



Agenda City Council

Tuesday, January 19, 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

21-001 Regular Council Meeting held on December 21, 2020

21-002 Special Council Meeting held on December 28, 2020

21-003 Council Briefing held on January 11, 2021

ANNOUNCEMENTS

COURTESY OF THE FLOOR TO VISITORS

MAYOR AND CITY COUNCIL

CITY CLERK

CITY MANAGER

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

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

- 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.
- 21-007** Approve/Disapprove the Final Plat to Replat Lots 3 and 4, Block 124, Pablo Beach, into Five Townhouse Lots
- 21-008** Accept/Reject the Dedication to the City and Acceptance for Maintenance of the Public Infrastructure Improvements for the Rio Pointe Development

RESOLUTIONS

- 21-009** RESOLUTION NO. 2072-2020

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.

- 21-010** RESOLUTION NO. 2073-2020

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.

ORDINANCES

- 21-011** ORDINANCE NO. 2020-8156 (First 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.

- 21-012** ORDINANCE NO. 2020-8158 (First 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.

21-013 ORDINANCE NO. 2020-8160 (First 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.

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 Monday, December 21, 2020, 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, Chief Financial Officer Ashlie Gossett, Director of Beaches Energy Services Allen Putnam, 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 7, 2020
- Special Council Meeting held on December 14, 2020
- Council Briefing held on December 14, 2020

ANNOUNCEMENTS:

Council Member Golding recognized Planning and Development Director Bill Mann, who was in attendance at the meeting, noting it would be his last official City Council meeting. Ms. Golding thanked him for his years of service to the City.

Council Member Meza mentioned the bike lane in front of the Margaritaville Beach Hotel had been removed.

Mayor Hoffman announced she escorted Santa Claus to Deck the Chairs.

COURTESY OF THE FLOOR TO VISITORS:

Mayor Hoffman extended Courtesy of the Floor to visitors.

- *Ellen Foley, 4235 Marsh Landing Boulevard, Unit 126, Jacksonville Beach, spoke about the game of croquet and wanting to bring the sport to Jacksonville Beach.

**Note: Ms. Foley arrived after Courtesy of the Floor had ended. Mayor Hoffman allowed Ms. Foley to speak at the end of the regular meeting, prior to Adjournment.*

CITY CLERK: No items

MAYOR AND CITY COUNCIL: *No items*

CITY MANAGER:

Item #20-243 – Accept/Reject the Financial Reports for the Month of November 2020

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

Discussion:

Council Member Dumont asked Chief Financial Officer Ashlie Gossett to provide a general overview of the pandemic's impact on the City's overall finances. Ms. Gossett explained for fiscal year 2021, the City anticipated a decline in tax revenue due to the pandemic. She stated during discussions held during the budget workshops, it was not known if the impacts would be short term or long term. The budget team looked back at their experience with the Great Recession (approximately 2008-2013) and budgeted for reduced sales tax revenue and convention development tax revenue.

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

Item #20-244 – Nominate One 2nd Alternate Board Member of the Board of Adjustment to a Term Expiring December 31, 2021

Mayor Hoffman opened the floor for nominations.

Motion: It was moved by Ms. Golding and seconded by Ms. Dumont to appoint Dan Elmaleh to the 2nd Alternate Board of Adjustment position.

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

Item #20-245 – Reappoint and Nominate One Regular Member for the Community Redevelopment Agency for a New Four-Year Term Ending December 31, 2024

OR

Nominate Two New Regular Members for the Community Redevelopment Agency for a New Four-Year Term Ending December 31, 2024

Mayor Hoffman opened the floor for nominations.

Motion: It was moved by Ms. Golding and seconded by Mr. Janson to reappoint Frances Povloski to the Community Redevelopment Agency.

Speakers:

- Frances Povloski, 402 15th Street North, Jacksonville Beach, spoke about her experience on the Community Redevelopment Agency (CRA) and knowledge of what had been done so far and the steps going forward. Ms. Povloski expressed her wish to be reappointed.

Discussion:

Council Member Nichols stated he previously served on the CRA with Ms. Povloski, and she had done a very good job. He said there were other qualified candidates and believed two terms on the board were sufficient.

Roll Call Vote: Ayes –Janson, Meza, Stokes, Dumont, Golding, Mayor Hoffman
Nays - Nichols
The motion to reappoint Frances Povloski passed 6-1.

Mayor Hoffman opened the floor for nominations for the open seat [due to the resignation of Samuel Hall, Jr.] for one Regular Member on the Community Redevelopment Agency.

Mr. Nichols nominated David McGraw. Mayor Hoffman asked if there was a second. Mr. Meza seconded the nomination. Mayor Hoffman asked if there was any discussion on the nomination.

Ms. Dumont raised a point of order stating all the nominees were usually named, and then each Council member voted for which nominee they wanted.

Mayor Hoffman stated there was a motion on the floor. City Attorney Chris Ambrosio explained if there was a pending motion, Council had to vote on the motion.

Mr. Nichols withdrew his nomination.

Mayor Hoffman re-opened the floor for nominations.

Nominations:

- Mr. Nichols nominated David McGraw.
- Ms. Golding nominated Melissa Westerman
- Ms. Dumont nominated Samuel Langham

Mayor Hoffman closed the floor to nominations.

Discussion:

Council members discussed the nominees.

Roll Call Vote: Mr. Meza voted for Mr. McGraw.
Mr. Nichols voted for Mr. McGraw.
Mr. Stokes voted for Ms. Westerman
Ms. Dumont voted for Mr. Langham
Ms. Golding voted for Ms. Westerman
Mr. Janson voted for Mr. McGraw
Mayor Hoffman voted for Mr. McGraw

Vote Totals: David McGraw – 4; Melissa Westerman – 2; Samuel Langham - 1

David McGraw was appointed to a new four-year term expiring December 31, 2024.

Item #20-246 – Approve/Disapprove a One-Time Exception to the Special Events Policy to Allow the Great Atlantic Music Festival to Include One Additional Day, Sunday, June 13, 2021, to the Event Currently Scheduled on June 12, 2021, Contingent on the Cancellation of the Seawalk Music Festival

City Manager Mike Staffopoulos explained the sponsor for the Great Atlantic Music Festival had requested a one-time exception to have a two-day event. They expect the Springing the Blues event to be canceled again in 2021 and hope to make the Great Atlantic Music Festival their signature event for the season.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding to approve a one-time exception to the Special Events policy to allow the Great Atlantic Music Festival to include one additional day, Sunday, June 13, 2021, to the event currently scheduled on June 12, 2021, contingent on the cancellation of the Seawalk Music Festival.

Discussion:

There was no Council discussion.

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

Item #20-247 – Award/Reject RFQ 10-1920 to Fred Wilson & Associates, Burns & McDonnell, and Leidos Engineering for Engineering Services

Mr. Staffopoulos explained this item was for engineering services for Beaches Energy Services. He said Beaches Energy maintains several engineering firms for electrical engineering and consulting services over the course of multiple years.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding to award RFQ 10-1920 to Fred Wilson & Associates, Burns & McDonnell, and Leidos Engineering for Engineering Services.

Discussion:

Director of Beaches Energy Services Allen Putnam explained these firms would supplement the City's engineers with their expertise.

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

RESOLUTIONS: *No items*

ORDINANCES:

Item #20-248 – ORDINANCE NO. 2020-8157 (Emergency Measure Single Reading per Sec. 2-55)

Mayor Hoffman requested the City Clerk read Ordinance No. 2020-8157 by title only, whereupon Ms. Scott read the following:

“AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, INSTITUTING A TEMPORARY MORATORIUM ON THE COMMERCIAL RENTAL AND LEASE, AND USE OF RENTED AND LEASED, ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICES, MICROMOBILITY DEVICES, AND MOTORIZED SCOOTERS; PROVIDING FOR LEGISLATIVE FINDINGS, DESIGNATION OF THE TEMPORARY MORATORIUM, CONFLICTING ORDINANCES, SEVERABILITY, ENFORCEMENT, AND AN EFFECTIVE DATE.”

Mayor Hoffman read the following:

“This ordinance is before this Council for a public hearing and consideration on a single reading. I will now open the public hearing on Ordinance No. 2020-8157.”

Public Hearing:

No one came forward to speak in favor of the ordinance.

The following spoke in opposition to the ordinance:

- Michael Balangue, Point Meadows Drive, Jacksonville
- Jack Jones, 411 1st Street South #203, Jacksonville Beach (also owns Rita’s Italian Ice, 393 3rd Street North, Jacksonville Beach)
- Curt DeWitt, 618 5th Street, Neptune Beach
- Zack Krikorian, 346 Southwest 8th Avenue, Boynton Beach

Mayor Hoffman closed the public.

Motion: It was moved by Mr. Nichols and seconded by Ms. Golding to adopt Ordinance No. 2020-8157, as an emergency measure per Section 2-55 of the City Code of Ordinances, on the first reading instituting a temporary moratorium on commercially leased or rented electric personal assistive mobility devices, micromobility devices, and motorized scooters in the City.

Discussion:

A discussion ensued covering topics related to the amount of time to review the information, safety, designating the allowable area of operation, restricting leased e-scooters versus owned scooters, treating scooters and bicycles differently, developing processes for this type of business, and revising some of the wording in the ordinance.

In response to questions from Council members, Mr. Ambrosio clarified the following:

- The temporary moratorium would be in effect for 12 months or until a permanent ordinance was passed by Council, whichever was sooner.

- The ordinance addressed public safety and regulations for a new business concept in the City.
- Some of the safety concerns included riders not wearing helmets, riders being under the age of 16, unsafe use on City property, riding against traffic, and riding on sidewalks.
- The Florida legislature views micromobility devices and electric scooters as separate and different from bicycles and recognize they need legislation because they have crafted statutes specifically for these devices and have left municipalities' room to regulate.

Mr. Ambrosio went over how other jurisdictions handle the regulation of this type of business.

Mr. Staffopoulos stated the implementation of a moratorium and the creation of an ordinance to regulate the leasing of e-scooters or micromobility devices are two separate actions. Regardless of the action taken on the moratorium, it was still staff's intention to continue working with the Council to create appropriate regulation for this business, which would be at an upcoming Council Briefing.

Roll Call Vote: Ayes –Dumont, Golding, Janson, Meza, Nichols, Mayor Hoffman
Nays – Stokes
The motion passed 6-1.

ADJOURNMENT:

Prior to adjournment, Mayor Hoffman allowed a citizen to speak as part of Courtesy of the Floor (see reference under Courtesy of the Floor to Visitors section of the Minutes).

There being no further business, the meeting adjourned at 6:49 P.M.

Submitted by: Laurie Scott
City Clerk

Approval:

Christine H. Hoffman, MAYOR

Date: _____

LS: sg

**Minutes of Special City Council Meeting
held Monday, December 28, 2020, at 6:00 P.M.
in the Council Chambers, 11 North 3rd Street,
Jacksonville Beach, Florida**



OPENING CEREMONIES:

There were no formal opening ceremonies.

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 (absent)	Dan Janson
	Fernando Meza	Cory Nichols	Chet Stokes

Also present were Deputy City Manager Karen Nelson, City Attorney Chis Ambrosio, and City Clerk Laurie Scott. [City Manager Mike Staffopoulos was on holiday leave]

APPROVAL OF MINUTES: *No items*

ANNOUNCEMENTS:

Mayor Hoffman stated announcements would be held at the end of the meeting.

COURTESY OF THE FLOOR TO VISITORS:

Mayor Hoffman stated there were no speaker cards received for Courtesy of the Floor.

CITY CLERK: *No items*

MAYOR AND CITY COUNCIL: *No items*

CITY MANAGER:

Item #20-249 – Approve/Disapprove the Collective Bargaining Agreement with the Fraternal Order of Police for a Two-Year Term Effective October 1, 2020

City Attorney Chris Ambrosio advised the Council they would not be voting on this item. The item had erroneously been included in the Council memo. The Council had previously unanimously approved the Collective Bargaining Agreement at the Special City Council meeting held on December 14, 2020. Mr. Ambrosio stated the only item on the agenda is Item #20-250.

RESOLUTIONS: *No items*

ORDINANCES:

Item #20-250 – ORDINANCE NO. 2020-8159 (Second Reading)

Mayor Hoffman requested the City Clerk read Ordinance No. 2020-8159 by title only, whereupon Ms. Scott read the following:

**"AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH,
FLORIDA, TO AMEND CHAPTER 2, ARTICLE V, DIVISION 6, "POLICE**

OFFICERS' RETIREMENT SYSTEM" TO CORRECT AN OMISSION IN SECTION 2-163.30(b), AND TO ADD A NEW SECTION 2-163.4(d), FOR PURCHASE OF CREDITED SERVICE FOR PRIOR MILITARY OR POLICE SERVICE; 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 second reading. I will now open the public hearing on Ordinance No. 2020-8159."

Public Hearing:

No one came forward to speak on this item. Mayor Hoffman closed the public.

Motion: It was moved by Mr. Nichols and seconded by Mr. Stokes to adopt Ordinance No. 2020-8159 on the second reading, amending the City Code of Ordinances, Chapter 2, Article V, Division 6, Police Officers' Retirement System.

Discussion: There was no Council discussion.

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

ADJOURNMENT:

Prior to adjournment, Mayor Hoffman allowed time for comments.

Comments

Mayor Hoffman addressed using a motion to table an item the Council did not want to vote on at that time. Mayor Hoffman stated the appropriate motion would be to postpone definitely to a date certain to address the issue or postpone indefinitely, which kills the motion. They can only be used once the [main] motion has been made and seconded.

Mayor Hoffman expressed her preference for the process for nominating and reappointing board members would be to have interviews and then discuss all the candidates at a Council Briefing.

Mayor Hoffman noted the Council should get ready for the City Manager's annual review process.

Mayor Hoffman stated the City recently changed how text amendments to the Land Development Code could be introduced. Requests must now come through City staff or City Council. There is no process for the request to come through the Council, and the City Manager is working on that.

Mr. Ambrosio provided the Council with an update on the status of the micromobility devise ordinance revision process. He advised there would be meetings with relevant departments, and he would have more information to provide to the Council at the Briefing on January 25th, 2021.

Council Member Meza complimented Sergeant David Cohill for the work he did on the FOP contract negotiations.

Council Member Stokes thanked the Public Works Department for working on updating the street signs.

Mr. Ambrosio notified the Council that departmental meetings on Mobile Food Dispensing Vehicles had to be moved to January 2021 to discuss the possibility of allowing them in communities that have Homeowners' Associations, Condominium Owners' Associations, and/or in City parks.

Mayor Hoffman mentioned K-9s for Warriors partnered with Jacksonville Beach Police Department and had given a station dog to Jacksonville Beach, Neptune Beach, and Atlantic Beach. The Jacksonville Beach Police Department station dog's name is Jamie.

Mayor Hoffman noted there would not be fireworks on New Year's Eve in Jacksonville Beach due to the canceled Fourth of July fireworks. The City of Jacksonville did not budget money for it.

Mayor Hoffman stated virtual Council Briefings would resume January 11th, 2021, utilizing Zoom.

There being no further business, the meeting adjourned at 6:16 P.M.

Submitted by: Laurie Scott
City Clerk

Approval:

Christine H. Hoffman, MAYOR

Date: _____

LS:sg

The Council Briefing began at 5:30 P.M. The meeting was held via video conference using the Zoom platform.

The following City Council Members were in attendance:

Mayor: Christine Hoffman

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

Also present was City Manager Mike Staffopoulos, Police Chief Gene Paul Smith, and Chief Financial Officer Ashlie Gossett.

Purpose of Briefing

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

City Manager

Independent Enterprise Resource Planning (ERP) Assessment

Chief Financial Officer Ashlie Gossett stated in August 2020, the City engaged Gartner Consulting to provide an assessment of the Munis Enterprise Resource Planning (ERP) implementation to determine how the project should move forward regarding transitioning of the new system and how to move forward to achieve the intended outcomes.

Carlton McArthur, of Gartner Consulting, provided an evaluation [on file] of the City's ERP implementation thus far and provided three corrective action plans.

It was the recommendation of the City's Administration staff to work with the hybrid implementation action plan suggested by Gartner Consulting. Once a plan of action is developed by staff, items requiring approval would be brought to Council for formal consideration.

Golf Course – Year Two Review

Golf Course Facility Manager Bruce Mohler and Golf Course Superintendent Trevor Hughes provided a two-year overview of the golf course's performance.

Paid Parking Program – Year Two Review

Police Chief Gene Paul Smith and Service Commander Eric Shaughnessy provided an overview of the paid parking program using SP Plus for the second year of operation. Commander Shaughnessy stated Community Service Officer (CSO) IIs were assigned to the parking lots to eliminate overtime for the Officers. Also, Commander Shaughnessy stated four 15-minute parking spaces were added to the Downtown parking area, and SP Plus added a phone app to assist the parking customers.

A conversation ensued regarding different ways to register Jacksonville Beach residents into the free parking program. Chief Smith and Commander Shaughnessy suggested they keep the registration process for the upcoming year and update/purge the current list next year.

It was recommended for staff to look into other paid parking solutions as a possible option to match other Beach community programs. This information would be brought back to Council for further review in October 2021.

Website Design and Development RFP

Communications Manager Jacob Board reviewed the Request for Proposal (RFP) process for a complete redesign of the City's website. Mr. Board stated the staff appraised each website company's responses on the following criteria:

- Experience with local government
- Features, Functionality, and Design
- Implementation plan
- Ongoing services
- Investment proposal/Fees

The RFP committee met several times to evaluate each website company [results on file]. The City staff recommends CivicPlus, LLC.

Deputy City Manager Karen Nelson stated staff would bring an item to Council asking to award the RFP to CivicPlus at the Council Meeting on January 19, 2021. After final contract negotiations are completed, the final contract and any budget modifications needed would be brought before the Council at a future meeting.

Other Topics

Property Disposition

City Manager Mike Staffopoulos stated an item would be presented to Council during the January 19, 2021 meeting regarding a change to the current property disposition policy. Mr. Staffopoulos reviewed the current policy and the proposed changes to the policy specifically regarding City-owned real estate.

Covid-19 Vaccines

Mr. Staffopoulos stated City staff had been contacted with questions and concerns regarding available Covid-19 vaccinations. Mr. Staffopoulos stated Mr. Board would be preparing a press release [on file] on behalf of all three of the Beaches communities stating the local government is not in charge of the vaccines. Additional information would be provided in the press release.

The Briefing adjourned at 7:05 P.M.

Submitted by: Jodilynn Byrd
Administrative Assistant

Approved:

Christine H. Hoffman, MAYOR

Date: _____

DRAFT



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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Ashlie Gossett, Chief Financial Officer
DATE:	January 8, 2021
SUBJECT:	Monthly Financial Reports for December 2020

BACKGROUND

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

Exhibit 1 - General Fund Revenues

- General Fund revenues are 3.76% ahead of last year on a percent of budget basis.
- Annual ad valorem tax distributions were received in December, bringing the tax revenue-to-date to 70.01%.
- The decrease in permit revenues is largely attributable to a decline in permit application activity compared to the same time in the prior year.
- Miscellaneous revenue includes interest on pooled investments, auction proceeds, facility rental fees, tennis fees, and cemetery lots purchased. The decrease from the prior year is due primarily to the adjustment to market value of the City's pooled investment assets.

Exhibit 2 - General Fund Expenditures

- General Fund Expenditures are in line with current year budget estimates and 3.21% above the prior year expenditures on a percentage of budget basis.
- Police Department expenditures increased in the current year because of the union contract ratification and police cars ordered in the prior year, but received in FY2021.
- Fire Department expenditures increased in the current year because of the City's contribution to the Fire Pension Plan unfunded actuarial accrued liability as part of the Fire Services Agreement with the City of Jacksonville. In prior years, the City's pension contribution was amortized over the course of the fiscal year.



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Exhibit 3 - Enterprise Fund Revenues

- Enterprise Fund Revenues are in line with budget estimates and slightly ahead of the prior year.
- The dollar variance in Electric revenues is due to the suspension of the bulk power portion of the electric rate in October 2019, reducing overall Electric revenues in the prior year.
- Natural Gas consumption decreased by 8.8% from the prior year, contributing to the overall revenue reduction in the current year.

Exhibit 4 - Enterprise Fund Expenditures

- Total expenditures in the Enterprise Funds are under budget for the current year and consistent with amounts expended in the prior year.
- Electric Fund expenditures increased from the prior year due to increased consumption of 2% compared to customer usage at the same point in the prior year.
- The decrease in expenditures in the Sanitation Fund is due to the timing of capital outlay in the prior year.

Exhibit 5 – Special Revenue Fund Revenues

- Revenues in the Special Revenue Funds are in line with prior year actuals on a percent of budget basis.
- Convention Development funds are normally received two to three months in arrears.
- The annual tax increment distribution for both the Downtown and Southend districts were received in December.

Exhibit 6 - Special Revenue Fund Expenditures

- In total, Special Revenue Fund expenditures are under budget for the current year and 2.43% lower than the prior year on a percentage of budget basis.
- Community Development Block Grant Fund expenditures will be reimbursed by grant funding.
- The variance from the prior year in the Downtown Increment Funds is primarily due to the timing of capital project expenditures.



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Exhibit 7 - Summary Revenues and Expenditures

- Expenditures in the Convention Development Fund exceed revenues because revenues are received two to three months in arrears.
- The net income shown for the Electric Fund is overstated because monthly power bills are paid in arrears to FMPA.
- Revenues in the Leased Facilities Fund are less than expenses, due mostly to annual technology maintenance charges that are paid at the beginning of the fiscal year.
- The final utility revenue bond payment was made on October 1st. The City is now debt free.

REQUESTED ACTION

Accept/Reject the financial reports for the month of December 2020.

ATTACHMENTS

- Summary Budget Reports
- Cash and Investments Reports



Summary Budget Revenue Report

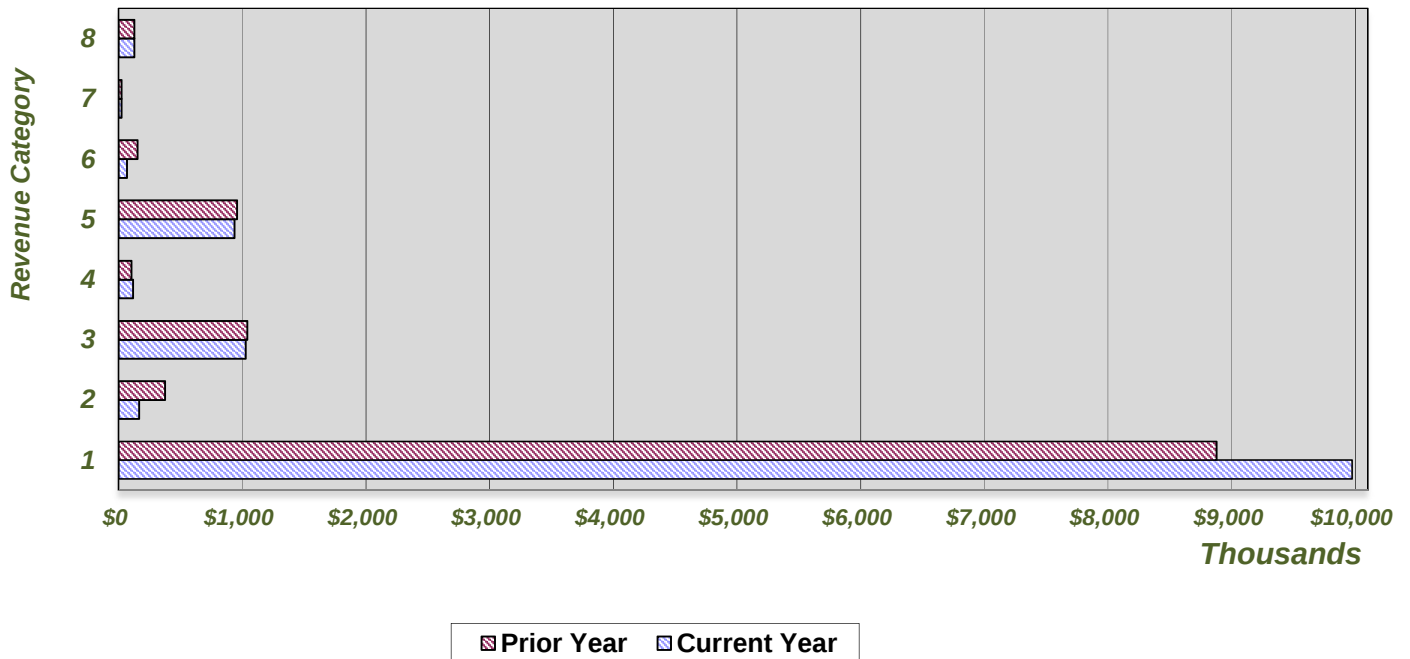
December 31, 2020

(25.21% of year has elapsed)

EXHIBIT 1 - GENERAL FUND REVENUES

Revenue Category	Current Year Revenue to Date	Current Year Revenue As a % of Budget	Prior Year Revenue to Date	Prior Year Revenue As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
1 Taxes	9,971,862	70.01%	8,876,388	65.08%	4.92%	1,095,474
2 Licenses & Permits	168,219	32.88%	377,493	62.93%	-30.05%	(209,273)
3 Intergovernmental Revenue	1,027,698	26.71%	1,040,863	23.23%	3.48%	(13,165)
4 Charges for Services	117,218	26.63%	104,524	26.20%	0.44%	12,694
5 Enterprise Contributions	938,889	25.00%	959,330	25.00%	0.00%	(20,441)
6 Miscellaneous Revenue	69,868	21.29%	154,322	38.82%	-17.53%	(84,454)
7 Fines & Forfeitures	25,651	16.96%	26,158	16.30%	0.66%	(507)
8 Interfund Transfers	128,591	25.02%	128,591	25.02%	0.00%	-
Total Revenues	\$ 12,447,998	52.32%	\$ 11,667,669	48.56%	3.76%	\$ 780,329

GENERAL FUND REVENUES TO DATE CURRENT YEAR VS PRIOR YEAR



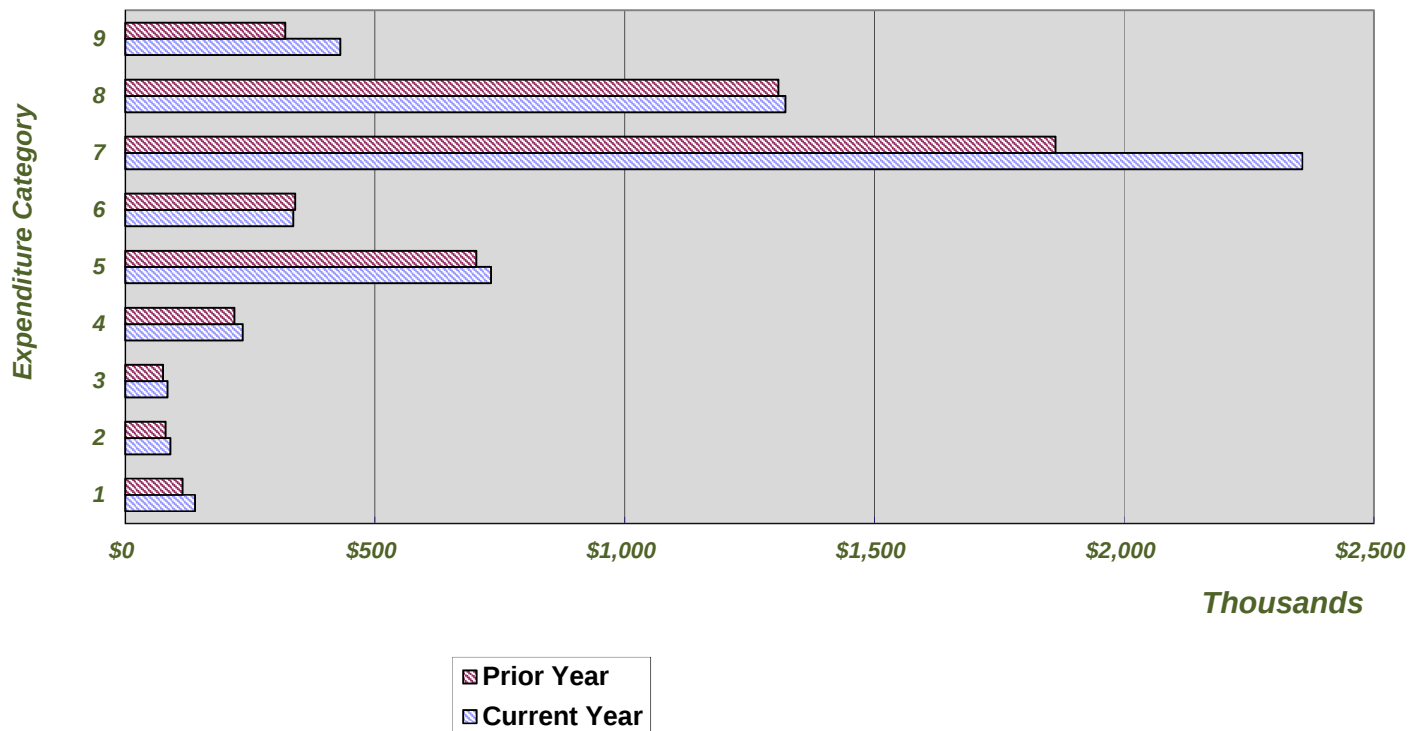


Summary Budget Expenditure Report
December 31, 2020
(25.21% of year has elapsed)

EXHIBIT 2 - GENERAL FUND EXPENDITURES

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures As a % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
1 City Administration	140,200	21.49%	114,714	22.25%	-0.76%	25,485
2 City Clerk	90,886	21.92%	80,987	20.80%	1.12%	9,898
3 Building Maintenance	85,207	20.07%	75,846	17.52%	2.55%	9,361
4 Planning and Development	235,277	20.52%	218,896	21.37%	-0.85%	16,381
5 Recreation and Parks	732,647	19.87%	703,347	20.08%	-0.21%	29,300
6 Public Works	336,493	18.14%	340,504	19.52%	-1.38%	(4,012)
7 Police	2,357,086	23.02%	1,862,329	18.64%	4.38%	494,756
8 Fire	1,321,877	40.62%	1,307,689	28.17%	12.45%	14,188
9 Non-Departmental	430,728	18.71%	320,581	15.75%	2.96%	110,148
Total Expenditures	\$ 5,730,400	23.90%	\$ 5,024,893	20.70%	3.21%	\$ 705,507

**GENERAL FUND EXPENDITURES TO DATE
CURRENT YEAR VS PRIOR YEAR**





Summary Budget Revenue Report

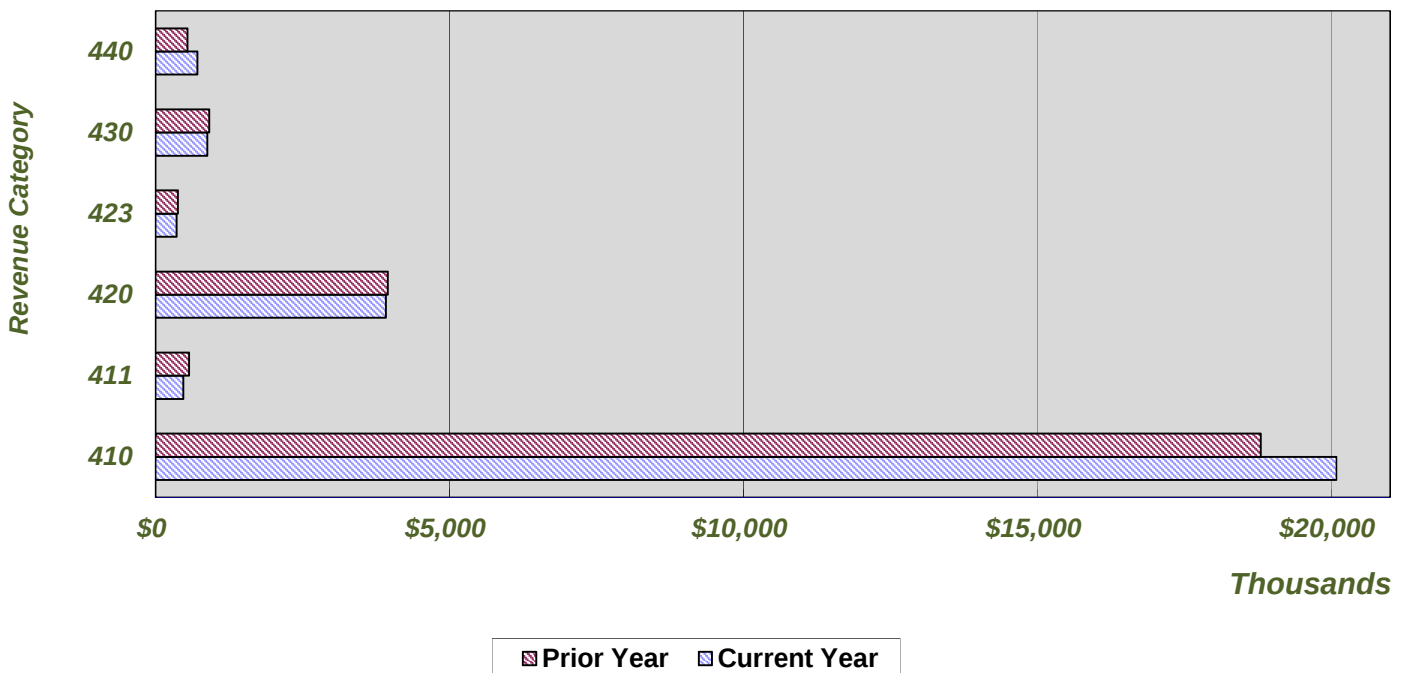
December 31, 2020

(25.21% of year has elapsed)

EXHIBIT 3 -ENTERPRISE FUND REVENUES

Revenue Category	Current Year Revenue to Date	Current Year Revenue As a % of Budget	Prior Year Revenue to Date	Prior Year Revenue As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
410 ELECTRIC	20,087,453	24.25%	18,797,297	22.89%	1.36%	1,290,156
411 NATURAL GAS	471,862	21.08%	572,037	23.78%	-2.70%	(100,176)
420 WATER & SEWER	3,918,387	26.33%	3,952,021	26.88%	-0.55%	(33,634)
423 STORMWATER	360,432	25.02%	380,514	26.18%	-1.16%	(20,082)
430 SANITATION	881,224	24.71%	911,731	25.94%	-1.23%	(30,507)
440 GOLF COURSE	713,925	32.70%	542,020	27.98%	4.73%	171,905
TOTAL REVENUES	\$ 26,433,283	24.67%	\$ 25,155,619	23.70%	0.97%	\$ 1,277,664

ENTERPRISE FUND REVENUES TO DATE CURRENT YEAR VS PRIOR YEAR



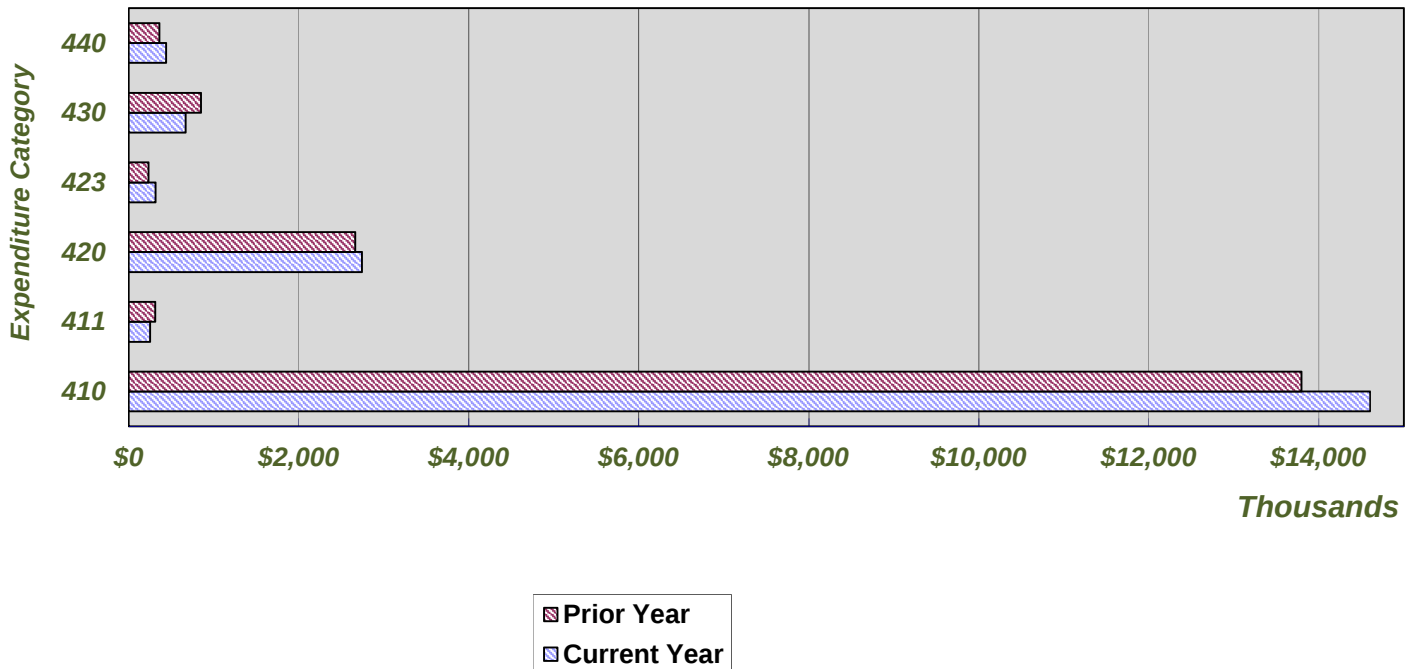


Summary Budget Expenditure Report
 December 31, 2020
 (25.21% of year has elapsed)

EXHIBIT 4 - ENTERPRISE FUND EXPENDITURES

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures As a % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
410 ELECTRIC	14,601,997	16.27%	13,792,924	14.92%	1.36%	809,073
411 NATURAL GAS	252,010	13.04%	311,841	15.08%	-2.04%	(59,830)
420 WATER & SEWER	2,742,835	15.94%	2,665,090	17.45%	-1.51%	77,745
423 STORMWATER	317,010	16.19%	231,476	9.05%	7.15%	85,534
430 SANITATION	670,969	17.00%	850,435	19.41%	-2.41%	(179,467)
440 GOLF COURSE	439,124	20.20%	361,271	17.87%	2.33%	77,854
TOTAL EXPENDITURES	\$ 19,023,945	16.27%	\$ 18,213,037	15.33%	0.93%	\$ 810,908

**ENTERPRISE FUND EXPENDITURES TO DATE
 CURRENT YEAR VS PRIOR YEAR**



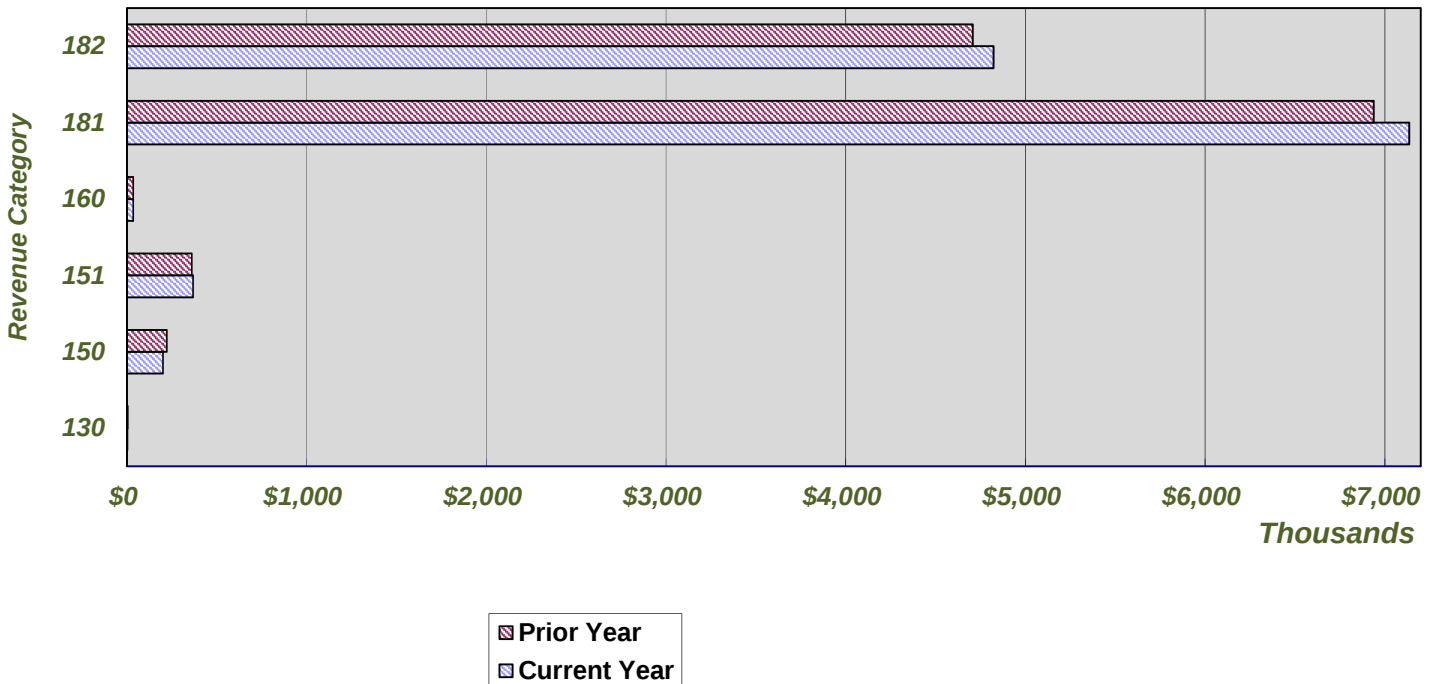


Summary Budget Revenue Report
 December 31, 2020
 (25.21% of year has elapsed)

EXHIBIT 5 -SPECIAL REVENUE FUND REVENUES

Revenue Category	Current Year Revenue to Date	Current Year Revenue As a % of Budget	Prior Year Revenue to Date	Prior Year Revenue As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
130 CONVENTION DEV. TAX	1,168	0.29%	5,076	1.28%	-0.99%	(3,908)
150 LOCAL OPTION GAS TAX	201,428	24.68%	222,576	27.04%	-2.36%	(21,149)
151 INFRASTRUCTURE SURTAX	368,285	26.68%	360,761	26.16%	0.52%	7,524
160 COMMUNITY DEV. BLK. GRANT	35,591	25.06%	35,591	25.79%	-0.73%	-
181 DOWNTOWN INCREMENT FUND	7,135,327	98.06%	6,937,423	99.05%	-0.99%	197,904
182 SOUTHEND INCREMENT FUND	4,822,761	184.72%	4,705,777	187.97%	-3.24%	116,985
TOTAL REVENUES	\$ 12,564,560	99.46%	\$ 12,267,205	100.18%	-0.72%	\$ 297,355

**SPECIAL REVENUE FUND REVENUES TO DATE
 CURRENT YEAR VS PRIOR YEAR**

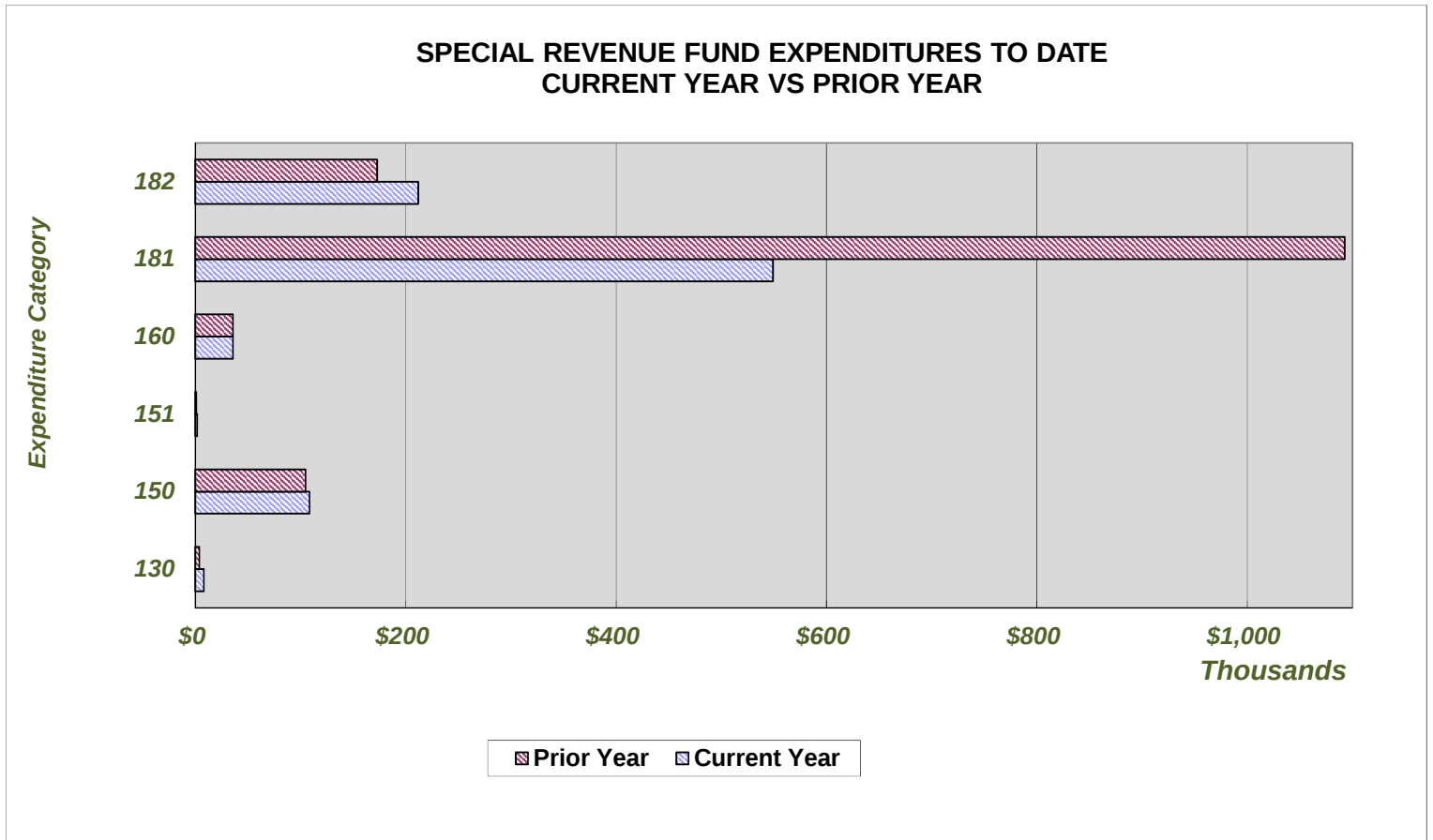




Summary Budget Expenditure Report
 December 31, 2020
 (25.21% of year has elapsed)

EXHIBIT 6 - SPECIAL REVENUE FUND EXPENDITURES

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures As a % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
130 CONVENTION DEV. TAX	7,941	4.04%	3,901	3.22%	0.82%	4,041
150 LOCAL OPTION GAS TAX	108,518	13.68%	104,815	13.15%	0.53%	3,703
151 INFRASTRUCTURE SURTAX	1,784	0.20%	875	0.26%	-0.07%	910
160 COMMUNITY DEV. BLK. GRANT	35,591	25.06%	35,591	25.06%	0.00%	-
181 DOWNTOWN INCREMENT FUND	549,089	13.40%	1,092,699	13.04%	0.36%	(543,611)
182 SOUTHEND INCREMENT FUND	211,768	6.18%	172,796	8.73%	-2.56%	38,972
TOTAL EXPENDITURES	\$ 914,692	9.57%	\$ 1,410,677	12.00%	-2.43%	\$ (495,985)





Summary Budget Report
December 31, 2020
(25.21% of year has elapsed)

EXHIBIT 7 - SUMMARY REVENUES AND EXPENDITURES

Fund Name	Budgeted Revenues Fiscal Year 2021	Budgeted Revenues To Date	Actual Revenues To Date	Variance Favorable/ (Unfavorable)
001 General Fund	23,792,976	5,997,134	12,447,998	6,450,864
130 Convention Development Tax	407,036	102,595	1,168	(101,427)
150 Local Option Gas Tax	816,198	205,727	201,428	(4,299)
151 Infrastructure Surtax	1,380,373	347,930	368,285	20,355
160 Community Dev. Blk. Grant	142,000	35,792	35,591	(200)
181 Downtown Increment Fund	7,276,348	1,834,038	7,135,327	5,301,288
182 Southend Increment Fund	2,610,809	658,067	4,822,761	4,164,694
410 Electric Utility	82,822,581	20,875,829	20,087,453	(788,376)
411 Natural Gas Utility	2,237,909	564,076	471,862	(92,214)
420 Water & Sewer Utility	14,882,165	3,751,121	3,918,387	167,266
423 Storm Water Management	1,440,821	363,166	360,432	(2,734)
430 Sanitation Fund	3,565,983	898,823	881,224	(17,599)
440 Golf Course Fund	2,183,000	550,236	713,925	163,690
460 Leased Facilities Fund	782,624	197,264	217,486	20,222
500 Internal Service Funds	13,150,034	3,314,529	3,044,075	(270,454)
Total Revenues	\$ 157,490,857	\$ 39,696,326	\$ 54,707,403	\$ 15,011,077

Fund Name	Budgeted Expenditures Fiscal Year 2021	Budgeted Expenditures To Date	Actual Expenditures To Date	Variance Favorable/ (Unfavorable)
001 General Fund	23,974,380	6,042,857	5,730,400	312,457
130 Convention Development Tax	196,493	49,527	7,941	41,586
150 Local Option Gas Tax	793,439	199,990	108,518	91,472
151 Infrastructure Surtax	902,306	227,431	1,784	225,646
160 Community Dev. Blk. Grant	142,000	35,792	35,591	200
181 Downtown Increment Fund	4,097,307	1,032,746	549,089	483,657
182 Southend Increment Fund	3,428,193	864,092	211,768	652,325
410 Electric Utility	89,738,169	22,618,936	14,601,997	8,016,939
411 Natural Gas Utility	1,932,033	486,978	252,010	234,968
420 Water & Sewer Utility	17,203,953	4,336,339	2,742,835	1,593,504
423 Storm Water Management	1,957,873	493,491	317,010	176,481
430 Sanitation Fund	3,947,103	994,886	670,969	323,918
440 Golf Course Fund	2,173,802	547,917	439,124	108,793
460 Leased Facilities Fund	828,010	208,704	409,893	(201,190)
500 Internal Service Funds	13,296,697	3,351,496	2,757,612	593,884
Total Expenditures	\$ 164,611,757	\$ 41,491,183	\$ 28,836,542	\$ 12,654,641

Fund Name	Net Income (Loss)	Net Variance Favorable/ (Unfavorable)
001 General Fund	6,717,598	6,763,322
130 Convention Development Tax	(6,773)	(59,842)
150 Local Option Gas Tax	92,909	87,173
151 Infrastructure Surtax	366,501	246,001
160 Community Dev. Blk. Grant	-	-
181 Downtown Increment Fund	6,586,238	5,784,946
182 Southend Increment Fund	4,610,993	4,817,019
410 Electric Utility	5,485,456	7,228,563
411 Natural Gas Utility	219,852	142,754
420 Water & Sewer Utility	1,175,552	1,760,770
423 Storm Water Management	43,422	173,748
430 Sanitation Fund	210,255	306,318
440 Golf Course Fund	274,801	272,482
460 Leased Facilities Fund	(192,407)	(180,967)
500 Internal Service Funds	286,463	323,430
Total	\$ 25,870,860	\$ 27,665,717



Cash and Investments by Fund

December 31, 2020

INVESTMENT HOLDER	TYPE	FACE AMOUNT	MARKET VALUE
Salem Trust Treasury Strip	TS	3,148,000	3,148,000
TOTAL UTILITY FUNDS 410 and 420			\$3,148,000
Salem Mutual Fund	Portfolio	57,587,315	57,587,315
Sawgrass Asset Management	Portfolio	28,202,820	28,202,820
Wells Capital	Portfolio	20,604,126	20,604,126
JPMCB - Strategic Property Fund	Portfolio	5,170,266	5,170,266
TOTAL PENSION FUNDS 611, 612 and 613			\$111,564,526
TOTAL INVESTMENTS			\$114,712,526
State Board of Administration	Pool	17,132,899	17,132,899
Florida Trust	Pool	19,085,128	19,085,128
FMIT 0-2 Yr High Quality Bond Fund	Pool	12,680,732	12,680,732
Bank of America	Cash	37,122,879	37,122,879
Sawgrass Asset Management	Portfolio	44,882,377	44,882,377
Galliard Capital Management	Portfolio	41,177,006	41,177,006
Garcia Hamilton & Associates	Portfolio	40,812,084	40,812,084
Salem Trust: Goldman Sachs Treasury	MM	16,737	16,737
TOTAL EQUITY IN POOLED CASH			\$212,909,843
Petty Cash	Cash	6,725	6,725
TOTAL CASH AND INVESTMENTS			\$327,629,095

Attorney Fees Paid During the Month

NAME	DESCRIPTION	FUNDING SOURCE	CHECK DATE	CHECK AMOUNT
SUFL Chartered	Brosch and Steinmart	General Fund	12/03/20	206
Bell & Roper, P.A.	SLG Investments vs. COJB	General Fund	12/10/20	2,496
Rogers Towers, P.A.	Collective Bargaining with FOP	General Fund	12/10/20	105
Sugarman & Susskind, P.A.	Monthly Retainer	Pension Funds	12/10/20	2,550
U.S. Legal Support Inc	SLG Investments vs. COJB	General Fund	12/10/20	85
Marks, Gray, P.A.	Audit Letter Review	General Fund	12/22/20	270
Rogers Towers, P.A.	FOP Bargaining & Metcalf Grievance	General Fund	12/22/20	1,505
SUFL Chartered	Review POC, and Indemnity Bond	General Fund	12/22/20	824
TOTAL ATTORNEY FEES				\$8,041

City of Jacksonville Beach.11 North Third Street.Jacksonville Beach, FL.32250

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Cash and Investments by Type

Fiscal Year to Date
December 31, 2020

Type of Investment	Beginning Balance 10/1/2020	Investment Earnings	Realized Gain/(Loss)	Unrealized Gain/(Loss)	Fees	Net Investment Income	Net Deposits (Withdrawals)	Ending Balance 12/31/20	Weighted Net Return*
State Pooled Investment Fund	17,122,886	10,013	0	0	0	10,013	(0)	17,132,899	0.00%
Money Market: Goldman Sachs Treas	16,772	123	0	0	(158)	(35)	0	16,737	0.00%
U.S. Treasury Stripped Coupons	3,148,000	0	0	0	0	0	0	3,148,000	0.00%
Florida Municipal Investment Trust 0-2 Yr HQ Bond Fund	12,680,314	418	0	0	0	418	(0)	12,680,732	0.00%
Sawgrass Asset Management	44,820,104	227,822	240,450	(383,441)	(22,558)	62,272	(0)	44,882,377	0.03%
Galliard Capital Management	41,306,059	173,307	19,910	(300,585)	(21,685)	(129,053)	0	41,177,006	-0.06%
Garcia Hamilton & Associates	40,665,947	71,415	197	95,370	(20,845)	146,138	(0)	40,812,084	0.07%
Florida Trust	19,078,497	6,632	0	0	0	6,632	(0)	19,085,128	0.00%
Operating Cash: Bank of America	18,447,549	10,392	0	0	(30,219)	(19,826)	18,695,156	37,122,879	-0.01%
Petty Cash	6,525	0	0	0	0	0	200	6,725	0.00%
TOTAL CITY MANAGED INVESTMENTS AND CASH	197,292,653	500,122	260,557	(588,656)	(95,464)	76,559	18,695,356	216,064,568	0.04%
Pension Fund: Salem Mutual Fund	49,899,536	1,038,523	0	6,649,256	0	7,687,779	0	57,587,315	7.95%
Pension Fund: Sawgrass Asset Mgt	28,105,925	155,589	79,978	(116,668)	(22,004)	96,895	(0)	28,202,820	0.09%
Pension Fund: Wells Capital	18,047,693	15,635	755,903	1,811,512	(26,616)	2,556,433	0	20,604,126	2.62%
Pension Fund: JPMCB - Strategic Proj	5,119,775	0	0	50,491	0	50,491	(0)	5,170,266	0.05%
TOTAL PENSION INVESTMENTS	101,172,928	1,209,748	835,881	8,394,591	(48,621)	10,391,598	(0)	111,564,526	10.27%
TOTAL CASH AND INVESTMENTS	\$298,465,581	\$1,709,870	\$1,096,438	\$7,805,934	(\$144,085)	\$10,468,157	\$18,695,356	\$327,629,095	

*Fiscal year to date



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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Jacob Board, Communications Manager
DATE:	January 4, 2021
SUBJECT:	RFP No. 11-1920 to CivicPlus, LLC
	Website Design and Development

BACKGROUND

The City of Jacksonville Beach is seeking a complete redesign of its website to enhance the user experience, simplify content management, and provide improved citizen-centric information and customer service to the community, while meeting high standards for design quality and visual appeal. The City would like to decentralize content management by empowering staff to easily create and manage website content in each department under the oversight of a central administrator. The new website must be ADA compliant.

A Request for Proposals was sent to 28 website design and development companies and 20 responses were received. An evaluation committee consisting of staff from Communications, IT, City Clerk, City Attorney, and the City Manager's Office appraised each response based on the following criteria:

CRITERIA	POINTS
1. Experience	20
2. Features, Functionality and Design	20
3. Implementation Plan	20
4. Ongoing Services	20
5. Investment Proposal/Fees	20

The committee met on November 24, 2020 to evaluate the proposals and score each vendor according to the established criteria. The top three firms were invited to make a presentation to the committee and engage in an informal interview on December 7, 2020. The committee met again on December 15, 2020 to re-evaluate the finalists based on information obtained in the presentations and interviews. Below is the combined scoring tabulation for the November 24, 2020 and the December 15, 2020 evaluation committee meetings.



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

MEETING 1 – NOVEMBER 24, 2020	C1	C2	C3	C4	C5	SCORE	RANK
CivicPlus, LLC	20.0	20.0	19.7	20.0	18.7	98.3	1
Municipal Code Corporation dba Municode	20.0	18.7	19.7	19.3	19.7	97.3	2
Granicus, LLC dba Granicus	19.0	19.5	19.7	19.7	18.3	96.2	3
OpenCities, Inc.	18.8	18.0	19.0	18.2	16.0	90.0	4
Planeteria Media	16.7	15.3	17.2	16.3	17.7	83.2	5
Kerigan Marketing Associates, Inc.	17.5	15.8	17.0	18.2	13.8	82.3	6
Creative Marketing Alliance dba CMA	14.8	14.3	15.0	10.8	17.5	72.5	7
Levi, Ray & Shoup, Inc.	16.7	12.7	13.5	14.5	13.3	70.6	8
SGS Technologie	17.0	16.7	16.8	14.0	5.0	69.5	9
Site Hub, LLC	8.5	16.2	14.8	12.7	16.5	68.7	10
Ameex Technologies Corporation	15.3	12.3	14.5	13.0	13.3	68.5	11
Navisite, LLC	15.0	15.5	16.3	16.7	4.8	68.3	12
CNC Consulting, Inc.	13.0	11.7	15.3	7.7	17.3	65.0	13
OrgCentral Labs dba JesseJames Creative	14.5	11.3	13.3	7.2	15.3	61.7	14
Shepherd	12.0	11.8	14.8	12.8	7.3	58.8	15
Above Bits	6.5	11.3	12.5	8.8	12.5	51.7	16
DBISP, LLC	7.8	6.3	11.0	12.2	9.3	46.7	17
To The New, Inc.	6.7	13.7	13.7	9.7	3.0	46.7	18
LANEXUS	8.3	10.3	14.3	8.5	2.8	44.3	19
Camber Creative	5.8	7.2	12.0	4.2	0.0	29.2	20

MEETING 2 – DECEMBER 15, 2020	C1	C2	C3	C4	C5	SCORE	RANK
CivicPlus, LLC	20.0	20.0	19.8	19.7	19.5	99.0	1
Granicus, LLC dba Granicus	19.5	17.2	19.2	16.2	16.8	88.8	2
Municipal Code Corporation dba Municode	19.5	14.5	18.3	16.7	15.7	84.7	3

The committee recommends CivicPlus, LLC for many reasons, including:

- Experience with municipal government websites including Neptune Beach, Atlantic Beach, and St. Augustine;



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

- Feature rich, modern, well-designed website creation;
- Commitment to delivering reliable ongoing services including ADA compliance, proper security protocols, and detailed customer service expectations.

FINANCIAL IMPACT

The proposed price for the first year, combining one-time fees and first year annual fees, is \$49,544 with annual fees of \$12,680 beginning in year two. These fees are pre-contract and may change depending on additional features and options.

REQUESTED ACTION

Award/Reject RFP Number 11-1920 to CivicPlus, LLC for Website Design and Development and authorize staff to negotiate a contract for services.

ATTACHMENTS

- Notice of Intent for Approval and Award.
- The RFP 11-1920 Website Design and Development and the CivicPlus, LLC Response to RFP 11-1920 are available for viewing under January 19, 2021 Agenda Supplements at <http://www.jacksonvillebeach.org/ccagendasupplements>.

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

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

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

Date: December 15, 2020
From: Luis F. Flores, Property and Procurement Officer
RE: **RFP No. 11-1920 Website Design and Development**

Recommendation will be presented to the City Manager for:

RFP Number: 11-1920
Title: Website Design and Development

Award to: ***CivicPlus, LLC***

Attached is the Selection Committee Collective Summary.

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

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

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

We would like to thank each respondent for their submittal.

Luis F. Flores

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



Invitations were sent to twenty-eight (28) website design and development companies and twenty (20) responses were received.

An evaluation team consisting of city staff appraised each response. The top three firms were selected for public informal interviews on 12/7/20. Following is the combined scoring tabulation for the November 24, 2020 evaluation committee meeting.

Selection Committee Meeting - 11/24/20

VENDOR	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	SCORE	RANK
Above Bits	6.5	11.33333	12.5	8.833333	12.5	51.66667	16
Ameex Technologies Corporation	15.33333	12.33333	14.5	13	13.33333	68.5	11
Camber Creative	5.833333	7.166667	12	4.166667	0	29.16667	20
CivicPlus, LLC	20	20	19.66667	20	18.66667	98.33333	1
CNC Consulting, Inc.	13	11.66667	15.33333	7.666667	17.33333	65	13
Creative Marketing Alliance, Inc. dba CMA	14.83333	14.33333	15	10.83333	17.5	72.5	7
DBISP, LLC	7.833333	6.333333	11	12.16667	9.333333	46.66667	17
Granicus. LLC dba Granicus	19	19.5	19.66667	19.66667	18.33333	96.16667	3
Kerigan Marketing Associates, Inc.	17.5	15.83333	17	18.16667	13.83333	82.33333	6
LANEXUS	8.333333	10.33333	14.33333	8.5	2.833333	44.33333	19
Levi, Ray & Shoup, Inc.	16.66667	12.66667	13.5	14.5	13.33333	70.66667	8
Municipal Code Corporation dba Municode	20	18.66667	19.66667	19.33333	19.66667	97.33333	2
Navisite, LLC	15	15.5	16.33333	16.66667	4.833333	68.33333	12
OpenCities, Inc.	18.83333	18	19	18.16667	16	90	4
OrgCentral Labs, Inc. dba JesseJames Creative	14.5	11.33333	13.33333	7.166667	15.33333	61.66667	14
Planeteria Media	16.66667	15.33333	17.16667	16.33333	17.66667	83.16667	5
SGS Technologie	17	16.66667	16.83333	14	5	69.5	9
Shepherd	12	11.83333	14.83333	12.83333	7.333333	58.83333	15
Site Hub, LLC	8.5	16.16667	14.83333	12.66667	16.5	68.66667	10
To The New, Inc.	6.666667	13.66667	13.66667	9.666667	3	46.66667	18

The top three respondents were ranked after public informal interviews. Following is the combined scoring tabulation for the December 15, 2020 evaluation committee meeting.

Final Selection Committee Meeting - 12/15/20

VENDOR	Criteria 1	Criteria 2	Criteria 3	Criteria 4	Criteria 5	SCORE	RANK
CivicPlus, LLC	20	20	19.83333	19.66667	19.5	99	1
Granicus. LLC dba Granicus	19.5	17.16667	19.16667	16.16667	16.83333	88.83333	2
Municipal Code Corporation dba Municode	19.5	14.5	18.33333	16.66667	15.66667	84.66667	3

Evaluation Criteria:

1. Experience (20 Points)
2. Features, Functionality and Design (20 points)
3. Implementation Plan (20 points)
4. Ongoing Services (20 points)
5. Investment Proposal/Fees (20 points)



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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Dennis W. Barron, Jr., Director of Public Works
DATE:	December 18, 2020
SUBJECT:	Award Bid No: 1920-11 to Allsite Contracting, Inc. and authorize construction administration services with Four Waters Engineering, Inc.
	Jacksonville Beach Water and Sewer Improvements

BACKGROUND

This project is part of the Water Distribution & Sanitary Sewer Collection System Improvements in the City's FY2020 Capital Improvement Plan, and entails installation of new water and sewer infrastructure at four locations within the City (map attached):

- Installation of an 8-inch water main extension along 7th Avenue South from 1st Street South to the east end of 7th Avenue South near the beach parking to improve potable and fire service to adjacent condominium.
- Installation of 8-inch gravity sewer extension and two manholes along Shetter Avenue from an existing manhole at 6th Street South, east toward 5th Street South to allow for reroute of sewer to public rights-of-way (ROW).
- Installation of 8-inch gravity sewer extension and one manhole along 8th Avenue North from 1st Street North, west toward 2nd Street North to allow for reroute of sewer to public ROW.
- Installation of a saddle manhole to replace a gravity main tap and sewer service tee connection for the Burrito Gallery/AT&T Store building and the Verizon building at the corner of Beach Boulevard and 3rd Street South.

The Invitation to Bid No: 1920-11 was publicly advertised. Four (4) bids were received. The total base bids from the contractors ranged from \$287,698.94 to \$607,303.00. The City's design engineering firm, Four Waters Engineering, Inc. ("Four Waters") evaluated the bids for conformance with the criteria set forth in the bidding documents and recommended award of the Bid to the lowest, qualified bidder Allsite Contracting Inc. ("Allsite"). The bid tabulation is attached. Also attached are the Project Location Map, Four Waters Engineering Proposal, Four Waters Recommendation of Award, and Allsite's Bid Proposal Package. The Bid No. 1920-11 Specification Package is available for viewing under January 19 Agenda Supplements at <http://www.jacksonvillebeach.org/ccagendasupplements>.



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FINANCIAL IMPACT

The original budget amount for construction of this project was \$300,000 in the FY2020 CIP. The design for the project was not initiated in FY2019 as originally planned, causing construction to move from FY2020 to FY2021. Additional design improvements and current industry-wide construction and materials cost escalations have resulted in a cost increase to complete these projects. Funding is available in the Water and Sewer Fund operating reserve. The funds will be spent from the following account: 420-07-0707-536-63-563000, and the budget will be amended as part of the FY2021 mid-year budget adjustment.

The construction costs and staff recommendation are summarized as follows:

Unit Price Bid No: 1920-11, Jacksonville Beach Water and Sewer Improvements		
DESCRIPTION	COST	RECOMMENDATION
Unit Price Bid (based on estimated quantities)	\$ 287,698.94	• Award to Allsite Contracting, Inc. (the lowest qualified bidder)
15% Contingency*	\$ 43,154.84	
Construction Total:	\$ 330,853.78	
Construction Administration (CA) Services	\$ 8,220.00	• Authorize CA Services with Four Waters Engineering, Inc. (the project's design firm)
10% Contingency	\$ 822.00	
Construction Total:	\$ 9,042.00	
GRAND TOTAL:	\$ 339,895.78	

*15% contingency is recommended due to unforeseen additional site work quantities.

REQUESTED ACTION

Award/Reject Bid Number 1920-11, Jacksonville Beach Water and Sewer Improvements to, and enter into an agreement with, Allsite Contracting, Inc., and authorize Construction Administration Services with the project design firm, Four Waters Engineering, Inc.

ATTACHMENTS

- Bid 1920-11 Project Location Map.
- Bid 1920-11 Bid Tabulation Form.
- Water Sewer COJB 1920-11 Four Waters Recommendation of Award.
- Small Water Sewer Four Waters Contract Administration Services Proposal 11-30-20.
- Allsite Contracting, Inc. Bid Proposal Package.
- ***City Bid No. 1920-11 Specification Package is available for viewing under January 19 Agenda Supplements at <http://www.jacksonvillebeach.org/ccagendasupplements>

Bid No: 1920-11

Jacksonville Beach Water and Sewer Improvements



**PROJECT LOCATION
AND VICINITY**

City of Jacksonville Beach Bid Tabulation Form					
Bid Number 1920-11 Jacksonville Beach Water and Sewer Improvements					
Bid Date:	November , 2020				
	BIDDERS				
	<i>Vendor A</i>	<i>Vendor B</i>	<i>Vendor C</i>	<i>Vendor D</i>	
Total Base Bid	\$ 287,698.94*	\$ 490,961.66	\$ 607,303.00	\$ 352,651.60	
Invitations Issued: 14		Plan Holders: N/A		Bid Responses: 4	
BIDDERS					
A	ALLSITE CONTRACTING, INC., LOWEST, RESPONSIVE BIDDER				
B	DB CIVIL CONSTRUCTION, LLC				
C	JAX UTILITIES MANAGEMENT, INC.				
D	THE KENTON GROUP, INC.				

* Corrected bid amount



Kayle Moore, P.E.
Project Engineer
Department of Public Works
City of Jacksonville Beach
1460-A Shetter Avenue
Jacksonville Beach, FL 32250

November 24, 2020

RE: Recommendation of Award for Jacksonville Beach Water and Sewer Improvements
City of Jacksonville Beach Bid No. 1920-11
Bid Review and Evaluation of Findings

Dear Mr. Moore:

This letter summarizes the construction contract bids received for the Jacksonville Beach Water and Sewer Improvements project. The City of Jacksonville Beach (City) received bids for the project on November 18, 2020, at 2:00 pm. Four (4) contractors submitted bids for the project. The bids were evaluated for conformance with the criteria set forth in the bidding documents. The total base bids from the contractors ranged from \$287,698.94 to \$607,303.00.

Allsite Contracting, Inc. submitted the lowest bid. Four Waters Engineering (4Waters) has reviewed the submitted bid package provided by Allsite Contracting, Inc, and finds their bid responsive and responsible. All required items were acknowledged on the Bid Form and included with the bid package. A 5% Bid Bond was provided and the Bid Bond surety is licensed in Florida and has an AM Best Rating of "B++". Qualifications and reference projects and contacts were included with the bid package. Appropriate licensing was provided.

4Waters also investigated the contractor's experience, and reputation, and finds the contractor capable of performing the work for this project based on the information received from reference contacts.

Although the City will make final determination regarding contract award, 4Waters finds Allsite Contracting, Inc. bid to be responsive and responsible, and recommends award of the project to Allsite Contracting, Inc. for the Total Bid Price of \$287,698.94. 4Waters further recommends that the City establish a contingency in an amount of fifteen percent (15%) of the total bid price to allow for any unknown conditions that may be encountered during construction.

We appreciate this opportunity to provide services to the City of Jacksonville Beach and look

forward to working with the City during the ongoing construction of this project. If you have any questions, please feel free to contact me at 904-414-2400 Ext 51 or abryan@4weng.com.

Sincerely,
Four Waters Engineering, Inc.



Angela Bryan, P.E.
President/Project Manager



FOUR WATERS ENGINEERING, INC.

324 6th Avenue North
Jacksonville Beach, FL 32250
(904) 414-2400 Office

November 30, 2020

Sent Electronically

Kayle Moore, P.E.
Project Engineer
Department of Public Works
City of Jacksonville Beach
1460-A Shetter Avenue
Jacksonville Beach, FL 32250
kmoore@jaxbchfl.net

Re: Proposal for Professional Engineering Services
Small Water and Sewer Projects

Dear Mr. Moore:

Four Waters Engineering, Inc. (4Waters) is pleased to provide this proposal to the City of Jacksonville Beach Public Works Department (City) for construction administration services for the small water and sewer extension projects. 4Waters prepared the design documents and bidding services for the project under a previous proposal and authorization. 4Waters will serve as Engineer of Record for the project and will provide the following construction phase services which is based on the 120-day period of construction completion:

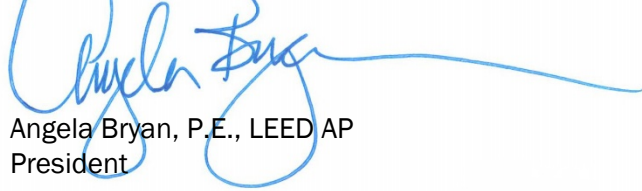
- Pre-construction Meeting and Conformed Documents – 4Waters will participate in a pre-construction meeting for the project. The scope/fee is based on 4Waters scheduling the meeting, preparing the agenda, and distributing a meeting summary. 4Waters will also conform the bid drawings and project manual and provide at the Pre-construction meeting.
- Shop Drawing Review – 4Waters will review the shop drawings for the project and maintain a shop drawing log.
- RFI's, Clarifications and Change Orders – 4Waters will respond to the Contractor's Requests for Information and Requests for Clarifications and will modify the construction drawings as necessary. 4Waters will coordinate with Contractor and City to develop change orders, as necessary.
- Construction Engineering Site Visits – Engineer of Record will provide two (2) construction engineering site visits to each site during key construction activities of the project.
- Record Drawings – The Contractor is responsible for the preparation of the record drawings in AutoCAD format and submittal for review at substantial completion. 4Waters will review the record drawings and determine whether the finished product is representative of the actual

construction and suitable for acceptance by the City based on key site visits, RFIs, and City inspections.

- Substantial and Final Completion – 4Waters (with City's involvement) will schedule, conduct and document the on-site review meetings for substantial and final completion of the construction efforts. At substantial completion the contractor will have completed the project to the point of beneficial operation by the City and will have presented their letter requesting reduction of retainage along with the list of items to be completed prior to final completion. 4Waters will conduct the substantial completion inspection and prepare a punch list of items to be completed before the final completion meeting. The final completion inspection will verify completion of the punch list items and clear the way for the acceptance of the Contractor's final pay request. This task also includes final project closeout and request for water and sewer regulatory clearance approval.

We appreciate this opportunity to work with the City and propose to complete the construction administration services outlined above for the lump sum fee of \$8,220.00. A breakdown is provided on the following page. If you have any questions, please contact me at abryan@4weng.com or (904) 414-2400 Ext. 51.

With best regards,
Four Waters Engineering, Inc.



Angela Bryan, P.E., LEED AP
President

Attachment

**City of Jacksonville Beach Small Water and Sewer Projects CA Services
Proposal for Professional Engineering Services**

<i>Job Title</i>	Project Manager	Senior Engineer	Project Engineer	Engineer	Engineer in Training	CAD Draft	Admin-istrative	Direct Costs	TOTALS
<i>Hourly Rate</i>	\$165.00	\$145.00	\$115.00	\$110.00	\$85.00	\$95.00	\$60.00		Hours
	Hours \$	Hours \$	Hours \$	Hours \$	Hours \$	Hours \$	Hours \$		\$
1.0 Pre-Construction Meeting and Conformed Documents	0 \$0.00	4 \$580.00	0 \$0.00	0 \$0.00	6 \$570.00	2 \$190.00	1 \$60.00	\$100.00	1,500.00
2.0 Shop Drawings Review	0 \$0.00	2 \$290.00	0 \$0.00	0 \$0.00	8 \$760.00	0 \$0.00	2 \$120.00	\$0.00	1,170.00
3.0 RFIs, Clarifications, and Change Orders	0 \$0.00	4 \$580.00	0 \$0.00	0 \$0.00	12 \$1,140.00	2 \$190.00	1 \$60.00	\$0.00	1,970.00
4.0 Construction Engineering Site Visits (2)	0 \$0.00	8 \$1,160.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	0 \$0.00	\$25.00	1,185.00
5.0 Record Drawings	0 \$0.00	1 \$145.00	0 \$0.00	0 \$0.00	3 \$285.00	1 \$95.00	0 \$0.00	\$25.00	550.00
6.0 Substantial and Final Completion	0 \$0.00	6 \$870.00	0 \$0.00	0 \$0.00	10 \$950.00	0 \$0.00	0 \$0.00	\$25.00	1,845.00
TOTAL	\$0.00	\$3,625.00	\$0.00	\$0.00	\$3,705.00	\$475.00	\$240.00	\$175.00	8,220.00

SECTION 00300
BID PROPOSAL FORM

Date: 11/18/2020

Proposal of Bidder: Allsite Contracting Inc

Business Address: 5845 Cisco Dr. West Jacksonville, FL 32219

City Bid No.: 1920-11

Project Name: Jacksonville Beach Water and Sewer Improvements

To: City of Jacksonville Beach
Purchasing Department
1460A Shetter Avenue
Jacksonville Beach, Florida 32250

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Proposal, as principal or principals, is or are named herein and that no other person than herein mentioned has any interest in the Proposal of the Contract to which the work pertains; that this Proposal is made without connection or arrangement with any other person, company, or parties making a bid or proposal and that the Proposal is in all respects fair and made in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and that from personal knowledge and experience, or that he has made sufficient test holes and/or other subsurface investigations to fully satisfy himself that such site is a correct and suitable one for this work and he assumes full responsibility therefore; that he has examined the Drawings and Specifications for the work and from his own experience or from professional advice that the Drawings and Specifications are sufficient for the work to be done and he has examined the other Contract Documents and all addenda relating thereto, and that he has satisfied himself fully, relative to all matters and conditions with respect to the work to which this Proposal pertains.

The Bidder proposes and agrees, if this Proposal is accepted, to contract with the City of Jacksonville Beach, Florida, in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, transportation, and labor and to perform all work necessary to complete the work specified in the Proposal and other Contract Documents.

The Bidder further proposes and agrees to comply in all respects with the time limits for commencement and completion of the work as stated in the Contract Form.

The Bidder further agrees that the deductions for liquidated damages, as stated in the Contract Form, constitute fixed, agreed, and liquidated damages to reimburse the City for additional costs to the City resulting from the work not being completed within the time limit stated in the Contract Form.

The Bidder further agrees to execute a contract and furnish satisfactory Performance and Payment Bonds, each in the amount of one-hundred percent of the Contract price, and the required Certificates of Insurance, within ten consecutive calendar days after written notice being given by the City of the award of the Contract, and the undersigned agrees that in case of failure on his part to execute the said Contract and Performance and Payment Bonds within the ten consecutive calendar days after the award of the Contract, the bid guarantee accompanying his bid and the money payable thereon shall be paid to the City as liquidation of damages sustained by the City; otherwise, the bid guarantee shall be returned to the undersigned after the Contract is signed and the Performance and Payment Bonds are filed.

BID SCHEDULE
JACKSONVILLE BEACH WATER AND SEWER IMPROVEMENTS

Item No.	M&P No.	Item	Qty	Unit	Unit Price	Contract Price
7th Avenue S. Water System Improvements						
1	2	8" C-900 PVC (DR18) Water Main via Open Cut	160	LF	\$ 56.83	\$ 9,092.80
2	2	2" PVC (SDR21) Water Main via Open Cut	15	LF	\$ 46.10	\$ 691.50
3	3	8"X8" SS Tapping Sleeve & Valve with Box & Cover	1	EA	\$ 5,353.45	\$ 5,353.45
4	4	2" Flushing Assembly	1	EA	\$ 2,543.11	\$ 2,543.11
5	5	8" DI MJ Plug (Dead End) with 2" Tap	1	EA	\$ 169.55	\$ 169.55
6	5	6" DI MJ Plug	1	EA	\$ 132.19	\$ 132.19
7	5	8"x6" DI MJ Tee	1	EA	\$ 667.00	\$ 667.00
8	5	8"x4" DI MJ Tee	1	EA	\$ 614.95	\$ 614.95
9	5	8" DI MJ 45 Degree Bends	4	EA	\$ 468.39	\$ 1,873.56
10	6	8" Case B Utility Conflict with (4) 8" DI MJ 45 Degree Bends	1	LS	\$ 1,873.57	\$ 1,873.57
11	7	4" Water Service Assembly	1	LS	\$ 13,739.94	\$ 13,739.94
12	8	1.5" Irrigation Water Service and Meter Box (Contingency)	1	LS	\$ 1,945.41	\$ 1,945.41
13	8	1" Water Service and Meter Box	1	LS	\$ 1,387.22	\$ 1,387.22
14	19	Remove Existing Palm Trees (3)	1	LS	\$ 2,550.00	\$ 2,550.00
Shetter Avenue Sewer System Improvements						
15	9	Type "A" Manhole w/ Spectrashield Liner (6' to 8' Depth) and Connections	2	EA	\$ 9,847.84	\$ 19,695.68
16	10	Core Drill and Connect to Existing Manhole & Spectrashield Liner Repair	1	LS	\$ 7,475.00	\$ 7,475.00
17	12	6" Cleanout Assembly	1	EA	\$ 521.90	\$ 521.90
18	12	4" Cleanout Assembly	2	EA	\$ 721.21	\$ 721.21
19	13	8" PVC (SDR26) Gravity Main via Open Cut (6' to 8' Depth)	275	LF	\$ 51.62	\$ 14,195.50
20	14	6" Sewer Service Lateral (Sewer Main to ROW)	2	EA	\$ 7,897.05	\$ 15,794.10
21	16	Removing Existing Cleanout Assembly	2	EA	\$ 520.00	\$ 1,040.00
22	17	Abandoning Existing 6" Gravity Sewer by Grout Fill and Cap	320	LF	\$ 15.00	\$ 4,800.00
8th Avenue North Sewer System Improvements						
23	9	Type "A" Manhole w/ Spectrashield Liner (0' to 6' Depth) and Connections	1	EA	\$ 9,421.67	\$ 9,421.67
24	11	8" Gravity Sewer Main Connection to Existing Stubout	1	LS	\$ 1,902.30	\$ 1,902.30
25	12	4" Cleanout Assembly	8	EA	\$ 374.24	\$ 2,993.92
26	13	8" PVC (SDR26) Gravity Main via Open Cut (0' to 6' Depth)	225	LF	\$ 51.99	\$ 11,697.75
27	14	6" Sewer Service Lateral (Sewer Main to ROW)	8	EA	\$ 2,058.86	\$ 16,470.88
28	16	Removing Existing Cleanout Assembly	1	EA	\$ 520.00	\$ 520.00
29	17	Abandoning Existing 6" Gravity Sewer by Grout Fill and Cap	75	LF	\$ 15.00	\$ 1,125.00
30	18	Abandoning Existing 4" Gravity Sewer by Cap	2	EA	\$ 520.00	\$ 1,040.00
31	15	On-Site Sewer Service Reversal and Abandon Existing Sewer Service (121 8th Avenue N.)	1	LS	\$ 2,100.00	\$ 2,100.00
32	15	On-Site Sewer Service Reversal and Abandon Existing Sewer Service (115 8th Avenue N.)	1	LS	\$ 2,100.00	\$ 2,100.00
33	15	On-Site Sewer Service Reversal and Abandon Existing Sewer Service (109 8th Avenue N.)	1	LS	\$ 2,100.00	\$ 2,100.00
34	15	On-Site Sewer Service Reversal and Abandon Existing Sewer Service (118 8th Avenue N.)	1	LS	\$ 2,100.00	\$ 2,100.00
35	15	On-Site Sewer Service Reversal and Abandon Existing Sewer Service (120 8th Avenue N.)	1	LS	\$ 2,100.00	\$ 2,100.00
36	15	On-Site Sewer Service Reversal and Abandon Existing Sewer Service (122 8th Avenue N.)	1	LS	\$ 2,100.00	\$ 2,100.00
37	15	On-Site Sewer Service Reversal and Abandon Existing Sewer Service (130 8th Avenue N.)	1	LS	\$ 2,100.00	\$ 2,100.00

Item No.	M&P No.	Item	Qty	Unit	Unit Price	Contract Price
Burrito Gallery and Verizon Buildings Sewer System Improvements						
38	9	Saddle Manhole w/ Spectrashield Liner (8' to 10' Depth) and Service Connections	1	LS	\$ 14,916.24	\$ 14,916.24
39	14	6" Sewer Service Lateral Extension (Existing to Saddle MH)	2	EA	\$ 735.14	\$ 1,470.28
Restoration (Entire Project)						
40	20	Remove and Restore Sod	300	SY	\$ 28.00	\$ 8,400.00
41	21	Remove and Restore Gravel/Rock (6" Thickness)	115	SY	\$ 52.00	\$ 5,980.00
42	22	Remove and Restore Concrete Curb and Gutter	50	LF	\$ 130.00	\$ 6,500.00
43	23	Remove and Restore Concrete Sidewalk and Ramp	24	SY	\$ 216.00	\$ 5,184.00
44	24	Remove and Restore Asphalt Pavement and Pavement Markings	25	SY	\$ 228.00	\$ 5,700.00
45	25	Remove and Restore Asphalt Pavement, Base and Subbase	361	SY	\$ 85.00	\$ 30,685.00
46	26	Milling and Resurfacing (1.5" Thickness) and Restore Asphalt Pavement Markings	954	SY	\$ 38.00	\$ 36,252.00
47	27	Disposal and Replacement (with A-3 Sand) of Unsuitable Soils (Contingency)	30	CY	\$ 30.00	\$ 900.00
General						
48	1	Performance and Payment Bond (1.5% Maximum of Items No. 1 – 47)	1	LS	\$ 4241.05	\$ 4241.05

TOTAL BID ITEMS NO. 1 – 48 (In Figures)

\$ 286,977.73

TOTAL BID ITEMS NO. 1 – 48 (In Words)

Two Hundred Eighty Six Thousand Nine Hundred Seventy Seven and Seventeen Three Cents

NAMED EQUIPMENT/MATERIAL SUPPLIER LIST:

The bidder shall designate in its Bid which supplier and / or manufacturer the Bidder intends to use (in the event an alternate is not accepted). This is a requirement in order for the bid form to be complete and accepted by the City.

The Bidder proposes the following for the equipment or material categories so identified:

Equipment or Material Item	Specification Section	Supplier/Manufacturer (List One Only per Item)
N/A this project		

The undersigned agrees to accept in full compensation for completion of the project in full compliance with the Contract Documents, the total of the lump sum prices and extended unit prices for the items named in the following schedule. It is understood that the unit prices quoted or established for a particular item are to be used for computing the amount to be paid to the Contractor, based on the quantities actually constructed as determined by the applicable measurement and payment portion of the specifications.

Bidder's General Contractor's License No. N/A

Bidder's Underground Utility License No. CUC1224516

Authorized Company Representative Signature: 

Name and Address of Surety or Sureties who will sign Bonds:

Performance Bond Machinery Insurance Inc., An Assessable Mutual Insurer

Payment Bond Machinery Insurance Inc., An Assessable Mutual Insurer

For authorized addition or deletion of quantities of work items to/from those indicated by the Contract Documents, the unit prices shall apply.

Acknowledgement is hereby made of the following Addenda received since issuance of Plans and Specifications:

Addendum No. 1 Dated: 11/10/2020 Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

Addendum No. _____ Dated: _____ Addendum No. _____ Dated: _____

Bid Document Checklist: The following documents are to be completed, signed and submitted as part of the Project Bid Proposal Documents. Failure to provide the listed documents may be cause for rejection of the submitted bid.

- ☒ Section 00301-A Subcontractor Listing
- ☒ Section 00301-B Required Disclosure
- ☒ Section 00301-C Letter of Compliance with the Florida Trench Safety Act
- ☒ Section 00301-D Bid Award Notice
- ☒ Section 00301-E Signed Drug-free Workplace Compliance Form
- ☒ Section 00301-F Non-Bankruptcy Affidavit
- ☒ Section 00410 - Bid Bond
- ☒ Section 00480 - Signed Non-Collusion Affidavit

- ☒ Copy of Occupational License
- ☒ Completed and Signed W-9 Form – may be obtained on line from www.irs.gov
- ☒ Documentation to demonstrate his qualifications to perform the work as required in Section 00200 – Instructions to Bidders, Section 1.4 – Qualifications Of Bidders, Paragraph B.

Please check off each document and attach to the Bid Proposal Form.

SECTION 00301-A
SUBCONTRACTOR LISTING

List proposed Subcontractors to be used for this Project regardless of racial or gender grouping in accordance with Section 00200 – Instructions Available To Bidders: Paragraph 1.13 – Submission of Bids. C. of the Contract Specifications.

Firm Name Address and Telephone number	Trade	Estimate Dollar Amount
* Duval Asphalt	Asphalt Paving	\$ 32,284.73
*		\$
*		\$
*		\$
*		\$

Project Title:	Water & Sewer Improvements COJB 1920-11
Contractor:	Allsite Contracting Inc
Address:	5845 Cisco Dr. West
City, State:	Jacksonville FL 32219

*Use additional sheets if necessary.

END OF SECTION

Jacksonville Beach Water and Sewer Improvements Bid Issue

00301-A-1

City Bid No. 1920-11

SECTION 00301-B
REQUIRED DISCLOSURE

The following disclosure is of all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this State or any other state or the United States against (1) bidder, (2) any business entity related to or affiliated with bidder, or (3) any present or former owner of bidder or of any such related or affiliated entity. This disclosure shall not apply to any person or entity which is only a stockholder, which person or entity owns twenty (20) percent or less of the outstanding shares of a bidder whose stock is publicly owned and traded:

N/A

Signed: John K. DeW

Title: President

Contractor: Allsite Contracting Inc

END OF SECTION

**SECTION 00301-C
LETTER OF COMPLIANCE WITH
THE FLORIDA TRENCH SAFETY ACT**

Date: 11/18/2020

NAME OF BIDDER: Allsite Contracting Inc

TO: City Of Jacksonville Beach, OWNER

RE: CITY BID NO. 1920-11 JACKSONVILLE BEACH WATER AND SEWER IMPROVEMENTS

GENTLEMEN:

This letter is written to give assurances that as Contractor for the above-noted construction, we will comply with the applicable trench safety standards during the Work of this Contract.

We have considered the costs per linear foot for Trench Safety Measures and the cost per square foot for special shoring requirements, and have incorporated these costs into the various items on the Bid Form.

Consistent with the Florida, "Trench Safety Act", the following are separately-stated components of the various items:

Trench Safety Measure Description	Unit of Price	Quantity	Unit of Price	Amount
A. Benching	\$30	400	LF	\$12,000
B. Trench Box	\$4500	2	EA	\$9,000
C.				
D.				

In case quantities for Trench Safety Measures are understated, we shall provide the required quantities paid for by the margin already built into the Contract price, and in case quantities are overstated we will retain the excess amount and add it to changes in our margin. This provision shall in no way affect the Conditions of Contract relating to changes in the work or adjustments for differences between estimated Quantities in the Bid Form and measure-in-place completed work.

In case we subcontract any portion of the Work, which is subject to the "Trench Safety Act", we will be responsible for obtaining cost data and assurances of compliance with applicable trench safety standards from the subcontractor.

NAME OF BIDDER: Allsite Contracting Inc

Sincerely,

Steven Bell

, CONTRACTOR


(Authorized Signature)



City of Jacksonville Beach

1460A Shetter Avenue, Jacksonville Beach, FL 32250, (904) 247-6229

SECTION 00301-D BID AWARD NOTICE FORM

ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH

NOTICE: Items 1 to 6 are to be completed by the Bidder. The Bidder to submit the form to the City along with the Bid Documents.

1. Allsite Contracting Inc
Company Name
2. 5845 Cisco Dr. West
Address
3. Jacksonville, FL 32219
City, State and Zip
4. Attention: Steve Bell
5. Phone: 904-574-9000 Fax: N/A
6. E-mail address: stevenbell@allsitecontracting.com

PLEASE PRINT CLEARLY

Bids were received and awarded for Bid No. 1920-11 per attached award memorandum and Bid tabulation sheet(s).

If awarded Bid please do not proceed with any orders or services prior to receiving an official City of Jacksonville Beach Purchase Order.

Thank you for your bid.

Sincerely,

CITY OF JACKSONVILLE BEACH

/s/Luis Flores
Property & Procurement

SECTION 00301-E
DRUG-FREE WORKPLACE COMPLIANCE FORM

IDENTICAL TIE BIDS - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality and service, are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Vendor's Signature

**SECTION 00301-F
NON-BANKRUPTCY AFFIDAVIT**

STATE OF Florida)

S
S

COUNTY OF Duval)

Steven Bell is an officer and member of the firm of
Allsite Contracting Inc, being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of the bid for CITY BID NO: 1920-11 Jacksonville Beach Water and Sewer Improvements
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.



Affiant Signature

Sworn to before me this 18th day of November, 20 20 by Steven Bell
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.



Signature of Notary

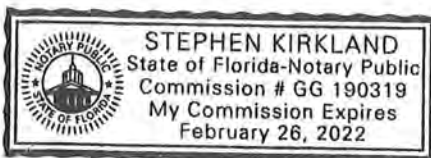
Stephen Kirkland

Notary's Printed Name

2-26-22

Expiration of Notary's Commission

Affix Seal Here



SECTION 00410
BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, Allsite Contracting Inc.
as Principal, and Machinery Insurance Inc., An Assessable Mutual Insurer as Surety, are
hereby held and firmly bound unto the City of Jacksonville Beach as City in the penal sum of, (5 percent of the
Contract Bid) 5% of amount bid for the payment of which, well and truly to be made, we hereby
jointly and severally bind ourselves, successors and assigns.

Signed, this 18th day of November, 20 20.

The condition of the above obligation is such that whereas the Principal has submitted to the City a certain Bid,
attached hereto and hereby made a part hereof to enter into a contract in writing, for the City of Jacksonville Beach,

Jacksonville Beach Water and Sewer Improvements Bid Number: 1920-11

NOW THEREFORE,

- (a) If said Bid shall be rejected, or in the alternate,
- (b) If said principal shall not withdraw said bid within ninety (90) days after date of opening
of the same, and shall within ten (10) days after the prescribed forms are presented to him
for signature, enter into a written contract with the City in accordance with the bid as
accepted, and give bonds with good and sufficient surety or sureties, as may be required,
for the faithful performance and proper fulfillment of such contract, then this obligation
shall be void; otherwise the same shall remain in force and effect, it being expressly
understood and agreed that the liability of the Surety for any and all claims hereunder
shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be
no way impaired or affected by an extension of the time within which the City may accept such Bid; and said Surety
does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under their several seals, this
18th day of November, A.D., 2019, the name and corporate seal of each
corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to
authority of its governing body.

WITNESS: (If Sole Proprietor or Partnership, two (2) Witnesses required.)
(If Corporation, Secretary only will attest and affix seal.)

PRINCIPAL:

Allsite Contracting Inc.

Name of Firm

Shawn D. Bell

Signature of Authorized Officer
(Affix Seal)

President

Title

5845 Cisco Drive West

Business Address

Jacksonville, FL 32219

WITNESSES:

TJ Tuckson

11-18-20

SECTION 00410
BID BOND

City State

SURETY:

Machinery Insurance Inc., An Assessable Mutual Insurer

Corporate Surety

Attorney-in-Fact Robert T. Theus
(Affix Seal)

219 N Newnan Street

Business Address

Jacksonville FL 32202

City State

WITNESS:

Cecil W. Powell & Company

Name of Local Insurance Agency

I, Shelby Bell, certify that I am the Secretary of the Corporation named as Principal in the within bond; that Steven Bell who signed the said bond on behalf of the Principal, was then President of said corporation; that I know his signature, and his signature hereto is genuine; and that said bond was duly signed, sealed, and attested for and in behalf of said corporation by authority of its governing body.

Shelby Bell
(Corporate Secretary Seal)

STATE OF FLORIDA

ss

COUNTY OF DUVAL

Before me, a Notary Public duly commissioned, qualified and acting, personally appeared Robert T. Theus to me well known, who being by me first duly sworn upon oath, says that he is the Attorney-in-Fact, for the Machinery Insurance Inc., An Assessable Mutual Insurer and that he has been authorized by Machinery Insurance Inc., An Assessable Mutual Insurer to execute the foregoing bond on behalf of the Contractor named therein in favor of the City, the City of Jacksonville Beach

Subscribed and sworn to before me this 18th day of November, 2020, A.D.

(Attach Power-of-Attorney
to original Bid Bond)

ANNETTE EVANS
Notary Public, State of Florida
My Comm. Expires 04/29/2022
Commission No. GG182968

Annette Evans
Notary Public
State of Florida-at-Large

My Commission Expires: 4-29-22

END OF SECTION

00410-2

**MACHINERY INSURANCE, INC.
AN ASSESSABLE MUTUAL INSURER**

GENERAL POWER OF ATTORNEY

Know by these Presents, that Machinery Insurance, Inc., An Assessable Mutual Insurer, organized pursuant to Chapter 627.6011 et.seq., Florida Statutes (1991) and filed with the Florida Department of Insurance, does hereby appoint

Robert T. Theus

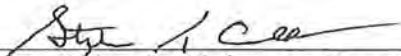
its true and lawful attorney-in-fact, with full authority to execute on its behalf, surety bonds or undertakings and other documents of a similar character issued in the course of its business, and to bind the company thereby. This authority extends to any and all consents required by the State of Florida incident to the release of retained percentages and/or final estimates on engineering and/or construction contracts, and shall apply to surety bonds or undertakings and other documents of similar character not to exceed:

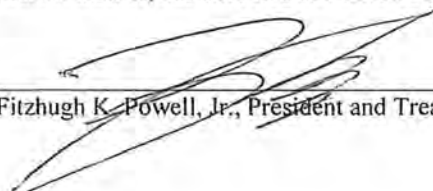
Two hundred fifty thousand dollars (\$250,000.00)

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following extract of the Minutes of a special meeting of the Board of Directors of the Company at a meeting duly called and held on October 13, 1992.

"Upon a motion duly made and carried, the following action was taken: Resolved, the Chairman, President or Secretary shall each have the authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute, on behalf of the company, fidelity and surety bonds and other documents of similar character issued by the company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced: provided however, the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, Machinery Insurance, Inc., An Assessable Mutual Insurer, has executed and attested these presents this 3rd day of August 2020


Stephen T. Cumella, Chairman and Secretary

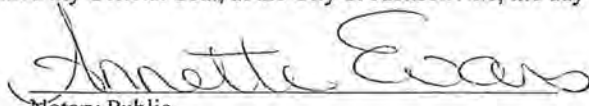

Fitzhugh K. Powell, Jr., President and Treasurer

**STATE OF FLORIDA
CITY OF JACKSONVILLE**

On this 3rd day of August 2020, before the subscriber, a Notary Public of the State of Florida, duly commissioned and qualified, came the above named Officers of Machinery Insurance, Inc., An Assessable Mutual Insurer to me personally known to be the individuals and officers described in and who executed the preceding instrument, and they each acknowledged the execution of the same, and being by me duly sworn, severally and each for himself depose and saith that they are the said officers of the Company aforesaid, and that the seal affixed to the preceding instrument is the Corporate Seal of said Company, and that the Corporate Seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal, at the City of Jacksonville, the day and year first above written.

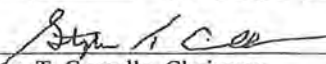
ANNETTE EVANS
Notary Public, State of Florida
My Comm. Expires 04/29/2022
Commission No. GG182968


Notary Public

CERTIFICATE

I, the undersigned, Chairman of Machinery Insurance, Inc., An Assessable Mutual Insurer, A Florida Corporation, do hereby certify that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and, furthermore, that the Resolution of the board of Directors, set forth in the said Power of Attorney is now in force.

Signed and sealed at the town of Jacksonville in the State of Florida. Dated this 18th day of November, 2020


Stephen T. Cumella, Chairman

SECTION 00480
NON-COLLUSION AFFADAVIT

STATE OF) Florida
 SS
COUNTY OF) Duval

Steven Bell, being first duly sworn deposes and says that:

1. He (it) is the President
of the Bidder that has submitted the attached Bid;
2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employee, or parties in interest, including this affidavit, have in any way, colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any Bidder, firm, or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit, or cost elements of the Bid price or the Bid price in any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any other of its agents, representatives, owners, employees or parties in interest, including his affidavit.

By: *Steven Bell*

Sworn and subscribed to before me this 1st day of November,

2020, in the State of Florida, County of Duval.

Stephen Kirkland Notary Public

My Commission Expires: 2-26-22



END OF SECTION



Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

DANIELS, GREGORY MARTIN

ALLSITE CONTRACTING, INC.
6457 POTTSBURG DRIVE
JACKSONVILLE FL 32211

LICENSE NUMBER: CUC1224516

EXPIRATION DATE: AUGUST 31, 2022

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Allsite Contracting, Inc

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

5845 Cisco Dr West

6 City, state, and ZIP code

Jacksonville, FL 32219

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

5 9 - 3 4 5 1 0 2 1

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► 10-10-2020

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

2020 JOBS COMPLETED & BEING WORKED

- | | | |
|----|--|---------------------------------------|
| 1) | ARLINGTON TOYOTA (2019 - 2020) | Volume: \$ 1,117,896.00 |
| | General Contractor: The Stellar Group | Contact: (904) 260-2900 |
| 2) | GATE EXPRESS #7005 (2020) | Volume: \$ 758,606.00 |
| | General Contractor: North Coast Construction Co | Contact: (904) 730-0400 |
| | | (904) 730-6740, David Searcy |
| 3) | MARGARITAVILLE PHAE 2 (2020) | Volume: \$ 535,217.00 |
| | General Contractor: Welbro Building Corp | Contact: (407) 475-0800 |
| 4) | MORGAN RD POWER STATION (2020) | Volume: \$ 568,762.00 |
| | General Contractor: C&C Powerline | Contact: |
| 5) | PETRA BAPTIST CHURCH (2020) | Volume: \$ 36,404.00 |
| | General Contractor: | Contact: |
| 6) | KONA AVENUE SERER SERVICE (2020) | Volume: \$ 157,984.00 |
| | General Contractor: Saar Management | Contact: Mr. Elbaz |
| 7) | GATE EXPRESS #7012 (2020) | Volume: \$ 290,086.00 |
| | General Contractor: North Coast Construction Co. | Contact: (904) 730-6740, David Searcy |

8)	GOODWILL PARKWAY PLACE (2020)	Volume: \$ 379,041.00
	General Contractor: Bush Construction Company	Contact: (904) 509-5512 Tracy Holton
9)	WINDEMERE WASH BARN (2020)	Volume: \$ 34,144.00
	General Contractor: Bush Construction Company	Contact: (904-219-1477), Marc Newlyn
10)	DUKE ENERGY SUWANNEE CONSTRUCTION (2020)	Volume: \$ 1,270,713.95
	General Contractor: Marand Construction of FL	Contact: (904-(904) 247-3211,
11)	GATE #1175 (2020)	Volume: \$ 988,136.00
	General Contractor: FLC Contracting, LLC	Contact: (904) 723-4973, Jay Addair
12)	Shoppes of Ponte Vedra (2020)	Volume: \$ 71,160.10
	General Contractor:	Contact:
13)	COJB Sewer Repairs (2020)	Volume: \$ 83,788.08
	General Contractor:	Contact:
14)	First Fed Credit Union (2020)	Volume: \$ 27,128.00
	General Contractor: FLC Contracting, LLC	Contract: (904) 723-4973, Jay Adair
15)	Memorial Hospital OR (2020)	Volume: \$ 605,000.00
	General Contractor:	Contract:
16)	Cell Tower Roadway (2020)	Volume: \$ 81,170.00
	General Contractor: Baker Design Build	Contact: Kyle Davis

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|-----|--|----------|-----------------------------------|
| 17) | Kernan Oaks Apartments (2020) | Volume: | \$ 11,211.00 |
| | General Contractor: Allsite Contracting, Inc | Contact: | (904) 574-9000, Steve Bell |
| 18) | Granite Shop & Office (2020) | Volume: | \$ 1,175,000.00 |
| | General Contractor: | Contact: | |
| 19) | Beach Marine (2020) | Volume: | \$ 130,602.00 |
| | General Contractor: Allsite Contracting, Inc | Contact: | (904) 574-9000, Steve Bell |
| 20) | JEA Headquarters (2020) | Volume: | \$ 1,013,234.74 |
| | General Contractor: Ryan Companies US, Inc | Contact: | (813) 204-5022, Richard Hargraves |
| 21) | Gate 7015 (2020) | Volume: | \$ 505,488.00 |
| | General Contractor: | Contact: | |

2019 JOBS COMPLETED & BEING WORKED

- | | | |
|----|--|---|
| 1) | AMBROSIA COURT (2019)

General Contractor: Scherer Construction of NE FL, LLC | Volume: \$ 37,857.20

Contact: (904) 288-6060 |
| 2) | BFC EXPRESS CAR WASH #7010 (2019)

General Contractor: North Coast Construction Co. | Volume: \$ 552,660.95

Contact: (904) 730-0400/(904)730-6740, David Searcy |
| 3) | CECIL AIRPORT AIR TRAFFICE CONTROL TOWER (2019-2020)

General Contractor: Walbridge Aldinger, LLC | Volume: \$ 250,516.05

Contact: (313) 963-8000 |
| 4) | CATHEDRAL PLACE (2019 - 2020)

General Contractor: | Volume: \$ 71,475.83

Contact: |
| 5) | DAYSPRING CHURCH (2019)

General Contractor: The Stellar Group | Volume: \$ 860,643.00

Contact: (904) 260-2900 |
| 6) | EPISCOPAL ENTRY SIGN / BFP (2019)

General Contractor: Scherer Construction of NE FL, LLC | Volume: \$ 28,357.00

Contact: (904) 288-6060 |
| 7) | GATE #1230 (2019 - 2020)

General Contractor: North Coast Construction Co | Volume: \$ 678,845.39

Contact: (904) 730-0400/(904) 730-6740, David Searcy |

8)	HERLONG AIRPORT (2019 - 2020)	Volume: \$ 372,498.85
	General Contractor: Core Construction Co	Contact: (904) 399-1033, Jay H. Chung: President
9)	HIDDEN HILLS COUNTRY CLUB REUSE (2019)	Volume: \$ 39,973.28
	General Contractor: Allsite Contracting, Inc	Contact: (904) 574-9000
10)	HYDRAULIC SUPPLY COMP (2019)	Volume: \$ 56,000.00
	General Contractor: Bush Construction, Inc	Contact: (904) 237-4082, Paul Bush: Superintendent
11)	JACKSONVILLE RANCH CLUB (2019)	Volume: \$ 115,944.00
	General Contractor: Baker Design Build	Contact: (904) 356-8520, Scott Davis
12)	KK SCHOOL (2019)	Volume: \$ 32,000.00
	General Contractor: Charles Perry Partners, Inc	Contact: (352) 333-9292, Rich Pritt,
13)	KNIGHT CAMPUS MONUMENTS (2019)	Volume: \$ 28,357.00
	General Contractor: Scherer Construction	Contact: (904) 288-6060, John Gans
14)	LOREE APARTMENTS (2019)	Volume: \$ 48,697.00
	General Contractor: The Vertex Companies, Inc	Contact: (781) 952-6000, Aaron Falzarano: Senior Project Mngr
15)	MARGARITAVILLE (2019 - 2020)	Volume: \$ 290,209.00
	General Contractor: Welbro Building Corp	Contact: (407) 475-0800
16)	MARYWOOD (2019 - 2020)	Volume: \$ 931,343.54
	General Contractor: Scherer Construction of NE FL, LLC	Contact: (904) 288-6060

17)	MEMORIAL HOSPITAL CPPI (2019)	Volume: \$ 349,276.00
	General Contractor: Charles Perry Partners, Inc	Contact: (352) 333-9292, Rich Pritt,
18)	OPMC KITCHEN/CEP (2019 - 2020)	Volume: \$ 824,843.00
	General Contractor: Charles Perry Partners, Inc	Contact: (352) 333-9292, Rich Pritt
19)	OPMC TOWERS (2019 - 2020)	Volume: \$ 204,732.00
	General Contractor: Charles Perry Partners, Inc	Contact: (352) 333-9292, Rich Pritt
20)	PARKING LOT REHAB (2019)	Volume: \$ 63,435.20
	General Contractor: WB Huff Construction Svc, LLC	Contact: (904) 219-9037, William Huff
21)	RIVERPLACE BLVD (2019)	Volume: \$1,096,321.27
	General Contractor: Baker Design Build	Contact: (904) 356-8520, Scott Davis
22)	SAFARI PEST CONTROL (2018 - 2019)	Volume: \$ 286,987.00
	General Contractor: WB Huff Construction Svc, LLC	Contact: (904) 219-9037, William Huff
23)	TREE HILL (2019)	Volume: \$ 82,020.75
	General Contractor: Bush Construction Company, Inc	Contact: (904) 399-2308, Ryan Bush
24)	SEDGWICK SUBDIVIDE (2019)	Volume: \$ 92,707.74
	General Contractor: Bush Construction Company, Inc	Contact: (904) 399-2308, Ryan Bush
25)	WINSTON YMCA RIVERFRONT PARK (2019-2020)	Volume: \$ 24,500.00
	General Contractor: Scherer Construction of NE FL, LLC	Contact: (904) 288-6060

2017 - 2018 JOBS COMPLETED

- | | | |
|----|--|--|
| 1) | ABC LIQUOR #185 SAN JOSE BLVD (2018) | Volume: \$ 458,503.24 |
| | General Contractor: R.D. Michaels, Inc | Contact : (407) 831-1110 |
| 2) | MANDARIN ROAD SIDEWALK AND UTILITY IMPROVEMENTS | Volume: \$ 161,000.00 |
| | General Contractor: Baker Klein | Contact: (904) 559-2648 Kyle Davis, KDavis@bakerklein.com |
| 3) | VILLAGE CHURCH (2018) | Volume: \$ 139,101.00 |
| | General Contractor: Scherer Construction of NE FL, LLC | Contact: (904) 288-6060 |
| 4) | WAL-MART LIQUOR BOX (2018) | Volume: \$ 119,706.55 |
| | General Contractor: Scherer Construction of NE FL, LLC | Contact: (904) 288-6060 |
| 5) | ST. ANASTASIA CATHOLIC CHURCH (2017-2018) | Volume: \$ 895,755.00 |
| | General Contractor: Bush Construction Company, Inc | Contact: (904) 237-4082, Paul Bush, pbush@bccci.biz |
| 6) | HOPSON ROAD SITE & UTILITY IMPROVEMENTS (2017-2018) | Volume: \$ 122,373.80 |
| | General Contractor: Baker Klein | Contact: (904) 559-2650, Bobby Baker, bbaker@bakerklein.com |
| 7) | VANCO FARMS FULL SITE & UTILITY DEVELOPEMENT (2017) | Volume: \$ |
| | General Contractor: Sperry & Assoc | Contact: (850) 562-1101, Matt Edwards, MEdwards@sperryconstruction.com |
| 8) | EPISCOPAL KNIGHT FIELD PHASE II (2017) | Volume: \$ 973,899.00 |
| | General Contractor: Scherer Construction of NE FL, LLC | Contact: (904) 288-6060 |

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|-----|--|--|
| 9) | GOODWILL (2016-2017)

General Contractor: Bush Construction Company, Inc | Volume: \$ 743,656.00

Contact: (904) 237-4082, Paul Bush, pbush@bccci.biz |
| 10) | KLS MARTIN PARKING LOT EXPANSION (2018)

General Contractor: WB Huff Construction Services, LLC | Volume: \$ 205,348.06

Contact: (904) 288-6060, William Huff |
| 11) | MANDARIN PRESERVE (2017)

General Contractor: | Volume: \$ 546,580.00

Contact: |
| 12) | CARVANA (2017)

General Contractor: Scherer Construction of NE FL, LLC | Volume: \$ 225,000.00

Contact: (904) 288-6060 |
| 13) | MORNING STAR SCHOOL (2017)

General Contractor: Scherer Construction of NE FL, LLC | Volume: \$ 385,000.00

Contact: (904) 288-6060 |



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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Senior Planner
DATE:	January 14, 2021
SUBJECT:	Final Plat Approval
	12 th Avenue North, Replat of Lots 3 and 4, Block 124, Pablo Beach

BACKGROUND

The applicant, Curtis Hart of Hart Resources, LLC, has applied to subdivide property that will be redeveloped into five fee-simple townhouses located on the south side of 12th Avenue North between 3rd and 4th Streets North. The previous use of the property, which consists of two adjacent platted lots of record, was a triplex; the property is now vacant. The property owner was advised by staff that they would need to get the final subdivision plat approved by City Council and recorded with the Duval County Clerk of Court prior to selling the individual townhouse units.

The subject property is located in a Commercial, limited: C-1 zoning district. The project received Conditional Use approval and Concept Plan for Plat approval from the Planning Commission in 2017 and received Development Plan approval in 2018. The townhouses will be constructed to the RM-1 zoning district standards. Each of the five townhouse lots shown on the attached plat meets the minimum lot size requirements for RM-1 townhouse lots.

The attached Final Plat document has been approved by all reviewing City Departments and is consistent with relevant Land Development Code and Comprehensive Plan regulations.

FINANCIAL IMPACT

None

REQUESTED ACTION

Approve/Disapprove the Final Plat to replat Lots 3 and 4, Block 124, Pablo Beach, into five townhouse lots.

ATTACHMENTS

Final Plat of the replat of Lots 3 and 4, Block 124, Pablo Beach

12TH AVENUE NORTH

A REPLAT OF LOT 3 AND 4, BLOCK 124, PABLO BEACH IMPROVEMENTS COMPANY'S PLAT OF A PART OF NORTHERN OF PABLO BEACH ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 5, PAGE 66 OF THE CURRENT PUBLIC RECORDS OF JACKSONVILLE, DUVAL COUNTY, FLORIDA.

CAPTION

LOTS 3 AND 4, BLOCK 124, PABLO BEACH IMPROVEMENTS COMPANY'S PLAT OF A PART OF NORTHERN OF PABLO BEACH ACCORDING TO PLAT THEREOF RECORDED IN PLAT BOOK 5, PAGE 66 OF THE CURRENT PUBLIC RECORDS OF JACKSONVILLE, DUVAL COUNTY, FLORIDA.

ADOPTION AND DEDICATION

THIS IS TO CERTIFY THAT HOOSE HOMES AND INVESTMENTS, LLC., A FLORIDA LIMITED LIABILITY COMPANY, IS THE OWNER OF THE LANDS DESCRIBED IN THE CAPTION HEREON, KNOWN AS 12TH AVENUE NORTH, HAVING CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED. THIS PLAT BEING MADE IN ACCORDANCE WITH SAID SURVEY IS HEREBY ADOPTED AS TRUE AND CORRECT PLAT OF THOSE LANDS.

THE EASEMENT DESIGNATED AS 10' B.E.S. ELECTRIC EASEMENT IS HEREBY IRREVOCABLY DEDICATED TO THE CITY OF JACKSONVILLE BEACH, A MUNICIPAL CORPORATION IN DUVAL COUNTY, FLORIDA D/B/A BEACHES ENERGY SERVICES (B.E.S.), ITS SUCCESSORS AND ASSIGNS FOR ITS NON-EXCLUSIVE USE IN CONJUNCTION WITH ITS UNDERGROUND ELECTRICAL DISTRIBUTION SYSTEM. BEACHES ENERGY SERVICES HEREBY RESERVES THE NON-EXCLUSIVE, IRREVOCABLE AND PERPETUAL RIGHT OF INGRESS TO AND EGRESS FROM, OVER, AND ACROSS ALL ROADS, STREETS, WAYS, BOULEVARDS, DRIVES, LANES, AND ELECTRIC EASEMENTS DEPICTED OR DEDICATED BY THIS PLAT FOR ITS USE IN THE CONSTRUCTION, INSTALLATION, MAINTENANCE, OR REMOVAL OF ITS UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM, SURFACE MOUNTED EQUIPMENT, FACILITIES, AND APPURTENANCES IN CONJUNCTION WITH ITS UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM. ALL LOTS ARE SUBJECT TO AN EASEMENT FOR ELECTRIC DISTRIBUTION LINES AND ABOVE GROUND EQUIPMENT, AND APPURTENANCES OVER, UNDER, ACROSS, AND ALONG A MINIMUM OF TEN (10') FEET IN WIDTH, STRIP OF LAND PARALLEL AND CONCENTRIC WITH THE ROAD RIGHTS OF WAY (DENOTED AS 10' B.E.S. ELECTRIC EASEMENT), THE AFORESAID 10' B.E.S. ELECTRIC EASEMENTS ARE SUBJECT TO THE FOLLOWING COVENANTS WHICH SHALL RUN WITH THE LAND:

1. NO UTILITIES OTHER THAN BEACHES ENERGY SERVICES SHALL BE INSTALLED PARALLEL WITHIN SAID EASEMENTS.
2. ELECTRIC EASEMENTS DEDICATED TO BEACHES ENERGY SERVICES AND WHERE ABOVE GROUND EQUIPMENT, FACILITIES AND APPURTENANCES ARE PLACED SHALL REMAIN TOTALLY UNOBSTRUCTED IN COMPLIANCE WITH THE UTILITY'S REQUIREMENTS AND SPECIFICATIONS FOR EQUIPMENT CLEARANCES FROM SHRUBS, TREES, PLANTS, FENCES, AND OTHER OBJECTS.
3. CONSTRUCTION OR INSTALLATION OF ANY PAVING, LANDSCAPING, FENCING OR IMPROVEMENTS PLACED IN, ON, ABOVE OR UNDER THE EASEMENT IS SUBJECT TO THE BEACHES ENERGY SERVICES RIGHT OF INGRESS, EGRESS, MAINTENANCE, USE AND CONSTRUCTION. ANY INSTALLATION IS SUBJECT TO REMOVAL BY BEACHES ENERGY SERVICES, WITHOUT PRIOR NOTICE, IN ORDER TO CONDUCT ANY WORK ASSOCIATED WITH THE EASEMENT AND UTILITY. REPLACEMENT OR RESTORATION OF THE INSTALLATION SHALL BE AT THE EXPENSE OF THE LOT OWNER.

IN WITNESS THEREOF, OWNER HAS EXECUTED THIS PLAT ON THE _____ DAY OF _____, 2020.

HOOSE HOMES AND INVESTMENTS, LLC.
A FLORIDA LIMITED LIABILITY COMPANY

WITNESS _____ ADAM RIGEL

PRINT OR TYPE NAME HOOSE HOMES AND INVESTMENTS, LLC.,
ITS MANAGER.

WITNESS _____

PRINT OR TYPE NAME

NOTARY FOR HOOSE HOMES AND INVESTMENTS, LLC.

STATE OF FLORIDA, COUNTY OF

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME BY MEANS OF ☐ PHYSICAL PRESENCE OR ☐ ONLINE NOTARIZATION, THIS DAY OF _____, 2020, BY ADAM RIGEL AS MANAGER OF HOOSE HOMES AND INVESTMENTS, LLC.

(SIGNATURE OF NOTARY PUBLIC - STATE OF FLORIDA)

(PRINT, TYPE, OR STAMP COMMISSIONED NAME OF NOTARY PUBLIC)

PERSONALLY KNOWN OR PRODUCED IDENTIFICATION

TYPE OF IDENTIFICATION PRODUCED _____

APPROVED FOR THE RECORD

This is to certify that this plat has been examined, accepted and approved by the City of Jacksonville Beach, Duval County, Florida.

By: _____
Christine H. Hoffman
Mayor
Date: _____

By: _____
Laurie Scott
City Clerk
Date: _____

CLERK'S CERTIFICATE

This is to certify that this plat has been examined and approved by the City of Jacksonville, Duval County, Florida, and submitted to me for recording and is recorded in Plat Book _____, Pages _____ of the current Public Records of Duval County, Florida, this _____ day of _____, 2020.

By: _____
Ronnie Fussell
Clerk of the Circuit Court

By: _____
Deputy Clerk

PLAT CONFORMITY REVIEW

This Plat has been reviewed and found in compliance with Part 1, Chapter 177, Florida Statutes, this _____ day of _____, 2020.

Harlo Everett, P.L.S.
Professional Land Surveyor Number 3287

SURVEYOR'S CERTIFICATE

This is to certify that the above plat is a true and correct representation of the lands surveyed, platted and described above, that the survey was made under the undersigned's responsible direction and supervision, that the survey data complies with all of the requirements of the Florida Statute Chapter 177, that Permanent Reference Monuments, Permanent Control Points and lot corners have been monumented in accordance with Chapter 177.091 F. S., Chapter 5J-17 F. A. C. and Section 654.110 Ordinance Code of the City of Jacksonville.

Signed and Sealed this _____ day of _____, 2020.

William J. Melrose
Florida Registered Land Surveyor
and Mapper Certificate No. 5843

NOTES:

1)  Denotes Permanent Reference Monument Set L.B. No. 8295.

2)  Denotes Permanent Reference Monument Found As Noted.

3)  Denotes Set Permanent Control Point

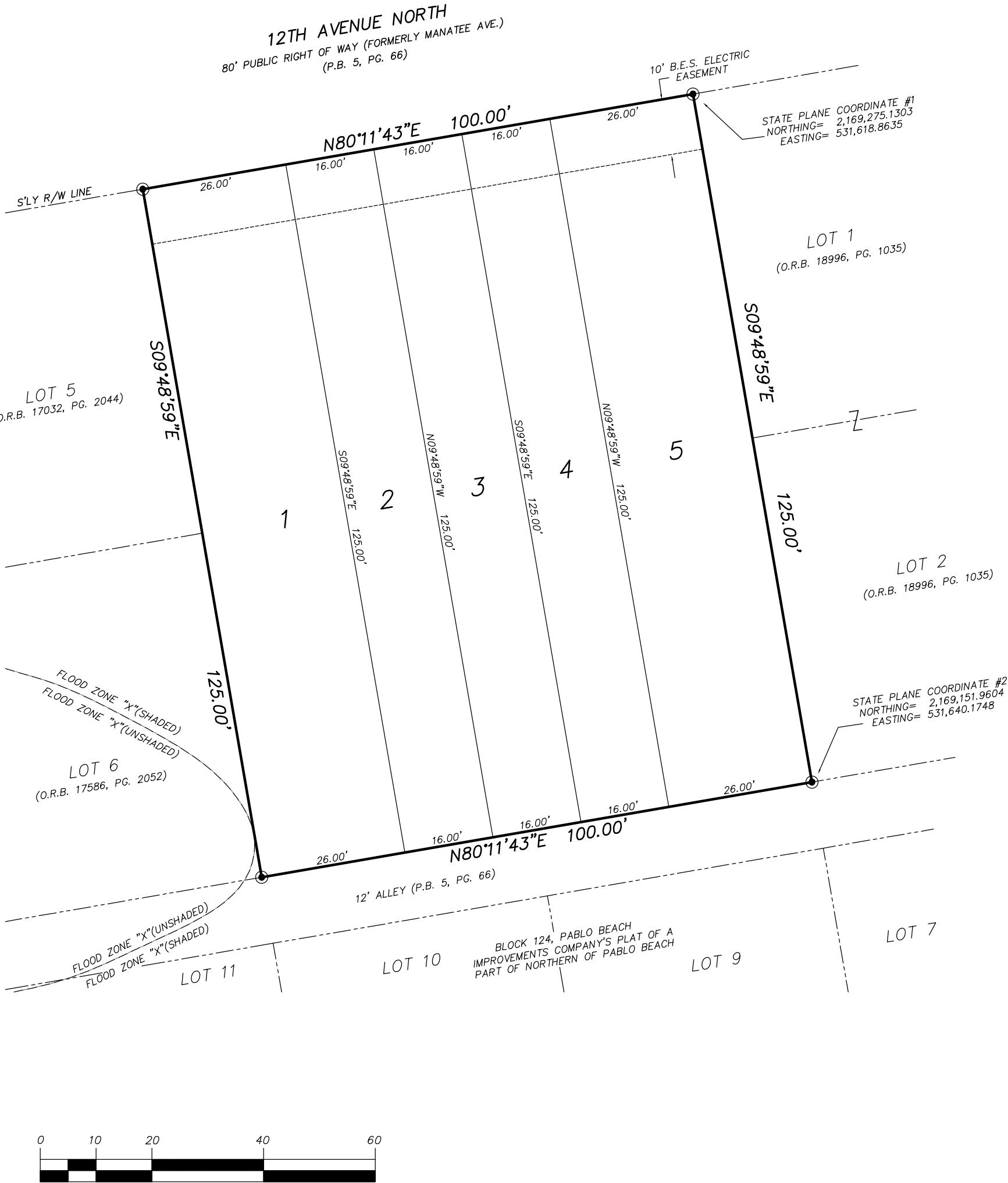
4) Bearing reference: North American Datum NAD 83/90 State Plane Coordinates (see note 8).

5) Notice: This plat, as recorded in its graphic form, is the official depiction of the subdivided lands described herein and will in no circumstances be supplanted in authority by any other form of the plat, whether graphic or digital. There may be additional restrictions not recorded on this plat that may be found in the Public Records of Duval County, Florida.

6) The lands platted hereon appear to lie within Flood Zones "X"(shaded) as depicted on Flood Insurance Rate Maps, Community Panel No. 12031C-0417J, dated November 02, 2018. The FIRM information notated on this plat is valid only for dates up to and including the effective recording date of this plat. There may have been subsequent revisions after this date that will supersede said information. Inquiries for this should be made to the City of Jacksonville Beach Planning Division.

7) All platted utility easements shall provide that such easements shall also be easements for the construction, installation, maintenance and dedication of cable television services, provided however, no such construction, installation, maintenance and operation of cable television services shall interfere with the facilities and services of an electric, telephone, gas or other public utility. In the event a cable television company damages the facilities of a public utility, it shall be solely responsible for the damages.

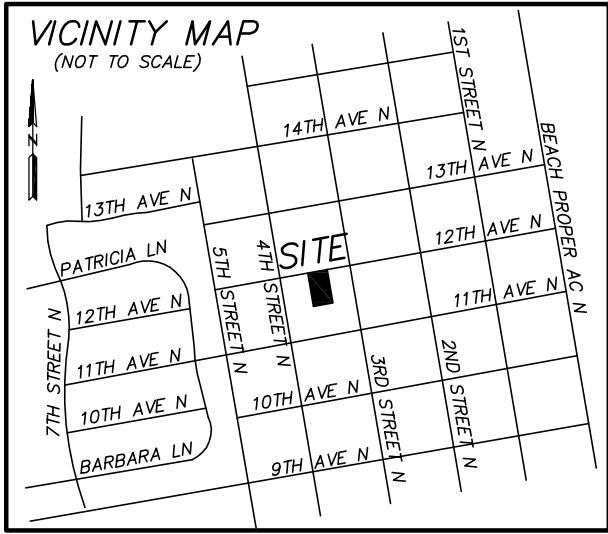
8) Coordinates shown as State Plane Coord. #1 and #2 refer to North American Datum NAD 83/90 State Plane Coordinates for the State of Florida, East Zone in U.S. survey feet and decimals thereof.



ABBREVIATION	DEFINITION
P.C.P.	Permanent Control Point
P.R.M.	Permanent Reference Monument
P.O.B.	Point of Beginning
P.C.	Point of Curvature
P.T.	Point of Tangency
P.R.C.	Point of Reverse Curvature
P.I.	Point of Intersection
R/W	Right of Way
O.R.	Official Records Volume/Book
D.B.	Deed Book
Pg.	page
B.R.L.	Building Restriction Line
Esmt	Easement
R.P.	Radius Point
P.B.	Plat Book
P.U.D.E.	Private Unobstructed Drainage Easement
PAE	Private Access Easement
L.B.	Licensed Business
P.L.S.	Professional Land Surveyor
J.E.A.	Jacksonville Electric Authority
B.E.S.	Beaches Energy Services
EQUIP	Equipment
A/C	Air Conditioner
C.A.T.V.	Cable Television
O.H.L.	Overhead Lines
(F.M.)	Field Measured
R=	Radius equals
=	Arc Length equals
Ch.=	Chord Bearing & Distance equals
CA=	Delta or Central Angle equals
I.P.	Iron Pipe
Conc.	Concrete
UDAE	Unobstructed Drainage & Access Easement
U.D.E.	Unobstructed Drainage Easement

PLAT BOOK _____ PAGE _____

(SHEET 1 OF 1)



MORTGAGEE CONSENT AND JOINDER

ATAB 9, LLC, a Florida limited liability company

The undersigned hereby certifies that it is the holder of the mortgage, lien or other encumbrance recorded in Official Records Book 18886, Page 348, Public Records of Duval County, Florida, and all modifications thereto ("Mortgage"), encumbering the lands described in the caption hereon. The undersigned hereby joins and consents to the dedications by the Owner of the lands described in the adoption and dedication section herein, and agrees that the mortgage shall be subordinated to said dedications.

WITNESS _____ (NAME)
PRINT OR TYPE NAME ATAB 9, LLC, a Florida limited liability company

WITNESS _____

PRINT OR TYPE NAME

STATE OF FLORIDA

COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this _____ day of _____, 2020 by (NAME), (TITLE) of ATAB 9, LLC, a Florida limited liability company. He is personally known to me or has produced a driver's license as identification.

Notary Public State of Florida

Name: _____

My Commission Expires:

My Commission Number is:

MORTGAGEE CONSENT AND JOINDER

Mike Koppenhafer and Sharon M. Desmarais

The undersigned hereby certifies that it is the holder of the mortgage, lien or other encumbrance recorded in Official Records Book 18815, Page 2143, Public Records of Duval County, Florida, and all modifications thereto ("Mortgage"), encumbering the lands described in the caption hereon. The undersigned hereby joins and consents to the dedications by the Owner of the lands described in the adoption and dedication section herein, and agrees that the mortgage shall be subordinated to said dedications.

WITNESS _____ Mike Koppenhafer

PRINT OR TYPE NAME

WITNESS _____ Sharon M. Desmarais

PRINT OR TYPE NAME

STATE OF FLORIDA

COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this _____ day of _____, 2020 by (NAME), (TITLE) of Mike Koppenhafer and Sharon M. Desmarais. They are personally known to me or have produced a driver's license as identification.

Notary Public State of Florida

Name: _____

My Commission Expires:

My Commission Number is:

PREPARED BY:
MELROSE SURVEYING AND MAPPING, INC.
PROFESSIONAL LAND SURVEYORS
11437 CENTRAL PARKWAY, SUITE 107
JACKSONVILLE, FLORIDA 32224
CERTIFICATE OF AUTHORIZATION NO. L.B. 8295
TELEPHONE (904) 721-1226



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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Dennis W. Barron, Jr., Director of Public Works
DATE:	December 18, 2020
SUBJECT:	Rio Pointe-Public Infrastructure Acceptance

BACKGROUND

The developer installed public infrastructure as shown below to support the Rio Pointe subdivision development. This development is located north of 12th Avenue North between 21st and 22nd Streets North (see attached drawings).

Public Infrastructure Dedicated to the City for Maintenance			
Description	Value	Location	Responsibility
Potable Water Distribution System (4" and 6" diameter PVC pipes, 2 valves, 1 hydrant, 10 services, etc.)	\$36,395.05	right-of-way	Public Works
Sanitary Sewer Collection System (8" diameter PVC pipe, 4 manholes, 10 sewer services, etc.)	\$28,455.68	right-of-way and easement	Public Works
Stormwater Collection System (15" diameter RCP pipe, 6" undrain pipe, 2 curb inlets, etc.)	\$9,515.96	in road right-of-way	Public Works
Roadway Improvements / Site work (asphalt pavement, curb & gutter, striping/signage, etc.)	\$37,006.56	in road right-of-way	Public Works
Underground Electric System (conduits/sleeves, concrete pads, etc.)	\$25,000.00	right-of-way & BES easement	Beaches Energy Services
TOTAL: \$136,373.25			



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

The water and sewer mains were tested, received Department of Environmental Protection clearance, and have been placed into operation. The engineer certified the work based on testing results and as-built drawings and certified the work's value. The contractor has provided a one-year warranty bond.

The Final Plat for this subdivision was approved by the City Council on June 1, 2020. The public infrastructure required and provided for the subdivision, and now proposed for acceptance by the City, has been verified by staff to have been installed consistent with the approved Development Plan application for the subdivision. (Ref. Development Plan Application SP#19-5, approved December 26, 2019).

FINANCIAL IMPACT

By accepting this infrastructure, the City will be responsible for ongoing and future maintenance expenses.

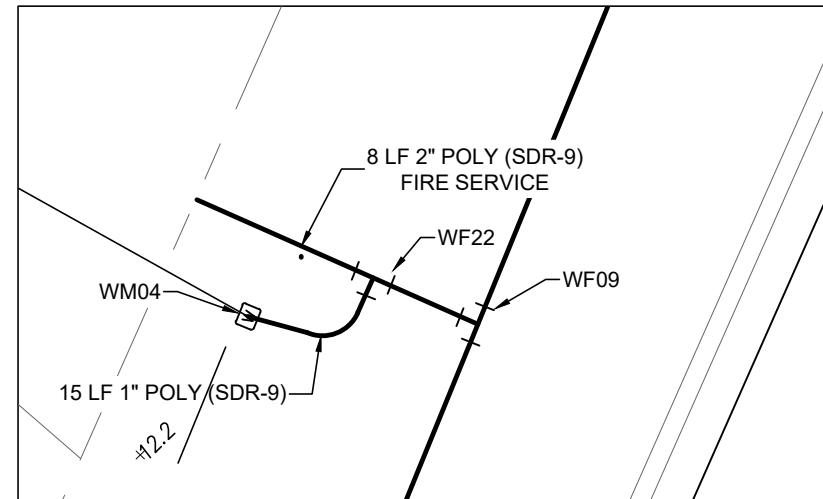
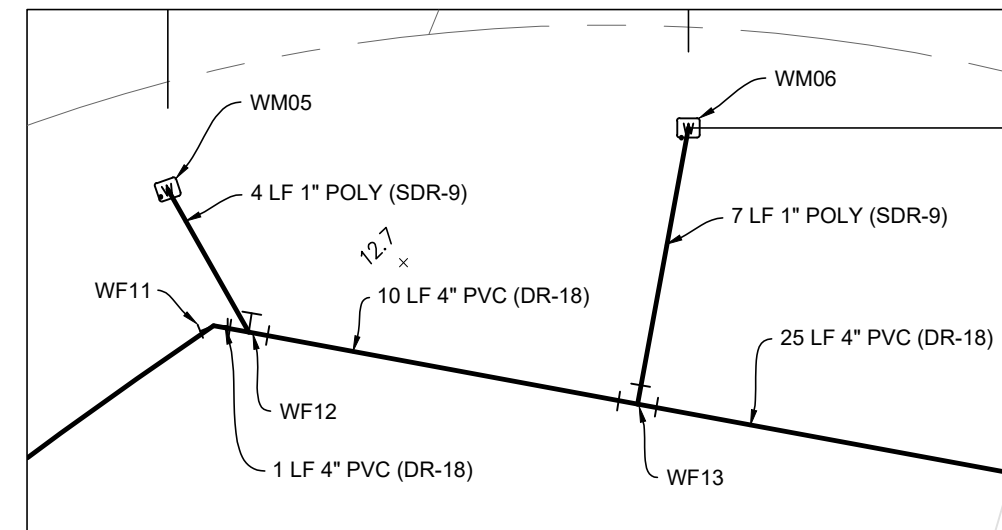
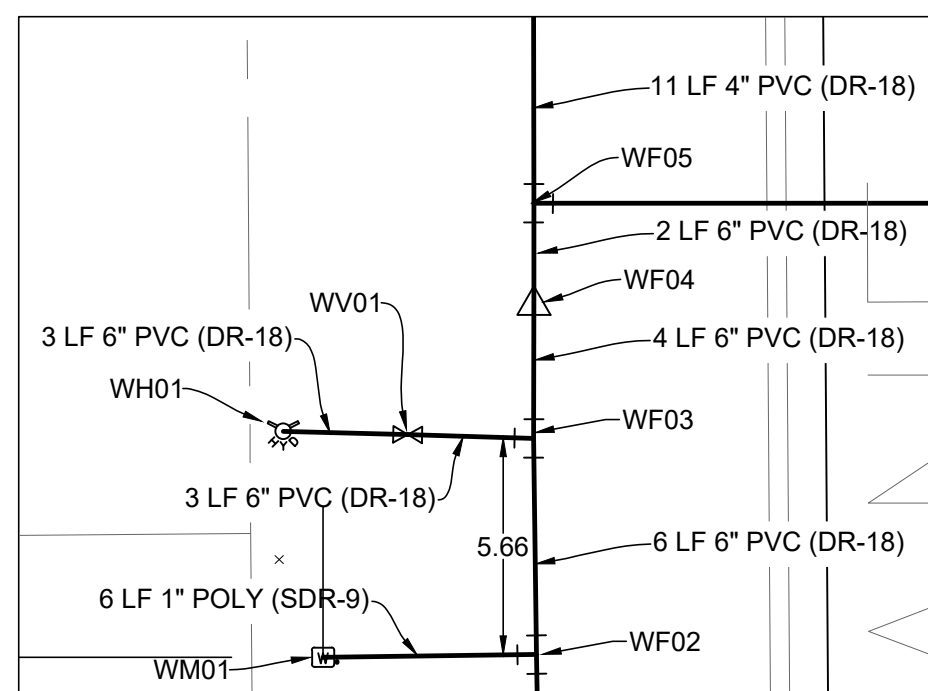
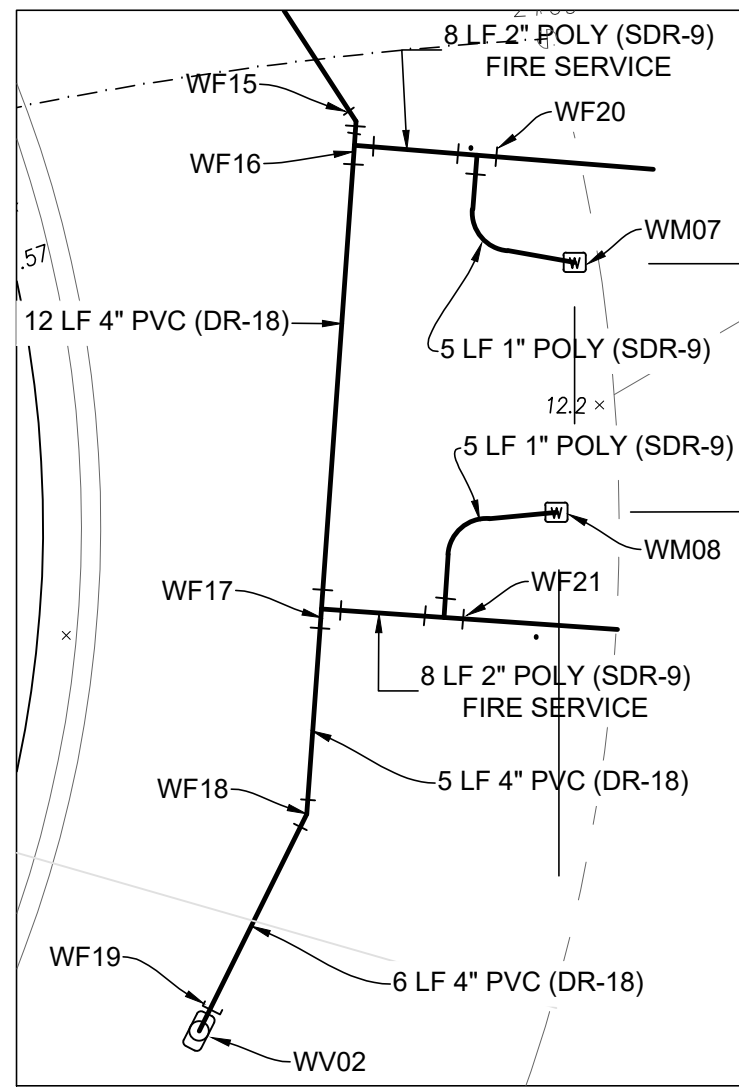
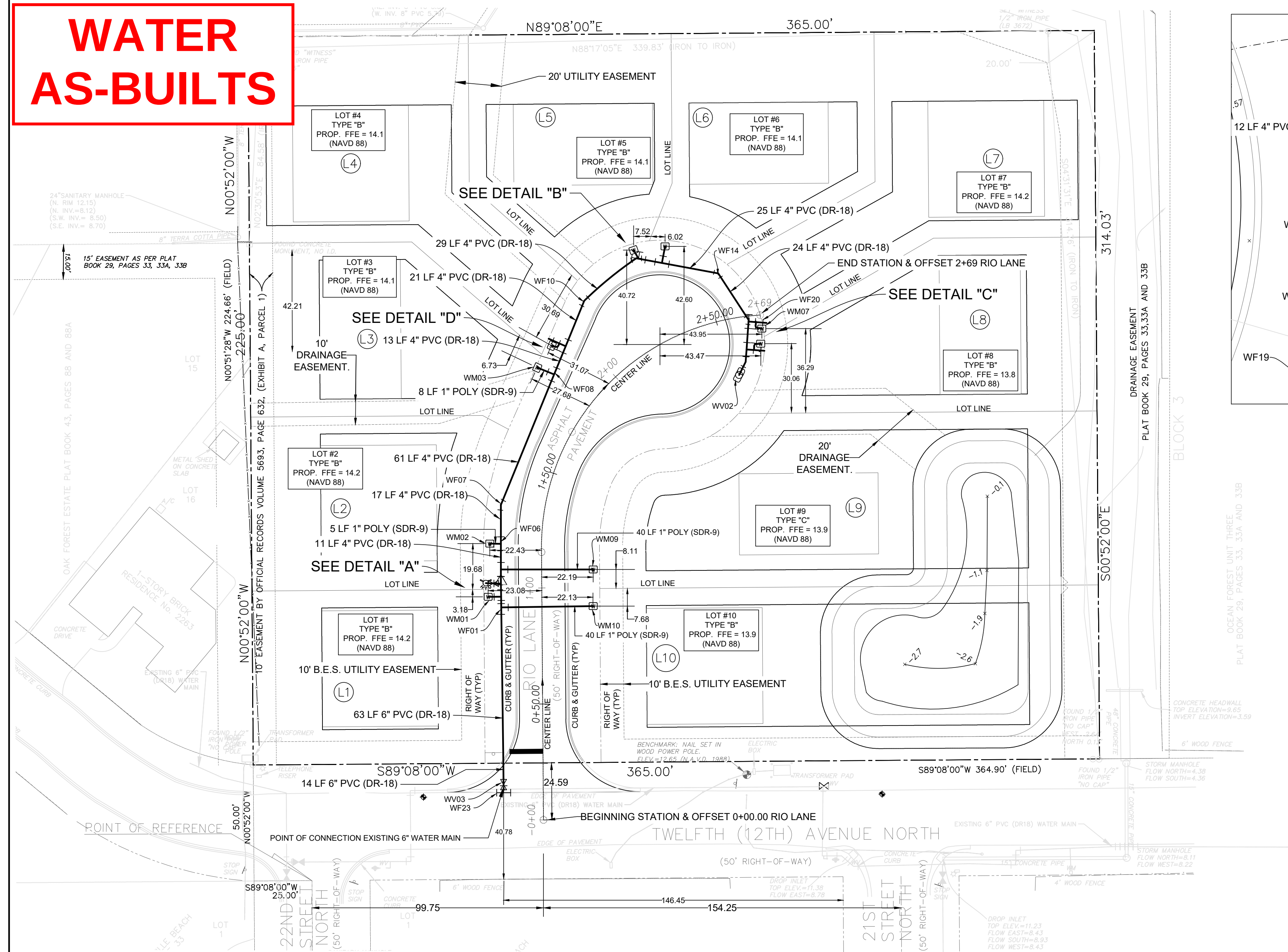
REQUESTED ACTION

Accept/Reject the dedication to the City and acceptance for maintenance of the public infrastructure improvements for the Rio Pointe development.

ATTACHMENTS

- Rio Pointe - As-Built Drawings 12-10-20.
- Rio Pointe - Engineer's Certification Letter 12-10-20.

WATER AS-BUILTS



WATER METER TABLE										
METER TYPE & NUMBER	SERVICE TYPE	METER BOX SUBTYPE	FACILITY OWNER	METER BOX MANUFACTURER / SUPPLIER	METER BOX MATERIAL	STATE PLANE X COORD (FEET)	STATE PLANE Y COORD (FEET)	LATITUDE (DECIMAL DEGREES)	LONGITUDE (DECIMAL DEGREES)	
WM01 / L1	WATER	METER	COJB	GLASMASTERS S111812S2N	POLYMER	526181.4620'	2169041.7940'	030.292898 (d)	-081.349643 (d)	
WM02 / L2	WATER	METER	COJB	GLASMASTERS S111812S2N	POLYMER	526182.1600'	2169064.7430'	030.299443 (d)	-081.411886 (d)	
WM03 / L3	WATER	METER	COJB	GLASMASTERS S111812S2N	POLYMER	526202.6590'	2169140.6240'	030.299652 (d)	-081.411822 (d)	
WM04 / L4	WATER	METER	COJB	GLASMASTERS S111812S2N	POLYMER	526209.9130'	2169151.8770'	030.299683 (d)	-081.411799 (d)	
WM05 / L5	WATER	METER	COJB	GLASMASTERS S111812S2N	POLYMER	526244.1900'	2169191.3050'	030.299792 (d)	-081.411691 (d)	
WM06 / L6	WATER	METER	COJB	GLASMASTERS S111812S2N	POLYMER	526257.7400'	2169192.9080'	030.299796 (d)	-081.411648 (d)	
WM07 / L7	WATER	METER	COJB	GLASMASTERS S111812S2N	POLYMER	526297.1220'	2169160.2610'	030.299707 (d)	-081.411523 (d)	
WM08 / L8	WATER	METER	COJB	GLASMASTERS S111812S2N	POLYMER	526298.5140'	2169148.0290'	030.299673 (d)	-081.411519 (d)	
WM09 / L9	WATER	METER	COJB	GLASMASTERS S111812S2N	POLYMER	526226.7530'	2169053.6070'	030.299413 (d)	-081.411745 (d)	
WM10 / L10	WATER	METER	COJB	GLASMASTERS S111812S2N	POLYMER	526226.7400'	2169037.8100'	030.299370 (d)	-081.411745 (d)	

WATER FITTINGS TABLE															
FITTING NUMBER	SUBTYPE	FACILITY OWNER	FITTING SIZE PRIMARY (INCHES)	FITTING SIZE SECONDARY (INCHES)	FITTING TYPE	MANUFACTURER	FITTING MATERIAL	LINING MATERIAL	FITTING TOP ELEVATION (FEET)	FINAL GRADE ELEVATION (FEET)	FINAL DEPTH (FEET)	STATE PLANE NORTHING, X COORD	STATE PLANE EASTING, Y COORD	Latitude	Longitude
WF01	SERVICE SADDLE	COJB	6	1	MECHANICAL	FORD METER	STAINLESS	EPOXY	7.89	12.19	4.30	2169037.2731'	526187.0834'	030.299368 (d)	-081.411870 (d)
WF02	SERVICE SADDLE	COJB	6	1	MECHANICAL	FORD METER	STAINLESS	EPOXY	7.94	12.01	4.07	2169041.8693'	526187.0212'	030.299380 (d)	-081.411871 (d)
WF03	TEE	COJB	6	6	MECHANICAL	TYLER UNION	D.I.	C.L.	8.10	12.15	4.05	2169047.4970'	526186.9450'	030.299396 (d)	-081.411871 (d)
WF04	REDUCER	COJB	6	4	MECHANICAL	TYLER UNION	D.I.	C.L.	8.04	12.15	4.11	526186.9539'	2169051.4616'	030.299407 (d)	-081.411871 (d)
WF05	SERVICE SADDLE	COJB	4	1	MECHANICAL	FORD METER	STAINLESS	EPOXY	8.01	12.04	4.03	526186.9472'	2169053.6211'	030.299413 (d)	-081.411871 (d)
WF06	SERVICE SADDLE	COJB	4	1	MECHANICAL	FORD METER	STAINLESS	EPOXY	7.81	12.96	5.15	526186.9387'	2169064.6538'	030.299443 (d)	-081.411871 (d)
WF07	22.5 BEND	COJB	4	N/A	MECHANICAL	TYLER UNION	D.I.	C.L.	7.50	12.04	4.54	526186.9325'	2169081.4388'	030.299489 (d)	-081.411871 (d)
WF08	SERVICE SADDLE	COJB	4	1	MECHANICAL	FORD METER	STAINLESS	EPOXY	7.82	12.50	4.68	526209.8964'	2169137.6687'	030.299644 (d)	-081.411799 (d)
WF09	SERVICE SADDLE	COJB	4	2	MECHANICAL	FORD METER	STAINLESS	EPOXY	7.89	12.53	4.64	526214.8713'	2169149.8524'	030.299678 (d)	-081.411784 (d)
WF10	22.5 BEND	COJB	4	N/A	MECHANICAL	TYLER UNION	D.I.	C.L.	6.25	11.73	5.48	526222.8290'	2169169.3407'	030.299731 (d)	-081.411759 (d)
WF11	22.5 BEND	COJB	4	N/A	MECHANICAL	TYLER UNION	D.I.	C.L.	6.98	12.97	5.99	526245.3770'	2169187.7570'	030.299782 (d)	-081.411687 (d)
WF12	SERVICE SADDLE	COJB	4	1	MECHANICAL	FORD METER	STAINLESS	EPOXY	7.01	12.97	5.96	526246.2942'	2169187.5906'	030.299782 (d)	-081.411684 (d)
WF13	SERVICE SADDLE	COJB	4	1	MECHANICAL	FORD METER	STAINLESS	EPOXY	7.35	13.06	5.71	526256.4136'	2169185.7203'	030.299777 (d)	-081.411652 (d)
WF14	22.5 BEND	COJB	4	N/A	MECHANICAL	TYLER UNION	D.I.	C.L.	8.15	11.68	3.53	526280.7071'	2169181.2373'	030.299764 (d)	-081.411575 (d)
WF15	45 BEND	COJB	4	N/A	MECHANICAL	TYLER UNION	D.I.	C.L.	8.11	12.52	4.41	526293.7725'	2169161.1280'	030.299709 (d)	-081.411534 (d)
WF16	SERVICE SADDLE	COJB	4	2	MECHANICAL	FORD METER	STAINLESS	EPOXY	8.07	12.52	4.45	526293.7280'	2169160.5019'	030.299708 (d)	-081.411534 (d)
WF17	SERVICE SADDLE	COJB	4	2	MECHANICAL	FORD METER	STAINLESS	EPOXY	7.41	12.72	5.31	526292.8710'	2169148.4296'	030.299674 (d)	-081.411536 (d)
WF18	22.5 BEND	COJB	4	N/A	MECHANICAL	TYLER UNION	D.I.	C.L.	7.14	11.51	4.38	526292.4920'	2169143.0900'	030.299660 (d)	-081.411538 (d)
WF19	PLUG	COJB	4	N/A	MECHANICAL	TYLER UNION	BRASS	N/A	7.12	11.51	4.39	526290.0057'	2169137.9906'	030.299646 (d)	-081.411545 (d)
WF20	SERVICE SADDLE	COJB	2	1	MECHANICAL	FORD METER	STAINLESS	EPOXY	8.05	12.52	4.47	526296.9242'	2169160.2457'	030.293223 (d)	-081.349362 (d)
WF21	SERVICE SADDLE	COJB	2	1	MECHANICAL	FORD METER	STAINLESS	EPOXY	7.45	12.52	5.07	526296.0608'	2169148.2085'	030.293189 (d)	-081.349364 (d)
WF22	SERVICE SADDLE	COJB	2	1	MECHANICAL	FORD METER	STAINLESS	EPOXY	7.85	12.53	4.68	526212.1479'	2169151.0608'	030.293197 (d)	-081.349568 (d)
WF23	TAPPING SLEEVE	COJB	6	6	MECHANICAL	FORD METER	STAINLESS	EPOXY	7.07	12.39	5.32	526188.1180'	2168960.8590'	030.292676 (d)	-081.349627 (d)

WATER VALVE TABLE													
VALVE NUMBER	VALVE SUBTYPE	VALVE TYPE	FACILITY OWNER	VALVE SIZE	VALVE OPEN DIRECTION	TURNS TO OPEN	OP NUT ELEVATION (FEET)	FINAL GRADE ELEVATION (FEET)	VALVE DEPTH TO OP NUT (FEET)	VALVE MANUFACTURER	STATE PLANE X COORD (FEET)	STATE PLANE Y COORD (FEET)	LATITUDE (DECIMAL DEGREES)
WV01	VALVE	GATE	COJB	6	LEFT	20	9.12	12.04	2.92	MUELLER T-2361	526183.6654'	2169047.5984'	030.299396 (d)
WV02	VALVE	FLUSHING	COJB	2	LEFT	1/4	7.12	11.51	4.39	MCDONALD 74701B-22PT	526289.6859'	2169137.4399'	030.299644 (d)
WV03	VALVE	GATE	COJB	6	LEFT	20	7.07	12.13	5.06	MUELLER T-2362	526188.1180'	2168960.8590'	030.292676 (d)

WATER HYDRANTS TABLE									
HYDRANT NUMBER	HYDRANT SUBTYPE	FACILITY OWNER	HYDRANT MANUFACTURER DATE (YEAR)	HYDRANT MANUFACTURER	STATE PLANE X COORD (FEET)	STATE PLANE Y COORD (FEET)	LATITUDE (DECIMAL DEGREES)	LONGITUDE (DECIMAL DEGREES)	STATION
WH01	FIRE HYDRANT	COJB	2016	MUELLER - SUPER CENTURION 250	526180.4250'	2169047.6810'	030.299396 (d)	-081.411892 (d)	1+02.24

AS-BUILT LEGEND:

AB.....AS-BUILT
EL.....ELEVATION
INV.....INVERT OF PIPE
FG.....FINISHED GRADE
STA.....STATION
TOB.....TOP OF BANK
(TYP).....TYPICAL
B.E.S.....BEACHES ENERGY SERVICES
BOT.....BOTTOM
(d).....DECIMAL
(dd).....DECIMAL DEGREE
ELEVATIONS SHOWN THUS: 20.3 ARE GROUND SHOTS
ELEVATIONS SHOWN THUS: 20.34 ARE HARD SHOTS

AS-BUILT NOTES:

- BENCHMARKS ARE AS SHOWN HEREON.
- ELEVATIONS SHOWN HEREON ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988.
- STATE PLANE COORDINATES SHOWN THUS:
N #####.####, E #####.####
ARE FLORIDA EAST ZONE (US FOOT) NAD_83/2011.

AS-BUILT INFORMATION PROVIDED BY:

Name: MRE of JAX, INC.
Address: 6005 POWERS AVENUE, SUITE 104
JACKSONVILLE, FL 32217
Phone: 904-466-2279

I HEREBY CERTIFY THAT THE MATERIALS AND QUANTITIES USED IN THE CONSTRUCTION OF:

____ Pavement
____ Curb & Gutter
____ Storm & Drainage System
____ Lake or Pond
____ Underdrain Connections

____ Chilled Water
____ Water Main
____ Reclaimed Water Main
____ Force Main
____ Sanitary Gravity System
____ Lift Station

ARE IN ACCORDANCE WITH THE APPROVED PLANS, STANDARDS AND COUNTY SPECIFICATIONS, UNLESS OTHERWISE APPROVED BY THE REGULATORY AGENCY.

CONTRACTOR'S SIGNATURE: *[Signature]*
CONTRACTOR'S NAME: K.B. GALT
CONTRACTOR'S STATE UTILITIES LICENSE NUMBER: CUC1223795

AS-BUILT INFORMATION PROVIDED BY:

Name: MRE of JAX, INC.
Address: 6005 POWERS AVENUE, SUITE 104
JACKSONVILLE, FL 32217
Phone: 904-466-2279

I HEREBY CERTIFY THAT THE:

____ Pavement
____ Curb & Gutter
____ Storm & Drainage System
____ Lake or Pond
____ Underdrain Connections

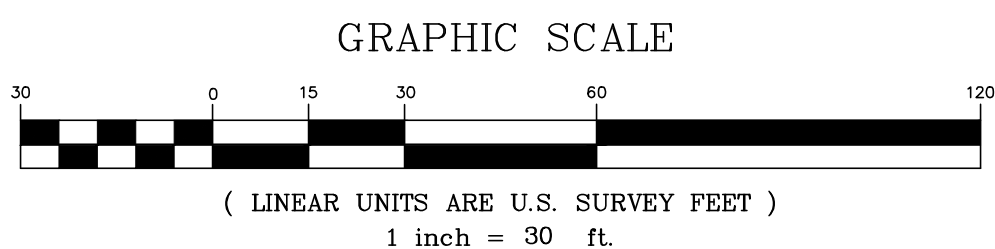
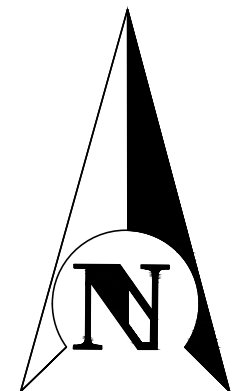
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ARE AT THE HORIZONTAL AND VERTICAL LOCATIONS AS SHOWN ON THESE "AS-BUILT" DRAWINGS AND MEET THE MINIMUM TECHNICAL STANDARDS FOR SURVEYING AND MAPPING IN THE STATE OF FLORIDA AS PER CHAPTER SJ-17.051 AND SJ-17.052, P.A.C.

ELECTRONIC DRAWING FILE NAME: 200731_RIO POINTE_UTILITY_AB
FILE DATE: 12/09/20
DATE OF FIELD SURVEY: 08/26/20

SURVEYOR'S SIGNATURE: *[Signature]*
SURVEYOR'S NAME: ANTHONY PAUL O'NEIL
PSM#: PSM 5684

THIS REPORT AND DIGITAL FILE ARE NOT FULL AND COMPLETE WITHOUT THE OTHER AND ARE NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF THE FLORIDA LICENSED SURVEYOR AND MAPPER.



MRE of JAX ENTERPRISES, LLC.
6005 POWERS AVENUE, SUITE 104
JACKSONVILLE, FLORIDA 32217
LB 8276

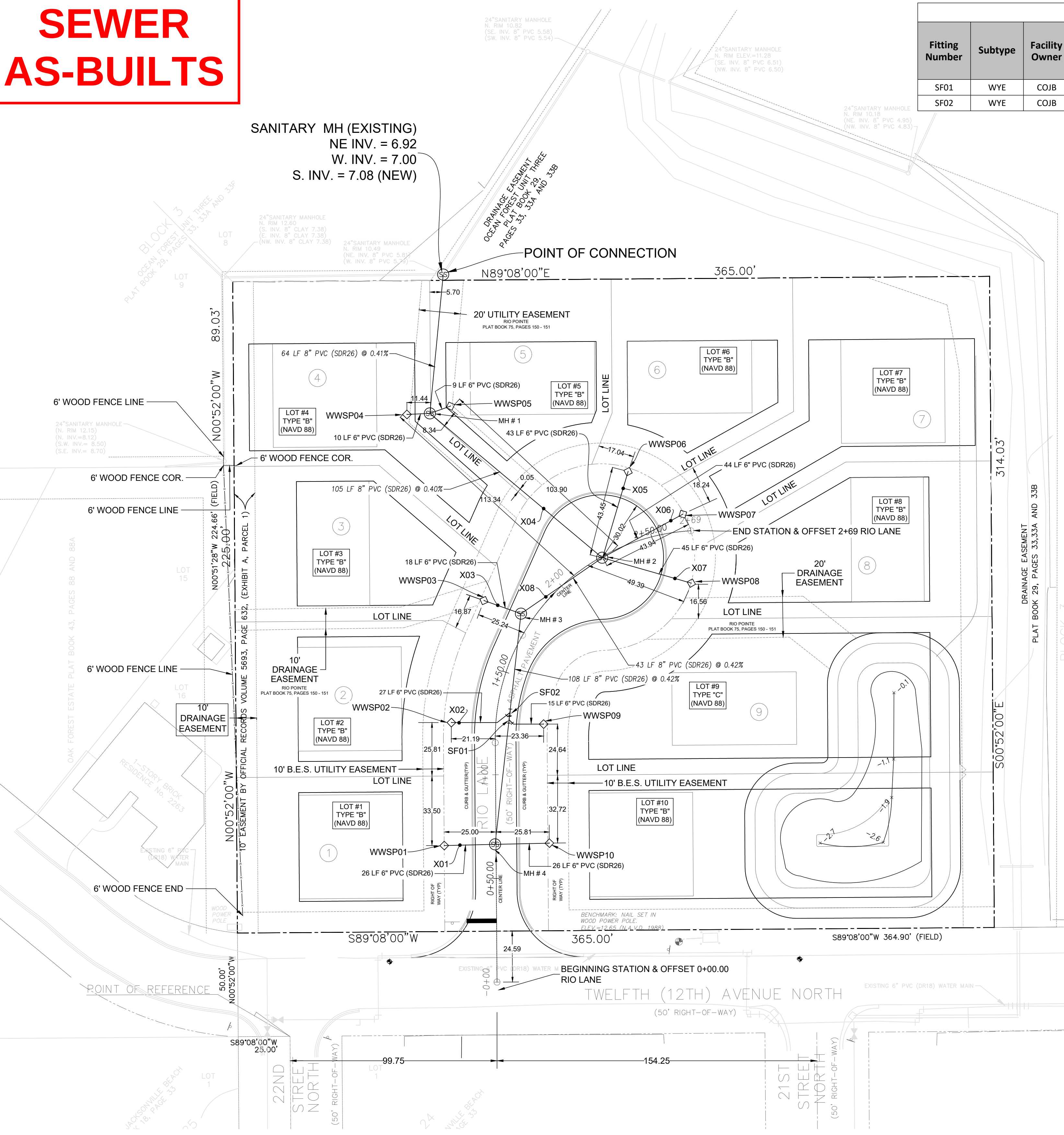
AS-BUILT
OF WATER IMPROVEMENTS
ELEVATIONS AT LOCATIONS AS INDICATED

RIO POINTE
JACKSONVILLE BEACH, FL

SHEET NO.
1 OF 1

SEWER
AS-BUILTS

SANITARY MH (EXISTING)
NE INV. = 6.92
W. INV. = 7.00
S. INV. = 7.08 (NEW)



SEWER FITTING TABLE																
Fitting Number	Subtype	Facility Owner	Fitting Size Primary (Inches)	Fitting Size Reducer (Inches)	Material	Manufacturer	LINING MATERIAL	Fitting Top Elevation (feet)	Final Grade Elevation (feet)	Fitting Depth (feet)	GPS X Coord	GPS Y Coord	GPS Latitude	GPS Longitude	Station	Offset
SF01	WYE	COJB	8"	6"	PVC	TYLER UNION	N/A	8.14	12.36	4.23	526211.1248'	2169072.1439'	030.292981 (d)	-081.349571 (d)	1+27.14	6.26'
SF02	WYE	COJB	8"	6"	PVC	TYLER UNION	N/A	8.13	12.36	4.23	526211.6195'	2169075.6868'	030.292991 (d)	-081.349569 (d)	1+30.96	6.35'

Wastewater Service Point Table								
Wastewater Service Point Type & Lot Number	Service Point Subtype	Finished Grade Elevation at Service Point (feet)	Top of Pipe Elevation at Service Point (feet)	Depth of Cover (feet)	State Plane X Coord (feet)	State Plane Y Coord (feet)	Latitude (Decimal Degrees)	Longitude (Decimal Degrees)
WWSP01	Customer Point	12.52	9.15	3.37	526179.8640'	2169011.4730'	030.299297 (d)	-081.411893 (d)
WWSP02	Customer Point	12.96	9.91	3.05	526183.2950'	2169070.7860'	030.299460 (d)	-081.411883 (d)
WWSP03	Customer Point	11.59	8.77	2.82	526199.0120'	2169129.6280'	030.299622 (d)	-081.411834 (d)
WWSP04	Customer Point	11.90	8.94	2.96	526161.8570'	2169219.3810'	030.299868 (d)	-081.411952 (d)
WWSP05	Customer Point	12.20	8.46	3.74	526182.8330'	2169223.3720'	030.299879 (d)	-081.411886 (d)
WWSP06	Customer Point	11.82	8.90	2.92	526268.5100'	2169191.8060'	030.299793 (d)	-081.411614 (d)
WWSP07	Customer Point	12.79	9.82	2.97	526294.9170'	2169171.2895'	030.299737 (d)	-081.411530 (d)
WWSP08	Customer Point	11.51	8.78	2.73	526298.9860'	2169138.0400'	030.299646 (d)	-081.411517 (d)
WWSP09	Customer Point	11.96	9.33	2.70	526227.7830'	2169070.0630'	030.299458 (d)	-081.411742 (d)
WWSP10	Customer Point	12.29	8.17	4.12	526230.5490'	2169012.6430'	030.299300 (d)	-081.411732 (d)

SEWER MANHOLE TABLE									
MANHOLE NUMBER	MANHOLE SUBTYPE	FACILITY OWNER	MANHOLE TYPE	RIM ELEVATION (feet)	INVERT ELEVATIONS (ft) WITH DIRECTIONS	STATE PLANE X COORD (feet)	STATE PLANE Y COORD (feet)	LATITUDE (d)	LONGITUDE (d)
MH #1	COLLECTION	COJB	TYPE A	12.70	INV ELE. 8.66 (W) IN INV ELE. 7.34 (E) IN INV ELE. 7.34 (SE) IN INV ELE. 7.35 (N) OUT	526172.9220'	2169219.8920'	030.299870 (d)	-081.411917 (d)
MH #2	COLLECTION	COJB	5' DIA. TYPE A	12.15'	INV ELE. 7.95 (N) IN INV ELE. 8.85 (NE) IN INV ELE. 7.76 (E) IN INV ELE. 7.76 (SW) IN INV ELE. 7.76 (NW) OUT	526256.0330'	2169150.2870'	030.299679 (d)	-081.411653 (d)
MH #3	COLLECTION	COJB	TYPE A	11.77'	INV ELE. 8.25 (W) IN INV ELE. 7.94 (S) IN INV ELE. 7.94 (NE) OUT	526216.8640'	2169123.3090'	030.299605 (d)	-081.411777 (d)
MH #4	COLLECTION	COJB	TYPE A	12.70	INV ELE. 8.48 (W) IN INV ELE. 8.43 (E) IN INV ELE. 8.39 (N) OUT	526204.3840'	2169012.0550'	030.299299 (d)	-081.411815 (d)

CROSSING TABLE						
Crossing Number	Crossing Type	Upper Pipe Type	Upper Bottom Elv (ft)	Lower Pipe Type	Lower Top Elv (ft)	Seperation
X01	SEWER OVER WATER	SEWER	8.93	WATER	7.67	1.26
X02	SEWER OVER WATER	SEWER	9.68	WATER	7.69	1.99
X03	SEWER OVER WATER	SEWER	8.56	WATER	7.42	1.14
X04	SEWER OVER WATER	SEWER	7.80	WATER	6.42	1.38
X05	SEWER OVER WATER	SEWER	8.71	WATER	7.67	1.04
X06	SEWER OVER WATER	SEWER	9.67	WATER	8.12	1.55
X07	SEWER OVER WATER	SEWER	8.60	WATER	7.13	1.47
X08	SEWER OVER WATER	SEWER	7.91	WATER	4.43	3.48

- AS-BUILT NOTES:
- BENCHMARKS ARE AS SHOWN HEREON.
 - ELEVATIONS SHOWN HEREON ARE BASED ON NORTH AMERICAN VERTICAL DATUM OF 1988.
 - STATE PLANE COORDINATES SHOWN THUS:
N #####.####, E #####.####
ARE FLORIDA EAST ZONE (US FOOT) NAD_83/2011.



VICINITY MAP
NOT TO SCALE

AS-BUILT LEGEND:

AB.....AS-BUILT
EL.....ELEVATION
INV.....INVERT OF PIPE
FG.....FINISHED GRADE
STA.....STATION
TOB.....TOP OF BANK (TYP)
B.E.S.....BEACHES ENERGY SERVICES
BOT.....BOTTOM
(d).....DECIMAL
(dd).....DECIMAL DEGREE
ELEVATIONS SHOWN THUS: 20.3 ARE GROUND SHOTS
ELEVATIONS SHOWN THUS: 20.34 ARE HARD SHOTS

AS-BUILT
INFORMATION PROVIDED BY:

Date: 12/09/2020
Name: Whitestone
Address: 1906 River Oaks Road
Jacksonville, FL 32207
Phone#: 904-466-2277

I HEREBY CERTIFY THAT THE MATERIALS AND QUANTITIES USED IN THE CONSTRUCTION OF:

Chilled Water
Water Main
Reclaimed Water Main
Storm & Drainage System
Lake or Pond
Underdrain Connections

Pavement
Curb & Gutter
Sanitary Gravity System
Lift Station

ARE IN ACCORDANCE WITH THE APPROVED PLANS, STANDARDS AND COUNTY SPECIFICATIONS, UNLESS OTHERWISE APPROVED BY THE REGULATORY AGENCY.

CONTRACTOR'S SIGNATURE: [Signature]
CONTRACTOR'S NAME: [Name]
CONTRACTOR'S STATE UTILITIES LICENSE NUMBER: CUC1223795

AS-BUILT
INFORMATION PROVIDED BY:

Name: MRE of JAX, INC.
Address: 6005 POWERS AVENUE, SUITE 104
JACKSONVILLE, FLORIDA 32217
Phone#: 904-379-6908

I HEREBY CERTIFY THAT THE:

Pavement
Curb & Gutter
Storm & Drainage System
Lake or Pond
Underdrain Connections

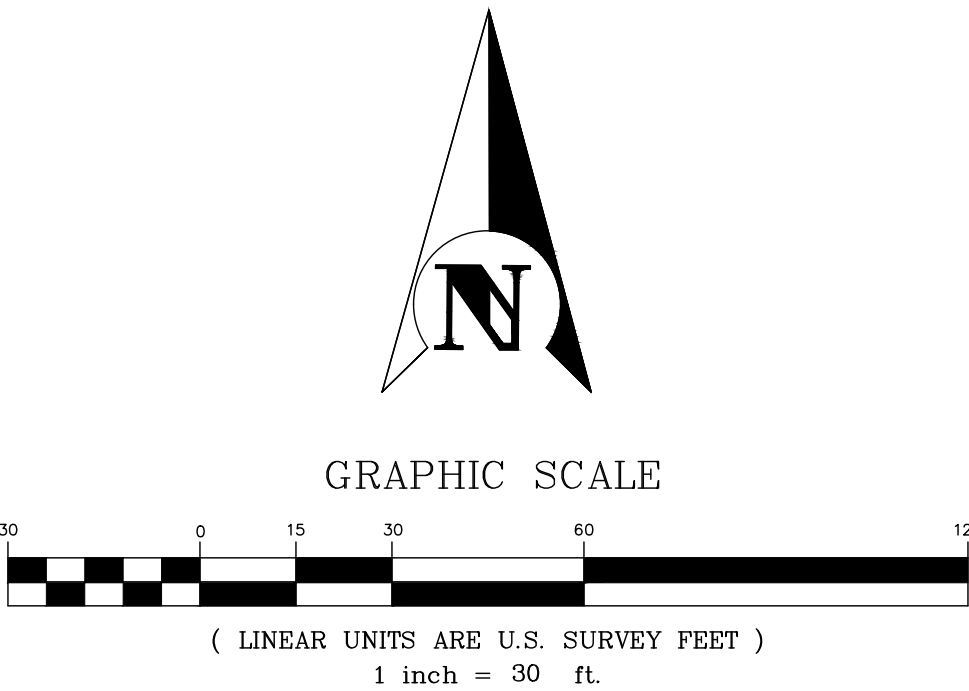
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ELECTRONIC DRAWING FILE NAME: 200731_RIO_POINTE_UTILITY_AB
FILE DATE: 12/09/2020
DATE OF FIELD SURVEY: 08/25/20

SURVEYOR'S SIGNATURE: [Signature]
SURVEYOR'S NAME: ANTHONY PAUL O'NEIL
PSM#: PSM 5684

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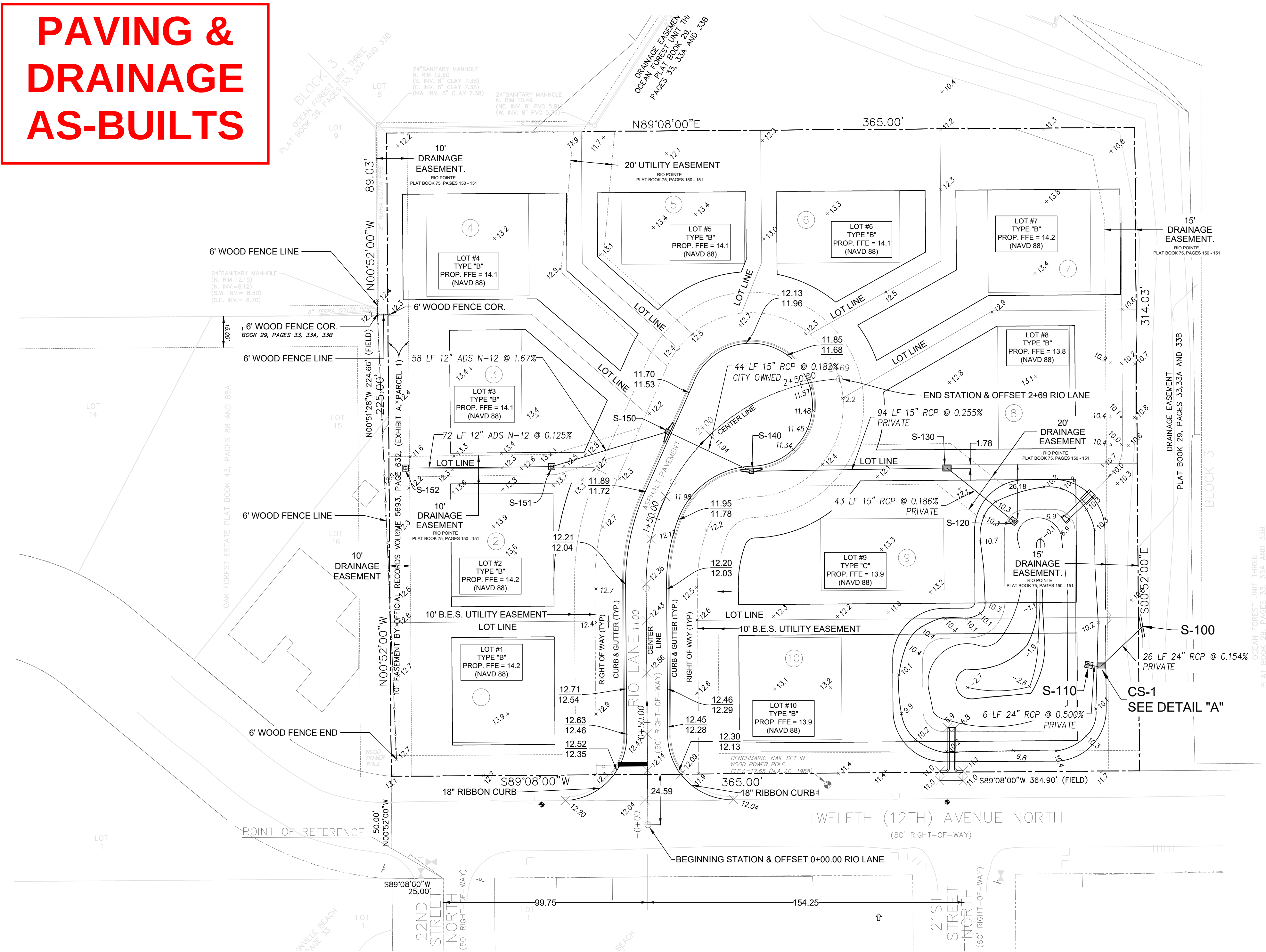


MRE of JAX
ENTERPRISES, LLC.
6005 POWERS AVENUE, SUITE 104
JACKSONVILLE, FLORIDA 32217
LB 8276

AS-BUILT
OF SEWER IMPROVEMENTS
ELEVATIONS AT LOCATIONS AS INDICATED

RIO POINTE
JACKSONVILLE BEACH, FL

PAVING & DRAINAGE AS-BUILTS



DRAINAGE STRUCTURE TABLE								
LABEL	TYPE	FACILITY OWNER	PLAN RIM-GRATE ELEVATION	AB RIM-GRATE ELEVATION	PLAN INVERT ELEVATIONS	AB INVERT ELEVATIONS	LOCATION	STATION
CS-1	CATCH BASIN	PRIVATE	10.50	10.5'	6.10 24" 5.10 24"	INV. ELE. = 6.09 (NE) INV. ELE. = 5.06 (W)	N:2169023.9890' E:526418.5790'	0+75.94
S-100	END OF HW	PRIVATE	-	-	6.00 24"	INV. ELE. = 6.05	N:2169042.4780' E:526446.7800'	0+95.09
S-110	MES	PRIVATE	-	-	5.00 24"	INV. ELE. = 5.03	N:2169023.9890' E:526418.5790'	0+76.81
S-120	MES	PRIVATE	-	-	4.00 15"	INV. ELE. = 3.96	N:2169092.6920' E:526385.1060'	1+47.51
S-130	CATCH BASIN	PRIVATE	11.00	11.62'	4.10 15" 4.10 15"	INV. ELE. = 4.08 (W) IN INV. ELE. = 4.04 (SE) OUT	N:2169119.7700' E:526351.2200'	1+77.46
S-140	CURB INLET	COJB	11.25	11.21'	4.33 15" 4.33 15"	INV. ELE. = 4.38 (W) IN INV. ELE. = 4.32 (E) OUT	N:2169118.1810' E:526255.8290'	2+02.24
S-150	CURB INLET	COJB	11.45	11.38'	4.45 15" 6.87 12"	INV. ELE. = 6.35 (W) INV. ELE. = 4.46 (E) OUT	N:2169137.4820' E:526214.9020'	1+86.89
S-151	12" YARD DRAIN	PRIVATE	12.20	12.28'	7.07 12" 8.17 12"	INV. ELE. = 8.41 (W) IN INV. ELE. = 7.32 (E) OUT	N:2169120.4260' E:526158.4220'	1+54.99
S-152	12" YARD DRAIN	PRIVATE	11.10	11.19'	8.47 12"	INV. ELE. = 8.50	N:2169119.6860' E:526087.0130'	1+43.06

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 - STATE PLANE COORDINATES SHOWN THUS:
N #####.#### E #####.####
ARE FLORIDA EAST ZONE (US FOOT) NAD_83/2011.

AS-BUILT LEGEND:

AB.....AS-BUILT
EL.....ELEVATION
INV.....INVERT OF PIPE
FG.....FINISHED GRADE
PROP.....PROPOSED
STA.....STATION
TOB.....TOP OF BANK
TYP.....TYPICAL
B.E.S.....BEACHES ENERGY SERVICE
BOT.....BOTTOM
(d).....DECIMAL
(dd).....DECIMAL DEGREE
ELEVATIONS SHOWN THUS: 20.3 ARE GROUND SHOTS
ELEVATIONS SHOWN THUS: 20.34 ARE HARD SHOTS

AS-BUILT INFORMATION PROVIDED BY:

Name: 12/09/2020
Address: 1906 River Oaks Road, Jacksonville, FL 32207
Phone: 904-466-2277

I HEREBY CERTIFY THAT THE MATERIALS AND QUANTITIES USED IN THE CONSTRUCTION OF:

Pavement
Curb & Gutter
Storm & Drainage System
Lake or Pond
Underdrain Connections

Chilled Water
Water Main
Reclaimed Water Main
Force Main
Sanitary Gravity System
Lift Station

ARE IN ACCORDANCE WITH THE APPROVED PLANS, STANDARDS AND COUNTY SPECIFICATIONS, UNLESS OTHERWISE APPROVED BY THE REGULATORY AGENCY.

CONTRACTOR'S SIGNATURE: [Signature]
CONTRACTOR'S NAME: PSM 5684
CONTRACTOR'S STATE UTILITIES LICENSE NUMBER: CUC1223795



AS-BUILT INFORMATION PROVIDED BY:

Name: MRE of JAX, INC.
Address: 6005 POWERS AVENUE, SUITE 104, JACKSONVILLE, FL 32217
Phone: 904-379-6908

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FILE DATE: 12/09/2020
DATE OF FIELD SURVEY: 08/26/2020

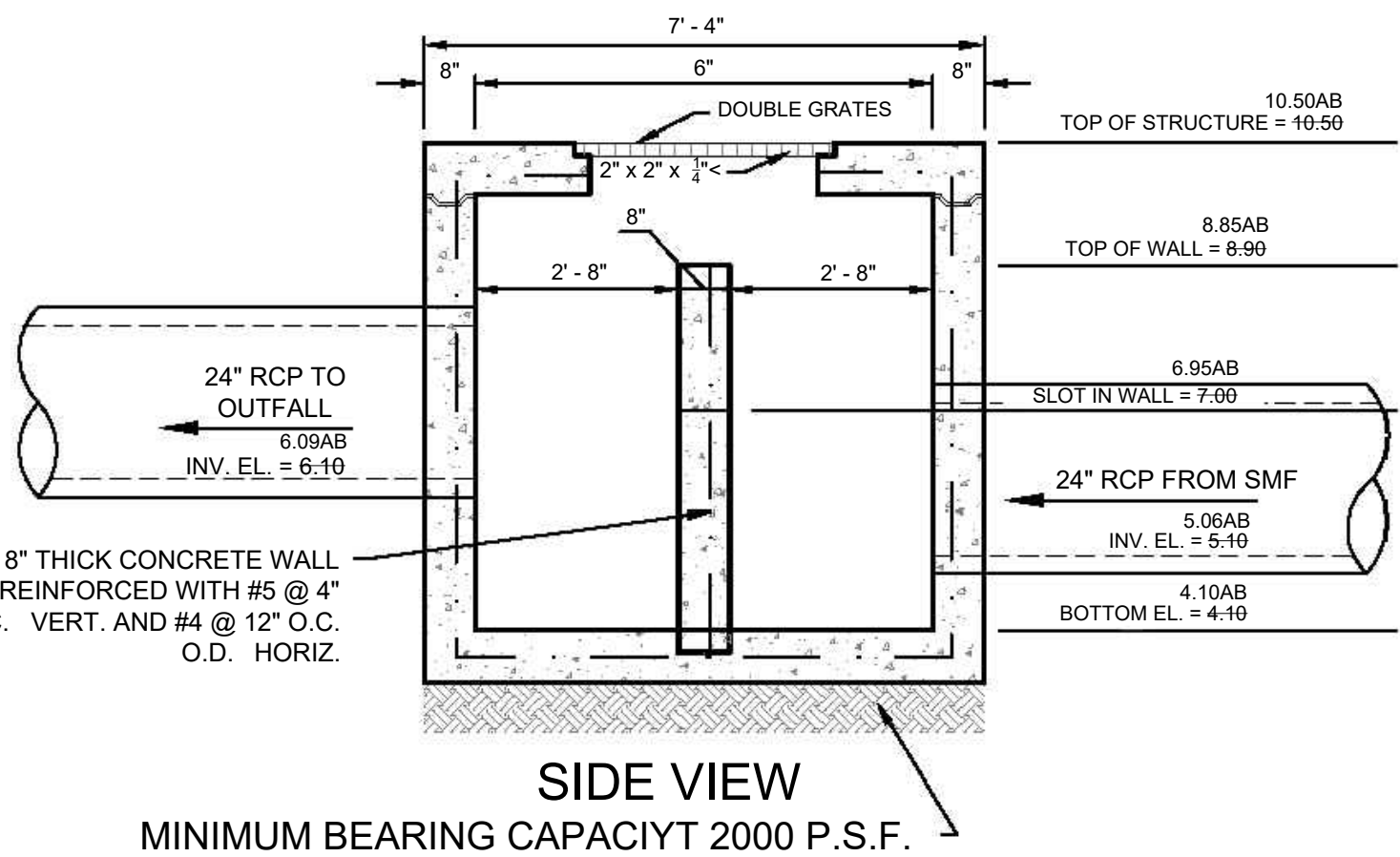
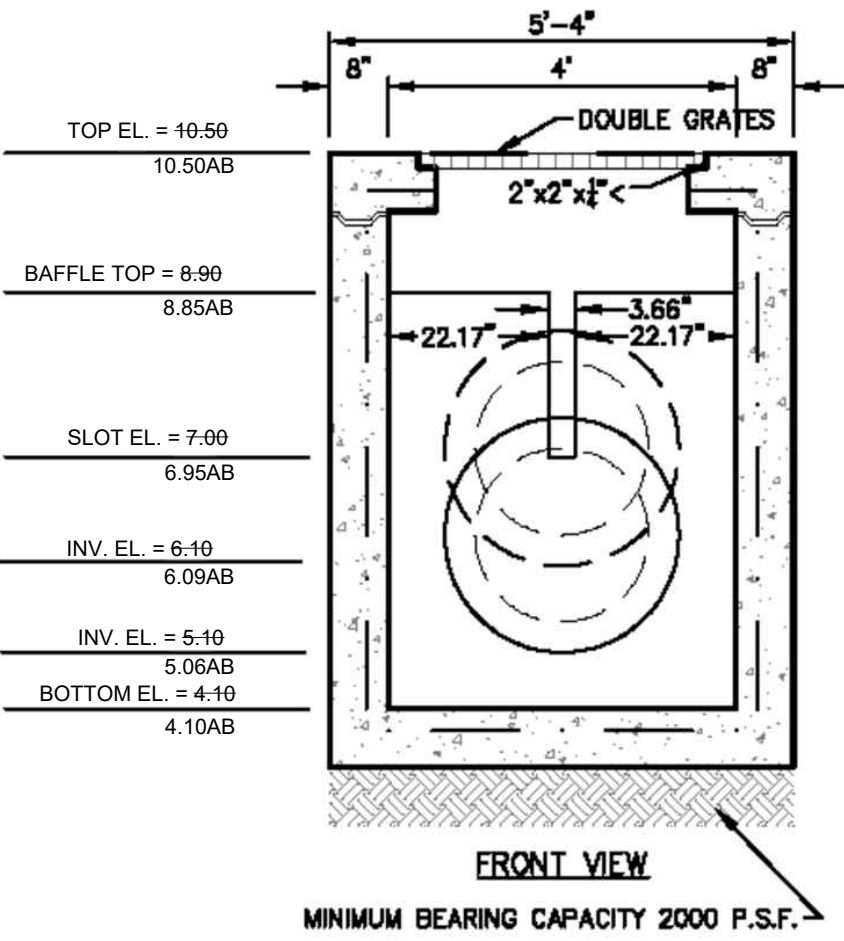
ELECTRONIC DRAWING FILE NAME: 200731_RIO_POINTE_UTILITY_AB

SURVEYOR'S SIGNATURE: [Signature]
SURVEYOR'S NAME: ANTHONY PAUL O'NEIL
PSM 5684

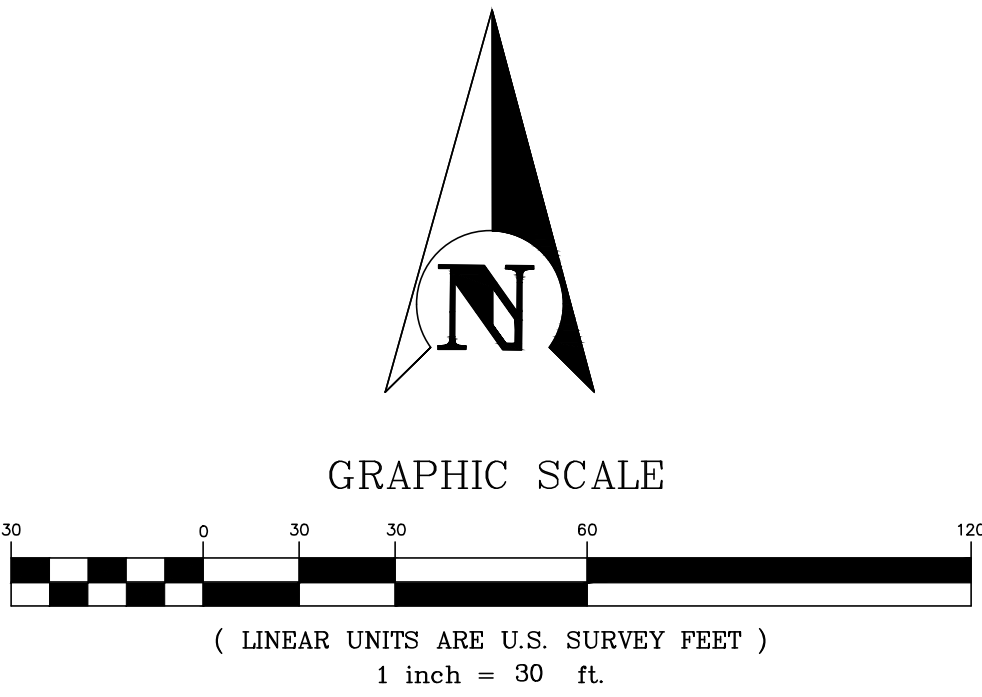
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VICINITY MAP
NOT TO SCALE



DETAIL "A"
NOT TO SCALE



MRE of JAX
ENTERPRISES, LLC.
6005 POWERS AVENUE, SUITE 104
JACKSONVILLE, FLORIDA 32217
LB 8276

AS-BUILT
OF PAVING AND DRAINAGE IMPROVEMENTS
ELEVATIONS AT LOCATIONS AS INDICATED

RIO POINTE
JACKSONVILLE BEACH, FL

SHEET NO.

1 OF 1



November 20, 2020

Public Works Department
City of Jacksonville Beach
11 North 3rd Street
Jacksonville Beach, FL 32250

Attn: Martin Martirone, P.E.

Re: **Engineer Certification Letter for Acceptance of Public Infrastructure Improvements for Rio Pointe, Jacksonville Beach, FL**

Dear Mr. Martirone:

We hereby request approval by the City of Jacksonville Beach Department of Public Works for a warranty bond in the amount of **\$136,373.25** for the potable water system, sanitary sewer system storm sewer system (within the right-of-way only), electrical system and roadway improvements within the Rio Lane right-of-way and utility easement (sewer). The roadway improvements include the stabilized road subgrade, roadway base, asphalt surface and curb & gutter. The wet detention stormwater management facility will be owned and maintained by the Rio Pointe Homeowner's Association, Inc.

These improvements are all located within the public right-of-way of Rio Lane and utility easement (sewer). We have made several site inspections of the project and have found it to be in substantial compliance with the approved engineering plans on file with the Department of Public Works. To the best of my knowledge and belief, the schedule of values listed below is an adequate representation of the improvements to be conveyed to the City of Jacksonville Beach.

The attached Estimated Value of Improvements for Acceptance for the infrastructure is based, on the project schedule of values from Whitestone Construction and Allstate Electrical Contractors. Please refer to the attached worksheet for a detailed breakdown of the values.

Work Items**Completed Value**

1. Potable Water System	\$ 36,395.05
2. Sanitary Sewer System	\$ 28,455.68
3. Storm Water System	\$ 9,515.96
4. Electrical	\$ 25,000.00
5. Roadway	\$ 37,006.56
Total	\$136,373.25

Thank you for your assistance and should you require any additional information please do not hesitate to contact me at (904) 265-3030.

Sincerely,

Connolly & Wicker Inc.

Charles E. Kennedy, P.E.
Project Manager

Cc: Jack Ossi
Ralph Colton
Beau Clark

INFRASTRUCTURE IMPROVEMENTS COST BREAKDOWN

WATER	QUANTITY	UNIT	UNIT COST	COST
FIRE HYDRANT	1	EA	\$2,568.18	\$2,568.18
6" GATE VALVE	1	EA	\$938.00	\$938.00
6" X 6" WATER TAP & VALVE	1	EA	\$3,306.60	\$3,306.60
6" DR18 WATERMAIN	95	LF	\$ 44.35	\$4,213.25
6" MECHANICAL JOINT TEE	1	EA	\$ 445.00	\$445.00
6" X 4" MECHANICAL JOINT REDUCER	1	EA	\$ 412.00	\$412.00
4" DR18 WATERMAIN	271	LF	\$ 29.83	\$8,083.93
4" MECHANICAL JOINT 22.5 DEGREE BEND	5	EA	\$ 385.00	\$1,925.00
4" MECHANICAL JOINT 45 DEGREE BEND	1	EA	\$ 385.00	\$385.00
4" PLUG	1	EA	\$ 154.00	\$154.00
SINGLE WATER SERVICE	10	EA	\$ 678.02	\$6,780.20
2" FLUSHING HYDRANT	1	EA	\$1,721.07	\$1,721.07
2" FIRE SERVICE	3	EA	\$ 1,820.94	\$5,462.82
Sub Total			\$	36,395.05

SEWER	QUANTITY	UNIT	UNIT COST	COST
6" SEWER SERVICE	263	LF	\$ 21.35	\$5,615.05
8" SEWER	320	EA	\$ 26.15	\$8,368.00
SEWER MANHOLE	4	EA	\$ 3,123.68	\$12,494.72
SEWER CONNECTION TO EXISTING MH	1	EA	\$1,977.91	\$1,977.91
Sub Total			\$	28,455.68

STORM DRAINAGE	QUANTITY	UNIT	UNIT COST	COST
15" RCP	44	LF	\$ 36.49	\$1,605.56
6" UNDERDRAIN STUBOUTS	80	LF	\$ 35.31	\$2,824.80
SINGLE CURB INLET	2	EA	\$ 2,542.80	\$5,085.60
Sub Total			\$	9,515.96

ELECTRICAL	1	LS	\$ 25,000.00	\$ 25,000.00
Sub Total			\$	25,000.00

ROADWAY	QUANTITY	UNIT	UNIT COST	COST
Asphalt Roadway	803	SY	\$ 32.60	\$ 26,177.80
Curb & Gutter Type E	575	LF	\$ 17.49	\$ 10,056.75
Striping & Signage	1	LS	\$ 772.01	\$ 772.01
Sub Total			\$	37,006.56

TOTAL	\$ 136,373.25
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City of Jacksonville Beach • 11 North Third Street • Jacksonville Beach FL 32250

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Jason Phitides, Director Parks and Recreation
DATE:	December 15, 2020
SUBJECT:	Resolution No. 2072-2020
	Amendment to Special Event Policy to include a Co-sponsorship Policy

BACKGROUND

The City's current Special Event Policy provides guidelines, criteria, and requirements for special events held on City public property. The policy sufficiently addresses events that are privately contracted and events that are contracted by the City, but it does not adequately outline guidelines, criteria, requirements, policies, and procedures for co-sponsored events. A co-sponsored event is defined as an event that is planned and conducted by an outside non-profit organization with the assistance of City staff time, equipment, public safety services, and/or use of facilities or property. Such events should provide beneficial services, activities, or programs to the City's general public and communities.

In October 2020, staff proposed a Co-sponsorship Policy to the City Council. After initial review, the City Council recommended additional language, specifically to exclude fundraisers and/or events that do not provide a free community benefit. On December 14, 2020, the City Council was briefed on the new proposed Co-Sponsorship Policy.

While co-sponsorship is not intended to supplement non-profit fundraisers, it should encourage events that are free and beneficial to the general public and the Jacksonville Beach community such as farmer's markets, acoustic music nights, art walks, Deck the Chairs, and non-discriminatory leisure gatherings. The revised Co-sponsorship Policy specifically excludes fundraisers and events that enhance private business, and does not waive costs associated with City staff, insurance, refundable security deposits, or use of City equipment, such as tables, chairs, fencing, and other equipment.

FINANCIAL IMPACT

Due to the unique nature of each event, the financial impact will be determined when the City enters into a formal agreement with the event organizer/producer for the specific event.



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

REQUESTED ACTION

Adopt/Deny Resolution No. 2072-2020 amending the Special Event Policy to include Appendix VII - Co-sponsorship Policy.

ATTACHMENTS

Resolution 2072-2020 Amending Special Events Policy to include Appendix VII Co-sponsorship Policy with Attachment A - Amended Special Event Policy.

Introduced by: _____

Adopted: _____

RESOLUTION NO. 2072-2020

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.

WHEREAS, on August 7, 2017, the City of Jacksonville Beach City Council adopted a Special Event Policy to establish guidelines, policies, and procedures for special events held on City public property; and

WHEREAS, an amendment to the Special Event Policy is necessary to include a Co-Sponsorship Policy as Appendix VII, which provides policies and procedures for non-profit organization events on City property that may require the use of City staff, equipment, public safety services, property or facilities; and it establishes the guidelines, criteria, eligibility, and defines requirements, terms and levels of City support for Co-sponsorship special events; and

WHEREAS, the City Attorney and the Director of the Parks and Recreation Department have drafted the new Co-Sponsorship Policy which is included in the amended Special Event Policy that is attached to and made a part of this Resolution; and

WHEREAS, the City Council finds the amended Special Event Policy that includes the Co-Sponsorship Policy serves legitimate public purposes, aids free events that are open and available to the general public, and benefits the public's health, safety, welfare and enjoyment of public property and facilities.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, THAT:

SECTION 1. Adoption of Recitals. The foregoing recitals are deemed true and material parts of this Resolution and are fully incorporated herein by reference.

SECTION 2. Adoption of the Amended Policy. The City of Jacksonville Beach, Florida hereby adopts the amended Special Event Policy attached hereto as Attachment A.

SECTION 3. Repeal of Prior Inconsistent Ordinances, Resolutions and Policies. All prior ordinances, resolutions, or parts of ordinance or resolutions, and prior policies, or parts of policies that are in conflict herewith or the attached Policy, are hereby repealed to the extent of the conflict.

SECTION 4. Severability. If any section, sentence, clause, or phrase of this Resolution should be held invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force, or effect of any other section, sentence, phrase, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

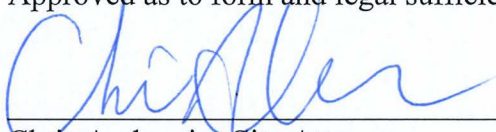
SECTION 5. Effective Date. This Resolution and Attachment A: Special Event Policy shall become effective immediately upon passage and adoption by City Council.

AUTHENTICATED this ____ day of _____, 2021.

Christine H. Hoffman, MAYOR

Laurie Scott, CITY CLERK

Approved as to form and legal sufficiency:



Chris Ambrosio, City Attorney

ATTACHMENT A
Resolution No. 2072-2020
Amended Special Event Policy



SPECIAL EVENT POLICY

**City of Jacksonville Beach
Parks & Recreation Department
2508 South Beach Parkway
Jacksonville Beach, FL 32250
(904) 247-6157
www.jacksonvillebeach.org**

City of Jacksonville Beach

**Special Event Policy
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**CITY OF JACKSONVILLE BEACH
SPECIAL EVENT POLICIES AND PROCEDURES**

I. INTRODUCTION AND SCOPE

The City requires special events to be permitted for the safety and well-being of participants and the public and to safeguard the public property belonging to the citizens of Jacksonville Beach. The purpose of this document is to outline the policies and procedures required to hold a special event on City public property. For the purposes of this document, the following definitions apply:

- A. A **special event** is defined as any festival, meeting, activity, or gathering of persons invited by public advertisement for the purpose of witnessing or participating in any common purpose, entertainment or exhibition, or purchasing or selling any merchandise, food or beverage or consuming any food or beverage upon any City-owned public facility, street, sidewalk, alley, park, parking lot, or other public place.

A special event is reasonably expected to require, for its safe and successful execution, the coordination of City services or the organization of the special event to a degree above that which the City provides under ordinary, everyday circumstances.

Any of the following characteristics may cause a special event to be defined as a festival and/or create additional permit requirements:

- i. Road closures.
- ii. Amplified music.
- iii. Length of special event is four hours or more .
- iv. Alcohol sold, distributed or consumed.

- B. The **Special Event Committee** is a committee appointed by the City Manager, and is presently comprised of the Parks & Recreation Director as Chairperson, Police Chief, Fire Chief, Director of Public Works, Ocean Rescue Supervisor, or their designees.

The Special Event Committee is designated by the City Manager with the responsibility of reviewing and approving an application to conduct a special event within the City.

- C. A **Special Event Permit** is a permit issued after all requirements are met by the requesting organizer/producer and all applicable advance fees are paid. The permit will cover the special event organizer/producer and their selected vendors. A Special Event Permit must be issued for each special event. Additional permits and licenses may be required for tents, alcohol, outside vendors, signs, banners, electricity, and miscellaneous construction. No person shall engage in, participate in, aid, form, or start any special event unless a Special Event Permit has been obtained from the Special Event Committee.

- D. A **festival** is defined as a special event held in the Facility Rental Area which includes alcohol sales, distribution, and/or consumption and is four or more hours in length. A

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City-produced Special Event is not considered a festival. It is the intention of the City of Jacksonville Beach not to allow a concert in the Facility Rental Area that includes the sale, distribution, and/or consumption of alcohol if the special event is less than four hours in length.

Special events that involve road closures, the use of amplified music, or the distribution, sale, and/or consumption of alcohol (whether by sale, admission, a ticket, a donation, a membership fee, a meal charge, or a gratuity) may cause a special event to be defined as a festival or cause additional permitting requirements.

- E. The **organizer/producer** is the person or persons who are financially responsible for all fees, deposits, damages, or other charges for holding a special event in Jacksonville Beach. This/these person(s) has/have authority to make decisions regarding the special event, including cancellation of the special event due to weather conditions or for other reasons. The holder of the Alcoholic Beverage Temporary License/Permit shall be considered to be a co-organizer/co-producer of the special event and will be required to sign the Special Event Permit.

Sitting members of the City Council, City boards and agencies, and any of their immediate family members shall have no financial interest, direct or indirect, in entities that organize or produce festivals. Immediate family members are defined as: father, mother, son, daughter, brother, sister, stepmother, stepfather, stepson, stepdaughter, stepbrother, stepsister, wife, husband, father-in-law, mother-in-law, brother-in-law, sister-in-law, first cousin, nephew, niece, grandparents, grandchildren.

City employees shall not organize or produce festivals or special events. City employees shall have no involvement (financial or otherwise) with festivals or special events if such involvement would constitute a substantial conflict with the proper discharge of his or her duties as a City employee. Outside employment shall be reported, in writing, to the City's Human Resources Department (as stated in City Personnel Policies) and to the employee's supervisor.

This provision is to assure compliance with state ethics laws including Sec. 112.311, Florida Statutes, et seq.

- F. The **Facility Rental Area** is the SeaWalk Pavilion, Latham Plaza, and the municipal parking lot as outlined in Appendix I.
- G. A **City-produced Special Event** is any special event produced and managed by the City and authorized by the City Manager.
- H. A **City-contracted Special Event** is a special event that does not meet the ordinary definition of a festival or special event, is being produced and managed by an individual or group, and is held through the sponsorship of the City. Such special events are intended

to be family-friendly and require the approval of the City Council. Examples of such special events are Deck the Chairs and the Art Walk. City-contracted Special Events shall not allow alcohol to be sold, distributed, and/or consumed. **See Appendix VII – Co-Sponsorship Policy.**

City-contracted Special Events must provide an annual income statement and balance sheet prepared by a Certified Public Accountant in sufficient detail to demonstrate the sources and uses of revenue generated by the special event. Any net income from the special event must be donated to the City of Jacksonville Beach, unless an alternate distribution of the net income is specifically allowed in the contract approved by the City Council.

- I. For the purposes of this policy, the words **alcohol and alcoholic beverage** mean beer and/or wine. Only beer and/or wine may be sold, distributed, and/or consumed at special events.

II. **PROCEDURE FOR SCHEDULING A SPECIAL EVENT**

Scheduling a special event is determined by two factors: 1) The availability of City facilities on specific dates each calendar year; and 2) The issuance of a Special Event Permit. The following sections outline the conditions for determining facility availability and special event approval.

If there is an unauthorized or unpermitted special event in the City of Jacksonville Beach, the City Manager or designee shall have the authority to cancel and suspend the unpermitted special event.

A. **Approval of Application**

The organizer/producer shall make initial contact with the Parks & Recreation Department to determine the availability of the date(s) and site(s) for the proposed special event.

1. **Availability of City Facilities and Scheduling of Special Events**

- a. Reservation of City facilities is reserved on a first-come, first-served basis. First priority is given to City-produced Special Events, City-contracted Special Events, and annual special events which have taken place for two or more consecutive years unless the special event organizer/producer's application is denied due to violations of the Special Event Policy identified in the After-action Report (if a returning special event was canceled in a prior year due to weather, it will not preclude the consecutive year rule).
- b. Only one festival may be held in any one month.

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- i. In years that the City of Jacksonville Beach hosts the Air Show, no additional festival may be held within two weeks of the Air Show (i.e., there will be no festival scheduled on either the weekend prior to the Air Show or on the weekend following the Air Show).
- ii. Festivals may be held during the following hours:
 - Fridays: 5:00 P.M. until 10:00 P.M.
 - Saturdays: 12:00 P.M. (noon) until 10:00 P.M.
 - Sundays: 12:00 P.M. (noon) until 8:00 P.M.
- iii. The City will not approve a non-City produced special event or festival on a City-recognized holiday or on a weekend adjacent to a City-recognized holiday. City-recognized holidays are:
 - 1) New Year's Day
 - 2) Martin Luther King Birthday
 - 3) President's Day
 - 4) Memorial Day
 - 5) 4th of July
 - 6) Labor Day
 - 7) Veteran's Day
 - 8) Thanksgiving Day
 - 9) Friday after Thanksgiving Day
 - 10) Christmas Eve
 - 11) Christmas Day
- iv. The City Council will determine if a July 4th event is scheduled.
 - a. The sale, distribution, and/or consumption of alcohol will not be allowed at a 4th of July event.
 - b. Sound levels at all special events must conform to the City's noise ordinance.
- c. The maximum length of a festival is as follows:
 - i. Special events occurring in October through February: two consecutive days;
 - ii. Special events occurring in March through September: one day;
 - iii. Exceptions:
 - a. Springing the Blues, due to the City of Jacksonville Beach's long-standing sponsorship of the special event, will be three days, and will receive no monetary or in-kind funding from the City; and

- b. The Air Show, which is three days.
- d. Any activity or athletic event such as a beach run that may be associated with a festival will be considered separately from the festival and will be permitted independently.
- e. Special events other than festivals may be held between the hours of 6:00 A.M. and 10:00 P.M. Sound levels at all special events must comply with the City's noise ordinance.
- f. The length of a special event, which is not a festival, is limited to two consecutive days.
- g. No special events will be considered that have paid admission. Paid, priority seating is allowed only in the SeaWalk Pavilion as long as at least one-half of the SeaWalk Pavilion is open and free to the general public without charge (see Appendix I).
- h. The reservation date for a special event will be accepted, but is not considered to be confirmed until after a completed Special Event Application has been received and a reservation has been confirmed, in writing, by the City. A confirmed reservation is not to be construed as an approval of a request for a Special Event Permit.
- i. The City reserves the right to further limit the number of special events during each calendar year based on the physical limitations of the facilities, the general wear and tear of special events on City facilities and landscaping, and on the availability of City personnel to provide services.

2. Pre-Application Submission

- a. The requesting organizer/producer must provide a detailed description, including the requested dates, of the proposed special event to the Parks & Recreation Department for review.
- b. Upon receipt of the proposed special event description, a representative from the Parks & Recreation Department will review the request, make an initial evaluation based on the information provided, and, if necessary, contact the requestor for additional information.
- c. If the venue is available, the requestor will be instructed to submit an application to the Parks & Recreation Department. Upon receipt of the application, and payment of any required deposit, the special event will be tentatively added to the special events calendar.

ATTACHMENT A

- d. A completed Special Event Application must be received no later than 90 calendar days before the date of the special event and no earlier than 365 calendar days before the date of the special event.

3. Special Event Committee Meeting

- a. A Special Event Committee meeting is required at least 60 calendar days before the special event date for all festivals. Attendees will include City staff and representatives from the requesting organization.
- b. For first-time special events, and any special event the Committee deems necessary, a Special Event Committee meeting may be required depending on the size and scope of the proposed special event.
- c. The purpose of the Special Event Committee meeting will be to review the details of the special event, address concerns of City departments, and determine the specific requirements necessary to secure a permit. Deposits, fees, and charges for City services will be identified, as well as any additional permits and licenses that may be required for tents, alcohol, outside vendors, signs, banners, electrical services, and miscellaneous construction.
- d. Any organizer/producer listed on the Special Event Permit, including the Alcoholic Beverage Temporary License/Permit holder and any decision makers must attend any Special Event Committee meetings held for their particular special event.

4. Issuance of a Special Event Permit

- a. To secure a Special Event Permit, the special event organizer/producer must meet all stipulations and any requirements specified in the Special Event Committee meeting, if one is held, and is responsible for obtaining all required permits and licenses.
- b. The person or entity whose name is listed on the state Temporary Alcohol License/Permit, if different from the person designated as organizer/producer on the Special Event Permit, must be listed as one of the special event's organizers/producers.
- c. The City will issue a DRAFT permit 50 calendar days prior to the date of the special event.
- d. The special event organizer/producer must submit the advance fees to the Special Events Coordinator not less than 45 calendar days before the date of the special event.
- e. The special event organizer/producer must submit a copy of all required permits, temporary licenses, and insurance certificates, if applicable, to the

Special Events Coordinator not less than 20 calendar days before the date of the special event.

- f. If all stipulations, requirements, and timeline due dates are met by the organizer/producer, and if all required permits, temporary licenses, insurance certificates, if applicable, security deposit and advance fees are received from the organizer/producer, the Parks & Recreation Director or designee will issue the Special Event Permit not less than 10 calendar days prior to the special event date.

5. Non-Issuance or Revocation of a Permit

- a. A Special Event Permit may not be issued if the special event organizer/producer fails to meet requirements (e.g., permits, licenses, notifications, insurance, timeline due dates, security deposit, advance fees, etc.) stipulated in the Special Event Policy and the Resolution Establishing Fees for Special Events.
- b. An issued Special Event Permit may be revoked by the City Manager or designee if conditions during the special event set-up or during the special event result in safety hazards, citations, or if the organizer/producer or their vendors or providers fail to correct conditions identified by City representatives.

6. Cancellation of a Special Event

Any special event may be canceled by the City for reasons including, but not limited to, any of the following:

- a. Continued failure to correct conditions identified by City representatives which affect the site, public safety, public health, or sanitation; or
- b. Weather conditions that would endanger participants during the special event:
 - (1) The organizer/producer or designated City representatives will determine whether a special event shall be canceled due to weather conditions. The decision of City representatives will be final.
 - (2) Should special event personnel, including paid security and police officers, be released due to weather conditions, the special event is considered canceled.
- c. City emergencies that require essential City special event personnel,

require evacuation of the special event or downtown area, or endanger the community; or

- d. Violations of laws/ordinances or the Special Event Policy; or
- e. Other conditions and/or circumstances as determined by the Special Event Committee.

NOTE: Special events canceled due to weather conditions or City emergencies will receive a refund of fees and deposits paid. Special events canceled for failure to correct conditions identified by City representatives or for violations of laws/ordinances or the Special Event Policy will forfeit all fees and deposits.

B. Denial of Special Event Application

The Special Event Committee may reject an application for reasons including, but not limited to the following:

1. The proposed special event would negatively impact the Facility Rental Area and/or landscaping and grounds;
2. The proposed special event would produce unsanitary conditions or harm the environment;
3. The proposed special event is of such size and scope to potentially surpass the City's ability to provide services or its ability to ensure the safety of the public or property of the community;
4. The proposed special event and/or organizer/producer is in violation of or has previously violated the City's Special Event Policy or Special Event Permit requirements; fees and charges as outlined in the Fee Schedule Resolution were not paid within the designated timeframes. An organizer/producer of such a special event shall forfeit the right to produce future special events; or
5. After-action Reports completed by City staff following a special event previously produced by the applicant indicate that the organizer/producer acted in a manner that violated the Special Event Policy or the Special Event Permit, created unsafe conditions, failed to correct special event problems identified by City representatives at any time, or created other problems of similar magnitude.

C. Appeal of Denial of Special Event Request or Cancellation of Special Event Permit

The City of Jacksonville Beach will not be responsible for any economic loss or damage resulting from non-issuance of a Special Event Permit, revocation of a Special Event

Permit, denial of a special event request, or cancellation of a Special Event Permit or a special event.

Except as otherwise provided herein, an appeal of the decision of the Special Event Committee regarding a permit application shall be submitted to the City Manager for consideration. The City Manager has the authority to deny or cancel a Special Event Permit for violations of the Special Event Policy or Special Event Permit or for failure to meet the requirements specified in either. The City Manager's decision to deny a Special Event Permit application will be final.

The cancellation of a Special Event Permit by the City Manager may be reviewed by the City Council by making a written request to the City Manager within 10 calendar days of cancellation. If the request detailing the reason for appeal is received 12 or more calendar days prior to the next City Council meeting, it will be placed on the next City Council meeting agenda. If the request is received less than 12 calendar days prior to the next City Council meeting, it will be placed on the next subsequent City Council meeting agenda. The decision of the City Council shall be final.

III. APPLICATION PROCEDURE FOR HOLDING A SPECIAL EVENT

Organizations or individuals wishing to hold a special event within the city limits of Jacksonville Beach must secure a Special Event Permit. The following section describes the process for securing a Special Event Permit.

A. Initial Request

1. All requests and questions regarding special events should be directed to the Parks & Recreation Director or designee, and the following information shall be provided:
 - a. Special event organizer/producer's name, address, telephone number, and email address;
 - b. Type of special event, including detailed description;
 - c. Date(s) requested;
 - d. Facilities requested, special event locations, and routes; and
 - e. If alcohol will be sold, distributed, and/or consumed, the name of the temporary alcoholic beverage license applicant.
2. The Director of Parks & Recreation or designee will review the initial request, and, providing there are no scheduling conflicts, a Special Event Permit

application form will be provided to the special event organizer/producer. The application is to be completed in full and returned to the Parks & Recreation Department. The application's function is to provide complete information on the special event. Should the required information not yet be available, the application should be completed to the best ability of the organizer/producer at the time the application is submitted. As additional information becomes available, it must be submitted promptly by the organizer/producer. A final determination of approval of an application will not be made until all required information has been submitted.

3. A fully completed application for a Special Event Permit must be received not later than 90 calendar days before the date of the special event and no earlier than 365 calendar days before the date of the special event.

B. Application Requirements

A person seeking issuance of a Special Event Permit shall file an application with the Parks & Recreation Director or designee for review. The application shall include the following information:

1. Name, date, hours, and description of special event;
2. Special event organizer/producer's contact information, including the name of the temporary alcoholic beverage license applicant (if applicable);
3. Contact information for the person, organizer/producer, business, or organization that is financially responsible for the special event, including the name of the temporary alcoholic beverage license applicant (if applicable);
4. The organization's articles of incorporation and registration with the State of Florida Division of Corporations (Sunbiz) (as applicable);
5. Most recent IRS 990 form for the non-profit entity obtaining the Temporary Alcohol Permit/License and listed as a special event organizer/producer;
6. Type of special event and requested location or route;
7. Whether the special event is a first-time or returning special event;
8. Whether the special event is free to the public or if it will include paid, priority seating;
9. Whether amplified sound will be used;

10. The type and number of vendors;
11. Whether the special event includes the sale, distribution, and/or consumption of alcohol; a site map showing the location(s) of all distribution points for alcoholic beverages;
12. Fencing requirements, if any;
13. Whether the special event requires access to electricity, and, if so, the reason;
14. Whether banners will be erected within the special event area (a separate permit is required for banners hung on public street light poles);
15. Requests for road closures in conjunction with the special event, including plans to manage access;
16. Plans to promote the special event;
17. Plans for special event security and crowd control, including the number of security guards, their locations, and responsibilities, and plans to control access to the special event area;
18. Plans for traffic control;
19. Plans for toilets, sanitation, trash management, and keeping the area clean during the special event, including plans for clean up after the conclusion of the special event; and
20. Pre-special event and post-special event checklists.

NOTE: The submittal of additional information may be required if necessary to determine the scope of the special event.

IV. FEES AND CHARGES FOR SPECIAL EVENTS

- A. Fees and charges for special events are established and periodically adjusted by a resolution approved by the Jacksonville Beach City Council. All special event fees are intended primarily to offset the cost to the City resulting from such special events. Therefore, except for City-produced or City-contracted Special Events, the City does not waive special event fees for facility rentals, permits, licenses, or any other charges for City services. Any organizer/producer requesting to hold a special event on City property or facilities must pay all required fees. City-contracted Special Events shall not allow the sale, distribution or consumption of alcohol.

- B. The special event organizer/producer is responsible for any and all costs for City services as determined by the City.
- C. Any organizer/producer requesting to hold a special event on City property or facilities must pay the security deposit and all required special event fees prior to the issuance of the Special Event Permit. The security deposit may be utilized to pay for City staff, cleanup, maintenance, or repair if the site is not in a condition satisfactory to the City's representative within 48 hours after the post- special event inspection unless extenuating circumstances exist and are agreed upon by City staff at the post-special event walkthrough.
- D. All fees, such as facility rental fees, security deposits, administrative fees, and banner fees must be paid for and presented to the City not less than 45 calendar days in advance of the special event.
- E. All required permits and temporary licenses, if applicable, must be paid and provided to the City not less than 20 calendar days in advance of the special event.
- F. All other fees (e.g., personnel costs, damage compensation, etc.) due to the City must be paid within 15 calendar days after the special event.
- G. The security deposit may also be used to pay for any other special event-related fees that are unpaid by the organizer/producer 15 calendar days after the special event.

V. INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

A. Organizer/Producer

The City requires the organizer/producer of a special event using City facilities to provide the City with proof of Commercial General Liability Insurance coverage in the minimum amount of \$2,000,000.

- 1. The policy must provide coverage for general aggregate liability losses, personal and advertising injury, fire damage, medical expenses and additional coverage for volunteer coverage, spectator liability, etc.
- 2. The coverage shall be written on a "per occurrence" basis and shall be inclusive of "set-up and tear-down" dates.
- 3. The City of Jacksonville Beach must be named as Additional Insured.
- 4. Proof of insurance shall be in the form of a standard Accord Certificate of Insurance written by a licensed insurer acceptable to the City.

5. Certificates of Insurance must be submitted to the City not later than 20 calendar days before the date of the special event.

B. Liquor Liability

If alcoholic beverages are being sold, distributed or consumed at a festival or special event, the special event organizer/producer must also provide the City with a Liquor Liability Endorsement or a separate insurance policy in the amount of \$2,000,000. A copy of the Certificate of Insurance must be provided to the Parks & Recreation Department naming the City as Additional Insured. Certificates of Insurance must be submitted to the City not later than 20 calendar days before the date of the special event.

C. Commercial Automobile Liability - Driving on the Beach

For all special event organizers/producers and their representatives who wish to drive on the beach to set up or tear down for special events, the following automobile liability insurance is required:

1. The special event organizer/producer must provide automobile liability insurance in the amount of \$2,000,000 combined single limit or \$2,000,000 per person bodily injury liability insurance in addition to general liability insurance;
2. The City of Jacksonville Beach must be named as Additional Insured. Certificates of Insurance must be submitted to the City within 20 calendar days of the special event;
 - (a) If the vehicle is not personally owned, then HIRED AUTOS and NON-OWNED AUTOS insurance is required. This type of insurance is reflected in the automobile liability section of the insurance certificate;
 - (b) If the vehicle is titled and registered in the name of the organization, then ALL OWNED AUTOS insurance is required. This type of insurance is reflected in the automobile liability section of the insurance certificate;
3. In the DESCRIPTION section of the certificate, indicate the make, model, year, and VIN of each vehicle and trailer which will be accessing the beach. Only those vehicles listed on the policy may be driven on the beach and approved in the permit;
4. Any unauthorized vehicles on the beach shall constitute noncompliance with the Special Event Policy and may render the Special Event Permit null and void, thus cancelling the special event and possibly causing forfeiture of the opportunity to produce future special events;
5. Date and time for beach entry and exit by all vehicles must be scheduled and approved 30 calendar days in advance of the special event by the Parks & Recreation Department; and
6. All drivers of authorized vehicles on the beach are required to attend a Beach Driver Training Course provided by Ocean Rescue personnel at least 15 calendar days prior to the special event. No Special Event Permit shall be issued unless the Beach Driver Training Course has been completed by those persons driving on the beach. Organizers/producers who produce multiple special events throughout the year will only be required to take the Beach Driver Training Course once per calendar year. A Beach Driving Pass will be issued from Ocean Rescue personnel at the American Red Cross Volunteer Lifesaving Corp building.

Only those drivers possessing a valid Beach Driving Pass and a valid state-issued driver's license shall be allowed to drive on the beach. The Beach Driving Pass must be prominently displayed on the driver's side dashboard.

VI. REQUIREMENTS REGARDING SALE, DISTRIBUTION, AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES AT SPECIAL EVENTS

A. Request at time of Special Event Application

The sale, distribution, and/or consumption of alcoholic beverages on City property as part of a festival or special event poses additional concerns and may lead to additional requirements for the organizer/producer. Should a special event organizer/producer wish to sell and/or distribute alcoholic beverages at a special event, the request must be submitted with the Special Event Application.

B. State Temporary License/Permit

Before issuance of a Special Event Permit, the special event organizer/producer must secure a required State Temporary License/Permit for the sale of alcoholic beverages from the Department of Business and Professional Regulation and secure liquor liability insurance in the amount of \$2,000,000. A copy of all state temporary alcoholic beverage permits and alcohol insurance must be provided to the Parks & Recreation Department 20 calendar days before the special event. The person or entity whose name is listed on the State Temporary License/Permit, if different than the person designated as organizer/producer on the Special Event Permit, must be listed by the City as one of the special event organizers/producers. The person or entity who holds the temporary alcohol permit must submit their most recent IRS 990 form with the Special Event Application.

C. Conditions for Approval

Approval of the sale, distribution, and/or consumption of alcoholic beverages at a festival or special event held at a City facility or on City property shall be determined and shall be based upon the special event organizer/producer's submission to and gaining approval by the Special Event Committee of the following criteria:

1. A designation of the special event dates and hours for sale, distribution, and/or consumption of alcoholic beverages;
2. A site map showing the location(s) of all distribution points for alcoholic beverages;
3. A plan for crowd control, and managing access to the special event area;

ATTACHMENT A

4. A plan for preventing the sale, distribution, and/or consumption of alcoholic beverages to minors. The plan and personnel necessary to implement it shall be approved by the Police Department as discussed under Section VI, Subsection D below. The cost for implementation shall be at the expense of the special event organizer/producer;
5. A copy of permits and licenses in accordance with Florida state statutes and the City of Jacksonville Beach for the sale, distribution, and/or consumption of alcoholic beverages are to be submitted to the Special Event Committee;
6. Certification of liquor liability insurance coverage naming the City of Jacksonville Beach as Additional Insured, holding the City harmless and indemnifying the City from all claims, lawsuits, actions, demands, injuries, and damages; and
7. Within 30 calendar days after the completion of a festival, prior to the return of the organizer's/producer's special event deposit, the holder of the festival's temporary alcohol permit is required to submit a complete copy of the Sales and Use Tax Return (form DR-15) that the permit holder is required to submit to the Florida Department of Revenue within 10 business days following a special event for which a Temporary Alcohol Permit has been issued.

D. Requirements for Events Selling and/or Distributing Alcoholic Beverages

1. A minimum of one Jacksonville Beach Police Department officer must be present during special events held on City facilities where alcoholic beverages are being sold, distributed, and/or consumed to ensure that violation of state and local laws does not occur. The presence of police officers does not relieve the special event organizer/producer from the responsibility of providing a server for checking identification for the purpose of determining compliance with minimum drinking age requirements.
2. The number of officers required will be determined by the Chief of Police or designee based on, but not limited to, the number of entrances and exits to the alcohol designated area of the special event and the size and scope of the special event. If the special event has been held previously in the City, the number of officers required will be determined by the Chief of Police or designee based additionally on previous attendance, call history, incident reports, and after-action reports, if any.
3. Fees for Police Department services are set by the Police Department.

E. General Rules

ATTACHMENT A

The following general rules govern a special event where alcoholic beverages will be sold, distributed, and/or consumed:

1. The only alcoholic beverages that may be sold, distributed, and/or consumed at a festival or special event are beer and wine.
2. The following limitations will apply to the sale, distribution and/or consumption of alcohol:
 - a. “All you can drink” special events are not permitted. This includes “unlimited alcohol” with any kind of ticket or wristband purchase.
 - b. “Buy one, get one free” sales are not permitted (one cup sales only) and using alcohol as an inducement to purchase a ticket or wristband into a VIP or paid, priority seating area is prohibited.
 - c. Cup sizes are limited to a maximum of 16 ounces (no super-sized cups).
3. The entire area where alcoholic beverages will be sold, distributed, and/or consumed must be defined and fenced. The City may provide fencing for rent. Delivery and installation of said fencing is the responsibility of the organizer/producer. Alternative fencing may be considered with approval. Fencing for paid priority seating shall not exceed four feet in height and shall not obstruct the visibility of others outside the paid priority seating area. No tents, trailers, or other features which obstruct the visibility of others outside the paid priority seating area may be erected. The cost for fencing rental and installation will be at the expense of the festival or special event organizer/producer. Additionally, the organizer/producer will be responsible for reimbursing the City for any damage to its fencing.
4. Jacksonville Beach Police Department officers (on-duty or off-duty) must be present in the special event area at all times when alcoholic beverages are sold, distributed, and/or consumed. The Police Department will determine if officers must man gates or will patrol the special event area. All entrances/exits must be secured.

Depending on the size and scope of a special event, and at the sole discretion of the Police Department, uniformed professional security guards may be permitted to maintain security at entrances and exits to the special event in lieu of Jacksonville Beach Police Department officers. Only City-approved professional licensed security companies may be used. Payment of both professional security guards and uniformed off-duty Jacksonville Beach Police Department officers is the responsibility of the organizer/producer.

5. All entrances/exits must be clearly marked with signs stating “No alcohol beyond this point” and “Festival Rules.”

6. No business establishment building may be used as the perimeter for the area of alcoholic beverage sales, distribution, and/or consumption to the special event area. A business located adjacent to public property may request a permit on a one-time basis for approval to serve alcoholic beverages on said property solely for a grand opening event. Approval must be granted by City Council, and the permit will be subject to all rules governing alcoholic beverages outlined in the Special Events Policy.
7. The areas where alcoholic beverages may be sold, distributed, and/or consumed are restricted to the Facility Rental Area (Latham Plaza, the SeaWalk Pavilion, and the municipal parking lot located adjacent to Latham Plaza), with the exception of the Air Show and on the Pier during City-produced Special Events.

The area where alcoholic beverages will be sold, distributed, and/or consumed must be protected against product spillage on the sidewalks, streets, and grass. A catch basin/bucket must be placed under each beer/wine dispensing unit/tap. The special event organizer/producer is responsible for protecting against spillage and for proper disposal of spillage, and the organizer/producer may be required to pressure wash areas affected by spillage.
8. Last call for alcohol announcements must be made no later than 30 minutes prior to the end of the special event. During the last-call time period, sales and distribution are limited to one drink per person. Alcohol sales/distribution are required to cease no later than 15 minutes prior to the end of the special event. Last call and hours of alcohol sales/distribution will be monitored and strictly enforced by the Jacksonville Beach Police Department.

VII. GENERAL REQUIREMENTS FOR SPECIAL EVENT PERMITS

A. Compliance with City Codes

All activities conducted as part of a special event are required to comply with the provisions of all City Code of Ordinances and the Special Event Policy. Specific Code of Ordinances include, but are not limited to, Chapter 4, Alcoholic Beverages; Chapter 18, Noise; Chapter 19.5, Special Events and Festivals; and Chapter 34, Land Development Code. Copies are available from the City Clerk and via Internet at the following website: www.municode.com.

1. A special event organizer/producer holding a Special Event Permit must abide by all policies, procedures, and stipulations outlined in their Special Event Permit. Non-compliance may result in the special event being canceled or shut down.
2. An organizer/producer of a special event who does not comply with the City's Code of Ordinances, Special Events Policy, or the conditions outlined in a Special

Event Permit, and who does not pay all special event fees and charges shall forfeit the right to produce future special events.

B. Health and Sanitary Requirements

In order to ensure a clean, sanitary environment during and after special events held at City facilities, the City's designated representative will approve site cleanup services. The organizer/producer is responsible for ensuring their vendors and providers keep City facilities and the surrounding areas used or affected by the crowds attending the special event in a clean and sanitary condition during and after a special event. Failure to do so will result in forfeiture of the security deposit and responsibility for reimbursing the City for any outstanding expenses incurred in the correction of the problem.

C. Fire/Rescue Personnel

The requirement for a mobile emergency response vehicle (MERV) with two fire/EMS personnel, a two-member bike team, or additional medical personnel at special events or festivals will be determined by the Fire Chief and/or Fire Marshal prior to the special event based on, but not limited to, the type of special event, expected attendance and crowds, number of food vendors, sale, distribution, and/or consumption of alcohol, and other factors that would tax the department's ability to provide fire/rescue services.

It will be the responsibility of the special event organizer/producer to pay the Fire Department for fire/rescue personnel required during the special event.

If personnel are scheduled for and report to a special event, then the minimum number of hours each shall be paid is three hours. Payment may be made the week prior to the special event or within 15 calendar days after completion of the special event.

D. Ocean Rescue Personnel

The requirement for Ocean Rescue participation at special events will be determined by the Ocean Rescue Captain and the Parks & Recreation Director prior to the special event based on, but not limited to, the type of special event, weather/water conditions, expected attendance and crowds, and other factors that would tax the department's ability to provide ocean rescue services.

It will be the responsibility of the special event organizer/producer to pay Ocean Rescue for personnel required during the special event. If personnel are scheduled and report to a special event, then the minimum number of hours each shall be paid is three hours. Payment for personnel shall be made immediately upon completion of the special event.

E. Police Personnel

The requirement for police personnel at special events will be determined by the Chief of Police or designee. All requests by the organizer/producer for police personnel shall be made 60 calendar days in advance of the special event through the Special Event Committee. When three or more officers are required, an additional supervisor is required and will receive supervisory rate of pay. The Chief of Police or designee may require additional police personnel for special events which include the sales, distribution, and/or consumption of alcohol as deemed necessary for public safety. Payment for personnel shall be made immediately upon completion of the special event.

F. Other City Personnel

Should the services of other City department personnel be required to facilitate a special event, the special event organizer/producer is required to pay for those services within 15 calendar days after completion of the special event.

G. Cleanup

The special event organizer/producer will provide all cleanup services including any closed roads and streets. Cleanup includes personnel costs during and after the special event, as well as adequate dumpsters, trash cans and grease vats. The number of dumpsters will be determined by the Public Works Department in conjunction with the organizer/producer based upon the scope of the special event and previous experience with special events held in the City of Jacksonville Beach.

Cleanup also includes the removal of all dumpsters, trash cans, trash, other equipment, and pressure washing any areas where grease or other substances are present after a special event. Arrangements for the proper disposal of used cooking grease and gray water will be the responsibility of the organizer/producer. The grease vat and gray water provider must be City-approved. The cost of these services will be the responsibility of the special event organizer/producer.

No paint or spray paint shall be used on the Facility Rental Area, City facilities, special event routes, sidewalks, roads, right-of-ways, or other public property. Special event organizer/producers who fail to remove such substances prior to the post-special event site walkthrough will be billed for the cost of removing them. Special events whose producers, staff, or volunteers use chalk or spray chalk will be billed for its removal if the chalk or spray chalk is present four days after the special event.

The City of Jacksonville Beach has an ordinance prohibiting discharge of any liquid or solid into the stormwater drainage system or onto the grass. This is a health and sanitation issue. If the organizer/producer's provider fails to comply, they will be issued a violation and fined. In addition, the organizer/producer's provider will be prohibited from doing business within the City of Jacksonville Beach.

H. Temporary Bathroom Facilities

Organizers/Producers are required to provide adequate temporary bathroom facilities for their special event including facilities for handicap access as determined by the Special Event Committee. The port-o-let provider must dispose of all trash removed from the inside of toilets. This includes items/trash found when vacuuming the waste from the toilet itself. Any debris/material, etc., must be bagged and removed from the premises by the provider. No such material may be disposed of in City trash receptacles or placed on the sidewalks, grass, landscaping, hardscape, or any other part of the Facility Rental Area. Units may NOT be washed down on site, but must be returned to the provider's facility for cleaning.

The City of Jacksonville Beach has an ordinance prohibiting discharge of any liquid or solid into the stormwater drainage system or onto the grass. This is a health and sanitation issue. If the organizer/producer's provider fails to comply, they will be issued a violation and fined. In addition, the organizer/producer's provider will be prohibited from doing business within the City of Jacksonville Beach.

I. Banners, Promotional, and Informational Materials

Special event and sponsor banners may be hung within the special event site; however, banners and any other materials may not be placed on fencing if it obstructs the visibility of others. Nothing shall be attached to the landscape or hardscape.

If a special event organizer/producer is wanting to hang promotional banners on street light poles, an application to hang banners on street light poles must be received 30 days prior to the requested banner installation date. Application and per banner fees apply and are outlined in the Fees and Charges for Special Event held on City Facilities.

J. Road Closures

A special event organizer/producer requesting road closures must submit a City of Jacksonville Beach Application for Road Closures to the Special Event Coordinator 30 days in advance of the requested road closure.

A special event organizer/producer requesting road closures is required to provide 15 calendar days advance notice to all affected businesses and residents of the dates and times of the planned closures. A copy of the notice must be provided to the Parks & Recreation Department.

If road closures are approved, the organizer/producer must provide barricades for the standard road closure area within the Facility Rental Area. Each intersection affected must be manned at all times during the road closure. The organizer/producer is responsible for securing and providing manpower. Should professional security personnel

be required, the organizer/producer shall hire security personnel approved by the City. The cost of professional security personnel and/or police officers for traffic control caused by the closure is the responsibility of the organizer/producer.

The City may provide barricades, cones, etc., for street closures, if available. The standard road closure area is between the SeaWalk Pavilion and Latham Plaza - 1st Street North at 1st Avenue North and 1st Street North northeast corner of Latham Parking lot and north of the Hotel's north parking lot entrance/exit. SeaWalk (see Appendix I).

K. Municipal Parking Lot

The rental of municipal parking lots for use as paid parking during special events is prohibited. During the months when City-authorized paid parking is in effect at the Latham Plaza parking lot, the organizer/producer will be required to lease parking spaces from the paid parking vendor for dumpster placement.

At all times during the rental of the Latham Plaza municipal lot, the electric charging stations must be kept accessible and available for automobile charging.

L. Overnight Parking

No overnight parking is permitted on City facilities per City ordinance except with specific approval by the City Manager. Authorized overnight security is permitted.

M. Additional Licenses

Special events which offer musical entertainment are required to provide the City, if requested, with a copy of their Broadcast Music, Inc. (BMI), Society of European Stage Authors and Composers (SESAC), and/or American Society of Composers, Authors and Publishers (ASCAP) performance agreements, or provide the BMI, SESAC, and/or ASCAP account number and the effective date of the license. This license agreement covers copyright clearance for music performed. The organizer/producer of such special events must complete and sign the form "Stage Equipment" attesting to having met this requirement.

N. Public Announcements

Public announcements must be made throughout a special event to remind special event attendees to access the beach only via authorized beach crossovers, to keep off the sand dunes, and not to pick sea oats per Florida state law.

O. Surf Contests and Beach/Ocean Activities

Surf contests and any ocean activities are not authorized within 300 feet of the Pier.

P. Requested Documents for City Signature

A copy of any documents the organizer/producer is requesting that the City sign must be provided to the Parks & Recreation Department 30 calendar days before the special event.

Q. Driving in the Special Event Area

Vehicles shall not be driven on the grass within the special event or festival area, medians, or sidewalks. Vehicles may only be driven on the two major paver sidewalks running east/west from the boardwalk through Latham Plaza and the pavers in front of the stage which run east and west from 1st Street North to the boardwalk.

VIII. GENERAL REQUIREMENTS FOR SPECIAL EVENT VENDORS

The City reserves the right to set guidelines and restrictions for vendors. All applicable City, county and state laws/codes will be strictly enforced. The placement of vendors is limited to areas designated in the Special Event Permit for crafts, food, beverages, and amusements.

Any vendor selling or serving food or beverages must adhere to the requirements of the Parks & Recreation Department, Public Works Department, Fire Department, and the State of Florida Division of Hotels and Restaurants Department of Business and Professional Regulation. NO vendor will be allowed to open for business until they have been inspected and approved by all three entities (see Appendixes III and IV).

No staking of tents, trailers, or other items is allowed in the Facility Rental Area, streets, or parking lots. Nothing may be attached to the landscape or hardscape. Vehicles may only be driven on pavers or concreted areas during set up and tear down of a special event. No vehicle may be driven or parked on any grassy areas at any time.

A. Food and Beverage Vendors

1. Only authorized licensed food vendors shall be permitted to operate on City property or facilities during special events.
2. The special event organizer/producer must contact the Division of Hotels and Restaurants not less than 10 calendar days before said event with the following information:
 - a. Dates and times of the special event;
 - b. Type of food service proposed;

ATTACHMENT A

- c. A list of all food service vendor owners and operators participating in each special event;
- d. The current license numbers of all public food service establishments/restaurants participating in each special event; and
- e. Schedule time of inspection.

The Division of Hotels and Restaurants may inspect all food vendors' operations at each special event for compliance with minimum sanitation standards. If the operator does not meet the standard, their operation will be shut down until corrections are made; and

All food vendors are required to obtain a license from the Division of Hotels & Restaurants in order to participate in a special event. If a food vendor does not have a state license, the Division of Hotels and Restaurants will issue a Temporary Event Vendor License. Licensing requirements and the State of Florida Guide to Temporary Food Service Events are available on their website at <http://www.myfloridalicense.com> (see Appendix IV).

- 3. The special event organizer/producer is responsible for ensuring that food vendors containerize all cooking materials and byproducts, especially grease, and that any and all such cooking materials, byproducts, and grease are removed from the City's premises and disposed of properly, or placed in the special event's grease vat provided by the organizer/producer.
- 4. Vendors who cook with grease-type products are required, as a part of site preparation, to place corrugated boxing paper, or a similar type of protection, as flooring for their booth and on top of the roofing felt to absorb grease and to prevent grease or liquids from falling onto the asphalt, concrete, sidewalks, pavers, or any other part of City property.
- 5. Food vendors are required to use a grease trap when cooking with grease. The vendor, or organizer/producer as default, is responsible for the proper removal and disposal of all grease into the special event's grease vat or from the special event area. No grease or oil may be poured onto the pavement or grass or into stormwater drains within the City of Jacksonville Beach. The special event organizer/producer will be accountable for any costs associated with clean up of storm drains, sidewalks, streets, pavers, and any other City property.
- 6. Precautions must be made to prevent food, debris, seafood shells, etc., from entering into the City's stormwater system. The placement of traps, screens, etc., may be required.

ATTACHMENT A

7. No glass cups or glasses may be used for beverage products. Should beer or wine products only come in glass bottles, the beverage must be served in a plastic or paper cup for distribution to the public. A catch container must be placed under all beverage dispensing units/taps.
8. Cleaning/pressure washing of vendor and eating areas will be a requirement for special events where food and/or beverages are served at the special event. All costs associated with pressure washing will be the responsibility of the special event organizer/producer.
9. Failure to follow this policy may result in forfeiture of the security deposit, payment of additional fees for pressure washing and cleanup, and forfeiture of the opportunity to participate in future special events on City property.

B. Cleaning

At all special events, should specific vendors have booths which result in odors, grease, or other substances present after the special event, the special event organizer/producer will be responsible for cleaning/pressure washing the special event site area including roadways.

C. Amusements

1. Mechanical or carnival-type rides for children are permitted at the SeaWalk Pavilion and Latham Plaza. No mechanical or carnival-type rides may be erected in City parking lots or on roads or sidewalks without the approval of the City Manager. A list of proposed children's rides, along with anchoring methods, must be itemized on the Special Event Permit application and presented to and approved by the Special Event Committee. A copy of the state inspection certificate must be provided to the City before rides can be operated.
2. Inflatable-type amusements are permitted provided appropriate anchoring is in place.
3. Animal rides and animal exhibitions are not permitted.

IX. CONDITIONS AND REQUIREMENTS FOR SPECIAL EVENTS HELD ON THE BEACH

Special events such as walks, races, volleyball tournaments, and surf contests that take place on the beach are also subject to the conditions and restrictions outlined by the Florida Department of Environmental Protection (FDEP) Requirements for Special Events Located Seaward of the Coastal Construction Control Line. The City's current FDEP Blanket Field Permit will cover normal FDEP Field Permit requirements and is authorized to permit special events that meet its requirements. Should the Special Event Committee Chairperson determine that additional permitting is required, the applicant will be required to contact the FDEP for additional approval (see Appendix II).

Rental fees and security deposits are required for special events held on the beach.

If there is an unauthorized and unpermitted special event on the beach in the City of Jacksonville Beach, the City Manager or designee shall have the authority to cancel and suspend said special event.

APPENDIX I – FACILITY RENTAL AREA

FACILITY RENTAL AREA AND AREAS WHERE ALCOHOL MAY BE SOLD, DISTRIBUTED, AND/OR CONSUMED. The following map defines: 1) the Facility Rental Area and Road Closure Area; and 2) areas approved for the sale, distribution, and/or consumption of alcoholic beverages.

A. Facility Rental Area A

- a. The SeaWalk lawn area extends from the east side of 1st Street to the west side of the SeaWalk boardwalk, and from the outer edge of the stage to the south side of the lawn.
- b. No more than 50% of the SeaWalk lawn area shall be designated for paid priority seating. If fenced, the fencing will be erected along the north side of the most northern of the two 10-foot paved walkways in the middle of the SeaWalk lawn. Nothing shall be erected around the paid priority seating area that would obstruct the view of any spectators at the special event or festival. If anything is found to obstruct the view of spectators outside the paid priority seating area, the organizer/producer will be required to remove it.
- c. At least one-half of Area A must remain open and free to the general public.
- d. Alcohol may be sold, distributed, and/or consumed in this area when the required fencing is in place.

B. Facility Rental Area B

- a. The Latham Plaza area extends from the west side of 1st Street to the east side of 2nd Street, and from the north side of the sidewalk on 1st Avenue North to the south side of the paver walkway located next to the north side of the Latham Plaza parking lot.
- b. Alcohol may be sold, distributed, and/or consumed in this area when the required fencing is in place.

C. Facility Rental Area C

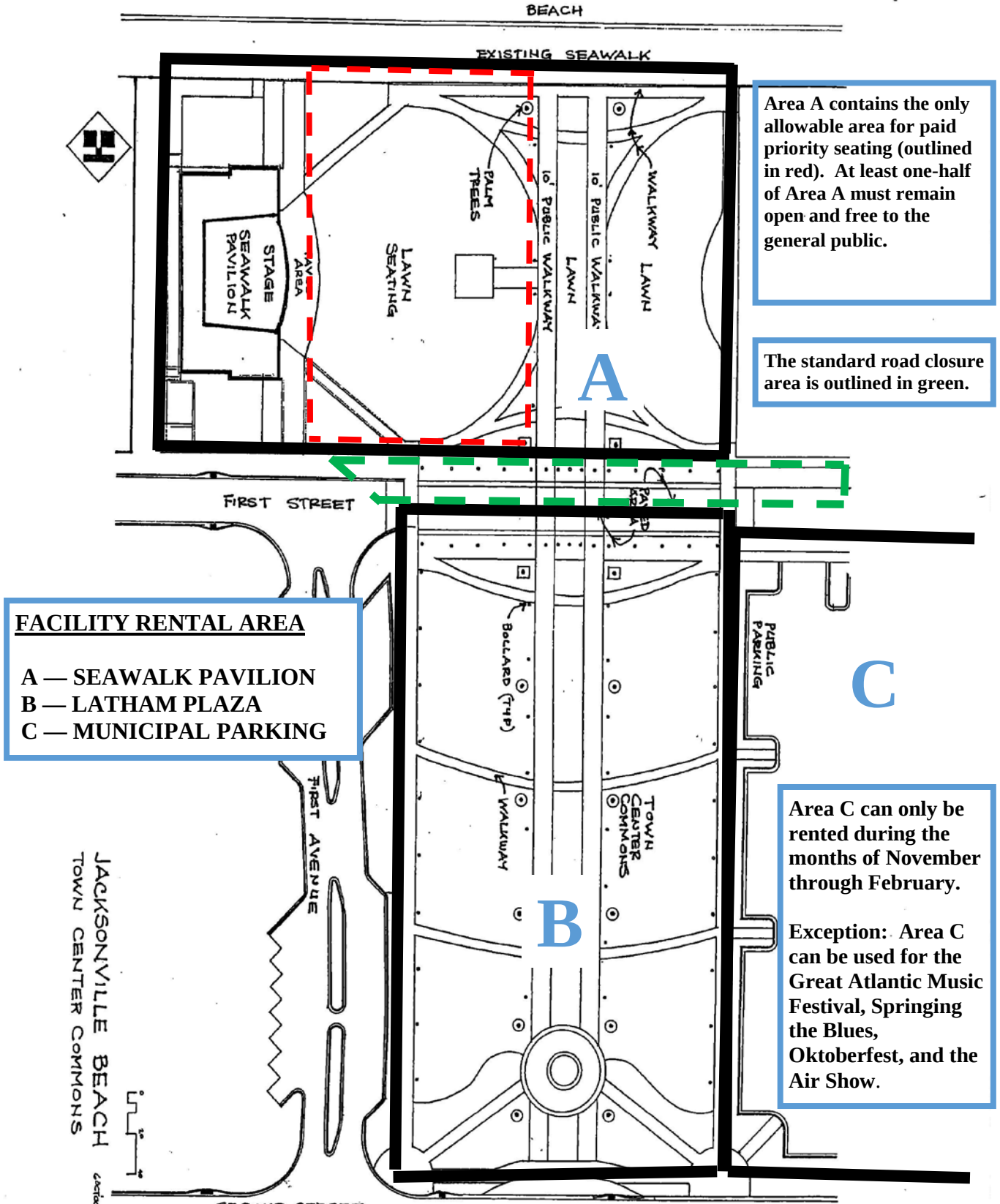
- a. Area C can only be rented during the months of October through February.
- b. Exception: Area C can be used for the Great Atlantic Music Festival, Springing the Blues, Oktoberfest and the Air Show.

D. Road Closure Area

- a. The standard road closure area is between the SeaWalk Pavilion and Latham Plaza - 1st Street North at 1st Avenue North, and 1st Street North northeast corner of Latham Parking lot and north of the Hotel's north parking lot entrance/exit.

b. Additional road closures will be determined by the Police Department.

APPENDIX I – FACILITY RENTAL AREA



ALCOHOL MAY BE CONSUMED, DISTRIBUTED AND SOLD IN ALL AREAS WITHIN THE FACILITY RENTAL AREA WHEN REQUIRED FENCING IS IN PLACE

APPENDIX II – FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) REQUIREMENTS

FDEP REQUIREMENTS FOR SPECIAL EVENTS LOCATED SEAWARD OF THE COASTAL CONSTRUCTION CONTROL LINE

The following restrictions will be used to determine approval of activities on the beach. Should further approval be needed after review of the completed Special Event Application by the City, the applicant will be required to contact the appropriate State Departments. Otherwise, the City's Blanket Field Permit when attached to the Special Event Permit will serve to apply to meet the requirements outlined by the FDEP.

A. Coastal Construction Control Line (CCCL)

The FDEP has regulatory authority over activities associated with special events such as sporting events, festivals, organized parties, concerts, and filming events that are located seaward of the CCCL. At the Jacksonville Beach SeaWalk Pavilion, the CCCL is located approximately 50 feet east of 1st Street, North. Maps of the CCCL are located at the City of Jacksonville Beach Planning & Development Department or the FDEP, 8800 Baymeadows Way West, Suite 100, Jacksonville, FL 32256.

B. FDEP Beaches and Shores Field Permit

If a special event or any activity associated with a special event is located seaward of the bulkhead in Jacksonville Beach, you must contact the FDEP at 904-256-1700 for information regarding Beaches and Shores Field Permits for special events. The following activities are examples of special event activities that may require a FDEP Beaches and Shores Field Permit:

Activities located on the Beach or Dunes

- Temporary structures
- Excavation (post and volleyball nets included)
- Removal or disturbance of beach material
- Alteration of existing elevations
- Impacts to native dune vegetation

Activities located Seaward of the CCCL

- Any additional nighttime lighting between May 1 and October 31

C. FDEP Contact

Field Permits

904-655-1765 or 904-256-1700

D. Marine Turtle Nesting Season

May 1 through October 31 is the marine turtle-nesting season. There are special prohibitions and restrictions during this time for most activities located seaward of the CCCL and seaward of the dune crest. Some of the activities under protected species restrictions include the use of lighting, ball catching nets, heavy equipment, and any apparatus that penetrates into the beach or dune. You must contact the Bureau of Protected Species Management to verify that these requirements have been met if the proposed activity will occur during the marine turtle-nesting season.

E. FDEP Special Conditions for Events Held on the Beach

If the area along the beach impacted by a special event is considered a suitable nesting habitat, the following conditions must be followed. If these conditions are not accomplished, the proposed activity cannot take place.

1. To minimize potential adverse impacts to marine turtles, daily early morning surveys are required to begin on May 1 or 65 calendar days in advance of the special event, whichever date is later. Daily surveys will continue to be conducted until all tear-down activities have finished.
2. All nest surveys, nest screening, and marking activities shall be conducted by persons listed on a valid permit issued by the FDEP, Division of Marine Resources, pursuant to Rule 16R-1, Florida Administrative Code. The permittee shall contact the appropriate marine turtle permit holder for each special event area. The current marine turtle permit holder for this area is Jennifer Burns who may be contacted at (904) 613-6081.
3. Nests that are deposited within the special event site shall be left *in situ* unless other factors (inundation) threaten the success of the nest. If any nests are determined to have been deposited within the project area, such nests will be marked and the actual location of the clutch determined. A circle with a radius of 10 feet, centered at the clutch, shall be marked by stake and survey tape or string. No special event activities shall enter this circle and no adjacent special event activity shall be allowed which might directly or indirectly disturb the area within the staked circle. If the nest cannot be avoided by this distance due to the scope of the project, all activity near the nest must be postponed until the nest has completed incubation and all hatchlings have emerged.
4. No activity associated with the special event shall take place on the beach prior to the early morning survey or after 9:00 P.M. No temporary lighting of the special event area is authorized at any time during the marine turtle-nesting season (May 1 through October 31).
5. No operation of heavy equipment, cars, trucks, etc., is authorized seaward of the dune crest, existing seawalls, or bulkheads during the marine turtle season.

6. No construction of tents or any placement of stakes, poles, or other penetrating apparatus may be placed on the beach until each individual site location is approved by the duly appointed marine turtle permit holder. All temporary structures shall be constructed at the locations depicted in the approved plan. No additional temporary structures are authorized.
7. All ball catching nets shall be removed daily by 9:00 P.M. and not replaced prior to the completion of the marine turtle nesting survey each morning, or the nets shall be erected to allow for a minimum of three feet of clearance between the beach surface and the bottom of the net.
8. Prior to implementing the required monitoring plan, the applicant or contracted marine turtle permit holder shall contact FDEP at 904-655-1765 or 904-256-1700 to confirm that the requirements of the monitoring plan have been accomplished.

APPENDIX III – FIRE SAFETY REQUIREMENTS

JACKSONVILLE BEACH MINIMUM FIRE SAFETY REQUIREMENTS FOR FOOD TRUCKS, TRAILERS, AND TENTS*



Vendor Name: _____

Date: _____

Special Event _____

* This sample form will be updated periodically and subject to change to reflect the current laws in the State of Florida

JACKSONVILLE BEACH FIRE DEPARTMENT

The Fire Department will not allow cooking prior to receiving a passing inspection from the Fire Marshal or designee. Any questions concerning these requirements may be directed to the Fire Marshal at 904-247-6201.

- ☐ 1. Vehicle/trailer is to be equipped with a commercial exhaust system.
- ☐ 2. Vehicle/trailer is to be equipped with a fire suppression system when cooking produces grease laden vapors.
- ☐ 3. Fire Suppression System is to be inspected and tagged every 6 months by licensed fire suppression contractor.
- ☐ 4. Provide one 2A10BC fire extinguisher (red extinguisher).
- ☐ 5. If frying or cooking operation produces grease laden vapors, one **40BC** fire extinguisher (silver extinguisher) for **each piece of frying equipment or one K-class extinguisher is required.**
- ☐ 6. Fire extinguishers to be mounted in a fixed location and inspected and tagged by a licensed fire extinguisher company (within last 12 months).
- ☐ 7. All compressed gas cylinders to be chained or strapped in position.
- ☐ 8. Filling of LP gas cylinders on site will **not** be permitted.
- ☐ 9. There will be no access to the cooking equipment and fuel sources by the general public.

Additional Requirements for Tents:

- ☐ 10. Tent material will be required to be treated with flame retardant. *The Fire Department requires a **certificate or other evidence of approval** by a laboratory of recognized standing or the report of tests made by other inspection authorities as evidence that the tent fabric materials have the required flame resistance.*
 - ☐ 11. The ground enclosed by any tent or temporary membrane structure and for a reasonable distance, but not less than 10 ft. outside of such structure(s) shall be cleared of all flammable or combustible material or vegetation. *Exception: Cardboard used for protection of pavement.*
 - ☐ 12. Frying equipment to be located under the tent protected from rain.
 - ☐ 13. Barbeque grills to be located outside of tent to help eliminate smoke buildup and possible flame up.
- ☐ Approved ☐ Disapproved

Signed: _____
JBFD Fire Inspector

Comments:

APPENDIX IV – TEMPORARY FOOD SERVICE EVENTS

FLORIDA DIVISION OF HOTELS & RESTAURANTS GUIDE TO TEMPORARY FOOD SERVICE EVENTS

This guide contains the same information as the Department of Business Professional Regulation (DBPR) Form HR 5030-034, Guide to Temporary Food Service Events, a PDF document available in English and Spanish at the following website:

http://www.myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html.

A temporary food service event is an event of 30 calendar days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

We developed this guideline for temporary events from Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes.

A. Licensing

A public food service establishment or other food vendor must obtain a license from the division for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The division will inspect temporary events and if minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified by the division.

Sponsors of a temporary food service event must notify the division of the following items no less than three business days prior to the scheduled event.

- 1) Type of food service proposed,
- 2) Time and location of the event,
- 3) Complete list of food service vendor owners and operators participating, and
- 4) Current license number of each public food service establishment participating.

Notification: Event sponsors may complete notification requirements by telephone at 850-487-1395, in person at the appropriate district office, via email at dhrr.info@myfloridalicense.com, or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

Group License: The division may issue a group license to a vendor with multiple units serving a single non-potentially hazardous food (e.g., churros). All grouped units must serve the same food. Foods

requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

B. Licensing Exemptions

Public food service establishments holding current licenses from the division may operate at temporary events with no additional license fee.

Temporary events such as carnivals, fairs, or other celebrations operated on church or school property or any eating place operated by a non-profit civic, fraternal or religious organization are exempt from licensing and inspection by the Division of Hotels & Restaurants.

C. Fees

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

- 1-3 day event – \$91
- 4-30 day event – \$105
- Annual – \$456

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments. Fees are current at the time of Special Event Policy adoption and are subject to change. Please check the Florida Division of Hotels & Restaurant website for current fees.

D. Fire Safety

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

E. Personnel

Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the division. Without an approved AOP, employees must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment when handling RTE food.

Food service workers transmit most foodborne disease causing germs to foods. That is why it is so important for employees to maintain high standards of personal cleanliness. All personnel must wash hands prior to beginning work, when returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Smoking is prohibited in ware washing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves.

All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

F. Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Food service operators must provide overhead protection if food is prepared or portioned or ware washing is done onsite;
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain;
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination;
- 4) When potentially hazardous food is prepared at events of four to 30 days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by;
 - a) 16 mesh to one inch screens,
 - b) Properly designed and installed air curtains, or
 - c) Other effective means.
- 5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled; and
- 6) A handwashing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for handwashing and hand drying.

G. Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of cleaning and employee handwashing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Steam used in contact with food or food-contact surfaces must be free from contamination.

H. Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved sewerage system.

I. Required Items

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- If required by local fire authority, properly tagged and sized portable fire extinguisher

To Prevent Foodborne Illness

- Obtain foods from an approved source. Home prepared food is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook pork to a minimum temperature of 145° Fahrenheit for at least 15 seconds.
- Cook beef to a minimum temperature of 155° Fahrenheit for at least 15 seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit for at least 15 seconds.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two hours for hot holding.

- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water not longer than four hours, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.

APPENDIX V – SPECIAL EVENT SITE INSPECTION AND CLEANUP AGREEMENT**Pre-Special Event Inspection**

It is the responsibility of the special event organizer/producer to ensure vendors and providers keep City facilities and the surrounding areas used or affected by the crowds attending the special event in a clean and sanitary condition during and after a special event. The cost of cleanup services and repair of facility damage within the special event site including the road closure area as specified in the Special Event Permit is the responsibility of the special event organizer/producer. Non-compliance may result in the special event being shut down, forfeiture of the security deposit, additional fees charged, and/or forfeiture of participation in future special events on City property.

Jacksonville Beach Parks & Recreation Department personnel and the organizer/producer will conduct a site inspection prior to a special event. Any areas of concern or damage will be noted with both parties signing the inspection sheet. At an agreed upon time, a closing site inspection will be conducted by Parks & Recreation Department personnel and the organizer/producer to identify any issues, concerns, or damages and to ensure the site is left in satisfactory condition.

Special Event Name: _____

Special Event Date: _____

Inspection Date: _____

PRE-SPECIAL EVENT INSPECTION

- ☐ Site inspection conducted by Parks & Recreation Department personnel and the organizer/producer
- ☐ No visible signs of damage to the grass, trees, or grounds
- ☐ SeaWalk Pavilion clear of all equipment, swept, and trash cans emptied
- ☐ Document areas of concern or existing damage
- ☐ Irrigation and electrical systems are operational
- ☐ Equipment at the SeaWalk Pavilion is orderly

Document Existing Areas of Concern or Damage:

AGREEMENT – SIGNATURE BEFORE THE SPECIAL EVENT

I have read and understand the Special Event Site Inspection and Special Event Cleanup Agreement required for hosting a special event in the City of Jacksonville Beach. I agree to follow the Special Event Policy, to ensure any providers or vendors used also understand and follow these standards, and agree to leave the facilities in the condition required.

Signature of Special Event Organizer/Producer	Date
Printed Name and Phone No.: _____	

Signature of Parks & Recreation Department Personnel	Date
Printed Name and Phone No.: _____	

APPENDIX V – SPECIAL EVENT SITE INSPECTION AND CLEANUP AGREEMENT**Post-Special Event Inspection**

- ☐ Site inspection conducted by Parks & Recreation Department personnel and the organizer/producer
- ☐ No visible signs of damage to the grass, trees, or grounds
- ☐ SeaWalk Pavilion clear of all equipment, swept, and trash cans emptied
- ☐ Document areas of concern or existing damage
- ☐ Irrigation and electrical systems are operational with no damage resulting from special event
- ☐ Equipment at the SeaWalk Pavilion is replaced and orderly
- ☐ Document areas of concern or damage along with remediation plans
- ☐ All vendors and trash are removed from the site
- ☐ Areas where food was prepared and served have been pressure washed
- ☐ Portable toilets removed from site without incident

SeaWalk Pavilion Equipment Inventory

_____ Trash Cans	_____ Signs- ‘Festival Rules’
_____ Orange Hollow Barricades	_____ Signs- Handicapped Parking
_____ 6’ Orange/White Collapsible Barricades	_____ Signs - ‘Road Closed’
_____ Traffic Cones	_____ Tripods for ‘Road Closed’ Signs
_____ Signs – ‘No Alcohol Beyond This Point’	_____ Signs ‘No Parking’

Approval is granted for you to provide your own cleanup services. It is your responsibility to ensure vendors and providers keep City facilities and the surrounding areas used or affected by the crowds attending the special event in a clean and sanitary condition during and after a special event. The cost of cleanup services is the responsibility of the special event organizer/producer.

The area where food has been cooked, and any other areas deemed necessary by Parks & Recreation Department personnel, must be cleaned/pressure washed after the special event. A cleanup inspection of the site, to include all rented facilities, landscape, hardscape, storm drains, streets, pavers, and grass, will be conducted by Parks & Recreation Department personnel within 48 hours of the special event.

Failure to follow this policy could result in forfeiture of the security deposit, additional fees charged for cleaning/pressure washing, and forfeiture of participation in future special events on City property.

Other Additional Cleanup Required:

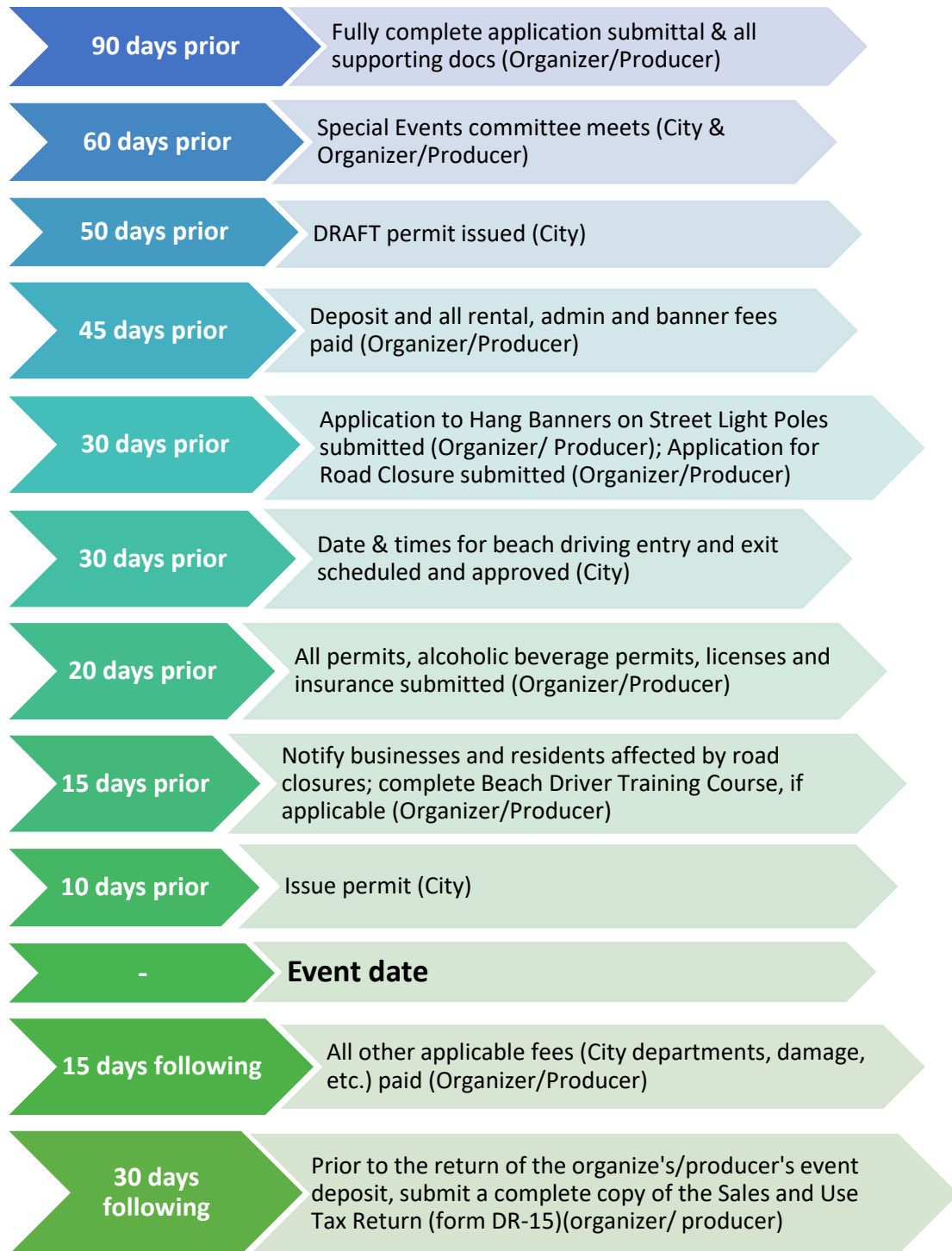
AGREEMENT – SIGNATURE WITHIN 48 HOURS FOLLOWING THE SPECIAL EVENT

The City of Jacksonville Beach and the special event organizer/producer both agree to the post-special event inspection and any necessary remediation plans.

Signature of Event Organizer/Producer	Date
Printed Name and Phone No.: _____	

Signature of Parks & Recreation Department Personnel	Date
Printed Name and Phone No.: _____	

APPENDIX VI - TIMELINE OF DUE DATES



APPENDIX VII – CO-SPONSORSHIP POLICY

The City of Jacksonville Beach offers limited use of certain resources to organizations that apply for and meet the guidelines and criteria for co-sponsorship. The City has established a process and criteria to determine co-sponsorship eligibility and defines requirements, terms, and levels of support.

A co-sponsored special event is defined as an event that is planned and conducted by an outside non-profit organization with the assistance of City staff time, equipment, public safety services, and/or the use of facilities or property.

The City does not provide monetary funds for these co-sponsored special events, but the City provides in-kind services as determined by the City on a case-by-case basis.

The purpose of the policy and application is to invite community groups that provide compatible services, activities, or programs to submit a request for co-sponsorship status. Groups requesting City support must relate their services to the co-sponsorship policy and meet the criteria listed below.

1. Eligibility:

Organizations applying for co-sponsorship status must meet the following criteria:

- A. Must be a valid non-profit or community service organization based within Duval County (proof of non-profit status is required, if applicable).
- B. The organization's goals must be aligned with and further the vision of the City of Jacksonville Beach; specifically, to provide special events that are safe, without alcohol, appealing to families, and attractive to people of all ages.
- C. All of the following special event criteria shall be demonstrated by the applicant:
 - 1. Free and open to the public, unless otherwise authorized by the City Council;
 - 2. Demonstrate community pride and involvement; and
 - 3. Not have a religious or political purpose.
- D. Before recommending approval, the City Manager or designee will also consider factors including but not limited to:
 - 1. Benefit to the community;
 - 2. Proposed special event location and time of day; and
 - 3. Impact on the surrounding neighborhood, City staff, and resources.
- E. Activities specifically prohibited from City co-sponsorship include:
 - 1. Fundraisers;
 - 2. Events that enhance private business;
 - 3. Events held on behalf of, in support of, or in opposition to any political candidate or ballot measure, or advocate a political position;
 - 4. Events that advocate or promote adult-oriented businesses; or

5. Events that solicit criminal activity.

2. Requirements and Terms:

All co-sponsored programs or special events must not discriminate against any constitutionally protected class of persons or groups, or any religious views. Co-sponsored organizations must also meet the following requirements and adhere to the following terms:

- A. The organization must provide applicable information documenting adherence to requirements when applying for co-sponsorship status.
- B. All co-sponsored programs or special events must be open to the public and provide services on a non-discriminatory basis.
- C. The co-sponsored organization, except for neighborhood associations, must provide all insurance coverage required by the City.
- D. Programs and activities of co-sponsored organizations are superseded by those of the City or by previously contracted use of space.
- E. The co-sponsored organization must pay for required staffing, equipment, permit fees, and any other charges from City departments.
- F. The co-sponsored organization must request facility usage through the City's Special Events Coordinator, regardless of meeting/special event location, at least 90 days ahead of meeting/special event date(s).
- G. Co-sponsorship status does not apply to all special events. Groups must request special event co-sponsorship individually per special event/meeting (or per series of special events/meetings) through the City's Special Events Coordinator.
- H. The City of Jacksonville Beach must be listed on all related publicity with the phrase, "In cooperation with the City of Jacksonville Beach."

3. Review and Approval Process:

To assure that all applications for co-sponsorship status receive proper consideration and to ensure that the City is provided with the information needed to make informed decisions, all applications will be subject to the following evaluation process:

- A. Each application will be reviewed by the Special Event Committee in light of the above-outlined criteria and requirements.
- B. Applicants will be notified of their approval status within one month of submitting a completed application. Organizations approved for co-sponsorship status will receive

information regarding the benefits to be made available and be introduced to their City staff liaison.

- C. Appeal process: If the co-sponsorship is not approved, a written appeal may be directed to the City Manager or designee outlining the reasons why co-sponsorship status should be approved.
- D. Co-sponsorship status approval is for up to one year and organizations may apply for renewal annually.
- E. New applications for co-sponsorship are accepted throughout the year. Applications are on the City of Jacksonville Beach website.
- F. Organizations must reapply annually for co-sponsorship. Renewal of an existing co-sponsorship for two additional years may be requested and will be reviewed and approved at the discretion of the Department Director responsible for the oversight of the City resource being used.
- G. The following conditions apply once fee waiver and/or co-sponsorship is approved:
 - 1. Appropriate recognition of the City as co-sponsor of or contributor to the special event or program will be provided on all promotional materials and at all special events and programs. The City Manager or designee must approve promotional materials, the special event/program schedule and activities. If the City is not recognized for its contributions to the special event/program, the organization could potentially lose future co-sponsorship opportunities with the City.
 - 2. No fliers, posters, banners, or signage can be placed, posted, or distributed within City parks, City facilities, on street poles, or on sandwich boards throughout the city without the approval of the City Manager or designee. Street Banner and encroachment permits fees are waived but must be obtained through the City. For further clarification see the City of Jacksonville Beach Municipal Code (Chapter 34 – Land Development Code Division 4A - Temporary Banner and Special Event Signs).
 - 3. All applicants must complete a Facility Use Permit with the Special Events Division of the Parks & Recreation Department. Conditions may be placed on the use to minimize impacts to facilities or costs to the City, or to restore facilities to pre-special event conditions.
 - 4. Proof of General Liability Insurance and Endorsements with the City additionally insured, as well as a hold harmless agreement will be required for each special event. The insurance coverage will be determined on a case by case basis between the City, non-profit organization and Insurance Advisor, and will depend largely on the requirement of street closures and duration.

5. A refundable security deposit is required. Deposit amounts are set to ensure proper clean up and cover the City's costs for remediation of any damage or loss. If the full deposit is not accompanied with the Facility Use Permit by the specified date, the facility request shall be cancelled and approval withdrawn. Security Deposits will be refunded within four to six weeks of the special event or activity, if standards have been met. Security Deposits will not be waived.

6. Applicants are responsible for payment of the full cost of materials, labor, replacement, repairs, or damages related to the special event, project, or program, regardless of the amount. If damage occurs and the complete remediation costs the City less than the amount of the deposit, the difference shall be refunded.

H. The City Special Events Coordinator will: 1) be the direct contact to the co-sponsored organization; 2) field all facility use requests; 3) determine if co-sponsorship is appropriate on a per special event basis; 4) advise organizations of facility usage application requirements and provide a facility contact for organizations to submit facility use applications; 5) approve all publicity materials; and 6) track usage hours.

4. Benefits of Co-Sponsorship:

A. Co-sponsorship may include any of the following:

1. Reduced or waived facility rental fee;
2. Reduced or waived Street Banner fees;
3. Reduced or waived Administration costs;
4. Waived encroachment permit;
5. Advertising on the City website, social media and programmable message board.

B. Co-sponsorship does not include the following:

1. Staff costs;
2. Refundable security deposit;
3. Outdoor use of any city equipment such as tables, chairs, fencing, canopies; and
4. Insurance.

All resources to be provided by the City in co-sponsorship of a special event or program shall be within current funding allocations, and expenditures shall not result in a reduction of other City services.

The City reserves the right to assess all activities at any time to ensure all rules, regulations, conditions of use, City and health and safety laws are not violated. Co-sponsorships and fee waivers can be revoked at any time effective immediately, if the recipient agency or organization fails to comply with this policy or any other local, state, or federal regulations.

Revisions/Amendments:

9/5/17- changing pages 22 and 23 to reflect (a) changes made to paid parking program, making the program effective during the months of March through October (therefore making the parking lot available for rent only during the months of November through February) and (b) change made by adding Oktoberfest to the list of exceptions to the prohibition of renting the Latham Plaza parking lot during the months of paid parking.

1/19/21 – adding Appendix VII – Co-sponsorship Policy; revisions throughout entire policy for clarity.



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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Senior Planner
DATE:	January 14, 2021
SUBJECT:	Resolution No. 2073-2020
	Local Mitigation Strategy 2020 Adoption

BACKGROUND

The Local Mitigation Strategy (LMS) is a document that serves as the primary component of a statewide process of community-based hazard mitigation planning. The purpose of the LMS is to identify hazards to which Duval County and its municipalities are vulnerable and identify actions to minimize or avoid the impacts from those hazards (hurricanes, flooding, terrorism, etc.). The City is represented on the LMS Working Group (Security and Emergency Preparedness Planning Council) by the Mayor and on the Advisory Committee by Planning and Development Department staff and the Fire Marshal.

The main focus of the LMS is to identify initiatives and specific mitigation projects to minimize damages and loss of life resulting from major hazards such as hurricanes. The original LMS for Duval County was prepared in 1999 and, as required by federal regulations, is updated every five years. Additionally, the Robert T. Stafford Act requires communities to have an approved LMS before they are eligible for federal mitigation grant funding.

Duval County Emergency Preparedness staff with support from members of the Advisory Committee have recently completed the 2020 update to the LMS. This most recent update included operationalizing goals and objectives, providing activity classes for each identified goal, re-assessing natural hazard vulnerability, addressing additional technological and man-made hazards, verifying mitigation initiatives, and identifying new funding sources.

The 2020 update of the LMS includes a list of over 125 mitigation initiatives that have been identified by the Advisory Committee as being necessary to increase public safety and reduce hazard vulnerability of the community. Of these initiatives, 10 directly involve projects located within or impacting the City of Jacksonville Beach. These projects include beach re-nourishment, underground placement of power lines, and the purchase of generators.

The inclusion of a specific mitigation initiative into the approved and adopted LMS is critical to the initiative's potential for receiving funding assistance from the various grant programs identified in



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the document and made available through the Federal Emergency Management Agency. This is also critical to any initiative to receive funding that is distributed as disaster relief funds released following major storm events or other disasters. The LMS is a living document and mitigation initiatives can be included during regular meetings of the Advisory Committee. Adoption of the LMS by all participating jurisdictions is necessary for the Federal Emergency Management Agency to issue formal approval of the County's document.

A copy of the entire 2020 Duval County LMS document is available for review in an electronic version and posted under January 19 Agenda Supplements on the City's website at <http://www.jacksonvillebeach.org/ccagendasupplements>.

FINANCIAL IMPACT

The financial impact to the City would be related to specific mitigation initiatives that are implemented by securing state or federal grant funding where there is typically a local match of funding. The exact amount of financial impact would be project and grant program specific.

REQUESTED ACTION

Adopt/Deny Resolution No. 2073-2020 adopting the updated 2020 Duval County Local Mitigation Strategy.

ATTACHMENTS

- Resolution No. 2073-2020.
- Duval County Local Mitigation Strategy Stakeholders Memo.
- Duval County Local Hazard Mitigation Plan Compliance Memo from the Florida Division of Emergency Management.
- The 2020 Local Mitigation Strategy document is available for viewing under January 19 Agenda Supplements at <http://www.jacksonvillebeach.org/ccagendasupplements>.

Introduced By: _____

Adopted: _____

RESOLUTION NO. 2073-2020

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.

WHEREAS, the Jacksonville Security and Emergency Preparedness Planning Council serves as the Local Mitigation Strategy Working Group; and

WHEREAS, the Duval County Local Mitigation Strategy Working Group has completed a Local Mitigation Strategy which has been reviewed by the Florida State Department of Community Affairs and the Federal Emergency Management Agency, necessitating revision and re-adoption of the document throughout the county; and

WHEREAS, the Duval County Local Mitigation Strategy has been updated to mitigate the dangers and costs associated with natural and manmade hazards, and to provide a priority for mitigation activities before and after a hazardous event occurs in Duval County; and

WHEREAS, the 2020 Local Mitigation Strategy contains mitigation initiatives and projects directly necessary and beneficial for the safety and protection of the residents, businesses, and property within the City of Jacksonville Beach.

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

SECTION 1. Adoption of Recitals. The foregoing recitals are deemed true and material parts of this Resolution and are fully incorporated herein by reference.

SECTION 2. Adoption of the 2020 Duval County Local Mitigation Strategy. The City of Jacksonville Beach accepts and adopts the 2020 Duval County Local Mitigation Strategy and assigns review and maintenance responsibilities of the strategy to the Local Mitigation Strategy Working Group to be coordinated by the Duval County Emergency Preparedness Division with review and re-adoption by the City Council at least once every five years or as requested by City Council.

SECTION 3. Repeal of Prior Inconsistent Resolutions and Council Decisions. All prior resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 4. Severability. If any section, sentence, clause, or phrase of this Resolution should be held invalid, unlawful, or unconstitutional, said determination shall not be held to

invalidate or impair the validity, force, or effect of any other section, sentence, phrase, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

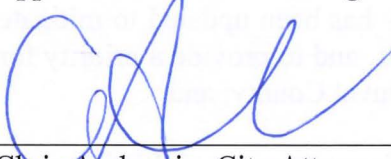
SECTION 5. Effective Date. This Resolution and the 2020 Duval County Local Mitigation Strategy shall become effective immediately upon passage and adoption by City Council.

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



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City of Jacksonville, Florida

Lenny Curry, Mayor

Jacksonville Fire & Rescue
Emergency Preparedness Division
515 North Julia Street
Jacksonville, Florida 32202
(904) 255-3110
www.jaxready.com

MEMORANDUM

TO: Duval County Local Mitigation Strategy Stakeholders
FROM: Noah Ray, Emergency Preparedness Supervisor, LMS Coordinator
SUBJECT: Summary of Changes to Local Mitigation Strategy
DATE: July 31, 2020

The major changes and improvements to the Local Mitigation Strategy (LMS) are as follows, categorized according to the five sections of the LMS. As of May 8, 2020, FDEM Mitigation has announced the plan is a *"Approved Pending Adoption."* Our next step will be to adopt the LMS through legislation.

I: Planning Process

- The LMS Risk-Assessment Subcommittee was convened early in the process to guide revision
- Public input was gathered from a survey included in the annual Emergency Preparedness Guide, which was mailed to 418,000 residents
- Met with Citizen Planning Advisory Committees (CPACs) and other community organizations to discuss mitigation in the community
- The inclusion of a wide variety of stakeholders during the planning process influenced selection of new hazards and expansion of the range of hazards
 - Formally included technological and man-made hazards

II: Guiding Principles and Goals

- The LMS Risk-Assessment Subcommittee advised to "operationalize" goals and objectives
- New classifications and information was added to each objective, including:
 - "Activity Classes" identified for each goal
 - Prevention, Property Protection, Natural Resource Protection, Public Education and Awareness
 - Recommended actions to stimulate development of mitigation initiative projects
 - Implementation Documents were identified for each goal
 - Responsible Agency / Depts. were identified for each goal
 - Timeline for implementation was suggested for each goal



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Example: Revised Goals and Objectives Table

Goal	Activity Class	Objectives	Actions	Implementation Documents	Agency / Depts.	Timeline
GOAL 1: Minimize future losses from disasters by reducing the risk to people and property.						
Goal 1	Prevention	Objective 1.1 Protection of populations and properties in the City of Jacksonville susceptible to economic or physical loss from natural and man-made disasters shall be consistent with the standards established in the Local Mitigation Strategy and other planning documents.	1. Examine current practices related to construction of infrastructure 2. Identify ways to build infrastructure more resiliently 3. Identify ways to retrofit resiliency and build it into new construction. 4. Identify regulations that need to change to allow for wet and dry flood-proofing and elevation 5. Change regulations to allow resiliency and to require it 6. Identify areas appropriate for development limitations	COJ Ordinance Chapter 674, Emergency Preparedness	COJ EPD COJ DPW COJ PDD COJ HCDD (Neighborhoods)	Ongoing
Goal 1	Prevention	Objective 1.2 Encourage higher standards of maintenance to existing drainage systems and retention ponds, and monitor cumulative development impacts with a macroscopic view.	1. Implement solutions of the Storm Resiliency & Infrastructure Development Review Committee 2. Coordinate with USACE and FDEP to discover best practices from other communities within Florida	COJ Ordinance (2018-157-E)	COJ DPW COJ PDD JEA	Short Term Ongoing
NEW		NEW				

III: Hazard Identification and Vulnerability Analysis

- Re-assessed natural hazard vulnerability with current data
 - Numerous updated and novel GIS Systems were utilized
- Addressed additional technological and man-made hazards:
 - Hazardous Material Incidents (Oil Spills, Transportation Accidents)
 - Critical Infrastructure Disruption
 - Cybersecurity Attacks
 - Terrorism/Targeted Violence
- The LMS update utilized steps 1 & 2 of the DHS **Threat and Hazard Identification and Risk Assessment (THIRA)** process and workbook.
- Vulnerability Rubric was implemented to create a quantitative score for hazards
 - Frequency, Impact Probability, Magnitude (Injury/Deaths, Infrastructure, Environment)
- Addressed updated requirements for Emergency Management Accreditation Program (EMAP)

IV: Mitigation Initiatives

- All projects have been verified with responsible agencies and updated

V: Funding Sources

- Funding sources updated
- New programs were incorporated



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Jared Moskowitz
Director

May 8, 2020

Steven Woodard, Director
Duval County Emergency Management
515 North Julia Street Suite 400
Jacksonville, Florida 32202

Re: Duval County Local Hazard Mitigation Plan Approved Pending Adoption

Dear Director Woodard,

This is to confirm that we have completed a State review of the Duval County Local Mitigation Strategy (LMS) update for compliance with the federal hazard mitigation planning standards contained in 44 CFR 201.6(b)-(d). Based on our review and comments, Duval County developed and submitted all the necessary plan revisions and our staff has reviewed and approved these revisions. We have determined that the Duval County LMS plan is compliant with federal standards, subject to formal community adoption, for the jurisdictions below:

City of Jacksonville
City of Jacksonville Beach
City of Atlantic Beach
City of Neptune Beach
Town of Baldwin

Upon submittal of a copy of all participating jurisdictions' documentation of their adoption resolutions to our office, we will send all necessary documentation to the Federal Emergency Management Agency (FEMA) who will issue formal approval of the Duval County LMS.

If you have any questions regarding this matter, please contact your LMS Liaison Kristin Buckingham at Kristin.Buckingham@em.myflorida.com or 850-815-4519.

Respectfully,

Miles E. Anderson,
Bureau Chief, Mitigation
State Hazard Mitigation Officer

MEA/kb

Attachments: MEMORADUM: State approval of LMS plans under Program Administration by States (PAS)

cc: FEMA Region IV, Mitigation Division – Risk Analysis Branch



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

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 [1 st 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.

FINANCIAL IMPACT

None

REQUESTED ACTION

Approve/Disapprove 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.

ATTACHMENTS

Ordinance No. 2020-8156

Introduced by: _____
1st Reading: _____
2nd Reading: _____

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~~ 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) *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 eCity'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 Aapproval 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 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.

Christine H. Hoffman, Mayor

Laurie Scott, City Clerk



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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Chris Ambrosio, City Attorney
DATE:	January 14, 2021
SUBJECT:	Ordinance No. 2020-8158 [First 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.

FINANCIAL IMPACT

None.

REQUESTED ACTION

Approve/Disapprove 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.

ATTACHMENTS

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

Introduced by: _____
1st Reading: _____
2nd Reading: _____

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

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)



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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Chris Ambrosio, City Attorney
DATE:	January 14, 2021
SUBJECT:	Ordinance No. 2020-8160 [First 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.

FINANCIAL IMPACT

None

REQUESTED ACTION

Approve/Disapprove Ordinance No. 2020-8160, on the first reading and schedule a second reading for February 1, 2021.

ATTACHMENTS

Ordinance No. 2020-8160

Resolution No. 2058-2020 (as reference)

Introduced by: _____

1st Reading: _____

2nd Reading: _____

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

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.