



**Agenda  
City Council**

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Monday, February 18, 2019

7:00 PM

Council Chambers

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**MEMORANDUM TO:**

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

Council Members:

The following Agenda of Business has been prepared for consideration and action at the Regular Meeting of the City Council.

**OPENING CEREMONIES: INVOCATION, FOLLOWED BY SALUTE TO THE FLAG**

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF MINUTES**

19-022 Council Briefing held February 4, 2019

19-023 Regular Council Meeting held February 4, 2019

**ANNOUNCEMENTS**

**COURTESY OF THE FLOOR TO VISITORS**

**MAYOR AND CITY COUNCIL**

**CITY CLERK**

**CITY MANAGER**

19-024 Accept the Monthly Financial Reports for the Month of January 2019

19-025 Authorize the Design of Ocean Terrace Drainage Improvements

**RESOLUTIONS****19-026** RESOLUTION NO. 2029-2019

A RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, ESTABLISHING GOLF COURSE FEES, AND ESTABLISHING DEFINITIONS AND GUIDELINES FOR THE GOLF OPERATION.

**ORDINANCES****ADJOURNMENT****NOTICE**

*In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

*The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk or to the recording secretary prior to the beginning of the meeting. These forms are available at the entrance of the City Council Chambers for your convenience.*

*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, extension 10, no later than one business day before the meeting.*

The Council Briefing began at 6:30 P.M.

The following City Council Members were in attendance:

**Mayor:** William C. Latham

**Council Members:** Keith Doherty      Georgette Dumont      Sandy Golding  
Christine Hoffman      Cory Nichols      Phil Vogelsang (late)

Also present was City Manager Mike Staffopoulos.

**Purpose of Briefing**

The purpose of the briefing was to update the Council Members on projects including the following items:

**City Manager**

**City Attorney Resignation**

City Attorney Susan Erdelyi announced she would be tendering her resignation as the City Attorney on February 5, 2019. Ms. Erdelyi stated her contract requires a minimum 30-day notice, but she would be willing to continue to represent the City until a replacement has been hired.

A conversation ensued regarding options for hiring a new City Attorney.

**Community Redevelopment Agency and City Council Joint Meeting**

Mr. Staffopoulos asked Council what materials would be needed for the joint Community Redevelopment Agency and City Council meeting. Council requested the following documentation:

- 2007 Vision Plan
- CRA Plans (downtown and south)
- Aerial of CRA areas
- Listing of available uses for Tax Increment Financing funds under State Statute
- Listing of available uses for Tax Increment Financing funds under approved Community Redevelopment Agency plans (and any imposed restrictions from Jacksonville, if applicable)
- Dix.Hite documents
- October 24, 2013, email involving Cory Nichols' request for a "snapshot" of actions completed to date
- Any additional updates of work completed between October 24, 2013, and present

Mayor Latham confirmed the date of the joint meeting as February 18, 2019, from 5:00 P.M. – 7:00 P.M.

**Communication between Council Members**

Mr. Staffopoulos recommended a Council Briefing for March 4, 2019, from 6:00 P.M. – 7:00 P.M. to discuss options for different forms of communication between Council Members and the City Manager's office.

The briefing adjourned at 7:00 P.M.

Submitted by: Jodilynn Byrd  
Administrative Assistant

Approved:

\_\_\_\_\_  
William C. Latham, MAYOR

Date: \_\_\_\_\_

DRAFT

Minutes of Regular City Council Meeting  
held Monday, February 4, 2019 at 7:00 P.M.  
in the Council Chambers, 11 North 3<sup>rd</sup> Street,  
Jacksonville Beach, Florida



**OPENING CEREMONIES**

Council Member Vogelsang provided the Invocation, followed by the salute to the flag.

**CALL TO ORDER**

Mayor Latham called the meeting to order at 7:10 P.M.

**ROLL CALL**

Mayor: William C. Latham  
Council Members: Keith Doherty Georgette Dumont Sandy Golding  
Christine Hoffman Cory Nichols Phil Vogelsang

Also present were City Manager Mike Staffopoulos and City Attorney Susan Erdelyi.

Mayor Latham introduced and welcomed new City Manager Mike Staffopoulos.

**APPROVAL OF MINUTES**

It was moved by Ms. Hoffman, seconded by Mr. Vogelsang, to adopt the following minutes:

- Council Briefing held January 22, 2019

Council Member Golding requested the minutes of the Council Briefing held on January 22, 2019, be amended to correct a scrivener's error in the spelling of the Heinz family name.

Voice Vote: Ayes – Doherty, Dumont, Golding, Hoffman, Nichols, Vogelsang, and Mayor Latham.  
The motion passed unanimously.

It was moved by Ms. Hoffman, seconded by Mr. Vogelsang, and passed unanimously, to adopt the following minutes:

- Regular Council Meeting held January 22, 2019

**ANNOUNCEMENTS**

Ms. Golding announced Beaches Watch would be having a State of the Beaches meeting on February 6, 2019, at the Beaches Branch Library, and Mayor Latham would give a State of the City address.

## **COURTESY OF THE FLOOR TO VISITORS**

- Joe Loretta, 1337 Green Heron Court, Jacksonville Beach, spoke about variance requests in the City, and recommended a review of the Land Development Code as previously discussed by the Council. Mr. Loretta also mentioned he thinks the Council should be made aware of the land use lawsuits affecting the City.
- Sandy Bittner, 3616 Sanctuary Way South, Jacksonville Beach, spoke about the girls softball program in Jacksonville Beach. The program is seeking funding for field lighting in the 2020 budget. A handout was provided [on file].
- Mick DuRocher, 41 Millie Drive, Jacksonville Beach, shared his concern regarding a pothole on Sanctuary Parkway. Mr. DuRocher said he believes it is a misappropriation of assets to use large Beaches Energy Services bucket trucks on the east side of 3<sup>rd</sup> Street doing maintenance work when the utilities in that area are underground. Mr. DuRocher also stated he approved of any improvements to the Shetter Avenue area.
- Janice Smith, 410 4<sup>th</sup> Avenue South, Jacksonville Beach, spoke about funding for improvements for the park at the Carver Center. Ms. Smith also spoke about the traffic on Shetter Avenue and 6<sup>th</sup> Avenue South, and her concern the addition of a brewery would increase the chance of someone getting hurt.
- Shandy Thompson, 522 3<sup>rd</sup> Avenue South, Jacksonville Beach, discussed including funding in the budget for all Jacksonville Beach police officers to have body cameras.
- Ken Marsh, 2011 Gail Avenue, Jacksonville Beach, spoke in regards to the Downtown area and encouraged continued action on the 2007 Downtown Vision Plan and 2015 Downtown Action Plan.

## **MAYOR AND CITY COUNCIL**

### **CITY CLERK**

### **CITY MANAGER**

#### **Item #19-016 – Approve projects for the FY 2019-2020 Community Development Block Grant (CDBG) application to the City of Jacksonville**

**Motion:** It was moved by Ms. Hoffman and seconded by Mr. Vogelsang, to approve the Mayor and City Manager to submit a Community Development Block Grant Application for fiscal year 2019-2020 as described in the memorandum from the Director of Parks and Recreation dated January 23, 2019.

Mr. Staffopoulos explained we are partners with City of Jacksonville on CDBG funding, which comes from the federal government. The application is requesting funding for two programs, the Community Assisted Policing Effort (CAPE) and continuing programs at the Carver Center. The total funding needed is \$187,000. It is not known if we would get the full amount of funding from City of Jacksonville, but if we get partial funding, we would try to supplement from other funding sources or scale back any of the services as necessary.

Ms. Dumont inquired if the funds in the application are used for salaries and benefits only or if it also includes the programs. Parks and Recreation Director Jason Phitides stated the CDBG funds are used only for salary and benefits. The funding for the programs is part of the City's contribution to the matching funds as required by the CDBG application.

**Roll Call Vote:** Ayes – Doherty, Dumont, Golding, Hoffman, Nichols, Vogelsang, Mayor Latham.  
The motion passed unanimously.

**Item #19-017 – Approve an increase to the current golf cart fleet by 10 golf carts**

**Motion:** It was moved by Ms. Hoffman and seconded by Mr. Vogelsang, to approve an increase to the current golf cart fleet by ten (10) golf carts, including GPS systems.

Mr. Staffopoulos explained there has been an increase in the demand for play since the reopening of the golf course. He stated since there is an existing lease for the carts and GPS, in effect since 2018, the City plans to add the additional golf carts with GPS to the remaining 55 months of the lease.

**Discussion:** Mr. Doherty spoke about the benefits of carts with GPS, the need for additional carts, and the success of the golf course.

Ms. Golding asked where the funds were coming from. Golf Course Facility Manager Bruce Mohler stated the funds are from operating income. Ms. Dumont questioned the request for additional carts when Mr. Mohler previously stated they were trying to slow down play because of overuse of the course, which is stressful on the grass. Mr. Mohler advised it would allow more flexibility to address the issue they currently have making carts available for afternoon tee times and for planning the expected increase in play beginning in the spring months.

Mayor Latham inquired about the current traffic at the golf course. Mr. Mohler stated tee times are booked from 7:27 A.M. to 5:12 P.M., the financials are good, and the average time for a round is currently 3 hours 56 minutes.

**Roll Call Vote:** Ayes – Dumont, Golding, Hoffman, Nichols, Vogelsang, Doherty, Mayor Latham  
The motion passed unanimously.

**Item #19-018 – Award RFP No. 02-1819 for Special Events Production Services to PRI Productions**

**Motion:** It was moved by Ms. Hoffman and seconded by Mr. Vogelsang, to award RFP No. 02-1819 for Special Events Production Services to PRI Productions for a period of five (5) years as described in the memorandum from the Director of Parks and Recreation dated January 23, 2019.

Mr. Staffopoulos explained the services are mainly for the annual jazz concerts and the Moonlight Movies series. He stated PRI Production Services was the only company that responded to the RFP of the three companies sent direct mailings. Mr. Staffopoulos said the City has worked with PRI the last four years and they have not increased their prices.

**Discussion:** Mr. Vogelsang asked about the two other companies contacted and if PRI had been asked about sponsoring events to lower their cost. Mr. Phitides responded PRI produces these events at a reduced rate because the events provide a lot of promotion.

Ms. Golding asked who is on the Special Events Committee. Mr. Phitides stated the committee members are from the Police Department, Building Maintenance Division, Fire Department, Parks and Recreation, and occasionally Ocean Rescue.

**Roll Call Vote:** Ayes –Golding, Hoffman, Nichols, Vogelsang, Doherty, Dumont, Mayor Latham  
The motion passed unanimously.

**Item #19-019 – Award RFP No. 01-1819 for the Pay and Classification Study to the highest ranked respondent, Evergreen Solutions, LLC**

**Motion:** It was moved by Ms. Hoffman and seconded by Mr. Vogelsang, to award RFP Number 01-1819 for Pay and Classification Study to the highest ranked respondent, Evergreen Solutions, LLC, and authorize the City Manager to enter into a contract with Evergreen Solutions, LLC, to perform the study.

Mr. Staffopoulos stated a compensation and pay study would be conducted to make sure our pay and benefits are in line with where they should be.

**Roll Call Vote:** Ayes – Hoffman, Nichols, Vogelsang, Doherty, Dumont, Golding, Mayor Latham  
The motion passed unanimously.

**Item #19-020 – Authorize a First Amendment to Easement Agreement regarding the property at 221 North 1<sup>st</sup> Street**

**Motion:** It was moved by Ms. Hoffman and seconded by Mr. Vogelsang, to authorize the execution of the First Amendment to Easement Agreement between 221 Surfside Holdings, LLC, and the City of Jacksonville Beach by the City Manager and Mayor.

Mr. Staffopoulos explained years ago there was a vacation of right of way and a portion was given back to the original parcels of record as is required by state law. The legal description of the property in question (221 North 1<sup>st</sup> Street) was never properly updated. The property is undergoing a property transaction and needs the legal description cleared up to proceed with the transaction.

**Roll Call Vote:** Ayes - Nichols, Vogelsang, Doherty, Dumont, Golding, Hoffman, Mayor Latham  
The motion passed unanimously.

**ORDINANCES:**

**Item #19-021 – ORDINANCE NO. 2019-8115 (Second Reading) (Public Hearing)**

Mayor Latham requested the City Clerk read Ordinance No. 2019-8115 by title only, whereupon Ms. Scott read the following:

“AN ORDINANCE TO AMEND AN ORDINANCE ENACTING AND ESTABLISHING A COMPREHENSIVE LAND DEVELOPMENT REGULATION AND OFFICIAL ZONING MAP FOR THE INCORPORATED AREA OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AS AUTHORIZED BY CHAPTER 163.3202, FLORIDA STATUTES, BY AMENDING ARTICLE IV. DEFINITIONS TO MODIFY THE DEFINITION FOR “MICROBREWERY” AND TO ADD A DEFINITION FOR “TASTING ROOM” FOR THE INCORPORATED AREA OF THE CITY, AND TO PROVIDE FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.”

Mayor Latham read the following:

“This ordinance for the amendment of the Land Development Code is before this Council for a public hearing and consideration on its second reading. Under the laws of the State of Florida, ordinances which change the actual list of permitted, conditional, or prohibited uses within a zoning category, or which otherwise changes the text of the Land Development Code, is a 'quasi-legislative' proceeding. A quasi-legislative proceeding means that a governing body is acting in its rule-making capacity.

It is the duty of the Council to arrive at sound decisions regarding the use of property within the City. This includes receiving citizen input regarding the proposed uses within a zoning category.

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

The Council's decision on a text amendment application is based on the criteria set forth in Section 34-211 of the Land Development Code. Each member of the Council has been provided a copy of the criteria.”

### **Public Hearing**

Mayor Latham opened the public hearing on Ordinance No. 2019-8115.

Director of Planning and Development Bill Mann stated the amendment requested by the Council at the first reading has been incorporated into the second reading of this Ordinance.

Mayor Latham called the names of the people who wished to speak.

The following people support the agenda item but did not wish to address the Council:

- Nancy Turner, 98 Jardin De Mer Place, Jacksonville Beach
- Nicole Parisher, 13813 Zion Gate Court, Jacksonville
- Jeff DeAngelis, 1122 Hamlet Court, Neptune Beach
- Will Vogt, 404 Margaret Street, Neptune Beach
- Matt Shaw, 394 Sargo Road, Atlantic Beach
- Kassie Ashburn, 405 Lower 8<sup>th</sup> Avenue South, Jacksonville Beach
- Kiara Sanchez, 3050 Tamaya Boulevard, Jacksonville

- Kimmy Cottin, 417 8<sup>th</sup> Avenue North, Jacksonville Beach
- Erica Neybursky, P. O. Box 51266, Jacksonville Beach
- Haley Guiette, 1716 1<sup>st</sup> Street, Neptune Beach
- Jonar Delmundo, 221 Discovery Way, Jacksonville

The following people spoke in favor of the agenda item:

- Shandy Thompson, 522 3<sup>rd</sup> Avenue South, Jacksonville Beach
- Chris Griffith, 1962 Ibis Point Lane, Jacksonville [speaker card completed to speak, but was not present when name was called]
- Greg Burghardt, 736 7<sup>th</sup> Avenue North, Jacksonville Beach
- Jay Dodson, 1626 Oak Terrace West, Atlantic Beach
- Terry DeLoach, 405 32<sup>nd</sup> Avenue South, Jacksonville Beach
- Mike Sasser, 208 Oceanwood Drive, Jacksonville Beach
- Tye Wallace, 709 4<sup>th</sup> Avenue North, Jacksonville Beach
- Sam Thomas, 2249 South Beach Parkway, Jacksonville Beach
- Willie McLaurin, 102 11<sup>th</sup> Street South, Jacksonville Beach
- Aaron Meisenheimer, 102 6<sup>th</sup> Avenue North, Jacksonville Beach
- Scott Whatley, 224 Oleander Street, Neptune Beach [speaker card completed to speak, but was not present when name was called]

The following people spoke in opposition of the agenda item.

- Gregory Austin, 12318 Hollow Glade Court, Jacksonville (representing the church located at 119 6<sup>th</sup> Street South, Jacksonville Beach)

Mayor Latham closed the Public Hearing.

“Before requesting a motion on this ordinance, beginning with myself, each of the members is requested to indicate for the record both the names of persons and the substance of any ex parte communications regarding this application. An ex parte communication refers to any meeting or discussion with a person or citizen who may have an interest in this decision, which occurred outside of the public hearing process.”

Mayor Latham stated he received a letter from Tye Wallace. He also held a Town Hall meeting at the Carver Center and this item was discussed.

Mr. Nichols stated he spoke with Tye Wallace regarding continuing with the process.

Ms. Dumont stated she received an email from Tye Wallace, but did not reply.

Mr. Vogelsang stated he received an email from Tye Wallace and had communication about the amended language.

Ms. Hoffman stated she received an email from Tye Wallace, and spoke to him about the contents of his email.

Mr. Doherty stated he received an email from Tye Wallace going over the previous meeting and asking if he had any questions or concerns.

Ms. Golding stated she received an email from Tye Wallace. Mr. Wallace also called and left her a voice message, but she was unable to return the call prior to the meeting. Ms. Golding received a call from Terry DeLoach, and spoke again following the memorial service for former Mayor Fland Sharp.

**Motion:** It was moved by Ms. Hoffman and seconded by Mr. Vogelsang, to adopt Ordinance No. 2019-8115, as amended, to modify the definition of Microbrewery to include a Tasting room, and to add a definition for Tasting Room to Article IV. Definitions, Section 34-41 of the Jacksonville Beach Land Development Code.

**Discussion:** Mayor Latham read the following statement for the record:

“Before opening the floor for discussion or questions by the Council, please be reminded that our decision will be based on the criteria set for by the Land Development Code, Staff’s report, the recommendation of the Planning Commission and the public input at all hearings.”

Ms. Golding went over some information from research she did on cities that passed legislation on microbreweries in Florida, including Tampa, Dunedin, Islamorada, Cape Canaveral, and West Palm Beach.

Ms. Dumont stated she did some research and would like the definition narrowed.

**Motion:** It was moved by Ms. Dumont to amend the motion to change to the word “tasting room” to “tap room” in the definition of microbrewry; and in the definition of “tasting room,” change “tasting” to “tap;” and where it says “beer and wine,” after “beer,” put “brewed by microbreweries that produce less than 15,000 barrels of beer annually, and wine on-site.”

The motion died for lack of a second.

**Discussion (cont):** Ms. Dumont stated she would not support the item without the restriction.

Mr. Vogelsang stated he was satisfied Council has addressed the liquor issue, the times, issues raised by the nearby church, and limitations on the size of a tasting room.

Mr. Doherty stated Shetter Avenue is the blighted area of the City and bringing people and businesses into the area after 5:00 P.M. would start to bring vibrancy back to the area.

Ms. Golding stated there is merit in the issues raised by Ms. Dumont. With further explanation from Ms. Dumont, Ms. Golding stated she would second Ms. Dumont’s motion if it were brought up again.

**Motion:** It was moved by Ms. Dumont and seconded by Ms. Golding, to amend the motion to change to the word “tasting room” in the definition of microbrewry to “tap room;” and change the definition of “tap room” to include, after the word “beer,” “brewed by microbreweries that produce less than 15,000 barrels of beer annually, and wine on-site.”

**Discussion (cont.):** Conversation ensued with an inquiry as to how the City would be able to enforce the types of beer being served and discussion on the differences between a tasting room and tap room.

**Roll Call Vote for amended motion:** Ayes – Dumont, Golding, and Mayor Latham  
Nays – Vogelsang, Doherty, Hoffman, Nichols  
The amended motion failed 4-3.

**Motion:** It was moved by Ms. Golding and seconded by Mr. Vogelsang, to change “tasting room” to “tap room.”

**Discussion (cont.):** Mr. Nichols inquired if there needed to be another reading of the Ordinance if the change was made. City Attorney Susan Erdelyi recommended having another public hearing, but stated that Council can accept or reject the recommendation.

Mr. Vogelsang withdrew his second.

The motion died for lack of a second.

Mayor Latham referenced an email he received from Mr. Wallace [on file]. Mayor Latham requested clarification about the difference between what is being authorized in this Ordinance and a 2COP license. Mr. Mann stated an applicant may need a 2COP license for a microbrewery, but they are also governed by the City’s local definition, which is enforceable.

**Roll Call Vote:** Ayes – Doherty, Golding, Hoffman, Nichols, Vogelsang, and Mayor Latham  
Nays – Dumont  
The motion passed 6-1.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:45 P.M.

Submitted by: Laurie Scott  
City Clerk

Approval:

\_\_\_\_\_  
William C. Latham, MAYOR

Date: \_\_\_\_\_

LS/sg

City of

Jacksonville Beach

City Hall

11 North Third Street

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FL 32250

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[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

MEMORANDUM

TO: Michael Staffopoulos, City Manager  
FROM: Michael B. Nadeau, Chief Financial Officer  
SUBJECT: Monthly Financial Reports for January 2019  
DATE: February 11, 2019

**Action Requested**

Accept the monthly financial reports for the month of January 2019.

**Summary**

The Summary Budget Reports show the cumulative actual revenues and expenditures as compared to the actual amounts at the same point in time as last fiscal year. Exhibit 7 of the Summary Budget Reports compares actual revenues and expenditures to budget in total by fund. The financial reports are prepared on a cash basis.

**Exhibit 1 - General Fund Revenues**

General Fund revenues are slightly ahead of last year on a percentage of budget basis. We received annual ad valorem tax distributions in December, bringing the tax revenue-to-date to 73.8% of the annual budget. Partial permit revenue for a new hotel is included in the current year.

Miscellaneous Revenue in the General Fund includes investment earnings on pooled investments, auction proceeds, facility rental fees, tennis fees, and cemetery lots purchased. Investment earnings on pooled investments are \$147,228 greater than the prior year.

**Exhibit 2 - General Fund Expenditures**

General Fund expenditures are slightly over prior year expenditures on a percentage of budget basis. Total year to date expenditures in the General Fund are under budget by 5.5% and ahead of last year by 2.0%.



**Exhibit 3 - Enterprise Fund Revenues**

Enterprise Fund revenues are 1.8% over prior year revenues on a percentage of budget basis. Total year to date Enterprise Fund revenues are 1.2% over amounts budgeted. Electric revenues vary on a monthly and yearly basis depending on consumption.

**Exhibit 4 - Enterprise Fund Expenditures**

Total expenditures in the Enterprise Funds are 10.3% under budget for the current year and 2.5% over amounts expended in the prior year.

**Exhibit 5 - Special Revenue Fund Revenues**

Revenues in the Special Revenue Funds are 4.8% ahead of last year on a percentage basis. We received the annual tax increment distributions in December, bringing tax increment fund revenue-to-date slightly over the annual budget.

**Exhibit 6 - Special Revenue Fund Expenditures**

In total, Special Revenue Fund expenditures are under budget for the current year and 7.7% lower than last year on a percentage of budget basis. For the Tax Increment Funds, the variance in current year expenditures as a percentage of budget is due to capital projects that are budgeted but not completed. Expenditures in the Community Development Block Grant Fund will be reimbursed by grant funding.

**Exhibit 7 - Summary Revenues and Expenditures**

- The net income shown for the Electric Fund is overstated because monthly power bills are paid in arrears to FMPA.

Memorandum to Michael Staffopoulos

January Financial Reports

February 11, 2019

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**Exhibit 7 - Summary Revenues and Expenditures (continued)**

- Revenues in the Leased Facilities Fund are less than expenses, due mostly to annual technology maintenance charges that are paid at the beginning of the fiscal year.
- Revenues in the Internal Service Funds are less than expenses due to the upfront payment of the annual general insurance premiums. The monthly internal services charges will recover the annual premiums by the end of the fiscal year.

**Recommendation**

Accept the financial reports for the month of January 2019, as submitted by the Chief Financial Officer.



**Summary Budget Revenue Report**  
 January 31, 2019  
*(33.70% of year has elapsed)*

**EXHIBIT 1 - GENERAL FUND REVENUES**

Revenue Category	Current Year Revenue to Date	Current Year Revenue As a % of Budget	Prior Year Revenue to Date	Prior Year Revenue As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
1 Taxes	9,052,888	73.82%	8,431,815	73.16%	0.66%	621,073
2 Licenses & Permits	312,119	52.40%	211,719	36.36%	16.03%	100,400
3 Intergovernmental Revenue	1,120,669	26.47%	1,116,302	26.93%	-0.46%	4,367
4 Charges for Services	104,836	26.95%	85,267	23.01%	3.94%	19,570
5 Enterprise Contributions	1,271,040	33.33%	1,261,104	33.33%	0.00%	9,936
6 Miscellaneous Revenue	279,988	67.55%	94,749	22.91%	44.63%	185,239
7 Fines & Forfeitures	31,187	18.29%	27,260	15.99%	2.30%	3,927
8 Interfund Transfers	202,948	39.79%	176,667	33.33%	6.46%	26,281
<b>Total Revenues</b>	<b>\$ 12,375,675</b>	<b>55.27%</b>	<b>\$ 11,404,882</b>	<b>53.00%</b>	<b>2.28%</b>	<b>\$ 970,793</b>

**GENERAL FUND REVENUES TO DATE  
 CURRENT YEAR VS PRIOR YEAR**



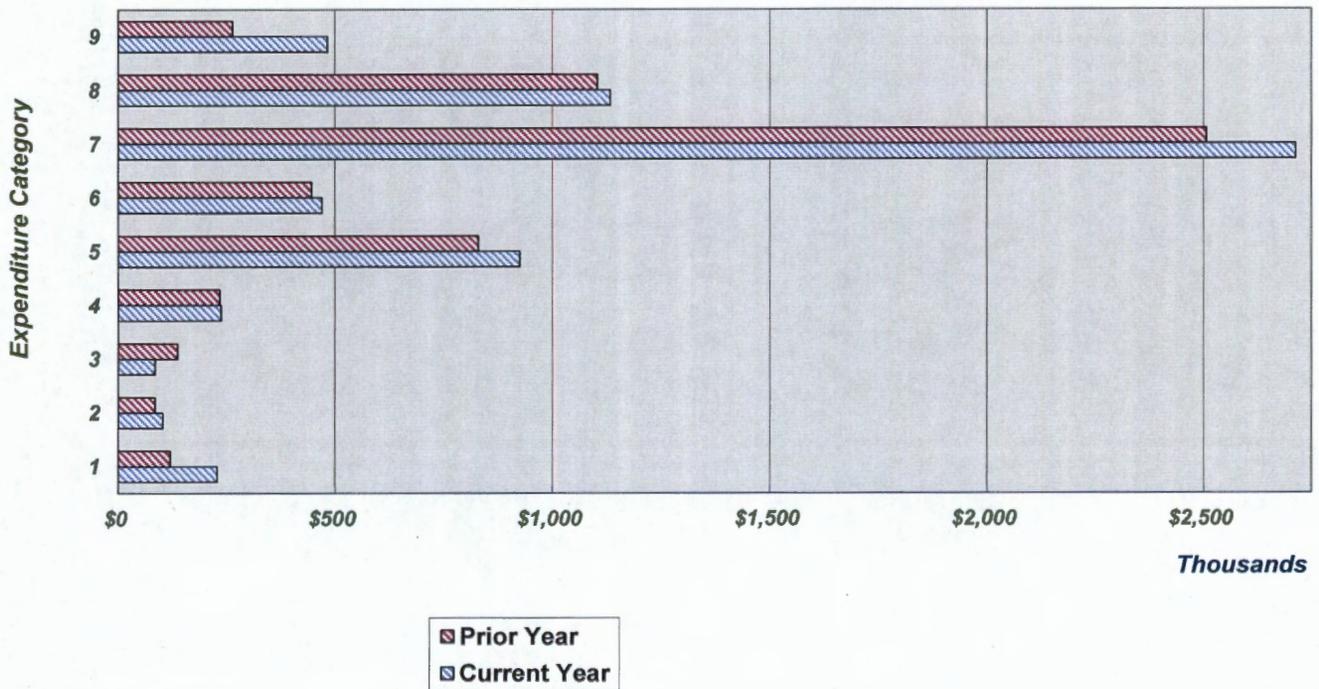


**Summary Budget Expenditure Report**  
 January 31, 2019  
 (33.70% of year has elapsed)

**EXHIBIT 2 - GENERAL FUND EXPENDITURES**

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures As a % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
1 City Administration	228,934	45.73%	120,198	25.36%	20.37%	108,736
2 City Clerk	103,340	29.86%	84,771	25.25%	4.61%	18,568
3 Building Maintenance	84,882	20.96%	136,915	32.51%	-11.54%	(52,033)
4 Planning and Development	238,208	26.19%	235,341	26.04%	0.15%	2,867
5 Recreation and Parks	924,956	26.44%	829,201	23.89%	2.55%	95,755
6 Public Works	470,321	28.50%	446,808	28.01%	0.49%	23,513
7 Police	2,712,892	28.69%	2,506,023	28.33%	0.36%	206,869
8 Fire	1,132,859	26.87%	1,103,532	27.58%	-0.70%	29,328
9 Non-Departmental	483,048	28.84%	263,990	14.07%	14.77%	219,058
<b>Total Expenditures</b>	<b>\$ 6,379,440</b>	<b>28.16%</b>	<b>\$ 5,726,779</b>	<b>26.12%</b>	<b>2.04%</b>	<b>\$ 652,660</b>

**GENERAL FUND EXPENDITURES TO DATE  
 CURRENT YEAR VS PRIOR YEAR**





**Summary Budget Revenue Report**

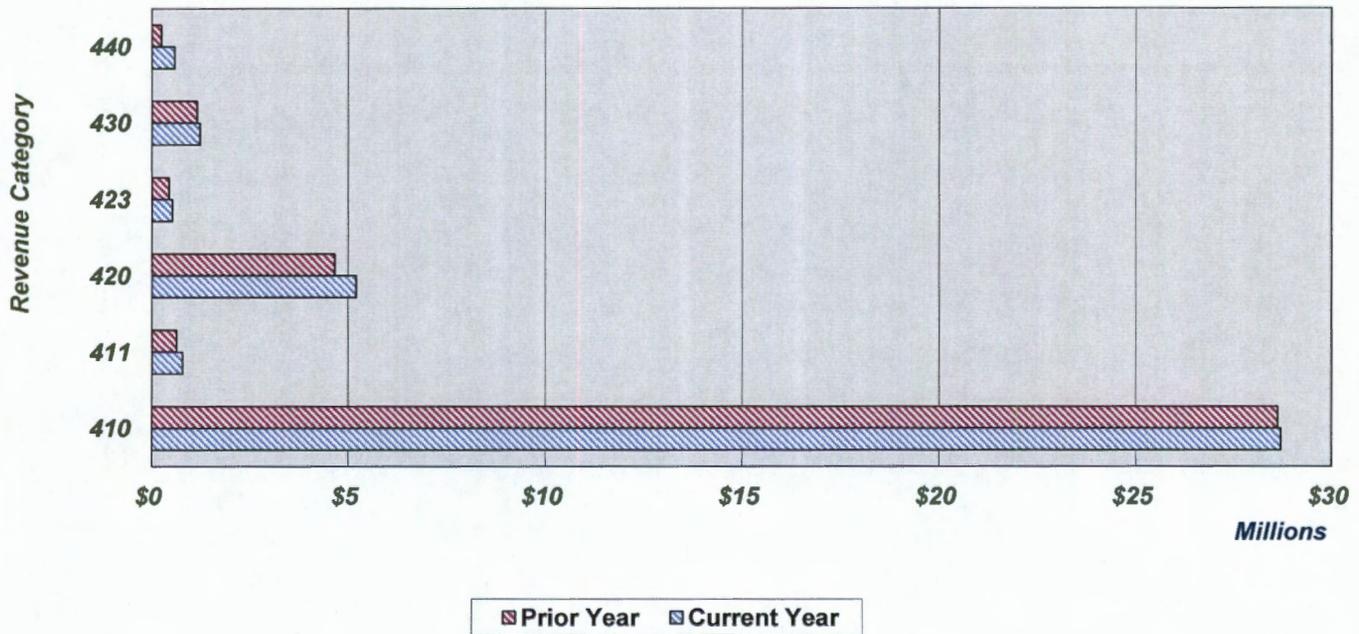
January 31, 2019

(33.70% of year has elapsed)

**EXHIBIT 3 -ENTERPRISE FUND REVENUES**

Revenue Category	Current Year Revenue to Date	Current Year Revenue As a % of Budget	Prior Year Revenue to Date	Prior Year Revenue As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
410 ELECTRIC	28,702,763	34.19%	28,619,987	32.96%	1.23%	82,776
411 NATURAL GAS	783,133	35.08%	637,751	33.21%	1.87%	145,382
420 WATER & SEWER	5,207,465	38.28%	4,658,119	34.99%	3.29%	549,347
423 STORMWATER	527,247	37.73%	442,754	32.16%	5.58%	84,493
430 SANITATION	1,224,663	35.02%	1,156,080	33.31%	1.70%	68,583
440 GOLF COURSE	580,655	37.83%	248,037	18.03%	19.81%	332,618
<b>TOTAL REVENUES</b>	<b>\$ 37,025,924</b>	<b>34.86%</b>	<b>\$ 35,762,728</b>	<b>33.03%</b>	<b>1.83%</b>	<b>\$ 1,263,197</b>

**ENTERPRISE FUND REVENUES TO DATE  
CURRENT YEAR VS PRIOR YEAR**



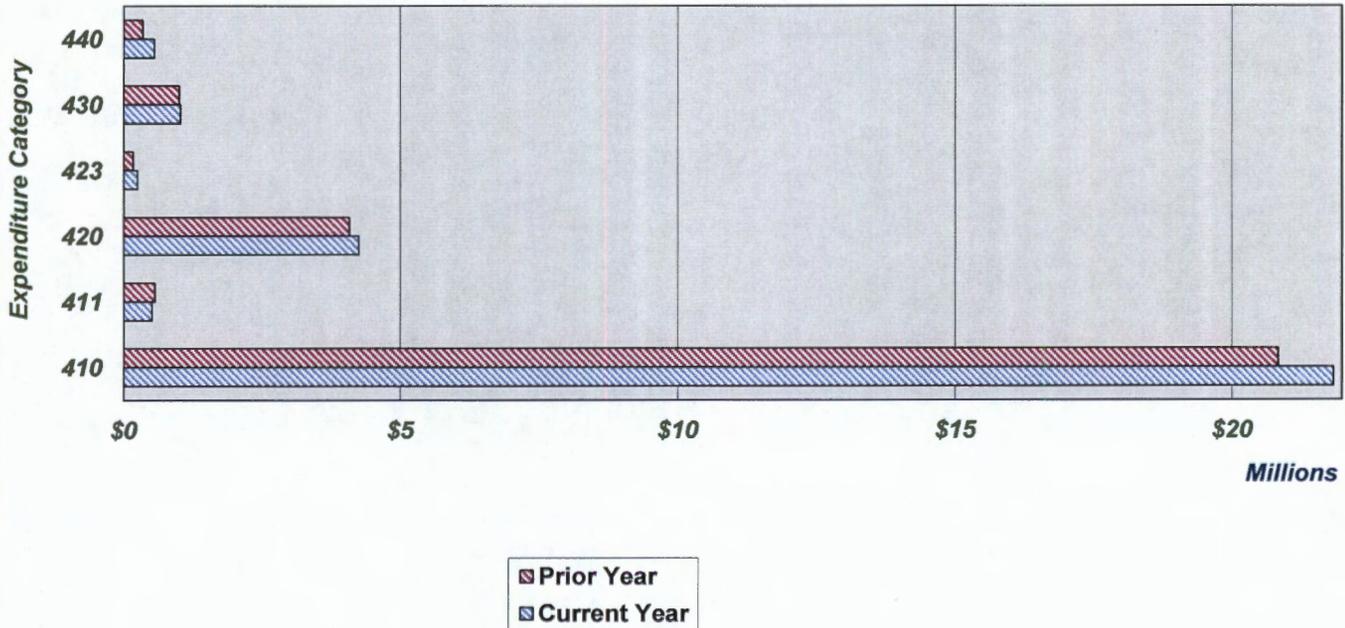


**Summary Budget Expenditure Report**  
 January 31, 2019  
 (33.70% of year has elapsed)

**EXHIBIT 4 - ENTERPRISE FUND EXPENDITURES**

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures As a % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
410 ELECTRIC	21,842,226	22.49%	20,837,002	21.56%	0.93%	1,005,223
411 NATURAL GAS	507,876	25.84%	560,096	27.56%	-1.72%	(52,220)
420 WATER & SEWER	4,250,429	27.44%	4,077,723	18.46%	8.98%	172,705
423 STORMWATER	250,862	16.76%	173,662	9.20%	7.56%	77,200
430 SANITATION	1,029,803	27.69%	1,005,917	20.30%	7.39%	23,886
440 GOLF COURSE	551,309	37.99%	345,901	24.59%	13.40%	205,408
<b>TOTAL EXPENDITURES</b>	<b>\$ 28,432,504</b>	<b>23.45%</b>	<b>\$ 27,000,301</b>	<b>20.93%</b>	<b>2.52%</b>	<b>\$ 1,432,203</b>

**ENTERPRISE FUND EXPENDITURES TO DATE  
 CURRENT YEAR VS PRIOR YEAR**

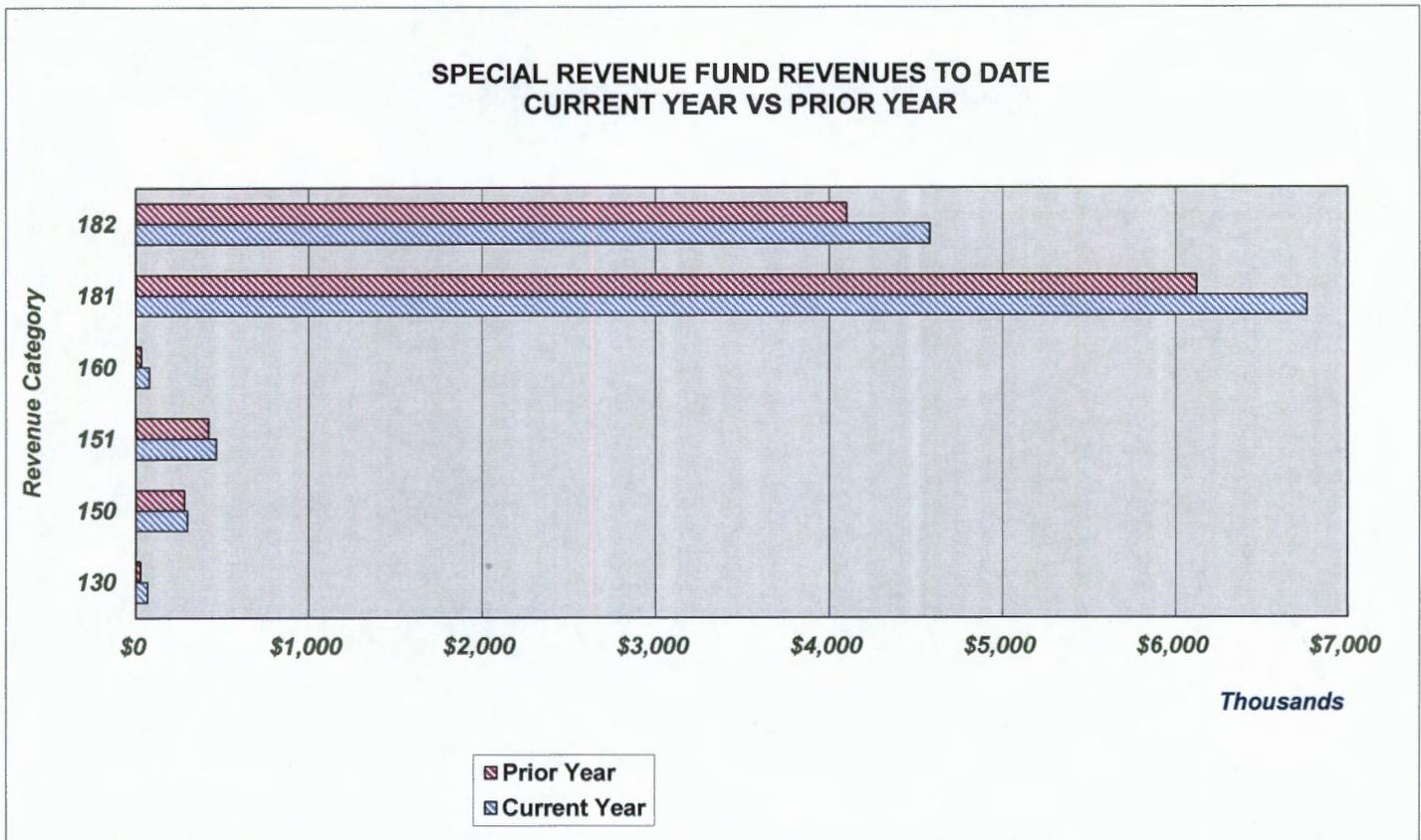




**Summary Budget Revenue Report**  
 January 31, 2019  
 (33.70% of year has elapsed)

**EXHIBIT 5 -SPECIAL REVENUE FUND REVENUES**

Revenue Category	Current Year Revenue to Date	Current Year Revenue As a % of Budget	Prior Year Revenue to Date	Prior Year Revenue As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
130 CONVENTION DEV. TAX	68,405	19.09%	27,229	8.78%	10.31%	41,176
150 LOCAL OPTION GAS TAX	298,965	36.72%	281,524	35.82%	0.90%	17,441
151 INFRASTRUCTURE SURTAX	465,251	34.11%	420,477	32.31%	1.80%	44,774
160 COMMUNITY DEV. BLK. GRANT	78,948	57.21%	32,363	23.45%	33.76%	46,585
181 DOWNTOWN INCREMENT FUND	6,761,686	101.25%	6,121,450	96.25%	5.00%	640,236
182 SOUTHEND INCREMENT FUND	4,579,932	101.98%	4,099,173	97.11%	4.87%	480,759
<b>TOTAL REVENUES</b>	<b>\$ 12,253,187</b>	<b>88.51%</b>	<b>\$ 10,982,217</b>	<b>83.73%</b>	<b>4.78%</b>	<b>\$ 1,270,970</b>

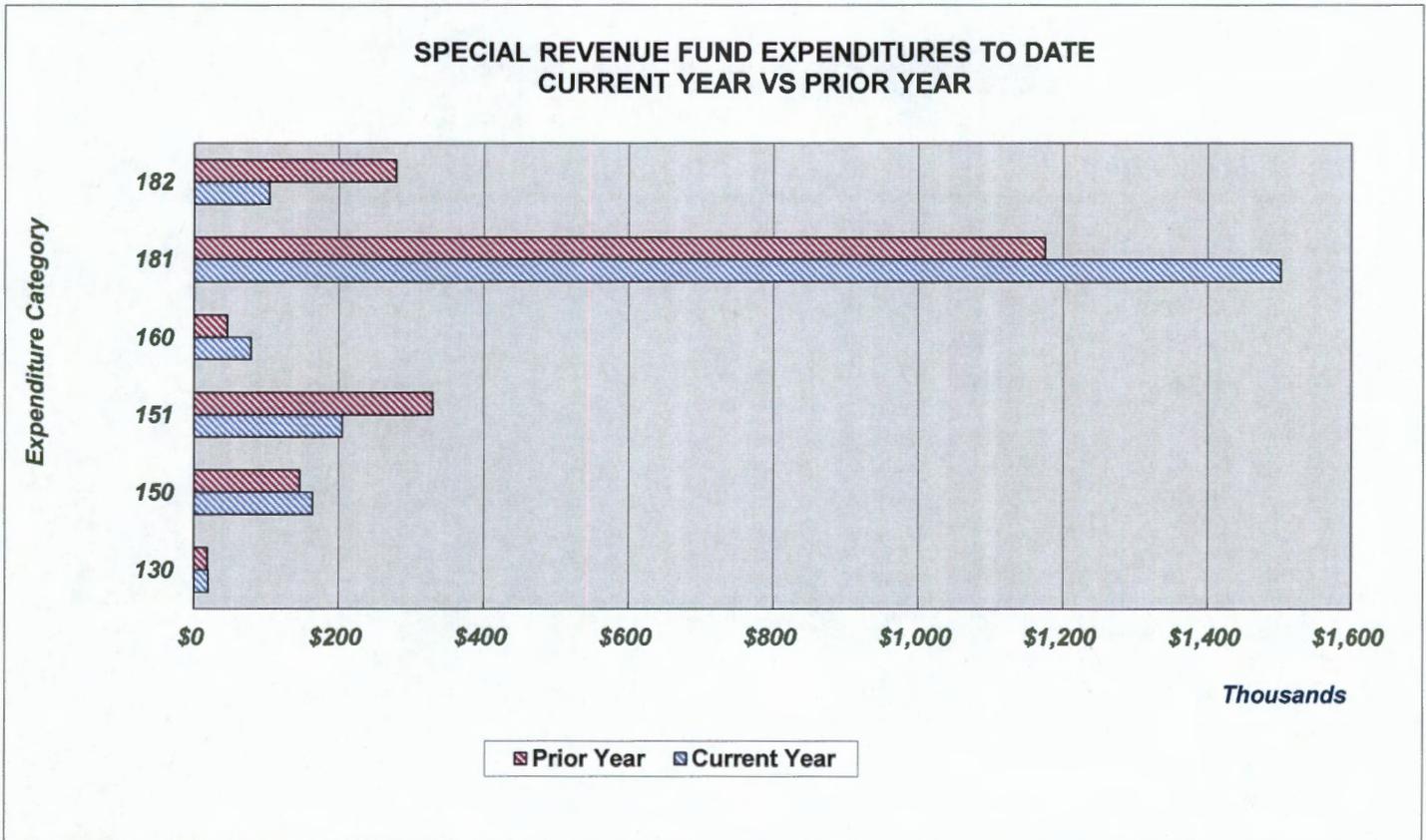




**Summary Budget Expenditure Report**  
 January 31, 2019  
 (33.70% of year has elapsed)

**EXHIBIT 6 - SPECIAL REVENUE FUND EXPENDITURES**

Expenditure Category	Current Year Expenditures to Date	Current Year Expenditures As a % of Budget	Prior Year Expenditures to Date	Prior Year Expenditures As a % of Budget	% Variance (Current Year Less Prior Year)	\$ Variance (Current Year Less Prior Year)
130 CONVENTION DEV. TAX	20,163	7.37%	18,638	11.17%	-3.80%	1,525
150 LOCAL OPTION GAS TAX	163,978	20.54%	146,409	19.04%	1.50%	17,569
151 INFRASTRUCTURE SURTAX	204,931	22.77%	329,580	27.88%	-5.12%	(124,649)
160 COMMUNITY DEV. BLK. GRANT	78,948	57.21%	46,000	33.33%	23.88%	32,948
181 DOWNTOWN INCREMENT FUND	1,501,029	12.01%	1,174,619	23.22%	-11.21%	326,410
182 SOUTHEND INCREMENT FUND	104,165	24.81%	279,134	14.26%	10.56%	(174,969)
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,073,214</b>	<b>13.79%</b>	<b>\$ 1,994,380</b>	<b>21.51%</b>	<b>-7.71%</b>	<b>\$ 78,834</b>





**Summary Budget Report**  
 January 31, 2019  
 (33.70% of year has elapsed)

**EXHIBIT 7 - SUMMARY REVENUES AND EXPENDITURES**

Fund Name	Budgeted Revenues Fiscal Year 2019	Budgeted Revenues To Date	Actual Revenues To Date	Variance Favorable/ (Unfavorable)
001 General Fund	22,390,353	7,545,242	12,375,675	4,830,433
130 Convention Development Tax	358,235	120,720	68,405	(52,316)
150 Local Option Gas Tax	814,267	274,397	298,965	24,568
151 Infrastructure Surtax	1,364,089	459,679	465,251	5,572
160 Community Dev. Blk. Grant	138,000	46,504	78,948	32,444
181 Downtown Increment Fund	6,678,011	2,250,398	6,761,686	4,511,288
182 Southend Increment Fund	4,491,223	1,513,481	4,579,932	3,066,452
410 Electric Utility	83,956,489	28,292,187	28,702,763	410,576
411 Natural Gas Utility	2,232,672	752,380	783,133	30,753
420 Water & Sewer Utility	13,601,950	4,583,671	5,207,465	623,795
423 Storm Water Management	1,397,278	470,864	527,247	56,383
430 Sanitation Fund	3,497,483	1,178,604	1,224,663	46,059
440 Golf Course Fund	1,534,839	517,220	580,655	63,435
460 Leased Facilities Fund	656,212	221,134	233,498	12,364
500 Internal Service Funds	12,593,930	4,243,982	4,000,566	(243,416)
<b>Total Revenues</b>	<b>\$ 155,705,031</b>	<b>\$ 52,470,463</b>	<b>\$ 65,888,851</b>	<b>\$ 13,418,388</b>

Fund Name	Budgeted Expenditures Fiscal Year 2019	Budgeted Expenditures To Date	Actual Expenditures To Date	Variance Favorable/ (Unfavorable)
001 General Fund	22,655,582	7,634,621	6,379,440	1,255,181
130 Convention Development Tax	273,639	92,213	20,163	72,049
150 Local Option Gas Tax	798,412	269,054	163,978	105,076
151 Infrastructure Surtax	900,197	303,354	204,931	98,423
160 Community Dev. Blk. Grant	138,000	46,504	78,948	(32,444)
181 Downtown Increment Fund	12,501,097	4,212,699	1,501,029	2,711,669
182 Southend Increment Fund	419,830	141,477	104,165	37,312
410 Electric Utility	97,128,346	32,730,922	21,842,226	10,888,696
411 Natural Gas Utility	1,965,201	662,246	507,876	154,370
420 Water & Sewer Utility	15,491,202	5,220,323	4,250,429	969,894
423 Storm Water Management	1,496,690	504,364	250,862	253,502
430 Sanitation Fund	3,719,126	1,253,294	1,029,803	223,492
440 Golf Course Fund	1,451,159	489,021	551,309	(62,288)
460 Leased Facilities Fund	679,362	228,936	267,425	(38,489)
500 Internal Service Funds	12,664,558	4,267,783	4,743,147	(475,364)
<b>Total Expenditures</b>	<b>\$ 172,282,401</b>	<b>\$ 58,056,809</b>	<b>\$ 41,895,730</b>	<b>\$ 16,161,079</b>

Fund Name	Net Income (Loss)	Net Variance Favorable/ (Unfavorable)
001 General Fund	5,996,235	6,085,614
130 Convention Development Tax	48,242	19,734
150 Local Option Gas Tax	134,988	129,645
151 Infrastructure Surtax	260,320	103,995
160 Community Dev. Blk. Grant	-	-
181 Downtown Increment Fund	5,260,656	7,222,957
182 Southend Increment Fund	4,475,767	3,103,763
410 Electric Utility	6,860,537	11,299,272
411 Natural Gas Utility	275,256	185,122
420 Water & Sewer Utility	957,037	1,593,689
423 Storm Water Management	276,385	309,885
430 Sanitation Fund	194,860	269,550
440 Golf Course Fund	29,346	1,147
460 Leased Facilities Fund	(33,927)	(26,126)
500 Internal Service Funds	(742,581)	(718,781)
<b>Total</b>	<b>\$ 23,993,121</b>	<b>\$ 29,579,467</b>



**Cash and Investments by Fund**  
January 31, 2019

INVESTMENT HOLDER	TYPE	FACE AMOUNT	MARKET VALUE
Salem Trust Treasury Strip	TS	3,069,898	3,069,898
<b>TOTAL UTILITY FUNDS 410 and 420</b>			<b>\$3,069,898</b>
Salem Mutual Fund	Portfolio	31,823,528	31,823,528
Sawgrass Asset Management	Portfolio	24,506,137	24,506,137
Wells Capital	Portfolio	14,430,206	14,430,206
MD Sass	Portfolio	11,953,938	11,953,938
JPMCB - Strategic Property Fund	Portfolio	5,015,500	5,015,500
<b>TOTAL PENSION FUNDS 611, 612 and 613</b>			<b>\$87,729,310</b>
<b>TOTAL INVESTMENTS</b>			<b>\$90,799,208</b>
State Board of Administration	Pool	22,566,637	22,566,637
Florida Trust	Pool	20,571,471	20,571,471
FMIT 0-2 Yr High Quality Bond Fund	Pool	12,142,270	12,142,270
Bank of America	Cash	8,835,219	8,835,219
Sawgrass Asset Management	Portfolio	44,735,649	44,735,649
Galliard Capital Management	Portfolio	41,613,182	41,613,182
Garcia Hamilton & Associates	Portfolio	42,242,342	42,242,342
Salem Trust: Goldman Sachs Treasury	MM	11,270	11,270
<b>TOTAL EQUITY IN POOLED CASH</b>			<b>\$192,718,039</b>
Petty Cash	Cash	6,525	6,525
<b>TOTAL CASH AND INVESTMENTS</b>			<b>\$283,523,772</b>

**Attorney Fees Paid During the Month**

NAME	DESCRIPTION	CHECK DATE	CHECK AMOUNT
Bell & Roper, P.A.	BCEL vs COJB	01/03/19	50,557
Buchanan Ingersoll & Rooney	IAFF Bargaining Agreement	01/03/19	2,243
Bell & Roper, P.A.	Las Olas vs COJB	01/10/19	72
Lewis, Longman & Walker, P.A.	Pension Matters	01/10/19	806
Buchanan Ingersoll & Rooney	IAFF Bargaining Agreement	01/17/19	1,448
Marks, Gray, PA	General Matters	01/17/19	53,598
Susan L Haag	Services for 2018 Special Magistrate	01/17/19	10,650
<b>TOTAL ATTORNEY FEES</b>			<b>\$62,872</b>

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

www.jacksonvillebeach.org



**Cash and Investments by Type**  
 Fiscal Year to Date  
 January 31, 2019

Type of Investment	Beginning Balance 10/1/2018	Investment Earnings	Realized Gain/(Loss)	Unrealized Gain/(Loss)	Fees	Net Investment Income	Net Deposits (Withdrawals)	Ending Balance 1/31/19	Weighted Net Return*
State Pooled Investment Fund	14,966,730	168,800	0	0	0	168,800	7,431,107	22,566,637	0.10%
Money Market: Goldman Sachs Treasury	11,503	73	0	0	(306)	(233)	0	11,270	0.00%
U.S. Treasury Stripped Coupons	3,035,428	0	0	34,471	0	34,471	0	3,069,898	0.02%
Florida Municipal Investment Trust 0-2 Yr HQ Bond Fund	12,059,542	82,728	0	0	0	82,728	(0)	12,142,270	0.04%
Sawgrass Asset Management	44,007,963	341,216	(68,222)	502,906	(42,963)	732,936	(5,250)	44,735,649	0.38%
Insight Asset Management	29,483,930	(76,247)	(26,302)	0	(16,008)	(118,558)	(29,365,373)	0	0.00%
Galliard Capital Management	29,195,370	367,429	(121,851)	242,004	(26,159)	461,422	11,956,390	41,613,182	0.28%
Garcia Hamilton & Associates	29,630,798	385,188	(401,550)	340,869	(30,817)	293,691	12,317,853	42,242,342	0.13%
Florida Trust	0	71,471	0	0	0	71,471	20,500,000	20,571,471	0.07%
Operating Cash: Bank of America	8,055,737	6,615	0	0	(24,267)	(17,652)	797,134	8,835,219	-0.01%
Petty Cash	6,725	0	0	0	0	0	(200)	6,525	0.00%
<b>TOTAL CITY MANAGED INVESTMENTS AND CASH</b>	<b>170,453,724</b>	<b>1,347,274</b>	<b>(617,926)</b>	<b>1,120,249</b>	<b>(140,521)</b>	<b>1,709,076</b>	<b>23,631,662</b>	<b>195,794,462</b>	<b>0.94%</b>
Pension Fund: Salem Mutual Fund	33,858,339	886,245	0	(2,921,055)	0	(2,034,810)	0	31,823,528	-2.18%
Pension Fund: Sawgrass Asset Mgt	23,857,182	256,739	(54,288)	482,932	(36,427)	648,955	(0)	24,506,137	0.76%
Pension Fund: Wells Capital	15,788,041	34,808	56,059	(1,405,564)	(43,138)	(1,357,835)	0	14,430,206	-1.41%
Pension Fund: MD Sass	12,762,897	39,372	(267,819)	(545,230)	(35,282)	(808,959)	(0)	11,953,938	-0.86%
Pension Fund: JPMCB - Strategic Property Fund	4,937,925	0	0	77,575	0	77,575	0	5,015,500	0.03%
<b>TOTAL PENSION INVESTMENTS</b>	<b>91,204,384</b>	<b>1,217,164</b>	<b>(266,049)</b>	<b>(4,311,342)</b>	<b>(114,848)</b>	<b>(3,475,074)</b>	<b>(0)</b>	<b>87,729,310</b>	<b>-3.81%</b>
<b>TOTAL CASH AND INVESTMENTS</b>	<b>261,658,108</b>	<b>2,564,438</b>	<b>(883,974)</b>	<b>(3,191,093)</b>	<b>(255,369)</b>	<b>(1,765,999)</b>	<b>23,631,662</b>	<b>283,523,772</b>	

\*Fiscal year to date

# JACKSONVILLE BEACH

City of

Jacksonville Beach

Operations &

Maintenance Facility

Department of Public

Works

1460-A Shetter Avenue

Jacksonville Beach

FL 32250

Phone: 904.247.6219

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[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

## MEMORANDUM

**TO:** Michael Staffopoulos, City Manager  
**FROM:** Dave Millinor, Public Works Director  
**DATE:** February 4, 2019  
**SUBJECT:** Authorize Design of Ocean Terrace Drainage Improvements

### ACTION REQUESTED

Authorize the Design of Ocean Terrace Drainage Improvements.

### BACKGROUND

The City's South Beach Area Infrastructure Improvements - South Beach Community Redevelopment Area report (WMI, 2010) identified areas of localized flooding on Grande Blvd. and Palm Way. At the December 20, 2016, scoping meeting, City staff noted that an existing 42-inch trunk line on South Beach Parkway may have some unused capacity and expressed interest in possibly reducing the amount of stormwater runoff draining into Lake Sanctuary.

The City tasked Hanson Professional Services Inc. to conduct a study to identify drainage improvements within the Ocean Terrace neighborhood and evaluate alternatives to divert flows to the east into the South Beach Parkway stormwater trunk line and away from Lake Sanctuary. The Study and Technical Memorandum were completed in October 2018 and recommended the City proceed with a detailed, final design for drainage and roadway improvements in the Ocean Terrace neighborhood. The recommended alternative meets the major objective of the drainage study; specifically, improving stormwater management in the area while diverting flow to the City's South Beach Basin and away from Lake Sanctuary.

The City staff intends to task Hanson Professional Services, Inc., to furnish a final design including plans and specifications, of drainage and roadway improvements for the Ocean Terrace neighborhood as described in the attached Scope of Services. The specific limits of the project area, shown in red on Attachment "A," is bound by Sanctuary Parkway to the south, South Beach Parkway to the east, America Avenue to the west, and includes Grande Boulevard, Palm Way, Poinciana Boulevard and Tropical Terrace adjacent to Jacksonville Drive.



Memorandum  
Ocean Terrace Drainage Improvements  
February 4, 2019

Page 2 of 2

The total cost for the final design services task is \$196,680.66 (\$178,800.60 plus 10% contingency of \$17,880.06), and includes survey, geotechnical and design services, and bid document preparation and bidding services.

Funding for this project was appropriated by the South Beach Redevelopment Agency utilizing Tax Increment Funds at its meeting on January 28, 2019.

RECOMMENDATION

Authorize the Design of Ocean Terrace Drainage Improvements in the amount of \$196,680.66 to Hanson Professional Services Inc. as described in the memorandum from the Public Works Director dated January 31, 2019.

**Exhibit "A"**  
**SCOPE OF SERVICES**

**City of Jacksonville Beach**  
**Continuing Professional Engineering Services**  
**Contract Agreement for City RFQ 07-1516**

**Task Work Order # 2:**  
**Ocean Terrace Drainage Improvements**  
**Final Design Phase**

**I. DESCRIPTION**

The City of Jacksonville Beach, hereinafter referred to as City, requires professional services for final design of new stormwater improvements in Ocean Terrace based on Alternative 1 as recommended in the Ocean Terrace Drainage Improvements – Study Phase Technical Memorandum dated October, 2018. The specific limits of the project area are bound by Sanctuary Parkway to the south, South Beach Parkway to the east, America Avenue to the west, and the northern terminus of Grande Boulevard/Palm Way/Poinciana Boulevard/Tropical Terrace to the north.

Hanson Professional Services Inc., hereinafter referred to as Consultant, shall demonstrate good management practices while working on this project. These include communication with the City and others as necessary, documentation, and management of time and resources. The Consultant shall set up and maintain a contract file throughout the design of the project.

**II. SCOPE OF PROJECT**

- A. The intent of the project is to furnish final design services for drainage improvements along Jacksonville Drive, Grande Boulevard, Palm Way, Poinciana Boulevard, and Tropical Terrace. See Attachment A for project limits.
- B. Drainage improvements will include construction of stormwater collection systems consisting of inlets and pipes that will connect to the existing 42" pipe on South Beach Parkway and outfalls to the existing "South Siltation Basin" south of Butler Boulevard. The stormwater system is to be sized for the maximum capacity that can be constructed while meeting design year requirements.
- C. Roadway improvements will consist of reconstructing the roadway profile (road base and asphalt pavement), adding concrete curb and gutter, maintaining or reconstructing the sidewalk on the north side of Jacksonville Drive, and adding sidewalk on the south side of Jacksonville Drive where it can be accommodated within the existing right-of-way.

- D. It is intended that the Consultant's services will result in drawings, specifications, opinions of probable construction costs, and SJRWMD permit for the City to seek bids and contract for the construction of the project.
- E. Consultant's services on the project may be in two (2) phases, Final Design and Construction Administration. At the City's option and upon completion of the final design phase, Consultant's services may be extended to include a construction administration phase after negotiation of mutually satisfactory terms.

### **III. PRELIMINARY ENGINEERING – 60% SUBMITTAL**

#### **A. Data Collection and Review:**

The consultant will obtain and utilize all available information related to existing facilities within the project area including but not limited to as-builts, Water/Sewer and Stormwater J-Maps, and previous SJRWMD permits.

#### **B. Determine Existing Conditions and Analyze Proposed Improvements:**

After collecting all available data, including surveys, the Consultant will formulate a preliminary existing conditions map. Using the existing documents the Consultant will determine the approximate drainage areas, determine where additional information is required, pinpoint areas of concern, and perform drainage calculations to size the new conveyance system for the 10-year storm event. Pipe sizes to be shown in the plans will be the size determined by the 10-year storm event or the maximum size that can be constructed whichever is larger and agreed upon by the City.

Roadway analysis will be performed to include: establishing horizontal alignments for layouts and locations of improvements, vertical alignment analysis to provide minimum gutter slopes for adding curb and gutter, pavement design, horizontal alignment of sidewalks where applicable and evaluation of where sidewalks can be accommodated within the existing Jacksonville Drive right-of-way, typical section development, cross section analysis for slope ties and offsite drainage patterns behind the curb, and analysis for developing a maintenance of traffic plan for constructing the proposed improvements.

#### **C. Consult with Regulatory Agencies:**

The Consultant will perform a pre-application meeting with SJRWMD concerning proposed improvements in light of previously permitted facilities and provide meeting minutes from this meeting.

#### **IV. FINAL DESIGN AND BIDDING – 90% AND 100% SUBMITTAL**

##### **A. Final Design:**

The Consultant shall, based on the approved preliminary drawings and with authorization to proceed with the final design phase, prepare for incorporation in the Contract Documents detailed construction drawings and specifications to show the work to be performed by contractors on the project. Drawings with opinions of probable cost and supporting documents will be submitted for review and approval by the City at 90% and 100% completion stages. Any changes, refinements, or modifications, which may be required after each review, shall be completed by the Consultant and submitted to the City for approval at the next completion stage. The Consultant will also provide the City with specialty services to include survey and geotechnical engineering.

The Consultant shall advise the City of any adjustment of the opinion of probable cost for the Project caused by changes in scope, design requirements, construction costs or other matters and furnish a revised opinion of probable cost for the Project based on such.

The Consultant will prepare the plans and permit applications related to the SJRWMD permitting.

##### **B. Project Bidding:**

The Consultant shall assist the City concerning interpretation of the intent of the contract documents prepared by the Consultant. This effort is to include providing responses to bid questions and preparing applicable addenda.

#### **V. PROJECT REQUIREMENTS**

##### **A. Design Requirements:**

1. All drainage recommendations shall be based on City Standard Specifications and Details, Alternative 1 as recommended in the Ocean Terrace Drainage Improvements – Study Phase Technical Memorandum dated October, 2018, and policies of applicable permitting agencies.
2. Roadway improvements shall be based on the “Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways, State of Florida Department of Transportation” latest edition, current City standards, Florida Department of Transportation Standard Plans, and the American Association of State Highway and Transportation Officials Policies and Guidelines.

3. The Consultant shall include utility adjustment plans which show the adjustments and relocations of existing or future facilities which may be owned or operated by Comcast, Beaches Energy Services, City of Jacksonville Beach – Public Works, Crown Castle Fiber, AT&T, and Uniti Fiber, TECO Gas, Ferrell Gas, and City fiber. Adjustments and relocations will be defined by each of the respective utilities and shall be provided to the Consultant to be included in the utility adjustment plans.
4. The Consultant shall design and prepare contract documents for the construction of the project to include storm drains, sidewalk, roadway reconstruction, signing and marking, maintenance of traffic, and erosion control. The project improvements shall be designed to remain within existing City right-of-way to the extent practical to minimize impact to private property. The City will handle/coordinate any construction easements deemed necessary for the construction of the project, based on the Consultant's recommendations.
5. The Consultant shall prepare materials and attend one CRA meeting and one Public Meeting, if necessary.

**B. Project Specific Requirements:**

1. Survey – The Consultant shall recover and set additional horizontal and vertical control, locate all above ground features along Grande Boulevard and the west side of Palm Way to incorporate into the previous survey data, full topographical survey along Poinciana Boulevard, Tropical Terrace, and the east side of Palm Way, also cover Jacksonville Drive from Palm Way to the east side of South Beach Parkway, locate 42" storm pipe from Jacksonville Drive and South Beach Parkway south to the "south siltation basin" south of JTB (SR 202), perform Quality Level B utility designation along Jacksonville Drive for 1500', Grande Boulevard for 690', Palm Way for 695', Poinciana Boulevard for 699' and Tropical Terrace for 701', locate all telephone, electric, water, sewer force main, gravity sewer, stormwater pipes, gas, cable TV and fiber optic cable, perform up to 30 Quality Level A, engineer will provide location of soft digs (VVH's), and final deliverable with AutoCAD and MicroStation files merged with the topographical survey information from Ocean Terrace Drainage Improvements – Study Phase.
2. Geotechnical - The objective of geotechnical exploration is to provide sufficient site and subsurface information to evaluate the subsurface conditions within the project limits. Laboratory classification and index soil tests will be performed as necessary on selected soil samples obtained from the exploration. The exploration shall consist of 5 SPT borings to a depth of 20 feet along Jacksonville Drive and 12 SPT at borings to a depth of 10 feet along the side streets. 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 and imposed loading conditions. The results of the exploration and engineering analysis will be presented in a report containing the following:

- a) A brief discussion of the planned construction.
- b) A presentation of the field and laboratory test procedures used and data obtained.
- c) A presentation of the seasonal high water table encountered. The seasonal high water table shall be estimated at each boring location.
- d) A presentation of the subsurface conditions, including subsurface conditions with respect to the planned construction.
- e) A geotechnical engineering evaluation of the site and subsurface conditions with respect to the planned construction.
- f) Recommendations for the required site preparation, earthwork, drainage pipe bedding, and drainage pipe backfill.

## **VI. DELIVERABLES**

- A. Semi-formal 60% Design: This submittal will include primarily the plan/profile sheets and other detail sheets needed to convey the intent of the final design layout and for SJRWMD permitting. This submittal will also be reviewed by the City for approval prior to beginning the 90% plans. Up to three (3) hard copies and one (1) electronic copy of the 60% plans will be provided to the City for review.
- B. Utility Coordination: The Consultant will furnish drawings at the earliest possible time to assist utility owners in locating their facilities for resolving conflicts with the proposed improvements.
- C. 90% and 100% Submittal: Up to three (3) hard copies and one (1) electronic copy of the plans and design documentation will be provided to the City for each the 90% and 100% submittals. The plans shall include the following sheets:
  1. Cover Sheet/Key Sheet
  2. Drainage Map
  3. Summary of Drainage Structures
  4. Typical Sections
  5. General Notes
  6. Roadway Plan-Profile (will include drainage system)
  7. Special Details
  8. Cross Sections

9. Temporary Traffic Control Plan (MOT)
10. Erosion Control
11. Utility Adjustment Sheets (to show disposition of proposed relocations, does not include effort to design any utility relocations under this contract)
12. Signing and Pavement Marking Plans

Some sheets may be eliminated by combining the information on other sheets.

- D. Specifications: Draft specifications will be submitted with the 90% submittal and final specifications will be submitted with the 100% submittal. Up to three (3) hard copies and one (1) electronic copy of the specifications will be provided to the City for each the 90% and 100% submittals.
- E. Opinion of Probable Construction Cost (OPCC): Quantity calculations will be completed and an OPCC will be submitted with the 90%, and 100% submittals.
- F. Design Reviews: The Consultant will allow up to two (2) weeks review time for each submittal and will attend and prepare meeting minutes of a review conference to discuss the City comments. Response shall be provided by the Consultant for the review comments and agreed upon by the City before including or not including changes in the plans for the next submittal.
- G. Permitting: The Consultant shall take minutes of all meetings with the SJRWMD and provide the City a copy of these minutes. The Consultant shall prepare and submit the SJRWMD permit application along with supporting documentation. A permit modification to the existing SJRWMD Sedimentation Basin Permit is anticipated for this project and effort beyond a modification will require negotiations for additional scope of services and fee. The Consultant shall respond to one (1) SJRWMD request for additional information. The City shall be responsible for the payment of SJRWMD permit fees.

## **VII. SCHEDULE**

- A. The duration for critical path items are as follows:
  1. Survey/Data collection completed within 45 days from official Notice to Proceed.
  2. 60% Submittal 60 days after completion of item 1.
  3. Submit SJRWMD Permit Application within 21 days following the 60% review meeting with the City.
  4. 90% Submittal within 45 days of submitting the SJRWMD Permit Application.
  5. 100% Submittal within 21 days following the 90% review meeting with the City.



Project area.

Existing 42" pipe to outfall at South Siltation Basin.

SOUTH SILTATION BASIN

ATTACHMENT A

City of

Jacksonville Beach

2508 South Beach

Parkway

Jacksonville Beach

FL 32250

Phone: 904.247.6236

Fax: 904.247.6143

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

## MEMORANDUM

TO: Michael J. Staffopoulos, City Manager  
FROM: Jason Phitides, Director Parks and Recreation  
DATE: February 12, 2019  
SUBJECT: Golf Course Rates Resolution 2029-2019

### ACTION REQUESTED:

Adopt Resolution 2029-2019 establishing rates for the Jacksonville Beach Golf Course.

### BACKGROUND:

The golf course was closed from January 2018 through October 2018. In September 2018, the City Council approved a rate resolution to coincide with the reopening in November 2018. The goal of the resolution was a streamlined, competitive rate structure, derived from an analysis of our customer base together with an assessment of our competitors. At that time, we viewed our competitors to include Windsor Park, Blue Sky, Oakbridge and Windy Harbor.

Since reopening, the number of rounds played has significantly exceeded expectations. In addition to the vastly improved course conditions, golfers have responded favorably to the level of professional efficiency of the overall operation, while the amended course layout has also enhanced playability. Feedback from golfers has been tremendously positive and many have suggested a reasonable price increase would not diminish value, especially compared to courses such as Hidden Hills, Queens Harbor, Windsor Park and to a lesser extent, Blue Sky.

Our current rates are significantly lower than our competitors. (Only Blue Sky's weekday rate is fifty-five (55) cents lower than ours. All other competitor rates are higher). Staff are fully committed to continue the success by maintaining (and improving) current operating levels and therefore propose a moderate rate



increase that maintains a competitive price advantage while supporting product value.

Following is a comparison of the key rates based on current competition:

<b>Jax Beach</b>		Windsor Park	Hidden Hills	Queens Harbor	Blue Sky
Current	<b>Proposed</b>				
Weekday	\$36.50	\$44.00	\$45.00	\$49.00	\$35.95
Weekend	\$43.00	\$51.00	\$55.00	\$73.00	\$44.95
Twilight	\$20.00	\$29.00	\$32.00	\$37.00	\$28.00
Senior	\$25.00	\$34.00	\$40.00	none	\$32.00

All full listing of current versus proposed rates is attached.

Other notable changes to the rate resolution include:

- The term "Membership" will be replaced with "Discount Card".
- Senior rates will apply Monday through Thursday.
- Weekend walking rules will apply on Friday.
- Weekend rates apply to all public holidays.
- Junior rates are changed from seventeen (17) years to fifteen (15) years of age.
- Afternoon rates apply after 1 PM beginning June 1 and ending September 15, each year.
- Twilight rates apply for times when eighteen (18) holes cannot be played due to darkness and are at the discretion of the Facility Manager to adjust seasonally.
- Twilight rates for nine (9) holes are eliminated.
- Golf staff employees may play with their guests only during unused tee times and at the discretion of the Facility Manager. The golf staff employee rate is \$5.00 and their guests may pay the Discount Card rate.

Memorandum  
Golf Course Rates  
February 12, 2019

page 3 of 3

- The City Manager or his/her designee has the authority to offer promotional rates including the driving range (either discounted or increased) based on time of day, or season, or both, including tournaments, to optimize daily play.

RECOMMENDATION:

Adopt Resolution 2029-2019 establishing rates for the Jacksonville Beach Golf Course, as described in the memorandum from the Director of Parks and Recreation, dated February 12, 2019.

**Jax Beach Golf Course**  
**New Rate Resolution No. 2019-2019**  
 (All rates subject to sales tax)

**RIDE**

	Weekday						Weekend					
	18 HOLES			9 HOLES			18 HOLES			9 HOLES		
	Current	Proposed	Var.	Current	Proposed	Var.	Current	Proposed	Var.	Current	Proposed	Var.
1. Open	\$36.50	\$40.00	\$3.50	\$22.50	\$25.00	\$2.50	\$43.00	\$48.00	\$5.00	\$26.50	\$29.00	\$2.50
Open Afternoon	\$32.00	\$35.00	\$3.00	\$20.00	\$22.00	\$2.00	\$37.00	\$41.00	\$4.00	\$24.50	\$27.00	\$2.50
Open Twilight	\$20.00	\$25.00	\$5.00	\$18.00	delete		\$24.00	\$26.00	\$2.00	\$22.00	delete	
2. Member	\$30.00	\$33.00	\$3.00	\$17.00	\$19.00	\$2.00	\$34.00	\$37.00	\$3.00	\$20.00	\$22.00	\$2.00
Member Afternoon	\$26.00	\$29.00	\$3.00	\$14.00	\$15.50	\$1.50	\$30.00	\$33.00	\$3.00	\$18.00	\$20.00	\$2.00
Member Twilight	\$16.00	\$20.00	\$4.00	\$12.00	delete		\$20.00	\$22.00	\$2.00	\$16.00	delete	
3. Senior	\$25.00	\$27.50	\$2.50	\$17.00	\$19.00	\$2.00	na	na		na	na	
4. Junior*	\$12.00	\$12.00	\$0.00	\$8.00	\$8.00	\$0.00	\$12.00	\$12.00	\$0.00	\$8.00	\$8.00	\$0.00
5. Annual Pass	\$17.95	\$20.00	\$2.05	\$11.95	\$15.00	\$3.05	\$17.95	\$20.00	\$2.05	\$11.95	\$15.00	\$3.05

**WALK**

	Weekday						Weekend					
	18 HOLES			9 HOLES			18 HOLES			9 HOLES		
	Current	Proposed	Var.	Current	Proposed	Var.	Current	Proposed	Var.	Current	Proposed	Var.
1. Open	\$20.00	\$25.00	\$5.00	\$13.50	\$18.00	\$4.50	\$43.00	\$48.00	\$5.00	\$26.50	\$29.00	\$2.50
Open Afternoon	\$16.00	\$20.00	\$4.00	\$12.00	\$16.00	\$4.00	\$37.00	\$41.00	\$4.00	\$24.50	\$27.00	\$2.50
Open Twilight	\$12.00	\$15.00	\$3.00	\$10.00	delete		\$24.00	\$26.00	\$2.00	\$22.00	delete	
2. Member	\$15.00	\$20.00	\$5.00	\$8.00	\$14.00	\$6.00	\$34.00	\$37.00	\$3.00	\$20.00	\$22.00	\$2.00
Member Afternoon	\$12.00	\$15.00	\$3.00	\$8.00	\$14.00	\$6.00	\$30.00	\$33.00	\$3.00	\$18.00	\$20.00	\$2.00
Member Twilight	\$10.00	\$13.00	\$3.00	\$8.00	delete		\$20.00	\$22.00	\$2.00	\$16.00	delete	
3. Senior	\$15.00	\$20.00	\$5.00	\$8.00	\$12.00	\$4.00	na	na		na	na	
4. Junior*	\$10.00	\$10.00	\$0.00	\$6.00	\$6.00	\$0.00	\$12.00	\$12.00	\$0.00	\$8.00	\$8.00	\$0.00
5. Annual Pass	\$1.95	\$0.00	-\$1.95	\$1.95	\$0.00	-\$1.95	\$17.95	\$20.00	\$2.05	\$11.95	\$15.00	\$3.05

Driving Range	\$5.61	\$5.61	\$0.00
Discount Card	\$175.00	\$175.00	\$0.00
BES Discount Card	\$125.00	\$125.00	\$0.00

Introduced By: \_\_\_\_\_

Adopted: \_\_\_\_\_

**RESOLUTION NO. 2029-2019**

**RESOLUTION OF THE CITY OF JACKSONVILLE BEACH, FLORIDA,  
ESTABLISHING GOLF COURSE FEES, AND ESTABLISHING  
DEFINITIONS AND GUIDELINES FOR THE GOLF OPERATION**

**WHEREAS**, The City of Jacksonville Beach operates the Jax Beach Golf Club; and

**WHEREAS**, the City desires to amend the rates, charges and fees for the Golf Club.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, THAT:**

**SECTION 1.** There is hereby established a schedule of rates, charges, and fees for the Jax Beach Golf Club as shown on Attachment "A", made part of this Resolution.

**SECTION 2.** The City Manager shall establish policies for the golf course.

**SECTION 3. DEFINITIONS:**

- a. **DISCOUNT CARD:** Persons can purchase a discount package that will provide a discount on greens fees. Discount Card may be prorated to provide a 50% reduction for purchases after May 1 of the current fiscal year. All City employees budgeted to work at least 20 hours per week qualify for the Discount Card and do not have to pay the annual fee.
- b. **BEACHES ENERGY SERVICES CUSTOMER:** A person who is an active Beaches Energy Services residential customer. All applicants will be verified through Utility Billing and a current Driver's License. If utilities are not listed in applicant's name, applicant's name is required to be listed as a third party at that residential address in the Utility Billing system. Beaches Energy Services Residential Customers qualify for the BES Discount Card.
- c. **SENIOR:** A person, age 65 or over, regardless of the location of the senior's residence. Senior rates apply Monday through Thursday only (walking or riding). Senior rates do not apply on Holidays that fall on weekdays.
- d. **JUNIOR:** A person 15 years of age or under. Junior rates apply after 12:00 noon weekdays and weekends, (walking or riding).

- e. **WALKING:** Walking is allowed anytime on Monday, Tuesdays, Wednesdays and Thursdays. On Fridays, weekends, and public holidays walking is only allowed after 12 noon.
- f. **FOOD AND BEVERAGE POLICY:** All purchases of food and beverages consumed at the golf course must be made through the golf course concessionaire. Consumption of food and beverages purchased through outside sources is not allowed.
- g. **GOLF ASSOCIATIONS:** Groups recognized by the City of Jacksonville Beach Golf Course. Tee times are reserved in advance for their use. However, tournaments, holidays or course maintenance may cause a deviation in their schedule. The golf course manager and/or golf course superintendent can alter these times to work in the best interests of the golf course. Special rates require prior written approval of the City Manager.
- h. **HOLIDAYS:** Weekend Rate applies to all holidays. Golf cart usage will be required prior to 12:00 on all holidays. The golf course may be closed on Christmas Day, December 25. All public holidays are recognized for this purpose:
- i. **AFTERNOON RATE:** Lower rate charged in the afternoon as an incentive to increase player count. Afternoon rate will start at 1:00 pm beginning June 1 and ending September 15 each year.
- j. **TWILIGHT RATE:** Lower rate charged in the late afternoon as an incentive to increase player count. Twilight rates apply when 18 holes cannot be played due to darkness and are at the discretion of the Facility Manager to adjust seasonally.
- k. **TOURNAMENT:** A scheduled, organized event that requires the prior written approval (to include the tournament rate) of the City Manager or his/her designated representative.
- l. **ANNUAL PASS:** Prepayment of Greens Fees in advance. No new passes shall be issued as of January 1, 2002. Passes that exist on the effective date of this Resolution may be renewed on the annual anniversary of the date of purchase. Annual Pass fees are \$395 for residents and \$600 for non-residents. Cart fees for Annual Pass holders are \$20 for 18 holes and \$15 for 9 holes.
- m. **EMPLOYEES:** Golf staff employees may play with their guests only during unused tee times and at the discretion of the Facility Manager. The golf staff employee rate is \$5.00 and their guests may pay the Discount Card rate.

#### SECTION 4. RATES

- a. Rates are established as shown in Attachment A.

**SECTION 5. RATE ADJUSTMENTS:**

- a. The City Manager or his/her designee has the authority to offer promotional rates including the driving range (either discounted or increased) based on time of day, or season, or both, including tournaments, to optimize daily play.
- b. The City Manager or his/her designee may adjust the rates approved in the Resolution annually, in an amount not to exceed the annual percentage increase in the Consumer Price Index for All Urban Consumers (CPI-U) for the previous calendar year.

**SECTION 6. WAIVER OF FEES:**

- a. Daily greens fees may be waived for all PGA professionals, golf course managers and golf course superintendents upon presentation of proper identification. Visiting professionals, managers and superintendents will be permitted to bring up to two guests with the greens fees waived, however cart fees are required. The City of Jacksonville Beach golf course facility manager or superintendent must be playing with the group.
- b. Daily green fees and surcharge will be waived for students who are designated as members of the Duncan U. Fletcher Middle School or High School golf team during a practice or competitive match. This will be applicable only during their interscholastic season and is subject to availability of space. This will not include any weekends or holidays.
- c. Daily green fees may be waived or reduced for current City of Jacksonville Beach golf professionals, golf course facility manager and golf course superintendent with the prior written approval of the City Manager or his/her designee.

**SECTION 7.** Resolution No. 2022-2018 is hereby repealed in its entirety.

**SECTION 8.** This Resolution shall become effective March 1<sup>st</sup> 2019.

**AUTHENTICATED** this \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
William C. Latham, MAYOR

\_\_\_\_\_  
Laurie Scott, CITY CLERK

## ATTACHMENT A -- Golf Course Rates

Resolution No. 2029-2019

(All rates subject to sales tax)

	RIDE			
	Weekday		Weekend	
	<u>18</u>	<u>9</u>	<u>18</u>	<u>9</u>
1. Open	\$ 40.00	\$ 25.00	\$ 48.00	\$ 29.00
Open Afternoon	\$ 35.00	\$ 22.00	\$ 41.00	\$ 27.00
Open Twilight	\$ 25.00	na	\$ 26.00	
2. Member	\$ 33.00	\$ 19.00	\$ 37.00	\$ 22.00
Member Afternoon	\$ 29.00	\$ 15.50	\$ 33.00	\$ 20.00
Member Twilight	\$ 20.00	na	\$ 22.00	
3. Senior	\$ 27.50	\$ 19.00	na	na
4. Junior*	\$ 12.00	\$ 8.00	\$ 12.00	\$ 8.00
5. Annual Pass	\$ 20.00	\$ 15.00	\$ 20.00	\$ 15.00

	WALK			
	Weekday		Weekend	
	<u>18</u>	<u>9</u>	<u>18</u>	<u>9</u>
1. Open	\$ 25.00	\$ 18.00	\$ 48.00	\$ 29.00
Open Afternoon	\$ 20.00	\$ 16.00	\$ 41.00	\$ 27.00
Open Twilight	\$ 15.00	na	\$ 26.00	
2. Member	\$ 20.00	\$ 14.00	\$ 37.00	\$ 22.00
Member Afternoon	\$ 15.00	\$ 14.00	\$ 33.00	\$ 20.00
Member Twilight	\$ 13.00	na	\$ 22.00	
3. Senior	\$ 20.00	\$ 12.00	na	na
4. Junior*	\$ 10.00	\$ 6.00	\$ 12.00	\$ 8.00
5. Annual Pass	na	na	\$ 20.00	\$ 15.00

Driving Range	\$ 5.61
Discount Card	\$ 175
BES Discount Card	\$ 125