



City of Jacksonville Beach

Briefing Notice

City Council

11 North Third Street
Jacksonville Beach, Florida

Monday, July 13, 2026

5:30 PM

City Hall 1st Floor Conference Room

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

- A. Asana Project Management Update
- B. Proposed State Legislation
- C. Urban Trails Project Update
- D. CIA Alumni Association
- E. Lifesaving Station Branding
- F. Alcohol Licensing on City Property
- G. Summer Camp Ordinance / Policy
- H. Committee Assignment Report
- I. Miscellaneous City Manager's Items
- J. Future Briefing Topics

Council Members in attendance may include:

Mayor:	Christine Hoffman		
Council Members:	Sandy Golding	Bill Horn	Dan Janson
	Greg Sutton	John Wagner	Bruce Wouters

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

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

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



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulous, City Manager
FROM:	Trevor Hughes, Chief of Parks Development and Maintenance
DATE:	July 13, 2026
SUBJECT:	Urban Trails Update

BACKGROUND

The City continues to progress with the Urban Trails project with the current goal of improving pedestrian connectivity throughout the Fletcher School corridor. This phase of the project focuses on developing conceptual designs that enhance safety, accessibility, and connectivity between neighborhoods and schools.

A public outreach meeting was held on May 28, 2026, to present the project, gather community input, and receive feedback from residents. The comments received during the meeting have been incorporated into the development of conceptual alternatives. Based on public input, the City's consultant has prepared conceptual design options for the following three corridors:

- **Seagate Avenue** – Third Street to Penman Road
- **10th Street North** – Seagate Avenue to 15th Avenue North
- **18th Avenue North** – 10th Street North to Third Street North

FINANCIAL IMPACT

COUNCIL DIRECTION REQUESTED

Does City Council wish to proceed with the concept designs for each of the corridors?

ATTACHMENTS

1. Fletcher Corridor Concepts

BRIEFING ITEM:	C.
BRIEFING DATE:	July 13, 2026



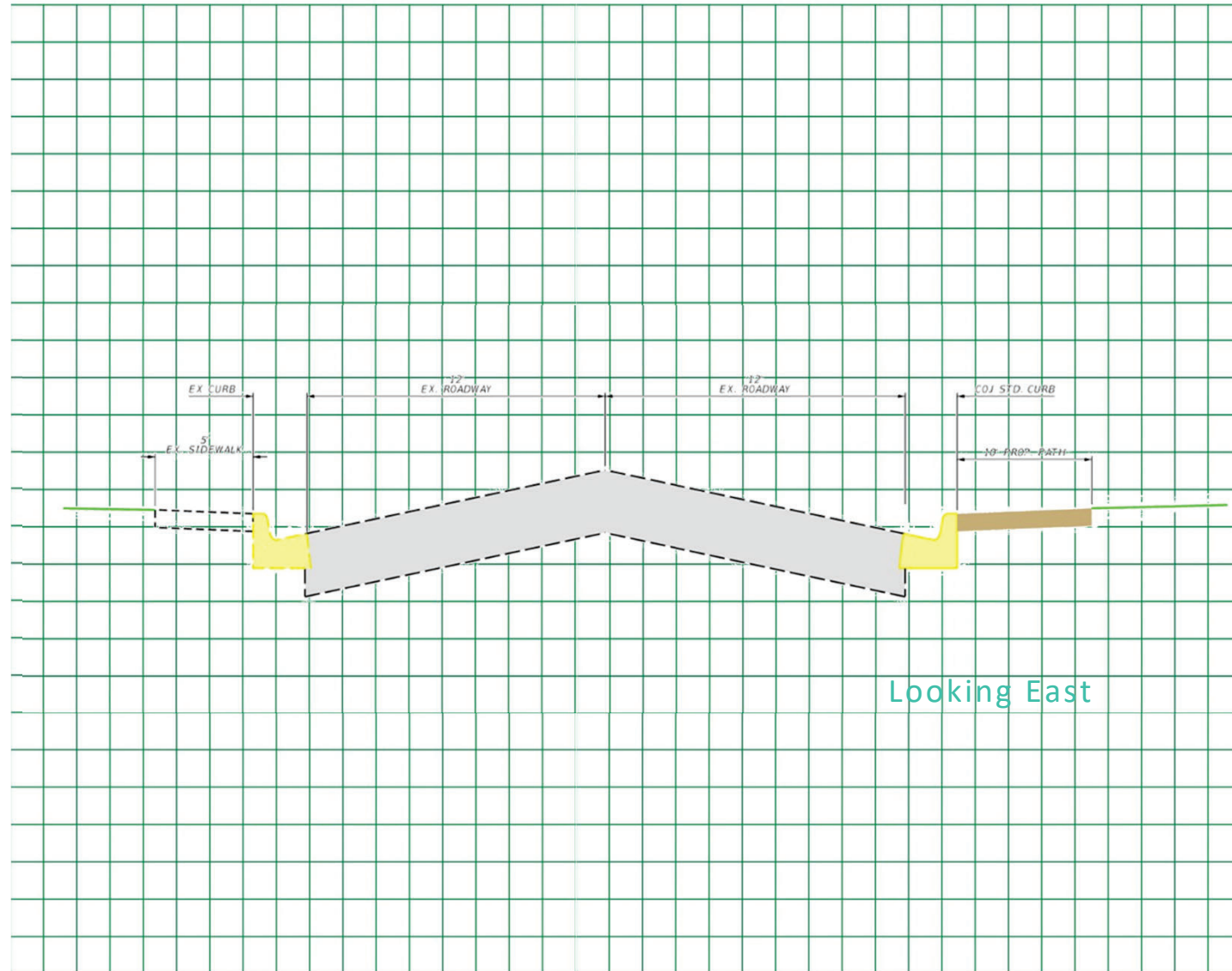
PROPOSED SECTIONS

Proposed Concepts Seagate Avenue

Looking East –

From Penman Rd. to 3rd St.

- 12' existing travel lanes
- 10-foot proposed path
- Reconstruct curb line to full height curb
- Place path at back of curb
- Locate path in front of power poles



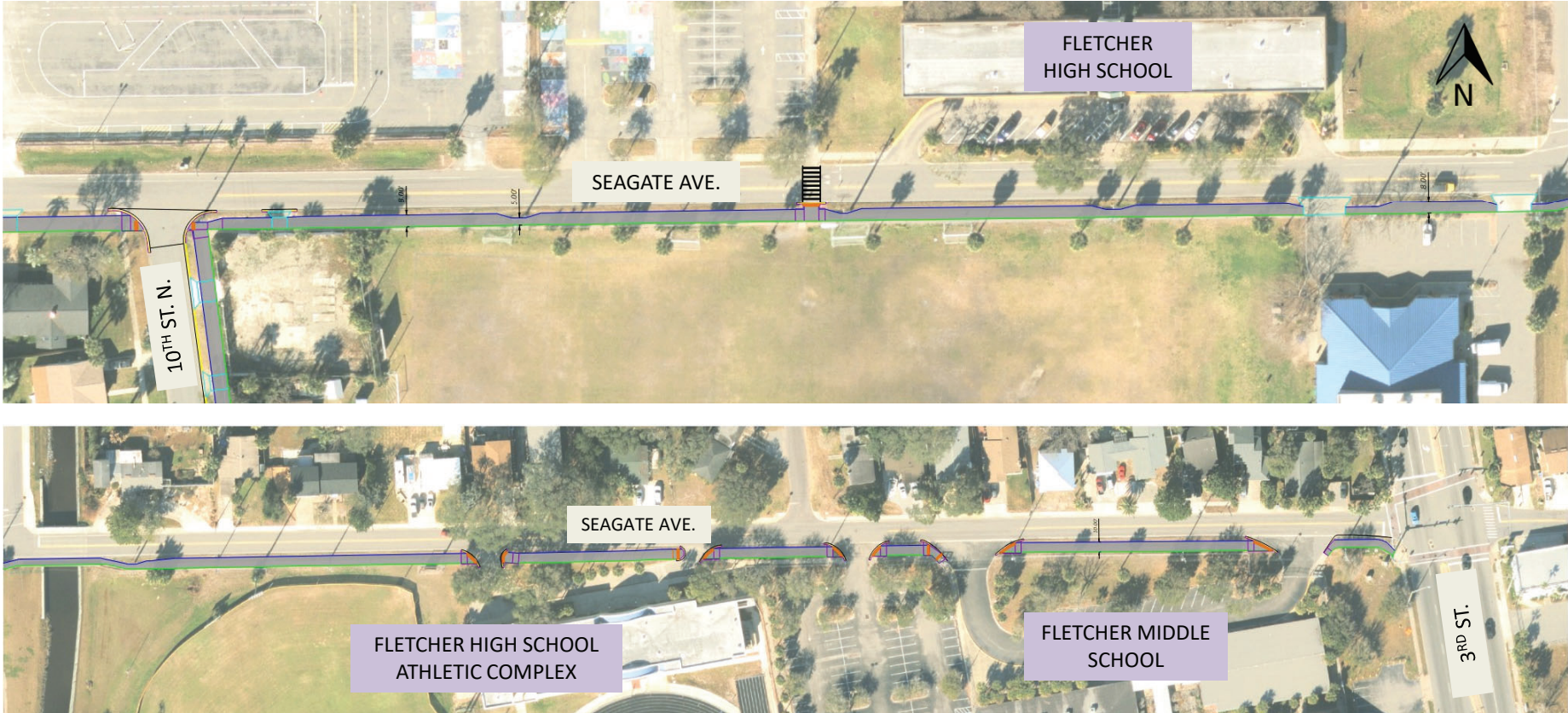
Proposed Concepts

Seagate Avenue



Proposed Concepts

Seagate Avenue



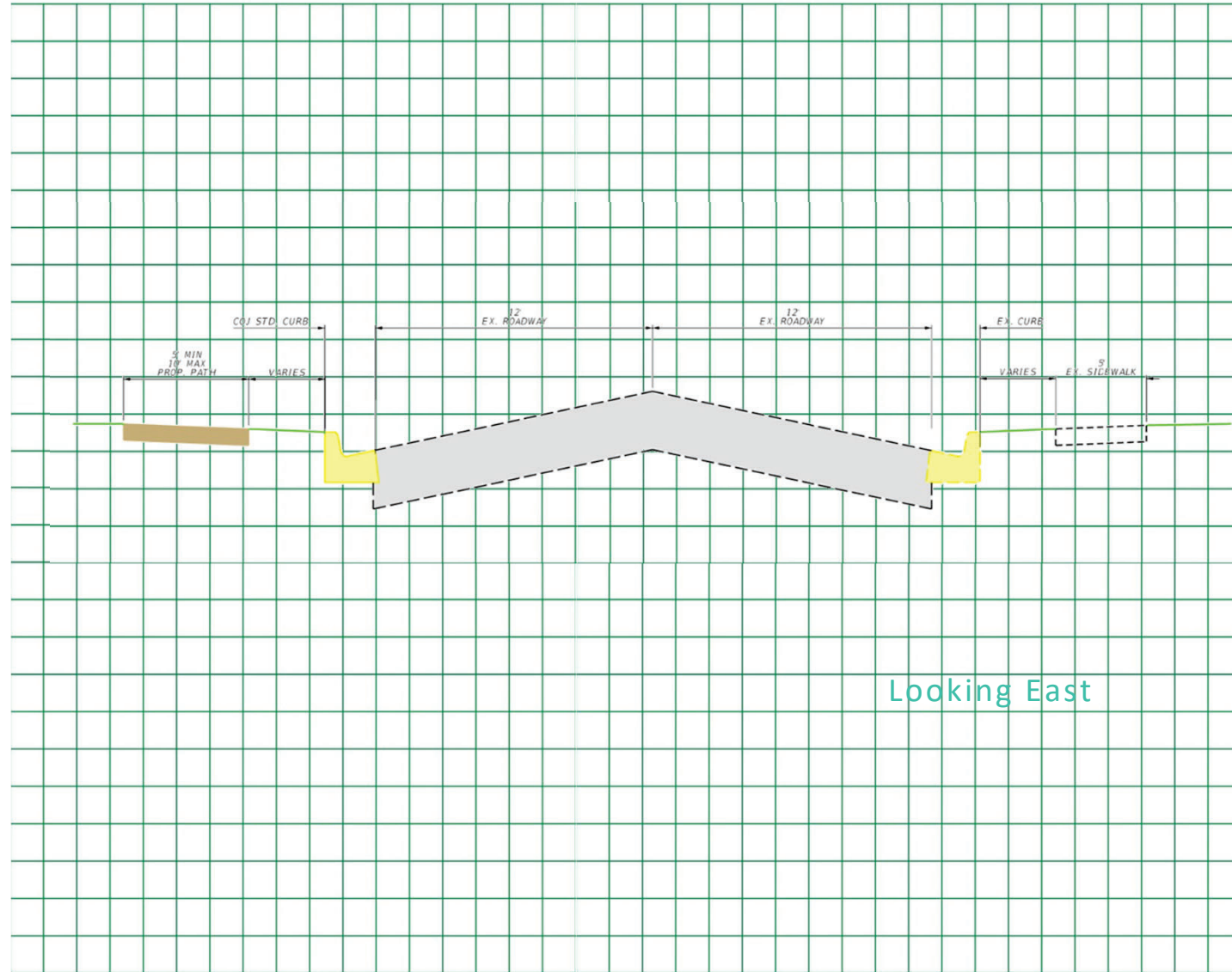
Proposed Concepts

18th Avenue N.

Looking East –

From 10th St. N. to 3rd St.

- 12' existing travel lanes
- Utilize existing sidewalk footprint
- 10-ft proposed path – goes around power poles
- Utility strip varies – maintain parking area at stadium



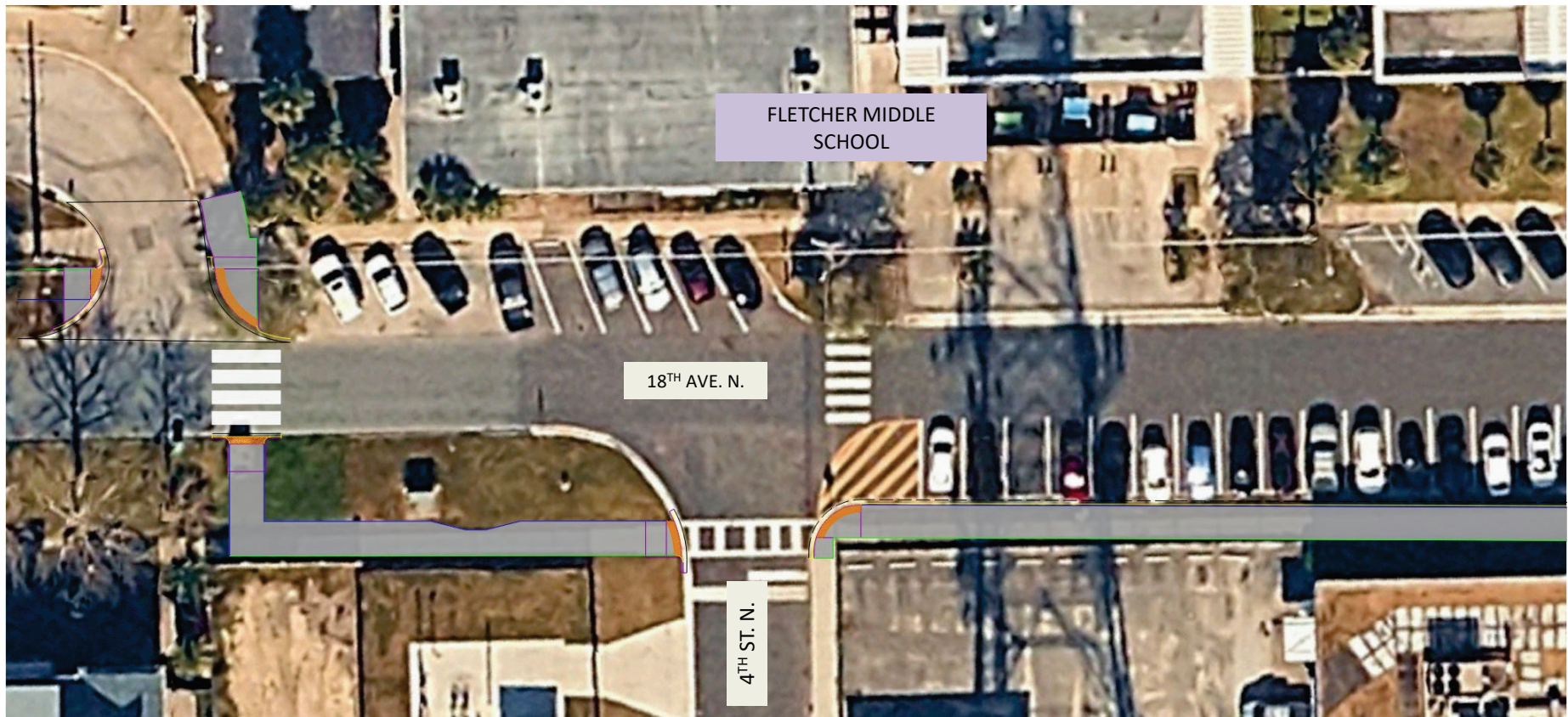
Proposed Concepts

18th Avenue N.



Proposed Concepts

18th Avenue N.



Proposed Concepts

10th Street N.

Looking North –

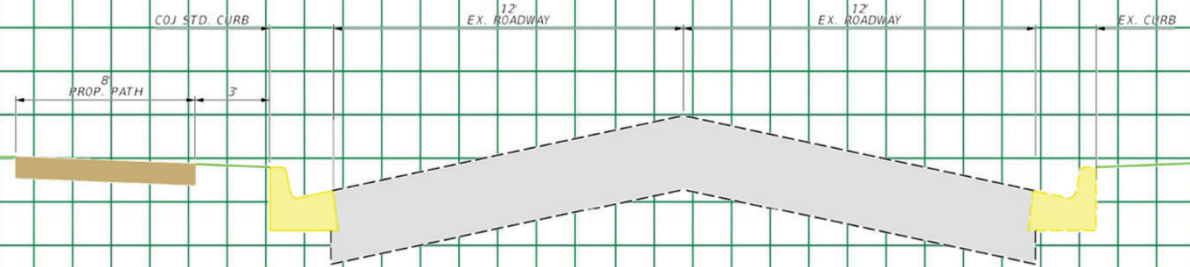
From 15th Ave N to 18th Ave N

- 12-ft existing travel lanes
- Reconstruct curb line
- 8-ft proposed path
- Utilize existing sidewalk footprint on the left side of the road

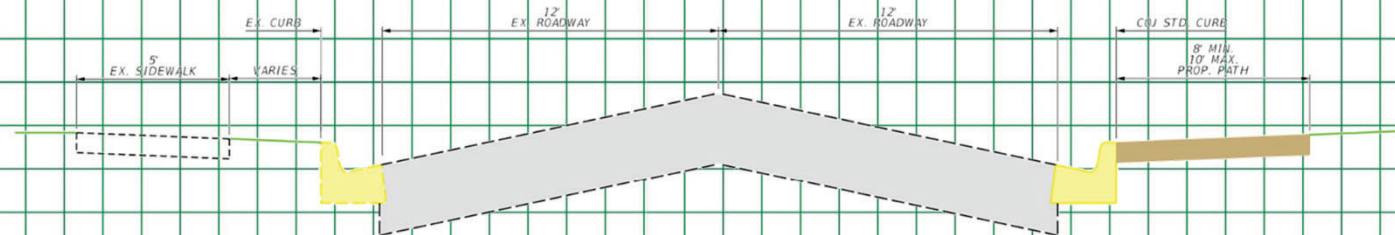
From 18th Ave N to Seagate Ave

- 12-ft existing travel lanes
- Reconstruct curb line
- 10-ft proposed path in front of power poles on right side of the road

Typical 1



Typical 2



Looking North

Proposed Concepts

10th Street N.



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Jodilynn Byrd, Deputy City Clerk
DATE:	July 13, 2026
SUBJECT:	SPARK, a CIA Alumni Association

BACKGROUND

As part of the 2022 Strategic Plan (*P4.G3.O1-01*), the City Clerk's office launched the City's first annual Citizen Information Academy (CIA). With five classes completed, we now have over 100 graduates. Based on CIA graduate feedback, an interest in staying engaged and/or volunteering with the City of Jacksonville Beach has been expressed.

A survey was conducted to gauge interest in establishing a C.I.A. Alumni Association by contacting all 91 program graduates (excluding current employees and City Council Members). The response demonstrated strong enthusiasm for continued engagement:

- **85%** expressed interest in joining a C.I.A. Alumni Association.
- **81%** expressed interest in volunteering for community outreach and engagement activities.

After researching citizen academy alumni programs across municipalities in Florida, two highly successful programs were identified: the City of Port St. Lucie's City Ambassador Program and the City of North Port's North Port University. Staff conducted multiple conference calls with both cities to learn from their successes, resulting in the development of the following vision.

VISION



SPARK aims to keep Citizen Information Academy alumni engaged by providing opportunities to **share** accurate information and city updates, **participate** in city events, **activate** their community, **reach** out to their neighbors to help **konnect** our beach community with its local government.

All information used in the SPARK program would come from existing City resources, such as the newsletter, the website, and City-approved social media accounts. No new content or information will be created or distributed.

Who can become a SPARK Konnector?

Qualification Criteria: To become a SPARK Konnector, the applicant must be a graduate of City of Jacksonville Beach Citizen Information Academy.

Enthusiastic individuals who:

- Have a genuine interest in community service
- Are active and respected members of the community
- Are passionate about improving the quality of the community
- Possess excellent communication skills
- Are willing to attend public city meetings and monthly/quarterly Konnect info sessions

The benefits of becoming a SPARK Konnector:

- A chance to make a meaningful impact on the lives of residents and local business owners
- Building relationships with city staff and other community members
- Recognition for your contributions to the community

How to apply:

- Complete the SPARK Konnector application, including a waiver and professional responsibility pledge
- Attend the "SPARK Jumpstart – Connecting the Konnectors" training session

The responsibilities of a SPARK Konnector would be as follows:

- Keep the mission, vision, and core values of the City of Jacksonville Beach at the forefront of community interaction and conversation
- Attend monthly/quarterly SPARK meetings and stay updated through the SPARK webpage in conjunction with SPARK Coordinator emails
- Attend regular city meetings to stay informed about city projects, decisions and initiatives
- Engage with local businesses, neighbors, community, HOA's and other community organizations by sharing important updates and accurate information provided by the city
- Share city social media posts to expand and strengthen city information outreach
- Gather feedback from residents and relay it to the SPARK Coordinator
- Complete the community/citizen engagement summary form and submit it to SPARK Coordinator
- Participate in and engage with residents at city events and volunteer opportunities
- Help foster a positive image of the city through various outreach activities
- Maintain a friendly, respectful, and professional tone in all communications
- Ensure accuracy and consistency in shared information

STAFF/RESOURCE IMPACT

The Deputy City Clerk would be the designated SPARK Coordinator. Program start up would include the following:

- Contacting all former C.I.A. graduates to introduce the program. (*City Clerk*)
- Organize a program information session to provide more details about the program to interested participants and staff. (*City Clerk, PW, PD, P&D and CRA*)
- Creation of Jotform app or a dedicated page on the city website (requiring login for SPARK Konnectors only) to include project info, newsletters, meeting schedules, helpful links, etc. (*City Clerk and Communication*)
- Plan, coordinate and execute SPARK Jumpstart – Connecting the Konnectors training session (to include program overview, procedures, review Code of Conduct and offer a Q&A session) (*City Clerk*)
- Provide updated and relevant information to Konnectors on a timely and regular basis through provided tools (*City Clerk*)
- Provide ongoing support to Konnectors and departments (*City Clerk*)

Proposed timeline:

- July: Contact and promote to past C.I.A. graduates
- August – Host information session for interested C.I.A. graduates
- October 19-25 (*Florida City Week*) – Launch SPARK Konnector training and start of program

FINANCIAL IMPACT

Start-up cost estimates:

QUANTITY	PRODUCT	COST
6	SPARK Konnector Logo Shirts	\$282
1	Custom SPARK Tablecloth	\$215
1	Lightweight 6-foot Table	\$48
1	Foldable Chairs (set of two)	\$60
	Miscellaneous Supplies (pens, printing, etc.)	\$100
	Miscellaneous Fees (attendance at events)	\$500
	Food and Drinks for Program Info. Session	\$250
	Food and Drinks for Konnector Training	\$150
TOTAL:		\$1,605



Annual reoccurring cost estimates:

Event participation Fees	\$500
Miscellaneous Supplies	\$250
ESTIMATED TOTAL:	\$750

COUNCIL DIRECTION REQUESTED

- Does the Council support the creation of a Citizen Information Academy (C.I.A.) Alumni Program?
- Does the Council have any recommendations regarding the vision, goals, or direction of the proposed program?
- Does the Council support the proposed program budget and estimated associated costs?

ATTACHMENTS

1. Table and chairs
2. SPARK custom tablecloth

Convenient & Portable

Perfect for any indoor or outdoor event or occasion.



[Click to see full view](#)



[Click to see full view](#)



Share • Participate • Activate • Reach • Konnect



CITY COUNCIL BRIEFING TOPIC	
TO:	Michael Staffopoulos, City Manager
FROM:	Christian Popoli, Senior Planner
DATE:	July 13, 2026
SUBJECT:	Dockside Lease Agreement and Allowing a 4COP for Full Liquor

BACKGROUND

Dockside Seafood (formerly Safe Harbor Seafood Restaurant) is the current tenant at the City's property located on the north side of the basin at Beach Marine. Dockside recently added additional cooler space and approved seating, with review and approval by the Fire Marshal, and now has 120 seats and a structure that is 2,000 square feet. This site now meets the requirements of Florida Statute 561.20(2)(a)4 to qualify for a 4COP SRX license for full liquor service. The current lease agreement limits this site to a 2COP license for beer and wine only. The tenant has requested to apply for a 4COP SRX license, but to do so, the City would need to amend the lease to change the limitation on the 2COP license. The item is before Council for discussion to gauge if there is interest in bringing a lease amendment forward for formal consideration.

Currently, the City has one property where the tenant has a 4COP SRX license for full liquor service, at the City's golf course. While this is a different use, and may have different levels of intensity and use, it is still a precedent for consideration of this request.

FINANCIAL IMPACT

Unknown

COUNCIL DIRECTION REQUESTED

Does Council wish to consider an amendment to the existing lease to allow a 4COP SRX license on the City's property, north of the Marina basin?

ATTACHMENTS

1. Page 12 from Safe Harbor Seafood Restaurant Lease Agreement

(d) Recognizing the extended term of this contract, TENANT agrees that the CITY shall have the right to periodically review the adequacy of the required insurance and amend the insurance requirements of this section. Factors which may be considered include but are not limited to changes in generally accepted insurance industry standards and practices, changes in TENANT's use of the premises, measurable changes in local and national economic indicators and changes in City policies and procedures.

7. USE OF LEASED PREMISES; RESTRICTIONS ON USE:

(a) TENANT agrees to observe and obey all laws, ordinances, rules and regulations promulgated and enforced by the CITY and by any other proper authority having jurisdiction over the conduct of operations on the premises. Further, TENANT agrees that TENANT shall not occupy or use or permit or suffer the Leased Premises or any part thereof, to be occupied or used for any unlawful or illegal business or purpose, nor in such manner as to constitute a nuisance of any kind, nor for any purpose or in any way in violation of any laws, rules, requirements, orders, ordinances, regulations of the United States of America, or of the State, County, or City government, or their administrative boards or agencies.

(b) TENANT may use the Leased Premises for uses permitted in the zoning district in which the property is located, and in conformance with a site plan and uses approved by the CITY and subject to applicable laws and ordinances.

(c) TENANT may use the Leased Premises to operate a restaurant with a 2COP Beer and Wine License ONLY.

(d) TENANT agrees to complete the north parking lot across the street from building according to City codes and ordinances within 180 days of executed date of lease.

(e) TENANT agrees to obtain CITY approval prior to making modifications to property, building, floating dock or parking area or other improvements.

(f) TENANT is prohibited from operating an airboat.

8. CONSTRUCTION OF IMPROVEMENTS:

(a) TENANT shall submit a complete site plan application to the City of Jacksonville Beach Planning & Development Department within sixty (60) days of the approval of the Lease, and shall diligently pursue site plan approval.

(b) Notwithstanding subsection (a) above, if TENANT fails to receive site plan approval within ninety (90) days after the effective date of the Lease, CITY may elect to terminate the lease. If CITY elects to terminate the Lease due to TENANT's failure to obtain site plan approval:

(1) CITY shall have the right to immediately reenter and take possession of Leased premises; and

(2) All title to and interest in any structures built and improvements made by TENANT upon the Leased premises shall vest in CITY.

CITY COUNCIL BRIEFING TOPIC	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Molly Alleger, City Clerk
DATE:	July 13, 2026
SUBJECT:	Summer Camp Ordinance / Policy

BACKGROUND

At the April 2026 Briefing, City Council and staff discussed a revision to Section 6-5(a) of the City Code of Ordinances to include surf and volleyball camps on the beach to codify a Council motion made in 2003. During that discussion, the Council requested the following:

- Define "fitness-related" and "camp"
- Create a fee schedule for the camps
- Remove the requirement for a local business tax receipt
- Remove the requirements listed in 6-5(a)(2) which states, "The operator shall have a place of business or agreement to operate from a place of business west of the bulkhead line on private property that abuts the beach..."

Subsequent to that discussion, staff performed further internal review of the language in the Code as well as current processes and procedures. At this time, staff recommends a stand-alone policy for camps and tournaments on the beach. The attached draft is provided as an example of the policy that can be further refined for the purpose of allowing camps to take place on the beach proper without changing requirements for other business done on the beach. This draft policy mirrors the Special Event policy.

FINANCIAL IMPACT

COUNCIL DIRECTION REQUESTED

Is there consensus among City Council to further refine the camp and tournament policy and create a fee schedule for formal action at a future Council meeting?

ATTACHMENTS

1. Summer Camp Policy v2

DRAFT Beach Business Policy, Jacksonville Beach 2026

City Clerk's Office

1. Purpose & Definitions

This policy establishes standard operating procedures, safety requirements, and administrative guidelines for any organized summer camp activities utilizing Jacksonville Beach proper or the Atlantic Ocean. This policy is specifically geared toward recurring instances over a short period of time that also require entry fees to be paid. All camp and tournament producers must obtain an approved Camp/Tournament Permit prior to operation.

- **Camp:** Any organized, structured program offering recreational, athletic, or educational activities to a group of participants utilizing designated beach areas for a specified duration during the summer season.
- **Youth Camp:** A specific sub-category of camp primarily serving minors under the age of 18, requiring specialized supervisor-to-camper ratios, heightened ocean safety compliance, and mandatory background screening for all staff and volunteers.
- **Tournament:** A competition involving multiple competitors or teams, all contesting for a single championship or title.

2. Application & Permitting Timeline

- **Submission Window:** Applications must be submitted to the City Clerk's Office no earlier than January 1st and no later than 30 days prior to the camp's start date.
- **Review Period:** The City will approve, deny, or request modifications to the application within 7 business days of submission.
- **Permit Fee:** A non-refundable application fee of \$200 is due at submission.

3. Operational & Safety Requirements

- **Ocean Safety Coordination:** Camp directors and tournament producers must check in at the beginning of the week with the Jacksonville Beach Ocean Rescue Captain or Assistant Captain to review current surf conditions, flags, and weather forecasts.
- **Designated Footprint:** Camps and tournaments will be assigned a specific zone of the beach. All equipment (tents, flags, storage) must be set up west of the emergency vehicle access lane and cannot block public access to the shoreline. All

swimmers must remain a minimum of 300 feet away from the pier on the north and south side.

- **State Compliance:** Beach/Ocean Events are subject to the conditions and restrictions outlined by the Florida Department of Environmental Protection (FDEP) Requirements for events located seaward of the Coastal Construction Control Line. Should the City determine that additional permitting is required, the applicant will be required to contact the FDEP or other State agency or organization for additional approval.

4. Environmental & Beach Stewardship

- **Trash & Waste Management:** Camp and tournament producers are responsible for keeping their designated area clean. All trash must be collected and deposited at the end of each day.
- **Sea Turtle Protection:** No permanent structures are permitted. All tents, canopy frames, and recreational gear must be removed from the beach daily by dusk to protect nesting sea turtles.
- **Leave No Trace:** Digging large holes in the sand is restricted; any recreational holes dug during camp hours must be completely backfilled before departure.

5. Insurance & Liability

Camp producers must secure and maintain General Liability Insurance throughout the duration of the camp.

- A Certificate of Insurance (COI) naming the City of Jacksonville Beach as an additional insured must be submitted at least 30 days before camp begins.
- **Minimum Coverage:** \$1,000,000 aggregate.

6. Denial & Revocation

The City reserves the right to deny an application or immediately revoke an active permit due to:

1. Failure to maintain required staff-to-camper ratios or complete required youth hold harmless agreements.
2. Inclement weather or hazardous surf conditions as determined by Ocean Rescue.
3. Violation of any local ordinances or environmental regulations, including all of Article III of the City Code of Ordinances.