



City of Jacksonville Beach

Agenda

11 North Third Street
Jacksonville Beach, Florida

City Council

Tuesday, February 18, 2025

6:00 PM

Council Chambers

MEMORANDUM TO:

The Honorable Mayor and
Members of the City Council
City of Jacksonville Beach, Florida

Council Members:

The following Agenda of Business has been prepared for consideration and action at the Regular Meeting of the City Council.

OPENING CEREMONIES: INVOCATION, FOLLOWED BY SALUTE TO THE FLAG

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

- A. Regular City Council Meeting held on February 3, 2025
- B. Council Briefing held on February 10, 2025

APPROVAL OF THE AGENDA

ANNOUNCEMENTS

COURTESY OF THE FLOOR TO VISITORS

CONSENT AGENDA

- A. Accept the monthly financial reports for the month of January 2025

MAYOR AND CITY COUNCIL

CITY CLERK

CITY MANAGER/NEW BUSINESS

- A.
 - 1. Approve/Disapprove the First One-year Extension of the Contract Agreement with Heart Utilities for Installation of Underground Electric Infrastructure (RFP #08-2021); and
 - 2. Authorize the Mayor and City Manager to execute the First One-year Extension of the Contract Agreement with Heart Utilities for Installation of Underground Electric Infrastructure
- B.
 - 1. Approve/Disapprove the Scope and Fee for Phase I - Conceptual Design of the low speed vehicle parking lot; and
 - 2. Authorize the Mayor and City Manager to execute the Scope and Fee for Phase I - Conceptual Design of the low speed vehicle parking lot

RESOLUTIONS

ORDINANCES

ADJOURNMENT**NOTICE**

In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

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

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.

**Minutes of Regular City Council Meeting
held Monday, February 3, 2025 at 6:00 P.M.
in the Council Chambers, 11 North 3rd Street,
Jacksonville Beach, Florida**



OPENING CEREMONIES: INVOCATION, FOLLOWED BY SALUTE TO THE FLAG

Council Member Horn provided the invocation, followed by the Pledge of Allegiance.

CALL TO ORDER:

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

ROLL CALL:

Mayor: Christine Hoffman

Council Members:	Sandy Golding	Bill Horn	Dan Janson (absent)
	Greg Sutton	John Wagner	Bruce Wouters

Also present were: City Manager Mike Staffopoulos, City Attorney David Migut, Director of Public Works Dennis Barron, Director of Parks and Recreation Jason Phitides, Director of Planning and Development Heather Ireland, Assistant to the City Manager Molly Alleger, and City Clerk Sheri Gosselin.

APPROVAL OF MINUTES:

Motion: It was moved by Ms. Golding, seconded by Mr. Sutton, and passed unanimously to approve the following minutes:

- Regular City Council Meeting held on January 21, 2025
- Joint City Council/CRA Workshop held on January 27, 2025

APPROVAL OF THE AGENDA

Motion: It was moved by Ms. Golding, seconded by Mr. Sutton, to approve the agenda.

Voice Vote: In a voice vote, the motion passed unanimously.

ANNOUNCEMENTS:

Mayor Hoffman congratulated Council Member Golding for participating in the Donna Marathon and being one of the top fundraisers. She highlighted the new Council Chambers AV system and the new digital sign at Beach Boulevard and 3rd Street. Mayor Hoffman recognized Margaret McQueen's birthday and her contributions as a community leader and former council member.

Council Member Golding thanked everyone involved in making the Donna Marathon a success. She announced a Town Hall with Jacksonville Mayor Donna Deegan on February 5, 2025, at the Beaches Branch Library to discuss updates affecting the Beaches area.

Council Member Wagner thanked City Manager Mike Staffopoulos and other council members for encouraging him to attend the Institute for Elected Municipal Officers training. He also shared a personal story about the Donna Marathon.

COURTESY OF THE FLOOR TO VISITORS:

- Brian Corcoran, 13584 Picarsa Drive, Jacksonville, and Phillip Foreman, 12458 Cachet Drive, Jacksonville, spoke about Champion Cycles and a code violation.
- Tony Komarek, 533 11th Avenue South, Jacksonville Beach, spoke about The Beach Life newsletter.

CONSENT AGENDA:

- Item A** **1. Approve/Disapprove the revised Interlocal Cooperation Agreement for Urban County Entitlement with the City of Jacksonville; and**
- 2. Authorize the Mayor and City Manager to execute the revised Interlocal Cooperation Agreement for Urban County Entitlement with the City of Jacksonville**

- Item B** **Approve/Disapprove the Community Development Block Grant Applications for the Carver Center**

Motion: It was moved by Ms. Golding, seconded by Mr. Sutton, to approve the Consent Agenda.

Voice Vote: In a voice vote, the motion passed unanimously.

MAYOR AND CITY COUNCIL: None

CITY CLERK: None

CITY MANAGER/NEW BUSINESS:

- Item A** **Approve/Disapprove the Amended and Restated Agreement between the City of Jacksonville Beach and the Volunteer Life Saving Corps for Ocean Rescue Services**

Director of Parks and Recreation Jason Phitides provided background on the item.

Motion: It was moved by Ms. Golding, seconded by Mr. Sutton, to approve the Amended and Restated Agreement between the City of Jacksonville Beach and the Volunteer Life Saving Corps for Ocean Rescue Services.

Discussion: A discussion ensued about the Volunteer Life Saving Corps.

Roll Call Vote: Ayes – Golding, Horn, Sutton, Wagner, Wouters, and Mayor Hoffman

The motion passed unanimously.

- Item B** **Approve/Reject Emergency 8" Sanitary Sewer Main Replacement Authorization at Republic Drive to Petticoat-Schmidt in an amount not to exceed \$131,698**

Director of Public Works Dennis Barron provided background on the item.

Motion: It was moved by Ms. Golding, seconded by Mr. Sutton, to approve Emergency 8" Sanitary Sewer Main Replacement Authorization at Republic Drive to Petticoat-Schmidt in an amount not to exceed \$131,698.

Discussion: A discussion ensued about the repair timeline.

Roll Call Vote: Ayes – Horn, Sutton, Wagner, Wouters, Golding, and Mayor Hoffman

The motion passed unanimously.

- Item C**
- 1. Authorize the following elected officials to attend the Florida League of Cities' Legislative Action Days on March 24- 26, 2025: _____; and**
 - 2. Authorize the Mayor and Vice Mayor to attend the Florida League of Mayors additional events within the Legislative Action Days**

Assistant to the City Manager Molly Alleger introduced the item.

Motion: It was moved by Ms. Golding, seconded by Mr. Sutton, to authorize the following elected officials to attend the Florida League of Cities' Legislative Action Days on March 24-26, 2025: Mayor Hoffman, Vice Mayor Janson, and Council Members Golding, Sutton, Horn, Wouters, and Wagner.

Discussion: None

Roll Call Vote: Ayes – Sutton, Wagner, Wouters, Golding, Horn, and Mayor Hoffman

The motion passed unanimously.

Motion: It was moved by Ms. Golding, seconded by Mr. Sutton, to authorize the Mayor and Vice Mayor to attend the Florida League of Mayors additional events within the Legislative Action Days.

Discussion: None

Roll Call Vote: Ayes – Wagner, Wouters, Golding, Horn, Sutton, and Mayor Hoffman

The motion passed unanimously.

RESOLUTIONS: None

ORDINANCES:

- Item A**
- Approve/Disapprove Ordinance No. 2025-8220 on the first reading repealing and replacing Chapter 34 - Land Development Code of the City Code of Ordinances, and schedule a second reading for February 18, 2025**

Mayor Hoffman initiated a Council discussion about the item, including possibly delaying the first reading, adding a workshop, the procedure for amending the Land Development Code (LDC) document, deferring the public hearing, and the impact on business owners.

Director of Planning and Development Heather Ireland provided background on the item.

Mark Shelton of Kimley-Horn and Associates, Inc. provided additional comments and background on the process of updating the LDC.

Public Comment:

The following submitted a speaker card in opposition to the ordinance but did not wish to speak:

- Rachel Grange, 23 30th Avenue South, Jacksonville Beach

The following spoke in opposition to the ordinance:

- Tony Komarek, 533 11th Avenue South, Jacksonville Beach

The following spoke in support of the ordinance:

- John Atkins, 1888 Foss Lane, Jacksonville Beach
- Fernando Meza, 1621 6th Avenue North, Jacksonville Beach

The following spoke about the ordinance:

- John Tipton, 503 6th Street North, Jacksonville Beach
- Jannette Rhodes, 28 31st Avenue South, Jacksonville Beach
- Terry DeLoach, 405 32nd Avenue South, Jacksonville Beach
- Georgette Dumont, 507 16th Avenue South, Jacksonville Beach
- Brenda Shields, 315 18th Street North, Jacksonville Beach
- Mike Stang, 1020 19th Street North, Jacksonville Beach
- Kathleen Lewis, 24 31st Avenue South, Jacksonville Beach
- Michelle Tipton, 2333 Azalea Drive, Jacksonville Beach
- Stuart Palmer, 19 9th Avenue North, Jacksonville Beach

The following submitted a speaker card but were not present when called:

- Robert Welton, 1032 1st Street South #2, Jacksonville Beach
- Ronda Steinke-McDonald, 1120 2nd Avenue North, Jacksonville Beach

Discussion: A discussion ensued about scheduling a workshop, the Land Development Code, public input, document changes, digital signage, the first reading of the ordinance, lot coverage, Accessory Dwelling Units (ADU), variances, and a redlined version of the LDC document.

Motion: It was moved by Ms. Golding, seconded by Mr. Sutton, to continue the first reading of Ordinance 2025-8220 to March 3, 2025, at 6:00 p.m., in the Council Chambers at Jacksonville Beach City Hall, and direct staff to schedule a public workshop for February 20, 2025.

Discussion: None

Roll Call Vote: Ayes – Golding, Horn, Sutton, Wagner, and Mayor Hoffman.
Nays – Wouters

The motion passed 5-1.

ADJOURNMENT:

Motion: It was moved by Ms. Golding, seconded by Mr. Sutton, to adjourn.

Voice Vote: In a voice vote, the motion passed unanimously.

There being no further business, the meeting adjourned at 8:00 P.M.

Submitted by: Sheri Gosselin
City Clerk

Approval:

Christine H. Hoffman, MAYOR

Date: _____

DRAFT

**Minutes of City Council Briefing
Monday, February 10, 2025 – 5:00 P.M.
City Hall 1st Floor Conference Room
11 North 3rd Street, Jacksonville Beach, FL**



The Council Briefing began at 5:00 P.M.

The following City Council Members were in attendance:

Mayor: Christine Hoffman

Council Members: Sandy Golding Bill Horn (late) Dan Janson
Greg Sutton John Wagner Bruce Wouters

Also present were City Manager Mike Staffopoulos, Deputy City Manager Karen Nelson, City Attorney David Migut, Communications Manager Jacob Board (remote), and Deputy City Clerk Jodilynn Byrd.

Purpose of Briefing

The purpose of the Briefing was to discuss the City's Communications Plan.

City Manager

City Communications Plan

City Manager Mike Staffopoulos introduced Michelle Bono and Jessie Betts-Bono of Bono Communications & Marketing, LLC. Ms. Bono and Ms. Betts-Bono reviewed a presentation with the Council.

Conversations ensued regarding the Communications Strategic Plan for the City of Jacksonville Beach. The City Council participated in an exercise to identify the top priorities in the Communications Strategic Plan.

Ms. Bono and Ms. Betts-Bono identified the following as the next steps of the project:

- Complete the communications audit of existing channels
- Work with City staff on garnering resident and business feedback on ways to enhance outreach, communication, and engagement
- Draft the Comprehensive Communications Strategic Plan
- Allow opportunity for feedback
- Present the final plan to City Council in Spring 2025

The Briefing adjourned at 7:00 P.M.

Submitted by: Jodilynn Byrd
Deputy City Clerk

Approved:

Christine H. Hoffman, MAYOR

Date: _____



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Ashlie Gossett, Chief Financial Officer
DATE:	12/18/2024
SUBJECT:	Monthly Financial Reports for the Month of January 2025

BACKGROUND

Attached are the monthly financial reports for January 2025 as prepared by the Finance Department. These reports represent 4 months of activity, or 33.7% of the total annual budget, and are prepared on a cash basis.

Summary Budget Reports Exhibits 1 through 6 show the cumulative annual actual revenues and expenditures to date. Exhibit 7 compares actual revenues and expenditures to the budget in total by fund.

Because of the cyber event that occurred last year, monthly data is not available for January or February 2024. Year-over-year comparisons will resume in the March 2025 monthly reports.

FINANCIAL IMPACT

For informational purposes only.

REQUESTED ACTION

Accept the monthly financial reports for the month of January 2025

ATTACHMENTS

1. 2025-1 January Financials



SUMMARY BUDGET REPORT

January 31, 2025

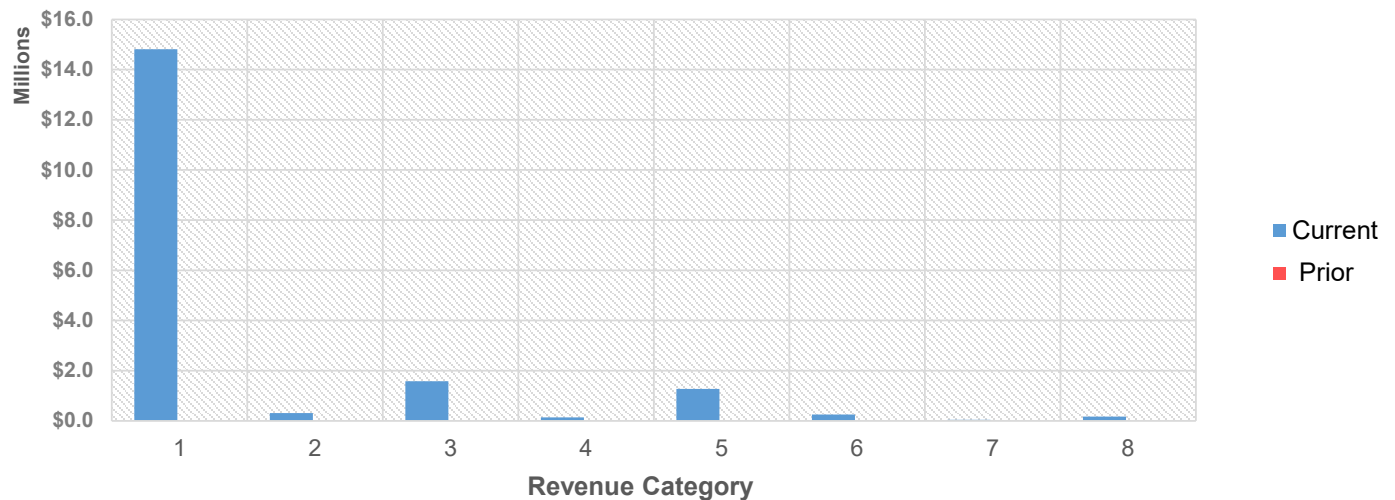
33.7% of Year Elapsed

Exhibit 1

General Fund Revenues

Revenue Category	Current Year Revenue to Date	Current Year Revenue % of Budget	Prior Year Revenue to Date	Prior Year Revenue % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
1 Taxes	14,810,287	75.9%	Data not available			
2 Licenses & Permits	310,344	37.8%				
3 Intergovernmental Revenue	1,575,265	30.6%				
4 Charges for Services	132,891	19.0%				
5 Enterprise Contributions	1,272,364	33.3%				
6 Miscellaneous Revenue	249,834	60.6%				
7 Fines & Forfeitures	40,783	18.7%				
8 Interfund Transfers	165,803	32.3%				
Total Revenues	\$18,557,570	59.6%	-	-	-	-

Current Year vs. Prior Year



Discussion

General Fund revenues are over budget for the current year, due in part to the timing of ad valorem tax distributions

- 1 Taxes revenues continue to grow with the rise in property values.
- 4 Charges for services are trailing budget expectations because of the timing of some recreational programs (ex. Surf camp).
- 6 Miscellaneous revenue includes interest on pooled investments, auction proceeds, facility rental fees, and cemetery lots purchased.



SUMMARY BUDGET REPORT

January 31, 2025

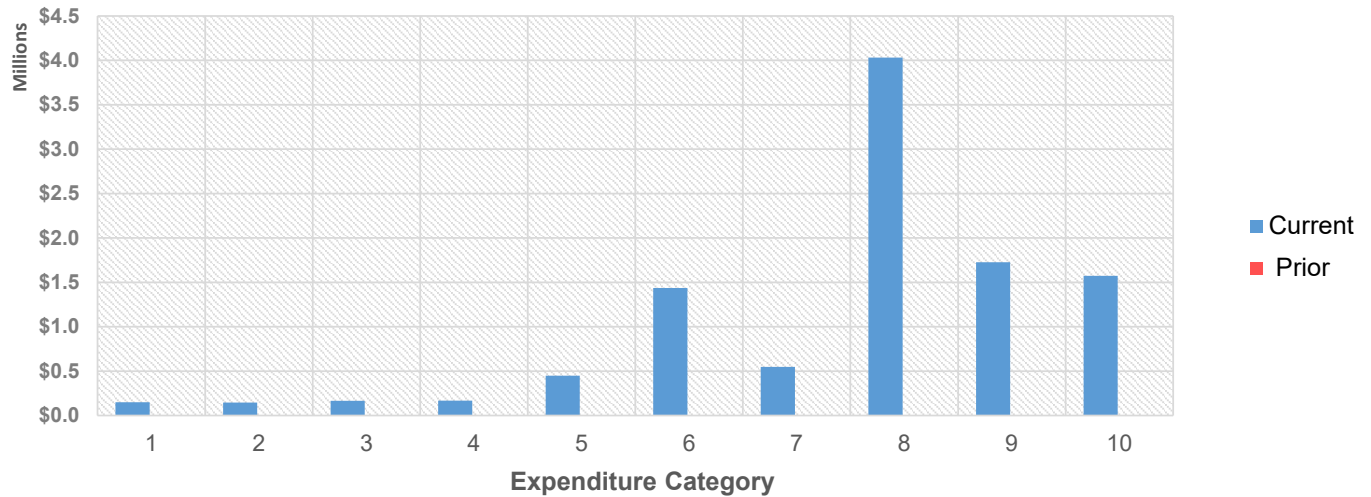
33.7% of Year Elapsed

Exhibit 2

General Fund Expenditures

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
1 City Administration	150,124	73.4%	Data not available			
2 City Attorney	146,508	23.1%				
3 City Clerk	166,165	28.6%				
4 Building Maintenance	168,475	31.5%				
5 Planning and Development	449,669	27.0%				
6 Parks and Recreation	1,436,511	31.1%				
7 Public Works	547,600	26.3%				
8 Police	4,031,916	33.3%				
9 Fire Services	1,726,912	43.8%				
10 Non-Departmental	1,573,935	31.0%				
Total Expenditures	10,397,815	33.1%	-	-	-	-

Current Year vs. Prior Year



Discussion

Total General Fund Expenditures are in line with current year estimates.

- 1 City Administration expenditures are leading year to date budget estimates because of the planned improvements to the Council Chambers AV system.
- 9 Fire Services expenditures include the annual contribution to the Fire Pension Plan unfunded actuarial accrued liability as part of the Fire Services Agreement with the City of Jacksonville. FY2025 is the 6th of 10 annual payments to satisfy this obligation.



SUMMARY BUDGET REPORT

January 31, 2025

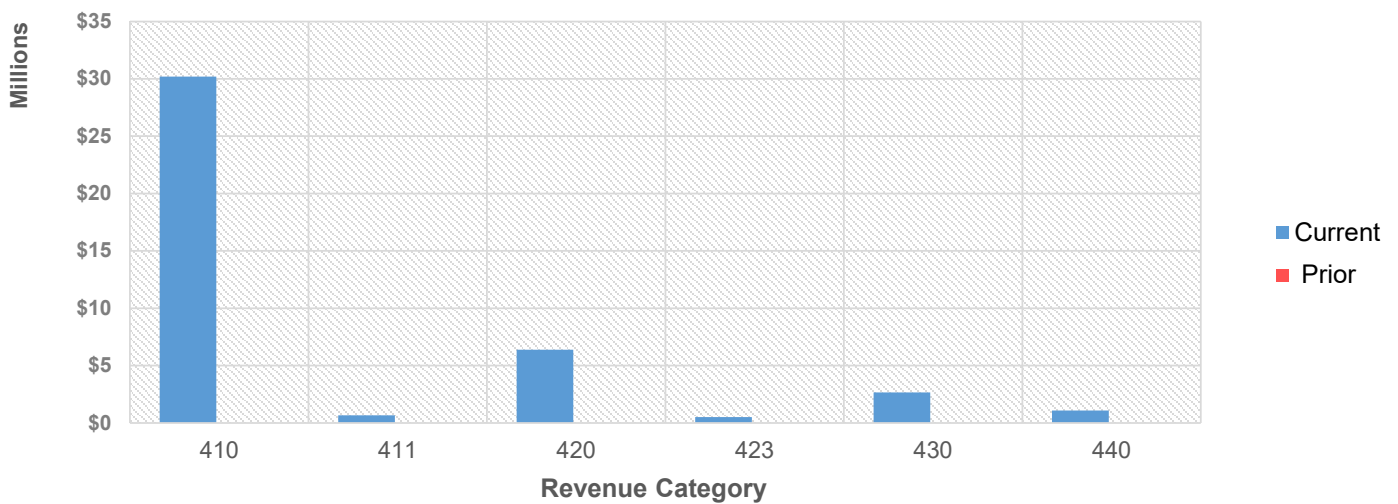
33.7% of Year Elapsed

Exhibit 3

Enterprise Fund Revenues

Revenue Category	Current Year Revenue to Date	Current Year Revenue % of Budget	Prior Year Revenue to Date	Prior Year Revenue % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
410 Electric	30,202,728	32.3%	Data not available			
411 Natural Gas	661,893	28.9%				
420 Water & Sewer	6,376,878	35.1%				
423 Stormwater	512,010	18.2%				
430 Sanitation	2,661,228	34.0%				
440 Golf Course	1,072,460	31.5%				
Total Revenues	\$41,487,197	32.4%	-	-	-	-

Current Year vs. Prior Year



Discussion

Total Enterprise Fund revenues are in line with current year estimates.

423 Stormwater revenues are trailing budget year to date budget estimates because planned changes to stormwater rates are still in development. Council will be asked to consider rate options at a future briefing.



SUMMARY BUDGET REPORT

January 31, 2025

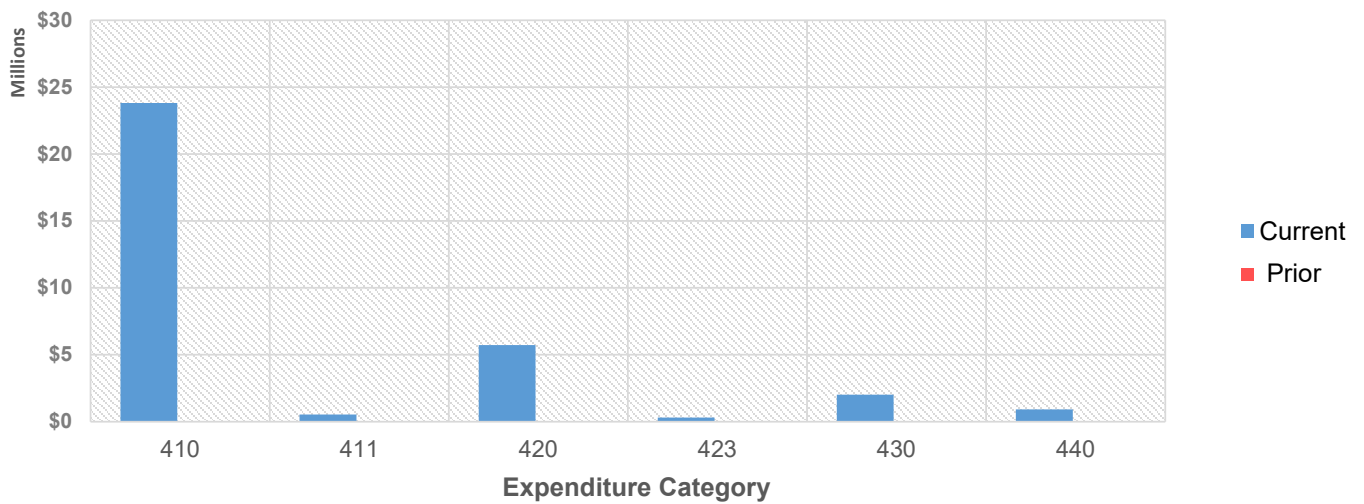
33.7% of Year Elapsed

Exhibit 4

Enterprise Fund Expenditures

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
410 Electric	23,810,287	22.3%	Data not available			
411 Natural Gas	537,276	20.8%				
420 Water & Sewer	5,719,524	13.9%				
423 Stormwater	301,511	5.5%				
430 Sanitation	2,013,582	24.1%				
440 Golf Course	919,559	26.5%				
Total Expenditures	\$33,301,740	19.8%	-	-	-	-

Current Year vs. Prior Year



Discussion

Total Enterprise Fund expenditures are under budget for the current year.

423 Stormwater expenditures are trailing year to date budget estimates due to the timing of capital improvement projects.



SUMMARY BUDGET REPORT

January 31, 2025

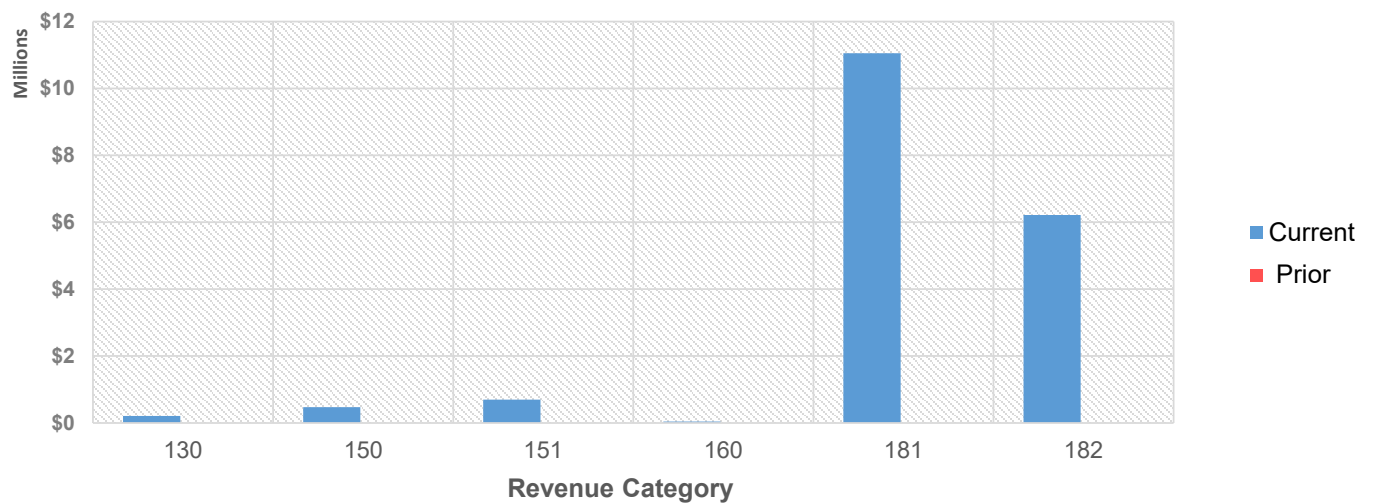
33.7% of Year Elapsed

Exhibit 5

Special Revenue Fund Revenues

Revenue Category	Current Year Revenue to Date	Current Year Revenue % of Budget	Prior Year Revenue to Date	Prior Year Revenue % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
130 Convention Development	204,946	25.5%	Data not available			
150 Local Option Gas Tax	468,648	33.5%				
151 Infrastructure Surtax	696,654	33.2%				
160 Community Dev Blk Grant	41,803	29.4%				
181 Downtown Increment Fund	11,053,296	100.4%				
182 Southend Increment Fund	6,215,276	189.0%				
Total Revenues	\$18,680,623	99.7%	-	-	-	-

Current Year vs. Prior Year



Discussion

Total revenues in the Special Revenue Funds are ahead of budget estimates for the current year.

181/ The Downtown and Southend Increment funds received the annual distribution from the County in January.
182



SUMMARY BUDGET REPORT

January 31, 2025

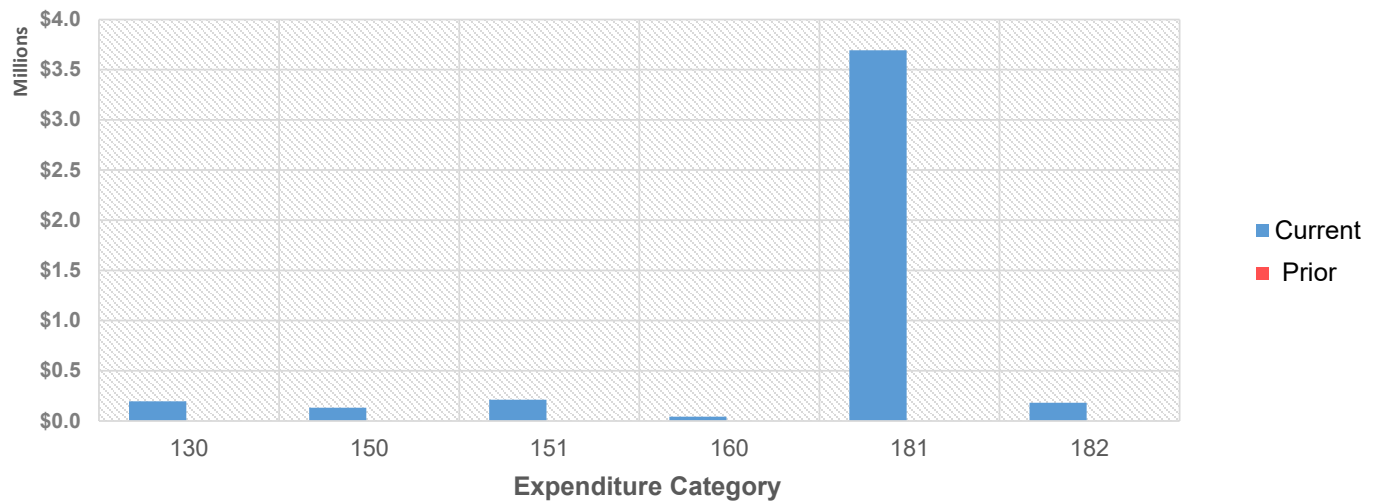
33.7% of Year Elapsed

Exhibit 6

Special Revenue Fund Expenditures

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
130 Convention Development	194,638	21.9%	Data not available			
150 Local Option Gas Tax	130,504	10.5%				
151 Infrastructure Surtax	210,880	1.3%				
160 Community Dev Blk Grant	41,803	29.4%				
181 Downtown Increment Fund	3,693,009	11.3%				
182 Southend Increment Fund	181,181	5.2%				
Total Expenditures	\$4,452,015	8.2%	-	-	-	-

Current Year vs. Prior Year



Discussion

In total, Special Revenue Fund expenditures are trailing budget estimates due to the timing of capital projects.

160 Community Development Block Grant Fund expenditures will be reimbursed by grant funding.



SUMMARY BUDGET REPORT

January 31, 2025

33.7% of Year Elapsed

Exhibit 7

Summary Revenues and Expenditures

Fund Name	Budgeted Annual Revenues	Budgeted Revenues To Date	Actual Revenues To Date	Variance Favorable/(Unfavorable)
001 General Fund	31,147,065	10,496,134	18,557,570	8,061,436
130 Convention Development Tax	805,000	271,274	204,946	(66,328)
150 Local Option Gas Tax	1,398,500	471,275	468,648	(2,628)
151 Infrastructure Surtax	2,100,971	707,998	696,654	(11,345)
160 Community Dev. Blk. Grant	142,000	47,852	41,803	(6,049)
181 Downtown Increment Fund	11,004,018	3,708,203	11,053,296	7,345,093
182 Southend Increment Fund	3,288,839	1,108,294	6,215,276	5,106,982
410 Electric Utility	93,644,844	31,557,030	30,202,728	(1,354,301)
411 Natural Gas Utility	2,293,124	772,751	661,893	(110,858)
420 Water & Sewer Utility	18,154,612	6,117,856	6,376,878	259,022
423 Storm Water Management	2,820,787	950,567	512,010	(438,557)
430 Sanitation Fund	7,817,598	2,634,423	2,661,228	26,805
440 Golf Course Fund	3,404,492	1,147,267	1,072,460	(74,808)
460 Leased Facilities Fund	815,900	274,947	285,153	10,206
500 Internal Service Funds	19,353,745	6,521,947	6,256,682	(265,265)
Total Revenues	\$198,191,495	\$66,787,819	\$85,267,225	\$18,479,406

Fund Name	Budgeted Annual Expenditures	Budgeted Expenditures To Date	Actual Expenditures To Date	Variance Favorable/(Unfavorable)
001 General Fund	31,439,922	10,594,823	10,397,815	197,008
130 Convention Development Tax	887,858	299,196	194,638	104,558
150 Local Option Gas Tax	1,246,871	420,178	130,504	289,675
151 Infrastructure Surtax	15,835,692	5,336,411	210,880	5,125,531
160 Community Dev. Blk. Grant	142,000	47,852	41,803	6,049
181 Downtown Increment Fund	32,685,643	11,014,614	3,693,009	7,321,605
182 Southend Increment Fund	3,461,247	1,166,393	181,181	985,212
410 Electric Utility	106,572,778	35,913,566	23,810,287	12,103,279
411 Natural Gas Utility	2,579,659	869,310	537,276	332,034
420 Water & Sewer Utility	41,276,958	13,909,769	5,719,524	8,190,245
423 Storm Water Management	5,528,851	1,863,147	301,511	1,561,636
430 Sanitation Fund	8,355,681	2,815,750	2,013,582	802,168
440 Golf Course Fund	3,467,920	1,168,641	919,559	249,082
460 Leased Facilities Fund	1,155,471	389,378	606,324	(216,947)
500 Internal Service Funds	19,493,342	6,568,989	6,758,147	(189,157)
Total Expenditures	\$274,129,890	\$92,378,018	\$55,516,040	\$36,861,977

Fund Name	Net Income/(Loss)	Net Variance Favorable/(Unfavorable)
001 General Fund	8,159,755	8,258,444
130 Convention Development Tax	10,308	38,229
150 Local Option Gas Tax	338,144	287,047
151 Infrastructure Surtax	485,774	5,114,187
160 Community Dev. Blk. Grant	-	-
181 Downtown Increment Fund	7,360,288	14,666,698
182 Southend Increment Fund	6,034,095	6,092,194
410 Electric Utility	6,392,441	10,748,977
411 Natural Gas Utility	124,618	221,176
420 Water & Sewer Utility	657,353	8,449,267
423 Storm Water Management	210,499	1,123,079
430 Sanitation Fund	647,646	828,973
440 Golf Course Fund	152,901	174,275
460 Leased Facilities Fund	(321,172)	(206,741)
500 Internal Service Funds	(501,465)	(454,422)
Total	29,751,185	\$55,341,383



CASH AND INVESTMENTS BY TYPE

Fiscal Year to Date

January 31, 2022

Type of Investment	10/1/2021 Beginning Balance	Investment Earnings	Realized Gain/(Loss)	Unrealized Gain/(Loss)	Fees	Net Investment Income	Net Deposits (Withdrawals)	1/31/2022 Ending Balance	Weighted Net Return*
Sawgrass Asset Management	44,639,915	264,297	(74,579)	(794,860)	(41,367)	(646,509)	-	43,993,406	-0.26%
Galliard Capital Management	42,652,431	170,889	(30,895)	(15,898)	(8,511)	115,584	0	42,768,015	0.05%
Garcia Hamilton & Associates	42,538,492	39,936	(13,440)	7,190	(7,827)	25,859	(0)	42,564,350	0.01%
State Pooled Investment Fund	22,151,012	8,776	-	-	-	8,776	0	22,159,788	0.00%
Florida Trust	19,091,550	3,741	-	-	-	3,741	-	19,095,290	0.00%
Florida Municipal Investment Trust 0-2 Yr HQ Bond Fund	12,681,578	(18,606)	-	-	-	(18,606)	(0)	12,662,972	-0.01%
Operating Cash: Bank of America	33,974,437	26,521	-	-	(56,103)	(29,582)	24,904,242	58,849,097	-0.02%
Petty Cash	6,725	-	-	-	-	-	-	6,725	0.00%
TOTAL CITY MANAGED INVESTMENTS AND CASH	217,736,139	495,553	(118,914)	(803,568)	(113,808)	(540,738)	24,904,242	242,099,643	-0.23%
Pension: Salem Mutual Fund	66,984,250	2,222,823	536,278	(1,853,521)	-	905,580	(1,000,000)	66,889,830	0.78%
Pension: Sawgrass Asset Mgt	27,641,190	138,707	(182,076)	(483,820)	(45,136)	(572,325)	(0)	27,068,865	-0.48%
Pension: Wells Capital	18,231,624	14,588	491,940	(2,433,230)	(30,732)	(1,957,435)	-	16,274,190	-1.50%
Pension: JPMCB - Strategic Property Fund	5,782,110	-	-	455,418	-	455,418	-	6,237,528	0.42%
TOTAL PENSION INVESTMENTS	118,639,174	2,376,118	846,142	(4,315,153)	(75,868)	(1,168,762)	(1,000,000)	116,470,412	-0.99%
TOTAL CASH AND INVESTMENTS	\$336,375,312	\$2,871,670	\$727,228	(\$5,118,722)	(\$189,676)	(\$1,709,500)	\$23,904,242	\$358,570,055	

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Allen Putnam, Director of Beaches Energy Services
DATE:	01/03/2025
SUBJECT:	First One-Year Extension of the Contract Agreement for RFP #08-2021

BACKGROUND

On February 23, 2022, RFP #08-2021 was awarded by the City Council to Heart Utilities of Jacksonville, Inc. (Heart). The purpose of RFP #08-2021 is to seek experienced and qualified contractors to install underground facilities on an as-needed basis. The work is for the installation and replacement of new and existing underground electric facilities. The contractors will also be used to assist Beaches Energy Services staff in the restoration of services during emergency situations. The City of Jacksonville Beach, Florida (City) and Heart entered into a Contract Agreement (Agreement) after award by the City Council. The Agreement had an initial three-year term beginning February 23, 2022, with the option to extend the Agreement for two additional, consecutive one-year periods. The Agreement contained an annual Construction Cost Factor for the initial three-year term.

On June 28, 2022, Heart requested, and the City agreed to price increases for PVC material on 33-line items. Accordingly, on July 8, 2022, the parties entered into a First Amendment to the Agreement, which only affected certain unit pricing for 2022. For the first one-year extension, the City and Heart have agreed to maintain the third-year construction costs attached hereto as Attachment A, and desire to extend the Agreement for the first one-year term.

Staff recommends the term of the Agreement for RFP# 08-2021 Underground Electric Infrastructure to be extended for the first one-year term commencing February 23, 2025, and expiring February 23, 2026. The construction costs for this extended term shall be as set forth in Attachment A. All other conditions, requirements, and provisions of the Agreement and the specifications for RFP# #8-2021 Underground Electric Infrastructure as amended shall remain unchanged and in full force and effect.

FINANCIAL IMPACT

The Beaches Energy Services Capital Improvement Plan includes funding for these services in the following projects: Major Replacement Projects and Annual Projects such as conversion of overhead lines to underground and the cable replacement plan.

REQUESTED ACTION

1. Approve/Disapprove the First One-year Extension of the Contract Agreement with Heart Utilities for Installation of Underground Electric Infrastructure (RFP #08-2021); and
2. Authorize the Mayor and City Manager to execute the First One-year Extension of the Contract Agreement with Heart Utilities for Installation of Underground Electric Infrastructure

ATTACHMENTS

1. RFP-08-2021 Heart Utilities Contract 03 - First Extension

**FIRST ONE-YEAR EXTENSION OF THE CONTRACT AGREEMENT FOR INSTALLATION
OF UNDERGROUND ELECTRIC INFRASTRUCTURE BETWEEN HEART UTILITIES OF
JACKSONVILLE, INC., AND THE CITY OF JACKSONVILLE BEACH**

THIS ONE-YEAR EXTENSION is made on February 23, 2025, by and between the City of Jacksonville Beach, Florida ("City"), a municipal corporation organized and existing under the laws of the State of Florida, and Heart Utilities of Jacksonville, Inc. ("Heart"), to extend the Agreement for the provision of underground electric infrastructure provided by Heart to the City.

WHEREAS, on February 23, 2022, RFP# 08-2021 was awarded by the City Council to Heart for the provision of underground electric infrastructure provided by Heart to the City; and

WHEREAS, after award by the City Council, the City and Heart entered into a Contract Agreement (the "Agreement"); and

WHEREAS, the Agreement had an initial three-year term beginning February 23, 2022, with the option to extend the Agreement for two additional, consecutive one-year periods; and

WHEREAS, the Agreement contained an annual Construction Cost Factor for the initial three-year term; and

WHEREAS, on June 28, 2022, Heart requested, and the City agreed to price increases for PVC material on 33-line items. Accordingly, on July 8, 2022, the parties entered into a First Amendment to the Agreement, which only affected certain unit pricing for 2022; and

WHEREAS, for the first one-year extension, the parties have agreed to maintain the third-year construction costs attached hereto as Attachment A, and desire to extend the Agreement for the first one-year term.

NOW, THEREFORE, in consideration of the mutual covenants contained in this extension, the parties agree:

1. The term of the Agreement for RFP# 08-2021 Underground Electric Infrastructure is hereby extended for the first one-year term commencing February 23, 2025, and expiring February 23, 2026.
2. The construction costs for this extended term shall be as set forth in Attachment A hereto.
3. All other conditions, requirements, and provisions of the Agreement and the specifications for RFP# #8-2021 Underground Electric Infrastructure as amended shall remain unchanged and in full force and effect.

**REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK
[SIGNATURES ON THE FOLLOWING PAGE]**

**FIRST ONE-YEAR EXTENSION OF THE CONTRACT AGREEMENT FOR INSTALLATION OF
UNDERGROUND ELECTRIC INFRASTRUCTURE BETWEEN HEART UTILITIES OF JACKSONVILLE,
INC., AND THE CITY OF JACKSONVILLE BEACH**

IN WITNESS WHEREOF, the parties have set their hands and seal on the day and year last written below.

CITY OF JACKSONVILLE BEACH

ATTEST:

Sign: _____
Print: Sheri Gosselin
Title: City Clerk
Date: _____

Sign: _____
Print: Christine H. Hoffman
Title: Mayor
Date: _____

Approved as to form and legal sufficiency:

David Migut, City Attorney

Sign: _____
Print: Michael J. Staffopoulos
Title: City Manager
Date: _____

HEART UTILITIES of JACKSONVILLE, INC.

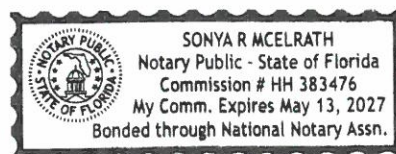
Sign: Edward L. Young, Sr.
Print: Edward L. Young, Sr.
Title: President
Date: 1/21/25

(Signature of person with authority to legally bind Heart Utilities of Jacksonville, Inc.)

STATE OF FLORIDA
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 21st day of January, 20 25 (year), by Edward L. Young, Sr. [NAME], President [TITLE] of HEART UTILITIES of JACKSONVILLE, a Florida Profit Corporation, on behalf of the corporation, who is: ☒ personally known to me; or ☐ has produced _____ [type of identification] as identification.

Sonya R McElrath
Notary Public
My commission expires: May 13, 2027



Enter % Adder Value Here 0.0% Default 15%

CCF Year: 1.3

Unit Code

Price/unit Unit

Concrete Manhole

1A	Type D-1	\$ 18,723.120	EA
1B	Type D-2	\$ 22,435.920	EA

Trenching

2A	36" Deep Trench for 30" Min. Cover (24" width)	\$ 14.140	LF
2B	54" Deep Trench for 48" Min. Cover (24" width)	\$ 21.220	LF

Underground Electric Duct Lines (NEMA TC-2 Schedule 40 PVC "belled end" duct)

3A	1" Duct	\$ 2.890	LF
3B	2" Duct	\$ 7.240	LF
3C	2.5" Duct	\$ 3.980	LF
3D	3" Duct	\$ 9.520	LF
3E	4" Duct	\$ 12.780	LF
3F	5" Duct	\$ 7.070	LF
3G	6" Duct	\$ 42.660	LF

Directional Boring

Contractor to supply all equipment and material for HDPE duct.
All connections with HDPE duct shall use long line HDPE to PVC couplings and approved epoxy for bonding.

4A	2" First Duct (SDR 11)	\$ 19.710	LF
4B	3" First Duct (SDR 13.5)	\$ 25.120	LF
4C	4" First Duct (SDR 13.5)	\$ 31.780	LF
4D	5" First Duct (SDR 13.5)	\$ 38.900	LF
4E	6" First Duct (SDR 13.5)	\$ 57.680	LF
4E	Revised 6" First Duct (SDR 13.5)	\$ 49.230	LF

Additional Duct Adders

4F	Additional 2"	\$ 8.660	LF
4G	Additional 3"	\$ 12.650	LF
4H	Additional 4"	\$ 18.520	LF
4I	Additional 5"	\$ 23.870	LF
4J	Additional 6"	\$ 40.000	LF
4J	Revised Additional 6"	\$ 34.270	LF

Directional Boring

Contractor to supply all equipment and material (Schedule 40 BORE-GUARD duct). All connections with PVC duct shall use long line PVC couplings and proper PVC cement for bonding.

5A	3" First Duct	\$ 23.780	LF
5B	4" First Duct	\$ 28.730	LF
5C	5" First Duct	\$ 40.310	LF
5D	6" First Duct	\$ 51.270	LF

Additional Duct Adders

5E	Additional 3"	\$	11.310	LF
5F	Additional 4"	\$	15.470	LF
5G	Additional 5"	\$	26.170	LF
5H	Additional 6"	\$	33.590	LF

Ground Wire

6A	Install City furnished Ground Wire in existing trench	\$	0.880	Ea
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Ground Rods

Install City furnished Ground Rods (24 ft. deep, 3 ea. 5/8"x8";
Sectional type with 2 couplings and 1 ground rod clamp. Note:

7A	These 3 rods are one unit for unit prices.)	\$	88.400	Ea
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Duct Plugs

8A	1"	\$	0.880	Ea
8B	2"	\$	1.770	Ea
8C	2.5"	\$	2.210	Ea
8D	3"	\$	2.650	Ea
8E	4"	\$	3.540	Ea
8F	5"	\$	4.420	Ea
8G	6"	\$	5.300	Ea

Manhole Connection

Connect New Duct Bank to existing manhole. Provide up to 24 x
24 opening in existing manhole knockout. Properly install new
duct bank.

9A	Re-grout and seal to restore watertight integrity. Connect Duct to an existing manhole knockout.	\$	1,237.600	Ea
9B	Re-grout and seal to restore watertight integrity. Core Bore into Existing Manhole for PVC Conduit (6").	\$	53.040	Ea
9C	Re-grout and seal to restore watertight integrity.	\$	141.440	Ea

Epoxy HDPE Connection

An epoxy connection to fuse HDPE conduit to fuse HDPE conduit
to PVC fittings. The manufacturer of the epoxy shall be approved
in advance by owner. Contractor shall provide all epoxy
including disposable materials and labor for this bid item.

10A	Epoxy Connection	\$	17.680	Ea
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Straight long line PVC Couplings (labeled "NEMA TC-2")

11A	1" PVC Schedule 40, 6" long	\$	3.050	Ea
11B	2" PVC Schedule 40, 6" long	\$	9.690	Ea
11C	2.5" PVC Schedule 40, 6" long	\$	7.070	Ea
11D	3" PVC Schedule 40, 8" long	\$	31.970	Ea
11E	4" PVC Schedule 40, 8" long	\$	61.880	Ea

FIRST ONE-YEAR EXTENSION OF THE CONTRACT AGREEMENT FOR INSTALLATION OF UNDERGROUND ELECTRIC INFRASTRUCTURE
ATTACHMENT A

11F	5" PVC Schedule 40, 12" long	\$ 26.520	Ea
11G	6" PVC Schedule 40, 12" long	\$ 120.350	Ea

90-degree Sweep 48" Radius Ells (Labeled "NEMA TC-2" Schedule 40 PVC "belled end" duct)

12A	1" PVC Schedule 40	\$ 49.120	Ea
12B	2" PVC Schedule 40	\$ 92.520	Ea
12C	2.5" PVC Schedule 40	\$ 88.400	Ea
12D	3" PVC Schedule 40	\$ 156.610	Ea
12E	4" PVC Schedule 40	\$ 239.310	Ea
12F	5" PVC Schedule 40	\$ 229.840	Ea
12G	6" PVC Schedule 40	\$ 344.650	Ea

90-degree Sweep 36" Radius Ells (Labeled "NEMA TC-2" Schedule 40 PVC "belled end" duct)

13A	1" PVC Schedule 40	\$ 31.440	Ea
13B	2" PVC Schedule 40	\$ 54.620	Ea
13C	2.5" PVC Schedule 40	\$ 61.880	Ea
13D	3" PVC Schedule 40	\$ 119.600	Ea
13E	4" PVC Schedule 40	\$ 186.080	Ea
13F	5" PVC Schedule 40	\$ 176.800	Ea
13G	6" PVC Schedule 40	\$ 334.430	Ea

45-degree Sweep 36" Radius Ells (Labeled "NEMA TC-2" Schedule 40 PVC "belled end" duct)

14A	1" PVC Schedule 40	\$ 23.260	Ea
14B	2" PVC Schedule 40	\$ 41.490	Ea
14C	2.5" PVC Schedule 40	\$ 35.360	Ea
14D	3" PVC Schedule 40	\$ 74.060	Ea
14E	4" PVC Schedule 40	\$ 115.390	Ea
14F	5" PVC Schedule 40	\$ 141.440	Ea
14G	6" PVC Schedule 40	\$ 234.310	Ea

End Bells (labeled "NEMA TC-2")

15A	1" PVC Schedule 40	\$ 8.840	Ea
15B	2" PVC Schedule 40	\$ 26.520	Ea
15C	2.5" PVC Schedule 40	\$ 35.360	Ea
15D	3" PVC Schedule 40	\$ 44.200	Ea
15E	4" PVC Schedule 40	\$ 61.880	Ea
15F	5" PVC Schedule 40	\$ 70.720	Ea
15G	6" PVC Schedule 40	\$ 79.560	Ea

Service Connection Box - (City furnished)

16A	12"x 20" Concrete Box (1" SCB)	\$ 123.760	Ea
16B	13"x 24" Concrete Box (1.5" SCB)	\$ 123.760	Ea
16C	17"x 30" Concrete Box (2" SCB)	\$ 132.600	Ea
16D	Service Connection Pedestal	\$ 132.600	Ea

<u>Install Concrete</u>			
17A	4" thick	\$	17.680 SF
17B	6" thick	\$	21.220 SF
<u>Remove Concrete</u> (with disposal at an authorized location)			
18A	4" thick	\$	8.840 SF
18B	6" thick	\$	10.610 SF
<u>Install Asphalt</u>			
19A	4" thick	\$	12.380 SF
19B	6" thick	\$	14.140 SF
<u>Remove Asphalt</u> (with disposal at an authorized location)			
20A	4" thick	\$	6.190 SF
20B	6" thick	\$	7.070 SF
<u>Install Curb and Gutter</u>			
21A	standard type	\$	24.570 LF
21B	miami type	\$	24.570 LF
<u>Remove Curb and Gutter</u>			
22A	Standard Type	\$	4.630 LF
22B	miami type	\$	5.790 LF
23	<u>Compaction Test</u>	\$	113.150 Ea
<u>Cable Pulling - No. 1/0 AWG Alum. 28 kV Cable</u> (City Furnished)			
24A	(1) 1/0 Cable per duct	\$	1.770 LF
24B	(2) 1/0 Cables per duct	\$	2.220 LF
24C	(3) 1/0 Cables per duct	\$	2.810 LF
<u>Cable Puling - No. 4/0 AWG Alum. 28 kV Cable</u>(City furnished)			
25A	(1) 4/0 Cable per duct	\$	1.950 LF
25B	(2) 4/0 Cables per duct	\$	2.520 LF
25C	(3) 4/0 Cables per duct	\$	3.200 LF
<u>Cable Puling - 350 kCM AWG Alum. 28 kV Cable</u> (City furnished)			
26A	(1) 350 kCM Cable per duct	\$	2.420 LF
26B	(2) 350 kCM Cable per duct	\$	2.720 LF
26C	(3) 350 kCM Cable per duct	\$	3.690 LF
<u>Cable Puling - 1000 kCM AWG Alum. Jacketed 28 kV Cable</u> (City furnished)			
27A	(1) 1000 kCM Cable per duct	\$	3.350 LF
27B	(2) 1000 kCM Cable per duct	\$	4.770 LF
27C	(3) 1000 kCM Cable per duct	\$	6.450 LF
<u>Cable Pulling - Alum. 4/0 AWG USE 600 Volt Alum. Triplex Cable</u> (City Furnished)			

FIRST ONE-YEAR EXTENSION OF THE CONTRACT AGREEMENT FOR INSTALLATION OF UNDERGROUND ELECTRIC INFRASTRUCTURE
ATTACHMENT A

28A	(1) 4/0 Triplex Cable per duct	\$	1.560	LF
28B	(1) 4/0 Single Cable per duct	\$	1.260	LF

Cable Pulling - 350 kCM USE 600 Volt Alum. Triplex Cable (City Furnished)

29A	(1) 350 kCM Triplex Cable per duct	\$	1.760	LF
29B	(1) 350 kCM Single Cable per duct	\$	1.460	LF

Cable Pulling - 350 kCM USE Volt Alum. Quadruplex Cable (City furnished)

30A	(1) 350 kCM Quad Cable per duct	\$	2.030	LF
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Dead Fron Connections (City furnished)

31A	1/0 AWG 25 kV Load Break Elbow	\$	60.110	Ea
31B	4/0 AWG 25 kV Load Break Elbow	\$	60.110	Ea
31C	350 kCM 25 kV T-Body	\$	132.600	Ea
31D	1000 kCM 25 kV T-Body	\$	132.600	Ea

Molded Rubber Terminators (City furnished)

32A	1/0 AWG 25 kV	\$	60.110	Ea
32B	4/0 AWG 25 kV	\$	60.110	Ea
32C	350 kCM 25 kV	\$	132.600	Ea
32D	1000 kCM 25 kV	\$	132.600	Ea

Cable Splices (City furnished)

33A	1/0 AWG 25 kV	\$	90.170	Ea
33B	4/0 AWG 25 kV	\$	90.170	Ea
33C	350 kCM 25 kV	\$	167.960	Ea
33D	1000 kCM 25 kV	\$	167.960	Ea

Concrete Foundations

34A	Single-phase concrete transformer pads	\$	1,608.880	Ea
34B	Three-phase concrete transformer pads	\$	3,129.360	Ea
34C	Large switch pad (120"x 96")	\$	13,330.720	Ea
34D	Small switch pad (84"x 63")	\$	9,865.440	Ea
34E	3-phase junction cabinet	\$	3,465.280	Ea
34F	1-phase junction cabinet	\$	3,217.760	Ea
34G	Sectionalizing cabinet pad	\$	2,616.640	Ea
34H	Open delta pad	\$	3,040.960	Ea
34I	Splice Cabinet Pad	\$	12,499.760	Ea
34J	Single Phase Transformer New Pad	\$	1,608.880	Ea
34K	Three pahse transformer New Pad (1500-3750 kVA)	\$	11,173.760	Ea

Bollard Posts

35A	6" Galvanized Rigid Steel, 8' long, concrete-filled, painted yellc	\$	530.400	Ea
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Sodding

36A	Furnish and install sod, as direcdted by Owner (Grass typ varie	\$	2.120	SF
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Dewatering

37A	Provide trench dewatering via well point method for 40 LF of 1	\$	22.450	Hr
37B	Provide additional trench dewatering by adding headers, poin	\$	7.960	Hr

Duct Cleaning

38A	2" diameter	\$	0.530	LF
38B	2.5" diameter	\$	0.530	LF
38C	3" diameter	\$	0.530	LF
38D	4" diameter	\$	0.530	LF
38E	5" diameter	\$	0.530	LF
38F	6" diameter	\$	0.530	LF

Labor, Equipment and Materials (LEM) Work under this group is only for make-up of units not covered elsewhere in this bid. Each unit is for (1) person of (1) piece of equipment. Any additional fraction of an hour will be rounded to the next higher (1/4) hour. All overhead costs are included in the units.

Labor

39A	Foreman	\$	88.400	Hr
39B	Skilled Worker	\$	70.720	Hr
39C	Laborer/Helper	\$	44.200	Hr

Equipment including all operating expenses, insurance, tools, etc.

40A	Truck, 1/2-ton pickup	\$	17.680	Hr
40B	Truck, 1-ton pickup	\$	22.980	Hr
40C	Truck, 2-ton flatbed	\$	44.200	Hr
40D	Air compressor	\$	16.800	Hr
40E	Pump, portable, rated at least 4000 GHP @ 0-discharge head	\$	19.450	Hr
40F	Trailer, for 1-48" dia. Cable reel	\$	14.140	Hr
40G	Trailer, for 3-48" dia. Cable reel	\$	21.220	Hr
	Backhoe/loader with 600 lbs. Loader bucket capacity.			
	Backhoe with 300 lbs minimum capacity with flat bottom			
40H	depth capacity of 8' and 18' overall reach from rear axle	\$	38.900	Hr
40I	4'x6'x6' Trench Box	\$	30.740	Hr

Material and Services Any materials or services required that are not covered under any unit prices, and pre-approved by the City, shall be paid for on a cost plus (10%) basis. Original receipts shall be provided by Contractor.

Deep Directional Boring Multiplier All directional bore installations the OWNER requests to be installed greater than 10' deep will be subject to the following multipliers applied to Bid items four and five, plus direction bore Bid items.

FIRST ONE-YEAR EXTENSION OF THE CONTRACT AGREEMENT FOR INSTALLATION OF UNDERGROUND ELECTRIC INFRASTRUCTURE
ATTACHMENT A

42A	11' to 20'	20%
42B	21' to 30'	40%
42C	31' to 40'	60%
42D	41' to 50'	80%



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Taylor Mobbs, CRA Coordinator
DATE:	01/22/2025
SUBJECT:	Low Speed Vehicle Parking Lot Scope and Fee (Phase I - Conceptual Design)

BACKGROUND

At the direction of City Council, staff has engaged HALFF and Associates for design services for a low speed vehicle (LSV) parking lot in the downtown CRA district located at 128 4th Avenue N. (directly east of the CAPE parking lot). This parking area would cater primarily to local traffic. The attached scope for the conceptual design includes LSV parking space layout, lighting and safety, and landscaping. It is presumed no charging stations will be included on this lot.

The Community Redevelopment Agency reviewed the proposal at the January 15, 2025, meeting, and voted to approve the Scope and Fee for Phase I - Conceptual Design unanimously.

FINANCIAL IMPACT

The fee for the design services is \$28,900.00. There are sufficient funds in the CRA downtown budget under "Other Professional Services" for this expense.

REQUESTED ACTION

1. Approve/Disapprove the Scope and Fee for Phase I - Conceptual Design of the low speed vehicle parking lot; and
2. Authorize the Mayor and City Manager to execute the Scope and Fee for Phase I - Conceptual Design of the low speed vehicle parking lot

ATTACHMENTS

1. Scope and Fee



November 19, 2024
AVO P45785.004

Taylor Mobbs
Community Redevelopment Director
City of Jacksonville Beach
2508 South Beach Parkway
Jacksonville Beach, Florida 32250

Email: tmobbs@jaxbchfl.net

**RE: Task Letter for Professional Services for
City of Jacksonville Beach/LSV Parking Lot – Phase 1 Conceptual Design
Jacksonville Beach, Florida**

Dear Ms. Mobbs,

HALFF Associates, Inc. (HALFF) is pleased to submit our proposal to the City of Jacksonville Beach (CLIENT) to provide Professional Services for the referenced site, more specifically described as follows:

Site Location:

Address: LSV Parking Lot – Phase 1 Conceptual Design
City: Jacksonville Beach County: Duval State: FL

Absent a fully executed form of contract to contrary, once signed by you or your authorized representative, this Task Order ("the Agreement") shall, for all purposes, constitute a binding contract upon City of Jacksonville Beach (CLIENT) and HALFF Associates, Inc. (HALFF). This agreement will comply with terms and conditions of the Master Services Agreement executed between CLIENT and HALFF dated 12/02/2022. In addition, once signed by you or your authorized representative, this Agreement shall serve as the Notice to Proceed with the work identified herein. The abbreviated project description, scope of services, CLIENT's responsibilities, schedule, compensation, and contract conditions are as follows:

Project Understanding:

HALFF understands that the CLIENT would like to engage in professional services related to complete conceptual design services for an LSV Parking Lot – Phase 1 in Jacksonville Beach, Florida, located at 128 4th Avenue N. The new parking lot would include Low Speed Vehicle (LSV) parking space layout, lighting and safety (cameras), bike racks, and code landscaping, as necessary. It is assumed that there will be no charging options available at this lot. If HALFF's understanding is incorrect or requires clarification, please contact us immediately so we can revise this proposal.

We have developed a scope of work, fee schedule and terms of agreement for the proposed project, shown in the attached exhibits as follows:

- **Exhibit A Scope of Services**
- **Exhibit B Exclusions**
- **Exhibit C Fee Summary and Hourly Rates**

We appreciate the opportunity to be of service and trust that our association on this project will be mutually beneficial. Please feel free to contact us if you have any questions or comments concerning this matter.

Respectfully

A handwritten signature in blue ink, appearing to read "Maxwell Spann", is written over a blue horizontal line.

Maxwell Spann, PLA, CLARB
PLA Team Leader, Jacksonville

EXHIBIT A SCOPE OF SERVICES

HALFF is including the following services in this Proposal:

PHASE 100: PROJECT MANAGEMENT

1. HALFF envisions this project lasting 4 months from the notice to proceed and has fees accommodated for this time schedule to coordinate with staff on project specific issues.
2. HALFF will meet up to four times with City Staff to discuss the updated progress on the revised conceptual site plan. HALFF envisions the meetings as in-person.
3. Staff will meet with local vendors as necessary and then the CRA and Council to present the conceptual plan and details.

PHASE 200: CONCEPTUAL DESIGN

1. HALFF will collaborate with the Client in a kick-off meeting to discuss details of the project and needs. We will review the original meeting notes to develop a conceptual site plan and select design elements.
2. Utilizing the information received in the kick-off meeting, HALFF will prepare one conceptual site plan and supporting details for the plan. The conceptual site plan will be designed to comply with the code requirements of the City of Jacksonville Beach for parking lots. Additionally, it is desired that existing trees be maintained as much as possible in the design. The conceptual plan shall include the following:
 - a. Parking Lot Layout per Sec. 34-373 (coordinate lane width required per code with Fire Marshall)
 - b. Stormwater Management concept
 - c. Preliminary Grading Plan
 - d. Preliminary Utility Design
 - e. Lighting Layout concept (it is assumed that we will be coordinating with Beaches Energy for electrification)
 - f. Signage Layout and Detail concept
 - g. Sidewalk and Pedestrian Access concept.
 - h. Gateway concept (pedestrian and vehicular – no access gate assumed)
 - i. Buffers and Planting Area concept
 - j. Site Amenities Details & Site Furnishing concept
 - k. Site Safety Amenities coordination (cameras, safety phone, etc.)
 - l. Demolition concept
3. This conceptual site plan will be drawn in AutoCAD and will have individual callouts for items that are identified within the site plan.
4. HALFF will prepare one rendered site plan illustrating the Conceptual Site Plan.
5. HALFF will provide a preliminary engineer's opinion of probable cost along with quantity estimates for site work shown on the conceptual plan to the CLIENT for review. This shall be preliminary in nature and will allow for a 20% contingency.
6. This task provides for one round of staff comments requiring modifications to the site plan.

CLIENT'S RESPONSIBILITIES

- A. Payment of all impact, review, and permitting fees
- B. Provide HALFF with any information, agreements, and/or restrictions that may be in effect on the property and impact the design guidelines or criteria for the project.
- C. Provide HALFF with access to the site for activities necessary for the performance of the services. HALFF will take precautions to minimize damage due to these activities but have not included in the fee the cost of restoration of any resulting damage.
- D. Provide HALFF with all surveys, including electronic point files and .dwg files for same, prepared by other surveyors. If no survey is available, HALFF will prepare an additional service for survey services.

SCHEDULE

Upon receipt of a fully executed copy of this Agreement, HALFF shall perform its services and discharge the obligations imposed upon us in a prompt and timely manner and as expeditiously as is consistent with professional skill and care and the orderly progress of the work. HALFF also acknowledges that the CLIENT is to be regularly and routinely consulted in connection with the performance hereunder.

EXHIBIT B EXCLUSIONS

HALFF's Scope of Services expressly does NOT include the following services which are the obligation of the CLIENT or others as the case may be. If required, excluded services can be provided by HALFF as Additional Services when so authorized in writing by the CLIENT.

1. Surveying Services
2. Geotechnical Services
3. Structural Engineering Services
4. Architectural, Structural, Mechanical, Fire Protection, or Electrical Services
5. Environmental/Biological Services
6. Lighting Photometric Design, Site Electrical Calculations (will coordinate light pole locations with Beaches Energy and City of Jacksonville Beach)
7. Fees for regulatory authority meetings, filing, and submittals (All fees by CLIENT)
8. Preparation of sketch and descriptions, recording of easements
9. Environmental impact and cultural statements and assessments, jurisdictional waters of the US determination
10. Flood studies, conditional (CLOMR) or final FEMA Letter of Map Revision (LOMR).
11. Threatened or Endangered Species Evaluation
12. Sanitary Sewer Design
13. Roadway or crosswalk design and MUTCD signage improvements.
14. Traffic impact analyses and studies.
15. Irrigation Design Services
16. Offsite roadway improvements design and permitting beyond the stated assumed improvements.
17. Offsite water and sewer extensions beyond the stated assumed point of connection.
18. Offsite infrastructure capacity studies/assessments/analysis/designs
19. Offsite stormwater design
20. For the purpose of this proposal, it is assumed that any offsite conveyance systems will not need to be modified in any manner to support the proposed improvements.
21. Subsurface Utility Engineering
22. Quality control and construction material testing services
23. Site Permitting services.
24. Bidding support services
25. Construction administration or construction related activities.
26. Revisions to the plans requested by the Client/Contractor/Landowner after the plans are approved unless necessitated by discrepancy in the plans.
27. Revisions to the plans due to scope changes, value engineering, budget overruns, or other reasons.
28. Structural design of retaining walls and pond walls
29. LEED certification services (review services only provided under Landscape scope)
30. Gas, electric, telephone, and/or cable design
31. Post-construction Improvement Survey
32. Any services not specifically noted in Scope of Services. Added services requested can be provided under separate scope and fee arrangement.

EXHIBIT C FEE SCHEDULE AND HOURLY RATES

Our fees for the described services are outlined in the following table. Lump Sum Fees and/or Hourly Fees do not include Reimbursable Expenses directly associated with this project (travel, mileage, reproduction, supplies, and other non-labor reimbursable costs). Reimbursable Expenses will be invoiced at their direct cost-plus fifteen percent (15%) for handling but will not exceed the reimbursable amount without prior written authorization.

Lump Sum fees will be invoiced monthly based on the status of each task (percent complete). Hourly Services will also be invoiced monthly based on the current hourly rates for the actual personnel involved in the tasks.

The CLIENT shall pay HALFF the following fees for its services:

PHASE	Description	Lump Sum Fee
100	PROJECT MANAGEMENT	\$5,800.00
200	CONCEPTUAL DESIGN	\$22,600.00
999	Reimbursable Expenses	\$500.00
TOTAL:		\$28,900.00

SUPPLEMENTAL SERVICES

Services authorized in writing by the CLIENT, other than those specifically listed in the Scope of Services, and which are agreed to be performed by HALFF by written addenda to this Agreement, shall be considered Additional Services. The CLIENT shall compensate HALFF at an agreed upon lump sum fee or based on current hourly rates for the actual personnel involved in the tasks (Hourly Services). Hourly Services will be invoiced based on the Hourly Billing Rates.

This Agreement constitutes our understanding of the required Additional Services and our relationship under this project, and may only be modified in writing, signed by both parties. All other terms and conditions contained in our original Agreement signed by the Parties and/or dated December 2, 2022, and any/all amendments relating thereto and executed by the Parties since the said date will remain in effect. The signature below authorizes the work herein described and does so on behalf of the Signatory and on behalf of the Owner of the land or property upon which the work is to be performed, and warrants that he/she has authority to sign this Agreement on behalf of the Signatory and on behalf of the Owner of the land.

Halff Associates, Inc.

Accepted and Approved By:

Maxwell Spann, PLA, CLARB Date
Planning/Landscape Architecture Team Leader

Date