



City of Jacksonville Beach

Agenda

11 North Third Street
Jacksonville Beach, Florida

City Council

Monday, May 19, 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 May 5, 2025
- B. Council Briefing held on May 12, 2025

APPROVAL OF THE AGENDA

ANNOUNCEMENTS

COURTESY OF THE FLOOR TO VISITORS

CONSENT AGENDA

- A. Accept the Monthly Financial Reports for the month of April 2025
- B. Approve a Crossing Agreement with Mattamy Jacksonville, LLC, to allow Mattamy to construct an access road over the City Easement and under the City's utility infrastructure located within the City Easement
- C. Approve the proposed Worker's Compensation settlement of \$90,000 for Claimant Kevin Stewart
- D. Approve the City Manager's appointment of Molly Alleger to the City Clerk position, effective May 20, 2025

MAYOR AND CITY COUNCIL

CITY CLERK

CITY MANAGER/NEW BUSINESS

- A.
 - 1. Award/Reject Bid No. 2425-05 to Revinu, Inc., for the Sludge Hauling;
 - 2. Authorize the Mayor and City Manager to negotiate and execute any contract as a result of this bid award; and
 - 3. Delegate authority to the City Manager to approve and execute all subsequent contract renewals through the maximum contract term

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.

OPENING CEREMONIES: INVOCATION, FOLLOWED BY SALUTE TO THE FLAG

Council Member Wouters provided the invocation, followed by the Pledge of Allegiance. Mr. Wouters welcomed the Webelos Den from Cub Scout Pack 15, who led the Cub Scout Oath and Cub Scout Law.

CALL TO ORDER:

Mayor Hoffman called the meeting to order at 6:02 P.M.

ROLL CALL:

Mayor: Christine Hoffman

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

Also present were: City Manager Mike Staffopoulos, City Attorney David Migut, Director of Public Works Dennis Barron, Director of Beaches Energy Services Allen Putnam, Director of Planning and Development Heather Ireland, Chief of Police Gene Paul Smith, and City Clerk Sheri Gosselin.

APPROVAL OF MINUTES:

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

- Regular City Council Meeting held on April 21, 2025
- Special Council Briefing held on April 28, 2025

APPROVAL OF THE AGENDA

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

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

ANNOUNCEMENTS:

Council Member Janson recognized the Scouts and shared his son would be attending a board of review to advance to Life Scout.

Council Member Golding shared several announcements, noting her recent attendance at the Volunteer Life Saving Corps (VLSC) graduation and the Beaches Opening Parade. She acknowledged the 20th anniversary celebration of Paws Park, organized by Savannah Coker from the Parks and Recreation Department. She expressed gratitude to the Heinz family for their continued support of the park in memory of their son Josh. Ms. Golding reminded residents of the upcoming Beaches Watch meeting on May 7, 2025, at the Beaches Branch Library, featuring former Jacksonville Beach City Manager George Forbes and Bill Gulliford, former Atlantic Beach Mayor and Jacksonville City Councilman, discussing the history of Interlocal agreements and Ocean County. She also provided a legislative update, noting bills related to Community Redevelopment Agencies (CRAs), Accessory Dwelling Units (ADUs), sovereign immunity, local business tax, and enterprise fund transfer, did not pass this session. She thanked Representative Michael and Senator Yarborough for advocating for Jacksonville Beach throughout the legislative session.

Council Member Sutton thanked everyone who attended the VLSC graduation last weekend, noting the new recruits would begin the summer class soon. He expressed appreciation for the

strong participation in the Opening of the Beaches Parade. He also mentioned the 27th annual Fishbait Thompson Golf Tournament, a fundraiser for the VLSC, was well attended.

Council Member Horn commented on the recent VLSC fundraiser. Mr. Horn expressed pride in the VLSCs' winter class of 2025. He also praised the Boy Scouts for their dedication, emphasizing the lasting impact of the lessons they are learning and commending them for their commitment and leadership.

Council Member Wouters acknowledged Mr. Carlson for attending the meeting.

Mayor Hoffman praised the Parks and Recreation Department for successfully coordinating the Opening of the Beaches Parade, which featured over 70 floats and organizations. She also noted the success of the sandcastle contest and the Paws Park anniversary celebration. Mayor Hoffman mentioned the upcoming Seawalk Sessions concert at the Latham Plaza on May 7, 2025, and the Moonlight Movies event on May 9, 2025, featuring "Top Gun: Maverick." She acknowledged the presence of former Mayor Glasser of Atlantic Beach.

COURTESY OF THE FLOOR TO VISITORS:

- Leo Kreisel, 610 2nd Street South, Jacksonville Beach, spoke about the 900 Day construction project.
- Dale Templin, 612 2nd Street South, Jacksonville Beach, submitted photos to the Clerk and spoke about handicap accessibility at the 6th Avenue South dune walkover.
- Kurtis Loftus, 1280 Mayport Landing Drive, Atlantic Beach, provided a handout to the Council and spoke about Deck the Bins.
- Dennis Wallrath, 405 Upper 36th Avenue South, Jacksonville Beach, provided a handout to the Council and spoke about a parking hazard in the Courtney South Beach neighborhood.

CONSENT AGENDA:

Item A Adopt Resolution No. 2193-2025 adopting the St. Johns County 2025 Local Mitigation Strategy Plan

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

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

MAYOR AND CITY COUNCIL:

Item A 2025 Citizen Information Academy Graduation

Mayor Hoffman recognized the 2025 Citizen Information Academy graduates.

Item B Proclamation for National Safe Boating Week

Mayor Hoffman presented the National Safe Boating Week Proclamation.

Item C Proclamation for Water Conservation Month

Mayor Hoffman added a proclamation to the agenda and presented the Water Conservation Month Proclamation.

CITY CLERK: None

CITY MANAGER/NEW BUSINESS:

Item A **Approve/Disapprove the purchase of Replacement Downtown City Compactor from Tampa Crane and Body through Marathon Equipment Company, a Sourcewell Provider, for an amount not to exceed \$56,371**

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

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to approve the purchase of Replacement Downtown City Compactor from Tampa Crane and Body through Marathon Equipment Company, a Sourcewell Provider, for an amount not to exceed \$56,371.

Discussion: A discussion ensued about businesses in the area and the use of the compactor.

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

 The motion passed unanimously.

Item B **1. Award/Reject Bid No. 2425-04 for the Wetwell, Tank and Pipe Cleaning, and TV Inspection Services to Wind River Environmental (d/b/a Metro Rooter) as primary vendor, and Shenandoah General Construction, LLC, as secondary vendor; and**

2. Authorize the Mayor and City Manager to negotiate and execute any contract as a result of this bid award; and

3. Delegate authority to the City Manager to approve and execute all subsequent contract renewals through the maximum contract term

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

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to award Bid No. 2425-04 for the Wetwell, Tank and Pipe Cleaning, and TV Inspection Services to Wind River Environmental (d/b/a Metro Rooter) as primary vendor, and Shenandoah General Construction, LLC, as secondary vendor.

Discussion: A discussion ensued about satisfaction with the vendor.

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

 The motion passed unanimously.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to authorize the Mayor and City Manager to negotiate and execute any contract as a result of this bid award.

Discussion: None

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

 The motion passed unanimously.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to delegate authority to the City Manager to approve and execute all subsequent contract renewals through the maximum contract term.

Discussion: None

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

The motion passed 4-2.

RESOLUTIONS:

Item A **Adopt/Deny Resolution No. 2194-2025 authorizing an addendum to the Gas Services Agreement, permitting Florida Gas Utility to act on the City's behalf in entering into a pre-paid natural gas transaction with the Municipal Gas Authority of Georgia**

Director of Beaches Energy Services Allen Putnam provided background on the item.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to adopt Resolution No. 2194-2025 authorizing an addendum to the Gas Services Agreement, permitting Florida Gas Utility to act on the City's behalf in entering into a pre-paid natural gas transaction with the Municipal Gas Authority of Georgia.

Discussion: A discussion ensued about the length of the commitment.

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

The motion passed unanimously.

Item B **Adopt/Deny Resolution No. 2195-2025 authorizing the execution of a Directive to execute Financial Hedges with Florida Gas Utility**

Mr. Putnam introduced the item and provided background.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to adopt Resolution No. 2195-2025 authorizing the execution of a Directive to execute Financial Hedges with Florida Gas Utility.

Discussion: Mr. Putman provided additional background on the item.

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

The motion passed unanimously.

ORDINANCES:

Item A **Approve/Disapprove Ordinance No. 2025-8221 on the first reading to transmit the updated 10-Year Water Supply Facilities Work Plan for**

Expedited State Review, and schedule a second reading for adoption on June 16, 2025

Mayor Hoffman requested the City Clerk read Ordinance No. 2025-8221 by title only, whereupon Ms. Gosselin read the following:

“AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, ADOPTING AMENDMENTS TO THE JACKSONVILLE BEACH 2050 COMPREHENSIVE PLAN FOR THE PURPOSE OF ADOPTING THE UPDATED 10-YEAR WATER SUPPLY FACILITIES WORK PLAN, IN ORDER TO COMPLY WITH CHAPTER 163.3177(6)(C)3, FLORIDA STATUTES; AMENDING THE POTABLE WATER SUB-ELEMENT, OF THE COMPREHENSIVE PLAN; PROVIDING FOR SEVERABILITY, REPEAL OF CONFLICTING ORDINANCES, SCRIVENER’S ERRORS, AND AN EFFECTIVE DATE.”

Mayor Hoffman read the following: “This ordinance for the amendment to the text of the 2050 Comprehensive Plan is before this Council for a public hearing and adoption on its first reading.

Under the laws of the State of Florida, an ordinance which changes the text of any Element of the City’s 2050 Comprehensive Plan is a ‘quasi-legislative’ proceeding.

A quasi-legislative proceeding means that a governing body is acting in its rule-making capacity. It is the duty of the Council to arrive at sound decisions regarding proposed changes to the text of the adopted 2050 Comprehensive Plan. This includes receiving citizen input regarding any proposed text change.

The application has been reviewed by Staff and the Planning Commission for consistency with other portions of the Comprehensive Plan. The Council may hear from all interested parties in the legislative determination of an amendment to the text of the City’s 2050 Comprehensive Plan.

I will now open the public hearing on Ordinance No. 2025-8221.”

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

Public Hearing: None.

Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to approve Ordinance No. 2025-8221 on the first reading to transmit the updated 10-Year Water Supply Facilities Work Plan for Expedited State Review, and schedule a second reading for adoption on June 16, 2025.

Mayor Hoffman read the following: “Before opening the floor for discussion or questions by the Council, please be reminded that our decision will be based on the criteria set forth in the Florida Statutes, Staff’s report, the recommendation of the Planning Commission and the public input at all hearings.”

Discussion: A discussion ensued about well capacity.

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

The motion passed unanimously.

Item B Adopt/Deny Ordinance No. 2025-8222 on the second reading restricting parking on State Road A1A south

Mayor Hoffman requested the City Clerk read Ordinance No. 2025-8222 by title only, whereupon Ms. Gosselin read the following:

“AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 31 “TRAFFIC AND MOTOR VEHICLES”, ARTICLE III “STOPPING, STANDING AND PARKING”, SECTION 31-36 “MAXIMUM PARKING TIME” TO ADD A PROVISION FOR PARKING ON STATE ROAD A1A; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, SCRIVENER’S ERRORS, CODIFICATION, AND AN EFFECTIVE DATE.”

Mayor Hoffman read the following: “This ordinance is before this Council for a public hearing and consideration on its second reading.

I will now open the public hearing on Ordinance No. 2025-8222.”

Chief of Police Gene Paul Smith provided background on the item. City Manager Mike Staffopoulos provided additional information about the amended ordinance language from the previous City Council meeting.

Public Hearing:

The following spoke in support of the ordinance:

- Terry DeLoach, 405 32nd Avenue South, Jacksonville Beach
- Jeanell Wilson, 2014 South Oceanfront, Jacksonville Beach

Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to adopt Ordinance No. 2025-8222 on the second reading restricting parking on State Road A1A south.

Discussion: A discussion ensued about truck parking on A1A (3rd Street) repealing the ordinance, the impact of the ordinance, Florida Department of Transportation (FDOT) support, and amending the ordinance.

Motion to Amend: It was moved by Ms. Golding, seconded by Mr. Wouters, to amend the ordinance to, on the west side, require four-hour parking from 25th Avenue South to 32nd Avenue South, in addition to 34th Avenue South to the St. Johns County Line.

Discussion: A discussion ensued about surgery center employee parking, amending the ordinance, FDOT, business impact, and truck parking.

Motion to Amend Roll Call Vote: Ayes – Janson, Sutton, Wouters, Golding, Horn, and Mayor Hoffman.

The motion to amend passed unanimously.

Discussion: None

Amended Motion Roll Call Vote: Ayes – Sutton, Wouters, Golding, Horn, Janson, and Mayor Hoffman.

The amended motion passed unanimously.

Item C Adopt/Deny Ordinance No. 2025-8223 on the second reading prohibiting smoking on the beach

Mayor Hoffman requested the City Clerk read Ordinance No. 2025-8223 by title only, whereupon Ms. Gosselin read the following:

“AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 6 “BEACHES AND BULKHEADS”, ARTICLE III “USE OF ATLANTIC OCEAN BEACH”, SECTION 6-45 “PROHIBITED ACTIVITIES AND ITEMS ON ATLANTIC OCEAN BEACH” TO PROVIDE A PROHIBITION AGAINST SMOKING ON THE BEACH; AND AMENDING SECTION 6-57 “ENFORCEMENT; CITATION FORM; HEARING; PENALTIES” TO MAKE NECESSARY CORRECTIONS AND CLARIFICATIONS; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, SCRIVENER’S ERRORS, CODIFICATION, AND AN EFFECTIVE DATE.”

Mayor Hoffman read the following: “This ordinance is before this Council for a public hearing and consideration on its second reading.

I will now open the public hearing on Ordinance No. 2025-8223.”

Chief Smith provided background on the item.

Public Hearing:

The following spoke in support of the ordinance:

- Ashley Mezzano, 10439 Skycrest Drive North, Jacksonville
- Diyora Rasulova, 12178 Kimmel Court, Jacksonville
- Lilyanne Sullivan, 7000 Powers Avenue, Jacksonville
- Ellen Glasser, 2060 Beach Avenue, Atlantic Beach
- Katie Montalto, 3591 Kernan Boulevard South, Unit 314, Jacksonville
- Marco Zarka, 232 East 8th Street, Jacksonville
- Lewan Brunson, 6366 Longleaf Branch Drive, Jacksonville
- Mykayla Swift, 5741 Copper Hill Lane East, Jacksonville

Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to adopt Ordinance No. 2025-8223 on the second reading prohibiting smoking on the beach.

Discussion: A discussion ensued about amending the motion.

Motion to Amend: It was moved by Mr. Sutton, seconded by Ms. Golding, to amend section (r) of the ordinance to read: "No smoking. Smoking means inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, or electronic nicotine or vaping product, including cigarettes, cigars, pipe tobacco, electronic pens, e-cigarettes and any other lighted tobacco or electronic vaping product. In accordance with F.S. § 386.209, smoking does not include the use of unfiltered cigars."

Discussion: A discussion ensued about the amendment.

Motion to Amend Roll Call Vote: Ayes – Wouters, Golding, Horn, Janson, Sutton, and Mayor Hoffman.

The motion to amend passed unanimously.

Discussion: A discussion ensued about second-hand smoke, litter, and cigars.

Amended Motion Roll Call Vote: Ayes – Golding, Horn, Janson, Sutton, Wouters, and Mayor Hoffman.

The amended motion passed unanimously.

ADJOURNMENT:

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

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

There being no further business, the meeting adjourned at 8:07 P.M.

Submitted by: Sheri Gosselin
City Clerk

Approval:

Christine H. Hoffman, MAYOR

Date: _____

**Minutes of City Council Briefing
Monday, May 12, 2025 – 5:30 P.M.
City Hall 1st Floor Conference Room
11 North 3rd Street, Jacksonville Beach, FL**



The Council Briefing began at 5:30 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 (absent) Bruce Wouters

Also present were City Manager Mike Staffopoulos, City Clerk Sheri Gosselin, City Attorney David Migut, Chief Financial Officer Ashlie Gossett, Director of Public Works Dennis Barron, and Deputy City Clerk Jodilynn Byrd.

Purpose of Briefing

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

City Manager

Surf Camps Beach Permits

City Clerk Sheri Gosselin spoke about concerns regarding surf camp beach permits not being included in the Code of Ordinances, but approved to be issued at the City Council meeting held on April 7, 2003.

A conversation ensued, and City Attorney David Migut agreed with the presented concerns. It was the consensus of the Council to update the code to allow a special permit for surf and athletic-themed camps to operate on the beach.

FY2026 Budget Assumptions and Calendar

Chief Financial Officer Ashlie Gossett reviewed the FY2026 Budget Assumptions and the Budget Workshop schedule. A conversation ensued, and it was the consensus of the Council to keep the current budget workshop dates, livestream the Budget Showcase, audio record all the budget workshops and heavily advertise the budget meeting schedule.

Levels of Service

City Manager Mike Staffopoulos and Ms. Gossett explained the pay-go method and the reserves system used in the budgeting process for the City. Ms. Gossett spoke about the strains on the General Fund for this fiscal year. Levels of Service requests would be discussed at the upcoming Budget Workshops.

Miscellaneous City Manager's Items

Mr. Staffopoulos and Director of Public Works Dennis Barron discussed the existing contract with Waste Pro and the need for a Memorandum of Understanding (MOU) specifically addressing storm debris removal. They also reviewed Waste Pro's past performance in storm cleanup and the current waste removal contract terms. The consensus of the Council was for staff to prepare a draft MOU and present it for review at a future Council Briefing.

Mr. Staffopoulos informed the Council the City of Neptune Beach has requested an updated franchise agreement with Beaches Energy Services. He noted the current agreement was outdated and should be revised to reflect Neptune Beach's current requests. The consensus of the Council was for staff to draft an updated franchise agreement and present it for review at a future Council Briefing.

Mr. Staffopoulos discussed Priority #6 from the 2025 Council Retreat: "Develop and implement a comprehensive communication strategy and a resident advocacy program." He requested clarification on the use of the word "advocacy." A conversation ensued regarding the Council's intended meaning. It was the consensus of the Council to replace the word "advocacy" with "engagement."

Committee Assignment Report

N/A

Future Briefing Topics

Mayor Hoffman asked for an update regarding the 900-day drainage project. Mr. Barron provided an update.

Mr. Barron stated the City of Jacksonville (COJ) would provide an update on the Penman Road project at the next Council Briefing scheduled on June 9, 2025.

Council Member Janson addressed the issue of Beach Body Towing (a towing company used by the Jacksonville Beach Police Department) needing to relocate due to the sale of the property they currently lease. He noted because of limited available space within city limits, the company would likely have to move outside of Jacksonville Beach. Mr. Janson asked whether Code Section 31-54.1 could be amended to allow towing companies contracted by the City to operate from locations outside the city boundaries. Mr. Migut responded he would look into the matter and report back to the Council with further information.

Council Member Sutton inquired about the status of additional fencing at Gonzales Park. Mr. Staffopoulos replied that he had discussed the matter with the Director of Parks and Recreation, Jason Phitides, who informed him they were exploring funding sources for the additional fencing. Once funding was secured, a contractor would be scheduled to start the work.

Council Member Golding referenced an email from a resident requesting updates on large city-wide projects. Mr. Staffopoulos stated he would coordinate with the Planning and Development Department to create regular updates for the Council.

Ms. Golding asked about the status of the Live Local Act. Mr. Staffopoulos stated he would do research and provide the Council with an update.

The Briefing adjourned at 7:20 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:	01/22/2025
SUBJECT:	Monthly Financial Reports for the Month of April 2025

BACKGROUND

Attached are the monthly financial reports for April 2025 as prepared by the Finance Department. These reports represent 7 months of activity, or 58.1% 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 compared to the actual amounts at the same point as last fiscal year. Exhibit 7 compares actual revenues and expenditures to the budget in total by fund.

FINANCIAL IMPACT

For informational purposes only.

REQUESTED ACTION

Accept the Monthly Financial Reports for the month of April 2025

ATTACHMENTS

1. 2025-4 April Financials



SUMMARY BUDGET REPORT

April 30, 2025

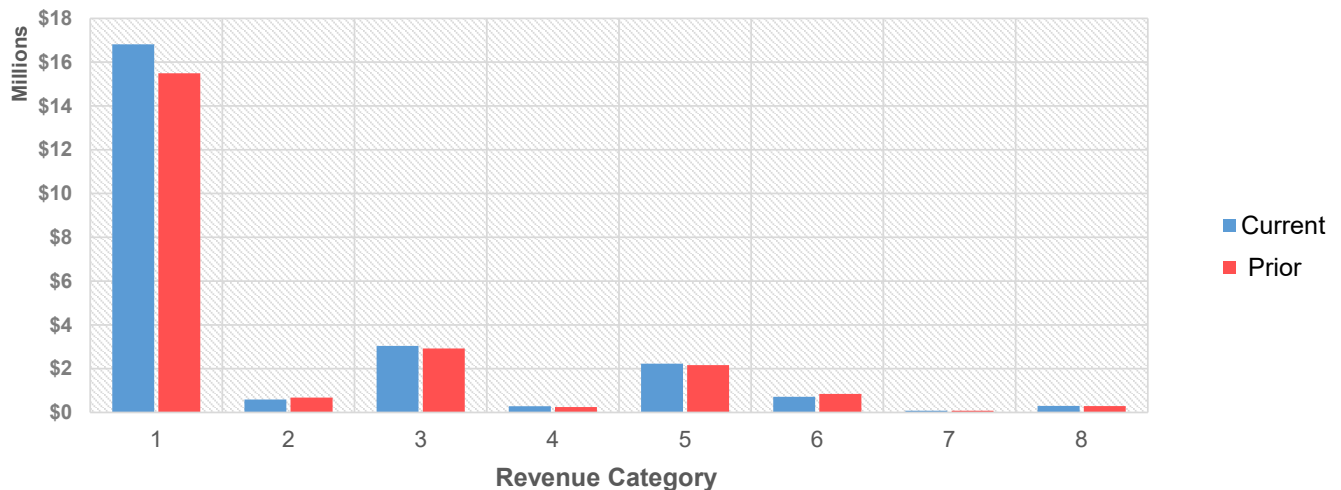
58.1% of Year Elapsed

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	16,811,560	86.2%	15,487,852	85.8%	0.4%	1,323,708
2 Licenses & Permits	593,743	72.4%	677,331	85.2%	-12.8%	(83,588)
3 Intergovernmental Revenue	3,041,493	59.0%	2,922,700	64.2%	-5.2%	118,793
4 Charges for Services	283,787	40.5%	248,586	45.4%	-4.8%	35,201
5 Enterprise Contributions	2,226,637	58.3%	2,162,984	58.3%	0.0%	63,653
6 Miscellaneous Revenue	716,257	173.6%	847,118	212.3%	-38.7%	(130,862)
7 Fines & Forfeitures	83,752	38.4%	82,551	41.3%	-2.9%	1,202
8 Interfund Transfers	297,240	57.8%	293,116	57.0%	0.8%	4,124
Total Revenues	\$24,054,468	77.2%	\$22,722,238	79.0%	-1.7%	\$1,332,231

Current Year vs. Prior Year



Discussion

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

- 1 Taxes revenue is higher than the prior year due largely to the rise in property values and the timing of distributions from the Tax Collector.
- 2 Permit revenues are down because of a decrease in permitted construction activity compared to the same time in the prior year.
- 3 While overall intergovernmental revenues have increased compared to the prior year, the negative percent variance is largely attributable to a reduction in revenue sharing distributions from the State.
- 4 While overall charges for service revenues have increased compared to the prior year, the negative percent variance indicates that the year to date revenues are under current year budget expectations. Paid parking revenues are the largest driver in this category, and the negative variance is expected to resolve as the season progresses.
- 6 Miscellaneous revenue includes interest on pooled investments, auction proceeds, facility rental fees, and cemetery lots purchased. The decrease from the prior year is due primarily to the adjustment to market value of the City's pooled investment assets.



SUMMARY BUDGET REPORT

April 30, 2025

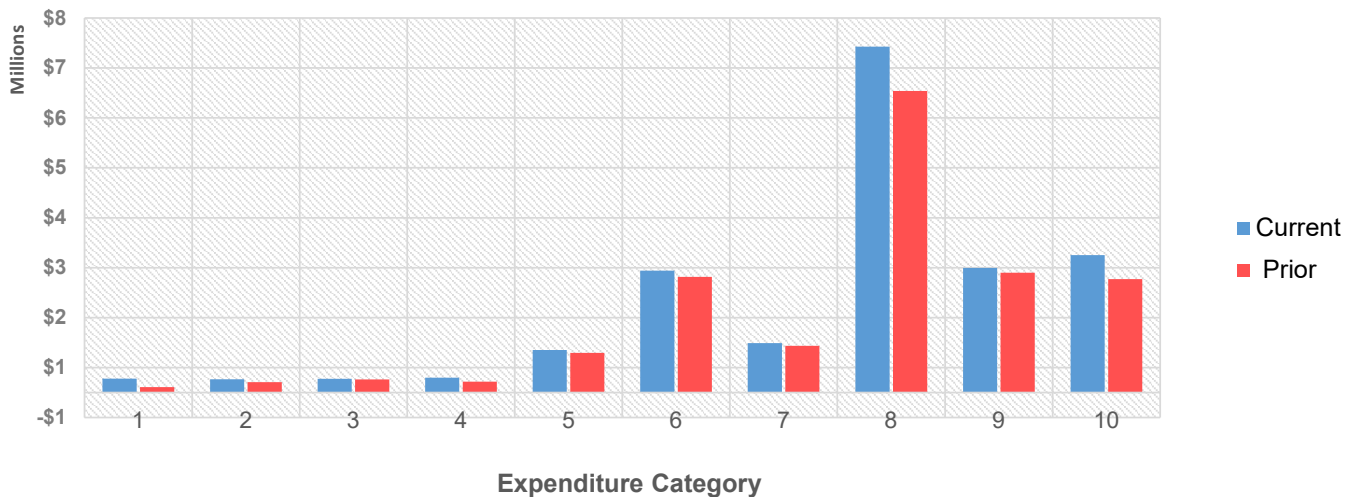
58.1% of Year Elapsed

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	279,211	136.6%	109,049	31.3%	105.3%	170,162
2 City Attorney	267,197	42.2%	208,045	38.1%	4.1%	59,152
3 City Clerk	276,661	47.6%	262,972	49.3%	-1.7%	13,689
4 Building Maintenance	296,977	55.6%	218,981	44.2%	11.4%	77,996
5 Planning and Development	853,337	51.3%	793,500	50.6%	0.6%	59,837
6 Parks and Recreation	2,440,616	52.9%	2,315,833	51.4%	1.4%	124,783
7 Public Works	990,307	47.6%	935,150	47.1%	0.5%	55,157
8 Police	6,927,390	57.2%	6,039,731	55.2%	2.0%	887,659
9 Fire Services	2,495,828	63.4%	2,399,221	64.0%	-0.6%	96,607
10 Non-Departmental	2,752,924	54.2%	2,269,989	52.1%	2.1%	482,935
Total Expenditures	17,580,446	55.9%	15,552,471	53.6%	2.3%	\$2,027,975

Current Year vs. Prior Year



Discussion

Total General Fund Expenditures are under current year estimates and slightly ahead of prior year expenditures on a percent of budget basis.

- The increase in City Administration expenditures reflect the capital improvement project to update the audio/visual technology in the Council Chambers.
- 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

April 30, 2025

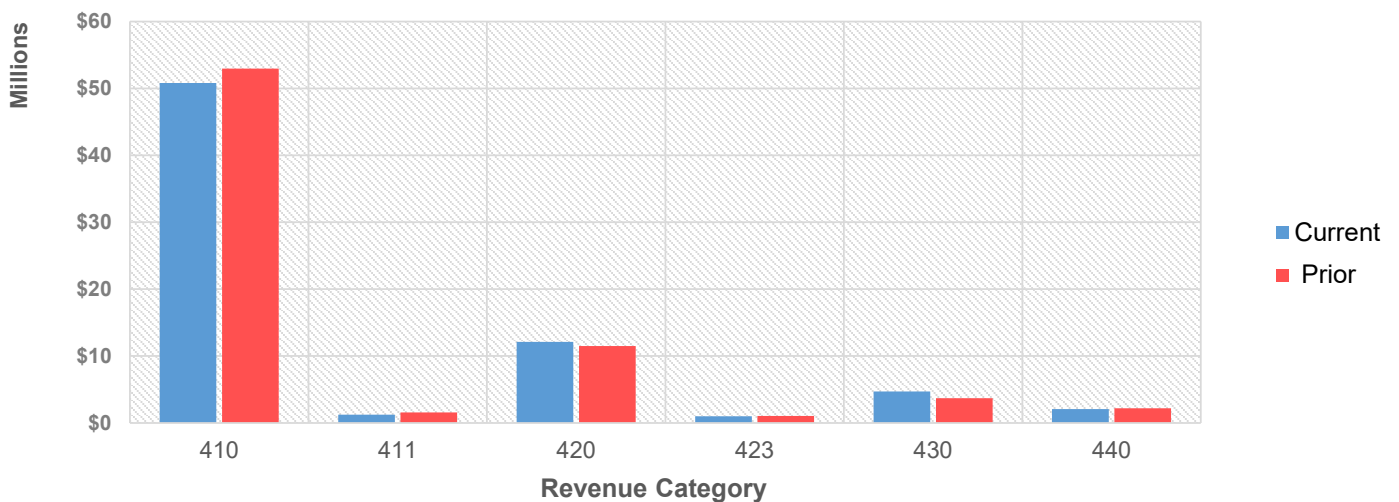
58.1% of Year Elapsed

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	50,799,585	54.2%	52,960,855	53.6%	0.6%	(2,161,269)
411 Natural Gas	1,233,281	53.8%	1,571,510	64.5%	-10.7%	(338,228)
420 Water & Sewer	12,098,837	66.6%	11,479,867	66.2%	0.5%	618,970
423 Stormwater	998,068	35.4%	1,024,864	71.7%	-36.3%	(26,797)
430 Sanitation	4,702,764	60.2%	3,688,450	56.8%	3.4%	1,014,314
440 Golf Course	2,054,212	60.3%	2,185,526	76.6%	-16.3%	(131,314)
Total Revenues	\$71,886,746	56.1%	\$72,911,072	56.4%	-0.3%	(\$1,024,325)

Current Year vs. Prior Year



Discussion

Total Enterprise Fund revenues slightly behind both current year estimates and prior year revenues on a percent of budget basis. The decrease in all funds reflects the adjustment to market in the City's pooled investment assets.

410 The decrease in Electric revenues is due to a reduction in the pass-through bulk power cost adjustment used to pay for the cost of electricity from the City's provider.

411 The decrease in Natural Gas revenues reflects a reduction in the pass-through cost of gas adjustment used to pay for the cost of natural gas from the City's provider.

430 The dollar increase in Sanitation is largely attributable to a rate increase enacted to recover the cost of the solid waste and recycling contract.



SUMMARY BUDGET REPORT

April 30, 2025

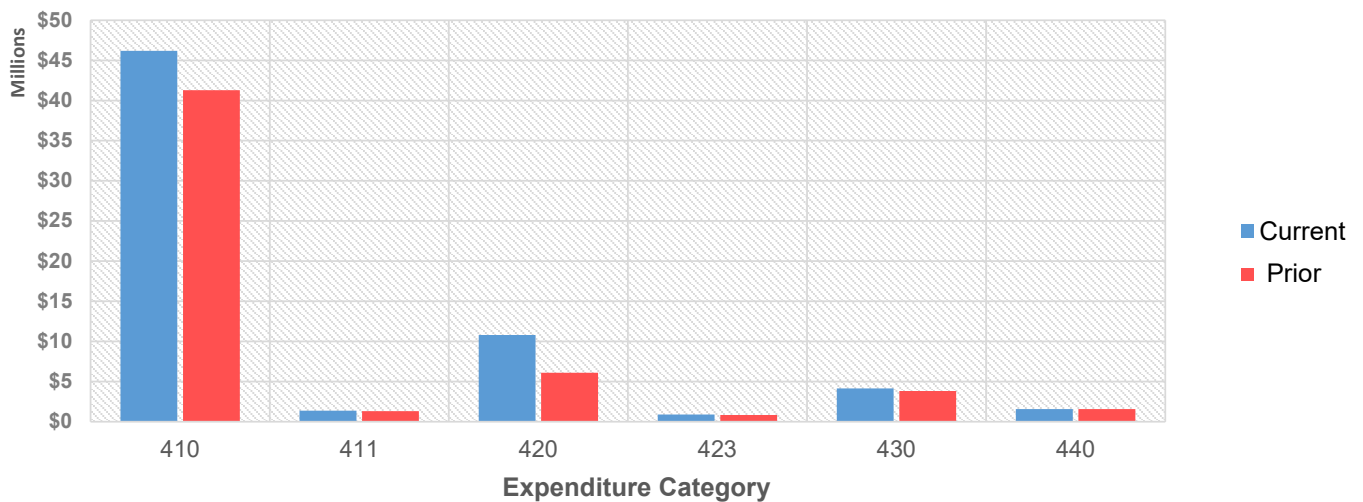
58.1% of Year Elapsed

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	46,181,768	43.3%	41,278,125	39.1%	4.2%	4,903,644
411 Natural Gas	1,363,860	52.9%	1,305,366	55.8%	-3.0%	58,494
420 Water & Sewer	10,795,932	26.2%	6,080,728	21.0%	5.1%	4,715,203
423 Stormwater	886,713	16.0%	824,496	13.3%	2.7%	62,217
430 Sanitation	4,141,350	49.6%	3,807,009	50.5%	-0.9%	334,341
440 Golf Course	1,568,792	45.2%	1,553,926	48.9%	-3.7%	14,866
Total Expenditures	\$64,938,415	38.7%	\$54,849,650	35.7%	3.0%	\$10,088,764

Current Year vs. Prior Year



Discussion

Total Enterprise Fund expenditures are under budget for the current year and in line with prior year expenditures on a percent of budget basis.

410 The increase in Electric expenditures reflects greater kilowatt hour consumption as well as the timing of capital improvement projects.

411 The decrease in Natural Gas expenditures reflects the timing of capital improvement projects compared to the prior year.

420 The increase in Water & Sewer expenditures reflects the timing of capital improvement projects compared to the prior year. The negative budget variance percentage reflects the significant increase in budgeted capital projects planned in the current year.



SUMMARY BUDGET REPORT

April 30, 2025

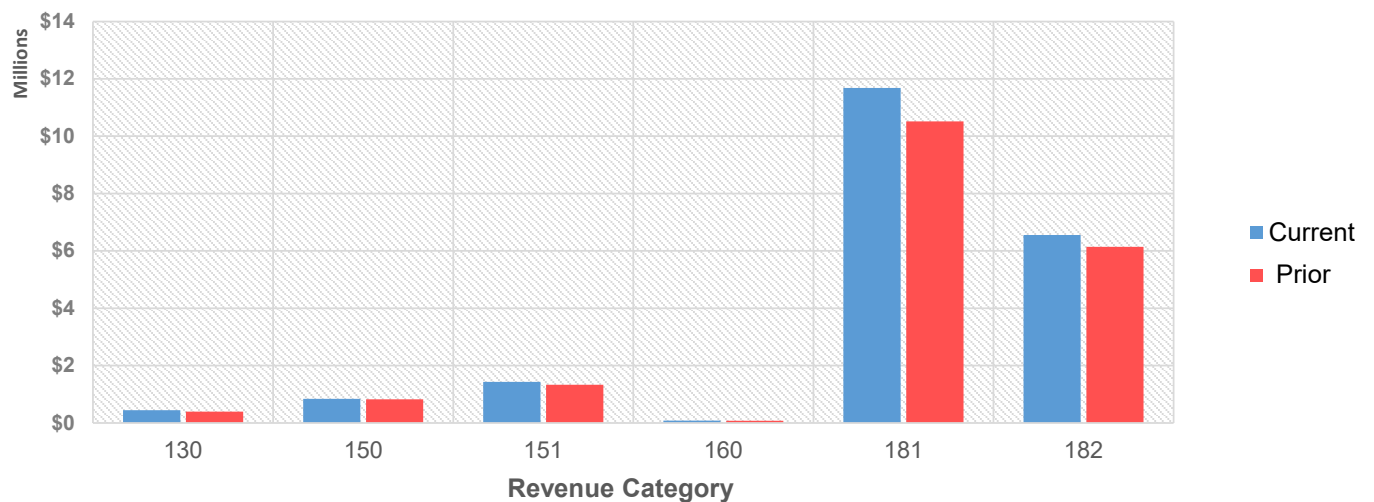
58.1% of Year Elapsed

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	441,772	54.9%	391,643	63.1%	-8.2%	50,129
150 Local Option Gas Tax	839,916	60.1%	821,284	62.6%	-2.5%	18,633
151 Infrastructure Surtax	1,427,303	67.9%	1,329,225	70.0%	-2.1%	98,078
160 Community Dev Blk Grant	80,240	56.5%	76,116	53.6%	2.9%	4,124
181 Downtown Increment Fund	11,680,123	106.1%	10,514,084	108.9%	-2.7%	1,166,040
182 Southend Increment Fund	6,555,162	199.3%	6,142,791	202.0%	-2.7%	412,371
Total Revenues	\$21,024,517	112.2%	\$19,275,144	115.6%	-3.4%	\$1,749,374

Current Year vs. Prior Year



Discussion

Total revenues in the Special Revenue Funds are over budget for the current year and behind the prior year actuals on a percent of budget basis. The year over year variance in all funds is attributable to the adjustment to market in the City's pooled investment assets.

181/ The increase in Downtown and Southend Increment fund revenues reflect the continued growth in taxable property values within both CRA districts. The negative percent variances reflect stronger interest earnings in the prior year.



SUMMARY BUDGET REPORT

April 30, 2025

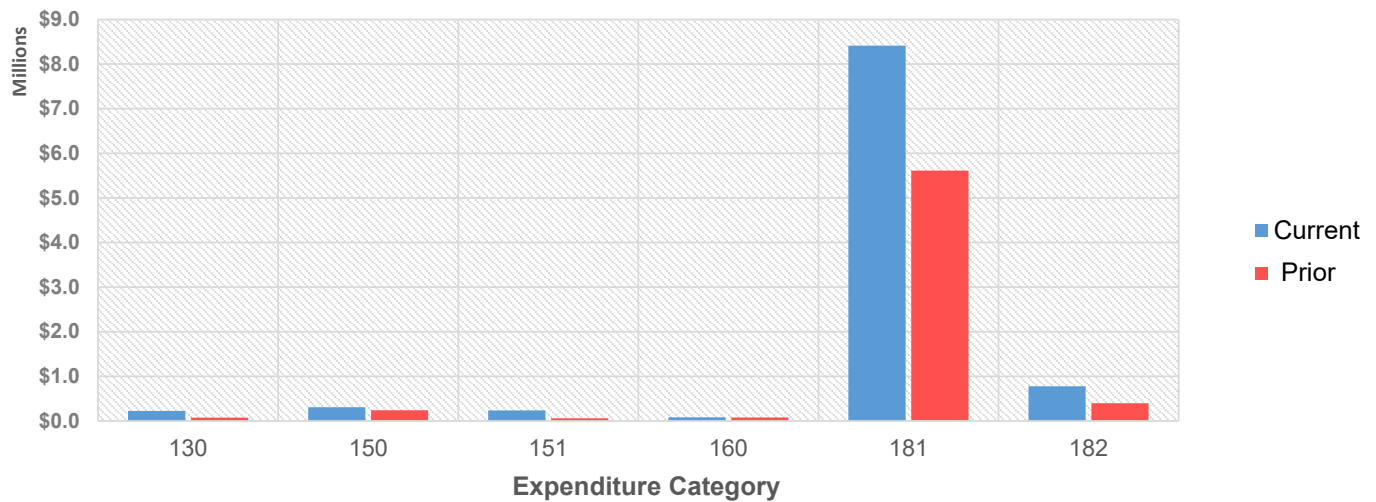
58.1% of Year Elapsed

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	222,368	25.0%	71,989	9.4%	15.6%	150,379
150 Local Option Gas Tax	304,341	24.4%	236,004	28.1%	-3.7%	68,337
151 Infrastructure Surtax	235,062	1.5%	57,345	1.9%	-0.4%	177,717
160 Community Dev Blk Grant	80,240	56.5%	76,116	53.6%	2.9%	4,124
181 Downtown Increment Fund	8,412,560	25.7%	5,613,187	12.7%	13.0%	2,799,372
182 Southend Increment Fund	774,628	22.4%	393,921	10.8%	11.6%	380,707
Total Expenditures	\$10,029,200	18.5%	\$6,448,564	12.3%	6.2%	\$3,580,636

Current Year vs. Prior Year



Discussion

In total, Special Revenue Fund expenditures are under budget and ahead of the prior year on a percent of budget basis.

130 The increase in Convention Development expenditures is due to the timing of capital projects.

150 The negative % variance and positive \$ variance in the Local Option Gas Tax fund reflects increases in the annual budget estimates larger than actual expenses posted to date.

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

181/182 The increases in Downtown and Southend Increment fund expenditures are due to the timing of capital projects.



SUMMARY BUDGET REPORT

April 30, 2025

58.1% 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	18,090,898	24,054,468	5,963,570
130 Convention Development Tax	805,000	467,562	441,772	(25,790)
150 Local Option Gas Tax	1,398,500	812,279	839,916	27,637
151 Infrastructure Surtax	2,100,971	1,220,290	1,427,303	207,013
160 Community Dev. Blk. Grant	142,000	82,477	80,240	(2,236)
181 Downtown Increment Fund	11,004,018	6,391,375	11,680,123	5,288,749
182 Southend Increment Fund	3,288,839	1,910,230	6,555,162	4,644,932
410 Electric Utility	93,644,844	54,390,978	50,799,585	(3,591,393)
411 Natural Gas Utility	2,293,124	1,331,897	1,233,281	(98,615)
420 Water & Sewer Utility	18,154,612	10,544,597	12,098,837	1,554,240
423 Storm Water Management	2,820,787	1,638,375	998,068	(640,307)
430 Sanitation Fund	7,817,598	4,540,632	4,702,764	162,132
440 Golf Course Fund	3,404,492	1,977,404	2,054,212	76,808
460 Leased Facilities Fund	815,900	473,893	496,489	22,596
500 Internal Service Funds	19,353,745	11,241,079	10,936,455	(304,624)
Total Revenues	\$198,191,495	\$115,113,964	\$128,398,676	\$13,284,712

Fund Name	Budgeted Annual Expenditures	Budgeted Expenditures To Date	Actual Expenditures To Date	Variance Favorable/(Unfavorable)
001 General Fund	31,439,922	18,260,996	17,580,446	680,550
130 Convention Development Tax	887,858	515,687	222,368	293,319
150 Local Option Gas Tax	1,246,871	724,210	304,341	419,869
151 Infrastructure Surtax	15,835,692	9,197,717	235,062	8,962,655
160 Community Dev. Blk. Grant	142,000	82,477	80,240	2,236
181 Downtown Increment Fund	32,685,643	18,984,538	8,412,560	10,571,978
182 Southend Increment Fund	3,461,247	2,010,368	774,628	1,235,740
410 Electric Utility	106,572,778	61,899,805	46,181,768	15,718,037
411 Natural Gas Utility	2,579,659	1,498,322	1,363,860	134,462
420 Water & Sewer Utility	41,276,958	23,974,562	10,795,932	13,178,630
423 Storm Water Management	5,528,851	3,211,278	886,713	2,324,564
430 Sanitation Fund	8,355,681	4,853,163	4,141,350	711,813
440 Golf Course Fund	3,467,920	2,014,244	1,568,792	445,452
460 Leased Facilities Fund	1,155,471	671,123	582,090	89,033
500 Internal Service Funds	19,493,342	11,322,160	10,967,340	354,820
Total Expenditures	\$274,129,890	\$159,220,648	\$104,097,491	\$55,123,158

Fund Name	Net Income/(Loss)	Net Variance Favorable/(Unfavorable)
001 General Fund	6,474,022	6,644,120
130 Convention Development Tax	219,404	267,529
150 Local Option Gas Tax	535,575	447,505
151 Infrastructure Surtax	1,192,241	9,169,668
160 Community Dev. Blk. Grant	-	-
181 Downtown Increment Fund	3,267,564	15,860,727
182 Southend Increment Fund	5,780,534	5,880,672
410 Electric Utility	4,617,817	12,126,644
411 Natural Gas Utility	(130,579)	35,847
420 Water & Sewer Utility	1,302,905	14,732,871
423 Storm Water Management	111,354	1,684,257
430 Sanitation Fund	561,414	873,944
440 Golf Course Fund	485,420	522,260
460 Leased Facilities Fund	(85,601)	111,630
500 Internal Service Funds	(30,885)	50,196
Total	24,301,186	\$68,407,870



CASH AND INVESTMENTS BY TYPE

Fiscal Year to Date

April 30, 2025

Type of Investment	10/1/2024 Beginning Balance	Investment Earnings	Realized Gain/(Loss)	Unrealized Gain/(Loss)	Fees	Net Investment Income	Net Deposits (Withdrawals)	4/30/2025 Ending Balance	Weighted Net Return*
Sawgrass Asset Management	45,937,264	633,361	(58,732)	541,611	(64,399)	1,051,842	5,000,000	51,989,106	0.37%
Galliard Capital Management	58,526,592	1,445,133	59,636	(52,120)	(42,379)	1,410,269	(0)	59,936,861	0.48%
Garcia Hamilton & Associates	58,832,401	1,099,495	524,396	(185,495)	(85,828)	1,352,567	0	60,184,968	0.46%
State Pooled Investment Fund	35,947,152	987,263	-	-	-	987,263	(0)	36,934,415	0.34%
Florida Trust	32,392,299	896,029	-	-	-	896,029	5,000,000	38,288,328	0.33%
Florida Municipal Investment Trust 0-2 Yr HQ Bond Fund	13,829,157	297,517	-	-	-	297,517	0	14,126,674	0.10%
Operating Cash: Bank of America	36,949,489	667,099	-	-	(139,699)	527,400	3,169,912	40,646,802	0.18%
Petty Cash	6,725	-	-	-	-	-	-	6,725	0.00%
TOTAL CITY MANAGED INVESTMENTS AND CASH	282,421,080	6,025,898	525,300	303,995	(332,306)	6,522,887	13,169,912	302,113,880	2.26%
Pension: Salem Mutual Fund	71,577,985	2,619,369	2,089,933	(6,097,801)	-	(1,388,499)	15,532,310	85,721,795	-1.19%
Pension: Sawgrass Asset Mgt	32,176,112	793,505	(175,212)	(432,900)	(88,499)	96,895	3,000,000	35,273,007	0.08%
Pension: Wells Capital	18,403,925	36,771	7,778,733	(7,664,906)	(22,214)	128,385	(18,532,310)	0	0.00%
Pension: JPMCB - Strategic Property Fund	5,251,016	-	-	121,429	-	121,429	0	5,372,445	0.10%
TOTAL PENSION INVESTMENTS	127,409,037	3,449,645	9,693,455	(14,074,178)	(110,713)	(1,041,790)	(0)	126,367,247	-0.82%
TOTAL CASH AND INVESTMENTS	\$409,830,117	\$9,475,543	\$10,218,755	(\$13,770,183)	(\$443,018)	\$5,481,097	\$13,169,912	\$428,481,126	

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Allen Putnam, Director of Beaches Energy Services
DATE:	04/15/2025
SUBJECT:	Crossing Agreement with Mattamy Jacksonville, LLC

BACKGROUND

Mattamy Jacksonville LLC is developing a residential subdivision in St. Johns County, Florida, in two phases. As part of this project, the company is seeking consent from the City of Jacksonville Beach to construct an internal access road that will cross a utility easement owned and maintained by the City, in accordance with a Crossing Agreement between the parties. This access road will connect Phase I and Phase II of the subdivision and will be used exclusively by the residents.

Mattamy Jacksonville LLC will be solely responsible for the design, construction, and completion of the access road, including all related drainage improvements. The road must be constructed in a manner that does not interfere with the City's existing or future rights to access and operate within the utility easement.

The City of Jacksonville Beach will retain full and unobstructed rights of access to its utility infrastructure within the easement at all times, for purposes including maintenance, repair, and replacement. Upon completion of the subdivision, responsibility for ownership and maintenance of the access road will be transferred to the Homeowners' Association (HOA).

The City shall not be liable for any damage to the access road, landscaping, or other improvements within the easement area resulting from authorized access or utility-related activities. It is expressly understood and agreed that the access road will remain subject to the easement and the City's rights therein in perpetuity.

FINANCIAL IMPACT

None, the developer is actually improving the easement.

REQUESTED ACTION

Approve a Crossing Agreement with Mattamy Jacksonville, LLC, to allow Mattamy to construct an access road over the City Easement and under the City's utility infrastructure located within the City Easement

ATTACHMENTS

1. Crossing Agreement
2. Mattamy Homes Easement Crossing Aerial View

PREPARED BY AND RETURN TO:

Zachary Brown, Esq.
Mattamy Homes Legal Department
10375 Centurion Parkway, Suite 410
Jacksonville, Florida 32256
Zach.Brown@mattamycorp.com

CROSSING AGREEMENT

This **CROSSING AGREEMENT** (this “**Agreement**”) is made this __ day of _____, 2025, by and between **MATTAMY JACKSONVILLE LLC**, a Delaware limited liability company (“**Mattamy**”), whose mailing address is 10375 Centurion Parkway, Suite 410, Jacksonville, Florida 32256, and the **CITY OF JACKSONVILLE BEACH**, a municipal corporation organized and existing under the laws of the State of Florida (the “**City**”), whose mailing address is 11 North Third Street, Jacksonville Beach, Florida 32250. Mattamy and the City may be referred to herein individually as a “**Party**” and collectively as the “**Parties**”.

RECITALS

WHEREAS, pursuant to that certain Order of Taking, recorded in Official Records Book 580, Page 535, in the Official Records of St. Johns County, Florida (the “**Order**”), the City was conveyed an easement located in St. Johns County, Florida as more fully described in **Exhibit “A”** attached hereto and incorporated herein (the “**City Easement**”);

WHEREAS, Mattamy is the fee simple owner of that certain property which is subject to the City Easement as more fully described in **Exhibit “B”** attached hereto and incorporated herein (the “**Mattamy Property**”);

WHEREAS, Mattamy intends to construct a residential development on the Mattamy Property which is connected by an access road (the “**Access Road**”) which crosses the City Easement and runs under the City’s utility infrastructure located within the City Easement as approximately depicted on **Exhibit “C”** attached hereto and incorporated herein (the “**Crossing Area**”); and

WHEREAS, the Parties desire to enter into this Agreement in order to provide Mattamy consent to construct the Access Road and cross the City Easement at the Crossing Area pursuant to the terms and conditions herein.

NOW, THEREFORE, for good and valuable consideration, the receipt of which is hereby acknowledged, the Parties hereby agree as follows:

1. **Recitals.** The foregoing recitals are true and correct and incorporated herein by reference.
2. **Access Road Crossing.**
 - a. **Consent to Crossing.** Subject to the Construction Requirements (hereinafter defined), the City hereby consents to Mattamy’s construction of the Access Road through the

City Easement at the Crossing Area, and that Mattamy shall specifically have the reasonable rights: (a) to construct, install, patrol, inspect, alter, improve, add to, repair, rebuild, relocate, and remove the Access Road along with related infrastructure and any utilities necessary for Mattamy's intended development, including, without limitation, water and sanitary sewer systems, electric utility lines, and telecommunication cables and lines, provided, however, that Mattamy agrees to restore the Crossing Area (and any portion of the City Easement affected thereby) to as near as practicable to the condition which existed prior to such construction, repairs, alteration, replacement, relocation, or removal of the Access Road, (b) to ingress, egress, and access the Crossing Area and other portions of the City Easement as may be necessary for the purpose of exercising the rights granted to Mattamy herein, and (c) all other rights and privileges reasonably necessary or convenient for Mattamy's safe, reliable and efficient installation, operation, and maintenance of the Access Road and any appurtenant facilities thereto.

- b. **Mattamy Construction Requirements.** Mattamy shall construct the Access Road pursuant to the following requirements (collectively, the “**Construction Requirements**”):
- i. Mattamy shall raise the Crossing Area where the Access Road is constructed to the same finished elevation as the Mattamy Property; and
 - ii. Mattamy shall construct a culvert beneath the Crossing Area to facilitate proper water drainage and prevent obstruction of natural or pre-existing water flow. The culvert shall be of adequate size and capacity to handle expected water volumes, taking into account local hydrological conditions, stormwater management requirements, and applicable engineering standards.
 - iii. Mattamy shall maintain and clean out all culverts constructed pursuant to this agreement frequently enough to ensure that they flow effectively, but no less often than quarterly.
 - iv. To ensure that the City always has access to the transmission lines, especially in the case of an emergency, Mattamy shall not park any vehicles or equipment in the Crossing Area at any time other than daylight hours when active construction of the Access Road is taking place.

Such construction as set forth herein shall be done in a good and workmanlike manner. Mattamy shall prepare and submit construction plans and specifications for the Access Road to the City for review and approval prior to the commencement of any construction activities. Such plans shall include, without limitation, site grading, roadway design, stormwater management, and any other details required by applicable codes and regulations. The City shall have fifteen (15) business days from the date of submission to review the plans for compliance with all applicable ordinances and regulations. If the City does not provide written approval or a request for modifications within said fifteen (15) business day time period, the plans shall be deemed approved. Mattamy shall be required to obtain all necessary permits for said construction and shall be responsible for payment of any applicable permit fees.

- c. **Rights Granted to the City.** The City shall have the right to continue to use the Crossing Area in any manner that is consistent with the current rights granted to the City, provided, however, that the City shall not, without the prior consent of Mattamy, (a) place, or permit the placement of, any obstructions over the Access Road, or (b)

excavate or place, or permit the excavation or placement of, any substantial materials on either side of the Access Road that could reasonably interfere with the safe and efficient operation of the Access Road. The City may use the Access Road for access, ingress, and egress to its utility infrastructure located within the City Easement provided such access, ingress, and egress does not restrict or interfere with Mattamy's use of the Access Road. The City shall have no liability for any damage, including but not limited to normal wear and tear, that occurs to the Access Road at the Crossing Area as a result of the City's routine maintenance or repairs of any of the City's utility infrastructure.

- d. **Relocation.** In the event it becomes necessary for Mattamy to have the Access Road relocated after the recording of this Agreement, then the Parties shall cooperate on the recording of an amendment or replacement for this Agreement which includes a new legal description or location of the Access Road. Mattamy shall be responsible for obtaining and paying for a survey or legal description of the new Crossing Area, which shall be subject to the reasonable approval of the City.

3. **Insurance.** Each of the Parties shall keep and maintain at all times during the term of this Agreement, at such Party's sole expense, a commercial general liability insurance policy in an amount not less than One Million Dollars (\$1,000,000) each occurrence with a Two Million Dollars (\$2,000,000) general aggregate limit, or such other limits as the Parties may otherwise agree to in writing, over the Crossing Area. This insurance shall name the other Party as an additional insured on a primary and non-contributory basis with respect to liability arising out of such Party's negligence. Each Party shall, within fifteen (15) days of request by the requesting Party, furnish to that Party certificates of insurance and copies of required endorsements evidencing the insurance coverage required herein.

4. **Estoppel Certificates.** Each of the Parties shall, without charge, deliver to any requesting Party within fifteen (15) days after receipt of a written request for a written instrument duly executed and acknowledged, certifying, to the best of such Party's knowledge, (i) whether or not any Party has observed and performed all of the terms and conditions required to be performed and observed under this Agreement, and if not, specifying the details of noncompliance; and (ii) that this Agreement is in full force and effect. Failure to deliver such certificate within such time period shall be conclusive evidence against the Party from whom the certificate was requested that, to the best of such Party's knowledge, all terms and conditions have been performed and observed, and that no amounts are owed to the Party failing to deliver the certificate.

5. **Indemnity.** Mattamy hereby indemnifies, defends, and agrees to hold the City harmless from and against any loss, cost, damage, or expense, including all claims for death or injury to persons or damage to property, and including, without limitation, attorneys' fees and court costs, which may be suffered or incurred by the City and which may arise out of or in connection with, or by reason of the actions of or the failure to take action by Mattamy, or the negligence or intentional misconduct of Mattamy, its agents, representatives, contractors or employees, in the conduct of the construction or maintenance performed by Mattamy as contemplated under this Agreement. To the extent allowable by Florida law, the City hereby indemnifies, defends and agrees to hold Mattamy harmless from and against any loss, cost, damage, or expense, including all claims for death or injury to persons or damage to property, and including, without limitation, attorneys' fees and court costs, which may be suffered or incurred by Mattamy and which may arise out of or in connection with, or by reason of the actions of or the failure to take action by the City, or the negligence or intentional misconduct of the City, its agents, representatives, contractors or employees, in the conduct of the maintenance performed by the City as contemplated under this Agreement. Nothing contained herein shall constitute a waiver by the City of its sovereign immunity or the provisions of section 768.28, Florida Statutes.

6. **Default.** Upon the failure of either Party to comply with such Party's obligations under the terms of this Agreement, the other party shall be entitled to commence an action against such defaulting Party for any relief allowed by law, including, without limitation, money damages, injunctive relief, or any combination thereof, but in no event shall either Party be entitled to seek speculative, consequential, punitive or special damages in connection with this Agreement.

7. **Consent to Crossing Only.** The Parties are not hereby conveying any land or title thereto, but merely are granting the rights set forth herein. The Parties reserve all right, title, interest and privilege in and to their respective properties for all purposes not inconsistent with the easements and uses described in this Agreement.

8. **Term; Binding Effect.** The term of this Agreement shall remain in effect unless terminated by mutual agreement or upon a breach by either Party hereto. As used herein, the term Mattamy shall mean the owners, from time to time, of the Access Road, and the term the City shall mean the party who holds the rights, from time to time, to the City Easement. The terms of this Agreement shall be binding on the successors, heirs and assigns of both Parties. In the event of a sale or conveyance by Mattamy of the Access Road or Crossing Area (other than the granting of a mortgage), Mattamy shall be relieved, from and after the date of transfer, of all obligations and liabilities accruing thereafter pursuant to this Agreement.

9. **Governing Law.** This Agreement shall be governed by and construed under the laws of the State of Florida.

10. **Attorneys' Fees.** In any proceeding to construe or enforce this Agreement, the losing Party shall pay the prevailing Party all reasonable costs, charges and expenses, including attorneys' fees for trial and appellate proceedings, expended or incurred in connection therewith.

11. **Notices.** All notices required under this Agreement shall be hand delivered or sent by overnight mail to the mailing addresses listed in the opening paragraph of this Agreement. Any Party hereto may change said address by 3 days' notice in writing to the other Party in the manner herein provided.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Parties have executed and delivered this Agreement as of the date and year first above written.

WITNESS:

MATTAMY JACKSONVILLE LLC, a
Delaware limited liability company

By: _____
Print: Clifford L. Nelson
Its: Vice President

Name: _____
Address: _____

Name: _____
Address: _____

STATE OF FLORIDA)
COUNTY OF DUVAL)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ___ day of _____, 2025, by Clifford L. Nelson, as Vice President of Mattamy Jacksonville LLC, a Delaware limited liability company, on behalf such limited liability company. Such person ☐ is personally known to me or ☐ has produced _____ identification.

Notary Public
Print Name:

My Commission Expires:

CITY OF JACKSONVILLE BEACH

Christine Hoffman, Mayor

ATTEST:

Sheri Gosselin, City Clerk

Date Signed

Michael Staffopoulos, City Manager

Approved as to form and legal sufficiency:

David Migut, City Attorney

EXHIBIT "A"

CITY EASEMENT

PARCEL NUMBER 10:

A PART OF THE F. J. FATIO GRANT, SECTION 40, TOWNSHIP 5 SOUTH, RANGE 28 EAST, ST. JOHNS COUNTY, FLORIDA MORE PARTICULARLY DESCRIBED AS FOLLOWS: FOR A POINT OF BEGINNING COMMENCE AT THE INTERSECTION OF THE EAST LINE OF SAID SECTION 40, WITH THE NORTH LINE OF SECTION 21 OF SAID TOWNSHIP AND RANGE; THENCE S. 89°15'35"W., ALONG A LINE CONNECTING THE ABOVE DESCRIBED POINT OF BEGINNING WITH THE POINT OF INTERSECTION OF THE NORTH LINE OF SECTION 20 WITH THE WEST LINE OF SAID SECTION 40, A DISTANCE OF 1650 FEET MORE OR LESS TO THE EAST RIGHT OF WAY LINE OF A 66 FOOT RIGHT OF WAY KNOWN AS SERVICE ROAD NO. 2 ACCORDING TO ROAD PLAT BOOK 1, PAGE 1. OF THE ST. JOHNS COUNTY PUBLIC RECORDS; THENCE SOUTHERLY, ALONG SAID EAST RIGHT OF WAY LINE, A DISTANCE OF 125 FEET MORE OR LESS; THENCE N. 89°15'35" E., PARALLEL WITH AND 125 FEET FROM, WHEN MEASURED AT RIGHT ANGLES TO, THE FIRST COURSE, A DISTANCE OF 1650 FEET MORE OR LESS TO THE AFOREMENTIONED EAST LINE OF SECTION 40; THENCE N. 01°43'52"W., ALONG SAID EAST LINE OF SECTION 40, A DISTANCE OF 125.02 FEET TO THE POINT OF BEGINNING. CONTAINING 4.7 ACRES MORE OR LESS.

EXHIBIT "B"

MATTAMY PROPERTY

TRACT 1

PARCEL "E"

A PORTION OF SECTION 40, THE F.J. FATIO GRANT, TOWNSHIP 5 SOUTH, RANGE 28 EAST, ST. JOHNS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF BEGINNING, COMMENCE AT THE SOUTHEAST CORNER OF SAID SECTION 40; THENCE SOUTH 88° 40' 38" WEST, ALONG THE SOUTHERLY LINE OF SAID SECTION 40, A DISTANCE OF 1626.74 FEET TO ITS INTERSECTION WITH THE EASTERLY RIGHT OF WAY LINE OF A SECONDARY SERVICE ROAD, A 66 FOOT RIGHT OF WAY AS PRESENTLY ESTABLISHED; THENCE NORTH 02° 13' 23" WEST, ALONG SAID EASTERLY RIGHT OF WAY LINE, 1740.70 FEET TO ITS INTERSECTION WITH THE SOUTHERLY LINE OF THOSE LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 877, PAGE 1631 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 89° 00' 26" EAST, DEPARTING SAID EASTERLY RIGHT OF WAY LINE AND ALONG SAID SOUTHERLY LINE, 1652.32 FEET TO A POINT LYING ON THE EASTERLY LINE OF SAID SECTION 40; THENCE SOUTH 01° 04' 42" EAST, DEPARTING SAID SOUTHERLY LINE AND ALONG SAID EASTERLY LINE, 930.99 FEET TO AN ANGLE POINT IN SAID EASTERLY LINE; THENCE SOUTH 01° 44' 10" EAST, CONTINUING ALONG SAID EASTERLY LINE, 800.01 FEET TO THE POINT OF BEGINNING.

AND TRACT 2

A PART OF TRACT "DD" AND TRACT "FF", BRIDGEWATER MOON BAY PARKWAY EXTENSION, AS RECORDED IN MAP BOOK 115, PAGES 79 THROUGH 82, AND A PART OF TRACT "QQ", BRIDGEWATER PHASE 2A, AS RECORDED IN MAP BOOK 120, PAGES 7 THROUGH 14, BOTH OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID TRACT "DD", SAID POINT ALSO BEING THE SOUTHWESTERLY CORNER OF THE SOUTHERLY TERMINUS OF THE WESTERLY RIGHT OF WAY LINE OF MOON BAY PARKWAY (A 80 FOOT PUBLIC RIGHT OF WAY); THENCE NORTH 01°06'20" WEST, ALONG SAID WESTERLY RIGHT OF WAY LINE, A DISTANCE OF 63.97 FEET TO A POINT OF CURVATURE OF A CURVE BEING CONCAVE EASTERLY AND HAVING A RADIUS OF 390.00 FEET; THENCE NORTHERLY, CONTINUING ALONG SAID WESTERLY RIGHT OF WAY LINE AND ALONG LAST SAID CURVE, AN ARC DISTANCE OF 196.13 FEET, LAST SAID ARC BEING SUBTENDED BY A CHORD BEARING OF NORTH 13°18'05" EAST AND A CHORD DISTANCE OF 194.07 FEET TO A POINT OF NON-TANGENCY OF LAST SAID CURVE; THENCE SOUTH 89°04'24" WEST, DEPARTING SAID WESTERLY RIGHT OF WAY LINE, A DISTANCE OF 58.56 FEET TO THE NORTHEAST CORNER OF THOSE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 2190, PAGE 1620 OF SAID PUBLIC RECORDS; THENCE SOUTH 01°05'24" EAST, ALONG THE EAST LINE OF LAST SAID LANDS, A DISTANCE OF 285.33 FEET TO A POINT ON A CURVE CONCAVE SOUTHWESTERLY AND HAVING A RADIUS OF 25.00 FEET; THENCE SOUTHEASTERLY, ALONG LAST SAID CURVE, AN ARC DISTANCE OF 23.63 FEET, LAST SAID ARC BEING SUBTENDED BY A CHORD BEARING OF SOUTH 28°10'55" EAST AND A CHORD DISTANCE OF 22.76 FEET; THENCE NORTH 88°54'27" EAST, NON-TANGENT FROM LAST SAID CURVE, A DISTANCE OF 14.97 FEET TO A POINT ON THE WEST LINE OF SUMMER SAND COURT (A 50 FOOT PRIVATE RIGHT OF WAY); THENCE NORTH 01°05'33" WEST, ALONG SAID WEST RIGHT OF WAY LINE, A DISTANCE OF 53.48 FEET TO THE NORTHERLY TERMINUS OF THE WEST RIGHT OF WAY LINE OF SAID SUMMER SAND COURT, SAID POINT ALSO LYING ON SAID SOUTHERLY TERMINUS; THENCE SOUTH 88°53'27" WEST, ALONG SAID SOUTHERLY TERMINUS, A DISTANCE OF 14.99 FEET TO THE POINT OF BEGINNING.

EXHIBIT "C"

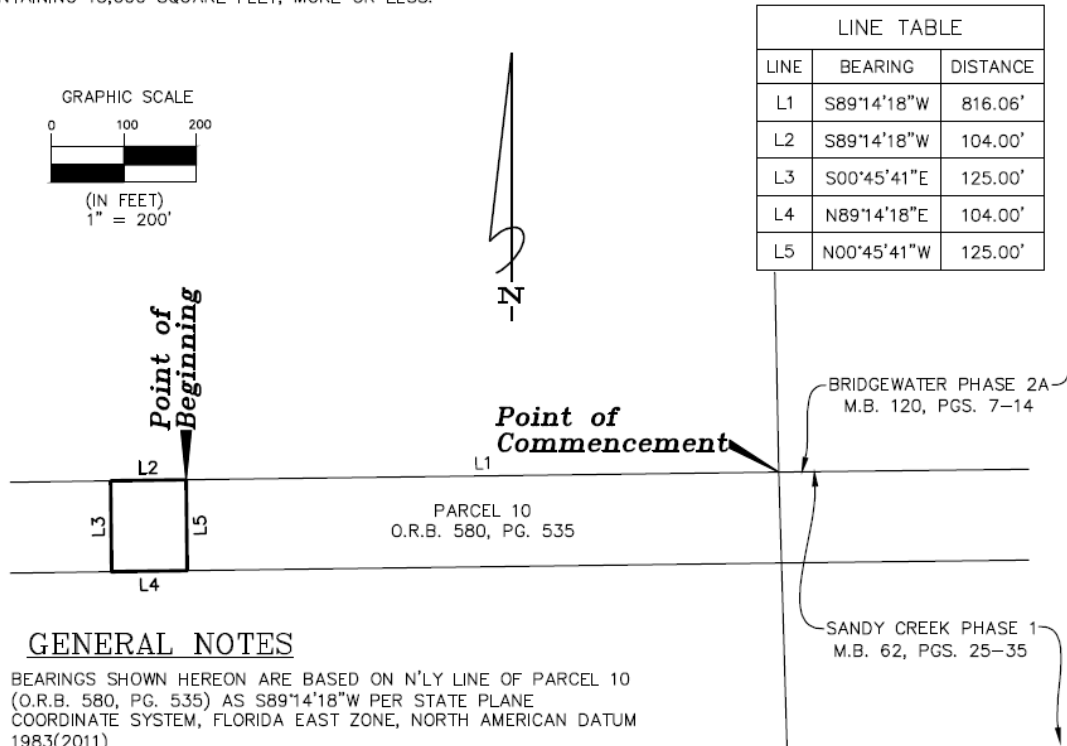
CROSSING AREA

MAP SHOWING

A PORTION OF SECTION 40, THE F.J. FATIO GRANT, TOWNSHIP 5 SOUTH, RANGE 28 EAST, ST. JOHNS COUNTY, FLORIDA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEASTERLY CORNER OF THOSE LANDS DESIGNATED PARCEL 10, DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 580, PAGE 535 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE SOUTH 89°14'18" WEST, ALONG THE NORTHERLY LINE OF LAST SAID LANDS, 816.06 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 89°14'18" WEST, ALONG LAST SAID LINE, 104.00 FEET; THENCE SOUTH 00°45'41" EAST, 125.00 FEET TO THE SOUTHERLY LINE OF AFORESAID LANDS DESIGNATED PARCEL 10; THENCE NORTH 89°14'18" EAST, ALONG LAST SAID LINE, 104.00 FEET; THENCE NORTH 00°45'41" WEST, 125.00 FEET TO THE POINT OF BEGINNING.

CONTAINING 13,000 SQUARE FEET, MORE OR LESS.



GENERAL NOTES

1. BEARINGS SHOWN HEREON ARE BASED ON N'LY LINE OF PARCEL 10 (O.R.B. 580, PG. 535) AS S89°14'18"W PER STATE PLANE COORDINATE SYSTEM, FLORIDA EAST ZONE, NORTH AMERICAN DATUM 1983(2011)
2. THIS MAP DOES NOT REPRESENT A BOUNDARY SURVEY.
3. THIS DRAWING MAY HAVE BEEN ENLARGED OR REDUCED FROM THE ORIGINAL. UTILIZE THE GRAPHIC SCALE AS SHOWN.
4. THIS MAP WAS MADE WITHOUT THE BENEFIT OF A TITLE COMMITMENT.

LEGEND

R/W = RIGHT OF WAY
O.R.B. = OFFICIAL RECORDS BOOK
PG(S). = PAGE(S)

JOB NO. 2025-261

DRAFTER MJC

DATE 5-6-25

SCALE 1"=200'

THIS MAP OR SURVEY MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES, IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES, UNLESS OTHERWISE SHOWN AND STATED HEREON.

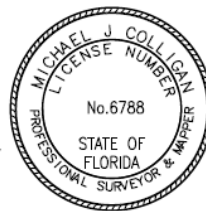
THIS DRAWING, SKETCH, PLAT OR MAP IS NOT VALID UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER (CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE).

Michael Colligan

2025.05.06 13:07:10 -04'00'

CHECKED BY:

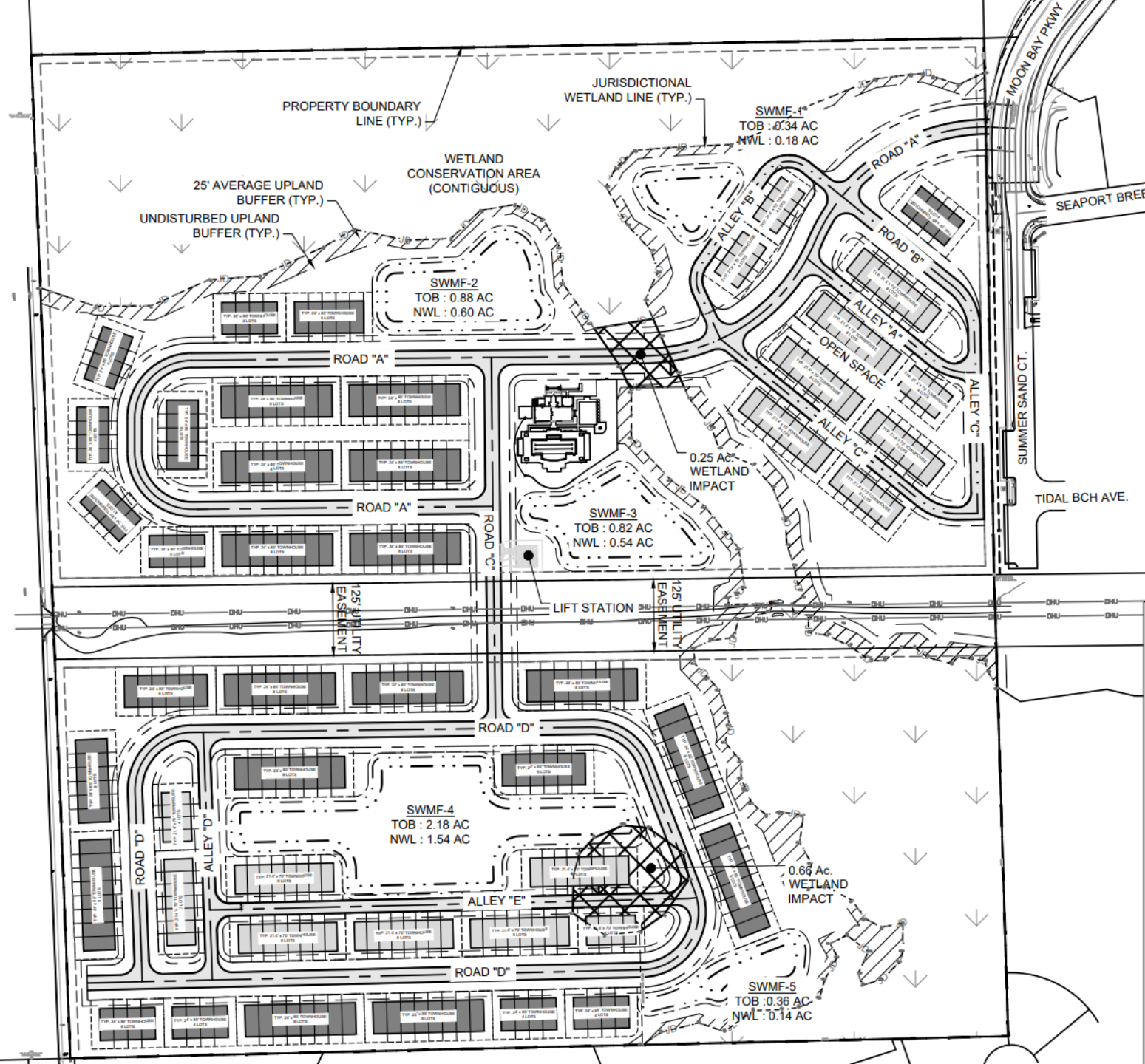
MICHAEL J. COLLIGAN, P.S.M. CERT. NO. 6788

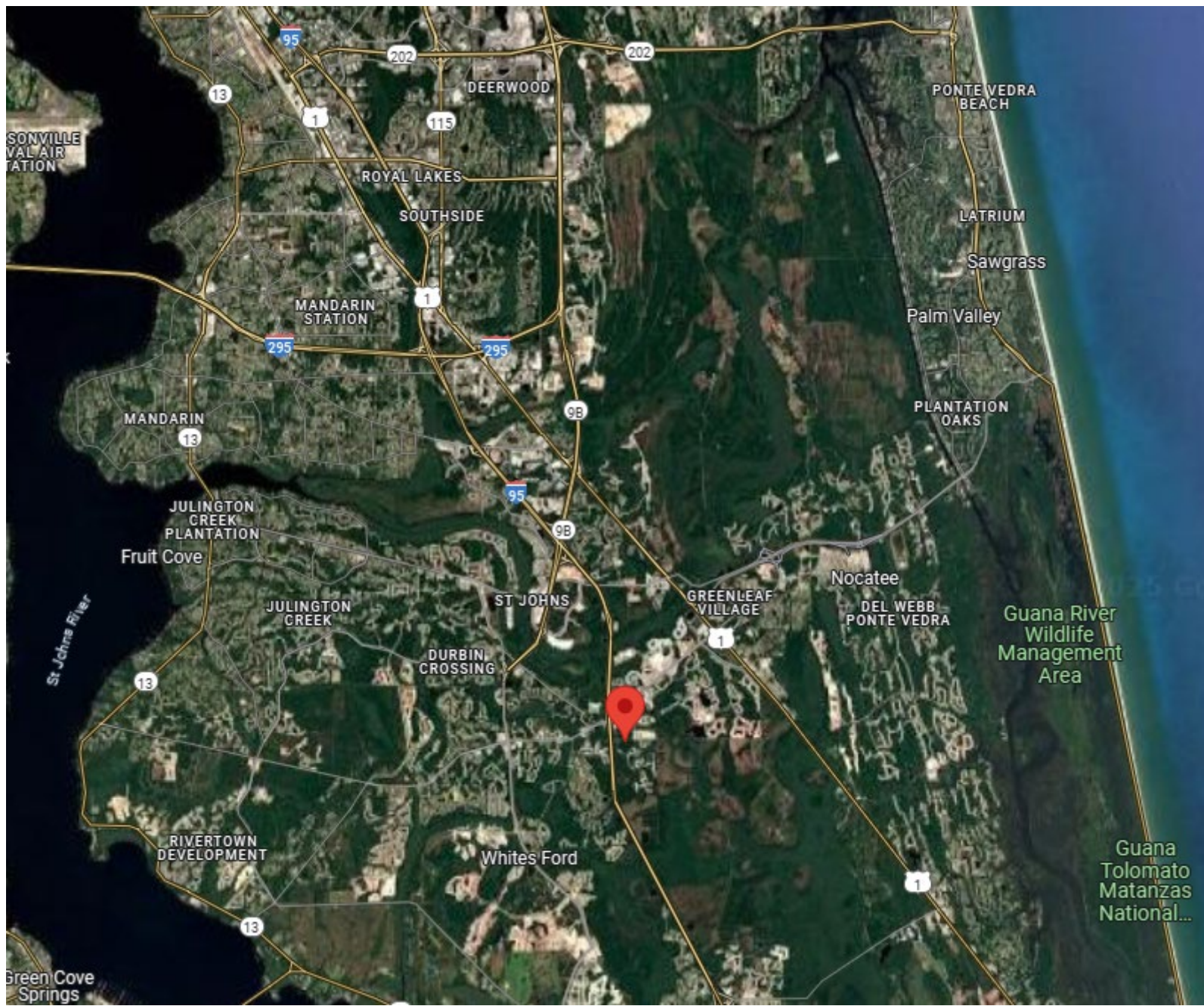


Mattamy Homes Proposed easement crossing



SANDY CREEK PKWY





CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	David Migut, City Attorney
DATE:	05/08/2025
SUBJECT:	Settlement of a Workers' Compensation Claim Filed by Kevin Stewart

BACKGROUND

In 2014, the City was self-insured for Workers' Compensation through USIS. Three claims remain active under that policy. One of those involves former employee Kevin Stewart, who sustained long-term injuries after slipping and falling on an external walkway in 2014. Recently, Mr. Stewart contacted USIS to explore the possibility of a settlement.

USIS engaged in mediation with Mr. Stewart and his legal counsel and has reached a tentative settlement agreement, subject to final approval by City Council. The proposed settlement includes a total payment of \$90,000 in full and final resolution of all Workers' Compensation claims, with medical benefits closed.

Considering the nature of Mr. Stewart's injuries, his age, the medical expenses already incurred, the projected annual costs, and the potential for significant future liabilities, settlement of this claim is deemed to be in the best interest of the City.

FINANCIAL IMPACT

The City has allocated monies to cover claims arising under the USIS policy within the Workers Compensation Fund.

REQUESTED ACTION

Approve the proposed Worker's Compensation settlement of \$90,000 for Claimant Kevin Stewart

ATTACHMENTS

1. Mediation Report and Memorandum of Settlement

**STATE OF FLORIDA
OFFICE OF THE JUDGES OF COMPENSATION CLAIMS
JACKSONVILLE**

Date: April 22, 2025

OJCC No: 23-010155WRH
D/A: 07/22/2014

EMPLOYEE/CLAIMANT:

Kevin Stewart
2726 Richford Court
Jacksonville, FL 32225

REPRESENTED BY:

John J. Rahaim, II, Esquire
9250 Baymeadows Road, Suite 200
Jacksonville, FL 32256

EMPLOYER:

City of Jacksonville Beach

REPRESENTED BY:

Michael A Casto, Esquire
4811 Atlantic Boulevard
Jacksonville, FL 32207

CARRIER:

USIS

MEDIATION REPORT AND MEMORANDUM OF SETTLEMENT

1. A private mediation conference was conducted by Frank Johnson, Mediator, on 4/22/2025.
 2. At the mediation conference, the parties:
- XX Completely resolved all issues, as set forth below in the Memorandum of Settlement.

MEMORANDUM OF SETTLEMENT

Pursuant to the above Mediation Report, the parties have reached an agreement, as set forth below:

1. The Employer/Carrier shall pay the Employee the sum of \$90,000.00 in full settlement of all workers' compensation claims, medical closed. All settlement documents and releases must be signed before the Motion on Attorney Fees and Child Support will be submitted to the Judge of Compensation Claims for Approval.
2. The Claimant shall pay Claimant's attorney a fee of \$20,000.00.
3. Taxable costs are to be paid in the following manner:
 - a). By Carrier;
 - b). XX Each party to pay its own costs.
4. Mediator's Fee to be paid in the following manner:
 - a). By Claimant; _____
 - b). XX By Carrier. _____
5. The Medicare Set-A-Side (hereinafter MSA) estimate is \$51,385.35 and is included in the lump-sum settlement figure above. The Claimant is not a Medicare beneficiary. Therefore, the MSA estimate will not be submitted to the Center For Medicare and Medicaid Services (hereinafter CMS) for approval. The MSA will be self-administered by the Claimant. The Employer/Carrier do NOT have any reversionary interest in the MSA.
6. **This entire agreement is contingent on final approval by the City of Jacksonville Beach City Council.**
7. The Claimant attests that he is not a Medicare beneficiary.

Please check and write in the special terms that apply to this case (items that remain unchecked, do not apply):

☒ The Claimant will pay his own attorney \$-0- to resolve costs.

☒ After all costs and fees, the Claimant's total net settlement is \$70,000.00, which includes the self-administered MSA of \$51,385.35.

☒ The Claimant agrees to sign a general release of all causes of action; an employment separation agreement; and an agreement not to seek rehire. **This settlement and release will not affect the Claimant's rights to retirement benefits and health insurance benefits.**

☒ All indemnity benefits stop/end 4/22/2025. The Employer/Carrier remain liable for authorized palliative non-invasive medical benefits incurred through the date the Judge of Compensation Claims signs the Order on the Motion on Attorney Fees and Child Support.

☒ This mediation report and settlement agreement is final and binding on all parties (subject to the above contingency) and includes all dates of accident while the Claimant was employed with the Employer (regardless of whether all accidents are listed above).

☒ The undersigned attorneys attest that they have full, final and binding authority from their clients to enter into and accept this settlement agreement (subject to the above contingency).

☒ This mediation agreement was read to the Claimant by his attorney and all of the Claimant's questions were answered. The Claimant is giving his attorney explicit, clear, unequivocal, and unambiguous permission to sign this binding Mediation agreement on the Claimant's behalf.

Dated: 4/22/2025


Claimant


Employer


Attorney for Claimant


Carrier


Attorney for Employer/Carrier

This is to certify that the original Mediation Report and Memorandum of Settlement was given to Claimant's Counsel to be filed with the Judge of Compensation Claims as required by law, and a copy of same was furnished to the above parties' attorneys by hand/electronic delivery on 4/22/2025.

Frank Johnson

Frank Johnson, Mediator
170 E. Granada Blvd.
Ormond Beach, FL 32176
(386) 673-4412

***All participants in the mediation acknowledge that the undersigned mediator did not provide any legal advice. Participants also acknowledge that there was no coercion. All Parties and their attorneys are entering into this agreement freely and with full understanding.



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Karen Nelson, Deputy City Manager
DATE:	05/06/2025
SUBJECT:	Appointment of the City Clerk, Effective May 20, 2025

BACKGROUND

Sheri Gosselin, City Clerk, is retiring on May 31, 2025 after more than 30 years of employment with the City. To allow time for candidate selection and to ensure a smooth transition, the position was advertised from February 27, 2025 through March 31, 2025. After conducting telephone interviews with three qualified external candidates, one external and two internal candidates were selected as finalists. A panel consisting of the City Manager, Deputy City Manager, Chief Financial Officer, City Attorney, Legal Assistant, and Chief Information Officer conducted onsite interviews with the three finalists. Based on the results of the interviews, the panel recommends appointing Molly Alleger to the position of City Clerk. Pursuant to Chapter II, Section 12 of the City Charter, the City Clerk shall be appointed by the City Manager, subject to the approval of the City Council.

Ms. Alleger joined the City in March 2021 as an Office Administrator in the Parks and Recreation Department. She was promoted to Assistant to the City Manager in November 2022 and, since that time, she has provided invaluable support to the City Manager's Office, the City Council, City Departments, and the community. Ms. Alleger has consistently displayed a deep commitment to the organization and the beaches community. She has earned the respect of her co-workers across all City departments and has built strong relationships throughout the community. She will bring strong communication, organizational, and team-building skills to the City Clerk's Office and has already gained the support of the Clerk's Office team. Ms. Alleger's resume and cover letter are attached for review.

FINANCIAL IMPACT

None.

REQUESTED ACTION

Approve the City Manager's appointment of Molly Alleger to the City Clerk position, effective May 20, 2025

ATTACHMENTS

1. MNAleger Cover Letter
2. MNAlegerResume

March 24, 2025

Dear Mike and Karen,

I am writing to express my interest in the City Clerk position for Jacksonville Beach. My experience as Assistant to the City Manager has provided me with a working knowledge of the City Clerk's Office and its vital role within our municipal operations. This experience has also given me valuable insight into the political landscape of our city, which would allow me to effectively support and enhance cross-departmental objectives.

Throughout my tenure, I have consistently demonstrated strong communication skills, described in my recent evaluation as honest and effective. As a result, I have cultivated positive relationships with elected officials, residents, event organizers, business owners, and staff. I am confident in my ability to manage public interactions, facilitate election cycles with the Supervisor of Elections, manage expectations for Courtesy of the Floor speakers, and to maintain positive relationships with Jacksonville Beach businesses.

I am a proactive individual who enjoys streamlining processes and actively contributing to organizational initiatives. My involvement in the Project Management Committee, Annual Budget Showcase, the \$500,000 COPS federal grant application, and the Citywide signage project exemplifies my project management and problem-solving abilities. My participation in the FCCMA, the Employee Evaluation Standardization process, and the Employee Recognition Program, further highlights my commitment to leadership and continuous improvement.

The City Council recently identified the comprehensive review of the Code of Ordinances as a priority project, in which the Clerk's Office will play a significant role. I am particularly interested in contributing to this project, as well as advancing the strategic plan objectives to deliver the Citizen's Information Academy annually and improve the process for starting a business in Jacksonville Beach.

As a resident of Jacksonville Beach, I am deeply invested in our community. I am committed to contributing to the positive experiences of my family, neighbors, and fellow residents. The opportunity to serve as City Clerk and positively influence our City's future is a responsibility I would undertake with great dedication.

Thank you for your consideration,

Molly

MOLLY NEWSOM ALLEGER

EDUCATION & QUALIFICATIONS

University of Central Florida, Orlando — *B.S. Public Administration*
December 2011

Certified Nonprofit Professional (CNP) by the Nonprofit Leadership Alliance
(NLA) Kansas City, MO
January 2012

EXPERIENCE

Assistant to the City Manager, City of Jacksonville Beach
November 2022 -Present

- Executes a diverse range of administrative tasks, including crafting official correspondence, navigating intricate appointment schedules, tracking and creating expense reports, and advancing specialized and ongoing projects directed by the City Manager and Deputy City Manager
- Functions as the principal point of contact for the City Manager's Office, mediating interactions between residents, businesses, City Council, and internal staff
- Addresses residents' and visitors' concerns and needs
- Fosters seamless communication between the City Manager's Office and internal departments, establishing credibility and cultivating trust with senior leadership
- Resolves challenging and sensitive grievances and inquiries, and facilitates interdepartmental complaint resolution
- Formulates strategic recommendations regarding operational policies and procedures, and compiles reports to inform executive decision making
- Contributes to the implementation of the City's records management strategy
- Demonstrates sound judgment
- Ensures fiscal accountability by tracking the budget through the year as expenditures are made
- Manages the City Council agenda process, including scheduling, advising, and verifying the accuracy and policy implications of staff memos
- Engages in special projects, partners with internal teams, and supports departmental needs
- Organizes and archives essential files and records, maintaining the integrity and currency of the City Manager's documentation

Office Administrator- Parks and Recreation, *City of Jacksonville Beach*

March 2021 -November 2022

- Delivered comprehensive professional administrative support to all divisions within the Parks and Recreation Department, ensuring operational efficiency
- Provided expert customer service, interpreting complex policies and procedures with professional diplomacy, and effectively resolving customer complaints
- Drove process improvements by systematically revising Standard Operating Procedures across all Parks Department divisions, enhancing efficiency and consistency
- Managed park maintenance operations, promptly addressing customer-reported issues via QR codes and ensuring timely resolutions
- Led and contributed to key departmental projects, including coordinating public outreach for the Sunshine Playground, Gonzales Park, and Urban Trails projects
- Served as a committee member on the Latham Plaza renovation, City employee benefits programs, and performance evaluation standardization committee

Administrative Executive Assistant, - *ATP Flight School*

December 2016- March 2021

- Strategically managed the President of ATP's complex schedule, independently organizing and prioritizing multifaceted tasks
- Served as a primary liaison, managing high-volume communications via phone, email, and in-person interactions with key stakeholders
- Generated and disseminated comprehensive reports, meticulously maintained dynamic calendars, and scheduled high-level appointments
- Cultivated collaborative relationships with executive staff, facilitating seamless cross-functional communication
- Executed intricate administrative procedures and recurring tasks with accuracy and efficiency, ensuring operational continuity

Recreation Manager — *Sawgrass Country Club*

April 2015 - December 2016

- Recruited, hired, and managed a team of childcare and camp program staff, delegating responsibilities and training for optimal performance
- Supervised and maintained the Youth Activity Center facility, ensuring a safe and functional environment
- Spearheaded the development of an adult recreation program, orchestrating monthly outings and in-house activities
- Procured and managed all necessary materials to execute program themes and activities efficiently
- Directed the Leaders In Training program, developing monthly volunteer opportunities and mentoring participants

- Collaborated and communicated with Directors of Recreation, Membership, Food and Beverage, and Fitness, coordinating a consistent club-wide calendar
- Administered and updated the Foretees Club Central App and Website, ensuring accurate and timely information on monthly recreation programs
- Oversaw all daily childcare services and Kids' Night Out programs, ensuring smooth and efficient operations
- Designed and executed engaging monthly Kids' Night Out themes, enhancing participant experience
- Coordinated and managed all camp programs, including School's Out, Spring Break, and Summer Camps, aligning schedules with Duval and St. Johns County school calendars

Community Education and Prevention Coordinator/ Volunteer Coordinator— *Quigley House Inc*

October 2014 - April 2015

- Conceptualized and delivered impactful public presentations across schools, community centers, and public forums, strategically designed to identify crime victims and facilitate access to critical services
- Conducted extensive awareness campaigns throughout Clay County, engaging diverse audiences including parents, educators, legal professionals, medical personnel, childcare providers, adolescents, social service agencies, children, businesses
- Provided immediate crisis intervention and confidential support, offering counseling, information, and referrals to primary and secondary victims of domestic violence and sexual assault identified through community education initiatives
- Established and executed a comprehensive volunteer management program, encompassing recruitment, screening, and specialized training for all Quigley House programs
- Facilitated ongoing professional development, delivering monthly orientations and quarterly core competency training to enhance volunteer effectiveness
- Oversaw all volunteer operations, maintaining personnel records, accurately documenting volunteer hours, and generating detailed program progress reports
- Conducted performance evaluations and produced comprehensive written reports, ensuring volunteer accountability and continuous improvement
- Served as a critical liaison, maintaining consistent communication with program directors to address evolving volunteer needs within the organization
- Directed and curated all aspects of Quigley House's social media presence, ensuring consistent messaging and community engagement

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Dennis W. Barron, Jr., Director of Public Works
DATE:	03/20/2025
SUBJECT:	Bid No. 2425-05 Sludge Hauling

BACKGROUND

The City of Jacksonville Beach is currently in the second renewal of contract extension for sludge hauling from the Water Reclamation Facility (WRF) to the Trailridge Landfill. The City Public Works (PW) department worked with procurement to request and receive new bids for this ongoing service to haul sludge from the WRF. This work is required for operations of the facility and these trucks need to remain available for usage. The sludge is hauled to Trailridge Landfill as part of this agreement.

There were two bids received from vendors as part of this solicitation. Upon review, the PW department has recommended continuing service with Revinu, Inc. for the upcoming contract. This contract is for a three-year term with an additional two-year renewal.

The Bid Package specifies a term of three (3) years, which may be extended for a single two (2) year term, for a total contract length not to exceed five (5) years. Extension terms are subject to mutual consent of the City and the Contractor.

To view the Original Bid Package and Addendums, click [HERE](#).

To view the Submittal package from Revinu, Inc., click [HERE](#).

FINANCIAL IMPACT

Sludge hauling services are included in the Water/Sewer Fund annual operating budget.

REQUESTED ACTION

1. Award/Reject Bid No. 2425-05 to Revinu, Inc., for the Sludge Hauling;
2. Authorize the Mayor and City Manager to negotiate and execute any contract as a result of this bid award; and
3. Delegate authority to the City Manager to approve and execute all subsequent contract renewals through the maximum contract term

ATTACHMENTS

1. Bid# 2425-05 Response Summary
2. Bid# 2425-05 Bid Tabulation
3. Bid# 2425-05 Intent to Award Notification

Public Works
Response Summary
Bid No. 2425-05 Sludge Hauling

Form

Vendor	1	2	2	3	4	5	6	7	8	9	Local Bus.		W-9	Addendum #1	Notes
											Tax Receipt				
Revinu, Inc.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	a		✓		✓
H&H Liquid Sludge Disposal, Inc	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	a		✓		✓

Legend:
a - Not provided

Bid Tabulation
Public Works
2425-05 Sludge Hauling

		Revinu, Inc.		H&H Liquid Sludge Disposal, Inc.	
Item #	Quantity	Unit Price	Extended Price	Unit Price	Extended Price
1	3250	\$30.98	\$100,685.00	\$58.00	\$188,500.00
Total Base			\$100,685.00		\$188,500.00

Notes

City of

Jacksonville Beach

Property and

Procurement Division

1460A Shetter Avenue

Jacksonville Beach

FL 32250

Phone: 904.247.6229

Email: purchasing@jaxbchfl.net

www.jacksonvillebeach.org

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

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

Date: May 05, 2025

From: Luis F. Flores, Property and Procurement Officer

RE: **Bid No. 2425-05 Sludge Hauling**

Recommendation will be presented to the City Manager for:

Bid Number: 2425-05

Title: Sludge Hauling

Recommendation will be presented to the City Manager for intent to award of Bid No. 2425-05 Sludge Hauling to Revinu, Inc. for Sludge Hauling.

The complete bid tabulation sheet is attached herewith.

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

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

We would like to thank each bidder for their submittal.

Luis F. Flores

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



Bid Tabulation
Public Works
2425-05 Sludge Hauling

		Revinu, Inc.		H&H Liquid Sludge Disposal, Inc.	
Item #	Quantity	Unit Price	Extended Price	Unit Price	Extended Price
1	3250	\$30.98	\$100,685.00	\$58.00	\$188,500.00
Total Base			\$100,685.00		\$188,500.00