

**GULF BREEZE CITY COUNCIL  
REGULAR MEETING**

MARCH 4, 2013  
MONDAY, 6:30 P.M.  
COUNCIL CHAMBERS

1. Roll Call
2. Invocation and Pledge of Allegiance
3. Approval of Minutes of February 19, 2013 (Regular Meeting)  
Approval of Minutes of February 19, 2013 (CRA Minutes)

**PRESENTATION OF PROCLAMATION DECLARING APRIL 12, 2013 AS PAINT  
THIS TOWN PURPLE**

4. Ordinance No. 01-13: To be Withdrawn-Per Executive Committee (February 27, 2013)

Ordinance No. 02-13: Homestead Exemption for Certain Senior Citizens  
**SECOND READING AND PUBLIC HEARING**

Ordinance No. 03-13: Parking on Streets Designated as Arterial, Minor Arterial or  
Collectors **SECOND READING AND PUBLIC HEARING**

5. **CONSENT AGENDA ITEMS:\***

- A. 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
- B. Discussion and Action Regarding Replacement of Police Department Roof
- C. Discussion and Action Regarding Declaration of Surplus Property
- D. 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
- E. Discussion and Action Regarding Additional Consultant Fee for Golf Course Wells

- F. Discussion and Action Regarding Change Order for Montrose and Navy Cove Boulevard Water Main Replacement
- G. Discussion and Action Regarding Improving Productivity in Utility Payment Processing
- H. Discussion and Action Regarding Joint Workshop with Town of Century Council and Capital Trust Agency Board of Directors

**\*These are items considered routine in nature and will be considered by one motion. If any citizen wishes to voice an opinion on one of the items, you should advise the Council immediately.**

**ACTION AGENDA ITEMS:**

**NONE**

- 6. New Business
- 7. Open Forum
- 8. Adjournment

**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 the recognition from the Chair.**

**MINUTES OF THE REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF GULF BREEZE, FLORIDA**

The 1,218<sup>th</sup> regular meeting of the Gulf Breeze City Council, Gulf Breeze, Florida was held at the Gulf Breeze City Hall on Tuesday, February 19, 2013, at 6:30 p.m.

Upon call of the roll the following Councilmen were present: Cherry Fitch, Mayor Pro Tem J. B. Schluter, David G. Landfair, Joseph Henderson and Mayor Zimmern.

**APPROVAL OF MINUTES:**

Councilman Fitch moved for approval of the minutes for the regular meeting held on Monday, February 4, 2013. Councilman Schluter seconded. The vote for approval was 5 - 0.

Councilman Schluter moved for approval of the minutes for the Community Redevelopment Agency meeting held on Monday, February 4, 2013. Councilman Henderson seconded. The vote for approval was 5 - 0.

Councilman Fitch moved for approval of the minutes for the special meeting held on Wednesday, February 13, 2013. Councilman Landfair seconded. The vote for approval was 5-0.

**ORDINANCE NO. 01-13: AMENDING SECTION 8-56(b) OF THE CODE OF  
ORDINANCES RELATIVE TO PARKING/STORAGE  
OF VEHICLE IN FRONT YARDS - FIRST READING**

The ordinance was read by title only by the City Clerk. The City Manager explained the purpose of the ordinance and the Mayor opened the floor for public comments. The following residents spoke regarding the issue: John Brown, 125 Norwich Drive; Joe Damario, 6 Breeze; Regina Gerke, 451 York; Ed Lively, 500 York; Melissa Overlade, 102 Norwich; John Toma, 210 Norwich; Gary Humphery, 304 Poinciana; Rodney Eddins, 111 San Carlos; Wally Schroth, 113 Navarre; Lisa Busby, 432 Warwick; Greg Shows, 429 Warwick; Alan Little, 304 Washington; Jeff Shows, 421 Warwick; Joy Himes, 18 San Carlos; and Tami Payton, 81 Shoreline.

Councilman Landfair moved to amend the Ordinance to make the Ordinance effective in twelve months after adoption. Councilman Fitch seconded. The vote for the amendment was 5 - 0.

Councilman Landfair moved to place the question of parking/storage on a referendum during the 2014 general election. The motion failed for a lack of a second.

Councilman Schluter moved for approval of the Ordinance on first reading. Councilman Henderson seconded. The vote for approval was 4 - 1, with Councilman Landfair voting no.

**ORDINANCE NO. 02-13: ESTABLISHING AN ADDITIONAL HOMESTEAD TAX  
EXEMPTION FOR SENIOR CITIZENS - FIRST READING**

The Ordinance was read by title only by the City Clerk. Councilman Henderson moved for approval. Councilman Landfair seconded. The vote for approval was 5 - 0.

**ORDINANCE NO. 03-13: RELATIVE TO OVERNIGHT PARKING ALONG  
DESIGNATED PRINCIPAL ARTERIAL STREETS, MINOR  
STREETS OR COLLECTOR STREETS - FIRST READING**

The Ordinance was read by title only by the City Clerk. Wally Schroth, 113 Navarre Street and Melissa Overlade, 102 Norwich spoke regarding the Ordinance.

Councilman Schluter moved for approval. Councilman Henderson seconded. The vote for approval was 5 - 0.

**RESOLUTION NO. 03-13: AMENDING AMOUNT OF BONDS TO BE ISSUED FOR  
STUART LODGE AND ENABLING AGREEMENT WITH  
TOWN OF CENTURY**

Councilman Schluter moved for approval of the Resolution. Councilman Landfair seconded. The vote for approval was 5 - 0.

**CONSENT AGENDA ITEMS:**

**RECOMMENDATION:**

**That the City Council approve the following Consent Agenda Items: A, B, D, E, F, and G. Item C was removed for Consent Agenda for discussion and action.**

**A. SUBJECT: DISCUSSION AND ACTION REGARDING NIGHTINGALE  
FORCE MAIN RELOCATION**

Reference: Assistant Public Services Director memo dated February 8, 2013

**RECOMMENDATION:**

**That the City Council approve the use of Fabre Engineering, Inc., to complete the design and permitting for the Nightingale Lane force main relocation for a fee of \$15,400.**

**B. SUBJECT: DISCUSSION AND ACTION REGARDING NAVARRE STREET  
TRAFFIC CALMING STUDY**

Reference: Assistant Public Services Director memo dated February 8, 2013

**RECOMMENDATION:**

**That the City Council accept the final report on Navarre Street Traffic Calming, and authorize staff to solicit quotes for the installation of four (4) speed tables.**

**D. SUBJECT: DISCUSSION AND ACTION REGARDING COMMUNITY CENTER RESERVATION REQUEST**

Reference: Parks and Recreation Director memo dated February 5, 2013

**RECOMMENDATION:**

**That the City Council grant the Mayoki Panazacola Indian Krewe an exclusive reservation for the Community Center on June 1, 2013 from 3:00 p.m. to Midnight for a fee of \$1,500.**

**E. SUBJECT: DISCUSSION AND ACTION REGARDING SHORELINE DRIVE AND SOUTH PARK ROAD SCULPTURE**

Reference: City Manager memo dated February 7, 2013

**RECOMMENDATION:**

**That the City Council approve payment of \$1,000 to Roger Craft for the design of the foundation for the Peter King sculpture and \$18,000 to Hewes Construction for construction of the foundations.**

**F. SUBJECT: DISCUSSION AND ACTION REGARDING CITY ATTORNEY RATE INCREASE**

Reference: City Attorney letter dated February 7, 2013

**RECOMMENDATION:**

**That the City Council approve the City Attorney's request to increase his hourly rate from \$180.00 per hour to \$190.00.**

**G. SUBJECT: DISCUSSION AND ACTION REGARDING WALKING PATH RECOMMENDATION**

Reference: Parks and Recreation Director memo dated February 8, 2013

**RECOMMENDATION:**

**That the City Council award a contract to North Florida Construction, Inc., of Clarksville, FL in the amount of \$146,147.50, for the construction of the base bid portion of the Recreational Sidewalk Improvement Project.**

Councilman Landfair moved for approval of Consent Agenda Items A, B, D, E, F, and G. Councilman Schluter seconded. The vote for approval was 5 - 0.

**ACTION AGENDA ITEMS:**

**C. SUBJECT: DISCUSSION AND ACTION REGARDING FURNITURE FOR THE COMMUNITY CENTER**

Reference: Parks and Recreation Director memo dated February 7, 2013

**RECOMMENDATION:**

**That the City Council authorize the purchase of the furnishings listed by the Director at the State Contract price of \$121,797.65, from Business Interiors, Inc., Pensacola, Florida.** Council asked that staff determine if pricing of furniture for City Hall could be piggy backed with the Community Center pricing.

Councilman Schluter moved for approval. Councilman Landfair seconded. The vote for approval was 5 - 0.

**OPEN FORUM:**

Wally Schroth, 113 Navarre St., asked if gas lighting had been considered for the new walk path; John Brown, 125 Norwich and Melissa Overlade, 102 Norwich, spoke regarding the parking/storage issue.

**ADJOURNMENT:**

Mayor Zimmern adjourned the meeting at 7:40 p.m.

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CITY CLERK

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MAYOR

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS  
FOR THE COMMUNITY REDEVELOPMENT AGENCY**

A meeting of the Board of Directors for the Community Redevelopment Agency, Gulf Breeze, Florida, was convened at the Gulf Breeze City Hall on Tuesday, February 19, 2013, at 7:32 p.m.

Upon call of the roll for the Community Redevelopment Agency the following members were present: Councilmen Cherry Fitch, Mayor Pro Tem J. B. Schluter, David G. Landfair, Joseph Henderson, and Mayor Beverly Zimmern.

The purpose of the meeting was for the Board of Directors of the Community Redevelopment Agency to consider the following item:

- A.     **SUBJECT:    DISCUSSION AND ACTION REGARDING ILLUMINATED STREET SIGNS FOR FAIRPOINT AND DANIEL DRIVE INTERSECTIONS**

Reference:    Public Services Director memo dated February 4, 2013

**RECOMMENDATION:**

**That the City Council meet as the Community Redevelopment Agency Board on February 19, 2013 and authorize the purchase of four (4) illuminated signs and hardware from Temple, Inc., for \$10,880 and authorize installation by Ingram Signalization in the amount of \$4,000.**

Councilman Landfair moved for approval. Councilman Fitch seconded. The vote for approval was 5 - 0.

**ADJOURNMENT:**

Mayor Zimmern adjourned the meeting at 7:35 p.m.

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CITY CLERK

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MAYOR



# *City of Gulf Breeze*

## PROCLAMATION

**WHEREAS**, cancer is a group of diseases characterized by uncontrolled growth and spread of abnormal cells which, if not controlled, can result in death; and,

**WHEREAS**, the American Cancer Society is a voluntary community based health organization in Florida dedicated to eliminating cancer as a major health problem; and,

**WHEREAS**, purple is the overall cancer awareness color; and,

**WHEREAS**, showing support to a colleague, employee, customer, family member, neighbor or friend whose life has been touched by cancer is encouraged; and,

**WHEREAS**, all of use are affected in our community

**NOW, THEREFORE, BE IT PROCLAIMED** I, Beverly H. Zimmern, Mayor of The City of Gulf Breeze, joins with the American Cancer Society in declaring

**APRIL 12, 2012 TO APRIL 27. 2013**  
**PAINT THIS TOWN PURPLE**

Throughout the City of Gulf Breeze, Florida and to urge citizens to show their support in the fight against cancer and bring Relay to our community by decorating businesses, homes, trees, mailboxes and car antennas with bows, ribbons, signs and balloons.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the Seal of the City of Gulf Breeze, Santa Rosa County, Florida, to be affixed this 4<sup>th</sup> day of March, 2013.

*Marita Rhodes*  
Marita Rhodes, City Clerk



\_\_\_\_\_  
Beverly H. Zimmern, Mayor

**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

**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 (Gulf Breeze Parkway), minor arterial streets (Pensacola Beach Road) and collector streets (Shoreline Drive, Fairpoint Drive and South Sunset Boulevard).

**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 19<sup>TH</sup> DAY OF FEBRUARY, 2013.

ADVERTISED ON THE ON THE 21<sup>ST</sup> DAY OF FEBRUARY, 2013.

PASSED ON THE SECOND READING ON THE 2<sup>ND</sup> DAY OF MARCH, 2013.

By: \_\_\_\_\_  
Beverly Zimmern, Mayor

ATTESTED TO BY:

\_\_\_\_\_  
Marita Rhodes, City Clerk

**EXECUTIVE COMMITTEE REPORT**

**FEBRUARY 27, 2013**

Councilmen Present: Cherry Fitch, Joseph Henderson, Mayor Pro Tem J. B. Schluter and  
Mayor Beverly Zimmern

Councilman Absent: David G. Landfair

**ACTION AGENDA ITEMS:**

- A. SUBJECT: **DISCUSSION AND ACTION REGARDING ORDINANCE 01-13,  
RESTRICTING PARKING OF VEHICLES IN THE FRONT YARD**

Reference: City Manager memo dated February 21, 2013

**RECOMMENDATION:**

**That the City Council direct staff to rewrite the ordinance and hold a referendum on this topic in the 2014 general election.**

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- B. SUBJECT: **DISCUSSION AND ACTION REGARDING ORDINANCE 02-13,  
HOMESTEAD EXEMPTION FOR CERTAIN SENIOR CITIZENS**

Reference: City Manager memo dated February 21, 2013

**RECOMMENDATION:**

**That the City Council hold a Public Hearing on March 4, 2013 and approve Ordinance 02-13 on Second Reading.**

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- C. SUBJECT: **DISCUSSION AND ACTION REGARDING ORDINANCE 03-13,  
PARKING ON STREETS DESIGNATED AS ARTERIAL, MINOR  
ARTERIAL OR COLLECTORS**

Reference: City Manager memo dated February 21, 2013

**RECOMMENDATION**

**That the City Council hold a Public Hearing on March 4, 2013 and approve Ordinance 03-13 on Second Reading.**

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- D. SUBJECT: **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 AT SUNSET KIDS PARK**

Reference: Deputy Police Chief memo dated February 12, 2013

**RECOMMENDATION:**

**That the City Council approve the Gulf Breeze United Methodist request for a special event to be held Saturday, March 30, 2013, 10:00 a.m. - Noon.**

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**E. SUBJECT: DISCUSSION AND ACTION REGARDING REPLACEMENT OF POLICE DEPARTMENT ROOF**

Reference: Police Chief memo dated February 22, 2013

**RECOMMENDATION:**

**That the City Council approve the replacement of the Police Department roof to be completed by Guy Brothers Roofing Company for \$16,750.**

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**F. SUBJECT: DISCUSSION AND ACTION REGARDING DECLARATION OF SURPLUS PROPERTY**

Reference: City Manager memo dated February 21, 2013

**RECOMMENDATION:**

**That the City Council declare the items surplus and authorize Steff Neff to sell the equipment via auction on E-Govdeals.**

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**G. SUBJECT: DISCUSSION AND ACTION REGARDING SOUTH SANTA ROSA UTILITY BOARD RECOMMENDATIONS FROM FEB. 11, 2013**

Reference: Public Services Director memo dated February 22, 2013

**1. REPLACEMENT BOARD MEMBER:**

**RECOMMENDATION:**

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

2. CHLORINE CONTACT CHAMBER PERMIT MODIFICATION

**RECOMMENDATION:**

**The SSRUS Board recommends 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.**

3. REUSE PUMP STATION MOTOR REPLACEMENT

**RECOMMENDATION:**

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

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**H. SUBJECT: DISCUSSION AND ACTION REGARDING ADDITIONAL CONSULTANT FEE FOR GOLF COURSE WELLS**

Reference: Assistant Public Services Director memo dated February 22, 2013

**RECOMMENDATION:**

**That 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.**

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**I. SUBJECT: DISCUSSION AND ACTION REGARDING CHANGE ORDER FOR MONTROSE AND NAVY COVE BOULEVARD WATER MAIN REPLACEMENT**

Reference: Assistant Public Services Director memo dated February 22, 2013

**RECOMMENDATION:**

**That the City Council approve the net change order of \$4,665.62 for Montrose and Navy Cove Boulevards completed by Brown Construction of Northwest Florida for a total cost of \$126,319.48.**

**J. SUBJECT: DISCUSSION AND ACTION REGARDING IMPROVING PRODUCTIVITY IN UTILITY PAYMENT PROCESSING**

Reference: Finance Director memo dated February 20, 2013

**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. (Council ask that staff research alternative methods of utility payments.)**

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**K. SUBJECT: DISCUSSION AND ACTION REGARDING JOINT WORKSHOP WITH TOWN OF CENTURY COUNCIL AND CAPITAL TRUST AGENCY BOARD OF DIRECTORS**

Reference: City Manager memo dated February 21, 2013

**RECOMMENDATION:**

**That the City Council decide to hold a workshop with the Century Town Council and the Capital Trust Agency Board on April 23<sup>rd</sup> from 9:00 a.m. to 3:00 p.m.**