



## CITY OF JACKSONVILLE BEACH

### FLORIDA

#### 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 on **Monday, June 17, 2013, at 7:00 P.M. in the Council Chambers, 11 North Third Street, Jacksonville Beach, Florida.**

**Opening Ceremonies: Invocation  
Salute to the Flag**

#### Roll Call

1. **APPROVAL OF MINUTES:**

- Regular City Council Meeting held June 3, 2013

2. **ANNOUNCEMENTS:**

3. **COURTESY OF THE FLOOR TO VISITORS:**

4. **MAYOR AND CITY COUNCIL:**

- (a) Mayor's Letter Requesting Businesses Cancel the Pub Crawl on the 4<sup>th</sup> of July

5. **CITY CLERK:**

- (a) Appointment of a Fifth Member to Serve on the General Employees' Pension Board of Trustees
- (b) Appointment of Two Members to the Community Redevelopment Agency
- (c) Appointment of Two Members to the Planning Commission

6. **CITY MANAGER:**

- (a) Monthly Financial Reports – Month of May 2013
- (b) Approve an Agreement to Lease Land in Jarboe Park, Owned by the City of Jacksonville Beach to Neptune Beach
- (c) Approve a Contract Extension for the Golf Course Concessionaire for a Period of Three Years, Starting April 1, 2014 through March 31, 2017
- (d) Approve the Installation of Tennis Court Lights at Huguenot Tennis Center
- (e) Approve the Construction of One Replacement Plexi-cushion Tennis Court at South Beach Park
- (f) Approve the Installation of Magnetic Gate Locks and Entry System at Both, the Small and Large Dog Parks
- (g) Authorize the City's 2013 Asphalt Rejuvenation Pavement Maintenance Program

7. **RESOLUTIONS:**

(a) **RESOLUTION NO. 1916-2013**

“A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH REQUESTING THAT THE FLORIDA DEPARTMENT OF TRANSPORTATION DESIGNATE STATE ROAD A1A IN JACKSONVILLE BEACH, DUVAL AND NASSAU COUNTIES AS A FLORIDA SCENIC HIGHWAY.”

(b) **RESOLUTION NO. 1915-2013**

“A RESOLUTION AMENDING THE CITY OF JACKSONVILLE BEACH POSITION CLASSIFICATION AND PAY PLAN FOR DEPARTMENT DIRECTORS AND MANAGERIAL, PROFESSIONAL, ADMINISTRATIVE, AND UNCLASSIFIED (NON-UNION) CITY POSITIONS, EFFECTIVE JUNE 17, 2013.”

8. **ORDINANCES:**

(a) **ORDINANCE NO. 2013-8029 – SECOND READING**

“AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 5, ‘GENERAL EMPLOYEES’ RETIREMENT SYSTEM’ OF THE CODE OF

ORDINANCES OF THE CITY OF JACKSONVILLE BEACH; TO PROVIDE FOR A CHANGE IN THE ADMINISTRATION OF THE RETIREMENT SYSTEM; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.”

Respectfully submitted,

/s/George D. Forbes  
CITY MANAGER

GDF:jlb  
06/13/13

*If a person decides to appeal any decision made by the City Council with respect to any matter considered at any meeting, such person may need a record of the proceedings and, for such purpose, 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 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, ext. 10, no later than 12:00 PM, Friday, June 14, 2013.*

**Minutes of Regular City Council Meeting  
held Monday, June 3, 2013, at 7:00 P.M.  
in the Council Chambers, 11 North 3<sup>rd</sup> Street,  
Jacksonville Beach, Florida.**



**CALL TO ORDER:**

Mayor Pro-Tem Tom Taylor called the meeting to order.

**OPENING CEREMONIES:**

Invocation was by Council Member Wilson; followed by the Salute to the Flag.

**ROLL CALL:**

Mayor: Charlie Latham - *Absent*

Council Members: Keith Doherty Steve Hartkemeyer Christine Hoffman  
Tom Taylor Phil Vogelsang Jeanell Wilson

Also present was City Manager George Forbes, City Clerk Judy Bullock, and Senior Secretary Catherine Martinich.

**APPROVAL OF MINUTES**

It was moved by Mr. Hartkemeyer, seconded by Mr. Vogelsang, and passed, to approve the following minutes, as presented:

- Council Briefing held May 20, 2013
- Regular City Council Meeting held May 20, 2013

**ANNOUNCEMENTS**

- Council Member Doherty said that he attended a meeting on May 30, 2013 called by Mr. Fernando Meza and Albert Merza. Commander Smith and Chief Dooley were also in attendance. He complimented the police and citizens for the positive tone of the meeting.
- Mayor Pro-Tem Taylor represented the City at the Memorial Day American Legion, Post 316, and dedication of the new Chaplin's Garden honoring all that have passed during wartime since 1812.
- Mayor Pro-Tem Taylor complimented Mrs. Poe, a Fletcher 8<sup>th</sup> grade Middle School teacher, whose students recreated the solar system on fencing. He encouraged residents to visit the display. It is in the area of 18<sup>th</sup> Avenue and 10<sup>th</sup> Street North.
- Mayor Pro-Tem Taylor complimented the Parks and Recreation Department for their hard work and making the Friday night movies a huge success.
- Mayor Pro-Tem Taylor said he just returned from the 76<sup>th</sup> Fletcher High School Graduation ceremony. He said that 88% of the class is planning to attend college, and that they have collectively earned over one million dollars in scholarships.

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- Mayor Pro-Tem Taylor announced that the North Florida TPO presentation would be given prior to Courtesy of the Floor.

**MAYOR AND CITY COUNCIL**

- A PowerPoint presentation was given by Denise Bunnewith, with North Florida TPO (Transportation Planning Organization). She reviewed the TIP (Transportation Improvement Program) projects scheduled between 2013 through 2018, which includes bridge painting and landscaping at various locations. She discussed Intelligent Transportation System projects that are also scheduled. This is an updated camera and traffic system to better monitor and control traffic during peak periods, evacuations, and throughout the four-county region.

Discussion: Ms. Bunnewith clarified for Mr. Doherty that the FDOT (Florida Department of Transportation), FHP (Florida Highway Patrol), and the City of Jacksonville would be monitoring traffic in real time.

Ms. Bunnewith verified for Mr. Forbes that the signalization would be able to be changed and managed, to move traffic better, when necessary.

**COURTESY OF THE FLOOR TO VISITORS**

The following people addressed the Council about the Memorial Day fights in the community, crime, public safety, beach security, safety within the Central Business District, and problems with large crowds gathering on holidays and during special events in the downtown area. Police Chief Pat Dooley, City Manager George Forbes and the Council Members were complimented by the speakers for their professionalism in the management of the weekend crowds. Several suggestions were made to help improve behavior of visitors coming to the beach.

**Speakers:**

- John McGowan, 5 North 17<sup>th</sup> Avenue, Jacksonville Beach, FL 32250
- Fernando Meza, 607 South 7<sup>th</sup> Avenue, Jacksonville Beach, FL, 32250
- Robert Dotson, 535 North 3<sup>rd</sup> Street, Unit 407, Jacksonville Beach, FL, 32250
- Mick DuRocher, 41 Millie Drive, Jacksonville Beach, FL, 32250
- Joe Ralph, 824 North 8<sup>th</sup> Avenue, Jacksonville Beach, FL 32250
- Jim Overby, 21 Burling Way, Jacksonville Beach, FL 32250
- John Galarneau, 2002 Grove Street, Jacksonville Beach, FL, 32250
- Lance Folsom, 2022 North 23<sup>rd</sup> Street, Jacksonville Beach, FL 32250
- Stephen L. Thomas, 166 Del Prado Drive, Ponte Vedra Beach, FL 32082
- Mike Reiley, 119 North 7<sup>th</sup> Avenue, Jacksonville Beach, FL, 32250
- Lieutenant Rob Emahiser, 614 North 4<sup>th</sup> Street, Unit D, Jacksonville Beach FL, 32250,

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Ocean Rescue

- William Howell, 405 Aquasious Concourse, Orange Park, FL, 32073
- Nicole Living, 14750 Beach Boulevard, Unit 14, Jacksonville Beach, FL, 32250
- Rick Knight, 827 North 8<sup>th</sup> Avenue, Jacksonville Beach, FL, 32250
- Bruce Thomason, 101 South Penman Road, Jacksonville Beach, FL, 32250
- Jeff Roegner, 1108 North 19<sup>th</sup> Street, Jacksonville Beach, FL, 32250  
Mr. Roegner did not speak, but expresses his concerns on the speaker card.
- Denise Byrnes, 720 North 2<sup>nd</sup> Avenue, Jacksonville Beach, FL, 32250
- Ms. Estelle Freeman, 3335 University Boulevard North, Jacksonville, FL, 32277

Discussion: Mayor Pro-Tem Tom Taylor stated that he was at the beach at the time of the disturbance and said the Police Department performed in an exceptional manner. He emphasized our Police Department is well trained, and within an hour the crowd had been moved, there were no citizens injured, and Police were in control.

Mr. George Forbes, City Manager of Jacksonville Beach, explained his position as Chief Executive Officer of the City. He said he visits the downtown area every day of the week and sees that most people visiting the beach are well behaved - only a few cause problems. Mr. Forbes emphasized that he, Chief Dooley and the Council Members realize their duties are to make sure people are safe and enjoy their visit to the beach. He complimented the Police Department for doing an excellent job dispersing the crowd on Memorial Day. Mr. Forbes asked Chief Dooley to give his report to the citizens and Council Members.

Chief Patrick Dooley thanked the citizens in attendance, and complimented the officers that were on duty on Memorial Day. He reassured the citizens that all concerns and comments he has received from people that attended meetings, and contacted the City, have been taken to heart. He noted he is very proud of his officers, their professionalism, and grateful to the other agencies; Neptune Beach, Atlantic Beach, and JSO (Jacksonville Sherriff's Office) for their assistance. He emphatically stated he stands behind his officers and supervisors 110%, and that the decisions they made on Memorial Day were correct, as well as effective.

Chief Dooley reported that the Memorial Day events were caused by a very small number of people visiting the beach that weekend, and on that particular day. At the time of the incident, the Police Department had a total of fifteen (15) police officers on duty. Ten (10) were assigned to the downtown area, and were paid through the Downtown CAPE and Task Force funds. An additional five (5) officers were assigned for regular patrol duties throughout the City. The incident started in Boardwalk area, in the dunes around 7:20 pm. One officer who was making an unrelated arrest in the Pier parking lot, observed subjects running from the area and he observed a portion of the fight and called for assistance. Approximately fifteen (15) to twenty five (25) people were involved in that fight, at that time. As additional officers started to arrive

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on the scene, the crowd moved quickly down the Boardwalk and south to the Latham Plaza area. That is when the second incident took place. That incident was observed by the officer assigned to paid-parking, in the Latham Plaza parking lot. She saw the crowd start to run from the area, got into her car and drove toward the crowd. That is when the crowd began to disperse. At the same time, she was calling the incident in, 911 calls were also coming in to the station. In both cases the officers assigned to those areas viewed the incident and called for additional officers as the incident was unfolding. Chief Dooley commented again, how proud he was of the supervisors on duty, and that they did an excellent job of maintaining order, dispersing the crowd, and with no further injury than those involved in the fight. He said, to the best of his understanding, no one involved in the fight were residents from any of the three beaches. They are all from communities in Jacksonville. Mutual aid was called in that night from JSO, (Jacksonville Sheriff's Office), Atlantic Beach and Neptune Beach. JSO (Jacksonville Sheriff's Office) and Jacksonville Beach Police Chief, and Commanders stayed until approximately 10:00 pm to make sure the crowd left and maintained order. Jacksonville was very helpful in clearing out the southernmost end zones, from Beach Boulevard, south to 16<sup>th</sup> Street, keeping the people from loitering in the parking lots. Chief Dooley has spoken to the Undersheriff regarding this incident. Undersheriff has committed several additional officers to help through July 4<sup>th</sup>, and gave an additional eighteen (18) officers to our City over the past weekend, totaling fifty (50) officers on duty Sunday afternoon. This partnership will continue until the 4<sup>th</sup> of July, and that manpower will continue insuring this doesn't happen again. A clear message has been sent that unruly behavior will not be tolerated.

Chief Dooley discussed suggestions made by supervisors to detour the cruising environment from Beach Boulevard to 4<sup>th</sup> Avenue North, Friday through Sunday evening, and on holidays. Cars are parking too far into the street; pedestrians are walking on the wrong side of the cars, too far out in the street. When motorcycles are parked in those spaces, there is too much interaction between car drivers and bike riders. He will recommend closing parking in that area on weekends and holidays. The Police department is working closely with Mr. Lindorff, Director of Planning and Development, regarding the vacant lots being used as parking lots. The Chief also explained that supervisors have the ability, at their discretion, to reroute traffic as they see fit, to manage cruising.

Chief Dooley said that JSO (Jacksonville Sheriff's Office) has been very helpful anytime we have asked for assistance. In the past they have been very helpful and sent officers, as they did last weekend. He said that the special units JSO (Jacksonville Sheriff's Office) has are also available to us and we use them, as necessary.

Chief Dooley discussed the trash problem in the downtown area. He asked citizens to help pick up and clean up as they can.

The Chief discussed the suggestion made from a resident about strategies used by New York City to curb crime. He explained our City does this and has been doing this for a long time. Forty one (41) arrests were made last weekend, forty (40) the

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weekend before. There are a number of things being worked on to change the behavior, which is the goal of the department. He said the community is very supportive of law enforcement, and is concerned about the City. He said again that the disturbance was caused by a small number of people, who choose to live a violent lifestyle. There have been no arrests made, but the investigation is ongoing. He also informed the audience that citizen volunteers, CPA's and COP's, have helped the department tremendously by volunteering approximately 12,000 hours in 2012. This includes helping with animals on the beach, traffic control, and parking enforcement. He invited anyone interested in helping to please come and join the civilian organization.

Mr. Vogelsang asked Chief Dooley about the tower that was purchased last year. Chief Dooley said that it was purchased last year and the funds used could only purchase certain items. He stated that this weekend the tower was used – staffed with an officer. Many times it is used and staffed by volunteers.

Mr. Doherty asked if it is possible to arrange supplemental staff with JSO (Jacksonville Sheriff's Office) to help throughout the fair weather months. Chief Dooley explained he has plans to discuss this with Jacksonville's Sherriff, and discussed the Mutual Aid Agreement. He said he is working toward an Auxiliary Police Program, consisting of ten (10) officers.

Mayor Pro-Tem Taylor called a five (5) minute recess at 8:45 pm.

The meeting reconvened at 8:47pm.

**CITY CLERK**

- (a) Approve the Appointment of Jacqueline Thomason as a Trustee on the Police Officers' Pension Board of Trustees.

Motion: It was moved by Mr. Hartkemeyer, seconded by Mr. Vogelsang, to approve the appointment of Jacqueline Thomason to the Police Officers' Pension Board of Trustees, effective May 14, 2013, to complete an unexpired term.

Discussion: Mr. Forbes explained there are three (3) different pension boards, and this nomination is for the Police Officers' Pension Board. There are two (2) members appointed by Council, two (2) officers elected by the department employees and the 5<sup>th</sup> member, chosen by the Board. Mrs. Thomason has been interviewed and selected by the Board.

Roll call vote: Ayes: Doherty, Hartkemeyer, Hoffman, Vogelsang, Wilson, and Mayor Pro-Tem Taylor; motion carried unanimously.

**CITY MANAGER**

- (a) Allocate \$12,000 for Fire Department Overtime

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Motion: It was moved by Mr. Hartkemeyer, seconded by Mr. Vogelsang, to approve \$12,000 for Fire Department overtime, as described in a memo from the Fire Chief, dated May 21, 2013.

Discussion: Mr. Forbes said that due to previous budget cuts in overtime for the Fire Department, the overtime monies have come short. Although Chief Frazier has implemented the Auxiliary program, in its first year, adequate overtime is needed from the General Fund.

Mr. Doherty asked Chief Frazier to explain how the new Auxiliary program is working.

Roll call vote: Ayes: Hartkemeyer, Hoffman, Vogelsang, Wilson, Doherty, and Mayor Pro-Tem Taylor; motion carried unanimously.

- (b) Approve a Contract with W. W. Gay and Integrated Systems, Inc. to Install Security Cameras at City Hall.

Motion: It was moved by Mr. Hartkemeyer, seconded by Mr. Vogelsang, to award RFP Number 02-1213, for the installation of a security camera system for City Hall, to W. W. Gay Fire and Integrated Systems, Inc.

Discussion: Mr. Forbes explained the current cameras in City Hall are fifteen (15) years old and are old technology. Bids were submitted and W.W. Gay was chosen.

Mr. Doherty asked if there were plans for external cameras. Mr. Forbes said there is one camera outside, for security purposes. The new system is digital and reviewing video and monitoring will be more efficient. Mr. Doherty asked if it was possible to expand the outdoor cameras. Mr. Forbes stated it would not be with this system.

Roll call vote: Ayes: Hoffman, Vogelsang, Wilson, Doherty, Hartkemeyer, and Mayor Pro-Tem Taylor; motion carried unanimously.

**RESOLUTIONS**

**ORDINANCES**

- (a) **ORDINANCE NO. 2013-8029 – FIRST READING**

Mayor Pro-Tem Taylor requested that Ordinance No. 2013-8029, be read by title; whereupon Ms. Bullock read the following:

**“AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 5, ‘GENERAL EMPLOYEES’ RETIREMENT SYSTEM’ OF THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE BEACH; TO PROVIDE FOR A CHANGE IN THE ADMINISTRATION OF THE RETIREMENT**

**SYSTEM; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.”**

Motion: It was moved by Mr. Hartkemeyer, seconded by Mr. Vogelsang, to adopt Ordinance Number 2013-8029, which will transfer the pension administration services from the City Clerk’s Office to Human Resources.

Discussion: Mr. Forbes explained this ordinance is transferring the administration of the pension system from the City Clerk’s office and moving it to the Human Resources Department. The City Clerk’s office will remain the secretary to the Pension Boards. There will be a reorganization of personnel in the Human Resources Department to include a Benefits Payroll Administrator, without adding new personnel.

Roll call vote: Ayes: Vogelsang, Wilson, Doherty, Hartkemeyer, Hoffman, and Mayor Pro-Tem Taylor; motion carried unanimously.

**ADJOURNMENT**

There being no further business coming before the Council, Mayor Pro-Tem Taylor adjourned the meeting at 9:05 p.m.

Submitted by: Catherine Martinich  
Senior Secretary

Approval:

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William C. Latham, MAYOR

Date: June 17, 2013

June 13, 2013

City of

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6268

Fax: 904.247.6276

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

Dear Jacksonville Beach Business Owner,

As you know there was an incident involving a few "bad actors" at the Seawalk Pavilion during Memorial Day weekend. This incident was sensationalized by the local media, and subsequently I've received several emails and phone calls from residents asking us to cancel the 4th of July celebration. We intend to have our 4th of July celebration and fireworks, but we need your help.

We have completely restructured the day's events to emphasize a 'family celebration'. We will commence the celebration at the Seawalk Pavilion at 2 pm. The day will be filled with patriotic music, ceremonies honoring our local veterans, dancing, hot dogs, cotton candy, reading of the Declaration of Independence, and then we will have a short fireworks display as soon as it's dark enough. We are hopeful that most people will be on their best behavior, since the next day is a workday. I've noticed on Facebook that a local promotion group has recently decided to organize a "pub crawl" for the 4th of July in Jax Beach. This falls directly against the "family friendly" environment we hope to create for our visitors and it could probably create some ugly behavior by the pub crawl participants.

I'm asking you to remember that there is much at stake. If the crowds turn ugly and create problems for our residents and Police Department, this celebration will NOT occur next year. If your business sells alcohol, I am asking you to NOT participate in the pub crawl. I'm also asking you to brief your employees about being diligent and NOT over serving your patrons.

I'd like to see this annual celebration continue. It brings joy to residents and visitors, AND for you it brings customers to the beach. Please help us encourage our visitors and residents to be responsible so that we can continue this celebration for years to come. Also, it's not too late to donate to our 'fireworks fund' by visiting <http://www.jacksonvillebeach.org/residents/news/donations-being-accepted-fireworks-display>.

All the best,

/s/Charlie

Charlie Latham  
Mayor  
Jacksonville Beach, Florida



City of

June 6, 2013

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6299 #10

904.247.6250 #11

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E-Mail: [cityclerk@jaxbchfl.net](mailto:cityclerk@jaxbchfl.net)

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

**MEMORANDUM**

**TO:** The Honorable Mayor and  
Members of the City Council

**FROM:** Judy L. Bullock, City Clerk *JLB*

**SUBJECT:** *Appointment of Fifth Member to General Employees' Pension Board*

**ACTION REQUESTED:**

Appointment of a fifth member to serve on the General Employees' Pension Board of Trustees is requested.

**BACKGROUND:**

Pursuant to the Jacksonville Beach Code of Ordinances Section 2-162.24 (b) Board of Trustees, the General Employees' Board consists of (5) members:

- (1) Two (2) members of the city council, selected by the city council.
- (2) Two (2) members of the general employees' retirement system, to be elected by the members of the general employees' retirement system.
- (3) **A fifth member selected by the four (4) members and appointed, as a ministerial act, by the city council.**

At their February 12, 2013 Quarterly Pension Board meeting, the General Employees' Pension Board of Trustees voted unanimously to reappoint Brandon Maresma to serve as the fifth member. Mr. Maresma has indicated he would be willing to serve another two year term. Mr. Maresma was originally appointed in November 2009.

**RECOMMENDATION:**

Reappoint Mr. Maresma, to serve as a trustee as the fifth member on the General Employees' Pension Board, new term to expire February 12, 2015.

JLB/njp



June 6, 2013

**MEMORANDUM**

**TO:** The Honorable Mayor and  
Members of the City Council

**FROM:** Judy L. Bullock, City Clerk *JLB*

**SUBJECT:** *Appointments to the Community Redevelopment Agency*

**ACTION REQUESTED:**

Appointment of two members to the Community Redevelopment Agency.

**BACKGROUND:**

The terms of Community Redevelopment Agency members Ray Fisher and Terry Simmons will expire on June 17, 2013. Both Mr. Fisher and Mr. Simmons have indicated they would be willing to serve another four year term. Mr. Fisher was originally appointed as a member in April 1993, and Mr. Simmons was originally appointed in November 1989.

Several applicants for City boards were interviewed on February 11, 2013 and there are four applicants pending appointment to a City Board – Scott Cummings, Lloyd Hyatt, Cory Nichols, and Frances Povloski.

**RECOMMENDATION:**

It is recommended that the Council consider reappointment of Mr. Fisher and Mr. Simmons to the Community Redevelopment Agency for a four year term to expire on June 17, 2017. Their expertise and knowledge with the redevelopment projects has proven invaluable to Jacksonville Beach.

Also, for Council consideration, attached are the applications for Scott Cummings, Lloyd Hyatt, Cory Nichols, and Frances Povloski.

JLB/njp

City of

Jacksonville Beach

City Hall

11 North Third Street

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FL 32250

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## **BRIEF DESCRIPTION OF CITY BOARDS**

*(All positions are strictly voluntary and do not receive compensation)*

### **Board of Adjustment**

Meets 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month - 7:00 P.M. in the Council Chambers at City Hall

The Board of Adjustment hears, reviews, approves with conditions, or denies variances to the terms of the Land Development Code. The Board of Adjustment's members are appointed by the City Council. Five members serve four-year terms, while two alternates serve for two-year terms. No member of the Board may be employed by the City and members must be residents of Jacksonville Beach for at least two years prior to appointment.

### **Community Redevelopment Agency (CRA)**

Meets the 3<sup>rd</sup> Monday of each month - 5:00 P.M. in the Council Chambers at City Hall

The Jacksonville Beach Community Redevelopment Agency is a five member board appointed by the City Council and is in charge of the redevelopment of two areas within the City.

- The South Beach Redevelopment area is composed of approximately 356 acres near the intersection of J. Turner Butler Boulevard and west of Third Street (SR A1A).
- The Downtown Redevelopment area is composed of 185 acres from 13<sup>th</sup> Avenue South to 9<sup>th</sup> Avenue North and from Third Street (SR A1A) to the ocean.

The Agency is responsible for implementing two redevelopment plans as adopted by the City Council. As part of the implementation process, the Agency is responsible for marketing the areas, identifying developers, issuing Requests for Development Proposals, selection of developers, contract negotiation, financing plans and monitoring contract implementation. Members must be property or business owners in Jacksonville Beach. The Agency is responsible to the City Council.

### **Planning Commission**

Meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month - 7:00 P.M. in the Council Chambers at City Hall

The Planning Commission serves as the Local Planning Agency as required by Florida Statutes and hears applications for development permits and amendments to the Comprehensive Plan. The Planning Commission is composed of five members and two alternates who each are appointed by the City Council for four-year terms. Members must be residents of Jacksonville Beach for at least two years prior to appointment.

### **Pension Boards of Trustees**

Meets quarterly or more frequently, if needed -

The City has three Retirement Systems: Firefighters', General Employees' and Police Officers'. Each Board consists of five trustees, two appointed by Council (General Employees' Board two Council members appointed by the Council serve), two elected by employees and one appointed by the other four members. Trustees have fiduciary responsibility and are responsible for administering the plans as adopted by City Council.

***THIS INFORMATION IS PUBLISHED BY THE CITY CLERK'S OFFICE IN AN EFFORT TO BETTER INFORM CITIZENS ABOUT THEIR CITY GOVERNMENT.***

*Form Updated 02/04/2013*



### Application for Appointment to City Boards

**Personal Information** (Please print or type)

Name: <u>Scott A. Cummings</u>	Home Phone: <u>904.382.0867</u>
Home Address: <u>2855 Merrill Blvd, Jacksonville Beach, FL 32250</u>	
E-Mail Address: <u>scot1960@bellsouth.net</u>	Cell Phone: <u>904.382.0867</u>
Occupation: <u>Business Manager - Food Broker</u>	Business Phone: <u>904.370.7398</u>
Business Name: <u>Daymon Worldwide</u>	
Business Address: <u>5050 Edgewood Ct, Jacksonville, FL 32254</u>	

**Eligibility – Please Circle**

Are you a resident of the City?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, length of time: <u>12 years</u>
Are you a registered voter?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what County: <u>Duval</u>
Do you own property in the City?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, address: <u>2855 Merrill Blvd, Jax Beach</u>
Do you hold a public office?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Office name: _____
Are you employed by the City?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, position: _____
Are you currently serving on a Board?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Board Name: _____
Have you been convicted of a felony?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide date: <u>Never lost it</u>

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach?  Yes  No  
 If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

1	2
Board of Adjustment	Planning Commission
3	Pension Trustee
Community Redevelopment Agency	

Please list the type of City meetings you have attended: Board of Adjustment Meeting to gain a variance on my property in 2004

**Qualifications** (Briefly describe specific expertise, abilities or qualifications) My background is retail management, Sales, Marketing, Product Development and Branding. I work with multi-million dollar budgets and multiple manufacturers in producing products that are sold in supermarkets 8 states in the southeast.

Education: <u>I have a degree in Marketing from Madison Junior College of Business in Madison, WI. I have continuing education in my field of expertise of food retailing through consumer packaged goods.</u> _____ _____ _____ _____
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## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

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

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known	

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

11/29/12  
Date

\_\_\_\_\_  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**      **No**

If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_

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

Appointed to: \_\_\_\_\_

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

Appointed to: \_\_\_\_\_

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

# Scott Alan Cummings

2855 Merrill Blvd. • Jacksonville Beach, FL 32250  
sacummings32@gmail.com • (904)382-0867

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## CONSUMER PACKAGE GOODS SALES & MARKETING PROFESSIONAL

*Proven history of driving sales*

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### Summary of Qualifications

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- More than **30 years of experience** in the supermarket industry interacting with front-line through C-level management
- **Profit-oriented** manager with 23 year history of building **successful sales and marketing programs**
- Experienced in **product development** from ideation to launch
- Skilled in **brand development and management** of multi-million dollar brands
- Extensive knowledge and experience in **category management** and understanding of **consumer dynamics** in fresh and center store categories
- Instrumental in organizing multiple high-profile **corporate events** and **product launches**
- **Dedicated and hardworking**, with an unmatched drive to produce results
- Proficient in use of **Hyperion, A.C. Nielsen, Apollo, MS Office** & proprietary systems

### Professional Experience

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DAYMON WORLDWIDE, Jacksonville, FL

Nov. 2002–Present

#### Senior Business Manager

Lead a team of four business managers at Winn Dixie Stores, Inc. in the creation and implementation of sales and marketing plans of Corporate Brand products in the fresh and edible categories of the retail food channel across 480-1300 stores. Developed new products utilizing market data, from concept to finished goods.

- Secured three new suppliers 2011 YTD; estimated \$195K in revenues.
- Negotiated \$55K in supplier incentives YTD 2011 and enhanced profitability, strategic business planning and execution.
- Increased Corporate Brand sales from \$170M to \$280M for six consecutive years; generated \$4.2M in revenues.
- Developed a Corporate Brand premium tier that generated \$120M in sales.
- Eliminated competing brands from frozen vegetable, coffee creamer, processed cheese and bottled water categories to support Corporate Brand sales volume growth.
- Contributed to Winn Dixie's market penetration of 22% by collaborating with senior executives, marketing, procurement, customer service and accounting to deliver results that established Winn Dixie into a top-five retailer.
- Recognized for 110% goal attainment with *Award for Plan Achievement, 2008*.
- Reduced cost of PET Water for customer by \$800K-plus by sourcing and reviewing viable suppliers.
- Elevated sales by 135% and grew share by 500 basis points for year by working with customer's marketing departments to develop Floorgraphics advertisements for coffee creamer and frozen appetizers.

FEDERATED SERVICES SOUTHEAST, Jacksonville, FL

Nov. 2000–Nov. 2002

#### Senior Category Manager

Hired as first person in role to develop Category Reviews for Suppliers, Customer Category Managers and Senior Executives to determine business strategies and tactics for an \$1.8B Corporate Brand business, with more than 3,500 SKUs at Winn Dixie Stores. Collaborated with manufacturing facilities to support new product development and SKU assortment analyses.

- Grew Corporate Brand Sales 10% by developing and implementing new methods of category analysis.
- Supported sales growth through creation of category reviews and reports using syndicated data, which were utilized by the Corporate Brands Team, Winn Dixie's business units and suppliers to develop sales plans and manage the business.
- Increased profits for FSS and WD and enhanced consumer's buying experience through emphasis on overall category management.

# Scott Alan Cummings

2855 Merrill Blvd. • Jacksonville Beach, FL 32250  
sacummings32@gmail.com • (904)382-0867

## Professional Experience *Continued*

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FMS AMERICA, Hopkins, MN

Dec. 1997–Nov. 2000

### **Sales and Marketing Manager** (*Apr. 1999–Nov. 2000*)

Managed four business managers and a twelve person retail sales staff to grow Supervalu's Northern Region Corporate Brand business across seven-state area.

- Executed turnaround; delivered profitability to \$180M account for first time in nine-year existence—increased sales and reduced expenses.

### **Director of Merchandising** (*Dec. 1997–Apr. 1999*)

Coordinated the sales and marketing efforts of Supervalu's \$755 million Corporate Brand program through seven regional offices across 2000+ U.S. stores.

- Instrumental in gaining \$100M in new business in Health & Beauty Care and processed Meat at Supervalu; built relationships with VP and made supplier presentations to expand product line.
- Established consistency across all regions by creating the first corporate-wide promotional calendar for private label products.
- Coordinated semiannual, multiple-day corporate buying events attended by 150+ suppliers and corporate management staff to facilitate negotiating, planning and procuring of product lines.

CAL GROWERS CORPORATION, Eden Prairie, MN and Pleasant Prairie, WI

June 1990–Dec. 1997

### **Director of Sales** (*Jan. 1995–Dec. 1997*)

Managed fifteen regional merchandising offices, comprised of seventy sales professionals, charged with the sales and marketing of Supervalu's Corporate Brand program with brokerable sales in excess of \$363M. Oversaw two regional food brokers focused on private label market share increases.

- Attained two years of double digit sales increases to grow business to \$363 million.

### **Account Manager** (*June 1990–Jan. 1995*)

Managed the sales and marketing of a \$45M, three-tier Corporate Brand program, across four states, through leadership of a six-person retail sales team at Supervalu's Pleasant Prairie, WI Division.

- Tripled private label sales in three-year period; appointed 1992 Account Manager of the Year.

DAYMON ASSOCIATES, Madison, WI

Sept. 1987–June 1990

### **Account Manager**

Managed the Sales and Marketing of Certco's Corporate Brand program through Shurfine Central; with annual sales of \$10M.

- Named Account Manager of the Year in 1988.

CUB FOODS, Madison, WI

Aug. 1982–Sept. 1987

### **Assistant Store Mgr**

Managed the daily activities of a supermarket with \$41.6M in annual sales through team of 150 associates.

*Previously employed as **In-Store Baker, Assistant Bakery Manager and Assistant Produce Manager** at COPPS CORPORATION, for four years' while working through college*

## Formal Education & Professional Development

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**Marketing** – AA Degree, MADISON JUNIOR COLLEGE OF BUSINESS, Madison, WI

*Professional Development includes topics such as:*

Project Management • Category Management • Negotiation Skills • Sales • Business Management • Finance • Data Utilization  
Supplier/Client Relationships • Promotional Planning • New Product Development • Marketing  
Managing Assortment • SKU Rationalization • Team Building • Understanding & Utilizing Individual Styles

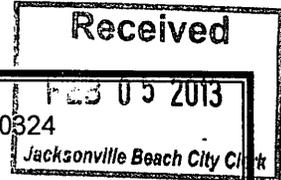
City of Jacksonville Beach  
 11 North 3<sup>rd</sup> Street  
 Jacksonville Beach, Florida 32250



Office of the City Clerk  
 (904) 247-6299  
 FAX (904) 247-6256  
 E-mail –  
 cityclerk@jaxbchfl.net

### Application for Appointment to City Boards

**Personal Information** *(Please print or type)*



Name: Lloyd Hyatt	Home Phone: 904-247-0324
Home Address: 134 Coral Way Jacksonville Beach, FL 32250	
E-Mail Address: <a href="mailto:jaxbeachlloyd@gmail.com">jaxbeachlloyd@gmail.com</a>	FAX: 904-247-1429
Business: Air Pressure Solutions, Inc	Business Phone: 904-631-0029
Business Address: 134 Coral Way Jacksonville Beach FL 32250	

**Eligibility**

Are you a resident of the City?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, length of time: 6/1997 _____
Are you a registered voter?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you own property in the City?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, address: 134 Coral Way _____
Do you hold a public office?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, Office name: _____
Are you employed by the City?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, position: _____
Are you currently serving on a Board?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, Board Name: _____
Have you been convicted of a felony?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach?  Yes  No  
 If yes, please provide details: \_\_\_\_\_

**City Boards** *(Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)*

3	Board of Adjustment	4	Planning Commission
2	Community Redevelopment Agency	1	Pension Trustee

**Please list City meetings you have attended:** Numerous City Council Meetings, Budget Meetings \_\_\_\_\_

**Qualifications** *(Briefly describe specific expertise, abilities or qualifications and please attach a resume)* \_\_\_\_\_  
 Business Owner, Regional/ District Manager Fortune 500 Company, Leading Petty Officer USN

Education: High School, some College, Numerous trade schools \_\_\_\_\_

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## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

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

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
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<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known	

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

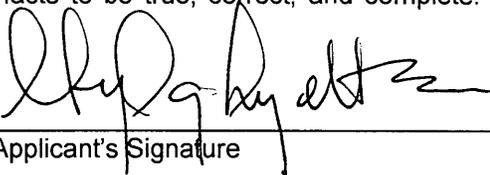
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By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

2/4/2013  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment                       Not eligible for appointment  
 Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

**Lloyd Hyatt**  
134 Coral Way  
Jacksonville Beach, FL 32250  
904-247-0324(H) 904-631-0029(M)

### **QUALIFICATIONS**

Customer Orientated- Fully understand the value of Customer relationships

Leadership Abilities- Successfully organized and maintained 40 person service organization

Sales Experience- Proven ability to sell equipment and services

### **WORK HISTORY**

2002- Present            *Owner, Air Pressure Solutions, Inc.*

Started business to service Air Pressure equipment. Customers include BellSouth, ALLTEL, CenturyTel, Verizon, NASA, CTC. Distributor of Puregas products.

1997-2002            *Puregas District Sales Manager, Mobile Tool International*

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*Increased regional sales from \$500,000 to \$1,000,000*  
*Became preferred vendor to major customers in region*  
*Established service contracts with major customers in region*

1988-1997            *Regional Service Manager, Mobile Tool International*

Expanded service team from 5 to 40 representatives  
Increased yearly regional revenues from \$300,000 to \$3,500,000  
Expanded service to include mass market accounts

1984-1988            *Service Representative, General Cable Company*

*Expanded district service revenues by 400%*  
*Developed service training courses*  
*Established service contracts with major customers in district*

### **EDUCATION**

*Graduated High School*  
*Various military and civilian courses and training*

*U.S. Navy Veteran- Submarine Service*

City of Jacksonville Beach  
 11 North 3<sup>rd</sup> Street  
 Jacksonville Beach, Florida 32250



Office of the City Clerk  
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 FAX (904) 247-6256  
 E-mail -  
 cityclerk@jaxbchfl.net

**Received**  
 FEB 07 2013  
 Jacksonville Beach City Clerk

### Application for Appointment to City Boards

**Personal Information** (Please print or type)

Name: <u>Cory Nichols, P.E.</u>	Home Phone: <u>904-614-4800</u>
Home Address: <u>1001 2nd St N</u>	
E-Mail Address: <u>Cory.Nichols@comcast.net</u>	FAX: _____
Business: <u>Latitude 30 / Nichols Consulting</u>	Business Phone: _____
Business Address: <u>6022 San Jose Blvd, 2nd Floor</u>	

**Eligibility**

Are you a resident of the City?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, length of time: <u>Jax Beach 6, Jax 12</u>
Are you a registered voter?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you own property in the City?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, address: <u>1001 2nd St N</u>
Do you hold a public office?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, Office name: _____
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Have you been convicted of a felony?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach?  Yes  No  
 If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

2 <input checked="" type="checkbox"/> Board of Adjustment 1 <input checked="" type="checkbox"/> Community Redevelopment Agency	3 <input checked="" type="checkbox"/> Planning Commission _____ Pension Trustee
---	--

Please list City meetings you have attended: \_\_\_\_\_

**Qualifications** (Briefly describe specific expertise, abilities or qualifications and please attach a resume P.E. in Florida (53941))  
For about 15 yrs specializing in Civil Engineering including road & Bridges. Part owner of Latitude 30 / Latitude Global Family entertainment centers. Worked for FDOT for 8 years acquiring knowledge of government agency

Education: <u>BS Civil Engineering University of Florida</u>
<u>Masters Civil Engineering (Construction Management) UF</u>
<u>Leadership Florida</u>

## Application for Appointment to City Boards (cont.)

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2/7/13  
Date

  
Applicant's Signature

Please do not write below – Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment

Not eligible for appointment

Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_

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

Appointed to: \_\_\_\_\_

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

Appointed to: \_\_\_\_\_

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

**AREA MANAGER / SENIOR PROJECT ENGINEER**



Mr. Nichols has 17 years of management and CEI experience. His outstanding reputation in North Florida makes him an excellent team leader. During the past 9 years with KCCS (**Kisinger Campo & Associates, reference – Steve McGucken, P.E.**), Mr. Nichols has been involved with the same team on various projects including: CR 214 Keystone, CR220B Knight Boxx Road, SR24 (US17) Kingsley Avenue, CR224A Peoria Rd., SR 25 (US 441), SR 331 Williston Road, CR 241, and 39<sup>th</sup> Avenue/I-75 (SR 222) Interchange. Mr. Nichols is well known for providing project management focused on timely issue resolution, claim prevention, and thorough schedule reviews. His experience and attention to detail enabled him to successfully represent the FDOT in several past dispute resolution board hearings. Recently, he served as Senior Project Engineer on 15 resurfacing projects for the FDOT and on 22 miles of turnpike resurfacing in Lake County for Florida's Turnpike Enterprise (FTE). He served as Project Administrator on over 20 construction projects, including 3 bridge projects, for the FDOT Gainesville Construction Office where he was the Bridge Specialist. Mr. Nichols brings extensive experience in various areas, including FDOT document preparation, office engineering, SiteManager, and LIMS. He holds a Masters Degree in Engineering from the University of Florida (Construction Management), is a qualified QC Manager, and is certified in Advanced MOT.

**YEARS OF EXPERIENCE**

17

**EDUCATION**

- ❖ BSCE  
University of Florida, 1994
- ❖ MSCE  
University of Florida, 2000

**REGISTRATION**

- ❖ Professional Engineer, Florida, 53941

**CERTIFICATIONS**

**TIN# N242119700260**

- ❖ CTQP QC Manager
- ❖ CTQP Final Estimates – Level 2
- ❖ Advanced Work Zone Traffic Control
- ❖ FDOT Maintenance of Traffic – Advanced
- ❖ Critical Structures Construction Issues – Self Study
- ❖ FDEP Qualified Stormwater Management Inspector
- ❖ FDOT Consultant CEI Project Manager Training

**AFFILIATIONS**

- ❖ American Society of Highway Engineers
- ❖ American Society of Civil Engineers, 314704
- ❖ Florida Institute of Consulting Engineers (FICE), Corporation

**PROJECT EXPERIENCE**

**CR 214, Keystone, Clay County – FDOT District 2:**

*FPN: 426229-1-52-01, \$1,350,240.91*

Lump sum design-build ARRA contract including 6.524 miles resurfacing with shoulder treatment/construction, drainage improvements, highway signing and pavement markings, guardrail, and other incidental construction.

**Role on Project: Senior Project Engineer**

**SR 24 (US 17) at Kingsley Ave., Clay County – FDOT District 2:**

*FPN: 426231-1-52-01, \$352,009.68*

Lump sum design-build ARRA contract including mill and resurface with widening, drainage improvements, ADA ramp improvements and traffic signal installation - State Road 224 (Kingsley Avenue) at the intersection of US 17 in Orange Park.

**Role on Project: Senior Project Engineer**

**CR 220B Knight Boxx Rd, Clay County – FDOT District 2:**

*FPN: 426232-1-52-01, \$633,940*

Lump sum design-build ARRA contract to resurface 1.1 miles from CR220/Knight Boxx Rd. from SR21/Blanding to CR 220 including drainage and ADA ramp improvements.

**Role on Project: Senior Project Engineer**

**SR 55 (US 19), Levy County – FDOT District 2:**

*FPN: 210376-6-52-01 / 210376-4-52-01, \$8,247,337.92*

Mill and resurface 14.096 miles including, shoulder treatment/construction, turnout construction, drainage improvements, traffic signal improvements, highway signing, guardrail, bridge barrier railing – thrie-beam retrofit, and other incidental construction.

**Role on Project: Senior Project Engineer**

**SR 20 (US 27) – FDOT District 2 Lake City:**

*FPN: 210669-5-52-01, \$8,873,188.832*

8 Mile, Rural 2 lane mill and resurface project including: minor widening, ADA sidewalk improvements, drainage and highway signing improvements, along with other incidental construction. Lump Sum Project.

**Role on Project: Senior Project Engineer (01/08 – 08/08)**

**FDOT Reference: Jason Bordner (386) 961-7050**

**SR 55 (US 19), Levy County – FDOT District 2:**

*FPN:210376-2-52-01 / 210376-5-52-01, \$6,544,444.44*

Mill and resurface 9.858 miles including base work, shoulder treatment/construction, turnout construction, drainage improvements, curb & gutters, traffic signals, highway signing, guardrail, bridge barrier railing – thrie-beam retrofit, sidewalks/bicycle path, and other incidental construction.

**Role on Project: Senior Project Engineer (09/07 – 03/09)**

**FDOT Reference: William McQuaig (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 24 Cedar Key, Levy County – FDOT District 2:**

*FPN:210384-3-52-01, \$5,482,979.55*

Mill and resurface 7.14 miles including base work, shoulder treatment/construction, turnout construction, drainage improvements, curb & gutters, traffic signals, highway signing, guardrail, bridge barrier railing – thrie-beam retrofit, and pavement markings..

**Role on Project: Senior Project Engineer (09/07 – 03/08)**

**FDOT Reference: Michael Sandow, P.E. (386) 961-7577**

**SR 25 (US 441), Alachua County – FDOT District 2:**

*FPN:207849-8-52-01, \$10,313,677.37*

Four-lane, mill and resurface 11.462 miles including turn lane construction, reworking of shoulders, drainage improvements, highway signing and chemical grout soil stabilization.

**Role on Project: Senior Project Engineer (05/07 – 01/08)**

**FDOT Reference: William McQuaig (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 45 North (SR 500 to Alachua Cty. Line), Levy County – FDOT District 2:**

*FPN: 210432-3-52-01, \$4,777,932.00*

Mill and resurface 13.089 miles including base work, construction of paved shoulders, shoulder rework, drainage improvements; turnout construction, curb and gutter, guardrail, highway signing, and other incidental construction.

**Role on Project: Senior Project Engineer (10/06 – 06/07)**

**FDOT Reference: Michael Sandow, P.E. (386) 961-7577**

**SR 15 (US 1) – FDOT District 2 Jacksonville:**

*FPN: 210669-2-52-01 / \$6,138,000.00*

Mill and resurface project including: 2' and 5' shoulder widening, turnout construction, super elevation corrections, weigh station and agricultural inspection station improvements, drainage improvements, guardrail, and thrie beam retrofit. Surety Company completed this project with alternate work forces after default of the original contractor.

**Role on Project: Senior Project Engineer (06/06 – 01/08)**

**FDOT Reference: Shannon Mobley (904) 360-5554**

**SR 45 South (Marion Cty. Line to a Pt. South of SW 5<sup>th</sup> Ave.), Levy County – FDOT District 2:**

*FPN: 210432-2-52-01, \$6,257,470.70*

Mill and resurface 11.740 miles including base work, ARMI layer, construction of paved shoulders, shoulder rework, drainage improvements; turnout construction, traffic signals with loop assembly, highway signing and other incidental construction.

**Role on Project: Project Administrator / Senior Project Engineer (04/06 – 03/07)**

**FDOT Reference: William McQuaig (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 331 (Williston Road), Alachua County – FDOT District 2:**

*FPN: 207734-3-52-01 / 207849-7-52-01, \$6,653,701.00*

Mill and resurface project, four lanes with urban and rural sections, including: base work, curb & gutter, reconstructed and new sidewalk / ADA improvements, median widening to provide outside bike lanes, concrete traffic separators and turn lane construction, drainage structures and signals; Adjacent to the University of Florida.

**Role on Project: Project Administrator (09/05 – 06/06)**

**FDOT Reference: William McQuaig (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 24 Rosewood, Levy County – FDOT District 2:**

*FPN: 210384-2-52-01, \$6,409,709.75*

Mill and resurface 12.284 miles including construction of paved shoulders, drainage improvements; turnout construction, adding tapers to county roads, signing and pavement markings, and other incidental construction.

**Role on Project: Project Administrator / Senior Project Engineer (05/05 – 08/06)**

**FDOT Reference: Randy Brown, P.E. (Retired); Fred Wright (352) 381-4217**

**SR 24 Bronson, Levy County – FDOT District 2:**

*FPN: 210377-2-52-01, \$3,515,284.30*

Resurface 6.85 miles including construction of paved shoulders, shoulder rework, drainage improvements; turnout construction, and other incidental construction.

**Role on Project: Project Administrator / Senior Project Engineer (07/05 – 03/06)**

**FDOT Reference: Randy Brown, P.E. (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 26 Fanning Springs, Gilchrist County – FDOT District 2:**

*FPN: 209787-2-52-01, \$2,192,000.00*

Mill and resurface 7.327 miles including shoulder rework, drainage improvements, turnout construction, signing and pavement markings, and other incidental construction.

**Role on Project: Project Administrator (01/05 – 09/05)**

**FDOT Reference: Randy Brown, P.E. (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 121 Williston, Levy County – FDOT District 2:**

*FPN: 210288-2-52-01, \$7,372,688.00*

Mill and resurface 19.865 miles including base work, construction of paved shoulders, shoulder rework, drainage improvements, turnout construction, traffic signal with loop assembly, and other incidental construction.

**Role on Project: Project Administrator (07/04 – 06/05)**

**FDOT Reference: Randy Brown, P.E. (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 45 Archer (from Church St. to Alabama Ave.), Levy County – FDOT District 2:**

*FPN: 207798-2-52-01 / 207798-4-52-01, \$5,747,724.25*

Mill and resurface 13.089 miles including sidewalk construction, base work, ARMI layer, construction of paved shoulders, shoulder rework, drainage improvements, turnout construction, traffic signals with loop assembly, and other incidental construction.

**Role on Project: Project Administrator (12/04 – 01/05)**

**FDOT Reference: Randy Brown, P.E. (Retired); Lori Williams, P.E. (352) 381-4200**

**Florida Department of Transportation, Gainesville Construction (1997 - 2002):**

**Role on Project: Project Engineer / Project Manager, Level V**

- ❖ I-75 / 39th Avenue Interchange in Gainesville, Florida
- ❖ SR 121 Bridge at Worthington Springs
- ❖ SW 20th Avenue / I-75 bridge widening in Gainesville, Florida
- ❖ Paynes Prairie / US 441 wildlife barrier in Gainesville, Florida
- ❖ SR 100 / Alligator Creek Bridge widening in Starke, Florida
- ❖ Downtown Micanopy Enhancement Project including landscape and paving
- ❖ SR 20 / Hawthorne Road turn lanes in Gainesville, Florida
- ❖ SR 26A widening and bike lane at the University of Florida in Gainesville, Florida
- ❖ SW 16th Avenue traffic separator and turn lanes in Gainesville, Florida
- ❖ Sidewalk project in Bronson, Florida
- ❖ NW 8th Avenue mill, resurface, and signalization in Gainesville, Florida
- ❖ SR 26 drainage improvements at SW 55th Terrace in Gainesville, Florida



**RECEIVED**  
 JAN 28 2013  
 City Clerk

**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: <u>Frances Carter Povloski</u>	Home Phone: _____
Home Address: <u>402 15<sup>th</sup> Street North</u>	
E-Mail Address: <u>frances.povloski@DraymondJames.com</u>	Cell Phone: <u>891-4915</u>
Occupation: <u>Financial Advisor</u>	Business Phone: <u>372-4900</u>
Business Name: <u>Beachside Benefits - owner</u>	
Business Address: <u>830 South Third Street Unit 104 JB 32250</u>	

**Eligibility – Please Circle**

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>2000 13 yrs</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: <u>Duval</u>
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: <u>402 15<sup>th</sup> St N</u>
Do you hold a public office?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office name: _____
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Board Name: _____
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

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

If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

<b>3</b>	<b>Board of Adjustment</b>
<b>1</b>	<b>Community Redevelopment Agency</b>

<b>2</b>	<b>Planning Commission</b>
	<b>Pension Trustee</b>

Please list the type of City meetings you have attended: \_\_\_\_\_

**Qualifications** (Briefly describe specific expertise, abilities, or qualifications) I have an interest in our community and would like to assist in its growth. I view planning as a whole in terms of long term benefits.

Education:	<u>Fletcher High, Florida State University - BS</u>
	<u>FA, Chartered Retirement Plans Specialist/ Life, Health</u>

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

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

**Race**

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

**Gender**

- Female  
 Male

**Physically Disabled**

- Yes  
 No

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

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

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

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

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

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

1.28.13  
Date

  
Applicant's Signature

Please do not write below – Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**      **No**

If not eligible for appointment

Explanation: \_\_\_\_\_  
\_\_\_\_\_

Appointed to: \_\_\_\_\_

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

Appointed to: \_\_\_\_\_

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

Appointed to: \_\_\_\_\_

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

# Frances Carter Povloski

402 15<sup>th</sup> Street North  
Jacksonville Beach, FL 32250

904-372-4900 (W) 904-891-4915 (C)  
[france.povloski@raymondjames.com](mailto:france.povloski@raymondjames.com)

## Education:

- **Security Licensed** (Series 7 and Chartered Retirement Plans Specialist)
- **Licensed Florida Life, Health and Annuity Agent**
- **Bachelor of Social Science**, primary study in Sociology and Public Administration  
Florida State University – Tallahassee, FL August 2000

## Experience:

12/01/2012 – Current

**Owner of Beachside Benefits**, an independent firm  
**Raymond James Financial Services**

My experience includes business ownership and the responsibilities that go with running a business; such as bookkeeping, marketing, compliance, networking and sales. I am a Financial Planner and Chartered Retirement Plans Specialist for business owners and their employees. It is my job to help bring Americans to the reality that retirement savings is a priority. My experience as a Financial Advisor is mentioned below.

04/2005 – 12/01/2012

**Financial Planner/Sales Assistant with Mary Carter Financial Services**

11/2001 – 04/2003

**Financial Planning Assistant with Mary Carter Financial Services**

Provide services to high net worth clients in the way of reviews, insurance service and processing, product research. Responsible for client recognition, in the form of luncheons and trip planning to the home office. Assist with health insurance questions, billing problems, sales and date entry. Assist with sales presentations, product research and reviews of high net worth client assets. Write insurance sales, LTC sales, 529 sales or process other FA sales with follow up. Professional contact with Wholesales, CPA's Attorney's, other FA's and clientele. Exposed to Estate planning basics and software. Experience in Retirement planning/accumulation planning and servicing for business owner and their employees'.

09/2003-04/2005

**Commission Accounting Department for AHL/Allstate**

Daily accounting, reconciliation and research. Systems work in AWD, Medaviewer, Life 70, MSA and Windows. Use of BI to adjust and manage workflow queue. Provided assistance to agent in regards to commissions in the way of research, support and basic training. Research, analyze and process special projects/ audits per assignment. Coordinate team building events.

***Additional experience available upon request.***

## While Employed:

06/2002 -02/2006

**Owner or Captured Photography**

A free-lance photography business that requires constant record keeping, organization, book keeping, marketing and managing. Looked to for advice and guidance in the wedding planning and activity planning. Creative solutions to problems as well as customer satisfaction techniques.

09/1999 – 01/2000

**Human Resource Internship (Toys R Us)**

Organization of 1<sup>st</sup> Softball team, interviewing and hiring of seasonal help, use of security computer files and new hire training and orientation sessions.

June 6, 2013

**MEMORANDUM**

**TO:** The Honorable Mayor and  
Members of the City Council

**FROM:** Judy L. Bullock, City Clerk



**SUBJECT:** *Appointments to the Planning Commission*

**ACTION REQUESTED:**

Appointment of two members to the Planning Commission.

**BACKGROUND:**

The terms of Planning Commission members Terry DeLoach and Lee Dorson will expire on June 30, 2013. Both Mr. DeLoach and Mr. Dorson have indicated they would be willing to serve for another four year term. Mr. DeLoach was originally appointed as a member in June 2004, and Mr. Dorson was originally appointed in June 2005.

Several applicants for City boards were interviewed on February 11, 2013 and from that group two applicants, Ms. Dumont and Mr. Knight, were appointed and are serving as alternates on the Planning Commission. Both Ms. Dumont and Mr. Knight have expressed an interest in serving as regular members.

There are four applicants (interviewed on February 11, 2013) pending appointment to a City Board - Scott Cummings, Lloyd Hyatt, Cory Nichols, and Frances Povloski. Their applications are attached.

**RECOMMENDATION:**

It is recommended that the Council appoint two members to the Planning Commission for a four year term to expire on June 30, 2017.

Should the Council appoint the two alternates as the members, it is requested that the Council also appoint two new alternates to the Planning Commission to complete the unexpired terms, expiring on January 31, 2015.

JLB/njp



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

Phone: 904.247.6299 #10  
904.247.6250 #11  
Fax: 904.247.6256

E-Mail: [cityclerk@jaxbchfl.net](mailto:cityclerk@jaxbchfl.net)

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

## **BRIEF DESCRIPTION OF CITY BOARDS**

*(All positions are strictly voluntary and do not receive compensation)*

### **Board of Adjustment**

Meets 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month - 7:00 P.M. in the Council Chambers at City Hall

The Board of Adjustment hears, reviews, approves with conditions, or denies variances to the terms of the Land Development Code. The Board of Adjustment's members are appointed by the City Council. Five members serve four-year terms, while two alternates serve for two-year terms. No member of the Board may be employed by the City and members must be residents of Jacksonville Beach for at least two years prior to appointment.

### **Community Redevelopment Agency (CRA)**

Meets the 3<sup>rd</sup> Monday of each month - 5:00 P.M. in the Council Chambers at City Hall

The Jacksonville Beach Community Redevelopment Agency is a five member board appointed by the City Council and is in charge of the redevelopment of two areas within the City.

- The South Beach Redevelopment area is composed of approximately 356 acres near the intersection of J. Turner Butler Boulevard and west of Third Street (SR A1A).
- The Downtown Redevelopment area is composed of 185 acres from 13<sup>th</sup> Avenue South to 9<sup>th</sup> Avenue North and from Third Street (SR A1A) to the ocean.

The Agency is responsible for implementing two redevelopment plans as adopted by the City Council. As part of the implementation process, the Agency is responsible for marketing the areas, identifying developers, issuing Requests for Development Proposals, selection of developers, contract negotiation, financing plans and monitoring contract implementation. Members must be property or business owners in Jacksonville Beach. The Agency is responsible to the City Council.

### **Planning Commission**

Meets the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month - 7:00 P.M. in the Council Chambers at City Hall

The Planning Commission serves as the Local Planning Agency as required by Florida Statutes and hears applications for development permits and amendments to the Comprehensive Plan. The Planning Commission is composed of five members and two alternates who each are appointed by the City Council for four-year terms. Members must be residents of Jacksonville Beach for at least two years prior to appointment.

### **Pension Boards of Trustees**

Meets quarterly or more frequently, if needed -

The City has three Retirement Systems: Firefighters', General Employees' and Police Officers'. Each Board consists of five trustees, two appointed by Council (General Employees' Board two Council members appointed by the Council serve), two elected by employees and one appointed by the other four members. Trustees have fiduciary responsibility and are responsible for administering the plans as adopted by City Council.

***THIS INFORMATION IS PUBLISHED BY THE CITY CLERK'S OFFICE IN AN EFFORT TO BETTER INFORM CITIZENS ABOUT THEIR CITY GOVERNMENT.***

*Form Updated 02/04/2013*



### Application for Appointment to City Boards

**Personal Information** (Please print or type)

Name: <u>Scott A. Cummings</u>	Home Phone: <u>904.382.0867</u>
Home Address: <u>2855 Merrill Blvd, Jacksonville Beach, FL 32250</u>	
E-Mail Address: <u>scot1960@bellsouth.net</u>	Cell Phone: <u>904.382.0867</u>
Occupation: <u>Business Manager - Food Broker</u>	Business Phone: <u>904.370.7398</u>
Business Name: <u>Daymon Worldwide</u>	
Business Address: <u>5050 Edgewood Ct, Jacksonville, FL 32254</u>	

**Eligibility – Please Circle**

Are you a resident of the City?	<b>Yes</b>	<b>No</b>	If yes, length of time: <u>12 years</u>
Are you a registered voter?	<b>Yes</b>	<b>No</b>	If yes, what County: <u>Duval</u>
Do you own property in the City?	<b>Yes</b>	<b>No</b>	If yes, address: <u>2855 Merrill Blvd, Jax Beach</u>
Do you hold a public office?	<b>Yes</b>	<b>No</b>	If yes, Office name: _____
Are you employed by the City?	<b>Yes</b>	<b>No</b>	If yes, position: _____
Are you currently serving on a Board?	<b>Yes</b>	<b>No</b>	If yes, Board Name: _____
Have you been convicted of a felony?	<b>Yes</b>	<b>No</b>	If yes, provide date: _____
Have your civil rights been restored?	<b>Yes</b>	<b>No</b>	If yes, provide date: <u>Never lost it</u>

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? **Yes** **No**  
 If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

1	2
Board of Adjustment	Planning Commission
3	Pension Trustee
Community Redevelopment Agency	

Please list the type of City meetings you have attended: Board of Adjustment Meeting to gain a variance on my property in 2004

**Qualifications** (Briefly describe specific expertise, abilities or qualifications) My background is retail management, Sales, Marketing, Product Development and Branding. I work with multi-million dollar budgets and multiple manufacturers in producing products that are sold in supermarkets 8 states in the southeast.

Education: <u>I have a degree in Marketing from Madison Junior College of Business in Madison, WI. I have continuing education in my field of expertise of food retailing through consumer packaged goods.</u>	

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

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

<u>Race</u>		<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Female	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known		

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

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

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

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

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

11/29/12 \_\_\_\_\_  
Date Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes** **No**      If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

# Scott Alan Cummings

2855 Merrill Blvd. • Jacksonville Beach, FL 32250  
sacummings32@gmail.com • (904)382-0867

---

## CONSUMER PACKAGE GOODS SALES & MARKETING PROFESSIONAL

*Proven history of driving sales*

---

### Summary of Qualifications

---

- More than **30 years of experience** in the supermarket industry interacting with front-line through C-level management
- **Profit-oriented** manager with 23 year history of building **successful sales and marketing programs**
- Experienced in **product development** from ideation to launch
- Skilled in **brand development and management** of multi-million dollar brands
- Extensive knowledge and experience in **category management** and understanding of **consumer dynamics** in fresh and center store categories
- Instrumental in organizing multiple high-profile **corporate events** and **product launches**
- **Dedicated and hardworking**, with an unmatched drive to produce results
- Proficient in use of **Hyperion, A.C. Nielsen, Apollo, MS Office & proprietary systems**

### Professional Experience

---

DAYMON.WORLDDWIDE, Jacksonville, FL

Nov. 2002–Present

#### Senior Business Manager

Lead a team of four business managers at Winn Dixie Stores, Inc. in the creation and implementation of sales and marketing plans of Corporate Brand products in the fresh and edible categories of the retail food channel across 480-1300 stores. Developed new products utilizing market data, from concept to finished goods.

- Secured three new suppliers 2011 YTD; estimated \$195K in revenues.
- Negotiated \$55K in supplier incentives YTD 2011 and enhanced profitability, strategic business planning and execution.
- Increased Corporate Brand sales from \$170M to \$280M for six consecutive years; generated \$4.2M in revenues.
- Developed a Corporate Brand premium tier that generated \$120M in sales.
- Eliminated competing brands from frozen vegetable, coffee creamer, processed cheese and bottled water categories to support Corporate Brand sales volume growth.
- Contributed to Winn Dixie's market penetration of 22% by collaborating with senior executives, marketing, procurement, customer service and accounting to deliver results that established Winn Dixie into a top-five retailer.
- Recognized for 110% goal attainment with *Award for Plan Achievement, 2008*.
- Reduced cost of PET Water for customer by \$800K-plus by sourcing and reviewing viable suppliers.
- Elevated sales by 135% and grew share by 500 basis points for year by working with customer's marketing departments to develop Floorgraphics advertisements for coffee creamer and frozen appetizers.

FEDERATED SERVICES SOUTHEAST, Jacksonville, FL

Nov. 2000–Nov. 2002

#### Senior Category Manager

Hired as first person in role to develop Category Reviews for Suppliers, Customer Category Managers and Senior Executives to determine business strategies and tactics for an \$1.8B Corporate Brand business, with more than 3,500 SKUs at Winn Dixie Stores. Collaborated with manufacturing facilities to support new product development and SKU assortment analyses.

- Grew Corporate Brand Sales 10% by developing and implementing new methods of category analysis.
- Supported sales growth through creation of category reviews and reports using syndicated data, which were utilized by the Corporate Brands Team, Winn Dixie's business units and suppliers to develop sales plans and manage the business.
- Increased profits for FSS and WD and enhanced consumer's buying experience through emphasis on overall category management.

# Scott Alan Cummings

2855 Merrill Blvd. • Jacksonville Beach, FL 32250  
sacummings32@gmail.com • (904)382-0867

## Professional Experience *Continued*

---

FMS AMERICA, Hopkins, MN

Dec. 1997–Nov. 2000

### **Sales and Marketing Manager** (*Apr. 1999–Nov. 2000*)

Managed four business managers and a twelve person retail sales staff to grow Supervalu's Northern Region Corporate Brand business across seven-state area.

- Executed turnaround; delivered profitability to \$180M account for first time in nine-year existence—increased sales and reduced expenses.

### **Director of Merchandising** (*Dec. 1997–Apr. 1999*)

Coordinated the sales and marketing efforts of Supervalu's \$755 million Corporate Brand program through seven regional offices across 2000+ U.S. stores.

- Instrumental in gaining \$100M in new business in Health & Beauty Care and processed Meat at Supervalu; built relationships with VP and made supplier presentations to expand product line.
- Established consistency across all regions by creating the first corporate-wide promotional calendar for private label products.
- Coordinated semiannual, multiple-day corporate buying events attended by 150+ suppliers and corporate management staff to facilitate negotiating, planning and procuring of product lines.

CAL GROWERS CORPORATION, Eden Prairie, MN and Pleasant Prairie, WI

June 1990–Dec. 1997

### **Director of Sales** (*Jan. 1995–Dec. 1997*)

Managed fifteen regional merchandising offices, comprised of seventy sales professionals, charged with the sales and marketing of Supervalu's Corporate Brand program with brokerable sales in excess of \$363M. Oversaw two regional food brokers focused on private label market share increases.

- Attained two years of double digit sales increases to grow business to \$363 million.

### **Account Manager** (*June 1990–Jan. 1995*)

Managed the sales and marketing of a \$45M, three-tier Corporate Brand program, across four states, through leadership of a six-person retail sales team at Supervalu's Pleasant Prairie, WI Division.

- Tripled private label sales in three-year period; appointed 1992 Account Manager of the Year.

DAYMON ASSOCIATES, Madison, WI

Sept. 1987–June 1990

### **Account Manager**

Managed the Sales and Marketing of Certco's Corporate Brand program through Shurfine Central; with annual sales of \$10M.

- Named Account Manager of the Year in 1988.

CUB FOODS, Madison, WI

Aug. 1982–Sept. 1987

### **Assistant Store Mgr**

Managed the daily activities of a supermarket with \$41.6M in annual sales through team of 150 associates.

*Previously employed as **In-Store Baker, Assistant Bakery Manager and Assistant Produce Manager** at COPPS CORPORATION, for four years' while working through college*

## Formal Education & Professional Development

---

**Marketing** – AA Degree, MADISON JUNIOR COLLEGE OF BUSINESS, Madison, WI

*Professional Development includes topics such as:*

Project Management • Category Management • Negotiation Skills • Sales • Business Management • Finance • Data Utilization  
Supplier/Client Relationships • Promotional Planning • New Product Development • Marketing  
Managing Assortment • SKU Rationalization • Team Building • Understanding & Utilizing Individual Styles

City of Jacksonville Beach  
 11 North 3<sup>rd</sup> Street  
 Jacksonville Beach, Florida 32250



Office of the City Clerk  
 (904) 247-6299  
 FAX (904) 247-6256  
 E-mail –  
 cityclerk@jaxbchfl.net

### Application for Appointment to City Boards

**Personal Information** *(Please print or type)*

**Received**  
 FEB 03 2013  
 Jacksonville Beach City Clerk

Name: Lloyd Hyatt	Home Phone: 904-247-0324
Home Address: 134 Coral Way Jacksonville Beach, FL 32250	
E-Mail Address: <a href="mailto:jaxbeachlloyd@gmail.com">jaxbeachlloyd@gmail.com</a>	FAX: 904-247-1429
Business: Air Pressure Solutions, Inc	Business Phone: 904-631-0029
Business Address: 134 Coral Way Jacksonville Beach FL 32250	

**Eligibility**

Are you a resident of the City?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, length of time: 6/1997 _____
Are you a registered voter?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
Do you own property in the City?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, address: 134 Coral Way _____
Do you hold a public office?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, Office name: _____
Are you employed by the City?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, position: _____
Are you currently serving on a Board?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, Board Name: _____
Have you been convicted of a felony?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach?  Yes  No  
 If yes, please provide details: \_\_\_\_\_

**City Boards** *(Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)*

3	4
<b>Board of Adjustment</b>	<b>Planning Commission</b>
2	1
<b>Community Redevelopment Agency</b>	<b>Pension Trustee</b>

**Please list City meetings you have attended:** Numerous City Council Meetings, Budget Meetings \_\_\_\_\_

**Qualifications** *(Briefly describe specific expertise, abilities or qualifications and please attach a resume)* \_\_\_\_\_  
 Business Owner, Regional/ District Manager Fortune 500 Company, Leading Petty Officer USN

Education: High School, some College, Numerous trade schools \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

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

<u>Race</u>		<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Female	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known		

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

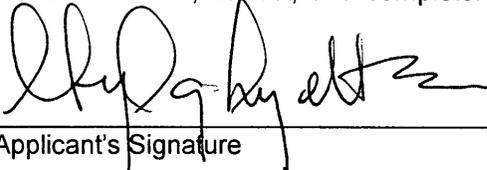
I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board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

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

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

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

2/4/2013  
Date

  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment

Not eligible for appointment

Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

**Lloyd Hyatt**  
134 Coral Way  
Jacksonville Beach, FL 32250  
904-247-0324(H) 904-631-0029(M)

### **QUALIFICATIONS**

Customer Orientated- Fully understand the value of Customer relationships

Leadership Abilities- Successfully organized and maintained 40 person service organization

Sales Experience- Proven ability to sell equipment and services

### **WORK HISTORY**

2002- Present            *Owner, Air Pressure Solutions, Inc.*

Started business to service Air Pressure equipment. Customers include BellSouth, ALLTEL, CenturyTel, Verizon, NASA, CTC. Distributor of Puregas products.

1997-2002            *Puregas District Sales Manager, Mobile Tool International*

---

*Increased regional sales from \$500,000 to \$1,000,000*  
*Became preferred vendor to major customers in region*  
*Established service contracts with major customers in region*

1988-1997            *Regional Service Manager, Mobile Tool International*

Expanded service team from 5 to 40 representatives  
Increased yearly regional revenues from \$300,000 to \$3,500,000  
Expanded service to include mass market accounts

1984-1988            *Service Representative, General Cable Company*

*Expanded district service revenues by 400%*  
*Developed service training courses*  
*Established service contracts with major customers in district*

### **EDUCATION**

*Graduated High School*  
*Various military and civilian courses and training*

*U.S. Navy Veteran- Submarine Service*

City of Jacksonville Beach  
 11 North 3<sup>rd</sup> Street  
 Jacksonville Beach, Florida 32250



Office of the City Clerk  
 (904) 247-6299  
 FAX (904) 247-6256  
 E-mail –  
 cityclerk@jaxbchfl.net

Received  
 FEB 07 2013  
 Jacksonville Beach City Clerk

**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: Cory Nichols, P.E. Home Phone: 904-614-4800  
 Home Address: 1001 2nd St N  
 E-Mail Address: Cory.Nichols@comcast.net FAX: \_\_\_\_\_  
 Business: Latitude 30 / Nichols Consulting Business Phone: \_\_\_\_\_  
 Business Address: 6022 San Jose Blvd, 2nd Floor

**Eligibility**

Are you a resident of the City?  Yes  No If yes, length of time: Jax Beach 6, Jax 12  
 Are you a registered voter?  Yes  No  
 Do you own property in the City?  Yes  No If yes, address: 1001 2nd St N  
 Do you hold a public office?  Yes  No If yes, Office name: \_\_\_\_\_  
 Are you employed by the City?  Yes  No If yes, position: \_\_\_\_\_  
 Are you currently serving on a Board?  Yes  No If yes, Board Name: \_\_\_\_\_  
 Have you been convicted of a felony?  Yes  No If yes, provide date: \_\_\_\_\_  
 Have your civil rights been restored?  Yes  No If yes, provide date: \_\_\_\_\_

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach?  Yes  No  
 If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

2	<input checked="" type="checkbox"/>	Board of Adjustment	3	<input checked="" type="checkbox"/>	Planning Commission
1	<input checked="" type="checkbox"/>	Community Redevelopment Agency		<input type="checkbox"/>	Pension Trustee

Please list City meetings you have attended: \_\_\_\_\_

**Qualifications** (Briefly describe specific expertise, abilities or qualifications and please attach a resume P.E. in Florida (53941))  
For about 15 yrs specializing in Civil Engineering including road & Bridges. Part owner of Latitude 30 / Latitude Global Family entertainment centers. Worked for FDOT for 8 years acquiring knowledge of government agency

Education: BS CIVIL Engineering University of Florida  
Masters Civil Engineering (Construction Management) UF  
Leadership Florida

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

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

Race

- |   |   |
|---|---|
| <input type="checkbox"/> African-American               | <input checked="" type="checkbox"/> Caucasian |
| <input type="checkbox"/> Asian/Pacific Islander         | <input type="checkbox"/> Hispanic             |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Not Known            |

Gender

- Female  
 Male

Physically Disabled

- Yes  
 No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

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

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

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

2/7/13  
 Date

  
 Applicant's Signature

Please do not write below – Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment                       Not eligible for appointment  
 Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

AREA MANAGER / SENIOR PROJECT ENGINEER



Mr. Nichols has 17 years of management and CEI experience. His outstanding reputation in North Florida makes him an excellent team leader. During the past 9 years with KCCS (Kisinger Campo & Associates, reference - Steve McGucken, P.E.), Mr. Nichols has been involved with the same team on various projects including: CR 214 Keystone, CR220B Knight Boxx Road, SR24 (US17) Kingsley Avenue, CR224A Peoria Rd., SR 25 (US 441), SR 331 Williston Road, CR 241, and 39<sup>th</sup> Avenue/I-75 (SR 222) Interchange. Mr. Nichols is well known for providing project management focused on timely issue resolution, claim prevention, and thorough schedule reviews. His experience and attention to detail enabled him to successfully represent the FDOT in several past dispute resolution board hearings. Recently, he served as Senior Project Engineer on 15 resurfacing projects for the FDOT and on 22 miles of turnpike resurfacing in Lake County for Florida's Turnpike Enterprise (FTE). He served as Project Administrator on over 20 construction projects, including 3 bridge projects, for the FDOT Gainesville Construction Office where he was the Bridge Specialist. Mr. Nichols brings extensive experience in various areas, including FDOT document preparation, office engineering, SiteManager, and LIMS. He holds a Masters Degree in Engineering from the University of Florida (Construction Management), is a qualified QC Manager, and is certified in Advanced MOT.

YEARS OF EXPERIENCE

17

EDUCATION

- ❖ BSCE  
University of Florida, 1994
- ❖ MSCE  
University of Florida, 2000

REGISTRATION

- ❖ Professional Engineer, Florida  
53941

CERTIFICATIONS

- TIN# N242119700260
- ❖ CTQP QC Manager
- ❖ CTQP Final Estimates - Level 2
- ❖ Advanced Work Zone Traffic Control
- ❖ FDOT Maintenance of Traffic - Advanced
- ❖ Critical Structures Construction Issues - Self Study
- ❖ FDEP Qualified Stormwater Management Inspector
- ❖ FDOT Consultant CEI Project Manager Training

AFFILIATIONS

- ❖ American Society of Highway Engineers
- ❖ American Society of Civil Engineers, 314704
- ❖ Florida Institute of Consulting Engineers (FICE), Corporation

PROJECT EXPERIENCE

CR 214, Keystone, Clay County - FDOT District 2:

FPN: 426229-1-52-01, \$1,350,240.91

Lump sum design-build ARRA contract including 6.524 miles resurfacing with shoulder treatment/construction, drainage improvements, highway signing and pavement markings, guardrail, and other incidental construction.

Role on Project: Senior Project Engineer

SR 24 (US 17) at Kingsley Ave., Clay County - FDOT District 2:

FPN: 426231-1-52-01, \$352,009.68

Lump sum design-build ARRA contract including mill and resurface with widening, drainage improvements, ADA ramp improvements and traffic signal installation - State Road 224 (Kingsley Avenue) at the intersection of US 17 in Orange Park.

Role on Project: Senior Project Engineer

CR 220B Knight Boxx Rd, Clay County - FDOT District 2:

FPN: 426232-1-52-01, \$633,940

Lump sum design-build ARRA contract to resurface 1.1 miles from CR220/Knight Boxx Rd. from SR21/Blanding to CR 220 including drainage and ADA ramp improvements.

Role on Project: Senior Project Engineer

SR 55 (US 19), Levy County - FDOT District 2:

FPN: 210376-6-52-01 / 210376-4-52-01, \$8,247,337.92

Mill and resurface 14.096 miles including, shoulder treatment/construction, turnout construction, drainage improvements, traffic signal improvements, highway signing, guardrail, bridge barrier railing - thrie-beam retrofit, and other incidental construction.

Role on Project: Senior Project Engineer

**SR 20 (US 27) – FDOT District 2 Lake City:**

*FPN: 210669-5-52-01, \$8,873,188.832*

8 Mile, Rural 2 lane mill and resurface project including: minor widening, ADA sidewalk improvements, drainage and highway signing improvements, along with other incidental construction. Lump Sum Project.

**Role on Project: Senior Project Engineer (01/08 – 08/08)**

**FDOT Reference: Jason Bordner (386) 961-7050**

**SR 55 (US 19), Levy County – FDOT District 2:**

*FPN:210376-2-52-01 / 210376-5-52-01, \$6,544,444.44*

Mill and resurface 9.858 miles including base work, shoulder treatment/construction, turnout construction, drainage improvements, curb & gutters, traffic signals, highway signing, guardrail, bridge barrier railing – thrie-beam retrofit, sidewalks/bicycle path, and other incidental construction.

**Role on Project: Senior Project Engineer (09/07 – 03/09)**

**FDOT Reference: William McQuaig (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 24 Cedar Key, Levy County – FDOT District 2:**

*FPN:210384-3-52-01, \$5,482,979.55*

Mill and resurface 7.14 miles including base work, shoulder treatment/construction, turnout construction, drainage improvements, curb & gutters, traffic signals, highway signing, guardrail, bridge barrier railing – thrie-beam retrofit, and pavement markings..

**Role on Project: Senior Project Engineer (09/07 – 03/08)**

**FDOT Reference: Michael Sandow, P.E. (386) 961-7577**

**SR 25 (US 441), Alachua County – FDOT District 2:**

*FPN:207849-8-52-01, \$10,313,677.37*

Four-lane, mill and resurface 11.462 miles including turn lane construction, reworking of shoulders, drainage improvements, highway signing and chemical grout soil stabilization.

**Role on Project: Senior Project Engineer (05/07 – 01/08)**

**FDOT Reference: William McQuaig (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 45 North (SR 500 to Alachua Cty. Line), Levy County – FDOT District 2:**

*FPN: 210432-3-52-01, \$4,777,932.00*

Mill and resurface 13.089 miles including base work, construction of paved shoulders, shoulder rework, drainage improvements; turnout construction, curb and gutter, guardrail, highway signing, and other incidental construction.

**Role on Project: Senior Project Engineer (10/06 – 06/07)**

**FDOT Reference: Michael Sandow, P.E. (386) 961-7577**

**SR 15 (US 1) – FDOT District 2 Jacksonville:**

*FPN: 210669-2-52-01 / \$6,138,000.00*

Mill and resurface project including: 2' and 5' shoulder widening, turnout construction, super elevation corrections, weigh station and agricultural inspection station improvements, drainage improvements, guardrail, and thrie beam retrofit. Surety Company completed this project with alternate work forces after default of the original contractor.

**Role on Project: Senior Project Engineer (06/06 – 01/08)**

**FDOT Reference: Shannon Mobley (904) 360-5554**

**SR 45 South (Marion Cty. Line to a Pt. South of SW 5<sup>th</sup> Ave.), Levy County – FDOT District 2:**

*FPN: 210432-2-52-01, \$6,257,470.70*

Mill and resurface 11.740 miles including base work, ARMI layer, construction of paved shoulders, shoulder rework, drainage improvements; turnout construction, traffic signals with loop assembly, highway signing and other incidental construction.

**Role on Project: Project Administrator / Senior Project Engineer (04/06 – 03/07)**

**FDOT Reference: William McQuaig (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 331 (Williston Road), Alachua County – FDOT District 2:**

*FPN: 207734-3-52-01 / 207849-7-52-01, \$6,653,701.00*

Mill and resurface project, four lanes with urban and rural sections, including: base work, curb & gutter, reconstructed and new sidewalk / ADA improvements, median widening to provide outside bike lanes, concrete traffic separators and turn lane construction, drainage structures and signals; Adjacent to the University of Florida.

**Role on Project: Project Administrator (09/05 – 06/06)**

**FDOT Reference: William McQuaig (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 24 Rosewood, Levy County – FDOT District 2:**

*FPN: 210384-2-52-01, \$6,409,709.75*

Mill and resurface 12.284 miles including construction of paved shoulders, drainage improvements; turnout construction, adding tapers to county roads, signing and pavement markings, and other incidental construction.

**Role on Project: Project Administrator / Senior Project Engineer (05/05 – 08/06)**

**FDOT Reference: Randy Brown, P.E. (Retired); Fred Wright (352) 381-4217**

**SR 24 Bronson, Levy County – FDOT District 2:**

*FPN: 210377-2-52-01, \$3,515,284.30*

Resurface 6.85 miles including construction of paved shoulders, shoulder rework, drainage improvements; turnout construction, and other incidental construction.

**Role on Project: Project Administrator / Senior Project Engineer (07/05 – 03/06)**

**FDOT Reference: Randy Brown, P.E. (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 26 Fanning Springs, Gilchrist County – FDOT District 2:**

*FPN: 209787-2-52-01, \$2,192,000.00*

Mill and resurface 7.327 miles including shoulder rework, drainage improvements, turnout construction, signing and pavement markings, and other incidental construction.

**Role on Project: Project Administrator (01/05 – 09/05)**

**FDOT Reference: Randy Brown, P.E. (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 121 Williston, Levy County – FDOT District 2:**

*FPN: 210288-2-52-01, \$7,372,688.00*

Mill and resurface 19.865 miles including base work, construction of paved shoulders, shoulder rework, drainage improvements, turnout construction, traffic signal with loop assembly, and other incidental construction.

**Role on Project: Project Administrator (07/04 – 06/05)**

**FDOT Reference: Randy Brown, P.E. (Retired); Lori Williams, P.E. (352) 381-4200**

**SR 45 Archer (from Church St. to Alabama Ave.), Levy County – FDOT District 2:**

*FPN: 207798-2-52-01 / 207798-4-52-01, \$5,747,724.25*

Mill and resurface 13.089 miles including sidewalk construction, base work, ARMI layer, construction of paved shoulders, shoulder rework, drainage improvements, turnout construction, traffic signals with loop assembly, and other incidental construction.

**Role on Project: Project Administrator (12/04 – 01/05)**

**FDOT Reference: Randy Brown, P.E. (Retired); Lori Williams, P.E. (352) 381-4200**

**Florida Department of Transportation, Gainesville Construction (1997 - 2002):**

**Role on Project: Project Engineer / Project Manager, Level V**

- ❖ I-75 / 39th Avenue Interchange in Gainesville, Florida
- ❖ SR 121 Bridge at Worthington Springs
- ❖ SW 20th Avenue / I-75 bridge widening in Gainesville, Florida
- ❖ Paynes Prairie / US 441 wildlife barrier in Gainesville, Florida
- ❖ SR 100 / Alligator Creek Bridge widening in Starke, Florida
- ❖ Downtown Micanopy Enhancement Project including landscape and paving
- ❖ SR 20 / Hawthorne Road turn lanes in Gainesville, Florida
- ❖ SR 26A widening and bike lane at the University of Florida in Gainesville, Florida
- ❖ SW 16th Avenue traffic separator and turn lanes in Gainesville, Florida
- ❖ Sidewalk project in Bronson, Florida
- ❖ NW 8th Avenue mill, resurface, and signalization in Gainesville, Florida
- ❖ SR 26 drainage improvements at SW 55th Terrace in Gainesville, Florida



RECEIVED

JAN 28 2013

City Clerk

Application for Appointment to City Boards

Personal Information (Please print or type)

Name: Frances Carter Povloski Home Phone: \_\_\_\_\_  
 Home Address: 402 15<sup>th</sup> Street North  
 E-Mail Address: frances.povloski@Draymond Cell Phone: 891-4915  
Occupation: Financial Advisor james.com Business Phone: 372-4900  
 Business Name: Beachside Benefits - owner  
 Business Address: 830 South Third Street Unit 104 JB 32250

Eligibility – Please Circle

Are you a resident of the City? Yes No If yes, length of time: 2000 13 yrs  
 Are you a registered voter? Yes No If yes, what County: Duval  
 Do you own property in the City? Yes No If yes, address: 402 15<sup>th</sup> St N  
 Do you hold a public office? Yes No If yes, Office name: \_\_\_\_\_  
 Are you employed by the City? Yes No If yes, position: \_\_\_\_\_  
 Are you currently serving on a Board? Yes No If yes, Board Name: \_\_\_\_\_  
 Have you been convicted of a felony? Yes No If yes, provide date: \_\_\_\_\_  
 Have your civil rights been restored? Yes NA No If yes, provide date: \_\_\_\_\_

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

If yes, please provide details: \_\_\_\_\_

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

<u>3</u>	Board of Adjustment	<u>2</u>	Planning Commission
<u>1</u>	Community Redevelopment Agency		Pension Trustee

Please list the type of City meetings you have attended: \_\_\_\_\_

Qualifications (Briefly describe specific expertise, abilities, or qualifications) I have an interest in our community and would like to assist in its growth. I view planning as a whole in terms of long term benefits.

Education: Fletcher High, Florida State University - BS  
FA, Chartered Retirement Plans Specialist, Life, Health

## Application for Appointment to City Boards *(cont.)*

### State Reporting Requirements

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

#### Race

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

#### Gender

- Female  
 Male

#### Physically Disabled

- Yes  
 No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

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1.28.13  
Date

  
Applicant's Signature

Please do not write below – Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**      **No**

If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

# Frances Carter Povloski

402 15<sup>th</sup> Street North  
Jacksonville Beach, FL 32250

904-372-4900 (W) 904-891-4915 (C)  
[france.povloski@raymondjames.com](mailto:france.povloski@raymondjames.com)

## Education:

- **Security Licensed** (Series 7 and Chartered Retirement Plans Specialist)
- **Licensed Florida Life, Health and Annuity Agent**
- **Bachelor of Social Science**, primary study in Sociology and Public Administration  
Florida State University – Tallahassee, FL August 2000

## Experience:

12/01/2012 – Current

**Owner of Beachside Benefits**, an independent firm  
**Raymond James Financial Services**

My experience includes business ownership and the responsibilities that go with running a business; such as bookkeeping, marketing, compliance, networking and sales. I am a Financial Planner and Chartered Retirement Plans Specialist for business owners and their employees. It is my job to help bring Americans to the reality that retirement savings is a priority. My experience as a Financial Advisor is mentioned below.

04/2005 – 12/01/2012

**Financial Planner/Sales Assistant with Mary Carter Financial Services**

11/2001 – 04/2003

**Financial Planning Assistant with Mary Carter Financial Services**

Provide services to high net worth clients in the way of reviews, insurance service and processing, product research. Responsible for client recognition, in the form of luncheons and trip planning to the home office. Assist with health insurance questions, billing problems, sales and date entry. Assist with sales presentations, product research and reviews of high net worth client assets. Write insurance sales, LTC sales, 529 sales or process other FA sales with follow up. Professional contact with Wholesales, CPA's Attorney's, other FA's and clientele. Exposed to Estate planning basics and software. Experience in Retirement planning/accumulation planning and servicing for business owner and their employees'.

09/2003-04/2005

**Commission Accounting Department for AHL/Allstate**

Daily accounting, reconciliation and research. Systems work in AWD, Medaviewer, Life 70, MSA and Windows. Use of BI to adjust and manage workflow queue. Provided assistance to agent in regards to commissions in the way of research, support and basic training. Research, analyze and process special projects/ audits per assignment. Coordinate team building events.

***Additional experience available upon request.***

## While Employed:

06/2002 -02/2006

**Owner or Captured Photography**

A free-lance photography business that requires constant record keeping, organization, book keeping, marketing and managing. Looked to for advice and guidance in the wedding planning and activity planning. Creative solutions to problems as well as customer satisfaction techniques.

09/1999 – 01/2000

**Human Resource Internship (Toys R Us)**

Organization of 1<sup>st</sup> Softball team, interviewing and hiring of seasonal help, use of security computer files and new hire training and orientation sessions.

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6268  
Fax: 904.247.6276

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

**Memo To:** Mayor and City Council  
**From:** George D. Forbes, City Manager  
**Subject:** A Lease Agreement that will allow the City of Neptune Beach to Lease land owned by Jacksonville Beach in Jarboe Park  
**Date:** June 8, 2013

**Action Requested:**

Approve an agreement to lease land in Jarboe Park owned by the City of Jacksonville Beach to the City of Neptune Beach.

**Background:**

The City of Jacksonville Beach owns land in Jarboe Park that for many years was used as a Beaches Energy electric substation. When Beaches Energy rebuilt the distribution system to one voltage this substation was no longer needed and was taken out of service. Since that time this land has been used for the storage of Beaches Energy equipment.

The City of Neptune Beach has requested that they be allowed to use this property in order to expand parking which is greatly needed for Jarboe Park. Beaches Energy has reviewed this request and has no objection to leasing this land to Neptune Beach.

**Key provisions of the lease are as follows:**

1. The lease is for a period of 20 years
2. Neptune Beach can use the property solely for public purposes related to Jarboe Park. Public purposes means providing parks and recreation services to the general public.
3. The lease specifically prohibits this land to be used for buildings or structures. Neptune Beach does have the right to place parking and landscaping improvements on the property, and must keep any improvements in good condition and repair during the term of the lease.



4. The City of Neptune Beach cannot perform or permit to be performed on any portion of the property illegal acts.
5. Neptune Beach must maintain liability insurance on the property and co-insure the City of Jacksonville Beach.
6. Either party can cancel this lease on one year's advance notice.

**Recommendation:**

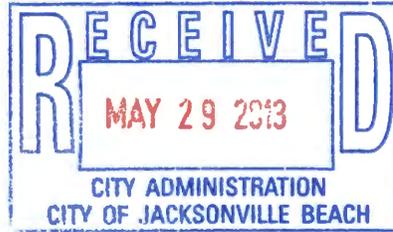
Authorize the Mayor and City Manager to execute an agreement between the City of Jacksonville Beach and Neptune Beach for Land in Jarboe Park.

City of  
**Neptune Beach**

116 First Street • Neptune Beach, Florida 32266-6140  
(904) 270-2400 x 31 • FAX (904) 270-2526 • Suncom 852-2400 x 31



**Jim Jarboe**  
City Manager



May 29, 2013

Mr. George Forbes, City Manager  
City of Jacksonville Beach  
11 North Third Street  
Jacksonville Beach, FL 32250

Re: Jarboe Park Substation

Dear Mr. Forbes, *George*

As you know, the old substation at Jarboe Park on Fifth Street is no longer being used by Beaches Energy Services. We would like to request that you consider leasing this property to the City of Neptune Beach so we can expand parking which is sorely needed in Jarboe Park.

We appreciate your consideration of this request.

Sincerely,

Jim Jarboe

**AGREEMENT OF LEASE**  
**BETWEEN THE CITY OF JACKSONVILLE BEACH AND THE CITY OF NEPTUNE BEACH**  
**FOR LAND AT JARBOE PARK**

THIS AGREEMENT OF LEASE (hereinafter referred to as this "Lease"), made this \_\_\_\_\_ day of \_\_\_\_\_, 2013, by and between the City of Jacksonville Beach, FL (hereinafter referred to the "City", and the City of Neptune Beach, FL (hereinafter referred to as the "lessee"),

WITNESSETH, THAT WHEREAS, the City owns and operates certain property within the City of Neptune Beach in and around the parking lot at Jarboe Park. The subject property is more specifically identified as **Parcel No. 1731160000** as depicted on the aerial photograph attached hereto as Exhibit A (hereinafter referred to as the "Property"),

NOW THEREFORE, IN CONSIDERATION of the mutual entry into this Lease by the parties hereto, for the sum of one dollar (\$1.00) per year and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by each party hereto, the City hereby leases to the Lessee and the Lessee hereby leases from the City, in its "AS IS" condition, the Property described above and as depicted in **Exhibit A**.

SUBJECT TO THE OPERATION AND EFFECT of any and all instruments and matters of records or in fact,

UPON THE TERMS AND SUBJECT TO THE CONDITIONS which are hereinafter set forth:

Section 1. Term.

1.1. Length. This Lease shall be for a term (the "term") for 20 years beginning the date this Lease is approved by the City of Jacksonville Beach.

3.3 Immunity. Nothing in this Section 3 shall constitute a waiver of any immunity, which the City may be entitled to under the laws of the State of Florida, as they may be amended from time to time.

Section 4. Liens

4.1. Liens. The Lessee has no authority, express or implied to encumber the Property which shall include any equipment located on or in the Property to which legal or equitable title is transferred or is to be transferred to the City under this Lease or take any action resulting in a lien including a security interest under Florida Law. If a lien is wrongfully placed on the Property, the Lessee shall (a) immediately after it is filed or claimed, have released (by bonding or otherwise) any lien filed or claimed against any or all of the Property by reason of labor or materials provided for or about any or all of the Property, or improvements during the Term or otherwise arising out of the Lessee's use or occupancy of any or all of the Property, the improvements, and (b) defend, indemnify and hold harmless the City against and from any and all liability, claim or liability or expense (including, by way of example rather than of limitation, that of reasonable attorneys' fees) incurred by the City on account of any such lien or claim.

Nothing in the provisions of this Lease shall be deemed in any way (a) to constitute the City's consent or request, express or implied, that any contractor, subcontractor, laborer or person provide any labor or materials for any alteration, addition, improvement or repair to any or all of the Property, or (b) to give the Lessee any right, power or authority to contract for or permit to be furnished any service or materials, if doing so would give rise to the filing of any lien against any or all of the Property of the City's estate or interest therein, or (c) to evidence the City's consent that the Property be subjected to any such lien.

Section 5. Assignment and Subletting.

5.1 The City's interest in the Property may not be encumbered or subordinated by operation of this Lease or by any action taken by the Lessee.

5.2 The Lessee hereby acknowledges and agrees for itself and its successors and assigns in interest hereunder that it will not (a) assign this Lease or any of its rights under this Lease, as to all or any portion of the Property or otherwise, or (b) make or permit any voluntary or involuntary total or partial sale, lease, sublease, assignment, conveyance, license, mortgage, pledge, encumbrance or other transfer of any or all of the Property or the occupancy or use of any or all of the Property (each of which is hereinafter referred to as a "Transfer") without first obtaining the express written consent thereto by the City. Such consent is at the City's sole discretion. Any person to whom any Transfer is attempted without such consent shall have no claim, right or remedy whatsoever hereunder against the City, and the City shall have no duty to recognize any person claiming under or through the same. No Transfer made with or without the City's consent shall alter or impair the obligations of the Lessee hereunder before such Transfer. The Lessee shall only be released from its obligations hereunder upon a Transfer approved by the City and only if the Lessee's assignee agrees in writing to assume all of the Lessee's obligations hereunder.

Section 6. General.

The City designates the City Manager as its representative in all dealings with this Lease.

6.1. Complete Understanding. This Lease represents the complete understanding between the parties hereto as to the subject matter hereof, and supersedes all prior written or

oral negotiations, representations, warranties, statements or agreements between the parties hereto as to the same. No inducements, representations, understandings or agreements have been made or relied upon in the making of the Lease, except those specifically set forth in the provisions of this Lease. Neither party hereto has any right to rely on any other prior contemporaneous representation made by anyone concerning this Lease, which is not set forth herein.

6.2. Amendment. This Lease may be amended by and only by an instrument executed and delivered by each party hereto.

6.3. Applicable Law. The provisions of this Lease shall be governed by the laws of the State of Florida and the parties hereto expressly agree that the courts of the State of Florida shall have jurisdiction to decide any question arising hereunder after all administrative remedies, if any, have been exhausted.

6.4. Waiver. The City shall not be deemed to have waived the exercise of any right, which it holds hereunder unless such waiver is made expressly and in writing (and no delay or omission by the City in exercising any right shall be deemed a waiver of its future exercise). No such waiver made as to any instance involving the exercise of such right shall be deemed a waiver as to any other such instance, or any other such right.

6.5. Severability. No determination by any court, governmental body or otherwise any provision of this Lease or any amendment hereof is invalid or unenforceable in any instance shall affect the validity or enforceability of (a) any other such provision, or (b) such provision in any circumstance not controlled by such determination. Each such provision shall be valid and

enforceable to the fullest extent allowed by, and shall be construed wherever possible as being consistent with, applicable law.

6.6. Recordation. In the event either party desires to have this Lease recorded in Duval County, the party requesting such recordation will be liable to pay any and all transfer taxes or recordation taxes and recording fees. In the event this Lease is recorded, the Lessee agrees upon termination of this Lease to deliver to City a release of document in recordable form.

IN WITNESS WHEREOF, each party hereto has executed and sealed this Lease or caused it to be executed and ensealed on its behalf by its duly authorized representatives, the day and year first above written.

WITNESS:  
  
\_\_\_\_\_

LESSOR:  
CITY OF JACKSONVILLE BEACH  
  
By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_  
City Manager

WITNESS:  
  
\_\_\_\_\_

LESSEE:  
CITY OF NEPTUNE BEACH  
  
By: \_\_\_\_\_  
City Manager



**EXHIBIT A.**  
**BEACHES ENERGY SERVICES -- NEPTUNE BEACH FLORIDA BLVD. SUBSTATION**  
**TAX PARCEL #173116-0000**

**EXHIBIT B**  
**INSURANCE**

(a) The LESSEE shall procure, maintain and pay for a Commercial General Liability insurance policy providing coverage which protects the CITY and LESSEE, from claims arising from bodily injury, property damage, operations, premises and fire legal liability. This insurance policy shall have a combined single limit of not less than \$1,000,000.00. CITY shall be named as an "additional insured" under said policy. LESSEE shall insure that the CITY is provided a minimum of thirty (30) days notice of any policy change or amendment, including cancellation. LESSEE's insurance, including that applicable to the CITY as an additional insured, shall apply on a primary basis and any other insurance maintained by the CITY shall be in excess of and shall not contribute with LESSEE's insurance.

(b) LESSEE shall provide the CITY with certificates of insurance stating that the required coverages are in force within ten (10) days after execution of the Lease, and annually thereafter.

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

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)

**TO:** George D. Forbes  
City Manager

**FROM:** Gary Meadors  
Recreation & Parks Director

**DATE:** June 7, 2013

**SUBJECT:** Contract Extension for Golf Course Concessionaire

**ACTION REQUESTED:**

Approve a contract extension for the golf course concessionaire for a period of three years starting April 1, 2014, through March 31, 2017.

**BACKGROUND:**

The City of Jacksonville Beach golf course has a contract with Hero's 19<sup>th</sup> Hole Inc. to operate the golf course snack bar and cart concessions. The contract with Hero's 19<sup>th</sup> Hole, Inc. was approved by City Council on February 2, 2009, for a period of five years with the option to renew for three additional years. On December 5, 2011, the contract was amended to change the monthly payment amount from \$4,400 per month to \$3,608 for the period of January 1, 2012, to March 31, 2014. In addition, the option to renew for three additional years was removed because the contractor was unsure of the economy and the impacts that construction work on the golf course would have on play and the resulting concession sales.

Since the last amendment to the contract, golf course construction was completed and play at the golf course has stabilized. Hero's 19<sup>th</sup> Hole is now asking that the City consider reinstating the option to renew the contract for the additional three years beginning on April 1, 2014, and that the monthly rental payment remain at \$3,608. In addition to the monthly rental, the concessionaire will continue to pay the property taxes for the snack bar space, utilities for the snack bar and the rental costs for the beverage carts, which total about \$18,000 per year.

The golf course staff has reviewed the request and agrees that extension of the contract without interruption will provide good customer service and the monthly payment is a reasonable rate of return for rental of the space. Also, the contractor has improved service and the monthly payments are being received



on a consistent basis. For these reasons, the staff recommendation is to extend the contract with Hero's 19<sup>th</sup> Hole, effective April 1, 2014, for a period of 3 years at a monthly price of \$3,608, with all other provisions of the current contract to remain in effect.

**RECOMMENDATION:**

Approve the extension of the contract with Hero's 19<sup>th</sup> Hole, Inc. to operate the golf course concessions for a period of three years as described in a memo from the Recreation and Parks Director, Gary Meadors dated June 7, 2013.

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**TO:** George D. Forbes  
City Manager

**FROM:** Gary Meadors  
Recreation & Parks Director

**DATE:** June 7, 2013

**SUBJECT:** Installation of Tennis Court Lights

**ACTION REQUESTED:**

Approve the installation of Tennis Court Lights at Huguenot Tennis Center.

**BACKGROUND:**

The City of Jacksonville Beach operates the Huguenot Tennis Center which consists of seven tennis courts, of which six are lighted for night play. The majority of the play at the Huguenot Tennis Center is in the afternoon and evening, when people are finished with work. The facility also includes a practice wall, clubhouse and restrooms.

This project will install eight lights on the seventh tennis court, providing additional play and revenue opportunities for the tennis facility. The lights will be similar to those installed at the Carver Center. One of the ideas to market the tennis court is to reach out to local hotels and motels for visitors who would like to rent a lighted tennis court for play while they are visiting the beaches.

The cost of lights to be purchased from Musco, Inc. is \$39,250, using Clay County contract unit pricing. The installation of the lights will be handled by Beaches Energy Services. Funding for this project will be from the sports field lights project balance (\$21,763) supplemented by Tennis Capital Improvement Fees Reserve (\$17,487) with a project budget added in the year-end budget adjustment.

**RECOMMENDATION:**

Approve the installation of tennis court lights at Huguenot Tennis Center as described in the memorandum from the Recreation & Parks Director dated June 7, 2013.



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**TO:** George D. Forbes  
City Manager

**FROM:** Gary Meadors  
Recreation & Parks Director

**DATE:** June 7, 2013

**SUBJECT:** Construction of a New Tennis Court at South Beach Park

**ACTION REQUESTED:**

Approve the construction of one replacement Plexi-cushion tennis court at South Beach Park for a price of \$69,680 based on pricing from the City of Jacksonville bid #CS-0295-12.

**BACKGROUND:**

The City of Jacksonville Beach Recreation & Parks has one tennis court at South Beach Park that is open for public play. The original tennis court was constructed ten years ago using concrete as the base surface. The concrete surface has developed cracks in the playing surface that are affecting play on the court.

For this reason, staff is recommending the reconstruction of the tennis court using the Plexi-cushion surface that is currently being used at Huguenot Tennis Center. Court Surfaces, the contractor that installed the Plexi-cushion surfaces at Huguenot was awarded a continuing service contract with the City of Jacksonville for tennis and basketball courts (City of Jacksonville bid #CS-0295-12 "Sports Courts Maintenance and Construction"). Court Surfaces has submitted a price of \$69,680 to demolish the existing court and construct a new court based on the City of Jacksonville bid unit prices.

Funding for the project was approved by the Community Redevelopment Agency at their May 21, 2012, meeting and the project budget will be added to the year-end budget adjustment.



**RECOMMENDATION:**

Approve the construction of a new Plexi-cushion tennis court at South Beach Park as described in a memo from the Recreation and Parks Director, Gary Meadors dated June 7, 2013.

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**TO:** George D. Forbes  
City Manager

**FROM:** Gary Meadors  
Recreation & Parks Director

**DATE:** June 8, 2013

**SUBJECT:** Dog Park Magnetic Gate Locks and Entry System

**ACTION REQUESTED:**

Approve the installation of magnetic gate locks and entry system at both the small and large dog parks.

**BACKGROUND:**

The City of Jacksonville Beach has two dog parks at Wingate Park: one for large dogs and one for small dogs. In an effort to control and manage the use of the parks, this project will install magnetic gate locks on the entrance gates at both dog parks. Dog owners will use a fob to obtain entry to either park, after they pay an annual fee and provide a completed application (including copies of current vaccination record(s)) for each dog using the facility. The annual fee will be \$50.00 for the first dog and \$25.00 for each additional dog.

Dedge's Lock and Key submitted a price of \$5,114.11 for the magnetic gate locks and entry system. In addition, the entry system will require electricity and an internet connection at the concession stand located near the parks and wiring and communication cable to both magnetic gate locks. The labor to install conduit and pull the cables, along with the cost of the conduit to each location is being provided by Beaches Energy Services. The total estimated project cost is \$12,650 which includes a 10% contingency. The budget for this project will be included in the year-end budget modification, coming from the general fund unanticipated.

**RECOMMENDATION:**

Approve the installation of magnetic gate locks and entry system at the Paws Park Dog Park as described in a memo from the Recreation and Parks Director, Gary Meadors dated June 8, 2013.



City of

Jacksonville Beach

Operations &

Maintenance Facility

Department of Public

Works

1460-A Shetter Avenue

Jacksonville Beach

FL 32250

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**TO:** George Forbes, City Manager  
**FROM:** Ty Edwards, Public Works  
**DATE:** May 31, 2013  
**SUBJECT:** Asphalt Rejuvenation, Pavement Maintenance Program -Various Locations

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**ACTION REQUESTED:**

Authorize the City's 2013 asphalt rejuvenation pavement maintenance program.

**BACKGROUND:**

The City's pavement maintenance program for this year includes asphalt rejuvenation. The asphalt rejuvenation process is a cost effective maintenance process for newer and/or good condition pavement, before years of oxidation have significantly reduced the strength and flexibility of the pavement surface. The liquid asphalt rejuvenation product is spread over the pavement and is absorbed into the upper layers of the asphalt, revitalizing the flexibility and the bonding of the asphalt around the aggregate in the pavement. The goal of rejuvenation is to keep good pavement in good condition for a longer time. Thus, the long-term maintenance cost for a particular road is reduced. Asphalt rejuvenation is one of several tools that we are using in our pavement maintenance program from year to year.

Nassau County, Florida, has a unit price continuing services contract for asphalt rejuvenation with *Pavement Technology, Inc.* The contractor and the county have agreed to the City's participation in this contract under the same terms, conditions, and pricing, which is \$0.73 per square yard of application. Public Works has utilized this particular asphalt rejuvenation product, *Reclamite*, several times in years past with good results. The treated asphalt will initially have a distinctive pinkish-peach coloration. The asphalt will return to its pre-application color as the rejuvenator soaks deeper into the asphalt over the course of a month or so.

This year the City has approximately seventeen (17) miles of roadway plus several public parking lots scheduled for asphalt rejuvenation maintenance. **A list and map of proposed streets and parking lots to be treated are attached.** Following is a summary of the estimated costs for this pavement maintenance.



	<b><u>Estimated Length</u></b>	<b><u>Estimated Quantity</u></b> (square yards)	<b><u>Contract Unit Price</u></b>	<b><u>Estimated Cost</u></b>
Proposed Rejuvenation of Public Roads and Parking Lots	17 road miles +/- & several parking lots	343,686 SY	\$0.73/SY	\$250,891
10% Contingency				\$25,089
<b>TOTAL:</b>				<b>\$275,980</b>
Funding for this program is budgeted (at \$294,000) in the 2013 Public Works Streets Local Option Gas Tax budget.				

It is recommended that the Council authorize the City's participation in the Nassau County unit price continuing services contract for asphalt rejuvenation services (Contract # CM1826, Bid # NC11-020) with *Pavement Technology, Inc.* Based on the contract unit price and the estimated quantity of pavement to be rejuvenated, the estimated cost is \$250,891, plus a 10% contingency, for a total cost not to exceed \$275,980.

**RECOMMENDATION:**

Authorize the City's 2013 asphalt rejuvenation pavement maintenance program at an estimated cost not to exceed \$275,980, as explained in the memorandum from the Public Works Director dated May 31, 2013.

# What Reclamite rejuvenating agent is, and how it works.

Reclamite rejuvenating agent is formulated from petroleum maltenes to prolong the life of asphalt pavements. It provides a simple, one-step method for restoring and preserving plasticity and durability in asphalt, and it is remarkably effective for extending the life of newly constructed pavement and for corrective maintenance on deteriorated pavements.

To understand how Reclamite works, one should know the chemical composition of asphalt. Asphalt consists of five basic components: asphaltenes (A), polar compounds (PC), first acidaffins (A<sub>1</sub>), second acidaffins (A<sub>2</sub>) and saturated hydrocarbons (S). The latter four components, PC, A<sub>1</sub>, A<sub>2</sub> and S, are referred to as the maltene fractions.

Asphaltenes are soluble only in the presence of polar compounds. The first and second acidaffins act as mediums to disperse the dissolved asphaltenes, and the saturated hydrocarbons develop the setting characteristics of the entire solution.

The most reactive of the asphalt fractions are the polar compounds and first acidaffins; they are also more susceptible to aging than the second acidaffins and saturated hydrocarbons.

**How it works.** For all of its outstanding qualities as a paving material, asphalt is no more impervious to the effects of time, weathering and tough service

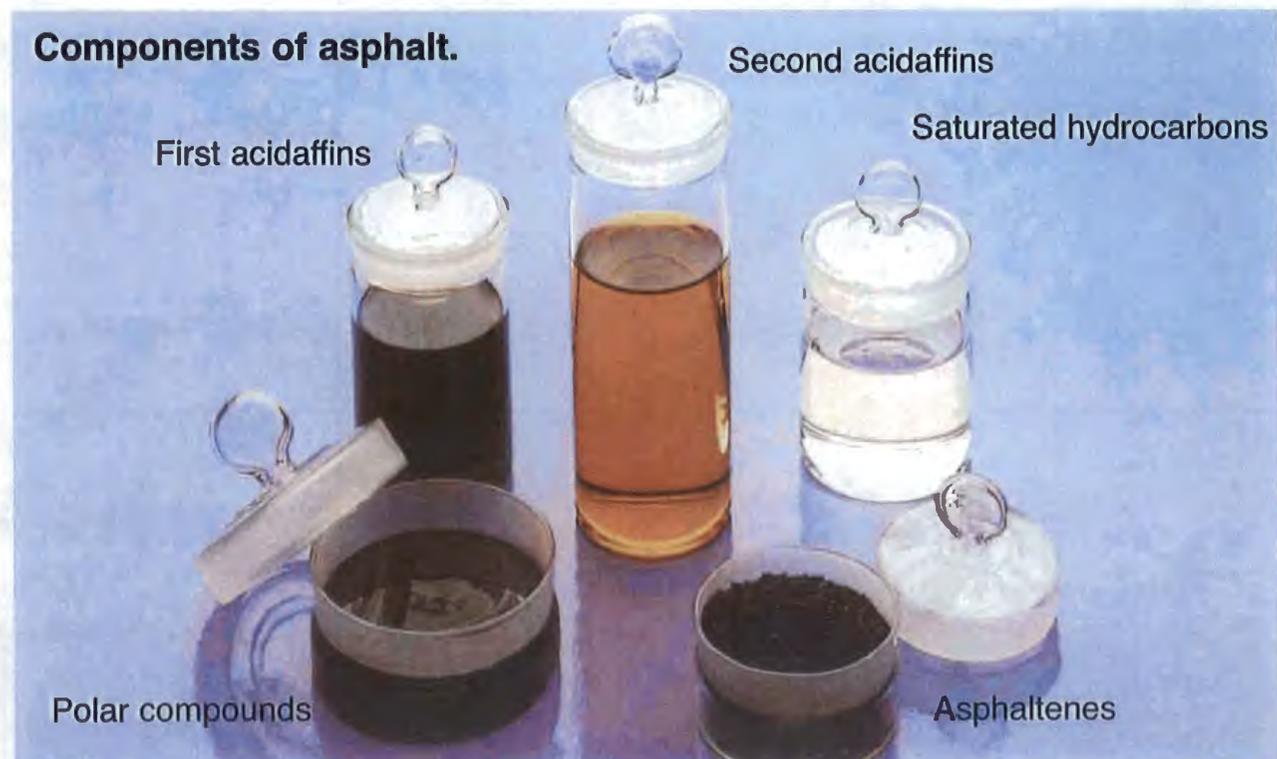
than any other construction material. With the passage of time, the need for maintenance becomes signaled by dryness, brittleness and other visible signs of deterioration, such as loss of matrix, raveling, cracking and spalling.

Reclamite is outstanding for its ability to delay the aging process from the outset and to reverse any premature aging that might be caused by construction variables such as excess heat at the hot plant, excess voids caused by low temperatures during compaction, critical mix design and other inconsistencies. All of these factors leave the finished surface vulnerable to air and water intrusion, chief causes of premature aging.

By replenishing the proper blend and amount of maltene fractions, the aged asphalt can be restored to a new and highly durable asphalt cement, virtually equal to or better than the original consistency.

This can be achieved simply by spraying Reclamite directly on the asphalt surface. It readily penetrates the pavement and combines with the asphaltenes to restore the proper balance of the five fractions.

And it can all be done in place, without disturbing the adhesion, cohesion or stability of the existing roadway.



**Pavement  
Technology,  
Inc.**

24144 Detroit Rd.  
Westlake, Ohio 44145

Phone: 800-333-6309 440-892-1895  
Fax: 440-892-0953

March 19, 2013

Mr. Patrick J. Deighan  
Jacksonville Beach, City of  
11 North Third St.  
PO Box 51389  
Jacksonville Beach, FL 32250-1389

Dear Mr. Deighan:

We are pleased to offer our proposal to apply Reclamite® Asphalt Rejuvenator to the streets on the attached list.

Our unit price of \$0.73 per square yard is inclusive of all traffic control, notification of residents and all labor and material needed to complete the work.

Thank you for your continued interest in pavement preservation with Reclamite®.

Sincerely,

*Chris Evers*

Chris Evers  
[cevers@pavetechinc.com](mailto:cevers@pavetechinc.com)

Enclosure

<b>STREET LOCATION</b>	<b>FROM</b>	<b>TO</b>
<b>North End Work</b>		
<b>18th. Ave. N.</b>	<b>4th. st. N.</b>	<b>3rd. St. N.</b>
	<b>S. Parking Area</b>	
	<b>N. Parking Area</b>	
<b>18th. Ave. N.</b>	<b>4th. st. N.</b>	<b>10th. St. N.</b>
<b>18th. Ave. N.</b>	<b>10th. St. N.</b>	<b>Eastern Dr.</b>
<b>Eastern Dr.</b>	<b>18th. Ave. N.</b>	<b>Oak Grove Circle</b>
	<b>Oak Grove Circle</b>	<b>ARDEN WAY</b>
	<b>ARDEN WAY</b>	<b>Sea Gate Ave.</b>
<b>ARDEN WAY</b>	<b>Eastern Dr.</b>	<b>Grove ST.</b>
	<b>Grove ST.</b>	<b>PENMAN RD.</b>
<b>Oak Grove Circle</b>	<b>18th. Ave. N.</b>	<b>Eastern Dr.</b>
<b>Grove ST.</b>	<b>18th. Ave. N.</b>	<b>Oak Grove Circle</b>
	<b>Oak Grove Circle</b>	<b>ARDEN WAY</b>
<b>10th. Street N.</b>	<b>14th Ave N.</b>	<b>15th Ave N.</b>
	<b>15th Ave N.</b>	<b>16th Ave N.</b>
	<b>cut back</b>	
	<b>16th Ave N.</b>	<b>west side</b>
	<b>16th Ave N.</b>	<b>18th Ave N.</b>
	<b>18th Ave N.</b>	<b>20th Ave N.</b>
<b>15th. Ave. N.</b>	<b>PENMAN RD.</b>	<b>14th. Ave. N.</b>
	<b>14th. Ave. N.</b>	<b>10th. St. N.</b>
	<b>10th. St. N.</b>	<b>8th. St. N.</b>
	<b>8th. St. N.</b>	<b>7th. St. N.</b>
	<b>7th. St. N.</b>	<b>4th. ST. N.</b>
	<b>7th. St. N.</b>	<b>4th. ST. N.</b>
	<b>4th. ST. N.</b>	<b>3rd. St. N.</b>
<b>4th. St. N.</b>	<b>18th ave to 14th ave n</b>	
<b>8th. St. N.</b>	<b>15th AVE</b>	<b>16th AVE</b>
	<b>16th AVE</b>	<b>17th. Ave. N.</b>
	<b>17th. Ave. N.</b>	<b>18th. Ave. N.</b>
<b>16th. Ave. N.</b>	<b>10th. St. N.</b>	<b>8th. St. N.</b>
<b>9th. St. N.</b>	<b>16th. Ave. N.</b>	<b>17th. Ave. N.</b>
<b>17th. Ave. N.</b>	<b>8th. St. N.</b>	<b>16th. Ave. N.</b>
<b>10th. Street N.</b>	<b>4th ave N</b>	<b>6th Avenue N</b>
<b>5th Ave N. West of 10th St. N.</b>	<b>10th St. N.</b>	<b>10th St. N.</b>
<b>7th Ave N. West of 10th St. N.</b>	<b>10th St. N.</b>	<b>10th St. N.</b>
<b>9th Ave N. West of 10th St. N.</b>	<b>10th St. N.</b>	<b>10th St. N.</b>

7th. St. N.	9th Ave N.	Barbara Lane
	Barbara Lane	10th. Ave. N.
2nd street north	6th ave n	14th ave n
avenues btwn 1st & 2nd streets & 2nd & 3rd streets	6th ave n	13th ave n
8th. Ave. N. Streetend	1st. St. N	end
9th. Ave. N. Streetend	1st. St. N	end
7th Ave N streetend	1st. St. N	end
1st. St. N.	18th. Ave. N.	19th. Ave. N
11th St. N.	Beach Blvd	1st Ave N.
	1st Ave N.	2nd Ave N.
	2nd Ave N.	3rd Ave N.
	3rd Ave N.	4th Ave N.
	4th Ave N.	5th Ave N.
	5th Ave N.	6th Ave N.
	6th Ave N.	7th Ave N.
	7th Ave N.	8th Ave N.
3rd Ave N.	11th St. N.	Palmtree Dr.
4th Ave N.	10th St. N.	11th St. N.
	11th St. N.	Palmtree Dr.
	Palmtree Dr.	Penman Rd.
Bentin Drive South	Penman Road	Azeala Drive
Bentin Drive North	Penman Road	Azeala Drive
Azeala Drive	Bentin N & S	23rd Street North
23rd Street North	Azeala Drive	DEAD-END
17TH ST. N.	DEAD-END	12TH AVE N.
18TH ST. N.	DEAD-END	11TH AVE N.
24th. St. N.	11th. Ave. N.	Intersection
Lakeside Drive Gate		
Kings Court	Kings Road	Dead-end
Kings Road	Seagate Ave	Dead-end
Lois Lane	Seagate Ave	Dead-end
2nd. Avenue North	Penman Road	20th. Street North
19th. Street North	Beach Blvd.	2nd Avenue North
20th Street North	Beach Blvd.	2nd Avenue North
South End Work		
5th St S	Bch Blvd	1st Ave S
1st Ave S.	5th St. S.	4th St. S.

Shetter Avenue	10th Street South	9th Street south
	9th Street south	8th Street south

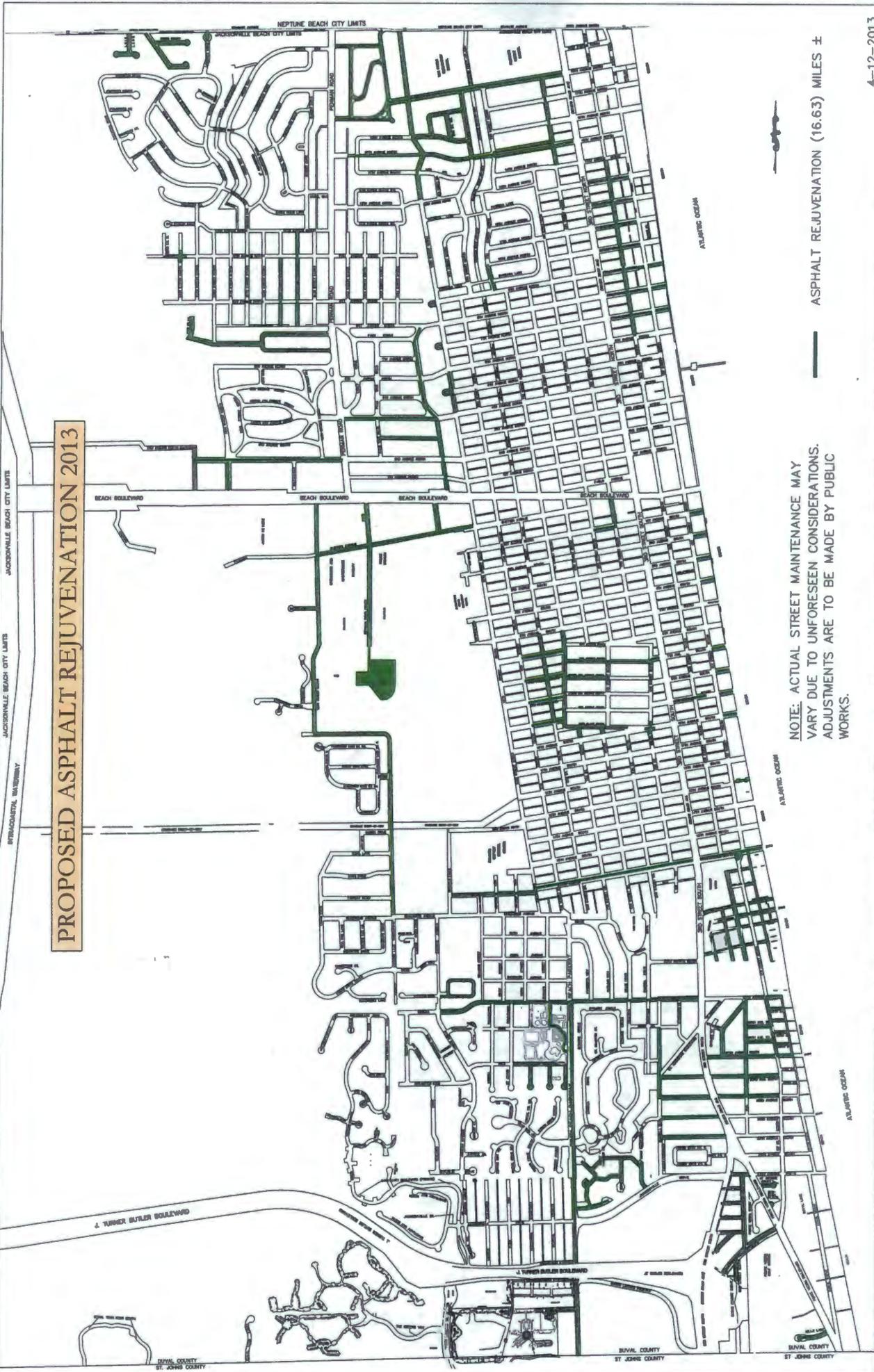
south beach parkway	osceola ave	end of S. Bch Pkwy
16th Ave S.	3rd St. S.	9th. St. S
16th Ave S.	9th St. S.	Roberts Drive
Osceola Avenue	3rd Street South	South Beach Parkway
Osceola Avenue	South Beach Parkway	America Avenue
East Wind Dr.	AMERICA AVE	Exit
Fairway Road	Sea Breeze	Shetter Ave
	Shetter Ave	Bch Blvd
subdivision off 15th st s Marsh inlet	15th St. s	deadend cult I sac
Gonzales		
	5th Ave South	722 10th Place South
6th Street South		
7th Street South		
9th. Ave S.	9th. St. S.	8th. St. S.
	8th. St. S.	Gonzales
8th. Ave. S.	9th. St. S.	8th. St. S.
	8th. St. S.	Gonzales
8th. St. S.	5th. Ave. S.	9th. Ave. S.
7th Ave. S.	9th St. S.	8th St. S.
	8th St. S.	Gonzales
9th Ave S	Btwn 3rd & 2nd Streets	Btwn 3rd & 2nd Streets
1st Avenue South Streetend	1st. Street South	End
16th Avenue South Improvements	1st street south	3rd Street
New Parking Lot		
StreetEnd		
Ocean Dr.	16th Ave S.	17th Ave S.
	17th Ave S.	18th Ave S.
	18th Ave S.	19th Ave S.
	19th Ave S.	20th Ave S.
	20th Ave S.	21st Ave S.

	21st Ave S.	22nd Ave S.
	22nd Ave S.	end
17th Ave S.	2nd St. S.	1st St. S.
	1st St. S.	Ocean Dr.
18th Ave S.	2nd St. S.	1st St. S.
	1st St. S.	Ocean Dr.
19th Ave S.	3rd St. S.	2nd St. S.
	2nd St. S.	1st St. S.
	1st St. S.	Ocean Dr.
20th Ave S.	2nd Street S	1st St. S.
	1st St. S.	Ocean Dr.
21st Ave S.	end	Gail Ave
	Gail Ave	2nd St. S.
	2nd St. S.	1st St. S.
	1st St. S.	Ocean Dr.
	Ocean Dr.	end
22nd Ave S.	3rd St. S.	Gorden Ave
	Gorden Ave	Gail Ave
	Gail Ave	2nd St. S.
	2nd St. S.	1st St. S.
	1st St. S.	Ocean Dr.
2nd Street S.	17th Ave S.	18th Ave S.
	18th Ave S.	19th Ave S.
	19th Ave S.	20th Ave S.
	20th Ave S.	21st Ave S.
	21st Ave S.	22nd Ave S.
Gail Ave		
	22nd Ave S.	21st Ave S.
	21st Ave S.	end
Gorden Ave	end	22nd Ave S.
	22nd Ave S.	end
Gail Avenue		
22nd Ave South	22nd Ave South	Dead End
2nd Street South		
22nd Ave South	22nd Ave South	Entire circlce
29th Ave S., between	Ocean	1st st s
Ocean Drive South includes Avenues 26, 27, 28, 30, btwn 1st Street South & Ocean Drive	25th Avenue South	30th Avenue South
1st Street South	25th Avenue South	33rd Avenue South
33rd Ave S., between 1st & 3rd St.		
32nd Ave S., between 1st & 3rd St.		
30th Ave S., between 2nd St. & Madrid St.		
30th Ave S., between 1st St. & Madrid St.		
2nd St. S., between 30th Ave & 33rd Ave S.		
29th Ave S., between 1st & 2nd St.		
2nd St. S., between 30th Ave & Madrid St.		

Madrid St., between 30th Ave S. & 2nd St. S. 32nd Ave S./, between 1st St to 3rd St. S.		
Avalon Subdivision	Ponte vedra Blvd	
37th Ave S.	3rd St. S.	PV Blvd
St. George Ct. Circle lane	Ponte Vedra Blvd.	
Bermuda Ct.	Ponte Vedra Blvd.	
Mills Lane	Ponte Vedra Blvd.	
34th. Avenue South	3rd. Street South	Isabella
35th. Avenue South	3rd. Street South	Isabella
paradise key		
South Beach Residential	St. Johns Blvd to the (East)	
South Beach Park South Beach Park Parking Lot extension		
33rd. Ave. S.	3rd. St. S.	Isabella
32nd. Ave. s.	3rd. St. S.	Isabella
Isabella Blvd, between 34th Ave S. to Dead-end		
8th Ave S.	1st St. S.	Streetend
2nd. Ave. S. Streetend	1st St. S.	Streetend
3rd. Ave. S. Streetend	1st St. S.	Streetend
4th. Ave. S. Streetend	1st St. S.	Streetend
9th Ave S. Streetend	1st St. S.	Streetend
10th. Ave. S. Streetend	1st St. S.	Streetend
7th. Avenue South Street End	1st. Street South	Streetend
13th. Avenue South StreetEnd	1st. Street South	Streetend
Penamn Road South	Beach Blvd Cemetery Parking lot	Shetter Avenue
Penamn Road South	Shetter Avenue	round about
Shetter Avenue 12th Street South	O&M facility Beach Blvd	10th Street South Shetter Avenue
Wingate Park & Golf Parking		
Upper 8th Ave. S.	Gonzales	5th St. S.
7th Ave S.	Gonzales 5th St. S.	5th St. S. 4th St. S.

	4th St. S.	3rd St. S.
6th Ave S.	9th St. S.	8th St. S.
	8th St. S.	Gonzales
5th St S	Bch Blvd	1st Ave S
1st Ave S.	5th St. S.	4th St. S.

**PROPOSED ASPHALT REJUVENATION 2013**



NOTE: ACTUAL STREET MAINTENANCE MAY VARY DUE TO UNFORESEEN CONSIDERATIONS. ADJUSTMENTS ARE TO BE MADE BY PUBLIC WORKS.

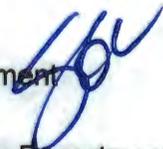
ASPHALT REJUVENATION (16.63) MILES ±



## MEMORANDUM

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6231  
Fax: 904.247.6107  
Planning@jaxbchfl.net

**TO:** George D. Forbes, City Manager

**FROM:** Steven G. Lindorff, Director of Planning & Development 

**SUBJECT:** Resolution No. 1916-2013 – Request for the Florida Department of Transportation to designate State Route A1A as a Florida Scenic Highway

**DATE:** June 7, 2013

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

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**ACTION REQUESTED:**

Adoption of Resolution No. 1916-2013 requesting the Florida Department of Transportation designate SR A1A as a Florida Scenic Highway.

**BACKGROUND:**

The committee formed to secure the designation of SR A1A through Duval and Nassau Counties as a Florida Scenic Highway has requested that the City adopt the attached resolution in support of their efforts. SR A1A has already been designated through Flagler and St. Johns Counties. The designation is largely honorary, but communities and regions have found it to be useful as a promotional tool. In this instance, the designation could also be important to the on-going effort to preserve the Mayport Ferry as a key component of the highway.

**RECOMMENDATION:**

Adopt Resolution No. 1916-2013 requesting the Florida Department of Transportation designate SR A1A as a Florida Scenic Highway.



**RESOLUTION NO. 1916-2013**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH REQUESTING THAT THE FLORIDA DEPARTMENT OF TRANSPORTATION DESIGNATE STATE ROAD A1A IN JACKSONVILLE BEACH, DUVAL AND NASSAU COUNTIES AS A FLORIDA SCENIC HIGHWAY**

**WHEREAS**, Section 335.093, Florida Statutes, authorizes the Florida Department of Transportation to designate public roads as scenic highways in recognition of their cultural, historic and scenic value; and

**WHEREAS**, State Road A1A in Duval and Nassau Counties is a historically significant roadway, traversing land that has been occupied by humans for centuries and which includes relics of Henry Flagler's pioneering efforts to develop Florida as a tourist destination, historic evidence of early settlements, and beautiful and historic communities like Fernandina Beach and Mayport Village that remind us of our rich heritage; and

**WHEREAS**, for most of its length, State Road A1A runs in close proximity to the scenic beauty of the Atlantic Ocean and its beaches and dunes, after a detour inland around Naval Station Mayport, the road crosses the St. Johns River via the Mayport Ferry, and then continues north through marshlands and parks and the natural beauty of Amelia Island; and

**WHEREAS**, the portion of State Road A1A in St. Johns and Flagler Counties has been designated as the Scenic and Historic A1A Coastal Byway, allowing for an extension of an existing route; and

**WHEREAS**, the City of Jacksonville Beach desires the Florida Department of Transportation to designate State Road A1A from the St. Johns County line in the south to through Nassau County in the north, as a Florida scenic highway in recognition of its outstanding scenic beauty and its link to the culture and history of an area with significant pre-Columbian civilization and the oldest point of European contact and settlement in the United States; and

**WHEREAS**, the designation of State Road A1A as a state scenic highway will assist in the promotion of tourism and cultural exploration in the Jacksonville Beach area and will assist in marketing our City and Northeast Florida as a premier destination for visitors and cultural explorers from around the nation and around the world.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

**Section 1.** The City of Jacksonville Beach hereby requests the Florida Department of Transportation to designate State Road A1A in Jacksonville Beach from the St. Johns County line to the boundary with Neptune Beach, and then north through Atlantic Beach, Duval County and Nassau County as an official state scenic highway. The City stands ready to provide information and assistance when necessary to complete the application and review process in furtherance of the designation.

**Section 2.** This Resolution shall take effect upon its passage and publication as required by law.

**AUTHENTICATED THIS 17<sup>TH</sup> DAY OF JUNE, A.D. 2013.**

---

William C. Latham, MAYOR

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Judy L. Bullock, CITY CLERK

City of

Jacksonville Beach

City Hall

11 North Third Street

Jacksonville Beach

FL 32250

Phone: 904.247.6263

Fax: 904.247.6169

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

## MEMORANDUM

TO: George D. Forbes, City Manager  
FROM: Karen Nelson, Human Resources Director  
SUBJECT: Resolution Number 1915-2013, Amending the Position Classification and Pay Plan for Department Directors and Managerial, Administrative and Unclassified (Nonunion) Positions  
DATE: June 10, 2013

### ACTION REQUESTED

Adopt Resolution Number 1915-2013, amending the Position Classification and Pay Plan for Department Directors and Managerial, Administrative and Unclassified (Nonunion) Positions, effective June 17, 2013.

### BACKGROUND

In accordance with City Ordinance Number 2013-8029, the responsibility for pension plan administration will be transferred from the City Clerk's Office to Human Resources. In addition, due to the increasing complexity of issues such as healthcare reform, pension reform and labor negotiations, it is necessary to restructure certain positions in Human Resources to align job titles and salary grades with the required skill levels. For this reason, we are recommending the following changes to the Position Classification and Pay Plan:

- *Change the Payroll Compliance Administrator to Payroll/Benefits Administrator.* This position will be responsible for overseeing the payroll functions, monitoring compliance for employee benefits and administering the three pension plans.



Memorandum to George D. Forbes

June 10, 2013

Page 2 of 2

- *Change the Payroll Technician to Payroll Specialist.* The functions currently performed by the Payroll Compliance Administrator will be assumed by the Payroll Technician in addition to existing duties. The Payroll Technician will be reclassified to Payroll Specialist to reflect the additional responsibility and the Payroll Technician position will be eliminated.
- *Change the Senior Secretary to Human Resources Generalist.* The Senior Secretary currently is responsible for recruitment, hiring, employee relations, training, and other functions associated with an HR Generalist position. The position will be reclassified from Sr. Secretary to HR Generalist. Certification as a Professional in Human Resources will be a requirement for the job and the current Senior Secretary possesses that certification.
- *Technical changes to the Position Classification and Pay Plan* include eliminating information that is redundant or obsolete, adding positions that were previously authorized, removing positions that are no longer in use and making adjustments for the increase in the minimum wage.

**There is no change in the total number of positions or the total budget in Human Resources.**

**RECOMMENDATION**

Adopt Resolution Number 1915-2013, amending the Position Classification and Pay Plan for Department Directors and Managerial, Administrative and Unclassified (Nonunion) Positions.

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

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

**RESOLUTION NUMBER 1915-2013**

**A RESOLUTION AMENDING THE CITY OF JACKSONVILLE BEACH POSITION CLASSIFICATION AND PAY PLAN FOR DEPARTMENT DIRECTORS AND MANAGERIAL, PROFESSIONAL, ADMINISTRATIVE AND UNCLASSIFIED (NONUNION) CITY POSITIONS, EFFECTIVE JUNE 17, 2013.**

**WHEREAS,** The City Council has adopted a Position Classification and Pay Plan which establishes classification and salary grades for each position, and

**WHEREAS,** it periodically becomes necessary to update the Position Classification and Pay Plan to ensure positions are properly classified in accordance with job functions and skill levels, and

**WHEREAS,** the Human Resources Department will assume responsibility for the Pension Administration function from the City Clerk's Office,

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

**SECTION 1.** The City amends the Position Classification and Pay Plan for Managerial, Professional, Administrative and Unclassified (Nonunion) City Positions attached hereto as *Attachment A* by eliminating the Personnel/Payroll Technician and Payroll Compliance Administrator positions, adding a Human Resources Generalist and a Payroll/Benefits Administrator position, and making technical changes to the classification charts.

**SECTION 2.** The City Manager is hereby authorized to implement the amended pay plan and take any action necessary to carry out implementation not in conflict with any other laws or ordinances.

**SECTION 3.** This resolution shall take effect June 17, 2013.

**AUTHENTICATED** this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

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

\_\_\_\_\_  
Judy L. Bullock, CITY CLERK

**CITY OF JACKSONVILLE BEACH**  
**POSITION CLASSIFICATION AND PAY PLAN**



**General Rules and Regulations**  
**Classification and Pay Plan**

**For**

**Department Directors**

**And**

**Managerial, Professional, Administrative and Unclassified**  
**(Nonunion)**

**Effective: ~~September 1, 2011~~ June 17, 2013**

## CITY OF JACKSONVILLE BEACH

### Introduction to the Position Classification and Pay Plan

The Position Classification and Pay Plan for the City of Jacksonville Beach was prepared in July, 1990 and subsequently revised. The Plan is divided into three major sections:

#### **Section I: General Rules and Regulations**

Provides for the rules which guide the administration of the Position Classification and Pay Plan.

#### **Section II: Classification and Pay Grades**

Provides for the assignment of ~~each position classification within the plan. Each position is assigned to a pay grade.~~ classification and pay grade to each position within the plan.

#### **Section III: Pay Grade Schedule**

Provides pay grades and pay ranges, ~~identifying pay amounts~~ in hourly and annual amounts. Minimums, maximums and midpoints are identified.

Job descriptions have been written for each classification in the plan. Although not part of this document, the job descriptions are incorporated by reference and are on file for review in the Human Resources Department.

The position classification plan brings together a number of nonunion management, professional, confidential, and administrative positions under a single classification plan. In doing so it provides that all positions under the plan receive similar treatment with respect to matters of classification. The plan also provides for normal lines of promotion and career development ladders. This arrangement is basic to the development of a sound personnel system and facilitates the establishment of career development programs. Furthermore, the organization and arrangement of classes facilitates various aspects of personnel administration such as records processing, position control, recruitment, testing, training and budget control.

The pay plan consists of a system of pay ranges assigned to all classes of work. The pay plan is intended to:

- 1) provide equal pay for equal work;
- 2) provide a means of rewarding employees for continued good or outstanding service;
- 3) provide a convenient method of adjusting the plan to meet changes in conditions which require change in pay levels; and,
- 4) establish salary and wage rates which compare satisfactorily with those public and private employers in competitive market areas for each position, and thus to permit the City to attract and retain qualified employees.

**SECTION I**  
**GENERAL RULES AND REGULATIONS**

**A. Pay Plan Structure**

- 1) The Pay Plan consists of thirty-nine (39) grades, each with a specific minimum and maximum rate.
- 2) For each pay grade the maximum is approximately 62% above the minimum.
- 3) A five percent (5%) differential exists between each separate pay grade. Each employee is placed within the assigned pay grade for their position.

**B. Appointments and Starting Rates**

- 1) The minimum salary established for a position is considered the normal appointment rate for new employees.
- 2) Appointments below or above the minimum salary may be authorized by the City Manager in the following situations:
  - a) If the applicant's training, experience or other qualifications are substantially above those required for the position, the City Manager may approve an appointment at a rate above the minimum established for the position;
  - b) Exceptions as noted in the trainee category.
  - c) If the pay rate falls below any state or federal minimum wage rate.
- 3) When an employee is promoted from a lower to a higher pay grade, the promotion shall always include a minimum of a five percent (5%) salary increase (this provision shall apply to promotions only and not to transfers).
- 4) Police Sergeants promoted to Commander shall receive a minimum 10% pay increase. Upon successful completion of 6 months service in the new position, they will be eligible for an additional 10% pay increase. Fire Lieutenants promoted to Captain shall be eligible for a 20% increase in pay.

**C. Progression Through the Pay Plan**

- 1) The Pay Grade Schedule consists of a salary schedule showing salary ranges and midpoints.

- 2) An employee may receive a salary increase by means of merit salary advancement, promotion, reclassification, or a pay range adjustment, if there is an availability of funds.
- 3) The progression of an employee within the pay grade will depend on merit. There are no provisions in the pay plan for automatic salary advancement as all merit increases are to be based upon work performance and other pertinent factors as evaluated by the employee's supervisor.
- 4) The performance evaluation system is to develop incentive among employees to improve their work performance.
- 5) The City Manager may approve special increases based on evaluation of performance.

D. Merit Increases/Lump Sum Payments

- 1) A merit salary advancement is a salary increase within the same pay grade and is not considered to be automatic, but based upon an evaluation of performance of an individual.
- 2) An employee may be eligible for a merit advancement annually, on the anniversary date of their employment in the position, as warranted by performance, provided there are funds available for the increase.
- 3) The employee may receive a salary increase or lump sum payment following an annual evaluation, based upon performance. During the budgeting process, the City Manager may recommend merit pay increases or lump sum payments based on the availability of funds. Any recommendation must be approved by the City Council.
- 4) ~~Position Classification and Pay Plan Effective: September 1, 2011~~

E. Probationary Increases

- 1) Upon satisfactory completion of the probationary period as a new employee, the employee shall be eligible for a 5% increase in pay. Upon completion of one year of service, the employee shall be eligible for a merit increase of 3% to 6%, based upon performance.
- 2) Upon satisfactory completion of the probationary period following a promotion, the employee shall be eligible for a 5% increase in pay.

F. Lead Worker Category

- 1) A Lead Worker position is defined as a work assignment where duties of a supervisory nature are assigned over a group of positions classified the same as that of the Lead Worker. The assignment is typical in laboring or trade occupations where the foreman or supervisor must visit several locations during the hours of a work day and work crews are left on the job without direct supervision.
- 2) The assignment of a Lead Worker should be made with care and be monitored periodically to assure that the employee is functioning in this capacity.
- 3) When assigned as Lead Worker the employee should receive up to a three percent (3%) increase above present pay while on the assignment. When the assignment is removed, the special pay provision will be removed. All Lead Worker assignments must be approved by the City Manager prior to any compensation payment.

#### G. Training Category

- 1) In the event an applicant does not meet the minimum qualifications but is otherwise qualified for the position, the hiring authority may request the appointment as a trainee. This category is used to train people on the job who have a potential to do the work but lack some of the skills or experience needed.
- 2) In such cases the employee would be hired at a rate of 10 to 30 percent below the minimum salary until the minimum qualifications have been satisfied.
- 3) The normal time a person would spend in this category would usually be a minimum of six months and a maximum of eighteen months.

#### H. EXCEL (Excellent City Employees with Longevity) Program

- 1) An employee may be eligible for a lump sum award, based upon the performance evaluation, once the individual has achieved progression to the maximum pay in the assigned pay grade. EXCEL awards will be provided in one lump sum and will not be added to the employee's base pay. . Appropriate tax exclusions will be made.
- 2) ~~The amount of award will not be added to the employee's base pay.~~ EXCEL increases lump sums may be awarded once every year. An EXCEL award shall not be given during the same year as a merit increase. Exception is granted if the individual is recommended for an increase and in order to award the increase it is necessary to combine the merit increase with a lump sum EXCEL amount.

I. Administration of the Pay Plan

- 1) Primary responsibility for establishment and upkeep of the classification and pay plan is assigned to the City Manager, or designee.
- 2) All changes and improvements will be made through recommendations to the Human Resources Director, who will analyze and determine whether they should be considered.
- 3) The entire plan shall be reviewed on an annual basis by the City Manager or designee. Following the review, any proposed revisions will be submitted by the City Manager to the City Council for adoption.

**SECTION II**  
**SCHEMATIC LIST OF CLASSES/SALARY GRADES ASSIGNMENTS**  
**Department Directors**  
**Effective: September 1, 2011**

<u>Position</u>	<u>Code Number</u>	<u>Grade</u>
Assistant City Manager *	299	139
Director of Human Resources*	229	132
Finance Officer *	169	136
City Clerk*	115	131
Director of Planning & Development*	219	133
Director of Beaches Energy Services*	499	139
Director of Public Works *	399	136
Director of Parks and Recreation*	599	132
Fire Chief *	669	136
Police Chief *	649	136

\*Exempt from overtime based on FLSA criteria

**CLASSIFICATION AND PAY PLAN FOR THE CITY OF JACKSONVILLE BEACH**  
**Department Directors**  
**Effective: September 1, 2011**

<u>PAY GRADE</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
129	None	\$48,360	\$ 78,416
130	None	\$50,773	\$ 82,306
131	City Clerk*	\$53,310	\$ 86,424
132	Director of Human Resources* Director of Parks and Recreation*	\$55,973	\$ 90,750
133	Director of Planning and Development*	\$58,781	\$ 95,285
134	None	\$61,714	\$100,027
135	None	\$64,792	\$104,998
136	Director of Public Works* Finance Officer* Fire Chief* Police Chief*	\$68,037	\$110,302
137	None	\$71,448	\$115,835
138	None	\$75,026	\$121,597
139	Assistant City Manager* Director of Beaches Energy*	\$78,770	\$127,733
140	None	\$82,701	\$134,056

\*All positions "Exempt" under the Fair Labor Standards Act

**SCHEMATIC LIST OF CLASSES/SALARY GRADES ASSIGNMENTS**  
**Nonunion Managerial, Professional, Administrative and Unclassified**  
**Effective: September 1, 2011**

<u>Position</u>	<u>Code Number</u>	<u>Grade</u>
<u>ADMINISTRATIVE, FISCAL AND RELATED</u>		
Secretary	105	114
Senior Secretary	107	115
Administrative Secretary	109	117
Project/Safety Coordinator	114	117
Customer Service Supervisor *	139	126
Accountant*	146	124
Accounting Supervisor *	148	128
End User System Analyst	156	124
Public Safety Analyst*	158	126
Network/GIS Administrator*	157	128
Information Systems Supervisor*	159	131
Internal Auditor *	161	127
Assistant Finance/Budget Officer *	165	132
Assistant City Clerk	114	120
Assistant to the City Manager*		121
Building Maintenance Supervisor	179	120
Property Management Supervisor*	180	125
Chief Storekeeper	183	118
Purchasing Administrator*	193	125
Building Official *	209	129
Personnel/Payroll Technician	104	114
Personnel/Payroll Specialist	223	118
<u>PUBLIC WORKS AND RELATED</u>		
Distribution & Collection Superintendent*	339	129
Public Works City Engineer*	397	132
Street Superintendent *	349	129
Utility Plant Maint. Supervisor	359	124
Utility Plant Supervisor *	379	129

\* Exempt from overtime based on FLSA criteria

<u>Position</u>	<u>Code Number</u>	<u>Grade</u>
<u>ELECTRIC UTILITIES AND RELATED</u>		
Utilities Accountant/Analyst *	461	124
Meter Service Supervisor *	409	126
Electrical Safety & Training Supervisor	439	127
Construction & Maintenance Supervisor*	440	130
System Operations Supervisor *	459	131
Electrical Engineering Supervisor *	483	133
Electric Utilities Superintendent *	485	133
<u>LEISURE SERVICES AND RELATED</u>		
Golf Pro*	509	126
Assistant Golf Professional	508	116
Cart Attendant	501	105
Golf Shop Manager	507	118
Golf Starter	503	105
Tennis Court Attendant (PT)	511	105
Tennis Professional *	519	117
Ocean Rescue Supervisor	529	118
Beach Patrol Guard		Unclassified
Beach Patrol Lieutenant		Unclassified
Recreation Superintendent *	538	125
Recreation Program Assistant	534	114
Recreation Leader	533	112
Recreation Supervisor	535	120
Golf Course & Park Maintenance Superintendent*	553	125
Golf Course Superintendent *	551	124
<u>PUBLIC SAFETY AND RELATED</u>		
Police Records Supervisor	609	117
Police Accreditation Manager		120
Public Safety Communications Supervisor	619	123
School Crossing Guard	621	Unclassified
Police Sergeant (Non-Bargaining Unit)	635	188
Police Commander*	645	189
Fire Captain/Shift Commander *	665	187
Fire Captain/Fire Marshal *	667	187

\* Exempt from overtime based on FLSA criteria

~~CLASSIFICATION AND PAY PLAN FOR THE CITY OF JACKSONVILLE BEACH  
Nonunion Managerial, Professional, Administrative  
Effective: September 1, 2011~~

<u>PAY GRADE</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
105	Cart Attendant	15,413	24,274
	Golf Starter		
	Tennis Court Attendant		
106	None	15,704	25,480
107	None	16,494	26,749
108	None	17,326	28,184
109	None	18,200	29,474
110	None	19,115	30,992
111	None	20,072	32,614
112	Recreation Leader	21,070	34,112
113	None	22,131	35,901
114	Personnel/Payroll Technician	23,234	37,752
	Recreation Program Assistant		
	Secretary		
115	Senior Secretary	24,398	39,541
116	Assistant Golf Professional	25,626	41,538
117	Administrative Secretary	26,915	43,638
	Police Records Supervisor		
	Project/Safety Coordinator		
	Tennis Professional*		

\* Exempt from overtime based on Fair Labor Standards Act criteria.

<u>PAY GRADE</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
118	Chief Storekeeper	28,267	45,843
	Golf Shop Manager		
	Ocean Reseue Supervisor		
	Personnel/Payroll Specialist		
119	None	29,682	48,152
120	Assistant City Clerk	31,158	50,544
	Building Maintenance Supervisor		
	Police Accreditation Manager		
	Recreation Supervisor		
121	Assistant to the City Manager*	32,718	53,040
122	None	34,362	55,806
123	Public Safety Communications Supervisor	36,088	58,510
124	Accountant*	37,898	61,464
	End User System Analyst		
	Golf Course Superintendent*		
	Utilities Accountant/analyst*		
	Utility Plant Maintenance Supervisor		
125	Golf Course & Park Maintenance Superintendent*	39,790	64,584
	Property Management Supervisor*		
	Purchasing Administrator*		
	Recreation Superintendent*		
126	Customer Service Supervisor*	41,787	67,746
	Golf Pro*		
	Meter Service Supervisor*		
	Public Safety Analyst*		
127	Electrical Safety & Training Supervisor	43,867	71,115
	Internal Auditor*		
128	Accounting Supervisor*	46,051	74,651
	Network/GIS Administrator*		

\* Exempt from overtime based on Fair Labor Standards Act criteria.

<u>PAY GRADE</u>	<u>POSITION TITLE</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
129	Building Official*	48,360	78,416
	Distribution & Collection Superintendent*		
	Street Superintendent*		
	Utility Plant Supervisor*		
130	Construction & Maintenance Supervisor*	50,773	82,306
131	Information Systems Supervisor*	53,310	86,424
	Systems Operations Supervisor*		
132	Assistant Finance/Budget Officer*	55,973	90,750
	Public Works City Engineer*		
133	Electric Engineering Supervisor*	58,781	95,285
	Electric Utilities Superintendent*		
187	Fire Captain/Shift Commander *	61,964	81,278
	Fire Captain/Fire Marshal *		
188	Police Sergeant (Non-Bargaining Unit)	52,603	72,446
189	Police Commander*	53,431	86,639

\* Exempt from overtime based on Fair Labor Standards Act criteria.

**SECTION II**  
**CLASSIFICATIONS AND PAY GRADES**  
**By Classification**

CLASSIFICATION	POSITION TITLE	GRADE	
Department Director	* Assistant City Manager	139	
	* City Clerk	131	
	* Director of Beaches Energy Services	139	
	* Director of Human Resources	132	
	* Director of Parks and Recreation	132	
	* Director of Planning and Development	133	
	* Director of Public Works	136	
	* Finance Officer	136	
	* Fire Chief	136	
	* Police Chief	136	
	Administrative, Fiscal & Related	* Accountant	124
		* Accounting Supervisor	128
		Administrative Secretary	117
		Assistant City Clerk	120
* Assistant Finance/Budget Officer		132	
* Assistant to the City Manager		121	
Building Maintenance Supervisor		120	
* Building Official		129	
Chief Storekeeper		118	
* Customer Service Supervisor		126	
End User System Analyst		124	
<del>HR/Payroll Compliance Administrator</del>		<del>118</del>	
<del>Human Resources Generalist</del>		<del>118</del>	
* Information Systems Supervisor		131	
* Internal Auditor		127	
* Network/GIS Administrator		128	
* <del>Payroll/Benefits Administrator</del>		<del>128</del>	
<del>Personnel/Payroll Specialist</del>		<del>118</del>	
<del>Personnel/Payroll Technician</del>		<del>114</del>	
Project/Safety Coordinator		117	
* Property Management Supervisor		125	
* Public Safety Analyst		126	
* Purchasing Administrator		125	
<del>Scanning Clerk</del>		<del>111</del>	
Secretary		114	
Senior Secretary		115	

\* Exempt from overtime under the Fair Labor Standards Act.

**CLASSIFICATIONS AND PAY GRADES  
By Classification**

CLASSIFICATION	POSITION TITLE	GRADE
Electric Utilities	* Construction & Maintenance Supervisor	130
	Electric Safety & Training Supervisor	127
	* Electric Utilities Superintendent	133
	* Electrical Engineering Supervisor	133
	* Meter Services Supervisor	126
	* System Operations Supervisor	131
	* Utilities Accountant/Analyst	124
Public Works	* Distribution & Collection Superintendent	129
	* Public Works City Engineer	132
	* Streets Superintendent	129
	* Utility Plant Supervisor	129
Parks and Recreation	Utility Plant Maintenance Supervisor	124
	<del>Assistant Golf Professional</del>	<del>116</del>
	Beach Patrol Guard	Unclassified
	Beach Patrol Lieutenant	Unclassified
	Golf Cart/Range Attendant	<del>105107</del>
	* Golf Course Superintendent	124
	* Golf Course/Park Maintenance Superintendent	125
	* Golf Professional	126
	<del>Golf Shop Manager</del>	<del>118</del>
	Golf Starter	<del>105107</del>
	Ocean Rescue Supervisor	118
	Recreation Leader	112
	Recreation Program Assistant	114
	* Recreation Superintendent	125
	Recreation Supervisor	120
Tennis Court Attendant	<del>105107</del>	
* Tennis Professional	117	
Public Safety	* Fire captain/Fire Marshall	187
	* Fire Captain/Shift Commander	187
	Police Accreditation Manager	120
	* Police Commander	189
	Police Officer Reserve	180
	Police Records Supervisor	117
	Police Sergeant (Non-Union)	188
	<del>Police Volunteer Coordinator</del>	<del>114</del>
	Public Safety Communications Supervisor	123
	School Crossing Guard	Unclassified

\*Exempt from overtime under the Fair Labor Standards Act.

**CLASSIFICATIONS AND PAY GRADES  
By Grade**

GRADE	POSITION TITLE
<del>105107</del>	Golf Cart/Range Attendant
<del>105107</del>	Golf Starter
<del>105107</del>	Tennis Court Attendant
<u>111</u>	<u>Scanning Clerk</u>
112	Recreation Leader
<del>114</del>	<del>Personnel/Payroll Technician</del>
<u>114</u>	<u>Police Volunteer Coordinator</u>
114	Recreation Program Assistant
114	Secretary
115	Senior Secretary
<del>116</del>	<del>Assistant Golf Professional</del>
117	Administrative Secretary
117	Police Records Supervisor
117	Project/Safety Coordinator
117	* Tennis Professional
118	Chief Storekeeper
<del>118</del>	<del>Golf Shop Manager</del>
<u>118</u>	<u>Human Resources Generalist</u>
118	Ocean Rescue Supervisor
118	<del>Personnel/Payroll Specialist</del>
120	Assistant City Clerk
120	Building Maintenance Supervisor
120	Police Accreditation Manager
120	Recreation Supervisor
121	* Assistant to the City Manager
123	Public Safety Communications Supervisor
124	* Accountant
124	End User System Analyst
124	* Golf Course Superintendent
124	* Utilities Accountant/Analyst
124	Utility Plant Maintenance Supervisor
125	* Golf Course/Park Maintenance Superintendent
125	* Property Management Supervisor
125	* Purchasing Administrator
125	* Recreation Superintendent

\* Exempt from overtime under the Fair Labor Standards Act.

## CLASSIFICATIONS AND PAY GRADES

GRADE	By Grade POSITION TITLE
126	* Customer Service Supervisor
126	* Golf Professional
126	* Meter Services Supervisor
126	* Public Safety Analyst
127	Electric Safety & Training Supervisor
127	* Internal Auditor
128	* Accounting Supervisor
128	* Network/GIS Administrator
<u>128</u>	* <u>Payroll/Benefits Administrator</u>
129	* Building Official
129	* Distribution & Collection Superintendent
129	* Streets Superintendent
129	* Utility Plant Supervisor
130	* Construction & Maintenance Supervisor
131	* City Clerk
131	* Information Systems Supervisor
131	* System Operations Supervisor
132	* Assistant Finance/Budget Officer
132	* Director of Human Resources
132	* Director of Parks and Recreation
132	* Public Works City Engineer
133	* Director of Planning and Development
133	* Electric Utilities Superintendent
133	* Electrical Engineering Supervisor
136	* Director of Public Works
136	* Finance Officer
136	* Fire Chief
136	* Police Chief
139	* Assistant City Manager
139	* Director of Beaches Energy Services
180	Police Officer Reserve
187	* Fire Captain/Fire Marshal
187	* Fire Captain/Shift Commander
188	Police Sergeant (Non-Union)
189	* Police Commander
Unclassified	Beach Patrol Guard
Unclassified	Beach Patrol Lieutenant
Unclassified	School Crossing Guard

\* Exempt from overtime under the Fair Labor Standards Act.

**SECTION III  
PAY GRADE SCHEDULE**

GRADE	MINIMUM	MIDPOINT	MAXIMUM
<del>105</del>	<del>\$7.41</del> \$15,412.80	<del>\$9.54</del> \$19,843.20	<del>\$11.67</del> \$24,273.60
<del>106</del>	<del>\$7.55</del> \$15,704.00	<del>\$9.90</del> \$20,592.00	<del>\$12.25</del> \$25,480.00
107	<del>\$7.93</del> <u>\$7.79</u> \$16,494.40 <u>\$16,203.20</u>	<del>\$10.40</del> <u>\$10.33</u> \$21,621.60 <u>\$21,486.40</u>	\$12.86 \$26,748.80
108	\$8.33 \$17,326.40	\$10.94 \$22,755.20	\$13.55 \$28,184.00
109	\$8.75 \$18,200.00	\$11.46 \$23,836.80	\$14.17 \$29,473.60
110	\$9.19 \$19,115.20	\$12.05 \$25,053.60	\$14.90 \$30,992.00
111	\$9.65 \$20,072.00	\$12.67 \$26,343.20	\$15.68 \$32,614.40
112	\$10.13 \$21,070.40	\$13.27 \$27,591.20	\$16.40 \$34,112.00
113	\$10.64 \$22,131.20	\$13.95 \$29,016.00	\$17.26 \$35,900.80
114	\$11.17 \$23,233.60	\$14.66 \$30,492.80	\$18.15 \$37,752.00
115	\$11.73 \$24,398.40	\$15.37 \$31,969.60	\$19.01 \$39,540.80
116	\$12.32 \$25,625.60	\$16.15 \$33,581.60	\$19.97 \$41,537.60
117	\$12.94 \$26,915.20	\$16.96 \$35,276.80	\$20.98 \$43,638.40
118	\$13.59 \$28,267.20	\$17.82 \$37,055.20	\$22.04 \$45,843.20
119	\$14.27 \$29,681.60	\$18.71 \$38,916.80	\$23.15 \$48,152.00
120	\$14.98 \$31,158.40	\$19.64 \$40,851.20	\$24.30 \$50,544.00
121	\$15.73 \$32,718.40	\$20.62 \$42,879.20	\$25.50 \$53,040.00
122	\$16.52 \$34,361.60	\$21.68 \$45,084.00	\$26.83 \$55,806.40
123	\$17.35 \$36,088.00	\$22.74 \$47,299.20	\$28.13 \$58,510.40
124	\$18.22 \$37,897.60	\$23.89 \$49,680.80	\$29.55 \$61,464.00

**PAY GRADE SCHEDULE**

<b>GRADE</b>	<b>MINIMUM</b>	<b>MIDPOINT</b>	<b>MAXIMUM</b>
125	\$19.13 \$39,790.40	\$25.09 \$52,187.20	\$31.05 \$64,584.00
126	\$20.09 \$41,787.20	\$26.33 \$54,766.40	\$32.57 \$67,745.60
127	\$21.09 \$43,867.20	\$27.64 \$57,491.20	\$34.19 \$71,115.20
128	\$22.14 \$46,051.20	\$29.02 \$60,351.20	\$35.89 \$74,651.20
129	\$23.25 \$48,360.00	\$30.48 \$63,388.00	\$37.70 \$78,416.00
130	\$24.41 \$50,772.80	\$31.99 \$66,539.20	\$39.57 \$82,305.60
131	\$25.63 \$53,310.40	\$33.59 \$69,867.20	\$41.55 \$86,424.00
132	\$26.91 \$55,972.80	\$35.27 \$73,361.60	\$43.63 \$90,750.40
133	\$28.26 \$58,780.80	\$37.04 \$77,032.80	\$45.81 \$95,284.80
134	\$29.67 \$61,713.60	\$38.88 \$80,870.40	\$48.09 \$100,027.20
135	\$31.15 \$64,792.00	\$40.82 \$84,895.20	\$50.48 \$104,998.40
136	\$32.71 \$68,036.80	\$42.87 \$89,169.60	\$53.03 \$110,302.40
137	\$34.35 \$71,448.00	\$45.02 \$93,641.60	\$55.69 \$115,835.20
138	\$36.07 \$75,025.60	\$47.27 \$98,311.20	\$58.46 \$121,596.80
139	\$37.87 \$78,769.60	\$49.64 \$103,251.20	\$61.41 \$127,732.80
140	\$39.76 \$82,700.80	\$52.11 \$108,378.40	\$64.45 \$134,056.00
*187	\$21.28 \$61,967.36	\$24.60 \$71,620.64	\$27.91 \$81,273.92
188	\$25.29 \$52,603.20	\$30.06 \$62,524.80	\$34.83 \$72,446.40
189	\$25.69 \$53,435.20	\$33.67 \$70,033.60	\$41.65 \$86,632.00

\*Annual salary based on 2912 hours worked in a twelve month period.  
All other annual salaries based on 2080 hours worked in a twelve-month period.

**UNCLASSIFIED POSITIONS  
PAY RANGES**

**Beach Patrol Guard**

<del>1<sup>st</sup> year (no responder):</del>	<del>\$8.66</del>
1 <sup>st</sup> year ( <del>1<sup>st</sup> responder</del> ):	\$10.53
2 <sup>nd</sup> year ( <del>1<sup>st</sup> responder</del> ):	\$11.06
3 <sup>rd</sup> year ( <del>1<sup>st</sup> responder</del> ):	\$11.36
4 <sup>th</sup> year ( <del>1<sup>st</sup> responder</del> ):	\$11.66
5 <sup>th</sup> year ( <del>1<sup>st</sup> responder</del> ):	\$11.99

Increase in years 2-5 requires a minimum of 300 hours worked in the previous year

**Rescue Swimmer**                      \$12.72  
Requires Emergency Medical Technician Certification

**Beach Patrol Lieutenant**      \$14.72

**School Crossing Guard**

1 <sup>st</sup> year	\$8.66*
2 <sup>nd</sup> year	\$8.93*
3 <sup>rd</sup> year	\$9.19*
4 <sup>th</sup> year	\$9.47*
5 <sup>th</sup> year	\$9.76*
6 <sup>th</sup> year	\$10.05*

\*Includes a 1 hour per assignment minimum - 1 hour in the morning & 1 hour in the afternoon

## ADDITIONAL PAYS

<u>License/Certification</u>	<u>Annual Amount</u>	<u>Position Eligible</u>
Certified Public Accountant	\$1200	Assistant Finance/Budget Officer Accounting Supervisor Accountant Utilities Accountant/Analyst Internal Auditor Director of Human Resources
Payroll Professional Certification	\$500	<del>Personnel/Payroll Technician</del> Personnel/Payroll Specialist
Certified Golf Course Superintendent <del>by the Golf Course Superintendents Association of America</del>	\$1500	Golf Course Superintendent <del>Landscpe and Maintenance Director</del> <u>Director of Parks and Recreation</u>

City of

Jacksonville Beach

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## MEMORANDUM

TO: George D. Forbes, City Manager  
FROM: Karen Nelson, Human Resources Director  
SUBJECT: Ordinance Number 2013-8029, Amending Chapter 2, Article V, Division 5, 'General Employees' Retirement System', of the Code of Ordinances  
DATE: May 21, 2013

### ACTION REQUESTED

Adopt Ordinance Number 2013-8029, which will transfer the pension administration services from the City Clerk's Office to Human Resources.

### BACKGROUND

Due to the increasing complexity of pension and benefit-related issues, we have developed a plan to transfer the pension administration services from the City Clerk's Office to Human Resources. The areas of responsibility associated with pension administration are closely aligned with other employee benefits and are best carried out by human resources personnel with the necessary background and education. It should be noted that, with the rising complexity of Human Resources issues, such as healthcare reform, pension reform and labor negotiations with three unions, the work can no longer be done with the existing Human Resources staffing structure. For this reason, we are recommending the following changes to the Classification and Pay Plan:

- *Change the Payroll Compliance Administrator to Payroll/Benefits Administrator.* This position will be responsible for overseeing the payroll functions, monitoring compliance for employee benefits and administering the three pension plans. The trustees of the three pension plans have approved the transfer of services to Human Resources.



Memorandum to George D. Forbes

May 21, 2013

Page 2 of 2

- *Change the Payroll Technician to Payroll Specialist.* Prior to 2012, the City employed a full-time Payroll Specialist and a full-time Payroll Technician. For the past 15 months, we have been operating with a part-time specialist and a full-time technician. The functions currently performed by the part-time position will be assumed by the Payroll Technician in addition to existing duties, and we are recommending a change in job title to reflect the additional responsibility.
- *Change the Senior Secretary to Human Resources Generalist.* This position is responsible for recruitment, hiring, employee relations, training, and other functions associated with an HR Generalist position. The change in title and job description will more accurately represent the duties currently being performed by the Senior Secretary. Certification as a Professional in Human Resources will be a qualification for the job and the current Senior Secretary possesses that certification.

A **Resolution** to change the pay plan will be presented at the second reading of the ordinance. **There is no proposed change in the total number of positions or the total budget in Human Resources.** The tentative effective date of the change is October 1, 2013, but may be adjusted depending on the recruitment and hiring process.

#### RECOMMENDATION

Adopt Ordinance Number 2013-8029, to change the pension administration services from the City Clerk's Office to the Human Resources Department.

Introduced By: Mayor Pro-Tem Tom Taylor  
1st Reading: June 3, 2013  
2nd Reading: June 17, 2013

**ORDINANCE NO. 2013-8029**

**AN ORDINANCE AMENDING CHAPTER 2, ARTICLE V, DIVISION 5, 'GENERAL EMPLOYEES' RETIREMENT SYSTEM' OF THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE BEACH; TO PROVIDE FOR A CHANGE IN THE ADMINISTRATION OF THE RETIREMENT SYSTEM; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Plan sponsor has requested to amend the current ordinance to provide that the Board of Trustees shall annually elect a secretary from its members; and

**WHEREAS**, the Plan sponsor has requested to amend the current ordinance to provide that the duties of the Administrative Officer be performed by the City's Human Resources Director or his or her designee; and

**WHEREAS**, the Trustees of the City of Jacksonville Beach General Employees' Retirement System have approved such amendments as being in the best interests of the participants and beneficiaries of the Retirement System as well as improving the administration of the plan,

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

**SECTION 1.** That Section 2-162.26(a)(2) of the City of Jacksonville Beach Code of Ordinances shall be hereby amended as follows:

**Sec. 2-162.26. - Same—Officers; administrative services.**

- (a) The officers of the retirement system shall be:
  - (2) *Secretary.* The city clerk shall be the ~~administrative officer of the retirement system and shall be the~~ secretary of the board of trustees.
  - (5) *Administrative Officer.* The human resources director or his or her designee shall be the administrative officer of the retirement system.

**SECTION 2.** That all ordinances or parts of ordinances in conflict with this ordinance are, to the extent that the same may conflict, hereby repealed.

**SECTION 3.** If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect the provisions or applications of the ordinance which can be given effect without the invalid provision or application, and to this end the provisions are declared severable.

**SECTION 4.** Codification of this ordinance in the City Code of Ordinances is hereby authorized and directed.

**SECTION 5.** This ordinance shall take effect upon its adoption in accordance with the law.

**DONE IN OPEN MEETING THIS 17<sup>th</sup> DAY OF June, A.D. 2013.**

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Charles W. Latham, MAYOR

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Judy L. Bullock, CITY CLERK