



# City of Jacksonville Beach

## Briefing Notice

### City Council

11 North Third Street  
Jacksonville Beach, Florida

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**Monday, December 12, 2022**

**5:30 PM**

**Council Chambers**

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City Manager Mike Staffopoulos will conduct a Council Briefing to update the City Council about ongoing items in the City. The Briefing will include, but not be limited to, the following topics:

- A. Meetings and Communication
- B. Legislative Policies Manual Revisions
- C. Urban Trails Prioritization
- D. Gonzales Park Update
- E. Miscellaneous City Manager's Items
- F. Committee Assignment Report
- G. Future Briefing Topics

Council Members in attendance may include:

Mayor: Christine Hoffman

|                  |               |              |             |
|------------------|---------------|--------------|-------------|
| Council Members: | Sandy Golding | Bill Horn    | Dan Janson  |
|                  | Fernando Meza | Cory Nichols | Greg Sutton |

*Please note: Council Members in attendance may vary according to their schedules.*

*In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, no later than one business day before the meeting or by sending an email to [CityClerk@jaxbchfl.net](mailto:CityClerk@jaxbchfl.net).*

| CITY COUNCIL BRIEFING TOPIC |                                 |
|-----------------------------|---------------------------------|
| TO:                         | Mayor and City Council          |
| FROM:                       | Mike Staffopoulos, City Manager |
| DATE:                       | December 12, 2022               |
| SUBJECT:                    | Meetings and Communications     |

### BACKGROUND

The purpose of this Briefing discussion is to memorialize meeting and briefing schedules for the next two years, and relay guidelines for how the City Council and City Manager communicate with one another (as well as with the organization) over the next 2 years. Given the City has a newly seated Council, it is my intent to document meeting schedules and formats, and communication guidelines, that both the Council and City Manager find acceptable, and within the requirements laid out by City Charter.

### Council Meetings and Briefings

Over the past 4 years, there have been substantial changes to the meeting schedule of Council. Until 2019, meetings were held on the first and third Monday of the month, starting at 7:00 pm. If a Briefing was needed, it would start at 6:00 pm on the same day as a meeting, and adjourn at approximately 6:45 p.m. We have evolved to where Council meetings start at 6:00 p.m. on the first and third Monday of the month, with Briefings being held on the second Monday of the month starting at 5:30 p.m. and ending as late as 7:00 p.m. The fourth Monday of the month is reserved in the event a special meeting or briefing is needed by/with Council.

### Communication

The following three sections of information are contained within the Legislative Policies Manual (LPM) and City Charter (Charter) related to communication between the Council and City Manager, and the Council and staff. It does NOT contemplate communication between Council members (Briefings, Council Meetings, ad hoc meetings, etc.).

### **LPM 2-2: Guidelines for Communication Between Council and City Manager**

One of the major responsibilities of the City Manager shall be to communicate to the entire City Council any and all items coming to his or her attention which:

1. May require consideration by the City Council, or
2. Could raise the possibility of altering the organizational structure of the City Staff, or
3. Might possibly adversely affect public health and well-being, or
4. Would have the effect of being contrary to previously expressed Council direction, or
5. Could involve issues that have the potential for imminent negative media exposure for the City.
6. Any request by an individual Council Member for a response to a complaint or concern from the public, or any request for information or data requiring staff research or the creation of new data or documents, shall be made through the Assistant to the City Manager (ACM) for forwarding to the City Manager or City Attorney as

- appropriate. Any written response provided by the City Manager or City Attorney shall be distributed to all Council members via email.
7. All written communications from the City Manager to the City Council will be e-mailed. The following items will be communicated by telephone or email, depending on their sensitivity:
- a. Activation of the Emergency Operations Center.
  - b. Significant incidents responded to by the Police or Fire Rescue departments.
  - c. Civil unrest or disturbance resulting in Fire Rescue or Police response.
  - d. Death or serious injury to a City employee, or City official, or citizen on City property.
  - e. Significant damage to any City building or property due to accident, natural disaster, hazmat incident, or fire.
  - f. Evacuation of City residents due to fire, hazmat incident, or natural disaster.
  - g. Other Items determined by the City Manager to be of an emergency or time-sensitive nature.

### **LPM 2-3: Communications Between Council and City Staff – Council Not to Interfere in Appointments or Removals**

Subject to the provisions of the Charter, neither the Council nor any of its committees or members shall direct or request the appointment of any person to, or his removal from, office by the City Manager or any of his subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative service of the City. Except for inquiry, the Council and its members shall deal with the administrative service solely through the City Manager, and neither the Council nor any members thereof shall give orders to any subordinate of the City Manager either publicly or privately.

### **Charter Section 30. – Council and appointees not to interfere in performance of city employee duties, appointments or removals.**

Except for the purposes of inquiry and information, neither the City Council and its members nor any of its appointed boards and committees and their members shall interfere with the performance of any City employee's duties who is under the direct or indirect supervision of the City Manager. This prohibition extends to any directive or request for the appointment or promotion of any person to, or removal or demotion from, any office or employment in the service of the City, except where otherwise provided for in this Charter or the City code. The City Council and its members shall deal with the administrative service solely through the City Manager, and neither the council nor any members thereof shall give orders to any subordinate of the City Manager, either publicly or privately. This section shall not preclude the City Council from making known to the City Manager its views concerning personnel actions and the internal administration of city government, including advising and consulting with the City Manager and other officers and employees of the City whenever in the judgment of the City Council it may be necessary, or from making suggestions to the City Manager. Any violation of the provisions of this section by a member of Council shall constitute malfeasance

and subject said member or members to municipal recall under the procedures set forth in Fla. Stat. § 100.361. Additionally, a violation of the provisions of this section by a member of the City's appointed boards or committees shall be punishable by removal from said position(s) by a majority vote of City Council.

The purpose of focusing on these three sections is to reiterate the interpretation of “inquiry and information” and the preferred levels of communication within the organization. The following is proposed by the City Manager, and has been effectively in place for the last four years:

- Council and Department Director Communication
  - Certain communications may be held directly with Department Directors for the following instances:
    - Questions on information contained in an existing document or memorandum
    - Requesting copies of existing documents requiring minimal time and effort to retrieve
    - Requesting tours of facilities, ride-alongs, etc.
  - Questions or requests, along with responses, will be documented by the Department Director, and sent to the Assistant to the City Manager for archiving and possible distribution to all Council members (depending on the nature of the original question/request).
  - Questions or requests from Council should not be made below the level of Department Director.
  
- Anonymous Information
  - It shall be the policy of the City Manager's office not to respond to anonymous communications or engage with anonymous authors.
  - Anonymous requests for information will be handled as a public records request, and in accordance with State law.
  
- City Manager's Office
  - City Manager Availability – 24/7, unless on leave (vacation, sick, FMLA, bereavement)
  - Telephone and City email communication
    - Phone calls after normal business hours are acceptable provided they are at a reasonable time and related to City work issues, or are of an emergency nature
    - In the event the CM does not answer a phone call, leave a message and state whether you require a call back
    - Email will be used by the City Manager's Office to distribute mass information to Council

- Texting communication
  - The acceptable format for conducting business by text is the Ring Central application.
  - Text messaging may be used by Administration to determine the availability of a Council member for a phone call, or to alert Council to check their City email.
  - There may be occasions where the City Manager sends a text or email to all Council, intended as a one-way information push. Council should not "reply to all" for these types of communications.
- City Manager Out of Office (on-duty / off-duty)
  - City Manager Out of Office, but On-Duty (conference, off-site meeting, etc.)
    - City Manager in charge, and reachable
    - Authority for certain decisions may be delegated to Deputy City Manager (case by case)
  - City Manager Out of Office, and Off-Duty (Vacation, Sick, FMLA, Bereavement)
    - Deputy City Manager has full authority of the City Manager unless otherwise noted by the City Manager prior to absence

#### FINANCIAL IMPACT

There is no fiscal impact.

#### COUNCIL DIRECTION REQUESTED

- Should regular Council meetings continue with 6:00 p.m. start times?
- Should briefings continue with 5:30 p.m. start times on the second Monday of the month?
- Are there any proposed changes to meetings or briefings dates, times, or formats?

#### ATTACHMENTS

| CITY COUNCIL BRIEFING TOPIC |                                               |
|-----------------------------|-----------------------------------------------|
| TO:                         | Michael J. Staffopoulos, City Manager         |
| FROM:                       | Jason Phitides, Director Parks and Recreation |
| DATE:                       | December 12, 2022                             |
| SUBJECT:                    | Urban Trails Prioritization                   |

### BACKGROUND

Public safety is one of four priorities specified in our strategic plan. Recently, the City Council approved the implementation and promotion of an Urban Trails Master Plan which supports strategic plan goals relating to public safety.

Attached is an itemization of the adopted network map detailing trail names, roadways, segments and estimated costs. The total projected cost including both design and construction of the network trail is approximately \$15 million dollars. Staff are seeking City Council guidance on the implementation of the plan. Specifically, the time frame to complete the project, as well as construction prioritization.

### Project Timeframe:

The project timeframe could be affected should the City Council decide to incur short or long-term debt to fund part or all of the project.

Although staff will actively seek grant funding throughout the project, the timeframe will determine the amount of funds to be appropriated each year, through project completion.

### Construction Prioritization:

The network is comprised of three primary loops and several east-west connectors providing residents safe access to the beach. The network is completed by several secondary braids and interconnections. See attached itemization of the network trail including estimated costs. Factors to consider when determining construction prioritization are:

1. **Loops:** should construction begin with one of the loop networks?
2. **1<sup>st</sup> Street Corridor:** Either one-way street or two-way street, or a combination of one-way in the commercial section and two-way in the residential sections.
3. **Trails to the Beach:** should construction start with east-west connectors to the beach?

### FINANCIAL IMPACT

FY2023 Capital Improvement Plan includes \$600K from the General Fund for this project, as well as \$300K in each of the CRA districts.

### COUNCIL DIRECTION REQUESTED

- Over what timeframe does the City Council wish to complete this project?
- Does the City Council wish to incur short or long-term debt to fund part or all of the project?



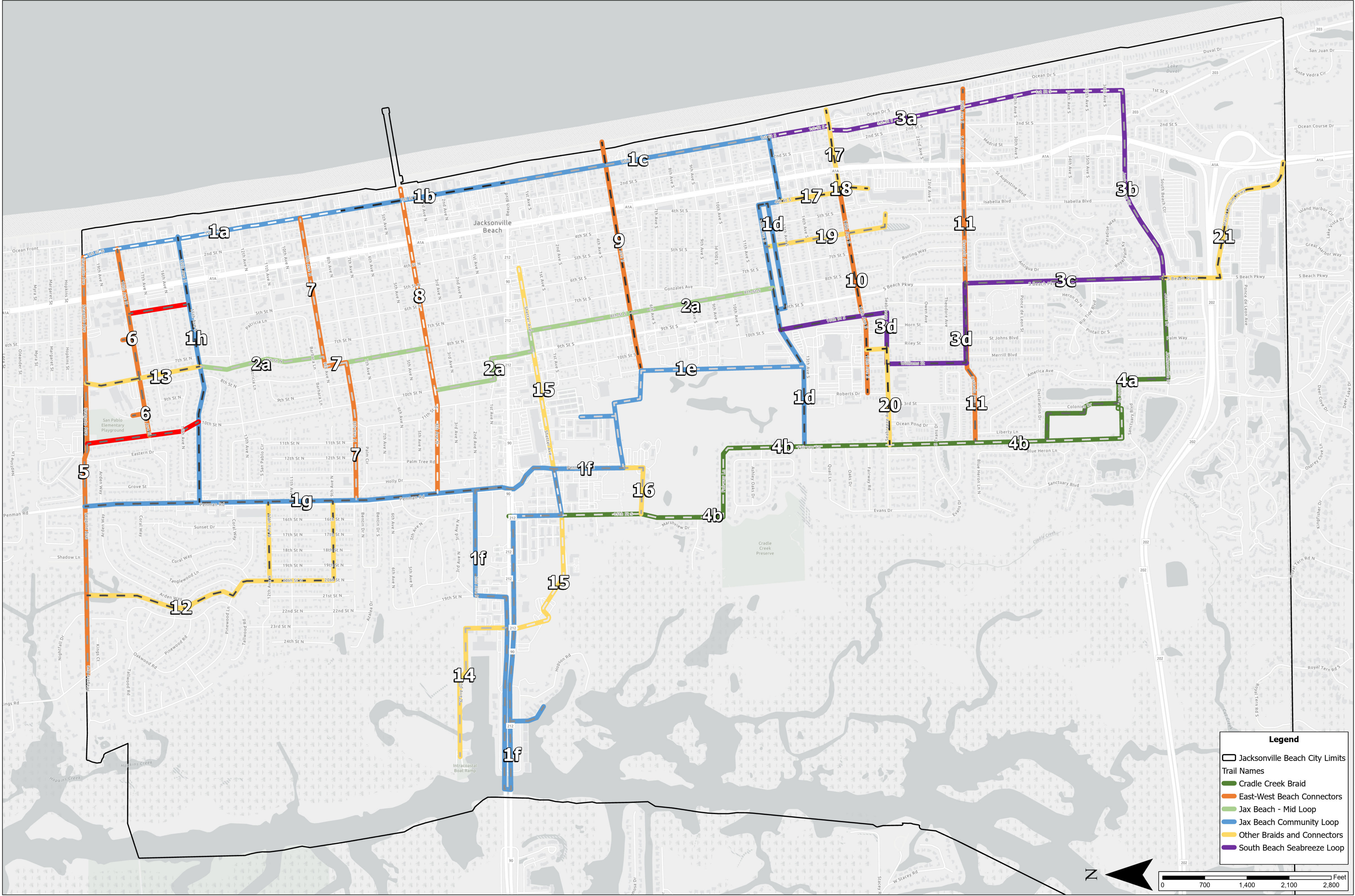
- Does the City Council have a preference for construction prioritization, specifically one of the loop systems or one or more of the east-west connectors?
- Should the 1<sup>st</sup> Street Corridor be:
  1. All one way?
  2. One-way in the commercial district and two-way in the residential districts?
  3. All two-way?

#### ATTACHMENTS

1. UTMP by Segment Detail - Jax Beach
2. MAP Trails by Segment

City of Jacksonville Beach -- Urban Trails Project - Adopted Network and Cost Estimates

|                                   |                                 |                                     |   |                               |           |           |     |       |        |              | Based on Construction cost per mile    | \$           | 375,000       |               |              |
|-----------------------------------|---------------------------------|-------------------------------------|---|-------------------------------|-----------|-----------|-----|-------|--------|--------------|----------------------------------------|--------------|---------------|---------------|--------------|
|                                   |                                 |                                     |   |                               |           |           |     |       |        |              | Design costs based on construction     |              | 12%           |               |              |
|                                   | Trail Name                      | Roadway                             | # | Segment                       | Category  | T1        | T2  | Width | Length | Incr.        | Special Increase Reason                | Design       | Construction  | Total Cost    |              |
| 1                                 | Jax Beach Community Loop        | 1st Street N                        | a | Seagate Ave to 7th Ave N      | Primary   | Loop      | B-2 | 12    | 0.7    | 2            | Extra demo and work on existing street | \$ 62,100    | \$ 517,500    | \$ 579,600    |              |
|                                   |                                 | 1st Street N                        | b | 7th Ave N to Beach Blvd       | Primary   | Loop      | B-2 | 12    | 0.7    | 2            | Extra demo and work on existing street | \$ 58,500    | \$ 487,500    | \$ 546,000    |              |
|                                   |                                 | 1st Street S                        | c | Beach Blvd to 13th Ave S      | Primary   | Loop      | B-2 | 12    | 0.8    | 2            | Extra demo and work on existing street | \$ 72,000    | \$ 600,000    | \$ 672,000    |              |
|                                   |                                 | 12th Ave S / 13th Ave S             | d | 1st St South to Golf Course   | Primary   | Loop      | B   | 12    | 0.7    | 2            | Bridge and intersection work           | \$ 60,300    | \$ 502,500    | \$ 562,800    |              |
|                                   |                                 | Golf Course Route                   | e | 13th Ave S / Penman Rd        | Primary   | Loop      | A   | 12    | 1.2    | 2            | Protection fencing                     | \$ 110,700   | \$ 922,500    | \$ 1,033,200  |              |
|                                   |                                 | Beach Blvd Bridge                   | f | Penman Rd S to Penman Rd      | Primary   | Loop      | C   | 12    | 1.9    | 1            |                                        | \$ 84,150    | \$ 701,250    | \$ 785,400    |              |
|                                   |                                 | Penman Rd                           | g | Beach Blvd to 15th Ave N      | Primary   | Loop      | B   | 10    | 1      | 1            |                                        | \$ 43,650    | \$ 363,750    | \$ 407,400    |              |
|                                   |                                 | 15th Avenue                         | h | Penman Rd to 1st St N         | Primary   | Loop      | B   | 10    | 0.8    | 1            |                                        | \$ 37,800    | \$ 315,000    | \$ 352,800    |              |
| Subtotal Jax Beach Community Loop |                                 |                                     |   |                               |           |           |     |       |        |              | \$ 529,200                             | \$ 4,410,000 | \$ 4,939,200  |               |              |
| 2                                 | Jax Beach - Mid Loop            | N 8th St / S 8th St                 | a | 15th Ave N to 12th Ave S      | Primary   | Braid     | B-2 | 10    | 2.1    | 1.3          | Extra demo and work on existing street | \$ 122,850   | \$ 1,023,750  | \$ 1,146,600  |              |
| 3                                 | South Beach Seabreeze Loop      | 1st Street S                        | a | 13th Ave S to Jacksonville Dr | Primary   | Loop      | B-2 | 10    | 1.3    | 1.5          | Extra demo and work on existing street | \$ 85,725    | \$ 714,375    | \$ 800,100    |              |
|                                   |                                 | Jacksonville Drive                  | b | 1st St S to S Beach Pky       | Primary   | Loop      | B   | 12    | 0.3    | 1            |                                        | \$ 13,500    | \$ 112,500    | \$ 126,000    |              |
|                                   |                                 | S Beach Pkwy to Osceola Ave         | c | Jax Dr to Williams St         | Primary   | Loop      | C   | 10    | 0.9    | 1            |                                        | \$ 39,150    | \$ 326,250    | \$ 365,400    |              |
|                                   |                                 | Williams St/16th Ave S/ 10th St S   | d | Osceola Ave to 13th Ave       | Primary   | Loop      | C   | 10    | 0.9    | 1            |                                        | \$ 41,850    | \$ 348,750    | \$ 390,600    |              |
|                                   |                                 | Subtotal South Beach Seabreeze Loop |   |                               |           |           |     |       |        |              |                                        |              | \$ 180,225    | \$ 1,501,875  | \$ 1,682,100 |
| 4                                 | Cradle Creek Braid              | Jacksonville Dr/American Ave        | a | Osceola Ave to landfill       | Secondary | Braid     | B   | 10    | 0.5    | 1            |                                        | \$ 20,250    | \$ 168,750    | \$ 189,000    |              |
|                                   |                                 | Fairway Lane/S 15th St              | b | Landfill to Beach Blvd        | Secondary | Braid     | C   | 10    | 2.1    | 1            |                                        | \$ 96,300    | \$ 802,500    | \$ 898,800    |              |
|                                   |                                 | Subtotal Cradle Creek Braid         |   |                               |           |           |     |       |        |              |                                        |              | \$ 116,550    | \$ 971,250    | \$ 1,087,800 |
| EAST - WEST BEACH CONNECTORS:     |                                 |                                     |   |                               |           |           |     |       |        |              |                                        |              |               |               |              |
| 5                                 | Seagate Waterway                | Seagate Ave                         |   | 1st St N to Kings Rd          | Secondary | Connector | B   | 10    | 0.5    | 4            |                                        | \$ 95,400    | \$ 795,000    | \$ 890,400    |              |
| 6                                 | San Pablo Fletcher Connector    | 18th Ave N                          |   | 10th St N to 1st St N         | Secondary | Connector | C   | 12    | 1      | 1            |                                        | \$ 45,000    | \$ 375,000    | \$ 420,000    |              |
| 7                                 | North Cross Town Connector      | 8th Ave N / 9th Ave N               |   | Penman to 1st St N            | Secondary | Connector | A   | 12    | 1      | 1.5          | Utility obstruction east of A1A        | \$ 67,500    | \$ 562,500    | \$ 630,000    |              |
| 8                                 | Pier Connector                  | 4th Ave N                           |   | Penman Rd to Beach            | Secondary | Connector | C   | 10    | 1      | 1            |                                        | \$ 44,550    | \$ 371,250    | \$ 415,800    |              |
| 9                                 | Oceanfront Park                 | 5th Ave S                           |   | Golf Course to Beach          | Secondary | Connector | C   | 10    | 0.7    | 1            |                                        | \$ 30,150    | \$ 251,250    | \$ 281,400    |              |
| 10                                | 16th Ave South                  | 16th Ave S                          |   | 10th St NS to 4th St S        | Secondary | Connector | C   | 10    | 0.7    | 1            |                                        | \$ 30,150    | \$ 251,250    | \$ 281,400    |              |
| 11                                | Osceola Beach Access            | Osceola Ave                         |   | Fairway Lane to Beach         | Secondary | Connector | C   | 10    | 1.1    | 1            |                                        | \$ 51,300    | \$ 427,500    | \$ 478,800    |              |
| OTHER BRAIDS/CONNECTORS:          |                                 |                                     |   |                               |           |           |     |       |        |              |                                        |              |               |               |              |
| 12                                | Tall Pines Park Braid           | 20th StN Greenway/ 9th Ave N        |   | Penman Rd to Seagate Ave      | Secondary | Braid     | A   | 10    | 1.1    | 1.25         | Greenway access difficulty             | \$ 60,188    | \$ 501,563    | \$ 561,750    |              |
| 13                                | San Pablo Fletcher Nature Trail | Canal- North of 8th                 |   | 15th Ave N to Seagate Ave     | Primary   | Connector | A   | 12    | 0.4    | 1.25         | Greenway access difficulty             | \$ 20,250    | \$ 168,750    | \$ 189,000    |              |
| 14                                | Beach Blvd Basin                | 2nd Ave North                       |   | Beach Blvd to Basin           | Secondary | Connector | C   | 8     | 0.5    | 1            |                                        | \$ 22,950    | \$ 191,250    | \$ 214,200    |              |
| 15                                | Middle Beach Commons            | Shetter Ave                         |   | S 15th St to 5th St N         | Secondary | Connector | C   | 10    | 0.8    | 1            |                                        | \$ 35,550    | \$ 296,250    | \$ 331,800    |              |
| 16                                | Wingate Park Connector          | Park Access Route                   |   | S 15th St to Penman Rd S      | Secondary | Connector | A   | 10    | 0.2    | 1            |                                        | \$ 6,750     | \$ 56,250     | \$ 63,000     |              |
| 17                                | Huguenot Park Braid             | 16th Ave S/4th St S                 |   | 13th Ave S to 1st St S        | Secondary | Braid     | C   | 8     | 0.4    | 1            |                                        | \$ 18,000    | \$ 150,000    | \$ 168,000    |              |
| 18                                | Pablo Connector                 | 4th Street S                        |   | 13th Ave S to south end canal | Secondary | Connector | C   | 8     | 0.4    | 1.5          | Greenway access difficulty             | \$ 27,000    | \$ 225,000    | \$ 252,000    |              |
| 19                                | Sandra Dr Connector             | 6th St S                            |   | 13th Ave S to Sandra Dr       | Secondary | Connector | B-2 | 10    | 0.4    | 1            |                                        | \$ 17,100    | \$ 142,500    | \$ 159,600    |              |
| 20                                | Baptist Medical Connector       | Seabreeze Ave                       |   | Fairway Lane to hospital      | Secondary | Connector | C   | 8     | 0.4    | 1            |                                        | \$ 19,800    | \$ 165,000    | \$ 184,800    |              |
| 21                                | St. John's Connector            | Marsh Landing Parkway               |   | S Beach Parkway to A1A        | Secondary | Connector | C   | 10    | 0.6    | 1            |                                        | \$ 27,000    | \$ 225,000    | \$ 252,000    |              |
|                                   |                                 |                                     |   |                               |           |           |     |       | 27.1   | GRAND TOTALS |                                        | \$ 1,567,463 | \$ 13,062,188 | \$ 14,629,650 |              |



# Jacksonville Beach Urban Trails

| CITY COUNCIL BRIEFING TOPIC |                                               |
|-----------------------------|-----------------------------------------------|
| TO:                         | Michael J. Staffopoulos, City Manager         |
| FROM:                       | Jason Phitides, Director Parks and Recreation |
| DATE:                       | December 12, 2022                             |
| SUBJECT:                    | Gonzales Park Update                          |

#### BACKGROUND

In August this year, staff received direction from City Council to explore the potential to add two pickleball courts to the proposed design of Gonzales Park, without significantly impacting other amenities included in the design. Adding two pickleball courts would create a total of four pickleball courts at Gonzales Park.

Our design consultant provided an updated plan that includes four pickleball courts and maintains all original desired amenities. The fitness stations are dispersed throughout the park and the playground space was modified to accommodate the additional courts. A second volleyball court was added to address desired community input, as well as provide a balanced aesthetic appeal.

The Final Master Plan design is attached for determination of consensus. If there is a consensus on the final design, work is anticipated to begin in the second quarter of FY 2023 (January-March).

#### FINANCIAL IMPACT

The original budget included the cost of two pickleball courts. The current cost for two additional courts is approximately \$60,000. Staff are exploring the potential for local sponsorship to donate funding for part, or all of the pickleball court construction.

#### COUNCIL DIRECTION REQUESTED

- Does City Council approve the Final Master Plan design?

#### ATTACHMENTS

1. FINAL MASTER PLAN 11.30.22



# REVISED MASTER PLAN - GONZALES PARK

Godard Design Associates, Inc.