	1	\$ 750.00
System Customization additional coupon	\$ 500.00	0	\$ -
Accounting System Interface configuration (per interface)	\$ 300.00	1	\$ 300.00
Bank Interface configuration (per interface)	\$ 350.00	1	\$ 350.00
Remote Training (per day)	\$ 750.00	0	\$ -
Onsite Training (per day)	\$ 1,500.00	1	\$ 1,500.00
Onsite Installation (per day)	\$ 1,500.00	0	\$ -
Custom Programming (per day)	\$ 1,500.00	0	\$ -
Professional Services Subtotal:			\$ 2,900.00

Investment Summary

Software =	\$12,336.00
Hardware =	\$ 1,205.00
Professional Services =	\$ 2,900.00
Total Investment =	\$16,441.00

Accepted by: _____

Proposed Installation Date: _____

*Professional service fees do not include travel expenses

Jaguar remittance processing

Steve Matulonis <steve@apextreasury.com>
To: Stephen Milford <smilford@gulfbreezefl.gov>

Fri, Feb 15, 2013 at 5:29 PM

Steve:

As you may recall from the last time I quoted you per item pricing (9/7/2011), based on Jaguar's per item pricing, your monthly payment would equate to approximately \$560 per month after the initial \$3500 + travel. Below is Jaguar's pricing structure.

One time implementation/training.....	\$3,500.00 + travel
Monthly maintenance.....	\$ 129.00
Equipment rental	\$ 82.54
Per document (checks and coupons).....	\$ 0.025

Back in 2011, we estimated 10,400 payments so the estimate was \$731.54 but now if we use 7,000 payments/month, we're looking at about \$560.00.

Maintenance.....	\$129.00
Equipment.....	\$ 82.54
Per item (14,000 x .025).....	<u>\$350.00</u>
	\$561.54

I know this would greatly help you and Patsy and I'm confident you'll be completely satisfied with the system and support so after convincing Jaguar management that you'd be a great referral for us in the Southeast, here's what I can offer.

\$2,900 + my travel expenses up front (which I'll cap at \$600). Then a fixed \$596.47 for 36 months regardless of volume and you own the system and the hardware. Going forward, your only expense would be the annual maintenance of \$2,670.00. The only other variable not in the equation would be an **optional** \$200/year maintenance on the scanner (which includes cleaning cards).

So for only \$36 a month more, you own it in 3 years. Below is the breakdown:

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Prof Services, installation, training		\$2,900 + travel
Mirror Image Payment Processing Software	\$	11,898.00
Annual Maintenance (\$2,670.00 x 3 years)	\$	8,010.00
Panini VisionX 50, 100 doc feeder	\$	930.00
Check jogger	\$	275.00
Monthly invoicing (\$10/month x 36)	\$	360.00
	TOTAL	\$ 21,473.00
Monthly (\$21,773 / 36)	\$	596.47

I modified the software price of \$12,336 down to \$11,898 now that we've confirmed only 7,000 transactions per month. The additional \$438 was for an additional 100,000 documents of CAR/LAR that would have been necessary had we been looking at 8,334 transactions or more per month on average. As you may recall, we must purchase CAR/LAR/IQA/ICR in increments of 100,000 items.

Like you, I'd prefer you have full functionality of the system and I'm hopeful you find this pricing attractive. Let me know if I can plug these numbers into a License Agreement that I can send you to begin the contract review. I'd like to address any questions you may have as early as Monday 2/18 if you're available.

I'm attaching the same excel spread I sent you this past Monday but I've added a sheet called 'Monthly' that contains these same numbers above. Please review and let me know what questions I can answer for you. Look forward to talking with you soon. Enjoy the weekend, thank you.

Steve Matulonis

President, Apex Treasury

steve@apextreasury.com

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City of Gulf Breeze

Memorandum

To: Mayor and City Council

From:  Edwin A. Eddy, City Manager

Date: 2/21/2013

Subject: Joint Workshop with Town of Century Council and Capital Trust Agency Board of Directors

In order to apprise the Gulf Breeze and Century Councils of the current activities of the Capital Trust Agency and to become more familiar about the current regulatory environment for sponsoring financing programs, it may be beneficial to conduct a joint workshop among the City Councils of Gulf Breeze and Century, the CTA Board and some of the consultants that advise CTA. This workshop was suggested by Ed Gray, the Executive Director of CTA.

Tuesday, April 23rd has been roughly set for scheduling purposes and booking airline flights. The time of day on April 23rd will be about 9:00 a.m. to 3:00 p.m.

RECOMMENDATION:

THAT THE CITY COUNCIL DECIDE TO HOLD A WORKSHOP WITH THE CENTURY TOWN COUNCIL AND THE CAPITAL TRUST AGENCY BOARD ON APRIL 23RD FROM 9:00 A.M. TO 3:00 P.M.