ZOOM VIRTUAL MEETING NOTICE

INSTRUCTIONS FOR PUBLIC VIEWING AND PARTICIPATION

CITY OF JACKSONVILLE BEACH CITY COUNCIL MEETING

JULY 20, 2020, AT 7:00 P.M.

(NO PHYSICAL LOCATION)

Due to the current restrictions and limitations for social distancing and gatherings surrounding the COVID-19 crisis, the July 20, 2020, City of Jacksonville Beach, City Council meeting will be conducted in a modified manner. The meeting will be conducted virtually, utilizing Zoom technology and webinar capabilities. The City is providing numerous additional technological options for public attendance and participation in the meeting.

Governor DeSantis' Executive Order No. 20-150, extended the Governor's authorization for local government bodies to continue to conduct meetings without an in-person quorum at any specific location, and to hold meetings using communications media technology (CMT). On April 6, 2020, the City of Jacksonville Beach City Council approved at their public meeting the use of CMT and alternative start times to conduct Council meetings and briefings. The following CMT options are available to participate, view and listen to the July 20, 2020, City Council meeting:

1. **View and listen to a Livestream of the meeting online:**
   - Access the meeting by visiting the City of Jacksonville Beach YouTube Channel: https://www.youtube.com/channel/UCBvNLjCCZtu9PWDV41cR6-Q
   - View the Livestream via Zoom technology: https://us02web.zoom.us/j/86383318916
2. **Listen to the meeting via phone:**
   - Dial 1-301-715-8592
   - Webinar ID: 863 8331 89161
   - There is no participant ID number. If you are asked for this, press #. When dialing in by phone, your line will be automatically muted for the duration of the meeting, unless you have pre-registered to speak. (Instructions for pre-registration are below.)
3. **Hearing or speech impaired access:**
   - Contact the agency using the Florida Relay Service: 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice).
4. **Submit questions and comments concerning a scheduled agenda item or for the Courtesy of the Floor portion of the Agenda:**
   - You may provide written comments by:
     - Emailing the City Clerk, Laurie Scott, at cityclerk@jaxbchfl.net; or
     - Via U.S. mail to City Clerk, City Hall, 11 N. 3rd Street, Jacksonville Beach, FL 32250; or
     - Place a copy of your comments in the drop box at the main entrance of City Hall.
     - Provide your full name and address, and if you are a city business owner, list the business name and address.
   - You may also submit a Public Comment Submission Form on the City of Jacksonville Beach website. Fill out the form at this link to have your comments read during the meeting: https://bit.ly/COJBvirtualmeeting. Comments on an action item and comments for Courtesy of the Floor will be read into the record. Submissions will be provided to the Council. All Submissions are a public record.

- Written comments will be read into the record at the appropriate time. All other written comments received by the deadline will be distributed to the Mayor and City Council members and the appropriate staff before the start of the meeting. Comments received through these CMT options will be read into the record by the City Clerk or City Attorney. Written comments will be limited to three (3) minutes of reading time.
- Members of the public may also opt to comment via dialing in or utilizing Zoom technology, but to do this, they **must register in advance**. To register, fill out the form at this link: https://bit.ly/COJBvirtualmeeting.
    - It is requested that members of the public register by noon on Monday, July 20, 2020.
    - Speakers will be limited to three (3) minutes.
    - To either dial in or use Zoom technology, speakers need to ensure they have proper working equipment. For dialing in, a telephone with audio/speaker and microphone capabilities is required. For participation utilizing Zoom technology, smart technology (smartphone/tablet/laptop/desktop) should be equipped with both microphone and speaker capabilities. It is up to each speaker to test the functionality of their equipment before the meeting starts. If the speaker's equipment is not working correctly during the meeting, the speaker will be unable to participate.
    - To check technological requirements and to test your technology, visit the Zoom web site here: https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux
    - To download Zoom applications, click here: https://zoom.us/download
        - For the purposes of this meeting, speakers will be clicking **"Download"** under **"Zoom Client for Meetings"** (using a PC or MAC) *or* choosing your mobile device platform under **"Zoom Mobile Apps."**
- The email address and the online comment form will remain open during the meeting to accept comments to be read into the record up until 5 minutes before a particular agenda item is addressed by the Mayor. Public comments for Courtesy of the Floor will be accepted until 5 minutes before the Mayor opens that portion of the meeting.
- For additional information or assistance, please contact the following people prior to the meeting:
    - For public comment questions: Laurie Scott, City Clerk, cityclerk@jaxbchfl.net or (904) 247-6299.
    - For questions on connecting to or using CMT or Zoom for the meeting: Jacob Board, Communications Manager, jboard@jaxbchfl.net, or (904) 247-4036.

NOTICE

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing a special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, extension 10, no later than one business day before the meeting.

In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Agenda

City Council

Monday, July 20, 2020 | **7:00 PM** | **Via Video Conference**

MEMORANDUM TO:

The Honorable Mayor and
Members of the City Council
City of Jacksonville Beach, Florida

Council Members:

The following Agenda of Business has been prepared for consideration and action at the Regular Meeting of the City Council.

OPENING CEREMONIES: INVOCATION, FOLLOWED BY SALUTE TO THE FLAG

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

20-132 Council Briefing held on June 8, 2020

20-133 Regular Council Meeting held on June 15, 2020

20-134 Council Briefing held on June 22, 2020

ANNOUNCEMENTS

COURTESY OF THE FLOOR TO VISITORS

MAYOR AND CITY COUNCIL

20-135 Proclamation – July is Parks and Recreation Month

20-136 Proclamation – Carol Westmoreland Day

CITY CLERK

CITY MANAGER

20-137 Accept/Reject the Monthly Financial Reports for the Month of June 2020

20-138 Approve/Disapprove the External Assessment of our ERP Project by Gartner, Inc.

20-139 Approve/Disapprove Additional Funding in the Amount of $3,000 for Dial-a-Ride Vehicle Repairs and Maintenance

20-140 Approve/Disapprove an Expenditure of $51,653 for the Purchase of Equipment and Other Services to Enhance the Operation of the Downtown Camera System

20-141 Approve/Disapprove Bid Number 1920-06, Wetwell Tank & Pipe Cleaning, & TV Inspection Services to UPT Inc. (Primary) for Parts A, B, C & D and to EnviroWaste Services Group, Inc. (Alternate) for Parts A & B, Wind River Environmental dba Metro Rooter (Alternate) and FL Pipe Tec, Inc. (Alternate), for Parts C & D for a Period of Five (5) Years

20-142 Approve/Disapprove RFP Number 01-1920 Concrete Maintenance Installation and Repairs - Continuous Services for 36 Months to A.W.A Contracting Co. Inc. and Authorize the City Manager to Extend the Contract from One (1) Year Through Three (3) Years Length Each for a Total Contract Length Not to Exceed Six (6) Years

RESOLUTIONS

ORDINANCES

ADJOURNMENT

NOTICE

In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing a special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, extension 10, no later than one business day before the meeting.

You may use this website http://www.jacksonvillebeach.org/publichearinginfo to find information concerning the hearing process. This information is also available in the City Hall first floor display case.

Minutes of City Council Briefing
Monday, June 8, 2020 – 6:00 P.M.
Via Video Conference

The Council Briefing began at 6:00 P.M. The meeting was held via video conference using the Zoom platform.

The following City Council Members were in attendance:

Mayor: William C. Latham

Council Members: Keith Doherty (absent) Georgette Dumont Sandy Golding Christine Hoffman Cory Nichols Phil Vogelsang

Also present was City Manager Mike Staffopoulos.

Purpose of Briefing
The purpose of the briefing was to update the Council Members about ongoing items in the City.

City Manager
Auditor Selection Committee
Chief Financial Officer Ashlie Gossett stated the Florida legislature recently made significant changes to Section 218.391 of the Florida Statutes regarding auditor selection procedures. These changes now require the local government to establish an auditor selection committee whose primary purpose is to assist the governing body in selecting an auditor to conduct the annual financial statement audit.

Ms. Gossett stated the composition of the committee would be as follows:
- Must consist of at least three members
- At least one member must be a member of the governing body and shall serve as the chair of the committee
- The committee meetings shall be publicly noticed and have minutes recorded like any other City Board

Ms. Gossett asked for direction from Council regarding the following:
- What method of appointing members should staff proceed with?
- How many members should serve on the committee?
- Should staff bring forward a one-year extension with its current auditor, Purvis, Gray, and Company?

Conversation ensued regarding the topic, and the following was the consensus among Council:
- Auditor Selection Committee would be comprised of one elected official and two members of the community with an appropriate financial background
- Mr. Nichols and Ms. Golding volunteered to be the elected official on the committee with further discussion of details regarding the responsibilities with the City Manager
- Prepare a contract for a one-year extension of the current auditor, Purvis, Gray, and Company and include an additional option for another one-year renewal if needed

- Forming the committee would be postponed until the newly elected Council are sworn in after the November 2020 election

CleanDarkFlat Campaign

Deputy City Manager Karen Nelson reviewed the #CleanDarkFlat campaign PowerPoint [on file]. Ms. Nelson stated the City of Jacksonville Beach and Beaches Energy are partnering with the Beaches Sea Turtle Patrol to promote #CleanDarkFlat at the beaches this sea turtle nesting season. Ms. Nelson stated the campaign objective was to raise awareness of #CleanDarkFlat sea turtle safety tips with an energizing campaign that also engages local coffee shops.

Ms. Nelson stated people would be able to ask for a "Clean Dark Flat" at a participating local coffee shop and donate $10 to receive your coffee in a 2020 #CleanDarkFlat mug and decal. All proceeds go to the Beaches Sea Turtle Patrol to help fund their work. The cost of the project is $20,670, with $12,000 coming from Public Works and $8,670 from Beaches Energy Services.

Ms. Golding suggested having #CleanDarkFlat campaign flyers displayed at local hotels to help with awareness of the sea turtles.

Ms. Nelson stated the City would move forward with this project for the current sea turtle season.

CRA TIF Reduction

Director of Planning and Development Bill Mann stated an ordinance for the Community Redevelopment Agency (CRA) TIF (Tax Increment Financing) Reduction is scheduled for first reading at the June 15, 2020, Council meeting.

Mr. Mann reviewed the history of TIF funding projects from 1989 for the south end CRA District. Mr. Mann stated in 2019 the CRA approved the year-end fund balance appropriation for the south end district. For the first time since the district was established in 1986, the district's fund balance exceeded the project estimates. As per Florida Statutes, the excess funds were returned to the taxing authorities, which was identified in the CRA's year-end budget approval. The City of Jacksonville (COJ) received over $3 million on April 24, 2020, and $1.49 million was returned to the City of Jacksonville Beach's (COJB) General Fund. Currently, the CRA continues to implement the remaining components of the south end redevelopment plan.

Mr. Mann stated the proposed budget reduction was discussed initially by Council in last year's budget process as well as when the 2021 budget assumptions were presented. Mr. Mann stated City Administration and staff are now proposing a reduction in the annual amount from each taxing authority of COJ and COJB, from 95% to 50%. The 50% level is the lowest percentage allowed in the Florida Statutes. The proposed budget reduction is based on build-out to date in the south end and a shift of focus from capital construction to infrastructure maintenance.

Conversation ensued regarding possible projects to be completed to utilize the full amount of the south end TIF funds. Additional options regarding not reducing funds, including temporary modifications or gradual modifications to the TIF funding, were discussed.

DRAFT

Mr. Staffopoulos stated some of the long term financial projects for the City were reliant on the reduction of the south end TIF funds, and revenues from the south end reduction would be coming back to the City's General Fund. Mr. Staffopoulos stated if Council desires not to proceed with the reduction, staff would need to ask for additional time to calculate the fiscal impact on the City's budget.

The consensus of Council was to postpone this item to allow staff to review the financial impact of not reducing the TIF funds and losing the revenues from the reduction into the City's General Fund and until the CRA completes a project analysis.

Lakeside Drive Gate

City Attorney Chris Ambrosio stated he would present an amended resolution to Council at the June 15, 2020, Council meeting for the initial resolution (Res. No. 2047-2019) regarding the Lakeside Drive gate. The amended version would include the following:

- Additional whereas clauses regarding low-speed vehicles
- Specific information regarding the type of gate used for closing the road

Mr. Ambrosio stated it was a unanimous decision between the City's Public Works Department, Police Department, and the City of Jacksonville Fire and Rescue Department to install a manually operated gate on Lakeside Drive.

The briefing adjourned at 7:03 P.M.

Submitted by: Jodilynn Byrd
Administrative Assistant

Approved:

_____
William C. Latham, MAYOR

Date: _____

DRAFT

Minutes of Regular City Council Meeting
held Monday, June 15, 2020, at 6:00 P.M.
via Video Conference
Jacksonville Beach, Florida

STATEMENT OF THE MAYOR:

Mayor Charlie Latham made the following statement:
"Governor Ron DeSantis' Executive Order No. 20-139, extended Executive Order No. 20-69, which authorizes local government bodies to continue to conduct meetings without an in-person quorum at any specific location, and they can continue to hold meetings using communications media technology (CMT).

On April 6, 2020, the City of Jacksonville Beach City Council further approved at their public meeting the use of CMT and alternative start times to conduct their Council meetings and briefings.

Accordingly, this City Council meeting is being held in a modified manner using CMT. The Council, staff and the public are not physically present in City Hall tonight.

In a moment, the City Attorney will explain the CMT procedures and adaptations for public attendance and public comment that have been put in place and being utilized.

The City Council members and City personnel are appearing through CMT."

OPENING CEREMONIES:

In lieu of the Invocation, Mayor Latham asked everyone to join in a moment of silence as the country experiences social discourse, followed by the Pledge of Allegiance.

CALL TO ORDER:

Mayor Latham called the meeting to order at 6:00 P.M.

Mayor Latham invited City Attorney Chris Ambrosio to state the CMT procedures and adaptations being utilized for this meeting.

City Attorney Chris Ambrosio explained the CMT instructions and opportunities for the public to attend and participate were published on various platforms in a public notice [*on file*] and went over the options.

ROLL CALL:

Mayor: William C. Latham

Council Members:	Keith Doherty	Georgette Dumont	Sandy Golding
	Christine Hoffman	Cory Nichols	Phil Vogelsang (absent)

Also present were City Manager Mike Staffopoulos, City Attorney Chris Ambrosio, and City Clerk Laurie Scott.

APPROVAL OF MINUTES:

Motion: It was moved by Ms. Hoffman, seconded by Ms. Dumont, and passed unanimously to approve the following minutes:

- Regular Council Meeting held on June 1, 2020

DRAFT

ANNOUNCEMENTS:

Ms. Golding spoke with City of Jacksonville Council Member Rory Diamond about the Penman Road lighted pedestrian crosswalks. She stated 4th Avenue North is being installed now, and the other two located at 8th Avenue North and 15th Avenue North are going through design work. Ms. Golding also announced Beaches Watch would hold a virtual police panel meeting on July 8, 2020. All three Chiefs of Police from the Beaches would discuss public safety and citizens would be able to ask questions.

Ms. Hoffman announced the Beaches Museum would re-open to the public on June 30, 2020.

Mr. Doherty spoke about the recent COVID-19 outbreak at some establishments. He stated bar and restaurant business owners were proactive in closing down for cleaning and testing. He said COVID-19 was still here, and citizens and business owners needed to be cautious.

Ms. Dumont announced the Rhoda L. Martin Cultural Heritage Center would hold an event on June 27, 2020. There would be a new exhibit and gift shop.

Mr. Nichols mentioned he had been contacted about the sidewalk work the City of Jacksonville (COJ) did on Penman Road. He explained the sidewalk was damaged, and COJ was doing safety repairs. Their contractor, who is doing the ADA (Americans with Disabilities Act), is also tasked with repairs in the area. He said the full renovation of Penman Road is coming in the near future. Mr. Nichols also cautioned about having events while businesses are shutting down.

COURTESY OF THE FLOOR TO VISITORS:

Mayor Latham extended Courtesy of the Floor to visitors.

- Kassidy Kinkel, 402 14th Avenue South, Unit C, Jacksonville Beach, spoke on behalf of The Surfrider Foundation about the concerns of Expanded Polystyrene foam at the Margaritaville construction site. She explained how it harms the environment and asked for the construction site to be held responsible for containment and proper disposal. She offered the assistance of The Surfrider Foundation to help with the issue.

- Rick Catlett, President of the Gator Bowl, 1 Gator Bowl Boulevard, Jacksonville, spoke in favor of the Deck the Chairs agenda item [Item #20-122].

Ms. Scott advised the remaining Courtesy of the Floor comments submitted were related to Item 20-122, and she would read the comments when the item came up.

CITY CLERK:

Item #20-121 – Reappoint/Appoint One Member to the Community Redevelopment Agency for New Four-Year Term, Expiring on December 31, 2023, or Consider Appointing Other Applicants

Mayor Latham stated interviews were held on June 5, 2020. There were a couple of applicants who listed the Community Redevelopment Agency (CRA) as their first board choice in addition to Jeff Jones, who is requesting reappointment.

Ms. Golding nominated Jeff Jones for reappointment to the CRA. The nomination was seconded by Ms. Dumont. There were no other nominations put forward.

Motion: It was moved by Ms. Hoffman and seconded by Mr. Doherty to reappoint Jeff Jones to the Community Redevelopment Agency for a new 4-year term expiring on December 31, 2023.

Roll Call Vote: Ayes – Doherty, Dumont, Golding, Hoffman, Nichols, Mayor Latham
The motion passed 6-0.

Mayor Latham suggested the Chair of the related board should be invited to participate in the interview process in the future. Mr. Ambrosio added the staff member relevant to the board should also be included.

MAYOR AND CITY COUNCIL: *No items.*

CITY MANAGER:

Item #20-122 – Approve/Disapprove an Agreement with Deck the Chairs, Inc. for the Planning and Operation of the Deck the Chairs Event for a Three-Year Term Commencing January 11, 2021

Mr. Staffopoulos explained this item is for a new three-year agreement with Deck the Chairs. At the March 2, 2020, Council Briefing, the consensus was for staff to negotiate a new three-year agreement, including the City's right to audit. He reviewed the highlights of the new agreement. Mr. Staffopoulos added Deck the Chairs was the number one family-friendly event on a survey conducted by the Parks and Recreation Department.

Motion: It was moved by Ms. Hoffman and seconded by Ms. Dumont to approve an agreement with Deck the Chairs, Inc. for the planning and operation of the Deck the Chairs event for a three-year term commencing January 11, 2021.

Mayor Latham opened up the floor for public comments.

The following spoke in support of the agenda item:

- Kurtis Loftus, 348 Aquatic Drive, Atlantic Beach
- Ken Marsh, 2011 Gail Avenue, Jacksonville Beach
- Anne Marie Moquin, 587 Beach Avenue, Atlantic Beach

The following spoke in opposition to the agenda item:

- Ross Thompson, 1016 1st Street South, Jacksonville Beach

Communications Manager Jacob Board advised Malcolm Marvin, 66 Oakwood Road, Jacksonville Beach, had registered to speak but was not present in CMT.

Ms. Scott read submitted comments in support of the agenda item into the record [on file]:

- Jeanell Wilson, 2014 South Oceanfront, Jacksonville Beach – "Deck the Chairs has become an important community event that has grown each year and is a family-friendly event that we have said we aspire to have. Not only does it attract our own citizens, but attracts others from surrounding areas that attend and spend money in our shops and restaurants. This idea was born after the City of Jacksonville Beach had no holiday decorations one December. A small group of ladies from Pablo Towers came to our City Council meeting one night to plead for reinstating holiday decorations. In trying to decide exactly what we should do, Kurtis Loftus presented an idea for Deck the Chairs, which would provide holiday decorations as well as be a benefit/fundraiser for the Lifeguards. Thus, the theme of the decorated lifeguard chairs. It started out small the first year and now has grown into a regional attraction. It was suggested at a Council workshop that we put it out for bid and see what other ideas would be presented. Normally, I would be in favor of that. However, with the occurrences of this year with the pandemic and protest marches, I feel we need the stability of continuing the Deck the Chairs tradition. Therefore, I urge you to approve the contract extension with Deck the Chairs. Thank you, Jeanell Wilson."

- Laura Kurtz, 1290 3rd Avenue North, Jacksonville Beach – "My vote is a resounding yes for this. Deck the Chairs has become the highlight of the holidays in our community. I am fortunate enough to have children who are now college/high school and were able to grow up enjoying this most magical event and continue to enjoy it and participate as almost adults. It is so professionally organized, and every year it just gets better. It continues to bring such positivity and happiness to our community. One of the best investments for our city by far."

- JoAnn Lee, 33 Alhambra Street, Ponte Vedra Beach – "Deck the Chairs is an inspiring, all-inclusive, family-friendly event that brings together fun, fantasy, creativity, education, religion, music, social interaction, and all set in a most magical oceanfront setting involving scores of volunteers. Utilizing the lifeguard chair as its symbol of vigilance, strength, skill, patience, wellness, and hope is brilliant."

- Linda Fogg, 4514 Middleton Park Circle East, Jacksonville – "I hope tonight that you extend the three-year contract of Deck the Chairs. It is the best event that Jax Beach has helped to sponsor. People have come from many different places outside of this area. They come to share a family experience that exceeds their expectation. I've been a volunteer with DTC for numerous years, so I can speak from personal knowledge. The people who attend this month-long event all share the love and joy of the season and also gain an education about how sensitive our beach and ocean is connected to us. This event needs to receive this continuous contract, which is so beneficial to both people, businesses, and the best PR for Jacksonville Beach. Linda K Fogg, a beach resident for over 73 years."

- Colette Sellers, 115 3rd Street South, Jacksonville Beach – "Deck the Chairs has been the most family-friendly event that our City has hosted in many years. The idea has caught the imagination of children of all ages. From the dog sled so lovely cared for by Maria and Stephon to Jelly Fish Park, to the eclectic Tree with the beautiful light show, to forty plus displays from our businesses and civic and charitable associations, hundreds of us wait and watch for the displays to be built and come out night after night to walk through the wonderland. Children, grandparents, hot chocolate lovers come to visit. Curtis and

DRAFT

Margaret can be spotted every evening making sure the lights are working and serving snacks and hot drinks. They have inspired other groups to join in, such as the Beaches Go Green, who build the Jelly Fish Park to remind us to be better stewards of our Oceanfront Community. With all the love and hard work that hundreds of Jax Beach Citizens pour into this annual month-long project, which is now known throughout the United States, who has a better idea? It's one of a few achievements we can point to as a great family use our fantastic Latham Plaza. And not a beer in sight. We do not have a children's playground on the Plaza. We do have a very nice parade for 45 minutes one day a year and temporary rides set up during adult festivals. Now we have this great December month-long event. What do you have in mind that could top this Family Event? Respectfully, Colette Sellers."

- Reverend Nathan Loewen, 730 Paradise Lane, Atlantic Beach – "Good Evening Jacksonville Beach City Council. I want to thank you for allowing Deck the Chairs to operate over the past years. What it does for the community is amazing. It has taken a dark area and brought light. It is my families person favorite holiday adventure. We go several times each year. DTC has worked hard to showcase talent, art, and the community. I pray that you would consider continuing to allow DTC to partner with Jax Beach to provide this amazing community event and spirit. Yours in Christ, Reverend Nathan Loewen, Lead Pastor, First Christian Church of the Beaches, President of the Beaches Ministerial Association."

Discussion:
Discussion ensued related to the positive feedback about the event, the funding the City contributes, comments raised regarding potential IRS (Internal Revenue Service) issues, providing more comprehensive tracking of "in-kind" or cash donations, and auditing the financials.

Mr. Ambrosio stated direct funding and "in-kind" funding for events is at the discretion of the Council. Mr. Staffopoulos explained the $7,500 is restricted to specific uses identified in the agreement. Mr. Ambrosio advised he and Parks and Recreation Director Jason Phitides spoke to the Certified Public Accountant and the attorney for Deck the Chairs, and other, and concluded they had no issues with the expenditures or accounting.

Mr. Doherty suggested adding a crosswalk or closing in the area to address traffic issues and pedestrian safety concerns related to the event.

Mr. Nichols asked when this agreement comes up again to allow other members of the community the opportunity to propose other ideas for a holiday event.

Roll Call Vote: Ayes – Dumont, Golding, Hoffman, Nichols, Doherty, Mayor Latham
The motion passed 6-0.

Item #20-123 – Accept/Reject the Financial Report for the Month of May 2020

Motion: It was moved by Ms. Hoffman and seconded by Mr. Nichols to accept the financial reports for the month of May 2020.

Discussion:
There was no Council discussion.

Roll Call Vote: Ayes – Golding, Hoffman, Nichols, Doherty, Dumont, Mayor Latham
The motion passed 6-0.

Item #20-124 – Approve/Disapprove the Budget Workshop Schedule

Mr. Staffopoulos explained this item is to set the budget workshop schedule. The workshops allow the Council to see what is proposed for each department. He advised the Budget Showcase scheduled for July 31, 2020, would likely be a staggered event with departments rotating in and out in order to allow for the proper social distancing.

Motion: It was moved by Ms. Hoffman and seconded by Mr. Doherty to approve the Budget Workshop Schedule.

Discussion:
Ms. Hoffman advised she would be unable to make the first reading of the Budget Adoption scheduled on September 8, 2020.

Roll Call Vote: Ayes –Hoffman, Nichols, Doherty, Dumont, Golding, Mayor Latham
The motion passed 6-0.

Item #20-125 – Approve/Disapprove the First Amendment for a Renewal of the Agreement for Audit Services with Purvis, Gray and Company, LLC

Mr. Staffopoulos explained this item was for the First Amendment for audit services. The Council was made aware at a recent Council Briefing of the change to the state statute regarding the composition of an auditor selection committee. This amendment provides a one-year extension to the existing agreement with an option for an additional one-year renewal.

Motion: It was moved by Ms. Hoffman and seconded by Mr. Nichols to approve the First Amendment for a renewal of the agreement for audit services with Purvis, Gray and Company, LLC.

Chief Financial Officer Ashlie Gossett explained the State Audit is only required when the City has $750,000 in grant money issued from the State of Florida. It had not been needed in the past and is not anticipated this year, but the $2,500 amount was included to show potential costs.

Roll Call Vote: Ayes – Nichols, Doherty, Dumont, Golding, Hoffman, Mayor Latham
The motion passed 6-0.

Item #20-126 – Award/Reject RFP No. 02-1920 to Florida Blue for Group Medical and Prescription Insurance and to Wingate Insurance Group DBA Abentras for Benefits Broker Services

Mr. Staffopoulos explained the City had last gone out for an RFP (Request for Proposal) in 2012. Human Resources Director Ann Meuse stated the RFP was for group medical and prescription insurance and benefits broker services. Responses were received from three insurance companies – Aetna, Florida Blue, and United Health Care. Florida Blue was the lowest-cost provider. For benefits broker services, one response was received from Wingate Insurance Company, which is Abentras. Ms. Meuse advised the City is saving 7.5% on the health insurance, and there was also a reduction in fees from Abentras. Ms. Meuse explained the reduction in the cost of the health insurance was the result of competitive procurement.

Motion: It was moved by Ms. Hoffman and seconded by Mr. Nichols to award RFP No. 02-1920 to Florida Blue for group medical and prescriptive insurance and to Wingate Insurance Group DBA Abentras for benefits broker services.

Roll Call Vote: Ayes – Doherty, Dumont, Golding, Hoffman, Nichols, Mayor Latham
The motion passed 6-0.

Item #20-127 – Approve/Disapprove Removal and Replacement of an Existing Sanitary Sewer Manhole Located within the Intersection of Shetter Avenue and 10th Street South

Mr. Staffopoulos explained this item was for authorization to proceed with replacing a damaged sanitary sewer manhole located at Shetter Avenue and 10th Street South. Staff hoped to include the work as part of a larger Capital Improvement Project in 2023, but the condition of the location had gotten worse. The work needed to be done now to prevent the possibility of future collapse.

Motion: It was moved by Ms. Hoffman and seconded by Mr. Nichols to approve the removal and replacement of an existing sanitary sewer manhole located within the intersection of Shetter Avenue and 10th Street South.

Roll Call Vote: Ayes – Dumont, Golding, Hoffman, Nichols, Doherty, Mayor Latham
The motion passed 6-0.

Item #20-128 – Approve/Disapprove the Relocation of the Veterans Memorial to Oceanfront Park or Beaches Museum

Mr. Staffopoulos stated staff looked at locations to relocate the Veterans Memorial, currently located at the corner of Beach Boulevard and 2nd Street North. Golf Course Superintendent Trevor Hughes went over the three locations, one at Oceanfront Park and two location options at Beaches Museum.

Motion 1: It was moved by Ms. Hoffman and seconded by Mr. Nichols to approve the relocation of the Veterans Memorial to the Beaches Museum.

Mayor Latham opened up the floor for public comments.

- Ken Marsh, 2011 Gail Avenue, Jacksonville Beach, suggested tabling the item until the City consults with area veterans, families, and the community.

Ms. Scott read submitted comments submitted for this agenda item into the record [on file]:

- Jeanell Wilson, 2014 South Oceanfront, Jacksonville Beach – "Thank you for your consideration in moving the Veterans Memorial to a different location, which can be more accessible. While on the Council about three years ago, I was contacted by a citizen who is a veteran complaining that we did not have a Veterans Memorial. In checking and following up with him, I informed him we did have one. In the current location, it gets little attention, and most do not know that it exists, as he did not know. We started looking into it at that time. We are fortunate to have several City parks and areas for the relocation. However, I feel the Oceanfront Park at 5th Avenue South is the best location for visibility and accessibility. We already have a memorial in the same park with bricks for Breast Cancer Awareness that the Donna Run started a few years ago. This Veterans Memorial would be in keeping with that. This location offers an open area where a visitor could easily find it and have space to reflect while listening to the sounds of the ocean. In light of this, I urge you to relocate the Veterans Memorial to Oceanfront Park. Thank you, Jeanell Wilson."

- Colette Sellers, 115 3rd Street South, Jacksonville Beach – "We have a beautiful park on the Oceanfront at 5th Avenue South where kids play kickball, little dogs run in circles on the green, ladies sit on the stone stools and chat. People leaving the beach love to stroll through. Since we are like the United Nations, families with strollers learning our customs and language walk to their cars through this beautiful area. Many folks enjoy the UNF sculptures across the street and take selfies with the boy & the dolphin or on the staircase, an oddity in Jax Beach. This park, that was the entrance to our beloved old pier, is a wonderful place to honor our Veterans by creating a circle with the plaques and flags of our six services. I think we should choose this park that offers an inspiring spot for reflection, with balmy ocean breezes, to remember those men and women who protected our freedom, often on other beaches throughout the world. Respectfully, Colette Sellers."

Discussion:
A lengthy discussion ensued. Several Council members indicated they had spoken with area veterans. Each Council member addressed the benefits and negatives of each proposed location.

Mr. Doherty asked the Council to consider dedicating the memorial to local Jacksonville Beach resident Gunnery Sergeant Benjamin Chitgo, who died in Vietnam in 1967, leaving four children who still live on 8th Avenue North. His preference is the Beaches Museum Central location.

Ms. Golding advised Commander Prosser with VFW (Veterans of Foreign Wars) Post 3270 polled the membership, and their preference was Oceanfront Park.

Ms. Hoffman disclosed she had an affiliation with the Beaches Museum, but the motion does not present any special gain to her or the organization. She preferred the Beaches Museum site.

Ms. Dumont supported Oceanfront Park.

Mr. Nichols suggested taking a look at Gonzales Park. He believed the Council should delay the vote.

Mayor Latham preferred Oceanfront Park.

Motion 2: It was moved by Mr. Nichols and seconded by Mr. Doherty to delay the vote until the July 20, 2020, Council meeting.

Mr. Ambrosio advised Ms. Hoffman didn't specify which of the two Beaches Museum locations she was recommending for approval in her original motion.

Amended Motion 1: It was moved by Ms. Hoffman and seconded by Mr. Doherty to amend her original motion to specify the Museum Central location.

Roll Call Vote: Ayes –Hoffman, Nichols, Doherty
Nays **–** Golding, Dumont, Mayor Latham
Motion 1 failed 3-3.

Restated Motion 2: It was moved by Mr. Nichols and seconded by Mr. Doherty to postpone until staff can review any other location, specifically Gonzales Park, and have a vote at a later time.

Discussion:
Ms. Hoffman stated of the previous six locations staff brought forward, none were more favorable than Oceanfront Park. Ms. Golding mentioned Gonzales Park was brought up before, and there was discussion. It was not a suitable location because there are other ideas for the park.

Roll Call Vote: Ayes –Nichols, Doherty
Nays **–** Hoffman, Dumont, Golding, Mayor Latham
Motion 2 failed 4-2.

Motion 3: It was moved by Ms. Dumont and seconded by Ms. Golding to move the Veterans Memorial Park to the Oceanfront Park

Roll Call Vote: Ayes –Doherty, Dumont, Golding, Hoffman, Mayor Latham
Nays **–** Nichols,
Motion 3 passed 5-1.

RESOLUTIONS:
Item #20-129 – RESOLUTION NO. 2056-2020

Mayor Latham requested the City Clerk read Resolution No. 2056-2020 by title only, whereupon Ms. Scott read the following:

> **A RESOLUTION BY THE CITY OF JACKSONVILLE BEACH, FLORIDA, ESTABLISHING GOLF COURSE FEES; PROVIDING DEFINITIONS AND GUIDELINES FOR THE GOLF OPERATIONS POLICIES; DELEGATING AUTHORITY TO THE CITY MANAGER; REPEALING RESOLUTION NO. 2029-2019 AND PROVIDING AN EFFECTIVE DATE.**

DRAFT

Motion: It was moved by Ms. Hoffman and seconded by Ms. Dumont to adopt Resolution No. 2056-2020 and its Attachment A establishing driving range rates for the Jacksonville Beach Golf Course.

There was no discussion by Council.

Roll Call Vote: Ayes –Doherty, Dumont, Golding, Hoffman, Nichols, Mayor Latham
The motion passed 6-0.

Item #20-130 – RESOLUTION NO. 2054-2020

Mayor Latham requested the City Clerk read Resolution No. 2054-2020 by title only, whereupon Ms. Scott read the following:

> **A RESOLUTION AMENDING RESOLUTION NO. 2047-2019 BY THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO INCORPORATE NEW RESEARCH RESULTS AND COUNCIL DECISIONS IN THE MATTER KNOWN AS THE LAKESIDE DRIVE GATE; DECLARING VALID PUBLIC PURPOSES FOR A MANUALLY OPERATED GATE TO REMAIN PERMANENTLY CLOSED WITH EXCEPTION FOR KINGS ROAD BRIDGE CLOSURES, CERTAIN EMERGENCY EVENTS AND PUBLIC SERVICES; PROVIDING FOR LEGISLATIVE FINDINGS, COUNCIL AUTHORITY, STAFF DIRECTIONS, PUBLIC PURPOSES, REPEAL OF PRIOR INCONSISTENT RESOLUTIONS AND DECISIONS, SEVERABILITY, AND AN EFFECTIVE DATE.**

Motion: It was moved by Ms. Hoffman and seconded by Mr. Nichols to adopt Resolution No. 2054-2020 to amend Resolution No. 2047-2019 to incorporate new research, reports, and Council decisions concerning the Lakeside Drive gate matter.

Mr. Ambrosio reviewed the updated information being incorporated into the resolution, including multiple public agencies advising a manual gate was sufficient for their services, and a low-speed vehicle pathway should not be included.

Roll Call Vote: Ayes –Dumont, Golding, Hoffman, Nichols, Doherty, Mayor Latham
The motion passed 6-0.

<u>ORDINANCES</u>:
Item #20-131 – ORDINANCE NO. 2020-8144 (Second Reading)

Mayor Latham requested the City Clerk read Ordinance No. 2020-8144 by title only, whereupon Ms. Scott read the following:

> **"AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, ADOPTING AMENDMENTS TO THE JACKSONVILLE BEACH 2030 COMPREHENSIVE PLAN COASTAL MANAGEMENT**

DRAFT

ELEMENT, TO ADOPT NEW POLICIES AND OBJECTIVES TO MEET THE PERIL OF FLOOD REQUIREMENTS OF SECTION 163.3178(2)(f), FLORIDA STATUTES, PROVIDING DIRECTIONS TO THE PLANNING AND DEVELOPMENT DEPARTMENT; ESTABLISHING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE."

Mayor Latham read the following:
"This ordinance for the amendment to the text of the 2030 Comprehensive Plan is before this Council for a public hearing and adoption on its second reading. Under the laws of the State of Florida, an ordinance which changes the text of any Element of the City's 2030 Comprehensive Plan, is a 'quasi-legislative' proceeding. A quasi-legislative proceeding means that a governing body is acting in its rule-making capacity.

It is the duty of the Council to arrive at sound decisions regarding proposed changes to the text of the adopted 2030 Comprehensive Plan. This includes receiving citizen input regarding any proposed text change.

The application has been reviewed by Staff and the Planning Commission for consistency with other portions of the Comprehensive Plan. The Council may hear from all interested parties in the legislative determination of an amendment to the text of the City's 2030 Comprehensive Plan.

The Council's decision on a Comprehensive Plan amendment application is based on the criteria set forth in Section 34-182 of the Land Development Code. Each member of the Council has been provided a copy of the criteria."

Public Hearing:
No one registered to speak on this item, and no public comments were submitted.

Ex Parte:
Mayor Latham closed the public hearing and read the following:
"Before requesting a motion on this ordinance, beginning with myself, each of the members is requested to indicate for the record both the names of persons and the substance of any ex parte communications regarding this application. An *ex parte* communication refers to any meeting or discussion with a person or citizen who may have an interest in this decision, which occurred outside of the public hearing process."

All Council members indicated they had not received any ex parte communications.

Motion: It was moved by Ms. Hoffman and seconded by Mr. Nichols to adopt Ordinance No. 2020-8144, adopting text amendments to the Jacksonville Beach 2030 Comprehensive Plan, related to the "Peril of Flood" requirements of Florida Statutes.

Mayor Latham read the following statement for the record:
"Before opening the floor for discussion or questions by the Council, please be reminded that our decision will be based on the criteria set forth in the Land Development Code, Staff's report, the recommendation of the Planning Commission and the public input at all hearings."

Discussion:
There was no discussion by the Council.

Roll Call Vote: Ayes –Golding, Hoffman, Nichols, Doherty, Dumont, Mayor Latham
The motion passed 6-0.

ADJOURNMENT:
Prior to adjournment, Mr. Ambrosio advised the City's code does not state what the board candidate interview panel should consist of; therefore, the chair of a board could participate on the panel.

Mr. Ambrosio stated he had previously asked for a closed-door session regarding the SLG case, and he is going to postpone it until the Council returns to in-person meetings.

Mr. Staffopoulos stated the City recently completed its Community Conversations with the public. A business Community Conversation had been scheduled on June 17, 2020, with several business owners utilizing CMT.

There being no further business, the meeting adjourned at 8:12 P.M.

Submitted by: Laurie Scott
City Clerk

Approval:

_____
William C. Latham, MAYOR

Date: _____

LS: sg

DRAFT

Minutes of City Council Briefing
Monday, June 22, 2020 – 6:00 P.M.
Via Video Conference

The Council Briefing began at 6:00 P.M. The meeting was held via video conference using the Zoom platform.

The following City Council Members were in attendance:

Mayor: William C. Latham

Council Members: Keith Doherty (absent), Georgette Dumont, Sandy Golding, Christine Hoffman, Cory Nichols, Phil Vogelsang

Also present was City Manager Mike Staffopoulos.

Purpose of Briefing
The purpose of the Briefing was to update the Council Members about ongoing items in the City.

City Manager
External Auditors Review FY2019 Comprehensive Annual Financial Report (CAFR)
Chief Financial Officer Ashlie Gossett introduced Ryan Tucker and Meagan Camp, Financial Auditors with Purvis Gray & Company, LLP.

Mr. Tucker reviewed the External Auditors Review FY2019 CAFR [on file]. Mr. Tucker stated the City is in good financial standing.

Use of external ERP audit
Mr. Staffopoulos stated the new ERP (Enterprise Resource Management) project is planned to replace the current financial computer system (Sunguard) the City has been using since 1989. The new ERP system implementation has been separated into three phases:

- Financials
- Payroll and Human Resources
- Utility Billing

As the financial portion of the new ERP system is operating, Mr. Staffopoulos stated there are issues with the conversions for the HR/Payroll portion and the Utility Billing portion as well. Mr. Staffopoulos stated City Administration is not sure what the cause is, but they are recommending an independent consultant review the project to determine the following issues:

- Limitations to the software
- Level of support the City is receiving from the vendor
- Change of staff in the City
- Need for customization of the software

Mr. Staffopoulos stated the current budget for this project includes $100,000 for outside assistance, and the consultant fee would be taken from the line item in the budget.

Mr. Staffopoulos stated the budget for the ERP project is $1.9 million, and approximately $1.1 million has been spent. Approximately $830,000 remains in the budget for the remaining two phases. Mr. Staffopoulos stated before proceeding any further in the conversion project, the City needs to know if the project is going to work correctly and meet the City's needs.

Mr. Staffopoulos stated the consensus from Council was to proceed with hiring a consultant to audit the progress on the ERP project.

Emergency water repair

Director of Public Works Dennis Barron updated Council with a presentation [on file] regarding the water line break and repair under A1A. Mr. Barron stated the broken pipe was intended to be part of a previous repair project but was never replaced. Conversation ensued regarding concerns for tracing back how and why the old pipe was not repaired and included in the previous project as scheduled. Mr. Barron stated research is being done, and focus is being placed on updated and accurate GIS maps and the attempt to be proactive on monitoring other pipes in the area for leaks.

Local COVID-19 update

Mr. Staffopoulos stated he and Mayor Latham, in conjunction with the Mayors of Neptune and Atlantic Beach, are closely monitoring the change in data related to COVID-19 within the three beach communities. Conversation between the beach communities has taken place regarding whether or not additional actions or precautions should be taken at this time. Mr. Staffopoulos stated no decisions had been made at this time, but the current situation is being monitored closely.

Mayor Latham stated after doing a lot of research, at this time, the City of Jacksonville Beach would not make wearing masks mandatory.

Topics for upcoming Council Briefing on July 20, 2020

Mr. Staffopoulos stated the next City Council Briefing would be on July 20, 2020, and would possibly be an in-person meeting dependent on the possible extension of Executive Order NO. 2020-02 to allow the use of Communication Media Technology (CMT) for public meetings. Mr. Staffopoulos stated half of the briefing time would be reserved for Council discussion. Conversation ensued regarding topics from Council members to be discussed at the next Briefing.

The Briefing adjourned at 7:03 P.M.

Submitted by: Jodilynn Byrd
Administrative Assistant

Approved:

_____
William C. Latham, MAYOR

Date: _____

DRAFT

Proclamation

Whereas, the City of Jacksonville Beach parks and recreation facilities and programs are an integral part of the community, they foster and enhance the health and well-being of residents of all ages; and

Whereas, the City's parks and recreation facilities and programs provide a better quality of life for citizens, provide enriching experiences for families and groups, provide economic opportunities for the community, and preserve and enhance the natural environment in our region; and

Whereas, the City offers a variety of parks and recreation opportunities designed for all ages and interests, including popular recreation and athletic programs such as adult softball and flag football, youth baseball, Pop Warner football, girls softball and cheerleading, special community events such as Deck the Chairs, beach events, senior and youth activities at Carver Center, natural exploration at Cradle Creek Preserve, tennis at Huguenot Park, golf at Jacksonville Beach Golf Club, the Paws Park dog park, many interactive playgrounds, and outstanding skateboarding, basketball, volleyball and tennis facilities at South Beach Park; and

Whereas, the City's parks and recreation programs increase economic prosperity and property values, expand the local tax base, increase tourism, attract and retain business, and foster cooperative commercial relationships through its athletic leagues and events; and

Whereas, the City's parks and natural recreation areas such as Huguenot Park, 12th Avenue South Park, Cradle Creek Preserve, and the Jacksonville Beach Golf Course, improve water quality, protect groundwater, prevent flooding, improve air quality, provide vegetative buffers to development, conserve natural wildlife habitats, and preserve open spaces; and

Whereas, the City's parks and natural recreation areas such as Cradle Creek Preserve, Tall Pines Park, Gonzales Park, Oceanfront Park and Latham Plaza and Seawalk Pavilion, ensure the ecological beauty of our community and provide a place for children and adults to connect with natural and experience the outdoors in safe and clean environments; and

Whereas, the United States House of Representatives has designated July as Parks and Recreation Month, and the City of Jacksonville Beach recognizes the many essential benefits derived from the City's parks and recreation resources.

Now, Therefore, I, William C. Latham, Mayor of the City of Jacksonville Beach, by virtue of the authority vested in me, do hereby proclaim July 2020 as

Parks and Recreation Month

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Jacksonville Beach to be affixed this 20th day of July, 2020.

_____

William C. Latham, Mayor

DRAFT

Proclamation

Whereas, redevelopment is an essential component of any local government's planning program and is a foundation for the quality of life across Florida, both for its economic partnerships to revitalize an area, its beautification efforts, its upgrading of infrastructure, and overall improvement to the natural aging of Florida's assets; and

Whereas, the statewide organization known as the Florida Redevelopment Association is well known for its efforts to coordinate and share best practices and to improve the functioning of redevelopment agencies throughout the Sunshine State; and

Whereas, the Florida Redevelopment Association has been blessed to have Carol Marchner Westmoreland serve as Executive Director since January of 1988, and her three decades of leadership, representation, advocacy and service have been exemplary; and

Whereas, Carol's reputation as FRA's chief advocate before the Florida legislature is legendary, as is her unfailing support for all aspects of the administrative, political, intergovernmental, and professional needs of the many districts and agencies tied to county and municipal redevelopment in this state, and her energies, devotion, creativity, inspiration and enthusiasm will not easily be duplicated and Carol will be genuinely and sorely missed; and

Whereas, Carol announced her retirement to be effective on June 30, 2020, and this is a worthy cause for heartfelt recognition and sincere celebration, and as such Carol is wished the very best in this new chapter of her life.

Now, Therefore, I, William C. Latham, Mayor of the City of Jacksonville Beach, by virtue of the authority vested in me, do hereby proclaim October 15, 2020, as

Carol Westmoreland Day

In Witness Whereof, I have hereunto set my hand and caused the Seal of the City of Jacksonville Beach to be affixed this 20th day of July, 2020.

_____

William C. Latham, Mayor

DRAFT

City of
Jacksonville Beach
City Hall
11 North Third Street
Jacksonville Beach
FL 32250
Phone: 904.247.6274

www.jacksonvillebeach.org

MEMORANDUM

TO: Michael Staffopoulos, City Manager
FROM: Ashlie Gossett, Chief Financial Officer
SUBJECT: Monthly Financial Reports for June 2020
DATE: July 9, 2020

Summary

The Summary Budget Reports show the cumulative actual revenues and expenditures compared to the actual amounts at the same point in time as last fiscal year. Exhibit 7 of the Summary Budget Reports compares actual revenues and expenditures to budget in total by fund. These financial reports are prepared on a cash basis.

Exhibit 1 - General Fund Revenues

General Fund revenues are slightly ahead of last year on a percentage of budget basis. We received the annual ad valorem tax distributions in December, bringing the tax revenue-to-date to 87.28% of the annual budget. The increase in permit revenues is largely attributable to the Springhill Suites project.

The decreases in both Charges for Services and Miscellaneous Revenue from the prior year is primarily due to the suspension of recreation programs and facility rentals since April in response to the COVID-19 pandemic.

Exhibit 2 - General Fund Expenditures

General Fund Expenditures are slightly under the prior year expenditures on a percentage of budget basis. Total year to date expenditures in the General Fund are under budget by 8.93% and behind last year by 0.24%. The increase in Fire Department expenditures is due to compensated absence payouts and a lump sum contribution to the Fire Pension Plan as part of the Fire Services Agreement.

Exhibit 3 - Enterprise Fund Revenues

Enterprise Fund Revenues are 5.71% lower than the prior year revenues on a percentage of budget basis. Total year to date Electric Fund Revenues are 6.05% under amounts budgeted. This decrease is attributable to the suspension of the bulk power cost portion of the electric rate in the months of October, April, and May as well as an overall reduction in customer consumption compared to the same period in the prior year. Natural Gas consumption also decreased from the prior year, attributing to this fund's decline in revenues. The Golf Course year-to-year variance is a result of almost 40 fewer operational days in the prior year as the course reopened to the public in November 2018.

Exhibit 4 - Enterprise Fund Expenditures

Total expenditures in the Enterprise Funds are 21.04% under budget for the current year. The dollar variance from prior year in both Electric and Natural Gas expenses are due primarily to lower consumption as well as reduced power and gas costs from our suppliers. Water & Sewer expenses were higher in the prior year due to the timing of capital projects. The Sanitation Fund purchased a new street sweeper in the current year for $213,891 attributing to the increase over the prior year.

Exhibit 5 – Special Revenue Fund Revenues

Revenues in the Special Revenue Funds are 15.77% ahead of last year on a percentage basis. We received the annual tax increment distributions in December bringing revenue-to-date slightly over the annual budget. Convention Development revenues reflect activity through the month of April and the year-to-year decrease can be attributed to the *Safer at Home* orders issued as result of the COVID-19 pandemic.

Exhibit 6 - Special Revenue Fund Expenditures

In total, Special Revenue Fund expenditures are under budget for the current year but 15.46% higher than last year on a percentage of budget basis. Spring City sponsored special events were canceled this year in response to the COVID-19 pandemic, reducing the overall expenditures in the Convention Development Fund. Infrastructure Surtax debt was retired in March 2019, reducing the overall budget and expenditures in this fund for the current year. The year-to-year variance in the Tax Increment Funds is due to the timing of capital project expenditures. Community Development Block Grant Fund expenditures will be reimbursed by grant funding.

Exhibit 7 - Summary Revenues and Expenditures

- Expenditures in the Convention Development Fund exceed revenues due to the timing of revenue receipts from the City of Jacksonville. Revenues are typically received 60 days after the month ends. Additionally, March and April 2020 revenues declined by $64,351 (68%) compared to the same time in the prior year, largely due to COVID-19 *Safer at Home* orders.
- Revenues in the Electric Utility are less than anticipated due a suspension in the bulk power cost adjustment in the months of October, April, and May.
- The unfavorable variance in Natural Gas Utility revenues is largely attributable to an 8.7% decrease in consumption compared to the same time in the prior year.
- The net income shown for the Electric Fund is overstated because monthly power bills are paid in arrears to FMPA.

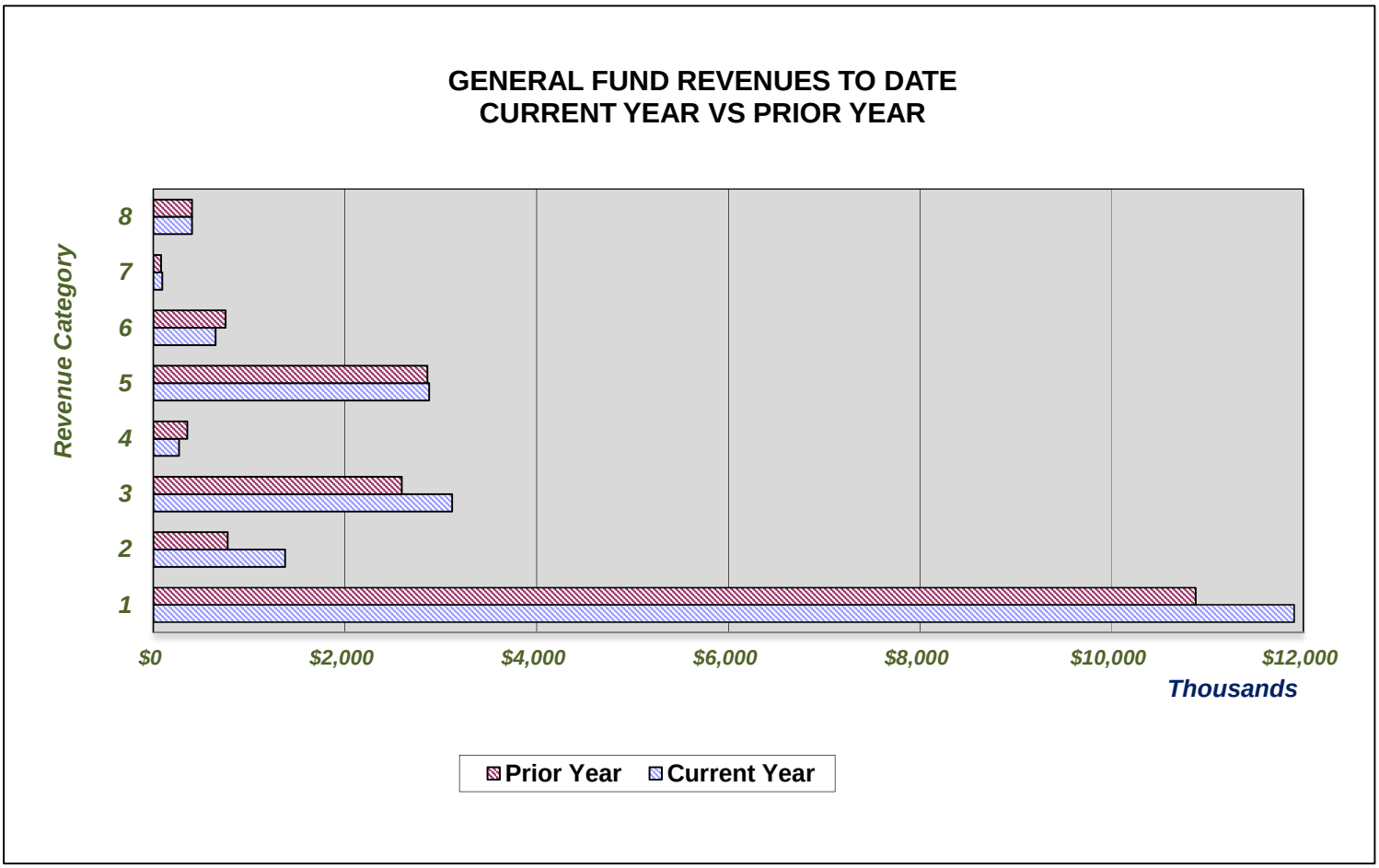
Requested Action

Accept/Reject the financial reports for the month of June 2020, as submitted by the Chief Financial Officer.

Summary Budget Revenue Report
June 30, 2020
(74.86% of year has elapsed)

EXHIBIT 1 - GENERAL FUND REVENUES

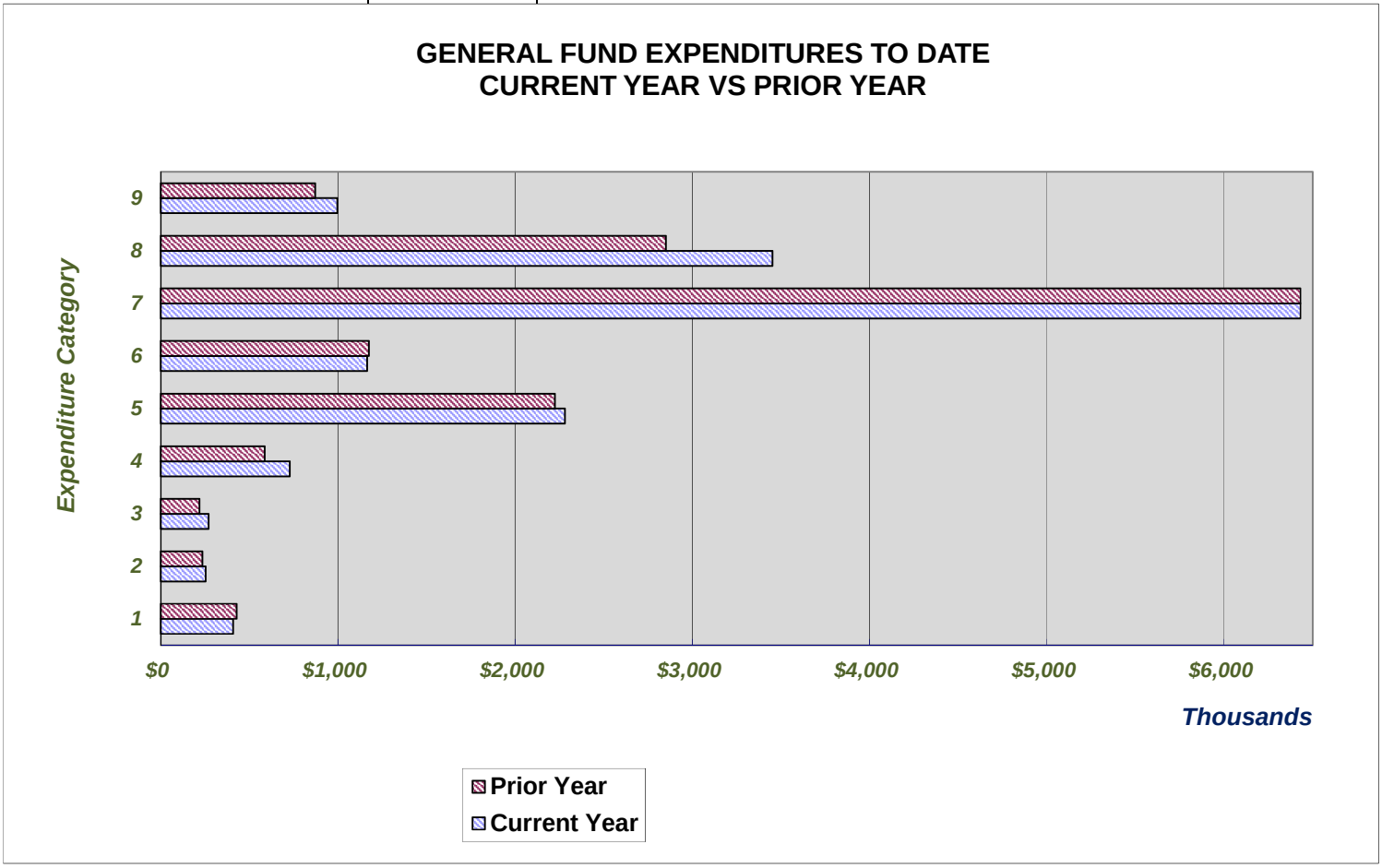
	Revenue Category	Current Year Revenue to Date	Current Year Revenue As a % of Budget	Prior Year Revenue to Date	Prior Year Revenue As a % of Budget	% Variance (Current Year Less Prior Year)	$ Variance (Current Year Less Prior Year)
1	Taxes	11,903,011	87.28%	10,875,672	88.68%	-1.41%	1,027,340
2	Licenses & Permits	1,375,893	227.76%	775,436	130.17%	97.59%	600,457
3	Intergovernmental Revenue	3,118,751	68.91%	2,594,182	61.27%	7.64%	524,569
4	Charges for Services	270,199	67.72%	355,245	91.32%	-23.60%	(85,047)
5	Enterprise Contributions	2,877,990	75.00%	2,859,841	75.00%	0.00%	18,149
6	Miscellaneous Revenue	650,420	147.60%	755,065	178.36%	-30.76%	(104,645)
7	Fines & Forfeitures	95,150	59.28%	83,245	48.82%	10.46%	11,905
8	Interfund Transfers	404,532	78.70%	406,207	79.65%	-0.95%	(1,675)
	Total Revenues	**$ 20,695,945**	**85.80%**	**$ 18,704,892**	**83.51%**	**2.30%**	**$ 1,991,053**



Summary Budget Expenditure Report
June 30, 2020
(74.86% of year has elapsed)

EXHIBIT 2 - GENERAL FUND EXPENDITURES

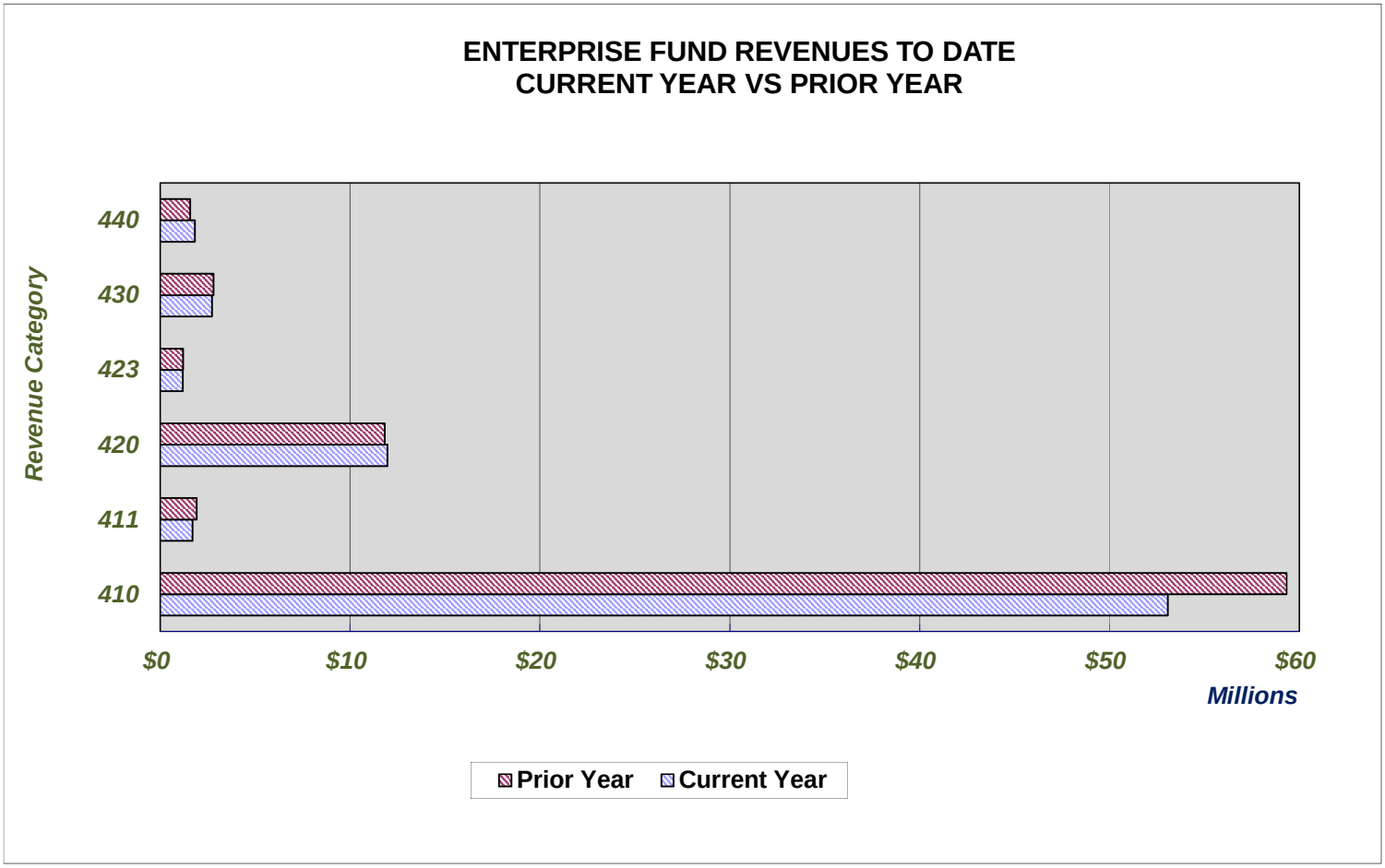
	Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures As a % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures As a % of Budget	% Variance (Current Year Less Prior Year)	$ Variance (Current Year Less Prior Year)
1	City Administration	408,619	77.04%	428,969	85.69%	-8.65%	(20,350)
2	City Clerk	254,378	65.34%	235,022	67.90%	-2.56%	19,356
3	Building Maintenance	270,639	62.52%	219,669	54.25%	8.27%	50,971
4	Planning and Development	727,909	62.56%	587,855	64.63%	-2.07%	140,054
5	Recreation and Parks	2,281,355	64.10%	2,223,423	63.56%	0.54%	57,932
6	Public Works	1,165,671	66.83%	1,175,619	70.44%	-3.61%	(9,948)
7	Police	6,431,231	63.97%	6,431,743	67.51%	-3.54%	(512)
8	Fire	3,452,234	78.59%	2,850,895	66.09%	12.50%	601,339
9	Non-Departmental	996,206	50.16%	871,232	56.62%	-6.46%	124,975
	Total Expenditures	**$ 15,988,243**	**65.93%**	**$ 15,024,426**	**66.16%**	**-0.24%**	**$ 963,817**



Summary Budget Revenue Report
June 30, 2020
(74.86% of year has elapsed)

EXHIBIT 3 -ENTERPRISE FUND REVENUES

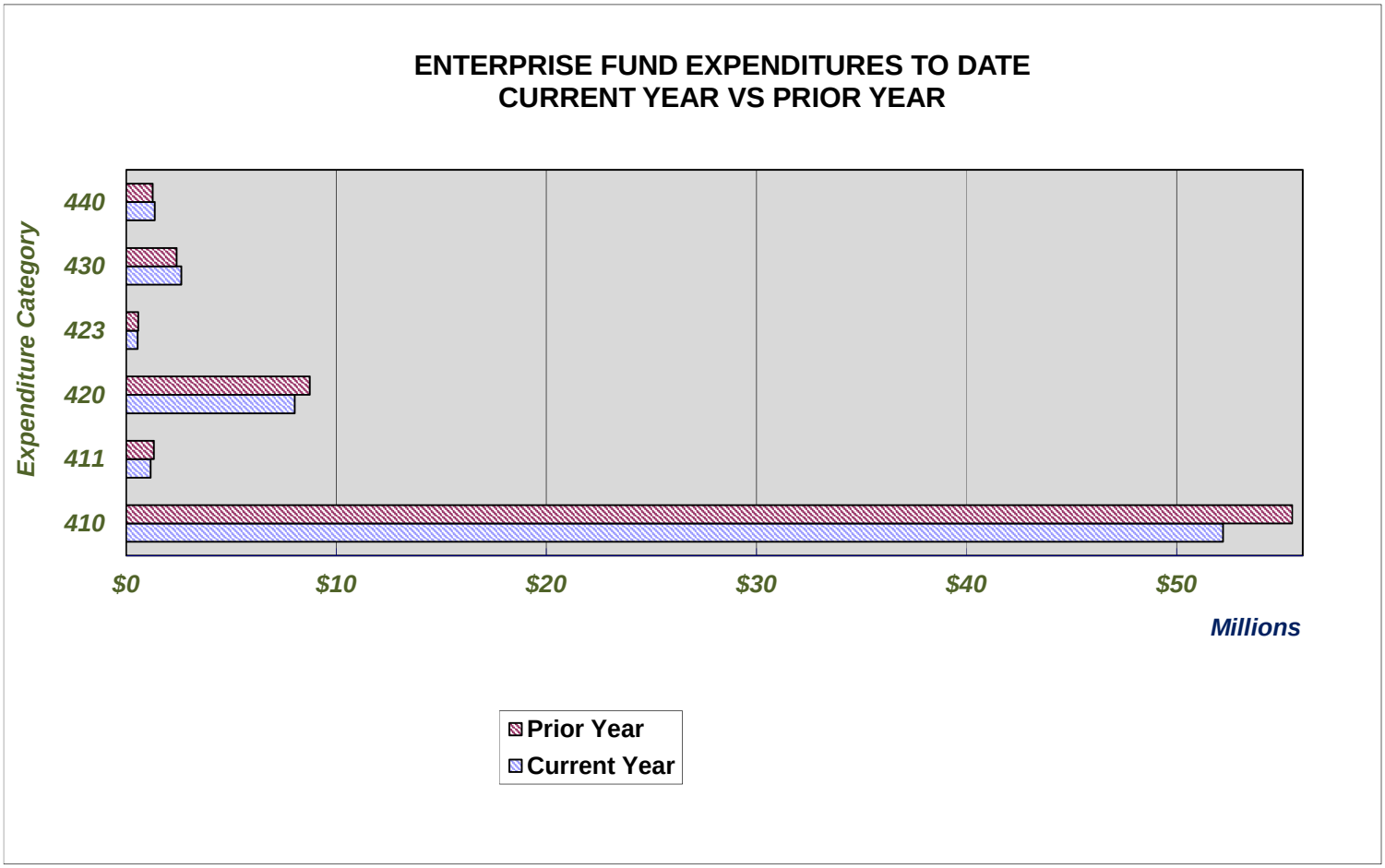
	Revenue Category	Current Year Revenue to Date	Current Year Revenue As a % of Budget	Prior Year Revenue to Date	Prior Year Revenue As a % of Budget	% Variance (Current Year Less Prior Year)	$ Variance (Current Year Less Prior Year)
410	ELECTRIC	53,060,079	64.62%	59,329,911	70.66%	-6.05%	(6,269,833)
411	NATURAL GAS	1,702,244	70.77%	1,925,470	82.54%	-11.77%	(223,227)
420	WATER & SEWER	11,973,221	81.42%	11,836,611	87.01%	-5.58%	136,611
423	STORMWATER	1,192,226	82.02%	1,216,310	87.05%	-5.02%	(24,084)
430	SANITATION	2,732,259	77.74%	2,813,922	80.46%	-2.71%	(81,663)
440	GOLF COURSE	1,837,654	94.86%	1,582,288	103.09%	-8.23%	255,366
	TOTAL REVENUES	**$ 72,497,683**	**68.31%**	**$ 78,704,512**	**74.02%**	**-5.71%**	**$ (6,206,830)**



Summary Budget Expenditure Report
June 30, 2020
(74.86% of year has elapsed)

EXHIBIT 4 - ENTERPRISE FUND EXPENDITURES

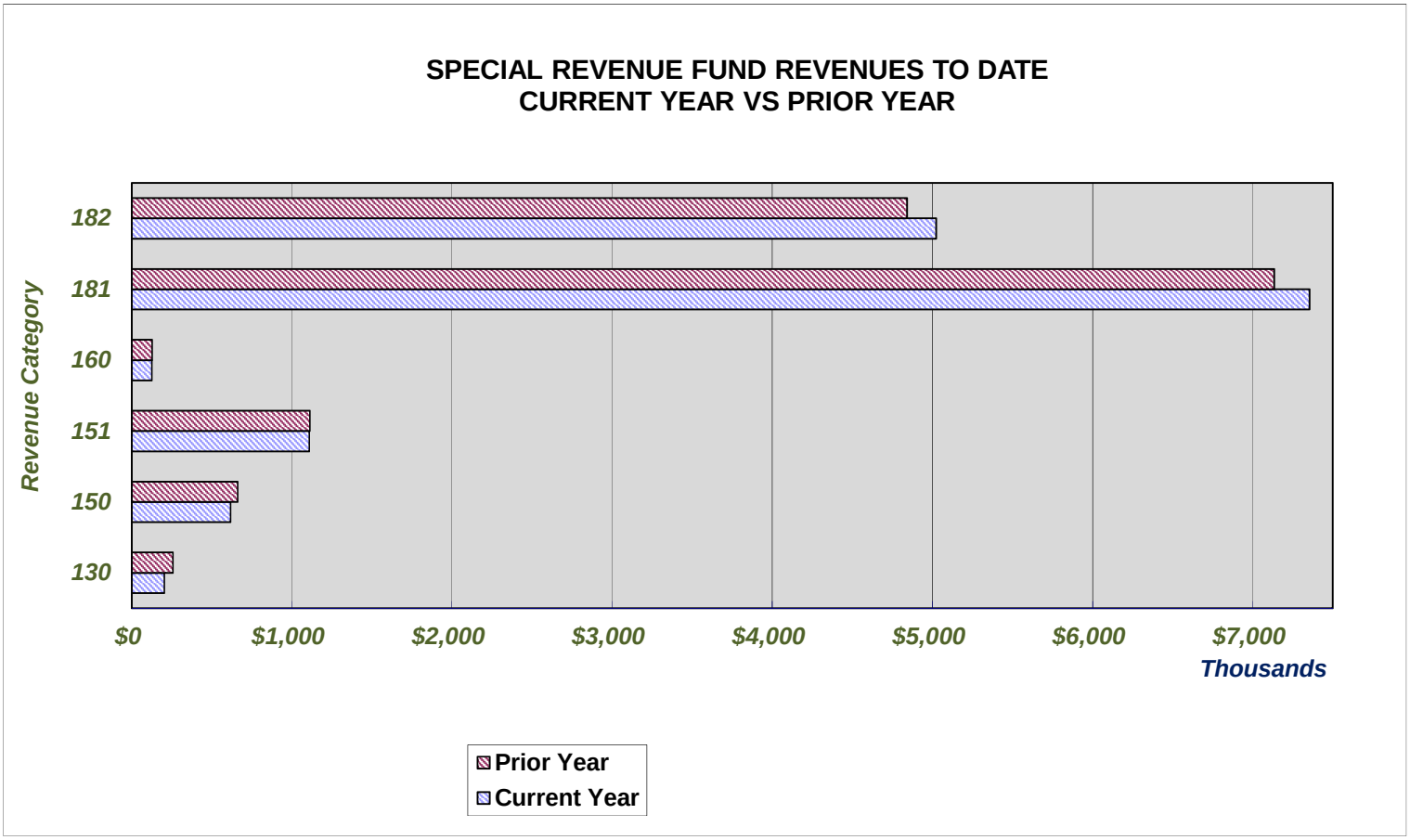
	Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures As a % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures As a % of Budget	% Variance (Current Year Less Prior Year)	$ Variance (Current Year Less Prior Year)
410	ELECTRIC	52,204,202	54.59%	55,504,540	57.14%	-2.55%	(3,300,339)
411	NATURAL GAS	1,167,242	56.46%	1,316,778	53.60%	2.86%	(149,536)
420	WATER & SEWER	8,015,379	50.56%	8,739,862	56.41%	-5.85%	(724,484)
423	STORMWATER	552,949	21.61%	576,529	38.52%	-16.91%	(23,580)
430	SANITATION	2,631,838	60.07%	2,396,824	63.57%	-3.49%	235,013
440	GOLF COURSE	1,360,778	67.31%	1,263,478	84.97%	-17.66%	97,301
	TOTAL EXPENDITURES	**$ 65,932,388**	**53.82%**	**$ 69,798,011**	**57.29%**	**-3.47%**	**$ (3,865,624)**



Summary Budget Revenue Report
June 30, 2020
(74.86% of year has elapsed)

EXHIBIT 5 -SPECIAL REVENUE FUND REVENUES

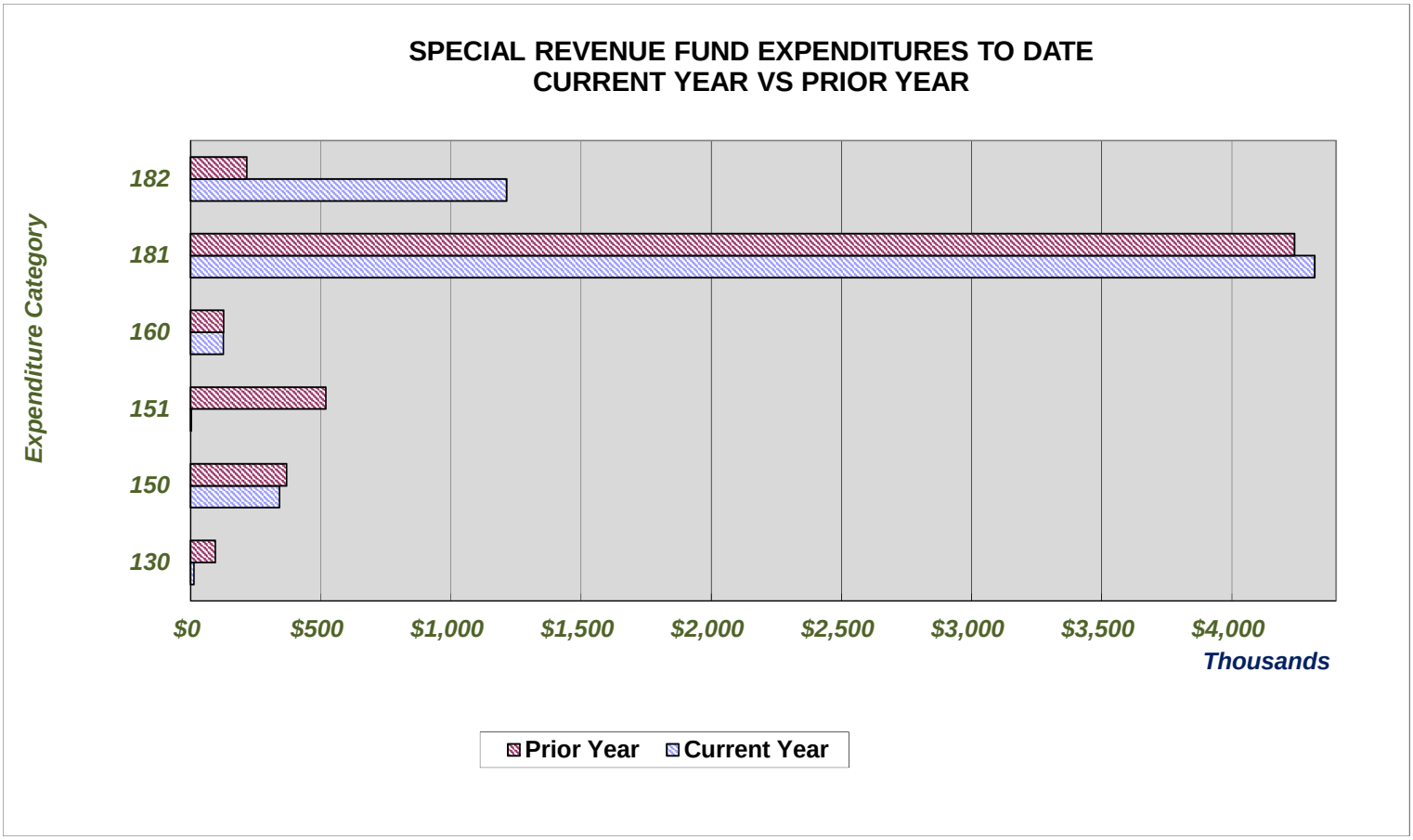
	Revenue Category	Current Year Revenue to Date	Current Year Revenue As a % of Budget	Prior Year Revenue to Date	Prior Year Revenue As a % of Budget	% Variance (Current Year Less Prior Year)	$ Variance (Current Year Less Prior Year)
130	CONVENTION DEV. TAX	204,355	51.41%	258,139	72.06%	-20.65%	(53,784)
150	LOCAL OPTION GAS TAX	618,125	75.09%	662,295	81.34%	-6.25%	(44,171)
151	INFRASTRUCTURE SURTAX	1,109,313	80.45%	1,112,533	81.56%	-1.10%	(3,220)
160	COMMUNITY DEV. BLK. GRANT	125,532	90.96%	127,207	92.18%	-1.21%	(1,675)
181	DOWNTOWN INCREMENT FUND	7,354,742	105.01%	7,135,025	106.84%	-1.83%	219,718
182	SOUTHEND INCREMENT FUND	5,022,685	200.62%	4,840,885	107.79%	92.84%	181,800
	TOTAL REVENUES	**$ 14,434,752**	**117.89%**	**$ 14,136,083**	**102.11%**	**15.77%**	**$ 298,669**



Summary Budget Expenditure Report
June 30, 2020
(74.86% of year has elapsed)

EXHIBIT 6 - SPECIAL REVENUE FUND EXPENDITURES

	Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures As a % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures As a % of Budget	% Variance (Current Year Less Prior Year)	$ Variance (Current Year Less Prior Year)
130	CONVENTION DEV. TAX	12,708	10.50%	95,426	34.87%	-24.37%	(82,718)
150	LOCAL OPTION GAS TAX	341,841	42.87%	368,850	46.20%	-3.32%	(27,009)
151	INFRASTRUCTURE SURTAX	2,989	0.90%	519,288	54.08%	-53.18%	(516,298)
160	COMMUNITY DEV. BLK. GRANT	125,532	88.40%	127,207	92.18%	-3.78%	(1,675)
181	DOWNTOWN INCREMENT FUND	4,318,524	51.52%	4,240,546	32.98%	18.54%	77,978
182	SOUTHEND INCREMENT FUND	1,213,222	60.46%	216,178	35.06%	25.40%	997,044
	TOTAL EXPENDITURES	**$ 6,014,816**	**51.06%**	**$ 5,567,494**	**35.59%**	**15.46%**	**$ 447,322**



Summary Budget Report
June 30, 2020
(74.86% of year has elapsed)

EXHIBIT 7 - SUMMARY REVENUES AND EXPENDITURES

Fund Name	Budgeted Revenues Fiscal Year 2020	Budgeted Revenues To Date	Actual Revenues To Date	Variance Favorable/ (Unfavorable)
001 General Fund	24,119,750	18,056,862	20,695,945	2,639,083
130 Convention Development Tax	397,496	297,579	204,355	(93,224)
150 Local Option Gas Tax	823,223	616,293	618,125	1,832
151 Infrastructure Surtax	1,378,808	1,032,222	1,109,313	77,090
160 Community Dev. Blk. Grant	138,000	103,311	125,532	22,220
181 Downtown Increment Fund	7,003,700	5,243,207	7,354,742	2,111,535
182 Southend Increment Fund	2,503,537	1,874,233	5,022,685	3,148,453
410 Electric Utility	82,113,996	61,473,319	53,060,079	(8,413,241)
411 Natural Gas Utility	2,405,292	1,800,683	1,702,244	(98,439)
420 Water & Sewer Utility	14,705,017	11,008,674	11,973,221	964,547
423 Storm Water Management	1,453,505	1,088,143	1,192,226	104,083
430 Sanitation Fund	3,514,536	2,631,101	2,732,259	101,158
440 Golf Course Fund	1,937,261	1,450,299	1,837,654	387,355
460 Leased Facilities Fund	679,177	508,455	545,818	37,363
500 Internal Service Funds	13,268,599	9,933,323	9,518,404	(414,919)
Total Revenues	**$ 156,441,897**	**$ 117,117,704**	**$ 117,692,602**	**$ 574,897**

Fund Name	Budgeted Expenditures Fiscal Year 2020	Budgeted Expenditures To Date	Actual Expenditures To Date	Variance Favorable/ (Unfavorable)
001 General Fund	24,251,677	18,155,627	15,988,243	2,167,384
130 Convention Development Tax	121,028	90,606	12,708	77,898
150 Local Option Gas Tax	797,306	596,890	341,841	255,050
151 Infrastructure Surtax	332,306	248,775	2,989	245,786
160 Community Dev. Blk. Grant	142,000	106,306	125,532	(19,226)
181 Downtown Increment Fund	8,381,899	6,274,974	4,318,524	1,956,449
182 Southend Increment Fund	2,006,504	1,502,137	1,213,222	288,914
410 Electric Utility	95,621,819	71,585,733	52,204,202	19,381,531
411 Natural Gas Utility	2,067,336	1,547,678	1,167,242	380,436
420 Water & Sewer Utility	15,854,046	11,868,876	8,015,379	3,853,497
423 Storm Water Management	2,558,735	1,915,556	552,949	1,362,606
430 Sanitation Fund	4,381,001	3,279,766	2,631,838	647,928
440 Golf Course Fund	2,021,631	1,513,462	1,360,778	152,683
460 Leased Facilities Fund	964,178	721,817	365,901	355,916
500 Internal Service Funds	13,430,657	10,054,645	8,203,677	1,850,968
Total Expenditures	**$ 172,932,124**	**$ 129,462,847**	**$ 96,505,025**	**$ 32,957,822**

Fund Name	Net Income (Loss)	Net Variance Favorable/ (Unfavorable)
001 General Fund	4,707,702	4,806,468
130 Convention Development Tax	191,647	(15,326)
150 Local Option Gas Tax	276,284	256,882
151 Infrastructure Surtax	1,106,324	322,877
160 Community Dev. Blk. Grant	-	2,995
181 Downtown Increment Fund	3,036,218	4,067,985
182 Southend Increment Fund	3,809,463	3,437,367
410 Electric Utility	855,877	10,968,291
411 Natural Gas Utility	535,002	281,997
420 Water & Sewer Utility	3,957,842	4,818,044
423 Storm Water Management	639,277	1,466,689
430 Sanitation Fund	100,421	749,086
440 Golf Course Fund	476,876	540,038
460 Leased Facilities Fund	179,917	393,279
500 Internal Service Funds	1,314,726	1,436,049
Total	**$ 21,187,577**	**$ 33,532,719**

Cash and Investments by Fund
June 30, 2020

INVESTMENT HOLDER	TYPE	FACE AMOUNT	MARKET VALUE
Salem Trust Treasury Strip	TS	3,148,000	3,148,000
TOTAL UTILITY FUNDS 410 and 420			**$3,148,000**
Salem Mutual Fund	Portfolio	47,138,117	47,138,117
Sawgrass Asset Management	Portfolio	27,829,790	27,829,790
Wells Capital	Portfolio	16,634,752	16,634,752
JPMCB - Strategic Property Fund	Portfolio	5,255,713	5,255,713
TOTAL PENSION FUNDS 611, 612 and 613			**$96,858,373**
TOTAL INVESTMENTS			**$100,006,373**
State Board of Administration	Pool	17,106,303	17,106,303
Florida Trust	Pool	19,066,208	19,066,208
FMIT 0-2 Yr High Quality Bond Fund	Pool	12,660,737	12,660,737
Bank of America	Cash	21,520,007	21,520,007
Sawgrass Asset Management	Portfolio	44,708,589	44,708,589
Galliard Capital Management	Portfolio	40,958,031	40,958,031
Garcia Hamilton & Associates	Portfolio	40,433,763	40,433,763
Salem Trust: Goldman Sachs Treasury	MM	16,882	16,882
TOTAL EQUITY IN POOLED CASH			**$196,470,521**
Petty Cash	Cash	6,525	6,525
TOTAL CASH AND INVESTMENTS			**$296,483,418**

Attorney Fees Paid During the Month

NAME	DESCRIPTION	CHECK DATE	CHECK AMOUNT
Shepard, Smith, Kohlmyer & Hand	CRA Downtown	06/03/20	8,145
Sugarman & Susskind, P.A.	Monthly Retainer	06/03/20	2,550
Shepard, Smith, Kohlmyer & Hand	Charter Review	06/18/20	1,315
Bell & Roper, P.A.	SLG vs. COJB	06/25/20	1,139
Gray Robinson, P.A.	Telecommunications Ordiance	06/25/20	106
Marks, Gray, PA	COJB vs. Twin Creeks Ventures, LLC	06/25/20	1,305
Shepard, Smith, Kohlmyer & Hand	Charter Review	06/25/20	75
TOTAL ATTORNEY FEES			**$14,635**

JACKSONVILLE BEACH

Cash and Investments by Type

Fiscal Year to Date

June 30, 2020

Type of Investment	Beginning Balance 10/1/2019	Investment Earnings	Realized Gain/(Loss)	Unrealized Gain/(Loss)	Fees	Net Investment Income	Net Deposits (Withdrawals)	Ending Balance 6/30/2020	Weighted Net Return*
State Pooled Investment Fund	16,922,177	184,127	0	0	0	184,127	0	17,106,303	0.09%
Money Market: Goldman Sachs Treasury	11,103	6,252	0	0	(473)	5,779	(0)	16,882	0.00%
U.S. Treasury Stripped Coupons	3,129,238	0	0	0	0	0	18,762	3,148,000	0.00%
Florida Municipal Investment Trust 0-2 Yr HQ Bond Fund	12,397,619	263,117	0	0	0	263,117	0	12,660,737	0.13%
Sawgrass Asset Management	42,883,166	740,067	420,209	727,556	(62,409)	1,825,423	0	44,708,589	0.95%
Galliard Capital Management	39,449,933	718,310	264,538	569,255	(44,005)	1,508,097	0	40,958,031	0.78%
Garcia Hamilton & Associates	39,823,354	603,457	(14,774)	79,507	(57,780)	610,409	(0)	40,433,763	0.31%
Florida Trust	18,876,515	189,694	0	0	0	189,694	(0)	19,066,208	0.10%
Operating Cash: Bank of America	14,185,724	39,578	0	0	(94,445)	(54,867)	7,389,149	21,520,007	-0.03%
Petty Cash	6,525	0	0	0	0	0	0	6,525	0.00%
TOTAL CITY MANAGED INVESTMENTS AND CASH	**187,685,354**	**2,744,603**	**669,972**	**1,376,317**	**(259,112)**	**4,531,780**	**7,407,912**	**199,625,046**	**2.37%**
Pension Fund: Salem Mutual Fund	48,546,020	1,469,575	582,568	(2,360,046)	0	(307,903)	(1,100,000)	47,138,117	-0.31%
Pension Fund: Sawgrass Asset Mgt	26,387,145	520,553	855,720	378,988	(62,616)	1,692,646	(250,000)	27,829,790	1.85%
Pension Fund: Wells Capital	14,330,608	66,252	478,225	2,025,142	(65,474)	2,504,144	(200,000)	16,634,752	3.02%
Pension Fund: JPMCB - Strategic Property Fund	5,081,052	0	0	174,661	0	174,661	(0)	5,255,713	0.19%
TOTAL PENSION INVESTMENTS	**94,344,824**	**2,056,380**	**1,916,514**	**218,745**	**(128,090)**	**4,063,548**	**(1,550,000)**	**96,858,373**	**4.34%**
TOTAL CASH AND INVESTMENTS	**282,030,178**	**4,800,982**	**2,586,486**	**1,595,062**	**(387,202)**	**8,595,328**	**5,857,912**	**296,483,418**	

**Fiscal year to date*

JACKSONVILLE BEACH

City of
Jacksonville Beach
City Hall
11 North Third Street
Jacksonville Beach
FL 32250
Phone: 904.247.6274

www.jacksonvillebeach.org

FINANCE DEPARTMENT

MEMORANDUM

TO: Michael Staffopoulos, City Manager

FROM: Ashlie Gossett, Chief Financial Officer

SUBJECT: External Assessment of ERP Implementation Project

DATE: July 14, 2020

BACKGROUND

The City of Jacksonville Beach has used SunGard for its business processing applications since 1987. In late 2016, the CITY awarded an RFP for an Enterprise Resource Planning (ERP) System to Tyler Technologies, Inc. At that time, it was estimated that full implementation of the system would take at least twenty-four months and would be completed in three phases: financials, human resources/payroll, and utility billing.

While the City was able to "go live" with certain modules in the financials phase, not all modules in this phase have proven to work satisfactorily (i.e., vendor self-service and bank reconciliations). Additionally, testing has revealed that accurate calculation, analysis, and presentation of data for human resources/payroll, and utility billing remains a challenge for Munis. These issues have resulted in the implementation delays of the human resources/payroll, and utility billing phases of this project. As a result, the City continues to operate in a hybrid environment between Munis and SunGard. There is consensus amongst City staff on the need to bring in an independent consultant to provide an assessment of the Munis ERP implementation in order to determine how the project should move forward to achieve the intended outcomes. Recognizing that the City has invested considerable resources in this project thus far, City staff desire to ensure that the result will be a product, or products, which best suites our needs.

ERP Project Costs	
Tyler Contract	$1,950,000
Payments to June 2020 *(excluding maintenance fees)*	$1,120,000
Current unexpended	$830,000

City staff researched and identified a consulting firm who has worked with several other municipalities in Florida to provide deliverables-based information technology services. Gartner, Inc. is a leading research and advisory firm in the United States and has in-depth, relevant experience working with state and local governments to evaluate their ERP implementations and develop corrective action

plans. The City will procure Gartner's services utilizing the terms, conditions and pricing from the State of Texas Contract #DIR-TSO-4030 at a cost of $135,800.

Funding of $100,000 for ERP services was appropriated as part of the FY2020 Budget, the remaining $35,800 will come from the General Fund unanticipated account. The budget will be amended as part of the year-end budget adjustment.

REQUESTED ACTION

Approve/Disapprove the external assessment of our ERP project by Gartner, Inc at a cost of $135,800 utilizing the State of Texas Contract #DIR-TSO-4030.

A Proposal for

City of Jacksonville Beach

Tyler Munis ERP Implementation Health Check - DRAFT

26 May 2020

Engagement Number: 330065250

This Proposal, including any supporting materials, is owned by Gartner, Inc. and/or its affiliates and is for the sole use of the intended Gartner audience or other authorized recipients. This Proposal may contain information that is confidential, proprietary or otherwise legally protected, and it may not be further copied, distributed or publicly displayed without the express written permission of Gartner, Inc. or its affiliates.
© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.

10 Glenlake Parkway, Suite 390
Atlanta, Georgia 30328
Telephone: +1 678 575 6347
gartner.com

Gartner

26 May 2020

Alberto J. "A.J." Souto, MPA, CGFO
Assistant CFO / Budget Officer
City of Jacksonville Beach
11 North Third Street
Jacksonville Beach, FL 32250
904-242-3408

Engagement Number: 330065250

Re: Tyler Munis Enterprise Resource Planning (ERP) Implementation Health Check

Dear Mr. Souto,

Gartner, Inc. (Gartner) is pleased to provide the City of Jacksonville Beach with this proposal and Statement of Work to assist with its on-going Tyler Munis ERP implementation and perform a rapid assessment and health check.

Gartner understands the strategic importance of the Tyler Munis ERP implementation to improve the performance of the City's finance, human resources, payroll and utility billing capabilities. Gartner has in-depth, relevant experience working with state and large local government clients to evaluate their ERP implementations and develop corrective action plans. We will leverage this experience, Gartner research, and industry best practices to assist the City in evaluating its ERP implementation and develop recommendations to move forward and achieve success.

This Statement of Work assumes a start date of June 1, 2020. We have assembled an experienced project team to start immediately and hit the ground running.

If this Statement of Work represents your requirements, please sign the Authorization Page and return the entire Proposal to Jeff Perkins via email to jeff.perkins@gartner.com.

Please contact me at +1 678 575 6347 or via email at jeff.perkins@gartner.com if you have any questions. We thank you for this opportunity and look forward to assisting the City of Jacksonville Beach with this key initiative.

Sincerely,

Jeff Perkins
Senior Managing Partner, Gartner Consulting

cc: Amy Wilkinson, Account Director

Attachment

Table of Contents

1.0 Gartner Proposal 2
1.1 Our Understanding and Business Context 2
1.2 Project Objectives and Scope 2
2.0 Gartner Overview 3
3.0 Proposed Approach 5
3.1 Overview 5
3.1.1 Step 1: Project Initiation 5
3.1.2 Step 2: ERP Implementation Risk Assessment 7
3.1.3 Step 3: Develop Recommendations 8
3.2 Proposed Team 9
4.0 Statement of Work 11
4.1 Project Tasks 11
4.2 Project Deliverable 11
4.3 Period of Performance 11
4.4 Assumptions 11
4.4.1 City Participation 11
4.4.2 Data Collection 12
4.4.3 Place of Performance 12
4.4.4 Proposed Personnel 12
4.4.5 Deliverables and Changes to Scope 12
4.5 Investment Summary 12
4.6 Contract Details 13
4.6.1 Validity Period 13
4.6.2 Changes to Scope 13
4.7 Authorization 14
5. Further Assurances 15
6. Attachments 16
6.1 Project Team Biographies 16
7.0 Relevant Past Performance 24

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

1.0 Gartner Proposal

1.1 Our Understanding and Business Context

The City of Jacksonville Beach (City) is currently engaged with Tyler Technologies to implement the Munis enterprise resource planning (ERP) system to replace SunGard. SunGard has been the City's business processing system since 1987 and provides critical functionality to support finance, human resources, payroll and utility billing. The configuration and implementation of Munis has been underway since 2017 and to date only the financials module, with exceptions (i.e., vendor self-service and bank reconciliation), is currently being used. The implementation of human resources and payroll has been delayed to July 1, 2020 and utility billing is being delayed until the end of January 2021.

The implementation of Munis was to be completed in three phases over a period of at least 24 months, as provided below:

- Phase I (Financials) – January 2, 2018
- Phase II (Payroll and Human Resources) – October 1, 2018
- Phase III (Utility Billing) – January 2, 2019

Since Tyler has been unable to execute Phases II and III of the implementation, the City is operating in a hybrid environment between Munis and SunGard. Financial management and reporting are being performed in Munis, with human resources, payroll, and utility billing being performed in SunGard. Operating in two different systems is creating operational inefficiencies and has the potential to compromise the integrity of these critical business functions. Given these current challenges, the City requires assistance with conducting an analysis of the Munis ERP implementation to determine how the project should move forward in an accelerated manner to achieve the intended outcomes.

1.2 Project Objectives and Scope

The City has asked Gartner to perform a rapid assessment and health check of the current Munis ERP implementation. This engagement will focus on addressing the following questions:

- Are the ERP requirements clearly defined? Does the finance module meet the City's requirements?
- Are the roles and responsibilities for the implementation clearly defined and communicated?
- Are project issues and risks regularly tracked, managed and reported?
- Are end-users fully adopting the new system?
- Are the terms and conditions of the Tyler contract sufficient?

The scope of the project will focus on the financial, human resources, payroll, and utility billing capabilities for the City's general employees and Police staff. For the purposes of this assessment, the school district and Fire department are out of scope.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

2.0 Gartner Overview

Gartner is the world's leading and most respected research and advisory company. We help our clients operate more effectively and efficiently, mitigate business and IT risks, improve business outcomes, and reduce cost. No other company can provide the unique combination of assets that we bring to bear in delivering value to our clients every day.

Gartner is a publicly traded corporation (NYSE: IT) incorporated in the state of Delaware in 1979 and with a 41-year history. Gartner serves clients in 100+ countries worldwide, across every industry sector, including 77% of the Global 500. Gartner joined the S&P 500 in April 2017. Gartner has nearly 17,000 associates and a large presence in the state of Florida.

Figure 1. Gartner Overview

Gartner will bring the City a unique combination of capabilities, assets and experiences that are unmatched. As our clients will attest, we apply the right resources at the right time, and take a proactive approach that leverages our experience and insights to deliver mission- and program-oriented advisory services and results. Gartner is the right partner to work with the City to successfully conduct a fact-based evaluation of the Munis ERP implementation and develop recommendations to improve the City's ability to achieve project success and deliver business value. Our key capabilities, assets, and experiences include:

- **Independence and Objectivity –** For more than 40 years, Gartner has been the leading source of independent insight and advice regarding information technology. Precisely because of our independence and objectivity, software, hardware and services vendors strive to perform well in front of Gartner clients and Gartner Consultants to achieve positive reviews and coveted "leader" status on one of our "Magic Quadrants." When we perform independent assessments, our reputation precedes us with both vendors and client project teams. They know that we have the facts to back up our analyses and recommendations and that we cannot be unduly influenced or bullied.
- **Our Team —** We will bring a core project team led by an experienced Project Manager (PM). The PM will be supported by the dedicated project team and Gartner's vast technical and functional experts to address any issue that is identified. The PM will provide the City with the data and recommendations needed to improve.
- **Our Tools —** Our team will employ proven tools, templates and methods to expedite data collection and analysis and evaluate the success of the Tyler Munis ERP

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

implementation and to identify corrective actions to drive substantive improvements in an accelerated manner.

Our Research — Our world leading research fuels our methodology. Our unique and up-to-date research insights will be present throughout our assessment and leveraged to develop next step recommendations.

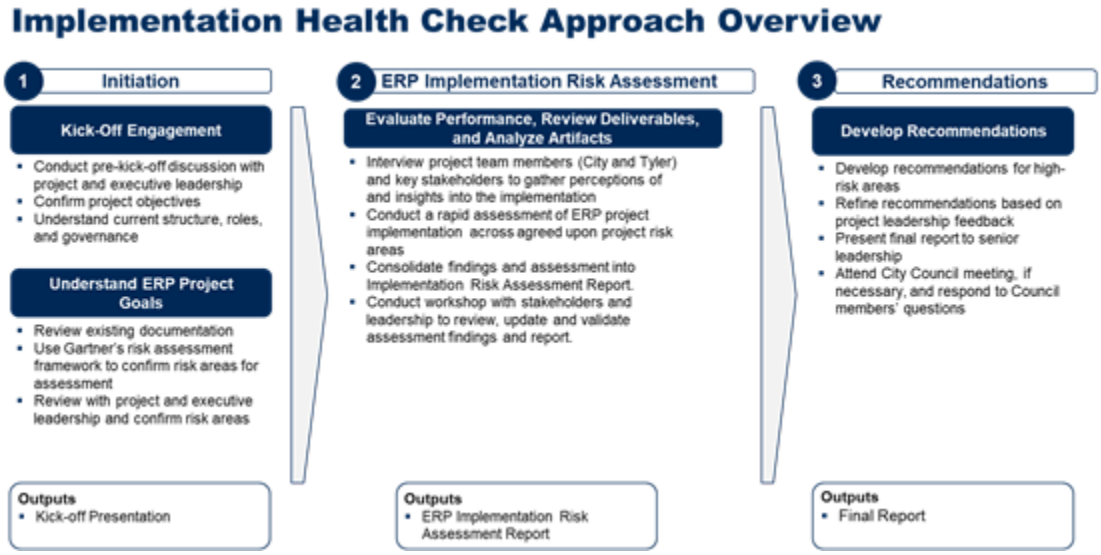
© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

3.0 Proposed Approach

3.1 Overview

Gartner's ERP implementation Health Check will be executed in three steps as presented in Figure 2 below.

Figure 2. Proposed Approach for the City's ERP Implementation Health Check



The project steps, activities, roles and responsibilities for Gartner and the City, and outputs are described in the following sections.

3.1.1 Step 1: Project Initiation

Table 1: Project Initiation

Step 1. Project Initiation	
Objective: • Work closely with the City to set the foundation for a successful engagement that meets the City's objectives. **Activities Performed by Gartner:** • Conduct an initial planning meeting with the City project team to confirm sponsorship, key ERP stakeholders and any other relevant team members or points of contact for this engagement • Submit document request • Review received documentation, including any existing project plans/schedules, scope, statement of work,	**Output (s):** • Kickoff Presentation • Risk areas that will be included in the risk assessment and work products that will be delivered for the project **Time Frame:** • One week **Assumptions:** • Upon contract award, Gartner will provide the City a request for

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

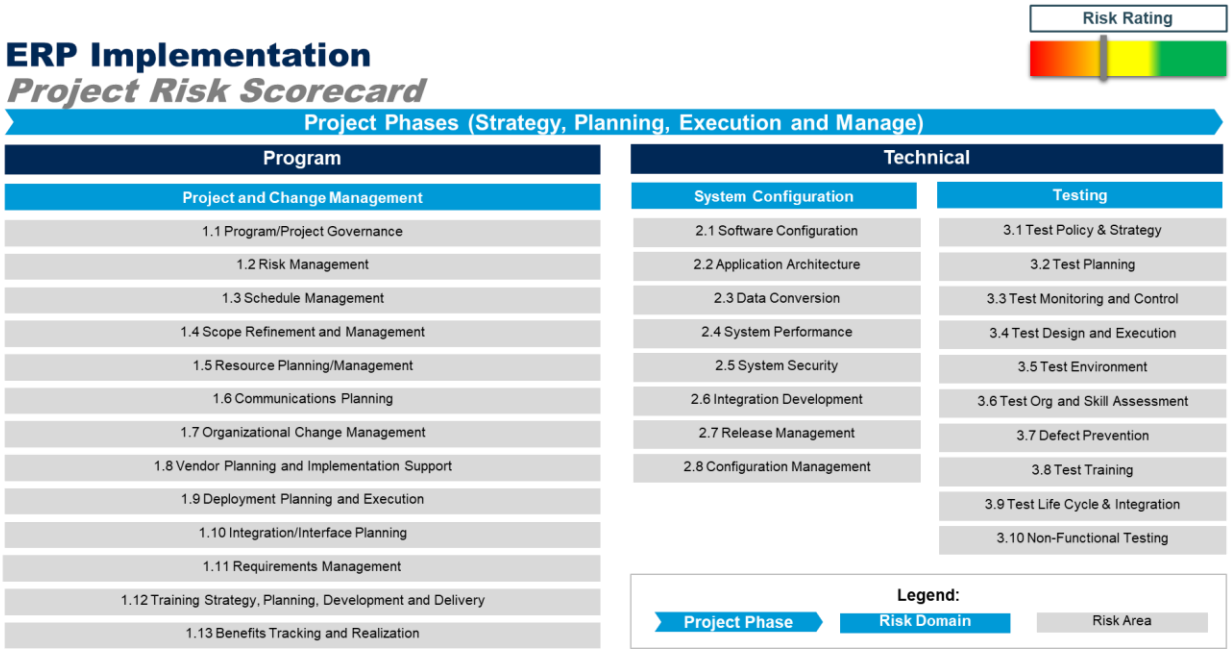
budget, change orders, status reports, risk and issues log etc. related to the ERP implementation • Conduct formal project kick-off meeting with City leads and key Munis ERP stakeholders to ensure alignment on health check / risk assessment objectives, scope, approach, schedule and outputs • Interview Munis ERP project stakeholders to understand their needs as they relate to the implementation (assume up to six, six-hour interviews) • Review Gartner Risk Assessment Project Phases, Risk Domains and Risk areas and agree upon areas that will be emphasized in the scorecard for assessment. **City Responsibilities:** • Provide requested documentation and data • Coordinate with appropriate City and Munis ERP stakeholders to ensure scheduling and participation in interviews • Provide Gartner personnel with building access, desk space and meeting rooms, as necessary and appropriate	background information/ documentation • The City will provide Gartner the requested information prior to the project kick-off, if possible, so the Gartner project team can hit the ground running • Key stakeholders will attend the project kickoff meeting (approximately 1 hour)

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

3.1.2 Step 2: ERP Implementation Risk Assessment

Gartner will perform a risk assessment and health check of the Munis ERP implementation. By accessing the implementation across project phases, risk domains and risk areas, Gartner will be able to determine how well the implementation is being executed and identify opportunities for improvement. A sample of the risk assessment scorecard (without scoring) is provided below.

Figure 3. Example Risk Assessment Scorecard



Specific activities and outputs for Step 2, as well as details summarizing the City's involvement in completing these activities, are presented in Table 2.

Table 2. ERP Implementation Risk Assessment

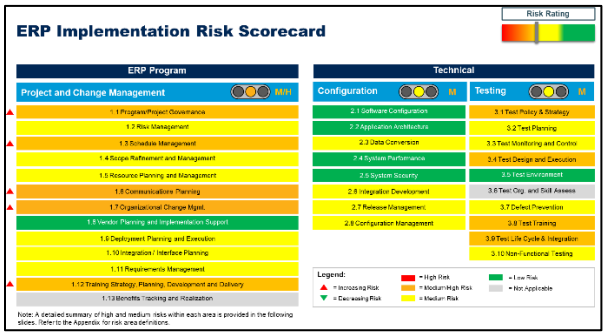
Step 2: ERP Implementation Risk Assessment	
Objective: • Evaluate the current implementation approach using Gartner's Project Risk Scorecard and risk areas **Activities Performed by Gartner:** • Conduct group interviews with project team members (City and Tyler) and key stakeholders to gather perceptions of and insights into the implementation • Perform a rapid assessment of project implementation across project risk areas • Assess high-impact risks and develop targeted mitigation recommendations • Consolidate findings and assessment into Implementation Risk Assessment Report	**Output (s):** • Implementation Risk Assessment Draft Report **Time Frame:** • Two weeks **Assumptions:** • Gartner will conduct up to three group interviews for each in-scope functional area (i.e., finance, human resources, payroll, and utility billing). Assume each group interview will be approximately one and a half hours

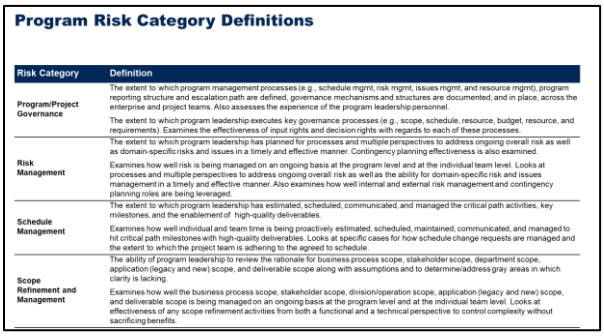
© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

• Conduct workshop with stakeholders and leadership to review, update and validate assessment findings and report **City Responsibilities:** • Provide requested background documentation and data • Coordinate with appropriate City and project stakeholders to ensure scheduling and participation in interviews, workshops and briefings • Review findings and provide feedback to finalize Implementation Risk Assessment Draft Report	and will involve up to 10 participants each • The City will make project team members (City and Tyler) available to participate in interviews and workshops • Assumes one and a half hours review/ validation workshop with up to 12 participants • The output will be developed in a detailed Microsoft PowerPoint

An example implementation risk scorecard and risk category definitions are provided below. For agreed upon risk areas, Gartner will provide a risk rating, based on information gathered from City interviews and documentation review.

Figure 4. Illustrative Implementation Risk Scorecard





Program Risk Category Definitions

Risk Category	Definition
Program/Project Governance	The extent to which program management processes (e.g., schedule mgmt, risk mgmt, issues mgmt, and resource mgmt), program reporting structure and escalation path are defined, governance mechanisms and structures are documented, and in place, across the enterprise and project teams. Also assesses the experience of the program leadership personnel. The extent to which program leadership executes key governance processes (e.g., scope, schedule, resource, budget, resource, and requirements). Examines the effectiveness of input rights and decision rights with regards to each of these processes.
Risk Management	The extent to which program leadership has planned for processes and multiple perspectives to address ongoing overall risk as well as domain-specific risks and issues in a timely and effective manner. Contingency planning effectiveness is also examined. Examines how well risk is being managed on an ongoing basis at the program level and at the individual team level. Looks at processes and multiple perspectives to address ongoing overall risk as well as the ability for domain-specific risk and issues management in a timely and effective manner. Also examines how well internal and external risk management and contingency planning roles are being leveraged.
Schedule Management	The extent to which program leadership has estimated, scheduled, communicated, and managed the critical path activities, key milestones, and the enablement of high-quality deliverables. Examines how well individual and team time is being proactively estimated, scheduled, maintained, communicated, and managed to hit critical path milestones with high-quality deliverables. Looks at specific cases for how schedule change requests are managed and the extent to which the project team is adhering to the agreed to schedule.
Scope Refinement and Management	The ability of program leadership to review the rationale for business process scope, stakeholder scope, department scope, application (legacy and new) scope, and deliverable scope along with assumptions and to determine/address gray areas in which clarity is lacking. Examines how well the business process scope, stakeholder scope, division/operation scope, application (legacy and new) scope, and deliverable scope is being managed on an ongoing basis at the program level and at the individual team level. Looks at effectiveness of any scope refinement activities from both a functional and a technical perspective to control complexity without sacrificing benefits.

3.1.3 Step 3: Develop Recommendations

Gartner will develop recommendations for high risk areas by leveraging the findings from Task 2, industry leading practices, lessons learned from previous ERP implementation assessments and Gartner research. Gartner's recommendations will be fact-based, actionable and provide suggestions on how to best improve the City's Munis ERP implementation.

Specific activities and outputs for Step 3, as well as details summarizing the City's involvement in completing these activities, are presented in Table 3.

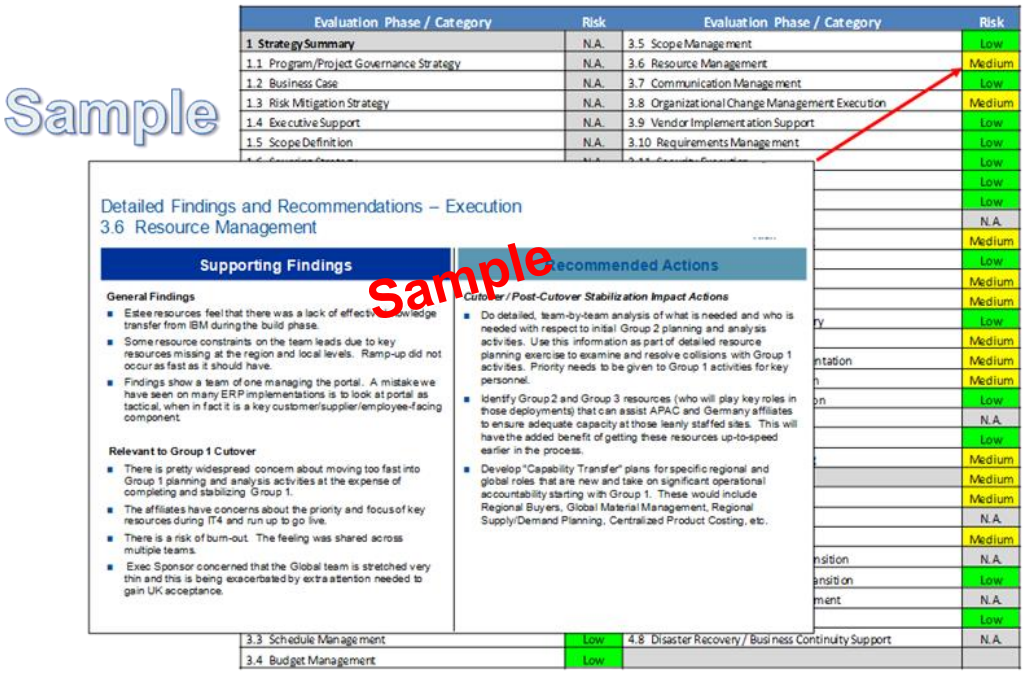
Table 3. Develop Recommendations

Step 3: Develop Recommendations	
Objective: Develop and brief recommendations to City team and senior leadership. **Activities Performed by Gartner:** • Develop recommendations for high risk areas of the project implementation • Refine recommendations based on project leadership feedback	**Output(s):** • Deliverable: Final Report, including recommendations **Time Frame:** • Two weeks

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

• Present findings and recommendations to senior leadership • Attend City Council meeting, if appropriate, and respond to Council members' questions **City Responsibilities:** • Review recommendations and provide feedback • Work with Gartner to finalize the Recommendations briefing before the City Council presentation	**Assumptions:** • The Final report will be developed in MS PowerPoint • The City will review and accept the Final Report within five business days or provide Gartner comments/ proposed changes to finalize the report. The report will be finalized after one round of review and comment. • The City will inform Gartner if their participation is required in the City Council meeting at least five days in advance of the meeting. Gartner will likely participate in the Council meeting virtually.

Figure 5. Sample Recommendations Slide



3.2 Proposed Team

Gartner proposes an organization structure for this engagement that will facilitate successful delivery and execution. The key roles and proposed individuals for the Gartner team are shown in Table 4.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

Table 4. Project Team Roles and Responsibilities

Gartner Associate	Role & Relevant Experience	Responsibilities
Carlton McArthur	**Program Manager and ERP SME** ▪ Over 20 years of IT experience ▪ Gartner Consulting State and Local Government industry leader ▪ ERP Strategy, Sourcing, IV&V/Oversight and Implementation experience ▪ Significant public sector ERP experience	▪ Lead day-to-day project execution and delivery ▪ Provide quality assurance review of Gartner project plan and Gartner deliverables throughout the engagement ▪ Promote value through use of the Gartner Project Management Life-cycle
Aparna Nistala	**ERP Consultant** ▪ Over 15 years of IT and ERP experience ▪ Led multiple Tyler ERP IV&V assessment for public sector clients ▪ ERP Strategy, Sourcing, IV&V/Oversight and Implementation experience	▪ Assist in the day-to-day execution of project activities ▪ Drive analysis of current implementation processes ▪ Provide Tyler Munis and broader ERP expertise ▪ Verify alignment with ERP implementation best practices
Hannah Lee	**Project Consultant** ▪ Over seven years of IT experience focused on strategy and implementation assessment ▪ Assisted clients across state and local government and commercial implement IT solutions ▪ Knowledge of ERP systems	▪ Participate in data collection and analysis to baseline the current-state ▪ Capture information gathered through interviews/work groups ▪ Develop recommendations and options to improve the current implementation
Jeff Perkins	**Engagement Sponsor** ▪ More than 20 years of consulting experience in business and IT alignment, IT strategic planning, IT performance optimization, business process analysis ▪ Leads Gartner State and Local Government practice for the Southeastern region	▪ Verify that Gartner activities support City goals ▪ Build and maintain a long-standing relationship with City ▪ Provide oversight to the engagement

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

4.0 Statement of Work

4.1 Project Tasks

Gartner will perform the following activities in coordination with the City Munis ERP project team. The project will be conducted over five continuous weeks.

The primary project activities include:

- Review existing project documentation and artifacts to establish the strategic context. Conduct follow-up discussions with select project team members and stakeholders, as needed, to fill information gaps and/or clarify information gathered
- Assess the current implementation approach and project viability
- Document risk assessment findings and brief City staff and senior leadership
- Provide recommendations for high-risk areas of the ERP implementation
- Brief recommendations to the City Council
- Report and review project status on a regular basis with the City Project Manager

4.2 Project Deliverable

The following deliverable will be produced as a result of the tasks outlined above:

- Final Report (Risk Assessment and Recommendations for high-risk areas)

4.3 Period of Performance

The proposed period of period for the engagement is June 1, 2020 through July 3, 2020. This period of performance is dependent on the assumptions included in Section 4.4.

4.4 Assumptions

The project tasks, outputs, schedule and pricing in this SOW are based on the following assumptions.

4.4.1 City Participation

- The City will designate a PM to act as the primary point of contact for this engagement. The PM is expected to work closely with the Gartner employees as needed and will: (a) approve project priorities, work plan and schedules; (b) facilitate the scheduling of Gartner work sessions with appropriate City personnel; (c) notify Gartner in writing of any project or performance issues; and (d) assist in resolving project issues that may arise.
- The work effort described in this proposal assumes that City personnel are available to assist in the project. In the event that City personnel are not available, a change of scope or timeline may be necessary.
- The City will provide finance, human resources, payroll, and utility billing subject matter experts to assist with reviewing and refining the Recommendations Brief.
- The City is to schedule City resources for project activities and provide virtual meeting capabilities (i.e., Microsoft Teams, Skype, Zoom).

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

- Gartner will formally capture feedback on your overall experience via our client survey. This allows us to quantify our performance on this engagement and to ensure a culture of continuous improvement of processes and best practices.

4.4.2 Data Collection

- Due to the COVID-19 Pandemic, Gartner will conduct the project remotely and virtually until it is reasonably safe to resume travel and / or on-site work.
- The City will provide timely access to all appropriate personnel to participate in working sessions and to be interviewed. These personnel will have the ability to provide data necessary to complete this project, answer questions, provide existing documentation and attend working sessions.
- Gartner will use available material from previous work completed by the City and Tyler, including business capability definitions, requirements, scope documentation, etc.

4.4.3 Place of Performance

All data collection and interviews/workshops will take place remotely via virtual web conference. If necessary, the City will provide working space, internet access and printing capabilities for activities scheduled to occur on-site at City facilities.

4.4.4 Proposed Personnel

Resumes/biographies of proposed personnel are provided in this SOW. Upon signing of a contract, if any of the proposed resources are no longer available to support the engagement, we will work with the City to identify associates with the appropriate skills and background to deliver fully on the undertakings defined in the SOW.

4.4.5 Deliverables and Changes to Scope

Any requests for additional support (beyond the duration and density described in this SOW) made by the City may be considered a change in scope for this engagement and will be handled accordingly (see Changes to Scope section of this Proposal).

All deliverables will be developed using Microsoft products (e.g., Word and PowerPoint)

4.5 Investment Summary

Gartner will conduct the consulting tasks outlined in this SOW for a firm-fixed price of $135,800 USD, including related expenses.

Gartner will bill 25% for completion of Task 1 – Project Initiation activities and 75% upon completion of Step 3 – Develop Recommendations activities. The invoice will be payable net 30 days from the date of invoice. While we do not itemize billing for professional services, we agree and will comply with any reasonable requests for records substantiating our invoices.

If the City requires a purchase order (PO) number, please specify the PO number in the Authorization section and forward a copy of the PO, with this Proposal, to name/address or fax of appropriate individual. Ensure that the PO includes the entire firm-fixed price quoted in this SOW. Any pre-printed terms on the PO that are in addition to or in contradiction of the terms of this agreement shall be inapplicable.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

4.6 Contract Details

4.6.1 Validity Period

This Proposal, including the SOW, is valid for 30 days from 26 May 2020.

4.6.2 Changes to Scope

The scope of this project is defined by this proposal/SOW. All City requests for changes to the SOW must be in writing and must set forth with specificity for the requested change(s). As soon as practicable, Gartner shall advise the City of the cost and schedule implications of the requested changes and any other necessary details to allow both parties to make an informed decision as to whether they will proceed with the requested changes. The parties shall agree in writing upon any requested changes prior to Gartner commencing work.

As used herein, “changes” are defined as work activities or work products not originally planned for or specifically defined by this SOW. By way of example and not limitation, changes may include the following:

- Any activities not specifically set forth in this SOW
- Providing or developing any project outputs not specifically set forth in this SOW
- Any change in the respective responsibilities of Gartner and the City
- Any rework of completed activities or accepted deliverables
- Any additional work caused by a change in the assumptions set forth in this SOW
- Any delays in deliverables caused by modification of acceptance criteria in this SOW
- Any changes required to consultant level of effort or resources

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

4.7 Authorization

This Proposal/Statement of Work is submitted under the terms and conditions of [Contract Reference].

When signed by Gartner and the City of Jacksonville Beach, this Proposal is an attachment to and governed by the [Contract Reference] between the parties. These two documents will set forth the relationship between the parties for this engagement. The SOW may be modified at any time provided such changes are agreed to by the parties in writing and where applicable, are in accordance with the Change Order provision.

SUBMITTED ON BEHALF OF GARTNER, INC.

SIGNATURE

Jeff Perkins, Senior Managing Partner

PRINT NAME AND TITLE

26 May 2020

DATE

AGREED ON BEHALF OF THE CITY OF JACKSONVILLE BEACH

SIGNATURE

PRINT NAME AND TITLE

DATE

PO NUMBER (IF APPLICABLE)

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

5. Further Assurances

Gartner Research and Consulting recommendations are produced independently by the Company's analysts and consultants, respectively, without the influence, review or approval of outside investors, shareholders or directors. For further information on the independence and integrity of Gartner Research, see "Guiding Principles on Independence and Objectivity" on our website, gartner.com or contact the Office of the Ombudsman at ombudsman@gartner.com or +1 203 316 3334.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

6. Attachments

6.1 Project Team Biographies

The following are the project team members who are proposed to work on this engagement. If any of the individuals proposed herein are not available, Gartner will substitute another qualified professional with similar expertise and credentials.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

Carlton McArthur

Senior Director

Carlton McArthur serves as a Senior Director within Gartner's State and Local Government practice, focusing on ERP strategy and business transformation/modernization. Mr. McArthur is an expert in IT strategy, service delivery transformation, finance optimization, and program oversight. Mr. McArthur works with clients to manage large-scale business and IT transformation initiatives through program assurance, IT evaluation, and systems implementation.

Mr. McArthur's recent project experience includes:

- For a county government — Worked with the CIO and Directors of Finance, Procurement, and HCM to develop an RFP for a Systems Integrator to configure and deploy Oracle Cloud ERP. Collaborated with the County Executive Leadership Team and SMEs to develop an ERP strategy and future-state functional and technical requirements. This included developing the goals and objectives for the ERP strategy, implementation approach, and timeline. Facilitated multiple requirements gathering workshops to specify the capabilities that the ERP must be able to perform to meet the client's needs and codified them in the RFP. Developed an evaluation framework to assist with rank ordering responses to the RFP in order to select a Systems Integrator. To assist the client with selecting Oracle ERP Cloud as its solution, Mr. McArthur led a fit-gap analysis and assessed the bill of materials provided by Oracle to verify and validate that the proposed modules would meet the County's requirements.
- For a city government — Worked with the client to develop an RFP for a new taxation and revenue system to replace the legacy, mainframe technology. Generated high-level functional and technical requirements, developed an RFP bid package and evaluation framework to assess vendor proposal responses. Developed a program review/IV&V approach to evaluate status and effectiveness of design, development and implementation of the new system.
- For a county government — Developed functional and technical requirements for a new financial management system (FMS) to improve the allocation of government subsidies. Assessed the processes and information used to calculate subsidy amounts and identified errors that contributed to the over/under allocation of funds. Worked with the Agency Comptroller and accounting staff to reconcile the general ledger and implement processes to improve accounts payables and receivable. Contributed to the selection of the new FMS and conducted user testing to verify the functionality of the new system successfully met requirements.
- For a federal government agency — Developed an IT strategy and roadmap to consolidate redundant applications and modernize legacy technology within an ERP to improve the accuracy and timeliness of subsidy payments. Led the development of functional requirements to inform the design the new ERP and provided project oversight/assurance support.
- For a federal government agency — Developed the target-state ecosystem (business and technology) and defined how redesigned processes will be executed in a new ERP Cloud system. Centralized back-end financial services and procurements functions into a shared services delivery model to reduce cost and improve performance. Developed

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

the IT service management and end-user support model to allow technical support to be provided within established service-level agreements (SLAs).

- For an international development bank — Assessed the operations of a multi-function, (i.e., IT, human resources (HR, finance, and acquisition)) off-shore shared services center to determine how the service delivery model and governance structure could be improved to provide additional services and support to the bank with enhanced efficiency. Assessed capabilities of the client's ERP Cloud system to determine how well it met customer requirements for enhanced levels of support and provided recommendations for new, additional modules that were necessary to improve finance and procurement operations. Developed and implemented a program evaluation framework for the client to assess the implementation of the redesigned service delivery model and ERP.
- For a Department of Defense service branch — Led a PMO to integrate multiple functional workstreams (i.e., IT, finance, cost analytics, logistics) to achieve the client's transformation strategy. Evaluated finance operations within the shared services center and developed process and technical recommendations to improve accounts payables accounts receivables and improve the accuracy of the general ledger. Worked with the client to develop a strategy to migrate to and implement a new ERP Cloud system.

Mr. McArthur possesses an MPA from North Carolina Central University and a BA in Political Science from East Carolina University. Mr. McArthur is also a Certified Scrum Master and Lean Six Sigma Black Belt.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

Aparna Nistala

Director, Gartner Consulting

Aparna Nistala has over 15 years of experience in leading ERP business process and transformation strategy projects spanning multiple industries. She has led over 20 Enterprise Application and ERP transformation engagements, including ERP application and sourcing strategy, RFP development, vendor evaluation and selection support, contract negotiations and implementation oversight for clients in public and private sectors.

Ms. Nistala's relevant project experience includes:

- Provided project oversight and quality assurance on Oracle Cloud implementation (Human Resources, Finance and Procurement) to a large NY Town.
- Provided assessment of Tyler Munis implementation, developed ERP implementation strategy and assisting with RFP development, vendor evaluation and selection
- Provided project oversight and quality assurance on multiple Oracle EBS and PeopleSoft implementations.
- Provided project oversight and quality assurance on MS Dynamics ERP and CRM implementations.
- Assisted six different NY State and Local Government entities with developing ERP strategy, RFP creation, vendor response evaluation and selection for an ERP Human Resources, Finance and Procurement implementation.
- Assisted a large investment bank and securities firm with developing ERP strategy, RFP creation, vendor response evaluation and vendor selection for an ERP Human Resource system implementation.
- Assisted large three Canadian government agencies with developing ERP strategy and creating an evaluation framework to evaluate and select a System Integrator.
- Assisted a large State Procurement Agency with developing an application strategy, roadmap and business case for the modernization of a legacy eProcurement solution.
- Created bid package and assisted with vendor response evaluation and vendor selection for a provincial healthcare agency in Canada for an ERP Human Resources, Finance and Procurement system implementation.
- Assisted a large media and entertainment company with vendor evaluation and vendor selection for an ERP HR Talent Management system implementation.
- Assisted a large manufacturing company with RFP creation, vendor response evaluation and vendor selection for an ERP HR system implementation.
- Assisted a large retailer with RFP creation, vendor response evaluation and vendor selection for an outsourced Finance & Accounting solution.
- Managed a team of six consultants and over 200 client staff for Project Management/Quality Assurance of an electronic voting system post-implementation assessment for a large New York City Agency.
- Assisted with procurement of a new electronic voting system. Assisted with developing the requirements, RFP, evaluation framework and selection criteria. Facilitated client workshops for rating and selecting the system.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

.

Professional Background

Ms. Nistala received her Master's in Business Administration from the University of Illinois at Urbana Champaign, and her Bachelor of Engineering in Electronics and Telecommunications from Amravati University, India. Previously, she worked as a Management Consultant at BearingPoint Inc.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

Hannah Lee

Senior Consultant, Gartner Consulting

Hannah Lee is a Senior Consultant with seven years of experience across both the private and public sectors and joined Gartner in 2017. Ms. Lee's recent project experience includes:

- For a City in the U.S. – Utilized viability analysis of legacy system and created business capability models with a cross-functional City team in order to develop an RFQ for an enterprise best-of-breed solution, which would migrate the City from deficient infrastructure. Provided oversight for down select process, identifying best options to move forward. Delivered customized capability model training to City employees to improve communication and time-to-value for City activities. Created an accompanying Project Management Office stand-up and sourcing strategy.
- For a large, Southeastern Medical Provider – Worked with key stakeholders across IT and business to assess capabilities in finance, HR, and supply chain to deliver enterprise-wide ERP assessment, strategy, architecture, and roadmap with accompanying vendor selection. Determined path forward for technology platform and selected, best-fit enterprise solutions.
- For a U.S. Southern State – Performed a technology systems assessment and analysis, interviewing stakeholders across 10+ key agencies. Briefed and assisted executive office in the development of a technology strategy centering on security, cost optimization and asset consolidation with alternatives analysis, migration plan and strategic roadmap.
- For a key U.S. federal Financial Institution – Aided strategy, planning, and technology application through the creation of an enterprise roadmap, which integrated activity execution of siloed institutional entities and informed future direction and decision making. Researched external technology trends that would impact business units and created cross-entity recommendations report.
- For a U.S. Southeastern State – Advised the executive office and created a statewide technology strategy. Supported development of shared services benefits realization toolkit to track and measure impacts of strategy progress.
- For a federal Canadian organization – Conducted a current state public cloud adoption assessment and corresponding target state gap analysis. Developed an enterprise cloud strategy and roadmap aligned to organizational capabilities that would improve cloud processes and productivity.

Ms. Lee is a Six Sigma Green Belt. She has an MBA from the Georgia Institute of Technology with a concentration in Business Analytics and IT Management and an undergraduate degree in Economics and Asian Studies from Cornell University.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

Jeff Perkins

Senior Managing Partner, Gartner Consulting

Jeff Perkins has more than 25 years of consulting experience in business and IT alignment, IT strategic planning, IT performance optimization, business process analysis, software and systems integration procurement, program and project management, and large systems integration. Jeff joined Gartner's IT Management Consulting practice in 2000. He is a senior managing partner within Gartner's state and local government consulting practice and he also has significant consulting experience financial services and federal government industries. Prior to joining Gartner, he had an extensive career in systems integration for federal government and telecommunications clients. Jeff has recently led and participated in the following engagements:

Mr. Perkins' relevant project experience includes:

- For State Department of Administration — led the client through a series of engagements that resulted in the development of Statewide IT Strategic Plan. Initial client engagement started with a statewide IT cost benchmark to identify potential benefits of moving to a shared services environment. This included development of a Case for Change to support moving in a new statewide direction. The engagement concluded with the development of the Statewide IT Strategic Plan with supporting internal and public communications for the plan, as well as numerous related projects around IT sourcing, IT operations, governance and information security.
- For State IT Shared Services organization — led multiple engagements and project extensions related to improving service management capabilities, organization change management, and outsource provider relationship performance assessment. The service management and organizational change management project focused on helping client establish a practical vision for improving the organization's service management lifecycle of capabilities. This led to identifying the organization changes necessary to achieve this new vision, including organization redesign and improvement roadmap. The relationship performance assessment project focused on understand the effectiveness and challenges associated with the relationship between client and its incumbent IT service outsource provider, across key dimension of the relationship including vision and alignment; customer satisfaction; service levels; and contract and operating model. The engagement resulted in a series of actionable recommendations for improving the effectiveness of the relationship with client's service provider.
- For a $200M State IT Shared Services organization — Jeff led Gartner's team in the cost performance assessment of the shared services organization. The engagement focused on internal and market based efficiency comparisons and resulted in actionable recommendations for achieving significant annual cost savings going forward. As a follow-up to the initial performance assessment, Jeff also led the team's efforts in developing a telecommunications vendor renegotiation strategy and conducting vendor negotiations, which resulted in over $5.5 million in annual savings for the client.
- For a state government funded insurance provider — Jeff led an assessment and analysis the current state core insurance platform in order to develop a future strategy for the organization's platform direction. Gartner's efforts included requirements review, alternatives analysis, risk analysis, technical architecture analysis, cost-benefit analysis, vendor market scan, IT operations, and software development lifecycle review. As a result of Gartner's insight and thorough analysis, the client's Board of Directors approved Gartner's recommendation to move away from home-grown core insurance platforms

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

and begin the process of procurement market available software solutions which will offer greater agility, flexibility, and scalability — all at lower total costs for the client.

- For a statewide law enforcement agency — Jeff led the procurement support efforts to negotiate an effective statement of work between the state agency and a software and systems integration vendor. Gartner's work included a review of stakeholder alignment and program readiness; assessing lessons learned from the agency's prior contract efforts; review and validation of functional and non-functional requirements, including identification of key gaps; development of implementation services statement of work and contract terms and conditions; assisting in review and finalizing statement of work and contract terms and conditions with vendor.
- For Federal government health organization — Jeff led the procurement support effort to bring on board a qualified management and technology consultant to define the future of the agency major business transformation effort. The Gartner team led agency's efforts to identify the list of qualified providers, define the high-level requirements to be included within the solicitation, develop the solicitation document, prepare the CDC team to evaluate vendor responses, and assist the procurement organization in managing the solicitation process — resulting in a successful award under critical and aggressive timelines. The Gartner team also providing management advice on the program conceptual design, organization structure, and governance.
- For a large county government — Jeff managed the engagement team performing the software vendor and systems integrator selection process for a $20 million enterprise resource planning solution, including finance, human resources and customer management requirements gathering; RFP development; RFP issuance; vendor scoring; vendor scripted demonstrations; final vendor selection; and contract negotiations.

Prior to joining Gartner, Jeff was a program manager for a leading systems integration and professional services firm. He is a graduate of Auburn University, where he received a BS degree in computer engineering and also earned an MBA in management and strategy from Emory University, where he graduated with distinction. Jeff is a member of Beta Gamma Sigma.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

7.0 Relevant Past Performance

Gartner has an expansive and successful track record of helping federal, state and local government maximize their use of information technology. We have a deep understanding of the multiple and often competing challenges facing government organizations given their unique environment, pressures and orders of magnitude in terms of resources and service requirements. Approximately half of Gartner Consulting's business comes from government, and the State and Local segment is the largest component of this. We have performed over 2,500 engagements for public sector clients in the last four years, ranging from short, targeted program assurance to multi-year programmatic support of implementation efforts.

Gartner has more than 20 years of experience providing program assurance services to public and private sector organizations across North America throughout the entire life cycle of our clients' IT initiatives. The majority of Gartner's risk assessments and program assurance engagements are performed for large projects with budgets ranging from $10s to $100s of millions.

Gartner has conducted more than 440 relevant engagements (health checks, risk assessments, program monitoring, quality assurance, IV&V, program management) in the last four years including 216 for public sector organizations

Below are three past performance project descriptions that highlight our ability to successfully provide public sector clients program assurance and ERP implementation risk assessment support.

Table 5. Project Description No. 1

Customer Name	Town of Brookhaven
Project Title:	Town of Brookhaven ERP Strategy
Project Description:	The Town of Brookhaven is focused on identifying a sensible path forward with the modernization of its Tyler Munis ERP system. Brookhaven wanted to accomplish the following as part of the Financial Management System Strategy. ■ Brookhaven is moving forward with a strategic planning initiative that includes assessing HR and Procurement business capabilities in order to evaluate current technologies and determine the best path forward for the Town. Review the current Tyler Munis ERP system and identify areas for enhancement as well as the areas of greatest challenge. ■ Identify and prioritize business process improvement opportunities to enable Brookhaven's business strategy and to simplify the ERP implementation. ■ Identify potential ERP solution options – Tyler Munis or other solution – and articulate a sensible multi-year roadmap for modernization. ■ Provide a high level cost estimate for the preferred alternative that includes both implementation and ongoing support costs.
Project Cost:	Currently, in the process of selecting a vendor

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

Customer Name	Town of Brookhaven
Outcome of Project:	Gartner identified ERP solution options and developed actionable recommendations that are fact-based, data-driven and informed by the latest research and knowledge of the industry and emerging technologies. This helped the Town identify the best path forward in an expedited timeline.
Scope of Work Performed:	Gartner accomplished the following strategic objectives for this engagement: ■ Conduct a rapid assessment of the existing Tyler Munis ERP system and processes within the Town ■ Defined ERP application priorities leveraging existing business/IT strategy, business priorities and best practices. ■ Defined prioritized business and technical requirements for increased efficiency and transparency. ■ Assessed and defined application/process improvement priorities and proposed future state application landscape options. ■ Developed a strategic road map that lays out a set of initiatives over a multi-year time frame to achieve the operational goals ■ Developed a high-level 5-year cost estimate model

Table 6. Project Description No. 2

Customer Name	State of Wisconsin
Project Title:	State Transforming Agency Resources (STAR) project
Project Description:	The mission of the STAR project was to replace over 100 disparate and outdated human resource, procurement and financial business systems with one efficient, transparent and modern enterprise-wide system that would more effectively meet the State's business needs. To achieve this mission, the State decided to deploy a secure and reliable ERP system that met the following goals: ■ Enable a more efficient and effective workforce and operations through standardized work processes and the ability to utilize analytics ■ Identify and resolve work processes, materials and systems for alternatives to using personally identifying information (example: social security number for travel expenses) ■ Reduce or eliminate paper ■ Improve transparency ■ Reduce long-term business costs
Project Cost: (Implementation and operational services)	Total $138M
Outcome of Project: (i.e., on time, on budget, and met customer needs)	Through Gartner's program assurance assistance, the state was able to deliver on time, and within budget for cost and schedule. During initial "go live" Gartner was provided oversight to identify and mitigate implementation risks.
Scope of Work Performed:	Gartner's role in this project was to provide oversight and Independent Project Quality Assurance (IPQA) services in support

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

Customer Name	State of Wisconsin
	of this implementation effort, working closely with the STAR Project Director, State staff and Implementation vendor. Gartner provided the full range of program assurance services for the State of Wisconsin project. Our value-focused approach to program assurance services was designed to oversee and complement the Implementation vendor's quality assurance activities while ensuring that the benefits of the new system were achieved for the State. Gartner's approach helped achieve the following objectives: ■ Ensuring that agency project managers and sponsors always have an accurate picture of overall project status and progress ■ Identifying and effectively managing project risks ■ Validating that the project, and Implementation vendor, are complying with appropriate State policies and standards ■ Applying industry standards and best practices to the project's management and development processes ■ Defining how the system will deliver value and support the agency's overall strategy by tracking the realization of that value by full completion of key system design, development and effective deployment The ongoing quality assurance and the periodic risk assessments were completed using Gartner's Program Assurance and Risk Assessment methodology and compared the findings for the STAR program to industry best practices for ERP implementation projects. Periodic Risk Assessments were conducted at a minimum once a quarter and evaluated more than thirty (30) criteria. Each assessment concluded with a report that included detailed findings and recommendations which were presented to the STAR Executive Steering Committee.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

Table 7. Project Description No. 3

Customer Name:	City of San Antonio
Project Title:	Build San Antonio
Project Description:	Project description: Gartner's role on the project was to provide Program Management Oversight and program assurance services for the City of San Antonio Development Services Department (DSD) for their Build San Antonio project, which included the implementation of a Commercial-off-the-Shelf (COTS) Community Development & Regulatory software across multiple development services departments that support land management, permitting, licensing, inspections, complaint management/enforcement, and electronic document review within the City of San Antonio.
Project Cost: (Implementation and operational services)	~$10M
Outcome of Project: (i.e., on time, on budget, and met customer needs)	The first system implementation vendor was replaced approximately 18 months into the project due to project delays and quality concerns. Gartner supported the City through this transition to a new system implementor and provide program assurance services through implementation in October 2018. Once the new system implementation vendor was brought on-board, Gartner worked with them and the client to prevent project delays and cost overruns. Key highlights of Gartner's IV&V support that enabled the City to successfully course correct and deploy the COTS solution: ■ Gartner's identified schedule delays and deliverable quality concerns early on in the project that helped the City reduce their risk level and limit any payment on incomplete deliverables. ■ Findings were expressed in real-time during meetings, in deliverable review documents, and in monthly IV&V reports. These findings and documents were leveraged later in the project during termination discussions to present a documented root-cause analysis of the issues, and to demonstrate a history of underperformance by the vendor. ■ Gartner assisted the City in transitioning to a different system implementation provider. ■ Gartner adjusted our program assurance approach to adapt to the new implementation vendor's software development methodology (Agile) — the previous vendor had attempted a waterfall delivery. This included expanding our resource coverage to adapt to a more real-time, embedded/colocated presence with the implementation team and client. ■ Gartner's advice to adhere to and enforce Agile best practices, including establishing a Minimum Viable Product (MVP) upfront and helping the team stay focused on delivering the most important functionality, on time and on budget. ■ Gartner was instrumental in ensuring JIRA (the project tracking tool) was configured properly and that metrics could be exported from the tool to track the implementation vendor's progress and velocity, and to enable accurate status reporting.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

Customer Name:	City of San Antonio
Scope of Work Performed:	Gartner's role on the project was to provide Program Management Oversight and assurance services for the City of San Antonio Development Services Department (DSD) for their Build San Antonio project. The objectives of Gartner's work included: ■ Providing an unbiased, third-party look at the work, progress and quality of the program ■ Framing issues and obtaining needed decisions effectively and proactively ■ Applying industry standards and best practices to the project's management and development processes Gartner performed the following IV&V activities: ■ Program Management ■ Risks and Issues Management ■ Vendor Management ■ Requirements Management ■ Quality Management ■ Change Management Gartner also provided SME and strategic advising support, pulling resources as appropriate from our IV&V Center of Excellence.

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

Any questions regarding this Proposal should be addressed to:

Jeff Perkins
Senior Managing Partner
Gartner, Inc.
10 Glenlake Parkway, Suite 390
Atlanta, Georgia 30328
Telephone: +1 678 575 6347
Email: jeff.perkins@gartner.com

This Proposal was prepared for City of Jacksonville Beach, Florida:

Alberto J. “A.J.” Souto, MPA, CGFO
Assistant CFO / Budget Officer
City of Jacksonville Beach
11 North Third Street
Jacksonville Beach, FL 32250
[p] 904-242-3408

© 2020 Gartner, Inc. and/or its affiliates. All rights reserved.
Gartner is a trademark of Gartner, Inc. or its affiliates.
For internal use of Florida Department of Transportation only.

JACKSONVILLE BEACH

City of
Jacksonville Beach
City Hall
11 North Third Street
Jacksonville Beach
FL 32250
Phone: 904.247.6274

www.jacksonvillebeach.org

FINANCE DEPARTMENT

MEMORANDUM

TO: Michael Staffopoulos, City Manager

FROM: Ashlie Gossett, Chief Financial Officer

SUBJECT: Additional Funding for Dial-a-Ride Vehicle Repairs

DATE: July 9, 2020

BACKGROUND

For more than 20 years, the City has given financial assistance to Dial-a-Ride by providing access to the City's Garage and performing vehicle repairs and maintenance free of charge up to an amount determined in each year's annual budget. Any repairs and maintenance needed in excess of the budgeted amounts were reimbursed to the City by Dial-a-Ride. Currently, the garage is providing service to the three Dial-a-Ride buses listed below.

Bus	Description	Miles
#1	2014 Ford E350	90,991
#2	2015 Ford E350	89,116
#3	2012 VPC Van	201,600

$3,000 was budgeted this year and Dial-a-Ride has incurred $3,456 in repair and maintenance costs to date. Bus #3 is in need of air conditioning repairs as well as two new tires. The Garage Manager estimates that the materials and labor to perform this work will be $2,000.

Earlier this year, the City developed financial relief programs for our community as it faces the COVID-19 pandemic. Dial-a-Ride was not included in the first wave of programs. At this time staff is proposing that the City provide an additional $3,000 in assistance to Dial-a-Ride as it continues to serve our citizens. The additional funds will be used to cover the repair costs for Bus #3 and any additional vehicle repairs that may be needed for the remainder of the fiscal year. This would bring the total annual funding to $6,000 for FY2020.

While the City Manager has the authority to approve the additional funding administratively, this request is being brought forward because it is a line item within the Council's divisional budget. Funding is available in the General Fund and the budget in account 001-01-0101-511-46-546003 will be adjusted at yearend.

REQUESTED ACTION

Approve/Disapprove additional funding in the amount of $3,000 for Dial-a-Ride vehicle repairs and maintenance.

JACKSONVILLE BEACH

City of
Jacksonville Beach
Police Department
101 Penman Road, South
Jacksonville Beach
FL 32250
Phone: 904.247.6343
Fax: 904.247.6342

www.jacksonvillebeach.org

POLICE DEPARTMENT
Gene Paul N. Smith
Chief of Police

MEMORANDUM

TO: Michael J. Staffopoulos, City Manager

FROM: Gene Paul N. Smith, Chief of Police

SUBJECT: Purchase Enhancements for the Downtown Camera System

DATE: July 16, 2020

BACKGROUND

In 2017, a new camera system was purchased to replace the obsolete system in place at the time. After three years of service, the system has become plagued by issues related to interference and congestion from unlicensed bands (wireless cellular data) in the area, especially during the summer and peak visitor events.

The installation of two new antennas in the CRA area will provide an interference-free connection with higher bandwidth capacity which will enhance the speed and reliability of the cameras in the downtown area. Additionally, the installation of a network monitoring computer will enable monitoring, health checks, and adjustments as required. Finally, a three-year service agreement will provide remote automated wireless network monitoring, engineering support for any outages and tuning adjustments, and monthly preventative maintenance health checks.

The Jacksonville Beach Community Redevelopment Agency (CRA) met in a special meeting on July 15, 2020 and unanimously approved the proposed expenditure to enhance the Downtown Video Surveillance System. Funding is available in the Downtown Tax Increment Fund reserves. The budget will be amended as part of the FY2020 year-end budget adjustment.

REQUESTED ACTION

Approve an expenditure of $51,653 ($47,993 quoted prices, plus $3,660 contingency) for the purchase of equipment and other services to enhance the operation of the downtown camera system as described in a June 28, 2020 memorandum from Chief Gene Paul N. Smith to City Manager Michael J. Staffopoulos. (See supporting documentation).

LAW ENFORCEMENT ACCREDITATION 1995

CRA RESOLUTION NO. 2020-02

A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH COMMUNITY REDEVELOPMENT AGENCY TO AMEND THE DOWNTOWN CAPITAL IMPROVEMENT BUDGET FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2019 AND ENDING SEPTEMBER 30, 2020; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Community Redevelopment Agency approved the funding of a major upgrade to the video surveillance camera system on August 28, 2017, via CRA Resolution No. 2017-07, providing for the purchase, installation and five-year service contract for 45 video additional surveillance cameras for that system located within the Downtown Community Redevelopment Area, and

WHEREAS, following the installation of the additional cameras, the optimal functionality and connectivity of the entire downtown surveillance system has become compromised due to unanticipated outside electronic interference and congestion from wireless communications device data, particularly during the summer and during peak visitor events, and

WHEREAS, it is necessary to purchase and install two new communications antennas in the Downtown Community Redevelopment Area and also to purchase and install a network monitoring computer in order to provide interference-free connectivity for the downtown surveillance camera system, and to enhance the speed and reliability of the entire system to allow the Community Redevelopment Agency funded Community Assisted Police Effort (CAPE) to provide adequate security coverage of the downtown area, and

WHEREAS, the Community Redevelopment Agency specifies the use of Downtown Tax Increment Trust Funds to fund and support the Community Assisted Police Effort (CAPE), and

WHEREAS, the Community Redevelopment Agency has sufficient Downtown Community Redevelopment Tax Increment Trust Fund revenues to pay for the purchase and installation of the equipment specified herein to enhance the video surveillance camera system in the Downtown Community Redevelopment Area:

NOW, THEREFORE, BE IT RESOLVED BY THE JACKSONVILLE BEACH COMMUNITY REDEVELOPMENT AGENCY THAT:

SECTION 1. The Fiscal Year 2019-2020 Downtown Community Redevelopment Capital Improvement Budget for the Jacksonville Beach Community Redevelopment

Agency is amended to appropriate $40,260.00 ($36,600 quoted price, plus 10% contingency) for the purchase of two radio antennas and a system monitoring computer, plus $11,393.00.00 for the purchase of a three-year service and monitoring agreement, to enhance the reliability and performance of the video surveillance camera system installed in the Downtown Community Redevelopment Area.

SECTION 2. This resolution shall take effect upon its adoption.

DULY ADOPTED IN OPEN MEETING THIS 15th Day of July, 2020.

_____
Art Graham, CHAIRMAN

_____
William C. Mann, ADMINISTRATOR

SIEMENS

Ingenuity for life

PROPOSAL

City of Jacksonville Beach: Downtown Video Management System Wireless Backhaul Solution

PREPARED BY

Siemens Industry, Inc.

PREPARED FOR

CITY OF JACKSONVILLE BEACH

SIEMENS
Ingenuity for life

Contact Information

Proposal #:	4219393
Date:	June 15, 2020

Sales Executive:	Preston Bullen
Branch Address:	8940 Western Way Suite 1 Jacksonville, Florida, 32256
Telephone:	9047047358
Email Address:	Preston.Bullen@Siemens.com

Customer Contact:	CITY OF JACKSONVILLE BEACH
Customer:	CITY OF JACKSONVILLE BEACH
Address:	11 3RD ST N
	JACKSONVILLE BEACH FL 32250
Services shall be provided at:	Downtown Jacksonville Beach

SIEMENS
Ingenuity for life

Scope of Work

Siemens is pleased to provide the proposal to the City of Jacksonville Beach for the video management system wireless network radio antennas to create a fiber connected communication back haul for the video surveillance cameras in downtown Jacksonville Beach. The new antenna will provide an interference free connection with higher bandwidth capacity connection to the City fiber network to enable the video management system to perform at a much higher level. This additional host is being implemented due to the current congestion on the 5Ghz band that the existing back haul uses to transmit the video transmission from the cameras to the server. The new fiber connected back haul host antenna will transmit the video feed over a higher band spectrum using millimeter wave technology which delivers a precise connection to the fiber connected host that will be installed at City Hall. The new radio antennas have a very small, discreet footprint that are IP-67 all weather rated and perform under the harshest weather conditions.

Siemens is providing services to the City of Jacksonville Beach by utilizing the contract through Sourcewell (National Joint Powers Alliance - NJPA). This contract ***(Contract #: 031517-SIE)*** is an awarded RFP to enable Beaches Energy Services to purchase from Siemens directly. The contract awarded is currently valid from June 30, 2017 through June 30, 2021. The contract in place allows for the direct purchase of systems and services contracts Security, Video Management, Access Control, Fire Alarm, Mass Notification, Emergency Notification, Building Automation, and like technologies.

In order to maintain the integrity of the video management system the proposal will not go into detail on the exact locations or protocols of the new back haul. However, this new connection will help eliminate the current communication issues that the wireless network camera system is experiencing due to the congestion of the unlicensed spectrum bands in the area.

Siemens will provide the time and material to install (2) new host radios for the existing system. One radio antenna will be placed near Pablo Tower to collect the video transmission feeds from the wireless network cameras and transmit the data to the second radio antenna that will be placed onto the City Hall building. Once the new equipment is installed the system will be adjusted and tested for accuracy to ensure the live video feed is working properly. In addition, we will place a small network monitoring computer at the system server to enable the network monitoring, health checks, and adjustments as required for this dynamic environment. A separate agreement is being provided for the network monitoring of the system.

SIEMENS
Ingenuity for life

Siemens Provided Materials and Labor:

Materials:

- (2) Radio Antennas with mounting hardware
- Monitoring Computer
- Network Node Sensors
- PoE Injectors/Cabling/Conduit (as required for exposed cabling)

Labor:

- Project Manager: Coordination and Execution of the project
- Security Specialist: Network configuration/System programming/Testing/Commissioning
- Electrical Specialist: Installation of equipment and cabling
- Lift and/or Bucket Truck for installation

All labor to be performed during normal business hours Monday-Friday 8am-5pm.

City of Jacksonville Beach to provide the following:

- PoE/Network Switches and identification of preferred ports for connection
- IP Addresses
- Access to areas as required for the installation of the new hardware
- IT support for the City Network
- All fiber optic cabling - patch panels/modules/converters *(only if needed or not currently in place)*

Inclusions and Exclusions

Inclusions:

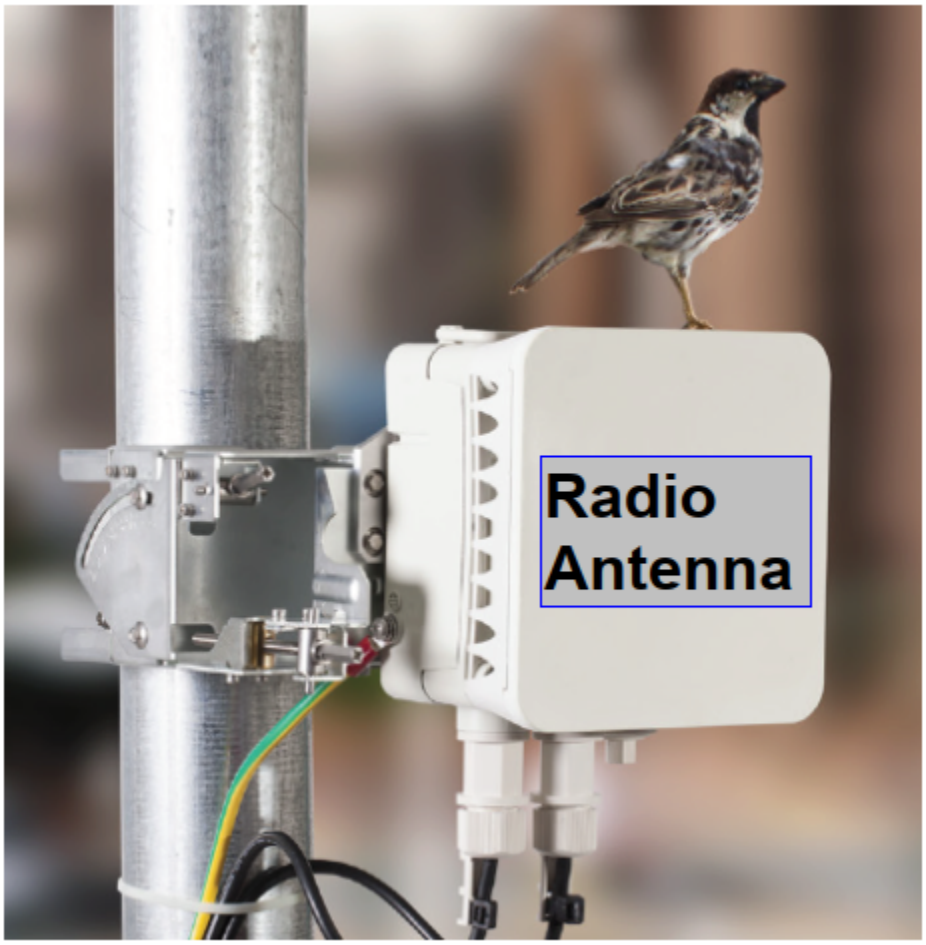
1. Freight (standard ground).
2. Project Management for Siemens Scope of work.
3. Programming, Testing, and Commissioning.
4. One Year Warranty on new Materials.
5. Materials and Labor as defined in the scope work.

Exclusions:

1. Painting and Patching of walls or ceilings, ceiling tile replacement
2. PoE Switches / IP Addresses / Fiber Optic Cabling and Components
3. 120 VAC connections and supply to be done by others as required.
4. Performance or Payment bonds.
5. Additional materials and labor not listed in the scope of work for the proposed solution.
6. After-hours or Overtime Labor

SIEMENS
Ingenuity for life

Example Image of the new Radio Antennas:



SIEMENS
Ingenuity for life

Sell Price

Total Quote Price:	***$36,600.00***

SIEMENS
Ingenuity for life

Payment Terms

Payment Terms Acceptance Agreement

The total price of: $36,600.00 and the estimated return on investment are based on the items outlined in this proposal. ANY statements made herein regarding savings that may be achieved by implementing the services offered in this proposal are estimates only. No warranty, either expressed or implied, shall be construed to arise from such statements, nor shall such statements be construed as constituting a guarantee by Siemens that such savings will occur if the services are implemented.

Terms and Conditions Disclaimer

The Customer acknowledges that when approved by the Customer and accepted by Siemens Industry, Inc.: (i) the Proposal and the Contract Terms and Conditions, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter (collectively, hereinafter referred to as the "Agreement") and (ii) in the event of any conflict between the terms and conditions of the Proposal and the terms and conditions of The Contract Terms and Conditions, the Contract Terms and Conditions shall control.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE CUSTOMER.

This Proposal is based on the Siemens Industry, Inc. Standard Terms and Conditions and the "Scope of Work" and are to be considered part of this proposal. Proposal is valid for thirty (30) days from the delivery date of June 15, 2020. Payment is due within 30 days of invoice date.

Payment Terms: 25% mobilization in advance, progress payments
Total: $36,600.00

SIEMENS
Ingenuity for life

Terms & Conditions Link(s)

Terms and Conditions (Click to download)
Terms & Conditions (www.siemens.com/download?A6V10946842)

Attachment A

Riders (Click on rider below to download)
SI Mass Notification Rider (www.siemens.com/download?A6V10946167)
SI Monitoring Rider (www.siemens.com/download?A6V10946171)
SI Online Backup and Data Protection (www.siemens.com/download?A6V10946174)
SI Software License Warranty (www.siemens.com/download?A6V10946180)
SI Consulting Rider (www.siemens.com/download?A6V10946838)

SIEMENS
Ingenuity for life

Signature Page

Proposed by:

Siemens Industry, Inc.

Company

Preston Bullen

Name

4219393

Proposal #

$36,600.00

Proposal Amount

June 15, 2020

Date

Accepted by:

CITY OF JACKSONVILLE BEACH

Company

Name (Printed)

Signature

Title

Date

Purchase Order #

PROPOSAL

City of Jacksonville Beach: Video Management System Wireless Network Monitoring Support Agreement

PREPARED BY

Siemens Industry, Inc.

PREPARED FOR

City of Jacksonville Beach

DELIVERED ON

June 15, 2020

SIEMENS
Ingenuity for life

Proposal #:	4366215
Date:	June 15, 2020

Sales Executive:	Preston Bullen
Branch Address:	8940 Western Way Suite 1 Jacksonville, Florida, 32256
Telephone:	9047047358
Email Address:	Preston.Bullen@Siemens.com

Customer:	City of Jacksonville Beach
Address:	11 3rd St N Jacksonville Beach, FL 32250
Services shall be provided at:	City of Jacksonville Beach

SIEMENS
Ingenuity for life

Siemens is pleased to provide the City of Jacksonville Beach the service agreement for the remote automated wireless network monitoring, along with remote engineering support for the wireless network that supports the video management system in downtown Jacksonville Beach. This support service agreement is needed to enable Siemens to remotely monitor the status of the wireless video network for any outages and to make tuning adjustments to the wireless radio antennas. This will help ensure the wireless video network is stable and operating at optimal performance. Due to the complexity of high definition video transmissions in conjunction with the dynamics of the wireless band spectrum this agreement will serve to provide a monthly preventative maintenance health check and adjustments to the settings on the wireless video network.

Siemens is providing services to the City of Jacksonville Beach by utilizing the contract through Sourcewell (National Joint Powers Alliance - NJPA). This contract ***(Contract #: 031517-SIE)*** *is an awarded RFP to enable the City of Jacksonville Beach to purchase from Siemens directly. The contract awarded is currently valid from June 30, 2017 through June 30, 2021. The contract in place allows for the direct purchase of systems and services contracts Security, Video Management, Access Control, Fire Alarm, Mass Notification, Emergency Notification, Building Automation, and like technologies.*

Annual Service Agreement:

- The agreement will include (24) hours of remote automated monitoring and engineering support per year for the wireless video management system network in downtown Jacksonville Beach.

Proven Outcome:

- Siemens will automatically receive remote notifications in the event that any of the wireless radio antennas or base host lose connectivity to the wireless network.
- Siemens will remotely connect into the system on a monthly basis to check the status of the system and make adjustments accordingly.
- Once the monthly preventative maintenance service is performed we will upload the report into the customer service portal so that it may be reviewed by the customer.
- Provides the City of Jacksonville Beach a more stable wireless video network by ensuring minimal disruption and downtime in the event there is an issue with the wireless connectivity on the system.
- This will provide an annual cost savings for the City of Jacksonville Beach as it will eliminate the need to have a bucket truck to access the radio antennas in the event of a wireless network outage or trouble issue.

SIEMENS
Ingenuity for life

Services shall be provided at:

City of Jacksonville Beach
11 3rd St N Jacksonville Beach, FL 32250

Siemens Industry, Inc. shall provide the services as identified in this Proposal and pursuant to the associated terms and conditions contained within.

Duration (Initial Term and Renewal): This Agreement shall remain in effect for an Initial Term of 3 Periods beginning 2020-08-01. After the expiration of the Initial Term, this Agreement shall automatically renew for successive one year periods. The Investments for each year after the Initial Term of the Agreement and each year of each renewal of this Agreement shall be determined as the immediate prior year's Investment plus an escalator of 3%. In addition, each renewal term pricing shall be adjusted for any additions or deletions to services selected for the renewal term.

Initial Term Investments:

Billing Frequency	Period Range	Period	Sell Price
Annually	08/01/2020-07/31/2021	1	$3,686.00
Annually	08/01/2021-07/31/2022	2	$3,797.00
Annually	08/01/2022-07/31/2023	3	$3,910.00

Total Quote Price	**$11,393.00**

***Amount Due In Advance Based On Billing Frequency**

Applicable sales taxes are excluded from the Investments. The pricing quoted in this Proposal are firm for 30 days.

Terms and Conditions (Click to download)
Terms & Conditions (https://www.siemens.com/download?A6V11628573)

SIEMENS
Ingenuity for life

The Buyer acknowledges that when accepted by the Buyer as proposed Siemens Industry, Inc., this Proposal and the Standard Terms and Conditions of Sale for Services, (together with any other documents incorporated into the forgoing) shall constitute the entire agreement of the parties with respect to its subject matter.

BY EXECUTION HEREOF, THE SIGNER CERTIFIES THAT (S)HE HAS READ ALL OF THE TERMS AND CONDITIONS AND DOCUMENTS, THAT SIEMENS INDUSTRY, INC. OR ITS REPRESENTATIVES HAVE MADE NO AGREEMENTS OR REPRESENTATIONS EXCEPT AS SET FORTH THEREIN, AND THAT (S)HE IS DULY AUTHORIZED TO EXECUTE THE SIGNATURE PAGE ON BEHALF OF THE BUYER.

Initial Term Investments

Period	Period Range	Price	Billing Frequency
1	08/01/2020 -07/31/2021	$3,686.00	Annually
2	08/01/2021 -07/31/2022	$3,797.00	Annually
3	08/01/2022 -07/31/2023	$3,910.00	Annually

Proposed by:

Siemens Industry, Inc.

Company

Preston Bullen

Name

4366215

Proposal #

$11,393.00

Proposal Amount

June 15, 2020

Date

Accepted by:

City of Jacksonville Beach

Company

Name (Printed)

Signature

Title

Date

Purchase Order # ☐ PO for billing only ☐ PO not required

City of
Jacksonville Beach
Operations &
Maintenance Facility
Department of Public
Works
1460-A Shetter Avenue
Jacksonville Beach
FL 32250
Phone: 904.247.6219
Fax: 904.247.6117

www.jacksonvillebeach.org

MEMORANDUM

TO: Mike Staffopoulos, City Manager

FROM: Dennis Barron, Jr., Director of Public Works

SUBJECT: Bid Number 1920-06, Wetwell, Tank & Pipe Cleaning, & TV Inspection Services

DATE: June 15, 2020

BACKGROUND

The City has about 85 miles of sewage collection mains with 1,990 sewage manholes, about 69 miles of stormwater collection mains with over 3,600 storm/sewer manholes/catch basins, 38 sewage lift stations with wetwells, and 8 stormwater pump stations with wetwells. These pipes, manholes, catch basins, and wetwells vary in size, depth and percent filled with sludge, sand, and debris. Over the past ten years, the City has utilized a continuing service contract for routine, periodic cleaning and inspections, reducing sewage backups, improving stormwater drainage, removing sludge, sand and grease from wetwells, and identifying locations needing repairs. The continuing service contract recently expired and is being replaced through this bid award. The bid specification divided the contract into four parts according to the type of service required.

PART	DESCRIPTION
A	Cleaning of Sewage Lift Station Wetwells, SBR/Digester Tanks and Ancillary Piping
B	Cleaning of Storm/Sewer Lift Station Wetwells and Ancillary Piping
C	Cleaning and Televising of Sanitary Sewer Manholes and Sewer System Piping
D	Cleaning and Televising of Storm/Sewer Manholes/Catch Basins and Storm/Sewer System Piping

The objective of the bid specification was to award nonexclusive, unit price bid continuing service contract(s) for combination(s) of one or more PARTs to the most responsive bidder(s) for each combination, as determined solely by the CITY to be in its best interest for a period of five (5) years. See Attached Bid Tabulation Sheets (3 pages).

Twenty five (25) invitations to bid were issued and six (6) bids were received. After review of the bids, staff recommends awarding four continuous service contracts to

UPT Inc. as the primary lowest qualified bidder for Parts A, B, C and D., and the lowest qualified alternates EnviroWaste Services Group, Inc. for Parts A & B, and Wind River Environmental dba Metro Rooter, and FL Pipe Tec, Inc. for Parts C & D. The City will use the alternate vendors if the low bidder cannot meet the City's demand.

Funding is budgeted annually in the Contractual Services Accounts of the Distribution & Collection, Water Plant, Pollution Control Plant, and Stormwater division's budgets. Work under these contracts is subject to the City's purchasing policy and availability of funds.

REQUESTED ACTION

Approve/Disapprove Bid Number 1920-06, Wetwell Tank & Pipe Cleaning, & TV Inspection Services to UPT Inc. (primary) for Parts A, B, C & D and to EnviroWaste Services Group, Inc. (alternate) for Parts A & B, Wind River Environmental dba Metro Rooter (alternate) and FL Pipe Tec, Inc. (alternate), for Parts C & D for a period of five (5) years.

City of Jacksonville Beach
Bid Tabulation for Bid #1920-06 Wetwell, Tank & Pipe Cleaning & TV Inspection Services
PARTS A and B

PART A: Cleaning of **SEWAGE** Lift Station **WETWELLS**

		APS	Drainage Partners	EnviroWaste	FL Pipe Tec	UPT	Wind River dba Metro
Item 1	Mobilization Per Day	$ 750.00	$ 1,000.00	NC	$ 200.00	$ 25.00	$ 50.00
Item 2	Sewage Lift Station Wetwell Cleaning / Hour	$ 200.00	$ 350.00	$ 195.00	$ 195.00	$ 100.00	$ 175.00
Item 3	SBR Tank Cleaning / Hour	$ 225.00	$ 350.00	$ 195.00	$ 195.00	$ 150.00	$ 300.00
Item 4	Digester Tank Cleaning / Hour	$ 225.00	$ 350.00	$ 195.00	$ 195.00	$ 150.00	$ 300.00

PART B: Cleaning of **STORM** Sewer Lift Station **WETWELLS**

		APS	Drainage Partners	EnviroWaste	FL Pipe Tec	UPT	Wind River dba Metro
Item 1	Mobilization Per Day	$ 750.00	$ 1,000.00	NC	$ 200.00	$ 25.00	$ 50.00
Item 2	Storm Sewer Lift Station Wetwell Cleaning / Hour	$ 200.00	$ 350.00	$ 195.00	$ 195.00	$ 100.00	$ 175.00

Lowest
2nd Lowest

City of Jacksonville Beach
Bid Tabulation for Bid #1920-06 Wetwell, Tank & Pipe Cleaning & TV Inspection Services
PART C
SANITARY Sewer System **PIPE** Cleaning & Televising

	APS				Drainage Partners				EnviroWaste			
Pipe Size	0 - 25 A	25 -50 B	50 - 75 C	75 - 100 D	0 - 25 A	25 -50 B	50 - 75 C	75 - 100 D	0 - 25 A	25 -50 B	50 - 75 C	75 - 100 D
8”	$ 2.83	$ 3.50	$ 4.93	$ 4.93	$ 1.50	$ 1.50	$ 2.00	$ 3.00	$ 1.90	$ 1.90	$ 1.90	$ 1.90
10"	$ 2.83	$ 3.50	$ 4.93	$ 4.93	$ 1.75	$ 1.75	$ 2.50	$ 3.00	$ 1.95	$ 1.95	$ 1.95	$ 1.95
12”	$ 2.83	$ 3.50	$ 4.93	$ 4.93	$ 2.00	$ 2.00	$ 3.00	$ 3.50	$ 2.25	$ 2.25	$ 2.25	$ 2.25
15”	$ 3.10	$ 3.90	$ 6.30	$ 6.30	$ 2.00	$ 2.50	$ 3.00	$ 3.50	$ 2.75	$ 2.75	$ 2.75	$ 2.75
18”	$ 3.10	$ 3.90	$ 6.30	$ 6.30	$ 3.00	$ 3.00	$ 3.50	$ 3.75	$ 3.50	$ 3.50	$ 3.50	$ 3.50
24”	$ 3.10	$ 3.90	$ 6.30	$ 6.30	$ 3.50	$ 3.50	$ 4.00	$ 4.00	$ 4.50	$ 4.50	$ 4.50	$ 4.50

	FL Pipe Tec				UPT				Wind River dba Metro			
Pipe Size	0 - 25 A	25 -50 B	50 - 75 C	75 - 100 D	0 - 25 A	25 -50 B	50 - 75 C	75 - 100 D	0 - 25 A	25 -50 B	50 - 75 C	75 - 100 D
8”	$ 0.95	$ 1.00	$ 1.10	$ 1.20	$ 0.75	$ 0.75	$ 0.85	$ 0.90	$ 1.25	$ 1.25	$ 1.50	$ 1.50
10"	$ 1.00	$ 1.05	$ 1.15	$ 1.25	$ 0.75	$ 0.75	$ 0.85	$ 0.90	$ 1.25	$ 1.25	$ 1.50	$ 1.50
12”	$ 1.10	$ 1.20	$ 1.30	$ 1.40	$ 0.75	$ 0.75	$ 0.85	$ 0.90	$ 1.50	$ 1.50	$ 1.50	$ 1.75
15”	$ 1.25	$ 1.50	$ 1.75	$ 2.00	$ 0.95	$ 0.95	$ 1.15	$ 1.25	$ 1.50	$ 1.50	$ 1.75	$ 2.00
18”	$ 2.00	$ 2.25	$ 2.50	$ 2.75	$ 0.95	$ 0.95	$ 1.15	$ 1.25	$ 1.50	$ 1.75	$ 1.75	$ 2.00
24”	$ 2.25	$ 2.75	$ 3.00	$ 3.25	$ 1.25	$ 1.50	$ 1.75	$ 2.00	$ 2.25	$ 2.25	$ 2.75	$ 3.00

Lowest
2nd Lowest

City of Jacksonville Beach
Bid Tabulation for Bid #1920-06 Wetwell, Tank & Pipe Cleaning & TV Inspection Services
PART D
STORM Sewer System **PIPE** Cleaning & Televising

	APS				Drainage Partners				EnviroWaste			
Pipe Size	0 - 25 A	25 -50 B	50 - 75 C	75 - 100 D	0 - 25 A	25 -50 B	50 - 75 C	75 - 100 D	0 - 25 A	25 -50 B	50 - 75 C	75 - 100 D
8”	$ 3.10	$ 3.90	$ 6.30	$ 6.30	$ 1.50	$ 1.75	$ 2.00	$ 2.50	$ 3.50	$ 3.50	$ 3.50	$ 3.50
10"	$ 3.10	$ 3.90	$ 6.30	$ 6.30	$ 2.50	$ 2.75	$ 3.00	$ 3.50	$ 3.50	$ 3.50	$ 3.50	$ 3.50
12”	$ 3.10	$ 4.90	$ 8.30	$ 8.30	$ 3.00	$ 3.50	$ 3.75	$ 3.75	$ 4.00	$ 4.00	$ 4.00	$ 4.00
15”	$ 3.10	$ 4.90	$ 8.30	$ 8.30	$ 3.50	$ 3.75	$ 4.00	$ 4.50	$ 5.50	$ 5.50	$ 5.50	$ 5.50
18”	$ 3.10	$ 4.90	$ 8.30	$ 8.30	$ 4.00	$ 4.50	$ 4.75	$ 4.75	$ 6.00	$ 6.00	$ 6.00	$ 6.00
24”	$ 3.50	$ 7.50	$ 9.50	$ 9.50	$ 5.00	$ 5.50	$ 5.75	$ 5.75	$ 8.00	$ 8.00	$ 8.00	$ 8.00
30”	$ 3.50	$ 7.50	$ 9.50	$ 9.50	$ 6.00	$ 6.50	$ 6.75	$ 6.75	$ 10.00	$ 10.00	$ 10.00	$ 10.00
36”	$ 3.50	$ 7.50	$ 9.50	$ 9.50	$ 7.00	$ 7.50	$ 7.75	$ 8.00	$ 13.00	$ 13.00	$ 13.00	$ 13.00
42”	$ 4.50	$ 9.25	$ 17.50	$ 17.50	$ 8.00	$ 8.50	$ 8.75	$ 9.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00
48”	$ 4.50	$ 9.25	$ 17.50	$ 17.50	$ 9.00	$ 9.50	$ 9.75	$ 10.00	$ 16.00	$ 16.00	$ 16.00	$ 16.00
54”	$ 4.50	$ 9.25	$ 17.50	$ 17.50	$ 10.00	$ 10.50	$ 10.75	$ 11.00	$ 17.00	$ 17.00	$ 17.00	$ 17.00
60”	$ 4.50	$ 10.50	$ 25.50	$ 25.50	$ 12.00	$ 12.50	$ 12.75	$ 13.00	$ 21.00	$ 21.00	$ 21.00	$ 21.00
72”	$ 4.50	$ 10.50	$ 25.50	$ 25.50	$ 14.00	$ 14.50	$ 14.75	$ 15.00	$ 23.00	$ 23.00	$ 23.00	$ 23.00
84”	$ 4.50	$ 10.50	$ 25.50	$ 25.50	$ 15.00	$ 15.50	$ 15.75	$ 16.00	$ 27.00	$ 27.00	$ 27.00	$ 27.00
96”	$ 4.50	$ 10.50	$ 25.50	$ 25.50	$ 16.00	$ 16.50	$ 16.75	$ 17.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00

	FL Pipe Tec				UPT				Wind River dba Metro			
Pipe Size	0 - 25 A	25 -50 B	50 - 75 C	75 - 100 D	0 - 25 A	25 -50 B	50 - 75 C	75 - 100 D	0 - 25 A	25 -50 B	50 - 75 C	75 - 100 D
8”	$ 0.95	$ 1.00	$ 1.10	$ 1.20	$ 1.00	$ 1.25	$ 1.50	$ 1.75	$ 1.50	$ 1.75	$ 2.00	$ 2.00
10"	$ 1.00	$ 1.05	$ 1.15	$ 1.25	$ 1.00	$ 1.25	$ 1.50	$ 1.75	$ 1.50	$ 1.75	$ 2.00	$ 2.00
12”	$ 1.10	$ 1.20	$ 1.30	$ 1.40	$ 1.00	$ 1.25	$ 1.50	$ 1.75	$ 1.50	$ 1.75	$ 2.00	$ 2.00
15”	$ 1.25	$ 1.50	$ 1.75	$ 2.00	$ 1.00	$ 1.25	$ 1.50	$ 1.75	$ 1.50	$ 1.50	$ 2.00	$ 2.00
18”	$ 2.00	$ 2.25	$ 2.50	$ 2.75	$ 1.00	$ 1.25	$ 1.50	$ 1.75	$ 1.50	$ 1.75	$ 2.00	$ 2.25
24”	$ 2.75	$ 3.50	$ 3.75	$ 4.00	$ 1.75	$ 1.95	$ 2.15	$ 2.50	$ 2.00	$ 2.00	$ 2.25	$ 3.00
30”	$ 8.00	$ 8.50	$ 9.00	$ 9.50	$ 1.75	$ 1.95	$ 2.15	$ 2.50	$ 2.00	$ 2.25	$ 2.75	$ 3.00
36”	$ 9.00	$ 9.50	$ 10.00	$ 10.50	$ 1.75	$ 1.95	$ 2.15	$ 2.50	$ 2.75	$ 2.75	$ 3.00	$ 4.00
42”	$ 11.00	$ 11.50	$ 12.00	$ 13.00	$ 2.50	$ 2.50	$ 2.75	$ 3.00	$ 3.00	$ 3.00	$ 4.00	$ 5.00
48”	$ 12.00	$ 12.50	$ 12.75	$ 13.75	$ 2.50	$ 2.50	$ 2.75	$ 3.00	$ 4.00	$ 5.00	$ 6.00	$ 7.00
54”	$ 13.00	$ 14.00	$ 15.00	$ 16.00	$ 3.50	$ 4.00	$ 4.50	$ 5.00	$ 5.00	$ 6.00	$ 6.50	$ 7.50
60”	$ 14.00	$ 15.00	$ 16.00	$ 17.00	$ 3.50	$ 4.00	$ 4.50	$ 5.00	$ 5.00	$ 5.50	$ 6.00	$ 7.00
72”	$ 19.00	$ 20.00	$ 22.00	$ 23.00	$ 5.00	$ 5.50	$ 6.00	$ 7.00	$ 6.00	$ 6.00	$ 7.00	$ 8.00
84”	$ 24.00	$ 25.00	$ 28.00	$ 30.00	$ 6.00	$ 6.50	$ 7.00	$ 8.00	$ 7.00	$ 8.00	$ 9.00	$ 10.00
96”	$ 35.00	$ 40.00	$ 45.00	$ 50.00	$ 6.50	$ 7.00	$ 8.00	$ 9.00	$ 8.00	$ 9.00	$ 10.00	$ 12.00

Lowest
2nd Lowest

City of
Jacksonville Beach
Operations &
Maintenance Facility
Department of Public
Works
1460-A Shetter Avenue
Jacksonville Beach
FL 32250
Phone: 904.247.6219
Fax: 904.247.6117

www.jacksonvillebeach.org

MEMORANDUM

TO: Mike Staffopoulos, City Manager

FROM: Dennis Barron, Jr., Director of Public Works

SUBJECT: RFP Number 01-1920, Concrete Maintenance Installation and Repairs - Continuous Services for 36 Months

DATE: July 7, 2020

BACKGROUND

The City has an ongoing program to enhance the safety of pedestrians in the community by maintaining existing, as well as constructing new sidewalks, curbs, driveway aprons, ramps and other similar concrete work on public property and City rights-of-way.

This RFP establishes unit pricing for Public Works and other City departments, for various concrete items such as sidewalks, handicap ramps, driveways, curbing, spillways, slabs and other similar types of work. Quantities for work items will vary depending on the City's needs throughout the year.

Twenty five (25) invitations were issued and two (2) responses were received by the closing date. Consideration for the award was based on evaluating the submitted Proposals according to five Evaluation Criteria as summarized in the following chart.

VENDOR	EVALUATION CRITERIA					Total	Rank
	1	2	3	4	5		
A.W.A Contracting Co., Inc.	**13.3**	**11.6**	**16.6**	**11.6**	**10**	**63.33**	***1***
Jax Utilities Management, Inc.	**13.3**	**8.3**	**11.6**	**10**	**10**	**53.33**	2

- **Evaluation Criteria:** 1 Qualifications (20%), 2 Experience (20%), 3 References (20%), 4 Proximity (20%), 5 Pricing (20%).
- The Evaluation Committee Collective Score Sheet attached.
- The Unit Price Proposal Tabulation Sheet attached.
- The RFP specification states: "The resulting unit price contract for continuous services for three (3) years may be extended for additional terms, from one (1) through three (3) years in length each, for a total contract length not to exceed six (6) years. Extension terms are subject to mutual consent of the CITY and the CONTRACTOR."
- The bid specification includes a section titled Price Adjustment Provision for Unit Prices based on CPI Change that may be applied after one (1) year of the contract and no more than once a contract year and only applied as a provision of the agreement for one (1) of the extended additional terms.

Contract funding is subject to annual appropriations of the various departments utilizing the resulting continuous service contract and to the City's purchasing policy. As an example for 2020, $35,000 is budgeted for sidewalk maintenance an in the Local Option Gas Tax budget and $70,000 in the Infrastructure Capital Improvements budget for the Public Works Streets Division.

REQUESTED ACTION

Approve/Disapprove Request for Proposal Number 01-1920, titled Concrete Maintenance Installation and Repairs - Continuous Services for 36 Months to the highest ranked respondent, A.W.A Contracting Co., Inc. and authorize the City Manager to extend the contract from one (1) year through three (3) years length each for a total contract length not to exceed six (6) years.

City of
Jacksonville Beach
Property and
Procurement Division
1460A Shetter Avenue
Jacksonville Beach
FL 32250
Phone: 904.247.6229
Email: purchasing@jaxbchfl.net
www.jacksonvillebeach.org

This is the only recommendation notice you will receive. If there are other representatives in your firm working on this project, please forward to their attention.

NOTICE OF INTENT TO SUBMIT RFP FOR APPROVAL AND AWARD BY CITY COUNCIL

Date: June 24, 2020

From: Luis F. Flores, Property and Procurement Officer

RE: **RFP No. 01-1920 Concrete Maintenance: Installation and Repairs Continuous Services for 36 Months**

Recommendation will be presented to the City Manager for:

RFP Number: 01-1920
Title: Concrete Maintenance: Installation and Repairs Continuous Services for 36 Months

Award to: ***AWA Contracting Co. Inc.***

Attached is the Selection Committee Collective Summary.

In accordance with the procedures set forth in Section XII K., of the City of Jacksonville Beach Purchasing Manual, a written notice of intent to file a protest must be filed with the Property and Procurement Officer within three (3) business days, Monday through Friday, 8:00 AM – 4:00 PM, after receipt by the respondent of the Notice of Intent To Submit RFP for Approval and Award By City Council from the Property and Procurement Officer.

The City reserves the right to further negotiate any proposal, including price, with the highest rated respondent. If an agreement cannot be reached with the highest rated respondent, the City reserves the right to negotiate and recommend award to the next ranked respondent or subsequent respondents, until an agreement is reached.

If awarded, please do not proceed with any work prior to receiving an official City of Jacksonville Beach Purchase Order and/or Notice-to-Proceed letter.

We would like to thank each respondent for their submittal.

Luis F. Flores

Luis F. Flores, Property and Procurement Officer
1460A Shetter Avenue, Jacksonville Beach, FL 32250

Criteria 1 - Qualifications (20 Points)				
VENDOR	Member 1	Member 2	Member 3	SCORE
AWA Contracting Co. Inc.	10	10	20	13.33333333
Jax Utilities Management, Inc.	15	5	20	13.33333333

Criteria 2 - Experience (20 points)				
VENDOR	Member 1	Member 2	Member 3	SCORE
AWA Contracting Co. Inc.	10	10	15	11.66666667
Jax Utilities Management, Inc.	10	5	10	8.333333333

Criteria - 3 References (20 points)				
VENDOR	Member 1	Member 2	Member 3	SCORE
AWA Contracting Co. Inc.	20	10	20	16.66666667
Jax Utilities Management, Inc.	15	10	10	11.66666667

Criteria - 4 Proximity (20 points)				
VENDOR	Member 1	Member 2	Member 3	SCORE
AWA Contracting Co. Inc.	10	10	15	11.66666667
Jax Utilities Management, Inc.	10	10	10	10

Criteria - 5 Pricing (20 points)				
VENDOR	Member 1	Member 2	Member 3	SCORE
AWA Contracting Co. Inc.	10	5	15	10
Jax Utilities Management, Inc.	10	10	10	10

VENDOR	SCORE	Rank
AWA Contracting Co. Inc.	63.33333333	1
Jax Utilities Management, Inc.	53.33333333	2

City of Jacksonville Beach, Unit Price Proposal Tabulation Sheet — Streets Division

RFP # 02-1718 - Concrete Maintenance: Installation and Repairs — Public Works Department

Date: **6/7/2019** — **ESTIMATED COSTS**

	PAY ITEM			UNIT PRICES		
NUMBER	DESCRIPTION 2	UNIT	SF/LF			
1	Removal/Replacement/Disposal of Existing Concrete Sidewalk	SF	148	$ 9.50	**$ 1,406.00**	
2	Removal/Disposal of Existing Concrete Handicap Access Ramp/Sidewalk.	SF	148	$ 3.50	**$ 518.00**	
3	Removal/Disposal of Existing (6" Thick) Concrete.	SF	148	$ 3.50	**$ 518.00**	
4	Removal/Replacement/Disposal of Existing Concrete Driveways and/or Sidewalk.	SF	148	$ 7.25	**$ 1,073.00**	
5	Removal/Replacement/Disposal of Existing Concrete Curbing (All Types).	LF	148	$ 24.00	**$ 3,552.00**	
6	Removal/Disposal of Existing Asphalt Pavement & Base Material in areas.	SF	148	$ 1.75	**$ 259.00**	
7	Removal/Disposal of Existing Concrete Curbing (All Types) with Disposal.	LF	148	$ 6.00	**$ 888.00**	
8	Removal/Disposal of Existing (6" Thick) Concrete with Only Concrete Disposal.	SF	148	$ 2.50	**$ 370.00**	
9	Removal/Replacement/Disposal of Existing Concrete Sidewalk and Replace.	SF	148	$ 8.50	**$ 1,258.00**	
10	Removal/Disposal of Existing Concrete Handicap Access Ramp/Sidewalk.	SF	148	$ 2.50	**$ 370.00**	
11	Removal/Replacement/Disposal of Existing Concrete Driveways and/or Sidewalk.	SF	148	$ 6.25	**$ 925.00**	
12	Removal/Disposal of Existing Concrete Curbing (All Types).	LF	148	$ 5.00	**$ 740.00**	
13	Installation of New 3000-PSI Concrete Handicap Access Ramp/ Sidewalk.	SF	148	$ 8.75	**$ 1,295.00**	
14	Installation of New 3000-PSI Concrete Sidewalk (4" Thick) with Fiber-mesh.	SF	148	$ 5.00	**$ 740.00**	
15	Installation of New 3000-PSI Concrete Sidewalk (4" Thick) with Fiber-mesh.	SF	148	$ 6.00	**$ 888.00**	
16	Installation of New 3000-PSI Concrete Sidewalk (6" Thick) with Fiber-mesh.	SF	148	$ 7.00	**$ 1,036.00**	
17	Installation of New 3000-PSI Concrete Standard City Curbing with Fiber-mesh.	LF	148	$ 16.00	**$ 2,368.00**	
18	Installation of New 3000-PSI Concrete Miami Curbing with Fiber-mesh.	LF	148	$ 12.80	**$ 1,894.40**	
19	Installation of New 3000-PSI Concrete Ribbon Curbing with Fiber-mesh.	LF	148	$ 14.00	**$ 2,072.00**	
20	Installation of New 3000-PSI Concrete Header Curbing with Fiber-mesh.	LF	148	$ 12.80	**$ 1,894.40**	
21	Installation of New 3000-PSI Concrete Valley Gutter Curbing with Fiber-mesh	SF	148	$ 14.00	**$ 2,072.00**	
22	Installation of New 3000-PSI Concrete Slab (6" Thick) with Fiber-mesh.	SF	148	$ 7.00	**$ 1,036.00**	
23	Installation of New 3000-PSI Concrete Slab (8" Thick) with Fiber-mesh.	SF	148	$ 8.00	**$ 1,184.00**	
24	Installation of New 3000-PSI Concrete Driveway Apron (6" Thick) with Fiber-mesh.	SF	148	$ 7.00	**$ 1,036.00**	
25	Installation of New 3000-PSI Concrete Spillway with Fiber-mesh.	SF	148	$ 7.00	**$ 1,036.00**	
26	Regrading/Sod Installation in Areas Not Directly Affected By Concrete Work.	SF	285	$ 1.50	**$ 427.50**	
27	Installation of Detectable Warnings on Walking Surfaces.	SF	148	$ 28.00	**$ 4,144.00**	
		TOTAL:			**$ 35,000.30**	**ESTIMATED COST**
				PO REQUEST FIGURE	**$ 35,000.00**	

City of Jacksonville Beach, Unit Price Proposal Tabulation Sheet **Streets Division**
RFP # 02-1718 - Concrete Maintenance: Installation and Repairs **Public Works Department**

Date: 4/6/2018

	PAY ITEM		UNIT PRICES submitted by RESPONDENTS					
NUMBER	DESCRIPTION [2]	UNIT	A	B	C	D	E	
1	Removal/Replacement/Disposal of Existing Concrete Sidewalk	SF	$9.50	$29.50	$7.83	$8.50	$12.35	
2	Removal/Disposal of Existing Concrete Handicap Access Ramp/Sidewalk.	SF	$3.50	$16.50	$35.00	$4.00	$4.58	
3	Removal/Disposal of Existing (6" Thick) Concrete.	SF	$3.50	$25.00	$9.76	$5.00	$4.58	
4	Removal/Replacement/Disposal of Existing Concrete Driveways and/or Sidewalk.	SF	$7.25	$37.50	$9.76	$9.50	$17.52	
5	Removal/Replacement/Disposal of Existing Concrete Curbing (All Types).	LF	$24.00	$19.75	$33.00	$27.00	$12.35	
6	Removal/Disposal of Existing Asphalt Pavement & Base Material in areas.	SF	$1.75	$25.00	$6.00	$4.00	$12.50	
7	Removal/Disposal of Existing Concrete Curbing (All Types) with Disposal.	LF	$6.00	$25.00	$8.00	$15.00	$10.35	
8	Removal/Disposal of Existing (6" Thick) Concrete with Only Concrete Disposal.	SF	$2.50	$24.00	$6.00	$5.00	$4.58	
9	Removal/Replacement/Disposal of Existing Concrete Sidewalk and Replace.	SF	$8.50	$29.50	$9.05	$8.00	$12.35	
10	Removal/Disposal of Existing Concrete Handicap Access Ramp/Sidewalk.	SF	$2.50	$23.00	$6.00	$4.00	$4.58	
11	Removal/Replacement/Disposal of Existing Concrete Driveways and/or Sidewalk.	SF	$6.25	$30.00	$39.00	$9.00	$17.52	
12	Removal/Disposal of Existing Concrete Curbing (All Types).	LF	$5.00	$24.00	$8.00	$13.00	$17.52	
13	Installation of New 3000-PSI Concrete Handicap Access Ramp/ Sidewalk.	SF	$8.75	$32.50	$35.00	$15.00	$34.23	
14	Installation of New 3000-PSI Concrete Sidewalk (4" Thick) with Fiber-mesh.	SF	$5.00	$22.50	$4.90	$6.00	$4.85	
15	Installation of New 3000-PSI Concrete Sidewalk (4" Thick) with Fiber-mesh.	SF	$6.00	$24.50	$6.50	$9.00	$5.00	
16	Installation of New 3000-PSI Concrete Sidewalk (6" Thick) with Fiber-mesh.	SF	$7.00	$24.00	$5.75	$7.00	$5.75	
17	Installation of New 3000-PSI Concrete Standard City Curbing with Fiber-mesh.	LF	$16.00	$50.50	$30.00	$27.00	$17.52	
18	Installation of New 3000-PSI Concrete Miami Curbing with Fiber-mesh.	LF	$12.80	$50.50	$30.00	$25.00	$17.52	
19	Installation of New 3000-PSI Concrete Ribbon Curbing with Fiber-mesh.	LF	$14.00	$46.50	$30.00	$30.00	$21.00	
20	Installation of New 3000-PSI Concrete Header Curbing with Fiber-mesh.	LF	$12.80	$34.25	$30.00	$30.00	$21.00	
21	Installation of New 3000-PSI Concrete Valley Gutter Curbing with Fiber-mesh	SF	$14.00	$22.50	$30.00	$12.00	$17.52	
22	Installation of New 3000-PSI Concrete Slab (6" Thick) with Fiber-mesh.	SF	$7.00	$25.00	$12.00	$7.00	$5.75	
23	Installation of New 3000-PSI Concrete Slab (8" Thick) with Fiber-mesh.	SF	$8.00	$28.00	$13.00	$10.00	$6.00	
24	Installation of New 3000-PSI Concrete Driveway Apron (6" Thick) with Fiber-mesh.	SF	$7.00	$26.50	$12.75	$8.00	$6.25	
25	Installation of New 3000-PSI Concrete Spillway with Fiber-mesh.	SF	$7.00	$24.75	$14.00	$8.00	$10.25	
26	Regrading/Sod Installation in Areas Not Directly Affected By Concrete Work.	SF	$1.50	$5.75	$4.00	$7.50	$5.00	
27	Installation of Detectable Warnings on Walking Surfaces.	SF	$28.00	$38.50	$45.00	$30.00	$10.20	$ 35,000.00
		TOTAL:	$235.10	$765.00	$480.30	$343.50	$318.62	$235.10
								148.8728201

RESPONDENTS [3]			
A	Allsite Contracting, Inc.	D	Jax Utilities Management, Inc.
B	Creative Concrete Design of Columbia County, Inc.	E	JMD Global Developers, LLC.
C	G&H Underground Construction, Inc.		

[1] RFP FULL TITLE: Concrete Maintenance: Installation and Repairs - Continuous Services for 36 Months

[2] Pay Item Description is abbreviated. See RFP package for complete pay item description.

[3] Each submitting respondent met the minimum qualifications.

City of Jacksonville Beach, Unit Price Proposal Tabulation Sheet
RFP # 01-1920 - Concrete Maintenance: Installation and Repairs

Date: 7/7/2020

	PAY ITEM		Respondents Unit Price	
NUMBER	DESCRIPTION [2]	UNIT	A	B
1	Removal/Replacement/Disposal of Existing Concrete Sidewalk	SF	$19.66	$4.80
2	Removal/Disposal of Existing Concrete Handicap Access Ramp/Sidewalk.	SF	$22.36	$1.50
3	Removal/Disposal of Existing (6” Thick) Concrete.	SF	$5.00	$2.00
4	Removal/Replacement/Disposal of Existing Concrete Driveways and/or Sidewalk.	SF	$20.92	$5.60
5	Removal/Replacement/Disposal of Existing Concrete Curbing (All Types).	LF	$62.50	$23.00
6	Removal/Disposal of Existing Asphalt Pavement & Base Material in areas.	SF	$11.99	$1.75
7	Removal/Disposal of Existing Concrete Curbing (All Types) with Disposal.	LF	$33.00	$6.00
8	Removal/Disposal of Existing (6” Thick) Concrete with Only Concrete Disposal.	SF	$12.72	$2.00
9	Removal/Replacement/Disposal of Existing Concrete Sidewalk and Replace.	SF	$19.16	$4.80
10	Removal/Disposal of Existing Concrete Handicap Access Ramp/Sidewalk.	SF	$21.86	$1.50
11	Removal/Replacement/Disposal of Existing Concrete Driveways and/or Sidewalk.	SF	$20.42	$5.90
12	Removal/Disposal of Existing Concrete Curbing (All Types).	LF	$28.00	$5.00
13	Installation of New 3000-PSI Concrete Handicap Access Ramp/ Sidewalk.	SF	$55.92	$8.50
14	Installation of New 3000-PSI Concrete Sidewalk (4" Thick) with Fiber-mesh.	SF	$4.94	$4.80
15	Installation of New 3000-PSI Concrete Sidewalk (4" Thick) with Fiber-mesh.	SF	$9.45	$5.80
16	Installation of New 3000-PSI Concrete Sidewalk (6" Thick) with Fiber-mesh.	SF	$6.25	$5.75
17	Installation of New 3000-PSI Concrete Standard City Curbing with Fiber-mesh.	LF	$29.50	$23.00
18	Installation of New 3000-PSI Concrete Miami Curbing with Fiber-mesh.	LF	$28.50	$23.00
19	Installation of New 3000-PSI Concrete Ribbon Curbing with Fiber-mesh.	LF	$31.50	$27.00
20	Installation of New 3000-PSI Concrete Header Curbing with Fiber-mesh.	LF	$32.50	$23.00
21	Installation of New 3000-PSI Concrete Valley Gutter Curbing with Fiber-mesh	SF	$10.65	$3.00
22	Installation of New 3000-PSI Concrete Slab (6" Thick) with Fiber-mesh.	SF	$7.15	$5.75
23	Installation of New 3000-PSI Concrete Slab (8" Thick) with Fiber-mesh.	SF	$8.25	$9.00
24	Installation of New 3000-PSI Concrete Driveway Apron (6” Thick) with Fiber-mesh.	SF	$6.25	$5.75
25	Installation of New 3000-PSI Concrete Spillway with Fiber-mesh.	SF	$10.35	$5.75
26	Regrading/Sod Installation in Areas Not Directly Affected By Concrete Work.	SF	$1.40	$2.75
27	Installation of Detectable Warnings on Walking Surfaces.	SF	$50.00	$22.00

	RESPONDENTS [3]
A	Allsite Contracting, Inc.
B	Jax Utilities Management, Inc.

[1] RFP FULL TITLE: Concrete Maintenance: Installation and Repairs - Continuous Services for 36 Months

[2] Pay Item Description is abbreviated. See RFP package for complete pay item description.

[3] Each submitting respondent met the minimum qualifications.