



AMENDED AGENDA*

City Council

Monday, February 1, 2021

6:00 PM

Council Chambers

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

21-014 Regular Council Meeting held on January 19, 2021

ANNOUNCEMENTS

COURTESY OF THE FLOOR TO VISITORS

MAYOR AND CITY COUNCIL

21-015 Discuss City Manager's Annual Performance Evaluation

CITY CLERK

CITY MANAGER

***21-016 has been omitted from the Agenda. To be rescheduled to a later date.**

21-017 Approve/Disapprove and Authorize Retroactively the Four Current Grant Applications to be Submitted and the Beaches Energy Services (BES) Share Funding as Outlined

RESOLUTIONS**ORDINANCES****21-018** ORDINANCE NO. 2020-8156 (Second Reading)

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 32, ARTICLE VII, SECTIONS 32-180 THROUGH 32-184, TO MAKE CORRECTIONS CONSISTENT WITH CURRENT STATE AND NATIONAL PLUMBING CODE STANDARDS, AND ADAPT TO THE CITY'S FOG PROGRAM NEEDS; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

21-019 ORDINANCE NO. 2020-8158 (Second Reading)

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO REPEAL CODE OF ORDINANCES CHAPTER 24, "REGISTRATION OF CERTAIN PERSONS," IN ITS ENTIRETY; PROVIDING FOR REPEAL, SEVERABILITY, AND AN EFFECTIVE DATE.

21-020 ORDINANCE NO. 2020-8160 (Second Reading)

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO AMEND CHAPTER 2, ARTICLE I, SECTION 2-1.1(e) OF THE CODE OF ORDINANCES TO PROVIDE THE CITY MANAGER WITH LIMITED SOLE DISCRETION AND AUTHORITY TO SELL CITY-OWNED REAL ESTATE THAT MEETS CERTAIN CRITERIA AND CONDITIONS, AND TO PERMANENTLY DELEGATE ADMINISTRATIVE AUTHORITY TO THE CITY MANAGER TO DETERMINE SURPLUS CITY PERSONAL PROPERTY ITEMS, AND TO PLACE SUCH PROPERTY FOR SALE BY A COMPETITIVE AWARD PROCESS OR BY PUBLIC AUCTION OR OTHER MEANS OF DISPOSITION; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE. PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

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.

The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk or to the recording secretary prior to the beginning of the meeting. These forms are available at the entrance of the City Council Chambers for your convenience.

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, 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 Regular City Council Meeting
held Tuesday, January 19, 2021, at 6:00 P.M.
in the Council Chambers, 11 North 3rd Street,
Jacksonville Beach, Florida**



OPENING CEREMONIES:

Council Member Janson provided the Invocation, followed by the Pledge of Allegiance.

CALL TO ORDER:

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

ROLL CALL:

Mayor: Christine Hoffman

Council Members:	Georgette Dumont	Sandy Golding	Dan Janson
	Fernando Meza	Cory Nichols	Chet Stokes

Also present were City Manager Mike Staffopoulos, City Attorney Chris Ambrosio, Director of Public Works Dennis Barron, Director of Parks and Recreation Jason Phitides, and City Clerk Laurie Scott.

APPROVAL OF MINUTES:

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to approve the following minutes:

- Regular Council Meeting held on December 21, 2020
- Special Council Meeting held on December 28, 2020
- Council Briefing held on January 11, 2021

ANNOUNCEMENTS:

Council Member Golding mentioned Beaches Watch would have a virtual meeting on February 3, 2021, where Scott Dudley, Florida League of Cities (FLC) Director of Field Advocacy, would speak about Home Rule and the FLC legislative priorities for 2021.

Council Member Stokes mentioned the new Jacksonville Beach WeatherSTEM system located on the pier. The website offers beach safety information, a live webcam on the pier, weather alerts, and other features. Mr. Stokes added Jacksonville Beach has the only station in North Florida. The only other system on the east coast was located in West Palm. Mr. Stokes also highlighted the good job the Police Department was doing in keeping the community safe.

Mayor Hoffman announced the City of Jacksonville would be closing the two vaccination sites located in Mandarin and the one on the west side due to the sporadic nature of the supply. She stated the City would continue to advocate for a Beaches location.

COURTESY OF THE FLOOR TO VISITORS:

Mayor Hoffman extended Courtesy of the Floor to visitors.

- Ken Marsh, 2011 Gail Avenue, Jacksonville Beach, spoke about maintenance issues in the downtown area and referenced a handout provided to the Council [on file].

City Attorney Chris Ambrosio announced pursuant to Florida Statute 281.011, he was requesting approval to hold a closed session regarding litigation to seek advice from the Council on Case No.16-2021CA167 Ross Thompson v. City of Jacksonville Beach. Council members agreed to meet on February 16, 2021, at 5:30 P.M.

CITY CLERK: *No items*

MAYOR AND CITY COUNCIL: *No items*

CITY MANAGER:

Item #21-004 – Accept/Reject the Financial Reports for the Month of December 2020

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding to approve the financial reports for the month of December 2020.

Discussion:

There was no Council discussion.

Roll Call Vote: Ayes – Dumont, Golding, Janson, Meza, Nichols, Stokes, Mayor Hoffman
The motion passed unanimously.

Item #21-005 – Award/Reject RFP 11-1920 to CivicPlus, LLC for Website Design and Development and Authorize Staff to Negotiate a Contract for Services

City Manager Mike Staffopoulos explained this item was to award the RFP to select a vendor to replace the City's website and to authorize staff to negotiate contract services. Once the negotiation is complete, the contract would be brought back to the Council for formal consideration.

Motion: It was moved by Ms. Golding and seconded by Ms. Dumont to award RFP Number 11-1920 to CivicPlus, LLC for Website Design and Development and authorize staff to negotiate a contract for services.

Roll Call Vote: Ayes – Golding, Janson, Meza, Nichols, Stokes, Dumont, Mayor Hoffman
The motion passed unanimously.

Item #21-006 – Award/Reject Bid 1920-11, Jacksonville Beach Water and Sewer Improvements to Allsite Contracting, Inc., and Authorize Construction Administration Services with the Project Design Firm, Four Waters Engineering, Inc.

Mr. Staffopoulos explained the City, on an annual basis, moves forward with various infrastructure projects related to the water and sewer system. He summarized the projects scheduled for this year.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding to award Bid Number 1920-11, Jacksonville Beach Water and Sewer Improvements to, and enter an agreement with,

Allsite Contracting, Inc., and authorize Construction Administration Services with the project design firm, Four Waters Engineering, Inc.

Discussion:

Director of Public Works Dennis Barron answered questions from the Council about project timelines and the duration of the projects. Mr. Barron stated he expected the projects would be done consecutively, not at the same time.

Roll Call Vote: Ayes –Janson, Meza, Nichols, Stokes, Dumont, Golding, Mayor Hoffman
The motion passed unanimously.

Item #21-007 – Approve/Disapprove the Final Plat to Replat Lots 3 and 4, Block 124, Pablo Beach, into Five Townhouse Lots

Mr. Staffopoulos explained this item was for final plat approval for property located on 12th Avenue North. The property owner and developer seek to replat two lots into five new lots to develop RM-1 townhouses.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding to approve the Final Plat to replat Lots 3 and 4, Block 124, Pablo Beach, into five townhouse lots.

Discussion:

There was no Council discussion.

Roll Call Vote: Ayes – Meza, Nichols, Stokes, Dumont, Golding, Janson, Mayor Hoffman
The motion passed unanimously.

Item #21-008 – Accept/Reject the Dedication to the City and Acceptance for Maintenance of the Public Infrastructure Improvements for the Rio Pointe Development

Mr. Staffopoulos explained this item was for formal public acceptance of infrastructure improvements made for the Rio Point subdivision located north of 12th Avenue North, between 21st and 22nd Streets North.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding to accept the dedication to the City and acceptance for maintenance of the public infrastructure improvements for the Rio Pointe development.

Discussion:

There was no Council discussion.

Roll Call Vote: Ayes – Nichols, Stokes, Dumont, Golding, Janson, Meza, Mayor Hoffman
The motion passed unanimously.

RESOLUTIONS:

Item #21-009 – RESOLUTION NO. 2072-2020

Mayor Hoffman requested the City Clerk read Resolution No. 2072-2020 by title only, whereupon Ms. Scott read the following:

“A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO AMEND ITS SPECIAL EVENT POLICY TO INCLUDE A CO-SPONSORSHIP POLICY; PROVIDING FOR ADOPTION OF RECITALS, ADOPTION OF THE POLICY, REPEAL OF PRIOR INCONSISTENT ORDINANCES, RESOLUTIONS AND POLICIES, SEVERABILITY, AND AN EFFECTIVE DATE.”

Mr. Staffopoulos explained staff worked with the Council on a Co-sponsorship Policy for inclusion in the Special Events Policy. The only portion of the Policy amended is the inclusion of Appendix VII.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding to adopt Resolution No. 2072-2020, amending the Special Event Policy to include Appendix VII – Co-sponsorship Policy.

Discussion:

Council Member Dumont stated she sent the City Manager and City Attorney corrections for the Special Event Policy. Mr. Ambrosio suggested if Council accepted the changes, the motion should be amended to accept the changes. He went over the corrections provided by Ms. Dumont. Director of Parks and Recreation Jason Phitides clarified Ms. Dumont’s corrections were to the original Special Event Policy, separate from Appendix VII, the Co-sponsorship Policy. Discussion ensued about how to address any corrections needed to the original Special Event Policy. Mayor Hoffman preferred to focus on the Co-sponsorship Policy now. She explained this item was not identified as a review of the Special Event Policy. Mr. Ambrosio said the Special Event Policy corrections would be brought back at another time.

Roll Call Vote: Ayes – Stokes, Dumont, Golding, Janson, Meza, Nichols, Mayor Hoffman
The motion passed unanimously.

Item #21-010 – RESOLUTION NO. 2073-2020

Mayor Hoffman requested the City Clerk read Resolution No. 2073-2020 by title only, whereupon Ms. Scott read the following:

“A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, ADOPTING THE DUVAL COUNTY 2020 LOCAL MITIGATION STRATEGY DOCUMENT; PROVIDING FOR ADOPTION OF RECITALS, REPEAL OF PRIOR INCONSISTENT RESOLUTIONS AND COUNCIL DECISIONS, SEVERABILITY, AND AN EFFECTIVE DATE.”

Mr. Staffopoulos explained the City of Jacksonville takes the lead on the Local Mitigation Strategy document. The other municipalities, along with Jacksonville, identify a list of projects to mitigate. Adopting the document put the City of Jacksonville Beach in the position to potentially receive grants towards any of our projects on the list.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding to adopt Resolution No. 2073-2020, adopting the updated 2020 Duval County Local Mitigation Strategy.

Discussion:

There was no Council discussion.

Roll Call Vote: Ayes –Dumont, Golding, Janson, Meza, Nichols, Stokes, Mayor Hoffman
The motion passed unanimously.

ORDINANCES:

Item #21-011 – ORDINANCE NO. 2020-8156 (First Reading)

Mayor Hoffman requested the City Clerk read Ordinance No. 2020-8156 by title only, whereupon Ms. Scott read the following:

“AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 32, ARTICLE VII, SECTIONS 32-180 THROUGH 32-184, TO MAKE CORRECTIONS CONSISTENT WITH CURRENT STATE AND NATIONAL PLUMBING CODE STANDARDS, AND ADAPT TO THE CITY’S FOG PROGRAM NEEDS; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.”

Mayor Hoffman read the following:

“This ordinance is before this Council for a public hearing and consideration on its first reading. I will now open the public hearing on Ordinance No. 2020-8156.”

Public Hearing:

No one came forward to speak on the ordinance.

Mayor Hoffman closed the public.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding to approve Ordinance No. 2020-8156 on its first reading, amending Chapter 32 of the City Code of Ordinances by revising various articles and sections, and schedule a second reading for February 1, 2021.

Discussion:

There was no Council discussion.

Roll Call Vote: Ayes – Golding, Janson, Meza, Nichols, Stokes, Dumont, Mayor Hoffman
The motion passed unanimously.

Item #21-012 – ORDINANCE NO. 2020-8158 (First Reading)

Mayor Hoffman requested the City Clerk read Ordinance No. 2020-8158 by title only, whereupon Ms. Scott read the following:

“AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO REPEAL CODE OF ORDINANCES CHAPTER 24, “REGISTRATION OF CERTAIN PERSONS,” IN ITS ENTIRETY; PROVIDING FOR REPEAL, SEVERABILITY, AND AN EFFECTIVE DATE.”

Mayor Hoffman read the following:

“This ordinance is before this Council for a public hearing and consideration on its first reading. I will now open the public hearing on Ordinance No. 2020-8158.”

Public Hearing:

No one came forward to speak on the ordinance.

Mayor Hoffman closed the public.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding to approve Ordinance No. 2020-8158 on the first reading, repealing City Code of Ordinances Chapter 24 – Registration of Certain Persons in its entirety, and schedule a second reading for February 1, 2021.

Discussion:

There was no Council discussion.

Roll Call Vote: Ayes – Janson, Meza, Nichols, Stokes, Dumont, Golding, Mayor Hoffman
The motion passed unanimously.

Item #21-013 – ORDINANCE NO. 2020-8160 (First Reading)

Mayor Hoffman requested the City Clerk read Ordinance No. 2020-8160 by title only, whereupon Ms. Scott read the following:

“AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO AMEND CHAPTER 2, ARTICLE I, SECTION 2-1.1(e) OF THE CODE OF ORDINANCES TO PROVIDE THE CITY MANAGER WITH LIMITED SOLE DISCRETION AND AUTHORITY TO SELL CITY-OWNED REAL ESTATE THAT MEETS CERTAIN CRITERIA AND CONDITIONS, AND TO PERMANENTLY DELEGATE ADMINISTRATIVE AUTHORITY TO THE CITY MANAGER TO DETERMINE SURPLUS CITY PERSONAL

**PROPERTY ITEMS, AND TO PLACE SUCH PROPERTY FOR SALE
BY A COMPETITIVE AWARD PROCESS OR BY PUBLIC AUCTION
OR OTHER MEANS OF DISPOSITION; PROVIDING FOR
LEGISLATIVE FINDINGS, REPEAL OF CONFLICTS,
SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE. “**

Mayor Hoffman read the following:

“This ordinance is before this Council for a public hearing and consideration on its first reading. I will now open the public hearing on Ordinance No. 2020-8160.”

Public Hearing:

No one came forward to speak on the ordinance.

Mayor Hoffman closed the public.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding to approve Ordinance No. 2020-8160 on the first reading and schedule a second reading for February 1, 2021.

Discussion:

Ms. Golding asked if there should be clarity on who the “appropriate staff members” were that would negotiate for the City in Section 2-1.1(e)3. Mr. Staffopoulos stated the process was driven at the direction of the City Manager, but the Council could clarify the language.

Amended Motion: It was moved by Ms. Golding to amend the Ordinance to clarify Section 2-1.1(e)3. with the City Manager being responsible for identifying the appropriate staff members.

The Amended Motion failed due to the lack of a second.

Roll Call Vote: Ayes –Meza, Nichols, Stokes, Dumont, Golding, Janson, Mayor Hoffman
The motion passed unanimously.

ADJOURNMENT:

There being no further business, the meeting adjourned at 6:37 P.M.

Submitted by: Laurie Scott
City Clerk

Approval:

Christine H. Hoffman, MAYOR

Date: _____

LS: sg



City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL AGENDA ITEM	
TO:	Mayor and City Council
FROM:	Ann Meuse, Director of Human Resources
DATE:	February 1, 2021
SUBJECT:	City Manager Annual Performance Evaluation and Merit Increase

BACKGROUND

On January 27, 2021, the City Manager completed his second year of employment with the City of Jacksonville Beach. As stipulated in his contract, the City Council is required to review the City Manager's job performance at least once annually. On January 25, 2021, the City Council discussed the City Manager's performance at a briefing and requested that an agenda item be placed on the February 1, 2021 City Council agenda to approve the City Manager's performance evaluation and a corresponding merit increase.

FINANCIAL IMPACT

The consensus of the City Council was to award a three percent annual increase to the City Manager, which is consistent with the percentage increase awarded to Department Directors in the current fiscal year. A three percent adjustment will result in a \$5,117 increase to the City Manager's base annual salary. This increase was included in the FY 2021 budget, therefore the budgetary impact will be zero.

REQUESTED ACTION

Approve/Disapprove a three percent annual merit increase for the City Manager.



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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Allen Putnam, BES Director
DATE:	January 26, 2021
SUBJECT:	Beaches Energy Services Grant Applications and Funding
	Duval and St Johns County Electric Reliability Projects

BACKGROUND

Earlier this year, Beaches Energy Services (BES) became aware of several opportunities to apply for funding from state and federal agencies for disaster mitigation projects. BES developed concept plans to place vulnerable overhead power lines underground. A concept plan was developed for Duval County (Jacksonville Beach and Neptune Beach) and another concept plan was developed for our customers in St. Johns County (see attached map). Since the possibility of receiving grant funding depends on available agency funds, the number of applications submitted, and other criteria, BES applied for four grant opportunities. The table below sets forth: (1) the BES project that funding was applied; (2) the state and federal share of funding; (3) the BES share of funding; and (4) the total cost of the project. These projects are mutually exclusive since they are identical projects submitted to two different grant programs. Projects must be completed within three years if approved. This would require moving planned expenditures forward to take advantage of the grant funding. Additional assistance from the State or FEMA will mean BES can provide a safer and more reliable power system sooner.

	FEDERAL SHARE	BES SHARE	TOTAL COST	TOTAL BES SHARE
FEMA HMGP				\$6,278,973.30
Duval Project	\$7,928,673.80	\$2,642,891.30	\$10,571,565.10	
St. Johns Project	\$10,908,246.00	\$3,636,082.00	\$14,544,328.00	
FDEO				\$3,200,000.00
Duval Project	\$9,571,565.000	\$1,500,000.00	\$11,071,565.00	
St. Johns Project	\$13,544,328.00	\$1,700,000.00	\$15,244,328.00	

Table: FEMA HMGP = FEMA Hazard Mitigation Grant Program

FDEO = Florida Department of Economic Opportunity General Infrastructure Program



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FINANCIAL IMPACT

Funding for the BES share of these grants is available within the Electric Utility Fund reserves. In the event BES is awarded either of these grants, the budget will be amended as part of the FY2021 mid-year or year-end budget adjustment depending on the timing of the award.

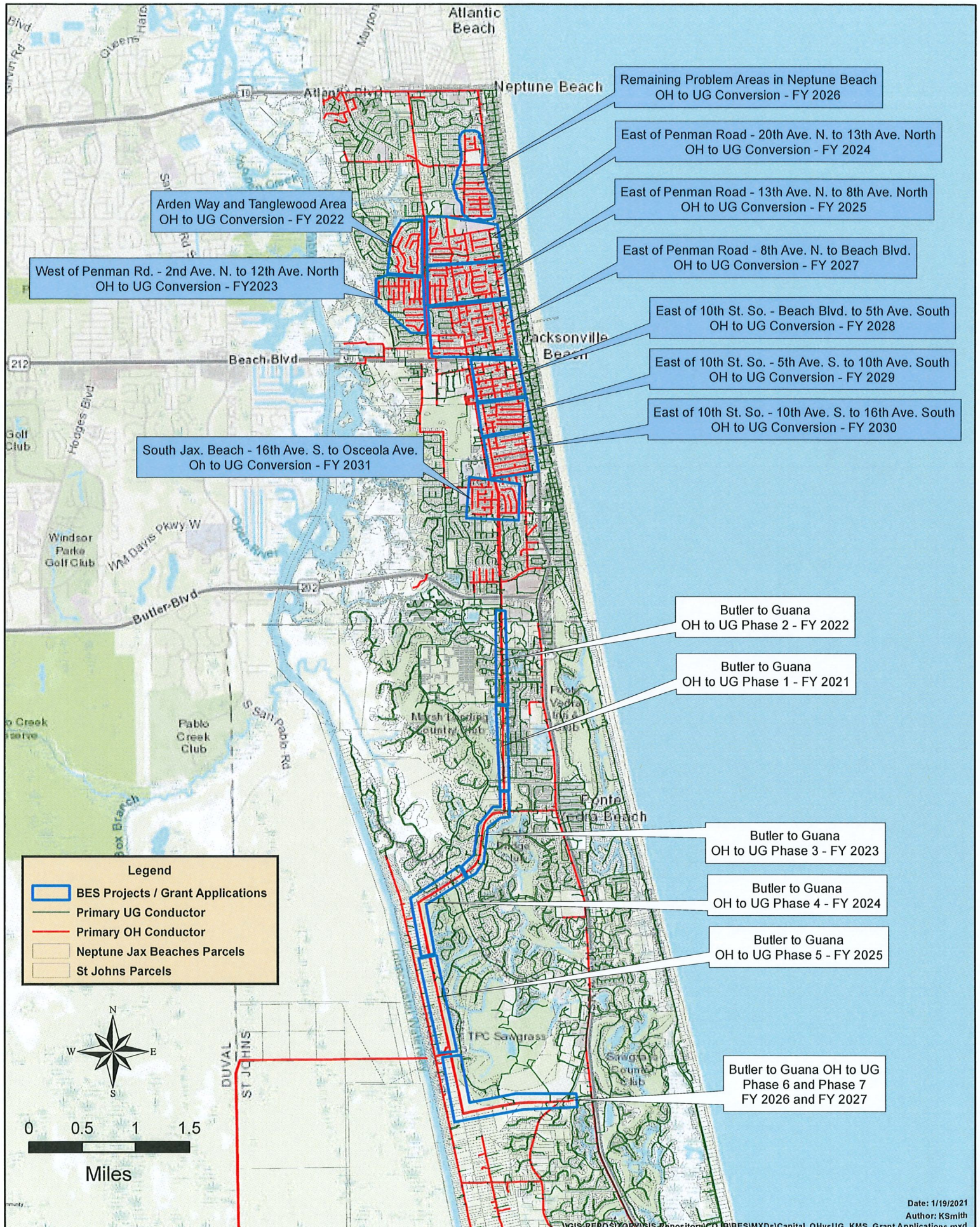
REQUESTED ACTION

Approve/Disapprove and authorize retroactively the four current grant applications to be submitted and the BES share funding as outlined in the graph in this memorandum for each BES project.

ATTACHMENTS

- Map of BES Projects submitted for state and federal funding.
- The FEMA HMGP Grant Applications (1 for Duval County and 1 for St. Johns County) and FDEO Grant Applications (1 for Duval County and 1 for St. Johns County) are available for viewing under February 1, 2021 Agenda Supplements at <http://www.jacksonvillebeach.org/ccagendasupplements>

BES Projects / Grant Applications (Funds Not Approved Yet)





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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Dennis W. Barron, Jr., Director of Public Works
DATE:	November 5, 2020
SUBJECT:	Ordinance No. 2020-8156 [2 nd Reading/Public Hearing]
	Fats, Oils, and Grease (FOG) Amendment of Ord. No. 2019-8125

BACKGROUND

In November 2019, the City Council adopted Fats, Oils and Grease (FOG) Ordinance No. 2019-8125, which was codified in Chapter 32, Article, VII, Sec. 34-180 through Sec. 34-184 of the City Code of Ordinances. The City's current FOG Ordinance needs revision and correction in several sections which refer to incorrect or outdated citations to the Florida Plumbing Code, which is actually the Florida Building Code – Plumbing (FBC-P), and the National Standard Plumbing Code (NSPC). The new proposed Ordinance No. 2020-8156 is also updated to better address hydro-mechanical grease interceptors. These improvements will allow better monitoring of FOG activity and improve the maintenance requirements of the grease interceptors. The new proposed Ordinance makes the necessary revisions and corrections to Chapter 32, Sec. 34-180 through Sec. 34-184 to bring the City's Code current with FBC-P and the NSPC, to make proper authority references, and to adapt the sections to the City's needs to effectively regulate the FOG Program.

The proposed Ordinance was discussed with the City Council during the December 14, 2020 briefing by the Director of Public Works, City Manager, and City Attorney.

Ordinance No. 2020-8156 was passed on its first reading on January 19, 2021.

FINANCIAL IMPACT

None.

REQUESTED ACTION

Adopt/Deny Ordinance No. 2020-8156, on its second reading, amending Chapter 32 of the City Code of Ordinances by revising various articles and sections.

ATTACHMENTS

Ordinance No. 2020-8156

Introduced by: Council Member Cory Nichols
1st Reading: January 19, 2021
2nd Reading: February 1, 2021

ORDINANCE NO. 2020-8156

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 32, ARTICLE VII, SECTIONS 32-180 THROUGH 32-184, TO MAKE CORRECTIONS CONSISTENT WITH CURRENT STATE AND NATIONAL PLUMBING CODE STANDARDS, AND ADAPT TO THE CITY'S FOG PROGRAM NEEDS; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Beach ("City") has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida and Chapter 166, Florida Statutes; and

WHEREAS, the City of Jacksonville Beach is charged with ownership and maintenance of the City's water and wastewater conveyance and treatment systems; and

WHEREAS, wastewater discharges containing high concentrations of fats, oils, and grease (FOG) from restaurants and other food handling facilities is a main contributor to blockages and sanitary sewer overflows in the City's wastewater collection system; and

WHEREAS, such excessive amounts of grease result in the immediate threat to the health, safety, and welfare of the public and our environment, and causes operational problems to the City's water and wastewater conveyance and treatment systems; and

WHEREAS, to effectively address the issue, the City finds it in the best interest of the public health, safety, and welfare to develop a FOG Program;

WHEREAS, in November 2019, the City Council adopted Ordinance No. 2019-8125, which was codified in Chapter 32, Article VII, Sec. 34-180 through Sec. 34-184 of the City Code of Ordinances; and

WHEREAS, certain revisions and corrections are needed to Chapter 32, Sec. 34-180 through Sec. 34-184 to bring the City's Code current with Florida Building Code – Plumbing and the National Standard Plumbing Code to make proper authority references, and to adapt the sections to the City's needs to effectively regulate the FOG Program; and

WHEREAS, the City Council hereby finds that this Ordinance serves legitimate government purposes and is in the best interests of the public health, safety, and welfare of the citizens of the City of Jacksonville Beach.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF JACKSONVILLE BEACH, FLORIDA:

SECTION 1. RECITALS AND LEGISLATIVE FINDINGS. The above recitals and legislative findings are ratified, correct and made a part of this Ordinance.

SECTION 2. CHAPTER 32, ARTICLE VII, SECTION 32-180 OF THE CODE OF ORDINANCES, CITY OF JACKSONVILLE BEACH, FLORIDA, IS HEREBY AMENDED TO READ AS FOLLOWS:¹

Sec. 32-180. - Purpose and intent.

- (a) Purpose. This article establishes maintenance and monitoring requirements and ~~provides for~~ regulation of:
 - (1) The interception and collection of fats, oils, and grease (FOG) from food service facilities.
 - (2) The maintenance and monitoring requirements to control the discharge of grease from food service facilities.
- (b) Intent. The intent of the FOG program is to:
 - (1) To prevent the introduction of excessive amounts of ~~fats, oils, and grease~~ FOG into the City of Jacksonville Beach wastewater collection system and subsequently into the pollution control plant.
 - (2) To prevent clogging or blocking of ~~city~~ City sewer lines due to FOG ~~grease~~ build-up causing backup and flooding of streets, residences, and commercial buildings.

SECTION 3. CHAPTER 32, ARTICLE VII, SECTION 32-181 OF THE CODE OF ORDINANCES, CITY OF JACKSONVILLE BEACH, FLORIDA, IS HEREBY AMENDED TO READ AS FOLLOWS:

Sec. 32-181. - Definitions.

- (a) ~~Food service facility or facilities means any facility, which prepares and/or packages food or beverages for sale and consumption, on or off site, with the exception of private residences. Food service facilities shall include, but are not limited to: food courts, food manufacturers, food packagers, food trucks, restaurants, grocery stores, bakeries, lounges, hospitals, hotels, nursing homes, churches, coffee shops, schools, and any other food service facilities not listed above.~~ Float layer or floating layer means the accumulated matter that floats on the top of a grease trap or interceptor.
- (ab) *Food service facility or facilities* means any facility, which prepares and/or packages food or beverages for sale and consumption, on or off site, with the exception of private residences. Food service facilities shall include, but are not

¹ ~~Strikethrough~~ text indicates deletions, underline text indicates additions.

limited to: food courts, food manufacturers, food packagers, food trucks, restaurants, grocery stores, bakeries, lounges, hospitals, hotels, nursing homes, churches, coffee shops, schools, and any ~~other food service facilities not listed above~~ facility that provides food services.

- (~~b~~c) *Gray water* means all of the liquid contained in a grease interceptor that lies below the floating grease layer and above the food solids layer.
- (~~e~~d) *Grease* means a material, either liquid or solid, and composed primarily of fat, oil, and grease from animal or vegetable food sources. The terms "fats, oils, and grease (FOG)," "oil and grease," or "oil and grease substances" shall be included within this definition.
- (~~d~~e) *Grease hauler* means a person who collects the contents of a grease interceptor or trap and transports it to an approved recycling or disposal facility. A grease hauler may also provide other services to a food service facility related to grease interceptor maintenance.
- (~~e~~f) *Gravity grease interceptor* means a device located underground and outside of a food service facility designed to collect, contain or remove food wastes and grease from the waste stream while allowing the balance of liquid waste to discharge to the wastewater collection system by gravity. Interceptors shall be separated into two (~~2~~) chambers by baffle. The baffle shall be set 50/50 or 2/3 - 1/3 and have at least two (~~2~~) inspection hatches on the top surface for cleaning and maintenance by a grease hauler.
- (~~f~~g) *Hydro-mechanical grease interceptor* means a plumbing appurtenance or appliance that is installed outside of the food service facility and in the sanitary drainage system to intercept nonpetroleum ~~fats, oils, and grease (FOG)~~ from a wastewater discharge and is identified by flow rate, separation, and retention efficiency. The term "grease trap" shall be included within this definition.
- (~~g~~h) *Lift station* means a pumping station installed inline after a grease interceptor to pump gray water to the ~~e~~City sewer system.
- (~~h~~i) *Notice of violation (NOV)* means a notice ~~generally~~ issued by ~~the~~ a City of Jacksonville Beach ~~personnel or its~~ representative to a food service facility, informing of noncompliance and/or violations of the ~~e~~City's utility ordinances or the requirements of this ~~section~~ article. The specific violations shall be provided on the NOV.
- (~~i~~j) *Solids layer* means the settled matter that accumulates on the bottom of a grease trap or interceptor.
- (~~k~~) *Sampling port* means an access point on the discharge side of a grease interceptor that allows periodic sampling for compliance.

SECTION 4. CHAPTER 32, ARTICLE VII, SECTION 32-183 OF THE CODE OF ORDINANCES, CITY OF JACKSONVILLE BEACH, FLORIDA, IS HEREBY AMENDED TO READ AS FOLLOWS:

Sec. 32-183. - General requirements.

- (a) *Requirements.* All food service facilities are required to have a hydro-mechanical or gravity grease interceptor installed outside the facility. The requirements of this article are in addition to any applicable requirements of the Florida ~~Plumbing~~ Building Code – Plumbing and the National Standard Plumbing Code, and any pretreatment requirement adopted by the eCity for protection of the eCity's pollution control plant.
 - (1) *New facilities.* On or after the effective date of this article, food service facilities which are newly proposed, constructed, or permitted, or existing facilities which are expanded or renovated to include a food service facility, where such facility did not previously exist, shall be required to install, operate, and maintain a hydro-mechanical or gravity grease interceptor according to the requirements contained in this article. Gravity grease interceptors or hydro-mechanical grease interceptors shall be installed and permitted prior to the issuance of a certificate of occupancy.
 - (2) *Existing facilities.* For the purpose of sizing and installation of grease interceptors, all food service facilities existing within the eCity prior to the effective date of this ordinance shall be permitted to operate and maintain existing gravity grease interceptors or hydro-mechanical grease interceptors provided their gravity grease interceptors or hydro-mechanical grease interceptors are in compliance with the criteria for the individual interceptor as defined in this ~~division~~ article.
- (b) *Compliance.* On or after the effective date of this ordinance, the eCity may require an existing food service facility to install, operate, and maintain a new hydro-mechanical or gravity grease interceptor that complies with the requirements of this article or to modify or repair any noncompliant plumbing or existing interceptor or grease trap within ~~ninety~~ (90) days of written notification by the eCity when any one (1) or more of the following conditions exists:
 - (1) The facility is found to be discharging ~~fats, oils, and grease~~ FOG in quantities greater than ~~one hundred~~ (100) milligrams per liter in the facility effluent sample.
 - (2) The facility does not have a hydro-mechanical or gravity grease interceptor(s).
 - (3) The facility has an undersized, irreparable or defective hydro-mechanical or

gravity grease interceptor(s).

- (4) When remodeling or renovating an existing facility where a plumbing permit is issued by the City of Jacksonville Beach.
 - (5) The existing facility effluent causes sewer line blockage, sanitary sewer overflows (SSO), or stoppage that requires the City of Jacksonville Beach to increase standard maintenance ~~that exceeds twice a calendar year~~.
 - (6) The existing facility does not have plumbing connections to a hydro-mechanical or gravity grease interceptor(s) in compliance with the requirements of this article.
- (c) *Plumbing connections. ~~Hydro-mechanical or gravity grease interceptor.~~* All plumbing connections shall be located outside the food service facilities lateral sewer line between all fixtures which may introduce grease into the sewer system and the connection to the City's wastewater collection system. Such fixtures shall include, but not be limited to, hand, prep, and mop sinks, dishwashers, garbage disposals, automatic hood wash units, floor drains in food preparation and stage areas, and any other fixture which is determined to be a potential source of grease. Wastewater from sanitary facilities and other similar fixtures shall not be introduced into hydro-mechanical or gravity grease interceptor(s) under any circumstance.
- (d) *Hydro-mechanical grease interceptors.* Hydro-mechanical grease interceptors ~~shall~~ may be prohibited for all new food service facilities ~~with the exception of those facilities in which it is determined there is inadequate space available for the installation of a gravity grease interceptor.~~ City Approval of the installation of a hydro-mechanical grease interceptor instead of a gravity grease interceptor at a new food service facility shall meet the following criteria:
- (1) *Interceptor design and location.* Hydro-mechanical grease interceptors shall conform to the standards in the Standard Plumbing and Drainage Institute (PDI) Standards - G101. Hydro-mechanical grease interceptors shall be installed in strict accordance with the manufacturer's instructions. Hydro-mechanical grease interceptors shall be equipped with a cover that can be opened for inspection and sampling ~~with a mechanism for secure closing.~~ Covers must be air and watertight. Covers must be traffic rated if located within a traffic area and a sampling port or 6" discharge tee shall be installed.
 - (2) *Capacity.* The capacity of the hydro-mechanical interceptor shall be related to the flow rate as defined in the appendix and Table 1 of the Standard PDI Standards - G101.
 - (3) *~~Flow-through~~ rate.* ~~Flow-through~~ rates shall be calculated in accordance

with the procedures in the Standard PDI Standards - G101.

- (4) *Flow control device.* Hydro-mechanical grease interceptors shall be equipped with a device to control the rate of flow through the unit. The rate of flow shall not exceed the manufacturer's rated capacity recommended in gallons per minute for the unit.
- (5) *Venting.* The flow control device and the hydro-mechanical grease interceptor shall be vented in accordance with the Florida ~~Plumbing Building~~ Building Code - Plumbing ~~most~~ current edition. The vent shall terminate not less than six ~~(6)~~ inches above the flood-rim level or in accordance with the manufacturer's instructions.
- (6) *Cleaning, pumping and maintenance.* Each food service facility shall be solely responsible for the cost of the hydro-mechanical grease interceptor(s) installation, inspection, cleaning, pumping, and maintenance. Each food service facility shall contract with a grease hauler for cleaning services. Alternatively, a food service facility may develop a written protocols and procedures for the cleaning and maintenance of hydro-mechanical grease interceptors. Cleaning and maintenance must be performed when the total volume of captured grease and solid materials displaces more than ~~twenty~~ ~~(20) percent~~ % of the total volume of the unit. The ~~e~~City shall use a core sampling method during monthly or bi-monthly routine inspection in order to determine the frequency at which a hydro-mechanical grease interceptor(s) shall be cleaned; however, all hydro-mechanical grease interceptors shall be opened, inspected, cleaned, and maintained at a minimum of once per week. Each food service facility shall have its hydro-mechanical grease interceptor(s) pumped at a minimum frequency of once every calendar month.
- (7) *Inspection.* The ~~e~~City shall inspect hydro-mechanical grease interceptors as necessary to assure compliance with this ~~division~~ article as well as proper cleaning and maintenance schedules are adhered to. The City may require installation of a sample port in order to determine whether the grease interceptor system complies with the requirements of this article.
- (8) *Repairs.* The food service facility shall be responsible for the cost and scheduling of all repairs to its hydro-mechanical grease interceptor(s). Repairs required by the ~~e~~City shall be completed within ~~fourteen~~ ~~(14)~~ calendar days after the date of written notice of required repairs is received by the food service facility unless a different schedule is approved by the ~~e~~City in writing.
- (9) *Disposal.* Grease and solid materials removed from a grease interceptor(s) shall be disposed of in a solid waste disposal facility. Neither grease nor solid material removed from a hydro-mechanical grease interceptor shall be

returned to any hydro-mechanical grease interceptor, private sewer line, or to any portion of the eCity's wastewater collection system or water reclamation facilities without prior written approval of the City of Jacksonville Beach Public Works Director.

- (10) *Record keeping.* The food service facility shall maintain records including the date and time of all cleaning and maintenance, details of any repairs required, and dates of repairs for each hydro-mechanical grease interceptor(s) in a bound logbook and shall make the logbook available for inspection by the eCity on request. The food service facility shall also maintain all written protocols and procedures concerning the hydro-mechanical grease interceptor(s) cleaning and maintenance and shall make such available to the eCity on request. Such records shall be kept for a period of three (3) years from the time of cleaning or repair.
- (e) *Gravity grease interceptors.* Gravity grease interceptors ~~shall~~ may be installed at ~~all new food service facilities with the exception of those facilities in which it is determined there is inadequate space available for the installation of a gravity grease interceptor.~~ All new and existing gravity grease interceptors shall meet the following criteria:
 - (1) *Interceptor design and location.* Gravity grease interceptors shall have a minimum of two (2) compartments and shall be capable of separation and retention of grease and storage of settled solids. Gravity grease interceptor designs shall conform to the requirements of Florida ~~Plumbing Building Code – Plumbing~~ Section ~~1003.5.1~~ 1003.3.7. A control manhole over each compartment for monitoring purposes shall be required and installed at the owners/operators sole expense. Covers shall have a gas tight fit. The gravity grease interceptor shall be designed, constructed, and ~~installed for adequate load-bearing capacity~~ traffic rated if located in a traffic area. Flow control devices shall be required where the water flow through the gravity grease interceptor may exceed its rated flow. Interceptors shall be installed in a location outside of the building and which provides easy access at all times for inspections, cleaning, and maintenance, including pumping. Nothing shall be stored on top or built over the gravity grease interceptor covers. A sampling port or 6" discharging tee shall be installed.
 - (2) *Capacity.* Gravity grease interceptor capacity calculations shall be performed by each food service facility based on size and type of operation according to the formula contained in ~~Tables 1003.4.1 and 1003.5.1~~ Section 1003.3.7 of the Florida ~~Plumbing Building Code – Plumbing~~ and the sizing methods contained in the Standard PDI - G101 and its appendices A1.0 thru A1.7 ~~Tables 8.3.2 and 8.3.3~~, where applicable. Minimum capacity of any one (1) unit shall be ~~seven hundred fifty (750) gallons as required by the Florida Plumbing Code.~~ Maximum capacity of any one (1) unit shall be ~~one thousand two hundred fifty (1,250) gallons.~~ Where sufficient capacity

cannot be achieved within a single unit, installation of gravity grease interceptors in series is required. Prior to the installation of the gravity grease interceptor(s), the eCity shall approve the gravity grease interceptor(s) capacity calculations. The capacity of the gravity grease interceptor(s) required for food manufacturing or processing facilities which are not covered by the Florida ~~Plumbing~~ Building Code – Plumbing shall be approved by the eCity according to the mass and type of food prepared, the wastewater volume produced from food preparation or manufacture, total hours of operation per day and a load factor depending on the installed equipment.

- (3) Cleaning, Pumping, and maintenance. Each food service facility shall be solely responsible for the cost of the gravity grease interceptor installation, inspection, cleaning, pumping, and maintenance. All food service facilities with gravity grease interceptors shall contract with and utilize a grease hauler. Pumping services shall include the initial complete removal of all contents, including floating materials, wastewater, and bottom sledges and solids from the interceptor. The return of gray water back into the gravity grease interceptor from which the wastes were removed is strictly prohibited. Gravity grease interceptor cleaning shall include scraping excessive solids from the walls, floors, baffles, and all pipe work. It shall be the responsibility of each food service facility to inspect its gravity grease interceptor during the pumping procedure to ensure it is properly cleaned out and all fittings and fixtures inside the interceptor are in good working condition and functioning properly.
- (4) Pumping frequency. Each food service facility shall have its gravity grease interceptor(s) pumped at a minimum frequency of once every calendar month. In addition to required monthly pumping, the City of Jacksonville Beach may determine by monthly or bi-monthly core sampling inspection that additional pumping is required or more interceptor space is needed if the following criteria cannot be met with the existing grease interceptor space:
 - a. When the floatable grease layer exceeds six ~~(6)~~ inches in depth as measured by an approved dipping method.
 - b. When the settled solids layer exceeds eight ~~(8)~~ inches in depth as measured by an approved dipping method.
 - c. When the total volume of captured grease and solid material displaces more than ~~twenty (20) percent~~ twenty (20) percent of the capacity of the interceptor as calculated using an approved dipping method.
 - d. When the interceptor is not retaining or capturing ~~fats, oils, and greases~~ FOG or the removal efficiency of the device, as determined through sampling and analysis, is less than ~~eighty (80) percent~~ eighty (80) percent.
- (5) Inspection. The eCity shall inspect gravity grease interceptors as necessary

to assure compliance with this article as well as adherence to proper cleaning and maintenance schedules.

- (6) *Repairs.* The food service facility shall be responsible for the cost and scheduling of all repairs to its gravity grease interceptor(s). Repairs required by the eCity shall be completed within ~~fourteen~~ (14) calendar days after the date of written notice of required repairs is received by the food service facility unless a different schedule is approved by the eCity in writing.
- (7) *Disposal.* Waste removed from any gravity grease interceptor shall be disposed of at a facility permitted to receive such waste. Neither grease nor solid material removed from a gravity grease interceptor shall be returned to any gravity grease interceptor, private sewer line or to any portion of the eCity's wastewater collection system or water reclamation facilities without prior written approval of the City of Jacksonville Beach Public Works Director.
- (8) *Record keeping.* The food service facility shall maintain records including the date and time of all cleaning and maintenance, details of any repairs required, and dates of repairs for each gravity grease interceptor in a bound logbook and shall make the logbook available for inspection by the eCity on request. Additionally, each food service facility shall maintain a file on site and available at all times for inspection and review by the eCity which contains the following information:
 - a. The as-built drawings of the plumbing system.
 - b. Records of all inspections.
 - c. Receipts of all repairs.
 - d. Log of pumping activities.
 - e. Log of maintenance activities.
 - f. Grease hauler information.
 - g. Disposal information.
 - h. Records shall be kept for a period of three (3) years from time of cleaning or repair.
- (f) *Variance procedure.* If a food service facility determines that monthly pumping of the ~~gravity~~ grease interceptor is unnecessary in order to remain in compliance with the criteria of this section ~~32-183(c) above~~, the food service facility may make written application for a variance from the monthly pumping requirements to the eCity. The variance procedure shall be as follows:
 - (1) The food service facility shall submit an application for a variance on a form provided by the eCity along with the appropriate application fee if required. The application shall include the next scheduled date and time for pumping and cleaning of the ~~gravity~~ grease interceptor(s).
 - (2) The eCity shall observe the pump out procedure and inspect the ~~gravity~~

grease interceptor(s) on the scheduled date and time.

- (3) If the ~~gravity~~ grease interceptor(s) is in good working condition during the initial inspection, the ~~e~~City shall re-inspect the ~~gravity~~ grease interceptor(s) approximately one ~~(1)~~ month after the initial inspection. If there is less than four ~~(4)~~ inches of surface grease and less than six ~~(6)~~ inches of bottom solids at the time of this re-inspection, the ~~gravity~~ grease interceptor(s) will not need to be pumped out at that time.
- (4) After the initial re-inspection, the ~~e~~City shall inspect the ~~gravity~~ grease interceptor(s) at intervals of approximately every ~~ten~~ ~~(10)~~ working days to determine the grease and solids levels using a dipping method approved by the ~~e~~City.
- (5) When either the level of grease reaches six ~~(6)~~ inches or the level of solids reaches eight ~~(8)~~ inches, the ~~e~~City shall use the number of days from the initial pumping date to the final re-inspection date as the new pumping frequency requirement to be included in the variance granted.
- (6) At all times, pump-out and cleaning of a ~~gravity~~ grease interceptor(s) shall be required at least one ~~(1)~~ every ~~one hundred eighty~~ ~~(180)~~ days.

SECTION 5. CHAPTER 32, ARTICLE VII, SECTION 32-184 OF THE CODE OF ORDINANCES, CITY OF JACKSONVILLE BEACH, FLORIDA, IS HEREBY AMENDED TO READ AS FOLLOWS:

Sec. 32-184. - Administrative enforcement and abatement.

- (a) *Food service facility enforcement.* Enforcement actions against food service facilities determined to be in violation of this article shall be as follows:
 - (1) *Notice of violation.* A notice of violation (NOV) shall be issued to a food service facility for any one or more of the following reasons:
 - a. Failure to properly maintain the hydro-mechanical grease interceptor(s), the gravity grease interceptor(s), or any alternative grease removal device or technology in accordance with the provisions of the ~~fats, oil, and grease~~ FOG discharge certificate and this article.
 - b. Failure to report significant changes in operations or wastewater constituents and characteristics.
 - c. Failure to maintain the required records and logbook on site at all times.
 - d. Failure to report pumping activities or the use of an unauthorized pumping company.
 - e. Failure to provide logs, files, records or access for inspection or monitoring activities.
 - (2) *Notice of violation response.*

- a. Any NOV issued will state the nature of the violation, corrective action required, and timeframe for corrective measures. A food service establishment shall respond to the eCity in writing within seven (7) calendar days of receipt describing how the noncompliance occurred and what steps will be taken to prevent the re-occurrence.
- b. A food service facility that violates, remains in noncompliance, has repeated noncompliance issues or fails to initiate and complete corrective action in response to a NOV shall be subject to one (1) or more of the following:
 1. Actual cost for compliance inspections, costs associated with service calls for sewer line blockage, SSOs, line cleaning, and any or all labor, materials, and equipment required in response.
 2. Continued noncompliance may result in suspension of utility services if the food service facility presents danger to the health and welfare of the public or the environment.
 3. Notice to appear before the eCity's special magistrate pursuant to Article VI, Chapter 2 of the City of Jacksonville Beach Code of Ordinances for an enforcement hearing on the NOV.

SECTION 6. CONFLICTING ORDINANCES. That all ordinances or parts of ordinances (including Ordinance No. 2019-8125) in conflict with this Ordinance are hereby repealed.

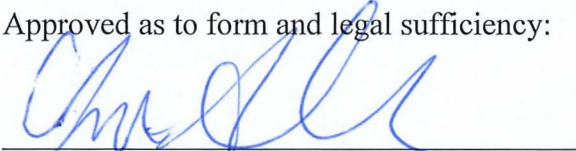
SECTION 7. SEVERABILITY. It is the intention of the City Council that if any section, subsection, clause or provision of this Ordinance is deemed invalid or unconstitutional by a court of competent jurisdiction, such portion will become a separate provision and will not affect the remaining provisions of this Ordinance.

SECTION 8. CODIFICATION. The City Council intends that this Ordinance will be made a part of the City of Jacksonville Beach Code of Ordinances.

SECTION 9. EFFECTIVE DATE. This Ordinance shall take effect upon final reading and approval by the City Council for the City of Jacksonville Beach.

AUTHENTICATED THIS _____ DAY OF _____, A.D., 2021.

Approved as to form and legal sufficiency:


Chris Ambrosio, City Attorney

Christine H. Hoffman, Mayor

Laurie Scott, City Clerk



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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Chris Ambrosio, City Attorney
DATE:	January 20, 2021
SUBJECT:	Ordinance No. 2020-8158 [Second Reading]
	Repeal of Chapter 24, "Registration of Certain Persons"

BACKGROUND

The current City Code of Ordinances Chapter 24, "Registration of Certain Persons," is no longer relevant or being utilized by any City department. It serves no current or future purpose for the City. Particularly, the City Clerk's Office and City Police Department do not utilize, and have no intention of utilizing, the current Chapter 24 either directly or indirectly through department operations, policies, ordinances or resolutions. The relevant documentation required by Chapter 24 is already a part of the local business tax receipt application process handled by the Clerk's office. As such, it is appropriate to repeal Chapter 24 in its entirety as part of the overall process to amend, revise and improve the City Code of Ordinances.

On January 19, 2021, City Council approved Ordinance No. 2020-8158 on first reading.

FINANCIAL IMPACT

None.

REQUESTED ACTION

Adopt/Deny Ordinance No. 2020-8158, on the second reading, repealing City Code of Ordinances Chapter 24, "Registration of Certain Persons," in its entirety.

ATTACHMENTS

Ordinance No. 2020-8158 with the current City Code of Ordinances Chapter 24 attached as reference.

Introduced by: Council Member Cory Nichols
1st Reading: January 19, 2021
2nd Reading: February 1, 2021

ORDINANCE NO. 2020-8158

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO REPEAL CODE OF ORDINANCES CHAPTER 24, “REGISTRATION OF CERTAIN PERSONS,” IN ITS ENTIRETY; PROVIDING FOR REPEAL, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Beach (“City”) has the authority to adopt this Ordinance and to repeal its ordinances pursuant to Article VIII of the Constitution of the State of Florida and Chapter 166, Florida Statutes; and

WHEREAS, the City Code of Ordinances Chapter 24, “Registration of Certain Persons,” originally created in 1955, has become irrelevant and unnecessary, it is not utilized by a City department, and it serves no current or future purpose for City business or operations; and

WHEREAS, particularly, the City Clerk’s Office and City Police Department, do not utilize and have no intention of utilizing, the current Chapter 24, either directly or indirectly through department operations, policies, ordinances or resolutions; and

WHEREAS, the City Attorney has been providing ordinances to the City Council in order to make amendments, improvements, and revisions to the City Code of Ordinances; and

WHEREAS, the City Council finds that the current City Code of Ordinances Chapter 24 no longer has a current or future purpose or use, so it can be repealed in its entirety.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF JACKSONVILLE BEACH, FLORIDA:

SECTION 1. RECITALS. The above recitals are ratified and made a part of this Ordinance.

SECTION 2. REPEAL. City Code of Ordinances Chapter 24, “Registration of Certain Persons,” is hereby repealed in its entirety. The current Chapter 24 is attached to this Ordinance for reference.

SECTION 3. SEVERABILITY. It is the intention of the City Council that if any section, subsection, clause, or provision of this Ordinance is deemed invalid or unconstitutional by a court of competent jurisdiction, such portion will become a separate provision and will not affect the remaining provisions of this Ordinance.

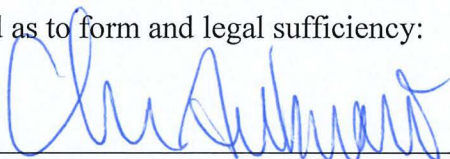
SECTION 4. EFFECTIVE DATE. This Ordinance shall take effect immediately upon final reading and approval by the City Council for the City of Jacksonville Beach.

AUTHENTICATED THIS _____ DAY OF _____, A.D., 2021.

Christine H. Hoffman, Mayor

Laurie Scott, City Clerk

Approved as to form and legal sufficiency:



Chris Ambrosio, City Attorney

City of Jacksonville Beach Code of Ordinances

Chapter 24 - REGISTRATION OF CERTAIN PERSONS

Cross reference— Administration, Ch. 2; local business tax receipts, Ch. 15.

Sec. 24-1. - Required.

All employees of places licensed to sell liquor, beer or wine, in any form for consumption on the premises; places of amusement; and all taxicab drivers, in the city, are hereby required to register within forty-eight (48) hours from the time of their employment, in a book of registration to be kept by the chief of police.

(Code 1955, § 20-23)

Cross reference— Alcoholic beverages, Ch. 4; vehicles for hire, Ch. 33.

Sec. 24-2. - Fingerprints and photographs.

Persons registering under this chapter shall be fingerprinted and photographed by the chief of police.

(Code 1955, § 20-23)

Sec. 24-3. - Identification cards—Issuance; display.

Identification cards shall be issued to each person registered under this chapter and such identification card shall be carried on the person obtaining the same at all times.

(Code 1955, § 20-23)

Sec. 24-4. - Same—Lost card.

If a registration card shall be lost or cannot be produced upon reasonable notice, such person shall promptly re-register and secure a new card from the chief of police.

(Code 1955, § 20-23)



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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Chris Ambrosio, City Attorney
DATE:	January 26, 2021
SUBJECT:	Ordinance No. 2020-8160 [Second Reading]
	Sale of surplus non-conforming real estate and City Manager administrative authority to declare and authorize sale of surplus personal property; amending City Code Chapter 2, Sec. 2-1.1(e)

BACKGROUND

I. The current City Code of Ordinances Chapter 2, Sec. 2-1.1 *Purchase procedures; contracts, etc.* is a limited and minimal purchasing code that is in line to be revised by the City Attorney, Finance Department, and the Property and Procurement Officer. Sec. 2-1.1 does not adequately address the topic of disposition or sale of certain types of surplus small or non-conforming real estate parcels owned by the City.

Sec. 2-1.1(e) currently reads as, "Title to property. Whenever the city council determines that it possesses real or personal property in excess of the needs of the public, it shall sell same by a competitive award process or by public auction. Surplus property can also be disposed of by public auction, trading in on new commodities, donating it to another governmental agency or by junking if the property is determined to be unfit for sale and of no usable value."

Occasionally, the City owns certain small or non-conforming parcels of surplus real estate that the City departments and City Manager have determined serves no current or future purpose or need of the City, and it can be disposed or sold in the best interests of the City. These certain small or non-conforming parcels of surplus real estate are not suitable for disposition or sale by competitive award process or by public auction as set in the current Sec. 2-1.1(e), but are better sold in good faith at the sole discretion of the City Manager to serve the best interests and public purposes of the City. A revision to City Code Sec. 2-1.1(e) should provide the City Manager with procedures, criteria, discretion, and authority to sell certain small or non-conforming parcels of City real estate using a method and manner that the City Manager determines is in good faith, at a fair market price, a good value to the City and that serves the best interests and public purposes of the City.

II. Historically, a list of City surplus personal property items have been identified by the Finance Department, and provided to the City Council as an agenda item for approval to dispose of the surplus property using a competitive award process or public auction. Sec. 2-1.1(e) puts the



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burden on the City Council to determine that the City possesses personal property in excess of the needs of the public, and to authorize that the property shall be sold by a competitive award process or by public auction. So this process always requires an agenda item be submitted to Council. To alleviate that burden and the extra unnecessary steps to sell surplus personal property, the City Council adopted and approved Resolution No. 2058-2020. In Section 3 of the Resolution the City Council permanently delegated to the City Manager the administrative authority to declare surplus personal property and sell same by a competitive award process or by public auction. And Section 4 directed that the City Attorney shall submit for City Council approval, an Ordinance to revise the Code of Ordinances to reflect the permanent delegation of administrative authority to the City Manager to determine surplus personal property and place such property for sale by a competitive award process or by public auction.

Ordinance No. 2020-8160 makes the amendments to Sec. 2-1.1(e) as explained above. These amendments to Sec. 2-1.1(e) would be merged into the future large overhaul of Chapter 2.

On January 19, 2021, City Council approved Ordinance No. 2020-8160 on first reading.

FINANCIAL IMPACT

None.

REQUESTED ACTION

Adopt/Deny Ordinance No. 2020-8160 on the second reading.

ATTACHMENTS

Ordinance No. 2020-8160

Resolution No. 2058-2020 (as reference)

Introduced by: Council Member Cory Nichols
1st Reading: January 19, 2021
2nd Reading: February 1, 2021

ORDINANCE NO. 2020-8160

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, TO AMEND CHAPTER 2, ARTICLE I, SECTION 2-1.1(e) OF THE CODE OF ORDINANCES TO PROVIDE THE CITY MANAGER WITH LIMITED SOLE DISCRETION AND AUTHORITY TO SELL CITY-OWNED REAL ESTATE THAT MEETS CERTAIN CRITERIA AND CONDITIONS, AND TO PERMANENTLY DELEGATE ADMINISTRATIVE AUTHORITY TO THE CITY MANAGER TO DETERMINE SURPLUS CITY PERSONAL PROPERTY ITEMS, AND TO PLACE SUCH PROPERTY FOR SALE BY A COMPETITIVE AWARD PROCESS OR BY PUBLIC AUCTION OR OTHER MEANS OF DISPOSITION; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTS, SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Beach (“City”) has the authority to adopt this Ordinance pursuant to Art. VIII, § 2 of the Constitution of the State of Florida and Chapter 166, Florida Statutes; and

WHEREAS, Florida’s Municipal Home Rule Powers Act, Chapter 166 Florida Statutes, grants the City broad exercise of home rule powers, including the exercise of powers for municipal governmental, corporate, and proprietary purposes; and

WHEREAS, Article VIII of the Constitution of the State of Florida and Chapter 166, Florida Statutes establish that the City is empowered to acquire, hold, sell, and dispose of real estate for the benefit of the City; and

WHEREAS, by virtue of the Constitution of the State of Florida and Municipal Home Rule Powers Act, the City retains sole discretion to determine what terms, conditions, and methods to employ in exercising power to sell surplus municipal real estate, so long as it is for a valid municipal purpose and not expressly prohibited by law; and

WHEREAS, the City Council may, in its discretion, choose and utilize any method or procedure it decides will be in good faith, serve the City’s best interests, and most likely produce the best price and results for the sale of City real estate; and

WHEREAS, City Charter Chapter I, Section 1 states, in pertinent part, that the City may sell, lease, hold, manage, and control real property and real estate within City boundaries as its interests may require, except as prohibited by the Constitution and Laws of the State of Florida; and

WHEREAS, City Charter Chapter V, Section 31 establishes that the City Manager can perform such other duties as may be prescribed by the City Charter or required by ordinance or resolution of the City Council, not inconsistent with the Charter; and

WHEREAS, currently the City Code of Ordinances Chapter 2, Sec. 2-1.1 *Purchase procedures; contracts, etc.* is a limited and minimal purchasing code that is in line to be revised by the City Attorney, Finance Department, and the Property and Procurement Officer; and

WHEREAS, City Code Sec. 2-1.1 does not adequately address the topic of disposition and sale of certain types of surplus real property and small or non-conforming real estate owned by the City; and

WHEREAS, currently City Code Sec. 2-1.1(e) reads as “*Title to property. Whenever the city council determines that it possesses real or personal property in excess of the needs of the public, it shall sell same by a competitive award process or by public auction. Surplus property can also be disposed of by public auction, trading in on new commodities, donating it to another governmental agency or by junking if the property is determined to be unfit for sale and of no usable value.*”; and

WHEREAS, occasionally the City owns certain small or non-conforming parcels of surplus real estate that the City departments and City Manager have determined serve no current or future purpose or need of the City and may be disposed or sold in the best interests of the City; and

WHEREAS, these certain small or non-conforming parcels of surplus real estate are not suitable for disposition or sale by competitive award process or by public auction, but are better sold in good faith at the sole discretion of the City Manager to serve the best interests and public purposes of the City; and

WHEREAS, a revision to City Code Sec. 2-1.1(e) should provide the City Manager with procedures, criteria, discretion, and authority to sell certain small or non-conforming parcels of City real estate using a method and manner that the City Manager determines is in good faith, at a fair market price, a good value to the City, and that serves the best interests and public purposes of the City; and

WHEREAS, the City Council resolves that sale of small or non-conforming parcels, with a valuation below the City Manager’s purchasing authority (as established by either the City of Jacksonville Property Appraiser or a certified appraisal), may be sold at the City Manager’s discretion; while the sale of conforming parcels of real estate, or parcels of real estate with a valuation above the City Manager’s purchasing authority (as defined above) shall require City Council authorization and determination of the sales and disposition process; and

WHEREAS, historically, a list of City surplus personal property items have been identified by the Finance Department and provided to the City Council as an agenda item for approval to dispose of the surplus property using a competitive award process or public auction; and

WHEREAS, City Code Sec. 2-1.1(e) puts the burden on the City Council to determine that the City possesses personal property in excess of the needs of the public, and to authorize that the property shall be sold by a competitive award process or by public auction so that this process always requires an agenda item be submitted to Council; and

WHEREAS, to alleviate that burden and the extra unnecessary steps to sell surplus personal property, the City Council adopted and approved Resolution No. 2058-2020, which in Section 3 permanently delegated to the City Manager the administrative authority to declare surplus personal property and sell same by a competitive award process or by public auction; and

WHEREAS, Section 4 of Resolution No. 2058-2020 directed that the City Attorney shall submit for City Council approval an Ordinance to revise the Code of Ordinances to reflect the permanent delegation of administrative authority to the City Manager to determine surplus personal property and place such property for sale by a competitive award process or by public auction; and

WHEREAS, the City Council intends that the amendments made by this Ordinance shall be immediately implemented and codified upon adoption, but shall also be incorporated into any new amendments and revisions to Chapter 2 of the City Code and/or the purchasing and procurement codes and policies; and

WHEREAS, the City Council hereby finds that this Ordinance serves legitimate government purposes, it is a permissible exercise of the City's powers and authority, and it serves the best interests of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF JACKSONVILLE BEACH, FLORIDA:

SECTION 1. RECITALS AND LEGISLATIVE FINDINGS. The above recitals and legislative findings are ratified, correct, and made a part of this Ordinance.

SECTION 2. THE CODE OF ORDINANCES, CITY OF JACKSONVILLE BEACH, FLORIDA, CHAPTER 2, SEC. 2-1.1(e) IS HEREBY AMENDED AND SHALL READ AS FOLLOWS.¹

Sec. 2-1.1(e) *Title to property.* ~~Whenever the city council determines that it possesses real or personal property in excess of the needs of the public, it shall sell same by a competitive award process or by public auction. The City Manager is delegated the administrative authority to declare surplus City personal property and sell the same by a competitive award process or by public auction. Surplus property can also be disposed of, as determined at the discretion of the City Manager, by public auction, trading in on new commodities, donating it to another governmental agency, or by junking if the property is determined to be unfit for sale and of no usable value. Exception is made for the sale of small or non-conforming real estate with a valuation below the City Manager's purchasing authority (as established by either the City of Jacksonville Property~~

¹ ~~Strikethrough~~ text denotes text to be deleted; underlined text denotes text to be added.
Ordinance No. 2020-8160

Appraiser or certified appraisal), which may be sold at the City Manager's discretion. The sale of conforming real estate, or real estate with a valuation above the City Manager's purchasing authority (as defined above) shall require City Council authorization and determination of the sales process. For the sale of small or non-conforming real estate which requires only the City Manager's authorization to be sold, the following procedures shall be used:

1. The City department interested in selling real estate will initiate a memorandum to the City Manager indicating the interest, providing a general description of the real estate, and providing the reasons for sale. The department shall indicate in the memorandum which department employee will be assigned as the department's representative for issues related to the sale. The department's representative, Procurement Officer, City Attorney, and City Manager or designee will comprise the committee that will coordinate the efforts to sell the real estate.
2. The City Manager will determine the appropriate method of determining the valuation of the subject real estate.
3. The appropriate staff members will be requested to negotiate the business terms of the sales agreement.
4. Once the business terms are agreed to, the City Attorney will draft the sales agreement.
5. The finalized sales agreement, fully executed by the City Attorney's Office, will be presented to the City Manager for approval.
6. If the City Manager approves the sales agreement, the purchaser will order the survey and title, assuming that the purchaser is responsible for ordering the survey and/or title. The purchaser may order an environmental survey at their discretion. The City Attorney's Office will distribute a contract schedule (developed by the purchaser) that will be distributed to the City Manager or designee, Procurement Officer, and department's representative. Any issues that arise from the purchasers' performance of due diligence will be distributed to the full committee. The City Attorney will be responsible for completing the closing with the assistance of other staff members and expert consultants assistance, if necessary.

SECTION 3. CONFLICTING ORDINANCES, RESOLUTIONS, POLICIES AND ACTS. All ordinances, resolutions, policies, and acts previously adopted or entered into by the City that are in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 4. SEVERABILITY. If any section, subsection, clause, or provision of this Ordinance is held invalid, the remainder shall not be affected by such invalidity.

SECTION 5. CODIFICATION. The City Council intends that this Ordinance be made a part of and codified in the City of Jacksonville Beach Code of Ordinances.

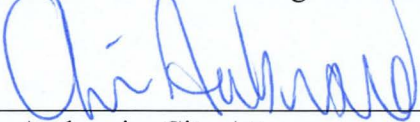
SECTION 6. EFFECTIVE DATE. This Ordinance will immediately take effect upon its adoption by the City Council.

AUTHENTICATED THIS _____ DAY OF _____, A.D., 2021.

Christine H. Hoffman, Mayor

Laurie Scott, City Clerk

Approved as to form and legal sufficiency:



Chris Ambrosio, City Attorney

Introduced by: Council Member Chris Hoffman

Adopted: May 4, 2020

RESOLUTION NO. 2058-2020

A RESOLUTION BY THE CITY OF JACKSONVILLE BEACH, AUTHORIZING THE SALE OF CITY SURPLUS PROPERTY USING GOVDEALS ONLINE AUCTION SERVICES, AS ALLOWED BY CITY CODE OF ORDINANCES SEC. 2-1.1(e), AND DELEGATE ADMINISTRATIVE RESPONSIBILITY FOR DETERMINING SURPLUS PROPERTY AND RESULTING SALES TO THE CITY MANAGER.

WHEREAS, City of Jacksonville Beach (“City”) Code of Ordinances Sec. 2-1.1.(e) allows for City surplus property to be disposed of by public auction; and

WHEREAS, City property identified on the list attached to this Resolution is in excess of the foreseeable needs of the public, and it is in the City’s best interest that the property be disposed of and offered for public sale on GovDeals online auction; and

WHEREAS, the required public notice of the auction and property shall be given; the property will be sold to the highest bidder(s); the Property and Procurement Officer will maintain a list of the surplus items and, either the City Manager or the Deputy City Manager will approve the sale of each property item prior to the Bid sale; and

WHEREAS, the public will be allowed sufficient time to inspect the surplus property prior to commencement of the public online auction in accordance with the GovDeals New Best Practices Memorandum, which is also attached to this Resolution; and

WHEREAS, the City reserves the right to reject any and all bids on the property submitted; and

WHEREAS, by approval of this Resolution, the City Council hereby delegates administrative authority to the City Manager to determine surplus property and sell same by a competitive award process or by public auction, so that the City Council no longer needs to make those administrative decisions; and

WHEREAS, the City Attorney shall revise the Code of Ordinances Sec. 2-1.1(e), and any other related Sections, as needed, to reflect this permanent delegation of administrative authority from Council to the City Manager.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH AS FOLLOWS:

SECTION 1. The foregoing recitals are hereby fully incorporated herein by reference and are deemed a part of this Resolution

SECTION 2. After providing public notice, the City surplus property items identified on the attached list shall be disposed of by using an online auction open to the public using GovDeals. All items shall be sold in, as is, where is condition, and without warranty or guarantee.

SECTION 3. The City Manager is hereby permanently delegated the administrative authority to declare surplus property and sell same by a competitive award process or by public auction.

SECTION 4. The City Attorney shall submit for Council approval, an Ordinance to revise the Code of Ordinances, as necessary, to reflect the permanent delegation of administrative authority to the City Manager to determine surplus property and place such property for sale by a competitive award process or by public auction.

SECTION 5. This Resolution shall become effective immediately upon its adoption.

AUTHENTICATED this 4th day of May, A.D., 2020.



William C. Latham, MAYOR



Laurie Scott, CITY CLERK

Attachment A: City surplus property auction items.

Attachment B: GovDeals New Best Practices Memorandum.

City of Jacksonville Beach
 Items for Auction: from Various City Departments
 December, 2019 - May, 2020

BATCH	LOT NO.	ASSET NO.	ITEM DESCRIPTION	SERIAL NO.	From: DEPT
20-05-001			Add-On Cabinets for Interior of SUVs or Vans: (1) 12 1/2" w x 31" h x 23" d, 2-compartments, color gray (1) 16 1/4" w x 27 1/4" h x 23" d, 2-compartments, with bottom as a drawer, color gray (1) 31" w x 21" h x 23" d, 3-compartments - 1 section is with a glass door, 1 section is open, 1 bottom section is a flat drawer, top surface is upholstered with fabric, color gray		from Old Fleet Vehicle Ford Excursion #708
20-05-003			(2) Schonstedt Magnetic Iron Locators - Schonstedt Model GA-52C and GA-52Cx, both non-operational		BES-Engineering
20-05-006			Various Ink Cartridges: (5) HP58, (4) HP45, (1) HP29, (4) HP57, (1) HP45&HP78, (1) HP78, (1) HP22, (2) HP21, (29) HP920 assorted black, cyan, magenta, yellow, (12) HP97, (2) HP27, (19) HP98, (4) HP110 Various Toner Cartridges: (1) HP 304A Magenta, (1) HP 304A Yellow, (1) Q2612A Black, (1) CC531A Blue, (2) HP Laserjet 55A CE255A Black		Police-Admin Finance-Utility/Billing
20-05-007			(7) Quartet Instant Display Easels, black, Model 29E, 64" easels, holds up to 10lbs.		BES-Admin
20-05-008	8753/ST17		2007 ExMark Lazer 50" Riding Mower ENGINE-motor is in good condition; BODY-under deck bent, blades strike metal; ELECTRICAL HYDRAULICS-found no concerns at this time; OTHER COMMENTS-choke rod falls off, seat armrests broken, blades are hitting deck	983628	PW-Street
20-05-009	8752/ST13		2007 ExMark Lazer 50" Riding Mower TO BE SOLD FOR PARTS ONLY BODY-good condition; OTHER COMMENTS-the drive motor and hydraulic pump are broken	673189	PW-Street

20-05-010		Lot of Miscellaneous Office Supplies and Equipment - (1) box of #10 ready-seal business envelopes; (1) small desktop file rack; (1) bookend; (1) incoming mail tray; (1) small pack of Memorex CD-R; various binder clips; (1) ergonomic keyboard and mouse tray; (1) old Fellowes PS-77c Shredder; (1) paper cutter; (1) Sharp XE-A203 cash register (slightly used); (1) Optomo DLP projection display AC 100-240v Serial# Q72G612AAAAAC0148; (1) Mitsubishi DLP projector XD490U AC100-240v Serial# 6020599; (2) Chair Mats; (2) calculators; (1) deskphone; keyboard; various plastic binding combs		Finance-Utility/Billing; Finance-Admin
20-05-011		(2) PremAire System Air Respirator Escape Packs, with Hoses; (2) MSA PortAire Portable Air Supply Self-Contained Breathing Apparatus SCBA Surface Air Breathing Systems; (1) Ramfan Quick-Couple Canister, with confined space fan; (4) SCBA Masks		Fire Department - reposting from 2019-11 Auction Note: These are items not picked up by previous winning bidder - he refused the shipment cost.
20-05-012		Tall Metal Cabinet, with doors, color beige, 72" h x 30" w x 18" d		Police-Patrol
20-05-013	3118/12145	Oce 7056 Large Wide Format Copier/Printer	705504724	PW-Street
20-05-014		Old Baldor 3-Phase Motor, 3 HorsePower, 240/480v - still works	06J010H9846	PW-PCP
20-05-015	G-23	SmithCo Super Star Model 42-011-AB Ballfield Trap Rake, with Vanguard Commercial Power, Briggs & Stratton Engine 16HP V-Twin - to be sold for parts only		J984-011 Parks & Rec-Recreation
20-05-016		Ferno Lightweight Ambulance Stretcher		Parks & Rec-Ocean Rescue
20-05-017		(1) Office Desk, Rubbermaid, Trapezoid-Shape, with Lamp Attachment, with collapsible keyboard tray, 58 1/2" w x 32 1/2" d x 29" h, color beige		PW-Street
20-05-019	GM-Concession	2004 Supreme Concession Trailer, 14' x 8' Base Model CF14, 2-Axles, Entrance Door at Rear End, Opening Awning at Front (Tongue) End, with Overhead Storage Shelves on two sides, roof and exterior badly rusted - TO BE SOLD FOR PARTS ONLY	159C7142841175324	Parks & Rec-Recreation
20-05-020		(49) Old Streamlight Stinger XT Flashlights, all need replacement Streamlight nickel cadmium rechargeable 1.8ah SL-20XP batteries		Police-Patrol
20-05-021		(20) Maglite Flashlights; (6) 5.11 UC 3.400 Light for Life Flashlights; (2) 5.11 Flashpoint Charging Base; various Maglite Heads		Police-Patrol

20-05-022

(11) Assorted nylon, fabric Long Gun Cases; (5)
Allen Co. Style 400, Size 52 faux leather Long Gun
Cases; (3) Assorted Make, Style Long Gun Cases

Police-Patrol

New Best Practices

With recent events being at the top of everyone's mind, GovDeals wants you to know that the health and well-being of our Sellers and Buyers is a top priority. Below are some best practices aimed at minimizing Buyer/Seller contact.

1. Bill of Sale

- **Paid Email Bill of Sale** – After a Buyer has made payment, a Bill of Sale can then be sent via email to both you and the Buyer automatically, eliminating the need for a paper copy to be passed back and forth after being signed. The Buyer can scan the BOS, sign it and then email it back to you. Contact your CAM to have Paid Email BOS enabled in your account.
- **Bill of Sale Footer** – While most sections on the Bill of Sale cannot be edited, sellers may add a brief customized message in the footer. Customize your BOS to add pickup information such as scheduled dates and times for asset removal. Select Maintenance on the blue bar at the top of the screen. Select Bill of Sale and add the information to the Bill of Sale Footer Text.

2. Authorization of Release

- Buyers who don't feel comfortable traveling at this time may opt to send an acquaintance or 3rd party logistics company to pick up their won assets. Any person other than the buyer is required to show an Authorization of Release Form signed by the Buyer and giving permission for the asset to be released.

We can attach a link to the Authorization of Release Form to your auction and include instructions in your long description so the Buyer knows they will need to provide this. The form can also be found in your account under Information>Forms.

3. Scanning Documents

- Rather than making copies of Driver's Licenses and signed Bills of Sale, consider scanning these documents. Genius Scan is a free app and is available for iPhone, iPad, and Android. Simply use the app to photograph the document and you can then export it as a PDF file. You can print a hard copy at a later time or save it to your desktop files under internal documents.

4. Titles

- Ordinarily you would provide a paper title to a vehicle Buyer at the time of pickup. In order to limit contact, consider sending the title to the Buyer at a later time. The title can be sent via certified mail to the buyer upon removal of the vehicle. Remember to be clear in your auction long description that the title will be mailed after payment and pickup are completed.

5. Media and Merchandising

- Buyers may not feel comfortable traveling to your agency to inspect an item. Give them the confidence they need to bid on your asset by giving detailed and accurate descriptions. There is no limit to the number of photos you can use, so include as many as it takes to show every angle and feature of your asset. Videos are also a great way to showcase running equipment and moving parts. In many cases, it can serve as a virtual inspection.