



City of Jacksonville Beach

Briefing Notice

City Council

11 North Third Street
Jacksonville Beach, Florida

Tuesday, November 12, 2024

5:00 PM

City Hall 1st Floor 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. Downtown Parking Update
- B. Adoption of Cyber Security Standards
- C. Communications Plan Update
- D. Board Process
- E. Code Amendments and Land Development Code Update
- F. Miscellaneous City Manager's Items
- G. Committee Assignment Report
- H. Future Briefing Topics

Council Members in attendance may include:

Mayor: Christine Hoffman

Council Members: Sandy Golding
Fernando Meza

Bill Horn
Greg Sutton

Dan Janson
John Wagner

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

No public comments are taken at the City Manager's Council Briefing.

If you are a person with a disability who needs an accommodation to participate in a meeting, you are entitled, at no cost to you, to the provision of certain assistance. Please contact the ADA Coordinator by phone 904-712-6297 or submit an [Accommodation Request](#) to the ADA Coordinator as far in advance of the meeting as possible; preferably 7 days but no less than 2 business days, before the meeting. If you are hearing or voice impaired, please call Florida Relay at 711 for assistance.



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Commander Thomas Bingham, Police Department Services Division
DATE:	November 12, 2024
SUBJECT:	Downtown Parking Update

BACKGROUND

At the September 9, 2024, City Council Briefing, the Police Department shared options with the City Council for expanding the paid parking program. At that time, Council requested further research on the impact to Pablo Towers residents and staff if paid parking was to be expanded to the 1st Avenue South corridor.

Since then, contact was made with the administration section of Pablo Towers to inquire about the use of on-street public parking by residents and staff. The staff member responded that she estimated residents and staff used approximately 85 on-street public parking spaces daily. This is in addition to the approximate 65 off-street parking spaces they have on the east side of the property.

FINANCIAL IMPACT

COUNCIL DIRECTION REQUESTED

Does Council wish to consider further expansion of the paid parking zones, and if so, where?

ATTACHMENTS



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, Cty Manger
FROM:	Bill Rieger, Chief Information Officer
DATE:	November 12, 2024
SUBJECT:	Adoption of Cyber Security Standards

BACKGROUND

The City must adopt a formal cybersecurity framework as part of Florida's cybersecurity mandate under **Florida Statute Section 282.318**. After evaluating several options—including **ISO/IEC (International Organization for Standardization/International Electrotechnical Commission) 27001**, **CIS (Center for Internet Security) Controls**, and **HITRUST (Health Information Trust Alliance)**—we have chosen the **National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF 2.0)**.

NIST provides flexibility, scalability, and alignment with our government-specific needs, including compliance with **CJIS (Criminal Justice Information Services)**. While this will require additional personnel or professional services, tools, and training resources, NIST ensures we are well-prepared to defend against evolving cybersecurity threats. We will discuss this in more detail during the meeting.

FINANCIAL IMPACT

COUNCIL DIRECTION REQUESTED

ATTACHMENTS

- 1. Cybersecurity Framework Adoption



Cybersecurity Framework Adoption for the City of Jacksonville Beach: NIST CSF 2.0

To: City Council Members

From: William Rieger, Chief Information Officer

Subject: Adoption of NIST Cybersecurity Framework (CSF) 2.0

Date: Oct 21, 2024

1. State Mandate for Cybersecurity Framework Selection

Under **Florida State Statute 282.318**, the state requires local governments to adopt a formal cybersecurity framework to safeguard sensitive public data and protect against evolving cyber threats. This mandate is driven by the increasing risk of cyberattacks targeting public sector entities, which can compromise critical infrastructure, disrupt services, and expose sensitive information.

The statute aims to ensure local governments implement consistent, effective, and proactive measures to mitigate cyber risks and ensure the continuity of essential services. By selecting an appropriate cybersecurity framework, municipalities can comply with the state's requirements while also enhancing their security posture.

2. Available Cybersecurity Frameworks

To comply with the state's mandate, several widely recognized cybersecurity frameworks are available for adoption, each offering distinct approaches to risk management and protection:

- **NIST Cybersecurity Framework (CSF 2.0):** This flexible, risk-based framework is designed for organizations of all sizes, including government entities. It emphasizes

identifying and mitigating risks while offering scalability to accommodate each organization's unique needs.

- **ISO/IEC 27001:** An internationally recognized standard for information security management systems (ISMS), ISO 27001 focuses on formal processes for protecting information assets. Private sector organizations often use it but can require significant resources for certification and implementation.
 - **CIS Controls:** Developed by the Center for Internet Security, CIS Controls provide a set of prioritized, tactical security measures focused on immediate threats. While practical, they lack NIST's comprehensive governance and risk management focus.
 - **HITRUST:** Primarily used in healthcare, HITRUST integrates multiple security standards, including NIST and ISO, to provide a robust approach to securing health data and privacy. However, it is highly specialized and unsuitable for broader public sector applications like municipal operations.
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3. Why We Chose NIST CSF 2.0 Over Other Frameworks

3.1. NIST CSF 2.0 vs. ISO/IEC 27001

- **ISO/IEC 27001** is a prescriptive, certification-based standard emphasizing formalized processes and controls for information security management. While it offers comprehensive protection, its rigid structure and certification requirements can be resource-intensive and less adaptable to a city government's needs.
- **Why NIST is Better for Us:** NIST CSF is more flexible, allowing the city to adapt the framework based on risk tolerance and operational priorities. It doesn't require formal certification, making it a more practical choice for government operations.

3.2. NIST CSF 2.0 vs. CIS Controls

- **CIS Controls** provides a prioritized list of cybersecurity measures focused on immediate, tactical actions like system hardening and access control. They effectively address common cybersecurity threats but don't offer the broader governance or strategic guidance that NIST CSF does.
- **Why NIST is Better for Us:** NIST offers a more comprehensive approach, covering risk management, governance, and resilience, which are critical for the long-term protection of city infrastructure and services.

3.3. NIST CSF 2.0 vs. HITRUST

- **HITRUST** integrates multiple standards and is widely used in healthcare to secure sensitive data. However, it's specialized for the healthcare industry and may not align with the broader cybersecurity needs of city government.

- **Why NIST is Better for Us:** NIST suits the city's diverse operations, from public safety to utilities. Its flexibility allows us to prioritize risks based on different departments and services, making it a better fit for our municipal environment.

3.4. Why NIST is Ideal for City Government

- **Government-Specific Focus:** NIST CSF is widely used by federal, state, and local governments, making it a natural fit for our city's public sector requirements. It is designed to align with other government standards, such as **CJIS (Criminal Justice Information Services)**. It provides a risk-based approach that ensures our cybersecurity efforts are practical and efficient.
 - **Risk-Based, Scalable, and Flexible:** NIST CSF allows us to tailor cybersecurity measures to the city's size, complexity, and evolving risks, prioritizing the most critical areas while maintaining the flexibility to adapt to new challenges.
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4. What It Will Take to Execute

Adopting the NIST CSF 2.0 will require a strategic investment in resources to ensure that the framework is implemented effectively and that we remain compliant with state and federal requirements. Below is an overview of what will be needed:

4.1. Additional Resources

- **Personnel and Expertise:** We will need cybersecurity specialists to implement and manage the NIST framework. This may involve hiring new personnel or contracting professional services. It will include investing in training for existing IT staff to ensure they are fully equipped to manage the city's cybersecurity needs.
- **Technology and Tools:** NIST CSF requires deploying advanced cybersecurity tools for monitoring, detection, threat intelligence, and incident response. Investments in these tools will ensure we can detect and respond to cybersecurity threats in real time.
- **Training and Awareness:** Regular cybersecurity training will ensure that all city employees understand their role in maintaining security. This includes recognizing phishing attempts, following proper data protection protocols, and responding appropriately to security incidents. We are already providing this but will review best practice use of training tools.

4.2. Integration with CJIS and Other Security Requirements

- **CJIS Compliance:** We are already subject to **CJIS (Criminal Justice Information Services)** requirements for handling law enforcement data. The NIST framework will complement these efforts by introducing a broader, more comprehensive risk management approach that aligns with CJIS technical and operational standards.

- **Overlap and Efficiency:** By adopting NIST, we can streamline our security efforts, as many of its requirements align with existing CJIS and other regulatory obligations. This will reduce duplication of effort and ensure a more cohesive approach to cybersecurity.
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5. High-Level Description of the NIST Cybersecurity Framework

The NIST Cybersecurity Framework is built around **five core functions** that provide a structured approach to managing cybersecurity risks:

1. **Identify:** Focuses on understanding and managing risks to city assets, services, and data. It helps prioritize protection efforts by identifying the most critical areas that need safeguarding.
 2. **Protect:** Develop safeguards to ensure the secure delivery of city services. This includes access control, data encryption, and staff training to prevent cybersecurity incidents.
 3. **Detect:** Implements measures to detect cybersecurity incidents in real time. This includes continuous monitoring, security logging, and alert systems to quickly identify and mitigate potential threats.
 4. **Respond:** Establishes a formal process for responding to cybersecurity incidents. This includes incident response planning, communication strategies, and mitigation actions to reduce the impact of an attack.
 5. **Recover:** Focuses on restoring city services and operations following a cybersecurity incident. This ensures critical functions can be resumed quickly and effectively after a disruption.
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6. Conclusion

In compliance with **Florida State Statute 282.318**, and after evaluating multiple cybersecurity frameworks, we have selected the **NIST Cybersecurity Framework (CSF 2.0)** as the most suitable option for our city. NIST provides the flexibility, scalability, and risk-based approach to protect our critical infrastructure and sensitive data while aligning with security requirements like **CJIS**. Adopting this framework will require additional resources, but it is essential for ensuring the long-term cybersecurity resilience of our city.

We look forward to discussing this further during the meeting and outlining the steps needed for successful implementation.

William Rieger
Chief Information Officer
City of Jacksonville Beach



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Jacob Board, Communications Manager
DATE:	November 12, 2024
SUBJECT:	Communications Plan

BACKGROUND

The Mayor and Council requested a more formalized communications plan. I have focused on developing and implementing communication strategies designed to engage residents, enhance transparency, and align with the City’s mission of responsive government. My activities have encompassed a wide range of responsibilities:

- **Digital and Social Media Management:** Oversee daily and weekly posts on platforms such as Facebook, Instagram, LinkedIn, and Twitter, emphasizing community engagement, safety information, and City updates. Content includes informational posts, emergency updates, community event marketing, and ongoing project news.
- **Content Production and Storytelling:** Produce targeted multimedia content across platforms, including videos, newsletters, and website updates, to make information accessible and engaging for various audience segments. Key projects like the “Take 2 Tuesdays” series reflect this commitment, providing residents with succinct, informative updates.
- **Media and Public Relations:** Serve as the primary media liaison, responding to inquiries, issuing press releases, and coordinating interviews to manage the city’s public image.
- **Event Promotion and Community Outreach:** Collaborate closely with city departments and partners on promoting major City events.
- **Stakeholder Communication:** Work with the City Council, city departments, and local organizations to ensure consistent and unified messaging.

Attached is a draft Communications Plan and a brochure regarding SeeClickFix, which is a non-emergency reporting app for municipal government use.

FINANCIAL IMPACT

None at this time.

COUNCIL DIRECTION REQUESTED

For discussion with City Council.

ATTACHMENTS

1. Draft Communications Plan
2. SeeClickFix Brochure

An aerial photograph of Jacksonville Beach, Florida, showing a mix of urban development and coastal features. In the foreground, there's a large, multi-story hotel or resort building with a red-tiled roof and many balconies. To its right is a large parking lot filled with cars. Further back, there's a tall, slender apartment or hotel building. The city extends to the ocean, with various commercial and residential buildings visible. The beach and ocean are in the distance under a clear blue sky.

COMMUNICATIONS PLAN

City of
Jacksonville Beach

November 2024

Mission & Vision

Mission

Responsive government
focused on safety, service,
and sustainability



Vision

A vibrant coastal
community that embraces
“the beach life”



Communications Plan



Vision

The communications plan strives to make City services and information as accessible as possible to all residents through a variety of communications methodologies.

Purpose

The City of Jacksonville Beach prioritizes honest, clear, and transparent communication with our residents, businesses, and community partners. We believe in open collaboration and actively seeking resident input to build strong relationships built on trust.

This communication plan serves as a roadmap for our evolving approach informed by data, research, and industry best practices. We aim to align communication strategies with the City's mission, vision, and priorities, ensuring transparent information flow for internal and external audiences.

This is a living document, reviewed and updated regularly. Success hinges on the active participation of not just the communications team, but all City leadership and staff. Effective communication is everyone's responsibility at Jacksonville Beach, as every interaction shapes how the community perceives us. The communications team will lead this effort through proactive and strategic communication initiatives.

Communications Plan



Team & Roles

The Team currently consists of a Communications Manager. City Departments have communications leaders within their areas, who work hand in hand with the Communications Manager to support Department and City communications efforts overall. They also serve an integral role in carrying out the communications plan.

Council: Share City communications through their respective platforms; support and participate in community engagement programs, campaigns, and events. This is supplemental to the City of Jacksonville Beach's efforts and is not coordinated or mandated but should still be noted and considered. Council can/will be asked to share messaging when it's appropriate.

City Staff: Report newsworthy topics to the Communications Manager; provide regular updates on major projects; provide photos for use in communications; support and participate in community engagement efforts.

To consider:

Designating staff in various departments to provide pictures/updates to the Communications Manager.

Communications: Carry out the communications plan; ensure alignment with City goals and strategic plan; provide media relations services; assist all department with communications and marketing.

Key Communicators

- Primary spokesperson: Mayor and/or City Manager
- Secondary spokesperson: Other City Council Members and Deputy City Manager, Communications Manager if need be
- Public Safety spokesperson: Police Chief and other designated police supervisors
- Media and public relations coordination: Communications Manager

Teamwork (EPIC Team)

The Jacksonville Beach Communications Manager plays a vital and leading role, but effective communication requires a team effort. This plan acknowledges the crucial support of key players across City departments, particularly for maintaining the City website and social media platforms.

How we communicate, Channels

- Website
- Social media
 - Facebook
 - COJB
 - PD
 - Golf Course
 - Beaches Energy
 - Will deactivate:
 - Parks & Rec (under consideration)
 - SeaWalk pavilion
- Instagram
 - COJB
 - PD
 - Golf Course
 - JBOR
 - Beaches Energy
- LinkedIn
 - COJB
- X (Twitter)
 - COJB
 - PD
- Newsletters
 - COJB
 - PD
- QR codes
- Code red
- Beaches Energy alert system
- Local news sources
 - Beaches Leader
 - Times Union
 - WJCT/Jacksonville Today
 - News stations/radio stations
- Mailers/Door Hangers

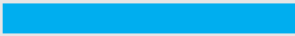
Target Audiences

Target Audiences

We must ask “who are we trying to reach?” The City of Jacksonville Beach has a variety of internal and external stakeholders with which it should be communicating. These groups are identified below:

- External stakeholders
 - Residents
 - Business leaders or businesses, event producers
 - Prospective residents
 - Developers
 - Media
 - Visitors & Tourists
 - Government officials, legislators
 - Emergency response organizations
 - Neighboring communities, COJ, AB, NB, PVB, SJC
- Internal stakeholders
 - Employees
 - City Council
 - Board & committees
 - Volunteers





Recurring Communications

- Daily/weekly
 - Social media posts
 - Take 2 Tuesdays
 - Facebook & Instagram
 - 8 – 10 traditional posts per week, this can include videos, reels, photos, or informational posts
 - Stories, this can vary greatly as this is a great & simple opportunity to connect with and share stakeholder information
- Special event marketing
 - COJB produced events receive much more targeted and intentional posts, I.E. facebook events, etc.
- Web site updates (home page updates)
- Newsflashes & “main stories” are updated as needed with bigger projects, usually updated weekly
- LinkedIn
 - 5 - 8 posts a month
 - Job posting and employee spotlights benefit spotlights, etc.
- X/Twitter
 - This platform has traditionally only been utilized during emergency services for the last 4 years (can consider deactivating)
- Construction updates occur as needed
- To consider
 - Council briefs – recaps from council meetings & briefings to subscribers via Constant Contact (opt-in)
- Monthly
 - E-newsletter from COJB
 - Police Department News You Can Use (produced by Police Department)
 - Job Openings & promotion (social media and newsletter)
- To consider:
 - Business e-newsletter
 - Tourist e-newsletter
- Quarterly

To consider

- Recreation guide
- YouTube Updates
- Yearly
 - Annual report, State of the City, etc.
 - Communications Plan
 - Recreation guide
- Emergency Updates
 - These vary greatly; most common example is Hurricane, where social media and website updates occur as often as needed

Goals

Communications Survey

We will utilize our contract with FlashVote to do a Communications Survey on how the public prefers to be communicated with.

Enhance Jacksonville Beach's Brand & Image Perception

Objective: Achieve coordinated and consistent communications across community platforms.

- **Strategies:**
 - Develop editorial calendars
 - Establish a consistent schedule of communicating
 - Determine relevant topics and content
 - Ensure departments and special holidays are recognized
- Reinforce brands
 - Establish and distribute brand guidelines to staff
 - Monitor brand use by departments and third parties for accuracy
 - Make sure all letterhead and envelopes are up to date
 - Roll out standards for email signatures
- Help departments produce materials
 - Offer design help and expertise
 - Review department-created materials before distribution
 - Develop templates for departments
 - **To Consider:**
 - Create a work order request form
- Develop dynamic communications and collateral materials
 - Utilize video, digital, and multimedia content to enhance communications
 - Attend training/professional development classes and conferences
 - Establish a City photo library
 - Research available tools/resources/platforms to accomplish tasks
 - Continue brand integration (signage, collateral, etc.)
 - Identify any lingering materials needing integration

Build Awareness of City Responsibilities, Services, Programs, and Issues

Objective: Educate target audiences about City services, programs, projects, and issues

- Strategies:
 - Communicate decisions made by Council
 - Council brief or social media/website updates after meetings
- Create project sheets
 - For important/major projects (900 day construction project, urban trails, etc.)
 - Showcase City progress in communication materials
 - Project reports
 - Highlight council or staff
 - Increase communications of staff accomplishments
 - Identify and attend non-City public community events and encourage

Improve Community Outreach, Involvement, and Engagement

- Objectives: keep residents informed about City programs, projects, and events
 - Strategies:
 - Keep City website up to date and accurate
 - Promote Alert Center notifications and subscribers
 - Utilize organic and paid social media promotion/advertising
 - Consider new and emerging media for communications
- Consider
 - Pop-up City Hall events
- Objective: Increase dialogue and involve residents in City programs
 - Strategies:
 - Surveys and polls
 - More community sourcing
 - Create interactive social media campaigns
 - Calls to action and PSAs
- Highlight Community stories

SeeClickFix
POWERED BY CIVICPLUS

311 CRM

**A 311 CRM Solution to Power
Positive Civic Experiences**

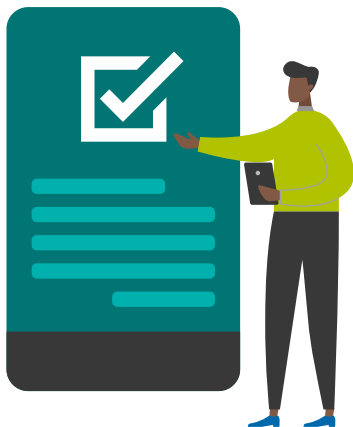




Your residents have high expectations for the level of service they receive from their community leaders—and so do you.

Private sector brands that leverage modern and personalized technology solutions have raised the bar for high-quality customer service. However, public service leaders who want to create similar experiences for their residents often lack a unified system to consolidate and manage all the different channels community members use to submit requests, inquiries, and feedback, including social media, forms, texts, emails, phone calls, and walk-in requests.

As a result, requests, feedback, and inquiries can get lost or delayed, leaving the impression that their local government is difficult and slow. Even worse, your residents aren't the only ones frustrated; staff members may also feel helpless to provide the highest-quality customer service.



We believe there should be a one-stop, frictionless way for local governments to provide positive civic experiences.

So, we built one.

CivicPlus offers a comprehensive and robust 311, request management, and resident engagement solution that empowers governments to demonstrate their positive community impact, accountability, responsiveness, resulting in greater resident appreciation and trust.

Our industry-leading request management system is easily integrable with the most widely used Esri and asset management systems to help governments receive, respond, and report on community issues and repairs.

Our solution also allows residents to submit feedback, questions, inquiries, and requests using the most common digital communication tools they already use daily—text, email, and phone. All messages are aggregated in a single system and associated with individual resident profiles for historical reference and administrative triage, assignment, resource management, and resolution.

Our SeeClickFix 311 CRM Solution Empowers Local Leaders to:



Leverage the communication channels residents already rely on



Eliminate communication barriers between residents and internally across departments



Capture all the diverse voices in your community to understand better what they want and need from their leaders



Meet contactless government expectations by enabling residents and staff to communicate remotely and safely from home, at work, and out in the community



Create custom internal workflows to route requests for rapid response

With our SeeClickFix 311 CRM Solution, You Get:

Resident Communication Features

- Receive and respond to emails and text messages from a single inbox
- Log a phone call or walk-in request
- Receive geotagged photos of service requests submitted via the SeeClickFix mobile app for response by your public works service staff
- Receive and respond to questions or comments submitted via the CivicPlus Chatbot*
- Document and refer to historical communications at the resident level
- Integrate the Report an Issue web portal into your website
- Residents can submit feedback, questions, inquiries, and requests using the most common digital communication channels they already use daily such as text messages, social media, and web forms
- Include secondary questions that prompt the resident for all the details you need to respond to their request
- Enable locationless submissions that don't require the resident to identify a specific location associated with a concern
- Residents can create a personal profile to manage community requests and receive automatic notifications based on their profile
- Conduct two-way communications with residents from request start to completion, providing transparency and proving accountability
- Send routine updates and maintenance notices to residents

*CivicPlus Chatbot is powered by Frase



Staff Collaboration Features

- Submit internal-only service requests
- Subscribe to requests to monitor progress
- Automate issue routing to the right team or department
- Detect duplicate requests to save time
- Assign issues according to staff roles and restrictions
- Escalate overdue requests to managers
- Enable internal-only commenting along the issue lifecycle
- Restrict administrative access to certain request types to design custom branded experiences
- Leverage any of our 20+ integrations with industry-leading public works software partners
- Track work order resources, spend, and budget to plan for future projects and prove your responsibility with taxpayer dollars



Mapping and Data Analytics Features

- Go beyond request capture to full life-cycle visibility from reporting to resolution
- Leverage reliable data to report successes, support leadership recommendations, budget requests, and decisions
- Display open and closed issues and monitor trends on a public map
- Review the Report Card feature to measure performance for data-driven decisions
- Set up automatic reports sent to key managers
- Manage time and resources with service level agreement (SLA) reporting



Every Solution User Receives

Unlimited licenses | Unlimited resident profiles | Unlimited request categories | A multi-channel solution | Your community's branding incorporated into your resident-facing experiences



How We'll Support You and Your Staff

Onboarding and Implementation | Technical Support
| Customer Success | Online Help Centers for Your
Staff and Your Residents

SeeClickFix 311 CRM
POWERED BY CIVICPLUS



info@civicplus.com | 888.228.2233 | civicplus.com

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CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Sheri Gosselin, City Clerk
DATE:	November 12, 2024
SUBJECT:	Board Appointment Process

BACKGROUND

Resolution No. 1960-2016 was adopted on June 6, 2016. Key provisions included:

- Formalized the appointment process for the Board of Adjustment, Community Redevelopment Agency, and Planning Commission
- Made applications valid for a period of two years
- Required applicants for appointment or reappointment to be interviewed
- Required applicants to indicate a primary and secondary choice of board interest
- Required that all terms expire on December 31st

Following the adoption of the resolution, a policy was created. Resolution No. 1960-2016 does not apply to the Pension Boards. The Pension Boards have terms that expire on March 31st, September 30th, October 31st, and December 31st, and members are elected or appointed.

Current practice differs from the 2016 policy in the following areas:

- The process for the Pension Boards was added as they are handled in the same manner as the other boards
- Following the addition of an in-house city attorney, the orientation of board members was being handled by the City Attorney and Planning & Development/HR staff
- Changes in board composition, length of terms, and meeting schedules have been updated

FINANCIAL IMPACT

None.

COUNCIL DIRECTION REQUESTED

For discussion by Council.

ATTACHMENTS

1. Resolution No. 1960-2016
2. 2016 Policy for Appointments to Boards
3. 2024 Current Procedure for Board Appointments

Introduced by: Council Member Jeanell Wilson

Adopted: June 6, 2016

RESOLUTION NO. 1960-2016

A RESOLUTION ESTABLISHING CITY COUNCIL POLICY REGARDING APPOINTMENT OF PERSONS TO MEMBERSHIP ON THE BOARD OF ADJUSTMENT, COMMUNITY REDEVELOPMENT AGENCY, AND PLANNING COMMISSION; PROVIDING FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

WHEREAS, the City of Jacksonville Beach has boards, agencies and commissions that make decisions or provide recommendations to the City Council; and

WHEREAS, the City Council wishes to formalize the process and establish guidelines for the selections of persons to be members of City boards, agencies and commissions.

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

SECTION 1. This resolution applies to the Community Redevelopment Agency, the Board of Adjustment, and the Planning Commission.

SECTION 2. The City Council directs the City Clerk to periodically publicize the existence of a vacancy on the Board of Adjustment, Community Redevelopment Agency and Planning Commission, thereby requesting that interested persons, apply for a vacancy.

SECTION 3. The City Council directs the City Clerk to contact incumbent members of the Board of Adjustment, Community Redevelopment Agency and Planning Commission, thereby requesting that those persons wishing to be reappointed complete a new application.

SECTION 4. All applicants will designate on their application, the applicant's primary and secondary choice of the board agency or commission for which they wish to be considered for appointment.

SECTION 5. All applications will be retained for two years.

SECTION 6. All applicants for appointment or reappointment to a board, agency or commission will be interviewed by a committee that may include members of the City Council, the City Manager, or other City staff.

SECTION 7. Applicant interviews shall comply with the State of Florida's Sunshine Laws.

SECTION 8. At a subsequent, regularly scheduled City Council meeting, the City Council shall appoint persons to a board, agency or commission whom they consider to be the best candidate for the appointment.

SECTION 9. When a person is appointed to fill the unexpired term of a departing member, the new appointee's term shall end on the date the departing members' term would have ended.

SECTION 10. All appointments shall be made in conformity with applicable laws or ordinances governing the board, agency or commission.

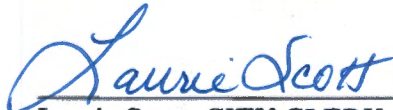
SECTION 11. The term of office for all appointments shall expire on December 31.

SECTION 12. This Resolution shall become effective immediately upon its adoption.

AUTHENTICATED this 6th day of June, 2016.



William C. Latham, MAYOR



Laurie Scott, CITY CLERK

City of

Jacksonville Beach

City Hall

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www.jacksonvillebeach.org

PROCEDURES FOR APPOINTMENTS TO BOARDS, AGENCIES AND COMMISSIONS

Issued: May 5, 2016

Effective: October 1, 2016

From: George D. Forbes, City Manager

1. **PURPOSE:**

To provide uniform policies and procedures for appointments to the Board of Adjustment, Community Redevelopment Agency and the Planning Commission.

2. **COMPOSITION OF THE BOARD, ELIGIBILITY CRITERIA and MEETING DATES:**

This policy shall apply to the following boards and agencies of the City of Jacksonville Beach:

Board of Adjustment:

Composition of the Board: Five members appointed by the City Council; Chairman and Vice-Chairman elected by board members for a 1-year term; two alternate members appointed by the City Council who vote in the absence of regular members.

Eligibility Criteria: qualified elector; 2-year residency requirement.

Term of Office: terms of members are four years; terms of alternates are two years.

Meeting Dates: 1st and 3rd Tuesday of the month at 7:00 p.m.; may be called by chairman or at the request of 3 members.

Quorum: Three or more members.

Voting: Majority of quorum present.



Community Redevelopment Agency:

Composition of the Board: Five members appointed by the City Council; Chair and Vice-Chair appointed by the City Council.

Eligibility Criteria: resides in or is engaged in business within the area of operation of the agency, coterminous with the area of the county or municipality.

Term of Office: four years.

Meeting Dates: 3rd Monday of the month at 5:00 p.m.

Quorum: Three or more members.

Voting: Majority of quorum present.

Planning Commission:

Composition of the Board: Five members appointed by the City Council; Chairman and Vice-Chairman elected by board members for a 1-year term; 2 alternate members appointed by the City Council who vote in the absence of regular members.

Eligibility Criteria: qualified elector; 2-year residency requirement.

Term of Office: terms of members are four years; terms of alternates are four years.

Meeting Dates: 2nd and 4th Monday of the month at 7:00 p.m.; may be called by chairman or at the request of 3 members.

Quorum: Three or more members.

Voting: Majority of quorum present.

3. VACANCIES, APPLICATIONS AND INTERVIEWS:

- a. The City Clerk will notify the City Manager of the expiration of a term on any of the City's boards or agencies at least sixty days

prior to its expiration. Notification will also be made to the City Manager when the City Clerk receives notice or becomes aware that a member of a board or agency is no longer able or eligible to serve on the board or agency.

- b. The City Clerk shall post a notice of the vacancy on the City's website and other locations.
- c. The City Clerk shall then seek written applications from persons willing and able to serve on a board or agency or willing and able to be reappointed.
- d. All citizens seeking appointment or reappointment will complete an application and an interview. Applicants seeking appointment or reappointment will note their first and second preference for board appointment on their application. Applications will be retained by the City Clerk's office for two years; after that time, a new application will be need to be submitted.
- e. Current board and agency members seeking reappointment shall complete an application and an interview to be considered for reappointment.
- f. After receiving applications for appointment or reappointment to a vacancy on a board or agency, members of the City Council, City Manager, or other staff, as requested, will interview all applicants for appointment or reappointment. Such interviews shall be held in open session as part of a duly noticed public meeting.
- g. Applications will be retained by the City Clerk's office for two years; after that time, a new application will be need to be submitted.

4. APPOINTMENT:

- a. Following the completion of all interviews, at a subsequent regularly scheduled City Council meeting, the City Council shall appoint persons to boards or agencies whom they consider to be the best candidate for appointment.

- b. All appointments shall be made in conformity with applicable laws or ordinances governing the board or agency.
- c. Each term of office will begin on January 1 and end on December 31, regardless of appointment date. For individuals currently appointed to boards as of June 16, 2016, the expiration date of their current term shall be extended to December 31 of the year their current term expires.
- d. When a person is appointed to fill out the unexpired term of a departing member, the new appointee's term shall end at the time the departing member's term would have ended. If the remaining length of the term to be filled is greater than or equal to one year in the case of a two-year term or two years in the case of a four-year term, the term shall count as one full term.

5. REMOVAL:

- a. An appointed member of a board or agency may be considered for removal from office, primarily if the member is no longer a qualified elector of the City of Jacksonville Beach, failure to attend meetings and for other reasons. See the specific requirements for each board.

6. RESPONSIBILITIES OF THE CITY CLERK:

- a. Maintain a file of all current board members, containing their name, voting address, mailing address (if different), telephone numbers and date of term expiration.
- b. Maintain a file of all current applications for appointments to boards and agency.
- c. Provide the City Manager with a list of appointment vacancies to be filled at least 60 days prior to the expiration of any term of appointment.
- d. Seek candidates periodically throughout the year for appointments to the City's boards and agencies and obtain completed applications.

- e. Notify incumbents, and request from them new applications and statements of availability regarding reappointment.
- f. Post notices of all vacancies at City facilities, and on the City's website. (other places?? Run ads?).
- g. Coordinate and schedule meetings to interview prospective appointees and reappointees. Ensure that those interviews are conducted in duly noticed public meetings.
- h. Following selection of appointees at a regularly scheduled City Council meeting, notify all persons who submitted applications of the selection made by the City Council.
- i. Schedule and conduct an orientation for new appointees and those reappointed.
- j. The City Clerk will administer an oath of office as required.

7. ORIENTATION:

- a. The City Clerk will maintain current file of relevant statutes, ordinances, rules of order, and procedures pertaining to each board.
- b. The City Clerk will prepare and distribute a packet containing such materials to each appointee and review the materials with the appointee.

8. REFERENCES:

- a. Florida Statutes:
 - i. 112.311 through 112.3261 Code of Ethics for Public Officers and Employees
 - ii. 112.501 Public Officers and Employees
 - iii. 119 Public Records (All boards and agencies)
 - iv. 163.3174 (Planning commission)
 - v. 163.356, Florida Statutes (Community Redevelopment Agency)

vi. 286.011 Public meeting and records (All boards and agencies)

b. City of Jacksonville Beach Code of Ordinances:

- i. 34-71 through 34-90 (Planning Commission)
- ii. 34-91 through 34-115 (Board of Adjustment)

CITY OF JACKSONVILLE BEACH PROCEDURE FOR BOARD APPOINTMENTS

City Clerk's Office

October 1, 2024



11 North Third Street, Jacksonville Beach, Florida
www.jacksonvillebeach.org

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SECTION A. PURPOSE.

To provide uniform policies and procedures for appointments to the Board of Adjustment, Community Redevelopment Agency, Planning Commission and the Pension Board of Trustees.

SECTION B. COMPOSITION, ELIGIBILITY, AND MEETING DATES

A. Board of Adjustment (BOA)

1. Composition of the Board
Five members and two alternates appointed by the City Council; two alternate members vote in the absence of regular members; Chairman and Vice-Chairman elected by board members for a 1-year term.
2. Eligibility Criteria
Qualified elector; 2-year residency requirement. Although no specific experience requirements shall be necessary as a prerequisite to appointment, consideration shall be given to applicants with experience in planning, the law, architecture, natural resource management, real estate, and related fields. No city council member or city employee may serve on the Board of Adjustment.
3. Term of Office
Terms of members and alternates are four years.
4. Meeting Dates
Meets 1st and 3rd Tuesday of each month at 6:00 P.M. in the Council Chambers at City Hall.
5. Quorum
Three or more members.
6. Voting
Simple majority of the quorum present, except a minimum of three affirmative votes are necessary.

B. Community Redevelopment Agency (CRA)

1. Composition of the Board
Five members and two alternates appointed by the City Council; two alternate members vote in the absence of regular members; Chairman and Vice-Chairman appointed by the City Council for a 1-year term
2. Eligibility Criteria
Qualified elector. Reside in or be engaged in business within the area of operation of the agency, coterminous with the area of the county or municipality.
3. Term of Office
Terms of members and alternates are four years.
4. Meeting Dates
Meets the 4th Monday of each month at 3:00 P.M. in the Council Chambers at City Hall.
5. Quorum
Three or more members.

6. Voting
Majority of the quorum present.

C. Planning Commission (PC)

1. Composition of the Board
Five members and two alternates appointed by City Council; two alternate members vote in the absence of regular members; Chairman and Vice-Chairman elected by board members for a 1-year term.
2. Eligibility Criteria
Qualified elector and two-year residency requirement. Although no specific experience requirements shall be necessary as a prerequisite to an appointment, consideration shall be given to applicants who have experience or education in planning, law, architecture, natural resource management, real estate, and related fields. No city council member or city employee may serve on the Planning Commission.
3. Term of Office
Terms of members and alternates are four years.
4. Meeting Dates
Meets the 2nd and 4th Monday of each month at 7:00 P.M. in the Council Chambers at City Hall.
5. Quorum
Three or more members.
6. Voting
Simple majority of the quorum present.

D. Pension Boards

The City has three Retirement Systems: General Employees', Police Officers', and Firefighters'.

1. Composition of the Board
 - a. General Employees'
Five trustees. Two members of the City Council selected by the City Council, two members elected by members of the General Employees', and one member selected by the other four members.
 - b. Police Officers'
Five trustees. Two members appointed by the City Council, two Police Officers elected by active Police Officers, and one member selected by the other four members
 - c. Firefighters'
Five trustees. Two members appointed by the City Council, two Firefighters elected by active Firefighters, and one member selected by the other four members.

Board members elect a Chairperson, Chairperson Pro Tem and Secretary for each Board for a 1-year term.

2. Eligibility Criteria

a. General Employees'

Council Member, member of general employees', or nomination by other four members.

b. Police Officers'

Residents of city, active Police Officer of City, or nomination by other four members.

c. Firefighters'

Residents of city, active Firefighters of City, or nominated by other four members.

Although no specific experience requirements shall be necessary as a prerequisite to an appointment, consideration shall be given to applicants with experience or education in the principles of funding pension plans and investing assets.

3. Term of Office

a. General Employees'

Four years for member-elected; Council trustees serve at the pleasure of the Council.

b. Police Officers'

Four years for Council appointees and member-elected; two years for the fifth member.

c. Firefighters'

Two years.

4. Meeting Dates

Meets quarterly (on the fourth Tuesday of February, May, August, November) at 3:00 P.M. in the Council Chambers at City Hall.

5. Quorum

Three or more members.

6. Voting

Majority of the quorum present.

SECTION C. VACANCIES, APPLICATIONS, AND INTERVIEWS

- A. The City Clerk will notify the City Manager of the expiration of a term on any of the City's boards or agencies at least sixty days before its expiration. Notification will also be made to the City Manager when the City Clerk receives notice or becomes aware that a member of a board or agency is no longer able or eligible to serve on the board or agency.
- B. The City Clerk shall receive applications from persons willing and able to serve on a board or agency or willing and able to be reappointed.
- C. All citizens seeking appointment or current board members seeking reappointment shall complete an application and be interviewed. Applicants seeking appointment will note their first and second preference for board appointment on their application.
- D. After receiving applications for appointment or reappointment to a vacancy on a board or agency, members of the City Council, City Manager, or other staff, as requested, will interview all applicants for appointment or reappointment. Such interviews shall be held in an open session as part of a duly noticed public meeting.
- E. The City Clerk's office will retain applications for two years; after that time, a new application will need to be submitted.

SECTION D. APPOINTMENT

- A. Upon the end of a term or an unanticipated vacancy, the City Clerk or Pension Administrator will submit to the City Council all eligible applicants. The City Council shall appoint persons to boards or agencies they consider the best candidate(s) for appointment at a regularly scheduled City Council meeting.
- B. All appointments shall be made in conformity with applicable laws or ordinances governing the board or agency.
- C. Each term of office for a BOA, PC, and CRA seat will begin on January 1 and end on December 31, regardless of the appointment date. The exception is the Pension Board, some of whose terms expire on March 31st, September 30th, October 31st, or December 31st.
- D. When a person is appointed to fill out the unexpired term of a departing member, the new appointee's term shall end at the time the departing member's term would have ended. If the remaining length of the term to be filled is greater than or equal to one year in the case of a two-year term or two years in the case of a four-year term, the term shall count as one full term.

SECTION E. REMOVAL

An appointed member of a board or agency may be considered for removal from office, primarily if the member is no longer a qualified elector of the City of Jacksonville Beach, fails to attend meetings, and for other reasons. See the specific requirements for each board.

SECTION F. RESPONSIBILITIES OF THE CITY CLERK

- A. Maintain a file of all current board members, containing their name, voting address, mailing address (if different), telephone numbers, and term expiration date.
- B. Maintain a file of all current applications for appointments to boards.
- C. Provide the City Manager with a list of appointment vacancies to be filled at least 60 days prior to the expiration of any term.
- D. Seek candidates periodically throughout the year for appointments to the City's boards and agencies and obtain completed applications.
- E. Notify incumbents to verify their interest in reappointment.
- F. The City Clerk shall post the vacancy on the City's website and social media sites.
- G. Coordinate and schedule interviews of prospective appointees and reappointees. Ensure that those interviews are conducted in duly noticed public meetings.
- H. Submit an agenda item to the City Council of eligible applicants for board appointment or reappointment.
- I. Notify applicants when they are being considered for an appointment by the City Council, including the meeting date and the number of people being considered.
- J. Following an appointment by the City Council, notify all persons who submitted applications of the City Council's selection.
- K. Notify the applicant who was appointed by email and by an official letter from the mayor, including information on filing the required Form 1.
- L. Notify Planning and Development (P & D) or Human Resources (for Pension) staff, and the City Attorney's office of City Council appointments. They will schedule orientations and training for the appointees.
- M. Add new board member to the Florida Commission on Ethics Electronic Financial Disclosure Management System (EFDMS) for Form 1 filers. Add an end date for any outgoing board member.
- N. Add new board member to the TermTracker program.
- O. The City Clerk will administer an oath of office as required.

SECTION G. ORIENTATION

P & D staff or the City Attorney's office will schedule orientations and training for the new appointees.

SECTION H. REFERENCES

- A. Florida Statutes:
 - 1. 112.311 through 112.3261 Code of Ethics for Public Officers and Employees
 - 2. 112.501 Public Officers and Employees
 - 3. 119 Public Records (All boards and agencies)
 - 4. 163.3174 (Planning Commission)
 - 5. 163.356, Florida Statutes (Community Redevelopment Agency)
 - 6. 286.011 Public meeting and records (All boards and agencies)
- B. City of Jacksonville Beach Code of Ordinances:
 - 1. 2-162.23 through 2-162.25 (General Employees')
 - 2. 2-163.23 through 2-162.25 (Police Officers')
 - 3. 2-164.23 through 2-164.25 (Firefighters')
 - 4. 34-71 through 34-90 (Planning Commission)
 - 5. 34-91 through 34-115 (Board of Adjustment)



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Director of Planning and Development
DATE:	November 12, 2024
SUBJECT:	Land Development Code Final Items for Discussion

BACKGROUND

Following a final series of public workshops to discuss the updates to the Land Development Code, staff has assembled a final list of specific topics to discuss with the City Council in order to obtain guidance to share with Kimley-Horn as they finalize the new code for review, consideration, and adoption. The topics in the attachment are ones where either the original proposed recommended changes have been modified or updated as a result of the last round of workshops, or where the topic was not specifically discussed and staff is looking for the City Council's direction.

Topics for discussion include:

- Residential Lot Coverage
- Single-Family Residential Setbacks
- Preservation of Residential Neighborhoods
- Townhome Design Standards
- Urban Single-Family
- Parking Exemption Zone Downtown
- Nonconforming Bars Downtown
- Accessory Dwelling Units
- Outdoor Storage and Display of Retail Merchandise
- Balcony Encroachments for Residential Uses
- Parking Reductions Table
- Restaurants in the Central Business District
- Nonconforming Pole Signs
- A-Frame Signs
- Short Term Vacation Rentals
- Code Enforcement

FINANCIAL IMPACT

None

COUNCIL DIRECTION REQUESTED

Staff is seeking City Council direction on the list of final items for the LDC update.

ATTACHMENTS

1. Land Development Code Final Topics

LAND DEVELOPMENT CODE FINAL TOPICS FOR DISCUSSION

Existing Regulation	Original Recommended Change	Modified Recommended Change
Residential Lot Coverage		
35% max. for the lot	35% max. for primary structure 50% max. for the entire lot	35% max. for the primary structure and required driveway 50% max. for the lot
SF Residential Setbacks in feet (Front/Side/Rear)		
Front/Side/Rear RS-1: 25/10/30 RS-2 & RS-3: 20/15 total/30	Front/Side/Rear RS-1: 25/10/20 RS-2 & RS-3: 20/10 total/20	Front/Side/Rear RS-1: 25/10/30 for primary structure & 20 for covered patios and screen rooms RS-2 & RS-3: 20/15 total/30 for primary structure & 20 for covered patios and screen rooms
Preservation of Residential Neighborhoods		
Specific commercial uses permitted by conditional use in residential zoning districts	Set conditions for commercial uses in residential zoning districts. Allow ADU's with single-family uses in multi-family zoning to maintain single family use. Better regulate boat storage. Lot size, parking, and max number of units for townhouses	Add to original recommendation: Adjustment of setback and lot coverage standards in SF zoning.
Townhouse Standards		
Exterior lots 25 feet/2500 s.f. Interior lots 15 feet/1500 s.f. Max of 6 in a row	West of 3 rd Street in RM-1: All lots 25 feet/2500 s.f. Max of 4 in a row East of 3 rd Street in RM-2: Exterior lots 25 feet/2500 s.f. Interior lots 15 feet/1500 s.f. Max of 6 in a row	All townhouse developments: All lots 25 feet/2500 s.f. min. Max of 4 in a row Stagger front yard setbacks by 3 feet for each unit Required one car garage
Urban Single Family – New Product		
Currently does not exist as a residential product. “Townhouses” being built attached with breezeway.	Replacement for the townhouses with breezeways, which are attached single family per the FBC. Details TBD.	Urban Single Family permitted east of 3 rd Street in RM-2 and in CBD Max lot size 3500 sq.ft. Setbacks 20/10/20 or 15/10/15

LAND DEVELOPMENT CODE FINAL TOPICS FOR DISCUSSION

Existing Regulation	Original Recommended Change	Modified Recommended Change
Parking Exemption Zone Downtown CBD		
Currently does not exist	Eligible properties on the east side of 1 st St. N. between 1 st Ave. N. and 5 th Ave. N. would not be required to provide parking to renovate or redevelop.	Added: Properties on the west side of 1 st Street North between 1 st Ave N. and 5 th Ave N. that have frontage <u>only</u> along 1 st Street. <i>Exempt: Hotels and Residential Uses</i>
Nonconforming Bars Downtown		
Bar to bar proximity distance minimum of 500 feet	Reduce the proximity distance minimum downtown to X number of feet to allow existing bars to remain and make improvements.	Retain the 500 feet proximity distance requirement for all bars city-wide. Allow non-conforming bars downtown only to remain and perform repairs and renovations with no limit unless abandoned or discontinued.
Accessory Dwelling Units (ADUs)		
Currently not permitted	Permit with single-family uses <u>only</u> in multi-family zoning districts <u>only</u> under specific conditions with conditional use approval.	No change proposed
Outdoor Storage and Display of Retail Merchandise		
Currently not permitted	Not discussed or brought up at any workshops.	Staff proposal: Outdoor storage and display of retail merchandise is limited to bicycles, plants, and outdoor furniture, limited to 150 sq. ft. in area, and only during a business's operating hours.
Balcony Encroachments for Residential Uses		
Currently not permitted	Two foot encroachment on all sides of a residential structure.	Two foot encroachment to the front and rear, and two foot encroachment to the sides only if the setback is at least 10 feet.
Parking Reductions Table		
Currently no options for parking requirement reductions other than a parking variance or payment in lieu of.	Options for parking reductions if certain criteria are met.	Added further clarification of types of parking and definitions provided.

LAND DEVELOPMENT CODE FINAL TOPICS FOR DISCUSSION

Existing Regulation	Original Recommended Change	Modified Recommended Change
Restaurants in the CBD		
Restaurants are permitted Outdoor restaurants are a conditional use.	No changes discussed	Indoor and outdoor restaurants are a permitted use. Indoor and outdoor bars remain a conditional use.
Non-Conforming Pole Signs		
Must be replaced when sign is removed or abandoned or when there is a substantial improvement to the structure	No changes discussed	Require that all non-conforming pole signs be replaced within <u>five years</u> of adoption of the code, and/or Require that all non-conforming pole signs be replaced when there is a change of tenant or owner. <i>Pole signs have been prohibited since 2010.</i>
A-Frame Signs		
Currently permitted Downtown only in CBD with criteria and limitations.	Not discussed	Staff proposal: Allow A-Frame signs in all commercial zoning districts with the same criteria and limitations as in CBD.
Short Term Vacation Rentals		
2018 code requiring single family, duplex, and townhouses to register with the city and complete an inspection.	Not discussed	Staff proposal: Amend STVR section to require ALL properties to register along with paying the local business tax annually. Limit occupancy to 12 (from 16). Prohibit the combining of multiple properties as rentals. Require a signed affidavit that all other licenses and registrations will be obtained by the owner.

LAND DEVELOPMENT CODE FINAL TOPICS FOR DISCUSSION

Existing Regulation	Original Recommended Change	Modified Recommended Change
Enforcement Proceedings and Penalties (Article XIII)		
In compliance with Statutes	Not discussed	Staff Proposal: Update violation language Minimum of 10 days to correct a violation (instead of 15) Add the ability of Code Enforcement Officer(s) to issue immediate citations for non-compliance for things like STVRs Develop a tiered citation fee schedule (must be approved by Council)