



City of Jacksonville Beach

11 North Third Street
Jacksonville Beach, Florida

Amended Agenda

City Council

Monday, April 18, 2022

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. Regular City Council Meeting held on April 4, 2022
- B. Council Briefing held on April 11, 2022

ANNOUNCEMENTS

COURTESY OF THE FLOOR TO VISITORS

MAYOR AND CITY COUNCIL

- A. Present Certificate to Council Member Georgette Dumont for completion of the Leadership Academy I program held in Kissimmee, Florida on March 11-12, 2022

CITY CLERK

CITY MANAGER

- A. Accept/Reject the Monthly Financial Reports for the month of March 2022
- B. Approve/Disapprove an Agreement with Jones Edmunds & Associates, Inc., for Engineering Services under the Continuing Professional Engineering Services Contract in the amount of \$62,565
- C. Award/Reject RFP Number 05-2122 Environmental Sampling and Analytical Lab Services to Advanced Environmental Laboratories, Inc., and authorize the Mayor and City Manager to execute the final contract
- D. Approve/Disapprove negotiations for scope and fee with the highest ranking respondent, Kimley-Horn and Associates, Inc., or the next highest ranking firm until a successful agreement

is reached for consulting services to update the Comprehensive Plan and Land Development Code

- E. Approve/Disapprove the sale of vacant residential lots in the Southend Redevelopment District on Horn Court and Sunshine Court; *and*

Approve/Disapprove the use of GovDeals online auction site to sell the lots

RESOLUTIONS

- A. Adopt/Deny Resolution No. 2105-2022 approving a Memorandum of Understanding/Intralocal Agreement with the Community Redevelopment Agency for the sale of surplus public real property in the Southend CRA District and authorizing GovDeals to conduct the public auction
- B. Adopt/Deny Resolution No. 2109-2022 establishing and adopting the Legislative Policies Manual
- C. 1. Adopt/Deny Resolution No. 2110-2022 amending the Position Classification and Pay Plan for Managerial, Professional, and Administrative (Nonunion) Positions; amending the Collective Bargaining Agreement with the Florida State Lodge, Fraternal Order of Police; and amending the Collective Bargaining Agreement with the Northeast Florida Public Employees, Local 630.
2. Approve/Disapprove a 3% increase for the City Attorney and City Manager.

ORDINANCES

- A. Adopt/Deny Ordinance No. 2022-8173 Amending Ordinance No. 2020-8157 on the second reading (Extends the moratorium on micromobility devices and motorized scooters)
- B. Approve/Disapprove Ordinance No. 2022-8174 repealing Division 2 of Chapter 2, Article II, of the City Code of Ordinances on the first reading and schedule a second reading for May 2, 2022
- C. Adopt/Deny Ordinance No. 2022-8176 adopting the boundaries of three City Council Districts pursuant to the 2020 federal census on the second reading

ADJOURNMENT

NOTICE

In accordance with Section 286.0105, Florida Statutes, if any person decides to appeal any decision made by the council with respect to any matter considered at such meeting, he or she will need a record of the proceedings. For such purpose, he or she 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.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's Office at (904) 247-6299 no later than one business day before the meeting.

You may use this website <http://www.jacksonvillebeach.org/publichearinginfo> to find information concerning the hearing process. This information is also available in the City Hall first floor display case.

**Minutes of Regular City Council Meeting
held Monday, April 4, 2022, at 6:00 P.M.
in the Council Chambers, 11 North 3rd Street,
Jacksonville Beach, Florida**



OPENING CEREMONIES:

Council Member Janson 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	Dan Janson	Fernando Meza
	Cory Nichols	Chet Stokes	Georgette Dumont

Also present were: City Manager Mike Staffopoulos, Deputy City Manager Karen Nelson, City Attorney Sandra Robinson, Chief Financial Officer Ashlie Gossett, Director of Parks and Recreation Jason Phitides, Chief of Parks Development & Maintenance Trevor Hughes, Director of Planning and Development Heather Ireland, Senior Planner Christian Popoli and City Clerk Sheri Gosselin.

APPROVAL OF MINUTES:

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

- Regular City Council Meeting held on March 21, 2022
- Council Briefing held on March 28, 2022

ANNOUNCEMENTS:

Mayor Hoffman shared Wilmer Clark, retired Sergeant with the Jacksonville Beach Police Department and former City Council member, passed on March 30, 2022. She mentioned the Springing the Blues event this past weekend was a success. Additionally, she shared a Candlelight Vigil for Jared Brigeden would be held on April 19, 2022, at Sunshine Park.

Council Member Golding announced a meeting for Beaches Watch would be held on April 6, 2022. The topic would be the recent legislative session. City Manager Mike Staffopoulos and the other Beaches City Managers would discuss passed legislation affecting their cities. She shared a Community Cleanup, sponsored by Beaches Go Green, would be held on April 9, 2022, at Latham Plaza.

Mr. Janson noted he attended the Open House on the Downtown infrastructure improvement plans last week [March 29, 2022].

COURTESY OF THE FLOOR TO VISITORS:

Mayor Hoffman extended Courtesy of the Floor to visitors.

- Susan Craft, 1655 Marshside Drive, Jacksonville Beach, spoke on the possible proposed boardwalk at the end of Shetter Avenue (Adventure Landing property).
- Roxanne de Sousa, 756 Marshview Drive, Jacksonville Beach, spoke on the Adventure Landing property development and the possible proposed boardwalk.
- Leigh Gardner, 3376 Sanctuary Boulevard, Jacksonville Beach, spoke in opposition to the possible proposed Adventure Landing property boardwalk.
- Ken Marsh, 2011 Gail Avenue, Jacksonville Beach, spoke about the CRA (Community Redevelopment Agency) and downtown.

MAYOR AND CITY COUNCIL: *No items*

CITY CLERK: *No items*

CITY MANAGER:

Item A **Approve/Disapprove a 48-month Lease Agreement with Yamaha Golf-Car Company for the lease of 16 utility vehicles at \$33,120 annually and authorize the Mayor and City Manager to enter into the final Lease Agreement**

Chief of Parks Development & Maintenance Trevor Hughes noted the current lease would expire in November 2022. Due to industry lead times, he encouraged placing the order now to ensure vehicles would be available for the fall. He confirmed a bid process was completed and Yamaha Golf-Car Company was recommended.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to approve a 48-month Lease Agreement with Yamaha Golf-Car Company for the lease of 16 utility vehicles at \$33,120 annually and authorize the Mayor and City Manager to enter into the final Lease Agreement.

Discussion: Council Member Stokes asked about the prior lease agreement and the maintenance plan. Mr. Hughes confirmed the prior lease was four years, and he was confident the new maintenance plan would be sufficient.

Roll Call Vote: Ayes – Dumont, Golding, Janson, Meza, Nichols, Stokes, Mayor Hoffman.
The motion passed unanimously.

Item B **Award/Reject RFP No. 03-2122 Tennis Professional to Albrecht Catalan d/b/a Sypiar, LLC for five years with three one-year renewal options not to exceed a total term of eight years and authorize the Mayor and City Manager sign the final contract**

Director of Parks and Recreation Jason Phitides stated the Tennis Professional would be an independent contractor and not a City employee.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to award RFP Number 03-2122 Tennis Professional to Albrecht Catalan d/b/a Sypiar, LLC for five years with three one-year renewal options not to exceed a total term of eight years and authorize the Mayor and City Manager sign the final contract.

Discussion: *None*

Roll Call Vote: Ayes – Golding, Janson, Meza, Nichols, Stokes, Dumont, Mayor Hoffman.
The motion passed unanimously.

RESOLUTIONS

Item A Adopt/Deny Resolution No. 2106-2022 amending the Operating Budget of the City of Jacksonville Beach, Florida for the Fiscal Year beginning October 1, 2021 and ending September 30, 2022

Chief Financial Officer Ashlie Gossett reviewed the Resolution.

Mayor Hoffman requested the City Clerk read Resolution No. 2106-2022 by title only, whereupon Ms. Gosselin read the following:

“A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING THE OPERATING BUDGET OF THE CITY OF JACKSONVILLE BEACH, FLORIDA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2021 AND ENDING SEPTEMBER 30, 2022.”

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to adopt Resolution No. 2106-2022 amending the Operating Budget of the City of Jacksonville Beach, Florida for the Fiscal Year beginning October 1, 2021 and ending September 30, 2022.

Discussion: *None*

Roll Call Vote: Ayes – Janson, Meza, Nichols, Stokes, Dumont, Golding, Mayor Hoffman
The motion passed unanimously.

Item B Adopt/Deny Resolution No. 2107-2022 amending the Managerial, Professional, and Administrative (Nonunion) Position Classification and Pay Plan authorizing two new full-time positions for Information Services and one new part-time position and three part-time to full-time position conversions in Parks and Recreation

Deputy City Manager Karen Nelson summarized the proposed changes.

Mayor Hoffman requested the City Clerk read Resolution No. 2107-2022 by title only, whereupon Ms. Gosselin read the following:

“A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING ITS POSITION CLASSIFICATION AND PAY PLAN FOR MANAGERIAL, PROFESSIONAL, AND ADMINISTRATIVE (NONUNION) POSITIONS; PROVIDING FOR ADOPTION OF RECITALS, ADOPTION OF THE PLAN, REPEAL OF PRIOR INCONSISTENT RESOLUTIONS, SEVERABILITY, AND AN EFFECTIVE DATE.”

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to adopt Resolution No. 2107-2022 amending the Managerial, Professional, and Administrative (Nonunion) Position Classification and Pay Plan authorizing two new full-time positions for Information Services and one new part-time position and three part-time to full-time position conversions in Parks and Recreation.

Discussion: *None*

Roll Call Vote: Ayes – Meza, Nichols, Stokes, Dumont, Golding, Janson, Mayor Hoffman
The motion passed unanimously.

ORDINANCES

Item A **Adopt/Deny Ordinance No. 2022-8173 Amending Ordinance No. 2020-8157 on the second reading (Extends the moratorium on micromobility devices and motorized scooters)**

City Attorney Sandra Robinson noted the Ordinance extends the moratorium on micromobility devices and motorized scooters until April 21, 2023.

Mayor Hoffman requested the City Clerk read Ordinance 2022-8173 by title only, whereupon Ms. Gosselin read the following:

"AN ORDINANCE BY THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING ORDINANCE NO. 2020-8157 WHICH IMPOSED A TEMPORARY MORATORIUM ON THE COMMERCIAL RENTAL AND LEASE, AND USE OF RENTED AND LEASED, ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICES, MICROMOBILITY DEVICES, AND MOTORIZED SCOOTERS; CONTINUING THE BASIS FOR THE EMERGENCY MORATORIUM; AND EXTENDING THE MORATORIUM 16 MONTHS FROM THE ORIGINAL EFFECTIVE DATE.”

Mayor Hoffman read the following: “This ordinance is before this Council for a public hearing and consideration on its first reading. I will now open the public hearing on Ordinance 2022-8173.”

Public Hearing:

No one came forth to speak on the item. Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to adopt Ordinance No. 2022-8173 Amending Ordinance No. 2020-8157 on the second reading extending the moratorium on micromobility devices and motorized scooters.

Discussion: Council Member Nichols stated he believed micromobility was no longer a viable last-mile transportation option.

Motion to Amend: It was moved by Mr. Nichols, seconded by Ms. Dumont, to adopt Ordinance No. 2022-8173 Amending Ordinance No. 2020-8157 on the second reading extending the moratorium on micromobility devices and motorized scooters indefinitely.

Discussion: A discussion ensued regarding extending the moratorium indefinitely.

Roll Call Vote on Amended Motion: Ayes – Nichols, Dumont, Janson, Mayor Hoffman
Nays – Stokes, Golding, Meza
The amended motion passed 4-3.

Roll Call Vote on Original Motion: Ayes – Stokes, Dumont, Golding, Janson, Meza, Nichols, Mayor Hoffman
The original motion passed unanimously, as amended.

Item B Adopt/Deny Ordinance No. 2022-8175 adopting a Property Rights Element into the 2030 Comprehensive Plan on the second reading

Director of Planning and Development Heather Ireland provided a brief summary of the Ordinance.

Mayor Hoffman requested the City Clerk read Ordinance 2022-8175 by title only, whereupon Ms. Gosselin read the following:

“AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA ADOPTING AMENDMENTS TO THE JACKSONVILLE BEACH 2030 COMPREHENSIVE PLAN TO ADOPT A NEW PROPERTY RIGHTS ELEMENT WITH A NEW GOAL, OBJECTIVE AND POLICY TO MEET THE REQUIREMENTS OF SECTION 163.3177(6), FLORIDA STATUTES; PROVIDING DIRECTIONS TO THE PLANNING AND DEVELOPMENT DEPARTMENT, FOR LEGISLATIVE FINDINGS, REPEAL OF

**CONFLICTING ORDINANCES, SEVERABILITY, AND AN
EFFECTIVE DATE.**

Mayor Hoffman read the following: “This ordinance is before this Council for a public hearing and consideration on its first reading. I will now open the public hearing on Ordinance 2022-8175.”

Public Hearing:

No one came forth to speak on the ordinance. Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to approve Ordinance No. 2022-8175 adopting a Property Rights Element into the 2030 Comprehensive Plan on the second reading.

Discussion: *None*

Roll Call Vote: Ayes – Dumont, Golding, Janson, Meza, Nichols, Stokes, Mayor Hoffman
The motion passed unanimously.

Item C **Approve/Disapprove Ordinance No. 2022-8176 adopting the boundaries of three City Council Districts pursuant to the 2020 federal census on the first reading and schedule a second reading for April 18, 2022**

Senior Planner Christian Popoli reviewed the Ordinance and the two preferred voting district options.

Mayor Hoffman requested the City Clerk read Ordinance 2022-8176 by title only, whereupon Ms. Gosselin read the following:

"AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, PERTAINING TO ELECTIONS IN JACKSONVILLE BEACH, FLORIDA; REVISING THE BOUNDARIES OF THREE CITY COUNCIL DISTRICTS PURSUANT TO THE 2020 FEDERAL CENSUS; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF ORDINANCE NO. 2011-8013 AND OF OTHER CONFLICTING ORDINANCES, DESCRIPTION OF THE PLAN TO BE ENTERED UPON THE MINUTES, SCRIVENER'S ERRORS, SEVERABILITY, EFFECTIVE DATES, AND APPLICABILITY."

Mayor Hoffman read the following: “This ordinance is before this Council for a public hearing and consideration on its first reading. I will now open the public hearing on Ordinance 2022-8176.”

Public Hearing:

No one came forth to speak on the ordinance. Mayor Hoffman closed the public hearing.

Motion: It was moved by Mr. Nichols, seconded by Ms. Golding, to approve Ordinance No. 2022-8176 adopting the boundaries of three City Council Districts pursuant to the 2020 federal census on the first reading and schedule a second reading for April 18, 2022.

Discussion: A discussion ensued about Option 3 benefiting the CRA and Option 1 having the percentages with the lowest deviation possible between the districts.

Motion to Amend: It was moved by Ms. Dumont, seconded by Ms. Golding, to approve Ordinance No. 2022-8176 adopting Option 1.

Discussion: A discussion ensued regarding the future growth of the City and making a decision based on the 2020 Census data.

Roll Call Vote on Amended Motion: Ayes – Golding, Meza, Stokes, Dumont, Mayor Hoffman
Nays - Janson, Nichols
The amended motion passed 5-2.

Roll Call Vote on Original Motion: Ayes –Janson, Meza, Nichols, Stokes, Dumont, Golding, Mayor Hoffman
The original motion passed unanimously, as amended.

ADJOURNMENT:

There being no further business, the meeting adjourned at 6:47 P.M.

Submitted by: Sheri Gosselin
City Clerk

Approval:

Christine H. Hoffman, MAYOR

Date: _____

The Council Briefing began at 5:30 P.M. The meeting was held via video conference using the Zoom platform.

The following City Council Members were in attendance:

Mayor: Christine Hoffman

Council Members:	Georgette Dumont	Sandy Golding	Dan Janson (absent)
	Fernando Meza	Cory Nichols	Chet Stokes

Also present were City Manager Mike Staffopoulos, Director of Planning and Development Heather Ireland, Director of Public Works Dennis Barron, Community Redevelopment Agency (CRA) Coordinator Taylor Mobbs, and City Attorney Sandra Robinson.

Purpose of Briefing

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

City Manager

Legislative Wrap-Up Report by Public Affairs Consultants

Erin Ballas and Jack Cory of Public Affairs Consultants provided a presentation [on file] of the 2022 Legislative Session. A conversation ensued regarding recent House Bills and upcoming issues.

CRA Quarterly Report and Update

Director of Planning and Development Heather Ireland presented a CRA quarterly report and update regarding the CRA's recent activity. A conversation ensued regarding current and upcoming projects within the CRA districts, the status of the previously proposed Tax Increment Financing (TIF) funds, and the current dune walkover project.

Director of Public Works Dennis Barron spoke about the status of the remaining walkovers.

Micromobility

A conversation ensued regarding the Shared Micromobility Pilot Program Ordinance draft. City Attorney Sandra Robinson asked, given the recent action by City Council to establish an indefinite moratorium, should staff continue working towards a pilot program ordinance, or defer this item for a set period of time? It was the consensus of the Council to discontinue any work on the draft ordinance regarding shared micromobility at this time.

Miscellaneous City Manager's Items

None

Community Assignment Report

None

Future Briefing Topics

Council Member Stokes spoke about the upkeep of the new dune walkovers and suggested a maintenance program be implemented. The consensus of the Council was to discuss the boardwalk and walkover project as a whole, including the topic of sand clearing.

Council Member Nichols asked for the status of the J-Bill with Build Up Downtown allowing a reduction in seating requirements for local establishments to obtain an alcohol license. City Manager Mike Staffopoulos stated the Planning and Development Department was putting together a plan outline and would provide the information at a future briefing.

Mr. Nichols suggested removing much of the on-street parking when a parking garage is built. He stated removing some of the on-street parking would allow for wider sidewalks and allow local establishments to expand their outdoor seating onto the sidewalks allowing café style seating. Mr. Staffopoulos stated the downtown right-of-way configuration had been previously discussed with Ms. Ireland and would be part of the conversation when the design element for the downtown was discussed.

Mr. Nichols suggested when events cause road closure of 1st Street, a small narrow path should remain open for traffic. It was stated the topic was covered during the planning of the Urban Trails, with 1st Street as an area of focus.

The Briefing adjourned at 7:15 P.M.

Submitted by: Jodilynn Byrd
Deputy City Clerk

Approved:

Christine H. Hoffman, MAYOR

Date: _____



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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Ashlie Gossett, Chief Financial Officer
DATE:	02/24/2022
SUBJECT:	Monthly Financial Reports for the month of March 2022

BACKGROUND

Attached are the monthly financial reports for March 2022 as prepared by the Finance Department. These reports represent six months of activity, or 50% of the total annual budget, and are prepared on a cash basis.

Summary Budget Reports Exhibits 1 through 6 show the cumulative actual revenues and expenditures compared to the actual amounts at the same point in time as last fiscal year. Exhibit 7 compares actual revenues and expenditures to the budget in total by fund.

FINANCIAL IMPACT

For informational purposes only.

REQUESTED ACTION

Accept/Reject the Monthly Financial Reports for the month of March 2022

ATTACHMENTS

1. 2022-3 March Financials



SUMMARY BUDGET REPORT

March 31, 2022

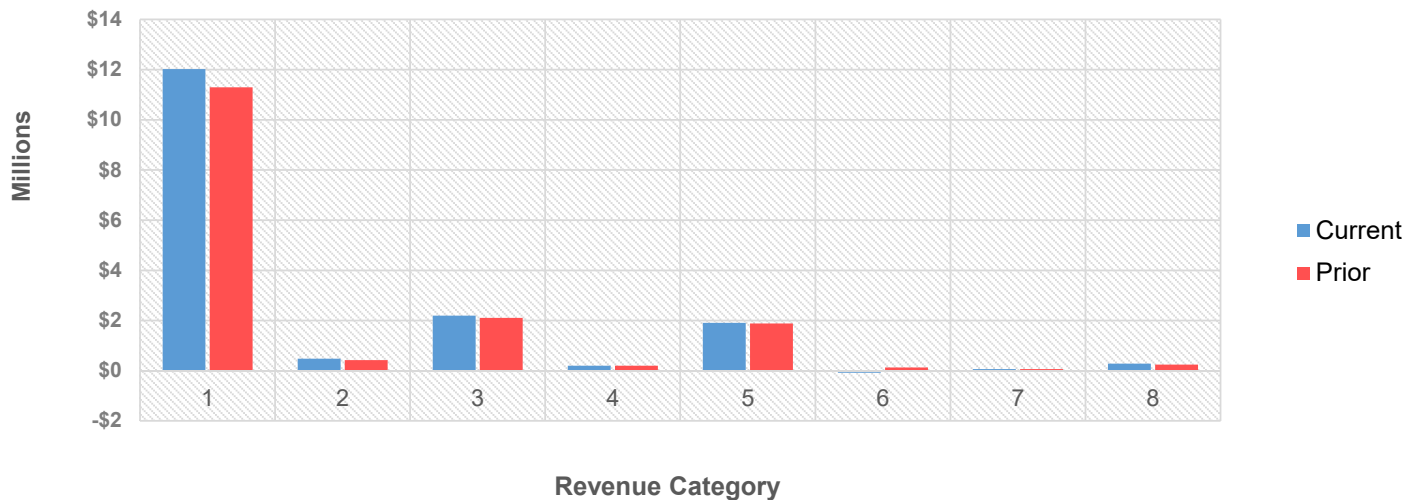
49.86% of Year Elapsed

Exhibit 1

General Fund Revenues

Revenue Category	Current Year Revenue to Date	Current Year Revenue % of Budget	Prior Year Revenue to Date	Prior Year Revenue % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
1 Taxes	12,023,171	80.70%	11,294,746	79.29%	1.41%	728,425
2 Licenses & Permits	473,086	78.22%	419,370	81.97%	-3.76%	53,716
3 Intergovernmental Revenue	2,190,493	52.92%	2,100,149	54.58%	-1.66%	90,344
4 Charges for Services	195,147	41.56%	196,631	44.67%	-3.12%	(1,484)
5 Enterprise Contributions	1,907,597	50.00%	1,877,778	50.00%	0.00%	29,818
6 Miscellaneous Revenue	(82,243)	-24.75%	123,226	37.56%	-62.31%	(205,470)
7 Fines & Forfeitures	61,747	38.12%	64,404	42.58%	-4.46%	(2,657)
8 Interfund Transfers	277,801	54.05%	241,015	46.89%	7.16%	36,786
Total Revenues	\$17,046,799	68.36%	\$16,317,320	68.58%	-0.22%	\$729,479

Current Year vs. Prior Year



Discussion

Total General Fund revenues are in line with the prior year at the same point in time on a percent of budget basis.

- 1 Annual ad valorem tax distributions were received in December, bringing the tax revenue-to-date to 80.7%.
- 2 Permit revenues are up because of an increase in construction activity compared to the same time in the prior year.
- 6 Miscellaneous revenue includes interest on pooled investments, auction proceeds, facility rental fees, tennis fees, and cemetery lots purchased. The decrease from the prior year is due primarily to the adjustment to market value of the City's pooled investment assets.



SUMMARY BUDGET REPORT

March 31, 2022

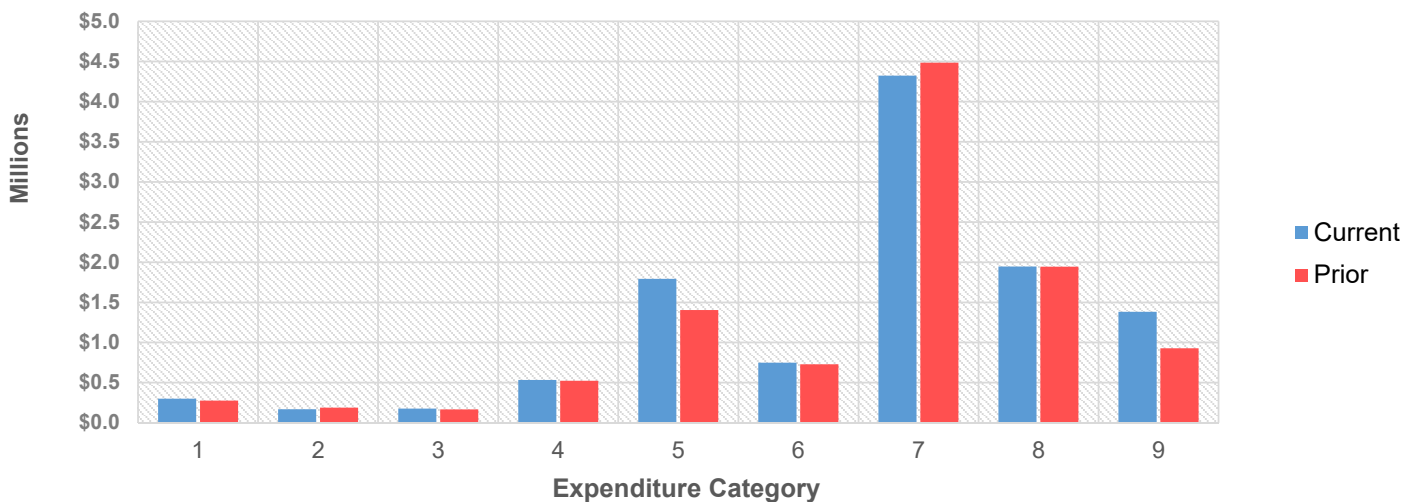
49.86% of Year Elapsed

Exhibit 2

General Fund Expenditures

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
1 City Administration	299,851	44.77%	275,010	42.15%	2.63%	24,842
2 City Clerk	167,668	36.78%	187,792	45.29%	-8.51%	(20,125)
3 Building Maintenance	175,871	40.06%	166,465	39.21%	0.86%	9,406
4 Planning and Development	532,751	44.07%	523,133	45.62%	-1.55%	9,618
5 Parks and Recreation	1,792,056	48.75%	1,402,814	37.94%	10.80%	389,242
6 Public Works	748,493	38.77%	727,915	39.24%	-0.47%	20,578
7 Police	4,324,050	43.52%	4,485,418	43.81%	-0.29%	(161,368)
8 Fire Services	1,945,548	58.04%	1,943,104	59.71%	-1.67%	2,444
9 Non-Departmental	1,381,921	40.76%	926,305	40.25%	0.51%	455,616
Total Expenditures	\$11,368,209	45.37%	\$10,637,955	44.35%	1.01%	\$730,254

Current Year vs. Prior Year



Discussion

Total General Fund expenditures are under budget by 4.49% and slightly above the prior year at the same point in time on a percent of budget basis.

- 5 Parks and Recreation expenditures increased in the current year due to the transition from volunteers to City staff for lifeguard coverage on Sundays and holidays.
- 7 The reduction in Police expenditures from the prior year is primarily attributable to the timing of police vehicle purchases. A police vehicle reserve was created in the General Capital Projects Fund for future purchases.
- 9 The increase in Non-Departmental expenditures is due to transfers to the General Capital Projects Fund for planned vehicle and heavy equipment replacements as well as City facility and infrastructure improvement projects.



SUMMARY BUDGET REPORT

March 31, 2022

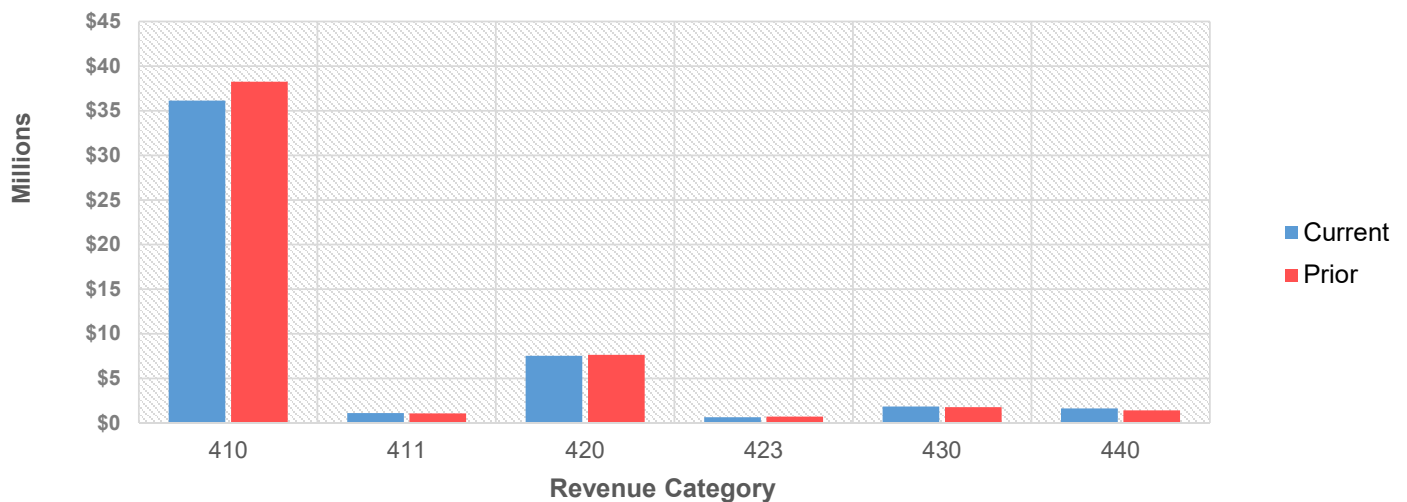
49.86% of Year Elapsed

Exhibit 3

Enterprise Fund Revenues

Revenue Category	Current Year Revenue to Date	Current Year Revenue % of Budget	Prior Year Revenue to Date	Prior Year Revenue % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
410 Electric	36,133,079	43.45%	38,248,636	46.18%	-2.73%	(2,115,557)
411 Natural Gas	1,100,401	54.81%	1,060,002	47.37%	7.44%	40,399
420 Water & Sewer	7,513,042	49.69%	7,620,938	51.21%	-1.51%	(107,896)
423 Stormwater	628,773	43.26%	708,578	49.18%	-5.91%	(79,804)
430 Sanitation	1,838,074	52.07%	1,765,242	49.50%	2.57%	72,832
440 Golf Course	1,610,926	70.86%	1,411,381	64.65%	6.20%	199,545
Total Revenues	\$48,824,296	45.40%	\$50,814,777	47.43%	-2.03%	(\$1,990,481)

Current Year vs. Prior Year



Discussion

Total Enterprise Fund revenues are under budget for the current year and slightly behind the prior year at the same point in time on a percent of budget basis.

410 The reduction in Electric revenues reflects decreased customer consumption compared to the same point in the prior year.

411 The increase in Natural Gas revenues is due to increased customer consumption compared to the same point in the prior year.

440 Golf course revenues are 6.2% ahead of the prior year on a percent of budget basis, due largely to rate adjustments adopted in January.



SUMMARY BUDGET REPORT

March 31, 2022

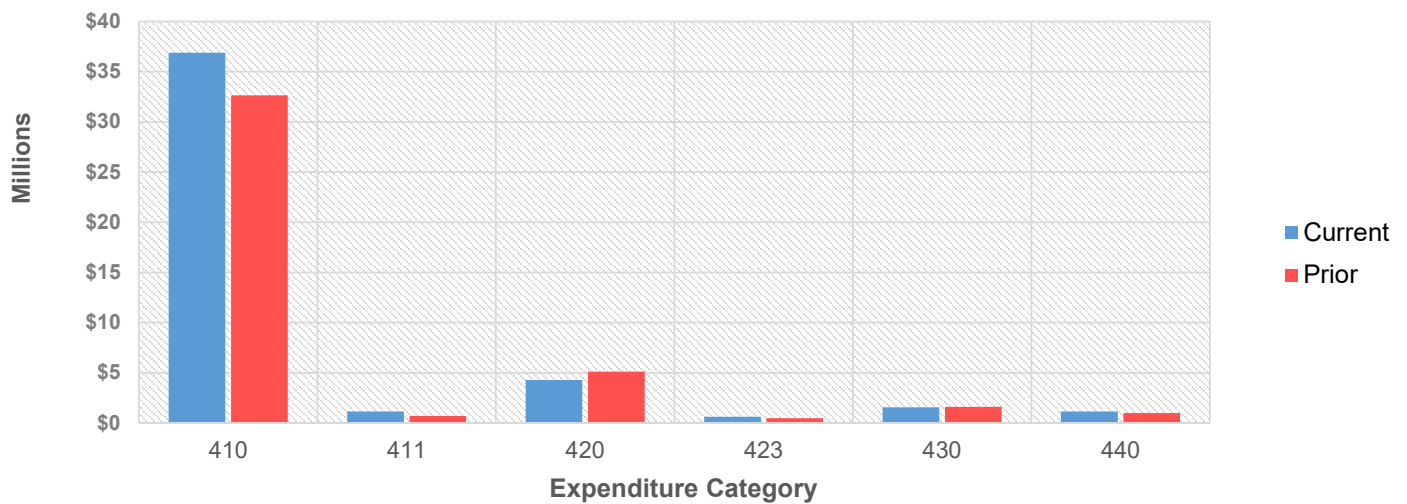
49.86% of Year Elapsed

Exhibit 4

Enterprise Fund Expenditures

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
410 Electric	36,890,091	40.69%	32,640,240	36.37%	4.32%	4,249,852
411 Natural Gas	1,143,963	54.13%	686,030	35.51%	18.63%	457,932
420 Water & Sewer	4,270,716	19.85%	5,103,978	29.56%	-9.71%	(833,262)
423 Stormwater	617,660	23.07%	470,804	24.05%	-0.98%	146,856
430 Sanitation	1,547,161	37.66%	1,600,558	40.55%	-2.89%	(53,398)
440 Golf Course	1,135,402	46.93%	978,152	44.43%	2.50%	157,250
Total Expenditures	\$45,604,993	36.93%	\$41,479,762	35.44%	1.49%	\$4,125,231

Current Year vs. Prior Year



Discussion

Total Enterprise Fund expenditures are under budget for the current year and consistent with amounts expended at the same point in the prior year.

410 The increase in Electric Fund expenditures is primarily due to the rising cost of purchased power.

411 Increased natural gas customer consumption and the rising cost of natural gas combined account for the increase in expenditures over the prior year.

420 The decrease in Water & Sewer expenditures from the prior year is largely due to savings in debt service costs now that the City is debt free.



SUMMARY BUDGET REPORT

March 31, 2022

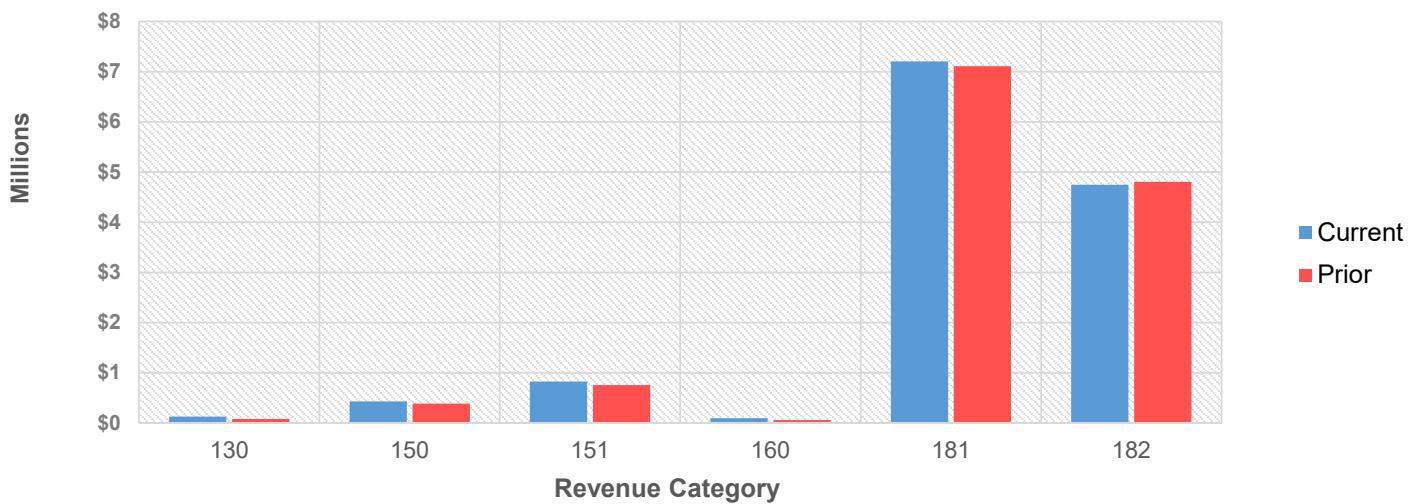
49.86% of Year Elapsed

Exhibit 5

Special Revenue Fund Revenues

Revenue Category	Current Year Revenue to Date	Current Year Revenue % of Budget	Prior Year Revenue to Date	Prior Year Revenue % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
130 Convention Development	125,804	33.53%	78,198	19.21%	14.32%	47,606
150 Local Option Gas Tax	426,703	53.63%	382,040	46.81%	6.83%	44,664
151 Infrastructure Surtax	823,704	58.10%	752,602	54.52%	3.57%	71,102
160 Community Dev Blk Grant	91,801	64.65%	55,015	38.74%	25.91%	36,786
181 Downtown Increment Fund	7,203,507	94.16%	7,108,007	97.69%	-3.53%	95,501
182 Southend Increment Fund	4,745,805	176.21%	4,804,586	184.03%	-7.82%	(58,781)
Total Revenues	\$13,417,326	102.62%	\$13,180,447	104.34%	-1.71%	\$236,878

Current Year vs. Prior Year



Discussion

Total revenues in the Special Revenue Funds are 1.71% lower than the prior year actuals on a percent of budget basis.

130 Convention Development revenues reflect receipts through December 2021.

160 Community Development Block Grant revenues are received on a reimbursement basis.

181/ The annual tax increment distribution for both the Downtown and Southend districts were received in December.

182



SUMMARY BUDGET REPORT

March 31, 2022

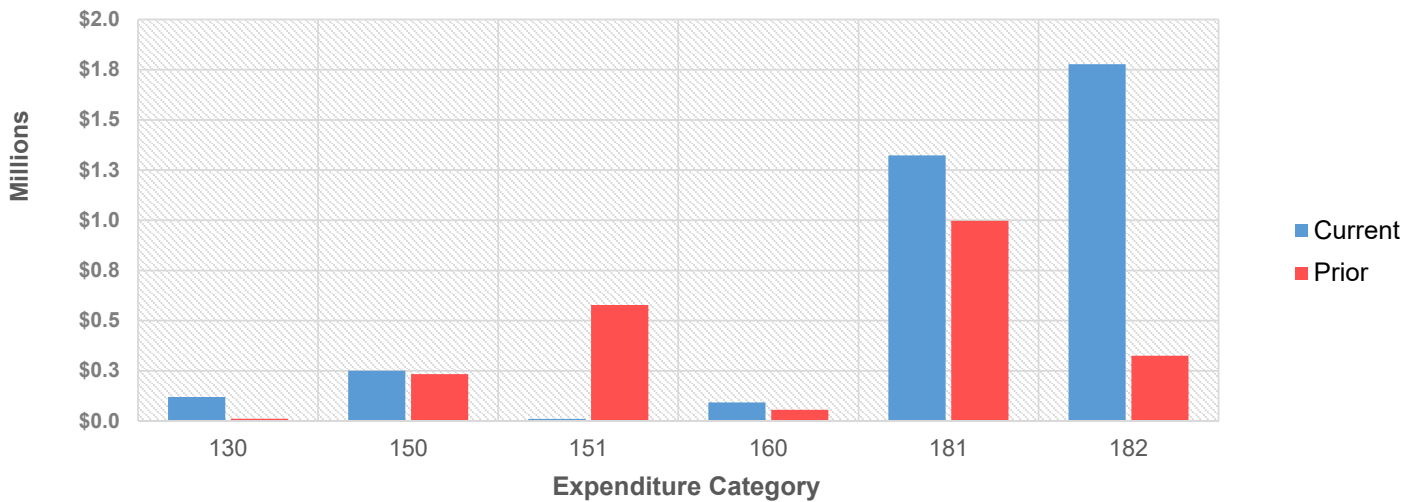
49.86% of Year Elapsed

Exhibit 6

Special Revenue Fund Expenditures

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures % of Budget	% Variance (Current Year less Prior Year)	\$ Variance (Current Year less Prior Year)
130 Convention Development	118,923	20.73%	10,423	5.30%	15.42%	108,500
150 Local Option Gas Tax	249,716	31.16%	233,356	29.41%	1.75%	16,361
151 Infrastructure Surtax	9,772	0.74%	577,732	64.03%	-63.28%	(567,959)
160 Community Dev Blk Grant	91,801	64.65%	55,015	38.74%	25.91%	36,786
181 Downtown Increment Fund	1,322,489	13.59%	996,472	24.32%	-10.73%	326,017
182 Southend Increment Fund	1,777,534	14.90%	324,518	9.47%	5.43%	1,453,016
Total Expenditures	\$3,570,237	14.58%	\$2,197,516	22.99%	-8.41%	\$1,372,721

Current Year vs. Prior Year



Discussion

In total, Special Revenue Fund expenditures are under budget for the current year and 8.41% lower than the prior year on a percent of budget basis.

130 The increase in Convention Development Fund is due to expenditures on the urban trails master plan.

151 The decrease in Infrastructure Surtax Fund expenditures is attributable to roadway milling, paving, and overlay projects undertaken in the prior year.

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

182 The increase in the Southend Increment Fund is due to the timing of capital improvement projects.



SUMMARY BUDGET REPORT

March 31, 2022

49.86% of Year Elapsed

Exhibit 7

Summary Revenues and Expenditures

Fund Name	Budgeted Annual Revenues	Budgeted Revenues To Date	Actual Revenues To Date	Variance Favorable/(Unfavorable)
001 General Fund	24,935,609	12,433,646	17,046,799	4,613,153
130 Convention Development Tax	375,179	187,076	125,804	(61,271)
150 Local Option Gas Tax	795,610	396,715	426,703	29,988
151 Infrastructure Surtax	1,417,833	706,974	823,704	116,730
160 Community Dev. Blk. Grant	142,000	70,805	91,801	20,996
181 Downtown Increment Fund	7,650,521	3,814,780	7,203,507	3,388,727
182 Southend Increment Fund	2,693,245	1,342,933	4,745,805	3,402,872
410 Electric Utility	83,159,691	41,465,928	36,133,079	(5,332,849)
411 Natural Gas Utility	2,007,643	1,001,071	1,100,401	99,330
420 Water & Sewer Utility	15,118,502	7,538,541	7,513,042	(25,499)
423 Storm Water Management	1,453,336	724,677	628,773	(95,904)
430 Sanitation Fund	3,529,867	1,760,098	1,838,074	77,976
440 Golf Course Fund	2,273,503	1,133,637	1,610,926	477,289
460 Leased Facilities Fund	762,177	380,044	386,015	5,971
500 Internal Service Funds	13,622,837	6,792,757	6,482,255	(310,502)
Total Revenues	\$159,937,553	\$79,749,684	\$86,156,691	\$6,407,007

Fund Name	Budgeted Annual Expenditures	Budgeted Expenditures To Date	Actual Expenditures To Date	Variance Favorable/(Unfavorable)
001 General Fund	25,057,752	12,494,550	11,368,209	1,126,341
130 Convention Development Tax	573,719	286,073	118,923	167,150
150 Local Option Gas Tax	801,509	399,656	249,716	149,940
151 Infrastructure Surtax	1,314,106	655,253	9,772	645,481
160 Community Dev. Blk. Grant	142,000	70,805	91,801	(20,996)
181 Downtown Increment Fund	9,732,253	4,852,794	1,322,489	3,530,305
182 Southend Increment Fund	11,929,514	5,948,415	1,777,534	4,170,881
410 Electric Utility	90,651,229	45,201,435	36,890,091	8,311,343
411 Natural Gas Utility	2,113,227	1,053,719	1,143,963	(90,244)
420 Water & Sewer Utility	21,511,570	10,726,317	4,270,716	6,455,601
423 Storm Water Management	2,677,429	1,335,047	617,660	717,387
430 Sanitation Fund	4,108,447	2,048,595	1,547,161	501,435
440 Golf Course Fund	2,419,201	1,206,287	1,135,402	70,884
460 Leased Facilities Fund	871,513	434,563	468,296	(33,734)
500 Internal Service Funds	13,673,250	6,817,894	5,839,311	978,584
Total Expenditures	\$187,576,717	\$93,531,404	\$66,851,047	\$26,680,358

Fund Name	Net Income/(Loss)	Net Variance Favorable/(Unfavorable)
001 General Fund	5,678,590	5,739,494
130 Convention Development Tax	6,881	105,879
150 Local Option Gas Tax	176,987	179,928
151 Infrastructure Surtax	813,932	762,210
160 Community Dev. Blk. Grant	-	-
181 Downtown Increment Fund	5,881,018	6,919,032
182 Southend Increment Fund	2,968,271	7,573,753
410 Electric Utility	(757,012)	2,978,494
411 Natural Gas Utility	(43,562)	9,086
420 Water & Sewer Utility	3,242,326	6,430,103
423 Storm Water Management	11,113	621,483
430 Sanitation Fund	290,914	579,411
440 Golf Course Fund	475,524	548,173
460 Leased Facilities Fund	(82,281)	(27,763)
500 Internal Service Funds	642,944	668,082
Total	\$19,305,644	\$33,087,365



Attorney Fees Paid During Month
March 31, 2022

NAME	DESCRIPTION	FUNDING SOURCE	CHECK DATE	CHECK AMOUNT
Shepard, Smith, Kohlmyer & Hand, P.A.	CRA Questions & emails	CRA Fund	03/04/22	\$3,150
Roper Law, P.A.	P&D General / Beach Marine	General Fund	03/17/22	\$833
Rogers Towers, P.A.	LIUNA Unit Clarification Petition	General Fund	03/24/22	\$6,755
Shepard, Smith, Kohlmyer & Hand, P.A.	Charter Review	General Fund	03/24/22	\$4,495
Lewis, Longman & Walker	Oceanfront at 10th, LLC	General Fund	03/31/22	\$3,870
TOTAL ATTORNEY FEES				\$19,102



CASH AND INVESTMENTS BY TYPE

Fiscal Year to Date

March 31, 2022

Type of Investment	10/1/2021 Beginning Balance	Investment Earnings	Realized Gain/(Loss)	Unrealized Gain/(Loss)	Fees	Net Investment Income	Net Deposits (Withdrawals)	3/31/2022 Ending Balance	Weighted Net Return*
Sawgrass Asset Management	44,639,915	409,662	(50,444)	(1,863,634)	(44,868)	(1,549,283)	0	43,090,632	-0.63%
Galliard Capital Management	42,652,431	287,887	(167,004)	(936,888)	(27,994)	(843,999)	(0)	41,808,432	-0.35%
Garcia Hamilton & Associates	42,538,492	85,542	(31,039)	(57,464)	(43,233)	(46,194)	-	42,492,298	-0.02%
State Pooled Investment Fund	22,151,012	20,448	-	-	-	20,448	10,000,000	32,171,460	0.01%
Florida Trust	19,091,550	12,994	-	-	-	12,994	10,000,000	29,104,543	0.01%
Florida Municipal Investment Trust 0-2 Yr HQ Bond Fund	12,681,578	(63,640)	-	-	-	(63,640)	(0)	12,617,937	-0.03%
Operating Cash: Bank of America	33,974,437	37,993	-	-	(86,233)	(48,241)	1,251,378	35,177,574	-0.02%
Petty Cash	6,725	-	-	-	-	-	-	6,725	0.00%
TOTAL CITY MANAGED INVESTMENTS AND CASH	217,736,139	790,886	(248,487)	(2,857,986)	(202,328)	(2,517,916)	21,251,378	236,469,601	-1.10%
Pension: Salem Mutual Fund	66,984,250	2,370,033	536,278	(2,343,688)	-	562,623	(1,000,000)	66,546,873	0.49%
Pension: Sawgrass Asset Mgt	27,641,190	220,689	(326,153)	(1,424,292)	(45,136)	(1,574,891)	0	26,066,299	-1.29%
Pension: Wells Capital	18,231,624	27,396	257,565	(2,331,304)	(55,674)	(2,102,017)	-	16,129,607	-1.61%
Pension: JPMCB - Strategic Property Fund	5,782,110	-	-	690,516	-	690,516	-	6,472,626	0.67%
TOTAL PENSION INVESTMENTS	118,639,174	2,618,119	467,691	(5,408,768)	(100,810)	(2,423,769)	(1,000,000)	115,215,405	-2.05%
TOTAL CASH AND INVESTMENTS	\$336,375,312	\$3,409,004	\$219,204	(\$8,266,753)	(\$303,138)	(\$4,941,684)	\$20,251,378	\$351,685,007	



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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Dennis W. Barron, Jr., Director of Public Works
DATE:	03/15/2022
SUBJECT:	Agreement with Jones Edmunds & Associates, Inc. for Engineering Services

BACKGROUND

The City of Jacksonville Beach (City) Department of Public Works (PW) provides water and sewer services to the residents of Jacksonville Beach. In accordance with Capital Planning and in an effort to provide residents with a higher level of service, the City has annually replaced sections of existing antiquated galvanized water mains with new polyvinyl chloride (PVC) mains. Typically, these upgrades include new water service connections and the removal/replacement of fire hydrants along the new PVC main alignment.

The City desires to continue with this annual program of improvements for the current fiscal year. To facilitate these efforts, Jones Edmunds will provide design, permitting, and bid phase services to replace approximately 1080 linear feet of galvanized and cast iron pipe with 6- and 8-inch water mains, including new water services and removal/replacement of fire hydrants.

Starting at the north end of the project area and moving south, the areas designated for this year's improvement are as follows:

1. Relocate the water service connection at 519 5th Avenue North from the existing galvanized line on 6th Street North to the existing 8-inch line on 5th Avenue North.
2. 6th Street North (between 2nd Avenue North to Beach Boulevard, approx. 725 feet 6-inch PVC).
3. 6th Street North at Beach Boulevard (Horizontal directional drill approx. 175 feet, 8-inch HDPE).
4. 6th Street North (between Beach Boulevard to Shetter Avenue, approx. 180 feet, 8-inch PVC).
5. 2nd Street South (between 17th Avenue South and 21st Avenue South, relocate existing water services from the existing 2-inch line to the existing 12-inch, add 2-12-inch isolation gate valves, no new water main to be installed).
6. 22nd Avenue South (between 1st Street South and 2nd Street South install an 8-inch gate valve via cut-in or Inserta valve methods).

With the exception of the horizontal directional drill (HDD) at Beach Boulevard, Jones Edmunds assumes the new water mains will be installed via open-cut construction. New service lines will be connected to existing water meters, new service lines will be constructed for vacant lots, and existing fire hydrants will be removed/replaced. In addition, we have assumed that construction documents for this project will be based on utilizing aerial imagery, City geographical information system (GIS) database information, field observations and markups.

As part of the FY2021 Capital Improvement Program (CIP), PW had an approved watermain



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

replacement project with an approved design budget of \$60,000. At the time of engineering this project, the determination was made by PW staff that the work could be designed in-house by PW staff. The COVID pandemic resulted in the inability of internal PW staff to complete the design in-house as planned. This funding was not brought forward into the FY2022 CIP, as the resulting loss to the PW Department did not occur until the approval of the FY2022 Budget by the City Council. PW Staff has concluded that this design should be completed externally and has worked with Jones Edmunds & Associates, Inc. to achieve an agreeable scope and fee for this project.

Jones Edmunds Engineering, Inc., has proposed a scope and fee in the amount of \$56,868. The 10% contingency is \$5,687. The total estimated project cost is \$62,565, including contingencies.

The Continuing Professional Engineering Services were in place on October 4, 2021.

FINANCIAL IMPACT

Funding for this design work was included, but unspent, as part of the FY2021 budget. Funding remains available in the Sewer/Water reserve. \$62,565 will be spent from account 420-07-0707-536-63-563000 and the budget will be amended as part of the yearend budget modification.

REQUESTED ACTION

Approve/Disapprove an Agreement with Jones Edmunds & Associates, Inc., for Engineering Services under the Continuing Professional Engineering Services Contract in the amount of \$62,565

ATTACHMENTS

1. Jones Edmunds FY22 Water Main Improvements Design Proposal

City of Jacksonville Beach FY22 Water Main Improvements

TO: Kayle Moore, PE
Project Engineer

DATE: March 16, 2022

SUBJECT: Final-City of Jacksonville Beach FY22 Water Main Improvements
Jones Edmunds Proposal/Opportunity No. 95204-058-22

PROJECT BACKGROUND

The City of Jacksonville Beach Department of Public Works provides water and sewer services to the residents of Jacksonville Beach. In accordance with Public Works Department's Capital Planning and in an effort to provide residents with a higher level of service the City has annually replaced sections of existing antiquated galvanized water mains with new polyvinyl chloride (PVC) mains. Typically, these upgrades include new water service connections and the removal/replacement of fire hydrants along the new PVC main alignment.

Pursuant to discussions with the City, we understand the City desires to continue with this annual program of improvements for the current fiscal year. To facilitate these efforts, Jones Edmunds will provide design, permitting, and bid phase services to replace approximately 1080 linear feet of galvanized and cast iron pipe with 6- and 8-inch water mains including new water services and removal/replacement of fire hydrants.

Starting at the north end of the project area and moving south, the areas designated for this year's improvement are as follows:

1. Relocate the water service connection at 519 5th Avenue North from the existing galvanized line on 6th Street North to the existing 8-inch line on 5th Avenue North.
2. 6th Street North (between 2nd Avenue North to Beach Boulevard, approx. 725 feet 6-inch PVC)
3. 6th Street North at Beach Boulevard (Horizontal directional drill approx. 175 feet, 8-inch HDPE)
4. 6th Street North (between Beach Boulevard to Shetter Avenue, approx. 180 feet, 8-inch PVC)
5. 2nd Street South (between 17th Avenue South and 21st Avenue South, relocate existing water services from existing 2-inch line to the existing 12-inch, add 2-12-inch isolation gate valves, no new water main to be installed)
6. 22nd Avenue South (between 1st Street South and 2nd Street South install an 8-inch gate valve via cut-in or Inserta valve methods)

With the exception of the horizontal directional drill (HDD) at Beach Boulevard, Jones Edmunds assumes the new water mains will be installed via open-cut construction, new service lines will be connected to existing water meters, new service lines will be constructed for vacant lots, and existing fire hydrants will be removed/replaced. In addition, we have assumed that construction documents for this project will be based on utilizing aerial imagery, City of Jacksonville Beach geographical information system (GIS) database information, field observations and markups.

The City of Jacksonville Beach Standard Front End documents, Specifications, and typical computer aided drawings (CAD) details will be utilized for the construction documents. The typical CAD details may require modification based on the final design and the City of Jacksonville Beach Standards may require supplementation by Jones Edmunds specifications and details. Maps of these areas have been prepared by the City of Jacksonville Beach and are included as attachments to this proposal.

SCOPE OF SERVICES

TASK 1 – PROJECT MANAGEMENT

PROJECT INITIATION AND MANAGEMENT

Jones Edmunds will set up project financial files and prepare a Project Management Plan (PMP) that will be used throughout the project. The PMP will summarize the City's goals and critical success factors, project schedule, project budgets, communication plan, accounting/invoicing procedures, and project contacts list. Jones Edmunds will monitor project progress (percent complete and schedule) and manage the project in conformance with the PMP to the extent possible throughout the contract.

KICKOFF MEETING WITH CITY PERSONNEL

Jones Edmunds will conduct a virtual kickoff meeting with the City. During the kickoff meeting, the following will be discussed:

- Key issues and confirming the City's objectives and expectations related to the project.
- Availability of information to be used in the preliminary engineering services.
- Overall project objectives refined and review/confirm the project schedule.

TASK 2 – DATA COLLECTION

Jones Edmunds will obtain existing aerial imagery and parcel data for use on the construction drawings. We will combine information collected on existing utilities from field investigations, data provided by utility companies, as-built drawings and City GIS water and wastewater databases. The City will provide a list of water meter and fire line locations and sizes.

Jones Edmunds will meet with the City's Project Manager to review the information collected. We will provide preliminary GIS figures showing the existing water meters, services, and fire line services prior to the meeting.

This task will include the following:

- Perform site visits to evaluate the proposed route.
- Review available GIS data such as existing water main layers, County parcel data, recent high-resolution aerial imagery, and light detection and ranging (LiDAR) elevation data.
- Develop 10% preliminary design-level GIS figures of the proposed water main route indicating the recommended side of the road and connection points for each pipeline.
- Identify potential conflicts and roadway crossing requiring trenchless installation by HDD.

Once the preliminary figures are developed, Jones Edmunds will host a virtual design review workshop with the City to discuss the proposed routes. Items discussed and agreed to during the design review workshop will be incorporated into the Construction Documents.

Deliverables: One electronic PDF copy of the preliminary design figures and the design review meeting minutes will be provided to the City.

TASK 3 – SUB-CONSULTANT SUPPORT FOR HDD

Under this task, Jones Edmunds will sub-contract with a surveyor and geotechnical consultant to perform task required for the design of the HDD at the intersection of 6th Street North and Beach Boulevard. The documents prepared by the sub-consultants under this task will be submitted as part of the FDOT Utility Permit submittal.

The surveyor sub-consultant will provide an AutoCAD base file as well as signed and sealed copies of the survey to be utilized for the plan and profile layout of the HDD. The surveyor sub-consultant will also provide Supplemental Underground Engineering (SUE) services to facilitate the HDD design. These SUE services include the performance of up to Six(6) Vertical Verification Holes to identify existing utilities as necessary.

The geotechnical sub-consultant will perform Standard Penetration Test (SPT) borings on each side of Beach Blvd. where the HDD entry and exit pits will be located. The findings from these borings along with recommendations for the HDD installation will be provided in a written report.

Subconsultant proposals are included at the end of this proposal.

Deliverables: CAD Base File and Geotechnical report.

TASK 4 – CONSTRUCTION DOCUMENTS

Under this task, Jones Edmunds will prepare Construction Drawings and Technical Specifications in accordance with City of Jacksonville Beach Standards. Our fee and schedule estimates for this task are based on the following assumptions:

- This task will include two (2) submittals, 100% Submittal and Bid Documents, receiving comments after the 100% Submittal.
- We expect to prepare the following Drawings in AutoCAD 2018 format (22-inches by 34-inches):

- Cover Sheet (one drawing).
- Legend and General Notes (one drawing).
- Key Map (one drawing).
- Erosion and Sedimentation Control Plans (two drawings).
- 1" = 20' Plan on Plan view sheets (two drawings).
- 1" = 20' Plan and Profile view sheet for the HDD at 6th Street N and Beach Blvd.
- Detail Sheets (three drawings).
- The drawings will include a station line for each plan view.
- The Specifications will be based on the City's specifications. Additional specification updates are not anticipated for proper installation of the designed water mains and are excluded.
- After approval of the 10% preliminary GIS figures, will proceed to the 100% Submittal.
- Following the 100% Submittal to the City, we will meet with the City to review the design and obtain the City's comments. Within 5 business days, we will provide the City with a summary of the major decisions made at this meeting including action items for Jones Edmunds and the City along with a proposed submittal date for the Bid Documents.
- We expect to make one additional site visit during final design to walk the route with the City Project Manager following the 100% Submittal.
- We will prepare an Engineer's Opinion of Probable Construction Costs with the 100% and Bid Document Submittals.

Deliverables: We will submit the following: 100% Design Documents-electronic PDF copies of the plans/specifications and Engineer's Opinion of Probable Construction Costs. Bid Documents-Signed and Sealed Hard Copies of the plans and specifications (up to four(4) sets) and electronic PDF copies of the plans/specifications.

TASK 5 – PERMITTING ASSISTANCE

Jones Edmunds will provide the permitting services described below. All permit applications will be submitted based on the 100% Design Submittal after incorporation of City 100% submittal comments.

FLORIDA DEPARTMENT OF TRANSPORTATION UTILITY PERMIT

Jones Edmunds will prepare and submit a permit application package to FDOT for the proposed HDD at 6th Street North and Beach Blvd. Jones Edmunds will monitor the permit throughout the approval process and will provide responses to one Request for Additional Information (RAI). Additional RAIs are considered outside this Scope of Work and will be completed under a separate Task Authorization.

Deliverables: We will coordinate with the City to obtain signatures on the permit applications and submit electronic PDF copies of the permit application packages to the respective permitting agencies.

TASK 6– BIDDING SERVICES

Jones Edmunds will:

- Coordination with City Procurement for Advertisement of the Bid.
- Transmit Technical Specifications and Drawings to City of Jacksonville Beach Procurement.
- Issue addenda, if required, to respond to bidder questions received during the 30-day bid process.
- Review bids received and prepare a certified bid tabulation.
- Submit a Letter of Bid Evaluation and Recommendation.

We do not expect a Pre-Bid Meeting will be required for this project and have excluded this item from our Scope of Services.

Deliverables: Electronic PDF copies of the Letter of Bid Evaluation/Recommendation, review of bids received and certified bid tabulation.

PROPOSED MILESTONE SCHEDULE

Jones Edmunds expects to complete these services within to the following milestone schedule:

Milestone	Anticipated Milestone Schedule
Data Collection	Estimated 6 weeks from NTP
Sub-Consultant Support for HDD	Estimated 6 weeks from NTP
100% Design Submittal	8 weeks from Data Collection
Bid Documents	2 weeks after 100% review meeting
Bid Documents/Permits Ready to Advertise	2 weeks after receipt of permits and final comments

COMPENSATION

Jones Edmunds proposes to complete the primary design services under the terms and conditions of RFQ 06-2021 effective October 4, 2021, for a time-and-materials fee of \$56,868. The table below summarizes the fee by Task. The enclosed estimated project Cost Estimate provides a detailed breakdown by Task.

Task	Cost
Task 1 – Project Management	\$4,916
Task 2 – Data Collection	\$7,704
Task 3 – Sub-Consultant Support for HDD	\$17,944
Task 4 – Construction Documents	\$17,986
Task 5 – Permitting Assistance	\$3,102
Task 6 – Bidding Services	\$5,216
Total	\$56,868

ASSUMPTIONS AND EXCLUSIONS

1. The schedule assumes Jones Edmunds will receive the PO/NTP from the City within 3 weeks of Council Approval. Delays beyond this assumption may require additional weeks for data collection and therefore additional time to the overall schedule.
2. To facilitate schedule and control fee, we request City comments be received as a single transmittal by the City encompassing all City comments for each submittal.
3. The schedule and fee proposed do not include changes to the route after formal route approval of the 10% layout. Changes to the route may require changes to the schedule, fee, or both. These items will be discussed with the City Project Manager at the time of the request before making changes.
4. The City has requested the contract documents be prepared using available GIS data and information collected during site visits in lieu of other data sources such as topographic survey, subsurface utility engineering, or geotechnical exploration.
5. Project area restoration will be limited to in kind replacement. Therefore roadway, grading, drainage, landscaping, or sidewalk improvements are excluded from this scope of services.
6. The temporary traffic control plan will consist of FDOT's standard indices.
7. Modifications to existing utilities beyond those in direct conflict with the proposed design are excluded.
8. We expect a replacement pipe size of 6- and 8-inches for the water mains based on discussions with the City. Exact water main sizes for each project area will be selected by the City.
9. The requirement of a Florida Department of Environmental Protection (FDEP) Public Water System (PWS) General Permit is not anticipated and is excluded from the project, as described. In the event that a FDEP PWS General Permit is required, additional fees to prepare the permit will be discussed with the City Project Manager.

We appreciate this opportunity to serve the City of Jacksonville Beach and look forward to working with you to complete this project successfully. If you have any questions or comments regarding any aspect of our proposal, please feel free to contact us.

Sincerely,



Ken Fraser, PE
Senior Engineer
8657 Baypine Road, Ste. 300
Jacksonville, Florida 32256



Brian Icerman, PE, ENV SP
Managing Director/Vice President

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Enclosure: Fee Estimate

FY22 Water Main Replacement Project Locations Map
Survey and SUE Subconsultant Proposal
Geotechnical Evaluation Subconsultant Proposal

PROJECT FEE ESTIMATE
(1 PAGE)



Project Name: FY22-Water Main Improvements
 Client: City of Jacksonville Beach
 Opportunity Number: 95204-058-22
 Project Number:

Project Fee By Task

		Labor Category								
		Senior Engineer	Project Manager	Design Engineer	CADD Operator	Clerical				
		RFQ 06-2021 Rates								
		\$250.00	\$200.00	\$194.00	\$100.00	\$97.00				
Task No.	Task Description						Labor Hours	Total Labor Costs	Total Expenses	Total Fee
1	Project Management	0	10	14	0	0	24	\$ 4,716.00	\$ 200.00	\$ 4,916.00
2	Data Collection	2	6	16	24	0	48	\$ 7,204.00	\$ 500.00	\$ 7,704.00
2	Sub-Consultant Support for HDD	0	6	3	0	0	9	\$ 1,782.00	\$ 16,162.00	\$ 17,944.00
3	Construction Documents	5	18	38	40	12	113	\$ 17,386.00	\$ 600.00	\$ 17,986.00
4	Permitting Assistance	2	4	8	0	0	14	\$ 2,852.00	\$ 250.00	\$ 3,102.00
5	Bidding Services	4	6	14	0	0	24	\$ 4,916.00	\$ 300.00	\$ 5,216.00
	Total	13	50	93	64	12	232	\$ 38,856.00	\$ 18,012.00	\$ 56,868.00

PROJECT AREA MAPS
PREPARED BY COJB
(5 PAGES)



80 Feet

Legend

- Water Main
- Water Valve
- Fire Line
- Fire Hydrant
- Hydrant Valve
- Raw Wtr Main
- Raw Wtr Valve
- Water Service
- Water Meter
- Water Well
- Gravity Main
- Manhole
- Sewer Service
- Lift Station
- Force Main
- Sewer Valve
- Abdn MH
- Abandon GM
- Streets
- Parcels
- Abandon WM

CITY OF JACKSONVILLE BEACH
DEPARTMENT OF PUBLIC WORKS
1460-A Shelter Avenue
Jacksonville Beach, FL 32250
904.247.6219 / publicworks@jaxbchfl.net

J-25



80 Feet

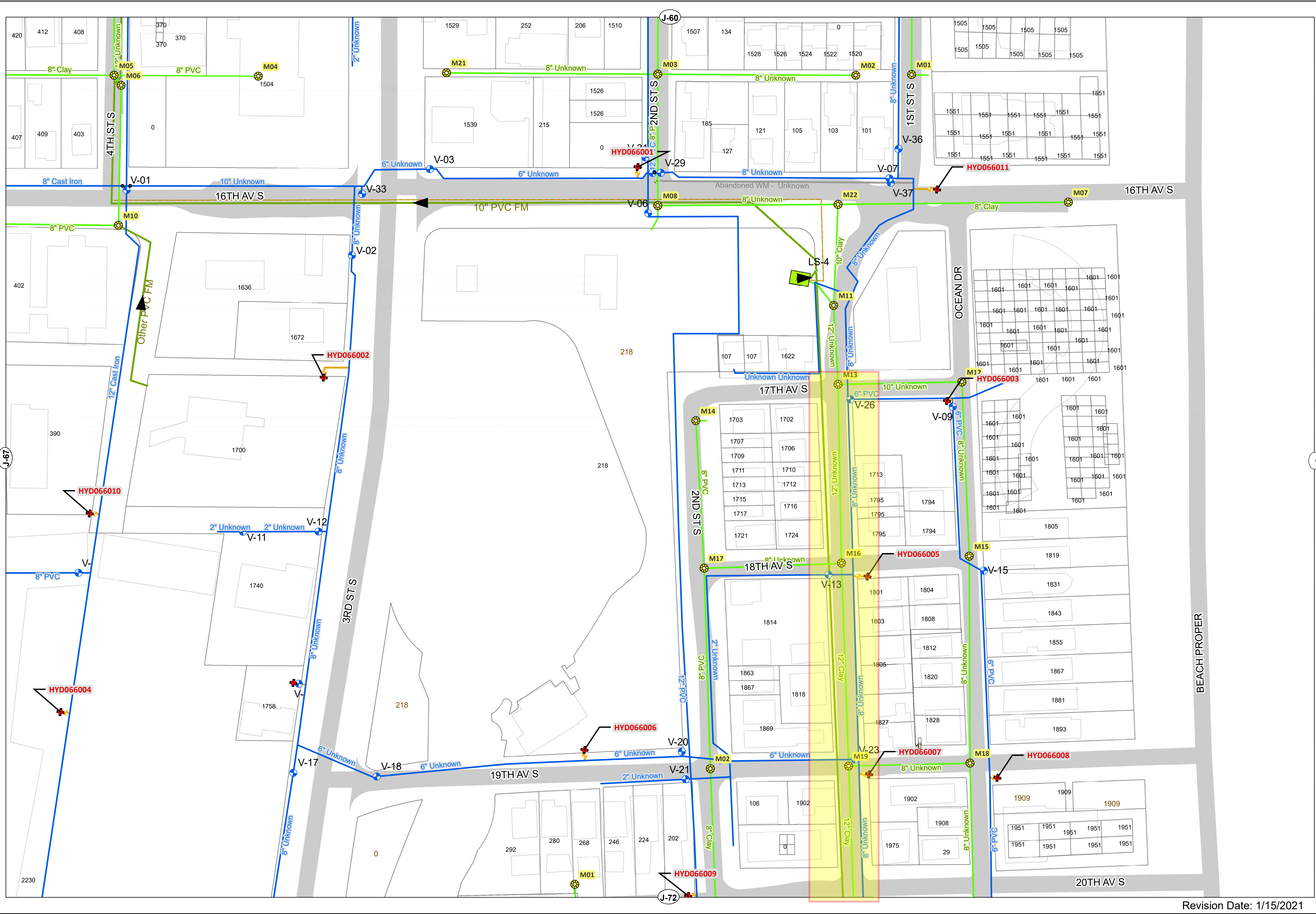
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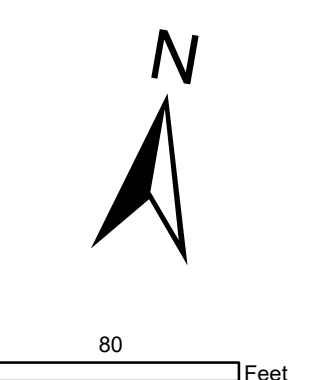
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J-31

Revision Date: 1/15/2021



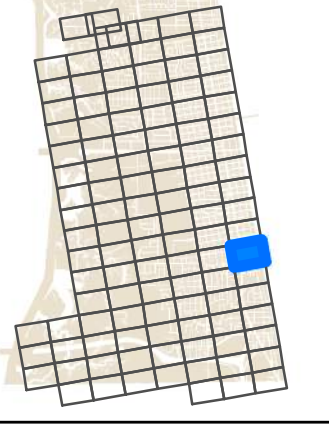


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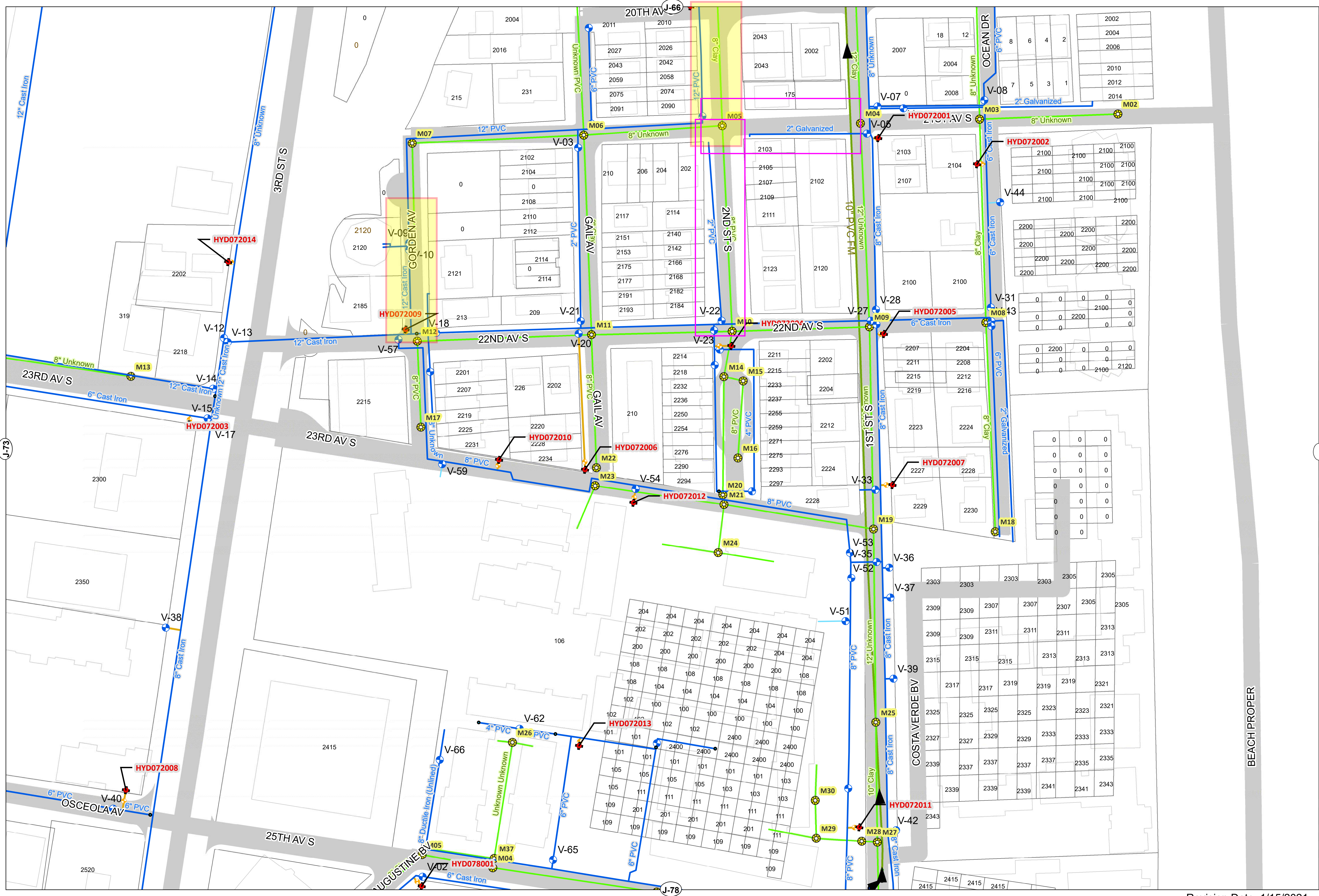
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WATER DIST. & SEWER COLL. SYSTEM MAP

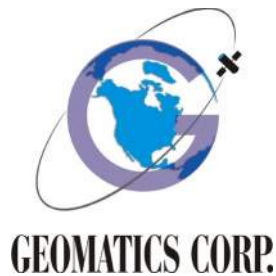
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Jacksonville Beach, FL 32250
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J-66



**SURVEY AND SUE
SUBCONSULTANT PROPOSAL**
(11 PAGES)



“Where Service, Quality, and Professionalism Come Together”

February 25, 2022

Jones, Edmunds & Associates
730 NE Waldo Road
Gainesville, FL 32641

Sent via email: Kenneth A. Fraser, PE <KFraser@jonesedmunds.com>

RE: Survey for Beach Blvd and North 6th Street as part of HDD-Jax Beach

Dear Mr. Fraser,

Geomatics Corp is pleased to submit our proposal for surveying and mapping services for the above referenced site.

Scope of Services:

Geomatics Corporation understands the scope of services to be:

A topographic survey a portion of Beach Blvd. (SR 212) at 6th. St. North, Jacksonville Beach, Florida. The survey is for design and permitting for a Horizontal Directional Drill project to replace an existing Water Main running along the easterly side of 6th. St. as it crosses Beach Blvd. The survey will extend 100' north and 100' south of the centerline intersection of Beach Blvd. and 6th. St., with the easterly and westerly limits being the R/W of 6th. St.

Geomatics Corp. will sub-contract George F. Young, Inc. (GFY) to perform underground utility locates as well as 6 Vertical Verification Holes (VVH). The fee for the GFY work is ***included*** in the fee listed below. A copy of the GFY proposal is attached for your reference.

The survey will be referenced horizontally to the Florida State Plane Coordinate System (SPC) and vertically to the North American Vertical Datum of 1988 (NAVD'88).

The deliverables will be 6 signed/sealed hardcopies of the survey along with a digital copy of the survey in both .pdf format and AutoCad v.2021.

TOTAL FEE..... \$ 8,400.00

A DBE CERTIFIED FIRM

Geomatics Corp., 2804 N. Fifth Street, St. Augustine, FL 32084, phone 904-824-3086, fax 904-824-5753

Revisions

Revisions or changes to work accomplished that are beyond the scope of services and are not included in the initial contract/agreement, will be billed at our standard hourly rates or negotiated separately from this agreement.

Payment

Invoicing for tasks will be submitted upon completion. Client shall notify Geomatics, in writing, of any objections, if any, to an invoice within ten days of the date of invoice, otherwise, the client shall deem the invoice proper and acceptable. Amounts indicated on invoices are due and payable upon receipt.

Contract(s)/Invoice(s) shall be governed by and construed according to the laws of the State of Florida. Should Payment in full for Contract(s)/Invoice(s) not be received within 30 days, the amount stated shall accrue interest from the 30th day at the maximum allowable rate of interest. Client agrees to pay all costs of collection for the Contract(s)/Invoice(s), regardless of whether a lawsuit is filed, including without limitation court costs and reasonable attorney's fees.

We appreciate the opportunity to submit this proposal for your consideration. Should you have further questions or need additional information, please feel free to contact me.

If this proposal is acceptable, please sign and date below.

Sincerely,



Pablo Ferrari, PSM
President
Geomatics Corporation

Authorized Agent (Please print name below) Date

A DBE CERTIFIED FIRM

Geomatics Corp., 2804 N. Fifth Street, St. Augustine, FL 32084, phone 904-824-3086, fax 904-824-5753

George F. Young, Inc.

CLIENT AND CONSULTANT PROFESSIONAL SERVICES AGREEMENT

This agreement is made and entered into 21st Day of February 2022
The effective date, for the terms and conditions listed below and on the following pages of this agreement by and between:

CONSULTANT:

George F. Young, Inc. (GFY)

Jay Helms, VP

Address:

2 North First Street, Suite 205

Lake Wales, FL 33853

Telephone: (386) 668-1550

Cell: (386) 279-8345

CLIENT:

GEOMATICS CORP. (GEO)

Pablo Ferrari, PSM

Address:

2804 N. Fifth Street, Unit 101

St. Augustine, FL 32084

Telephone: (904) 824-3086

Fax: (904) 824-5753

Project Name: Jax Beach HDD – ASCE QL A & B SUE Services – GFY Proposal #22002600SU

Name and Address of Record Owner of Property (if other than Client):

n/a

The property upon which the services hereinafter described are to be performed is located at:

See "Basic Scope of Services" under "Exhibit A".

Consultant intends to Provide SUE Services. See "Exhibits A through D".

See "Client's Responsibilities" under "Exhibit B".

See "Compensation Schedule" under "Exhibit C".

ACCEPTANCE

By execution of this agreement Client accepts the terms hereof, acknowledges receipt of a copy hereof, including all exhibits, and authorizes Consultant to proceed with the work. In the event Client is not the owner of the property, Client represents that Client has informed the owner of the work and obtained permission from said owner for consultant to proceed.

IN WITNESS THEREOF, the parties hereby execute this agreement upon the terms and conditions stated hereon and, on the date, first above written.

Accepted by: _____

Authorized Signature - Client, as owner

Or authorized agent for the owner

Date: _____

Accepted by: Jay Helms

Authorized Signature - George F. Young, Inc.

Date: 02/21/2022

George F. Young, Inc.

EXHIBIT A

BASIC SCOPE OF SERVICES

- Project site is located at the intersection of Beach Blvd and N 6th Street, City of Jacksonville Beach, Duval County, FL and as illustrated on Exhibit sheet “D” provided to **GFY** by **GEO**.
- **Designation (Quality Level B):** **GFY** to provide Electronic Designation (including GPR scanning where possible) on the existing subsurface utilities located in an area 100’ North of the N. R/W of Beach Blvd on N 6th St to a point 100’ South of the S. R/W of Beach Blvd on N 6th St, within the East R/W of 6th St, and as it extends across Beach Blvd, City of Jacksonville Beach, Duval County, FL and as illustrated on Exhibit sheet “D” provided to **GFY** by **GEO**.
- **Location (Quality Level A):** **GFY** to provide VVH’s (soft digs) on the existing subsurface utilities located in an area 100’ North of the N. R/W of Beach Blvd on N 6th St to a point 100’ South of the S. R/W of Beach Blvd on N 6th St, within the East R/W of 6th St, and as it extends across Beach Blvd, City of Jacksonville Beach, Duval County, FL and as illustrated on Exhibit sheet “D” provided to **GFY** by **GEO**.
- ***(Not to exceed (8) eight total VVH soft digs in soil or (6) six total VVH soft digs in Concrete or Asphalt. There shall be no test holes performed in the R/W or asphalt roadway without prior written approval or by permit provided, by others.)*** VVH locations shall be at the direction of the EOR.
- This proposal is for the painting, flagging and soft digs of the existing subsurface utilities only. All other existing aerial utilities and surface features are to be picked up by **GEO** survey crews.
- **GFY** to provide **GEO** with copies of the field book notes and electronic files of a Surveyor’s THS (Test Hole Summary) report reflecting VVH (soft dig) information (measure down distance, utility size, makeup/material)
- **GFY** to provide traffic control within the work areas while designating & locating the subsurface utilities. Traffic control is to be maintained in accordance with applicable standards to include safety devices, signs and/or other safety equipment as appropriate.
- **GEO** is to provide all survey services needed to collect the **Quality Level A** & **Quality Level B** information.

Utilization of the above equipment and methods is the industry recognized procedure for finding and locating underground utilities and features. Although effective and reliable, there is the possibility that all utilities may not be detected due to environmental conditions, soil conditions, water table, excessive depth, and/or feature makeup. George F. Young, Inc. (GFY) will not be responsible for damage to existing utilities that were located by electronic means only.

EXCLUSIONS

The following items are specifically excluded from the above Basic Scope of Services:

1. Filing fees, permit fees, prints, or any other out of pocket expenses other than those specifically included.
2. Any work associated with Surveying.
3. Any work associated with securing permits.
4. Any work associated with the handling or disposal of contaminated soils or groundwater.

George F. Young, Inc.

EXHIBIT B

CLIENT'S RESPONSIBILITIES

In addition to other responsibilities of CLIENT as set forth in this Agreement, CLIENT shall:

1. Obtain permission, if required, for access by GFY crews to project site.
2. **Obtain, if necessary, permits to perform the requested work within the right of way.**

George F. Young, Inc.

EXHIBIT C

COMPENSATION SCHEDULE

Client shall pay Consultant for Basic Services set forth in Exhibit A in accordance with item A below:

A: LUMP SUM AMOUNT

1. A Lump Sum amount of **\$5,900.00 (Five Thousand Nine Hundred Dollars and Zero Cents)** based upon the following assumed distribution of compensation:
2. Consultant may alter the distribution of compensation between the individual phases noted herein to be consistent with services rendered but shall not exceed the total Limiting Amount Fee for the Basic Services unless approved by the Client.

B: HOURLY

1. On an hourly basis at our prevailing standard hourly rates. (Current rate schedule attached.)

C: RETAINER:

1. The Client shall make an initial payment of \$ 0.00 (retainer) upon execution of this Agreement. Upon receipt of this retainer payment, the Consultant shall commence services as provided for under this Agreement. This retainer shall be held by the Consultant and applied against the final invoice. In the event the amount of the final invoice exceeds the final invoice, the Consultant shall refund the balance with the final invoice. If the final invoice exceeds the retainer, the Client shall promptly remit the amount due.

D:

1. See attached **Exhibit C** Task and Hourly Fee Breakdown.

Exhibit C - TASK & HOURLY FEE BREAKDOWN
GFY Proposal #22002600SU
Project Name: Jax Beach HDD

TASK RELATED FEE: DESIGNATION & LOCATION

	DAYS	RATE	COST
Location Vac Truck & Crew	1	2,515.00	\$2,515.00
	0	0.00	\$0.00
Designation/GPR Truck & Crew	1	2,414.00	\$2,414.00
Ground Penetrating Radar & Operator	0	0.00	\$0.00
Mobilization / Demobilization	0	0.00	\$0.00

TASK RELATED FEE: FIELD SURVEYING

	DAYS	RATE	COST
Three (3) Person Survey Team (Includes vehicle and Conventional Equipment)	0	0.00	\$0.00
Four (4) Person Survey Team (Includes vehicle and Conventional Equipment)	0	0.00	\$0.00

TASK RELATED FEE: HOURLY

	HOURS	RATE	COST
PRINCIPAL	0	0.00	\$0.00
SR. UTILITY PROJECT MANAGER	2	155.00	\$232.50
SURVEYOR III	1	175.00	\$175.00
UTILITY COORDINATOR	0	0.00	\$0.00
TECHNICIAN III	1	100.00	\$100.00

EXPENSES

Reimbursables	1	475.00	\$475.00
MAINTAINANCE OF TRAFFIC	0	0.00	\$0.00

TOTAL

\$5,911.50

GFY 22002600SU

EXHIBIT "D"

Legend

 HDD-N-6TH-AND-BEACH

N 6th St

Pablo Ave

Pablo Ave

Beach Blvd

Beach Blvd

212



100 ft

Greeter Ave

Google Earth

Agreement for Professional Services with General Conditions Standard Conditions

1. All original papers, documents, drawings and other work product of Consultant, and copies thereof, produced by Consultant pursuant to this agreement shall remain the property of Consultant and may be used by Consultant without the consent of Client. Upon request and payment of the costs involved, Client is entitled to a copy of all papers; documents and drawings provided Client's account is paid current.
2. Client acknowledges that its right to utilize the services and work product provided pursuant to this agreement will continue only so long as Client is not in default pursuant to the terms and conditions of this agreement and Client has performed all obligations under this agreement. Client further acknowledges that Consultant has the unrestricted right to use the services provided pursuant to this agreement as well as all work products provided pursuant to this agreement.
3. Upon request, Client shall execute and deliver, or cause to be executed and delivered, such additional instruments, documents, governmental fees and charges, which are necessary to perform the terms of this agreement.
4. Client agrees not to use or permit any other person to use plans, drawings, or other work product prepared by Consultant, which plans, drawings, or other work product are not final and which are not signed and sealed by Consultant. Client agrees to be liable and responsible for any such use of non-final plans, drawings, or other work product not signed and sealed by Consultant and waives liability against Consultant for their use. Client further agrees that final plans, drawings or other work product are for the exclusive use of Client and may be used by Client only for the Project described on the face hereof. Such final plans, drawings, or other work product may not be changed nor used on a different project without the written authorization or approval by Consultant.
5. If Consultant's work product exists in electronic or computerized format, or is transferred in electronic or computerized format (CADD), the stamp, seal and signature shall be original and may not be a computer generated copy, photocopy, or facsimile transmission of the original. Original maps or plans with original signatures and seals shall be considered the original documents.
6. Any use or reuse of original or altered CADD materials by Client, agents of Client, or other parties without the prior review and written approval of Consultant shall be at the sole risk of Client. Further, Client agrees to defend, indemnify, and hold Consultant harmless from all claims, injuries, damages, losses, expenses, and attorney's fees arising out of the unauthorized use, re-use, or modification of these materials.
7. Client recognizes that surveys, designs, plans, and data stored on electronic media including, but not limited to, computer disks and magnetic tapes may be subject to unauthorized use, misuse and uncontrollable deterioration. Upon document approval, Consultant shall submit to Client any deliverables, which have been contractually agreed to on electronic media. Client shall have 30 days to inspect such deliverables and notify Consultant of any irregularities in the deliverables. Consultant will correct any such irregularities detected by Client in order to complete the work in accordance with the intent of the Agreement and specifications. At the end of said 30-day inspection period, any services to be performed by Consultant relative to the submitted electronic materials shall be considered Additional Work, and shall be approved by Client prior to commencing such effort.
8. CADD submittals to or on behalf of Client will be prepared using AutoCAD 2012 and George F. Young, Inc. CADD standards, and shall be considered within the Scope of Services of the Agreement. Submittals in other electronic formats and/or other computer environments, and the work-effort related thereto, shall be considered Additional Services.
9. Consultant has a right to complete all services agreed to be rendered pursuant to this contract. In the event this agreement is terminated before the completion of all services, unless Consultant is responsible for such early termination, Client agrees to release Consultant from all liability for services performed. In the event all or any portion of the services or work product prepared or partially prepared by Consultant be suspended, abandoned, or terminated, Client shall pay Consultant for all fees, charges, and services provided for the project, not to exceed any contract limit specified herein. Client acknowledges if the project services are suspended for more than 90 days and restarted, there will be additional charges due to suspension of the services, which shall be paid for by Client as Additional Services.
10. Consultant shall be entitled to immediately, and without notice, suspend the performance of any and all of its obligations pursuant to this agreement if Client files a voluntary petition seeking relief under the United States Bankruptcy Code or if there is an involuntary bankruptcy petition filed against Client in the United States Bankruptcy Court, and that petition is not dismissed within fifteen (15) days of its filing. Any suspension of services made pursuant to the provisions of this paragraph shall continue until such time as this agreement has been fully and properly assumed in accordance with the applicable provisions of the United States Bankruptcy Code and in compliance with the final order or judgment issued by the Bankruptcy Court.
11. This agreement shall not be construed to alter, affect or waive any lien or stop notice right, which Consultant may have for the performance of services pursuant to this agreement. Client agrees to separately provide to Consultant the present name and address of the record owner of the property on which the project is to be located. Client also agrees to separately provide Consultant with the name and address of any and all lenders who would loan money on the project and who are entitled to receive a preliminary notice.

12. If payment for Consultant's services is to be made on behalf of Client by a third-party lender, Client agrees that Consultant shall not be required to indemnify the third-party lender, in the form of an endorsement or otherwise, provide any lender certifications, agreements for transfer of design documents, or assignment of contracts as a condition of receiving payment for services. In the event the Consultant agrees to provide any of the above, all work related thereto will be considered Additional Services.
13. If Client fails to pay Consultant within thirty (30) days after invoices are rendered, Client agrees Consultant shall have the right to consider such default in payment a material breach of this entire agreement, and upon written notice, the duties, obligations, and responsibilities of Consultant under this agreement are suspended or terminated. In such event, Client shall promptly pay Consultant for all fees, charges, and services provided by Consultant.
14. All fees and other charges will be billed monthly and shall be due at the time of billing unless otherwise specified in this agreement.
15. Client agrees to pay a monthly late payment charge, which will be the lesser of, one percent (1%) per month or a monthly charge not to exceed the maximum legal rate, which will be applied to any unpaid balance commencing thirty (30) days after the date of the original billing plus a \$250.00 administrative collection fee.
16. If Consultant, pursuant to this agreement, produces plans, specifications, or other documents and/or performs field services, and such plans, specifications, and other documents and/or field services are required by one or more governmental agency, and one or more such governmental agency changes its ordinances, policies, procedures or requirements after the date of this agreement, any additional office or field services thereby required shall be paid for by Client as Additional Services.
17. Client agrees that if Client requests services not specified pursuant to the Scope of Services description within this agreement, Client agrees to pay for all such Additional Services as extra work.
18. In the event that any staking or survey control points are destroyed, damaged or disturbed by an act of God or parties other than Consultant, the cost of restaking and/or reestablishing control points shall be paid for by Client as Additional Services.
19. Consultant is not responsible for delay caused by activities or factors beyond Consultant's reasonable control, including but not limited to, delays by reason of strikes, lockouts, work slowdowns or stoppages, accidents, acts of God, failure of Client to furnish timely information or approve or disapprove of Consultant's services or work product promptly, faulty performance by Client, or other contractors or governmental agencies. When such delays beyond Consultant's reasonable control occur, Client agrees Consultant is not responsible for damages nor shall Consultant be deemed to be in default of this agreement.
20. Client acknowledges that Consultant is not responsible for the performance of work by third parties including, but not limited to, the construction contractor and its subcontractors.
21. Consultant makes no warranty, either expressed or implied, as to its findings, recommendations, plans, specifications, or professional advice except that the services or work product were performed pursuant to generally accepted standards of practice in effect at the time of performance.
22. The Consultant agrees, to the fullest extent permitted by law to indemnify and hold harmless the Client, its officers, directors, and employees (collectively Client) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its Subconsultants or anyone for whom the Consultant is legally liable. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, and employees (collectively Consultant) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable. Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.
23. All surveying and mapping services provided pursuant to this agreement will be performed in accordance with Chapter 5J-17 Florida Administrative Code. It is understood by the Client that Surveyors and Mappers do not determine ownership of the property surveyed. A Title Company or Attorney must verify any questions of ownership/encumbrance such as, but not limited to, vacation of rights of way and/or easements. Client hereby agrees to indemnify and hold Consultant harmless from any and all liability arising from or resulting from the determination of ownership of the property surveyed pursuant to this agreement.
24. Client agrees that in accordance with generally accepted construction practices, the construction contractor will be required to assume sole and complete responsibility for job site conditions during the course of construction for the project, including safety of all persons and property; that this requirement shall be made to apply continuously and not be limited to normal working hours. Consultant shall not at any time have control over any contractor's work, nor shall Consultant have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor any failure of any contractor's work to comply with laws and regulations applicable to contractor's work.

25. Client agrees to limit the liability of Consultant, its principals, employees and their Subconsultants, to Client and to all contractors and subcontractors on the project, for any claim or action arising in tort, contract or strict liability, to the sum of \$50,000.00 or Consultant's fees, whichever is greater. Client and Consultant acknowledge that this provision was expressly negotiated and agreed upon.
26. Exclusion of Special, Incidental, Indirect and Consequential Damages: To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, Consultant and Consultant's officers, directors, partners, employees, agents, and Consultant's Subconsultants shall not be liable to the Client or anyone claiming by, through or under Client for any special, incidental, indirect, or consequential damages whatsoever arising out of, resulting from, or in any way related to the Project or the Agreement from any cause or causes, including, but not limited to, any such damages caused by the negligence, professional errors or omissions, strict liability or breach of contract or warranty express or implied of Consultant or Consultant's officers, directors, partners, employees, agents, and Consultant's Subconsultants or any of them.
27. The parties to this agreement acknowledge that Consultant's Scope of Services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Consultant or any other party encounters a Hazardous Environmental Condition, Consultant may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Property affected thereby until Client: (i) retains appropriate specialist Consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Property is in full compliance with applicable Laws and Regulations.
28. If any action at law or equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this agreement or in any way connected with the performance of this agreement, the prevailing party shall be entitled to reasonable attorneys' fees, which fees may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which Consultant may be entitled.
29. Client agrees that in the event Client institutes litigation to enforce or interpret the provisions of this agreement, such litigation is to be brought and adjudicated in the appropriate court in the county in which the Project is located, and Client waives the right to bring, try, or remove such litigation to any other county or judicial district.
30. (a) Except for the provision of subdivision (b) and subdivision (c), and in an effort to resolve any conflicts, the Client and the Consultant agree that all disputes between them arising out of or relating to this Agreement shall be submitted to nonbinding mediation or other form of Alternative Dispute Resolution as agreed to by the parties. The Client and the Consultant further agree to include a similar mediation provision in all agreements with independent contractors and Consultants retained for the project and with other successive third parties including but not limited to construction contractors, lenders and owners associations and to require all independent contractors and Consultants also include a similar mediation provision in all agreements with subcontractors, Subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements

(b) Subdivision (a) does not preclude or limit Consultant's right to elect to file an action for collection of fees if the amount in dispute is within the jurisdiction of the small claims court.
(c) Subdivision (a) does not preclude or limit Consultant's right to elect to perfect or enforce applicable mechanics lien remedies.
31. If any term, condition, or covenant of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on Client and Consultant.
32. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
33. Waiver by Consultant of any term, condition, or covenant, or breach of any term, condition, or covenant, shall not constitute the waiver of any other term, condition, or covenant, or the breach of any other term, condition, or covenant, and any such waiver shall not constitute a continuing waiver thereof.
34. This Agreement shall not be assigned by either Client or Consultant without the prior written consent of the other. Any material change of ownership within the Client's organization including, but not limited to, new partners, principals, or a transfer of majority ownership shall be considered an assignment of this agreement and subject to written consent of the Consultant. Failure of Client to notify Consultant of such changes shall be considered a material breach of this Agreement.
35. From time to time and depending upon the circumstances, Consultant will utilize the services of third-party service providers (Subconsultants) to assist Consultant in providing professional services to Client.
36. **PURSUANT TO SECTION 558.0035, FLORIDA STATUTES, AN EMPLOYEE OR AGENT OF CONSULTANT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

**GEOTECHNICAL EVALUATION
SUBCONSULTANT PROPOSAL**
(2 PAGES)

CSI Geo Approach
HDD at N 6th Street and Beach Boulevard
Jacksonville Beach, Florida

The geotechnical exploration will consist of field exploratory borings, laboratory testing, and a geotechnical analysis of the collected data.

Field Exploration – We understand the project consists of removing and replacing the existing 6-inch water main and replace it with an 8-inch PVC water main to cross Beach Boulevard at N 6th Street in Jacksonville Beach. The replacement pipeline will be installed by Horizontal Directional Drilling (HDD) method of installation. The proposed exploration will consist of two Standard Penetration Test (SPT) borings taken to the depth of 50 feet each near the HDD entry and exit points. Soil samples will be classified, containerized, marked in the field and returned to the laboratory for visual inspection and classification by the geotechnical engineer using the Unified Soil Classification System.

Laboratory Testing - Laboratory classification and index soil tests will be performed as necessary on selected soil samples obtained from the exploration. Specific tests to be performed are Moisture Content, Organic Content, Percent Fines, Atterberg Limits, and Corrosion Series Test (Environmental Corrosion).

Submittals:

A geotechnical engineer, registered in the State of Florida, will direct the geotechnical exploration and provide engineering analysis and evaluation of the site and subsurface conditions with respect to the planned construction. The submittals will be presented as follows:

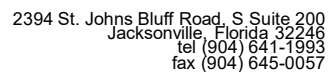
Geotechnical Exploration and Evaluation Report

- A brief discussion of the planned construction.
- A graphical representation of the subsurface conditions encountered as well as encountered and seasonal high water tables, etc., as they relate to the planned construction.
- An appendix that contains soil boring profiles in AutoCAD format, laboratory test data sheets, and other pertinent data.
- Recommended soil parameters for the Horizontal Directional Drilling (HDD) pipe installation.
- Written discussion of the subsurface conditions encountered.

Anticipated Completion Schedule:

Geotechnical Exploration and Evaluation Report

Approximately 35 working days after NTP



Item Description	Unit	Number of Units		Cost / Unit		Estimated Cost
Field Investigation						
Mobilization-Truck	ea.	1	ea.	\$550.00	/ea.	\$550.00
HDD Pipeline (Two SPT Borings at 50' ea.)						
2 SPT Borings @ 50' ea.	ft.	100	ft.	\$14.00	/ft.	\$1,400.00
3" Casing to Stabilize Borehole	ft.	40	ft.	\$9.50	/ft.	\$380.00
Grouting the Borehole	ft.	100	ft.	\$6.50	/ft.	\$650.00
Pavement Cores:						
Cores	ea.	2	ea.	\$87.00	/ea.	\$174.00
Patching	ea.	2	ea.	\$45.00	/ea.	\$90.00
Boring Layout/Utility Clearance/ Coordination	hr.	2	hr.	\$120.00	/hr.	\$240.00
MOT	day	1	day	\$1,200.00	/day	\$1,200.00
Subtotal:						\$4,684.00
Laboratory Testing						
Moisture Content	ea.	4	ea.	\$22.00	/ea.	\$88.00
Organic Content	ea.	4	ea.	\$51.00	/ea.	\$204.00
Percent Fines	ea.	4	ea.	\$47.00	/ea.	\$188.00
Atterberg Limits	ea.	2	ea.	\$110.00	/ea.	\$220.00
Corrosion Series Test - (Environmental Corrosion)	ea.	2	ea.	\$235.00	/ea.	\$470.00
Subtotal:						\$1,170.00
Engineering/Support Services						
Project Manager	hr.	1	hr.	\$190.00	/hr.	\$190.00
Project Engineer	hr.	3	hr.	\$160.00	/hr.	\$480.00
Staff Engineer	hr.	6	hr.	\$120.00	/hr.	\$720.00
CADD	hr.	4	hr.	\$115.00	/hr.	\$460.00
Clerical	hr.	1	hr.	\$58.00	/hr.	\$58.00
Subtotal:						\$1,908.00
TOTAL (Estimated):						\$7,762.00



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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Dennis Barron, Jr., Director of Public Works
DATE:	03/22/2022
SUBJECT:	RFP Number 05-2122 Environmental Sampling and Analytical Lab Services

BACKGROUND

The City of Jacksonville Beach operates three utilities – water, wastewater and stormwater – that require analysis of liquids, sediments, and solids related to various activities associated with the utility operations. Analytical results are used for process control and regulatory compliance.

As environmental and regulatory considerations grow more stringent, the consistency and quality of the analytical testing becomes ever more critical. The impact of failed testing can be extremely serious to the City. Analytical testing results are easily impacted negatively by:

- Improper handling and type/quality of sample containers.
- Hold time constraints between sampling and laboratory hours.
- Quality control and handling during transport.
- Chain of custody from sampling through laboratory analysis.

The cost of environmental sampling, transport, and laboratory analysis is an important secondary consideration.

The objective of RFP 05-2122 is to award continuing service contracts to provide high-quality, professional environmental laboratory services, which will include field sampling, flow monitoring, measurement of water levels, laboratory analysis and report preparation and correspondence with regulatory agencies for drinking water, wastewater and stormwater.

Typical analysis:

1. Drinking water analysis for compliance with state Department of Environmental Protection (DEP) permits and federal Safe Drinking Water Act requirements.
2. Wastewater analyses for compliance with the DEP permits and the federal Clean Water Act requirements.
3. Biosolids analyses for compliance with DEP and landfill requirements.
4. Stormwater analyses for compliance with DEP and federal stormwater National Pollutant and Discharge Elimination System regulations.
5. Emerging contaminants in potable water and wastewater (PFAS, PFOA, Etc.)
6. Other undefined water, stormwater and wastewater sampling as needed.



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Requests for proposals were sent to multiple vendors and we received one response. Of the three previous contract laboratories, there is only one currently still in business. The costs for this recommended lab are in line with the previous contract.

Staff recommends that the City Council award RFP 05-2122, "Environmental Sampling and Analytical Laboratory Services," as continuous service contracts for a period of five years to **Advanced Environmental Laboratories, Inc.**, and authorize the Mayor and City Manager to execute the contracts.

To review RFP # 05-2122 and all addenda, click [HERE](#).

To review the Response to RFP #05-2122 submitted by Advanced Environmental Laboratories, Inc., click [HERE](#).

FINANCIAL IMPACT

Funding for environmental sampling and analytical lab services is included in the annual budget. Staff will monitor costs incurred and adjust the budget as necessary via internal budget modification or as part of the year-end budget adjustment.

REQUESTED ACTION

Award/Reject RFP Number 05-2122 Environmental Sampling and Analytical Lab Services to Advanced Environmental Laboratories, Inc., and authorize the Mayor and City Manager to execute the final contract

ATTACHMENTS

1. Notice of Intent to Submit RFP for Approval and Award by City Council

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: March 22, 2022
From: Luis F. Flores, Property and Procurement Officer
RE: **RFP No. 05-2122**

Recommendation will be presented to the City Manager for:

RFP Number: 05-2122
Title: Environmental Sampling and Analytical Lab Services

Award to: ***Advanced Environmental Laboratories, Inc.***

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 (30 Points)					
VENDOR	Member 1	Member 2	Member 3	Member 4	SCORE
Advanced Environmental Lab	30	25	30	30	28.75

Criteria 2 - Experience and References (30 points)					
VENDOR	Member 1	Member 2	Member 3	Member 4	SCORE
Advanced Environmental Lab	30	25	30	30	28.75

Criteria - 3 Range of Services (25 points)					
VENDOR	Member 1	Member 2	Member 3	Member 4	SCORE
Advanced Environmental Lab	25	20	25	25	23.75

Criteria 4 - Proximity (5 points)					
VENDOR	Member 1	Member 2	Member 3	Member 4	SCORE
Advanced Environmental Lab	5	5	5	5	5

Criteria - 5 Pricing (10 points)					
VENDOR	Member 1	Member 2	Member 3	Member 4	SCORE
Advanced Environmental Lab	9	10	10	10	9.75

VENDOR	SCORE	Rank
Advanced Environmental Lab	96	1



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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Director of Planning and Development Department
DATE:	04/01/2022
SUBJECT:	RFQ - 04-2122 Consulting Services for a Comprehensive Plan and Land Development Code Update

BACKGROUND

The Comprehensive Plan/Land Development Code update project is an ambitious undertaking that will accomplish several of the objectives in the recently adopted Strategic Plan. The project will serve to bring the City's Comprehensive Plan and Land Development Code completely into compliance with Florida Statutes, the Florida Building Code, and the Strategic Plan, while creating easy to read, interpret, and user-friendly documents that provide responsive solutions to the community's concerns.

The City issued [RFQ Number 04-2122](#) seeking consulting services to update the Comprehensive Plan and Land Development Code. The City desires the Consultant to:

1. Review existing documents, ordinances, and initiatives;
2. Provide a schedule and program for public participation;
3. Develop a draft update Comprehensive Plan and Land Development Code; and
4. Assist with adopting final documents.

The City received a total of three responses to RFQ Number 04-2122. An evaluation committee consisting of the Director of Planning and Development, Director of Public Works, Building Official, Senior Planner, and Community Redevelopment Agency Coordinator evaluated each response based on the following criteria:

Qualifications and Relevant Experience	30 Points
Project Approach and Understanding	40 Points
Cover Letter and References	10 Points
Proposed Project Schedule	20 Points

The respondents and combined overall rankings are as follows:

VENDOR	SCORE	RANK
Kimley-Horn and Associates, Inc.	97.2	1
Alfred Benesch & Company	90	2
CHW	88.8	3



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Staff will negotiate a detailed scope and fee with the highest-ranking respondent, Kimley-Horn and Associates, Inc. Should negotiations prove unsuccessful, staff will negotiate with the next highest ranked firm(s) until a successful agreement is reached. Attached is the response provided by Kimbley-Horn and Associates, Inc.

FINANCIAL IMPACT

Funding impact for this item will be determined during the scope and fee negotiations.

REQUESTED ACTION

Approve/Disapprove negotiations for scope and fee with the highest ranking respondent, Kimley-Horn and Associates, Inc., or the next highest ranking firm until a successful agreement is reached for consulting services to update the Comprehensive Plan and Land Development Code

ATTACHMENTS

1. Evaluation Committee Scoring Sheet for RFQ Number 04-2122 Consulting Services for Planning
2. RFQ 04-2122 Response from Kimley Horn

Criteria 1 - Qualifications and Relevant Experience (30 Points)						
VENDOR	Member 1	Member 2	Member 3	Member 4	Member 5	SCORE
Alfred Benesch & Company	30	28	30	26	25	27.8
CHW	30	26	30	25	25	27.2
Kimley-Horn and Associates, Inc.	30	30	30	28	30	29.6

Criteria 2 - Project Approach and Understanding (40 points)						
VENDOR	Member 1	Member 2	Member 3	Member 4	Member 5	SCORE
Alfred Benesch & Company	35	36	35	35	35	35.2
CHW	35	34	39	33	30	34.2
Kimley-Horn and Associates, Inc.	36	38	40	36	40	38

Criteria - 3 Cover Letter and References (10 points)						
VENDOR	Member 1	Member 2	Member 3	Member 4	Member 5	SCORE
Alfred Benesch & Company	10	10	10	10	10	10
CHW	10	10	10	10	10	10
Kimley-Horn and Associates, Inc.	10	10	10	10	10	10

Criteria - 4 Proposed Project Schedule (20 points)						
VENDOR	Member 1	Member 2	Member 3	Member 4	Member 5	SCORE
Alfred Benesch & Company	18	15	20	18	14	17
CHW	19	15	20	18	15	17.4
Kimley-Horn and Associates, Inc.	20	20	20	20	18	19.6

VENDOR	SCORE	Rank
Kimley-Horn and Associates, Inc.	97.2	1
Alfred Benesch & Company	90	2
CHW	88.8	3



Consulting Services for a
**COMPREHENSIVE PLAN AND
LAND DEVELOPMENT CODE**
RFQ# 04-2122



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COVER LETTER

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- Form 3: Required Disclosure
- Form 4: Drug-Free Workplace Compliance
- Form 5: Non-Collusion Affidavit
- Form 6: Non-Bankruptcy Affidavit
- Form 7: Qualifications
- Form 8: Experience
- Form 9: References



March 2, 2022

Luis F. Flores, CFM, LEED AP BD+C
City of Jacksonville Beach
Property and Procurement 1460A Shetter Ave.,
Jacksonville Beach, FL 32250

RE: RFQ# -4-2122 Consulting Services for a Comprehensive Plan and Land Development Code

Dear Mr. Flores and Members of the Evaluation Committee,

The City of Jacksonville Beach has taken a strategic approach to their growth to align with their Vision and Mission Statements. The Kimley-Horn team is pleased to have the opportunity to submit our qualifications and will partner with the City of Jacksonville Beach for this current RFQ to provide consultant services for the Comprehensive Plan and Land Development Code update. Our local team has worked with the planning staff for a number of years and understands the need for this much anticipated update. Kimley-Horn understands the City's desire to incorporate their Mission Statement, the Vision Statement, and the Strategic Plan into a forward-thinking approach to this significant project.

We have completed land development code updates, form-based codes, development regulations, and comprehensive plans for communities throughout Florida and across the county. We are especially versed in coastal communities in North Florida offering tailored insight for a targeted approach to growth. We are currently working with Flagler Beach on their Land Development Code, and collectively have worked with Nassau County Beaches on facilitating community input, Atlantic Beach to update Land Development Regulations, and master planning and zoning amendments for the City of Cape Canaveral.

Local, Strategic, and Professional Team Collaboration. Our core team is located here in Duval County and our team of professionals have a history of successful LDC, zoning ordinance, and municipal regulatory experience. With a thorough understanding of the need for the updates and prior experience, we are committed to offering you superior service and responsiveness. This team has been precisely modeled to address this scope of work, and our capabilities will help you assess and update Jacksonville Beach's current Comprehensive Plan and Land Development Code to address the City's goals. For this venture, the following Kimley-Horn senior planners will be authorized to make representations for the firm: Mark Shelton, AICP; Blair Knighting, AICP; Ali Palmer, and Brian Teeple, AICP.

Understanding of the City's Development and Planning Challenges and Opportunities. Our staff will assist the City in identifying inconsistencies, present creative and flexible solutions, and craft new language that delivers a modern and sustainable interface to guide the community's growth into the future. We will address conditions from the City's perspective and integrate our experience providing critical planning elements, such as public participation, community visioning, regulatory and policy planning, entitlements, comprehensive plans, land use scenario planning, implementation strategies, cultural and natural resources, and intergovernmental coordination.



Tailored, Innovative, and Implementable Solutions. The Kimley-Horn team brings unique and innovative solutions to our clients. Our planning team has significant experience assisting municipalities with their comprehensive planning and zoning regulations while offering meaningful public involvement and access to participate in the process. Our team will offer recommendations based on sound land use and engineering techniques that integrate an economic assessment and fiscal analysis while adhering to engineering standards and principles.

A Local Office Fully Committed to the City of Jacksonville Beach. We know and understand that the City is dedicated to providing a better place to live and work for its residents, business owners, and visitors. We share this commitment and pledge to provide you with value in all that we do. We personally guarantee our attentiveness, dedication, and availability to meet the requirements of this contract.

Sincerely,

Mark W. Shelton, AICP
Project Manager

Joseph Mecca, P.E.
Senior Vice President



1

1. QUALIFICATIONS AND RELEVANT EXPERIENCE



1. QUALIFICATIONS AND RELEVANT EXPERIENCE

The City of Jacksonville Beach has chosen to complete a review and revision of their Comprehensive Plan, their Future Land Use and Transportation Element Maps and the Land Development Code. As a community you have formally adopted both a Vision and Mission Statement to chart the path of a community intent on planning for its future growth. The adoption of the strategic plan is a commitment to planning a focused future for the City of Jacksonville Beach. Kimley-Horn is the right team to deliver on this planning process as our qualifications will show our extensive municipal experience including planning, engineering, and environmental services gives us the technical understanding of how to work with City staff and elected officials to effectively achieve the Cities goals and objectives.

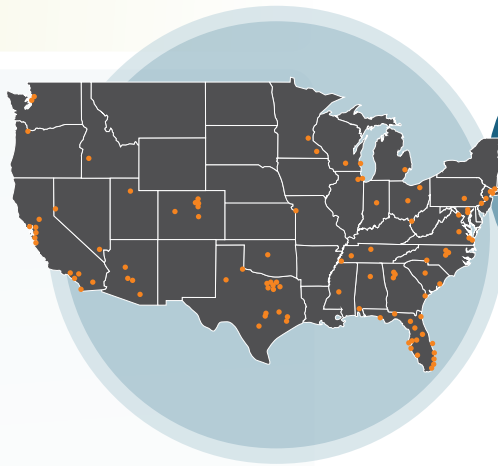
AN OVERVIEW OF OUR FIRM

Kimley-Horn is a national planning, environmental, and engineering consulting firm that specializes in designing and implementing transportation solutions. Our firm was founded in 1967 and is one of the largest and fastest growing full-service consulting firms in Florida. Our permanent staff is comprised of more than 5,300 professional, technical, and support staff nationwide, including 980 employees in 16 offices throughout Florida. Kimley-Horn remains one of the few employee-owned consulting firms in the nation.

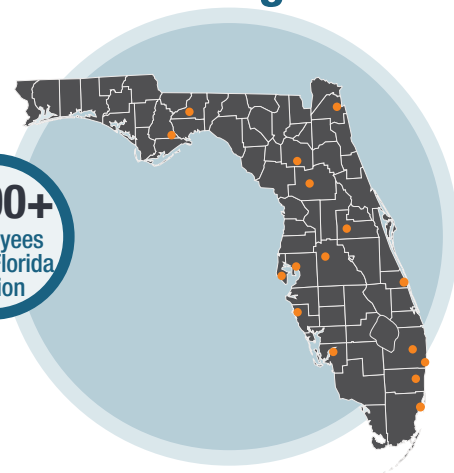
Kimley-Horn is recognized for the outstanding work of our consulting staff, the quality of our work environment, and our stature as a business enterprise. In 2021, Kimley-Horn was recognized as one of Fortune magazine's "100 Best Companies to Work For" for the fourteenth time. Fortune Magazine also ranked Kimley-Horn the number one Professional Services Consultant to work for. Much of our success extends from the confidence and trust that clients have in our ability to deliver.

Our clients benefit from the resources of a nationally recognized organization while receiving the personal attention and responsiveness of a local dedicated professional team.

90+ Offices Nationwide



16 Florida Region Offices




5,500+

1000+
Employees
in the Florida
Region

We have served a significant number of Northeast Florida municipal clients for many years and have recently served as local consultant for Flagler Beach, Atlantic Beach, Live Oak, Fernandina Beach and many other throughout the state of Florida and similar coastal locations like North Port, Venice, Sarasota, Cape Canaveral, Port St. Lucie, Vero Beach and Longboat Key.



OUR IN-HOUSE EXPERTISE

Kimley-Horn has over 155 full time accredited planners at Kimley-Horn and 27 of those planners are in Florida. **Our practice is responsive to changing State and Federal regulations and versed in providing the “transparent, predictable, streamlined and consistent processes” your community desires.** Many of our employees are former City planners (including Mark Shelton our project manager who managed a local community's Development Services prior to joining Kimley-Horn) and municipal engineers. Our team has the additional expertise of sitting on your side of the table and we are familiar with the language and processes of local government. This translates to an understanding of community concerns, similar challenges, and innovative solutions to challenging issues. We understand your needs for standards, a heightened response to consistency, and the desire for user friendly documents. Kimley-Horn is the right team to address your concerns, minimize your workload and provide you streamlined and responsive communication.

Kimley-Horn offers in-house expertise in all areas requested in your scope of work. We will partner with Jacksonville Beach offering a fully integrated consulting firm with a variety of in-house services including planning, civil/site engineering, transportation, traffic, environmental, landscape architects, Complete Streets, utilities, and many other services to augment our planning team services including:

- Helping communities develop and update comprehensive plans
- Development of master plans
- Creation of land development codes, zoning codes, and form-based codes
- Assistance with evaluation and appraisal reports and related comprehensive plan amendments
- Teaming with communities to create design guidelines for specific projects
- Site plan reviews
- Urban design and landscape architecture
- Transportation planning, traffic, and other concurrency reviews
- Economic feasibility, housing, and market analysis
- Economic development/grant/funding assistance
- Public involvement and visioning
- Graphics, branding, newsletters, and website outreach efforts



A DEDICATED TEAM

The cornerstone of an outstanding consultant team is a dedicated project manager. Competent project management results in **better decisions, information, and analyses, as well as cost reductions, productivity increases, and quality deliverables.** Our project manager Mark Shelton, AICP will be your primary point of contact. Provided below is an organizational chart and an introduction to our key personnel and Subject Matter experts (SMEs) for this project.

ORGANIZATIONAL CHART

City of Jacksonville Beach





Mark Shelton, AICP | Project Manager

**Lead – Land Development Code/Public Participation and Community Outreach/
Coastal Land Development Code SME**

Mark leverages his more than 24 years of experience in comprehensive and current planning, entitlement due diligence, impact fee analysis, project management, supervision, business development and public hearings representation. His experience includes serving as a City Planner and Planning Manager for more than 10 years with Clay County and the City of Jacksonville's Planning and Development departments. Mark understands the planning from sitting in the client's seat and is able to partner with communities to provide a unique perspective to growth and functionality. Work includes extensive experience with municipal regulatory analysis and review from both the public and private perspective and organizing, advertising, and conducting community involvement meetings. His expertise includes land development code review, analysis and revision, comprehensive plan analysis, 911 emergency addressing advisory, communication tower entitlement, DRI revisions, land development procedures analysis, landscape review, and more.



Joseph Mecca, P.E. | Principle-in-Charge

Joe Mecca has 28 years of experience on the design and permitting of residential, commercial, and municipal land development projects. Over the past 28 years, Joe has served as a principal-in-charge, Regional QC officer, project manager, project engineer, and engineer of record on a number of site civil development and water and wastewater utility design projects. Since joining Kimley-Horn in 1999, Joe has helped lead the growth and expansion of the firm's Jacksonville office. He serves as a vice president within the firm and is the team leader of the firm's civil engineering group in Jacksonville. In this role, his responsibilities include technical leadership, staff mentoring, project strategies, value engineering, and risk management. Joe serves on Kimley-Horn's Firmwide Risk and International Projects Committee, which reviews the firm's participation in high risk and international projects.



Brian Teeple Consulting

Brian Teeple, AICP | Quality Control Manager

Lead - Comprehensive Plan/Economic, Market Feasibility, Grant Management SME

Brian joins the Kimley-Horn team as a consultant with 41 years of experience in urban and regional planning, strategic planning, emergency preparedness planning, facilitation and mediation, economic development, and organizational management with the public sector at the state, regional and local levels, as well as the private sector. As a resident of Jacksonville for over 33 years, Brian has served, and continues to serve, in leadership roles in several professional organizations committed to the practice of planning and improved quality of life in the built environment. His extensive background includes comprehensive planning, land development code development, regulatory review, and intergovernmental coordination. Brian's wide range planning experience includes the Northeast Florida Regional Planning Council while as director Brian worked with 43 counties and municipalities to bring their new comprehensive plans into compliance with the then Local Government Comprehensive Planning and Land Development Regulation Act and the Strategic Regional Policy Plan (SRPP).



Kelley Klepper, AICP | Comprehensive Plan/Future Land Use SME

Kelley has 30 years of planning experience, including a thorough knowledge of comprehensive planning, growth management, public policy, form based codes, developments of regional impact, budgeting, urban growth boundaries and management, transportation, development-related issues facing growing communities, and urban/rural design. He has successfully worked with the Department of Economic Opportunity and other governmental agencies. In addition, he is experienced in coordinating and conducting public meetings. Kelley has extensive experience in development-related projects and practices for both public and private sector clients.



Alessandria Palmer (Ali) | Comprehensive Plan/Land Development Code/ Public Participation and Community Outreach/ Future Land Use SME

Ali has more than 18 years of planning, development, and redevelopment experience in Florida. She has wide-ranging experience working with local government agencies, has facilitated, and implemented master plans and has extensive knowledge of land use and entitlements, development-related issues, public policy, parks and open space, comprehensive planning, project budgeting, urban design, and form-based codes. She is practiced in coordinating and conducting public meetings and presentations, as well as public engagement and visioning charrettes. Ali has special expertise in growth management and community development. Her professional work includes acquiring development entitlements, project management, writing land development regulations, comprehensive planning, infill redevelopment, as well as master planning for sites over 100 acres. She is a public hearing veteran with experience in both judicial and quasi-judicial hearing procedures, and regularly appears before elected bodies and planning boards, in addition to her experience as a qualified expert witness with respect to land use planning and zoning issues.



Blair Knighting, AICP | Land Development Code/Public Participation and Community Outreach/ Coastal Land Development Code, Intergovernmental Coordination, Historic Preservation SME

Blair has more than eight years of experience in municipal and private sector planning including but not limited to analyzing land use and zoning regulations, land development entitlement applications, comprehensive plan updates, historic preservation planning, and grant writing and management. Throughout her career, she has become an expert in stakeholder engagement by overseeing community meetings, appointed historic preservation commission meetings, and engaging neighborhood advocacy groups. Prior to transitioning to Kimley-Horn, she served as a Historic Preservation Planner for the City of Jacksonville.



Bradley Davis, AICP, CNU-A | Complete Streets and Mobility SME

Brad has more than 13 years of experience working with a variety of municipal clients to address needs related to transportation, redevelopment, recreation, and quality of life. He is a nationally recognized industry leader in Complete Streets policy and design. Brad has focused on synthesizing diverse opinions and interests, along with complex information, into collective visions and action plans for implementation. With all this work, Brad is committed to building healthier communities through better policy, design, and implementation.



Michelle Mecca, P.E. | Transportation/Traffic SME

Michelle has worked for Kimley-Horn for all 29 years of her career with her focus and experience in transportation projects includes traffic engineering safety studies and preparing designs and construction plans for signalization, signal systems, and signing/pavement marking projects. She has been a resident and worked in the greater Jacksonville area for the past 24 and has developed strong working relationships with many of the local agencies in northeast Florida and District Two of the Florida Department of Transportation. Michelle has completed signal designs and construction plans for the City of Jacksonville, St. Johns County, Nassau County, Clay County, Putnam County, City of Neptune Beach, City of Atlantic Beach, City of St. Augustine, and the City of Jacksonville Beach. Many of these designs have included state roads, which required also coordinating with the Florida Department of Transportation.



Erin Emmons, GISP | GIS/Atlas Mapping and Engagement SME

Erin has 16 years of experience as a transportation and community planner with a specialty focus in GIS and database development. She has managed projects involving environmental and socioeconomic assessments, asset management and utility evaluations, and corridor planning. Her background includes data model design, implementation of web-based GIS systems, automation of geoprocessing, and leading staff training and agency coordination efforts. Erin is proficient in a number of software packages including Esri ArcGIS Desktop/Pro applications, ArcGIS Enterprise/Portal, and ArcGIS Online. Erin has developed customized data collection applications utilizing web and mobile GIS based applications, including Quick Capture, Collector for GIS and Survey123. These applications have also been utilized for virtual public engagement.



Kelly Smith, P.E. | Infrastructure/Utilities SME

Kelly is a senior water resources engineer with 18 years of consulting engineering experience for public and private water, wastewater, reclaimed water, and stormwater clients. Her range of experience includes utility planning, infrastructure improvements, permitting, hydraulic modeling, project administration, and construction management. She has assisted with planning and project development; evaluation of alternatives, feasibility studies, and budget analysis; and development of conceptual and preliminary design studies, final design, and construction documents. The services she provides include all aspects of project delivery through completion including permitting services, assistance with grant funding, and services through construction.



Chris Niforatos, P.E. | Infrastructure, Stormwater, Resiliency SME

Chris leads Kimley Horn's national resilience practice and has over 27 years (1/2021) of experience in resiliency planning, numerical modeling, asset management and devising risk-based strategies. He brings a detailed knowledge of conducting inundation modeling, performing data gap and vulnerability analyses, assigning criticality, and developing adaptation schemes. His expertise in water resources, with specific expertise in drainage design and community resilience includes the design for construction range from stormwater channels to flood control facilities and culvert replacements in both urban and rural environments. Chris has evaluated the impacts of sea level rise, surge and rainfall intensification on both the built and natural environments for many coastal communities. His work experience extends both Internationally and Nationally and has successfully delivered a wide variety of projects from assigning remaining useful life to preparing hardening plans and formulating energy management roadmaps.



Scott Mingonet, PLA, AICP | Urban Design and Master Planning SME

Scott Mingonet brings 32 years of urban planning and landscape architecture experience to this assignment. His principal area of expertise is project management, shepherding projects from initial visioning to final implementation for multidiscipline projects. Scott has worked with multiple private clients, municipalities, and public agencies to develop improvement programs that act as a road map for future development and as a catalyst for revitalization. Having teamed with both public and private sector developers and his ability to integrate planning, landscape architecture, engineering and architecture disciplines, Scott has gained a valuable perspective on how to create a viable, economically feasible project that benefits both entities.



Macy Falcon, AICP | Urban Design and Master Planning SME

Macy has eight years of experience working involves working with communities to build resilience. She is experienced in hazard mitigation and resiliency plan development, grant writing and management, floodplain management practice and outreach, resiliency assessment, loss avoidance reporting, and benefit-cost analysis. Macy has provided complete grant cycle services to Florida counties to obtain federal grants and implement projects that mitigate flood risk. She has also served as an analyst for vulnerability assessments and holistic benefit-cost analyses for federal grants for metropolitan clients.



Jessica Rossi, AICP | Economic and Market Feasibility SME

Jessica has more than 18 years of real estate market research, planning, and public engagement experience. Jessica brings a comprehensive perspective to all consulting assignments. She works on a wide variety of visioning and economic development assignments for local governments and regional agencies. Additionally, developer and investor clients rely on Jessica's insight to determine demand for commercial and residential projects and to choose specific concepts to maximize economic development, marketability, and value. Her experience working with public- and private-sector interests is useful in creating innovative solutions to complex issues. As a national resource for the firm, Jessica's leadership has guided high-quality and innovative planning strategies that are grounded in a market reality.



Mike Vaudo, AICP | Public Participation and Community Outreach / Graphics and Deliverables

Mike is a planner who brings specialized expertise in writing, editing, document design, and branding to the planning process, including comprehensive plan updates and other major projects. His background in communications has contributed to his support of multiple public involvement efforts for municipalities, MPO/TPOs, and other agencies. He has been involved in a number of projects across the state, including recent experience on the Congestion Management Process documents for both the Heartland Regional TPO and the Hernando-Citrus MPO. His public involvement experience includes neighborhood meetings during

the City of Winter Park's visioning process and public meetings for SR A1A Multimodal Improvement Corridor Planning and Engineering Analysis for FDOT District Five. His responsibilities include working with project managers to coordinate, write, and edit proposals and project deliverables; assisting in the direction of presentations; and overseeing final production of project graphics. He has also spearheaded several winning award submittals to the Florida Institute of Consulting Engineers for their Excellence in Engineering competition as well as to the Florida Chapter of the American Society of Landscape Architects for their annual Design Awards.



MARK SHELTON, AICP
Project Manager

PROFESSIONAL CREDENTIALS

- Master of Science, Social Science, Florida State University
- Bachelor of Science, Political Science, Florida State University
- American Institute of Certified Planners, #021081
- American Institute of Certified Planners (AICP), Member
- American Planning Association (APA), Member
- Florida Planning and Zoning Association (FPZA), Past President
- Urban Land Institute, Member

RELEVANT EXPERIENCE

PROJECT MANAGER/LEAD PLANNER *Atlantic Beach Land Development Regulations Update, Atlantic Beach*— Updates to the City's Land Development Regulations consistent with recent changes to state statutes, addressing issues and concerns, improved functionality, and ease of use, and provided a general overall modernization of the code.

PROJECT MANAGER/LEAD PLANNER *City of Flagler Beach Land Development Regulations Update, Flagler Beach*— Kimley-Horn is providing updates to and the modernization of the City's Land Development Regulations (Zoning Code) to bring them into consistency with the Florida State Statutes, address local development issues and longtime concerns. Additional these updates will improve functionality and ease of use.

LEAD PLANNER *City of Cape Canaveral Zoning Code Amendments, Cape Canaveral, FL*—Kimley-Horn prepared an analysis and update of targeted portions of the City's Zoning Code specific to the Economic Opportunity Overlay District (EODD), Shared Parking, Special Exceptions and Non-conforming uses. The team prepared an initial analysis of the City's Codes specific to the topics identified for consistency with the CRA Master Plan and other portions of the City's Zoning Code and assisted in the preparation and presentation of the amendments including justifications to the Planning Commission and City Council.

PROJECT MANAGER/LEAD PLANNER *City of Flagler Beach Land Development Regulations Update, Flagler Beach*— Kimley-Horn is providing updates to and the modernization of the City's Land Development Regulations (Zoning Code) to bring them into consistency with the Florida State Statutes, address local development issues and longtime concerns. Additional these updates will improve functionality and ease of use.

LEAD PLANNER *Margaritaville Beach Hotel, Jacksonville Beach*. Kimley-Horn provided full Planning, Site Design, Landscape Architecture, and Civil Engineering design services for this iconic beachside hotel and restaurant. Kimley-Horn prepared the hardscape plans for the pool & pool deck, Main entries at the hotel and the restaurant, outdoor dining Space for the Landshark restaurant, surrounding streetscapes, public beach walk, roof top terrace, etc. Kimley-Horn worked closely with City Staff to build consensus among the many stakeholders and provide a design exceeded Client expectations and the public interface was properly addressed. In addition to the wonderful designs completed for the pedestrian areas around the property there are several other notable design solutions. All storm-water for the site will be captured and treated in a subgrade cistern system

LEAD PLANNER *Land Development Code Revisions, Wakulla County*— Updated and revise land development code language consistent with state statutes. Specific focus on updates to the stormwater and floodplain language in the code.

PROJECT MANAGER/LEAD PLANNER *Live Oak Land Development Regulations Amendments, Live Oak, FL*— Project manager for the analysis and update of targeted portions of the City's Zoning Regulations. The team was asked to review existing Required Parking, Special Exceptions, Permitted uses and Non-conforming uses. While assessing the Required Parking, Kimley-Horn compared the City's parking standards to other communities in order to prepare a summary review matrix for the City and provide recommended parking standards. The permitted uses assessment resulted in the recommendation to consolidate the permitted uses found throughout the code into an easy-to-understand land use matrix. The team prepared an initial analysis of the City's Codes specific to the topics identified for consistency with the CRA Plan and portions of the City's Comprehensive Plan and assisted the City in the preparation and presentation of the amendments including justifications to the Planning and Zoning Board.

LEAD PLANNER *The San Marco Promenade Redevelopment Project (fka Jackson Square), Jacksonville*— Jackson Square is a unique, approximately 17.3-acre infill redevelopment property situated on the eastern side of historic San Marco, along the western side of Philips Highway, south of Atlantic Boulevard. The new plan provides flexibility in the site design that could otherwise not be accomplished through the overlay or conventional zoning. The project team worked in advance of the submittal of applications to build a consensus with several neighborhood groups that resulted in unanimous approvals from the City's Planning Commission, Land Use and Zoning Committee, and City Council. Several small group meetings and a noticed community meeting served as forums for open communication and transparency among the applicant and stakeholders.

PROJECT MANAGER/LEAD PLANNER *Global Home of the PGA TOUR, Ponte Vedra Beach*—Kimley-Horn was selected to provide professional planning and civil engineering services for the new 187,000-square-foot Global Home of the PGA TOUR including future office expansion areas, a spectator village, and an admissions gate and shuttle drop-off zone. Kimley-Horn provided entitlement planning, engineering, and permitting services. The scope of services also includes roadway design, traffic engineering, signal design, civil/site plans, and construction phase services. 2016 Northeast Florida Planning and Zoning Association (FPZA) Outstanding Public Participation Award.



JOSEPH MECCA, P.E.
Principal-in-Charge

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Civil Engineering, University of Florida
- Professional Engineer in Florida, #53192
- Florida Engineering Leadership Institute (FELI) Graduate

RELEVANT EXPERIENCE

PROJECT MANAGER Baptist/MD Anderson Cancer Center, Jacksonville—The Kimley-Horn team provided entitlement, traffic engineering, site civil engineering, and permitting services for the 505,000-square-foot Baptist/MD Anderson Cancer Center, located in downtown Jacksonville. Kimley-Horn is responsible for aiding Baptist Medical Center and their team on zoning and land use entitlements, mobility fee negotiations, a major downtown traffic study, and the preparation of site development drawings for the state-of-the-art cancer treatment facility. **This project won the 2017 Statewide Florida Planning and Zoning Association (FPZA) “Outstanding Redevelopment Award of Merit” and the 2018 Northeast FPZA “Before Its Time” Award.**

PROJECT MANAGER JEA Corporate Headquarters—The team is providing entitlement, site civil engineering, and permitting services for the 200,000-square foot JEA Headquarters office, located in downtown Jacksonville. Kimley-Horn is a subconsultant to a project builder and is responsible for the zoning and land use entitlements, Downtown Development Review Board (DDRB) and Downtown Investment Availability (DIA) coordination, and the preparation of site development drawings for the state-of-the-art office facility.

PROJECT MANAGER San Marco Crossing, Jacksonville—Jackson Square is a unique, approximately 17.3-acre infill redevelopment property situated on the eastern side of historic San Marco, along the western side of Philips Highway, south of Atlantic Boulevard. The newly approved use of the property is less intense and acts as a transition from the concentrated commercial uses located along Philips Highway and single-family residential uses on the west of the Florida First Coast Railroad. The new plan provides flexibility in the site design that could otherwise not be accomplished through the overlay or conventional zoning. The project team worked in advance of the submittal of applications to build a consensus with several neighborhood groups that resulted in unanimous approvals from the City’s Planning Commission, Land Use and Zoning Committee, and City Council. Several small group meetings and a noticed community meeting served as forums for open communication and transparency among the applicant and stakeholders. **This project won the 2018 Northeast Florida Planning and Zoning Association (FPZA) “Outstanding Redevelopment Large Scale” Award.**

PROJECT MANAGER Crystal Lagoons Beachwalk, St. Johns County—Selected to provide professional civil and landscape architectural services for the development of this luxury living community featuring a 14-acre crystal lagoon as the centerpiece—the largest man-made water feature in the U.S. The project includes 800 home sites, a clubhouse, and over 3-million square feet of retail and commercial space along CR 210. Kimley-Horn has been involved in this project since conceptual planning. Specific services provided include conceptual design, full civil/site plans, construction documents, permitting, bidding assistance, and construction phase services.

PROJECT MANAGER St. Johns Village (River Vue), Jacksonville—This redevelopment project is a 284-unit, market rate apartment project that redeveloped an old, unutilized shopping center constructed in the 1980s. The redevelopment of this project was challenged with many issues, including the presence of soil contamination, dealing with unknown and buried infrastructure and by the community concerns of the Riverside Avondale Preservation (RAP) Society. Kimley-Horn was responsible for entitlement planning, traffic engineering, site planning, site design and permitting services associated with redeveloping this highly anticipated and needed project along Fishweir Creek. **This redevelopment project won the 2016 Northeast Florida Planning and Zoning Association (FPZA) Outstanding Public Participation Award.**

PROJECT MANAGER Global Home of the PGA TOUR, Ponte Vedra Beach, FL—Quality Control/Quality Assurance Manager. Kimley-Horn was selected to provide professional planning and civil engineering services for the development of the new 187,000-square-foot Global Home of the PGA TOUR. In addition to the three-story Global Home building, the site will include future office expansion areas, a spectator village, as well as an admissions gate and shuttle drop-off zone. Kimley-Horn is providing entitlement planning, engineering, and permitting services. The scope of services also includes roadway design, traffic engineering, signal design, civil/site plans, and construction phase services. Kimley-Horn is coordinating permitting for the Global Home project through St. Johns County, St. Johns River Water Management District (SJRWMD), and the U.S. Army Corps of Engineers (USACE).

PROJECT MANAGER Beach House at Jacksonville Beach (aka Broadstone Jacksonville), Jacksonville Beach—The design and permitting of a 228-unit apartment complex at Jacksonville Beach. The project was a redevelopment of an existing mobile home park that was converted into a luxury apartment complex. Design aspects included a unique stormwater management system and meeting the developer’s needs for an aggressive site plan.

PROJECT MANAGER Naval Air Station (NAS) Parking Lot Designs, Jacksonville—Project manager and engineer of record for design and permitting of three hospital parking lot expansions at the Jacksonville NAS. Design included grading, drainage design and computations, and utility adjustments to accommodate three parking lots.



BRIAN TEEPLE, AICP

Quality Control Manager; Lead - Comprehensive Plan/Economic, Market Feasibility, Grant Management SME

PROFESSIONAL CREDENTIALS

- Master of Science, Urban and Regional Planning, Florida State University
- Bachelor of Science, Environmental Management, Pennsylvania State University
- American Institute of Certified Planners (AICP), Member
- American Planning Association (APA), Past President
- Florida Planning and Zoning Association (FPZA), Member
- Urban Land Institute, Member
- Editorial Board, Florida Times-Union

RELEVANT EXPERIENCE

PROJECT MANAGER/LEAD PLANNER Atlantic Beach Land Development Regulations Update, Atlantic Beach— In association with Kimley-Horn, Updates to the City's Land Development Regulations consistent with recent changes to state statutes, addressing issues and concerns, improved functionality, and ease of use, and provided a general overall modernization of the code.

LEAD PLANNER City of Flagler Beach Land Development Regulations Update, Flagler Beach—In association with Kimley-Horn, Brian is providing updates to and the modernization of the City's Land Development Regulations (Zoning Code) to bring them into consistency with the Florida State Statutes, address local development issues and longtime concerns. Additional these updates will improve functionality and ease of use.

CO-PROJECT MANAGER High Springs Comprehensive Plan Rewrite, High Springs— Led a team to assist the City of High Springs with rewriting their Comprehensive Plan to be consistent with Florida Statutes and to 1) Identify major issues for the City; 2) Assess how the Comprehensive Plan has guided growth and development since its previous review; 3) Identify and evaluate changing conditions and trends as they relate to the major issues identified; 4) Assess both successes and shortcomings of the plan; and 5) Identify changes to the Plan to effectively manage growth and impacts. The project involves the understanding of City written and unwritten policies and practices; the validity and effectiveness of existing goals, objectives, policies and implementing development regulations; emerging demographic socioeconomic, and development trends in the City and region; local regional initiatives affecting the built and natural environments; threats to sustaining the long-term quality of life in the City; and opportunities to make the City the ideal place to live, work, play and stay.

PROJECT MANAGER/LEAD PLANNER Comprehensive Plan Update, Putnam County— Co-project manager and project planner updating the Comprehensive Plan for Putnam County. Tasks include interviews community engagement to solicit input regarding matters of local interest, updating outdated goals, objectives, and policies within the current plan to comply with Florida Statutes, streamlining of the plan, providing consistency throughout the document, with the objective of providing meaningful policies to meet the County's goals.

CO-PROJECT MANAGER/LEAD PLANNER Unified Land Development Code Update, Alachua County—The project was undertaken to bring the ULDC into compliance with the County's recently updated Comprehensive Plan, remove internal inconsistencies, and make the document more user-friendly. Areas of major focus include affordable housing, collapsing/combining zoning districts, eliminating parking minimums, supporting an agricultural community, and creating human-scale development in the context of multimodal design.

VISIONING FACILITATOR First Coast Vision, Northeast Florida— As the CEO of the Northeast Florida Comprehensive Development Strategy (NEFRC), Brian worked with regional leaders in the First Coast to recognize that visioning was needed in the region, and First Coast Vision was born. Our visioning process assumed that the region would grow by 1.6 million people (more than double the 2005 population) and at least 650,000 jobs. The vision is a collection of goals and objectives that reflect the choices and values of citizens as to how they want to live.

EXPERT WITNESS Amelia Bluff, Fernandina Beach— Provided expert witness services in a Division of Administrative Hearings trial defending the City of Fernandina Beach's decision to amend the Future Land Use Map to accommodate this 11.71-acre 30 dwelling unit subdivision. Researched the City's actions, applications, supporting data and analysis, State Statutes, City's Comprehensive Plan and Land development regulations, depositions, interrogatories, and precedents. In concert with the legal team and other fact and expert witnesses compiled expert opinions on the 23 counts of alleged inconsistency with the Comprehensive Plan and non-compliance with State Statutes. Provided approximately 3.5 hours of testimony at trial.

PROJECT MANAGER Nassau County Beaches Community Working Group Facilitation, Nassau— County Kimley-Horn provided professional facilitation services to Nassau County and its Beaches Community Working Group in providing recommendations to the Nassau County Board of County Commissioners on a myriad of beach issues including beach driving, beach parking, beach camping, horseback riding, law enforcement, environmental stewardship, and ordinance consolidation. The working group met seventeen (17) times, received testimony from 150 individuals and received over 500 page of written comments. Through this process the Working Group successfully delivered numerous recommendations for County Code changes on beach use/management issues as well as a number of non-code recommendations.



B. KELLEY KLEPPER, AICP
Comprehensive Plan/Future Land Use SME

PROFESSIONAL CREDENTIALS

- Master of Arts, Geography and Urban Planning, East Tennessee State University. Bachelor of Science, Psychology, East Tennessee State University
- American Institute of Certified Planners, #014572
- American Planning Association (APA)
- Florida Planning and Zoning Association (FPZA)
- Member/Board Member, Florida Redevelopment Association (FRA)

RELEVANT EXPERIENCE

PROJECT MANAGER Comprehensive Plan, Maitland— Project manager worked with the City of Maitland on the review and update of the City's Comprehensive Development Plan (CDP) based on the evaluation and appraisal report (EAR). Kimley-Horn completed the community review, preliminary land use and population analysis, transportation and mobility analysis, infrastructure (water, wastewater, stormwater, lakes, etc.), and a review of the current Goals, Objectives, and Policies as they relate to growth management changes, consistency across the various elements, and clarification of terms/strategies. Kimley-Horn worked with the City to identify best practices in the field of Comprehensive Planning and developed a new approach to their land use designations and development. Kimley-Horn also worked with the City directly with the Florida Department of Economic Opportunity (DEO) as part of the state mandated review processes. The City adopted the CDP in 2019 and the Plan has since been recognized by the Florida Planning and Zoning Association (FPZA) for both a state planning award and also as session at their annual conference, and the Florida Chapter of the American Planning Association (FAPA) with a similar session at its annual conference. Kimley-Horn also updated the City GIS database with respect to the parcel based future land use map and related datasets. **In 2019, project was awarded the Award for Outstanding Achievement in Innovation by the Florida Planning and Zoning Association and the Award of Merit by the American Planning Association in Florida.**

PROJECT MANAGER Comprehensive Plan Update, Tavares— Kimley-Horn was selected by the City of Tavares to the review and update of the City's Comprehensive Development Plan based on the evaluation and appraisal report (EAR). Kimley-Horn completed the community review, preliminary land use and population analysis, transportation and mobility analysis, infrastructure (water, wastewater, stormwater, lakes, etc.), and developed a new Recreation and Open Space Element. As part of the process, Kimley-Horn reviewed the current Goals, Objectives, and Policies as they relate to growth management changes, consistency across the various elements, and clarification of terms/strategies. Kimley-Horn worked with the City to identify best practices in the field of Comprehensive Planning and developed a new approach to their land use designations and development with a focus on redevelopment and also linkages between land use and transportation. Kimley-Horn also worked directly with the City and the Florida Department of Economic Opportunity (DEO) as part of the state mandated review processes. The City adopted the new Comprehensive Plan (Taking Flight) in 2021.

PROJECT MANAGER Coastal Resiliency Plan and Comprehensive Plan Updates, Sebastian— Kimley-Horn was selected to prepare the City's Coastal Resiliency – Resilience Plan Development and corresponding Comprehensive Plan amendments to address state mandates regarding sea level rise (peril of flood) assessment. The Plan was developed using information and an in-depth analysis of sea level rise, rainfall and surge data, public infrastructure locations, land use, and societal exposures. The plan culminated in the vulnerability summary and an adaptation action plan. Following the Resiliency Plan, the Kimley-Horn team prepared comprehensive plan amendments to the Goals, Objectives and Policies (GOPs) and Data, Inventory and Analysis (DIA) for the Future Land Use, Public Facilities, and the Coastal and Conservation Elements of the City's Comprehensive Plan. These changes were important to better reflect the threats of flooding and sea level rise and the importance of resiliency measures while also improving the organization and flow of the Comprehensive Plan. The reorganization of the Conservation and Coastal Management Elements into one element was completed to address similar topics/subjects in a more succinct manner and reduce redundancies in policies.

PROJECT MANAGER Comprehensive Plan, Venice— Kimley-Horn worked with the City of Venice to review and update the City's Comprehensive Plan (2017-2027). Kimley-Horn completed an extensive public outreach and community review, including stakeholder interviews, online survey, and a series of community workshops; land use and population analysis; market assessment; and a review of the current goals, objectives, and policies as they relate to growth management changes, consistency across the various elements, and clarification of terms/strategies. Kimley-Horn completed the update of the GOPs in the form of vision, intent, and strategies along with the analysis required to develop the plan (population projections, level of service analysis, land use carrying capacity, housing analysis, etc.) with an emphasis on the City's neighborhoods (geographic areas). **2018 APA Florida Award. 2018 FPZA State Award Winner for Grassroots Initiative/Public Outreach.**

PROJECT MANAGER Merritt Island Redevelopment Agency (MIRA) Commercial Core Land Use and Infrastructure Report— Led the land use and engineering team that prepared the land use and infrastructure report including a carrying capacity analysis based on existing and projected development, adopted capital improvements plan, zoning and land use provisions, and regional stormwater master plans. This plan also analyzed future capital improvements needs and a possible Complete Streets enhancement project for Sykes Creek Boulevard.



ALESSANDRIA PALMER

Comprehensive Plan/ Land Development Code/ Public Participation and
Community Outreach/ Future Land Use SME

PROFESSIONAL CREDENTIALS

- Master, Urban and Regional Planning, Florida Atlantic University, 2009
- Bachelor of Science, Social and Political Science, Florida State University, 2003
- Florida Chapter of the American Planning Association (APA FL), Immediate Past Section Chair
- Congress for New Urbanism (CNU), 2020 Florida Summit Committee Member
- Knight Creative Communities Institute (KCCI), 2021 Community Catalyst
- Urban Land Institute (ULI), 2021 UrbanPlan Facilitator

RELEVANT EXPERIENCE

COMMUNITY OUTREACH/PLANNING *City of Venice Land Development Code Update, Venice, FL*— Kimley-Horn updated the City's Land Development Code. The City is developing a hybrid code in the portions of the City identified as Mixed Use by the Comprehensive Plan with conventional code components for the remainder of the City. Ali was asked to focus on the City's Historic Preservation Ordinance updates during this effort to ensure they were consistent with the other rewrites and updated to reflect statutory requirements.

PLANNER *Agricultural Reserve, Boynton Beach, FL* — Comprehensive plan text amendment and future land use map amendment approvals obtained to allow for additional non-residential use in the Agricultural Reserve (AgR) of Palm Beach County, beyond the scope of the AgR master plan. The AgR is located west of the Florida Turnpike out to State Road 7, north to Lake Worth Road and south to Atlantic Boulevard.

COMMUNITY OUTREACH/PLANNING *DeFuniak Springs Comprehensive Plan Evaluation and Appraisal Report (EAR), DeFuniak Spring*—Kimley-Horn provided planning services as a subconsultant to the City, including review and analysis of comprehensive plan elements for the purpose of the evaluation and appraisal report to be transmitted to the Department of Community Affairs. Recommendations were made to the City to update their Land Use, Transportation, Utilities and Historic Preservation elements. A new property rights element was also drafted.

PLANNING LEAD *Sewall's Point Comprehensive Plan Evaluation and Appraisal Report (EAR), Sewall's Point*— Kimley-Horn provided planning services as a subconsultant to the Town, including review and analysis of comprehensive plan elements for the purpose of the evaluation and appraisal report to be transmitted to the Department of Community Affairs. Recommendations were made to the City to update their Housing and Recreation and Open Space elements.

COMMUNITY OUTREACH *Town of Lantana Post Disaster Redevelopment Plan, Lantana*—Kimley-Horn developed a plan that serves as the Town's guide for recovery after a disaster event and as a roadmap to restore the physical infrastructure, local economy, and social fabric of Lantana. Tasks leading up to the plan include a resident survey completed on the Survey 123 platform, stakeholder interviews, conditions and needs assessment, and a resiliency study.

PLANNING/COMMUNITY OUTREACH *City of Port Saint Lucie City Center, Port St. Lucie*—Kimley-Horn worked with the City's Community Redevelopment Agency (CRA) to explore initiatives that will result in the redevelopment of City Center by way of a Small Area Plan. Tasks include the condition and needs report, creation of a web-based survey created on the MetroQuest platform and live public input meetings through virtual platforms.

PLANNING/COMMUNITY OUTREACH *City of Tallahassee Mobility Plan, Tallahassee*—Kimley-Horn is developing a mobility plan for the City. The plan is exploring unfunded multimodal transportation improvements, along with potential mobility hubs and park-once garages that will ultimately include multimodal transportation improvements segmented by tiers. Tasks leading up to the mobility plan include a robust public engagement plan including pop-up events, virtual Q&A nights, stakeholder meetings and public workshops.

FDOT Resource Guide for Local Government — Kimley-Horn was asked to develop a resource guide for local governments to effectively partner with FDOT to plan, design, and construct safe and efficient transportation facilities at a local level by identifying projects through 5-year MPO and local government planning efforts. The guide serves as a resource to local government officials who are navigating their annual Capital Improvement element update, as well as their Transportation element updates.

PROJECT MANAGER *Town of Greenville General Planning Services, Greenville*— Project manager working directly with the Town Manager to provide general planning services such as development review, land development code amendments, comprehensive plan evaluation and appraisal report, the preparation of grant funding applications for submittal to the Department of Economic Opportunity, as well as general planning advisory services.

PROJECT PLANNER *West Villages Village District Pattern Plan, Venice*—Kimley-Horn was engaged to develop the Village District Pattern Plan (VDPP) for Village J in the West Villages of Venice, Florida. Village J proposes a unique approach to the VDPP process by consolidating certain steps of the process into a more cohesive, uniform process. Ali was asked to focus on an amendment to the VDPP related to the recent statutory amendments on mobile food dispensing vehicles. A draft ordinance was submitted to the client that outlined criteria and requirements consistent with the latest mobile food dispensing vehicle legislation.



BLAIR KNIGHTING, AICP

Land Development Code/Public Participation and Community Outreach/ Coastal Land Development Code, Intergovernmental Coordination, Historic preservation SME

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Psychology, University of Florida, 2008 Master, Historic Preservation, minor in Urban and Regional Planning, University of Florida, 2012
- American Institute of Certified Planners (AICP) #31913
- American Planning Association (APA), Member
- Executive Board, First Coast Florida Planning and Zoning Association (FCFPZA)

RELEVANT EXPERIENCE

LEAD PLANNER Atlantic Beach Land Development Regulations Update, Atlantic Beach— Updates to the City's Land Development Regulations consistent with recent changes to state statutes, addressing issues and concerns, improved functionality, and ease of use, and provided a general overall modernization of the code.

PLANNER City of Flagler Beach Land Development Regulations Update, Flagler Beach—Kimley-Horn is providing updates to and the modernization of the City's Land Development Regulations (Zoning Code) to bring them into consistency with the Florida State Statutes, address local development issues and longtime concerns. Additional these updates will improve functionality and ease of use.

PLANNER Putnam County Comprehensive Plan Update, Putnam County — Assisted with the update for Putnam County's 2035 Comprehensive Plan. She was responsible for data collection and analysis for various elements within the plan, historical interpretation research, and assistance with the community workshops required for the update. In addition, as part of the Comprehensive Plan update, Blair was able to provide expertise in interpretation of other municipal Comprehensive Plans to ensure compatibility within the state. This process resulted in a plan that was streamlined, citizen and user-friendly and a plan the County can be proud of.

PLANNER Consolidated Plan Update, Hampton, VA— As Planner for the City of Hampton Consolidated Plan Update, I am responsible for conducting community meetings, stakeholder interviews, and presenting at public hearings regarding the project. In addition, I am responsible for researching the housing market, the needs of the community, and the existing policies regarding housing.

Entitlement Planner, Throughout Florida—As a Florida entitlement planner for Kimley-Horn, Blair is an expert in Comprehensive Plan and Land Development Code interpretations for many municipalities. She is a subject matter expert in interpret existing land use and zoning regulations to determine the allowable uses, densities, and intensities within the existing land use designations. In addition, as an entitlement planner, Blair provides public hearing and community meeting representation.

PLANNER DeFuniak Springs Historic Preservation Services, DeFuniak Springs—Kimley-Horn is providing professional consulting services related to the preservation of historical buildings and landmarks for the City of DeFuniak Springs. Founded in the late 1880s as a railroad stop, DeFuniak Springs is one of Florida's 40 oldest towns. The town has around 200 historic buildings; 40 or so of which are listed in the National Register of Historic Places. These historical homes, buildings, and churches are all located on Circle Drive in the historic district of DeFuniak Springs, Florida. This neighborhood rests on the banks of a perfectly round, spring-fed lake called Lake DeFuniak. Our specific services for the City include reviewing Certificates of Appropriateness applications for adherence to the historic preservation regulations and the Secretary of the Interior's Standards for Rehabilitation.

PLANNER City of Hampton 5-Year Consolidated Plan (FY 2021-2025) and Annual Action Plan (FY 2021), Hampton, VA— Project Planner. This project involved preparing and implementing the 5-year CDBG Consolidated Plan and Annual Action Plan for this City of Hampton. These Plans included identifying the needs of the community and a strategy for carrying out various housing-related projects and programs with the use of Housing and Urban Development (HUD) funding, which includes Community Development Block Grant (CDBG) program funding and HOME Investment Partnerships (HOME) program funding. The project included entering and uploading all information into the HUD IDIS Online Database.

Grants Writer, City of Dunedin, FL— Collaborated with Dunedin's Historic Preservation Advisory Board to develop a historic resources survey master plan for the City and submit a grant to Florida's Division of Historical Resources to obtain funds for Phase II of the Master Plan. As part of the grant submittal, Blair developed all aspects of the grant such as the project scope, budget, template for letters of recommendation, justification for the grant, etc.

GRANT ADMINISTRATION Grant Writer and Project Manager for Grant Administration, City of Jacksonville— Grant administration of the Jacksonville Underrepresented Communities State of Florida Division of Historical Resources grant, Blair was responsible for researching local African American architects to determine if their work would qualify as eligible for inclusion on the National Register for Historic Places. In addition, I managed and directed the consultant hired to survey a historic neighborhood identified for inclusion on the National Register for Historic Places as well as seven cemeteries. Prior to the grant management process, I was responsible for research, grant writing and community meetings which lead to submittal and ultimate grant award.



BRADLEY DAVIS, AICP, CNU-A
Complete Streets/Mobility SME

PROFESSIONAL CREDENTIALS

- Master of Science, City Planning, Georgia Institute of Technology
- Bachelor of Arts, Sociology, University of Florida
- American Institute of Certified Planners #024765
- American Planning Association (APA)
- Congress for New Urbanism (CNU)

RELEVANT EXPERIENCE

PROJECT PLANNER Palm Beach TPA LRTP Update, Palm Beach County, FL—Brad led the development of the bicycle and pedestrian element analysis and recommendations for the Palm Beach TPA LRTP Update. Network analysis included assessment of the Level of Traffic Stress (LTS) for the bicycle and pedestrian networks, as well as an equity and demand analysis to identify where infrastructure is needed most and where the most demand for walking and biking trips are located in Palm Beach County. Using this analysis, Brad led the identification of a series of complete street networks that align with areas that have the greatest need and demand. The outcome of this analysis will be used to prioritize and fund bicycle and pedestrian projects in Palm Beach County.

PROJECT PLANNER Cape Coral Bicycle and Pedestrian Master Plan, Cape Coral, FL—As Project Manager, led the development of the City of Sarasota's first bicycle, pedestrian, and trail master plan. The plan prioritizes corridor improvements and serves as a guide for design and implementation. The primary goals for the plan are to improve quality of life, support economic development, as well as neighborhood access to parks, schools, and other daily destinations by walking and biking.

PROJECT PLANNER Broward County MPO Complete Streets Master Plan Update, Broward County—The Complete Streets Master Plan sets the policy and funding priorities for the MPO's Complete Street initiatives. Brad led the development of the network needs analysis as well as project identification and prioritization strategy. With a focus on safety, equity, and creating complete networks, the master plan sets a vision for the MPO and its local, regional, and state partners to create streets in Broward County that work for everyone.

PROJECT PLANNER St. Lucie TPO 2045 Long Range Transportation Plan Update—This update to their adopted 2045 LRTP. Our team is identifying a list of cost feasible transportation improvements for the 2045 horizon year using a previously developed preferred land use scenario and associated future year socioeconomic data sets. Other tasks include leading a public participation process, preparing presentation graphics and GIS maps, refining the TPO's priority project selection methodology, and projecting financial revenues and expenditures.

PROJECT PLANNER Lake Worth Road Multimodal Corridor Improvement, Treasure Coast Regional Planning Council, Lake Worth—Brad oversaw and conducted meetings, field work, and a crash analysis to improve active transportation along a 6-lane FDOT arterial being considered for repaving. The goal of the project is to rebalance the roadway to create a safer and more complete street. Elements of the project include application of FDOT context classifications, adding better pedestrian, bicycle, and transit elements to the major roadway, and improving safety and convenience for all users.

PROJECT PLANNER Martin MPO Vision Zero Action Plan—Vision Zero is an international traffic safety policy which holds that traffic fatalities and serious injuries are preventable. Vision Zero focuses attention on the shortcomings of the transportation system itself, including the built environment, policies, and technologies that influence behavior. The Martin MPO has tasked Kimley-Horn with implementing a comprehensive Vision Zero approach to bicycle, pedestrian, greenways, transit, Complete Streets, and freight while managing congestion and providing a transportation system to support livable communities. This task includes preparing Vision Zero Action Initiatives to recommend safety countermeasures, identify quick-build demonstration projects, and update safety targets.

PROJECT PLANNER Datura and Evernia Streetscape Improvement Project, City of West Palm Beach—Brad was responsible for guiding the team in the development of short- and long-term strategies for these two key Downtown streets. Using a place-based, people-oriented street design approach, project elements include creating a shared street (with no curbs), converting the streets from one-way to two-way to create more pedestrian space and slow vehicles, development of mobility hubs and integration of smart city technology, and transforming the blocks closest to the waterfront to become extensions of the existing waterfront parks.

PROJECT PLANNER Palm Beach TPA LRTP Update, Palm Beach County—Brad led the development of the bicycle and pedestrian element analysis and recommendations for the Palm Beach TPA LRTP Update. Network analysis included assessment of the Level of Traffic Stress (LTS) for the bicycle and pedestrian networks, as well as an equity and demand analysis to identify where infrastructure is needed most and where the most demand for walking and biking trips are located in Palm Beach County. Using this analysis, Brad led the identification of a series of complete street networks that align with areas that have the greatest need and demand. The outcome of this analysis will be used to prioritize and fund bicycle and pedestrian projects in Palm Beach County.



MICHELLE MECCA, P.E., RSP¹
Transportation/Traffic SME

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Civil Engineering, University of Florida
- Completed training class on FDOT Roadways Safety Audit Procedures
- Professional Engineer in Florida, #55059
- Associate Traffic Signal Level I, International Municipal Signal Association
- Completion of FHWA Highway Safety Manual training

RELEVANT EXPERIENCE

PROJECT MANAGER SR A1A Signalization, FDOT District Two, Duval County— Traffic operations project in Duval County consisted of upgrading 17 existing span-wire traffic signals near Jacksonville Beach to mast arm traffic signals. The project limits were Marsh Landing Parkway to the south and Mayport Road to the north. The traffic signals were interconnected with overhead copper wire that was upgraded to underground fiber-optic cable. Both upgrades will help minimize wind damage from hurricanes. This project has been constructed.

PROJECT MANAGER Districtwide Traffic Operations Studies, FDOT District Two— 160 task work orders to date. Types of studies completed under this contract include intersection operational analyses, access management analyses, signal warrant studies, turn-lane warrant studies, roundabout analyses, collision diagrams, and traffic signal phase analyses. Tasks include the examination of crash data, warrant analyses, delay studies, and a qualitative assessment of field conditions and traffic operations which are described in further detail below: Intersection Studies, Arterial Studies, Traffic Signal Warrant Studies, Left-Turn Phase/Turn Lane Warrants, Roundabout and ICE Evaluations, Pedestrian Crossing Evaluations, Concepts and LREs.

LEAD ENGINEER Districtwide Miscellaneous Corridor Planning Services, FDOT District Three— Project engineer for a variety of transportation planning services for District Three, including evaluation of current goals and policies, updating the current transportation plan, strategies to increase roadway efficiencies, planning coordination services, maintenance of the District's statistical database, systems analysis, public transportation analysis, and intermodal transportation planning services.

PROJECT MANAGER Continuing Engineering Services Transportation, St. Johns County— This project includes the following study types: Signal warrant analysis; Isolated intersection analysis (signalized and/or unsignalized); Roadway studies which include travel time and delay, speed zoning, no-passing zones, and highway lighting; Signalized arterial analysis; Supplemental work tasks which include 24-hour traffic counts, turning movement counts, pedestrian volume counts, pedestrian group size, vehicle gap size, and left-turn phase warrants; Signal design; Signal inspections; Transportation planning and modeling. Kimley-Horn works with the County staff to develop solutions to operational or safety problems within the County.

PROJECT MANAGER SR 13 (San Jose Blvd) from Julington Creek Road to Mandarin Road Traffic Signal Upgrade, FDOT District Two— Project Manager for the upgrade of five existing strain pole signals and two mast arm signals due to age of the spans and aesthetics/consistency of the mast arm intersections. The design involved flashing yellow arrow signal heads, backplates for all directions, and an additional through signal head on the mainline. There was extensive utility coordination due to the presence of JEA overhead electric along one side of the corridor and down multiple side streets with significant conflicts at the intersection corners.

PROJECT MANAGER SR 5 (US 1) Signal Upgrades, St. Johns County— Design of 3 new mast arm traffic signals at the intersections of SR 5 (US 1) with CR 210, Shore Drive and Lewis Point Road in St. Johns County. The project included upgrading 3 existing span-wire traffic signals in St. Augustine to mast arm traffic signals. The signal design upgrade to mast arms was completed to help minimize wind damage from future hurricanes. St. Johns County obtained a grant to upgrade the signal design.

LEAD ENGINEER Engineering Consulting Services for Bus Rapid Transit for the Southeast Corridor, Jacksonville Transportation Authority, Jacksonville— Kimley-Horn was retained by JTA to develop roadway improvements to accommodate bus-only lanes and design six branded BRT stops along Phillips Highway between I-95 and Southside Boulevard in Jacksonville for both northbound and southbound stops. Our team has completed the Planning phase of the project and is currently designing these improvements.

LEAD ENGINEER San Jose Boulevard (SR 13) and Race Track Road, St. Johns County— Designed a new concrete strain pole traffic signal due to the addition of new laneage and below standard vertical clearance. This design included the design of two new concrete strain poles in addition to the existing two poles for an ultimate "Z" span design.

PROJECT MANAGER SR A1A (SR 200) and Blackrock Road, FDOT District Two — Project manager for the design of a new mast arm traffic signal at the intersection of SR A1A and Blackrock Road in Nassau County. The intersection was controlled by a flashing beacon. The signal improvements are a part of an additional southbound right turn lane being constructed on Blackrock Road. This intersection was in a rural area where clear zone was an issue with the length of the mast arms. This project is an ARRA project.



ERIN EMMONS, GISP
GIS/Mapping and Engagement

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Urban and Regional Planning, Florida Atlantic University
- GIS Professional, #66559
- Graduate Certificate in Geographic Information Science (GIS), University of West Florida,
- Women's Transportation Seminar, (WTS)-Secretary; University Liaison
- AAAE Geospatial Working Group – Co-Committee Chair
- Palm Beach GIS User Group
- Software experience: ESRI ArcGIS Desktop 10.X and Arc Pro, Interactive website and mobile application development, and GIS Enterprise and ArcGIS Online

RELEVANT EXPERIENCE

GIS/MAPPING ANALYST Village of Palmetto Bay Evaluation and Appraisal Report and EAR Based Comprehensive Plan Amendment, Village of Palmetto Bay— As part of the EAR review process to comply with Florida Statutes, our team performed a detailed consistency review of the comprehensive plan with current statutory requirements to ensure that the Village's Plan is up-to-date and addresses major land use planning issues, changing population and demographics, and land use conditions, including future land use map and text amendments. Review also involves suggestions for plan revisions to better address the plan's objectives, including updates to proposed projects and milestones.

GIS/MAPPING ASSISTANT PROJECT MANAGER Venice Downtown Mobility Study, Venice— Developed a Downtown Mobility Plan focused on improving mobility on transportation corridors in and around the Venice downtown area. The study includes the assessment of existing parking conditions, the design and placement of wayfinding signage and recommended improvements to address walking, biking, and transit use. The results identified the city's needs associated with all modes of transportation to accommodate pedestrians, bicycles, transit, and automobiles.

GIS/MAPPING ANALYST Village of Palmetto Bay Franjo Activity Center, Palmetto Bay—Led the land use and engineering team who to develop the Village's Comprehensive Plan specific to this targeted redevelopment area and key central focal point of the Village. Kimley-Horn prepared the Comprehensive Plan Amendment and the supporting land use analysis including residential and non-residential carrying capacity based on the Village's future land use and zoning standards, utility/infrastructure analysis (water, wastewater, stormwater, parks), and the prepared the proposed build-out analysis based on the Village's economic and market study projections.

GIS/MAPPING ANALYST Innovation Park Planning Services for Leon County R&D— Kimley-Horn serves as an on-call land planning consultant which includes land planning, civil engineering, public involvement, stormwater and drainage engineering, site plan review services, and GIS mapping services. Most recently, Kimley-Horn updated the Planned Unit Development (PUD) and helped the Park work through the complexities of the most recent changes in Florida Growth Management law and dealing with subsequent changes in the Development of Regional Impact (DRI). Similarly, we have provided expert stormwater engineering consulting services that resulted in finding additional permitted capacity of its existing facilities to allow for new growth.

PROJECT MANAGER/GIS/MAPPING ANALYST Village of Pinecrest On-Call GIS Services, Pinecrest— Kimley-Horn provides on-site training to staff and has assisted the Village in the development and organization of their interagency database. Recent project support has included zoning and land use updates, website development coordination, and stormwater utility updates.

PROJECT MANAGER/GIS/MAPPING Transportation Alternatives Program (TAP) Planning Technical Assistance, Dania Beach CRA— This included the development and submittal of a Transportation Alternatives Program (TAP) application to FDOT and the Broward MPO for multimodal improvements within the CRA district west of the FEC tracks, between Griffin Road and Stirling Road. The \$500,000 TAP application was prioritized for funding in the 2018/2019 FDOT work program cycle and approved. In addition, Kimley-Horn assisted the City in becoming Local Agency Program (LAP) certified, a requirement of the TAP application process.

PROJECT MANAGER/GIS/MAPPING Village of Indiantown GIS Database and Story Map Development, Village of Indiantown— Kimley-Horn was selected in 2018 to assist the newly incorporated Village of Indiantown, located in Martin County to develop a GIS database for the Village and the development of a Story map series that would assist the Village in communicating to residents and stakeholders of Village initiatives and existing infrastructure information.

PROJECT MANAGER/GIS/MAPPING Town of Surfside On-Call GIS Services, Surfside, FL— Project manager. Kimley-Horn has been contracted by the Town of Surfside as an on-call GIS consultant. Support provided includes remote and on-site training to staff, development of mobile field collection applications and dashboards, development and maintenance of GIS data, and the establishment and configuration of their Esri ArcGIS Online Organizational account.

PROJECT MANAGER/GIS/MAPPING City of Crystal River Department of Economic Opportunity Community Planning Technical Assistance Grant, Crystal River— The City of Crystal River requested a grant for a proposed project to collect, review, and develop essential baseline geographic data to be utilized to guide master planning and economic development activities through the use of geographic information systems (GIS). The proposed project includes the development of a citywide GIS database and development of an online interactive Story Map series utilized by the public to enhance community awareness, engagement, and decision making.



KELLY SMITH, P.E.
Infrastructure/Utilities SME

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Environmental Engineering, North Carolina State University
- Graduate, Florida Engineering Leadership Institute (FICE)
- Professional Engineer in Florida, #69876
- Member, Society of American Military Engineers (SAME)
- Member, Water Environment Federation (WEF)

RELEVANT EXPERIENCE

PROJECT MANAGER Utilities Commission of New Smyrna Beach Preliminary Wellfield Evaluation Implementation Plan, New Smyrna Beach— This is a 5 year wellfield rehabilitation program for 23 water supply wells with a 8.33 MGD permitted allocation. Initial efforts included the development of the Preliminary Wellfield Evaluation Implementation which recommended a multi-year wellfield rehabilitation program based on evaluation of wellfield and well site hydrologic conditions, mechanical and hydraulic systems, as well as

TECHNICAL LEAD South County Water Treatment Plan Belt Filter Press Replacement, Collier County— Developed construction plans and specs for replacement of belt filter press for lime softening plant.

PROJECT MANAGER/ENGINEER OF RECORD University Wellfield Disinfection Improvements, Sarasota County— This project included the design and construction of improvements necessary for Sarasota County to meet 4-log virus removal at 3 MGD treatment plant. Design included a new free chlorine feed location at the base of the stripping tower, new baffle walls within the wet well downstream of the stripping tower to increase chlorine contact time, a new chlorine residual sampling location, and a new combined chlorine residual analyzer.

PROJECT MANAGER Siesta Key Master Pumping Station, Sarasota County— Preliminary and final design associated with decommissioning barrier island wastewater facility and installation of wastewater master pump station and force main system to convey flows to mainland. Responsibilities included updating the County's existing SewerGEMS hydraulic model with record drawing data and pump station drawn down tests. The quadplex submersible station was commissioned in 2018 and included two 160-horsepower pumps and two 60-horsepower pumps located within redundant wet wells designed with energy dissipation.

PROJECT MANAGER TECHNICAL LEAD Orange Tree Utility Capacity Analysis, Collier County— Led evaluation of constructed capacity for the Orange Tree Utility Water and Wastewater system as a third-party engineer to validate dispute between original owner and Collier County after acquisition and utility turnover occurred.

PROJECT MANAGER Reclaimed Water System Expansion, Arcadia— Project manager for the design of the reclaimed water system expansion. Design included hydraulic modeling, route development, pipeline design, and bulk meter assembly design. Efforts included coordination with property owners to connect new system to existing groundwater irrigation systems. This required the development of bulk metering assemblies with pressure reducing and cross connection appurtenances.

LEAD ENGINEER Bee Ridge WRF Phase 2 Expansion, Sarasota County— This design was an expansion to increase facility capacity to 12.0 MGD. Project included the evaluation of existing equipment and system. The expansion of the aeration basin, aeration system, and related site and process improvements.

PROJECT MANAGER/ENGINEER OF RECORD Eastside Advanced Wastewater Treatment Plant (AWWTP) Odor Control Improvements, Venice— This design and construction of odor control improvements was for the City of Venice Eastside AWWTP. Odor control improvements included covering the open channels at the headworks to contain the odors and convey the air to a new bioscrubber tower for primary treatment and then to a biofilter for secondary treatment.

PROJECT MANAGER/ENGINEER OF RECORD Water Supply Master Plan, Lee County, FL — Project manager and principal-in-charge for Water Supply Master Plan Update which develops a 20-year plan to reliably serve growing customer base. Recommendations include multiple plant expansions, delivery system upgrades, as well as neighborhood upgrades needed to maintain fire flow.

TECHNICAL LEAD William Tyson Wastewater Treatment Plant (WWTP) Improvements, Arcadia— Project engineer responsible for preparation of report to support City's State Revolving Fund (SRF) loan application for WWTP expansion. Final report included forecasted wastewater flows and characteristics, summary of regulatory requirements, and evaluation of improvements to the WWTP to improve nitrification, filtration, and solids handling. Prepared design and permitting documents for WWTP Improvements including expanding the WWTP from 2.0 MGD to 4.0 MGD.

TECHNICAL LEAD Heritage Bay Inline Wastewater Booster Station, Collier County—Designed first operational wastewater booster pumping station for Collier County. Station was equipped with two 180 HP grinder pumps, backup diesel pump which included independent and redundant controls, and backup generator.



CHRISTOPHER A. NIFORATOS, P.E.
Infrastructure, Stormwater, Resiliency SME
PROFESSIONAL CREDENTIALS

- Master of Business Administration, Business Administration, University of South Florida
- Master of Engineering, Environmental Engineering, University of South Florida
- Bachelor of Science, Civil Engineering, Clarkson University
- Professional Engineer in Florida, #56881
- Certified Florida Department of Environmental Protection (FDEP) Sediment and Erosion Control Inspector, #20856
- Level C - Stormwater Course Instructor; Florida Water Pollution Control Operators Association (FWPCOA)
- Member, American Public Works Association (APWA)
- Member, American Society of Civil Engineers (ASCE)
- Member, American Water Resources Association (AWRA)
- Member, Florida Engineering Society (FES)

RELEVANT EXPERIENCE

PROJECT MANAGER Vulnerability Assessment, Venice— Led the development of a vulnerability assessment of the City's infrastructure with respect to coastal flooding and wind. The infrastructure included five critical lift-stations, reverse osmosis water treatment plant, water reclamation facility and several administrative buildings. Evaluated future sea level projections, rainfall, surge, and wind data and their impacts on designated infrastructure. Developed a paired-asset threat matrix to assess criticality of the assets and identified adaptation strategies to harden the assets as well as to increase adaptive capacity. The recommended adaptation strategies consisted of the raising of electric controls, extending internal barrier walls, installation of a tide control valve and flood walls at access entries. A planning level schedule and implementation timeline was prepared.

TECHNICAL LEAD Resiliency Plan, Sebastian— Helped client secure funding through FDEP's Resilient Coastlines Program. Led coastal flooding analysis to assess impacts of sea level rise, rainfall, and surge on City's critical infrastructure which includes roads, emergency shelters, City buildings and 39 pump stations. Developed strategies to increase adaptive capacity – recommendations included: canal bank/bulkhead inspections, stormwater master plan update, backwater prevention and comprehensive plan update as part of the State's Peril of Flood Requirements.

TECHNICAL LEAD Resilience Plan, St. Pete Beach—Led the development of a resiliency plan that identified vulnerabilities and adaptation measures for the built and natural environment. Assisted the City in securing a Florida Resilient Coastlines Program (FRCP) Grant from the Florida Department of Environmental Protection (FDEP) to complete a Vulnerability Assessment. The Vulnerability Assessment evaluated the impacts of rainfall, hurricane and tidal events on the City's infrastructure and identified adaptation strategies to reduce those impacts. Led the modeling effort which integrated a digital elevation model, high water level marks, sea level rise projections, and design storm data to simulate flood levels across the City during various events. The flood exposure level of City assets, including lift stations, buildings, and roadways, were identified during each scenario modeled. Helped guide the discussion with the City to identify adaptive measures to protect City assets from flooding as the baseline for future planning efforts. Adaptive measures were screened and evaluated. A project plan was established to evaluate existing Capital Improvement Program (CIP) projects and propose additional adaptive strategies to incorporate as future CIP Projects.

PROJECT MANAGER Inventory of Control Structures, Southwest Florida Water Management District—Conducted an inventory of approximately 60 water control structures throughout the District. Made improvements to the District's data repository to streamline decision making for a risk-based asset management system.

PROJECT MANAGER Lealman Regional Stormwater Facility, Pinellas County— Devising a regional stormwater facility within a Community Redevelopment Area to help incentivize redevelopment. Components of the project included the development of screening criteria to facilitate the siting of the facilities, determined pollutant loads, refined the watershed model to simulate and test flood management strategies, and established a credit system. Public involvement is also part of the scope and Chris helped establish a steering committee to vet project delivery and aid in stakeholder engagement. The steering committee includes the participation of an Ombudsman – a concept devised by Chris to help align the community to the project goals.

TECHNICAL LEAD Community Resilience Plan, Tallahassee— Helped lead the team in getting selected for this project. The plan explored threats to the community, established a community baseline, assessed vulnerabilities and risks, built stakeholder capacity, and identified strategies to adapt and mitigate for acute shocks and chronic stresses.

TECHNICAL LEAD Business Case Evaluation of Coastal Flooding, Miami Beach—Assisted in the development of a pilot study to evaluate the effects of sea level rise and storm intensification and its impacts on the economy. Reviewed numerical modeling parameters and assessed planning horizons for coastal flooding impacts based on study area.



SCOTT MINGONET, PLA, AICP
Urban Design and Master Planning SME

PROFESSIONAL CREDENTIALS

- Bachelor of Landscape Architecture, Landscape Architecture, University of Florida
- American Institute of Certified Planners
- Council of Landscape Architecture Review Board Certified
- Professional Landscape Architect in Florida, #01428
- American Institute of Certified Planners (AICP)
- American Planning Association (APA)
- American Society of Landscape Architects (ASLA), Chair, #613339
- Urban Land Institute, Chair, Public/Private Partnerships Council; ULI Charlotte Advisory Board; Urban Land Institute (ULI) – ULI Central Florida Management Committee and 2019 District Chair
- Council of Landscape Architecture Review Board Certified

RELEVANT EXPERIENCE

LANDSCAPE ARCHITECT/MASTER PLANNER Canaveral City Park Concept Plan, Cape Canaveral—Landscape architect on the Kimley-Horn team that was selected to provide conceptual planning for Canaveral City Park. Although this was already an existing park and icon for the community, these plans provided a much-needed redevelopment while taking into consideration the needs of the community at all age levels. Kimley-Horn produced Master Plan renderings that illustrated potential program elements and spatial arrangement including a multigenerational community center complete with a gym building, skate park, splash pad, playground, pedestrian connectivity/internal sidewalks, pedestrian plaza areas, and ball field. The team gathered photographs of similar parks to compile an optimal combination of elements that align with the City's desired design. The park is a regional park utilized for City after-school programs and community and private events.

LANDSCAPE ARCHITECT/MASTER PLANNER Brevard County Canova Beach Park, Indian Harbour Beach—Kimley-Horn provided full service design, permitting, and construction phase services for this multiphased 1,500-foot scenic oceanfront park in Brevard County. Kimley-Horn provided all planning, environmental, surveying, landscape architecture, and engineering services. Most recently, we provided full service design for 3.95 acres of the oceanfront park. These services included conceptual design, community workshops, site plan approval, regulatory permitting, and the preparation of final construction plans. The facilities included a 2,887-square-foot community center, 1,080-square-foot playground, a picnic pavilion, a stormwater management system, the installation of utilities, and a 64-car parking lot.

LANDSCAPE ARCHITECT/MASTER PLANNER City of Riviera Beach Community Redevelopment Master Plan, Riviera Beach—A large multidisciplinary team with landscape architecture, urban planning, economic development, and environmental issues relating to the design and implementation of the master plan, which seeks to completely redevelop over 850 acres of the most depressed and blighted portion of the City of Riviera Beach. Main issues of the project include housing, transportation, environment, financing, economic development, job creation, education, as well as community building and upliftment.

PROJECT PLANNER City of Greer, Community Master Plan, Greer—Greer's location, transportation infrastructure, and abundance of land have made it one of the fastest growing cities in South Carolina over the past decade. The preferred growth strategy was supported by framework plans for transportation, utilities, and parks and open space. The plan also included a character map with detailed concept plans for areas highly susceptible to change. The area plans demonstrate how efficient allocation of public resources can spur private investment toward the highest and best use of a potential site, while becoming catalysts for continued private investment. The process culminated with a diagnostic inventory and action plan that placed initiatives, policies, programs, and capital projects into a tiered implementation strategy that emphasized balance between short-term opportunities and longer-term strategic investments.

PROJECT PLANNER Empowerment Zone Neighborhood Strategic Plan, Miami—Kimley-Horn was selected by the Miami-Dade Empowerment Trust to provide leadership training and capacity building for the Wynwood, Overtown, Allapattah, Melrose, East Little Havana, Liberty City, Florida City, and Homestead Neighborhood Assemblies. The firm is also providing strategic planning services under this contract for all the Neighborhoods except Homestead and Florida City. As part of this project, we are developing and facilitating a three-month training program for the Neighborhood Assembly members to assist them in understanding the importance of their role and in acquiring the necessary tools to make informed decisions that will impact the future of their communities. To create a "road map" for implementation, we will assist in developing a plan for each of the Neighborhoods that will specify detailed strategies and measurable goals.

LANDSCAPE ARCHITECT/MASTER PLANNER Sparkman Wharf (fka Channelside Bay Plaza), Tampa—Kimley-Horn is providing civil engineering and landscape architecture services for this redevelopment located at Channelside Drive along the Garrison Channel. Channelside Bay Plaza is being reinvented as a locally-inspired destination on the downtown Tampa waterfront featuring a one-acre recreation lawn, restaurants, retail, office space, and entertainment. The property has been renamed Sparkman Wharf in honor of Stephen Sparkman, Tampa Bay's first congressman, who defined the City by securing funding to dredge a channel for Tampa's port. The overall goal of the redevelopment is to draw people in at all times of the day - every day of the week. The 180,000 square feet of loft-style office space will stimulate the property on weekdays. For an evening and weekend appeal, the dining garden, biergarten, and recreational lawn overlooking the waterfront will attract downtown visitors and residents. The park programming will include concerts to entertain the new crowds on the event lawn. Specialty venues will be designed for local chefs to showcase their street-food creations from within repurposed shipping containers decorated by Tampa artists to tie in the industrial feel.



MACY C. FALCON, AICP, CFM
Floodplain and Coastal Management SME

PROFESSIONAL CREDENTIALS

- Master of Science, Urban and Regional Planning, Florida State University
- Bachelor of Science, Geography and Environmental Studies, Florida State University
- Certificate in Urban and Regional Planning, Florida State University
- Certified Floodplain Manager
- American Institute of Certified Planners, American Planning Association (APA)
- Florida Chapter of the American Planning Association (Capital Area Section Chair)

RELEVANT EXPERIENCE

PROJECT PLANNER Lantana Post Disaster Redevelopment Plan—Kimley-Horn worked with the Town of Lantana to develop a Post Disaster Redevelopment Plan. The PDRP is the Town's roadmap for long-term recovery and redevelopment after a disaster and identifies policies, procedures, and strategies for the Town to recover and build back stronger to strengthen community resilience. Activities include stakeholder interviews, a public outreach survey, and plan development.

PROJECT PLANNER Cape Canaveral, Presidential Streets Vision Plan—Project planner conducting a resiliency assessment to identify focus areas with strategies and recommendations to improve the resiliency of the infrastructure and community. The City wishes to create a Vision Plan or "Blueprint" for the Presidential Streets area of the City that is a design concept framework for future above ground improvements in the area. The recommendations and strategies from the resiliency assessment will be incorporated into the design concept framework. The final plan may include complete streets recommendations (sidewalks, street trees and landscaping, road improvements and intersection improvements, curb and gutter, street furnishings, and roadway/decorative pedestrian street lighting), parks/open space connectivity and stormwater management best management practices/resiliency recommendations.

PROJECT PLANNER St. Augustine Avenida Menendez Seawall Flood Barrier Phase 1, St. Augustine—Grant assistance. Kimley-Horn is providing planning, permitting, design, development of bid documents and bidding services for the reinforcement, replacement, and installation of a seawall with appropriate tidal backflow prevention to achieve a continuous elevation and a level of protection against a 100-year storm event. Our services will be governed, in part, by regulations and requirements stipulated in the Hazard Mitigation Grant Contract H0483 (HMGP) of which the City has secured through the State of Florida Division of Emergency Management. The Avenida Menendez seawall has protected the City of St. Augustine's historic bayfront from severe weather events for more than 180 years. As a partner to the City, we are expanding on their decade-long efforts for this seawall project to provide increased protection for City and private properties, residents, and sensitive archaeological sites throughout this area. It's our priority to help bring the project vision to life.

PROJECT PLANNER Local Government Resource Guide, FDOT Office of Policy Planning, FDOT Central Office—Project planner authoring the Local Government Resource Guide. The guidebook provides information for local governments to effectively partner with the Florida Department of Transportation (FDOT) to plan, design, and construct safe and efficient transportation facilities. Through collaboration, the FDOT and Florida's communities can develop a transportation system that better coordinates land uses and transportation infrastructure at the local and regional level. The guidebook includes guidance to local governments on how to partner with the FDOT, an overview of transportation planning and programming, insight on how FDOT can assist with advancing and completing local priority projects and describes the FDOT funding programs and eligible project types.

PROJECT PLANNER Florida Transportation Plan Resilience Subcommittee, FDOT Office of Policy Planning, FDOT Central Office—Project planner that provided support developing meeting materials, facilitating working group meetings, and preparing a subcommittee report. The Resilience Subcommittee was created to help guide the FTP regarding the growing need to understand, prepare for, respond to, and recover from disrupting events and trends. Natural hazard events, cyberattacks, and other events can have significant and unexpected impacts on Florida's communities, environment, and economy. Simultaneously, trends such as sea level rise and global economic shifts can lead to growing challenges. The Resilience Subcommittee, in coordination with the FTP Steering Committee, developed resilience strategies that support one or more FTP goals.

PROJECT PLANNER St. Vincent's Medical Center Riverside, Jacksonville—The Hazard Mitigation Grant Program (HMGP) becomes available to impacted communities after a Presidential disaster declaration and helps communities implement mitigation measures that reduce risk to people and property from future disasters. After Hurricane Matthew, Kimley-Horn worked with the hospital to develop a comprehensive mitigation solution to protect the hospital campus from stormwater flooding and flooding from St. Johns River. The mitigation project includes a vertical flood barrier, a stormwater pumping system, a stormwater storage system, and stormwater conveyance improvements.

PROJECT PLANNER Island View Park, Franklin County—Island View Park fronts St. George Sound and the Gulf of Mexico and includes two fishing piers, waterfront boardwalks, kayak launch, observation areas, hardscape, parking, and other amenities. After Hurricane Michael, Kimley-Horn worked with the County to develop an estimate of planning level quantities and costs to restore the park to its pre-disaster condition. Kimley-Horn performed a site visit to observe damage and developed a report that includes photos, a damage narrative, and expected costs to repair the park. Franklin County is using this information to pursue assistance under the FEMA PA grant program for Hurricane Michael.



JESSICA S. ROSSI, AICP
Economic and Market Feasibility SME

PROFESSIONAL CREDENTIALS

- Master of Arts, Community and Regional Planning, University of Rhode Island
- Bachelor of Arts, Environmental Studies and Political Science, Alfred University
- American Institute of Certified Planners (AICP), Member
- American Planning Association (APA), Member
- Commercial Real Estate Women, Strategic Committee Member, Past President
- Urban Land Institute, Chair Technical Assistance Panel Committee, Carolina Trends Regional Committee Member

RELEVANT EXPERIENCE

PROJECT PLANNER Highlands County Housing Study, Highlands County—In 2018, Highlands County received a Community Planning Technical Assistance grant to investigate market-rate, non-subsidized multi-family housing that can be profitably delivered while still affordable to meet the needs of existing and future residents. Kimley-Horn was retained by Highlands County to conduct the analysis of the County's housing market and provide recommendations for addressing the need for more market-rate rental options. The study examined Highlands County's existing conditions and trends of the local rental housing market, employment and demographic profiles, and forecasted demand for market-rate apartments. To further understand the nuances of the area's housing challenges, interviews with local stakeholders representing area employers were conducted. A supplemental financial feasibility analysis and proforma were created to investigate residential density scenarios required to support and attract private development of multi-family rental product in Highlands County. Following the completion of the housing market study and financial feasibility study, amendments to the County's 2030 Comprehensive Plan Housing Element, Future Land Use Element, and Future Land Use Map were drafted to support the study's findings and recommendations.

PROJECT PLANNER Lakeland Housing Study, Lakeland—This study was undertaken to support the update of the City of Lakeland's Comprehensive Plan Housing element scheduled for August 2018. This task involved the collection, compilation, and brief summary of demographic, socioeconomic, and related housing data consistent with the requirements of Chapter 163 FS. This effort included GIS mapping and tabulation of data for the city limits and Lakeland Planning Area of data from the US Census, County Property Appraiser, and other city data. This effort built off of the countywide population and employment forecast previously developed by Kimley-Horn.

PROJECT PLANNER City of Venice Comprehensive Plan, Venice—Served as project planner working with the City of Venice on the review and update of the City's Comprehensive Plan (2016-2026). Kimley-Horn has completed the initial public outreach and community review, including stakeholder interviews, online survey, and a series of community workshops; preliminary land use and population analysis; preliminary Market Assessment; and a review of the current Goals, Objectives, and Policies as they relate to growth management changes, consistency across the various elements, and clarification of terms/strategies.

PROJECT PLANNER Future Land Use Map (Charting Our Future), Chapel Hill, NC—Charting Our Future is a two-phased process to set the next course for the Town of Chapel Hill and to make the Town's land use tools more predictable, functional, and intentional. The initial phase expresses guiding statements, land-use categories, and focus area guidance that includes new character types, defining principles, sub-area mapping, and a matrix of primary, secondary, and discouraged uses. A supplemental book of town-wide maps provides additional insight and guidance for future land-use decisions to be made during the next phase. As part of the initial phase of Charting Our Future, Kimley-Horn helped design and execute a multi-layered engagement strategy to build awareness and collect meaningful input. Our team conducted a market analysis to understand the broad demographic and market trends impacting the six focus areas and how these areas can remain attractive to investment. The second phase of Charting Our Future will be a full rewrite of the Town's land-use management ordinance to improve the development process.

PROJECT PLANNER City of Greer, Community Master Plan, Greer, SC—Kimley-Horn developed a community master plan that best positions the community to achieve success against a set of goals and metrics that are clear, relatable, and important to City leaders and residents. We developed the planning process on the premise of performance planning, which is precise and empirically driven, but balanced with vision and creativity. The preferred growth strategy was supported by framework plans for transportation, utilities, and parks and open space. The plan also included a character map with detailed concept plans for areas highly susceptible to change. The area plans demonstrate how efficient allocation of public resources can spur private investment toward the highest and best use of a potential site while becoming catalysts for continued private investment. The process culminated with a diagnostic inventory and action plan that places initiatives, policies, programs, and capital projects into a tiered implementation strategy that emphasizes balance between short-term opportunities and longer-term strategic investments.

PROJECT PLANNER City of Westerville, Comprehensive Plan (Imagine Westerville Community Plan), Westerville, OH—In 2014, the City of Westerville began a community and data-driven initiative to identify what residents, businesses, students, and others value most about the City today. The plan is called "Imagine Westerville!" and Kimley-Horn was part of the team that defined what residents wanted for Westerville's future and identified the goals and action needed to retain what the community treasured. Extensive community engagement was combined with analysis of existing and future demographic trends, traffic and land uses, opportunities for revitalization and growth, and other inputs to yield Westerville's first comprehensive plan since 1962. The plan gave rise to three community priorities: Preserve the neighborhoods, parks, and trails that we love; focus future growth in eight strategic locations with jobs, a variety of housing choices, and easy walking access to work, home, and play; and be economically viable today and tomorrow. The plan includes four goals and dozens of specific strategy items to achieve the desired results.



MIKE VAUDO, AICP

Public Participation and Community Outreach/Graphics and Deliverables

PROFESSIONAL CREDENTIALS

- Master of Science, Urban and Regional Planning, University of Central Florida
- Bachelor, Advertising, University of Central Florida
- Congress for New Urbanism (CNU), Member
- Urban Land Institute, Member

RELEVANT EXPERIENCE

PLANNER Comprehensive Plan Update, Tavares— Project planner for current work with the City of Tavares to review and update the City's Comprehensive Plan. Kimley-Horn has undertaken a comprehensive public outreach and community review, including a series of community workshops; land use and population analysis; and a review of the current goals, objectives, and policies as they relate to growth management changes, consistency across the various elements, and clarification of terms/strategies.

PLANNER Comprehensive Plan, Maitland— Project planner working with the City of Maitland on the review and update of the City's Comprehensive Plan based on the evaluation and appraisal report (EAR). Kimley-Horn completed the community review, preliminary land use and population analysis and a review of the current Goals, Objectives, and Policies as they relate to growth management changes, consistency across the various elements, and clarification of terms/strategies. Kimley-Horn is also updating the City's GIS database (existing, future land use, zoning districts, etc.).

PUBLIC INVOLVEMENT SUPPORT Vision Winter Park, Winter Park—Kimley-Horn played a major role in public involvement for the City of Winter Park in creating their Vision Document titled Vision Winter Park. The plan included the process, trends, community and neighborhood values, a narrative and physical vision, strategies and next steps, comprehensive plan integration strategies, and a method to monitor implementation. The goal was to create a vision of how the city should look in future years, manage development to achieve that look, create a vision founded on what residents' love, and evolve to meet future needs. This planning effort set out to understand the love that people have for their community. Handing the reins to the public to identify the future for the community unleashes possibilities beyond simply reacting to and addressing immediate issues. In developing this vision, the goal was to tug at the heart of residents by revealing the "emotional truth" of the Winter Park experience. This Vision was directed by the community: community-wide direct mailings to every household; online outreach; three questionnaires; newspaper, magazine, and journal ads; and over 60 events, including community sponsored activities, family events, educational forums, neighborhood park meetings, interviews, and focus group meetings.

PLANNER Land Development Code Update, Venice— Project planner for Kimley-Horn team currently partnering with the City of Venice to update their Land Development Code, having also worked with the City on its award-winning Comprehensive Plan. The City is developing a hybrid code in the portions of the City identified as Mixed Use by the Comprehensive Plan and are being developed as a Mixed Use (district specific) Code with conventional code components for the remainder of the City. The team is also updating the City's land use tables, parking and signage codes, along with the processes and procedures governing development within the City.

PLANNER Lake-Sumter MPO 2045 Long Range Transportation Plan (LRTP), Lady Lake— This plan encompassing major updates to traffic congestion, travel time reliability, and safety aspects. On a broad scale, this plan identifies strategic transportation policy regarding how financial resources will be allocated to implement projects. Both Lake and Sumter Counties are encompassed in this plan, involving a portion of the Florida Department of Transportation's (FDOT) Multiuse Corridors of Regional Economic Significance (M-CORE) Northern Turnpike Connector project – a program intended to revitalize rural communities, encourage job creation, and provide regional connectivity. In addition to the 2045 LRTP, we assisted the MPO is getting their 2040 plan into compliance with new FAST Act requirements.

TECHNICAL EDITOR/GRAPHICS Hernando-Citrus MPO Congestion Management Process, Crystal River—Team member providing technical editing, graphics support, and report formatting for client deliverable. Supporting the MPO in updating the Congestion Management Process (CMP) to include an evaluation of specific congestion and mobility concerns located in the City of Crystal River. This support also included assisting the MPO in updating the existing congestion Management system policy and Procedures manual to reflect the inclusion of Citrus County in the MPO study area, address current requirement guidance, and incorporate complete streets into the CMP process.

TECHNICAL EDITOR/GRAPHICS Heartland Regional TPO Congestion Management Process, Bartow, FL — Team member who provided technical editing, graphics support, and report formatting for client deliverable. Kimley-Horn served as the prime consultant for the development of the first Congestion Management Process (CMP) for the Heartland Regional TPO, a newly formed six-county regional MPO in the Heartland Region of Florida. This project included development of the CMP process, integration and recommendations for updates to the adopted LRTP to address recent FAST Act performance standards guidance, development of the CMP network, and corridor evaluation. This project will set the foundation for the identification of future CMP related projects to be funded for implementation.



STANLEY RUSSELL
Graphic Designer

PROFESSIONAL CREDENTIALS

- Bachelor, Fine Arts, American Intercontinental University
- FAA Part 107 Drone Pilot
- 3D Visualizations for public involvement meetings and presentations
- Digital imaging applications such as Adobe Photoshop, Adobe Illustrator, and SketchUp
- Computer software skills include Adobe Photoshop, Adobe Illustrator, Adobe In-Design, Adobe Dreamweaver, Adobe Premier Pro, Adobe Encore DVD, Adobe Audition, Adobe Image Ready, Adobe After Effects, Autodesk 3DS Max, Email Marketing, , Large Format Printing, Lumion, Microsoft Excel, Microsoft PowerPoint, Microsoft Word, Pixologic ZBrush, Prepress Techniques, SketchUp, Tradeshow Planning, and Trapping Techniques

RELEVANT EXPERIENCE

GRAPHIC DESIGNER Lehigh Acres Mixed Use Activity Centers - PowerPoint Presentation, Lee County—Kimley-Horn is developing two (2) form based codes (conceptual, illustrative, and regulating plans with supportive illustrations) for the Lehigh Acres community that implement the targeted mixed-use centers located on Lee Plan. Serving as graphic designer for the project, created a fully custom PowerPoint presentation that was used to speak in front of a large audience providing a rundown of the work completed in Lee County. The presentation used a variety of background slides, as well as multiple options for page layouts.

GRAPHIC DESIGNER Downtown Kissimmee Corridor Study, Kissimmee— Graphic designer for transportation planning and preliminary engineering services for improvements to Downtown Kissimmee along Emmett Street, Broadway, Main Street, and surrounding facilities, from John Young Parkway to Vine Street. This corridor study is unique due to the modifications in the scope of services that were implemented in order to expand the Public Involvement process beyond what has become typical and traditional. The corridor and study area had previously experienced a lack of turnout from citizens and business owners during typical public meetings. Knowing the need to involve these stakeholders, the City and the Kimley-Horn team embarked on a much more intense and creative outreach campaign.

GRAPHIC DESIGNER Heritage Square Master Plan, Live Oak— Kimley-Horn was retained to complete a downtown master plan for a two-city block area to redevelop the area. The Heritage Square site is located in the heart of downtown Live Oak, and its redevelopment will attract new economic development and jobs to the downtown. Kimley-Horn led a creative public outreach with stakeholders and the public where they completed a Priority Pyramid that prioritized what uses should be included at the site. This, along with an interactive map exercise, resulted in overwhelming support for the site concept plan. The master plan also outlined a set of key implementation actions and projects with a detailed funding strategy.

GRAPHIC DESIGNER Hillsborough MPO State of the System Report, Hillsborough County—Kimley-Horn assisted the Hillsborough MPO in addressing FAST-ACT performance measurement requirements through the development of the 2016 State of the System Report. This report combines key outcomes from the MPO's Long Range Transportation Plan, Congestion Management Process, and safety mitigation activities. The resulting report is graphically rich with a series of infographics and other illustrations to communicate more readily difficult to understand transportation performance issues to the public.

GRAPHIC DESIGNER Martin Metropolitan Planning Organization (MPO), East Ocean Boulevard/SE Monterey Road Corridor Transportation Study, Martin County— Graphic designer responsible for the design and layout of a series of flyers for distribution to the public. The purpose of the flyers was to inform the community of an upcoming workshop that would promote an understanding of the upcoming changes taking place within the scope of the project.

GRAPHIC DESIGNER SR A1A Corridor Planning and Project Development - Public Meeting Exhibit, FDOT District Five— Graphic designer for this 16-mile corridor planning and engineering analysis project to identify multimodal alternatives and projects that improve the mobility and economic development potential of communities along the SR A1A Corridor. Graphic services included the design of 3D typical sections of the existing conditions, as well as the proposed changes to the A1A corridor. These changes incorporated landscaped medians and improved pedestrian walkways. Also designed multiple exhibit boards using a series of photographs showcasing the current conditions and how they could be improved upon for this project.

GRAPHIC DESIGNER General Aviation Airport Business Plan Guidebook, Florida Department of Transportation—Assisted with the creation of a business plan guidebook for Florida airports. Created an original custom layout for all of the interior pages, as well as a unified look and feel for all graphics that would be contained within the report.

GRAPHIC DESIGNER Analysis of Scheduled Commercial Air Service in Florida, Florida Department of Transportation— Design support for the creation of the 2014 air service analysis report. Responsibilities included creation of an original report cover, as well as layout and design of a tri-fold brochure. In addition, engaged in the creation of illustrated maps of Florida depicting the various regions and the airports located within each area.

GRAPHIC DESIGNER MetroPlan Congestion Management Process, M&O Update 2040, Orlando— Graphic designer responsible for creating a uniform, yet equally separate, set of infographic icons available for use in the project report.

GRAPHIC DESIGNER Transit Metromover System Survey Maps, Miami-Dade County—As graphic designer on this project, responsibilities included compiling a large amount of data from a public survey indicating the flow of customers of the Metromover system and creating an appealing visual solution. Created multiple infographics to showcase how Metromover System users travelled among destinations and the volume of users in each zone.



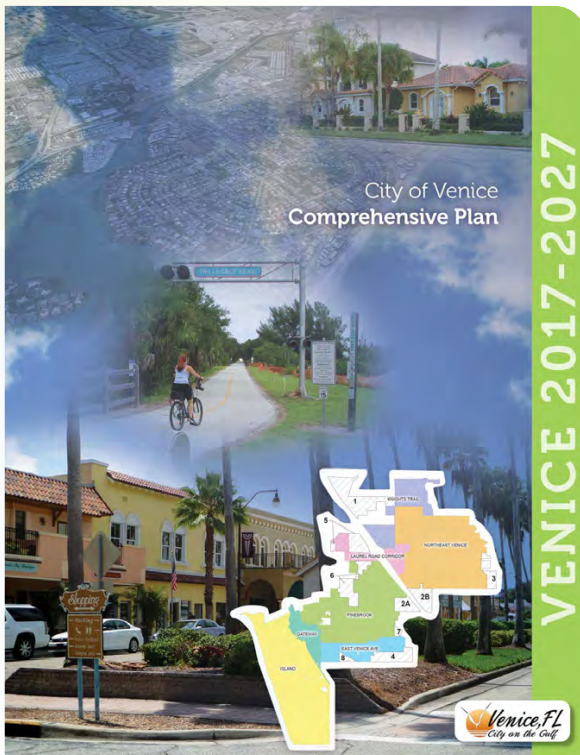
OUR SERVICES TO ADDRESS YOUR NEEDS

The Kimley-Horn planning staff has a wide range of experience with all aspects of comprehensive and master planning for many private and public clients. Our knowledge of critical planning elements, such as public participation, community visioning, regulatory and policy planning, entitlements, comprehensive plans, land use scenario planning, implementation strategies, cultural and natural resources, and intergovernmental coordination indicates that our work is truly comprehensive in scope. Our staff has developed numerous zoning, subdivision, overlay district, and planned unit development ordinances.

In addition, our team is experienced in assisting or completing special studies for communities ranging from land use and infrastructure analysis, small area plans, corridor plans, peer reviews/application reviews for projects, and Complete Streets to name a few. Several of these types of planning and engineering projects are further detailed in the items below as well. Understanding the “planning process” is critical as plans cannot and should not be created in a vacuum; it takes an integrated approach and understanding of land use planning, transportation, infrastructure, and funding/market conditions to develop the complete picture.

AS A MULTIDISCIPLINARY IN-HOUSE STAFF CAN PROVIDE SUPPORT IN ALL THE FOLLOWING KEY AREAS

Comprehensive Plans. Kimley-Horn’s planning staff has significant, award winning experience with comprehensive plans. Our knowledge of critical planning elements, such as public participation, community visioning, , land use scenario planning, implementation strategies, cultural and natural resources, and intergovernmental coordination indicates that our work is truly comprehensive in scope. Kimley- Horn planners are widely knowledgeable with comprehensive planning in the state of Florida, with familiarity of Chapter 163, Florida Statutes, and specifically the requirements for comprehensive plans under Section 163.3177.



Understanding the components required within a comprehensive plan and how to review, reconcile, and revise existing comprehensive plans are tasks that our planners deal with day-to-day. Your project manager, Mark Shelton, AICP and senior planner Brian Teeple, AICP, are both certified planners and have worked with comprehensive plans in Northeast Florida for the majority of their careers. They are experienced in creating Comprehensive Plan Amendments to ensure compliance with Florida Statutes, incorporate Goals, Objectives, and Policies (GOPs) of the community, address current local issues and plans, and removes antiquated and outdated information and have been able to be creative with the approach remaining consistent with local strategic plans.

A comprehensive plan that has a deep and robust definitions section also helps to provide consistency and clarity. The Kimley-Horn team will be turning a keen eye to that section and to sync the definitions with Florida Statute definitions. A comprehensive plan is intended to be a document that guides growth and development in a community for decades at a time. The land development regulations are then created to be the implementation document supporting the GOPs of the Comprehensive Plan. Florida Statutes require local municipalities update their comprehensive plan a minimum of every seven years and based on the Florida Department of Economic Opportunity (DEO), the City’s next “Evaluation” is due December 2022. Kimley-Horn’s planners

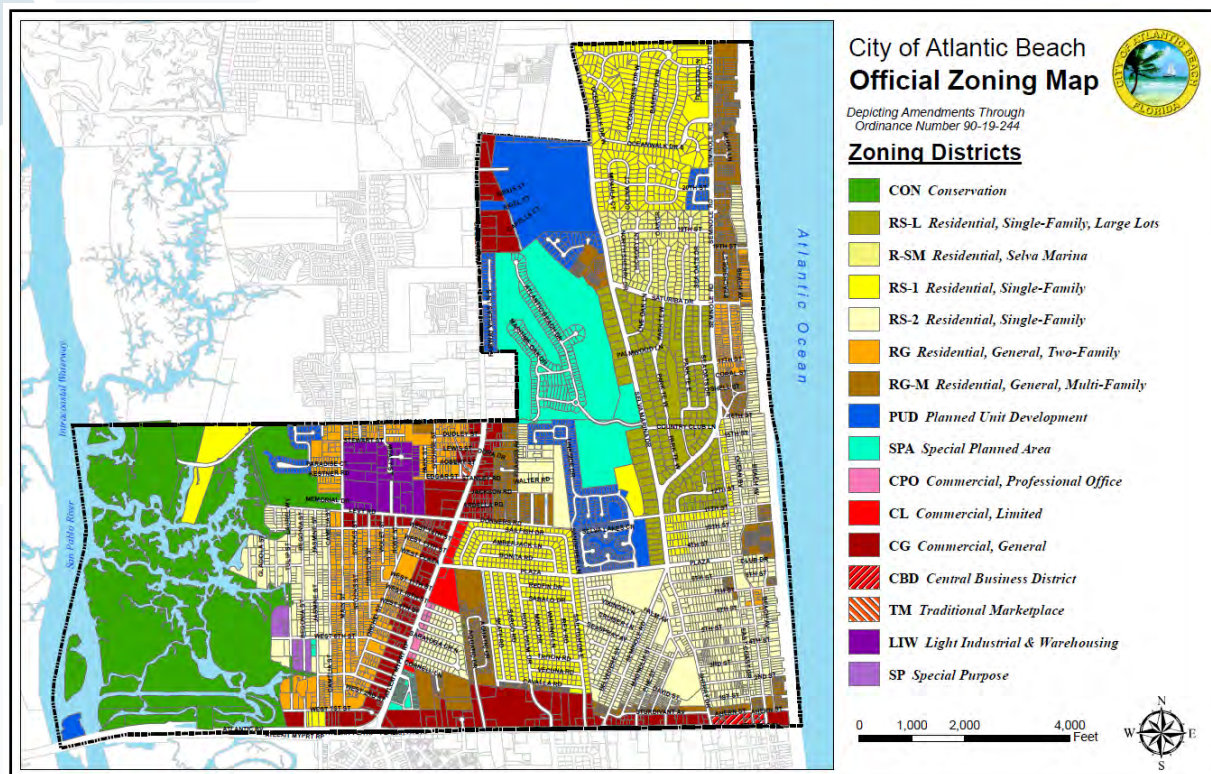
have excellent relationships with the planners and staff at DEO, which lends itself to having a smoother process for each and every update on which we work.

We are a statewide leader in public involvement and have received awards from the American Planning Association (APA) and the American Society of Landscape Architects (ASLA) for our work in public engagement.



Land Development Code and Ordinance Preparation. Our team believes that codes and implementation principles must be tailored to the communities they serve. To accomplish this, we always keep the following in mind:

- **Administrative Capacity:** Different communities have different abilities to administer. Codes should only contain elements that staff can understand, apply, and enforce.
- **Balance:** Codes must balance the need to prevent undesirable development with desire to allow for creativity. As both designers and coders, we understand this balance—where regulation is appropriate, and where it isn't.
- **Flexibility:** As part of achieving balance, flexibility must also be considered, especially in projects that are phased over many years.
- **Existing Regulations:** How a proposed code is shaped by existing regulations is critical. New codes must take into account existing zoning and other regulatory plans including consistency with the adopted Comprehensive Plan, and local strategic plans.



Atlantic Beach Zoning map

When working with our clients, we provide revisions to the codes in the form of an adoptable ordinance and updates for Zoning maps. Our approach is for the team to meet with City staff at the start of the code development effort to confirm the desired direction, format, and procedures. This session will allow the team to ensure that key elements of the proposed code are fully understood and agreed on before full drafting of the code begins.

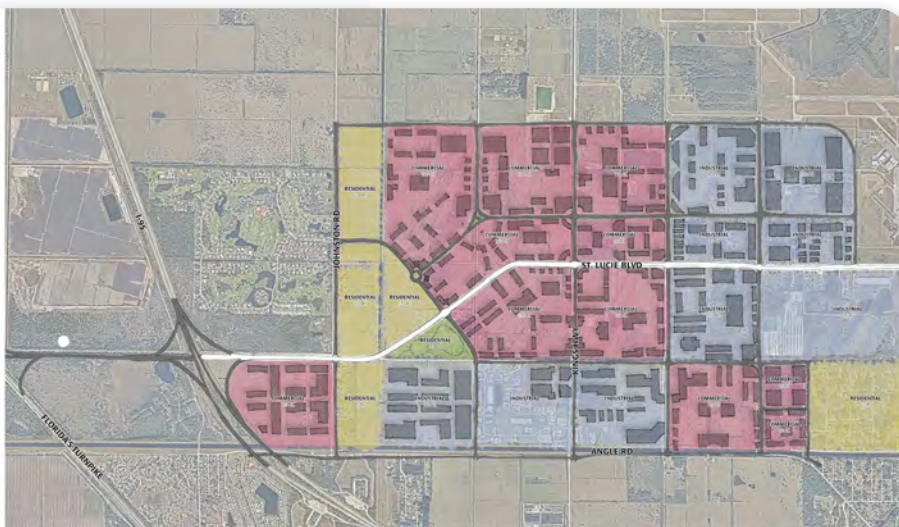


Form-Based Codes. Kimley-Horn has written codes for communities either as stand-alone documents or as part of a larger assignment and planning process. We have found that rules and regulations written in clear, non-technical terms, supplemented with easy-to-understand graphics prove to be the most successful method for conveying information. Kimley-Horn has experience partnering with many progressive communities desiring to implement form-based codes to promote smart growth, mixed-use projects, and economic development. Our in-house, multidisciplinary approach to code development also allows planners, engineers, landscape architects, and environmental scientists to partner with our



clients to model potential build-out scenarios under proposed conditions; this results in a set of well-tested rules and regulations.

Land Use and Zoning Analysis. In recent years, planning concepts of smart growth and sustainability have emerged as a framework to ensure quality of life values, including conservation of natural resources, while allowing growth to take place. Our planners know achieving this type of growth requires practical solutions that correspond to the objectives of the community. As the principal form of land use control in the U.S., Kimley-Horn understands that zoning plays a vital role in preserving the unique character and sense of place for communities struggling to balance growth pressures with land preservation.



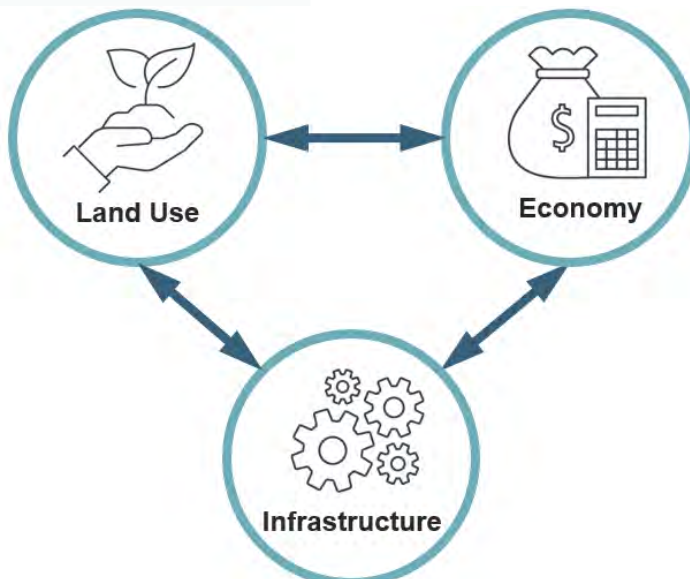
City of St. Lucie Land Use Map

Kimley-Horn appreciates the intricacies of modern zoning ordinances and has partnered with communities to prepare land development codes and zoning overlay districts that are comprehensive in nature, but cognizant of the needs for the end-user of the document.



Economic and Market Feasibility Studies and Analysis. As a locally based firm with a national footprint, we regularly rely on best practices and case studies to support planning initiatives and help a community to think beyond their borders.

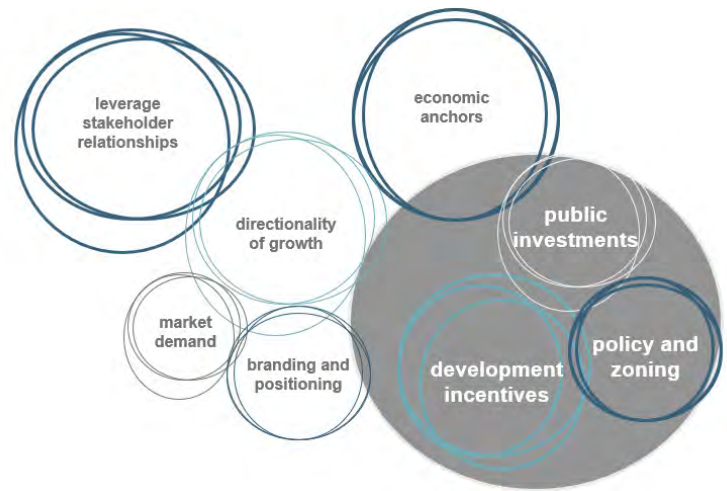
- **Integration of Economic Competitiveness into the Planning Process.** While transportation investments were historically viewed as a critical component to economic development, our society generally lost sight of economic considerations until the recent recession. Now our policy makers and public stakeholders demand economic considerations are prominently featured when identifying, selecting, designing, and implementing projects. Jessica Rossi, AICP specializes in planning, economic development, fiscal impact, and land use analysis. Kimley-Horn knows that efficiency matters and has taken a proactive approach to including economic impact considerations into the planning process.
- **Economic Development.** The Kimley-Horn team regularly recommends policies and investments to improve economic competitiveness for communities. We have a successful track record of helping communities leverage existing economic anchors, regional demographics, and labor force attributes to target key industries. Through land assembly planning we can help our clients determine the most appropriate site locations that offer both visibility and access to transportation and infrastructure. Our interdisciplinary team, which includes market and financial analysts, planners, and engineers, regularly supports capital project and infrastructure planning across Florida.
- **Socioeconomic Analysis.** The Kimley-Horn team will initiate the economic and market feasibility process with an analysis of population and household trends by age and income for a custom-defined trade area around the CRA and compare these trends to overall Jacksonville Beach and the region. Additional background data from local resources will be used to confirm demographic trends and prepare forecasts that will guide supportable growth recommendations. Employment trends by industry for the trade area, and the region will be reviewed to identify sectors experiencing the strongest growth. A comparison of at-place employment and employed trade area residents will determine the level of worker inflow and outflow. Major employers will be identified and planned private investments that could impact the amount and distribution of employment will be profiled. As part of this initial step, Kimley-Horn will also review crime and safety information
- **Return on Investment.** We have extensive experience in fiscal impact analysis and economic modeling, providing public sector revenue and expenditure forecasts for proposed real estate projects and major infrastructure investments. Our transparent processes, which can be custom-created for a specific site or for community-wide visioning, provide clients with effective decision-making tools for long-term sustainability. We regularly partner on cost-benefit analyses for specific infrastructure projects. We have extensive, recent experience with federal grant applications, including TIGER and BUILD, focusing on supporting local clients to clearly communicate project needs and community goals.





Financial Strategies and Investment Advisory.

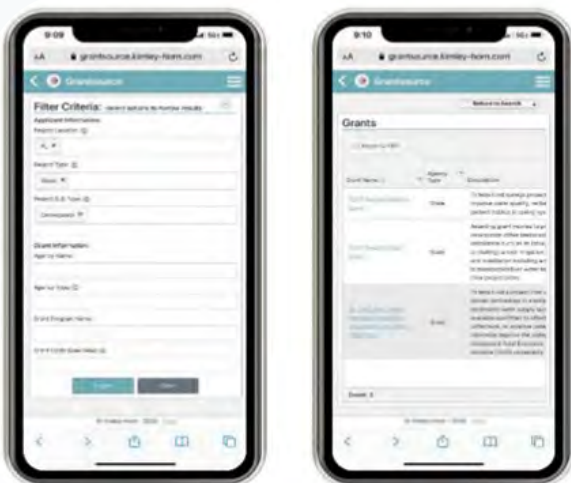
We recommend financial strategies, including site-specific development incentives to offset project funding gaps. This includes development finance and joint development, public-private partnerships, and federal state grant applications. We have been involved in all steps of the grant process, having worked with agencies to develop applications; get applications approved; work through authorization by FHWA and state DOTs; and see projects through to successful completion in line with federal guidelines. We are thoroughly familiar with the grant and federal funding opportunities, which include knowledge on the process and evaluation to secure funding.



Grant Funding/Writing. Obtaining successful funding and identifying potential public and private sources is critical to municipal projects. Over the past 20 years, Kimley-Horn has provided assistance to our clients resulting in more than \$400 million in grants and outside funding. We have developed a resource library of information on state and federal funding sources and can assist you in making the most of available resources. We understand the deadlines, application processes, and scoring criteria associated with grant programs, and can harness this experience to assist the City with funding applications. Our ultimate mission is to bring the ideas of a community involvement process to real projects that shape the livability of our cities and neighborhoods.

As a result of our funding experience and success for our clients, we have developed a resource library of information on state and federal funding sources to assist you in making the most of available resources. Grantsource is an internal analysis tool containing more than 300 grant programs to assist our clients in identifying potential funding sources based on the specific project parameters. This tool, combined with our team's hands-on funding expertise, positions our clients for complete success.

Available on desktop and mobile devices, Kimley-Horn staff can search for grants by project location, project type, or sub-type, or filter sources by grant agency, agency type, program name, or approximate deadline. Once an applicable grant program is identified, the application provides detailed program-specific information—a summary of the program, sample applications, and successful and/or unsuccessful submittals. We can use this tool to keep North Port informed of upcoming grant opportunities, so that you can be ahead of the curve.





Public Outreach. Kimley-Horn is known for developing innovative approaches to projects that involve community participation. We deliver effective methods of bringing the community into the process. In addition to Community Outreach, Kimley-Horn also excels in "Inreach" where we engage the City's staff in the process to ensure effective communication and "buy-in".

Many consultants suggest that they will build consensus, yet we seldom hear of success stories where all stakeholder groups are in full agreement with the entirety of an outcome. Instead, we propose a more realistic approach that seeks concurrence of the final recommendation not because each person is in total agreement, but rather because each participant was a part of the process, can identify the influence of their participation, and understands why a recommendation is being made.

Incorporation of public involvement and realistic visualization techniques is critical for successfully communicating the issues and recommendations for our plans in a credible fashion to the community and policy makers. Our staff creates realistic visualizations including three-dimensional (3D) animations that help tell the story. This is especially vital when trying to communicate the interconnected nature of our transportation and land use decisions. Providing visualization tools can help the public and stakeholders better understand the results of our decisions, policies, and guidelines.

We are also able to gain valuable insights and feedback that influence and enhance our plans. We have developed very effective public involvement tools for engaging citizens, including them throughout the process, and incorporating their valuable feedback into the plans we help create. Our team believes in providing several different channels for the public to engage and ensure we receive plenty of input and feedback from a variety of people. This is more important than ever today.

Our team has successfully obtained feedback through virtual meetings through various platforms. The different channels will also provide several opportunities to provide information to the community. Kimley-Horn will specifically tailor a flexible public involvement and engagement strategy for each project and will monitor outreach continuously to course correct if a segment of the population is not involved.

Our team believes in engagement that builds awareness, brings a diversity of voices to the conversations, collects meaningful input, and shows people the influence of their participation. With the uncertainty surrounding the disruptions from COVID-19, we will help you create a customized strategy that engages stakeholders and the community in creative and impactful ways. Your strategy will align engagement objectives with the right tools—whether traditional or virtual, in person or digital. Together, we will document the thoughts of staff and advocates while representing broader community values and addressing stated engagement goals (e.g. number of participants, participant profile, quality of input).

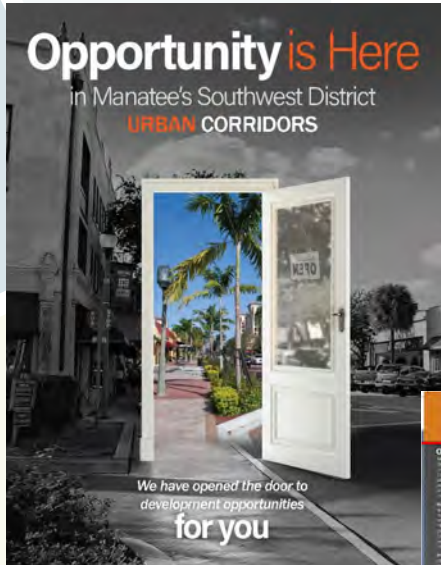
Services can include:

- Interactive public workshops including live polling
- Virtual workshops including live townhalls, webinars, narrated presentations, online public involvement platforms
- Focus groups
- Stakeholder interviews
- Advisory or task force groups
- Project websites with page material and announcements
- Geographic information system (GIS) analysis
- Going to where the public is (street events, piggy backing off of other meetings)
- Social media tools including Facebook and Twitter
- Notification postcards and project newsletters mailed and/or emailed to specific targets
- Online surveys
- Email reminders through a database list
- Press releases for television and radio
- Extensive graphics support including realistic renderings
- Project videos and 3D simulations including Lumion (fly-through) models to better understand designs





Writing, Editing, and Digital Publication. Our clients recognize the strong writing, editing, and publication design expertise that we provide through our planning work. Our writing process is closely integrated with graphic design. At the outset, we consider the needs of various audiences and how to best organize the plan to make it easy to understand. Kimley-Horn staff has used digital publication to create plans and issue that can be easily read. Our efforts are often recognized by the American Planning Association Florida, The Florida Planning and Zoning Association (FPZA), Florida Redevelopment Association, and the American Planning Association.



Document Preparation. Kimley-Horn strives to prepare documents (technical memorandums, reports, and grant applications) that can convey critical information in a highly accessible, eye-catching, and easy-to-read format for a wide range of audiences. We have a talented team of planners and graphic specialists to communicate vital information to City staff, stakeholders and in response to a public event. Our team shares the responsibility of preparing these documents to be responsive to the client's needs. These documents have guided the successful planning, grant applications, and project implementation of projects for Manatee City and addition similar planning projects like the Pinellas City Linking Lealman project, City of Largo Tri-City Special Area Plan, Maitland's Comprehensive Plan, St. Lucie City, and others.





Urban Design and Landscape Architecture. As urban areas continue to grow, streetscape design and landscape architecture have become integral components of roadway and transportation system designs and infrastructure improvements. Some solutions designed by our landscape architects and planners include revitalizing commercial districts, controlling traffic flows, and providing recreational areas and pedestrian/ bicycle facilities in increasingly congested areas. We also provide services in feasibility studies, master planning, design, permitting, public participation, and construction administration. Our landscape architects and urban planners have extensive public and private sector experience, ranging from municipal streetscapes to drainage ways and road area improvements. Our planners and landscape architects collaborate with clients and the design team to develop a pleasing visual environment, meaningful theme, distinctive image, and strong sense of place, while being sensitive to each client's budget and long-term maintenance obligation.



Streetscape and Urban Design. As metropolitan urban areas continue to grow, urban design, streetscape design, and landscape architecture have become integral components of roadway and transportation system designs and infrastructure improvements in general.

Combining national experience with a local sensibility for our clients, Kimley-Horn's placemaking professionals provide comprehensive solutions to the planning and design of the urban public realm. Renowned for our work on redevelopment, streets, and urban revitalization, Kimley-Horn creates memorable places. With specialties including urban design, redevelopment, entitlements, community planning, and recreation, our planners and landscape architects deliver award-winning, practical, and sustainable design solutions.

Revitalizing commercial districts, controlling traffic flows, and providing recreational areas and pedestrian and bicycle facilities in increasingly congested areas are some of the streetscape solutions designed by our landscape architects and planners. Kimley-Horn has extensive experience in downtown redevelopment and streetscape projects and a well-earned reputation for combining creative ideas, technical excellence, and client collaboration resulting in dynamic projects that blend into their environments and become a part of the area they inhabit.

An important aspect of competent streetscape design is meeting the requirements of the Americans with Disabilities Act (ADA) and Crime Prevention Through Environmental Design (CPTED). Kimley-Horn is on the forefront of finding creative design solutions to regulatory restrictions. We strive to provide a safe and accessible streetscape that provides a pleasant experience for all individuals. In addition, we support the active participation of your staff, special interest groups, and the public in finding an optimum design solution. We recognize the importance of a comprehensive public involvement program for these types of projects—it serves to heighten local awareness of each project and often ensures its success by accurately defining the needs of each user group.



Utility Infrastructure and Undergrounding. Growth happens. Either consistent with your utility's plans, or in spite of them. Kimley-Horn's utility specialists have helped prepare public and private utilities across the U.S. for growth with an unrivaled reputation for responsiveness, foresight, and skill. Utility infrastructure planning and design are critical to the success of your projects and community well-being. Our team provides utility planning and design services for land development projects of any size and scope, including retail, mixed-use, residential, and various other types of projects. We provide a full range of services, including:

- Assessment of existing infrastructure
- Utility coordination
- Utility undergrounding
- Master water and sewer system plans
- Raw water source and alternative supply studies
- Rate studies and bond issue program development
- Capacity studies
- Utility provider coordination
- Design, permitting, and construction and materials specifications

From demolition and relocation of existing utilities to planning and design of new utility facilities, we develop creative and cost-effective solutions to overcome obstacles and enhance the overall design. We also work closely to coordinate with all utility providers to streamline design, permitting, and approvals.



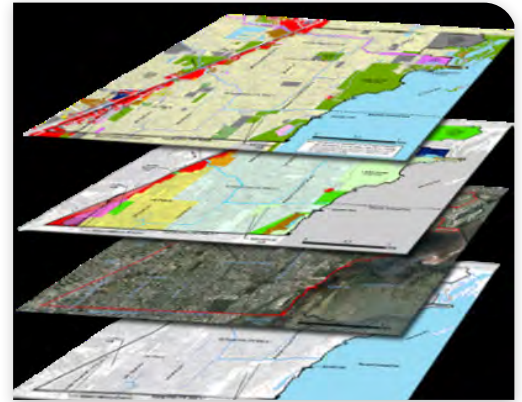
Transportation and Traffic. For more than five decades, Kimley-Horn has been improving the transportation network in Florida as a consultant to cities, counties, transportation planning organizations (TPOs), and metropolitan planning organizations (MPOs). We are renowned for excellence in transportation planning, land use planning, and traffic engineering services. Our wide spectrum of experience includes corridor planning, traffic impact analyses, intelligent transportation system design and planning, DRI, congestion management, funding assistance, multimodal planning, feasibility studies, geographic information systems, systems management, environmental assessments, computer modeling, and public involvement.

When it comes to Florida's transportation regulations, policies, and procedures, Kimley-Horn's knowledge is unsurpassed. Consultants with passion and devotion can generate extraordinary ideas—ideas that can transform communities. To maintain our reputation for cutting-edge consulting, we retain the most talented people in the consulting industry. Because of our vast experience, we know that agency coordination is a significant aspect of all types of transportation planning tasks. Additionally, many of our key team members are former city and county employees who can see things from your perspective.



Geographic Information Systems (GIS) and Geospatial Services.

Recognizing the value and importance of GIS technology in environmental analysis and land-use planning fields, Kimley-Horn has developed a multidisciplinary team of professionals that offer GIS services to many municipalities statewide. This multidisciplinary expertise enables Kimley-Horn to develop a GIS that is tailored to the specific requirements of the project objectives. We can identify the level and types of data needed to gain the maximum possible benefit from the analytical capabilities of our GIS system. Ground truthing, ecosystem analysis, and impact evaluation can be combined with GIS to provide a functional land use planning tool.



Environmental Services. Kimley-Horn's team of environmental specialists has a proven track record in environmental projects. We have permitted complex projects through numerous federal, state, regional, and local agencies across Florida.

Our staff routinely interacts with federal, state, and local government agencies. We are familiar with current environmental regulations and remain well informed of proposed changes affecting environmental permitting and regulations to serve all our clients effectively. The spectrum of professional environmental services that Kimley-Horn offers includes:

- Biological assessment/analysis and habitat conservation plans
- Wildlife management, assessment, and relocation
- Wetland delineation, assessment, and mitigation
- Water quality assessment and monitoring
- Environmental audits
- Contamination assessments/remediation for soils ground water, and surface water
- Comprehensive environmental compliance evaluations
- Threatened and endangered species studies (biological assessments and habitat conservation plans)
- Land use and development feasibility studies
- Water resource studies
- Stormwater management
- Drainage basin studies
- Environmental permitting, assessment, and remediation
- Coastal engineering
- Paving and drainage design and rehabilitation
- Public involvement programs
- Surface water management design
- Water and wastewater engineering
- Construction observation and inspection





Stormwater. From the Arizona deserts to Florida's Everglades, Kimley-Horn has helped solve some of the country's most complex stormwater runoff, retention, and treatment issues. We can handle all your permitting, design, and construction needs, from start to finish. Our services include:

- Stormwater master plans
- Drainage system retrofitting
- NPDES monitoring and compliance programs
- Financing sources, including stormwater utility fee planning
- Surface water quality monitoring
- Erosion and sediment control plans
- Design of structural and non-structural BMPs
- Water control structure and pump station design

Our team's background in stormwater management includes projects ranging in size from individual parcels to citywide and regional projects. Our past experience with the towns of Jupiter, Briny Breezes and Bay Harbor Islands, the City of Delray Beach, and all the Water Management Districts across the state of Florida have given us a keen insight into the many complicated stormwater challenges facing Central Florida. We have demonstrated our ability to develop common sense solutions during master planning, design, and construction of stormwater projects of all sizes as well as an ability to secure permits from each District, Florida Department of Transportation, Environmental Protection Agency (EPA), Department of Environmental Protection (DEP) and the Florida Fish and Wildlife Conservation Commission on many complex projects

Resiliency. Kimley-Horn is cognizant of the recent symposium and the concerns of rising sea level due to climate change and the dire effects on low lying areas. We offer a wide variety of services related to the recent changes in environmental policy concerning sea level rise and climate change and its catastrophic effects on coastal communities. Therefore, we understand it will become increasingly important to create innovative methods in the allocation of resources to safeguard infrastructure.

Kimley-Horn has completed several projects recently like Town of Longboat Key: Peer Review of Stormwater Master Plan– Coastal Flooding Evaluation which provided a peer review to evaluate the reasonableness of the modeling that was conducted as well as an objective assessment of the proposed assets (pump stations and tide water valves) that were recommended to protect critical infrastructure (i.e., roads) from coastal flooding. Also, the City of Sebastian: Coastal Resiliency plan and Comprehensive Plan Updates the plan addressed amendments to state mandates regarding sea level rise (peril of flood) assessment. The Plan was developed using information and an in-depth analysis of sea level rise, rainfall and surge data, public infrastructure locations, land use, and societal exposures. The City of Venice – Preliminary Vulnerability Analysis evaluated the impacts of wind, sea level rise, and rainfall on select facilities owned by the City and identified potential mitigation and adaptation strategies to protect them.





EXPERIENCE WITH SIMILAR PROJECTS

Kimley-Horn planning staff has a wide range of experience with all aspects of comprehensive and master planning for many public clients. Our knowledge of critical planning elements, such as public participation, community visioning, regulatory and policy planning, entitlements, comprehensive plans, land use scenario planning, implementation strategies, cultural and natural resources, and intergovernmental coordination indicates that our work is truly comprehensive in scope. Our staff has developed numerous zoning, subdivision, overlay district, and planned unit development ordinances. We have not included our Manatee County experience because of your familiarity with those projects, therefore we are including this sampling of recent experience.

Atlantic Beach Land Development Regulations Update

Client Name: Northeast Florida Regional Council for City of Atlantic Beach

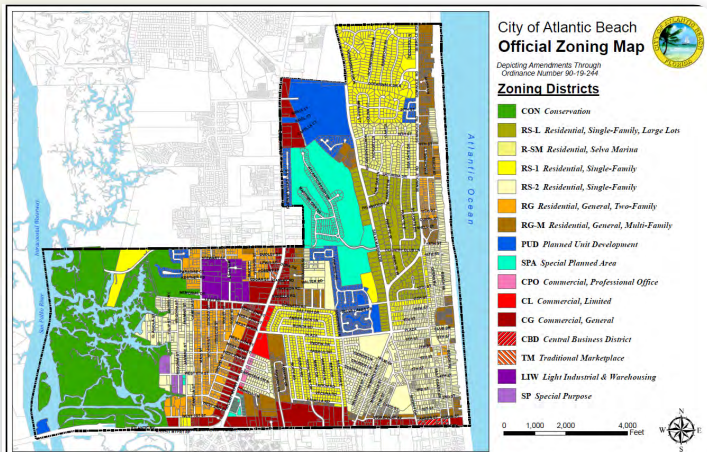
Contact: Shane Corbin, AICP, Director of Planning & Community Development

Address: 800 Seminole Road, Atlantic Beach, FL 32233

Telephone: 904.247.5817

Fax: 904.247.5805

Email: scorbin@coab.us



Kimley-Horn partnered with the Northeast Florida Regional Council and City of Atlantic Beach to assist them in the **updating of the City of Atlantic Beach's Land Development Regulations**. The project is divided into 3 phases: 1) An Audit of the Land Development Code, Comprehensive Plan and City Charter to identify issues, meeting with stakeholders, and coordinating a "walkabout tour" to observe issues in person. This results in a deliverable of an Issues Matrix; 2) An Assessment to identify **generalized concept approaches to gauge public acceptability of proposed amendments**, and the creation of recommendations in strikethrough/underline ordinance format; and 3) The Adoption of **changes to the Land Development Regulations**. This process includes several workshops with the Citizens, Community Development Board, City Staff and City Commission during each phase throughout the course of the next year.

City of Flagler Beach

Client Name: City of Flagler Beach

Contact: Larry Torino, City Planner

Address: 105 S 2nd Street, P.O. Box 70, Flagler Beach, FL 32136

Telephone: 386.517.2000, ext. 230

Email: ltorino@cityofflaglerbeach.com

Kimley-Horn is currently in the process of providing updates to and the modernization of the City's Land Development Regulations (Zoning Code) to bring them into consistency with the Florida State Statutes, address local development issues and longtime concerns. Additional these updates will improve functionality and ease of use.



Sebastian Coastal Resiliency Plan and Comprehensive Plan Updates

Client: City of Sebastian

Contact: Lisa Frazier, AICP, Community Development Director

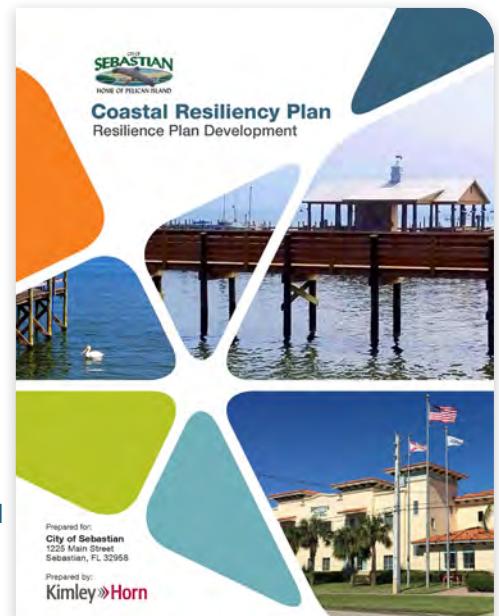
Address: 1225 Main Street, Sebastian, FL 32958

Telephone: 772.388.8228

Email: lfrazier@cityofsebastian.org

Kimley-Horn was selected to prepare the City's Coastal Resiliency Plan and the corresponding Comprehensive Plan amendments to address state mandates regarding sea level rise assessment. To support the Comprehensive Plan Update, a vulnerability analysis of the City's critical infrastructure and social elements was required to evaluate coastal flooding. **The Coastal Resiliency Plan** was developed through this vulnerability analysis, an in-depth analysis of sea level rise, rainfall and surge data, public infrastructure locations, land use, and societal exposures. The Plan culminated in the vulnerability summary and an Adaptation Action Plan.

Following the development of the Coastal Resiliency Plan, **Kimley-Horn prepared Comprehensive Plan amendments to the Goals, Objectives, and Policies (GOPs) and Data, Inventory, and Analysis (DIA) for the Future Land Use, Public Facilities, and the Coastal and Conservation Elements of the City's Comprehensive Plan.** These changes were vital to better reflect the threats of flooding, sea level rise, and the importance of resiliency measures while also improving the organization and flow of the Comprehensive Plan. The reorganization of the Conservation and Coastal Management Elements into one element was completed to address similar topics and subjects in a more succinct manner and reduce redundancy in policies.



City of Williston, Comprehensive Plan Update/Economic Development Strategy

Client Name: City of Williston

Contact: Josie Lodder Butler, Former City Planner, 704.560.1422 AND Jerry Robinson, Mayor

Address: 427 W Noble Avenue, Williston, Florida 32696

Telephone: 352.528.3060

Email: Jerry.Robinson@Willistonfl.Org

This project involved the update of the City of Williston's Comprehensive Plan. Kimley-Horn engaged the community in a participatory process to build consensus around a vision for development and redevelopment of the City. The plan update addressed existing conditions, visioning for the future, and consideration of growth and redevelopment areas through revising or providing new goals, objectives, and policies of the existing plan to comply with statutory requirements of the Community Planning Act. The update also included the creation of a new Optional Economic Development Element to support the vision of the City of focusing on bringing and retaining jobs and opportunities to the City of Williston. Stakeholder engagement included open houses, workshops, and public hearings.

Consulting Services for a COMPREHENSIVE PLAN AND LAND DEVELOPMENT CODE

RFQ# 04-2122

City of Venice Comprehensive Plan and Land Development Code Updates

Client: City of Venice

Contact: Jeff Shrum, AICP - Development Services Director

Address: 401 West Venice Avenue, Venice, FL 34285

Telephone: 941.882.7431

Email: jshrum@Venicegov.com



Kimley-Horn worked with the City of Venice to review and **update the City's Comprehensive Plan (2017-2027)**. The Plan represents a significant shift in the status quo, and from the City's previous plan which was more regulatory in nature. The new plan revised hundreds of items to improve readability and enhance predictability. To begin, the City took the approach of planning for neighborhood contexts through the identification of **seven distinct neighborhoods based on geography** and other unique characteristics. Also, to reflect the City's desire to see tangible results, the plan was structured utilizing "Vision, Intent, and Strategies" in lieu of the "Goal, Objectives, and Policies" structure typical of comprehensive plans.

Kimley-Horn also partnered with the City of Venice to update their Land Development Code, having also worked with the City on its original award-winning Comprehensive Plan. The City is developing a **hybrid code in the portions of the City identified as Mixed Use by the Comprehensive Plan** and

being developed as a Mixed Use (district specific) Code with conventional code components for the remainder of the City. The City's Mixed Use Codes are being developed as a Form-Based Code with development oriented towards the form and function of the specific portion of the City with respect to street frontages, buildings, active use areas, architectural design/ components, and the building's interaction with the public realm. The team is updating the City's land use tables, parking, and signage codes, along with the processes and procedures governing development within the City.

Development Standards	Mixed Use Downtown (MUD)		
	Center	Community	Urban
Building Height	3 stories	3 stories / 4 stories / 5 stories	4 stories / 5 stories / 6 stories / 7 stories
Building Footprint	10,000	15,000	20,000
Building Footprint Intensity	100%	100%	100%
Length (feet)	100'	100'	100'
Width (feet)	25'	25'	25'
Frontage (feet/lot)	100' / 100'	100' / 100'	100' / 100'
Setback	100%	100%	100%
Transit	Max. Length: 100' OR 10% of building footprint (whichever is less) / Max. Transverse Depth: 10' / Min. Clearance: 10'	Max. Length: 100' OR 10% of building footprint (whichever is less) / Max. Transverse Depth: 10' / Min. Clearance: 10'	Max. Length: 100' OR 10% of building footprint (whichever is less) / Max. Transverse Depth: 10' / Min. Clearance: 10'
Architectural	Classified by street	Classified by street	Classified by street
Parking	Max. 100' / 100'	Max. 100' / 100'	Max. 100' / 100'
Signage	Max. 100' / 100'	Max. 100' / 100'	Max. 100' / 100'

Zephyrhills CRA Master Plan Update

Client: City of Zephyrhills

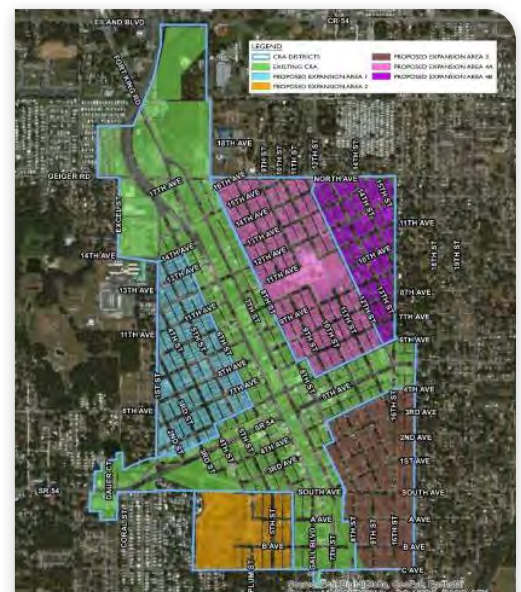
Contact: Gail Hamilton, Community Redevelopment Agency Director

Address: 5335 Eighth Street, Zephyrhills, FL 33542

Telephone: 813.780.0202

Email: ghamilton@ci.zephyrhills.fl.us

Kimley-Horn prepared a **master plan update** for the CRA in downtown Zephyrhills. The impetus for this project was the City's desire to leverage the downtown and historic district's assets to create a vital downtown environment for its residents and businesses, in addition to attracting more of the Tampa Bay area's population to visit. A **key component of the plan was creating a pedestrian-scaled "Main Street" along what is currently US 301**. Kimley-Horn worked with the City to relocate the state road designation and transform this vehicular-oriented corridor into a vibrant mixed-use, pedestrian-scaled corridor. A key component of the master plan update was the identification, analysis, and expansion of five additional key areas for inclusion in the CRA. These areas provided added redevelopment potential in support of the City's core focus. Included with the master plan update, the Kimley-Horn team identified key **economic development catalyst projects** to further assist with the implementation of a comprehensive economic development strategy. Kimley-





Horn continued to work with the City and CRA regarding the development of Design Standards, gateways, and neighborhood signage, and two park concepts (Lake Zephyr Park and Hercules Park) and additionally completed commercial/office and residential (multifamily) market analyses for the CRA.

Kimley-Horn completed the initial Master Plan Update in 2012 and is now preparing a Finding of Necessity and Master Plan update to expand the boundaries of the CRA to include additional transitional and residential supporting uses of the core CRA and downtown.

City of Maitland Comprehensive Plan

Client: City of Maitland

Contact: Dan Matthys, Community Development Director

Address: 1776 Independence Lane, Maitland Municipal Complex, Maitland, FL 32751

Telephone: 407.539.6212

Email: dmatthys@itsmymaitland.com

The review and **update of the City's Comprehensive Plan** based on the evaluation and appraisal report (EAR); community review, preliminary **land use and population analysis**; review of the current Goals, Objectives, and Policies as they relate to growth management changes, consistency across the various elements, and clarification of terms/strategies.

Maitland's Comprehensive Development Plan 2035 is a new blueprint for the City's future, bringing **together interconnected neighborhoods, multimodal transportation solutions, and "smart" redevelopment options**. Maitland is nearly reaching buildout, making it important to capitalize on available infrastructure and plan for projects that will increasingly come in the form of infill development and redevelopment of existing properties. With a goal of remaining a model community that is regionally competitive, the bold, yet flexible plan **supports an emerging downtown, maintains a high-quality suburban community experience, and protects cornerstones of the City** such as its parks, lakes, and other natural resources. The City adopted the CDP in 2019 and the Plan has since been recognized by the FPZA with a state planning award and also as session at their annual conference, and the Florida Chapter of the American Planning Association (FAPA) with a similar session at its upcoming annual conference. Kimley-Horn also **updated the City's GIS database with respect to the parcel based future land use map and related datasets**.



Highlands County Housing Study

Client: Highlands County Economic Development

Contact: Meghan DiGiacomo, Executive Manager of Business & Economic Development

Address: 501 South Commerce Avenue, Sebring, FL 33870

Telephone: 863.402.6906

Email: mdigiacomo@highlandsfl.gov

Existing conditions, **economic and market feasibility analysis**, stakeholder engagement. Following the completion of the housing market study and financial feasibility study, **amendments to the County's 2030 Comprehensive Plan Housing Element, Future Land Use Element, and Future Land Use Map** were drafted to support the study's findings and recommendations.



Merritt Island Commercial Core Land Use Analysis

Client: Merritt Island Redevelopment Agency

Contact: Lisa Legar Frazier, AICP, Community Development Director

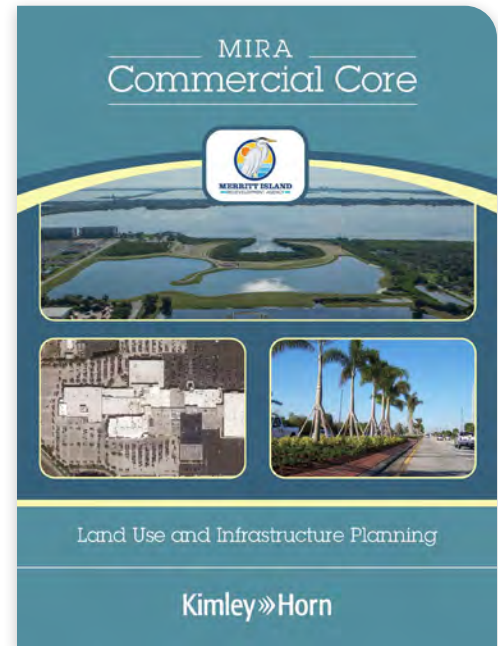
Address: 2575 N. Courtenay Parkway, No. 207, Merritt Island, FL 32953

Telephone: 772.388.8228

Email: LFrazier@CityofSebastian.org

Kimley-Horn provided an **analysis of land use and major infrastructure including transportation, utilities, and stormwater** for the Merritt Island Redevelopment Agency (MIRA). The goal was to identify the study area's carrying capacity with a primary focus on the commercial and business core of Merritt Island. The planning approach relied upon the adopted Comprehensive Plan – Future Land Use, Zoning districts with respect to the maximum allowable residential density and non-residential square feet, market data, analysis of traffic patterns, and an evaluation of existing and needed infrastructure to support the potential future market.

Based on the preliminary findings, Kimley-Horn **presented the results to the public** to receive feedback from the community, coordinated analysis of transportation, land use, infrastructure, and master planning efforts, identified needed capital improvements, and provided an **outline of development guidelines for future development and redevelopment including code updates**.



Groveland Downtown Overlay District

Client: City of Groveland

Contact: Dan Murphy, CRA Manager/economic Development

Address: 156 S Lake Ave, Groveland, FL 34736

Telephone: 352.429.2141 x2101

Email: dan.murphy@groveland-fl.gov



The Groveland Downtown Overlay district implements the City's vision for development with the downtown and CRA and along the proposed realignment of SR 50. The standards for the Downtown Overlay District were provided to create and support predictable and quality development form within the core of the City and attempt to address the relationship between the buildings and the public realm. Kimley Horn analyzed the City of Groveland's existing comprehensive plan language and land development regulation provisions and standards to identify existing provisions suitable for amendment. Kimley-Horn **identified new codes specific to the land development regulations** that aimed to eliminate potential internal conflicts, ease future administration specific to code, identify opportunities to support the City's redevelopment

efforts, and **applied standard practices in the areas of zoning and site and development plan review**. Kimley Horn prepared implementing **regulatory district standards** that addressed appropriate street and parking requirements, land use, lot types, build to lines, and civic spaces consistent with the City of Groveland Streetscape Master Plan. Kimley Horn also analyzed three "opportunity sites" concepts to demonstrate the potential of these identified sites. The concepts took into consideration the realignment of SR 50 and identified gateway features to draw people into the downtown and to potential destinations, businesses, and activity centers.



City of Cape Canaveral Zoning Code Amendments

Client: Cape Canaveral Community and Economic Development Department

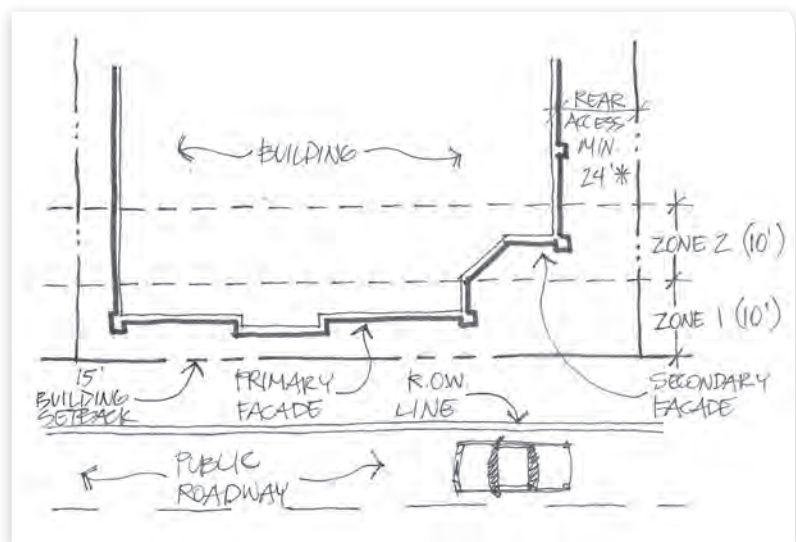
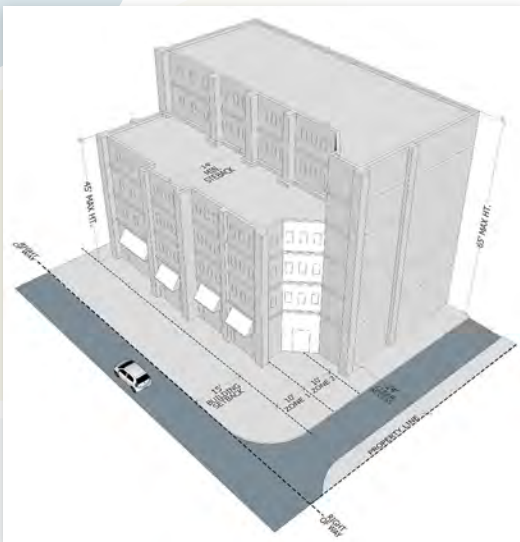
Contact: Todd Morley, Director

Address: 7510 N. Atlantic Avenue, Cape Canaveral, FL 32920

Telephone: 321.868.1222 ,x14

Email: t.morley@cityofcapecanaveral.org

Kimley-Horn team prepared an analysis and update of targeted portions of the City's Zoning Code specific to the Economic Opportunity Overlay District (EODD), Shared Parking, Special Exceptions and Non-conforming uses. The EODD analysis included the creation of a graphic identifying the proposed EODD boundary expansion and a review of standards for consistency. While assessing the Shared Parking, Kimley-Horn compared the City's parking standards to five other communities in order to prepare a summary review matrix for the City and provide recommended parking standards. The Special Exception Assessment resulted in the recommendation to delete all uses under Special Exception except Pain Management Clinics and Medical Marijuana Centers while adding Sales and Service of Alcohol to the list.



City of Tavares Comprehensive Plan Update

Client: City of Tavares

Contact: Director of the Community Development Department

Address: 201 E Main Street, Tavares, FL 32778

Telephone: 352.742.6408

Email: mfitzgerald@tavares.org

Kimley-Horn recently completed the review and **update the City's Comprehensive Plan**. Kimley-Horn has undertaken a **comprehensive public outreach and community review**, including a series of **community workshops, land use and population analysis, a review of the current goals, objectives, and policies** as they relate to growth management changes, consistency across the various elements, and clarification of terms/strategies.



Village of Pinecrest On-Call GIS Services

Client: Village of Pinecrest

Contact: Gabriela Wilson, IT Manager

Address: 11551 South Dixie Highway, Pinecrest, FL 33156

Telephone: 305.234.2131

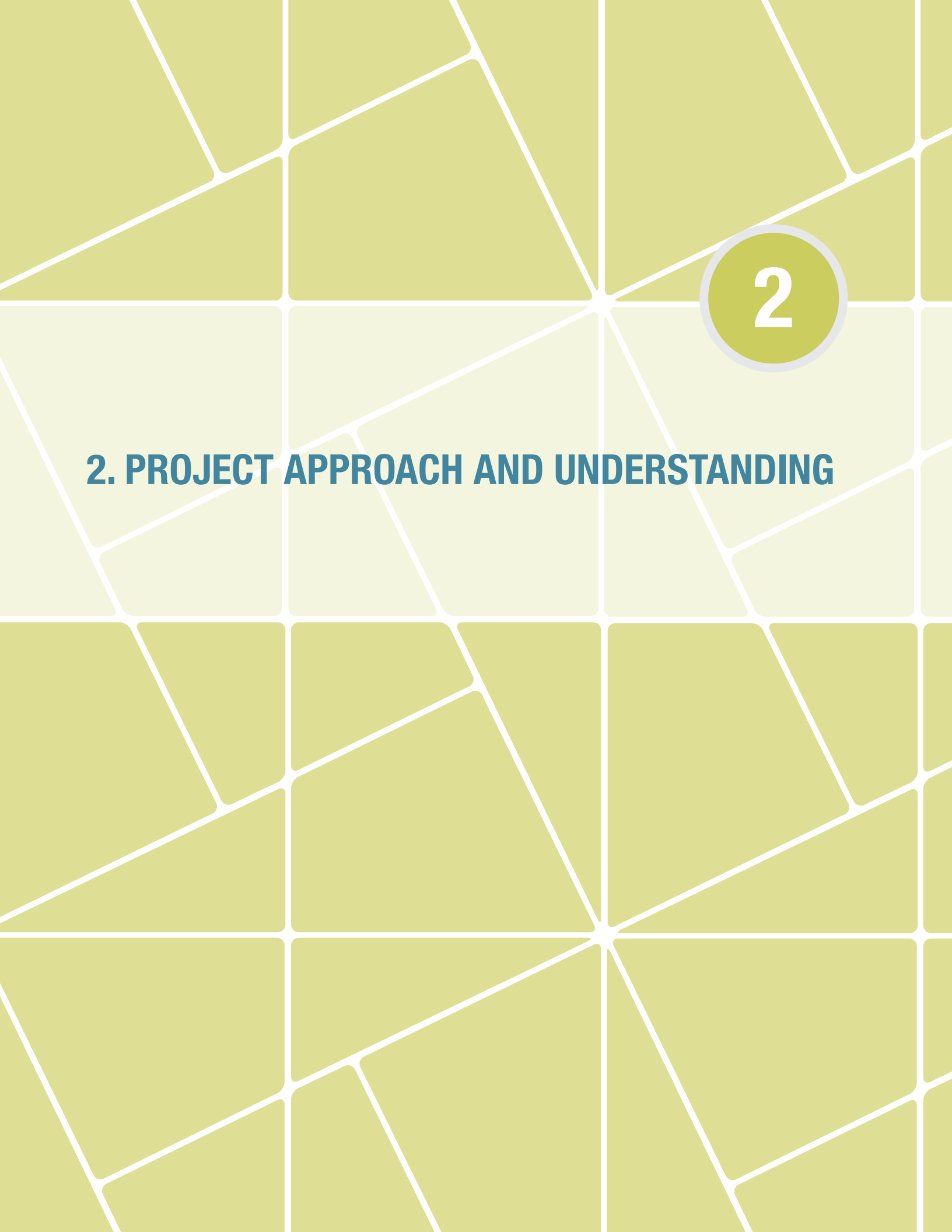
Email: gwilson@pinecrest-fl.gov

Kimley-Horn has been contracted by the Village of Pinecrest as an on-call GIS consultant. We provide on-site training to staff and have assisted the Village in the development and organization of their interagency database. Recent project support has included zoning and land use updates, website development coordination, and stormwater utility updates. Continuing services include GIS software support and onsite system maintenance, creation of municipal map products, GeoData management, field collection services for creation of CAD/GIS data sets, and digitization of existing paper maps, blueprints, and other engineering drawings.



Coastal Community Expertise. Kimley-Horn has assisted communities with policies and standards specific to sea-level rise, peril of flood, as well as preliminary vulnerability assessments. The Florida Statutes were amended requiring communities to address the challenges related to sea level rise and the potential impacts to not only residential development but also the impacts to public facilities and assets. Our team is currently serving the City of Venice in their assessment with recommendations to be included in the City's Land Development Code. We have extensive experience serving various communities in waterfront land development, resort and marina development, erosion control, and solving issues encountered during construction activities in, on, over, or adjacent to surface waters, including rivers and streams, estuaries, lakes, wetlands, the Atlantic Ocean, and the Gulf of Mexico.

The firm's experience includes both private- and public-sector projects such as marinas and coastal resort and hotel projects, oceanfront development and redevelopment projects, waterfront parks and boat ramps, dredging and aid to navigation projects. Our environmental staff have extensive knowledge of the Section 10 and 404 regulatory permitting programs and has strong working relationships with regulatory staff within numerous environmental agencies.



2

2. PROJECT APPROACH AND UNDERSTANDING



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PROJECT UNDERSTANDING

The Jacksonville based Kimley-Horn project team is excited about this opportunity and feels strongly that we are the most qualified team for this municipal planning project based upon our capabilities and experience specifically, related to comprehensive plan and coastal land development code, and our unique level of local perspective in understanding the cultural, natural, and economic background for the project. We intend to work as a team to serve as an extension of your staff, working closely with the City of Jacksonville Beach in the re-write of the City's comprehensive plan and land development code. Kimley-Horn understands this process, having assisted several beach communities with a full range of services including reformatting of existing codes for consistency to full code development. And, having "been on that side of the table," our team understands your staff's needs and perspectives.



The Kimley-Horn team understands the factors that will necessitate the City's adoption of both a Comprehensive Plan and Land Development Code. We recognize that a focus on protecting and promoting the City's resources will provide the impetus for success in future development and redevelopment. We also understand the importance of economic development supported by these resources and the urban and architectural form this development takes as growth occurs. Our level of understanding is founded not only in Kimley-Horn's extensive background in similar projects and our team's collective project repertoire, but is uniquely honed by the local knowledge, presence, and experience of several of our team's key participants. This strong local background and clear understanding of the project enhances the unique qualifications of the Kimley-Horn team





OVERALL APPROACH

Kimley-Horn understands it is the desire of the City of Jacksonville Beach to preserve single-family neighborhoods, incentivize workforce housing, investigate Complete Streets designs, grow local businesses, and develop potential height increases. All of these goals can be accomplished through productive Comprehensive Plan and Land Development Code updates. Combining the Comprehensive Plan (CP) and Land Development Code (LDC) update into one project will be a challenge that Kimley-Horn is excited to undertake. With this layered regulatory project, there are various ways to be efficient and cost effective. Typically, a CP or LDC update would include a series of community workshops and a series of adoption hearings. To increase efficiency and cost-savings, Kimley-Horn could ensure the majority of the workshops are held concurrently for both the CP and the LDC updates. This approach will not reduce the number of workshops but will ensure the process is more efficient and user friendly for the citizens of Jacksonville Beach.

Our approach to servicing the City focuses on the following four pillars:

INTEGRATED OUTREACH

Our team combines project-specific techniques to engage targeted stakeholders as well as the general community. We strive for maximum community engagement in the planning process coupled with a dynamic visual approach, emphasizing strategies that fuse proactive planning, policymaking, and City goals. Transparency is important during the updates. Kimley-Horn will design and upkeep a user friendly website to update the Jacksonville Beach citizens on the progress and potential impact of the project.

INFORMED DECISION-MAKING

Our approach focuses on generating and communicating relevant and useful information to citizens and stakeholders so informed decisions guide the plan's development. This includes an effort to exchange the typical "urban planning jargon" with a more user friendly, descriptive, and applicable information.

IMPROVED COMMUNICATION

Frequent communication and a clear definition of the responsibilities of team members are critical elements in maintaining project schedules. Throughout the process, we will continue to keep staff updated with the progress. With that in mind, our project-specific work plan identifies critical project milestones and deliverable dates. We then will actively manage our team resources to meet the agreed-upon schedules and keep your project on track.

INNOVATIVE IMPLEMENTATION

Our team will build upon our superior track record of developing and updating plans that effectively improve accessibility and mobility, are implementable, and create lasting improvements to urban environments. We will focus on short- and long-term initiatives and will guide the City on how best to initiate each recommendation. The result will be an action plan that includes clear direction on what to do next, who should lead the charge, and how it can be funded.



COMPREHENSIVE PLAN APPROACH

The Comprehensive Plan is the City's **"NORTH STAR"** for growth and redevelopment. The Plan and its strategies are crucial when preparing for opportunities in areas such as land use, coastal management, transportation, housing, and conservation. The City's full-time and seasonal residents, as well as its visitors, need a safe and secure place to live, enjoy a healthy economy that provides jobs and services, create ways to get around the City (bike, walk, car, transit), and encourage quality recreational features while protecting what is paramount to the City – its identity! Completing an effective Comprehensive Plan Update requires seamless coordination and an approach emphasizing aspirational planning. Kimley-Horn strongly believe the best planning can be and should be done by community leaders, citizens, and stakeholders. We have found there is a strong correlation between the success of a community and their willingness to develop a unified visionary plan with measurable expectations.

Kimley-Horn has structured our approach as follows:

TASK 1 - REVIEW OF EXISTING DOCUMENTS, ORDINANCES, AND INITIATIVES (including Data and Analysis)

We will create a project work plan that includes an overview of the planning process, engagement strategy, and milestone schedule. The project work plan will be supplemented by a data needs request that lists technical data (e.g., GIS data, development activity) and applicable documents (e.g., previous plans and studies, local ordinances, approved developments, 2010 Consolidated Settlement Agreement, etc.). We will collect data, such as demographics, community attributes, and commute patterns, from sources such as the American Community Survey and more. We will update previous data to make sure we communicate the latest available trends.

Existing Plans Review and Code Diagnostic-

We will review existing plans, studies, policies, and regulations influencing growth, land use, transportation, environment, parks and recreation, and the provision of community services and facilities. The intent is to understand what already is in motion and the forces that influence growth and change. We will document vision statements and goals, which will set the baseline for developing the Comprehensive Plan's guiding statements and performance measures. We also will perform a code diagnostic to identify opportunities to better align the comprehensive with your land development code.



Demographic Trends - As a part of the community characteristics report, we will review demographic indicators under the umbrellas of the population (e.g., growth, minority status), housing and development (e.g., age of the structure, sales, building permits, vulnerability), economy (e.g., employment status, income, and poverty status), and education (e.g., education attainment, school enrollment). Regional and national trends will also be noted.

Market and Economics - Effective long-range planning requires a solid understanding of the economic dynamics. Our approach involves analyzing baseline and historical conditions; the location, direction, and outcomes of investment decisions; and the use of real estate by various sectors of the local economy. We will synthesize these analytical factors to determine strengths, weaknesses, opportunities, and threats (SWOT). By understanding current and future market dynamics, we will be able to craft a plan that reconciles growth potential with needed public investments.



Natural and Built Environment - The Kimley-Horn team will report natural and built environment characteristics through a storyboard approach with maps and exhibits. We will use ArcGIS to map and analyze physical features including environmental areas, green infrastructure, bodies of water, wetlands and floodplains, parks (and associate facilities), places of worship, parks, cultural resources, medical facilities, historic districts and sites, land uses, and zoning. Community facilities—such as utilities; schools; libraries; government offices; and fire, police, and rescue—will also be documented.



Transportation and Mobility - Reviewing the existing City's infrastructure will assist our approach to data gathering. We will blend previous planning efforts with available mapping, demographic trends, land use data, traffic counts, crash statistics, existing infrastructure, and travel patterns where appropriate. Our extensive background in navigating local, state, and federal multimodal transportation planning programs will allow us to make the best use of available data and dig deeper into other data as it relates to the Comprehensive Plan.

CITY OF ATLANTIC BEACH LAND DEVELOPMENT CODE REWRITE
PROPOSED AMENDMENT MATRIX
WORKING DRAFT FOR CITY STAFF USE
(12/28/2018)

SECTION/REFERENCE	PAGE #	REASON FOR PROPOSED CHANGE	PROPOSED CHANGE/ACTION	COMPLETE
LAND DEVELOPMENT REGULATIONS REVIEW				
1	GENERAL GENERAL	Check all lists of permitted uses Preambles	Add uses that may not be included Pay attention to Billiard halls, tattoo parlors, pawn shops, headshops, internet cafes, gambling parlor (some need to be permitted due to freedom of expression; vague references to hours of operation)	
2	Sec. 24-17	Definitions need to be updated	Add definitions/use 1.5. Definitions as a basis; add definitions for all zoning districts; reference that fences and walls to be used interchangeably as in Sec. 24-157; remove requirements within definitions; move all definitions from text of the code and put in definitions section	
3	Definitions	Garage apartments	Need to change reference to Sec 24-89 instead of Sec 24-88	✓
4	Sec. 24-46 (d)	Waivers and variances are an issue	Revise so the process stops at the CDB; clarify difference between waiver and variance; consider administrative alternatives	
5	Sec. 24-47	CDB	Consider roles of CDB versus CC (more emphasis on implementation)	
6	Sec. 24-63	Use by Exception	Consider changing to make uses permitted versus excluded and allowed by use by exception; if we do away with this, we will need to word search as it is referenced throughout the LDRs	
7		Fees	Remove from adopted LDRs	
8	Sec. 24-69	Height for non-conforming structures	Consider not being so strict; revise	✓
9	Sec. 24-82(c)	Duplicates or externally similar dwellings	Review and revise as appropriate	✓
10	Sec. 24-82(h)	Required yards and permitted projections into required yards	Review this section	✓
11	Sec. 24-82(j)	Structural projections	What is considered a projection – clarify	
12	Sec. 24-83	Mechanical equipment	Needs to be reviewed; hard to enforce; consider making it a specific measurement and not tied to living space	
13	Sec. 24-83(b)	Double frontage lots	Very restrictive/confusing; front yards of through-lots need to be better defined	
14	Sec. 24-83(c)	Non-conforming lots, uses and structures	Consider streamlining this whole section; Per staff section 8a and 8b contradict each other – consider code change that allows that if an addition conforms to the Code, no variance is required; add language regarding single owner; better define non-conforming lots, uses, and structures	
15	Sec. 24-84	One deals with lots and the other structures but both cite structure expansion	Consider streamlining	
16	Sec. 24-85	Combining of lots	City wants to make it clear that lots that are combined that don't meet current code requirements if they were to be separated	✓
17	Sec. 24-85(d)(2) and (c)(1)	One deals with structures and the other lots but both cite structure reconstruction	Seems like (d)(4) should be combined with (c)(6)	✓
18	Sec. 24-85(b)(3)	Townhome Standards	These should be addressed for redevelopment, additions, grandfathering; consider adding language that indicates that if the original use of the structure remains, then the building is not considered non-conforming (Mark has draft language we can consider); keep architectural style and color – strike work "material" from list under 24-88(b) – it should be easy for the property owner to be able to upgrade his home if it is keeping with the character of the adjacent portion of the duplex	✓
19	Sec. 24-85(c)(6) and (d)(4)	Residential Zoning Districts	Densities permitted under the Comp Plan not reflected here; consider adding a table	✓
20	Sec. 24-88	Commercial, professional office	Consider adding Comp Plan FARs here	✓

Figure 1 This matrix illustrates a tool used by Kimley-Horn in collaboration with staff at the City of Atlantic Beach. It was used to organize comments and recommendations during the process of reviewing the City's existing ordinances and land development codes.



Task 2 - PUBLIC PARTICIPATION

With the baseline understanding of community characteristics communicated to plan participants, we will focus on identifying and documenting community values. During this time, we will establish the vision, guiding principles, performance measures, and an outreach foundation that carries forward through subsequent phases. This important phase will conclude with a vision statement briefing that summarizes the process and outcomes of initial engagement activities and introduces the vision, goals, and objectives to guide the overall process and individual elements of the plan.



Outreach Strategy - Kimley-Horn recommends having a targeted outreach strategy to help solicit information that is most meaningful to the planning process. We recommend an approach that gathers, processes, and responds to input from a representative cross-section of the community — not just the subsets of the community most likely to engage in a traditional outreach process. This approach engages homeowner's associations, development communities, neighborhood groups, elected officials, boards and commissions, and staff across multiple departments throughout the City. Above all, our approach to engagement yields actionable data on par with the technical analysis that will be required for the update to the Comprehensive Plan.



The COVID-19 Pandemic - Recent events have elevated the need and use of technology in the planning process. Citizens and stakeholders have become familiar and, in many cases, comfortable with the use of virtual meetings. This provides us with the opportunity to reach a broader audience and seek additional input through this Comprehensive Plan update. Workshops, town halls, webinars, and online surveys could be incorporated into the public outreach component of this project.

Amendment Matrix - One of the many techniques that we use at Kimley-Horn is the population of an Amendment Matrix. An Amendment Matrix is a way for us to capture all comments received throughout the project's life. The Amendment Matrix allows us to acknowledge the input by recording it and provides a historical record of if and how an issue was addressed. This document provides staff with a reference point if the Mayor, City Council, or the public inquire. The comments and suggestions received during the project's public outreach process will be captured in the Amendment Matrix to be used as guidance during the update of the comprehensive Plan and summarized in a report that will be provided to the City Project Manager.

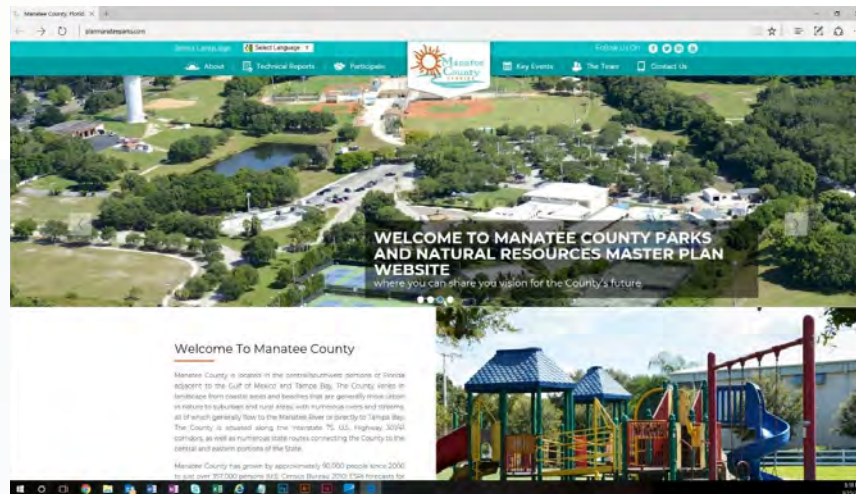


Fact Sheets - Many of the residents, business owners, and other stakeholders that will be asked to participate may not fully understand the method, purpose, and terms of the planning process. For this reason, we propose creating a set of fact sheets to be distributed in print and digital format at key points in the process. The project schedule aligns the distribution of these fact sheets when our team engages the stakeholders. We anticipate using these sheets to reach the broader community while encouraging ongoing interaction with those that desire to participate.

Project Website - We will design and maintain an interactive project website for the entire project (for both the Comprehensive Plan and the Land Development Code updates) with education material and project status information. For efficiency, we recommend using the City's website with a clearly identified link as a means to provide updates to meetings and schedules, community outreach opportunities, project updates, and also a means to provide community input. The website will be intended to offer a one-stop portal for project-related information. If desired by the City, we can work with City staff to integrate social media platforms (e.g., Twitter and Facebook) into the project web media presence.



Website created to provide updates and obtain public input during the development of the Manatee County Parks and Natural Resources Master Plan



TASK 3 - DRAFT COMPREHENSIVE PLAN

After the analysis of information gathered, Kimley-Horn will draft a vision for the City to set the stage for the Comprehensive Plan update. It is our role to solicit, analyze, and summarize the community feedback given and balance it against the data collected. This will be followed by draft goals and objectives for each element of the Comprehensive Plan. The matrix completed in Task 2 will be used as the basic direction for the formation of the vision, goals, and objectives as well as the ensuing recommendations. Major issues that are identified through this point will be part of the summary report Kimley-Horn prepares and provides to the City Project Manager. We will consider the appropriateness of including any additional special areas plans that may make practical sense to be included in the Comprehensive Plan given any findings from the analysis of the data collected in Task 1.



The information included as part of this task will primarily address the amendment process; Community/Stakeholder Input. After considering public input and the data analysis our team will provide the City with a series of recommendations for changes to the Comprehensive Plan and its related Elements and goals, objectives, and policies (GOPs). We will provide a draft set of GOPs for review and comment along with a summary supporting commentary and recommendations. These draft GOPs will be presented to staff for review and comment, including the City's Future Land Use Map, Transportation Map, and related other maps as well as other Element maps that are ultimately amended as well.

As part of this task, Kimley-Horn will have a joint workshop with the Planning Commission and City Council before the Adoption process (Task 4) to discuss the recommended changes. It is recommended to have this joint workshop before the final Comprehensive Plan adoption to enable the adoption process to move smoothly and allow the public one additional opportunity to provide feedback before the adoption of the Plan.

TASK 4 - FINAL REVISED COMPREHENSIVE PLAN

Kimley-Horn will develop documentation for the Comprehensive Plan update throughout the planning process by way of interim deliverables and conceptual exhibits. These deliverables will present the information for easy interpretation and understanding by the public while outlining the process by which staff can implement the plans recommendations and strategies.

Once our analysis is complete, and community comments have been examined and agreed on by the core Team and City staff, we will present the data analysis and the draft vision, goals, and objectives to the public at a Planning Commission meeting where Staff and our team will receive feedback and recommendations including proposed amendments. Following the Planning Commission meeting, Kimley-Horn will revise the draft data and analysis, vision, goals, and objectives for presentation to the City Council.

Deliverables will include:

Final Report - The report will gather key takeaways from interim deliverables to tell the story of the planning process and its outcomes. The report will conclude with a call to action that advocates for the first steps of implementation and a long-term commitment to the plan's vision and strategies. The report will be concise and written for a diverse audience and rely heavily on the use of charts, graphs, tables, maps, and graphic exhibits to communicate ideas and information. The final report will be formatted for print and provided as an electronic flipbook.

Communication Package - As a supplement to the adopted final report, we will create a communication package that includes an executive summary, presentation, and information boards that can be used by staff to represent the process and outcomes of the Comprehensive Plan Update.

Technical Documentation - The technical documentation will be provided, including analysis, spreadsheets, and GIS files (map packages and geodatabases referenced to City GIS). We want information generated from the planning process to be accessible and transmittable. This information will be useful to the City as they embark on future policy development and planning initiatives.



The final plan will be presented for **adoption**. The planning process will be designed to keep the community informed and engaged through the plan development. Our outreach is designed to create lasting enthusiasm for the plan as well as Jacksonville Beach's future.



LAND DEVELOPMENT CODE APPROACH

TASK 1 - REVIEW OF EXISTING DOCUMENTS, ORDINANCES, AND INITIATIVES (including Data and Analysis)

Kimley-Horn will merge the Comprehensive Plan kick-off and the Land Development Code kick-off for efficiency purposes. The kick-off meeting will be used to identify needs, responsibilities of Kimley-Horn and the City (City departments and staff), as well as preliminary schedules. Prior to the meeting, we will identify data and information needs for the update of the City's Land Development Code (LDC).

Current Code Analysis & Procedures - Kimley-Horn will review the City's current LDC and identify strengths, opportunities, and weaknesses of the current Code. Kimley-Horn will, as part of this initial task, specifically perform the following tasks:

- Ensure that the update of the Land Development Code is aligned with the concurrent Comprehensive Plan update.
- Kimley-Horn will work with the City to provide a list of items for review, consideration and or conflict based on their use of the current Code. This includes staff and review boards review procedures including identification of needed amendments. Kimley-Horn will utilize the City's information as the basis for amending the review procedures.
- Kimley-Horn will develop a review "Matrix" (separate from the Comprehensive Plan Matrix) of recommended Code provisions for amendment including justification(s). We will then review this document with staff and also present this to the appointed or elected boards as requested by Staff.

Task 2 - PUBLIC PARTICIPATION



Both the Comprehensive Plan and Land Development Code updates require essentially the same steps however the Comprehensive Plan should precede the Land Development Code update because it is the "What" and the Land Development Code is the "How" for development within the City. One way to not duplicate efforts, enable efficiency, and to help reduce confusion with the public; both the Comprehensive Plan and Land Development Code community and stakeholder workshops will be combined in the beginning to obtain the communities feedback as described above in "Task 2- Public Participation" in the Comprehensive Plan Approach.

TASK 3 - DRAFT LAND DEVELOPMENT CODE

Once the adoption of the Comprehensive Plan is completed, Kimley-Horn will start working on the Land Development Code revisions. This task is the first opportunity to show the City and Stakeholders the potential finished product. It will include the following subtasks:

Address Inconsistencies and Duplications - This will be a critical second step after the initial diagnosis of the City's current code. This step will build the roadmap for implementing new code provisions whether it be a conventional code, form-based code, or a hybrid which is the method some smaller municipalities are moving toward today.

Incorporating Emerging/Missing Land Uses - It is important to assess the existing LDC for not only inconsistencies with other City plans, procedures, and documents, but also with the Florida Statutes. Any land use identified in state legislation since the last code update should be considered for inclusion into this re-write. These land uses may not be identified during the initial Task but should be addressed during this stage of the project to assure consistency with State regulations.



Consistency with State and Federal Legislation - The Kimley-Horn team is equipped to incorporate state or federal legislative changes, as applicable, to ensure the updated Land Development Code is current and enforceable. We have extensive experience researching and analyzing policy and tracking pending legislation that affects land use regulations and the environment and drafting contemporary codes to address recent changes.

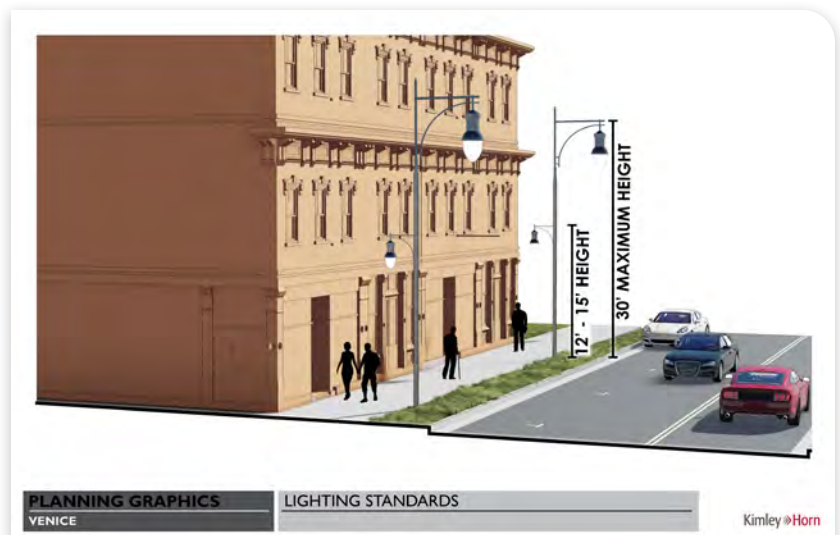
Updating LDC for Ease of Use - As previously discussed, the team will use easy-to-understand text and graphics to provide a user-friendly deliverable. Another option is the use of integrated tables and charts along with visuals to provide a simple, clean, and easy to use format for noting key aspects of regulation. For example, this can include Complete Streets, their desired elements, and how/where each element is to be applied.

Committees, Boards, and Council – Similar to “TASK 3 - DRAFT COMPREHENSIVE PLAN” in the Comprehensive Plan Approach, this task will include a joint workshop with the Planning Commission and City Council before the Adoption process (Task 4) to discuss the recommended changes. Adoption of the specific planning project requires close coordination with the City’s recommending and governing bodies. These groups will play an active role in the review and completion of key deliverables in the project.

TASK 4 - FINAL REVISED LAND DEVELOPMENT CODE

Kimley-Horn will Land Development Code updates after input from all stakeholders. The final draft will include updated maps, exhibits, tables, and the final updated Zoning Map. The final deliverable will include an executive summary outlining the update process. The final document will be adopted by both the Planning Commission and City Council as outlined below. Again, because the Comprehensive Plan and Land Development Code updates must follow the same process separately, the tasks below are the same as the Comprehensive Plan Approach however, this is a necessary redundancy.

Final Report - The report will gather key takeaways from interim deliverables to tell the story of the planning process and its outcomes. The report will conclude with a call to action that advocates for the first steps of implementation and a long-term commitment to the plan’s vision and strategies. The report will be concise and written for a diverse audience and rely heavily on the use of charts, graphs, tables, maps, and graphic exhibits to communicate ideas and information. The final report will be formatted for print and provided as an electronic flipbook.



Communication Package - As a supplement to the adopted final report, we will create a communication package that includes an executive summary, presentation, and information boards that can be used by staff to represent the process and outcomes of the Land Development Code update.



Technical Documentation - The technical documentation will be provided, including analysis, spreadsheets, and GIS files (map packages and geodatabases referenced to City GIS). We want information generated from the planning process to be accessible and transmittable. This information will be useful to the City as they embark on future policy development and planning initiatives.

Public Hearings - Kimley-Horn will present both the Comprehensive Plan and Land Development Code updates to the Planning Commission and City Council at designated public hearings. Finally, the City Council will consider and **adopt** changes to both documents. All parties involved in the rewrite will be acknowledged and final copies will be made available through hardcopy, digital and on the website.





3

3. COVER LETTER AND REFERENCES

3. COVER LETTER AND REFERENCES



Certificate of Secretary

To Whom It May Concern:

I am the duly qualified and acting Secretary of Kimley-Horn and Associates, Inc., a North Carolina Corporation.

The following is a true copy of a resolution duly adopted by the Board of Directors of the corporation at the Board meeting held on December 16, 2021 and entered in the minutes of such meeting in the minute book of the corporation.

"The Board unanimously approved the contract signing authority of employees as presented."
(Copies of the employee lists as presented are enclosed.)

The resolution is in conformity with the articles of incorporation and bylaws of the corporation, has never been modified or repealed, and is now in full force and effect.

Dated:

A handwritten signature in blue ink that reads "Richard N. Cook".

Richard N. Cook, Secretary

(corporate seal)



Kimley-Horn and Associates, Inc.
FULL CONTRACT SIGNING AUTHORITY
December 16, 2021

The following individuals have authority to sign both standard and non-standard agreements directly related to serving clients ("Project Agreements"). Project Agreements include client contracts, subcontracts, project-specific vendor agreements, IPO's, contract amendments, non-disclosure agreements, teaming agreements, project-specific equipment and facility rental agreements for specific projects, and certifications related to proposals. This document does not grant authorization to sign other types of contracts or legal documents not directly related to client service such as office leases, software purchase or license agreements, tax returns, purchase agreements for supplies, or agreements to procure accounting, legal, recruiting, or similar services.

ATLANTIC	(AT Cont'd)	CALIFORNIA	FLORIDA	(FL Cont'd)
<u>BALTIMORE CITY</u> Falk, Katherine W. Kraft, Jonathan H.	<u>VIRGINIA BEACH</u> Chambers, Jon S. Crum, Katie E. France, William D. Holland, Kimberly R. Jucksch, Rebecca R. Mackey, William F. Marscheider, Edward A. Mertig, Karl E. Miller Edward W. Moser, Emily A. Niss, Robyn M. Royal, Jack R. Votava Charles F.	<u>LOS ANGELES</u> Blume, Robert D. Fares, Jean B. Kyle, Gregory S Phaneuf, Alyssa S.	<u>BOCA-DELRAY</u> Spruce, Michael D. Webber, Jason A.	<u>SARASOTA</u> Klepper, B. Kelley Nadeau, Gary J. Pankonin, James R. Schmid, Seth E.
<u>BOSTON</u> Keegan, Katherine A.		<u>OAKLAND</u> Akwabi, Kwasi Dankberg, Adam J.	<u>FORT LAUDERDALE</u> Alam, Mudassar M. Capelli, Jill A. Falce, Christopher T. McWilliams, John J. Ratay, Gary R. Robertson, Stewart E.	<u>ST. PETERSBURG</u> Dodge, Dawn M. Walker, Jordan W.
<u>NEWPORT NEWS</u> Collins, Carroll E.		<u>ORANGE</u> Adrian, Darren J. Gillis, Brian R. Kerry, Nicole M. Matson, Jason B. Melchor, Jason J. Melvin, M. Pearse Phillips, Chad E.	<u>FORT MYERS</u> Wicks, Amy N. Bryant, M. Lewis	<u>TALLAHASSEE</u> Barr, Richard R. Stephens, Britt L.
<u>NORTHERN VIRGINIA</u> Byrd, Michael N. Carter, Erica V. Elman, Paul D. Giffin, Geoffrey D. Kauppila, John L. Koopman, Jennifer R. Lefton, Steven E. Martin, Robert J. Musson, David B. Prunty, Robert W. Sauro, Thomas J. Stevens, Ross S. Teague, M. Zach Whyte, Richard D.	<u>WHITE PLAINS</u> Canning, Thomas J. Van Hise, Kevin		<u>JACKSONVILLE</u> Brenny, Martin T. Mecca, Joseph P. Mullis, Raiford M. Roland, George E.	<u>TAMPA</u> Bulloch, Kelly B. Gilner, Scott W. Lee, Nathan Q.
<u>PHILADELPHIA</u> Harmon, Amanda R. Hughes, Paul W.		<u>PLEASANTON</u> Dean, Felicia C. Durrenberger, Randal R. Mowery, Michael C. Sowers, Brian E.	<u>LAKELAND</u> Lewis, Jason A. Wilson, Mark E.	<u>VERO BEACH</u> Good, Brian A. Peed, Brooks H. Roberson, Kevin M. Thomas, Melibe S. Van Rens, Peter J.
<u>PRINCETON</u> Diggan, Tony W. Gibson, Adam T.		<u>RIVERSIDE</u> Cowan, Eugene D.	<u>MIAMI</u> Baldo, Burt L. Buchler, Aaron E. Collier, Julio A. Fernandez, Jorge L.	<u>WEST PALM BEACH</u> Barnes, R. Russell Heggen, Christopher W. Lee, Jason R. Mufleh, Marwan H. Rapp, Bryan T. Schanen, Kevin M. Schwartz, Michael F. Sumislaski, James M. Tercilla, Lindsey A. Walthall, David W.
<u>RICHMOND</u> Brewer, Brian J. Chance, Maxwell P. Hill, Corey Lickliter, Ashley C. McPeters, Brian A. Perkins, Ryan R. White, Timothy E.		<u>SACRAMENTO</u> Melvin, Enda Pittalwala, Fareed S. Weir, Matthew D.	<u>OCALA</u> Busche, Richard V. Gartner, Amber L. Losito, Gene B.	
		<u>SAN DIEGO</u> Barlow, Matthew T. Espelet, Leonardo E. Harry, Jennifer L. Kaltsas, Joseph D. Knapton, Michael J. Landaal, Dennis J. McCormick, Matthew B. McWhorter, Samuel L. Podegracz, Anthony J.	<u>ORLANDO</u> Chau, Hao T. Lenzen, Brent A. Martin, Jonathan A. Mingonet, Milton S. Thigpen, Jonathan D. Wetherell, Ryan S. White, Wayne E.	
		<u>SAN JOSE</u> Hedayat, Leyla Meyerhofer, Peter N. Venter Frederik J.		

Kimley-Horn and Associates, Inc.
FULL CONTRACT SIGNING AUTHORITY
December 16, 2021

MID-WEST

CHICAGO DOWNTOWN

Dvorak, Jr., William E.
Marnell, Colleen L.
Morton, Jr., Arthur J.

CHICAGO SUBURBAN

Antony, Dean M.
Cooper, Jason C.
Heinen, Andrew N.
Kissinger, John C.
Sjogren, Timothy
Walker, William A.
West, Craig L.

COLUMBUS

Muller, Justin M.

INDIANAPOLIS

Butz, Jr., William A.

TWIN CITIES

Bishop, Mark C.
Coyle, Daniel J.
Elegert, Brandon R.
Hume, Robert M.
Kuhnau, JoNette L.
Leverett, Christopher C.
Matzek, William D.
Schmitz, William J.

MOUNTAIN

BOISE

McDougald, Brandon D.

COLORADO SPRINGS

Gunderson, Eric J.

DENVER

Andryscik, Kory J.
Colvin, Scott W.
Krell, Gabriel M.
Phelps, Randall J.
Rowe, Curtis D.
Salvagio, Robin
Skeehan, Daniel L.
Sobieski, Dennis
Turner, Meaghan M.
Valentine, Brian W.
Wilhelm, William R.

LAS VEGAS

Ackeret, Kenneth W.
Colety, Michael D.
Jones, Christopher R.
Moles, Richard A.

MESA

Burm, Jason M.
Grandy, Michael L.
Margetts, Sterling T.
Walnum, Nathan C.

PHOENIX

Connelly, Alissa J.
Henderson, Benjamin J.
Hermann, Michael J.
Jupp, Andrew M.
Kimm, Kevin J.
Leistiko, David J.
Marella, Damon J.
Mutti, Brent H.
Perillo, Adam C.
Smalkoski, Brian R.

RENO

Hildebrandt, Timothy H
O'Brien, Molly M.

SALT LAKE CITY

Crowther, Brent C.
Johnson, Zachary A.

SEATTLE

Belsick, Jody W.
Danielson, Paul B.

TUCSON

Payne, Kevin W.
Rhine, Timothy J.

SOUTHEAST

ALPHARETTA

Fanney, Angela L.
Fanney, Lawson H.
Hamilton, James R.
James, Alvin B.
Shearouse, Sarah
Stricklin, David L.
Walker, John D.
Webb, Floyd C.

ATLANTA

Ergle, Kevin B.
Rushing, Michael L.

ATLANTA MIDTOWN

Bosman, Eric S.
Fink, Kenneth L.
Johnston, Sean P.
Montanye, Emmeline F.
Ross, Robert A.

CHARLESTON

Guy, Jonathan R.

CHARLOTTE

Blakley, Jr., Stephen W.
Edwards, Matthew A.
Pattison, Paul G.
Taylor, Benjamin S.

COLUMBIA

Iser, Christopher M.

DURHAM DOWNTOWN

Beck, Chadwick W.
Lewellyn, Earl R.

MEMPHIS

Collins, James F.
Danley, Drake E.
Peregoy, Jennifer M.

NASHVILLE

Creasman, Brett R.
Dufour, Zachary J.
McMaster, Ryan L.
Rhodes, Christopher D.

RALEIGH

Adams, Richard C.
Barber, Barry L.
Cochran, Adam P.
Cook, Richard N.
Deans, Neil T.
Keil, Ashley R.
Flanagan, Tammy L.
Kuzenski, John
Meador, Emily H.
Nuckols, Charles A.

TEXAS

AUSTIN NORTH

Boecker, Brian C.
Van Leeuwen, Andrew

AUSTIN SOUTH

Hudson, Harrison M.
Mason, Sean R.

DALLAS

Galloway, Steven D.
Gary, Glenn A.
Hall, James R.
Harris, Mark E.
Hoppers, Kevin P.
Nathan, Aaron W.
Sulkowski, Nicholas E.
Williamson, Sarah T.

FORT WORTH

Arnold, Scott R.
Atkins, John R.
James, Jeffery

FRISCO

Brignon, Brit A.
Coppin, Thomas G.
McCracken, Paul D.

HOUSTON

Frysinger, Chris V.
Guillory, Michael B.
Hicks, Rebecca
Rader, Aaron K.
Schmidt, Scott C.

LAS COLINAS

Ante, Louis N.
Arnold, Douglas M.

MCKINNEY

Morales, Hugo

SAN ANTONIO

Farnsworth, Jeffrey A.
Holscher, Nicholas F.

THE WOODLANDS

Freeman, Jr., Steven C.



References of Lead Consultant Kimley-Horn

ATLANTIC BEACH LAND DEVELOPMENT REGULATIONS UPDATE (Including Brian Teeple, AICP)

Client Name: Northeast Florida Regional Council for City of Atlantic Beach
Contact: Shane Corbin, AICP, Director of Planning & Community Development
Address: 800 Seminole Road, Atlantic Beach, FL 32233
Telephone: 904.247.5817
Fax: 904.247.5805
Email: scorbin@coab.us

CITY OF FLAGLER BEACH (Including Brian Teeple, AICP)

Client Name: City of Flagler Beach
Contact: Larry Torino, City Planner
Address: 105 S 2nd Street, P.O. Box 70, Flagler Beach, FL 32136
Telephone: 386.517.2000, ext. 230
Fax: 386.517.2008
Email: ltorino@cityofflaglerbeach.com

CITY OF MAITLAND COMPREHENSIVE PLAN

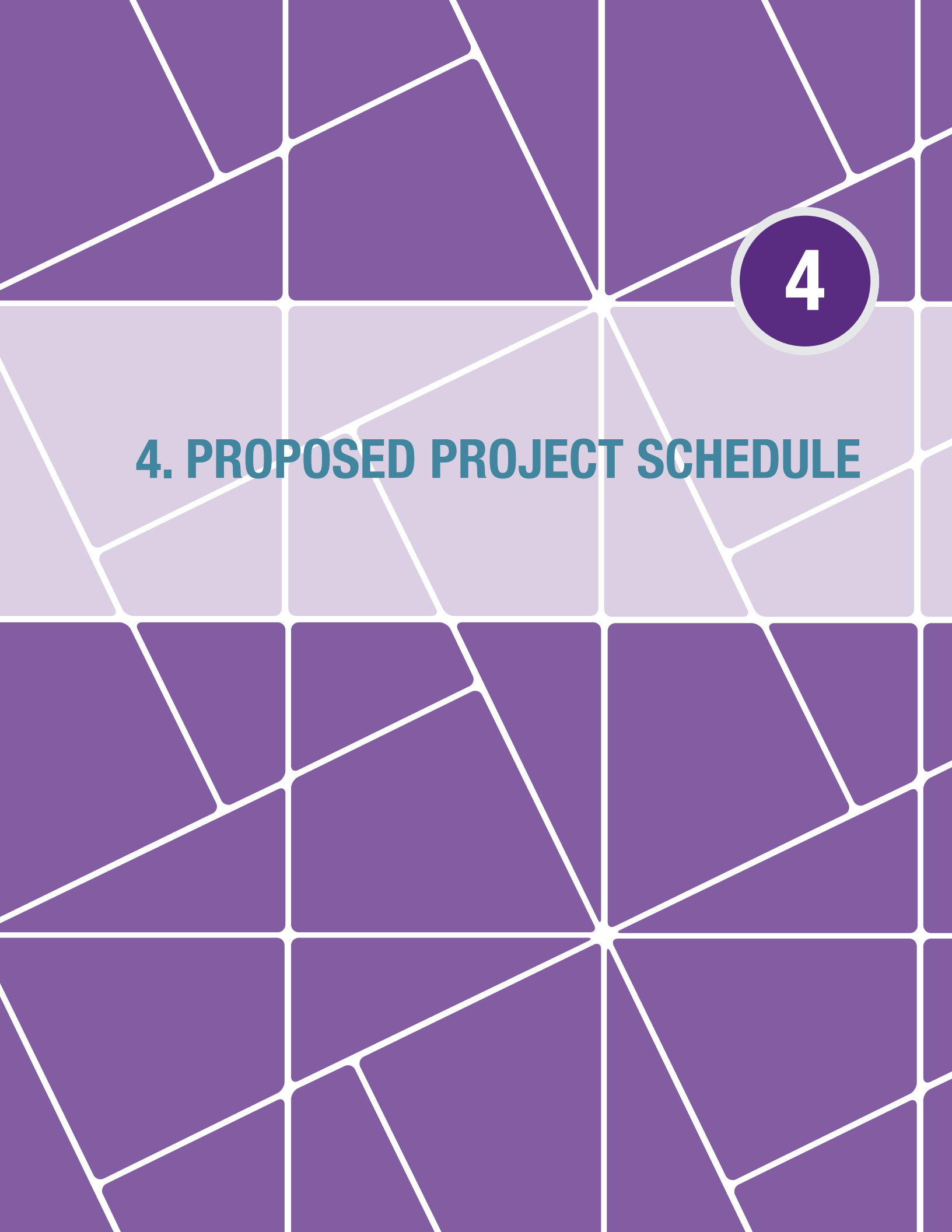
Client: City of Maitland
Contact: Dan Matthys, Community Development Director
Address: 1776 Independence Lane, Maitland Municipal Complex, Maitland, FL 32751
Telephone: 407.539.6212
Email: dmatthys@itsmymaitland.com

Reference for Sub-Consultant Brian Teeple Consulting

CITY OF HIGH SPRINGS PLANNING

Client: City of High Springs
Contact: Ashley stathatos, City Manager
Address: 23718 w us hwy 27, High Springs, FL 32643
Telephone: 386.454.1416
Email: astathatos@highsprings.us

References also included in Form 9 in page #65



4

4. PROPOSED PROJECT SCHEDULE



4. PROPOSED PROJECT SCHEDULE

Schedule control is inherently tied to people. Their experiences, vision, management styles, and philosophies all affect significant components of a project approach and its execution. One of the important schedule control mechanisms for this project will be our team’s previous experiences and lessons learned, as well as their application to this project. Identifying realistic goals, developing a focused action plan that addresses only those items necessary to accomplish the goals, anticipating the implications of decisions made in early phases to future phases, and preparing a mechanism for addressing unexpected challenges are important in establishing schedule control. They build the framework for completing a successful project on schedule.

INNOVATION AND COST SAVINGS

Kimley-Horn has a long history of providing successful, innovative, and cost-efficient solutions and takes pride in thinking beyond preconceived notions to develop innovative solutions that exceed the expectations of our clients. We always look for better and more creative ways to do our jobs. Our staff is continually looking for better ways to solve problems—we don’t necessarily follow the crowd and use every new technique simply because it’s the “in thing” to do. The following schedule denotes a few innovative and cost savings benefits:

- Simultaneous completion of both the Comprehensive Plan and Land Development Code review, data and analysis. With a deep bench of planners to call upon, Kimley-Horn has the staff available to complete these concurrently
- Public participation is also shown concurrently with an ability to offer a focused outreach plan with efficiency for community participants
- The drafting and adoption of the Comprehensive Plan and Land Development Code one after the other will ensure a focused process leading to approvals and adoption

TASK	MAY 2022	JUNE 2022	JULY 2022	AUG 2022	SEP 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MARCH 2023	APRIL 2023	MAY 2023	JUNE 2023	JULY 2023	AUG 2023	SEP 2023	OCT 2023
COMPREHENSIVE PLAN																		
Task 1– Review Of Existing Documents, Ordinances, And Initiatives (Including Data And Analysis)																		
Task 2 – Public Participation																		
Task 3 – Draft Comprehensive Plan																		contingency
Task 4 – Final Revised Comprehensive Plan / Adoption																		contingency
LAND DEVELOPMENT CODE																		
Task 1– Review Of Existing Documents, Ordinances, And Initiatives (Including Data And Analysis)																		
Task 2 – Public Participation																		
Task 3 – Draft Land Development Code																		contingency
Task 4 – Final Revised Land Development Code / Adoption																		contingency



TECHNOLOGY

Kimley-Horn is always examining our use of technology to be sure it matches the needs of our clients and projects. We understand that you want a consultant who serves as a true extension of your staff and, as such, we strive to do whatever is required to make our communication and design methods compatible with those of our clients. Sometimes that means we develop a project website to enhance communication between project team members. Other times it means we use faxed free-hand sketches to communicate. Our clients, who represent a broad range of markets and disciplines, vary widely in technological capabilities and needs; for this reason, we continuously update our own software and hardware to remain current, while also maintaining “previous versions” to serve those clients who choose not to update. By maintaining a library of resources, we can cater to virtually any client in any application.

We have helped develop Zoom breakout sessions including translation into Spanish as part of the Samoset Transit project in the County, developed recorded presentations for the County as part of 9th Avenue NW Complete Street project, and have developed a database of virtual engagement tools and strategies.

Kimley-Horn uses GIS to develop spatial data models describing natural and human systems. Using the models and other data, our GIS professionals are able to develop high-impact visualizations of concept plans and design. We can augment these models with Total Station and GPS data collection technology. We also have experience creating internet mapping to share concept plans.

Kimley-Horn uses the following computer software and programs in the development of base mapping, site analysis exhibits, concept plans, and master plan documents:

- GIS
- AutoCAD (v. 2007) and Autodesk Land Desktop
- Community Viz
- Civil 3D
- Sketch-up and Lumion
- Adobe Photoshop, Illustrator, and InDesign
- Aerials Express (aerial photography database)
- MicroStation V8
- ArcMap-ArcInfo
- Park+

With the COVID-19 pandemic, we have had to explore a number of software platforms to better allow physical distancing design while operating from a home environment. While the majority of our design staff are back in the office, we are still using some of these platforms in our collaborative efforts with support offices. Below is a summary of some of those platforms and software packages that have helped better support collaborative remote working environments.

1. ProjectWise – This Bentley based document management software helps to manage, share, and distribute our design files and engineering content on a single remotely accessible platform. Other offices can access the same files as our local office on the same folder structure which eliminates the possibility of overwriting files and eliminates the need to copy the files locally to a computer.

2. BlueBeam Revu – The upgraded version of this software has all but eliminated the paper hard copy QC procedures of old. Features include a comparison function between differing PDFs which allows our reviewers to see exactly what has changed from one submittal to another and quickly backcheck quantity differences.

3. MS TEAMS – As discussed earlier, this platform has allowed for screen sharing, multi-person collaboration from multiple locations and assigns tasks and schedules seamlessly.

4. Wikimapping – This unique platform uses crowdsourcing input on a map graphic prepared by our team for public input. This allows users to place “sticky notes” from their mobile phones or home computers to outline areas of concern or known problems on a corridor. This helps create valuable public input to solve potentially unknown issues along a corridor.



Below is an example of some of the unique experiences and technologies that we utilize within our company.

UAV / DRONE CAPABILITIES

Kimley-Horn has an in-house team of certified and insured FAA Part 107 drone pilots. Our pilots have the experience and the know how to perform missions that produce stunning photography and engaging video from perspectives that normally could not be captured any other way. Our team also provides survey and inspection services using state-of-the-art photogrammetry techniques with high-end sensors and intelligent autonomous drones. All data captured with our drones are processed in the cloud and can deliver highly accurate 3D point clouds, contours, and DEM information in a matter of hours.



INTERACTIVE TOOLS

To further immerse the community into our 3D environments, we have enhanced our capabilities by hosting our 3D models on the internet where the community can view our 3D models on their smart phones or tablets. By selecting the three icons at the lower right of the initial model visualization, the model will georeference, display visual vantage points, and expand to a full 3D view. As the smart device is moved around in space, the geospatial technology within the smart device will display areas of the model as if you were looking at it in real life. The user will be able to see different vantage points of the 3D model and truly experience full immersion in the environment. By identifying and selecting the visual viewpoints by selecting the “eyes” along the corridor, the user can easily move from place to place to experience the entire corridor. We believe this 3D immersion has, and will continue to revolutionize the industry, specifically as it relates to community engagement.

We invite you to immerse yourself into a current Kimley-Horn project, the Legacy Trail extension Design. You can experience a 3D model and our ability to engage the community. This project in Sarasota County will stitch together the community where the railroad once divided the residential communities from across the tracks. This trail is a community treasure that will ultimately provide connectivity to these areas, enhancing user experience and value to the community. Please visit following web address to explore this project. <https://view.mylumion.com/?p=bf5xya7g4s3bnakb>



Built Project Computer Simulation



REVIT

Kimley-Horn has embraced the Building Information Modeling approach with architects using REVIT software. Kimley-Horn uses REVIT Structure to develop the structural model that can be continuously shared with other team members for project development. Instead of the standard two-dimensional design using AutoCad, the three-dimensional modeling enabled operations staff to better visualize equipment placement, valve locations, obstructions, and operator ergonomics for a better overall project design. Even site access can be modeled for vehicles and 3D visualizing of grades and identification of grading issues.

Benefits of BIM technology/Revit:

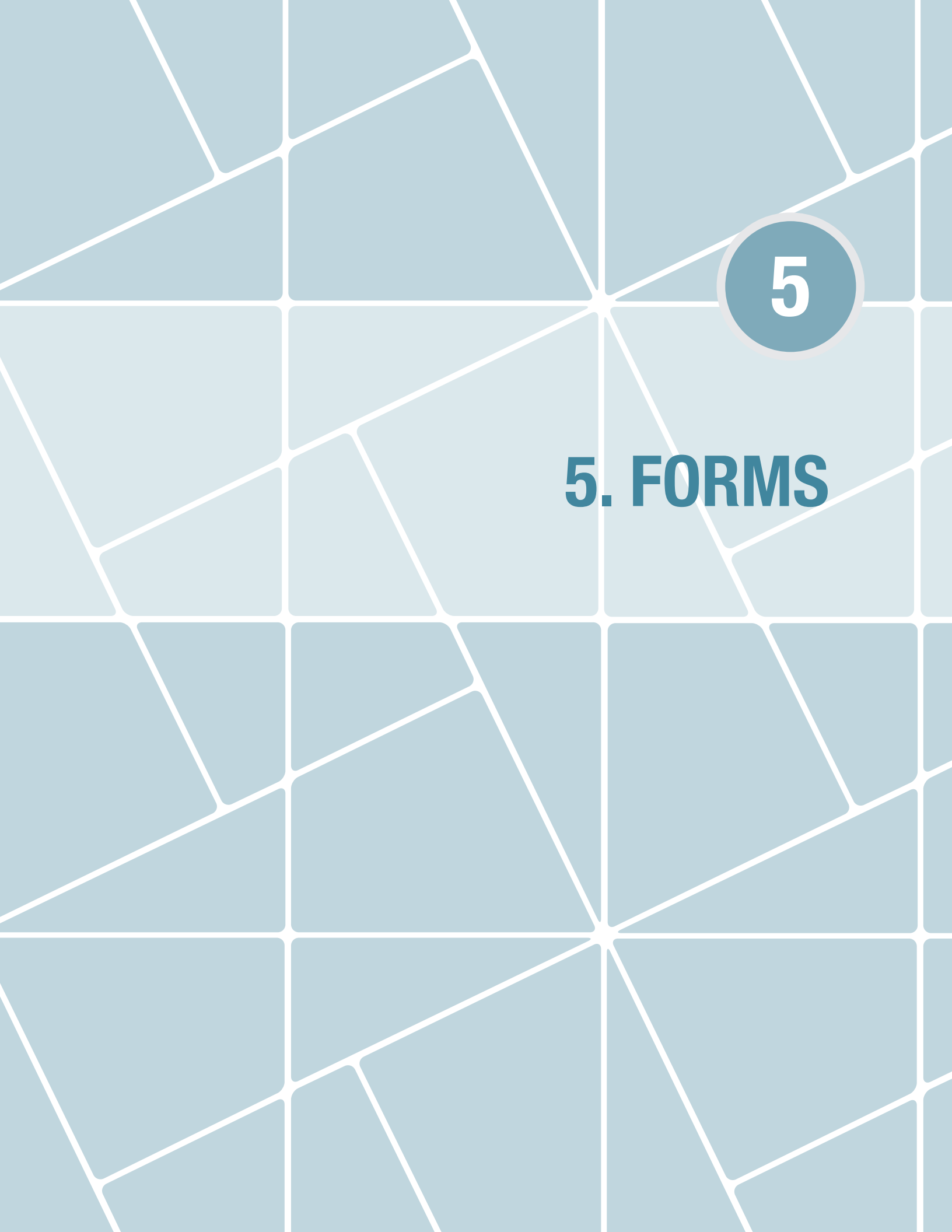
- Improved visualization with designers, contractor, and owner
- Improved productivity due to easy information retrieval
- Conflict detection and 3D visualization improved quality of deliverable by reducing potential for errors and omissions
- Assisted in reducing project construction costs by increasing accuracy of construction estimate preparation (interactive embedded material information)
- Reduced time for project design revisions
- Promoted collaborative efforts and reliance on information embedded in the BIM model.
- Reduced cost of repeating data creation due to joint use of common information by the design team, contractor, and owner



Visualizations can help to understand existing conditions, interim conditions that include beautification and streetscape projects, and long-term conditions that include changes to development patterns and physical form and updated land development codes and the architectural pattern book is implemented.

Parking Technology – PARK+. Recognizing that most solutions are never “one size fits all,” Kimley-Horn developed Park+, a unique parking modeling software that allows users to manage parking demand, monitor parking supply, and develop unique scenarios tailored to development and phasing, event management, transportation demand management, and sustainability. Park+ functions as an add-on extension to ArcGIS for more dynamic data management and more robust evaluations. The model allows users to define smaller areas to perform spot or zonal analyses and define parking allocation patterns. We build an individual Park+ model for each client, to ensure that demand projections and data calibrations are unique to each downtown, campus, or development.





5

5. FORMS

5. FORMS

City of Jacksonville Beach
Date: 01/20/22

RFQ #: 04-2122
Consulting Services for a Comprehensive Plan and Land
Development Code

FORM 1

RESPONSE FORM (page 1 of 2)

RFQ NUMBER: 04-2122
TITLE: Consulting Services for a Comprehensive Plan and Land Development Code

TO: THE CITY OF JACKSONVILLE BEACH, FLORIDA DATE: March 2, 2022

All services shall be provided meeting, and in compliance with this RFQ 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 RFQ, 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 RFQ.

I hereby certify that I have read and understand the requirements of **RFQ #: 04-2122 Consulting Services for a Comprehensive Plan and Land Development Code**, 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 RFQ.

SUBMITTED BY: Mark Shelton, AICP, Project Manager and Joseph Mecca, P.E., Senior Vice President
Printed Name of Authorized Submitter

COMPANY NAME: Kimley-Horn and Associates, Inc.

ADDRESS: 12740 Gran Bay Parkway West, Suite 2350

CITY, STATE & ZIP: Jacksonville, FL 32258

TELEPHONE NUMBER: 904 828 3933 Mark Shelton, AICP, Project Manager

EMAIL ADDRESS: mark.shelton@kimley-horn.com, joe.mecca@kimley-horn.com

By: 
Signature of Authorized Submitter

Senior Vice President
Title (typed or neatly printed)

FORM 1

RESPONSE FORM (page 2 of 2)

<u>RESPONSE DOCUMENT TURN-IN CHECKLIST</u>		
The following documents are to be completed, signed and submitted as part of the Submittal Package in response to this RFQ. Failure to provide the listed documents may be cause for the City to consider rejection of the submitted response. This consideration will be at the sole discretion of the City.		
INITIAL Check-Off	#	SECTION TITLE
[X]	1.	Cover Letter – 2 page maximum
[X]	2.	FORM 1: RESPONSE FORM
[X]	3.	FORM 2: RFQ AWARD NOTICE FORM
[X]	4.	FORM 3: REQUIRED DISCLOSURE FORM
[X]	5.	FORM 4: DRUG-FREE WORKPLACE COMPLIANCE FORM
[X]	6.	FORM 5: NON-COLLUSION AFFIDAVIT
[X]	7.	FORM 6: NON-BANKRUPTCY AFFIDAVIT
[X]	8.	FORM 7: QUALIFICATIONS
[X]	9.	FORM 8: EXPERIENCE
[X]	10.	FORM 9: REFERENCES
NOTE: Please INITIAL Check-Off of each <i>document / activity / requirement</i> that is attached to the Response Tender Form and/or is required by the RFQ and/or Addenda.		
<u>ADDENDA RECEIPT VERIFICATION</u>		
Respondent shall acknowledge receipt of all addenda, if any, to the RFQ, by filling in Addenda Numbers and dates below.		
Addendum #: 1 Dated: 2/23/2022	Addendum #: Dated:	
Addendum #: Dated:	Addendum #: Dated:	
Addendum #: Dated:	Addendum #: Dated:	

FORM 2

RFQ 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 Response Form and other required documents.

1. Company Name: Kimley-Horn and Associates, Inc.

2. Address: 12740 Gran Bay Parkway West, Suite 2350

3. City, State & Zip: Jacksonville, FL. 32258

4. Attention: Mark Shelton, AICP, Project Manager

5. Phone: 904.828.3933 Fax: _____

6. E-mail address: mark.shelton@kimley-horn.com

PLEASE PRINT CLEARLY

ITEMS BELOW TO BE COMPLETED BY THE CITY OF JACKSONVILLE BEACH

Responses were received and evaluated, and the following recommendation will be presented to the City Manager for award of **RFQ No. 04-2122** per the attached Response Tabulation form(s).

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

If awarded RFQ, 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 response.
Sincerely,

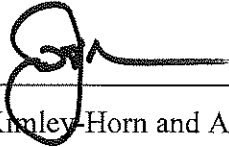
CITY OF JACKSONVILLE BEACH
/s/Luis F. Flores
Property and Procurement Division

FORM 3

REQUIRED DISCLOSURE

The following disclosure is of all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this State or any other state or the United States against (1) Respondent, (2) any business entity related to or affiliated with Respondent, or (3) any present or former owner of Respondent or of any such related or affiliated entity. This disclosure shall not apply to any person or entity which is only a stockholder, which person or entity owns twenty (20) percent or less of the outstanding shares of a Respondent whose stock is publicly owned and traded:

N/A

Signed:  Title: Senior Vice President
Contractor: Kimley-Horn and Associates, Inc.

FORM 4

DRUG-FREE WORKPLACE COMPLIANCE

IDENTICAL TIE RESPONSES - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more responses, 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 response 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 responses 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

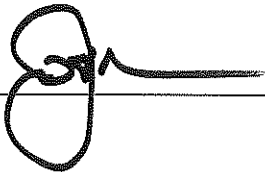
FORM 5

NON-COLLUSION AFFIDAVIT

Joseph Mecca, P.E. _____, being first duly sworn deposes and says that:

1. He (it) is ~~the~~ a Senior Vice President _____, of Kimley-Horn _____ the Respondent that has submitted the attached response;
2. He is fully informed respecting the preparation and contents of the attached response and of all pertinent circumstances respecting such responses;
3. Such response is genuine and is not a collusive or sham response;
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 response in connection with the Contract for which the attached response 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 response or of any other Respondent or to fix any overhead, profit, or cost elements of the response price or the response 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 response 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: _____



Sworn and subscribed to before me this 1 day of March, 2022,
in the State of Florida, County of Duval.

Sarah M. Crafford Notary Public

My Commission Expires: 1/6/2024



Sarah M. Crafford
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG944484
Expires 1/6/2024

FORM 6

NON-BANKRUPTCY AFFIDAVIT

STATE OF Florida)

COUNTY OF Duval)

Joseph Mecca, P.E. _____ is an officer and member of the firm of
Kimley-Horn and Associates, Inc., being first duly sworn, deposes and states that;

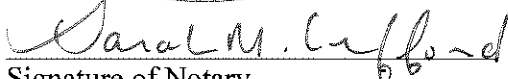
1. The subsequent certification statement is a true and accurate statement as of the date shown below.
2. The affiant understands that the intentional inclusion of false, deceptive or fraudulent statements on this Non-Bankruptcy Affidavit constitutes fraud; and, that the City of Jacksonville Beach, Florida, 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 **RFQ #: 04-2122**.
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.



Affiant Signature

Sworn to before me this 1 day of March, 2022 by Joseph P. Mecca.
(Name of affiant)

He/She is personally known to me or has produced _____ as identification.



Signature of Notary

Sarah M. Crafford

Notary's Printed Name

1/6/2024

Expiration of Notary's Commission

Affix Seal Here:



Sarah M. Crafford
NOTARY PUBLIC
STATE OF FLORIDA
Comm# GG944484
Expires 1/6/2024

FORM 7

QUALIFICATIONS

Resumes and past project information regarding the history of the lead consultant and all sub consultants proposed to be part of the project team. (See Section E: Item 1 on page 30).

Form 7 Qualifications as requested in Section E Submittal Requirements and Addenda 1 items 1 - 4 can be found in Section 1 of the proposal.

FORM 8

EXPERIENCE

Provide resumes of key personnel, their disciplines, respective roles, education, licenses and their experience etc. Present a concise outline of specific services your firm/team is qualified and prepared to provide.

Form 8 Experience (resumes) as requested in Section E Submittal Requirements and Addenda 1 items 1 - 4 can be found in Section 1 of the proposal.

FORM 9

REFERENCES

Submit the names of at least three (3) organizations that you or your firm has performed the same size and type of services. Give a contact name with each reference.

The City reserves the right to conduct reference checks for firms or individuals submitting responses. In the event that information obtained from the reference checks reveals concerns about the respondent's past performance or their ability to successfully perform the contract to be executed, based on this RFQ and subsequent RFQs, the City may, at its sole discretion, determine that the respondent is not the most qualified firm and may select the next highest-ranked respondent whose reference checks validate the ability of the firm to successfully perform the work. The City also reserves the right to check references from others not identified by the respondent.

Form 9 References Section E Submittal Requirements and Addenda 1 item 3 can be found in Section 1 of the proposal. Listed below are the references for Kimley-Horn;

Atlantic Beach Land Development Regulations Update
Northeast Florida Regional Council for City of Atlantic Beach
Shane Corbin, AICP, Director of Planning & Community Development
800 Seminole Road, Atlantic Beach, FL 32233
904.247.5817
scorbin@coab.us

City of Flagler Beach
Larry Torino, City Planner
105 S 2nd Street, P.O. Box 70, Flagler Beach, FL 32136
386.517.2000, ext. 230
386.517.2008
ltorino@cityofflaglerbeach.com

City of Maitland
Dan Matthys, Community Development Director
407.539.6212
dmatthys@itsmymaitland.com

ADDENDUM No. 1

RFQ No.: 04-2122

Title: Consulting Services for a Comprehensive Plan and Land Development Code

The purpose of Addendum No. 1 to RFQ No. 04-2122 Consulting Services for a Comprehensive Plan and Land Development Code is to answer the following questions:

Question 1:

Does the City require proof of insurance for all firms, including subs, to be submitted with the RFQ response?

Answer 1:

Proof of Insurance is not required at the time of the proposal submission. Proof of insurance is required from the selected respondent prior to commencement of any work under this Contract.

Question 2:

Does the City have a preference if resumes and project information be included within Section 1 – Quals & relevant experience, or within the Forms section?

Answer 2:

With qualifications and relevant experience.

Question 3:

Is there a limit of project examples we can submit?

Answer 3:

No limit.

Question 4:

Is there an overall page limit for the RFQ response?

Answer 4:

No limit.

Question 5:

When does the city want the project to kick off?

Answer 5:

May of 2022.

Question 6:

Is there a dollar limit for the project that the city does not want to exceed?

Answer 6:

A specific line item budget has not been identified yet for this project.

Question 7:

Does the 18 month timeline include adoption hearings for both the code and plan updates?

Answer 7:

Yes, the time line would include adoption hearings.

Question 8:

Is the city open to a performance-based land development code like a form-based code?

Answer 8:

Details regarding the specific scope and final project approach will be determined between City staff and the selected consultant.

Question 9:

The RFQ as written Section E: Submittal Requirements; Please clarify the order of the RFQ (i.e., 1.- 4) and specifically should the Cover Letter or items 1-4 be in the exact order as requested or is there some flexibility within this format?

Answer 9:

Please submit in the following order: 1. Cover Letter, 2. Qualifications and Experience, 3. Project Approach, and 4. Proposed Schedule.

Question 10:

The indemnification language in Section 29 on page 19 of 42 is in violation of Florida Statute 725.08 and we believe it is void and unenforceable. We request that you modify this language to make it compliant to FL Statutes.

Suggested language per FL Statutes 725.08: "The design professional shall indemnify and hold harmless the agency, and its officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract."

Answer 10:

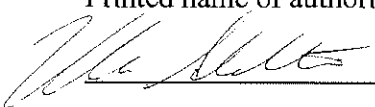
The City does not agree that its language is violative of F.S 725.08, as that code provision prescribes specific conditions which are not all met by this solicitation, based on the project services for which this contract will be awarded. To the extent that the City modifies its indemnification requirement, such will be done to provide for the exceptions that are created by law.

COMPANY NAME: Kimley-Horn and Associates, Inc.

ADDRESS: 12740 Gran Bay Parkway West, Suite 2350

CITY, STATE & ZIP: Jacksonville, FL 32258

SUBMITTED BY: Mark Shelton, AICP TITLE: Project Manager
Printed name of authorized submitter

SIGNATURE:  DATE: 3-2-2022



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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Director of Planning and Development Department
DATE:	03/24/2022
SUBJECT:	Sale of Vacant Residential Lots in the Southend Redevelopment District on Horn Court and Sunshine Court

BACKGROUND

The City of Jacksonville Beach and the Community Redevelopment Agency (CRA) own six lots within the Southend Redevelopment District south of Sunshine Park. The CRA-owned lot is located on Horn Court and the five now City-owned lots are located on Sunshine Court. The CRA used Southend Tax Increment funds to purchase the properties and make public improvements. A total financial investment of \$354,529 was made by the CRA. The CRA has asked staff to move forward with the disposition of the properties via City policy, since it has been determined that there is no need to retain the vacant lots. Sale of the lots will allow the development of six new single-family homes in the Southend Redevelopment District.

The Finance Department has recommended that the City utilize the State of Florida Contract with Gov Deals to sell the lots via an online auction. The City currently uses this vendor for the sale of surplus property and has been satisfied with the service. All bid amounts will be public while the auction is ongoing. The auction fee is 7.5% for item sales up to \$100,000 and 5.5% of the sale price in excess of \$100,000 up to \$500,000.

The CRA approved the disposition of the six lots through the auction process via CRA Resolution No. 2022-02, on February 28, 2022. The CRA approved the MOU at their regular meeting on March 28, 2022.

FINANCIAL IMPACT

The CRA will be made whole for their financial investment in six vacant lots in the Southend Redevelopment District in the amount of \$354,529. The City will incur the cost of auctioning the properties with an auction fee of 7.5% for sales up to \$100,000 and 5.5% for the sale price in excess of \$100,000 up to \$500,000. The City will retain the remainder of the proceeds from the sale of the six lots.

REQUESTED ACTION

Approve/Disapprove the sale of vacant residential lots in the Southend Redevelopment District on Horn Court and Sunshine Court; *and*

Approve/Disapprove the use of GovDeals online auction site to sell the lots

ATTACHMENTS

1. GovDeals Real Estate Flyer (September 2018)



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

2. Exhibit B State of Florida Price Sheet

Selling Real Estate with GovDeals.com®



The days of selling real estate solely on the courthouse steps are becoming a distant memory. Multiple sellers have proven that embracing GovDeals and our online auction process for selling their properties has been a great decision to increase exposure of their sales. GovDeals is an already dominant force in the online auction industry and continues to expand its presence in the Real Estate Market.

In the past three years, GovDeals had sold over 930 Real Estate auctions returning more than \$6.3 million to our clients. Sellers recognize the immediate and long term benefit the exposure of online auctions can bring to their agency.

3 Years = 930 Auctions = \$6.3 Million



Real Estate Auctions Live On GovDeals

Real Estate Auctions Sold In The Past Year

Property Sold on GovDeals.com



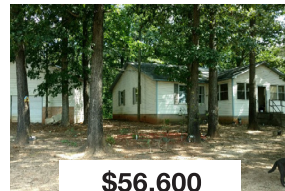
\$25,700



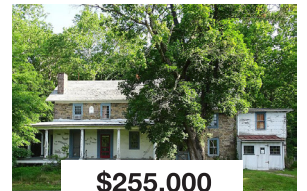
\$53,900



\$208,230



\$56,600



\$255,000

Why Choose GovDeals?

With our dynamic, online-only platform to auction assets and the impeccable service our team provides, GovDeals is an excellent solution for selling real estate. We have over 700,000 active bidders and those numbers continue to grow daily. Leveraging these bidders has allowed agencies to reach a broader audience across the United States & Canada which has resulted in increased bids and higher selling prices. Our team works towards a common goal - to make your auctions successful.

With our Client Services Team and our Marketing Team, we customize an auction plan to help make your real estate sales a success. Our Marketing team plays a key role in the process. Their customized approach seeks out the best marketing solutions to maximize exposure to your auctions with no cost to you. After going to www.govdeals.com to become a seller, we recommend reaching out to your local Sales or Client Service Representative (CSR) to see how this can happen for your agency!



Our Clients' Success is Our Success

GovDeals.com

Since October 2016 the City of Jacksonville, FL has sold more than 600 properties for more than \$1,000,000 on GovDeals.com.

Joe Namey, with the Real Estate Division in Jacksonville describes his experience with utilizing GovDeals for the disposition of their properties.

“GovDeals has proven to be an invaluable service for the Real Estate Division of the City of Jacksonville. In the past two years, we have conducted 600 online real estate auctions using this service and have had outstanding results. GovDeals streamlines the auctioning process providing us with organized, easy to track downloadable reports. GovDeals has turned a labor-intensive process into an efficient system for successful auctioning and frees up our agents to focus on customer interaction, service and other high priorities. GovDeals has become our go-to solution for real estate auctions. We look forward to continuing using your online service for future auctions.”

- Joe Namey Jacksonville, Florida

In June 2013, Cape May County, NJ sold a property for more than \$90,000.

“GovDeals came through for Cape May County on our real estate sale at 30 Furlong Drive in Dennis Twp. Between the transparency that their online bidding platform offers, the diligent marketing efforts, and far-reaching buyer base, we would definitely go back to GovDeals in the future without hesitation for a real estate sale.”

- Kevin Lare, Purchasing Agent, Cape May County

Types of Properties Sold on GovDeals.com

- Residential Property
- Commercial Property
- Property with or without Dwellings
- Tax Foreclosures and Non-Tax Foreclosures
- Distressed/ Imperfect Properties such as “Swamp Land”



Interested in getting started?

Contact our Client Services Team for assistance.



1.800.613.0156 Option 2 clientservices@govdeals.com www.govdeals.com



What Kind of information is needed for a Real Estate Auction?



- Accurate, detailed information (including legal description) for each property location. Better information will lead to more bidders, higher bids, and less questions that will need to be answered.

- What type of property is this?
- Has an appraisal been conducted? If yes, attach appraisal to the auction page.



- Legal disclosures and rights of the seller conveyed in the language of the auction.
- What kind of Deed will be provided to the Buyer?



- List and describe additional items included with the sale: dwellings, app easements, etc.



- Pictures, aerial photographs, links to maps or property information.
- Do you have a GIS (Geographic Information System) picture of the property?
- GovDeals can teach you how to create overview maps from Google Earth.



- Current seller contact information who is available to address questions regarding the real estate.



- Inspection: Set a single inspection time for 24-48 hours before the auction closes to allow bidders to come onsite to inspect the property.



- Specific information regarding additional fees to be added to the selling price and how those fees are calculated.



- Outline the process and timeline regarding the transfer of the deed to the winning buyer.

Performing these tasks will lead to a higher probability of success.



FREQUENTLY ASKED QUESTIONS

Can we sell a parcel of land only?

Yes. The property does not have to include a house or dwelling.

Can our agency sell commercially zoned real estate?

Yes. Include the same information (legal description and description) of the property as if you would a non-commercial property.

How long should the property remain at auction?

GovDeals recommends posting the real estate to auction for three to four weeks minimum. For higher valued commercial properties, we recommend six to eight weeks. This will allow substantial time for our Marketing team to advertise the property.

What type of marketing is done for real estate ?

Marketing varies based on the type and value of the real estate being sold. It can include real estate ads, newspaper ads, social media publications, press releases, email blasts to existing GovDeals bidders, and providing real estate signage for placement on location.

Can specific fees be added to the auction ?

Yes. Fees can be added prior to or after the auction. These fees must be disclosed in the description when the auction is sent live. Fees, like deed stamp fees and recording fees, are added when the auction closes since they are based on the auction's final sale and the number of pages needed to record the deed. In the auction description, the seller must outline all of the fees that will be added upon the close of the auction so buyers are aware.

Will GovDeals assist in the creation of the auction for us ?

GovDeals will train you and your staff on loading real estate auctions and can assist you with the process. Typically, you would need to notify your GovDeals Representative three to four weeks before you are ready to have the auctions go live. At that time, GovDeals will consult you on how to gather the information needed for a successful auction. We recommend providing all auction information in a spreadsheet with detailed legal description and pertinent information regarding the auctions. Include pictures, links, disclosures, etc. GovDeals can provide sample real estate auctions for you to view before preparing your own.

Can I set a reserve amount ?

Yes. Minimum bids and reserve amounts can be set on real estate auctions.

The final sale amount must be approved by our "Commission/Board/Management", can we reserve the right to approve bids and/or reject them?

Yes. There are several options available to reserve the right to approve the final bid and reject any bids that might have been placed. Work with your GovDeals Representative on what options work best for you.

I already have a GovDeals Account, but I do not want to use it for my Real Estate sales. Can I setup a second account for these auctions?

Yes. Work with your GovDeals Representative on setting up another account.

Can a bid deposit be collected from bidders?

Yes. Bid deposits can be collected from bidders. GovDeals will give a recommendation on the appropriate amount based on the value of the property.

Exhibit B
State of Florida Price Sheet

A. State Agency Fee Structure

****Only Florida State Agency customers will utilize the State Agency Fee Structure****

A state agency Customer's fee is based upon whether they are collecting auction proceeds: Non-Financial Settlement Services (Non-FFS) or having GovDeals collect, assume chargeback liability and remit payment to the Customer: Financial Settlement Services (FFS). There is a minimum \$5.00 asset/lot fee on all successful auctions. GovDeals reserves the right to offer a lower fee for the auction of a single asset/lot with an estimated value that exceeds \$500,000.

State Agency Fee Table

Non-FSS Fee	FSS Fee
6.25%	9.25%

B. Other Eligible Users (OEU) Fee Structure

The OEU Customer's standard fee payable to GovDeals shall be **7.5%** if the non-FSS Tier 1 pricing plan is elected and **12.5%** if the FSS Tier 2 pricing plan is elected (subject to a minimum per asset/lot fee of \$5.00), which will be reduced according to the Tiered Fee Reduction Schedule below.

For each twelve (12) month period of this ACS, once the aggregate auction proceeds for all Customers of Exhibit C: Master Agreement exceeds \$1 million, GovDeals shall pay each Florida ACS OEU Customer a cash rebate at a fixed rate of **1.25%** of their aggregate auction proceeds. The volume of this rebate is not capped and will be remitted annually to the OEU Customer by GovDeals.

The OEU Customer has the option to choose from the following Tier 1 or Tier 2 pricing plans:

Tier 1 - Customer Collects Proceeds: Non-Financial Settlement Services (Non-FSS)

Option A1: The Customer pays a 7.5% fee (subject to a minimum per asset/lot fee of \$5.00), which will be reduced according to the Tiered Fee Reduction Schedule described below. GovDeals will invoice the Customer each month for fees on items sold in the previous month. The Customer is allowed thirty (30) calendar days from date of invoice receipt to remit payment.

Option A2: The Customer pays a 7.5% fee (subject to a minimum per asset/lot fee of \$5.00) and is given the capability to easily pass the entire fee on to the winning bidder as an administrative fee. The Customer is only allowed to pass on to the winning bidder the amount charged to them based on the Tiered Fee Reduction Schedule described below. The amount invoiced to the winning bidder will include the gross sale amount of the item, the administrative fee, and any special fees and sales taxes, if any. By passing this fee on to the winning bidder, the Customer's effective fee is zero percent (0%). GovDeals will invoice the Customer each month for fees on items sold in the previous month. The Customer is allowed thirty (30) calendar days from date of invoice receipt to remit payment.

Exhibit B
State of Florida Price Sheet

Tier 2 - Customer Elects GovDeals Financial Settlement Services (FSS).

GovDeals collects the auction proceeds, assumes chargeback liability and remits payment to the Customer. Only one option below can be used and once this option is chosen, it cannot be changed for twelve (12) months.

- Option B1:** The Customer pays a 7.5% fee (subject to a minimum per asset/lot fee of \$5.00), which will be reduced according to the Tiered Fee Reduction Schedule and the winning bidder pays a 5% buyer's premium.*
- Option B2:** The Customer pays a 5% fee (subject to a minimum per asset/lot fee of \$5.00) and the winning bidder pays a 7.5% buyer's premium.
- Option B3:** The Customer pays a 2.5% fee (subject to a minimum per asset/lot fee of \$5.00) and the winning bidder pays a 10% buyer's premium.
- Option B4:** The Customer pays 0% fee and the winning bidder pays a 12.50% buyer's premium.

*If the Customer chooses to pay the full 7.5% fee in Option B1, they will have access to the Tiered Fee Reduction Schedule.

C. Tiered Fee Reduction Schedule

GovDeals' Tiered Fee Reduction Schedule below explains how the base auction fee of 7.5% is reduced for assets that sell in excess of \$100,000.

When an asset sells for up to \$100,000, GovDeals' fee is seven and one-half percent (7.5%) of the winning bid, but not less than \$5.00.

Where an asset sells for between \$100,000, and \$500,000, GovDeals' fee is seven and one-half percent (7.5%) of the winning bid up to \$100,000, plus five and one-half percent (5.5%) of the winning bid for auction proceeds in excess of \$100,000 up to \$500,000.

Where an asset sells for between \$500,000, and \$1,000,000, GovDeals' fee is seven and one-half percent (7.5%) of the winning bid up to \$100,000, plus five and one-half percent (5.5%) of the winning bid for auction proceeds in excess of \$100,000 up to \$500,000, plus three and one-half percent (3.5%) of the winning bid amount in excess of \$500,000 up to \$1,000,000.

Where an asset sells for greater than \$1,000,000 the GovDeals' fee is seven and one-half percent (7.5%) of the winning bid up to \$100,000, plus five and one-half percent (5.5%) of the winning bid for auction proceeds in excess of \$100,000 up to \$500,000, plus three and one-half percent (3.5%) of the winning bid amount in excess of \$500,000 up to \$1,000,000, plus two and one-half percent (2.5%) of the winning bid amount in excess of \$1,000,000.

D. GovDeals' Financial Settlement Services (FFS) Program

- GovDeals collects auction proceeds from the buyers and remits these proceeds to the seller weekly via ACH or check, along with a detailed accounting.
- Buyers pay a buyers' premium. This fee replaces the cost and time needed to secure and send certified funds.

Exhibit B
State of Florida Price Sheet

- GovDeals remits proceeds weekly rather than delaying payment to allow the 30-day electronic payment liability timeframe to expire.
- GovDeals handles payment disputes that occur and assumes all liability for fraud and credit card chargebacks. GovDeals' FSS Customers are never required to return auction proceeds to GovDeals when these incidents occur.
- GovDeals' Customers are covered by a \$5 million crime policy so they are fully protected against any loss of funds. This coverage automatically extends to all GovDeals' Customers. Customers can also request to be named as an additional insured.
- GovDeals is fully compliant with Payment Card Industry Data Security Standards (PCI DSS) which ensures adherence to a set of specific security standards that were developed to protect credit card information during and after transactions.

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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Heather Ireland, Director of Planning and Development
DATE:	03/21/2022
SUBJECT:	Resolution No. 2105-2022 Sale of City of Jacksonville Beach and Community Redevelopment Agency Owned Lots in the Southend CRA District

BACKGROUND

The City of Jacksonville Beach and the Community Redevelopment Agency (CRA) own six lots within the Southend Redevelopment District south of Sunshine Park. The CRA-owned lot is located on Horn Court and the five City-owned lots are located on Sunshine Court. The CRA used Southend Tax Increment funds to purchase the properties and make public improvements, as detailed in the attached Memorandum of Understanding/Intralocal Agreement (MOU). A total financial investment of \$354,529 was made by the CRA. The CRA has asked staff to move forward with the disposition of the properties via City policy.

The City Attorney has prepared the MOU to be entered into between the City and the CRA in order to move forward with the sale of the properties and ensure that the CRA is made whole for their financial investment. The City shall receive the balance of all proceeds after compensating the CRA for their investment, and will incur the cost of the auction. The MOU requires approval by each party, and was reviewed and approved by the CRA on March 28, 2022.

Pursuant to the MOU and the draft deeds and sale agreements, each lot is expected to be developed into a single-family residential dwelling within a certain timeframe. The Finance Department has recommended that the City utilize the State of Florida Contract with Gov Deals to sell the lots via an online auction. The City currently uses this vendor for surplus property and has been satisfied with the service. All bid amounts will be public while the auction is ongoing.

FINANCIAL IMPACT

The CRA will be made whole for their financial investment in six vacant lots in the Southend Redevelopment District in the amount of \$354,529. The City will incur the cost of auctioning the properties with an auction fee of 7.5% for sales up to \$100,000 and 5.5% for the sale price in excess of \$100,000 up to \$500,000. The City will retain the remainder of the proceeds from the sale of the six lots.

REQUESTED ACTION

Adopt/Deny Resolution No. 2105-2022 approving a Memorandum of Understanding/Intralocal Agreement with the Community Redevelopment Agency for the sale of surplus public real property in the Southend CRA District and authorizing GovDeals to conduct the public auction

ATTACHMENTS

1. Resolution No. 2105-2022 (1)



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

Introduced by: _____
Adopted: _____

RESOLUTION NO. 2105-2022

A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, APPROVING A MEMORANDUM OF UNDERSTANDING/ INTRALOCAL AGREEMENT BETWEEN THE JACKSONVILLE BEACH COMMUNITY REDEVELOPMENT AGENCY AND THE CITY OF JACKSONVILLE BEACH, FLORIDA, FOR THE SALE AND TRANSFER OF SURPLUS PUBLIC REAL PROPERTY COMMONLY REFERRED TO AS THE SUNSHINE COURT LOTS AND HORN COURT LOT AND AUTHORIZING GOVDEALS TO CONDUCT THE PUBLIC AUCTION; PROVIDING FOR ADOPTION OF RECITALS, REPEAL OF PRIOR INCONSISTENT RESOLUTIONS AND COUNCIL DECISIONS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, pursuant to §163.370 of the Florida Statutes, the Jacksonville Beach Community Redevelopment Agency ("CRA") is authorized to make and enter into agreements it deems necessary and convenient to exercise the powers statutorily conferred upon it; and

WHEREAS, pursuant to Art. VII, Section 2(b) of the Florida Constitution, and §166.021 of the Florida Statutes, the City of Jacksonville Beach, Florida ("City") is authorized to enter into contracts to perform any municipal purpose, including to conduct, perform, and render municipal functions and services; and

WHEREAS, the Florida Interlocal Cooperation Act of 1969 authorizes local government units to make the most efficient use of their powers and cooperate with other governmental units to provide services and facilities in the manner that will accord best with geographic, economic, and other factors influencing the needs and development of local communities; and

WHEREAS, this Agreement is entered into pursuant to the powers conferred by the Florida Constitution and Florida Statutes, including the Florida Interlocal Cooperation Act of 1969, for purpose of increasing residential development in the City's Southend CRA District through the sale and transfer of surplus public real property, and for such other and further acts of cooperation as the parties may subsequently agree to by the execution of a separate and specific agreement approved by the governing bodies of each contracting party, namely the Board Members of the CRA and the City Council of the City of Jacksonville Beach;

WHEREAS, the CRA approved the Memorandum of Understanding/Intralocal Agreement at the March 28, 2022 CRA Meeting, and the CRA and the City are in agreement to dispose of real public property in the City's Southend Redevelopment District.

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

SECTION 1. Adoption of Recitals. The foregoing recitals are hereby fully incorporated herein by reference and are deemed a part of this Resolution.

SECTION 2. Approval of Memorandum of Understanding/Intralocal Agreement.

The Memorandum of Understanding/Intralocal Agreement attached hereto as Attachment A is hereby approved and shall be properly executed by the Mayor and City Manager and attested to by the City Clerk.

SECTION 3. Authorizing use of GovDeals for Online Auction. After providing public notice, the City surplus property items identified below shall be disposed of by using an online auction open to the public using GovDeals. All items shall be sold in as is, where is condition, and without warranty or guarantee.

PARCELS COMMONLY REFERRED TO AS THE “SUNSHINE COURT LOTS”

RE#	Description	Size	Market Value (Property Appraiser)
181417 0005	South Beach Replat – Sunshine Court, Jacksonville Beach	0.15 acre	\$225,000 (2022 In Progress)
181417 0020	South Beach Replat – Sunshine Court, Jacksonville Beach	0.15 acre	\$225,000 (2022 In Progress)
181417 0015	South Beach Replat – Sunshine Court, Jacksonville Beach	0.15 acre	\$225,000 (2022 In Progress)
181417 0025	South Beach Replat – Sunshine Court, Jacksonville Beach	0.14 acre	\$225,000 (2022 In Progress)
181417 0010	South Beach Replat – Sunshine Court, Jacksonville Beach	0.15 acre	\$225,000 (2022 In Progress)

PARCEL COMMONLY REFERRED TO AS THE “HORN COURT LOT”

RE#	Description	Size	Market Value (2020 Appraisal)
180932 0000	Jacksonville Beach Heights – Horn Court, Jacksonville Beach	0.14 acre	\$239,000.00

SECTION 4. Repeal of Prior Inconsistent Resolutions and Council Decisions. All prior resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 5. Severability. If any section, sentence, clause, or phrase of this resolution should be held invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force, or effect of any other section, sentence, phrase, or portion of this resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 6. Effective Date. This resolution shall become effective immediately upon passage and adoption by City Council.

AUTHENTICATED this _____ day of _____, A.D. 2022.

Christine H. Hoffman, Mayor

Sheri Gosselin, City Clerk

Approved as to form and legal sufficiency:

Sandra R. Robinson, City Attorney

MEMORANDUM OF UNDERSTANDING/INTRA-LOCAL AGREEMENT
between
JACKSONVILLE BEACH COMMUNITY REDEVELOPMENT AGENCY
and
CITY OF JACKSONVILLE BEACH, FLORIDA

THIS AGREEMENT is made this _____ day of _____, 2022 by and between the Jacksonville Beach Community Redevelopment Agency, a political subdivision of the State of Florida, and City of Jacksonville Beach, Florida, a municipal government formed under the State of Florida for the primary purpose of increasing residential development in the City's Southend Community Redevelopment Agency District through the sale and transfer of surplus public real property, namely, those certain parcels of land commonly referred to as the Sunshine Court Lots and the Horn Court Lot.

RECITALS

WHEREAS, pursuant to §163.370 of the Florida Statutes, the Jacksonville Beach Community Redevelopment Agency ("CRA") is authorized to make and enter into agreements it deems necessary and convenient to exercise the powers statutorily conferred upon it; and

WHEREAS, pursuant to Art. VII, Section 2(b) of the Florida Constitution, and §166.021 of the Florida Statutes, the City of Jacksonville Beach, Florida ("City") is authorized to enter into contracts to perform any municipal purpose, including to conduct, perform, and render municipal functions and services; and

WHEREAS, the Florida Interlocal Cooperation Act of 1969 authorizes local government units to make the most efficient use of their powers and cooperate with other governmental units to provide services and facilities in the manner that will accord best with geographic, economic, and other factors influencing the needs and development of local communities; and

WHEREAS, this Agreement is entered into pursuant to the powers conferred by the Florida Constitution and Florida Statutes, including the Florida Interlocal Cooperation Act of 1969, for purpose of increasing residential development in the City's Southend CRA District through the sale and transfer of surplus public real property, and for such other and further acts of cooperation as the parties may subsequently agree to by the execution of a separate and specific agreement approved by the governing bodies of each contracting party, namely the Board Members of the CRA and the City Council of the City of Jacksonville Beach;

NOW THEREFORE in consideration of the foregoing, the mutual benefits, promises, and undertakings of the parties to this agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties covenant and agree as follows:

I. Description of the Project

To offer for sale and single-family residential development certain parcels of surplus land currently owned, or previously acquired through eminent domain, by the CRA to [re]develop as public property or for a public purpose. Pursuant to this Agreement, the following parcels shall be offered for sale on the condition that purchaser enters into a Real Estate Purchase and

Development Agreement committing to the construction and development of a single-family residence within a prescribed period of time.

Parcels commonly referred to as the “Sunshine Court Lots”

RE#	Description	Size	Market Value (Property Appraiser)
181417 0005	South Beach Replat – Sunshine Court, Jacksonville Beach	0.15 acre	\$225,000 (2022 In Progress)
181417 0020	South Beach Replat – Sunshine Court, Jacksonville Beach	0.15 acre	\$225,000 (2022 In Progress)
181417 0015	South Beach Replat – Sunshine Court, Jacksonville Beach	0.15 acre	\$225,000 (2022 In Progress)
181417 0025	South Beach Replat – Sunshine Court, Jacksonville Beach	0.14 acre	\$225,000 (2022 In Progress)
181417 0010	South Beach Replat – Sunshine Court, Jacksonville Beach	0.15 acre	\$225,000 (2022 In Progress)

(It should be noted that the City was designated as the owner of record for each of the Sunshine Court Lots when they were re-platted in about 2006. Notwithstanding the foregoing, the division of the sales proceeds shall also compensate the CRA in full for any expenditures of public funds for utility infrastructure, etc.)

Parcel commonly referred to as the “Horn Court Lot”

RE#	Description	Size	Market Value (2020 Appraisal)
180932 0000	Jacksonville Beach Heights – Horn Court, Jacksonville Beach	0.14 acre	\$239,000.00

To ensure the full return of the public funds utilized to acquire these parcels, the sale shall be through auction with rights reserved to the CRA/Owner of record to reject all bids.

II. CRA’s Investment

The CRA utilized Southend Tax Increment funds to acquire these parcels and make public infrastructure improvements including clearing, roadway, curbing, drainage, engineering, and associated work. The City’s Finance Department reviewed historical documents and quantified the CRA’s investment per parcel as shown in the following chart. A total of \$354,529 must be returned to the CRA upon the sale of all six (6) parcels.

RE#	Description	Size	CRA Investment
181417 0005	South Beach Replat – Sunshine Court, Jacksonville Beach	0.15 acre	\$ 61,051
181417 0020	South Beach Replat – Sunshine Court, Jacksonville Beach	0.15 acre	\$ 61,051
181417 0015	South Beach Replat – Sunshine Court, Jacksonville Beach	0.15 acre	\$ 61,051
181417 0025	South Beach Replat – Sunshine Court, Jacksonville Beach	0.14 acre	\$ 61,051
181417 0010	South Beach Replat – Sunshine Court, Jacksonville Beach	0.15 acre	\$ 61,051
180932 0000	Jacksonville Beach Heights – Horn Court, Jacksonville Beach	0.14 acre	\$ 49,274

III. City’s Performance

Made whole for investments.

IV. Approval Authority

This Agreement shall be approved by the governing body of each of the parties. Approval shall be constituted by the majority vote of the members present and voting. Each party may

designate an individual to whom it gives its authority to execute a document on its behalf, if it is deemed necessary to effectuate the purpose of this Agreement, including the Real Estate Purchase and Development Agreement. Said designated authority shall not be construed to extend to any amendment to or modifications of this Agreement.

V. Compensation/Revenue Share

The sales proceeds of each parcel of land or, alternatively, from each sales transaction shall be divided between the parties as follows:

1. Full reimbursement to the CRA of its costs to acquire and improve the parcel(s).
2. The City shall receive the balance of all proceeds, which the City agrees shall fully compensate it for any contribution from the CRA toward the payment of any costs associated with the sale of the parcel(s), including the cost of auctioneering, as well as future administrative and legal costs necessitated by the possible reclamation of the subject property, including those which were unanticipated and unforeseen at the time of this Agreement. The City further agrees its receipt of the balance of the sales proceeds shall constitute full repayment by the CRA to the City for all of the costs the City has incurred to physically maintained the subject property since its acquisition by the CRA.
3. The parties agree that any amount hereunder due to the City shall be paid over and made available to it through its General Fund.

VI. Duration of Agreement

Unless mutually cancelled or terminated earlier, this Agreement shall commence on _____ and expire at midnight on _____. This contract shall renew for one year for up to _____ successive years. Either party may cancel or terminate this agreement upon 30 days written notice to the other party.

VII. Notices

Any notices given hereunder by either party to the other shall be in writing and may be affected by personal delivery in writing or by certified mail, return receipt requested.

Notice to the City shall be sufficient if made or addressed to:
City Manager
11 North Third Street
Jacksonville Beach, FL 32250

Notice to the CRA shall be sufficient if made or addressed to:

CRA Coordinator
11 North Third Street
Jacksonville Beach, FL 32250.

VIII. Prior Agreements; Merger.

This Agreement supersedes any and all prior understandings and agreements between the parties and constitutes the entire agreement between them. No representations, warranties, conditions or statements, oral or written, not contained herein shall be considered a part hereof. This Agreement may not be amended, altered, or modified except by an instrument in writing signed by the party sought to be charged therewith.

IX. Governing Law.

Notwithstanding the place where this Agreement may be executed by any of the parties hereto, the parties expressly agree that all terms and provisions hereof shall be construed and enforced in accordance with the laws of the State of Florida.

X. Severability.

In the event any provision of this Agreement shall be held illegal, invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate, render unenforceable or otherwise affect any other provision hereof.



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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Sheri Gosselin, City Clerk
DATE:	03/24/2022
SUBJECT:	Resolution No. 2109-2022 Legislative Policies Manual

BACKGROUND

City Manager Mike Staffopoulos proposed the creation of a Legislative Policies Manual (LPM) at the March 4, 2019 Council Briefing. The LPM would include internal policies available for easy reference. The Council agreed a LPM would be helpful. Staff reviewed historical resolutions, rules, and policies, and created a draft LPM which was presented to the Council at the October 26, 2020 Council Briefing. The LPM is intended to describe the rules, guidelines, and policies by which the City Council operates. The LPM includes excerpts from the City Charter and Code of Ordinances. The consensus of the Council Members at the October 26, 2020 Briefing was to bring the draft LPM to the new Council Members after the November 3, 2020 municipal election for final discussion and review. At the December 14, 2020 Council Briefing, the City Council, including three newly elected Council members, discussed the LPM; however, the LPM was never formally adopted by the City Council.

Proposed Ordinance No. 2022-8174 (on the April 18, 2022 City Council agenda for its first reading) will repeal Code of Ordinances Chapter 2, "Administration," Article II "City Council," Division 2 "Rules of Order" in its entirety, and move the rules to the LPM. The City Attorney advised moving the rules to the LPM would make it easier for the City Council to make changes to the Rules of Order governing City Council meetings.

Formally adopting the LPM will establish Council policies and provide a reference tool for resolving policy and procedural questions. The LPM is not a fixed document and can be amended by the Council. It is recommended the LPM be reviewed annually.

Since the original draft LPM was presented to the Council, additional policy revisions have been approved by the Council related to City Council and City Manager communication, the Honorary Street Name Designation Policy, and media communication. Those changes have been incorporated into the attached LPM, which has been organized into sections. The changes proposed by the City Attorney to Section 5.1 are noted by underlined text.

FINANCIAL IMPACT

None

REQUESTED ACTION

Adopt/Deny Resolution No. 2109-2022 establishing and adopting the Legislative Policies Manual



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

ATTACHMENTS

1. Resolution No. 2109-2022
2. Proposed 2022 Legislative Policies Manual

Introduced by: _____
Adopted: _____

RESOLUTION NO. 2109-2022

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, ESTABLISHING AND ADOPTING A LEGISLATIVE POLICIES MANUAL; PROVIDING FOR ADOPTION OF RECITALS, REPEAL OF CONFLICTING RESOLUTIONS AND CITY COUNCIL DECISIONS, ADMINISTRATION ASSIGNMENT AND AUTHORIZATION, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, at the City Council Briefing on March 4, 2019, the City Council agreed to the creation of a Legislative Policies Manual (LPM), which would include internal policies available for easy reference; and

WHEREAS, staff reviewed historical resolutions, rules, and policies and created a draft LPM which was presented to the City Council at the October 26, 2020 City Council Briefing; and

WHEREAS, the LPM is intended to describe the rules, guidelines, and policies by which the City Council operates and includes excerpts from the City Charter and Code of Ordinances; and

WHEREAS, the consensus of the City Council members at the October 26, 2020 Briefing was to bring the draft LPM to the new City Council members after the November 3, 2020 municipal election for final discussion and review; and

WHEREAS, at the December 14, 2020 Council Briefing, the City Council, including three newly elected City Council members, discussed the LPM; however, the LPM was never formally adopted by the City Council; and

WHEREAS, proposed Ordinance No. 2022-8174 (on the upcoming April 18, 2020, City Council agenda for its first reading) will repeal Code of Ordinances Chapter 2, "Administration," Article II "city Council," Division 2 "Rules of Order" in its entirety, and move the rules to the LPM; the City Attorney advised that moving the rules to the LPM will make it less cumbersome for the City Council to make changes to the Rules of Order governing City Council meetings; and

WHEREAS, formally adopting the LPM will establish City Council policies and provide a reference tool for resolving policy and procedural questions; and

WHEREAS, The LPM is not a fixed document and may be amended by the City Council.

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

SECTION 1. Adoption of Recitals. The foregoing recitals are deemed true and material parts of this resolution and are fully incorporated herein by reference.

SECTION 2. Adoption of a Legislative Policies Manual. The City Council hereby adopts the Legislative Policies Manual (LPM) attached hereto as Attachment A and as may be revised and amended by the City Council from time to time in the future.

SECTION 3. Repeal of Prior Inconsistent Resolutions and City Council Decisions. All prior resolutions, City Council decisions, or parts thereof in conflict with this resolution are hereby repealed to the extent of the conflict.

SECTION 4. Administration Assignment and Authorization. The City Council hereby authorizes the City Manager to bring the LPM to the City Council annually for review.

SECTION 5. Severability. If any section, sentence, clause, or phrase of this resolution should be held invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force, or effect of any other section, sentence, phrase, or portion of this resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 6. Effective Date. This resolution shall become effective immediately upon passage and adoption by City Council.

AUTHENTICATED this _____ day of _____, A.D. 2022.

Christine H. Hoffman, Mayor

Sheri Gosselin, City Clerk

Approved as to form and legal sufficiency:

Sandra R. Robinson, City Attorney

Legislative Policies Manual
of the
City of Jacksonville Beach

City Council 2022

Mayor

Christine H. Hoffman

Mayor Pro Tem

Cory Nichols

Council Members

Georgette Dumont

Sandy Golding

Dan Janson

Fernando Meza

Chet Stokes

Adopted: [April 14, 2022](#)
([Resolution No. 2109-2022](#))

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4. List of Members of Boards
5. 2022 Meeting Schedules

1. BOARDS

1.1 Advisory Boards and Special Committees

The City Council shall appoint all advisory boards and special committees in accordance with the provisions of the ordinance or resolution which governs such Board and the City Charter.

(Code – Section 34-71 thru 34-90, Section 34-91 thru 34-115, Res. No. 1960-2016, F.S.S. Section 163.356)

1.2 Board Appointments

The City Council directs the City Clerk to periodically publicize the existence of board vacancies, thereby requesting that interested persons apply for a vacancy.

The City Council directs the City Clerk to contact incumbent board members, thereby requesting that those persons wishing to be reappointed complete a new application.

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

All applications will be retained for two years.

All applicants for appointment or reappointment to a board, agency, or commission will be interviewed by a committee that may include members of the City Council, the City Manager, or other City staff. Applicant interviews shall comply with Florida's Sunshine Laws.

Council members will discuss all of the interviewed candidates at a future Council Briefing and come to a consensus about the candidates.

At a subsequent, regularly scheduled City Council meeting, the City Council shall appoint persons to the board, agency, or commission whom they consider the best candidate for the appointment that meets the qualifications for the position.

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

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

The term of office for all future appointments shall expire on December 31, unless otherwise specified by the ordinance or resolution which governs such Board and the City Charter.

(Resolution 1960-2016 06-06-2016; Amended October 2021)

2. CITY MANAGER

2.1 Evaluation of the City Manager

The City Council shall annually evaluate the City Manager's performance in accordance with their employment agreement and fix their compensation accordingly. This policy shall be implemented in the following manner:

1. The Department Directors will complete a City Manager Evaluation Form (on or before January 15) regarding the City Manager's staffing and supervision and return it to the Human Resources Director. The Human Resources Director will compile the Department Director evaluations and prepare a summary for the City Council.
2. The City Manager will prepare a memorandum to the City Council regarding his initiatives, accomplishments, or any other items he would like to bring to the City Council's attention about his annual evaluation.
3. The Human Resources Director will copy and distribute the City Manager Performance Evaluation Form, along with the City Manager's memorandum and the summary of the Department Director evaluations, to the Mayor and City Council.
4. The Mayor and City Council Members will complete the evaluation form and return the completed form to the Human Resources Director.
5. The Human Resources Director will tabulate the results of the Mayor and City Council Members' evaluation forms and create a compiled evaluation and provide it to the City Council.
6. The Mayor and City Council Members will meet with the City Manager at a briefing to discuss the compiled evaluation and the City Manager's performance.
7. The City Manager's performance evaluation will be included on the City Council agenda for the first Council Meeting in February.
8. The City Council shall fix the City Manager's compensation accordingly.

2.2 Communication Between City Council and City Manager

1. One of the major responsibilities of the City Manager shall be to communicate to the entire City Council any and all items coming to his or her attention which:
 - a. May require consideration by the City Council, or
 - b. Could raise the possibility of altering the organizational structure of the City Staff, or
 - c. Might adversely affect public health and well-being, or
 - d. Would have the effect of being contrary to previously expressed Council direction, or
 - e. Could involve issues that have the potential for imminent negative media exposure for the City.

2. Any request by an individual City Council Member for a response to a complaint or concern from the public, or any request for information, shall be made through the Administrative Assistant to the City Manager. Any written response provided by the City Manager or City Attorney shall be distributed to all City Council Members via email.
3. All written communications from the City Manager to the City Council will be emailed. The following items will be communicated by telephone or email, depending on their sensitivity:
 - a. Activation of the Emergency Operations Center.
 - b. Significant incidents responded to by the Police or Fire-Rescue departments.
 - c. Civil unrest or disturbance resulting in Police response.
 - d. Death or serious injury to a City employee, or City official, or citizen on City property.
 - e. Significant damage to any City building or property due to accident, natural disaster, hazmat incident, or fire.
 - f. Evacuation of City residents due to fire, hazmat incident, or natural disaster.
 - g. Other Items determined by the City Manager to be of an emergency or time-sensitive nature.

(12/14/2020 Council Briefing)

2.3 Communication Between Council and City Staff – Council Not to Interfere in Appointments or Removals

Subject to the provisions of the Charter, neither the Council nor any of its committees or members shall direct or request the appointment of any person to, or his removal from, office by the City Manager or any of his subordinates, or in any manner take part in the appointment or removal of officers and employees in the administrative service of the City. Except for inquiry, the Council and its members shall deal with the administrative service solely through the City Manager, and neither the Council nor any members thereof shall give orders to any subordinate of the City Manager either publicly or privately.

(Nov. 3, 2020 Referendum - Part 1 - Charter, Chapter V.-City Manager, Section 30)

3. CITY PROPERTY

3.1 Building Facility Names

The Naming and Renaming City Buildings and Facilities legislation establishes policy, processes, and guidelines for the naming or renaming of City buildings and facilities to honor deceased individuals who have made significant contributions to the City community subject to review and majority approval of the City Council.

(Resolution No. 2061-2020 08/17/2020)

3.2 Honorary Street Name Designation

The Honorary Street Name Designation program allows citizens and groups the opportunity to honor deceased individuals who have made significant contributions to the community, subject to approval by the City Council. The program is managed and processed by the Parks and Recreation Department, and the Public Works Department administers the installations.

(Res. 2060-2020 08/17/2020; Amended Res. 2084-2021 05/03/2021)

4. COUNCIL

4.1 Salary

The monthly salary of the Mayor shall be \$740.00 per month. The monthly salary of the other members of the City Council shall be \$540.00 per month.

(Res. No. 1601-2000)

The salary of council members, together with the manner of payment, shall be established by resolution and shall be compatible with salaries as portrayed by the Florida League of Municipalities for cities and comparable size and form of government. No increase in salary shall become effective until the commencement of terms of members elected at the next regular city election. The Council may provide that members shall receive an allowance for expenses incurred in the performance of their duties.

(Ord. No. 2009-7978, § 1(exh. A), 11-2-09)

4.2 City Council Travel Expenses

For purposes of providing additional funds for the Mayor and Council Expense Account, a new account was established for Travel and Allowances in the amount of \$5,000.

(Res. No. 425 – Dated 2-16-76) (Ord. No. 2009-7978, § 1(exh. A), 11-2-09)

For the Mayor or a Council Member to receive reimbursement for travel and other expenses, prior authorization must be granted by the City Council. Reimbursement for meals or registration costs associated with attending a local meeting of an organization to which the City belongs will only be made if the Mayor or Council Members requesting the reimbursement is the Council's authorized representative on such organization.

The Mayor or a Council Member who is the designated representative of the City to an organization or who serves as a committee member or officer of an organization of which the City is a member shall seek advance authorization for such expenses, for a period not to exceed one year, at the start of each fiscal year.

The Assistant to the City Manager will make hotel and airline reservations and conference registrations on behalf of the Mayor and Council Members. The Mayor and Council Members will be reimbursed for meals, business telephone calls, cabs, and other customary and reasonable expenses upon submitting receipts and completing a travel expense report obtained from the Assistant to the City Manager.

If the Mayor or a Council Member cancel an already scheduled trip, the individual must notify the Assistant to the City Manager the earliest possible time to cancel reservations and obtain refunds. If the arrangements cannot be canceled, the individual shall attempt to find a substitute member of the Council through the Assistant to the City Manager and City Manager. If no one else can go, then the individual who canceled is personally responsible for any costs incurred by the City. The City Council

might waive said obligation upon written request if the cancellation was due to personal illness, illness or death of a family member, unforeseen business necessity, or other valid, unavoidable conflict.

4.3 Items to be Returned Upon the Expiration of a Council Members' Term of Office

All public records shall be the City's property, and, in this regard, such records shall be delivered by outgoing officials to the City Clerk.

After his/her term of office, elected officials shall return all equipment provided by the City to the City Manager.

4.4 Filling Council Vacancy by Appointment

Should any vacancy occur in the Council or the Office of Mayor other than by the recall provisions of the City Charter, the City Council shall elect a person to fill the vacant office until the next regular municipal election.

(Ord. No. 2007-7946, § 1, 12-17-07)

4.5 References to Geographical Locations within the City

The City Council will refrain from the use of the word "hill" to refer to that certain property located south of Beach Boulevard and west of Third Street. This area shall be referred to as "Pablo Beach South."

(Res. No. 1221, Dated 6-17-91)

4.6 Legislative Policy Positions

1. Elected officials of the cities of Florida, through the Florida League of Cities, do hereby proclaim that it should be the official policy of each City not to provide funding for departmental organizations which develop policy positions that are not fully compatible with similar policy positions adopted by the Florida League of Cities.
2. The official policy of each City that departmental organizations financed in whole or part by appropriated city funds should not use such fund to hire individuals or promote positions through any form of federal or state lobbying process to promote positions contrary to or not compatible with the adopted policies of the Florida League of Cities.

(Res. No. 919, Dated 4-15-85)

5. COUNCIL MEETINGS

5.1 Rules and Procedures for City Council Meetings

By the City of Jacksonville Beach Charter and the City of Jacksonville Beach Code of Ordinances, and the City Council, shall establish the procedures by which Council meetings shall be conducted.

1. The City Council shall conduct City business at its meetings following the most current edition of Robert's Rules of Order, Newly Revised, except as provided in these Legislative Policies.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-40)

2. The Regular meetings of the City Council shall be held at optional start times that are to be determined by the City Manager and the Mayor to be conducive to citizen input, City Council operations, or other public purposes that help to conduct City business on the first and third Monday of each month, with the exception of January and July. In January and July, there will be one regular council meeting held on the third Monday at start times that are to be determined by the City Manager and the Mayor to be conducive to citizen input, City Council operations, or other public purposes that help to conduct City business.

In the event that the regular council meeting falls on a holiday, that meeting shall be held on the following workday at a start time that is to be determined by the City Manager and the Mayor to be conducive to citizen input, City Council operations, or other public purposes that help to conduct City business unless directed otherwise by the Council.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-16; Amended Ord. No. 2021-8163, Sec. 2-16)

3. The City Manager shall furnish each member of Council with the agenda items to be addressed at least two (2) days prior to every meeting.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-36)

4. The order of business of the council shall, generally, be as follows:

- a. Opening Ceremonies: Invocation, Salute to flag
- b. Call to Order
- c. Roll Call
- d. Approval of Minutes
- e. Announcements
- f. Courtesy of the Floor to Visitors
- g. Consent Agenda
- h. Mayor and City Council
- i. City Clerk
- j. City Manager/New Business
- k. Resolutions
- l. Ordinances
- m. Adjournment

~~4.5.~~ A majority of the members elected to the Council shall constitute a quorum to do business (4), but a less number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance. The affirmative vote of a majority of the members elected to the Council shall be necessary to adopt any ordinance, resolution, order, or vote, except that a majority of the members present may adopt a vote to adjourn.

(Part 1- Charter, Section 8) (Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-17)

~~5.6.~~ Ordinances and resolutions passed by the Council shall take effect at the time indicated therein. An emergency measure is an ordinance or resolution to provide for the *immediate* preservation of the public peace, property, health, or safety, in which the emergency is claimed set forth and defined in a preamble to that. The affirmative vote of at least five (5) members of the Council shall be required to pass any ordinance or resolution as an emergency measure. No measure making or amending a grant, renewal or extension of a franchise or other special privilege or which enacts or amends a land-use plan or which rezones private real property shall ever be passed as an emergency measure. No situation shall be declared an emergency by the Council except as defined in this section, and this Charter intends that the courts shall strictly construe such definitions.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-60)

~~7.~~ It shall be the duty of the city clerk to attend all meetings of the council and to record and keep the minutes and records thereof, and to furnish each council member at least two (2) days prior to the next meeting with a copy of the minutes of the preceding minutes.

(Code 1955, §2-7; Ord. No. 2009-7979, §1, 11-2-09)

~~6.8.~~ The City Clerk shall conduct roll call votes of the City Council at the direction of the Chair. A roll call of all yeas and nays on any question shall be taken upon the request of any one member. The roll call shall be conducted as follows: The city clerk shall arrange the names of the members of the Council in alphabetical order, and each call of the roll shall be restated in a manner upon each call thereof, he/she will commence with the member's name that was called second upon the preceding roll call, and after that proceed to call the roll according to the alphabetical order, except the Mayor's name shall be called last. The Mayor shall declare all votes of the council.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-27)

~~7.9.~~ No member shall speak at any meeting more than twice on the same question, or for more than the allocated time as specified by the Chair, but in no case more than five (5) minutes at any one time.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-29)

~~8.10.~~ Any proposed motion, resolution, ordinance, or suggested amendment thereto may be withdrawn by the mover or the proposer at any time before the amendment or putting to a vote.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-30)

- ~~9-11.~~ No member of the Council shall be interrupted by another without the consent of the member who has the floor, except by raising a question of order.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-31)

12. When a member of council is called to order, the member shall immediately take his or her seat, and the Mayor shall pass on the point of order.

- ~~10-13.~~ After a decision of any question, it shall be in order only for a member of the council voting on the prevailing side to move to reconsider the question at the same or next regular meeting. If a motion to reconsider is lost, it shall not be renewed and reconsidered without the unanimous consent of the Council in attendance at the meeting at which reconsideration is requested.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec.2-38)

- ~~11-14.~~ The City Manager and other officers designated by the vote of the Council shall be entitled to sit on the dais where the Council sits. The manager shall have the right to take part in the discussion of all matters coming before the Council, and the heads of all departments and other officers shall be entitled to take part in all discussions of the Council relating to their respective departments and offices.

(Ord. No. 2012-8017, § 1, 3-19-12)

- ~~12-15.~~ For all public hearing items, other than land use actions under the Land Development Code, the order of business shall be as follows: (a) City Clerk will read the title of ordinance or resolution, (b) City staff presentation, if applicable; (c) applicant presentation, if applicable; (d) the Chair will declare the public hearing open, and during that time the Council Members will listen to public input and refrain from responding, and then, (e) the Mayor will close the public hearing, and the City Council may discuss the public hearing item. Comments by the public will be addressed by the Chair and City Council only after all speakers have been heard, and the public hearing has been declared closed by the Chair. The Chair will accept no motion before the closure of the public hearing.

The rules and procedures for land use actions are outlined in the Comprehensive Land Development Code.

(Part 1 - Charter, Chapter 34)

- ~~13-16.~~ All City Council requests of staff will be directed through the Chair to the City Manager for the response. The City Manager may defer to the appropriate staff member for additional information.

17. The City Manager shall submit regular written monthly summary financial reports to the council providing summary budget and cash investment reports.

(Code 1955, §2-7; Ord. No. 2009-7979, §1, 11-2-09)

14.18. The Chair may ask for a recess at any time he/she deems it advisable or necessary.

15.19. The Mayor shall preside at all meetings of the Council, call the members to order at the hour appointed for each meeting, and upon the appearance of a quorum, proceed to business. He shall have general control of the chamber, and in case of disturbance or disorderly conduct therein, he may cause the same to be cleared. The Mayor shall preserve decorum and order, may speak to points of order in preference to other members, and shall decide all questions relating to the priority of business or of order, without debate, subject to appeal to the Council by any member as a matter of course, and on such appeal, it shall require a majority vote of the members present to sustain such appeal.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-18)

16.20. The public may speak on all items under Legislative Matters and Public Hearings, including land use actions, on the agenda. "Courtesy of the Floor" is a separate agenda item and will appear on the agenda after "Approval of Minutes." Input from the public under Courtesy of the Floor, Legislative Matters, or Public Hearings, including land use actions, shall comply with the rules outlined in this Legislative Policy.

- a. Input from the public shall be considered before the City Council has debated the issue. The Chair shall recognize all speakers, and all comments shall be directed to the Chair.
- b. The Chair will direct questions from the public to the City Manager, and the City Manager may answer if such an answer is short and concise, or the Chair may direct the City Manager to provide the information at a later date or schedule a meeting with the citizen.
- c. Persons who wish to speak shall fill out a Speaker's Card and submit it to the City Clerk before Courtesy to the Floor or the item under Legislative Matters or Public Hearings on which the person wishes to speak. Citizen comments by individual speakers from the audience during Courtesy of the Floor, Legislative Matters, or Public Hearings shall be limited to three (3) minutes. The total time for public hearings will not be limited.
- d. In every case where a citizen is recognized by the Chair to discuss an agenda item or other relevant matter during a public hearing or to provide citizen comment, he/she shall step up to the podium, state his/her name and address for the record, and identify any group or organization he/she represents. No person, other than a member of the City Council and the person having the floor shall be permitted to enter any discussion, either directly or through a member of the City Council, without the Chair's permission. Members of the public shall not be interrupted by members of the City Council when speaking during public hearings or citizen comments, so long as their comments comply with these rules and regulations. Whether speaking or not, members of the public shall not approach the dais and shall not step in front of the podium. Members of the public wishing to distribute documents, pictures, or other materials to the City Council shall do so through the City Clerk.

- e. During agenda items on which public comment is received, citizens shall limit public comment to the agenda item's specified subject matter. Any comments which are inappropriate or irrelevant will be ruled out of order by the Chair. During citizen comment, citizens shall limit public comment to relevant topics to the City and the City Council. For example, "save the manatees," and U.S. government foreign relations are topics that are not matters within the authority of the City or the City Council.

e-21. Any provision of these rules may be temporarily suspended (for the duration of a meeting) by a vote of the majority of the members of council present. No permanent revision shall be made without notice having been given at the prior meeting specifying the purpose of the change.

5.2 Procedure for Calling Special Meetings

A council member may request a special meeting by calling the city clerk, stating the reason for his request. The city clerk shall then poll the other members of the Council, and if a majority agree to the request of the council member, the meeting will be called by the clerk. At least forty-eight (48) hours' previous written notice of all special meetings shall be given to each councilperson, but such notice may be waived by any councilperson who verbally agrees to attend such meeting. Service of such notice shall be made either in person or by leaving a copy thereof at the usual place of abode of the councilperson being served. Any such notice shall state the subject to be considered at the special meeting and no other subject shall be there considered. All meetings of the Council and of committees thereof shall be open to the public and conducted in accordance with state law and the rules of the Council. The rules of the Council shall provide that the public shall have a reasonable opportunity to be heard at any such meetings of the Council or its committees in regard to any matter considered thereat.

(Ord. No. 2008-7953, § 1, 4-21-08)

5.3 Regular Council Meetings and Work Sessions

Regular Meetings

The City Council meets on the first and third Mondays of each month at 6:00 pm in the Council Chamber.

Briefings

The City Council Briefings are held virtually on the second and fourth Monday of each month at 5:30 pm.

The purpose of a Briefing is:

1. To receive reports from and ask staff, consultants, and Council Members questions regarding ongoing projects or issues and new projects or issues being considered.
2. To receive input from and ask staff, consultants, and Council Members questions regarding topics that require considerable discussion and review before formal action at a Council meeting.

After the discussion of a topic, the Mayor will summarize Council direction to staff. The Mayor may ask each Council Member their position to determine the direction to staff regarding agenda items if there is not a clear consensus.

5.4 Council Meeting Attendance

The City Manager and City Clerk, or their designees in their absence, must attend all Council meetings and Briefings. The City Attorney is to attend all regular Council meetings and special meetings, other meetings, and the Council's work sessions as necessary.

5.5 Mayor Pro-Tem

At its first meeting following a regular municipal election, the Council shall choose from its membership a vice-chairman who shall have the title of mayor pro-tem. If a vacancy occurs in the office of Mayor, or in case of his absence or disability, the mayor pro-tem shall act as Mayor for the unexpired term, or during the continuance of the absence or disability. Whenever the mayor pro-tem succeeds to the office of Mayor for the remaining portion of an unexpired term, it shall create a vacancy in the Council, which vacancy shall be filled in accordance with the provisions of this Charter.

(Part 1 – Charter, Sec. 5)

The mayor pro tem shall exercise the duties and powers of the Mayor during his absence or disability.

(Ord. No. 2009-7979, § 1, 11-2-09)

5.6 Monthly Financial Reports

The City Manager shall submit regular written monthly summary financial reports to the Council, providing summary budget, cash, and investment reports.

(Ord. No. 2009-7979, § 1, 11-2-09, Sec. 2-37)

5.7 Online Streaming of Council Meetings

Regular City Council Meetings and Briefings will be streamed live online and will be viewable on-demand through the City's website.

Members of the media who wish to photograph or videotape during a City Council Meeting must remain behind the first row of audience chairs in the Council Chambers; no additional lighting is to be used in the Council Chambers. It will be the responsibility of the City Clerk to ensure that all media personnel are apprised of the designated press area.

5.8 City Council Meeting Invocation

Opening Ceremonies for the City Council meeting begins with the Invocation, given by the Mayor or a Council Member, followed by the salute to the flag.

5.9 City Council Meeting Ceremonial Items

This policy intends to ensure that all items for Ceremonial purposes on the City Council agenda are presented consistently and that ceremonial honorees are recognized appropriately.

The procedure to be followed for Ceremonial items is as follows:

1. All items must be approved by the Mayor for inclusion on the agenda.
2. The staff member preparing the item shall provide the following information, in addition to preparing the detailed information for the proclamation:
 - a. Name of staff presenter and names of any guests or honorees
 - b. Number of seats to be reserved, if applicable
 - c. Items to be presented to or by the City (check, plaque, trophy, etc.). Items will be at the podium or given to the Mayor to present as appropriate.

Staff should provide photos of items (ex. medals) that are too small for the camera to be shown on screen. Photos must be given to staff at least 24 hours before the meeting.

3. The City Clerk shall reserve seats for participants in the audience area behind the podium. If there is more than one Ceremonial item, seats will be reserved in the order in which items appear on the agenda.
4. Honorees may shake hands with the Mayor, City Council, City Manager, and Deputy City Manager.

6. FINANCE

6.1 Purchasing

The City shall maintain a purchasing manual establishing purchasing policies, procedures, and rules for all city departments. The purchasing manual must be adopted by the City Council.

(Ord. No. 97-7708, § 1, 5-5-97; Ord. No. 2004-7869, § 1, 2-2-04; Ord. No. 2006-7910, § 1, 2-20-06; Ord. No. 2008-7958, § 1, 10-20-08)

7. MISCELLANEOUS

7.1 Offer of Sale or Donation of Real Property to the City

From time to time, owners of the real property offer their property for sale or donation to the City. When such an offer is made, the City Manager shall so notify the City Council at a work session or a regular meeting to determine if there is interest on the part of the City Council to consider the offer.

7.2 City Calendar

The Assistant to the City Manager will be responsible for maintaining a City Calendar of meetings and events for distribution to the City Council. The calendar shall contain the following:

- Council Meetings and Work Sessions
- Advisory Board meetings
- Public input meetings conducted by staff or consultants (Town Hall or Vision Meetings)
- Any other events of interest to the Council.
- Any day that City Hall is closed

It will be the responsibility of all departments to supply this information to the Assistant to the City Manager.

7.3 Limited Number of Licenses

The number of licenses to carry on the business of vendor of whiskey or liquor in the City shall be limited and restricted to the extent that there shall never be outstanding and in force in the City more than one (1) license for each five hundred fifty (550), or a major portion thereof, of persons in the City, according to the 1950 Federal Census each such license shall designate the name of the licensee, which shall include the names of all individuals, or, if a firm or partnership, the names of all members thereof, or if a corporation, the names of all officers thereof, who are interested, or engaged in the business, and also describe the particular location of the place of business at which such license authorizes such beverages to be sold thereunder, and no such beverage shall be permitted to be sold except at such place of business.

(Part 1, - Charter, Chapter 4, Section 4-1)

7.4 District Boundaries Reapportioned

The district boundaries shall be reapportioned every ten (10) years commencing with the 1990 Official Florida State and Federal Census. Each reapportionment shall be completed by the City Council by ordinance enacted within six (6) months of the date of the official publication of the most recent Official Florida State and Federal Census. District boundaries shall be reapportioned to create districts of nearly equal population. Districts shall be arranged in a logical and compact geographic pattern and shall promote fair representation.

(Part 1 – Charter, Chapter 1, Sec. 3)

8. PERSONNEL

8.1 City Attorney

The City Council shall annually evaluate the City Attorney's performance in accordance with his employment agreement and fix his/her compensation accordingly.

The city attorney shall act as the legal advisor and counselor for the municipality and all of its officers in matters relating to their official duties. He shall prepare all contracts, bonds, and other instruments in which the municipality is concerned and shall endorse on each his approval of the form and correctness thereof. When required to do by the City Council, he shall prosecute and defend, for and on behalf of the City, all complaints, suits, controversies, and proceedings in which the City is a party. He shall furnish the officers or the heads of any departments of the City his opinion on any question of law relating to their respective powers and duties.

(Part 1 – Charter, Chapter 6, Sec. 37)

8.2 City Clerk

The City Clerk shall be the clerk of the City Council, and attend all its meetings and proceedings, record and keep the minutes and records and perform the functions and duties required thereof, as may now or hereafter as prescribed by law or ordinance. The city clerk shall issue all warrants for offenses against the city ordinances and shall be the custodian of the seal of the City. The City shall have power and authority to administer an oath to and take affidavit of, any and all persons required by the Charter or ordinances of the City to make an oath in connection with dealings and transactions with the City including but not limited to the clerk in of city officials and witnesses in inquisitorial proceedings. The jurat, or certificate of proof of acknowledgment, shall be authenticated by the signature and official seal of the City. The city clerk shall keep the official files of all the City's legal documents, contracts, deeds, etc., and shall direct and supervise the Municipal Code, coordinate all municipal elections, including the registration of voters; publication of all legal notices, publications, and advertisements.

(Part 1 – Charter, Chapter 2)

9. DECLARATION OF EMERGENCY

9.1 Authority to Declare and Extend a State of Emergency; Activation of Disaster Plans

When it is determined that any human-made or natural disaster or emergency has occurred or that the occurrence or threat of one is imminent and requires immediate and expeditious action to protect the lives and property of the citizens and to provide for the continued operation of essential services, the Mayor, or in the Mayor's absence, the mayor pro-tem, is authorized to declare a state of emergency. A declaration of a state of emergency shall activate the disaster emergency plans applicable to the City and shall be the authority and guidelines for emergency measures as well as to authorize the use or distribution of any supplies, equipment, materials, or facilities assembled or arranged to be made available pursuant to such plans.

Pursuant to Section 4 of the City Charter, in time of public danger or emergency, the Mayor may on his own authority, by proclamation, take command of the police and govern the City for a period not to exceed seventy-two (72) hours. If the public danger or emergency should require that the command of the police by the Mayor and his government of the City by proclamation should be extended, this may be authorized for a period not in excess of five (5) days by the affirmative vote of at least five (5) City Council members.

The City Council, by a majority vote may declare or extend a state of emergency until such disaster or emergency no longer exists.

In the absence of either the Mayor, mayor pro-tem, or City Council, the City Manager may declare a state of emergency.

(Ord. No. 2007-7932, § 1, 3-5-07)

9.2 Clarifying and Designating Powers of the Mayor and City Manager During Emergencies and Disasters

General powers. The Mayor and City Manager jointly have the power to invoke any or all of the following provisions during a declared state of emergency or disaster. Should it be necessary to invoke any of the following provisions, a notice, when possible, should be made to the local news media for immediate dissemination to the public.

(Ord. No. 2007-7932, § 1, 3-5-07)

10. CODE OF ETHICS

10.1 Code of Ethics

The City of Jacksonville Beach is committed to accountable and responsible governance, personal integrity, and the highest standards of ethical conduct from its public officials in the performance of their official public duties.

(Res. No. 2048-2020 02/03/2020)

11. WAVE MAKER PROGRAM

11.1 Jacksonville Beach Wave Maker Program

Mayor Charlie Latham started this award in 2014. He was interested in improving the recognition of citizens who had performed an outstanding service to the Jacksonville Beach Community. By talking with citizens and working with Kurtis Loftus on an appropriate logo, he came up with a new program called the "Jacksonville Beach Wave Maker."

This involved Council Members or citizens who believe they had a person who has contributed in an outstanding manner to our community to request that the Mayor proclaim this person a Wave Maker. Suppose the Mayor and/ or Council members considered the citizen worthy of this award, then the citizen would be asked to attend a Council meeting where they would receive a small award and a proclamation stating why they are a Wave Maker.

(CC Agenda April 7, 2014)

12. PROCLAMATIONS

12.1 Proclamations

Council Policy for Reviewing Public Requests for Proclamations

PURPOSE: To establish policies, guidelines, and procedures for responding to public requests for proclamations.

POLICY: It is the policy of the Council to consider requests to proclaim certain events or causes, when such proclamations positively impact the community and convey an affirmative message to Jacksonville Beach residents. Proclamations that are political in nature, that are controversial, or that likely would not enjoy a high level of community interest and support, are discouraged.

The following guidelines and requirements apply to requests for consideration of proclamations:

1. The person (s) making the request should be a Jacksonville Beach resident(s) or Business owners.
2. The request should be made at least four weeks in advance of a regularly scheduled Council meeting.
3. A local citizen should agree to be in attendance to accept the proclamation.
4. The City retains the right to modify, edit, or otherwise amend the proposed proclamation to meet its requirements, needs, or policy determinations.
5. The City of Jacksonville Beach retains the right to decide if the proclamation will be issued or not.

PROCEDURE:

1. The person (s) making the request must submit a request and, if applicable, submit a copy of the proposed proclamation.
2. A copy of the proposed proclamation will be distributed to the Mayor and Council Members.
3. The Mayor will determine if the proposed proclamation meets the intent of this policy.
4. Once approved, the proclamation will be added to the appropriate City Council agenda.
5. If not approved, the applicant will be notified of the decision and the reason(s) for the decision.

13. MANUAL REVIEW

13.1 Legislative Policies Manual Review

The Legislative Policies Manual shall be reviewed by the City Council every year.

DRAFT

CODE OF ETHICS for PUBLIC OFFICIALS
(City Council, Appointed Officials, Boards, Commissions, Committees)

DECLARATION OF POLICY

It is the policy of the City of Jacksonville Beach to uphold, promote, and demand ethical conduct from its elected and appointed public officials. The citizens and businesses of the City of Jacksonville Beach are entitled to have fair, ethical, and accountable local government. As members of the City Council, we recognize the importance of codifying and making known to the general public the ethical principles and law that guide the work of public officials. Public officials are to maintain the highest standards of personal integrity, truthfulness, and fairness in carrying out their public duties.

In order to fulfill this mission, the City of Jacksonville Beach hereby adopts a Code of Ethics for public officials to assure public confidence in the integrity of local government and its effective and fair operation. The Code of Ethics expresses standards of ethical conduct expected for all public officials, including elected officials (City Council), appointed officials (City Manager and City Attorney), and members of boards, commissions, and committees. Public officials themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

APPLICABLE LAWS AND POLICIES

A. Responsibility of Public Office

Stewardship of the public interest shall be the public official's primary concern, working for the common good of the citizens of the City of Jacksonville Beach, and avoiding actions that are inconsistent with the best interests of the City. All persons, claims, and transactions coming before the City Council or any City board, commission, or committee, shall be assured of fair and equal treatment.

B. Compliance with Law

Public officials are agents of public purpose and hold office for the benefit of the public. They are bound to uphold the laws of the nation, state, county, and municipality, and to carry out impartially these laws in the performance of their public duties to foster respect for all government. These laws include, but are not limited to, the United States and Florida Constitutions, Florida statutes and City ordinances.

C. Conduct of Officials

The professional and personal conduct of public officials shall be above reproach and avoid even the appearance of impropriety. Public officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards, commissions, committees, City staff, or the public.

D. Performance of Duties

1. Public officials shall perform their duties in accordance with the processes and rules of order established by the City Council, boards, commissions, and committees, governing the deliberation of public policy issues, meaningful involvement of the public, and implementation of policy decisions of the City Council by City staff.

2. Public officials shall be loyal to the political objectives expressed by the electorate and the programs developed to attain those objectives.
3. Public officials shall not undertake actions or communications that subvert an action formally taken by City Council.

E. Public Meetings

Public officials shall prepare themselves for all meetings, both public and shade. Officials shall listen courteously and attentively to all public discussion before the body, and focus on the business at hand. Officials shall refrain from:

- interrupting other speakers
- making personal comments not germane to the business of the body
- taking or making phone calls
- reading or sending texts
- participating in any other actions that would interfere with the orderly conduct of meetings
- using inappropriate language
- arriving late to scheduled meetings and briefings

F. Decisions Based on Merit and Evidence

Public officials shall base their decisions on the merits and substance of the matter at hand, and on competent and substantial evidence when performing in a quasi-judicial capacity.

G. Communication

1. Public officials shall publicly share with the body substantive information that is relevant to a matter under consideration by the Council or boards, commissions, and committees, which they may have received from sources outside the public decision-making process. In the context of quasi-judicial proceedings, before final action or vote are taken on the matter, the public official must disclose any ex-parte communication he or she received, identifying the party and the substance of the subject matter that was communicated. Any written form of ex-parte communication must be made a part of the record before final action or vote is taken.
2. The media will, from time to time, contact public officials requesting an interview, asking questions or requesting information. Public officials should use the following guide when replying to or deferring media requests:
 - a. Media requests for items or issues affecting the entire community or governmental organization should be deferred to the Mayor and/or City Manager for address.
Example – Request from media for on-camera interview regarding impacts of COVID-19 to the City and City Hall operations.
 - b. Media requests for items or issues specifically related to a public official or their actions should be addressed by the individual contacted.
Example – Media asking questions of a Councilor regarding a proposal made by that Councilor at a briefing/meeting.
3. All public officials should understand the impacts of their communication with the media as related to all subsections of this Code, to include but not be limited to

impacts to quasi-judicial proceedings, creation of conflict of interest, and disclosure of confidential information.

Example – Media asks a Councilor their opinion on an item coming before the Planning Commission and City Council for a quasi-judicial hearing. The Councilor states they “will not approve the project under any circumstance.” The statement is made prior to the public hearing and presentation of evidence, and outside the requirement to make a finding of fact based on competent and substantial evidence. This statement may now become the basis of a legal challenge in the event the project is denied.

H. Conflict of Interest

1. In order to assure independence and impartiality on behalf of the common good, public officials shall not use their official positions to influence government decisions in which they have a material financial interest or personal relationship, which may give the appearance of a conflict of interest. In accordance with law, officials shall disclose investments, interests in real property, sources of income and gifts, and shall abstain from participating in deliberations and decision-making where conflicts may exist.
2. Public officials shall not engage in or accept private employment or render service for private interests when such employment or service:
 - a. is incompatible with the proper discharge of his/her official duties;
 - b. impairs independence of judgment or action in the performance of official duties;
 - c. is contrary to the interests of the City.
3. Public officials should avoid action or speech, whether or not specifically prohibited, which might result in or create the appearance of:
 - a. using public office for private gain;
 - b. offering preferential treatment to any person;
 - c. impeding City efficiency or economy;
 - d. being contrary to the interests of the City;
 - e. losing complete independence or impartiality;
 - f. making a City decision outside of official channels;
 - g. degrading public confidence in the integrity of the City.

I. Gifts, Gratuities, and Favors

Public officials shall comply with the requirements of Section 112.3148, Florida Statutes, relating to the acceptance and reporting of gifts, gratuities, and favors.

J. Confidentiality of Information

Public officials shall not disclose or furnish to anyone any information concerning City property, personnel, litigation, or proceedings of the City, other than public information or with legal authorization that was obtained as a result of their positions with the City. This shall not be construed to limit, hinder, or prevent the divulgence or use of information in the performance of official duties, but shall prohibit the use of or providing information that would place the official or the recipient in a vantage position over the general public and thereby constitute a violation of public trust. Confidential information shall include, but not be limited to, any written information which is not subject to disclosure pursuant to Chapter

119, Florida Statutes, or any other statutory exemption regarding public records or any oral information which was not discussed at a public meeting.

K. Use of Public Resources

1. Unless specifically permitted by City policy, the use of City facilities, equipment, vehicles, supplies, on-duty personnel, or other goods or services is limited to City business. Public resources may not be used for private gain or personal purposes except on the same basis that they are otherwise normally available to the public. Normal rental or usage fees may not be waived except in accordance with City policy.
2. A public official may use the City's name, letterhead, logo, or seal only when it would be perceived as representing the City of Jacksonville Beach or the body as a whole and only with the prior consent of Council. However, this provision will not prohibit individual councilmembers from using City letterhead and resources to write personal congratulatory letters. Letters of recommendations, references, endorsements, and such, may be written by councilmembers on City letterhead, with a copy being provided to each councilmember.
3. A public official shall not utilize the City's name, letterhead, logo, or seal for the purpose of endorsing any political candidate, business, commercial product, or service.

L. Representative of Private Interests

As stewards of the public interest, members of the City Council shall not appear on behalf of the private interests of third parties before the Council or any board, commission, committee, or proceeding of the City. Public officials of boards, commissions, and committees shall not appear before their own bodies or before the City Council on behalf of the private interest of third parties on matters related to the areas of service of their bodies.

M. Advocacy

Public officials shall represent the official policies or positions of the City Council, board, commission, or committee to the best of their abilities when designated as delegates for this purpose. When presenting their individual opinions and positions, officials shall explicitly state that they do not represent their body or the City of Jacksonville Beach, nor give the inference that they do.

N. Policy Role of Members

Public officials shall respect and adhere to the Council-Manager form of government as outlined in the City Charter and Council's Policies and Procedures with respect to the City Manager's relationship with the City Council. In this structure, the City Council determines the policies of the City with advice, information, and analysis provided by the public, boards, commissions, committees, and City staff. Except as provided by City Charter or ordinance, councilmembers shall not interfere with the administrative functions of the City or the professional duties of City staff, or impair the ability of staff to implement Council policy decisions.

O. Independence of Boards, Commissions, and Committees

The value of independent advice and recommendations of boards, commissions, and committees to the public decision-making process is of such significance, that members

of Council shall refrain from using their position to influence unduly the deliberations or outcome of board, commission, and committee proceedings.

P. Harassment

The City strongly disapproves of and does not tolerate harassment of any kind. Public officials shall avoid offensive or inappropriate harassing behavior. Complaints of harassment will be promptly and carefully investigated in accordance with the City's applicable Workplace Violence and Sexual Harassment policies.

Q. Positive Work Place Environment

Public officials shall support the maintenance of a positive and constructive work place environment for City employees and for citizens and businesses dealing with the City. Officials shall recognize their roles in dealings with City employees (as established by Charter) and refrain from creating the perception of inappropriate direction to staff.

1. Officials, acting as a resident of the City and requiring contact with City employees, shall do so in a positive, professional and courteous manner in accordance with this code.
2. Officials, acting on behalf of their employment and requiring contact with City employees, shall first contact the City Manager to determine acceptability and/or conditions of such contact. In the event contact will be frequent or routine, appropriate guidelines may be established by the City Manager so as not to hinder the Official's performance of their employment.
3. Officials, acting as a member or representative for a non-profit civic organization or group and requesting contact with City employees, shall first contact the City Manager to determine acceptability and/or conditions of such contact.
4. Officials seeking to volunteer within the City organization shall recognize that this is a privilege, and first seek authorization from the City Manager. If acceptable, the City Manager may approve a request, identifying department, division and frequency for volunteer activities. Communication with staff while volunteering shall adhere to the context and intent of this code and City Charter. The City Manager, in his/her sole discretion, reserves the right to cancel an Official's volunteer privilege at any time.

R. Notice to Council

Should any public official become aware of potential conflicts with this Code, the public official shall notify either elected or appointed officials. In the event elected officials are notified, procedures in Section S. shall govern. In the event appointed officials are notified (City Attorney and/or City Manager), a written document shall be prepared by either or both detailing the facts of the potential conflict, and shall publish such document for the consideration of the City Council. Upon direction from the City Council, the City Attorney and City Manager shall fully investigate the potential conflict, and the City Attorney shall produce a written report of the investigation with any additional information. The written report shall then be provided to the City Council for consideration at a public hearing.

S. Notice from Council

Should any City Council member become aware of potential conflict with this Code, the Council member shall prepare a written document detailing the facts of the potential conflict, and provide such document for the consideration of the City Council. Upon direction from the City Council, the City Attorney and City Manager shall fully investigate the potential conflict, and the City Attorney shall produce a written report of the

investigation with any additional information. The written report shall then be provided to the City Council for consideration at a public hearing.

T. City Attorney to Render Opinion

Whenever any public official, subject to this policy, is in doubt as to the proper interpretation or application of this Code of Ethics policy prior to a potential conflict occurring, that official may submit to the City Attorney a full written statement of the facts and questions. The City Attorney shall then render a written opinion that addresses the potential conflict to all officials without use of the name of the official advised.. If material facts relating to the potential conflict change then the public official must promptly notify the City Attorney of any changes.

U. FLORIDA STATUTES (CHAPTER 112, PARTIII)

1. Chapter 112, Part III, Florida Statutes, Code of Ethics for Public Officers and Employees, prescribes appropriate standards of ethical conduct for employees and elected and appointed officials, as well as reporting and investigative procedures in response to prohibited actions. The City of Jacksonville Beach Code of Ethics is to be used as a supplement to the statutes. Should any conflicts exist between the codes, the more stringent language of the two shall prevail. Public officials are encouraged to read the most recent version of the Florida Commission on Ethics Guide to the Sunshine Amendment and Code of Ethics for Public Officers and Employees.
2. Public officials required to file an annual financial disclosure form, submitted in accordance with Section 112, Florida Statutes, shall file a copy with the Office of the City Clerk, using the forms prescribed by the Commission on Ethics.

V. IMPLEMENTATION

1. The Code of Ethics for the public officials of the City of Jacksonville Beach is intended to be self-enforcing. Interpretation and enforcement of this Code lies solely with the City Council. It therefore becomes most effective when officials are thoroughly familiar with it and embraces its provisions. For this reason, ethical standards shall be included in the regular orientation for candidates for the City Council, newly elected officials, and appointed members of boards, commissions, and committees, as held.
2. Officials entering office will receive a statement certifying they have read and understand the City of Jacksonville Beach Code of Ethics. Signing the statement is optional. All public officials are subject to the provisions of the Code of Ethics whether or not the statement is signed.
3. The Code of Ethics shall be reviewed annually by the City Council, boards, commissions, and committees. Recommendations received from the review shall be considered by the City Council. The Code of Ethics shall be updated, as necessary, in November of even-numbered years.

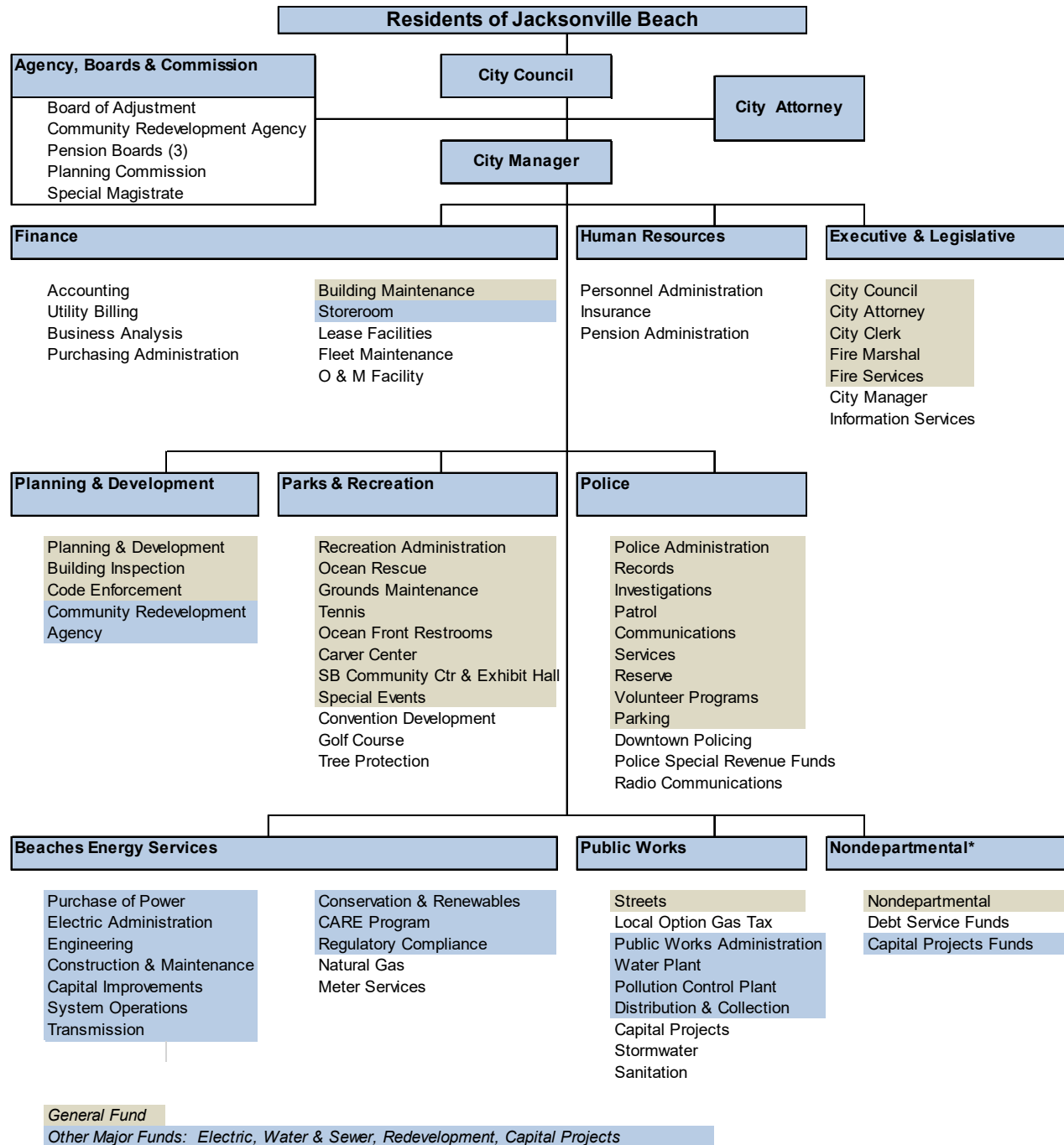
W. PENALTIES

1. Code violations by Boards, Commissions, and Committees may result in the following penalties:
 - a. verbal reprimand, issued orally in open session;
 - b. written reprimand;
 - c. suspension in the form of a temporary cessation of duties;
 - d. forfeiture of appointment or position.
2. Code violations by Appointed Officials and Council members may result in the following penalties:
 - a. verbal reprimand, issued orally in open session;
 - b. written reprimand;
 - c. suspension or removal from any appointed boards or committees
3. The authority and process for removal of an Appointed Official shall be reserved for the City Charter and/or employment agreement.
4. The authority and process for removal of a seated Council member shall be reserved for the City Charter.

Adopted: February 3, 2020

Revised: July 12, 2021

City of Jacksonville Beach, Florida Organization Chart



* See Executive & Legislative Department for these divisions.

CITY OF JACKSONVILLE BEACH FLORIDA

Mayor and Council Members

Mayor

Christine Hoffman
11 North Third Street
(904) 877-1058
E-mail: CHOFFMAN@JAXBCHFL.NET

Seat 1, At-Large

Fernando Meza
11 North Third Street
(904) 247-6102
E-mail: FMEZA@JAXBCHFL.NET

Seat 2, At-Large

Dan Janson
11 North Third Street
(904) 247-6103
E-mail: DJANSON2@jaxbchfl.net

Seat 3, At-Large

Chet Stokes
11 North Third Street
(904) 247-6217
E-mail: CSTOKES@JAXBCHFL.NET

Seat 4, District 1

Cory Nichols
11 North Third Street
(904) 877-0304
E-mail: CNICHOLS@JAXBCHFL.NET

Seat 5, District 2

Georgette Dumont
11 North Third Street
(904) 877-1233
E-mail: GDUMONT@JAXBCHFL.NET

Seat 6, District 3

Sandy Golding
11 North Third Street
(904) 877-0675
E-mail: SGOLDING@JAXBCHFL.NET

CITY OF JACKSONVILLE BEACH FLORIDA

Board Member Roster

Board of Adjustment

Meets 1st and 3rd Tuesday,
7:00 P.M., Council Chambers

Chair

Alexi Gonzalez

Vice-Chair

Owen Curley

Members

Daniel Elmaleh

John Moreland

Jeff Truhlar

Todd Smith (1st Alternate)

Jennifer Williams (2nd Alternate)

Planning Commission

Meets 2nd and 4th Monday, 7:00 P.M.,
Council Chambers

Chair

Britton Sanders

Vice-Chair

Margo Moehring

Members

David Dahl

Greg Sutton

Colleen Murphy White

Justin Lerman (1st Alternate)

Emily Stouffer (2nd Alternate)

Community Redevelopment

Agency

Meets 4th Monday, 3:00 P.M.,
Council Chambers

Chair

Art Graham

Vice-Chair

Frances Povloski

Members

Jeffrey Jones

David McGraw

Gary Paetau

General Employees' Pension

Board

Meets Quarterly, 2nd Tuesday,
3:00 P.M., Council Chambers

Chairperson

Brandon Maresma

Chairperson Pro Tem

Dan Janson

Members

Nick Currie

Chris Hoffman

Eddie Vergara

Firefighters' Pension Board

Meets Quarterly, 2nd Tuesday, 3:00 P.M.,
Council Chambers

Chairperson

Gaylord Candler

Chairperson Pro Tem

Edward Dawson

Members

D. Lance Huish

John McDaniel

Debbie White

Police Officers' Pension

Board

Meets Quarterly, 2nd Tuesday,
3:00 P.M., Council Chambers

Chair

Jason Sharp

Chairperson Pro Tem

Marvin V. DuPree

Members

David Cohill

Rudy Dean

John Gosztyla

Special Magistrate

Hearings 4th Wednesday, 2:00 P.M., Council Chambers

Magistrate

Wayne Flowers

2022

Jacksonville Beach

City Council and Board Meeting Schedules

City Council Meeting	Council Briefing (Virtual)	Board of Adjustment	Planning Commission	Community Redevelopment Agency	Special Magistrate	Pension Board
<i>1st & 3rd Monday @ 6 PM [only 1 mtg in Jan & July]</i>	<i>2nd & 4th Monday @ 5:30 (as needed)</i>	<i>1st & 3rd Tuesday @ 7 PM</i>	<i>2nd & 4th Monday @ 7 PM</i>	<i>4th Monday @ 3 PM</i>	<i>4th Wednesday @ 2 PM</i>	<i>Held Quarterly - 2nd Tuesday @ 3 PM</i>
No meeting	1/10/2022	1/4/2022	1/10/2022			
1/18/2022 Tues*	1/24/2022	1/19/2022 Weds*	1/24/2022	1/24/2022	1/26/2022	
2/7/2022	2/14/2022	2/1/2022	2/14/2022			2/8/2022
2/23/2022 Wed**	2/28/2022	2/15/2022	2/28/2022	2/28/2022	2/23/2022	
3/7/2022	3/14/2022	3/1/2022	3/14/2022			
3/21/2022	3/28/2022	3/15/2022	3/28/2022	3/28/2022	3/23/2022	
4/4/2022	4/11/2022	4/5/2022	4/11/2022			
4/18/2022	4/25/2022	4/19/2022	4/25/2022	4/25/2022	4/27/2022	
5/2/2022	5/9/2022	5/3/2022	5/9/2022			5/10/2022
5/16/2022	5/23/2022	5/17/2022	5/23/2022	5/23/2022	5/25/2022	
6/6/2022	6/13/2022	6/7/2022	6/13/2022			
6/20/2022	6/27/2022	6/21/2022	6/27/2022	6/27/2022	6/22/2022	
No meeting	7/11/2022	7/5/2022	7/11/2022			
7/18/2022	7/25/2022	7/19/2022	7/25/2022	7/25/2022	7/27/2022	
8/1/2022	8/8/2022	8/2/2022	8/8/2022			8/10/2022 ¹
8/15/2022	8/22/2022	8/16/2022	8/22/2022	8/22/2022	8/24/2022	
9/6/2022 Tues*	9/12/2022	9/7/2022 Weds*	9/12/2022			
9/19/2022	9/26/2022	9/20/2022	9/26/2022	9/26/2022	9/28/2022	
10/3/2022	10/10/2022	10/4/2022	10/10/2022			
10/17/2022	10/24/2022	10/18/2022	10/24/2022	10/24/2022	10/26/2022	
11/7/2022	11/14/2022	11/1/2022	11/14/2022			
11/21/2022	11/28/2022	11/15/2022	11/28/2022	11/28/2022	11/23/2022	11/9/2022 Wed**
12/5/2022	12/12/2022	12/6/2022	12/12/2022			
12/19/2022	12/27/2022 Tues*	12/20/2022	12/27/2022 Tues*	12/27/2022 Tues*	12/28/2022	
Budget Workshop Dates						
TBD						

* Due to City observed holiday ** Due to elections ¹Date change per HR



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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Karen Nelson, Deputy City Manager
DATE:	03/30/2022
SUBJECT:	Resolution No. 2110-2022 Cost of Living Wage Adjustments for City Employees

BACKGROUND

The United States is facing a major labor shortage that is restraining the speed of the economic recovery and pushing wages to an all-time high. The COVID-19 pandemic made certain trends in the labor market more observable and accelerated others. In a relatively low unemployment environment, many employers have a significant number of unfilled positions, and technical skills are in greater demand. Many City positions are being advertised for weeks or months, with few candidates applying to fill those positions. Pre-pandemic, the City had, on average across all jobs, 71 applicants for every open position with a time to hire of 54 days. Currently, the City has, on average, 33 applicants for every open position with a time to hire of 97 days.

In addition to the recruitment and hiring issues caused by the turbulent labor market, employees are also leaving the City for higher-paying jobs as the rate of inflation continues to rise. The February 2022 US inflation rate has accelerated to 7.9%, the fastest pace of annual inflation since 1982. Employees are struggling to keep up with the rising costs for basics such as food, gas, cars, and housing. Over the last six months, 75% of employees exiting City employment cited pay as the main reason for resigning. Since other employers, including those in the private sector, are facing the same shortcomings, wages have been increased to attract personnel. Retailers, fast-food establishments, and convenience stores in the local area are offering entry-level hourly rates of \$15.00 to \$24.00.

In order to alleviate some of the immediate recruitment and retention concerns, Staff recommends a one-time 3% adjustment, applied to every pay grade. Staff further recommends adjusting each current employee's rate of pay by the same percentage to avoid compression issues, and to help offset some of the cumulative increases in the cost of living that all employees are experiencing. Council approved a pay increase for Ocean Rescue personnel on April 4, 2022. Consequently, employees in the Ocean Rescue Division will not be eligible for the additional 3% increase.

Two groups of employees are not covered by this resolution: Charter employees, and City Council. Charter employees (the City Manager and City Attorney) are not covered by the Position Classification and Pay Plan or Collective Bargaining Agreements. Each has an employment agreement, with language for both positions to be considered for increases in at least the same fashion as Executive Management. As such, a second motion has been added to this memo for consideration by Council.

City Council increases are governed by Section 3.B. of the City Charter, which states:



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“The salary of council members, together with the manner of payment, shall be established by resolution and shall be compatible with salaries as portrayed by the Florida League of Municipalities for cities and comparable size and form of government. No increase in salary shall become effective until the commencement of terms of members elected at the next regular city election. The council may provide that members shall receive an allowance for expenses incurred in the performance of their duties.”

If so directed by Council, staff will research salary through the Florida League of Cities and, if appropriate, return with a resolution prior to the November 2022 election, with an effective date commensurate with the seating of a new City Council.

The Collective Bargaining Agreements with the Police Officers’ and General Employees’ Unions will expire on September 30, 2022. In preparation for labor negotiations, the City has contracted with a consultant to conduct a pay and benefit study for all City positions. Any additional increases for the three-year contract period beginning on October 1, 2022 will be presented to Council at the conclusion of negotiations and after Staff has reviewed the results of the pay study.

In considering the recommendation for this mid-term cost of living increase, Staff reached out to 18 other municipalities to ask whether they are implementing wage adjustments due to these unprecedented times. All but three indicated they are planning to, or already have implemented some type of pay adjustment for current employees.

FINANCIAL IMPACT

The financial impact for the remainder of FY2022 is listed below. Staff will monitor the impact of these changes and amend the budget as necessary as part of the FY2022 year end budget amendment process.

Financial Impact by Department/Division:

Executive & Legislative	\$16,481
Finance	\$30,222
Planning & Development	\$7,786
Community Redevelopment	\$3,800
Parks & Recreation	\$25,185
Public Works	\$53,200
Police	\$92,074
Information Systems	\$10,991
Beaches Energy Services	\$84,037
Human Resources	\$5,233
TOTAL	\$329,009

Financial Impact by Fund:



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General Fund	\$135,872
Electric Fund	\$102,932
Water/Sewer Fund	\$45,825
Golf Course Fund	\$13,281
Other Funds	\$31,099
TOTAL	\$329,009

REQUESTED ACTION

1. Adopt/Deny Resolution No. 2110-2022 amending the Position Classification and Pay Plan for Managerial, Professional, and Administrative (Nonunion) Positions; amending the Collective Bargaining Agreement with the Florida State Lodge, Fraternal Order of Police; and amending the Collective Bargaining Agreement with the Northeast Florida Public Employees, Local 630.
2. Approve/Disapprove a 3% increase for the City Attorney and City Manager.

ATTACHMENTS

1. Resolution 2110-2022 With Attachments
2. Nonunion Pay Plan 2022 Redlined
3. FOP Pay Plan 2022 Redlined
4. LIUNA Pay Plan 2022 Redlined

Introduced by: _____

Adopted: _____

RESOLUTION NO. 2110-2022

A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA AUTHORIZING A WAGE ADJUSTMENT FOR CITY EMPLOYEES; AMENDING THE POSITION CLASSIFICATION AND PAY PLAN FOR NONUNION POSITIONS; AMENDING THE COLLECTIVE BARGAINING AGREEMENTS; AUTHORIZING THE EXECUTION OF MEMORANDUMS OF UNDERSTANDING; PROVIDING FOR ADOPTION OF RECITALS, REPEAL OF PRIOR INCONSISTENT RESOLUTIONS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the cost of living in Florida and the United States has increased over the past year by the highest rate in forty years; and

WHEREAS, inflation-adjusted earnings have steadily declined over the past year; and

WHEREAS, under Florida law, the minimum wage will increase each year through 2026; and

WHEREAS, an equitable pay structure with competitive salaries is essential to attracting and retaining a skilled, motivated work force, thereby increasing the level of service to our community, and effectively promoting the City's mission of safety, service, and sustainability; and

WHEREAS, the City Council desires to adopt a one-time cost of living wage adjustment for all City employees except for Ocean Rescue employees, who received a salary adjustment on April 4, 2022.

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

SECTION 1. Adoption of Recitals. The foregoing recitals are deemed true and material parts of this Resolution and are fully incorporated herein by reference.

SECTION 2. Adoption of the Amended Plan. The City hereby adopts the amended Position Classification and Pay Plan for Managerial, Professional, and Administrative (Nonunion) Positions, effective April 18, 2022, attached hereto as Attachment A.

SECTION 3. Adoption of the Amended Agreement. The City Manager is hereby authorized and directed to execute a Memorandum of Understanding between the City and the Florida State Lodge, Fraternal Order of Police, adopting the amended Collective Bargaining Agreement, effective April 18, 2022, attached hereto as Attachment B.

SECTION 4. Adoption of the Amended Agreement. The City Manager is hereby authorized and directed to execute a Memorandum of Understanding between the City and the Northeast Florida Public Employees, Local 630, adopting the amended Collective Bargaining Agreement, effective April 18, 2022, attached hereto as Attachment C.

SECTION 5. Repeal of Prior Inconsistent Resolutions. All prior resolutions, or parts of resolutions, in conflict herewith are hereby repealed to the extent of the conflict.

SECTION 6. Severability. If any section, sentence, clause, or phrase of this Resolution should be held invalid, unlawful, or unconstitutional, said determination shall not be held to invalidate or impair the validity, force, or effect of any other section, sentence, phrase, or portion of this Resolution not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 7. Effective Date. This Resolution shall become effective immediately upon passage and adoption by City Council.

AUTHENTICATED this 18th day of April, 2022.

Christine H. Hoffman, MAYOR

Sheri Gosselin, CITY CLERK

SECTION II
CLASSIFICATIONS AND PAY GRADES
By Classification

CLASSIFICATION	POSITION TITLE	GRADE
EXECUTIVE MANAGEMENT	* Chief Financial Officer	332
	* Chief Information Officer	334
	* Deputy City Manager	335
	* Director of Beaches Energy	335
	* Director of Human Resources	329
	* Director of Parks & Recreation	329
	* Director of Planning & Development	329
	* Director of Public Works	332
	* Police Chief	332
MANAGERIAL, PROFESSIONAL & ADMINISTRATIVE	* Accountant	319
	* Accounting Supervisor	323
	Administrative Assistant	312
	* Assistant Customer Service Supervisor	318
	* Assistant CFO/Budget Officer	327
	Assistant to the City Manager	316
	Assistant to the Police Chief	316
	* Business Analyst	323
	* Business Relations/Conservation Coordinator	316
	* City Clerk	322
	* Communications Manager	322
	Conservation Specialist	315
	* Customer Service Supervisor	322
	Deputy City Clerk	316
	Human Resources Generalist	318
	* Internal Auditor	322
	Legal Assistant	322
	Office Administrator	314
	Office Assistant	310
	* Payroll and Benefits Administrator	323
	* Payroll and Benefits Lead	318
	Payroll and Benefits Specialist	314
	Recruiter	315
	Senior Human Resources Generalist	320
	* Utilities Accountant	318
INFORMATION SERVICES	* Application Services Manager	327
	* AS400 Systems Analyst	322
	* GIS Administrator	323
	* Network Engineer	323
	* SCADA Systems Analyst	325
	* Systems Analyst	322
	* Systems Engineer	323
	* Technical Support Specialist	322
	* Technology/Security Services Manager	327

*Exempt from overtime under the Fair Labor Standards Act

SECTION II
CLASSIFICATIONS AND PAY GRADES
By Classification

CLASSIFICATION	POSITION TITLE	GRADE
PLANNING & DEVELOPMENT	* Building Official	326
	* Planning Official	326
	* CRA Coordinator	322
	* Senior Planner	322
PROPERTY & PROCUREMENT	Building Maintenance Supervisor	315
	Chief Storekeeper	313
	* Procurement Administrator	321
	Procurement Associate	316
	* Property and Procurement Officer	327
ENERGY SERVICES	* Construction & Maintenance Supervisor	327
	* Electric Safety & Training Supervisor	322
	* Electrical Engineer	327
	* Electrical Engineer (PE)	328
	* Electrical Engineering Project Supervisor	330
	* Electrical Engineering Supervisor	330
	* Meter Services Supervisor	320
	* Regulatory Compliance Officer	330
	* Relay/Substation Supervisor	328
	* System Operations Supervisor	328
	* Utilities Superintendent	330
PUBLIC WORKS	* GIS Systems Analyst	321
	Plant Operations Manager	322
	* City Engineer	330
	* Project Engineer	329
	* Streets/Distribution & Collection Deputy Superintendent	324
	* Streets/Distribution & Collection Superintendent	326
	Utility Plant Maintenance Supervisor	320
	* Utility Plant Operations Deputy Superintendent	324
	* Utility Plant Operations Superintendent	326
PARKS & RECREATION	* Assistant Golf Course Superintendent	318
	* Chief of Parks Development and Maintenance	326
	Events Coordinator	314
	* Facilities Maintenance Manager	320
	Golf Accounting Technician	314
	Golf Cart/Range Attendant	306
	Golf Course Assistant General Manager	316
	* Golf Course General Manager	322
	* Golf Course Superintendent	322
	Golf Shop Attendant	308
	Golf Starter	306
	Grounds Maintenance Supervisor	320
	Pro Shop Lead	310
	Recreation Leader	310
	Recreation Supervisor	316
	Tennis Court Attendant	308
	* Tennis Facility Manager	311

*Exempt from overtime under the Fair Labor Standards Act

SECTION II
CLASSIFICATIONS AND PAY GRADES
By Classification

CLASSIFICATION	POSITION TITLE	GRADE
PUBLIC SAFETY	* Fire Marshal	324
	Deputy Fire Marshal	321
	Police Accreditation Manager	315
	* Police Commander	327
	Police Records Supervisor	315
	Police Volunteer Coordinator	308
	Public Safety Communications Supervisor	319
	Ocean Rescue Lifeguard	601
	Ocean Rescue Lieutenant	602
	Assistant Ocean Rescue Supervisor	603
	Ocean Rescue Supervisor	604
	School Crossing Guard	901

*Exempt from overtime under the Fair Labor Standards Act

SECTION III
PAY GRADE SCHEDULE

GRADE	MINIMUM	MIDPOINT	MAXIMUM
306	\$12.20 \$25,376.00	\$15.98 \$33,238.40	\$19.76 \$41,100.80
307	\$12.80 \$26,624.00	\$16.78 \$34,902.40	\$20.74 \$43,139.20
308	\$13.45 \$27,976.00	\$17.61 \$36,628.80	\$21.78 \$45,302.40
309	\$14.12 \$29,369.60	\$18.50 \$38,480.00	\$22.88 \$47,590.40
310	\$14.82 \$30,825.60	\$19.43 \$40,414.40	\$24.02 \$49,961.60
311	\$15.56 \$32,364.80	\$20.39 \$42,411.20	\$25.22 \$52,457.60
312	\$16.35 \$34,008.00	\$21.41 \$44,532.80	\$26.48 \$55,078.40
313	\$17.16 \$35,692.80	\$22.48 \$46,758.40	\$27.80 \$57,824.00
314	\$18.03 \$37,502.40	\$23.61 \$49,108.80	\$29.19 \$60,715.20
315	\$18.92 \$39,353.60	\$24.79 \$51,563.20	\$30.65 \$63,752.00
316	\$19.87 \$41,329.60	\$26.03 \$54,142.40	\$32.19 \$66,955.20
317	\$20.86 \$43,388.80	\$27.33 \$56,846.40	\$33.79 \$70,283.20
318	\$21.91 \$45,572.80	\$28.70 \$59,696.00	\$35.48 \$73,798.40
319	\$23.00 \$47,840.00	\$30.13 \$62,670.40	\$37.27 \$77,521.60
320	\$24.15 \$50,232.00	\$31.64 \$65,811.20	\$39.12 \$81,369.60
321	\$25.36 \$52,748.80	\$33.22 \$69,097.60	\$41.08 \$85,446.40
322	\$26.63 \$55,390.40	\$34.88 \$72,550.40	\$43.14 \$89,731.20
323	\$27.95 \$58,136.00	\$36.63 \$76,190.40	\$45.29 \$94,203.20

SECTION III
PAY GRADE SCHEDULE

GRADE	MINIMUM	MIDPOINT	MAXIMUM
324	\$29.36 \$61,068.80	\$38.46 \$79,996.80	\$47.56 \$98,924.80
325	\$30.83 \$64,126.40	\$40.38 \$83,990.40	\$49.93 \$103,854.40
326	\$32.36 \$67,308.80	\$42.39 \$88,171.20	\$52.43 \$109,054.40
327	\$33.98 \$70,678.40	\$44.52 \$92,601.60	\$55.05 \$114,504.00
328	\$35.68 \$74,214.40	\$46.74 \$97,219.20	\$57.80 \$120,224.00
329	\$37.46 \$77,916.80	\$49.08 \$102,086.40	\$60.70 \$126,256.00
330	\$39.34 \$81,827.20	\$51.53 \$107,182.40	\$63.73 \$132,558.40
331	\$41.30 \$85,904.00	\$54.11 \$112,548.80	\$66.92 \$139,193.60
332	\$43.37 \$90,209.60	\$56.81 \$118,164.80	\$70.26 \$146,140.80
333	\$45.54 \$94,723.20	\$59.66 \$124,092.80	\$73.78 \$153,462.40
334	\$47.81 \$99,444.80	\$62.64 \$130,291.20	\$77.47 \$161,137.60
335	\$50.21 \$104,436.80	\$65.78 \$136,822.40	\$81.34 \$169,187.20

**SECTION III
PAY GRADE SCHEDULE**

OCEAN RESCUE – PART TIME	600 – LIFEGUARD	601 – RESCUE SWIMMER/EMT
Year 1	\$14.40	\$17.00
Year 2	\$14.83	\$17.51
Year 3	\$15.27	\$18.04
Year 4	\$15.73	\$18.58
Year 5	\$16.20	\$19.14
a. Annual hourly rate is based on total years of service with Jacksonville Beach Ocean Rescue. b. Increase in years 2-5 requires a minimum of 300 hours worked in the previous year. c. Rescue Swimmer/EMT requires Emergency Medical Technician Certification.		

OCEAN RESCUE – PART TIME	602 - LIEUTENANT	601 – RESCUE SWIMMER/EMT
Year 1	\$19.56	1. Annual hourly rate is based on years of service in the Lieutenant position.
Year 2	\$20.15	
Year 3	\$20.75	2. Increase in years 2-5 requires a minimum of 300 hours worked in the previous year.
Year 4	\$21.37	
Year 5	\$22.01	

OCEAN RESCUE – FULL TIME	602 –LIEUTENANT	601 – RESCUE SWIMMER/EMT		
603	Lieutenant	\$19.56	\$23.85	\$28.14
		\$40,684.80	\$49,608.00	\$58,531.20
604	Assistant Ocean Rescue Supervisor	\$20.48	\$24.97	\$29.46
		\$42,598.40	\$51,937.60	\$61,276.80
605	Ocean Rescue Supervisor	\$21.51	\$26.23	\$30.94
		\$44,740.80	\$54,558.40	\$64,355.20

901 – SCHOOL CROSSING GUARDS	
Year 1	\$12.36
Year 2	\$12.73
Year 3	\$13.11
Year 4	\$13.50
Year 5	\$13.91
Year 6	\$14.33

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on April _____, 2022, by and between the City of Jacksonville Beach, FL ("City") and the Florida State Lodge, Fraternal Order of Police, Inc. ("Union").

Due to unique circumstances involving the relevant labor market, and without establishing any precedent affecting future collective bargaining agreements, the City and the Union mutually agree to modify the wage rates in the current collective bargaining agreement as follows:

- The City and the Union propose a three percent (3%) Across-the-Board increase effective April 18, 2022, to all eligible bargaining unit members.

The above proposed increase is for the period April 18, 2022 through September 30, 2022 contingent on the parties' ratification of same. The parties agree that this Memorandum of Understanding shall be in effect until both parties have ratified a new Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be signed with their respective names by their respective representatives thereon to duly authorize.

City of Jacksonville Beach

Florida State Lodge
Fraternal Order of Police

Michael J. Staffopoulos, City Manager

Juanita J. Dixon, Staff Representative

Date: _____

Date: _____

APPENDIX C
PAY GRADE SCHEDULE

October 1, 2021 - September 30, 2022

Officer - 180				
	<i>Meets (a)</i>		<i>Exceeds (b)</i>	
<i>Step</i>	<i>Hourly</i>	<i>Annually</i>	<i>Hourly</i>	<i>Annually</i>
1	\$22.18	\$46,134.40		
2	\$22.73	\$47,278.40	\$22.95	\$47,736.00
3	\$23.41	\$48,692.80	\$23.65	\$49,192.00
4	\$24.10	\$50,128.00	\$24.34	\$50,627.20
5	\$24.83	\$51,646.40	\$25.07	\$52,145.60
6	\$25.59	\$53,227.20	\$25.83	\$53,726.40
7	\$26.35	\$54,808.00	\$26.60	\$55,328.00
8	\$28.58	\$59,446.40	\$28.86	\$60,028.80
9	\$29.36	\$61,068.80	\$29.65	\$61,672.00
10	\$30.15	\$62,712.00	\$30.44	\$63,315.20
11	\$30.96	\$64,396.80	\$31.27	\$65,041.60
12	\$31.81	\$66,164.80	\$32.12	\$66,809.60
13	\$32.66	\$67,932.80	\$32.98	\$68,598.40
14	\$33.54	\$69,763.20	\$33.88	\$70,470.40
15	\$34.44	\$71,635.20	\$34.78	\$72,342.40
16	\$35.38	\$73,590.40	\$35.71	\$74,276.80

Corporal - 181				
	<i>Meets (a)</i>		<i>Exceeds (b)</i>	
<i>Step</i>	<i>Hourly</i>	<i>Annually</i>	<i>Hourly</i>	<i>Annually</i>
1	\$32.94	\$68,515.20		
2	\$33.59	\$69,867.20	\$33.94	\$70,595.20
3	\$34.60	\$71,968.00	\$34.95	\$72,696.00
4	\$35.64	\$74,131.20	\$36.00	\$74,880.00
5	\$36.71	\$76,356.80	\$37.08	\$77,126.40
6	\$37.81	\$78,644.80	\$38.19	\$79,435.20
7	\$38.94	\$80,995.20	\$39.34	\$81,827.20
Sergeant - 182				
	<i>Meets (a)</i>		<i>Exceeds (b)</i>	
<i>Step</i>	<i>Hourly</i>	<i>Annually</i>	<i>Hourly</i>	<i>Annually</i>
1	\$36.36	\$75,628.80		
2	\$37.08	\$77,126.40	\$37.45	\$77,896.00
3	\$38.19	\$79,435.20	\$38.56	\$80,204.80
4	\$39.34	\$81,827.20	\$39.73	\$82,638.40
5	\$40.51	\$84,260.80	\$40.91	\$85,092.80
6	\$41.74	\$86,819.20	\$42.14	\$87,651.20
7	\$42.98	\$89,398.40	\$43.41	\$90,292.80

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is entered into on April _____, 2022, by and between the City of Jacksonville Beach, FL ("City") and Northeast Florida Public Employees, Local 630, Laborers International Union of North America, AFL-CIO ("Union").

Due to unique circumstances involving the relevant labor market, and without establishing any precedent affecting future collective bargaining agreements, the City and the Union mutually agree to modify the wage rates in the current collective bargaining agreement as follows:

- The City and the Union propose a three percent (3%) Across-the-Board increase effective April 18, 2022, to all eligible bargaining unit members.

The above proposed increase is for the period April 18, 2022 through September 30, 2022 contingent on the parties' ratification of same. The parties agree that this Memorandum of Understanding shall be in effect until both parties have ratified a new Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be signed with their respective names by their respective representatives thereon to duly authorize.

City of Jacksonville Beach

Northeast Florida
Public Employees, Local 630

Michael J. Staffopoulos, City Manager

Ronnie Burris, Staff Representative

Date: _____

Date: _____

APPENDIX A
SECTION 1
CLASSIFICATIONS AND PAY GRADES

CLASSIFICATION	POSITION TITLE	GRADE
ADMINISTRATIVE & FISCAL	Accounting Technician	314
	Collections Specialist	314
	Customer Accounts Specialist I	310
	Customer Accounts Specialist II	312
	Senior Accounts Specialist	313
PROPERTY & PROCUREMENT	Building Maintenance Mechanic	313
	Buyer	313
	Storekeeper	310
PLANNING & DEVELOPMENT	Building Inspector I	318
	Building Inspector II	319
	Building Inspector III	320
	Code Enforcement Officer I	315
	Code Enforcement Officer II	316
	Code Enforcement Officer III	317
	Permit Specialist	310
	Senior Permit Specialist	312
ENERGY SERVICES	Apprentice Lineworker	200
	Apprentice Relay Technician	201
	Cut In-Cut Out Technician	311
	Electrical Engineering Technician I	313
	Electrical Engineering Technician II	315
	Electrical Engineering Technician III	316
	GIS Engineering Coordinator	313
	Journey Lineworker	203
	Line Crew Leader	204
	Meter Reader	310
	Meter Technician I	313
	Meter Technician II	314
	Relay/Substation Crew Leader	205
	Relay/Substation Technician	204
	System Operator	202
	System Operator NERC Certified	204
	System Operator/Programmer NERC Certified	205

APPENDIX A
SECTION 1
CLASSIFICATIONS AND PAY GRADES

CLASSIFICATION	POSITION TITLE	GRADE
PUBLIC WORKS	Construction Project Manager	322
	Crew Supervisor	316
	Engineering Design/GIS Tech	315
	Equipment Operator I	313
	Equipment Operator II	314
	FOG Program Coordinator	319
	General Supervisor	320
	Mechanic Trainee	309
	Mechanic I	313
	Mechanic II	314
	Mechanic III	315
	Plant Operations/Training Specialist	319
	Sanitation Contract Coordinator	314
	Sanitation Supervisor	318
	Traffic Mark/Signage Supervisor	316
	Utility Plant Instrumentation Technician	317
	Utility Plant Operator Trainee	309
	Utility Plant Operator I	316
	Utility Plant Operator II	318
	Utility Service Worker I	312
	Utility Service Worker II	313
	Utility Service Worker III	314
LANDSCAPE & MAINTENANCE	Grounds Crew Leader	314
	Grounds Maintenance Mechanic I	313
	Grounds Maintenance Mechanic II	314
	Grounds Maintenance Worker I	308
	Grounds Maintenance Worker II	309
	Grounds Maintenance Worker III	310
PUBLIC SAFETY	Animal Control Officer	310
	Community Service Officer	310
	Community Service Officer II	310
	Parking Enforcement Coordinator	313
	Police Records Specialist	310
	Property & Evidence Officer	310
	Public Safety Communication Officer I	313
	Public Safety Communication Officer II	315

APPENDIX A
SECTION 2
PAY GRADE SCHEDULES

GRADE	MINIMUM	MIDPOINT	MAXIMUM
308	\$13.45 \$27,976.00	\$17.61 \$36,628.80	\$21.78 \$45,302.40
309	\$14.12 \$29,369.60	\$18.50 \$38,480.00	\$22.88 \$47,590.40
310	\$14.82 \$30,825.60	\$19.43 \$40,414.40	\$24.02 \$49,961.60
311	\$15.56 \$32,364.80	\$20.39 \$42,411.20	\$25.22 \$52,457.60
312	\$16.35 \$34,008.00	\$21.41 \$44,532.80	\$26.48 \$55,078.40
313	\$17.16 \$35,692.80	\$22.48 \$46,758.40	\$27.80 \$57,824.00
314	\$18.03 \$37,502.40	\$23.61 \$49,108.80	\$29.19 \$60,715.20
315	\$18.92 \$39,353.60	\$24.79 \$51,563.20	\$30.65 \$63,752.00
316	\$19.87 \$41,329.60	\$26.03 \$54,142.40	\$32.19 \$66,955.20
317	\$20.86 \$43,388.80	\$27.33 \$56,846.40	\$33.79 \$70,283.20
318	\$21.91 \$45,572.80	\$28.70 \$59,696.00	\$35.48 \$73,798.40
319	\$23.00 \$47,840.00	\$30.13 \$62,670.40	\$37.27 \$77,521.60
320	\$24.15 \$50,232.00	\$31.64 \$65,811.20	\$39.12 \$81,369.60
321	\$25.36 \$52,748.80	\$33.22 \$69,097.60	\$41.08 \$85,446.40
322	\$26.63 \$55,390.40	\$34.88 \$72,550.40	\$43.14 \$89,731.20

APPENDIX A
SECTION 2
PAY GRADE SCHEDULES

GRADE	MINIMUM	MIDPOINT	MAXIMUM
203	\$30.55	\$36.13	\$41.70
	\$63,544.00	\$75,150.40	\$86,736.00
204	\$32.06	\$37.92	\$43.78
	\$66,684.80	\$78,873.60	\$91,062.40
205	\$33.68	\$39.83	\$45.98
	\$70,054.40	\$82,846.40	\$95,638.40

YEARLY SCHEDULES		YEAR 1	YEAR 2	YEAR 3	YEAR 4
200	Apprentice Lineworker	\$20.86	\$22.95	\$25.25	\$27.77
		\$43,388.80	\$47,736.00	\$52,520.00	\$57,761.60
201	Apprentice Relay Technician	\$21.90	\$24.09	\$26.50	\$29.15
		\$45,552.00	\$50,107.20	\$55,120.00	\$60,632.00
202	System Operator	\$29.15			
		\$60,632.00			

SECTION II
CLASSIFICATIONS AND PAY GRADES
By Classification

CLASSIFICATION	POSITION TITLE	GRADE
EXECUTIVE MANAGEMENT	* Chief Financial Officer	332
	* Chief Information Officer	334
	* Deputy City Manager	335
	* Director of Beaches Energy	335
	* Director of Human Resources	329
	* Director of Parks & Recreation	329
	* Director of Planning & Development	329
	* Director of Public Works	332
	* Police Chief	332
MANAGERIAL, PROFESSIONAL & ADMINISTRATIVE	* Accountant	319
	* Accounting Supervisor	323
	Administrative Assistant	312
	* Assistant Customer Service Supervisor	318
	* Assistant CFO/Budget Officer	327
	Assistant to the City Manager	316
	Assistant to the Police Chief	316
	* Business Analyst	323
	* Business Relations/Conservation Coordinator	316
	* City Clerk	322
	* Communications Manager	322
	Conservation Specialist	315
	* Customer Service Supervisor	322
	Deputy City Clerk	316
	Human Resources Generalist	318
	* Internal Auditor	322
	Legal Assistant	322
	Office Administrator	314
	Office Assistant	310
	* Payroll and Benefits Administrator	323
	* Payroll and Benefits Lead	318
	Payroll and Benefits Specialist	314
	Recruiter	315
	Senior Human Resources Generalist	320
	* Utilities Accountant	318
INFORMATION SERVICES	* Application Services Manager	327
	* AS400 Systems Analyst	322
	* GIS Administrator	323
	* Network Engineer	323
	* SCADA Systems Analyst	325
	* Systems Analyst	322
	* Systems Engineer	323
	* Technical Support Specialist	322
	* Technology/Security Services Manager	327

*Exempt from overtime under the Fair Labor Standards Act

SECTION II
CLASSIFICATIONS AND PAY GRADES
By Classification

CLASSIFICATION	POSITION TITLE	GRADE
PLANNING & DEVELOPMENT	* Building Official	326
	* Planning Official	326
	* CRA Coordinator	322
	* Senior Planner	322
PROPERTY & PROCUREMENT	Building Maintenance Supervisor	315
	Chief Storekeeper	313
	* Procurement Administrator	321
	Procurement Associate	316
	* Property and Procurement Officer	327
ENERGY SERVICES	* Construction & Maintenance Supervisor	327
	* Electric Safety & Training Supervisor	322
	* Electrical Engineer	327
	* Electrical Engineer (PE)	328
	* Electrical Engineering Project Supervisor	330
	* Electrical Engineering Supervisor	330
	* Meter Services Supervisor	320
	* Regulatory Compliance Officer	330
	* Relay/Substation Supervisor	328
	* System Operations Supervisor	328
	* Utilities Superintendent	330
PUBLIC WORKS	* GIS Systems Analyst	321
	Plant Operations Manager	322
	* City Engineer	330
	* Project Engineer	329
	* Streets/Distribution & Collection Deputy Superintendent	324
	* Streets/Distribution & Collection Superintendent	326
	Utility Plant Maintenance Supervisor	320
	* Utility Plant Operations Deputy Superintendent	324
	* Utility Plant Operations Superintendent	326
PARKS & RECREATION	* Assistant Golf Course Superintendent	318
	* Chief of Parks Development and Maintenance	326
	Events Coordinator	314
	* Facilities Maintenance Manager	320
	Golf Accounting Technician	314
	Golf Cart/Range Attendant	303 306
	Golf Course Assistant General Manager	316
	* Golf Course General Manager	322
	* Golf Course Superintendent	322
	Golf Shop Attendant	308
	Golf Starter	303 306
	Grounds Maintenance Supervisor	320
	Pro Shop Lead	310
	Recreation Leader	310
	Recreation Supervisor	316
	Tennis Court Attendant	303 308
	* Tennis Facility Manager	311

*Exempt from overtime under the Fair Labor Standards Act

Nonunion Pay Plan (Redlined)

SECTION II
CLASSIFICATIONS AND PAY GRADES
By Classification

CLASSIFICATION		POSITION TITLE	GRADE
PUBLIC SAFETY	*	Fire Marshal	324
		Deputy Fire Marshal	321
		Police Accreditation Manager	315
	*	Police Commander	327
		Police Records Supervisor	315
		Police Volunteer Coordinator	308
		Public Safety Communications Supervisor	319
		Ocean Rescue Lifeguard	601
		Ocean Rescue Lieutenant	602
		Assistant Ocean Rescue Supervisor	603
		Ocean Rescue Supervisor	604
		School Crossing Guard	901

*Exempt from overtime under the Fair Labor Standards Act

SECTION III
PAY GRADE SCHEDULE

GRADE	MINIMUM	MIDPOINT	MAXIMUM
303	\$10.23 \$21,278.40	\$13.40 \$27,872.00	\$16.57 \$34,465.60
304	\$10.74 \$22,339.20	\$14.07 \$29,265.60	\$17.40 \$36,192.00
305	\$11.28 \$23,462.40	\$14.77 \$30,721.60	\$18.27 \$38,001.60
306	\$12.20 \$11.84 \$25,376.00 \$24,627.20	\$15.98 \$15.51 \$33,238.40 \$32,260.80	\$19.76 \$19.18 \$41,100.80 \$39,894.40
307	\$12.80 \$12.43 \$26,624.00 \$25,854.40	\$16.78 \$16.29 \$34,902.40 \$33,883.20	\$20.74 \$20.14 \$43,139.20 \$41,891.20
308	\$13.45 \$13.06 \$27,976.00 \$27,164.80	\$17.61 \$17.10 \$36,628.80 \$35,568.00	\$21.78 \$21.15 \$45,302.40 \$43,992.00
309	\$14.12 \$13.71 \$29,369.60 \$28,516.80	\$18.50 \$17.96 \$38,480.00 \$37,356.80	\$22.88 \$22.21 \$47,590.40 \$46,196.80
310	\$14.82 \$14.39 \$30,825.60 \$29,931.20	\$19.43 \$18.86 \$40,414.40 \$39,228.80	\$24.02 \$23.32 \$49,961.60 \$48,505.60
311	\$15.56 \$15.11 \$32,364.80 \$31,428.80	\$20.39 \$19.80 \$42,411.20 \$41,184.00	\$25.22 \$24.49 \$52,457.60 \$50,939.20
312	\$16.35 \$15.87 \$34,008.00 \$33,009.60	\$21.41 \$20.79 \$44,532.80 \$43,243.20	\$26.48 \$25.71 \$55,078.40 \$53,476.80
313	\$17.16 \$16.66 \$35,692.80 \$34,652.80	\$22.48 \$21.83 \$46,758.40 \$45,406.40	\$27.80 \$26.99 \$57,824.00 \$56,139.20
314	\$18.03 \$17.50 \$37,502.40 \$36,400.00	\$23.61 \$22.92 \$49,108.80 \$47,673.60	\$29.19 \$28.34 \$60,715.20 \$58,947.20
315	\$18.92 \$18.37 \$39,353.60 \$38,209.60	\$24.79 \$24.07 \$51,563.20 \$50,065.60	\$30.65 \$29.76 \$63,752.00 \$61,900.80
316	\$19.87 \$19.29 \$41,329.60 \$40,123.20	\$26.03 \$25.27 \$54,142.40 \$52,561.60	\$32.19 \$31.25 \$66,955.20 \$65,000.00
317	\$20.86 \$20.25 \$43,388.80 \$42,120.00	\$27.33 \$26.53 \$56,846.40 \$55,182.40	\$33.79 \$32.81 \$70,283.20 \$68,244.80
318	\$21.91 \$21.27 \$45,572.80 \$44,241.60	\$28.70 \$27.86 \$59,696.00 \$57,948.80	\$35.48 \$34.45 \$73,798.40 \$71,656.00

SECTION III
PAY GRADE SCHEDULE

GRADE	MINIMUM	MIDPOINT	MAXIMUM
319	\$23.00 \$22.33	\$30.13 \$29.25	\$37.27 \$36.18
	\$47,840.00 \$46,446.40	\$62,670.40 \$60,840.00	\$77,521.60 \$75,254.40
320	\$24.15 \$23.45	\$31.64 \$30.72	\$39.12 \$37.98
	\$50,232.00 \$48,776.00	\$65,811.20 \$63,897.60	\$81,369.60 \$78,998.40
321	\$25.36 \$24.62	\$33.22 \$32.25	\$41.08 \$39.88
	\$52,748.80 \$51,209.60	\$69,097.60 \$67,080.00	\$85,446.40 \$82,950.40
322	\$26.63 \$25.85	\$34.88 \$33.86	\$43.14 \$41.88
	\$55,390.40 \$53,768.00	\$72,550.40 \$70,428.80	\$89,731.20 \$87,110.40
323	\$27.95 \$27.14	\$36.63 \$35.56	\$45.29 \$43.97
	\$58,136.00 \$56,451.20	\$76,190.40 \$73,964.80	\$94,203.20 \$91,457.60
324	\$29.36 \$28.50	\$38.46 \$37.34	\$47.56 \$46.17
	\$61,068.80 \$59,280.00	\$79,996.80 \$77,667.20	\$98,924.80 \$96,033.60
325	\$30.83 \$29.93	\$40.38 \$39.20	\$49.93 \$48.48
	\$64,126.40 \$62,254.40	\$83,990.40 \$81,536.00	\$103,854.40 \$100,838.40
326	\$32.36 \$31.42	\$42.39 \$41.16	\$52.43 \$50.90
	\$67,308.80 \$65,353.60	\$88,171.20 \$85,612.80	\$109,054.40 \$105,872.00
327	\$33.98 \$32.99	\$44.52 \$43.22	\$55.05 \$53.45
	\$70,678.40 \$68,619.20	\$92,601.60 \$89,897.60	\$114,504.00 \$111,176.00
328	\$35.68 \$34.64	\$46.74 \$45.38	\$57.80 \$56.12
	\$74,214.40 \$72,051.20	\$97,219.20 \$94,390.40	\$120,224.00 \$116,729.60
329	\$37.46 \$36.37	\$49.08 \$47.65	\$60.70 \$58.93
	\$77,916.80 \$75,649.60	\$102,086.40 \$99,112.00	\$126,256.00 \$122,574.40
330	\$39.34 \$38.19	\$51.53 \$50.03	\$63.73 \$61.87
	\$81,827.20 \$79,435.20	\$107,182.40 \$104,062.40	\$132,558.40 \$128,689.60
331	\$41.30 \$40.10	\$54.11 \$52.53	\$66.92 \$64.97
	\$85,904.00 \$83,408.00	\$112,548.80 \$109,262.40	\$139,193.60 \$135,137.60
332	\$43.37 \$42.11	\$56.81 \$55.16	\$70.26 \$68.21
	\$90,209.60 \$87,588.80	\$118,164.80 \$114,732.80	\$146,140.80 \$141,876.80
333	\$45.54 \$44.21	\$59.66 \$57.92	\$73.78 \$71.63
	\$94,723.20 \$91,956.80	\$124,092.80 \$120,473.60	\$153,462.40 \$148,990.40
334	\$47.81 \$46.42	\$62.64 \$60.82	\$77.47 \$75.21
	\$99,444.80 \$96,553.60	\$130,291.20 \$126,505.60	\$161,137.60 \$156,436.80
335	\$50.21 \$48.75	\$65.78 \$63.86	\$81.34 \$78.97
	\$104,436.80 \$101,400.00	\$136,822.40 \$132,828.80	\$169,187.20 \$164,257.60

**SECTION III
PAY GRADE SCHEDULE**

OCEAN RESCUE – PART TIME	600 – LIFEGUARD	601 – RESCUE SWIMMER/EMT
Year 1	\$14.40	\$17.00
Year 2	\$14.83	\$17.51
Year 3	\$15.27	\$18.04
Year 4	\$15.73	\$18.58
Year 5	\$16.20	\$19.14
a. Annual hourly rate is based on total years of service with Jacksonville Beach Ocean Rescue. b. Increase in years 2-5 requires a minimum of 300 hours worked in the previous year. c. Rescue Swimmer/EMT requires Emergency Medical Technician Certification.		

OCEAN RESCUE – PART TIME	602 - LIEUTENANT	601 – RESCUE SWIMMER/EMT
Year 1	\$19.56	1. Annual hourly rate is based on years of service in the Lieutenant position.
Year 2	\$20.15	
Year 3	\$20.75	2. Increase in years 2-5 requires a minimum of 300 hours worked in the previous year.
Year 4	\$21.37	
Year 5	\$22.01	

OCEAN RESCUE – FULL TIME	602 –LIEUTENANT	601 – RESCUE SWIMMER/EMT
603	Lieutenant	\$19.56 \$40,684.80 \$23.85 \$49,608.00 \$28.14 \$58,531.20
604	Assistant Ocean Rescue Supervisor	\$20.48 \$42,598.40 \$24.97 \$51,937.60 \$29.46 \$61,276.80
605	Ocean Rescue Supervisor	\$21.51 \$44,740.80 \$26.23 \$54,558.40 \$30.94 \$64,355.20

901 – SCHOOL CROSSING GUARDS	
Year 1	\$12.36 \$12.00
Year 2	\$12.73 \$12.36
Year 3	\$13.11 \$12.73
Year 4	\$13.50 \$13.11
Year 5	\$13.91 \$13.50
Year 6	\$14.33 \$13.91

APPENDIX C
PAY GRADE SCHEDULE

October 1, 2021 - September 30, 2022

Officer - 180				
	<i>Meets (a)</i>		<i>Exceeds (b)</i>	
<i>Step</i>	<i>Hourly</i>	<i>Annually</i>	<i>Hourly</i>	<i>Annually</i>
1	\$22.18 \$21.53	\$46,134.40 \$44,782.40		
2	\$22.73 \$22.07	\$47,278.40 \$45,905.60	\$22.95 \$22.28	\$47,736.00 \$46,342.40
3	\$23.41 \$22.73	\$48,692.80 \$47,278.40	\$23.65 \$22.96	\$49,192.00 \$47,756.80
4	\$24.10 \$23.40	\$50,128.00 \$48,672.00	\$24.34 \$23.63	\$50,627.20 \$49,150.40
5	\$24.83 \$24.11	\$51,646.40 \$50,148.80	\$25.07 \$24.34	\$52,145.60 \$50,627.20
6	\$25.59 \$24.84	\$53,227.20 \$51,667.20	\$25.83 \$25.08	\$53,726.40 \$52,166.40
7	\$26.35 \$25.58	\$54,808.00 \$53,206.40	\$26.60 \$25.83	\$55,328.00 \$53,726.40
8	\$28.58 \$27.75	\$59,446.40 \$57,720.00	\$28.86 \$28.02	\$60,028.80 \$58,281.60
9	\$29.36 \$28.50	\$61,068.80 \$59,280.00	\$29.65 \$28.79	\$61,672.00 \$59,883.20
10	\$30.15 \$29.27	\$62,712.00 \$60,881.60	\$30.44 \$29.55	\$63,315.20 \$61,464.00
11	\$30.96 \$30.06	\$64,396.80 \$62,524.80	\$31.27 \$30.36	\$65,041.60 \$63,148.80
12	\$31.81 \$30.88	\$66,164.80 \$64,230.40	\$32.12 \$31.18	\$66,809.60 \$64,854.40
13	\$32.66 \$31.71	\$67,932.80 \$65,956.80	\$32.98 \$32.02	\$68,598.40 \$66,601.60
14	\$33.54 \$32.56	\$69,763.20 \$67,724.80	\$33.88 \$32.89	\$70,470.40 \$68,411.20
15	\$34.44 \$33.44	\$71,635.20 \$69,555.20	\$34.78 \$33.77	\$72,342.40 \$70,241.60
16	\$35.38 \$34.35	\$73,590.40 \$71,448.00	\$35.71 \$34.67	\$74,276.80 \$72,113.60

Corporal - 181				
	<i>Meets (a)</i>		<i>Exceeds (b)</i>	
<i>Step</i>	<i>Hourly</i>	<i>Annually</i>	<i>Hourly</i>	<i>Annually</i>
1	\$32.94 \$31.98	\$68,515.20 \$66,518.40		
2	\$33.59 \$32.61	\$69,867.20 \$67,828.80	\$33.94 \$32.95	\$70,595.20 \$68,536.00
3	\$34.60 \$33.59	\$71,968.00 \$69,867.20	\$34.95 \$33.93	\$72,696.00 \$70,574.40
4	\$35.64 \$34.60	\$74,131.20 \$71,968.00	\$36.00 \$34.95	\$74,880.00 \$72,696.00
5	\$36.71 \$35.64	\$76,356.80 \$74,131.20	\$37.08 \$36.00	\$77,126.40 \$74,880.00
6	\$37.81 \$36.71	\$78,644.80 \$76,356.80	\$38.19 \$37.08	\$79,435.20 \$77,126.40
7	\$38.94 \$37.81	\$80,995.20 \$78,644.80	\$39.34 \$38.19	\$81,827.20 \$79,435.20
Sergeant - 182				
	<i>Meets (a)</i>		<i>Exceeds (b)</i>	
<i>Step</i>	<i>Hourly</i>	<i>Annually</i>	<i>Hourly</i>	<i>Annually</i>
1	\$36.36 \$35.30	\$75,628.80 \$73,424.00		
2	\$37.08 \$36.00	\$77,126.40 \$74,880.00	\$37.45 \$36.36	\$77,896.00 \$75,628.80
3	\$38.19 \$37.08	\$79,435.20 \$77,126.40	\$38.56 \$37.44	\$80,204.80 \$77,875.20
4	\$39.34 \$38.19	\$81,827.20 \$79,435.20	\$39.73 \$38.57	\$82,638.40 \$80,225.60
5	\$40.51 \$39.33	\$84,260.80 \$81,806.40	\$40.91 \$39.72	\$85,092.80 \$82,617.60
6	\$41.74 \$40.52	\$86,819.20 \$84,281.60	\$42.14 \$40.91	\$87,651.20 \$85,092.80
7	\$42.98 \$41.73	\$89,398.40 \$86,798.40	\$43.41 \$42.15	\$90,292.80 \$87,672.00

APPENDIX A
SECTION 1
CLASSIFICATIONS AND PAY GRADES

CLASSIFICATION	POSITION TITLE	GRADE
ADMINISTRATIVE & FISCAL	Accounting Technician	314
	Collections Specialist	314
	Customer Accounts Specialist I	310
	Customer Accounts Specialist II	312
	Senior Accounts Specialist	313
PROPERTY & PROCUREMENT	Building Maintenance Mechanic	313
	Buyer	313
	Storekeeper	310
PLANNING & DEVELOPMENT	Building Inspector I	318
	Building Inspector II	319
	Building Inspector III	320
	Code Enforcement Officer I	315
	Code Enforcement Officer II	316
	Code Enforcement Officer III	317
	Permit Specialist	310
	Senior Permit Specialist	312
ENERGY SERVICES	Apprentice Lineworker	200
	Apprentice Relay Technician	201
	Cut In-Cut Out Technician	311
	Electrical Engineering Technician I	313
	Electrical Engineering Technician II	315
	Electrical Engineering Technician III	316
	GIS Engineering Coordinator	313
	Journey Lineworker	203
	Line Crew Leader	204
	Meter Reader	310
	Meter Technician I	313
	Meter Technician II	314
	Relay/Substation Crew Leader	205
	Relay/Substation Technician	204
	System Operator	202
	System Operator NERC Certified	204
	System Operator/Programmer NERC Certified	205

APPENDIX A
SECTION 1
CLASSIFICATIONS AND PAY GRADES

CLASSIFICATION	POSITION TITLE	GRADE
PUBLIC WORKS	Construction Project Manager	322
	Crew Supervisor	316
	Engineering Design/GIS Tech	315
	Equipment Operator I	313
	Equipment Operator II	314
	FOG Program Coordinator	319
	General Supervisor	320
	Mechanic Trainee	309
	Mechanic I	313
	Mechanic II	314
	Mechanic III	315
	Plant Operations/Training Specialist	319
	Sanitation Contract Coordinator	314
	Sanitation Supervisor	318
	Traffic Mark/Signage Supervisor	316
	Utility Plant Instrumentation Technician	317
	Utility Plant Operator Trainee	309
	Utility Plant Operator I	316
	Utility Plant Operator II	318
	Utility Service Worker I	312
	Utility Service Worker II	313
	Utility Service Worker III	314
LANDSCAPE & MAINTENANCE	Grounds Crew Leader	314
	Grounds Maintenance Mechanic I	313
	Grounds Maintenance Mechanic II	314
	Grounds Maintenance Worker I	308
	Grounds Maintenance Worker II	309
	Grounds Maintenance Worker III	310
PUBLIC SAFETY	Animal Control Officer	310
	Community Service Officer	310
	Community Service Officer II	310
	Parking Enforcement Coordinator	313
	Police Records Specialist	310
	Property & Evidence Officer	310
	Public Safety Communication Officer I	313
	Public Safety Communication Officer II	315

APPENDIX A
SECTION 2
PAY GRADE SCHEDULES

GRADE	MINIMUM	MIDPOINT	MAXIMUM
308	\$13.45 \$13.06 \$27,976.00 \$27,164.80	\$17.61 \$17.10 \$36,628.80 \$35,568.00	\$21.78 \$21.15 \$45,302.40 \$43,992.00
309	\$14.12 \$13.71 \$29,369.60 \$28,516.80	\$18.50 \$17.96 \$38,480.00 \$37,356.80	\$22.88 \$22.21 \$47,590.40 \$46,196.80
310	\$14.82 \$14.39 \$30,825.60 \$29,931.20	\$19.43 \$18.86 \$40,414.40 \$39,228.80	\$24.02 \$23.32 \$49,961.60 \$48,505.60
311	\$15.56 \$15.11 \$32,364.80 \$31,428.80	\$20.39 \$19.80 \$42,411.20 \$41,184.00	\$25.22 \$24.49 \$52,457.60 \$50,939.20
312	\$16.35 \$15.87 \$34,008.00 \$33,009.60	\$21.41 \$20.79 \$44,532.80 \$43,243.20	\$26.48 \$25.71 \$55,078.40 \$53,476.80
313	\$17.16 \$16.66 \$35,692.80 \$34,652.80	\$22.48 \$21.83 \$46,758.40 \$45,406.40	\$27.80 \$26.99 \$57,824.00 \$56,139.20
314	\$18.03 \$17.50 \$37,502.40 \$36,400.00	\$23.61 \$22.92 \$49,108.80 \$47,673.60	\$29.19 \$28.34 \$60,715.20 \$58,947.20
315	\$18.92 \$18.37 \$39,353.60 \$38,209.60	\$24.79 \$24.07 \$51,563.20 \$50,065.60	\$30.65 \$29.76 \$63,752.00 \$61,900.80
316	\$19.87 \$19.29 \$41,329.60 \$40,123.20	\$26.03 \$25.27 \$54,142.40 \$52,561.60	\$32.19 \$31.25 \$66,955.20 \$65,000.00
317	\$20.86 \$20.25 \$43,388.80 \$42,120.00	\$27.33 \$26.53 \$56,846.40 \$55,182.40	\$33.79 \$32.81 \$70,283.20 \$68,244.80
318	\$21.91 \$21.27 \$45,572.80 \$44,241.60	\$28.70 \$27.86 \$59,696.00 \$57,948.80	\$35.48 \$34.45 \$73,798.40 \$71,656.00
319	\$23.00 \$22.33 \$47,840.00 \$46,446.40	\$30.13 \$29.25 \$62,670.40 \$60,840.00	\$37.27 \$36.18 \$77,521.60 \$75,254.40
320	\$24.15 \$23.45 \$50,232.00 \$48,776.00	\$31.64 \$30.72 \$65,811.20 \$63,897.60	\$39.12 \$37.98 \$81,369.60 \$78,998.40
321	\$25.36 \$24.62 \$52,748.80 \$51,209.60	\$33.22 \$32.25 \$69,097.60 \$67,080.00	\$41.08 \$39.88 \$85,446.40 \$82,950.40
322	\$26.63 \$25.85 \$55,390.40 \$53,768.00	\$34.88 \$33.86 \$72,550.40 \$70,428.80	\$43.14 \$41.88 \$89,731.20 \$87,110.40

APPENDIX A
SECTION 2
PAY GRADE SCHEDULES

GRADE	MINIMUM	MIDPOINT	MAXIMUM
203	\$30.55 \$29.66	\$36.13 \$35.08	\$41.70 \$40.49
	\$63,544.00 \$61,692.80	\$75,150.40 \$72,966.40	\$86,736.00 \$84,219.20
204	\$32.06 \$31.13	\$37.92 \$36.82	\$43.78 \$42.50
	\$66,684.80 \$64,750.40	\$78,873.60 \$76,585.60	\$91,062.40 \$88,400.00
205	\$33.68 \$32.70	\$39.83 \$38.67	\$45.98 \$44.64
	\$70,054.40 \$68,016.00	\$82,846.40 \$80,433.60	\$95,638.40 \$92,851.20

YEARLY SCHEDULES		YEAR 1	YEAR 2	YEAR 3	YEAR 4
200	Apprentice Lineworker	\$20.86	\$22.95	\$25.25	\$27.77
		\$20.25	\$22.28	\$24.51	\$26.96
		\$43,388.80	\$47,736.00	\$52,520.00	\$57,761.60
		\$42,120.00	\$46,342.40	\$50,980.80	\$56,076.80
201	Apprentice Relay Technician	\$21.90	\$24.09	\$26.50	\$29.15
		\$21.26	\$23.39	\$25.73	\$28.30
		\$45,552.00	\$50,107.20	\$55,120.00	\$60,632.00
		\$44,220.80	\$48,651.20	\$53,518.40	\$58,864.00
202	System Operator	\$29.15			
		\$28.30			
		\$60,632.00			
		\$58,864.00			



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

CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Sandra R. Robinson, City Attorney
DATE:	04/05/2022
SUBJECT:	Ordinance No. 2022-8173 Amending Ordinance No. 2020-8157 (Second Reading)

BACKGROUND

On December 21, 2020, the City Council approved Ordinance No. 2020-8157 which instituted a temporary moratorium on the commercial leasing, rental, and use of commercially leased or rented electric personal assistive mobility devices, micromobility devices, and motorized scooters in the City for a period of 12 months from its effective date (*i.e.*, December 21, 2021), or until it is repealed by the City Council as part of its adoption of permanent regulations, whichever is sooner. On December 20, 2021, the City Council approved Ordinance No. 2021-8169 which amended Ordinance No. 2020-8157 and extended the temporary moratorium for four months from the original effective date (until April 21, 2022).

At the City Council Briefing on February 28, 2022, the City Attorney provided the City Council with options to assist in the discussion and/or decision as to whether and/or how a commercial shared mobility program could be implemented in the City. At that time, it was the consensus of the City Council that extending the temporary moratorium once more is necessary to provide the City Council with ample opportunity to evaluate the options provided at the Briefing.

Ordinance No. 2022-8173 amending Ordinance No. 2020-8157 by extending the moratorium an additional 16 months from the original effective date (until April 21, 2023) was amended by the City Council at its second reading on April 4, 2022 to extend the moratorium indefinitely. Accordingly, Ordinance No. 2022-8173 has been amended in both its title and Section 2.

FINANCIAL IMPACT

None.

REQUESTED ACTION

Adopt/Deny Ordinance No. 2022-8173 Amending Ordinance No. 2020-8157 on the second reading

ATTACHMENTS

1. Ordinance No. 2022-8173

Introduced by: _____
First Reading: _____
Second Reading: _____
Second Reading as Amended: _____

ORDINANCE NO. 2022-8173

AN ORDINANCE BY THE CITY OF JACKSONVILLE BEACH, FLORIDA, AMENDING ORDINANCE NO. 2020-8157 WHICH IMPOSED A TEMPORARY MORATORIUM ON THE COMMERCIAL RENTAL AND LEASE, AND USE OF RENTED AND LEASED, ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICES, MICROMOBILITY DEVICES, AND MOTORIZED SCOOTERS; CONTINUING THE BASIS FOR THE EMERGENCY MORATORIUM; AND EXTENDING THE MORATORIUM INDEFINITELY.

WHEREAS, Article VIII, Section 2 of the Florida Constitution and Section 166.021, Florida Statutes, provides that municipalities have governmental, corporate, and proprietary powers to enable municipalities to conduct municipal government, perform municipal functions, and render municipal services; and

WHEREAS, in accordance with City Code of Ordinances Section 2-55, on December 21, 2020, the City Council approved Ordinance No. 2020-8157 which instituted a temporary moratorium on the commercial leasing, rental, and use of commercially leased or rented electric personal assistive mobility devices, micromobility devices, and motorized scooters in the City for a period of 12 months from its effective date (*i.e.*, December 21, 2021), or until it is repealed by the City Council as part of its adoption of permanent regulations, whichever is sooner; and

WHEREAS, on December 20, 2021, the City Council approved Ordinance No. 2021-8169 which amended Ordinance No. 2020-8157 and extended the temporary moratorium for four months from the original effective date (until April 21, 2022); and

WHEREAS, on February 28, 2022, the City Attorney provided the City Council with options to assist in the discussion and/or decision as to whether and/or how a commercial shared mobility program could be implemented in the City; and

WHEREAS, it is the consensus of the City Council that extending the temporary moratorium once more is necessary to provide the City Council with ample opportunity to evaluate the options of governing the regulations for the renting or leasing of electric personal assistive mobility devices, micromobility devices, and motorized scooters in the City; and

WHEREAS, the City finds a legitimate public purpose and it is in the best interests of the public health, safety, and welfare to extend the temporary moratorium on the commercial leasing, rental, and use of commercially rented or leased electric personal assistive mobility devices, micromobility devices, and motorized scooters in the City until such time as appropriate City regulations are in place.

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 and made a part of this Ordinance.

SECTION 2. That Section 2 of Ordinance No. 2020-8157, is hereby amended as follows¹:

TEMPORARY MORATORIUM. A temporary moratorium is imposed on the commercial leasing, rental, and use of commercially leased or rented electric personal assistive mobility devices, micromobility devices, and motorized scooters in the City. While this temporary moratorium is in effect, the City shall not authorize, allow, accept, process, or approve any application relating to the operation or commercial leasing and renting of these devices and scooters. This moratorium applies to any business that operates out of a hotel, motel, store, vendor stand, or any other local business location in the City, and to any online business operation that makes these devices and scooters locally available for rent or lease in the City. Nothing in this Ordinance shall be construed as a limit on the lawful use of privately-owned devices and scooters. Those individuals who use their privately-owned devices and scooters are required to follow all Florida Laws and City Ordinances relating to these devices and scooters. This moratorium is imposed pursuant to the City's police and regulatory powers to protect the public health, safety, and welfare of the community at large. The moratorium imposed by this Ordinance shall remain in effect ~~for a period of 12 months from its effective date~~ indefinitely, or until it is repealed by the City Council as part of its adoption of permanent regulations, ~~whichever is sooner~~.

SECTION 3. CONFLICTING ORDINANCES. That all ordinances or parts of ordinances in conflict with this Ordinance or parts thereof previously adopted or entered by the City in conflict with this Ordinance are temporarily suspended to the extent inconsistent herewith and until a future ordinance is permanently addresses the subject matter.

SECTION 4. 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 5. 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 _____, A.D., 2022.

Christine H. Hoffman, Mayor

Sheri Gosselin, City Clerk

Approved as to form and legal sufficiency:

Sandra R. Robinson, City Attorney

¹ ~~Strike through~~ text indicates deletions, underline text indicates additions.



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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Sandra R. Robinson, City Attorney
DATE:	03/15/2022
SUBJECT:	Ordinance No. 2022-8174 Repealing Division 2 of Chapter 2, Article II, of the City Code of Ordinances (First Reading)

BACKGROUND

At the March 14, 2022 City Council Briefing, the City Council discussed the benefit of repealing Division 2 of Chapter 2, Article II of the City Code of Ordinances as Division 2 pertains to the Rules of Order governing City Council Meetings and sets forth the order of business for its regular meetings. By having codified this and the other parliamentary rules, the City Council imbued these rules with the effect of law; and, with respect to the order of business, the City Council has limited its ability to make adjustments to the conduct of its meetings, notwithstanding a provision that enables a vote to temporarily suspend the rule set forth in Division 2.

According to Rule 5-1:1 of the City's Legislative Policies Manual ("LPM"), the City Council meetings are to follow Robert's Rules of Order. A review of Division 2 shows that its content substantively overlaps with Robert's Rules of Order pertaining to the same matters. The existence of Rule 5-1:1 of the LPM renders Division 2 unnecessary due to redundancy. Moving these rules to the LPM will contribute to administrative convenience/efficiency as the rules will be "centrally" located or contained. Having the rules contained in the LPM (versus the City Code) should also operate to make it less cumbersome (more efficient) for the City Council to make changes to its order of business, if such are deemed necessary or desirable under existing circumstances.

Ordinance No. 2022-8174 repeals Division 2 in its entirety.

FINANCIAL IMPACT

None.

REQUESTED ACTION

Approve/Disapprove Ordinance No. 2022-8174 repealing Division 2 of Chapter 2, Article II, of the City Code of Ordinances on the first reading and schedule a second reading for May 2, 2022

ATTACHMENTS

1. Ordinance No. 2022-8174 Repeal Rules of Order

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

ORDINANCE NO. 2022-8174

**AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH,
FLORIDA, REPEALING CODE OF ORDINANCES CHAPTER 2,
“ADMINISTRATION,” ARTICLE II “CITY COUNCIL,” DIVISION 2
“RULES OF ORDER” IN ITS ENTIRETY; AND PROVIDING FOR
SEVERABILITY, CODIFICATION, AND AN EFFECTIVE DATE.**

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

WHEREAS, Sections 2-27 *et seq.*, City Code (hereinafter “Division 2”) pertains to the Rules of Order governing City Council meetings, and most of the provisions thereunder are the substantive equivalent of similar rules provided by Robert’s Rules of Order; and

WHEREAS, by having codified these parliamentary rules, the City Council imbued them with the force of law; and, limited the City Council’s ability to make adjustments to the conduct of its meetings, notwithstanding a provision that enables a vote to temporarily suspend the rule set forth in Division 2; and

WHEREAS, pursuant to Rule 5-1:1 of the City’s Legislative Policies Manual (“LPM”), the City Council meetings are to follow Robert’s Rules of Order; and

WHEREAS, Rule 5-1:1 of the LPM renders Division 2 unnecessary and redundant due to the fact that the content of Division 2 substantially overlaps with Robert’s Rules of Order pertaining to the same matters; and

WHEREAS, moving these rules to the LPM will operate to make it less cumbersome for the City Council to make changes to its order of business, *inter alia*, if such are deemed necessary or desirable under existing circumstance; 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 benefits the citizens, residents, and guests of the City of Jacksonville Beach.

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

SECTION 1. RECITALS. The above recitals are ratified, correct, and made a part of this Ordinance.

SECTION 2. REPEAL. City Code of Ordinances Chapter 2, “Administration,” Article II “City Council,” Division 2 “Rules of Order” is hereby repealed in its entirety as set forth below:

~~DIVISION 2. – RULES OF ORDER~~

~~Sec. 2-27. -- Declaration of votes; roll call.~~

~~The mayor shall declare all votes of the council. A roll call of the yeas and nays on any question shall be taken upon the request of any one member. The roll call shall be conducted as follows: The city clerk shall arrange the names of the members of the council in alphabetical order and each call of the roll shall be restated in a manner so that upon each call thereof, he/she will commence with the member's name that was called second upon the preceding roll call, and thereafter proceed to call the roll according to the alphabetical order, except that the mayor's name shall be called last.~~

~~Sec. 2-28. -- Member called to order.~~

~~When a member of council is called to order, he/she shall immediately take his/her seat, and the presiding officer shall pass upon the point of order.~~

~~Sec. 2-29. -- Members' speaking time.~~

~~No member of council shall speak at any meeting more than twice on the same question, or for more than the allocated time as specified by the chair, but in no case more than five (5) minutes at any one time.~~

~~Sec. 2-30. -- Withdrawal of proposal.~~

~~Any proposed motion, resolution, ordinance or suggested amendment thereto may be withdrawn by the mover or the proposer at any time before amendment or putting to a vote.~~

~~Sec. 2-31. -- Interruption of another member.~~

~~No member of council shall be interrupted by another without the consent of the member who has the floor, except by rising to a question of order.~~

~~Sec. 2-32. -- Reserved.~~

~~Sec. 2-33. -- Order of business.~~

~~The order of business of the council shall be as follows:~~

- ~~(1) Approval of minutes of preceding meetings;~~
- ~~(2) Announcements;~~
- ~~(3) Courtesy of floor to any visitors;~~
- ~~(4) Mayor and council;~~
- ~~(5) City clerk;~~
- ~~(6) City manager;~~
- ~~(7) Resolutions;~~
- ~~(8) Ordinances.~~

~~Sec. 2-34. -- Reserved.~~

~~Sec. 2-35. -- Reserved.~~

~~Sec. 2-36. -- Submittal of agenda to members in advance.~~

~~The city manager shall furnish each member of the council with the agenda items to be addressed at least two (2) days prior to every meeting.~~

~~Sec. 2-37. -- Monthly financial reports.~~

~~The city manager shall submit regular written monthly summary financial reports to the council providing summary budget and cash and investment reports.~~

~~Sec. 2-38. -- Motion to reconsider a question.~~

~~After the decision of any question, it shall be in order only for a member of council voting on the prevailing side to move to reconsider the question at the same or next regular meeting. If a motion to reconsider is lost, it shall not be renewed and reconsidered without the unanimous consent of the council in attendance at the meeting at which reconsideration is requested.~~

~~Sec. 2-39. -- Temporary suspension of rules.~~

~~Any provision of this division may be temporarily suspended for special reasons by a vote of the majority of the members of the council present, but no permanent alteration shall be made without notice specifying the purpose of the change given at the previous meeting.~~

~~Sec. 2-40. -- Rules of procedure.~~

~~The council may adopt rules of procedure not in conflict with the provisions of this division. In cases not addressed by this division or rules of procedure, "Robert's Rules of Order" shall be the applicable rules.~~

~~Sec. 2-41. -- Minutes and records.~~

~~It shall be the duty of the city clerk to attend all meetings of the council and to record and keep the minutes and records thereof, and to furnish each council member at least two (2) days prior to the next meeting with a copy of the minutes of the preceding meeting.~~

~~Secs. 2-42--2-48. -- Reserved.~~

SECTION 3. SEVERABILITY. It is the intention of the City Council that 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 4. CODIFICATION. The City Council intends that this Ordinance will be made a part of the City of Jacksonville Beach Code of Ordinances.

SECTION 5. EFFECTIVE DATE. This Ordinance shall take effect immediately upon final reading and approval by the City Council for the City of Jacksonville Beach.

AUTHENTICATED THIS ____ DAY OF _____, A.D., 2022.

Christine H. Hoffman, Mayor

Sheri Gosselin, City Clerk

Approved as to form and legal sufficiency:

Sandra R. Robinson, City Attorney



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CITY COUNCIL AGENDA ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Christian Popoli, Senior Planner, Department of Planning & Development
DATE:	03/16/2022
SUBJECT:	Ordinance No. 2022-8176 Redistricting (Second Reading)

BACKGROUND

At the City Council Briefing held on February 28, 2022, three redistricting options were presented to the City Council based on the 2020 Census Redistricting Data. The first proposal kept the current council districts as-is with no changes. The second proposal changed the boundaries between the existing districts to straighten them using best practices. The third proposal attempted to mirror the existing districts, but uses the Block Group Data in line with best practices.

The population distribution for Proposal 1 is provided in the table below:

Proposed District	Total Population	% of Total Population
District 3	7,684	32%
District 1	7,816	33%
District 2	8,330	34%

The population distribution for Proposal 2 is provided in the table below:

Proposed District	Total Population	% of Total Population
District 3	9,137	38%
District 1	8,400	35%
District 2	6,293	26%

The population distribution for Proposal 3 is provided in the table below:

Proposed District	Total Population	% of Total Population
District 3	8,391	35%
District 1	7,703	32%
District 2	7,736	32%



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At the first reading on April 4, 2022, the City Council was provided with two options of Ordinance No. 2022-8176. The first incorporated Proposal 1 keeping the districts as-is; the second incorporated Proposal 3 changing the boundaries using Block Group Data in line with best practices. The City Council chose Proposal 1 which is attached hereto for second reading.

FINANCIAL IMPACT

None.

REQUESTED ACTION

Adopt/Deny Ordinance No. 2022-8176 adopting the boundaries of three City Council Districts pursuant to the 2020 federal census on the second reading

ATTACHMENTS

1. Ordinance No. 2022-8176 Redistricting - Proposal 1
2. Proposal 1 Map

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

ORDINANCE NO. 2022-8176

AN ORDINANCE OF THE CITY OF JACKSONVILLE BEACH, FLORIDA PERTAINING TO ELECTIONS IN JACKSONVILLE BEACH, FLORIDA; REVISING THE BOUNDARIES OF THREE CITY COUNCIL DISTRICTS PURSUANT TO THE 2020 FEDERAL CENSUS; PROVIDING FOR LEGISLATIVE FINDINGS, REPEAL OF ORDINANCE NO. 2011-8013 AND OF OTHER CONFLICTING ORDINANCES, DESCRIPTION OF THE PLAN TO BE ENTERED UPON THE MINUTES, SCRIVENER'S ERRORS, SEVERABILITY, EFFECTIVE DATES, AND APPLICABILITY.

WHEREAS, the City of Jacksonville Beach, Florida ("City") has the authority to adopt this Ordinance pursuant to Article VIII of the Constitution of the State of Florida, Section 166.031(3) of the Florida Statutes, and Section 3, Chapter I, Charter of Jacksonville Beach, Florida ("City Charter"); and

WHEREAS, the City Charter requires the City Council to adopt an ordinance reapportioning its voting district every 10 years based upon changes in the most recent Florida and U.S. Census so that each district is contiguous in territory and nearly equal in population as practicable so as to promote fair representation; and

WHEREAS, it is the intent of this Ordinance to comply with these aforesaid requirements, as well as those set forth pursuant to federal jurisprudence.

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

SECTION 1. Findings of Fact. The City Council hereby adopts the following Findings of Fact:

A. Chapter I, Section 3 of the Jacksonville Beach City Charter requires that the Jacksonville Beach City Council ("City Council") divide the City into districts of contiguous territory as nearly equal in population as practicable after each decennial census. Such decennial redistricting is also required pursuant to federal jurisprudence, specifically the "one person, one vote" principle derived by the U.S. Supreme Court from the Fourteenth Amendment.

B. The City Council carefully reviewed and evaluated the data provided by the U.S. Census Bureau, considered input provided by members of the public as well as input provided by members of the City Council in their capacity as the elected representatives of their pre-existing City Council Districts, and adhered to all applicable legal criteria, including federal equal population law, federal anti-discrimination law, the Voting Rights Act, and state and local contiguity requirements prior to the enactment of this Ordinance.

C. The City Council determined, in its sole discretion and authority, that the district lines as hereby adopted preserve districts of contiguous territory and nearly equal apportionment of the population as practicable while strictly comporting with applicable federal, state, and local law pertaining to redistricting.

SECTION 2. Redistricting. Chapter III, Section 19, Appendix "A", of the Charter of the City of Jacksonville Beach, Florida is hereby amended by deleting the existing section in its entirety and replacing it with the following:

Appendix "A"

City of Jacksonville Beach Voting Districts

District 1

Commencing at the intersection of the easterly projection of the centerline of Beach Boulevard (U.S. Highway 90) with the low tide line of the Atlantic Ocean; thence south along the low tide line of the Atlantic Ocean to its intersection with the easterly projection of the centerline of 13th Avenue South; thence west along the centerline of 13th Avenue South to its intersection with the centerline of South 1st Street; thence south along the centerline of South 1st Street to its intersection with the centerline of 14th Avenue South; thence west along the centerline of 14th Avenue South to its intersection with the centerline of South 2nd Street; thence south along the centerline of South 2nd Street to its intersection with the centerline of 15th Avenue South; thence west along the centerline of 15th Avenue South to its intersection with the centerline of South 9th Street; thence south along the centerline of South 9th Street to its intersection with the centerline of 16th Avenue South; thence west along the centerline of 16th Avenue South to its intersection with the centerline of Roberts Drive; thence south along the centerline of Roberts Drive to its intersection with the centerline of Seabreeze Avenue; thence west along the centerline of Seabreeze Avenue to its intersection with the centerline of America Avenue; thence south along the centerline of America Avenue to its intersection with the centerline of Osceola Avenue; thence west along the centerline of Osceola Avenue to its intersection with the centerline of the Constitution Cove-Sanctuary drainage ditch; thence north along the centerline of the Constitution Cove-Sanctuary drainage ditch to its intersection with the easterly projection of the southern boundary of the Oakbreeze Cove subdivision; thence west along the easterly projection of the southern boundary of the Oakbreeze Cove subdivision and the westerly projection of the southern boundary of the Oakbreeze Cove subdivision to its intersection with the western Jacksonville Beach City Limit line (the Atlantic Intracoastal Waterway (ICW)); thence north along the western Jacksonville Beach City Limit line (the Atlantic Intracoastal Waterway (ICW)) to its intersection with the centerline of Beach Boulevard (U.S. Highway 90); thence east along the centerline of Beach Boulevard (U.S. Highway 90) to its intersection with the centerline of Penman Road; thence north along the centerline of Penman Road to its intersection with the centerline of 2nd Avenue North; thence east along the centerline of 2nd Avenue North to its intersection with the centerline of Palm Tree Road, thence north along the centerline of Palm Tree Road to its intersection with the centerline of 5th Avenue North; thence east along the centerline of 5th Avenue North to its intersection with the centerline of North 11th Street; thence north along the centerline of North 11th Street to its intersection with the centerline of 6th Avenue North; thence east along the centerline of 6th Avenue North and the centerline of 6th Avenue North extended to its intersection with the point of beginning at the low tide line of the Atlantic Ocean.

District 2

Commencing at the intersection of the easterly projection of the centerline of 13th Avenue South with the low tide line of the Atlantic Ocean; thence south along the low tide line of the Atlantic Ocean to its intersection with the Duval County-St. Johns County boundary line; thence west along the Duval County-St. Johns County boundary line to its intersection with the western Jacksonville Beach City Limit line (the Atlantic Intracoastal Waterway (ICW)); thence north along the western Jacksonville Beach City Limit line (the Atlantic Intracoastal Waterway (ICW)) to its intersection with the western projection of the southern boundary of the Oakbreeze Cove subdivision; thence east along the western projection of the southern boundary of the Oakbreeze Cove subdivision and continuing along the southern boundary of the Oakbreeze Cove subdivision to its intersection with the centerline of the Constitution Cove-Sanctuary drainage ditch; thence south along the centerline of the Constitution Cove-Sanctuary drainage ditch to its intersection with the centerline of Osceola Avenue; thence east along the centerline of Osceola Avenue to its intersection with the centerline of American Avenue; thence north along the centerline of American Avenue to its intersection with the centerline of Seabreeze Avenue; thence east along the centerline of Seabreeze Avenue to its intersection with the centerline of Roberts Drive; thence north along the centerline of Roberts Drive to its intersection with the centerline of 16th Avenue South; thence east along the centerline of 16th Avenue South to its intersection with the centerline of South 9th Street; thence north along the centerline of South 9th Street to its intersection with the centerline of 15th Avenue South; thence east along the centerline of 15th Avenue South to its intersection with the centerline of South 2nd Street; thence north along the centerline of South 2nd Street to its intersection with the centerline of 14th Avenue South; thence east along the centerline of 14th Avenue South to its intersection with the centerline of South 1st Street; thence north along the centerline of South 1st Street to its intersection with the centerline of 13th Avenue South; thence east along the centerline of 13th Avenue South and the easterly projection of the centerline of 13th Avenue South.

District 3

Commencing at the intersection of the City of Jacksonville Beach-City of Neptune Beach boundary line with the low tide line of the Atlantic Ocean; thence south along the low tide line of the Atlantic Ocean to its intersection with the easterly projection of the centerline of 6th Avenue North; thence west along the centerline of 6th Avenue North to its intersection with the centerline of North 11th Street; thence south along the centerline of North 11th Street to its intersection with the centerline of 5th Avenue North; thence west along the centerline of 5th Avenue North to its intersection with Palm Tree Road; thence south along the centerline of Palm Tree Road to its intersection with the centerline of 2nd Avenue North; thence along the centerline of 2nd Avenue North to its intersection with the centerline of Penman Road; thence south along the centerline of Penman Road to its intersection with the centerline of Beach Boulevard (U.S. Highway 90); thence west along the centerline of Beach Boulevard (U.S. Highway 90) to its intersection with the western Jacksonville Beach City Limit line (the Atlantic Intracoastal Waterway (ICW)); thence north along the western Jacksonville Beach City Limit line (the Atlantic Intracoastal Waterway (ICW)) to its intersection with the City of Jacksonville Beach-City of Neptune Beach boundary line; thence east along the City of Jacksonville Beach-City of Neptune Beach boundary line to the point of beginning.

SECTION 3. Repeal of Conflicting Ordinances. All ordinances, official determinations, or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent of conflict or inconsistency herewith, specifically including City Ordinance No. 2011-8013.

SECTION 4. Publication and Minutes. The City Council hereby directs the City Clerk to publish the adoption of the reapportioned boundaries of the Jacksonville Beach City Council districts, and to cause an accurate description of said boundaries, as changed, to be entered upon the City Council's minutes and a certified copy thereof to be published at least once each week for two consecutive weeks in a newspaper published in the City with proof of such publication entered upon the City minutes.

SECTION 5. Codification. The City Clerk and City Attorney shall cause the Charter of the City of Jacksonville Beach, Florida to be amended as provided by this ordinance and may renumber, re-letter, and rearrange the codified parts of this ordinance if necessary to facilitate the findings of law.

SECTION 6. Scrivener's Errors. The City Attorney may correct scrivener's errors found in this ordinance by filing a corrected copy of this ordinance with the City Clerk.

SECTION 7. Severability. It is hereby declared to be the intention of the City Council for the City of Jacksonville Beach that the sections, paragraphs, sentences, clauses, and phrases of this Code are severable. If any phrase, clause, sentence, paragraph, or section of this Code shall be declared to be unconstitutional by the valid judgment or decree of a court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Code.

SECTION 8. Effective Dates and Applicability. All sections of this Ordinance shall take effect immediately upon final adoption. The revised boundaries shall govern the qualification and election of the City Council Members in 2022.

AUTHENTICATED THIS ____ DAY OF _____, A.D., 2022.

Christine H. Hoffman, Mayor

Sheri Gosselin, City Clerk

Approved as to form and legal sufficiency:

Sandra R. Robinson, City Attorney

