



City of Jacksonville Beach

Agenda

11 North Third Street
Jacksonville Beach, Florida

City Council

Monday, December 1, 2025

6:00 PM

Council Chambers

MEMORANDUM TO:

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

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. Council Briefing held on November 10, 2025
- B. Regular City Council Meeting held on November 17, 2025

APPROVAL OF THE AGENDA

ANNOUNCEMENTS

COURTESY OF THE FLOOR TO VISITORS

CONSENT AGENDA

- A. Award/Reject RFP No. 11-2425 Tennis Professional to Daniel L. Carozza, Jr., for five years and authorize the Mayor and City Manager to sign the final contract

MAYOR AND CITY COUNCIL

CITY CLERK

CITY MANAGER/NEW BUSINESS

- A. Appoint Greg Kleffner to serve on the board of trustees as the fifth member of the General Employees' Pension Board beginning January 1, 2026 and expiring December 31, 2027
- B.
 - 1. Appoint a Chair for the Community Redevelopment Agency for a one-year term beginning January 1, 2026; and
 - 2. Appoint a Vice-Chair for the Community Redevelopment Agency for a one-year term beginning January 1, 2026
- C.
 - 1. Approve/Disapprove the appointment of _____ to fill the remainder of Debbie Cole's unexpired term on the Planning Commission with a term beginning on January 1, 2026 and ending on December 31, 2028; and
 - 2. Approve/Disapprove the appointment of _____ to a new four-year Regular Member term on the Planning Commission beginning January 1, 2026 and ending December 31, 2029; and
 - 3. Appoint a new 1st Alternate to the Planning Commission to fill the remainder of the 1st Alternate term expiring December 31, 2028; and
 - 4. Appoint a new 2nd Alternate to the Planning Commission to fill the remainder of the 2nd

[IGNORE_INDENT]

Alternate term expiring December 31, 2027

- D.
1. Approve/Disapprove the appointment of _____ to a new four-year Regular Member term on the Board of Adjustment expiring December 31, 2029; and
 2. Approve/Disapprove the appointment of _____ to a new four-year Regular Member term on the Board of Adjustment expiring December 31, 2029; and
 3. Approve/Disapprove the appointment of _____ to fill the remainder of the unexpired Regular Member seat on the Board of Adjustment with a term expiration of December 31, 2028; and
 4. Nominate and appoint a new 1st Alternate expiring December 31, 2029 ; and
 5. Nominate and appoint a new 2nd Alternate expiring December 31, 2029

RESOLUTIONS

ORDINANCES

- A. Approve/Disapprove Ordinance No. 2025-8230 on the first reading amending the bid threshold in City Code of Ordinances, Chapter 2 "Administration", Article I "In General", and schedule a second reading for December 15, 2025

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 City Council Briefing
Monday, November 10, 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 Dan Janson (Absent)
Greg Sutton John Wagner (via phone) Bruce Wouters

Also present were Police Commander Thomas Bingham, Police Chief Gene Paul Smith, Director of Parks and Recreation Jason Phitides, Chief Financial Officer Ashlie Gossett, City Attorney David Migut, Director of Planning and Development Heather Ireland, 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

Annual Paid Parking Review

Police Commander Thomas Bingham and Police Chief Gene Paul Smith provided the Council with a summary [on file] of the 2025 paid parking program for the City. A conversation ensued regarding the program. Mr. Bingham and Mr. Smith answered questions from the Council.

Update Code of Ordinances Chapter 20

Director of Parks and Recreation Jason Phitides provided the Council with a summary of recommended amendments to Chapter 20 – Parks and Recreation of the City’s Code of Ordinances. Mr. Phitides stated the objective of the amendments was to improve safety, clarity, and consistency across all park facilities. It was the consensus of the Council for staff to bring the updated Code of Ordinances, Chapter 20, back to the Council for formal consideration at an upcoming City Council meeting.

Purchasing Ordinance and Manual Update Project

Chief Financial Officer Ashlie Gossett provided the Council with an update on the Purchasing Ordinance and Manual Update project. A conversation ensued regarding the proposed policy changes and the draft Procurement Manual. Ms. Gossett, City Manager Mike Staffopoulos and City Attorney David Migut responded to questions from the Council.

It was the consensus of the Council for the updated Procurement Manual and Purchasing Ordinance be presented to the Council for formal consideration at an upcoming City Council meeting. Mr. Migut would provide clarifying information regarding specific questions of the Procurement Manual to the Council at the time of formal consideration.

P3 Feedback

Mr. Staffopoulos provided an overview of the Public-Private Partnership (P3) project for the redevelopment of the Latham Plaza parking lot, referencing the documents previously emailed to the Council for review [on file].

Mr. Migut addressed the question from Council Member Wagner regarding whether a Council Member could serve on the review committee for the P3 project Request for Proposal (RFP) process. Mr. Migut summarized his opinion as outlined in his prior email response [on file].

A conversation ensued regarding the RFP timeline and process. Director of Planning and Development Heather Ireland, Mr. Staffopoulos, and Mr. Migut answered questions and provided clarification to the Council.

It was the consensus of the Council for staff to prepare a timeline outlining the next steps in the process and provide it to the Council for review.

Board Appointments

Mayor Hoffman recommended the Council narrow the list of eligible board applicants for the upcoming expiring and vacant board seats. A conversation ensued, during which Deputy City Clerk Jodilynn Byrd answered questions from the Council. The Council agreed to reduce the list of eligible applicants to be considered for appointment at an upcoming City Council meeting.

Committee Assignment Report

Council Member Golding provided an update on House Bill 145, regarding Sovereign Immunity.

Miscellaneous City Manager's Items

Mr. Staffopoulos informed the Council he would be sending them a copy of the new proposed franchise agreement between the City of Jacksonville Beach, doing business as Beaches Energy Services, and the City of Neptune Beach. Mr. Staffopoulos provided information and a timeline of the approval process for the franchise agreement.

Future Briefing Topics

Mr. Migut stated he was tasked with an annual review of the Legislative Policy and had no proposed changes at this time. He invited the Council to contact him directly with any proposed changes they may have.

Ms. Golding discussed potential upcoming legislation related to property taxes and noted many residents are unaware of the details and amounts the City of Jacksonville Beach receives from these taxes. She emphasized the opportunity to raise public awareness and educate the community about property taxes. A discussion ensued regarding the legal limitations on providing information about property taxes prior to a potential ballot initiative. Mr. Migut clarified the current restrictions and stated he would conduct additional research and report back to the Council with further information.

Ms. Hoffman requested an update regarding the city-wide signage project. Mr. Staffopoulos stated the project would be up for discussion at a future council briefing.

Council Member Sutton requested an update on the park assessment project and a timeline for the various related projects. Mr. Staffopoulos stated most of the work was expected to be included in the 5-year Capital Improvement Plan, but he would confirm with Director of Parks and Recreation Jason Phitides and provide the Council with updated information.

Council Member Horn suggested a Take 2 Tuesday be done, highlighting the recent portion of the Urban Trails project completed on Jacksonville Drive.

Mr. Horn requested an update on the proposed passive park at South Beach Parkway and Jacksonville Drive. Mayor Hoffman suggested holding a joint meeting between the City Council and the Community Redevelopment Agency to discuss the passive park, along with other projects. Mr. Staffopoulos stated the joint meeting would be scheduled for the second quarter of the fiscal year, between January and March 2026.

Council Member Wouters asked for clarification regarding the width of the new sidewalk as part of the Urban Trails installed on Jacksonville Drive. Mr. Staffopoulos responded the width of the sidewalk was increased from 5 feet to 8 feet.

The Briefing adjourned at 7:13 P.M.

Submitted by: Jodilynn Byrd
Deputy City Clerk

Approved:

Christine H. Hoffman, MAYOR

Date: _____

**Minutes of Regular City Council Meeting
held Monday, November 17, 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
Greg Sutton John Wagner Bruce Wouters

Also present were: City Manager Mike Staffopoulos, Beaches Energy Services Electrical Engineer Nick Johnson, City Attorney David Migut, Director of Public Works Dennis Barron, Community Redevelopment Agency (CRA) Coordinator Taylor Mobbs, Chief of Parks Development and Maintenance Trevor Hughes, and City Clerk Molly Alleger.

APPROVAL OF MINUTES:

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

- Special Council Briefing held on October 21, 2025
- Regular City Council Meeting held on November 3, 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 Horn reported attending the Volunteer Life Saving Corps (VLSC) end-of-year banquet on November 8, 2025. He noted the organization marked its 113th season serving Jacksonville Beach and highlighted its contributions during the year, including 29 active members, 9,021 service hours, five rescues, 17 assists, and multiple first-aid responses. He stated the volunteer hours equated to approximately \$140,000 in value based on a \$15 hourly rate, representing significant savings for the community. Mr. Horn expressed appreciation for the VLSC's dedication, service, and ongoing commitment to the beach.

Council Member Golding praised the Fletcher High School band's friends-and-family performance leading up to the state competition. She reminded colleagues the House Select Committee on Property Taxes would meet on November 20, 2025, to review eight property tax bills and encouraged outreach to committee members regarding local impacts. She announced the opening day of Deck the Chairs on November 26, 2025, and congratulated the Jacksonville Jaguars on their recent win. She wished everyone a happy Thanksgiving.

Council Member Janson reported the Fletcher Senators band placed first in Class 2A and fourth overall in Florida, an accomplishment he described as impressive given the number of high schools statewide.

Council Member Wagner reported attending the Battle of the Bands Against Breast Cancer charity event on November 15, 2025. He noted the event drew people from all backgrounds and emphasized cancer's impact across communities.

Council Member Wouters congratulated those involved with the Super Girl Surf Pro event and thanked Beaches Go Green volunteers for cleaning the downtown area. He thanked Council Member Horn for the Volunteer Life Saving Corps update. He noted the Veterans Day ceremony at Memorial Park was a meaningful tribute and several colleagues were in attendance. He closed by expressing appreciation to his colleagues for serving the City and being grateful to work with them in his first year of service.

Mayor Hoffman thanked Vice Mayor Janson for covering the previous Council meeting while she was on jury duty and noted she was not selected for the case. She congratulated Alyssa Spencer for winning the 2025 Super Girl Surf Pro and acknowledged the strong performance of the Fletcher swim team. She announced a BEAM food distribution on November 22, 2025, providing 500 food boxes in addition to annual Thanksgiving baskets and encouraged sharing the information with families in need.

COURTESY OF THE FLOOR TO VISITORS: None

CONSENT AGENDA:

Item A Accept the Monthly Financial Reports for the Month of October 2025

Item B Approve the First Amendment to the Franchise Contract Agreement with Waste Pro of Florida, Inc., to provide for eligible disaster debris collection and removal/disposal, and authorize the Mayor and City Manager to execute the amendment

Item C 1. Approve the purchase of Toro equipment using the discounted pricing provided by the First Tee; and
2. Approve the future use of the First Tee discount where it provides advantageous pricing to the City that is lower than competitively bid contracts

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

Mr. Janson requested to pull Consent Agenda Item B for discussion.

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

CITY CLERK: None

CITY MANAGER/NEW BUSINESS:

Item A Approve/Disapprove an agreement for critical infrastructure relating to cybersecurity

Item B Approve/Disapprove an agreement for critical infrastructure services relating to cybersecurity

Council Member Janson, Council Member Wagner, Mayor Hoffman, Council Member Wouters, Council Member Horn, and Council Member Sutton.

Discussion: A brief discussion ensued about attendance.

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

The motion passed unanimously.

Item D Authorize the purchase of diagnostic testing equipment from OMICRON Electronics Corp. USA, DILO Company, Inc., and Doble Engineering Company as sole-source providers

Beaches Energy Services Electrical Engineer Nick Johnson introduced the item and provided background.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to authorize the purchase of diagnostic testing equipment from OMICRON Electronics Corp. USA, DILO Company, Inc., and Doble Engineering Company as sole-source providers.

Discussion: A discussion ensued about ongoing costs, equipment lifespan, bidding process, and requirements to be considered a sole-source provider.

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

The motion passed unanimously.

Consent Item B Approve the First Amendment to the Franchise Contract Agreement with Waste Pro of Florida, Inc., to provide for eligible disaster debris collection and removal/disposal, and authorize the Mayor and City Manager to execute the amendment

Director of Public Works Dennis Barron introduced the item and provided background.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to approve the First Amendment to the Franchise Contract Agreement with Waste Pro of Florida, Inc., to provide for eligible disaster debris collection and removal/disposal, and authorize the Mayor and City Manager to execute the amendment.

Discussion: A discussion ensued about previous debris billing, contract, and potential price increases based on adding this service to the contract.

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

The motion passed unanimously.

RESOLUTIONS:

Item A Adopt/Deny Resolution No. 2201-2025 adopting an updated Southend Community Redevelopment Plan

CRA Coordinator Taylor Mobbs introduced the item and provided background.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to adopt Resolution No. 2201-2025 adopting an updated Southend Community Redevelopment Plan.

Discussion: A discussion ensued about public art, the passive park located at South Beach Parkway and Jacksonville Drive, and artist selection.

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

The motion passed unanimously.

Item B Adopt/Deny Resolution No. 2199-2025 amending rates for the Jacksonville Beach Golf Club

Item C Adopt/Deny Resolution No. 2204-2025 amending the Golf Course Bylaws

Mayor Hoffman noted Item B and Item C would be heard together.

Chief of Parks Development and Maintenance Trevor Hughes introduced the items and provided background.

Public Hearing:

The following spoke in opposition of Item C, Resolution No. 2204-2025:

- Thomas Griffin, 122 Glen Cove Place, Ponte Vedra Beach
- Robert Davis, 14560 San Pablo Drive North, Jacksonville
- Tracy Winfree, 3146 Mistry Creek Lane, Jacksonville
- Carol Fisher, 5469 River Trail Road, Jacksonville
- Muriel Bremer, 1219 10th Street North, Jacksonville Beach
- Kathy Hall, 1639 6th Street South, Jacksonville Beach
- Bob Cummo, 4456 Apple Leaf Drive East, Jacksonville
- Tom Richardson, 216 33rd Avenue South, Jacksonville Beach
- Bill Egan, 3063 Cypress Creek Drive, Ponte Vedra Beach
- Charles Carbo, 101 Margaret Street, Neptune Beach

The following spoke in opposition of Item C, Resolution No. 2204-2025 and league fees:

- Holden Hackbarth, 4515 Hanover Park Drive, Jacksonville
- Barb McHugh, 616 Bonaire, Jacksonville Beach
- Sue Buck, 1334 Plantation Oaks Drive North, Jacksonville Beach
- Lloyd Archibald, 127 7th Avenue North, Jacksonville Beach
- Tom Keiper, 1705 Pitch Pine Avenue, St. Johns

The following did not wish to speak but submitted speaker cards in opposition of Item C, Resolution No. 2204-2025:

- Julie Clairmont, 2554 Burnham Circle, Ponte Vedra Beach
- Gibby Peace, 707 1st Street, #501, Jacksonville Beach

- Lois Lee, 1326 Ponte Vedra Boulevard, Ponte Vedra Beach
- Barbara Traylor, 327 Dogleg Run, St. Johns
- Jane Tyska, 808 Tournament Road, Ponte Vedra Beach
- Diane Eymer, 191 Sea Hammock Way, Ponte Vedra Beach
- James Bremer, 1219 10th Street North, Jacksonville Beach
- Joan Bauer, 23 Loggerhead Lane, Ponte Vedra Beach
- Patrick Norris, 817 7th Avenue North, Jacksonville Beach
- Ed Gil, 5110 Otter Creek Drive, Ponte Vedra Beach
- Roger Donnellan, 527 5th Street North, Jacksonville Beach
- Sean Cantx [no address provided]

Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to adopt Resolution No. 2199-2025 amending rates for the Jacksonville Beach Golf Club.

Discussion: A discussion ensued about rates, tee time cancellations, and golf course maintenance.

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

The motion passed 6-1.

Motion: It was moved by Mr. Janson, seconded by Ms. Golding, to adopt Resolution No. 2204-2025 amending the Golf Course Bylaws.

Discussion: A discussion ensued about public access, league play, tee times, bylaws, and deferral of the item.

Motion: It was moved by Mr. Sutton, seconded by Mr. Wagner, to continue the item.

Discussion: A discussion ensued about public feedback, accessibility of course tee times to the public, and clarity of the bylaws.

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

The motion passed unanimously.

ORDINANCES: None

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 8:23 P.M.

Submitted by: Molly Alleger
City Clerk

Approval:

Christine H. Hoffman, MAYOR

Date: _____

DRAFT



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Jason Phitides, Director of Parks and Recreation
DATE:	December 1, 2025
SUBJECT:	RFP No. 11-2425 Tennis Professional

BACKGROUND

[RFP No. 11-2425 Tennis Professional](#), was published in September 2025 to acquire the services of a Tennis Professional to provide group and private tennis lessons for all ages at the Jacksonville Beach Tennis Club.

The Tennis Professional may also use the tennis court at South Beach Park. The Tennis Professional shall be deemed to be an independent contractor and not an agent or employee of the City.

Minimum bid qualifications require respondents to possess professional certification by a nationally recognized tennis organization, demonstrate at least 10 years' teaching experience in a municipal or club setting, and provide Professional Liability insurance coverage in the amount of \$1,000,000 as offered by the United States Professional Tennis Association or similar organization.

Four proposals were received and evaluated by a committee consisting of the (tennis facility) Recreation Supervisor, Chief of Parks Development and Maintenance, and the Director of Parks and Recreation. Daniel L. Carozza, Jr., received the highest score of 96.6%.

The contract term is five years.

FINANCIAL IMPACT

The Tennis Professional will receive 70% of the revenue derived from lessons and clinics, and may offer sales of goods and services normally provided by professional tennis shops, such as racquet stringing, tennis balls and racquet grips etc. The Tennis Professional may receive 100% of such sales, provided they are not included in the City's point-of-sale system.

REQUESTED ACTION

Award/Reject RFP No. 11-2425 Tennis Professional to Daniel L. Carozza, Jr., for five years and authorize the Mayor and City Manager to sign the final contract

ATTACHMENTS

1. RFP No. 11-2425 Intent to Award Notification
2. RFP No. 11-2425 Response - Daniel Carozza, Jr.
3. RFP No. 11-2425 Tennis Professional Contract

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

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

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

Date: October 17, 2025
From: Luis F. Flores, Property and Procurement Officer
RE: **RFP No. 11-2425**

Recommendation will be presented to the City Manager for:

RFP Number: 11-2425
Title: Tennis Professional
Award to: ***Daniel L. Carozza Jr.***

Attached is the Selection Committee Collective Summary.

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

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

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

We would like to thank each respondent for their submittal.

Luis F. Flores

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



Criteria 1 - Qualifications and Experience (40 Points)

VENDOR	Member 1	Member 2	Member 3	SCORE
Daniel L. Carozza Jr.	40	35	40	38.33333333
Thomas Hack	20	25	30	25
904 Tennis	38	35	40	37.66666667
Collins A. Terry	20	25	15	20

Criteria 2 - References (10 points)

VENDOR	Member 1	Member 2	Member 3	SCORE
Daniel L. Carozza Jr.	10	10	10	10
Thomas Hack	10	10	10	10
904 Tennis	10	10	10	10
Collins A. Terry	10	10	10	10

Criteria - 3 Lesson Program (25 points)

VENDOR	Member 1	Member 2	Member 3	SCORE
Daniel L. Carozza Jr.	25	20	25	23.33333333
Thomas Hack	0	15	0	5
904 Tennis	25	15	25	21.66666667
Collins A. Terry	0	10	0	3.33333333

Criteria 4 - Financial Terms and Contractual Conditions – (25 points)

VENDOR	Member 1	Member 2	Member 3	SCORE
Daniel L. Carozza Jr.	25	25	25	25
Thomas Hack	25	20	20	21.66666667
904 Tennis	0	5	10	5
Collins A. Terry	0	0	10	3.33333333

VENDOR	SCORE	Rank
Daniel L. Carozza Jr.	96.6666667	1
Thomas Hack	61.6666667	3
904 Tennis	74.3333333	2
Collins A. Terry	36.6666667	4



City of Jacksonville Beach

Property and Procurement Division
1460A Shetter Ave., Jacksonville Beach, FL 32250
Tel: 904-247-6229



REQUEST FOR PROPOSALS

RFP Number:	11-2425
RFP Title:	Tennis Professional

Submittal Opening	
Day:	Wednesday
Date:	October 8, 2025
Time:	2:00 P.M.
Location:	Property and Procurement
Address:	1460A Shetter Ave., Jacksonville Beach, FL 32250

ANTICIPATED TIME LINE: The **anticipated** schedule for this RFP is as follows:

RFP Advertised	10-September-2025
Deadline to Submit Questions	26-September-2025
Addendum (if necessary) Issued	1-October-2025
RFP Opened	8-October-2025

TABLE OF CONTENTS

	<u>Page(s)</u>
SECTION A: OVERVIEW	3-5
1. Purpose	4
2. RFP Due Date	4
3. Questions and Requests for Clarification	4
4. Eligibility	4
5. Contract Award	5
6. Submittal Requirements	5
 SECTION B: GENERAL PROVISIONS	 6-22
 SECTION C: TECHNICAL SPECIFICATIONS	
Tennis Professional	23-26
 SECTION D: EVALUATION AND AWARD PROCEDURES	 27-30
 SECTION E: SUBMITTAL FORMS	 31-42
Form 1: Proposal Tender Form	32-33
Form 2: RFP Award Notice	34
Form 3: Required Disclosure	35
Form 4: Drug-Free Workplace Compliance	36
Form 5: Non-Collusion Affidavit	37
Form 6: Non-Bankruptcy Affidavit	38
Form 7: Certification Pursuant to Florida Statute §287.135	39
Form 8: Suspension & Debarment	40
Form 9: Florida Anti-Human Trafficking	41
W-9	42

SECTION A: OVERVIEW

1. PURPOSE:

The City of Jacksonville Beach, (hereinafter “City”) is soliciting proposals from qualified professionals for a Tennis Professional for the City’s tennis facilities located at Huguenot Park and South Beach Park.

The Jacksonville Beach Tennis Club is located at Huguenot Park, one block from the ocean. Its features include seven (7) lighted courts with hitting backboard, a pro shop and a lounge. In addition, the City has one (1) court located at the South Beach Park. The courts are open seven (7) days a week throughout the year. Court maintenance is the responsibility of the City.

The intent of the solicitation is to obtain the most efficient, cost effective professional service contract provided by a qualified and responsible individual based in all respects in accordance with the solicitation documents and to the satisfaction of the City.

Interested, qualified tennis professionals, who can demonstrate ability to successfully provide these tennis services are invited to submit a proposal, provided they meet the minimum eligibility requirements described below.

2. RFP DUE DATE: **2:00 PM WEDNESDAY OCTOBER 8, 2025**

RFPs will be received until 2:00 P.M., Wednesday, October 8, 2025, and then opened publicly by the Property and Procurement Division, First Floor O&M Building, 1460A Shetter Avenue, Jacksonville Beach, Florida 32250.

3. QUESTIONS AND REQUESTS FOR CLARIFICATION:

No verbal interpretations will be made of any documents. Requests for such interpretations shall be made in writing via email at Purchasing@jaxbchfl.net no later than **September 26, 2025**. It is the respondent’s responsibility to ensure that all queries submitted for interpretation are received and addressed by the City no later than **October 1, 2025**. Questions which are not acknowledged by the City prior to the **September 26, 2025** will not be considered for addendum issuance. All interpretations will be in the form of an addendum and will be published on the Bid/RFP/RFQ section of the City’s website <https://www.jacksonvillebeach.org/Bids.aspx>.

4. ELIGIBILITY

The selected individual will be an independent contractor, not an employee of the City. The selected contractor will be required to furnish adequate liability and workman’s compensation insurance.

5. CONTRACT AWARD:

The City reserves the right to enter into a contract with the selected firm(s) that the City deems to offer the best overall qualifications and experience. In addition, the City Manager, as the City's representative, in his sole discretion, reserves the right to cancel this RFP, to reject any and all proposals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised specifications, if it is deemed to be in the best interest of the City to do so.

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

The City reserves the right to award this contract to one or more firms. In the event of a multiple award, the City will designate a Primary and Secondary Contractor. The Secondary Contractor will be used if the Primary Contractor is unable to cope with the demands of the project, or if performance standards are unacceptable, or if the contract is terminated for cause or convenience.

6. SUBMITTAL REQUIREMENTS:

Submit completed package one (1) original plus three (3) copies and one (1) USB thumb drive in one sealed envelope. Packages received without the requested information or quantities may be rejected.

It is incumbent upon the respondent to ensure that all copies of the proposal package submittals are complete and exact replicas of each other.

Clearly mark the submittal envelope with the RFP number, RFP title and Respondent name.

It is incumbent upon the Respondent to ensure that proposal package submittals are received by the Property and Procurement Division on time. Submissions received after the due date and time will not be considered.

FORM 1: PROPOSAL TENDER FORM

RFP NUMBER: **11-2425**
TITLE: **Tennis Professional**

TO: THE CITY OF JACKSONVILLE BEACH, FLORIDA

FROM: Daniel L. Carozza Jr.

All services shall be provided meeting, and in compliance with this RFP document and the most current versions of all local, state, and federal laws, rules, regulations, policies, guidelines.

NOTE: Respondent is solely responsible for developing / determining / verifying for this project all plans / all methods / all quantities / all measurements and all manufacturers' requirements / recommendations necessary to provide a satisfactory fully completed project under the provisions of the RFP, to the City's satisfaction, to include costs for all labor, all equipment, all materials, all rental / leasing / purchasing of equipment and materials, all preparations, all repairs, all safety work, all quality control work, all disposal work, all mobilization and demobilization work, all sub-consultant work, all taxes, all insurance, all bonding if required, all inspection work, all verification work, all warranty work, all permitting at all levels of government, all Consultant overhead, all Consultant profit, and any / all other project related work and/or cost/expense that is not listed, and all of which shall be the basis for the Respondent's response for this RFP.

I hereby certify that I have read and understand the requirements of **RFP #: 11-2425 Tennis Professional**, and as the Respondent will comply with all requirements, and that I am duly authorized to execute this response document and any Contract(s) and/or other transactions required by award of this RFP.

SUBMITTED BY: Daniel L. Carozza Jr.
Printed Name of Authorized Submitter

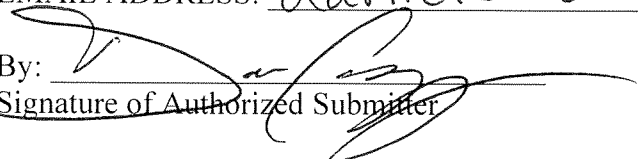
COMPANY NAME: _____

ADDRESS: 1543 Kingfisher Blvd.

CITY, STATE & ZIP: Orange Park, FL 32065

TELEPHONE NUMBER: (904) 597-1155

EMAIL ADDRESS: danielcarozzajr17@gmail.com

By: 
Signature of Authorized Submitter

Title (typed or neatly printed)

FORM 1: PROPOSAL TENDER FORM

<u>RFP DOCUMENT TURN-IN CHECKLIST</u>		
<p>The following documents are to be completed, signed and submitted as part of the Submittal Package in response to this RFP. Failure to provide the listed documents may be cause for the CITY to consider rejection of the submitted RFP. This consideration will be at the sole discretion of the CITY.</p>		
INITIAL Check-Off	#	SECTION TITLE
[<input checked="" type="checkbox"/>]	1.	TITLE PAGE
[<input checked="" type="checkbox"/>]	2.	TABLE OF CONTENTS
[<input checked="" type="checkbox"/>]	3.	LETTER OF TRANSMITTAL
[<input checked="" type="checkbox"/>]	4.	FORM 1: PROPOSAL TENDER FORM (Page 32-33)
[<input checked="" type="checkbox"/>]	5.	FORM 2: RFP AWARD NOTICE (Page 34)
[<input checked="" type="checkbox"/>]	6.	FORM 3: REQUIRED DISCLOSURE (Page 35)
[<input checked="" type="checkbox"/>]	7.	FORM 4: DRUG-FREE WORKPLACE COMPLIANCE (Page 36)
[<input checked="" type="checkbox"/>]	8.	FORM 5: NON-COLLUSION AFFIDAVIT (Page 37)
[<input checked="" type="checkbox"/>]	9.	FORM 6: NON-BANKRUPTCY AFFIDAVIT (Page 38)
[<input checked="" type="checkbox"/>]	10.	FORM 7: CERTIFICATION PURSUANT TO FLORIDA STATUTE §287.135 (Page 39)
[<input checked="" type="checkbox"/>]	11.	FORM 8: SUSPENSION & DEBARMENT PURSUANT TO FLORIDA STATUTE §287.1351, EXECUTIVE ORDERS 12549 AND 12689, 2 C.F.R. PART 180 (Page 40)
[<input checked="" type="checkbox"/>]	12.	FORM 9: ANTI-HUMAN TRAFFICKING (Page 41)
[<input checked="" type="checkbox"/>]	13.	W-9 (Attach completed and signed form, which can be obtained from www.irs.gov) (Page 42)
[]]	14.	LOCAL BUSINESS TAX RECEIPT
<p>NOTE: Please INITIAL Check-Off of each <i>document / activity / requirement</i> that is attached to the Proposal Tender Form and/or is required by the RFP and/or Addenda.</p>		
<u>ADDENDA RECEIPT VERIFICATION</u>		
<p>Respondent shall acknowledge receipt of all addenda, if any, to the RFP, by filling in Addenda Numbers and dates below.</p>		
Addendum #: ___ Dated: ___	Addendum #: ___ Dated: ___	
Addendum #: ___ Dated: ___	Addendum #: ___ Dated: ___	

FORM 2: RFP AWARD NOTICE

City of Jacksonville Beach

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

NOTICE: Items 1 to 6 are to be completed by the respondent. The respondent is to submit the form to the CITY along with the Proposal Tender Form and other required documents.

- 1. Company Name: Daniel L. Carozza Jr.
- 2. Address: 1543 Kingfisher Blvd.
- 3. City, State & Zip: Orange Park, FL 32065
- 4. Attention: _____
- 5. Phone: (904) 597-1155
- 6. E-mail address: danielcarozza jr 17@gmail.com

PLEASE PRINT CLEARLY

ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH

Proposals were received and evaluated, and the following recommendation will be presented to the City Manager for award of **RFP No. 11-2425** per the attached Proposal Tabulation form(s).

A written notice of intent to file a protest must be filed with the Purchasing Administrator within three (3) days after receipt by the respondent of the Notice of Intent to Submit RFP for Approval and Award by City Council from the Purchasing Administrator in accordance with the procedures set forth in Section XII K., City of Jacksonville Beach Purchasing Manual.

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

Thank you for your proposal.
Sincerely,

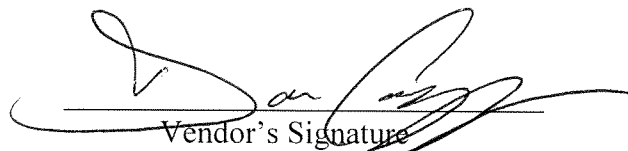
CITY OF JACKSONVILLE BEACH
/s/Luis F. Flores
Property and Procurement Division

FORM 4: DRUG-FREE WORKPLACE COMPLIANCE

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

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

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


Vendor's Signature

FORM 5: NON-COLLUSION AFFIDAVIT

Daniel L. Carora Jr., being first duly sworn deposes and says that:

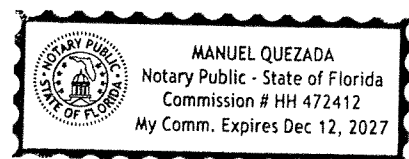
1. He (it) is the Daniel L. Carora Jr., of _____ the respondent that has submitted the attached proposal;
2. He is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
3. Such proposal is genuine and is not a collusive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

By: [Signature]

Sworn and subscribed to before me this 8th day of October, 2025
in the State of Florida, County of Clay.

Manuel Quezada [Signature] Notary Public

My Commission Expires: 12/12/2027



FORM 6: NON-BANKRUPTCY AFFIDAVIT

RFP #: 11-2425

STATE OF Florida,

COUNTY OF Clay,

Daniel L. Corroza Sr is an officer and member of the firm of _____, being first duly sworn, deposes and states that;

1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, considers such action on the part of the affiant to constitute good cause for denial, suspension, revocation, disqualification, or rejection of affiant's participation in **RFP No. 11-2425**
3. Certification Statement: This is to certify that the aforementioned firm has not filed for bankruptcy in the past seven (7) years and that no owner/officer or principal of the aforementioned firm has filed for bankruptcy personally in the past seven (7) years or has been an owner/officer or principal of a firm which has filed for bankruptcy in the past seven (7) years.

[Handwritten Signature]
Affiant Signature

Sworn to before me this 8th day of October, 2025 by Daniel Corroza
(Name of affiant)

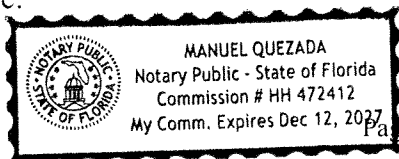
He/She is personally known to me or has produced Florida Drivers License as identification.

[Handwritten Signature]
Signature of Notary

Notary's Printed Name
Manuel Quezada

Expiration of Notary's Commission 12/12/2027

Affix Seal Here:



**FORM 7: CERTIFICATION PURSUANT TO FLORIDA STATUTE
§287.135**

I, Daniel L. Corona Jr on behalf of _____ certify
Print Name and Title Company Name

that _____:
Company Name

- a. is not on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel. Pursuant to section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Company is found to have submitted a false certification; or if the Company is placed on the Scrutinized Companies that Boycott Israel List or is engaged in the boycott of Israel during the term of the Agreement.

- b. If this Agreement is for more than one million dollars, the Company certifies that it is also not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in section 287.135, F.S. Pursuant to section 287.135, F.S., the City may immediately terminate this Agreement at its sole option if the Company is found to have submitted a false certification; or if the Company is placed on the Scrutinized Companies with Activities in Sudan List, or Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria during the term of the Agreement.

- c. As provided in subsection 287.135(8), F.S., if federal law ceases to authorize these contracting prohibitions, then they shall become inoperative.

**FORM 8: SUSPENSION & DEBARMENT PURSUANT TO FLORIDA
STATUTE §287.1351, Executive Orders 12549 and 12689, 2 C.F.R. Part 180**

I, Daniel L. Corcoran Sr on behalf of _____ certify
Print Name and Title Company Name

that _____:
Company Name

- A. The prospective Vendor certifies that it and its principals (subcontractors and suppliers):
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded by any Federal, State, County, City of Town or other government agency;
 - b. Have not within (36 months) period preceding this time, been convicted of or had a civil judgement entered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal or State, City or Town or other local agency) transaction or contract; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
 - c. Are not presently indicated for otherwise criminally or civilly charged by a government entity (Federal, State or local) within commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
 - d. Have not within (36) months period preceding this time, had one or more public contracts (Federal, State, City, or Town or other agency) terminated for cause or default.
- B. Where the prospective Vendor is unable to certify to any of the statements in this certification, an authorized signatory to this proposal shall complete, sign and attach a detailed explanation.

Daniel L. Corcoran Sr
Name and Position

10/8/25
Date

[Signature]
Signature

Company Name

1543 Kingfisher Blvd
Street Address

Orange Park, FL 32065
City, State and Zip Code

FORM 9: ANTI-HUMAN TRAFFICKING

**AFFIDAVIT OF COMPLIANCE WITH SECTION 787.06(13)
FLORIDA ANTI-HUMAN TRAFFICKING PROVISIONS**
(To be used when a contract is executed, renewed or extended)
(Required only for non-governmental vendors)

STATE OF Florida

COUNTY OF Clay

I, {full legal name} Daniel L. Carozza Jr., swear and affirm that I am an officer or a representative of the Contractor and that _____ does not use coercion for labor or services as those terms are defined in Section 787.06(13), Fla. Stat.

AFFIANT HEREBY CERTIFIES UNDER PENALTY OF PERJURY THAT THE STATEMENTS AND FACTS IN THIS AFFIDAVIT AND IN ANY ATTACHMENTS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Dated: 10/8/25

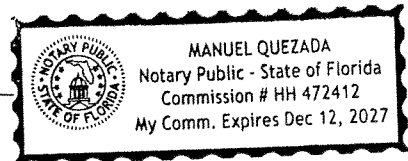
Signature of Affiant: [Handwritten Signature]

Sworn to or affirmed and signed before me on October 8, 2025 by

Daniel Carozza who is personally known to me or presented

Florida Drivers license, as identification.

Notary Public, State of Florida



My commission expires: 12/12/2027

EVALUATION AND AWARD PROCEDURES

A. EVALUATION CRITERIA FOR TENNIS PROFESSIONAL

The RFP evaluation will be based on certain objective and subjective considerations listed below.

Respondent(s) must present the minimum qualifications and a comprehensive program to offer professional tennis services to the public. This should include:

- 1. Qualifications and Experience: (40 points)**
 - a. Provide a detailed narrative of professional qualifications and experience, identifying all positions held as a professional. Minimum requirement is at least five (5) years teaching experience.
 - b. Provide a photocopy of the USTA card, or similar qualification, and any other such documents appropriate to demonstrate professional qualifications.

- 2. References: (10 points)**

Provide at least three (3) professional references.

- 3. Lesson Program: (25 points)**
 - a. Provide a narrative detailing experience in planning, managing and implementing lessons, clinics, tournament play and similar activities.
 - b. Respondents should provide a brief narrative on how they intend to manage play on the tennis courts to ensure optimum access, enforce court rules, regulations and court etiquette.
 - c. Provide a description of all the proposed services available to the public including hours of instruction.

- 4. Financial Terms and Contractual Conditions: (25 points)**
 - a. Provide an itemized list of proposed lesson fees.
 - b. Respondents should detail all financial terms and conditions they would propose between themselves and the City.
 - c. Respondents should detail any special non-monetary contractual conditions they would propose between themselves and the City.

Proposals may include additional material and data not specifically requested which could be considered for evaluation.

B. EVALUATION PROCESS

The City of Jacksonville Beach will not award this contract on a price only basis, but will award based on an evaluation of how well each Respondent meets the evaluation criteria listed herein.

An evaluation committee of qualified City staff or other persons selected by the City

1. Qualifications and Experience

- A. Resume
- B. USPTA/RSPA Professional Certification Certificate
- C. USPTA/RSPA Membership Card
- D. USPTA/RSPA Liability Insurance Letter

Daniel L. Carozza Jr.

USPTA/RSPA Elite Professional

1543 Kingfisher Blvd. Orange Park, FL 32065

(904) 597-1155 danielcarozzajr17@gmail.com

Objective

To obtain a tennis professional position in Jacksonville that utilizes my strong program management capabilities as well as my creative teaching talents.

Experience

Staff Professional

Club Continental Orange Park, FL

February 2023-Present

Supervised junior program and adult clinics. Private/Semi-Private lesson coaching.

Trained and monitored Inter-Club, First Coast, and Working Women's teams at every level.

Club Manager/Director of Racquets

Cliff Drysdale Management @ Polo Tennis & Fitness Club Austin, TX

January 2022-November 2022

Managed operations for (10) tennis courts, (3) pickleball courts, (3) padel courts, fitness center, swimming pool, and tennis shop. Hired and supervised 22 employees.

Handled payroll, accounts payable, purchasing, inventory, and budgeting. Oversaw \$1.2M facilities improvement project. Prepared quarterly financial reports.

Director of Tennis

Planet Swim & Tennis Club Ponte Vedra, FL

April 2020-December 2021

Managed operations of tennis facility, fitness center, and tennis/swim pro shop.

Hired and supervised professional, maintenance, and administrative staff.

Created and managed all tennis programs including junior/adult program, camps, round robins, and tournaments. Oversaw budgeting/payroll/inventory.

Tennis Professional

The City of Jacksonville Beach Jacksonville Beach, FL

September 2016 -March 2020

Awarded contract through RFP bid process from Parks and Recreation Dept., approved by City Council and Mayor to manage all tennis programs at Jacksonville Beach Tennis Club and South Beach Park facilities.

Organized adult/junior private and group lessons, summer camps, play days, Cardio-Tennis classes, round robins, tournaments, and socials.

Junior Program Director/Head Professional/Assistant Facility Manager

Sandy Springs Tennis Center Sandy Springs, GA

January 2008– August 2014, March 1992-September 1998

Directed junior development and High-Performance programs with 200+ players.

Assisted GM/Director with management of front desk operations, court maintenance (20 hard, 4 clay), staffing and payroll (30 employees).

Director of Tennis

Polo Golf and Country Club Cumming, GA

August 2003 – December 2007

Designed, implemented, and promoted all programs including ALTA/USTA teams, round robins/tournaments, junior development, summer camp, and charity pro-am.

Owned and operated pro shop including racket/apparel/accessories sales.

Supervised professional/pro shop staff. Oversaw hard/clay court maintenance.

Account Executive

Blair Television, Inc. New York, NY Chicago, IL Miami, FL

October 1998-July 2003

Represented 100+ television stations in the sale of national spot TV advertising.

Maintained quarterly spot schedules for 50+ advertising agency clients.

Managed accounts for General Motors, Ford, Home Depot, and AT&T totaling \$14 million in gross annual revenue (2002).

Education

Men's Tennis Walk-On Player

University of Alabama 1991 Tuscaloosa, AL

Associate of Science

DeKalb College 1994 Atlanta, GA

Bachelor of Business Administration

Georgia State University 1996 Atlanta, GA

**United States
Professional Tennis Association**

Hereby certifies that

Dan L. Carozza

has successfully completed all requirements, including an extensive
examination of teaching, playing and business skills, necessary for the rating of

Professional

John R. Embree
Chief Executive Officer



Membership No. 26254
Valid through Dec. 31, 2022



USPTA Membership Card

Cut on
outside line

Fold on
center line

11961 Performance Dr • Orlando, FL 32827
800-USPTA-4U • 407-634-3050 • 407-477-6100 Fax
uspta@uspta.org • www.uspta.com

Unless the card has expired, the cardholder is a member in good standing of the USPTA, and has passed all tests and/or requirements for such membership. Members are governed by the Association's strict Code of Ethics, and are entitled to all benefits of membership. All teaching members are covered by liability insurance while on court, for bodily injury to others, and for damage to property not in the tennis professional's care, custody or control. The territory of coverage is anywhere in the United States, its territories or Canada. At this time, there is no coverage for members who play or teach in other countries or territories.


USPTA

Professional

US Professional Tennis Associa

Dan L. Carozza
Member No. 26254

Valid through Dec. 31, 2022



United States Professional Tennis Association, Inc.
Elevating the standards of tennis-teaching professionals and coaches



January 5, 2022

Mr. Dan L. Carozza
807 Cedar St
Neptune Beach, FL 32266-6224
United States

Dear Dan,

This letter will confirm that, as a certified member of the United States Professional Tennis Association (USPTA), you have liability insurance as outlined below. This USPTA liability policy covers applicants who are being processed, and certified and certain honorary members in the United States, its territories or Canada, and nonmembers who are insured through a certified member's policy.

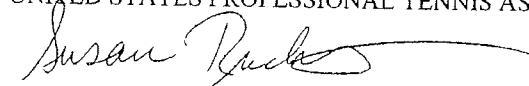
THE USPTA LIABILITY POLICY INCLUDES \$6 million liability insurance, *while on court*, for bodily injury to others, and for damage to property not in the tennis professional's care, custody or control. It *does not cover* injury to the tennis professional, or damage to his/her property. The accident must have taken place on court, and arisen from the tennis professional's playing, practicing, teaching or officiating in tennis, pickleball, padel, and/or platform tennis.

Policy Number:	SI8ML01641-211
Effective Period:	12/31/2021 - 12/31/2022
For questions or to report an accident, contact:	USPTA World Headquarters 11961 Performance Drive Orlando, FL 32827 Telephone: 407-634-3050 x105

If we may be of further assistance, please do not hesitate to contact us.

Sincerely,

UNITED STATES PROFESSIONAL TENNIS ASSOCIATION, INC.


Susan Ruchti

This coverage is null and void if the member is not a citizen of or does not legally reside and work in the United States, its territories or Canada.



Personal Information



Course & Policy



Background Check

10/6/25 submitted

Your Background Check is Pending

National Center for Safety Initiatives (NCSI) is processing your background check application. Results are typically returned between 3 - 10 business days from the date your application is submitted. Please go to the "Check Your Status" page for updates.

Note: Please email safeplay@usta.com with any questions.

[SAFE PLAY HOME](#)



All USPTA/RSPA Documents are updated

< PREVIOUS: COURSE & POLICY

once NCSI Background check is processed + completed.

Download the USTA App



CAREERS

SITEMAP



INTERNSHIPS

UMPIRE POLICY

USTA APPS

CONTACT US

PRIVACY POLICY



TERMS OF USE

FIND YOUR ACCOUNT

USTA CONNECT PORTAL

ACCESSIBILITY STATEMENT

API DEVELOPER PORTAL

COOKIE POLICY

SAFE PLAY DISCIPLINARY LIST



2. References

Adam Blackner

Director of Racquet Sports

Club Continental

111 Milwaukee Ave.

Orange Park, FL 32073

(360) 789-9490 (cell)

Stewart Crerer

Regional Director

Cliff Drysdale Tennis Management

625 Missional Valley Rd.

New Braunfels, TX 78132

(830) 625-5911 (home office) (209) 200-6581 (cell)

Claude Thorn

Former General Manager

Polo Golf and Country Club

6300 Polo Club Dr.

Cumming, GA 30040

(843) 368-1907 (cell)

Ivo Barbic

Former General Manager/Director of Tennis

Sandy Springs Tennis Center

500 Abernathy Rd.

Sandy Springs, GA 30028

(404) 384-2541 (cell)

3. Lesson Program

A. Private/Semi-Private Lessons-With over 10,000 hours of private and semi-private lessons taught in my 25-year tennis teaching career, my experience has granted me the knowledge that the most important aspects of lesson coaching are the quality of instruction and the ability to impart that knowledge/information with patience, personality, and professionalism. **Junior and Adult Clinics** should be well organized, easily managed, and a great deal of fun for the players. Proper student to instructor ratios and well thought out lesson plans have always been the keys to my very successful junior/adult programs.

I have extensive experience running beginner, intermediate, and advanced adult clinics that are open to the community as well as league team clinics for club members at the following clubs:

- Jacksonville Beach Tennis Club/South Beach (3 ½ years)
- Planet Swim & Tennis Club-Ponte Vedra, FL (1 ½ years)
- Sandy Springs Tennis Center-Atlanta, GA (13 years)
- The Lawn and Tennis Club of NC-Pinehurst, NC (2 years)
- Polo Golf & Country Club-Cumming, GA (4 years)
- Club Continental-Orange Park, FL (2 years)

Tournaments/Round Robins/Special Events-Social and competitive events are extremely important for revenue generation, new member recruitment, and existing member satisfaction/retention. The following are examples of events I have planned, implemented, and managed over the years:

- ***Hawaiian Luau Mixed Doubles Round Robin and Social***
(Jacksonville Beach TC, Planet Swim & Tennis Club, Polo Golf & CC)

- ***Mixed Doubles Club Championship Tournament***
(Jacksonville Beach TC, Polo Golf & CC, Lawn & Tennis Club of NC)
- ***Junior Play Days and One Day Short Set Tournaments***
(Jacksonville Beach TC, Polo Golf & CC, Sandy Springs TC)
- ***\$75,000 Charity Pro-Am Tournament & Pro Exhibition Shoot-Out***
(Polo Golf & CC)
- ***Peach State Jr Super Championships-Georgia Level 3***
(Windward Lake TC-USTA Sanctioned National Championship
Tournament Director) 200 nationally ranked players

B. Court Management/Access, Rules, Regulations, and Etiquette at JBTC are important not only as a gauge of how “dialed in” or “out of touch” the club staff is perceived but are contributing factors used by members and newcomers alike to get a feel for the club’s “vibe” or “personality”. All JBTC court activities must coexist to provide the community with an eclectic blend of tennis playing opportunities that mutually benefit the dues paying membership as well as the casual playing non-members and visiting walk-in players. As the contract tennis professional, I will work in coordination and with the approval of the facility manager to do the following:

- Schedule lessons/clinics on court 7 whenever possible to allow the front courts to be used for league matches, league practices, court reservations, and casual play for paying walk-in players
- Schedule lessons at the South Beach court to accommodate league match needs when conflicts arise (usually summer USTA)
- Assist the facility manager with scheduling league matches and practices to facilitate fair and proper allocation of court inventory
- Coordinate all special events (tournaments, round robins, etc..) with the facility manager to ensure league matches and high volume play times that generate court fees are respected.

Hierarchy of JBTC tennis court use should always be adhered to:

1. League matches sanctioned by USTA/FCTA..etc (Dues Pd)
2. Pre-scheduled seasonal league practice times (Dues Pd)
3. Club sponsored events (Round Robins/Tournaments)
4. Jr/Adult clinics and camps advertised by the City
5. Lessons
6. Reservations for casual play including Flex Leagues (1ct)
7. Walk-ins

Enforcement of current/future JBTC rules and etiquette starts with the senior staff (Facility Manager & Pro) and extends to the tennis shop attendants.....all of whom are responsible for fostering a symbiotic relationship between the public and the JBTC staff. As the contract professional, I will give these matters my utmost attention as it is my professional reputation as much as the club's that will be under scrutiny. My proposed JBTC junior code of conduct is attached for your review.

- C. Hours of Instruction** will include my normal weekly schedule (provided), but will not be limited to those hours. I have in the past and will in the future accommodate private lessons during any hours designated by the facility manager to be appropriate. I have also provided match "warm ups" as well as match play coaching to provide our Beaches/USTA/First Coast league teams the best possible chance to compete with the high-end country club teams.

JBTC-Adult Programs

Open Clinics/Drill & Play

Beginners (Year Round)

*(\$10/hr) \$10/Player RSVP Required

Beginner Clinic (1.0-1.5) Mondays & Wednesdays 7-8pm

Intermediate/Advanced (Year Round)

*(\$12/hr) \$15/Player RSVP Required

Low Intermediate Clinic (2.0-3.0) Thursdays 7-830pm

Intermediate Drill & Play (2.5-3.5) Mondays 1030am-12pm

Advanced Clinic (3.5+) Fridays 930-11am

Match Play/Round Robins/Tournaments

Weekly Sunday Match Play Round Robin (Year Round)

*Court fees only...bring your own balls

*No RSVP required...players match themselves up

9am-12pm (Men/Ladies 2.0+) Must know how to play/score

Friday Night Mixed Doubles Round Robin & Social

*\$20/Player (Organized & Monitored by Pro)

*RSVP Required...Yankees provided and change every round

Monthly 7-9pm (Dates TBD) Balls/Drinks/Snacks/Prizes provided

Mixed Doubles Club Championship Tournament

Event in August (Members Only)

Call tennis shop to register: (904) 247-6221

JBTC-Junior Academy Descriptions

EARLY DEVELOPMENT (BEGINNER LEVEL)

RED BALL (Ages 4-6) Clinics center around getting the “feeling” of tennis. Drills focus on basic grips and strokes. Games to learn skills and rules of tennis.

ORANGE BALL (Ages 7-10) Clinics build on the fundamentals (grips, strokes, footwork). Games to develop rally skills and learn rules of tennis.

GREEN BALL (Ages 10-12) Drills to strengthen grip, stroke, and footwork fundamentals. Rally exercises and games to develop match play skills.

HIGH SCHOOL RECREATIONAL (Ages 13-18) Drills focus on learning the fundamentals and developing the skills for match play.

STARS (INTERMEDIATE LEVEL)

ORANGE STARS (Ages 7-10) Focus is on advanced stroke and footwork techniques. Rally exercises and games to develop match play skills.

GREEN STARS (Ages 10-12) Drills and exercises to acquire advanced stroke/footwork techniques. Development of basic match play strategies.

HIGH PERFORMANCE (ADVANCED LEVEL)

*Participation in High Performance group needs approval from the Tennis Director

GREEN (Ages 10-12) Drills, rally exercises, and development of advanced match play strategies. Preparation for green dot tournaments.

YELLOW (Ages 13-18) Drills, rally exercises, and development of advanced match play strategies. Preparation for regular ball tournaments.

ELITE (Ages 13-18) Preparation for local, regional, and national competition.

Jacksonville Beach Tennis Club

Junior Program Code of Conduct

Dress Code

Junior players are expected to dress appropriately when using the tennis courts. The following clothing is not permitted:

- T shirts with offensive language or images
- Sleeveless shirts not specifically made for tennis
- Bathing suits or sports bras
- Cut-off shorts or jeans
- Shoes other than tennis shoes

Conduct on the Court

Junior players 12 and older may book court time for casual play. All junior players under 12 must be accompanied by a parent or legal guardian. No food or gum will be allowed on the court. Players will not walk across another court while play is occurring.

Conduct During Lessons

JBTC junior program participants are expected to be courteous to their peers and coaches at all times. Inappropriate behavior will not be tolerated and may result in disciplinary action including running laps, short "time outs", or extra ball pick-ups. Some of these behaviors include the following:

- Foul or offensive language including jokes
- Throwing or hitting balls at other players or coaches
- Making fun of other players
- "Launching" balls over the fence on purpose

The safety and well-being of our players is our highest priority. The following behaviors are considered dangerous and detrimental to the JBTC junior program and may require more severe disciplinary action including suspension for the day from the clinic or expulsion from the JBTC junior program permanently:

- Racket Throwing
- Incessant Cursing
- Taunting or harassing other players
- Inappropriate or violent physical contact

JBTC-Weekly Lesson/Clinic Schedule

Jr (Ball Color)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM	League/Priv	League/Priv	League/Priv	League/Priv	5.0+ /Adv	Flex	
10:00 AM	League/Priv	League/Priv	League/Priv	League/Priv	4.5+ /Adv	Flex	
10:30 AM	Int Drill/Play	League/Priv	League/Priv	League/Priv	3.5+ /Adv	Flex	
11:00 AM	Int Drill/Play	League/Priv	League/Priv	League/Priv	Priv	Flex	
11:30 AM	Int Drill/Play	League/Priv	League/Priv	League/Priv	Priv	Flex	
12:00 PM	Closed	Closed	Closed	Closed	Closed		
12:30 PM	Closed	Closed	Closed	Closed	Closed		
1:00 PM	Closed	Closed	Closed	Closed	Closed		
1:30 PM	Closed	Closed	Closed	Closed	Closed		
2:00 PM	Closed	Closed	Closed	Closed	Closed		
2:30 PM	Closed	Closed	Closed	Closed	Closed		
3:00 PM							
3:30 PM		2.0 Red Ball		3.0-3.5 Red Ball	Jr Priv		
4:00 PM	HS Rec	Red Ball	Orange Stars	Red Ball	Jr Priv		
4:30 PM	HS Rec	Orange Ball	Orange Stars		Jr Priv/USTA		
5:00 PM	High Perf	Orange Ball		High Perf	Jr Priv/USTA	Closed	Closed
5:30 PM	High Perf			High Perf	Jr Priv/USTA	Closed	Closed
6:00 PM	High Perf			High Perf	Jr Priv/USTA	Closed	Closed
6:30 PM						Closed	Closed
7:00 PM	1.0-3.5 Rec	League/Priv	1.0-3.5 Rec	2.0-3.0 Low Int		Closed	Closed
7:30 PM	1.0-3.5 Rec	League/Priv	1.0-3.5 Rec	2.0-3.0 Low Int		Closed	Closed
8:00 PM		League/Priv		2.0-3.0 Low Int		Closed	Closed
8:30 PM						Closed	Closed

4. Financial Terms and Contractual Conditions

A. Proposed Lesson & Stringing Fees Attached

B. Financial terms and conditions between myself and the City include:

- Percentage of lessons and clinics: 70% Pro/30% City
- Percentage of pro shop operations/sales 100% Pro

Tennis Lessons

Private/Semi-Private/Group

	<u>Players</u>	<u>Rate</u>
Private (1 hr).....	1	\$65
Private (1/2 hr).....	1	\$35
Semi-Private (1 hr).....	2	\$35 each
Private Group (1 hr).....	3	\$24 each
Private Group (1 hr).....	4	\$18 each

Adult Open Clinic (1 hr)

Beginner (1.0-1.5)	Mondays/Wednesdays 7-8pm.....	3-8	\$10
--------------------	-------------------------------	-----	------

Adult Open Clinic (1 1/2 hr)

Low Intermediate (2.0-3.0)	Thursdays 7-830pm.....	5+	\$15
Advanced (3.5+)	Fridays 930-11am.....	5+	\$15

Adult Drill & Play (1 1/2 hr)

Intermediate (2.5-3.5)	Mondays 1030am-12pm.....	5+	\$15
------------------------	--------------------------	----	------

Friday Night Mixed Doubles Round Robin & Social (2 hr)

Intermediate/Advanced (2.5+)	Fridays 7-9pm Monthly Dates TBD.....	8-28	\$10
------------------------------	--------------------------------------	------	------

Junior Academy

Red Ball (45 min).....	2+	\$8
Orange Ball/Green Ball/HS Rec (1 hr).....	2+	\$10
Orange Stars/Green Stars/High Performance (1 1/2 hr).....	5+	\$15

Racket Stringing

	<u>Rate</u>
Bring your own string (Labor).....	\$20
Synthetic Gut.....	\$30
Wilson NXT/Head Hawk Touch.....	\$40
Polygut.....	\$40
Polygut/Synthetic Gut Hybrid.....	\$40

CONTRACT

BETWEEN

the City of Jacksonville Beach, Florida,

AND

Daniel L. Carozza, Jr.

THIS CONTRACT is made and entered into as of the ___ day of _____, 2025 (the “**Effective Date**”) by and between the CITY OF JACKSONVILLE BEACH, FLORIDA, a municipality organized and existing under the laws of the State of Florida (“**CITY**”) and, Daniel L. Carozza, Jr., an individual, with his principal address at 1543 Kingfisher Boulevard, Orange Park, FL 32065-7383 (“**CONTRACTOR**”).

WHEREAS, on October 8, 2025, CITY issued RFP No. 11-2425 for a Tennis Professional (the “**Solicitation**”); and

WHEREAS, based on CONTRACTOR’s response to the Solicitation (the “**Response**”), on December 1, 2025, the Jacksonville Beach City Council approved entering into a contract with CONTRACTOR to provide Tennis Professional services to CITY as described in the Solicitation (the “**Work**”);

NOW THEREFORE, in consideration of the mutual covenants contained below, CITY and CONTRACTOR agree as follows:

1. **Engagement and Performance of Work**. CITY engages CONTRACTOR to perform the Work, and CONTRACTOR shall perform the Work in accordance with the terms and conditions of this Contract.

2. **Compensation**. CITY shall pay the CONTRACTOR for the Work in accordance with the terms of the Solicitation and the pricing attached to this Contract as **Exhibit A**.

3. **Term**. The term of this Contract shall commence on the Effective Date and shall continue for five years through December 1, 2030, unless sooner terminated in accordance with the terms of the Solicitation.

4. **Contract Documents**. This Contract consists of the following documents which are incorporated by reference as if fully set forth herein and which, in case of conflict, shall have priority in the order listed below:

- This document (including all attachments and exhibits hereto), as modified by any subsequently signed amendments;
- Any Addenda to the Solicitation issued by CITY;
- The Solicitation as originally issued by CITY, including all amendments, technical specifications, appendices and exhibits thereto;

9. **Counterparts**. This Contract, and all amendments hereto, may be executed in several counterparts, each of which shall be deemed an original, and all such counterparts together shall constitute one and the same instrument. This Contract may be delivered by facsimile or by email transmittal of a PDF image, and such facsimile or PDF counterparts shall be valid and binding on CITY and CONTRACTOR with the same effect as if original signatures had been exchanged.

[Remainder of page left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, CITY and CONTRACTOR have duly executed this Contract as of the Effective Date.

CITY OF JACKSONVILLE BEACH, FLORIDA

Christine Hoffman, Mayor

Michael Staffopoulos, City Manager

ATTEST:

Approved as to form and legal sufficiency:

Molly Allegger, City Clerk

David Migut, City Attorney

Date Signed

CONTRACTOR: DANIEL L. CAROZZA, JR.

(CORPORATE SEAL)

Print Name

Title

Date Signed

ATTEST:

Print Name

Title

Date Signed

4. Financial Terms and Contractual Conditions

A. Proposed Lesson & Stringing Fees Attached

B. Financial terms and conditions between myself and the City include:

- Percentage of lessons and clinics: 70% Pro/30% City
- Percentage of pro shop operations/sales 100% Pro

Tennis Lessons

Private/Semi-Private/Group

	<u>Players</u>	<u>Rate</u>
Private (1 hr).....	1	\$65
Private (1/2 hr).....	1	\$35
Semi-Private (1 hr).....	2	\$35 each
Private Group (1 hr).....	3	\$24 each
Private Group (1 hr).....	4	\$18 each

Adult Open Clinic (1 hr)

Beginner (1.0-1.5)	Mondays/Wednesdays 7-8pm.....	3-8	\$10
--------------------	-------------------------------	-----	------

Adult Open Clinic (1 1/2 hr)

Low Intermediate (2.0-3.0)	Thursdays 7-830pm.....	5+	\$15
Advanced (3.5+)	Fridays 930-11am.....	5+	\$15

Adult Drill & Play (1 1/2 hr)

Intermediate (2.5-3.5)	Mondays 1030am-12pm.....	5+	\$15
------------------------	--------------------------	----	------

Friday Night Mixed Doubles Round Robin & Social (2 hr)

Intermediate/Advanced (2.5+)	Fridays 7-9pm Monthly Dates TBD.....	8-28	\$10
------------------------------	--------------------------------------	------	------

Junior Academy

Red Ball (45 min).....	2+	\$8
Orange Ball/Green Ball/HS Rec (1 hr).....	2+	\$10
Orange Stars/Green Stars/High Performance (1 1/2 hr).....	5+	\$15

Racket Stringing

	<u>Rate</u>
Bring your own string (Labor).....	\$20
Synthetic Gut.....	\$30
Wilson NXT/Head Hawk Touch.....	\$40
Polygut.....	\$40
Polygut/Synthetic Gut Hybrid.....	\$40



CITY COUNCIL AGENDA ITEM	
TO:	The Honorable Mayor and Members of the City Council
FROM:	Duston Scott, Pension Plan Administrator
DATE:	December 1, 2025
SUBJECT:	Appointment of Fifth Member to General Employees' Pension Board

BACKGROUND

Pursuant to the Jacksonville Beach Code of Ordinances Section 2-162.23(b) Board of Trustees, the General Employees' Pension Board consists of five members:

1. Two members of the City Council, selected by the City Council.
2. **A fifth member selected by the other four members and appointed, as a ministerial act, by the City Council. The fifth member may be a retiree of this system.**
3. Two members of the general employees' retirement system, other than retirees, to be elected by the members of the general employees' retirement system.

The current fifth member, Brandon Maresma, is not seeking reappointment when his term ends on December 31, 2025. The recommendation to appoint Greg Kleffner as the fifth member of the General Employees' Pension Board of Trustees was determined unanimously at the November 18, 2025, Pension Board Meeting.

FINANCIAL IMPACT

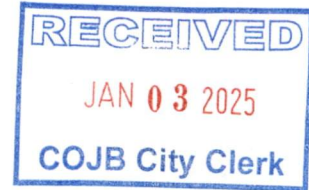
None.

REQUESTED ACTION

Appoint Greg Kleffner to serve on the board of trustees as the fifth member of the General Employees' Pension Board beginning January 1, 2026 and expiring December 31, 2027

ATTACHMENTS

1. Greg Kleffner Application 2025



Application for Appointment to City Boards

Personal Information (Please print or type)

Name: <u>Gregory W. Kleffner</u>	Home Phone: <u>904/537-3080</u>
Home Address: <u>1601 Ocean Dr. S, Unit 505, Jacksonville Beach, FL 32250</u>	
E-Mail Address: <u>gkleffner@gmail.com</u>	Cell Phone: <u>904/537-3080</u>
Occupation: <u>Executive</u>	Business Phone: <u>904/800-6835</u>
Business Name: <u>Trailer Bridge, Inc.</u>	
Business Address: <u>10405 New Berlin Rd., Jacksonville, FL 32226</u>	

Eligibility

Are you a resident of the City?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, length of time: <u>5 years</u>
Are you a registered voter?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, what County: <u>Duval</u>
Do you own property in the City?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	If yes, address: <u>Home, shown above</u>
Do you hold a public office?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, Office name: _____
Are you employed by the City?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, position: _____
Are you currently serving on a Board?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, Board Name: _____
Have you been convicted of a felony?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, provide date: _____
Have your civil rights been restored?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, provide date: _____
Have you filed bankruptcy?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	If yes, provide date: _____

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes No

If yes, please provide details:

City Boards (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

<table style="width: 100%;"> <tr><td style="border: 1px solid black; width: 30px; text-align: center;">1</td><td>Board of Adjustment</td></tr> <tr><td style="border: 1px solid black; width: 30px; text-align: center;">2</td><td>Community Redevelopment Agency</td></tr> </table>	1	Board of Adjustment	2	Community Redevelopment Agency	<table style="width: 100%;"> <tr><td style="border: 1px solid black; width: 30px; text-align: center;">2</td><td>Planning Commission</td></tr> <tr><td style="border: 1px solid black; width: 30px; text-align: center;">1</td><td>Pension Trustee</td></tr> </table>	2	Planning Commission	1	Pension Trustee
1	Board of Adjustment								
2	Community Redevelopment Agency								
2	Planning Commission								
1	Pension Trustee								

Please list the type of City meetings you have attended: I have attended several City Council meetings and was part o the Citizens Information Academy 2 years ago and attended all meetings

Education: Bachelors degree in Business Administration with a concentration in Accounting from Washington University in St. Louis

Qualifications (Briefly describe specific expertise, abilities, or qualifications):

~~I am a CPA and have been a CFO for 22 years with three companies. Before that I was a partner in an international accounting firm. From 1985 to 2009 I served on various St. Louis County Boards when I lived there - Industrial Development Authority, Economic Council, Port Authority and Local Development Company. I have also served on one publicly-owned company board of directors and several not-for-profit boards over a number of years~~

Application for Appointment to City Boards (cont.)

State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please check the appropriate boxes.

Race

- African-American
 Asian/Pacific Islander
 American Indian/Alaskan Native
- Caucasian
 Hispanic
 Not Known

Gender

- Female
 Male

Physically Disabled

- Yes
 No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Council when vacancies occur and remain valid for two years from date of completion.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

Date

1/3/2025

Applicant's Signature





CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Molly Alleger, City Clerk
DATE:	December 1, 2025
SUBJECT:	Appointment of a CRA Chair and Vice-Chair

BACKGROUND

The Community Redevelopment Agency (CRA) is composed of five regular members and two alternate members.

Per Section 163.356(3)(c), Florida Statutes, the City Council appoints the CRA Chair and Vice-Chair annually. The current Chair and Vice-Chair are Gerhard Paetau and Ron Whittington, respectively. Mr. Paetau and Mr. Whittington are seeking reappointment. The other Regular Members, Kevin Myers, Meghan Edwards, and Thad Moseley would like to be considered for appointment to either Chair or Vice-Chair as well.

FINANCIAL IMPACT

None.

REQUESTED ACTION

1. Appoint a Chair for the Community Redevelopment Agency for a one-year term beginning January 1, 2026; and
2. Appoint a Vice-Chair for the Community Redevelopment Agency for a one-year term beginning January 1, 2026

ATTACHMENTS

1. CRA Attendance 2025

Meeting/Date	Gary Paetau	Ron Whittington	Meghan Edwards	Thad Moseley	Kevin Myers	Sydney Talcott (1st Alt.)	Marcus Kampfe (2nd Alt.)
1/15/2025	1	1	Late	1	1	1	
1/27 Joint CC/CRA Workshop	1	Late	1	1	1	1	1
2/12 Workshop	Canceled						
2/24	1	Absent	1	1	1	1	1
3/12 Workshop	1	Absent	Absent	1	1	1	1
3/24/2025	1	Absent	1	1	1	1	Absent
4/16 Workshop	1	1	Absent	1	Absent	1	1
4/28/2025	Canceled						
5/14/2025	1	1	1	1	1	1	Absent
5/27/2025	Canceled						
6/11/2025	1	Absent	1	1	1	1	Absent
6/23 (Rescheduled to 6/11)							
7/16 Workshop	Canceled						
7/28/2025	1	1	1	1	Absent	1	1
8/13 (Training)	1	1	1	1	1	1	1
8/25	1	1	1	1	1	1	1
9/10	Canceled						
9/22	1	1	1	1	1	1	1
10/27	1	1	1	1	1	1	1
11/19	Canceled						
12/22							
Total:	13	8	10	13	11	13	9



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Molly Alleger, City Clerk
DATE:	December 1, 2025
SUBJECT:	Planning Commission Appointments

BACKGROUND

The City Council appoints the Planning Commission (PC) members. There are five members and two alternates who serve four-year terms.

Regular Board Member Debbie Cole resigned effective December 31, 2025, which leaves an open seat for the remainder of that term, which expires on December 31, 2028. The term of Regular Board Member Margo Moehring expires on December 31, 2025. Ms. Moehring is not seeking reappointment, leaving an open Regular Member seat.

- 1st Alternate Dean Haddock would like to be considered for an open Regular Member seat. If Mr. Haddock is appointed to fill the remainder of Ms. Cole's term, there will be a vacancy for the 1st Alternate seat which term expires on December 31, 2028.
- 2nd Alternate Matthew Filer would like to be considered for an open Regular Member seat. If Mr. Filer is appointed to Ms. Moehring's seat, there will be a vacancy for the 2nd alternate seat which term expires on December 31, 2027.

Interviews for board applicants were held in 2024 and 2025. Board applications are valid for two years. All applications and interviews were made available to the City Council and are on file in the City Clerk's Office. At the City Council Briefing held on November 10, 2025, the Council narrowed down the number of applicants to be considered.

FINANCIAL IMPACT

None.

REQUESTED ACTION

1. Approve/Disapprove the appointment of _____ to fill the remainder of Debbie Cole's unexpired term on the Planning Commission with a term beginning on January 1, 2026 and ending on December 31, 2028; and
2. Approve/Disapprove the appointment of _____ to a new four-year Regular Member term on the Planning Commission beginning January 1, 2026 and ending December 31, 2029; and
3. Appoint a new 1st Alternate to the Planning Commission to fill the remainder of the 1st Alternate term expiring December 31, 2028; and
4. Appoint a new 2nd Alternate to the Planning Commission to fill the remainder of the 2nd Alternate term expiring December 31, 2027



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

ATTACHMENTS

1. Applicant Tracking Sheet

Applicant Name	Board interest	Application date	Interview date	Comments
Samuel Langham	1 - PC 2 - CRA	8/11/2025	10/18/2023	8/5/25-Still interested 9/25/25 no response for interview
Anthony Recco	1 - BOA 2 - CRA	1/2/2025	8/9/2023	Out of town during interview dates
Greg Kleffner *	1 - PC 2 - BOA	1/3/2025	10/9/2025	
Peter Weigold	1 - CRA 2 - PC	1/2/2025	10/12/2023	8/5/25-Still interested 9/25/25 no response for interview
Raymond Bragg	1 - CRA 2 - BOA	1/27/2025	8/9/2023	8/5/25-Still interested 9/25/25 no response for interview
Lucas Snyder	1 - CRA	3/4/2024	6/20/2024	8/5/25-Still interested
John Leynes	1 - PC 2 - BOA	3/5/2024	6/20/2024	8/5/25-Still interested
Brent Knauff	1 - PC 2 - BOA	3/7/2024	6/21/2024	8/5/25-Still interested
Gary Hawkett	1 - BOA 2 - PC	3/8/2024	7/24/2024	8/5/25-Still interested
Michelle Gaudins	1 - BOA 2 - PC	3/11/2024	6/20/2024	8/5/25-Still interested
Robert (Bobby) Knudsen	1 - BOA 2 - CRA	3/11/2024	6/20/2024	8/5/25-Still interested
Mary Ostroska	1 - BOA 2 - CRA	3/18/2024	6/21/2024	8/5/25-Still interested
Adam Petrus *	1 - Pension 2 - CRA	3/18/2024	11/1/2024	8/5/25-Still interested
Roy Munn Jr.	1 - PC 2 - CRA	3/18/2024	7/24/2024	8/5/25-Still interested
Debra Klein	1 - PC 2 - CRA	3/18/2024	7/24/2024	8/5/25-Still interested
Patrick Franklin	1 - CRA 2 - PC	3/19/2024	7/25/2024	8/5/25-Still interested
Caren Doherty	1 - PC 2 - CRA	3/22/2024	6/21/2024	8/5/25-Still interested

William Bibb (Michael) *	1 - PC 2 - CRA	4/2/2024	7/24/2024	8/5/25-Still interested
Alexander Ertel	1 - BOA 2 - PC	5/9/2024	7/25/2024	8/19/25 - Still interested
Amy St. Denis	1 - PC 2 - CRA	5/14/2024	7/24/2024	8/5/25-Still interested
Margarete Vest *	1 - PC 2 - BOA	7/2/2024	7/25/2024	8/5/25-Still interested
David Weisblatt	1 - Pension 2 - BOA	7/2/2024	7/24/2024	8/5/25-Still interested
Erica Cassidy	1 - PC 2 - BOA	7/15/2024	7/25/2024	8/5/25-Still interested
Brandon Cornellier	1 - PC 2 - BOA	8/21/2024	10/9/2025	
James Groark	1 - CRA 2 - BOA	11/18/2024	10/10/2025	
Karl Johnson *	1 - CRA	5/7/2025	10/10/2025	
Victor Melone	1 - CRA 2 - BOA	8/27/2025	10/10/2025	
Gregory Hicks	1 -BOA 1 - CRA	9/2/2025	Pending	Out of town during interview dates
Lindsay Haga	1 - PC 2 - CRA	9/15/2025	10/10/2025	
George (Martin) Kennelly	1 - PC 2 - CRA	10/22/2025	Pending	

*CIA participant



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Molly Alleger, City Clerk
DATE:	December 1, 2025
SUBJECT:	Board of Adjustment Appointments

BACKGROUND

The City Council appoints the Board of Adjustment (BOA) members. There are five members and two alternates who serve four-year terms.

The terms of Regular Members Matt Metz and John Moreland as well as both alternates, Douglas Dell and Laura Tierney will expire December 31, 2025. Mr. Metz and Mr. Dell are the only members seeking reappointment. Additionally, Regular Member Jennifer Williams submitted her resignation from the BOA effective September 22, 2025, leaving a vacancy for a Regular Member unexpired term ending on December 31, 2028. Two regular member seats, the remainder of a Regular Member unexpired term, and two alternate seats all require appointment.

Interviews for board applicants were held in 2024 and 2025. Board applications are valid for two years. All applications and interviews were made available to the City Council and are on file in the City Clerk's Office. At the City Council Briefing held on November 10, 2025, the Council narrowed down the number of applicants to be considered.

FINANCIAL IMPACT

None.

REQUESTED ACTION

1. Approve/Disapprove the appointment of _____ to a new four-year Regular Member term on the Board of Adjustment expiring December 31, 2029; and
2. Approve/Disapprove the appointment of _____ to a new four-year Regular Member term on the Board of Adjustment expiring December 31, 2029; and
3. Approve/Disapprove the appointment of _____ to fill the remainder of the unexpired Regular Member seat on the Board of Adjustment with a term expiration of December 31, 2028; and
4. Nominate and appoint a new 1st Alternate expiring December 31, 2029 ; and
5. Nominate and appoint a new 2nd Alternate expiring December 31, 2029

ATTACHMENTS

1. Applicant Tracking Sheet

Applicant Name	Board interest	Application date	Interview date	Comments
Samuel Langham	1 - PC 2 - CRA	8/11/2025	10/18/2023	8/5/25-Still interested 9/25/25 no response for interview
Anthony Recco	1 - BOA 2 - CRA	1/2/2025	8/9/2023	Out of town during interview dates
Greg Kleffner *	1 - PC 2 - BOA	1/3/2025	10/9/2025	
Peter Weigold	1 - CRA 2 - PC	1/2/2025	10/12/2023	8/5/25-Still interested 9/25/25 no response for interview
Raymond Bragg	1 - CRA 2 - BOA	1/27/2025	8/9/2023	8/5/25-Still interested 9/25/25 no response for interview
Lucas Snyder	1 - CRA	3/4/2024	6/20/2024	8/5/25-Still interested
John Leynes	1 - PC 2 - BOA	3/5/2024	6/20/2024	8/5/25-Still interested
Brent Knauff	1 - PC 2 - BOA	3/7/2024	6/21/2024	8/5/25-Still interested
Gary Hawkett	1 - BOA 2 - PC	3/8/2024	7/24/2024	8/5/25-Still interested
Michelle Gaudins	1 - BOA 2 - PC	3/11/2024	6/20/2024	8/5/25-Still interested
Robert (Bobby) Knudsen	1 - BOA 2 - CRA	3/11/2024	6/20/2024	8/5/25-Still interested
Mary Ostroska	1 - BOA 2 - CRA	3/18/2024	6/21/2024	8/5/25-Still interested
Adam Petrus *	1 - Pension 2 - CRA	3/18/2024	11/1/2024	8/5/25-Still interested
Roy Munn Jr.	1 - PC 2 - CRA	3/18/2024	7/24/2024	8/5/25-Still interested
Debra Klein	1 - PC 2 - CRA	3/18/2024	7/24/2024	8/5/25-Still interested
Patrick Franklin	1 - CRA 2 - PC	3/19/2024	7/25/2024	8/5/25-Still interested
Caren Doherty	1 - PC 2 - CRA	3/22/2024	6/21/2024	8/5/25-Still interested

William Bibb (Michael) *	1 - PC 2 - CRA	4/2/2024	7/24/2024	8/5/25-Still interested
Alexander Ertel	1 - BOA 2 - PC	5/9/2024	7/25/2024	8/19/25 - Still interested
Amy St. Denis	1 - PC 2 - CRA	5/14/2024	7/24/2024	8/5/25-Still interested
Margarete Vest *	1 - PC 2 - BOA	7/2/2024	7/25/2024	8/5/25-Still interested
David Weisblatt	1 - Pension 2 - BOA	7/2/2024	7/24/2024	8/5/25-Still interested
Erica Cassidy	1 - PC 2 - BOA	7/15/2024	7/25/2024	8/5/25-Still interested
Brandon Cornellier	1 - PC 2 - BOA	8/21/2024	10/9/2025	
James Groark	1 - CRA 2 - BOA	11/18/2024	10/10/2025	
Karl Johnson *	1 - CRA	5/7/2025	10/10/2025	
Victor Melone	1 - CRA 2 - BOA	8/27/2025	10/10/2025	
Gregory Hicks	1 -BOA 1 - CRA	9/2/2025	Pending	Out of town during interview dates
Lindsay Haga	1 - PC 2 - CRA	9/15/2025	10/10/2025	
George (Martin) Kennelly	1 - PC 2 - CRA	10/22/2025	Pending	

*CIA participant



CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Ashlie Gossett, Chief Financial Officer
DATE:	December 1, 2025
SUBJECT:	Ordinance No. 2025-8230 Amending City Code of Ordinances, Chapter 2 "Administration", Article I "In General" [First Reading]

BACKGROUND

The City last amended the purchasing policy in 2008, setting the bid threshold at \$25,000. Since that time, the State of Florida has increased the bid threshold from \$25,000 to \$35,000 for state agencies. Local governments have the authority to implement higher thresholds for their own purchasing and bidding processes. In recognition of the rising costs of doing business, staff recommends that the City's bid threshold be increased to \$50,000. This amount is in line with comparable local governments and maintains adequate internal control over the purchasing process.

In addition to the bid threshold increase, this ordinance also makes the following changes:

- Repeal Sec. 2-1. - Purchase of materials, etc., in excess of specified amount; publication notice for bids - Definitions, to remove the definitions, which will be incorporated into the new Procurement Manual.
- Renumbering the previous Sec. 2-1.1. due to the repeal of Sec. 2-1.
- Repeal Sec. 2-2. - Adoption of uniform accounting system due to irrelevancy. The State implemented the Uniform Accounting System Chart of Accounts in 1978, and all local governments are required to follow it ([s. 218.33, F.S.](#)).
- Re-title the Purchasing Manual to Procurement Manual to properly reflect the broader scope of sourcing goods and services, including supplier selection and vendor relationship management.

The change in the bid threshold will not compromise the purchasing practices of the City because we have strict policies in our Procurement Manual regarding the purchase of goods or services that require competitive quotes.

FINANCIAL IMPACT

None.

REQUESTED ACTION

Approve/Disapprove Ordinance No. 2025-8230 on the first reading amending the bid threshold in City Code of Ordinances, Chapter 2 "Administration", Article I "In General", and schedule a second reading for December 15, 2025

ATTACHMENTS

1. Ordinance 2025-8230



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

AGENDA ITEM:	A.
MEETING DATE:	December 1, 2025

Introduced by: _____
1st Reading: _____
2nd Reading: _____

ORDINANCE NO. 2025-8230

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING CHAPTER 2 “ADMINISTRATION” OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, CODE OF ORDINANCES BY REPEALING CHAPTER 2 – ADMINISTRATION, ARTICLE I. – IN GENERAL, SECTION 2.-1. – PURCHASE OF MATERIALS, ETC., IN EXCESS OF SPECIFIED AMOUNT; PUBLICATION OF NOTICE FOR BIDS – DEFINITIONS; AMENDING AND RENUMBERING SECTION 2-1.1. – PURCHASE PROCEDURES; CONTRACTS, ETC.; AND REPEALING SECTION 2-2. – ADOPTION OF UNIFORM ACCOUNTING SYSTEM; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF CONFLICTING ORDINANCES, SEVERABILITY, SCRIVENER’S ERRORS, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City of Jacksonville Beach (“City”) has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida and Chapter 166, Florida Statutes; and

WHEREAS, the City has not amended the purchasing code to reflect the increased cost of goods and services since 2008; and

WHEREAS, increasing the formal bid threshold to \$50,000.00 will allow the city to respond more quickly to operational needs, while maintaining sufficient fiscal oversight; and

WHEREAS, the City Council hereby finds that this Ordinance serves a legitimate government purpose, it is a permissible exercise of the City’s powers and authority, and serves the best interest of the City.

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

SECTION 1. RECITALS AND LEGISLATIVE FINDINGS. The above recitals and legislative findings are ratified, correct and made a part of this Ordinance.

SECTION 2. REPEAL OF CHAPTER 2, ARTICLE I, SECTION 2-1. Chapter 2, Article I, Section 2-1. - Purchase of materials, etc., in excess of specified amount; publication of notice for bids—Definitions is hereby repealed in its entirety.

SECTION 3. AMENDMENT TO AND RENUMERATION OF CHAPTER 2, ARTICLE I, SECTION 2-1.1. Chapter 2, Article I, Section 2-1.1. – Purchase procedures; contracts, etc. of the Code of Ordinances, city of Jacksonville Beach, Florida, is hereby amended to read as follows:¹

Sec. 2-1.1. – Purchase procedures; contracts, etc.

- (a) *Purchase procedure.* Unless authorized by the city council, before any expenditure for commodities or contractual services exceeding a bid threshold amount of ~~twenty-five~~

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

~~thousand dollars (\$25,000.00)~~ fifty thousand dollars (\$50,000.00) may be legally incurred by the city, a competitive award must be made. To make a competitive award, invitations to bid or requests for proposals/qualifications require that public notice be given by publication of a legal notice at least once in a newspaper of general circulation not less than seven (7) days prior to making any such purchase or awarding a contract therefore. The public notice must specify or describe clearly the kind, amount, and nature of such commodities, or contractual services intended to be purchased or contracted for by the city. This subsection shall apply to all purchases of commodities or contractual services except professional services.

- (b) *Award of contract.* When the city has advertised to competitively award, the award must be made to the lowest responsive and responsible bidder. The lowest responsive and responsible bidder must be judged on the basis of price, conformance to specifications, bidders' qualifications including the bidders' past performance in such matters, quality and utility of services, supplies, materials or equipment offered and their adaptability to the required purpose and in the best interest of the public, each of the factors considered.
1. *Right to reject bid/proposals for commodities/contractual services.* The city shall reserve the right to reject any or all bids/proposals and such reservation shall be indicated in all advertising and invitations to bid/requests for proposal.
 2. *Right to waive minor irregularities for commodities/contractual services.* The city shall reserve the right to waive any minor irregularities in an otherwise valid bid/proposal. Variations which are not minor cannot be waived.
 3. *Bid modification for commodities/contractual services.* A bidder or offeror may not modify its bid after bid/proposal opening. Mistakes in an arithmetic extension of pricing may be corrected by the city.
- (c) *[Applicability.]* The provisions of subsection (a) do not apply:
1. When the project is undertaken to replace, reconstruct or repair an existing facility damaged or destroyed by a sudden turn of events, such as an act of God, riot, fire, flood, accident or other urgent circumstances, and such damage or destruction creates:
 - a. An immediate danger to the public health or safety;
 - b. Other loss to public or private property which requires emergency government actions; or,
 - c. An interruption of an essential government service.
 2. When the government entity does not receive any responsive bids after a request to competitively award.
 3. When single source purchases are approved by city council.
 4. Purchases of electricity by the Florida Municipal Power Agency.
 5. Purchases utilizing competitive bids from other government entities. The city manager or his designated representative may approve the purchase of commodities or contractual services utilizing competitive bids from other

governmental entities including but not limited to federal, state, and local government entities.

- (d) *Contracts which require an annual appropriation; contingency statement.* The city shall not enter into any contract for the purchase of tangible personal property for a period in excess of one fiscal year, unless the following statement is included in the contract: "The city's performance and obligation to pay under this contract is contingent upon an annual appropriation by the city council."
- (e) *Title to property.* The city manager is delegated the administrative authority to declare surplus city personal property and sell the same by a competitive award process or by public auction. Surplus property can be disposed of, as determined at the discretion of the city manager, by trading in on new commodities, donating it to another governmental agency, or by junking if the property is determined to be unfit for sale and of no usable value. Exception is made for the sale of small or non-conforming real estate with a valuation below the city manager's purchasing authority (as established by either the City of Jacksonville Property Appraiser or certified appraisal), which may be sold at the city manager's discretion. The sale of conforming real estate, or real estate with a valuation above the city manager's purchasing authority (as defined above) shall require city council authorization and determination of the sales process. For the sale of small or non-conforming real estate which requires only the city manager's authorization to be sold, the following procedures shall be used:
1. The city department interested in selling real estate will initiate a memorandum to the city manager indicating the interest, providing a general description of the real estate, and providing the reasons for sale. The department shall indicate in the memorandum which department employee will be assigned as the department's representative for issues related to the sale. The department's representative, procurement officer, city attorney, and city manager or designee will comprise the committee that will coordinate the efforts to sell the real estate.
 2. The city manager will determine the appropriate method of determining the valuation of the subject real estate.
 3. The appropriate staff members will be requested to negotiate the business terms of the sales agreement.
 4. Once the business terms are agreed to, the city attorney will draft the sales agreement.
 5. The finalized sales agreement, fully executed by the city attorney's office, will be presented to the city manager for approval.
 6. If the city manager approves the sales agreement, the purchaser will order the survey and title, assuming that the purchaser is responsible for ordering the survey and/or title. The purchaser may order an environmental survey at their discretion. The city attorney's office will distribute a contract schedule (developed by the purchaser) that will be distributed to the city manager or designee, procurement officer, and department's representative. Any issues that arise from the purchasers' performance of due diligence will be distributed to the full committee.

The city attorney will be responsible for completing the closing with the assistance of other staff members and expert consultants assistance, if necessary.

- (f) *PurchasingProcurement manual*. The city shall maintain a purchasingprocurement manual establishing purchasing policies, procedures and rules for all city departments. The purchasingprocurement manual must be adopted by the city council.

SECTION 4. REPEAL OF CHAPTER 2, ARTICLE I, SECTION 2-2. Chapter 2, Article I, Section 2-2 – Adoption of Uniform Accounting System of the Code of Ordinances, City of Jacksonville Beach, Florida, is hereby repealed in its entirety and shall be reserved for future use.

SECTION 5. CONFLICTING ORDINANCES. That all ordinances, resolutions previously adopted by the City in conflict with this Ordinance, or parts thereof, are repealed to the extent inconsistent herewith.

SECTION 6. SEVERABILITY. If any section, subsection, clause, or provision of this ordinance is deemed invalid or unconstitutional by a court of competent jurisdiction, such portion will become a separate provision and will not affect the remaining provisions of this ordinance.

SECTION 7. SCRIVENER’S ERRORS. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected with the endorsement of the City Manager without the need for a public hearing or further action by the City Council.

SECTION 8. CODIFICATION. The City Council intends that this ordinance will be made a part of the City of Jacksonville Beach Code of Ordinances.

SECTION 9. EFFECTIVE DATE. This ordinance shall take effect and be enforceable in all aspects immediately upon final reading and approval by the City Council for the City of Jacksonville Beach as authenticated herein.

AUTHENTICATED THIS _____ DAY OF _____, 2025.

Christine H. Hoffman, Mayor

Molly Alleger, City Clerk

Approved as to form and legal sufficiency:

David Migut, City Attorney