



City of Jacksonville Beach

Briefing Notice

City Council

11 North Third Street
Jacksonville Beach, Florida

Monday, November 13, 2023

5:30 PM

Council Chambers Conference Room

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

- A. Future Briefing Topics
- B. Special Event Policy
- C. Parks Rate Resolutions
- D. Private Commercial Event Policy
- E. Penalties for Pier Violation(s)
- F. Fletcher Land Use Request
- G. City Board Candidate Discussion
- H. Miscellaneous City Manager Items
- I. Committee Assignment Report

Council Members in attendance may include:

Mayor: Christine Hoffman

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

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

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

CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Molly Alleger, Assistant to the City Manager
DATE:	November 13, 2023
SUBJECT:	Special Event Policy

BACKGROUND

The City Council reviewed a draft of the new Special Event policy during the August 2023 briefing. Since then, our City Attorney performed a legal review, we continued internal conversation, and made the following changes:

- Requested an exception to the single-day festival rule for Florida Fin Fest Event to allow for a two-day festival;
- Added a policy to bring forth a calendar of City-produced events annually for Council Approval;
- Lengthened the requirement for the first right of refusal “grandfather clause” from a two-year period to a five-year period; and
- Included a requirement for a Certified Crowd Manager for additional internal security and public safety measures for events with more than 500 attendees.

FINANCIAL IMPACT

None.

COUNCIL DIRECTION REQUESTED

1. Does the City Council concur with the changes made?
2. Does the City Council wish for staff to bring this policy forward for formal adoption?

ATTACHMENTS

1. 2023 Proposed Event Policy
2. Special Event Policy 2017

THE CITY OF JACKSONVILLE BEACH SPECIAL EVENT POLICY

Department of Parks and Recreation
November 2023



2508 South Beach Parkway
Jacksonville Beach, Florida
32250

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PURPOSE

The purpose of this policy is to outline the requirements to hold a Special Event on the public property of the City of Jacksonville Beach, hereafter called the City. These requirements are intended to safeguard Event participants and the public property belonging to the citizens of Jacksonville Beach. A Special Event is reasonably expected to require, for its safe and successful execution, the coordination of City services or the organization of the Event to a degree above that which the City provides under ordinary, everyday circumstances. City staff will maintain clear and transparent processes and procedures consistent with this policy.

CHAPTER 1. DEFINITIONS

1.01 DEFINITIONS

- A. Special Event or Event. Special Event or Event shall mean any preplanned meeting, activity, parade, or gathering of a group of persons, animals, or vehicles, or a combination thereof, having a common purpose to be held at the Seawalk Pavilion, Pavilion lawn, and/or Latham Plaza. No event shall utilize the Latham Municipal Parking Lot during paid parking season. Exceptions (per City Council vote): Springing the Blues, Opening of the Beaches Parade, Oktoberfest, and the Air Show.
- B. Event Producer. Event Producer shall mean the person who is financially responsible for all fees, deposits, damages, or other charges for holding an Event in Jacksonville Beach. The Event Producer has the authority to make decisions regarding the Event and serves as the point of contact for inquiries and issues that need to be resolved. It is a requirement that the Event Producer is present for the permit meeting as well as the site walkthroughs, both prior to and after the Event. Once an application is approved, the Event is non-transferrable to any other persons or entities.
- C. Certified Crowd Manager. The responsibilities of the Certified Crowd Manager include but are not limited to: keeping entrances/exits clear, preventing overcrowding, assisting orderly evacuation during an emergency, and/or identifying attendees who may potentially cause problems. All Events with expected participation of over 500 individuals will be required to have at least one Certified Crowd Manager and the City reserves the right to determine the required number of Certified Crowd Managers based on the size and scope of the Event. Certification can be obtained through an online course.
- D. Special Event Committee. The Special Event Committee, appointed by the City Manager, is presently comprised of the Parks and Recreation Director as Chairperson, Special Events Coordinator, Police Chief, Fire Marshal, Director of Public Works, Ocean Rescue Supervisor, or their designees. Each City department is responsible for establishing the guidelines and requirements for each Event relevant to department operations. Guidelines and requirements should be reviewed on an annual basis and revised accordingly. The

Committee meets with the Event Producers after an application has been submitted and reviews logistics and planning for the Event's successful production.

- E. Special Event Permit. A Special Event Permit is a permit issued after all requirements are met by the Event Producer and all applicable advance fees are paid. The permit will cover the Event Producer and their selected vendors. A Special Event Permit must be issued for each 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.
- F. Festival. Festival shall mean an event held at the Seawalk Pavilion, the Pavilion lawn, Latham Plaza, and/ or the municipal parking lot which includes alcohol sales, distribution, and/or consumption and will exceed four hours in duration. A City-produced Event is not to be considered a Festival.
- G. Alcohol. For the purposes of this policy, the words Alcohol and Alcoholic Beverage mean beer and/or wine.

1.02 EVENT TYPES

It is the intent of the City to prioritize Events in the order in which they are listed below. The City may not approve a Special Event or Festival on a City- recognized holiday or a holiday adjacent to a weekend.

A. City-produced Events.

An Event produced and managed by the City and authorized by City Council vote annually. The City Manager is authorized to reschedule a City-produced Event if the need presents itself. City-produced Events may be held on holiday or holiday adjacent weekends.

B. Co-sponsored Events.

An Event that is planned and conducted by an outside nonprofit organization with the assistance of City staff time, equipment, public safety services, and/or the use of facilities. The nonprofit organization must provide a notarized income statement and balance sheet which provide sufficient detail to demonstrate the sources and uses of revenue generated by the Event. Co-sponsored Events shall not allow the sale, distribution or consumption of Alcohol. Co-sponsored Events may be held on holiday or holiday adjacent weekends. To qualify, organizations must meet the requirements of the co-sponsorship policy and fill out a separate application for review and approval. See Appendix 1 Co-Sponsorship Policy.

C. Beach/Ocean Events.

An Event which takes place in whole or in part on the beach proper or in the ocean. This includes athletic events, such as soccer tournaments, volleyball tournaments, surf contests, obstacle courses, etc. The Ocean Rescue Supervisor may determine if Ocean Rescue services are required depending on the scope of the Beach Event. Athletic camps must register through the City Clerk's Office.

1. Sea Turtle Nesting Season: Sea Turtle Nesting season is May 1 through October 31 and requires additional restrictions during this time, including but not limited to, usage of lights and placement of structures on the beach proper.
2. Any Event which takes place in the ocean must be 300 feet removed from the North or South side of the fishing pier.
3. Coordination with the Jacksonville Beach Ocean Rescue Supervisor, or his/her designee, must take place to ensure the success of these Events. The Supervisor's guidance is required to ensure safety.

D. Festivals.

An Event held at the Seawalk Pavilion, Seawalk Pavilion lawn, and/or Latham Plaza which includes alcohol sales, distribution, and/or consumption. The number of alcohol permits per entity that may be approved by the City are limited to the City Charter, Chapter 4 sec.4-2(a).

1. Alcohol Requirements and Distribution:

- a. The entire area where alcoholic beverages will be sold, distributed, and/or consumed must be defined and fenced and clearly marked with signs stating "No alcohol beyond this point". The Fire Marshal will set the required number of entrances and exits based on the size and scope of the Event.
- b. Jacksonville Beach Police Department presence is required for any and all Festivals. The number of officers required will be determined by the Chief of Police or his/her designee, based on, but not limited to, the number of entrances and exits to the alcohol designated area, as well as the size and scope of the Event. Additional police presence may be requested with an "extra duty officer form" and must be submitted with the Event application.
- c. Regardless of Jacksonville Beach Police Department presence, it is the responsibility of the Event Producer to ensure all participants meet the minimum drinking age requirements.
- d. All additional charges for extra duty police officers will be the responsibility of the Event Producer and shall be paid directly to the Jacksonville Beach Police Department.
- e. "All you can drink" Events are not permitted, including "unlimited alcohol" with any kind of ticket or wristband purchase.

- f. “Buy one, get one free” sales are not permitted, and using alcohol as an inducement to purchase a ticket into a VIP or paid, priority seating area is prohibited.
 - g. Cup sizes are limited to a maximum of 16 ounces.
 - h. Last call for alcohol announcements must be made no later than 30 minutes prior to the end of the Event. During the last-call time period, all alcohol sales are limited to one drink per person. Alcohol sales are required to cease no later than 15 minutes prior to the end of the Event. All last-call activities will be monitored and enforced by the Jacksonville Beach Police Department.
2. Liquor Liability: If alcoholic beverages are being sold, distributed, or consumed at a Festival or Special Event, the Event Producer must provide the City with a Liquor Liability Endorsement or a separate insurance policy in the amount of two million dollars (\$2,000,000). A copy of the Certificate of Insurance must be provided to the Parks & Recreation Department naming the City as Additional Insured.
3. Length and frequency of Festivals: Only one Festival may be held per month. Festivals occurring in October through February may be two consecutive days; Festivals occurring in March through September may be one day in length. Exceptions (per City Council vote): Florida Fin Fest, which may be two days in duration; Springing the Blues and the Air Show which may be three consecutive days. 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).

Festival hours are restricted to:

Fridays: 5:00PM until 10:00PM

Saturdays: 12:00PM until 10:00PM

Sundays: 12:00PM until 8:00PM

CHAPTER 2. APPLICANT’S PROCEDURAL SYSTEM

2.01 APPLICATION REQUIREMENTS

- A. City Special Event application must be completed in full and submitted to Parks and Recreation at least 90 days prior to the Event date.
- B. Site map including plans for portable restrooms, trash management, inflatables, carnival rides and routes.
- C. Additional Requests for City’s services (e.g. extra duty police officers).
- D. Road Closure: The standard road closure area is 1st Street North between 1st Avenue North and the North entrance to the municipal parking lot, which will be required for all Events that

occupy both the Seawalk lawn and Latham Plaza. All additional road closures for Events will be determined by the Police Department and Fire Marshal. The Police Department will not permit road closures adjacent to commercial businesses unless necessary for public safety.

2.02 SCHEDULING

- A. The Special Event calendar will be managed by the Event Coordinator. The City reserves the right to limit the number of Events during each calendar year. Factors that are considered when scheduling include, but are not limited to: size and scope of the Event; infrastructure available to support the Event; potential conflicts with other Events or park users, degree of impact on the park and surrounding neighborhood; and Event Producer's plan to manage the Event.
- B. First right of refusal goes to annual Events that have taken place at least five consecutive years. If an applicant submits an application for an Event or Festival in which an annual Event has occurred at least two consecutive years or longer, the annual Event Producer will be notified, and has five business days to submit an application and deposit to hold that date, or rights are forfeited. First right of refusal is forfeited and restarts if an event is cancelled by the Event Producer and not due to safety related reasons.
- C. All applications shall be received by the Event Coordinator who, upon receipt, will review the details of the Event, address any concerns, and determine if it is appropriate to move forward with a Special Event Committee meeting.
- D. Prior to approval of the application, the Event Producer must make any requested adjustments as recommended by the Committee and remit the required deposit in order to secure the requested Event dates. Failure to comply may result in denial of the application.

2.03 LETTERS OF UNDERSTANDING AND OFF-SITE EVENTS

- A. Organized Events, such as beach clean-ups or athletic tournaments, that will take place on a public street or area within the boundaries of the City, but not in the Pavilion Lawn or Latham Plaza, shall require a Letter of Understanding from the City. All requests must be made in writing to Parks and Recreation at least 30 days prior to the Event. Athletic camps require permitting through the City Clerk's office.
- B. For any Event that requires a public road closure, the Event Producer shall complete the road closure request form and submit it to Planning and Development at least 15 days prior to the Event for approval. Please refer to the Private Commercial Event Policy regarding tent permits and extension of premises for private business events.

- C. Motion picture filming within the boundaries of the City requires a Letter of Understanding from the City.

CHAPTER 3. GENERAL POLICIES

- A. Site Walkthroughs: Site walkthroughs are mandatory for Event Producers to attend. Site Walkthroughs are intended to determine if there are any issues with the hardscapes prior to the Event, and to inspect the facilities and return the keys to the facility post-Event.
- B. Banners and Promotional Materials: Advertising with banners and promotional materials are strictly prohibited until the date(s) and time(s) of said Event are approved in writing. Street banners may be requested through Parks and Recreation and will have an associated cost of \$50.00 per banner.
- C. Portable Restrooms: The required number of portable restrooms will be determined by the Special Event Committee based on the number of expected participants. At least one handicap restroom will be required per Event. Portable restrooms must be removed within 24 hours of the conclusion of the Event. All fees for portable restrooms are the responsibility of the Event Producer.
- D. Trash Removal: The Event Producer shall pay for dumpsters and receptacles as required and is responsible for removal of all waste from the Event site. The number of dumpsters will be determined by the Special Event Committee based on the size and scope of the Event. The Event Producer will be responsible for any additional special maintenance services required for the Event.
- E. Food and Beverage Vendors: All precautions must be made to prevent food, debris, and grease from entering into the City's stormwater system. The Event Producer is responsible for ensuring that food vendors containerize all cooking materials, especially grease, and that any and all by-products are disposed of properly and removed from the City's premises. Food and/or beverage vendors may not use glass or glass containers and must serve all beverages in a plastic or paper cup. All tents and vendors are subject to inspection by the Fire Marshal per the Florida Fire Prevention Code.
- F. Emergency Medical Service Requirements: Per City of Jacksonville and Jacksonville Fire and Rescue Department requirements, EMS services and associated fees are required to carry out Events with an expected crowd size larger than 500 participants and may be required for smaller Events based on the scope of the Event. The requirement increases incrementally per every additional 500 participants. All fees will be charged by and paid to the City of Jacksonville separate from the City of Jacksonville Beach.

- G. Ticket Sales: No Events will be considered that require paid admission. Paid priority seating is allowed only in the SeaWalk Pavilion as long as at least one half (50%) of the SeaWalk Pavilion Lawn is open and free to the general public. Latham Plaza must remain free and open to the public.
- H. Noise Ordinance: Sound levels at all Events must conform to the City's noise ordinance and are the responsibility of the Event Producer. The City Manager or his/her designee may, at his/her sole discretion, establish a lower maximum noise level based on the location or other relevant circumstances relating to the specific Special Event or noisemaking device.
- I. Animals Prohibited: Animals are prohibited from Special Events unless specifically authorized by permission of the City Manager. Service dogs are permitted per state statute.
- J. Personal Property: All personal property must be removed from the premises by the final Site Walkthrough. Any property remaining will be deemed abandoned and will be removed by the City. The Event Producer will be billed if there are any fees associated with removal.

CHAPTER 4. INSURANCE REQUIREMENTS

- A. The City requires the Event Producer to provide the City with proof of Commercial General Liability Insurance coverage in the minimum amount of two million dollars (\$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 "setup 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.
- B. Automobile Liability - Driving on the Beach

For all Event Producers and their representatives who wish to drive on the beach to set up or tear down for Events, the following automobile liability insurance is required:

- 1. The Event Producer must provide automobile liability insurance in the amount of two million dollars (\$2,000,000) combined single limit or two million dollars (\$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 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. Event Producers must obtain a beach driving permit that requires successful completion of beach driving classes provided by our Ocean Rescue Division.

CHAPTER 5. APPLICATION DENIAL OR PERMIT REVOCATION

- A. A Special Event permit shall not be issued if the Event 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.
- B. City employees and sitting members on any City boards or agencies or any immediate family members, shall not have financial involvement in any Festival or Special Event and all public officials are expected to comply with the State of Florida’s Code of Ethics.
- C. A Special Event permit may be revoked by the City Manager or designee if conditions during the Event set-up or during the Event result in safety hazards or citations, or if the Event Producer or vendors fail to correct conditions identified by the City.
- D. If there are dangerous weather conditions, including lightning within five miles of the Event site, the Event will be suspended. The Event may resume after a waiting period of 30 minutes with no additional lightning. Dangerous weather conditions will be determined by the City as a matter of public safety and will be communicated to the Event Producer.
- E. Any unauthorized vehicles on the beach or on the boardwalk shall constitute noncompliance with the Special Event Policy and may render the Special Event Permit null and void, thus cancelling the Event and possibly causing forfeiture of the opportunity to produce future Events.
- F. If any item under “CHAPTER 3: GENERAL POLICIES” is violated, it may result in permit revocation. These items are subject to police enforcement and may render the Special Event Permit null and void, thus cancelling the Event and possibly causing forfeiture of the opportunity to produce future Events. The Event may be shut down at the City Manager’s discretion.

G. After Action Reports shall be kept for all Special Events. The Special Event Committee will rely on the After Action Reports to determine approval or denial of Event applications in succeeding years.

CHAPTER 6. FEES

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, co-sponsored, or contracted events, the City does not waive Special Event fees for facility rentals, permits, licenses, or any other charges for City services. Any Event Producer requesting to hold an Event on City property or facilities must pay all required fees within the time frame designated.

CHAPTER 7. TIMELINE

90 days prior to Event date	Event Producer must complete application and supporting documentation. Submit to the Parks and Recreation department.
60 days prior to the Event date	Special Event Committee meeting with the Event Producer. Draft permit issued. Deposit payment required.
45 days prior to the Event date	Final payment due (Event Producer)
30 days prior to the Event date	Banner and/or road closure requests due (Event Producer)
20 days prior to Event date	All additional permits and insurance documents due (Event Producer)
15 days prior to Event date	Event Producer must notify local businesses affected by road closures; complete beach driver training course if applicable
10 days prior to Event date	The City will issue the final, signed permit
Event date	
15 days post Event date	All other applicable fees due (damage or cost incurred by the City for cleaning). The City will then issue the deposit refund.



SPECIAL EVENT POLICY

August 7, 2017

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 POLICY 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 policy 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 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 event is four (4) 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 event organizer/producer and their selected vendors. A Special Event Permit must be issued for each 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 an event held in the Facility Rental Area which includes alcohol sales, distribution, and/or consumption and is four (4) or more hours in length. (A City-produced event is not considered to be 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 event is less than four (4) 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 an event in Jacksonville Beach. This person(s) has authority to make decisions regarding the event, including cancellation of the 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 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.

- F. The **[JLZ1]Facility Rental Area** is the SeaWalk Pavilion, Latham Plaza, and the municipal parking lot as outlined in Appendix I.
- G. A **City-produced Event** is any event produced and managed by the City and authorized by the City Manager.
- H. A **City-contracted Event** is an 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 events are intended to be family-friendly and require the approval of the City Council. Examples of such events are Deck the Chairs and the Art Walk. City-contracted events shall not allow alcohol to be sold, distributed, and/or consumed.

City-contracted 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 event. Any net income from the 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** means 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 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 will make initial contact with the Parks & Recreation Department to determine the availability of the date(s) and site(s) for the proposed event.

1. Availability of City Facilities and Scheduling of Events

- a. Reservation of City facilities is reserved on a first-come, first-served basis. First priority is given to City-produced events, City-contracted events, and annual events which have taken place for two (2) or more consecutive years unless the event organizer/producer's application is denied due to violations of the Special Event Policy identified in the After-action Report. (If a returning 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.
 - 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) Memorial Day
 - 4) 4th of July
 - 5) Labor Day
 - 6) Veteran's Day
 - 7) Thanksgiving Day
 - 8) Friday after Thanksgiving Day
 - 9) Christmas Day
 - iv. The City Council will determine if a July 4th event is scheduled.

- v. The sale, distribution, and/or consumption of alcohol will not be allowed at a 4th of July event.
- vi. Sound levels at all events must conform to the City's noise ordinance.
- c. The maximum length of a festival is as follows:
 - i. Events occurring in October through February: two (2) consecutive days;
 - ii. Events occurring in March through September: one (1) day;
 - iii. Exceptions:
 - a. Springing the Blues, due to the City of Jacksonville Beach's long-standing sponsorship of the event, will be three (3) days, and will receive no monetary or in-kind funding from the City; and
 - b. The Air Show, which is three (3) 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 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 (2) consecutive days.
- g. No 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 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 event to the Parks & Recreation Department for review.
- b. Upon receipt of the proposed 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.
- d. A completed Special Event Application must be received no later than ninety (90) calendar days before the date of the event and no earlier than three hundred and sixty-five (365) calendar days before the date of the event.

3. Special Events Committee Meeting

- a. A Special Event Committee meeting is required at least sixty (60) calendar days before the event date for all festivals. Attendees will include City staff and representatives from the requesting organization. [JLZ2]
- 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 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 event.

4. Issuance of a Special Event Permit

- a. To secure a Special Event Permit, the event organizer/producer must meet all stipulations and any requirements specified in the Special Events 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 event's

organizers/producers.

- c. The City will issue a DRAFT permit fifty (50) calendar days prior to the date of the event.
- d. The event organizer/producer must submit the advance fees to the Special Events Coordinator not less than forty-five (45) calendar days before the date of the event.
- e. The 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 twenty (20) calendar days before the date of the 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 ten (10) calendar days prior to the event date.

5. Non-Issuance or Revocation of a Permit

- a. A Special Event Permit may not be issued if the 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[JLZ3].
- b. An issued Special Event Permit may be revoked by the City Manager or designated representative if conditions during the event's set-up or during the event result in safety hazards, citations, or if the organizer/producer or their vendors or providers fail to correct conditions identified by City representatives. [JLZ4]

[JLZ5]

6. Cancellation of an 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 event; or
 - (1) The organizer/producer or designated City representatives will determine whether an event shall be canceled due to weather conditions. The decision of City representatives will be final.
 - (2) Should event personnel, including paid security and police officers, be released due to weather conditions, the event is considered canceled.

- c. City emergencies that require essential City 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: Events canceled due to weather conditions or City emergencies will receive a refund of fees and deposits paid. 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 Events Committee may reject an application for reasons including, but not limited to the following:

- 1. The proposed event would negatively impact the Facility Rental Area and/or landscaping and grounds;
- 2. The proposed event would produce unsanitary conditions or harm the environment;
- 3. The proposed 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 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 an event shall forfeit the right to produce future events;
- 5. After-action reports completed by City staff following an 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 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 ten (10) calendar days of cancellation. If the request detailing the reason for appeal is received twelve (12) or more calendar days prior to the next City Council meeting, it will be placed on the next Council meeting agenda. If the request is received less than twelve (12) calendar days prior to the next City Council meeting, it will be placed on the next subsequent 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. Event organizer/producer's name, address, telephone number, and email address;
 - b. Type of event, including detailed description;
 - c. Date(s) requested;
 - d. Facilities requested, 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 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 event. Should 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 ninety (90) calendar days before the date of the event and no earlier than three hundred and sixty-five (365) calendar days before the date of the 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 event;
2. Event organizer's/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 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 an event organizer/producer;
6. Type of event and requested location or route;
7. Whether the event is a first-time or returning event;
8. Whether the 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 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 event requires access to electricity, and, if so, the reason;
14. Whether banners will be erected within the event area (a separate permit is required for banners hung on public street light poles);
15. Requests for road closures in conjunction with the event, including plans to manage access;
16. Plans to promote the event;
17. Plans for event security and crowd control, including the number of security guards, their locations, and responsibilities, and plans to control access to the event area;
18. Plans for traffic control;

19. Plans for toilets, sanitation, trash management and keeping the area clean during the event, including plans for clean up after the conclusion of the event; and
20. Pre-event and post-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 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 an event on City property or facilities must pay all required fees. City-contracted events shall not allow the sale, distribution or consumption of alcohol. [JLZ6]
- B. The 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 forty-eight (48) hours after the post-event inspection unless extenuating circumstances exist and are agreed upon by City staff at the post-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 forty-five (45) calendar days in advance of the event.
- E. All required permits and temporary licenses, if applicable, must be paid and provided to the City not less than twenty (20) calendar days in advance of the event.
- F. All other fees (e.g., personnel costs, damage compensation, etc.) due to the City must be paid within fifteen (15) calendar days after the event.
- G. The security deposit may also be used to pay for any other event-related fees that are unpaid by the organizer/producer fifteen (15) calendar days after the event.

V. INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

A. Organizer/Producer

The City requires the organizer/producer of an event using City facilities to provide the City with proof of Commercial General Liability Insurance coverage in the minimum amount of two million dollars (\$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 twenty (20) calendar days before the date of the event.

B. Liquor Liability

If alcoholic beverages are being sold, distributed or consumed at a festival or special event, the event organizer/producer must also provide the City with a Liquor Liability Endorsement or a separate insurance policy in the amount of two million dollars (\$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 twenty (20) calendar days before the date of the event.

C. Automobile Liability - Driving on the Beach

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

1. The event organizer/producer must provide automobile liability insurance in the amount of two million dollars (\$2,000,000) combined single limit or two million dollars (\$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 twenty (20) calendar days of the 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 event and possibly causing forfeiture of the opportunity to produce future events;
5. Date and time for beach entry and exit by all vehicles must be scheduled and approved thirty (30) calendar days in advance of the 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 fifteen (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. Organizer/producers who produce multiple 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 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 an event organizer/producer wish to sell and/or distribute alcoholic beverages at an event, the request must be submitted with the Special Event Application.

B. State Temporary License/Permit

Before issuance of a Special Event Permit, the 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 two million dollars (\$2,000,000). A copy of all state temporary alcoholic beverage permits and alcohol insurance must be provided to the Parks & Recreation Department twenty calendar days before the 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, will be listed by the City as one of the event organizers/producers. The person or entity who holds the temporary alcohol permit must submit their most recent IRS 990 form with their 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 event organizer's/producer's submission to and gaining approval by the Special Events Committee of the following criteria:

1. A designation of the 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;
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 Events 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, suits and demands; and
7. Within thirty (30) calendar days after the completion of a festival, prior to the return of the organizer's/producer's 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 permittee is required to submit to the Florida Department of Revenue within 10 business days following an 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 (1) 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 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 event and the size and scope of the event. If the 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. [JLZ7]

[JLZ8]3. Fees for Police Department services are set by the Police Department.

E. General Rules

The following general rules govern an 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" 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, for rent, fencing. 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 (4) feet in height and shall not obstruct the visibility of others outside the paid, 'others may not be placed on fencing. 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 damage to its fencing;
4. Jacksonville Beach Police Department officers (on-duty or off-duty) must be present in the 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 rove the event area. All entrances/exits must be secured.

Depending on the size and scope of an 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 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 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 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 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; and

8. Last call for alcohol announcements must be made no later than 30 minutes prior to the end of the 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 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 Events 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. An 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 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 event fees and charges shall forfeit the right to produce future events.

B. Health and Sanitary Requirements

In order to ensure a clean, sanitary environment during and after 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 an 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 MERV (mobile emergency response vehicle) with two (2) 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 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 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 an event, then the minimum number of hours each shall be paid is three (3) hours. Payment may be made the week prior to the event or within fifteen (15) calendar days after completion of the 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 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 event organizer/producer to pay Ocean Rescue for personnel required during the special event. If personnel are scheduled and report to an event, then the minimum number of hours each shall be paid is three (3) hours. Payment for personnel shall be made immediately upon completion of the 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 sixty (60) calendar days in advance of the event through the Special Events Committee. When three (3) 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 event.

F. Other City Personnel

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

G. Cleanup

The organizer/producer will provide all cleanup services for special events, including any closed roads and streets. Cleanup includes personnel costs during and after the 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 event and previous experience with 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 an 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 event organizer/producer.

No paint or spray paint shall be used on the Facility Rental Area, City facilities, event routes, sidewalks, roads, right-of-ways or other public property. Event organizer/producers who fail to remove such substances prior to the post-event site walkthrough will be billed for the cost of removing them. 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 (4) days after the 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 provider fails to comply, they will be issued a violation and fined. In addition, the 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 event including facilities for handicap access as determined by the Special Events 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 provider fails to comply, they will be issued a violation and fined. In addition, the provider will be prohibited from doing business within the City of Jacksonville Beach.

I. Banners, Promotional, and Informational Materials

Event and sponsor banners may be hung within the 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 an 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 thirty (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

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

An event organizer/producer requesting road closures is required to provide fifteen (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 and 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

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 events must complete and sign the form, "Stage Equipment," attesting to having met this requirement.

N. Public Announcements

Public announcements must be made throughout an event to remind 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[JLZ9].

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 thirty (30) calendar days before the event.

Q. Driving in the Event Area

Vehicles shall not be driven on the grass within the 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.[JLZ10]

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 event organizer/producer must contact the Division of Hotels and Restaurants not less than ten (10) calendar days before said event with the following information:
 - a. Dates and times of event;
 - b. Type of food service proposed;
 - c. A list of all food service vendor owners and operators participating in each event;
 - d. The current license numbers of all public food service

establishments/restaurants participating in each event; and

e. Schedule time of inspection.

The Division of Hotels and Restaurants may inspect all food vendors' operations at each 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 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 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 event's grease vat or from the 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 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.
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 event. All costs associated with pressure washing will be the responsibility of the 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 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 event, the event organizer/producer will be responsible for cleaning/pressure washing the 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 Events 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

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 events that meet its requirements. Should the Special Events 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 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) Facility Rental 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 percent 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 festival. If anything is found to obstruct the view of spectators outside the paid, priority seating area, the 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.

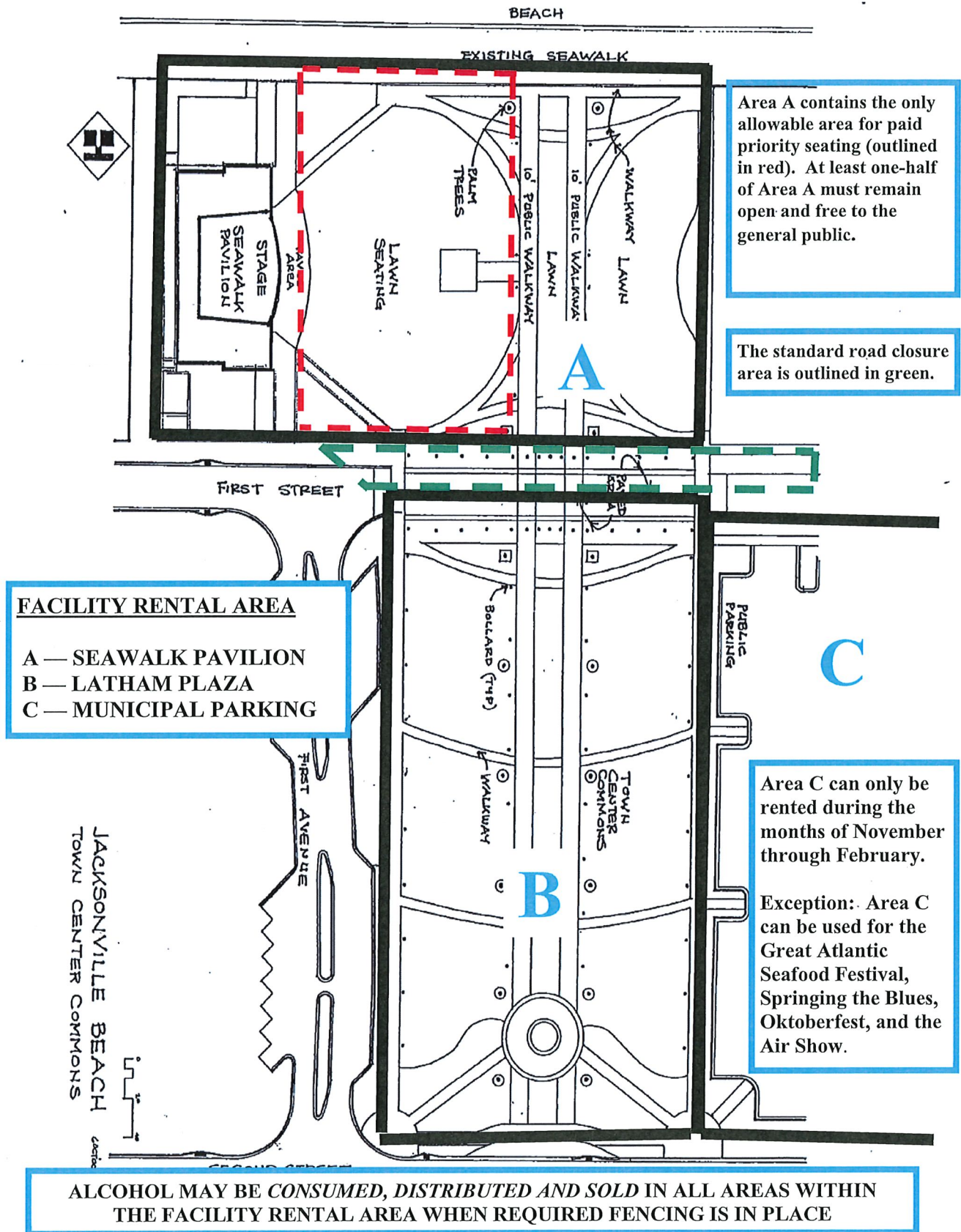
C. Facility Rental Area C

- 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 Seafood 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



APPENDIX II – FLORIDA DEP REQUIREMENTS

FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION 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 Florida Department of Environmental Protection (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. 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.

D. FDEP Contact

FDEP SPECIAL CONDITIONS FOR EVENTS HELD ON THE BEACH

If the area along the beach impacted by an event is considered 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 sixty five (65) calendar days in advance of the 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 Department of Environmental Protection, Division of Marine Resources, pursuant to Rule 16R-1, Florida Administrative Code. The permittee shall contact the appropriate marine turtle permit holder for each 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 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 ten (10) feet, centered at the clutch, shall be marked by stake and survey tape or string. No event activities shall enter this circle and no adjacent 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 event shall take place on the beach prior to the early morning survey or after 9:00 P.M. No temporary lighting of the 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 (3) 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: _____

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 his designee. Any questions concerning these requirements may be directed to the Fire Marshal at 247-6239. For after hours and weekends, call the Shift Captain at 247-6240.

- ☐ 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 (1) 2A10BC fire extinguisher (red extinguisher)
- ☐ 5. If frying or cooking operation produces grease laden vapors, one **40BC** fire extinguisher for **each piece of frying equipment or one K-class extinguisher is required.** (silver extinguisher)
- ☐ 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

- ☐ 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:

[illegible]

APPENDIX IV – TEMPORARY FOOD SERVICE EVENTS

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

This guide contains the same information as 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 thirty (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 (3) 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 dlr.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 nonprofit 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 thirty (4-30) 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 1 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 fifteen (15) seconds.
- Cook beef to a minimum temperature of 155° Fahrenheit for at least fifteen (15) seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit for at least fifteen (15) seconds.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two (2) 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 (4) 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-Event Inspection

It is the responsibility of the 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 an event. The cost of cleanup services and repair of facility damage within the event site including the road closure area as specified in the Special Event Permit is the responsibility of the event organizer/producer. Non-compliance may result in the event being shut down, forfeiture of the security deposit, additional fees charged, and/or forfeiture of participation in future events on City property.

Jacksonville Beach Parks & Recreation Department personnel and the organizer/producer will conduct a site inspection prior to an 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.

Event Name: _____

Event Date: _____

Inspection Date: _____

PRE-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 EVENT

I have read and understand the Special Event Site Inspection and Event Cleanup Agreement required for hosting an event in the City of Jacksonville Beach. I agree to follow the Special Events 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 Event Organizer/Producer

Date

Signature of Parks & Recreation Department Personnel

Date

APPENDIX V – SPECIAL EVENT SITE INSPECTION AND CLEANUP AGREEMENT –

Post-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 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 an event. The cost of cleanup services is the responsibility of the 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 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 forty-eight (48) hours of the 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 events on City property.

Other Additional Cleanup Required:

AGREEMENT – SIGNATURE WITHIN FORTY-EIGHT (48) HOURS FOLLOWING THE EVENT

The City of Jacksonville Beach and the Event Organizer/Producer both agree to the post-event inspection and any necessary remediation plans.

Signature of Event Organizer/Producer

Date

Signature of Parks & Recreation Department Personnel

Date

APPENDIX VI - TIMELINE OF DUE DATES



Revisions:

9-5-2017, 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.

CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Trevor Hughes, Chief of Parks Development & Maintenance
DATE:	November 13, 2023
SUBJECT:	Parks Rate Resolutions

BACKGROUND

The mission of the Parks and Recreation Department is to provide excellent recreational facilities and programs for residents and visitors of all ages to enjoy. Our goal is to operate with financial sufficiency, in a manner that affords the lowest possible rates to our users.

In order to appropriately maintain our facilities and continue to provide quality recreational programs, it is necessary to adjust our rates from time to time.

Most of our rates were previously adjusted in 2017, while the previous adjustment to tennis rates was in 2013.

For administrative efficiency and convenience, we are seeking to consolidate all rates, charges, and fees into one comprehensive document, with the exception of golf course rates and special event rates. The golf course and special events will continue on separate resolutions.

Rate adjustments were determined by comparing similar rates offered by local governments within the region as well as consideration for inflation.

A table of current and proposed rates is attached as Exhibit 1. Following is a summary of recommended changes by division:

Tennis

- Increase Annual Memberships by 9.6% or between \$20 and \$22 annually.
- Include a rate for First Responders (including retired military) to equal the Senior Membership rate.
- Increase Court fees by approximately \$1. Court fees for Juniors remain unchanged.

Recreation Leagues and Field Rentals

- Increase the two-hour light rental for field usage from \$30 to \$40.
- Eliminate Additional Field Preparation Fee as this service will no longer be provided.
- Increase Junior Camp Field Rental – per day from \$50 to \$75.
- Adjust the Junior Camp Field Rental – per month from \$150 to \$1,000, to provide equity and availability to all camps.
- Eliminate per player rates for Youth Lacrosse and Youth Flag Football. These programs will be subject to the Field Rental rates instead.



- Add Pop Warner Football at the same concession rate as Little League and Girls Softball.

Dog Park

- Nominal increase to Annual Membership Fees by approximately 5% for the large dog park and approximately 2% for the small dog park.

Community Center & Exhibition Hall

- Increase hourly rates to cover the increase in security costs. The hourly rate increase is less than \$10 per hour.

Cemetery

- No increase as rates are comparable to market. Currently there are no grave spaces at either cemetery.

Golf Course

Rates were previously modified in January 2022. We reviewed prevailing market conditions and competitor rates. A table of current and proposed rates is attached as Exhibit 2.

The following is a summary of rates we recommend being added to the rate structure:

- Provide a First Responder rate to include retired Military at the same rates afforded to Seniors.
- Add rates for college golfers, who are defined as students on a collegiate golf team.
- Add rates for pull carts, spectator carts, and club rentals.
- Add rates for Advance Group Bookings and Shotgun Starts.

We recommend all rates become effective January 1, 2024.

FINANCIAL IMPACT

COUNCIL DIRECTION REQUESTED

Does the City Council agree with the proposed rate adjustments?

ATTACHMENTS

1. Exhibit 1 - Parks Rate Adjustments



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

2. Exhibit 2 - Golf Rate Adjustments
3. Combined Rate Resolution for Parks Facilities and Rentals
4. Attachment A to Resolution 20XX-2023
5. Golf Rates Resolution 2XXX-2024
6. Attachment A - Golf Rate Resolution 2024

EXHIBIT 1
Parks and Recreation - Rate Adjustments

	Current			Proposed			Increase/(Decrease)	
	Rate	Tax	Total	Rate	Tax	Total		
		7.5%			7.5%			
TENNIS								
Annual Membership	\$ 233.40	\$ 17.51	\$ 250.91	\$ 255.81	\$ 19.19	\$ 275.00	\$ 22.41	9.6%
Annual Membership - BES Customer	\$ 212.18	\$ 15.91	\$ 228.09	\$ 232.56	\$ 17.44	\$ 250.00	\$ 20.38	9.6%
Seniors Annual Membership	\$ 128.88	\$ 9.67	\$ 138.55	\$ 139.53	\$ 10.47	\$ 150.00	\$ 10.65	8.3%
Seniors Annual Membership - BES Customer	\$ 118.98	\$ 8.92	\$ 127.90	\$ 125.58	\$ 9.42	\$ 135.00	\$ 6.60	5.5%
Court Fee	\$ 4.67	\$ 0.35	\$ 5.02	\$ 5.58	\$ 0.42	\$ 6.00	\$ 0.91	19.5%
Court Fee - BES Customer	\$ 3.74	\$ 0.28	\$ 4.02	\$ 4.65	\$ 0.35	\$ 5.00	\$ 0.91	24.4%
Court Fee Junior	\$ 1.87	\$ 0.14	\$ 2.01	\$ 1.86	\$ 0.14	\$ 2.00	\$ (0.01)	-0.5%
Court Fee Junior - BES Customer	\$ 0.93	\$ 0.07	\$ 1.00	\$ 0.93	\$ 0.07	\$ 1.00	\$ 0.00	0.0%
Roster Fee - 5 Teams	\$ 200.00	\$ 15.00	\$ 215.00	\$ 218.60	\$ 16.40	\$ 235.00	\$ 18.60	9.3%
Roster Fee - 4 Teams	\$ 150.00	\$ 11.25	\$ 161.25	\$ 162.79	\$ 12.21	\$ 175.00	\$ 12.79	8.5%
Roster Fee - 3 Teams	\$ 100.00	\$ 7.50	\$ 107.50	\$ 106.98	\$ 8.02	\$ 115.00	\$ 6.98	7.0%

RECREATION LEAGUES and FIELD RENTALS

Adult Softball - per team	\$ 450	\$ -	\$ 450	\$ 450	\$ -	\$ 450	\$ -	0.0%
Adult Flag Football - per team	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500	\$ -	0.0%
Field Rental - per day incl. lights & field prep	\$ 150	\$ -	\$ 150	\$ 150	\$ -	\$ 150	\$ -	0.0%
Light Rental - per 2 hours \$15 per additional hour	\$ 30	\$ -	\$ 30	\$ 40	\$ -	\$ 40	\$ 10	33.3%
Additional Field Preparation - each time	\$ 40	\$ -	\$ 40	na	\$ -	na	na	na
Junior Camp Field Rental - per day	\$ 50	\$ -	\$ 50	\$ 75	\$ -	\$ 75	\$ 25	50.0%
Junior Camp Field Rental - per month	\$ 150	\$ -	\$ 150	\$ 1,000	\$ -	\$ 1,000	\$ 850	566.7%
Youth Lacrosse - per player per season	\$ 10	\$ -	\$ 10	na	\$ -	na	na	na
Youth Flag Football - per player per season	\$ 10	\$ -	\$ 10	na	\$ -	na	na	na
Youth Baseball - concession stand utilities	utilities			utilities				
Youth Girls Softball - concession stand utilities	utilities			utilities				
Pop Warner Football	na			utilities				

DOG PARK

Annual Membership - Large Dog Park	\$ 75	\$ 5.63	\$ 80.63	\$ 79.07	\$ 5.93	\$ 85.00	\$ 4.07	5.4%
Annual Membership - Small Dog Park	\$ 50	\$ 3.75	\$ 53.75	\$ 51.16	\$ 3.84	\$ 55.00	\$ 1.16	2.3%
Each Additional Dog	\$ 25	\$ 1.88	\$ 26.88	\$ 25.12	\$ 1.88	\$ 27.00	\$ 0.12	0.5%

COMMUNITY CENTER & EXHIBITION HALL

Conference Room:								
Weekday 8 am to 5 pm -per hour no minimum	\$ 25.00	\$ 1.88	\$ 26.88	\$ 27.91	\$ 2.09	\$ 30.00	\$ 2.91	11.6%
Weekday 5 pm to midnight - per hour 2 hours min	\$ 41.50	\$ 3.11	\$ 44.61	\$ 51.16	\$ 3.84	\$ 55.00	\$ 9.66	23.3%
Weekends and Holidays - per hour 2 hours min	\$ 41.50	\$ 3.11	\$ 44.61	\$ 51.16	\$ 3.84	\$ 55.00	\$ 9.66	23.3%
Exhibition Hall:								
Weekday 8 am to 5 pm -per hour no minimum	\$ 100	\$ 7.50	\$ 107.50	\$ 102.33	\$ 7.67	\$ 110.00	\$ 2.33	2.3%
Weekday 5 pm to midnight - per hour 2 hours min	\$ 200	\$ 15.00	\$ 215.00	\$ 209.30	\$ 15.70	\$ 225.00	\$ 9.30	4.7%
Weekends and Holidays - per hour 2 hours min	\$ 200	\$ 15.00	\$ 215.00	\$ 209.30	\$ 15.70	\$ 225.00	\$ 9.30	4.7%
Deposits:								
Deposit - Conference Room:	\$ 100	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ 100.00	\$ -	0.0%
Deposit - Exhibition Hall: non-alcohol event	\$ 200	\$ -	\$ 200.00	\$ 225.00	\$ -	\$ 225.00	\$ 25.00	12.5%
Deposit - Exhibition Hall: alcohol event	\$ 400	\$ -	\$ 400.00	\$ 400.00	\$ -	\$ 400.00	\$ -	0.0%

CEMETERY

In-Ground Space and Related Services:

Grave Plot - single in-ground	\$ 3,000	\$ -	\$ 3,000	\$ 3,000	\$ -	\$ 3,000		
Cradleland - single in-ground grave space	\$ 75	\$ -	\$ 75	\$ 75	\$ -	\$ 75		
Cremation - in-ground grave space	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ -	\$ 1,000		
Grave Opening and Closing - In ground: Weekdays	\$ 500	\$ -	\$ 500	\$ 500	\$ -	\$ 500		
Grave Opening and Closing - In ground: Saturday	\$ 600	\$ -	\$ 600	\$ 600	\$ -	\$ 600		
Mausoleum Crypt - per space	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ -	\$ 5,000		

Columbarium Space and Related Services:

Columbarium Wall - niche space	\$ 1,500	\$ -	\$ 1,500	\$ 1,500	\$ -	\$ 1,500		
Open/Close - Columbarium Wall: Weekdays	\$ 325	\$ -	\$ 325	\$ 325	\$ -	\$ 325		
Open/Close - Columbarium Wall: Saturday	\$ 400	\$ -	\$ 400	\$ 400	\$ -	\$ 400		
Scatter of ashes with memorial plaque	\$ 150	\$ -	\$ 150	\$ 150	\$ -	\$ 150		

Open/Close - Columbarium Wall includes door engraving

EXHIBIT 2
Jax Beach Golf Club - Rate Adjustments for 2024
All rates are subject to Sales Tax

WEEK DAYS			
Current	Proposed	Increase / (Decrease)	

WEEK ENDS			
Current	Proposed	Increase / (Decrease)	

18 Holes

Riding:

Floor rate	\$ 42.00	\$ 43.72	\$ 1.72	4.1%
Ceiling rate	\$ 46.00	\$ 50.23	\$ 4.23	9.2%
Discount Card	\$ 37.00	\$ 39.07	\$ 2.07	5.6%
Senior or First Responder	\$ 29.77	\$ 32.09	\$ 2.32	7.8%
Junior	\$ 12.00	\$ 12.00	\$ -	-
Annual Pass	\$ 20.00	\$ 20.00	\$ -	-
College Golfer	\$ -	\$ 20.00		

\$ 50.50	\$ 53.95	\$ 3.45	6.8%
\$ 58.00	\$ 62.33	\$ 4.33	7.5%
\$ 40.93	\$ 42.79	\$ 1.86	4.5%
na	na	na	na
\$ 12.00	\$ 12.00	\$ -	-
\$ 20.00	\$ 20.00	\$ -	-
\$ -	\$ 20.00		

Walking:

Floor rate	\$ 27.00	\$ 28.84	\$ 1.84	6.8%
Ceiling rate	\$ 27.00	\$ 28.84	\$ 1.84	6.8%
Discount Card	\$ 22.00	\$ 24.19	\$ 2.19	10.0%
Senior or First Responder	\$ 20.00	\$ 21.86	\$ 1.86	9.3%
Junior	\$ 10.00	\$ 10.00	\$ -	-

\$ 50.50	\$ 53.95	\$ 3.45	6.8%
\$ 58.00	\$ 62.33	\$ 4.33	7.5%
\$ 40.93	\$ 42.79	\$ 1.86	4.5%
na	na	na	na
\$ 12.00	\$ 12.00	\$ -	-

9 Holes

Riding:

Floor rate	\$ 27.00	\$ 26.98	\$ (0.02)	-0.1%
Ceiling rate	\$ 32.00	\$ 33.95	\$ 1.95	6.1%
Discount Card	\$ 21.00	\$ 23.26	\$ 2.26	10.8%
Senior or First Responder	\$ 19.00	\$ 20.93	\$ 1.93	10.2%
Junior	\$ 8.00	\$ 8.00	\$ -	-
Annual Pass	\$ 15.00	\$ 15.00	\$ -	-
College Golfer	\$ -	\$ 15.00		

\$ 31.00	\$ 31.16	\$ 0.16	0.5%
\$ 36.00	\$ 38.14	\$ 2.14	5.9%
\$ 24.00	\$ 26.05	\$ 2.05	8.5%
na	na	na	na
\$ 8.00	\$ 8.00	\$ -	-
\$ 15.00	\$ 15.00	\$ -	-
\$ -	\$ 15.00		

Walking:

Floor rate	\$ 20.00	\$ 22.33	\$ 2.33	11.7%
Ceiling rate	\$ 20.00	\$ 22.33	\$ 2.33	11.7%
Discount Card	\$ 16.00	\$ 18.14	\$ 2.14	13.4%
Senior or First Responder	\$ 15.00	\$ 16.74	\$ 1.74	11.6%
Junior	\$ 6.00	\$ 6.00	\$ -	-

\$ 31.00	\$ 31.16	\$ 0.16	0.5%
\$ 36.00	\$ 36.00	\$ -	0.0%
\$ 24.00	\$ 26.05	\$ 2.05	8.5%
na	na	na	na
\$ 8.00	\$ 8.00	\$ -	-

OTHER RATES

Driving Range Small 25 balls	\$ 3.72	\$ 4.65	\$ 0.93	25.0%
Driving Range Medium 50 balls	\$ 7.44	\$ 8.37	\$ 0.93	12.5%
Driving Range Large 75 balls	\$ 10.23	\$ 11.16	\$ 0.93	9.1%
Non-BES Discount Card	\$ 250.00	\$ 275.00	\$ 25.00	10.0%
BES Discount Card	\$ 150.00	\$ 150.00	\$ -	-
Pull Cart Rental	-	\$ 6.00		-
Spectator cart	-	\$ 20.00		-
Rental clubs 9 holes	-	\$ 15.00		-
Rental clubs 18 holes	-	\$ 25.00		-
Rental Clubs Premium	-	\$ 40.00		-
Advanced Group Rate 12 player min.	-	Rack rate plus \$10 per player		
Shotgun start 80 players min	-	Rack Rate plus \$30 per player		

Competitor Comparables

Blue Sky
Hidden Hills
Windsor Park
Eagle Landing
Southampton

18 Holes - Riding		
Week	Week End	Senior
\$ 56.00		\$ 40.00
\$ 48.00	\$ 72.00	\$ 40.00
\$ 56.00	\$ 70.00	na
\$ 62.00	\$ 71.00	\$ 47.00
\$ 70.00	\$ 89.00	\$ 40.00

Jax Beach

\$ 50.23	\$ 62.33	\$ 32.09
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Introduced by: _____
Adopted: _____

RESOLUTION NO. 20XX-2023

A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, ADOPTING AN AMENDED AND RESTATED FEE SCHEDULE FOR USE OF CITY PARKS, RECREATIONAL FACILITIES, AND CEMETERIES; PROVIDING FOR ADOPTION OF RECITALS, REPEAL OF PRIOR AND CONFLICTING RESOLUTIONS AND FEE SCHEDULES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Beach provides park and recreation facilities to resident and users within and outside of its City limits and operates and maintains the H. Warren Smith Memorial Cemetery and Lee Kirkland Cemetery; and

WHEREAS, the City Council aims to preserve the facilities and enhance the social environment of the City of Jacksonville Beach; and

WHEREAS, the City of Jacksonville Beach wishes to operate these facilities in a manner that provides the lowest possible rates to its residents and users, but have adequate cost recovery in order to maintain financial sufficiency, and to establish rates, fees, and charges which are consistent with the orderly operation and maintenance of the aforementioned cemeteries; and

WHEREAS, the City of Jacksonville Beach must review its rate structures periodically to ensure that users are fairly charged; and

WHEREAS, over time, the City Council has adopted several independent resolutions establishing rates, charges, and fees (and other things) for its facilities and cemeteries, to wit:

- Resolution No. 1910-2013 establishing fees, definitions, and guidelines for the tennis courts
- Resolution No. 1978-2017 establishing rates, charges, and fees for the municipal cemetery and creating a separate capital improvement account
- Resolution No. 1991-2017 establishing rates, charges, and fees for the municipal ball fields and sports fields
- Resolution No. 1986-2017 establishing rates, charges, and fees for the small and large dog parks located at Paws Park
- Resolution No. 2000-2018 establishing rates for the municipal Community Center and Exhibition Hall at South Beach Park; and

WHEREAS, for administrative efficiency and convenience, the Parks and Recreation Department wishes to consolidate all rates, charges, and fees into one comprehensive document, with the exception of golf course rates and special event rates.

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. Rates and Delegation of Authority to Adjust Rates. The City Council hereby adopts the schedule of rates as set forth in Attachment A attached hereto. The City Manager or designee may adjust rates annually in an amount not to exceed the annual percentage increase in the Consumer Price Index (CPI) for All Urban Consumers for the previous calendar year.

SECTION 3. Jax Beach Tennis Club. The City Manager shall establish the guidelines and policies for the use of the tennis courts at Jax Beach Tennis Club.

Definitions:

- a. **Membership.** A person who prepays court fees in advance on an annual basis.
- b. **Utility Customer.** A person purchasing residential utilities from Beaches Energy Services.
- c. **First Responder.** Active or retired Military personnel, or active police, EMT or fire fighter personnel.
- d. **Junior.** A person age 17 years or younger.
- e. **Senior.** A person age 65 years or older.

SECTION 4. Cemeteries. No burials will be scheduled on Sundays or holidays. The City does not provide opening or closing services for in-ground grave space, or for mausoleum space.

The Capital Improvement Account established by Resolution No. 1978-2017 shall remain in place to set aside funds for projects that will result in long-term benefits to the facilities of both cemeteries. This account will be funded by allocating 63% of the revenue generated from the sale of the remaining grave plots, cremation plots, and columbarium cremation niches. These funds will be placed in a Restricted Cash Account and expenditure of such funds will be included in the City's annual budget appropriation.

SECTION 5. Sports Fields. The City Manager shall establish policies for the use of sports fields, camps, and tournaments.

SECTION 6. Paws Park. Paws Park has two, separate fenced areas to isolate large dogs from small dogs. The weight limit for the small dog park is 30 pounds. Dogs weighing over 30 pounds must use the large dog park.

The Capital Improvement Account established by Resolution No. 1986-2017 shall remain in place to set aside funds for the replacement of the artificial turf within the large dog park. The account will be funded by allocating \$25 of the annual membership fee for the large dog park. It does not apply to membership fees for additional dogs belonging to the same owner. These funds will be placed in a Restricted Cash Account and expenditure of such funds will be included in the City's annual budget appropriation.

SECTION 7. Conference Room, Community Center and Exhibition Hall at South Beach Park. The City Manager or designee shall establish rental procedures for the use of the conference room, Community Center and Exhibition Hall.

Weekend, holiday, and weekday rates from 4:00 p.m. to midnight include the cost of one security personnel. Should the cost per hour for the security personnel increase, the rates will be adjusted accordingly to cover the increase in security costs.

The City Manager or designee has the authority to offer a promotional rate for day rentals not to exceed eight hours.

A "non-profit" group, as verified by federal tax ID number, may rent Exhibition Hall one time per year at the lowest rate, including holidays, weekends, and after hours.

Should an outside cleaning company have to clean the room after an event, the additional cost for cleaning will be deducted from the rental deposit.

SECTION 8. Repeal of Prior Inconsistent Resolutions. All prior resolutions, parts of resolutions, or Council decisions in conflict herewith are repealed to the extent of the conflict. Unless otherwise stated specifically herein, Resolution Nos. 1910-2013, 1978-2017, 1979-2017, 1986-2017, and 2000-2018 are hereby repealed in their entireties and replaced with this amended and restated resolution.

SECTION 9. 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 10. Effective Date. This Resolution shall become effective on January 1, 2024.

AUTHENTICATED this ____ day of _____, 2023.

Christine H. Hoffman, MAYOR

Sheri Gosselin, CITY CLERK

Approved as to form and legal sufficiency:

Sandra R. Robinson, City Attorney

Rates as of Jan 1, 2024		
Rate	Tax	Total

7.5%

Annual Membership	\$ 255.81	\$ 19.19	\$ 275.00
Annual Membership - BES Customer	\$ 232.56	\$ 17.44	\$ 250.00
Seniors Annual Membership	\$ 139.53	\$ 10.47	\$ 150.00
Seniors Annual Membership - BES Customer	\$ 125.58	\$ 9.42	\$ 135.00
Court Fee	\$ 5.58	\$ 0.42	\$ 6.00
Court Fee - BES Customer	\$ 4.65	\$ 0.35	\$ 5.00
Court Fee Junior	\$ 1.86	\$ 0.14	\$ 2.00
Court Fee Junior - BES Customer	\$ 0.93	\$ 0.07	\$ 1.00
Roster Fee - 5 Teams	\$ 218.60	\$ 16.40	\$ 235.00
Roster Fee - 4 Teams	\$ 162.79	\$ 12.21	\$ 175.00
Roster Fee - 3 Teams	\$ 106.98	\$ 8.02	\$ 115.00

Adult Softball - per team	\$ 450	\$ -	\$ 450
Adult Flag Football - per team	\$ 500	\$ -	\$ 500
Field Rental - per day incl. lights & field prep	\$ 150	\$ -	\$ 150
Light Rental - per 2 hours \$15 per additional hour	\$ 40	\$ -	\$ 40
Additional Field Preparation - each time	na	\$ -	na
Junior Camp Field Rental - per day	\$ 75	\$ -	\$ 75
Junior Camp Field Rental - per month	\$ 1,000	\$ -	\$ 1,000
Youth Lacrosse - per player per season	na	\$ -	na
Youth Flag Football - per player per season	na	\$ -	na
Youth Baseball - concession stand utilities	utilities		
Youth Girls Softball - concession stand utilities	utilities		
Pop Warner Football	utilities		

Annual Membership - Large Dog Park	\$ 79.07	\$ 5.93	\$ 85.00
Annual Membership - Small Dog Park	\$ 51.16	\$ 3.84	\$ 55.00
Each Additional Dog	\$ 25.12	\$ 1.88	\$ 27.00

Weekday 8 am to 5 pm -per hour no minimum	\$ 27.91	\$ 2.09	\$ 30.00
Weekday 5 pm to midnight - per hour 2 hours min	\$ 51.16	\$ 3.84	\$ 55.00
Weekends and Holidays - per hour 2 hours min	\$ 51.16	\$ 3.84	\$ 55.00

Weekday 8 am to 5 pm -per hour no minimum	\$ 102.33	\$ 7.67	\$ 110.00
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Parks and Recreation Rates

Weekday 5 pm to midnight - per hour 2 hours min	\$ 209.30	\$ 15.70	\$ 225.00
Weekends and Holidays - per hour 2 hours min	\$ 209.30	\$ 15.70	\$ 225.00

Deposits:

Deposit - Conference Room:	\$ 100.00	\$ -	\$ 100.00
Deposit - Exhibition Hall: non-alcohol event	\$ 225.00	\$ -	\$ 225.00
Deposit - Exhibition Hall: alcohol event	\$ 400.00	\$ -	\$ 400.00

CEMETERY

In-Ground Space and Related Services:

Grave Plot - single in-ground	\$ 3,000	\$ -	\$ 3,000
Cradleland - single in-ground grave space	\$ 75	\$ -	\$ 75
Cremation - in-ground grave space	\$ 1,000	\$ -	\$ 1,000
Grave Opening and Closing - In ground: Weekdays	\$ 500	\$ -	\$ 500
Grave Opening and Closing - In ground: Saturday	\$ 600	\$ -	\$ 600
Mausoleum Crypt - per space	\$ 5,000	\$ -	\$ 5,000

Columbarium Space and Related Services:

Columbarium Wall - niche space	\$ 1,500	\$ -	\$ 1,500
Open/Close - Columbarium Wall: Weekdays	\$ 325	\$ -	\$ 325
Open/Close - Columbarium Wall: Saturday	\$ 400	\$ -	\$ 400
Scatter of ashes with memorial plaque	\$ 150	\$ -	\$ 150

Open/Close - Columbarium Wall includes door engraving

Introduced by: _____
Adopted: _____

RESOLUTION NO. 2XXX-2024

A RESOLUTION BY THE CITY OF JACKSONVILLE BEACH, AMENDING GOLF COURSE RATES, CHARGES, AND FEES; PROVIDING DEFINITIONS AND GUIDELINES FOR THE GOLF OPERATION POLICIES; DELEGATING AUTHORITY TO CITY MANAGER; REPEALING RESOLUTION NO. 2094-2021; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Beach ("City") operates the Jacksonville Beach Golf Club ("Golf Club"); and

WHEREAS, on November 1, 2021, the City Council approved Resolution No. 2094-2021, establishing golf course fees, providing definitions and guidelines for Golf Club policies, delegating authority to the City Manager, and repealing Resolution NO. 2069-2020; and

WHEREAS, the City desires to repeal Resolution No. 2094-2021, and amend the rates, charges, and fees for the Golf Club, and amend the definitions for the Golf Club policies.

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

SECTION 1. ADOPTION OF RECITALS. The foregoing recitals are deemed true and are fully incorporated herein by reference.

SECTION 2. RATES, CHARGES, AND FEES. There is hereby established a schedule of rates, charges, and fees for the Golf Club as shown on Attachment "A" and made part of this Resolution. This Attachment "A" shall replace in its entirety the Attachment to Resolution No. 2069-2020. Driving range rates shall become effective immediately upon adoption of this Resolution. All other rates shall become effective on January 1, 2022.

SECTION 3. AUTHORITY DELEGATED TO CITY MANAGER. The City Manager shall establish policies for the golf course and Golf Club. The following definitions in Section 4 shall be incorporated in the policies.

SECTION 4. DEFINITIONS:

- a. **ANNUAL PASS:** Prepayment of Greens Fees in advance. No new passes shall be issued as of January 1, 2002. Passes that exist on the effective date of this Resolution may be renewed on the annual anniversary of the

date of purchase. Any passes not renewed within 30 days of the annual anniversary date will expire and will not be eligible for renewal. Annual Pass fees are \$395 for residents and \$600 for non-residents. Cart fees for Annual Pass holders are \$20 for 18 holes and \$15 for 9 holes.

- b. **BEACHES ENERGY SERVICES CUSTOMER:** A person who is an active Beaches Energy Services (BES) residential customer. All applicants will be verified through Utility Billing and a current Driver's License. If utilities are not listed in applicant's name, applicant's name is required to be listed as a third party at that residential address in the Utility Billing system. BES Residential Customers qualify for the BES Discount Card, which is valid for 365 days from date of purchase.
- c. **DISCOUNT CARD:** Customers may purchase a discount package that will provide a discount on greens fees. Discount Cards are valid for 365 days from date of purchase. All City employees budgeted to work at least 20 hours per week qualify for the Discount Card and do not have to pay the annual fee. The Discount Card rate is \$275. For Beaches Energy Services Customer the Discount Card rate is \$150.
- d. **EMPLOYEES:** Golf staff employees may play with their guests only during unused tee times and at the discretion of the Facility Manager. The golf staff employee rate is \$5.00 and their guests may pay the Discount Card rate.
- e. **FOOD AND BEVERAGE POLICY:** All purchases of food and beverages consumed at the golf course must be made through the golf course concessionaire. Consumption of food and beverages purchased through outside sources is not allowed.
- f. **GOLF ASSOCIATIONS:** Groups recognized by the City of Jacksonville Beach Golf Course. Tee times are reserved in advance for their use. However, tournaments, holidays or course maintenance may cause a deviation in their schedule. The golf course manager and/or golf course superintendent may alter these times to work in the best interests of the golf course. Special rates require prior written approval of the City Manager.
- g. **HOLIDAYS:** Weekend Rate applies to all holidays. Golf cart usage will be required prior to 12:00 p.m. (noon) on all holidays. The golf course may be closed on Christmas Day, December 25. All public holidays are recognized for this purpose.
- h. **JUNIOR:** A person 15 years of age or under. Junior rates apply after 12:00 p.m. (noon) weekdays and weekends (walking or riding).
- i. **RAINCHECKS:** Rainchecks are issued if play is suspended before the fifth hole of an eighteen-hole round. Nine-hole rain checks are issued if play is

suspended before the fourteenth hole of an eighteen hole round, or before the fifth hole of a nine hole round. Rainchecks will expire after 90 days from date of issue.

- j. **SENIOR:** A person, age 65 or over, regardless of the location of the senior's residence. Senior rates apply Monday through Thursday only (walking or riding). Senior rates do not apply on Holidays that fall on weekdays.
- k. **FIRST RESPONDER:** Active or retired military personnel, or active police, EMT or fire fighter personnel. First Responder rates apply Monday through Thursday only (walking or riding). First Responder rates do not apply on Holidays that fall on weekdays.
- l. **COLLEGE GOLFER:** A student currently participating on a collegiate golf team.
- m. **SPECTATOR CART:** A golf cart used by a non-golfer wishing to accompany a playing golfer in a separate golf cart.
- n. **ADVANCED GROUP RATE:** A rate provided for groups with 12 or more participants seeking to book tee times in advance of the standard two week period. The rate shall be the prevailing rack rate plus \$10 per golfer.
- o. **TOURNAMENT:** A scheduled, organized event that requires the prior written approval (to include the tournament rate) of the City Manager or his/her designated representative.
- p. **SHOTGUN START:** Groups or tournaments wishing to include shotgun starts must have a minimum of 80 golfers and will be charged the prevailing rack rate plus \$30 per golfer.
- q. **TWILIGHT RATE:** Lower rate charged in the late afternoon as an incentive to increase player count. Twilight rates apply when 18 holes cannot be played due to darkness and are at the discretion of the Facility Manager to adjust seasonally.
- r. **WALKING:** Walking the golf course for any round is allowed anytime.

SECTION 5. RATE ADJUSTMENTS:

- a. The City Manager or his/her designee has the authority to offer promotional rates including the driving range (either discounted or increased) based on time of day, or season, or both, including tournaments, to optimize daily play.

- b. The City Manager or his/her designee may adjust the rates approved in the Resolution annually, in an amount not to exceed the annual percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) for the previous calendar year.

SECTION 6. WAIVER OF FEES:

- a. Daily greens fees may be waived for all PGA professionals, golf course managers and golf course superintendents upon presentation of proper identification. Visiting professionals, managers and superintendents will be permitted to bring up to two guests with the greens fees waived, however cart fees are required. The Jacksonville Beach Golf Course facility manager or superintendent must be playing with the group.
- b. Daily greens fees and surcharge will be waived for students who are designated as members of the Duncan U. Fletcher Middle School or High School golf team during a practice or competitive match. This will be applicable only during their interscholastic season and is subject to availability of space. This will not include any weekends or holidays.
- c. Daily greens fees may be waived or reduced for current City of Jacksonville Beach golf professionals, golf course facility manager and golf course superintendent with the prior written approval of the City Manager or his/her designee.

SECTION 7. REPEAL. Resolution No. 2094-2021 is hereby repealed in its entirety.

SECTION 8. EFFECTIVE DATE. This Resolution shall become effective immediately upon passage and adoption by City Council.

AUTHENTICATED this ____ day of _____, 2023.

Christine H. Hoffman, MAYOR

Sheri Gosselin, CITY CLERK

ATTACHMENT A

Jax Beach Golf Club - Rates as of January 1, 2024

All rates are subject to Sales Tax

	Week Days	Week Ends
18 Holes		
Riding:		
Floor rate	\$ 43.72	\$ 53.95
Ceiling rate	\$ 50.23	\$ 62.33
Discount Card	\$ 39.07	\$ 42.79
Senior or First Responder	\$ 32.09	na
Junior	\$ 12.00	\$ 12.00
Annual Pass	\$ 20.00	\$ 20.00
College Golfer	\$ 20.00	\$ 20.00

Walking:		
Floor rate	\$ 28.84	\$ 53.95
Ceiling rate	\$ 28.84	\$ 62.33
Discount Card	\$ 24.19	\$ 42.79
Senior or First Responder	\$ 21.86	na
Junior	\$ 10.00	\$ 12.00

9 Holes		
Riding:		
Floor rate	\$ 26.98	\$ 31.16
Ceiling rate	\$ 33.95	\$ 38.14
Discount Card	\$ 23.26	\$ 26.05
Senior or First Responder	\$ 20.93	na
Junior	\$ 8.00	\$ 8.00
Annual Pass	\$ 15.00	\$ 15.00
College Golfer	\$ 15.00	\$ 15.00

Walking:		
Floor rate	\$ 22.33	\$ 31.16
Ceiling rate	\$ 22.33	\$ 36.00
Discount Card	\$ 18.14	\$ 26.05
Senior or First Responder	\$ 16.74	na
Junior	\$ 6.00	\$ 8.00

OTHER RATES		
Driving Range Small 25 balls	\$ 4.65	
Driving Range Medium 50 balls	\$ 8.37	
Driving Range Large 75 balls	\$ 11.16	
Non-BES Discount Card	\$ 275.00	
BES Discount Card	\$ 150.00	
Pull Cart Rental	\$ 6.00	
Spectator cart	\$ 20.00	
Rental clubs 9 holes	\$ 15.00	
Rental clubs 18 holes	\$ 25.00	
Rental Clubs Premium	\$ 40.00	
Advanced Group Rate 12 player min.	Rack rate plus \$10 per player	
Shotgun start 80 players min	Rack Rate plus \$30 per player	



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Planning and Development
DATE:	November 13, 2023
SUBJECT:	Private Commercial Event Policy

BACKGROUND

Since 2006, privately owned commercial properties have been allowed to request permission to hold periodic special events and activities on a temporary basis on their property. This includes permitting tents and the extension of a licensed premises for the sale of alcoholic beverages for consumption on-site. The applications for tent permits and extension of licensed alcoholic establishment premises permits are often submitted in tandem with one another. Historically, businesses that have taken advantage of these types of permits are restaurants, bars, and retail establishments.

In 2006, an internal policy was drafted stating that as a matter of departmental policy, such requests could be approved on an infrequent basis for a short period of time, which was defined to mean no more than six times per year for not more than three days at a time. This policy allows businesses to take full advantage of their whole property while utilizing their parking lots or other property to capture some extra business generated by another special event in the area, such as a festival, or a holiday. Staff is looking to formalize this policy with input from the Council.

FINANCIAL IMPACT

None.

COUNCIL DIRECTION REQUESTED

Does the City Council desire to adopt the proposed policy as written and as it has been enforced since 2006, or does the City Council desire to make changes/amendments moving forward before formalizing the policy?

ATTACHMENTS

1. Private Commercial Event Policy

CITY OF JACKSONVILLE BEACH PRIVATE COMMERCIAL EVENT POLICY

Department of Planning & Development

Established November 2023



11 North Third Street
Jacksonville Beach, Florida 32250

The purpose of this policy is to outline the guidelines to hold events at privately owned commercial properties.

1.0 REGULATIONS AND RESTRICTIONS

- A. Length and Frequency. Events may be approved up to six times per calendar year for no more than three days per event.
- B. Land Use. No event shall be permitted if the use of the land does not match what the property is zoned for, pursuant to Article VII of the Land Development Code.
- C. Tents. Applications must be submitted for tents for the event. Tent placement shall not interfere with sight visibility triangles and may not be placed in City right-of-way.
- D. Food trucks. Mobile food vendors may be approved as part of a commercial special event pursuant to Section 12-33 of the City Code of Ordinances.
- E. Outdoor Sound. Low volume outdoor amplified and acoustic sound may be permitted pursuant to Section 18-7 of the City Code of Ordinances.
- F. Alcohol. Permits for temporary extension of premises must be submitted for approval along with a state extension of premises application. Temporary extension of licensed premises may be approved pursuant to Section 4.5 of the Code of Ordinances.
- G. Capacity. Capacity of each event will be set by the Fire Marshal based on fire safety code and the square footage of the event space.

2.0 PROCESS

- A. Application. Applications for tents and temporary extension of licensed premises for commercial special events on private property must be submitted a minimum for 15 business days prior to the scheduled event.
- B. Review. Tent applications are to be reviewed by the Planning and Development Department and the Fire Marshal's Office. Temporary extension of licenses premises applications for on-site consumption of alcohol are to be reviewed by the Planning and Development department, the Fire Marshal's Office, and the Police Department.
- C. Approval. Applications for commercial special events may be approved by the City in compliance with this policy and referenced sections of the City Code of Ordinances.

CITY COUNCIL BRIEFING TOPIC	
TO:	Mayor and City Council
FROM:	Sandra Robinson, City Attorney
DATE:	November 13, 2023
SUBJECT:	Penalties for Pier Violation(s)

BACKGROUND

On June 20, 2023, the City Council adopted an ordinance which prohibited individuals from jumping off of the Jacksonville Pier.

This ordinance was introduced and adopted as an amendment to the existing ordinance on beach prohibitions.

The primary reason for including the pier prohibition with the existing beach prohibitions was to save time. At the time, the thinking was that by utilizing the same penalty that was in place (and presumably vetted and determined to be adequate) for beach prohibitions, the adoption of the amendment would not be unduly delayed (the amendment was proposed during the 2023 beach season).

However, during the discussion of the proposed amendment, the message communicated by consensus of the City Council was that the \$50 maximum penalty that applied to beach violations was inadequate for violation of jumping off the pier. The City Attorney was tasked with bringing back to the City Council pier penalty options for consideration.

This memorandum contains a few options to assist in the discussion and consideration of pier penalties. (For reference only, I have included sample penalties from other localities that operate piers.)

OPTIONS TO CONSIDER

Option I. Keep the pier prohibition as a part of the beach prohibitions listed in §6-45, and amend §6-57 to increase the penalty to be applied for any violation of 6-45. Alternatively, keep the pier and beach prohibitions together in §6-45 but include in §6-57 a different penalty to be applied solely for a pier violation. See Exhibit 1.

Option II. Address pier prohibition (as currently stated or to include other activities forbidden on the pier) in a stand-alone ordinance, which would include the penalty for a violation. (This option will require an amendment to §6-45 to delete subparagraph q.) See Exhibit 2. Furthermore, so as to provide some transitional consistency, it is recommended that the stand-alone ordinance be numbered as §6-46 (substituting out the current prohibitions which can seamlessly be incorporated as subparagraphs of §6-45).

Option III. A combination of Options I and II, to-wit: have a stand-alone ordinance for the pier prohibition(s) and penalties for its violation and increase the current penalty in §6-57. See Exhibit 2.

PART I - Current Legislation

City Code §6-45. Prohibited activities and items on Atlantic Ocean Beach

CURRENT PROHIBITIONS
(a) No nudity is allowed. Appropriate attire and body coverings are required.
(b) No glass.
(c) No camping or sleeping from sunset to sunrise without first receiving permission from the city manager.
(d) No swimming or bathing except between such hours of the day as shall be designated or posted by the department of parks and recreation for such purposes.
(e) No disobeying rules posted by the city, Ocean Rescue, or the city manager or designee, or instructions or directions from a law enforcement officer.
(f) No illegal drugs, alcoholic beverages (in any type of container or other means of consumption), or unpermitted weapons.
(g) No open fires, campfires, grills, or other cooking or heating devices.
(h) No fireworks, as defined by F.S. § 79.01, with the exception of city authorized and permitted public displays of fireworks.
(i) No unauthorized person shall climb upon, sit on, mount, interfere with, loiter upon, enter, occupy, or use in any manner any lifeguard stand, station, or other city lifesaving equipment at any time.
(j) No persons or pets shall wash or be washed, with soap or other cleaners, in any swimming area or any other public waters, including, but not limited to, beaches, public showers, storm water, lakes or streams.
(k) No unleashed dogs at any time. Dogs on leashes are permitted to be on the beach at any hour from October 1 through March 31; and during the hours of 5:00 p.m. through 9:00 a.m., from April 1 through September 30.
(l) No person shall place or deposit, or permit to be placed or deposited, any human waste on the Atlantic Ocean beach.
(m) No pet feces are allowed on the Atlantic Ocean beach. A dog's owner or handler shall immediately remove any feces from the Atlantic Ocean beach and properly dispose of the feces in a public trash receptacle.
(n) Unless permitted by the city, no person shall park, propel, operate, or drive any motor vehicle on the Atlantic Ocean beach. This prohibition excludes authorized city and emergency vehicles including, but not limited to, ocean rescue, police, fire department, ambulance and lifeguard vehicles. This section shall not apply to helicopters when authorized to land upon the Atlantic

Ocean beach by the department of public safety personnel. It shall also not apply to any other vehicle that obtained permission from the public safety department.

(o) It shall be unlawful for any person to operate a sand sailer or sand sailboat (a sailing device on wheels propelled by the force of the wind) on the Atlantic Ocean beach.

(p) It shall be unlawful for any person to operate a motorized scooter, motorcycle, micromobility device, motorized bicycle, or any other motorized device on the Atlantic Ocean beach.

(q) No person shall dive, jump, or enter the waters of the Atlantic Ocean beach from the *Pier* or any part thereof. This section shall not apply to the lifeguard personnel employed or authorized by the city, who are engaged in lifeguard training or responding to an emergency for the purpose of saving life, property, or both.

A violation of a prohibition listed under §6-45 is subject to penalty under City Code §6-57.

CURRENT PENALTY

City Code §6-57. Enforcement; citation form; hearing; penalties.

(a) *Enforcement.* Any City of Jacksonville Beach law enforcement officer is authorized to issue a civil citation to any violator of this chapter. The citation shall indicate the penalty established herein for violation of this chapter. A person cited for a violation of this chapter shall sign and accept a citation indicating his/her receipt of a copy of the citation. Citations issued for violation of any provision of this chapter shall be enforced in proceedings under the Special Magistrate hearing procedures of [chapter 2](#), article VI of the City Code of Ordinances and are solely within the power, authority, and jurisdiction of the city's special magistrate. The city's special magistrate shall have jurisdiction and authority to hold hearings for contests to citations, receive and evaluate evidence, to make a determination based upon the preponderance of the evidence as to whether the violations(s) listed in the citation were committed, and impose fines and fees against the violator consistent with this chapter. The decision of the special magistrate shall be the final action by the city. Formal rules of evidence shall not apply at the hearing and any relevant evidence may be admitted as deemed by the special magistrate. The hearing shall be conducted in a manner to ensure that procedural and substantive due process is afforded to both parties.

(b) *Citation form.* The citation form shall contain language providing notice of the following:

- (1) Name of person alleged to have violated this section.
- (2) Description of the alleged violation.
- (3) Date, time and place of the alleged violation.
- (4) Witnesses, if any.
- (5) Name of officer charging the violation.
- (6) The date, time and location of the scheduled special magistrate hearing on the offense charged.

The citation shall also contain a space where the alleged violator of this section may sign to indicate that he/she received a copy of the citation and shall also indicate the penalty established herein for violation of this section.

(c) *Penalties.* Any person found guilty of violating this chapter shall be guilty of a misdemeanor punishable by charged a fine not to exceed \$50.00. Any person who willfully refuses to accept and sign a citation shall be assessed an additional \$200.00 fine. Any person charged with violation of this chapter may:

(1) Pay the penalty set forth in the citation, either by mail or in person, within ten (10) days of the date of receiving the citation, made payable to City of Jacksonville Beach, and paid at the City of Jacksonville Beach Police Department or utility billing office on the first floor of City of Jacksonville Beach City Hall; or

(2) Appear at the scheduled special magistrate hearing to contest the charge.

If the person cited elects to pay the penalty set forth in a. above, he/she shall be deemed to have admitted the violation and to have waived his/her right to a hearing on the issue of violation of this section. Each day any violation of any provision of this section occurs shall constitute a separate offense that may be fined. Violation fees must be paid at the City of Jacksonville Beach Police Department or at the utility billing office on the first floor of City of Jacksonville Beach City Hall.

(d) *Hearing.* If the alleged violator elects to not pay the citation fine and opts to request a hearing before the special magistrate, then the violator must provide written notification of such request to the City of Jacksonville Beach Police Department and the city attorney, no later than thirty (30) days from the date of the citation. Failure to timely submit the written request shall constitute waiver of the hearing option by the alleged violator and the city may proceed with enforcement and collection of the penalty. Upon receipt of the request for a hearing, the city clerk's office shall issue a notice of hearing date to the person that requested the hearing. Any person who requests a hearing and does not appear in accordance with the notice shall be sent notice by the police department to pay within ten (10) days the doubled fine plus ten dollars (\$10.00) for the cost of administrative services. After the requested hearing, the special magistrate shall make a determination as to whether a violation has been committed and may impose a fine in accordance with this section and Florida law, plus court costs. An election to request a hearing constitutes a waiver of the right to pay the penalty indicated on the citation, and the special magistrate, after the hearing and upon making a determination that a violation has been committed, may impose a fine, plus court costs for each violation.

PART III - Sample Penalties - Localities that operate public piers

SAMPLE PIER REGULATIONS & PENALTIES		
	Regulation	Penalty
Cocoa Beach	Sec. 5-34(c). Absent a permit by the city, all persons entering or on the beach...shall comply with the following rules and regulations, and failure to follow the reasonable command of said official [beach ranger] shall constitute a violation of this section....(10) "to refrain from swimming under or around the pier, or jumping or diving off the Pier or any other public structure.	Sec. 5-34(f)(2). Depending on severity, violations of this section may be prosecuted in the same manner as second-degree misdemeanor (up to 60 days in jail and/or fine up to \$500). Sec. 5-34(f)(5). Any person responsible for a violation under this section upon receiving a citation...may be ordered to leave the beach by the police department, code enforcement officer, as designated by city manager.
Flagler Beach	Sec. 6-3. It shall be unlawful for any person, other than lifeguards or other emergency personnel acting in the course of official duty, to swim within 150 feet on either side of the municipal pier; provided, however, that due to adverse conditions the restricted area may be expanded at the discretion of the lifeguard on duty.	Sec. 6-78. Violations of this article are punishable by citation issued by code enforcement or law enforcement officer who has reasonable cause to believe the person committed an act in violation of this Code. <u>First violation:</u> written warning <u>Second violation:</u> \$100 <u>Third Violation:</u> \$150 <u>Subsequent violation(s):</u> Fine not to exceed \$500 or a trespass notice.
Melbourne	Sec. 40-2. No person shall skin dive, swim or use spears or bow and arrow within 100 feet of any public bridge or pier in the city.	Sec. 40-1(b). Any person violating the provisions of this section shall be subject to the penalty provided by section 1-14. Sec. 40-6(a). The city manager or designee may authorize law enforcement officers to issue a trespass warning to any individual who violates any city ordinance, rule, or regulation or state law or lawful directive of a city employee or official which violation was committed while on or within a city facility...for the specific property where the violation occurred. Sec. 1-14. Whenever in this Code or any ordinance of the city, any act is prohibited [or] made to be

		unlawful...the violator of such provision [shall] be punished by a fine not exceeding \$500 and/or imprisonment for a term not exceeding 60 days.
Miami Beach	Sec. 82-3(b). It shall be unlawful for any person to dive, leap or jump from a municipal pier, bridge or viaduct into surrounding waters, or for any person to swim, wade, bathe or float, by any means whatsoever, in such waters within 100 feet of any point of a municipal pier. Nothing contained in section shall apply to lifeguards, firefighters or police officers employed by the city or other persons engaged in or aiding in emergency rescue work or construction activities approved by the city.	Sec. 1-14(a). Whenever in this code or any other ordinance of the city...any act is prohibited or is made or declared to be unlawful...where no specific penalty is provided therefore, the violation of any such provision of this Code or ordinance [shall] be punished by a fine not exceeding \$500 and/or imprisonment for a term not exceeding 60 days.
St. Augustine Beach	Sec. 5-4(a)(3). The following activities and conduct are prohibited with respect to the county ocean pier: [d]iving or jumping from the pier.	Sec. 5-4 (c). Any person violating this section shall be prosecuted in the same manner as misdemeanors are prosecuted and upon conviction shall be punished as provided in section 1-9. Sec. 1-9(a). Whenever in this Code or in any ordinance of the city any act is prohibited or is made or declared to be unlawful...where not specific penalty is provided therefor, the violation of any such provision of this Code or any ordinance shall be punished by a fine not exceeding \$500 and/or imprisonment for a term not exceeding 60 days. Sec. 1-9(d)(1)-(8). Any violation of any city ordinance may be enforced by citation in the following manner.... "Uniform Method of Citation for Violation of City Code"...violation written hereunder punishable by civil penalty not to exceed \$500. Prepayment (no contest) of \$50 civil penalty.
Venice	Sec. 46-64(3). No person shall dive or jump from the fishing pier or swim or surf within 150 feet of the centerline of the pier structure.	Sec. 1-14(a). Whenever in this Code or in any ordinance of the city an act is prohibited or is made or declared to be unlawful or an offense, or whenever in such Code or ordinance the doing of any act is required or the failure to do any act is declared to be



		unlawful, the violation of any such provision of this Code or any such ordinance, unless otherwise specifically provided, shall be punishable by a fine in an amount not exceeding \$500.00 and/or imprisonment for a term not exceeding 60 days.
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FINANCIAL IMPACT

COUNCIL DIRECTION REQUESTED

How does the City Council wish to proceed with respect to pier penalties?

ATTACHMENTS

- 1. Exhibit 1
- 2. Exhibit 2

City Code §6-57.**Enforcement; citation form; hearing; penalties.**

(a) *Enforcement.* Any City of Jacksonville Beach law enforcement officer is authorized to issue a civil citation to any violator of this chapter. The citation shall indicate the penalty established herein for violation of this chapter. A person cited for a violation of this chapter shall sign and accept a citation indicating his/her receipt of a copy of the citation. Citations issued for violation of any provision of this chapter shall be enforced in proceedings under the Special Magistrate hearing procedures of chapter 2, article VI of the City Code of Ordinances and are solely within the power, authority, and jurisdiction of the city's special magistrate. The city's special magistrate shall have jurisdiction and authority to hold hearings for contests to citations, receive and evaluate evidence, to make a determination based upon the preponderance of the evidence as to whether the violations(s) listed in the citation were committed, and impose fines and fees against the violator consistent with this chapter. The decision of the special magistrate shall be the final action by the city. Formal rules of evidence shall not apply at the hearing and any relevant evidence may be admitted as deemed by the special magistrate. The hearing shall be conducted in a manner to ensure that procedural and substantive due process is afforded to both parties.

(b) *Citation form.* The citation form shall contain language providing notice of the following:

- (1) Name of person alleged to have violated this section.
- (2) Description of the alleged violation.
- (3) Date, time and place of the alleged violation.
- (4) Witnesses, if any.
- (5) Name of officer charging the violation.
- (6) The date, time and location of the scheduled special magistrate hearing on the offense charged.

The citation shall also contain a space where the alleged violator of this section may sign to indicate that he/she received a copy of the citation and shall also indicate the penalty established herein for violation of this section.

(c) *Penalties.* Depending on severity, Any person found guilty of violating a section of this chapter shall be guilty of a misdemeanor and may be punishable by ~~charged~~ a fine not to exceed ~~\$50.00~~ \$500.00. Any person who willfully refuses to accept and sign a citation shall be assessed an additional \$200.00 fine. Any person charged with violation of this chapter may:

OR

Version 2: Any person found guilty of violating this chapter shall be guilty of a misdemeanor punishable ~~by charged a fine not to exceed \$50.00 by a jail term of up to 60 days and a fine up to \$500~~. Any person who willfully refuses to accept and sign a citation shall be assessed an additional \$200.00 fine. Any person charged with violation of this chapter may:

(1) Pay the penalty set forth in the citation, either by mail or in person, within ten (10) days of the date of receiving the citation, made payable to City of Jacksonville Beach, and paid at the City of Jacksonville Beach Police Department or utility billing office on the first floor of City of Jacksonville Beach City Hall; or

(2) Appear at the scheduled special magistrate hearing to contest the charge.

If the person cited elects to pay the penalty set forth in a. above, he/she shall be deemed to have admitted the violation and to have waived his/her right to a hearing on the issue of violation of this section. Each day any violation of any provision of this section occurs shall constitute a separate offense that may be fined. Violation fees must be paid at the City of Jacksonville Beach Police Department or at the utility billing office on the first floor of City of Jacksonville Beach City Hall.

(d) *Hearing.* If the alleged violator elects to not pay the citation fine and opts to request a hearing before the special magistrate, then the violator must provide written notification of such request to the City of Jacksonville Beach Police Department and the city attorney, no later than thirty (30) days from the date of the citation. Failure to timely submit the written request shall constitute waiver of the hearing option by the alleged violator and the city may proceed with enforcement and collection of the penalty. Upon receipt of the request for a hearing, the city clerk's office shall issue a notice of hearing date to the person that requested the hearing. Any person who requests a hearing and does not appear in accordance with the notice shall be sent notice by the police department to pay within ten (10) days the doubled fine plus ten dollars (\$10.00) for the cost of administrative services. After the requested hearing, the special magistrate shall make a determination as to whether a violation has been committed and may impose a fine in accordance with this section and Florida law, plus court costs. An election to request a hearing constitutes a waiver of the right to pay the penalty indicated on the citation, and the special magistrate, after the hearing and upon making a determination that a violation has been committed, may impose a fine, plus court costs for each violation.

Introduced by: _____
First Reading: _____
Second Reading: _____

ORDINANCE NO. 2023-XXXX

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 6 “BEACHES AND BULKHEADS”, ARTICLE III “USE OF ATLANTIC OCEAN BEACH”, SECTION 6-45 “PROHIBITED ACTIVITIES AND ITEMS ON ATLANTIC OCEAN BEACH” TO PROVIDE A PROHIBITION AGAINST JUMPING OFF PIER; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, SCRIVENER’S ERRORS, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, it is the desire of the City Council of Jacksonville Beach to maintain a safe environment for the public while visiting to or on those portions of the Atlantic Ocean Beach located within the City of Jacksonville Beach (“City”); and

WHEREAS, the City’s Police Department has noted an increase in the numbers of persons jumping from the Pier into the Atlantic Ocean and creating thereby unsafe physical conditions for the jumper, as well as those persons in the act of entering into, swimming, playing, or standing in the waters of Atlantic Beach in the vicinity of the Pier; and

WHEREAS, current regulations fail to provide the necessary tool by which this specific activity can be regulated or enjoined on the Atlantic Ocean Beach Pier; and

WHEREAS, in order to provide and to preserve a safe environment for visitors at, on, or in the Atlantic Ocean Beach, in general, and the Pier, more specifically, the City Council finds the restrictions created by this ordinance are necessary for the health, safety, and welfare of City residents and the public at large, and is in the general best interest 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 and made a part of this Ordinance.

SECTION 2. CHAPTER 6 “BEACHES AND BULKHEADS”, ARTICLE III “USE OF ATLANTIC OCEAN BEACH”, SECTION 6-46 “PROHIBITED ACTIVITIES ON THE ATLANTIC OCEAN BEACH PIER” IS HEREBY AMENDED AS FOLLOWS¹:

Sec. 6-46. - Prohibited activities and items on the Atlantic Ocean Beach Pier.

(a) No person shall dive, jump, or enter the waters of the Atlantic Ocean beach from the Pier or any part thereof. This section shall not apply to the lifeguard personnel employed or authorized by the city, who are engaged in lifeguard training or responding to an emergency for the purpose of saving life, property, or both.

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

(b) Penalty. A violation of this section may be charged and prosecuted as a second degree misdemeanor, as provided by Section 162.22 of the Florida Statutes. In addition to the penalty provided herein, any person violating this section may be temporarily expelled, ejected, or banned from the Pier.

(c) Trespass warning; authorization to issue trespass warning for public property. A trespass warning may be issued to any person who violates any city ordinance, city rule or regulation, or state law, while on or within a municipal building, facility, or outdoor area that is open to the general public, including municipal parks and beaches. A trespass warning issued pursuant to this section shall be limited to the specific building, facility, or outdoor area where the violation occurred.

(1) A trespass warning may be issued by Jacksonville Beach Police, the City Manager or the City Manager's designee for a period of time not to exceed _____ days/months/year.

(2) The trespass warning shall be in writing, advise of the right to appeal, and of the location and the process to initiate the appeal.

(3) The City Manager or the City Manager's designee may authorize a person who has received a trespass warning to enter into the unauthorized building, facility, or outdoor area for the purpose of exercising First Amendment rights or to conduct municipal business. Such authorization shall not be unreasonably denied but must be in writing to be of effect, and must also specify the duration of such authorization and any condition deemed necessary or appropriate by the City Manager or designee.

(c) Appeal of trespass warning; procedures. A person to whom a trespass warning is issued under this section shall have the right to appeal or contest the issuance of the trespass warning to the special magistrate as set forth herein:

(1) An appeal of the trespass warning must be in writing and filed with the City Clerk within no more than _____ days of the issuance and must include trespassed person's (appellant) first and last name, address and phone number, if any. The City Clerk shall deliver a copy of the appeal to the City of Jacksonville Beach Police Department, City Manager, and City Attorney. An appeal not filed within _____ days of the trespass notice shall be deemed waived.

(2) Within _____ days of the filing of the appeal, a hearing shall be scheduled and notice of such hearing shall be provided to the appellant at the place and in the manner elected in writing by the appellant at the time appellant filed the appeal.

(3) The burden of persuasion shall be on the City to show by the preponderance of the evidence that the trespass warning was properly issued.

(4) The appellant shall have the right to attend the hearing with an attorney, the right to testify, to call witnesses, present evidence, and to have a court reporter, at his or her own expense.

(5) The special magistrate shall consider the testimony, reports or other documentary evidence presented at the hearing. Formal rules of evidence shall not apply.

(6) If the appellant fails to attend a scheduled hearing, the special magistrate shall review the evidence presented to determine if the trespass warning was properly issued pursuant to this section and shall issue a written decision on the appeal which shall be mailed to the appellant at the address provided.

(7) The decision of the special magistrate shall be final and the appellant shall be deemed to have exhausted all administrative remedies. The decision of the special magistrate may be subject to judicial review as may be provided by law.

(8) The trespass warning shall remain in effect during the appeal process, including any judicial review as may be provided by law.

(d) Any person found on or within any city-owned building, facility, or outdoor area (including municipal parks and beaches), in violation of a trespass warning may be arrested and prosecuted for trespassing as provided in Chapter 810, Florida Statutes.

SECTION 3. CONFLICTING ORDINANCES. That all ordinances, resolutions previously adopted by the City in conflict with this Ordinance, or parts thereof, are repealed to the extent inconsistent herewith.

SECTION 4. SEVERABILITY. 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 5. SCRIVENER'S ERRORS. The City Attorney may correct scrivener's errors found in this ordinance by filing a corrected copy of this ordinance with the City Clerk.

SECTION 6. CODIFICATION. The City Council intends that this Ordinance will be made a part of the City of Jacksonville Beach Code of Ordinances.

SECTION 7. EFFECTIVE DATE. This ordinance shall take effect and be enforceable in all aspects immediately upon final reading and approval by the City Council for the City of Jacksonville Beach as authenticated herein.

AUTHENTICATED THIS _____ DAY OF _____, A.D., 2023.

Christine H. Hoffman, Mayor

Sheri Gosselin, City Clerk

Approved as to form and legal sufficiency:

Sandra R. Robinson, City Attorney

CITY COUNCIL BRIEFING TOPIC	
TO:	Mayor and City Council
FROM:	Mike Staffopoulos, City Manager
DATE:	November 13, 2023
SUBJECT:	Fletcher Land Use Request

BACKGROUND

The City was contacted in September by Dean Ledford, Principal at Fletcher High School (FHS). FHS is adding two extensions to the main school building, and creating new parking. The new school design considers relocating the tennis courts from the north side of Seagate Avenue to the south side, near 10th Street. The school is seeking to enter into a long-term use agreement for the City's former electrical substation at the southeast corner of Seagate and 10th Street. The initial request letter is attached. Subsequent communication with Principal Ledford has indicated that:

- DCPS is not interested in purchasing the City's property;
- DCPS is interested in a long-term use agreement, for as long a period as the City would consider; and
- DCPS is not under any time constraints at this time, as the project is in the design phase.

Beaches Energy Services (BES) has indicated they have no current or foreseeable use for this parcel. Both BES and Public Works have indicated a need for a construction laydown area on the north side of Beach Boulevard; however, BES has two additional former electrical substations that could be used for this need. As such, City departments are amenable to allowing a long-term use on the property by another governmental entity.

The City, however, may have a reciprocal request for FHS. Public Works is evaluating Pollution Control Plant effluent disposal alternatives for compliance with Senate Bill 64. A viable option may include running reclaimed water to FHS for irrigation use on their property. If City Council is not amenable to imposing a financial component for long-term use of City property, consideration could be given to an arrangement for reclaimed water disposal in lieu of a rent or lease payment.

FINANCIAL IMPACT

N/A

COUNCIL DIRECTION REQUESTED

Does the City Council support entering into a long-term agreement with Duval County Public Schools for use of the former electrical substation at the corner of Seagate Ave and 10th Street? If so, should the City seek any financial compensation, or seek commensurate use of DCPS property for City benefit, such as reclaimed water disposal?



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ATTACHMENTS

1. Fletcher High School Request - Jacksonville Beach
2. Fletcher Substation Map



Dean Ledford
Principal

Fletcher High School

*700 Seagate Ave.
Neptune Beach, FL 32266*

September 6, 2023

Mr. Staffopoulos,

My name is Dean Ledford, and I am the principal of Fletcher High School. First, I would like to thank you for all the support, Fletcher receives from Jacksonville Beach. Please know it is greatly appreciated. I am writing regarding the property located at the corner of Seagate and 10th Street that is adjacent to the San Pablo Field. As you may know, Fletcher is under construction adding two extensions to our main building as well as creating much needed parking.

Fletcher's new design calls for the relocation of our driver's education range, removing several portables as well as the relocation of our current tennis courts. If we were allowed to acquire the property at the corner of Seagate and 10th Street, this area would allow for additional athletic and recreational space as we move our tennis courts to the Southwest side of San Pablo Field.

I greatly appreciate your consideration and please let me know if you need anything further.

Sincerely,

Dean Ledford

Principal – Duncan U. Fletcher High School





CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Sheri Gosselin, City Clerk
DATE:	November 13, 2023
SUBJECT:	Discussion of Candidates for Various City Boards

BACKGROUND

There are eight board member terms expiring December 31, 2023, seven of which will be appointed or reappointed by the City Council.

Expiring Terms:

Planning Commission

Regular Member Nicholas Andrews

2nd Alternate Debbie Cole

The two Planning Commission members whose terms are expiring were recently appointed on April 3, 2023. Nicholas Andrews and Debbie Cole are filling the unexpired terms of prior members. Both are interested in being reappointed to the Planning Commission.

Board of Adjustment

Regular Member Owen Curley

Regular Member Jeff Truhlar

Owen Curley was appointed July 19, 2021, and is filling the unexpired term of a prior member. Jeff Truhlar was originally appointed as a Regular Member on August 1, 2016. Both would like to be considered for reappointment to the Board of Adjustment.

Community Redevelopment Agency (CRA)

Art Graham

Christi Elflein

Gary Paetau

Art Graham is not seeking reappointment to the board. Christi Elflein was appointed on August 21, 2023, and is filling the unexpired term of a prior member. Gary Paetau was appointed November 18, 2019, and is filling the unexpired term of a prior member. Ms. Elflein and Mr. Paetau are interested in being reappointed to the CRA. Additionally, the CRA approved the creation of two new alternate positions at its October 30, 2023 meeting.

In addition to the board members who are seeking reappointment, there are 17 eligible board applicants available for consideration. The appointment of board members will be on the December 4, 2023 City Council agenda. Candidate applications and interview information was provided to the City Council.



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FINANCIAL IMPACT

None.

COUNCIL DIRECTION REQUESTED

For discussion purposes only.

ATTACHMENTS