

City of
Jacksonville Beach
City Hall
11 North Third Street
Jacksonville Beach
FL 32250
Phone: 904.247.6268

www.jacksonvillebeach.org

Council Briefing Notice

Monday, June 14, 2021

5:30 PM

Via

Video Conference

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

1. Auditor Selection Committee
2. Consideration of City Name Change
3. US Bicycle Route 1 (USBR 1)
4. Donna Marathon
5. Future Briefing Topics
6. Committee Assignment Report

Pursuant to the Governor's and the City's continued Declarations of a State of Emergency due to the COVID-19 pandemic, the June 14, 2021, City of Jacksonville Beach, City Council Briefing will be conducted using video technology. The City is providing numerous options for public attendance at the briefing as listed on page 2 of this notice. The public is not invited to speak or present on any matter or topic at the briefing.

Council Members in attendance at the virtual briefing may include:

Mayor: Christine Hoffman

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

Please note: Council members in attendance at any briefing may vary, according to their schedules.



INSTRUCTIONS FOR VIEWING

The following CMT options are available to view and listen to the June 14, 2021, City Council Briefing:

1. View the meeting using the Zoom Platform:

Use this link to view the meeting starting at 5:30 P.M. on Monday, June 14, 2021: <https://us02web.zoom.us/j/82161303540>. When you click on the link, you will be prompted to download software for whatever platform or device you are using. To download the software in advance, visit this web site: <https://zoom.us/download>.

2. Listen to the meeting via phone:

You may listen to the live meeting audio from your phone by dialing 1-301-715-8592. When the meeting ID is requested, enter 821-6130-3540 and then press the # key. There is no participant ID number. If you are asked for this, press #. When dialing in by phone, your line will be automatically muted for the duration of the meeting.

3. Hearing or speech impaired access:

Contact the agency using the Florida Relay Service, 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice).

4. View and listen to a video of the meeting online:

Access the meeting by visiting the City of Jacksonville Beach YouTube Channel: [YouTube Channel for the City of Jacksonville Beach](#).

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation 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 or by sending an email to CityClerk@jaxbchfl.net.



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CITY COUNCIL BRIEFING ITEM	
TO:	Michael J. Staffopoulos, City Manager
FROM:	Ashlie Gossett, Chief Financial Officer
DATE:	June 7, 2021
SUBJECT:	Auditor Selection Committee

BACKGROUND

The Florida legislature made significant changes to Section 218.391 of the Florida Statutes regarding auditor selection procedures. These changes now require local governments to establish an auditor selection committee whose primary purpose is to assist the governing body in selecting an auditor to conduct the annual financial statement audit. Meetings of the auditor selection committee must be publicly noticed and have minutes recorded like any other City board.

When this item was initially discussed at the June 8, 2020 Briefing, the consensus among Council was to postpone forming the committee until after the newly elected Council members were sworn in following the November 2020 election and to extend the current auditing contract for the fiscal years ending 2020 and 2021. The following chart provides a timeline of committee activities that will result in a new audit contract beginning with the fiscal year ending September 30, 2022.

AUDITOR SELECTION COMMITTEE ACTIVITIES	
Council adopts Resolution forming auditor selection committee	Jul 2021
Committee establish factors to use in evaluating audit services	Aug 2021
Staff issues Request for Proposal (RFP) for audit services on behalf of committee	Sep 2021
Committee evaluates proposals from qualified firms	Oct–Nov 2021
Committee makes a recommendation to Council for the RFP award	Dec 2021

Auditor Selection Committee Composition:

- Must consist of at least three members.
- At least one member must be a member of the governing body (who shall serve as the chair of the committee).
- An employee, chief executive officer, or chief financial officer of the municipality may serve the committee in an advisory capacity, but may not serve as a member of the auditor selection committee.
- It is recommended that all members should possess a basic understanding of governmental financial reporting and auditing.



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Committee Responsibilities:

- Establish factors to use for the evaluation of audit services.
- Publicly announce requests for proposals and provide interested firms with a request for proposal.
- Evaluate proposals provided by qualified firms.
- Rank the firms deemed to be the most highly qualified to perform the required services and make a recommendation to the governing body.

Committee Terms:

The members will serve on the committee for a period of one year, or until the completion of contract negotiations resulting in a signed contract for audit services, whichever is sooner. Because this committee will have the singular function of selecting the external auditors and the contract may remain in place for several years, it is recommended that the committee be dissolved after one year and reformed as needed.

Options for Selecting Members of the Auditor Selection Committee:

1. **Council Only** – Three Council members can serve as the auditor selection committee to select an auditing firm with the advisory assistance from the Chief Financial Officer and Budget Officer.
2. **Council Members Opt In** - Individual members of the City Council can volunteer to serve as auditor selection committee members and allow qualified members of the City possessing relevant experience in municipal governmental and utility financial reporting and auditing and other relevant experience to serve as the members of the auditor selection committee.
3. **Council Members Opt Out** - The City Council as a whole serves on the committee and its individual members can opt out and allow qualified members of the City possessing relevant experience in municipal governmental and utility financial reporting and auditing and other relevant experience to serve as the members of the auditor selection committee.

Once guidance has been provided, staff will put forward a resolution for adoption at a future Council meeting that formally establishes the auditor selection committee.

COUNCIL DIRECTION REQUESTED

1. Does council wish to proceed with three members of City Council serving as the committee?
2. If so, which members will participate?



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CITY COUNCIL BRIEFING ITEM	
TO:	Mayor and City Council
FROM:	Michael J. Staffopoulos, City Manager
DATE:	June 9, 2021
SUBJECT:	City Charter Section 1 – Incorporation and corporate powers
	Consideration of City Name Change

BACKGROUND

The City Council is currently performing a review of the City Charter. Sections 1 through 3 were reviewed on April 22, 2021. During that review, Council noted that Section 1 (Incorporation and corporate powers) makes reference to the City's official name for political and corporate purposes: City of Jacksonville Beach. City Council requested this item be brought back for separate, further discussion and consideration.

For Council reference, the City of St. Pete Beach in Pinellas County changed its name from the City of St. Petersburg Beach

FINANCIAL IMPACT

It is unknown what the cost to City government or to the community would be to officially change the name of the City.

COUNCIL DIRECTION REQUESTED

Staff will provide Council with whatever support is required coming from this briefing discussion.

ATTACHMENTS

None



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CITY COUNCIL BRIEFING ITEM	
TO:	Mayor and City Council
FROM:	Michael J. Staffopoulos, City Manager
DATE:	June 9, 2021
SUBJECT:	US Bicycle Route 1 (USBR 1)

BACKGROUND

There is a national effort through the American Association of State Highway and Transportation Officials (AASHTO) to construct bicycle routes through each state in the US. AASHTO has designated a corridor through Florida, designated as USBR 1, that travels from the Georgia border to Key West. The route goes through the beaches communities, including Jacksonville Beach.

Several agencies are involved with the effort to establish this bicycle route, to include the Florida Department of Transportation (FDOT), Bike Florida, Florida Bicycle Association and Adventure Cycling Association. The City was recently contacted by a representative for adventure Cycling Association requesting the City send communication (email, a letter of support, or resolution) for the designation of USBR 1 through our community to the State Bicycle / Pedestrian Coordinator for the FDOT. It should be noted that this initiative is separate from the East Coast Greenway Alliance (ECGA), which is supporting a bicycle/walking trail along the east coast of the US from Maine to Key West. ECGA does not allow shared roadways for designation, as segments are required to be separate and have some degree of protection from vehicular traffic.

FINANCIAL IMPACT

It is unknown what the cost impact would be to officially support this initiative at this time.

COUNCIL DIRECTION REQUESTED

Should the City support this initiative by sending communication in support of the proposed route for USBR 1 through Jacksonville Beach?

ATTACHMENTS

Draft map of the USBR 1 route (Florida): <https://ridewithgps.com/routes/17764763>

Background information: www.adventurecycling.org/routes-and-maps/us-bicycle-route-system



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CITY COUNCIL BRIEFING ITEM	
TO:	Mayor and City Council
FROM:	Michael J. Staffopoulos, City Manager
DATE:	June 9, 2021
SUBJECT:	15 th Anniversary DONNA Marathon Weekend

BACKGROUND

For the last 14 years, the Donna Foundation has sponsored a weekend of events to support breast cancer. The events have typically ended with distance runs on Sunday, which have traversed through the City of Jacksonville Beach.

The City was recently approached by representatives for the Donna Foundation about the City hosting the 15th Anniversary run the weekend of February 12-13, 2022. The Foundation would use the Seawalk Pavilion and Latham Plaza areas as the Athlete's Village with supporting vendor, sponsor and participant tents. The event is expected to draw approximately 5,000 participants, within the capacity of City facilities. This weekend is already blocked on the City's special events calendar due to the races typically impacting our community in some way. The Donna Foundation provided the attached brochure with a description of the foundation, proposal for activities with a calendar, and tentative route for the races.

Recreation and Parks would require the completion of a special events application, as we do with any other applicant, and provide comment and requirements for holding such an event. Preliminary discussions with the Police Department indicate they could handle such an event (with support from other agencies) as they are already planning on manning the race routes that weekend, and the events within our community would be limited to Sunday. The proposed route (as shown in the flier) would require adjustment due to construction at and near the pier.

FINANCIAL IMPACT

It is unknown what the cost impact would be to officially support this special event at this time.

COUNCIL DIRECTION REQUESTED

Are there any concerns from Council about hosting this event within our community?

ATTACHMENTS

15th Anniversary DONNA Marathon Weekend flier

15th Anniversary DONNA Marathon Weekend

February 12 - 13, 2022

CITY OF JACKSONVILLE BEACH

START/FINISH PROPOSAL

THE DONNA FOUNDATION PROPOSES TO MOVE THE START AND FINISH OF MARATHON SUNDAY EVENTS TO THE SEAWALK PAVILION IN THE HEART OF JACKSONVILLE BEACH.

DONNA Marathon Weekend Sunday events include a Full, Half and Ultra Marathon. In 2022, these events will be held on Sunday, February 13. **5,000 participants, volunteers and spectators are expected.** Athlete's Village would be staged in the Seawalk Pavilion and Latham Plaza venues supporting vendor, sponsor and participant tents.

The DONNA Foundation successfully conducted weekend events in the Beaches Town Center in 2019 and 2020. Our objective with this proposed move is to allow for more space for participants, locals and visitors to gather and celebrate in a centralized location for all the Beaches communities to enjoy. All proven plans for logistics, transportation and communications will remain.

PROPOSAL

- Marathon Sunday events move to the Seawalk Pavilion from the Beaches Town Center.
- Athlete's Village to be staged in the Seawalk Pavilion and Latham Plaza venues.
- 5,000 participants, volunteers and spectators are expected.
- Transportation provided by The DONNA Foundation from a central parking location.
- The DONNA Foundation will facilitate a comprehensive community outreach plan.
- Friday and Saturday events move to Downtown Jacksonville.

ECONOMIC IMPACT

DONNA events generate an economic impact between \$3.5 and \$5 million for the local community annually.

COMMUNITY OUTREACH

The DONNA Foundation is committed to the safety and ongoing support of our beaches community. Each year, a comprehensive community outreach plan is followed to ensure all residents impacted by weekend events are informed. Elements include, but are not limited to social media, press, digital sign boards, reverse 911 calls and door-to-door business and residential outreach.

The DONNA Foundation

The DONNA Foundation is a 501(c)3 nonprofit organization established in June 2003 by three-time breast cancer survivor and beaches resident Donna Deegan. Donna's hope was to transform the journey for those living with breast cancer from one of fear and frustration to one of love and support. Today, we deliver this vision each day through our signature programs including the **DONNA CareLine**, serving patients' financial critical needs; **funding ground breaking breast cancer research** at the Mayo Clinic; and through **Survivorship**, that empowers survivors and their families with specifically designed programming, events and information including the celebration of thousands of athletes across our finish lines each year. Our work is not easy, but together we can achieve monumental goals. We believe that no one should face a breast cancer diagnosis alone. **Together we will finish breast cancer.**

LOGISTICS AND TIMELINE

Following is a high level timeline of proposed plan and logistics.

Wednesday, February 9, 2022

- Site walkthrough.
- Heavy equipment delivered.

Thursday, February 10, 2022

- Setup begins in Seawalk, Latham Plaza and Latham Parking Lot only.

Friday, February 11, 2022

- Complete load-in at Seawalk Pavilion, Latham Plaza and Latham Plaza Parking Lot.

Saturday, February 12, 2022

- Close 1st Street N. between 2nd Ave N and Beach Blvd. to load-in start line. Area will remain closed until immediately following the race.
- Close 1st Ave N. between 2nd Street N. and 1st Street N. Area will remain closed until immediately following the race.

Sunday, February 13, 2022

- 5 a.m. Staff and start line volunteers arrive.
- 6:30 a.m. Athlete's Village opens.
- 7:30 a.m. Marathon and Half Marathon Start.
- 11 a.m. - 2 p.m. Post-race celebration.
- 3 p.m. Begin reopening roadways and strike.
 - Begin removal of portolets, signage, barricades, cones.
 - Dismantle all tents, tables, chairs and décor.
 - Street sweeper to facilitate additional course clean up.

Monday, February 14, 2022

- Site walkthrough.

TRANSPORTATION

Participants will be offered free shuttle service to and from the Start/Finish area as in years past. Transportation Management Services, our provider, will provide detailed route information, ingress and egress for drop offs and coordinate a carpool drop off. In 2020, we transported 2,600 participants and spectators without issue.



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2022 COURSE

