



**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, December 1, 2014, 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 November 17, 2014
- City Council Workshop held November 17, 2014

2. **ANNOUNCEMENTS:**

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

4. **MAYOR AND CITY COUNCIL:**

5. **CITY CLERK:**

6. **CITY MANAGER:**

- (a) Approve the Revised Special Event Policy for the City of Jacksonville Beach that will allow one additional festival to be held on the same month as the airshow
- (b) Authorize Additional Scope of Work in the Final Design Services of South Beach Parkway Roadway Improvements (between Jacksonville Drive and J. Turner Butler Blvd.)
- (c) Award RFP Number 14-1314 for Consulting Services for an Enterprise Resource Planning System (ERP) to the Highest Ranked Respondent, Sciens Consulting

7. **RESOLUTIONS:**

8. **ORDINANCES:**

**ORDINANCE NO. 2014-8061 – First Reading**

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE BEACH, FLORIDA BY AMENDING ARTICLE II, SECTION 12-33. – MOBILE FOOD VENDING OF CHAPTER 12 – FOOD AND FOOD PRODUCTS TO REPEAL AND DELETE PARAGRAPH (9) *EXPIRATION ('SUNSET') DATE*; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.

**ADJOURNMENT**

Respectfully submitted,

/s/George D. Forbes  
CITY MANAGER

GDF:njp  
11/25/14

*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, Monday, December 1, 2014.*

**Minutes of Regular City Council Meeting  
held Monday, November 17, 2014, at 6:00 P.M.  
in the Council Chambers, 11 North 3<sup>rd</sup> Street,  
Jacksonville Beach, Florida.**



**CALL TO ORDER:**

Mayor Charles Latham called the meeting to order.

**OPENING CEREMONIES:**

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

**ROLL CALL:**

Mayor: William C. Latham

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

Also present were City Manager George Forbes, City Attorney Susan Erdelyi, City Clerk Judy Bullock, and Assistant City Clerk Nancy Pyatte.

**APPROVAL OF MINUTES**

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

- Regular City Council Meeting held October 20, 2014

**ANNOUNCEMENTS**

Council Member Doherty –

- Mr. Doherty announced that the 2<sup>nd</sup> Annual Jacksonville Celtic Festival named “Lannadoo”, which is a Gaelic word meaning black beer, will be held at the SeaWalk Pavilion November 22-23, 2014. He also reviewed highlights of the festival.

Council Member Hoffman –

- Ms. Hoffman announced that the Beaches Area Historical Park will be holding a “Holidays in the Village Celebration” beginning November 28, through December 2014, and urged everyone to tour the park.

Council Member Wilson –

- Ms. Wilson reminded everyone that the Jax Beach Classic Car Cruise is held on the third Tuesday of each month.

**Minutes of Regular City Council Meeting  
held Monday, November 17, 2014**

Mayor Latham –

Mayor Latham recognized Nathan Tucker, who was in attendance at the Council meeting. Mayor Latham explained that Mr. Tucker had recently returned with the USS Philippine Sea, from serving eight months in Iraq, with over 800 hours of flying duty. The Mayor extended his gratitude to Mr. Tucker for his service.

Mayor Latham then made the following announcements:

- He attended the installation of the Student Government Officers of Jax Beach Elementary School on November 6, 2014.
- Attended the retirement party for Planning and Development Director Steve Lindorff and extended his appreciation to Mr. Lindorff for his many years of service and commitment to the City of Jacksonville Beach.
- Represented Jacksonville Beach at the initial command ceremony for LSCRON Two [Littoral Combat Ships] at Mayport Naval Station and Admiral Jackson's gathering on November 8, 2014.
- Mayor Latham commented on the fierce storm that swept through the area earlier in the day. He advised that there was substantial property damage on 1<sup>st</sup> Avenue South. He also praised Beaches Energy Services for avoiding any power outages during the storm and the Fire, Police and Public Works Departments for their rapid and professional responses for service.
- On behalf of the citizens and businesses in Jacksonville Beach, he expressed his heartfelt thanks to Councilmembers Steve Hartkemeyer and Tom Taylor for their service to the community for the last eight years. Mayor Latham stated that they would be holding a thank you gathering after the meeting at Milano's restaurant on 3<sup>rd</sup> Street North and he extended an invitation, to the public, to attend the gathering.

**COURTESY OF THE FLOOR TO VISITORS**

**MAYOR AND CITY COUNCIL**

- (a) **Declare the Election Results from the Duval County Canvassing Board, for the November 4, 2014, General Election**

Motion: It was moved by Mr. Taylor, seconded by Mr. Hartkemeyer, to adopt the Declaration of Election results, as provided by the City of Jacksonville Canvassing Board, and certified by the State of Florida, of the official election of the City of Jacksonville Beach General Election, held November 4, 2014.

Mayor Latham explained that election results provided to Council last week were preliminary and the final results, received today, indicated that the total votes for Bruce Thomason changed from 1,186 to 1,187; and that there were three additional votes for approval of the Referendum, which changed from 6,323 to 6,326. He added that the Declaration would be updated with the new totals.



**Minutes of Regular City Council Meeting  
held Monday, November 17, 2014**

Mr. Thomason voted for Jeanell Wilson.  
Mr. Vogelsang voted for Chris Hoffman.  
Ms. Wilson voted for Jeanell Wilson.  
Mayor Latham voted for Jeanell Wilson.

Ms. Wilson was elected as Mayor Pro-Tem by a vote of 4 to 3.

**CITY CLERK**

**CITY MANAGER**

**(a) Monthly Financial Reports – Month of October 2014**

Motion: It was moved by Ms. Wilson, seconded by Mr. Vogelsang, and passed, to approve the monthly Financial Reports for the Month of October 2014, as presented.

Mayor Latham requested that the watermark stating, “COPY” across each page of the report be omitted from future reports.

Roll call vote: Ayes - Buck, Doherty, Hoffman, Thomason, Vogelsang, Wilson, and Mayor Latham; motion carried unanimously.

**(b) Ratify the Amendment to the Collective Bargaining Agreement with Laborer’s International Union of North America (LIUNA), Local 630, Effective November 1, 2014**

Motion: It was moved by Ms. Wilson, seconded by Mr. Vogelsang, to ratify the amendment to the Collective Bargaining Agreement with Laborer’s International Union of North America (LIUNA), Local 630, effective November 1, 2014. This will extend Article 12 (Wages) through the end of the contract and change the expiration date of the entire agreement to coincide with the fiscal year end.

Mr. Forbes explained that this is the contract with the union for the general employees. The City has a three-year contract with the union, with the exception of the wages. The wages were negotiated for the first year, and were up for negotiation for years two and three. After several meetings between the City and the union, the union has decided to keep the current wage package for the next two years.

Roll call vote: Ayes - Doherty, Hoffman, Thomason, Vogelsang, Wilson, Buck, and Mayor Latham; motion carried unanimously.

**RESOLUTIONS**

**ORDINANCES**

**Minutes of Regular City Council Meeting  
held Monday, November 17, 2014**

**ADJOURNMENT**

There being no further business coming before the Council, Mayor Latham adjourned the meeting at 6:30 p.m.

Submitted by: Judy L. Bullock  
CITY CLERK

Approval:

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William C. Latham, MAYOR

Date: December 1, 2014

DRAFT

**Minutes of City Council Workshop  
2014 Downtown Action Plan  
November 17, 2014 7:00 PM  
City Council Chambers**

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Mayor Latham called the workshop to order at 7:00 PM.

The following City Council members were in attendance:

Lee Buck  
Keith Doherty  
Chris Hoffman  
Bruce Thomason  
Phil Vogelsang  
Jeanell Wilson

Also present were City Manager George Forbes, Deputy City Manager Trish Roberts, City Department Directors, and Assistant City Clerk Nancy Pyatte.

**Purpose of Workshop**

The purpose of this workshop is to develop an action plan for a family-friendly downtown Jacksonville Beach.

The City Manager reviewed the results of the April 2014 workshop with Jim Peters of Responsible Hospitality Institute and his presentation of the Sociable City Plan. Mr. Forbes presented slides (copy on file) of the survey results that summarize the action items - Public Spaces, Transportation, Public Safety, Commercial Spaces, Entertainment and Events, Quality of Life

Steve Lindorff, Community Redevelopment, spoke on **Public Spaces**.

Police Chief Patrick Dooley spoke on **Transportation** and **Public Safety**.

Mayor Latham spoke on **Commercial Spaces** and **Entertainment and Events**.

At the conclusion of the slide presentation the City Manager asked the attendees to form work groups and each table was provided a copy of the action items from the slide presentation, paper and markers. The groups were asked to 1) identify the three strongest elements, and 2) describe what may be missing, and write their answers on the provided sheets. Lastly, each group should elect a spokesperson to present their answers. They were allowed 30 minutes.

The following persons presented their group's answers:

- |                   |                            |
|-------------------|----------------------------|
| #1 Bill Stevens   | #6 Colette Corliss-Sellers |
| #2 Sam Veal       | #7 Tom Larson              |
| #3 Jeanell Wilson | #8 Todd Robinson           |
| #4 Cory Nichols   | #9 Curtis Loftis           |
| #5 Amanda Patch   | #10 Ken Marsh              |

**Minutes of City Council Workshop  
held on Monday, November 17, 2014**

At the conclusion of the presentations, Mr. Forbes stated that the information provided by the groups will be used to make a decision on the Action Plan that will be presented, and final approval made by the City Council. The Mayor and City Manager thanked everyone for attending and participating.

The workshop adjourned at 8:35 PM.

Submitted by: Nancy J. Pyatte  
Assistant City Clerk

Approved:

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William C. Latham, Mayor

Date: December 1, 2014

DRAFT

# 2014 DOWNTOWN ACTION PLAN PROPOSED ACTIONS

## TABLE ACTIVITY

The slideshow presented tonight summarizes the action items developed from the survey results in the following areas:

- PUBLIC SPACES
- TRANSPORTATION
- PUBLIC SAFETY
- COMMERCIAL SPACES
- ENTERTAINMENT AND EVENTS
- QUALITY OF LIFE

**NOW WE WOULD LIKE YOUR FEEDBACK.** The following pages contain the action items from the slide presentation. Working together as a group for the next 20 to 30 minutes, we would like your table to do three things.

1. Identify and list what you feel are the three strongest elements of the proposed action plan.
2. Describe what may be missing from the list of action items.
3. Write your table's answers to questions 1 and 2 on the large sheet of paper at your table, using the markers provided.
4. Nominate a spokesperson to briefly present your table's answers to questions 1 and 2 to the audience.

# **An Action Plan For A Family-Friendly Downtown Jacksonville Beach**



## **WHAT IS A "FAMILY-FRIENDLY" DOWNTOWN?**

- ❖ It is a safe and welcoming place
- ❖ It creates a friendly place with varied activities for people of all ages to gather
- ❖ It has a variety of food and beverage choices
- ❖ It has diverse shopping and entertainment options
- ❖ It facilitates connections and relationships



## Characteristics of a Family-Friendly Place



- ❖ Provides a sense of place where people of all ages can interact
- ❖ Diverse mixture of uses - residential and retail
- ❖ Dining and entertainment venues
- ❖ Daytime events and markets
- ❖ Outdoor seating
- ❖ Site design standards
- ❖ Managed outdoor amplified music

## THE NEED FOR AN ACTION PLAN:

*Guidelines for Downtown will provide a framework for programs that work together to enhance the downtown experience by addressing:*

- ❖ Parking / Transportation
- ❖ Public Infrastructure
- ❖ Special Events
- ❖ Business Recruitment
- ❖ Public Safety
- ❖ Code Enforcement
- ❖ High Quality of Life



## The Bottom Line:

- ❖ Who are we trying to draw downtown?
- ❖ What do we want more of in our downtown?
- ❖ What do we want less of in our downtown?
- ❖ And how do we accomplish this?

## ACTION PLAN DISCUSSION

*The following slides summarize the action items developed from the survey results in the following areas:*



- ❖ PUBLIC SPACES
- ❖ TRANSPORTATION
- ❖ PUBLIC SAFETY
- ❖ COMMERCIAL SPACES
- ❖ ENTERTAINMENT AND EVENTS
- ❖ QUALITY OF LIFE

## PUBLIC SPACES

### ◆ RESTROOMS

- ❑ Open more hours/more days/more months
- ❑ Build permanent restroom at Oceanfront Park
- ❑ Develop program to ensure restroom conditions are checked on a regular basis
- ❑ Work program for attendant contractor
  - Continual cleaning
  - Uniforms for attendants



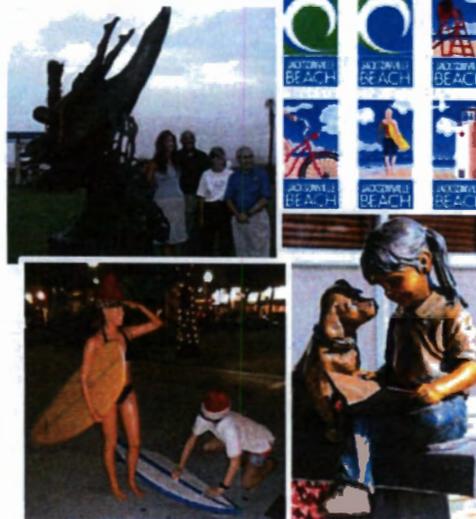
### ◆ SEATING

- ❑ Pilot program to add more of the pod-type seats at various locations

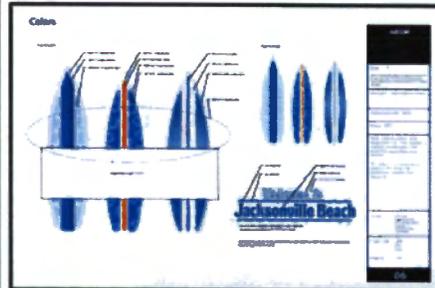
## PUBLIC PLACES

### ◆ PUBLIC ART

- ❑ Add new public art at selected locations in the Downtown. Possible themes include:
  - Lifeguards
  - Fishing
  - Surfers



## PUBLIC SPACES



### ❖ SIGNAGE

- ❑ Develop plan to improve and add more wayfinding signage in Downtown building on the surfboard theme



## PUBLIC SPACES

### ❖ CLEANLINESS

- ❑ Pressure wash street pavers to remove gum, oils, etc.
- ❑ Ask store owners to pick up cigarette butts and trash in front of their business on a daily basis



## PUBLIC SPACES

### ◆ PIER: *Make the Pier more family-friendly by:*

- ❑ Adding special events
- ❑ Enhancing the entryway and signage
- ❑ Installing public art



## PUBLIC SPACES

### ◆ LATHAM PLAZA

- ❑ Make the Plaza more inviting and family-friendly with seating



### ◆ DOWNTOWN STREETS

- ❑ Remove the white landscape barriers
- ❑ Improve the maintenance of the landscaping in Downtown



## TRANSPORTATION

### ◆ BIKE RACKS

- JBPD and Planning & Development to prepare a master plan and install more bicycle racks at appropriate locations



### ◆ BEACHES TROLLEY: *The purpose of the Beaches trolley is the transportation of visitors and locals. Possible enhancements could include:*

- Expand the hours of operation
- Improve public information on trolley routes and schedules
- Improve routing and provide stops at the optimum locations
- Maintain 15-minute headways during the peak months of operation



## TRANSPORTATION



### ◆ TAXI STANDS

- Provide taxi stands on North 1<sup>st</sup> Street between 1<sup>st</sup> Avenue North and 6<sup>th</sup> Avenue North



### ◆ PEDESTRIAN SAFETY

- Improve safety for pedestrians crossing 3<sup>rd</sup> Street in the Downtown area. A safety study is being prepared by the FDOT.

### ◆ PARKING IN RESIDENTIAL AREAS

- JBPD to prepare a pilot Residential Parking Permit Program to address this issue



## TRANSPORTATION



### ◆ PARKING SHUTTLE FOR EMPLOYEES

- Explore the feasibility of a privately-funded shuttle for Downtown employee parking on Friday and Saturday nights.

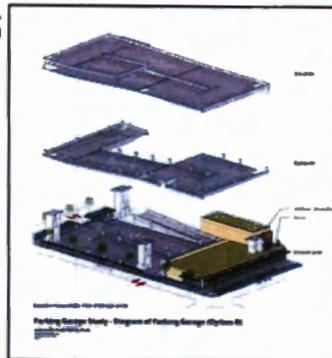
### ◆ VISITOR AND EMPLOYEE PARKING

- Construct a new surface parking lot or garage on CRA-owned land on North 2<sup>nd</sup> Street between 3<sup>rd</sup> and 4<sup>th</sup> Avenue North



### ◆ ROUNDABOUTS

- Evaluate the functioning of roundabouts on Beach at 1<sup>st</sup> and 2<sup>nd</sup> Streets



## PUBLIC SAFETY

### ◆ ACTIONS FOR CONSIDERATION

- Change the alcohol ordinance to prohibit restaurants from removing tables and chairs to become nightclubs
- Change restaurant hours of operation to require restaurants to close at midnight
- Train the downtown community policing team on code enforcement and ensure there is a positive police presence



## PUBLIC SAFETY



### ◆ ACTIONS FOR CONSIDERATION

- ❑ Assist businesses with crime prevention to include better environmental design
- ❑ Develop programs for alcohol employees and partner with businesses to provide consistent training and procedures, including uniforms, not over serving patrons, etc.)
- ❑ Ensure bars and restaurants do not exceed occupancy limits



## COMMERCIAL SPACES: *Getting to the bottom line – What do we want downtown to become*

- ◆ INCENTIVES FOR NON-ALCOHOL BUSINESSES
  - ❑ Remodeling/Tenant Improvement Loans or Grants
  - ❑ Permit Fee Waiver or Reduction
  - ❑ Short-Term Rental Assistance
  - ❑ Grease Trap Assistance Program
  - ❑ Review Payment in Lieu of Providing Parking (PILOP) program
- ◆ PURSUE A MIX OF RESTAURANTS AND RETAIL ESTABLISHMENTS THAT PROVIDE SERVICE FOR A VARIETY OF AGE GROUPS
- ◆ PROVIDE A CONSISTENT THEME FOR THE DOWNTOWN – REBRAND AND MARKET THE DOWNTOWN (SURFER OR BEACH VOLLEYBALL THEME?)



## COMMERCIAL SPACES



- REVIEW THE OUTDOOR DINING REQUIREMENTS

- CUT THE PARKING REQUIREMENT FOR RESTAURANTS IN HALF TO ENCOURAGE RESTAURANT (AS OPPOSED TO BAR) DEVELOPMENT



- ASSIST THE HOMELESS POPULATION THROUGH THE HOPE TEAM, WORKING WITH MISSION HOUSE, ETC.

## ENTERTAINMENT AND EVENTS

- SCHEDULE MORE CITY EVENTS IN NON-PEAK SEASONS RATHER THAN IN THE SUMMER MONTHS
- ENCOURAGE MORE ALCOHOL-FREE, FAMILY-ORIENTED EVENTS SUCH AS THE CAR SHOW, ART WALK, AND DECK THE CHAIRS



## ENTERTAINMENT AND EVENTS

- ▣ ADD MORE OUTDOOR MOVIES AND COMBINE WITH FOOD TRUCK RODEOS
- ▣ ADD AT LEAST ONE MORE CONCERT TO THE JAZZ SERIES IN THE FALL



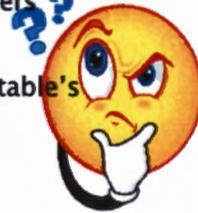
## AN ACTION PLAN FOR A FAMILY FRIENDLY JACKSONVILLE BEACH:

*Complete the review of the Downtown Redevelopment Plan to ensure that the quality of life objectives are addressed*

## NEXT STEP ... NOW WE WOULD LIKE YOUR FEEDBACK

You will be provided with a listing of the action items from the slide presentation. Working together as a group for the next 20 to 30 minutes, we would like your table to do three things.

1. Identify and list what you feel are the three strongest elements of the proposed action plan.
2. Describe what may be missing from the list of action items.
3. Write your table's answers to questions 1 and 2 on the large sheet of paper at your table, using the markers provided.
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POLICE DEPARTMENT  
Patrick K. Dooley  
Chief of Police

City of

Jacksonville Beach

Police Department

101 Penman Road, South

Jacksonville Beach

FL 32250

Phone: 904.247.6343

Fax: 904.247.6342

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

**To:** George D. Forbes, City Manager  
**From:** Patrick K. Dooley, Chief of Police  
**Subject:** Request to Approve the Revised Special Event Policy for the City of Jacksonville Beach  
**Date:** November 20, 2014

### **ACTION REQUESTED**

Approve the revised Special Events Policy for the City of Jacksonville Beach that will allow one additional festival to be held on the same month as the airshow.

### **BACKGROUND**

In January 2013, the City Council approved revisions to the special event policy. The policy did not take into consideration the Sea and Sky Spectacular which has been held every other year in late October or early November since 2001.

In the current special events policy, during the months of October, November, December, January and February, multiday festivals are permitted. When the current revision to the policy was made in 2013, the Octoberfest was not taken into consideration as a recurring festival. The timing of this event conflicts with the Sea and Sky Spectacular.

For this reason, in years when the City of Jacksonville Beach hosts the Sea and Sky Spectacular, the proposed change to the policy would allow for an additional festival to be held during the same month.

### **RECOMMENDATION**

Approve the amendment to page three of the Special Events Policy dated December 1, 2014. This amendment allows one additional festival to be held on the same month as the airshow.



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## II. PROCEDURE FOR SCHEDULING A FESTIVAL OR SPECIAL EVENT

Scheduling a Festival or Special Event is determined by two factors: 1) the availability of City facilities on a specific date(s) each calendar year; and, 2) approval of a Special Events application. The following outlines the conditions for availability and approval.

### A. Approval of Application

Organizers/producers will make initial contact with the Parks & Recreation department to determine the availability of the date(s) and site(s) for their proposed event. If available, the City will tentatively reserve the date(s) and facility(s) until receipt of an application.

#### 1. Availability of City Facilities

- a. The use of City facilities is reserved on a "first-come, first-served" basis. First priority is given to City-produced events, City-contracted events, and annual events which have taken place for two (2) consecutive years.
- b. Only one festival may be scheduled in any one month. All festivals must end at 10 P.M. This item is effective January 1, 2003.
- c. Only one special event per weekend, unless prior approval by the Parks & Recreation Director.
- d. The length of a festival is limited to one day. The only exceptions to the one-day limit are *Springing the Blues*, and *the Sea and Sky Spectacular*, which are three days. Other exceptions are festivals that are scheduled for October, November, December, January, and February, which may not exceed 20 hours, ~~as follows, Friday 7 – 10 P.M., Saturday 12 Noon – 10 P.M., Sunday 12 Noon – 7 P.M.~~ In years that Jacksonville Beach hosts the Sea and Sky spectacular, one additional festival may be held in the same month.
- e. The length of a Special Event is limited to two consecutive days.
- f. Festivals may be held during the hours from 12:00 PM (noon) until 10:00 P.M. and sound levels must conform to the City's Noise Ordinance.
- g. No public events will be considered that have paid admission. Admission fees for preferred or priority seating is allowed as long as at least one-half of the event area is open and free to the general public without charge.
- h. The reservation date will be confirmed after a completed special event application has been received and approved by the City.
- i. The City reserves the right to further limit the number of events during each calendar year based on the physical limitations of the facilities, the general wear and tear of special events on city facilities and landscaping, and on the availability of city personnel to provide services.

# JACKSONVILLE BEACH

City of  
Jacksonville Beach  
Operations &  
Maintenance Facility  
Department of Public  
Works  
1460-A Shetter Avenue  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6219  
Fax: 904.247.6117

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

November 20, 2014

**TO:** George D. Forbes, City Manager  
**FROM:** Ty Edwards, Public Works Director  
**SUBJECT:** Authorize Additional Scope of Work in the Final Design Services of South Beach Parkway Roadway Improvements (between Jacksonville Drive and J. Turner Butler Blvd.)

### ACTION REQUESTED:

Authorize additional scope of work in the final design services for the South Beach Parkway Roadway Improvements between Jacksonville Drive and J. Turner Butler Boulevard.

### BACKGROUND:

In February 2014, the Community Redevelopment Agency adopted Resolution # 2014-1 appropriating \$117,887 for roadway improvements on South Beach Parkway between Jacksonville Drive and J. Turner Butler Boulevard. Subsequently on March 3, 2014, the City Council authorized these design services to be done by *Waitz & Moye, Inc.* The major focus of the design was the construction of a dedicated southbound to westbound right turn lane from Sanctuary Parkway north to 105 feet from Jacksonville Drive (due to right-of-way width limitations), along with other traffic safety and aesthetic improvements.

The original concept for this project proposed relocating the existing traffic signal from the intersection of South Beach Parkway and Sanctuary Parkway to align with the road entrances for the new Ocean Terrace Subdivision and the South Beach Regional Shopping Center. Subsequent analysis by the Project Traffic Engineer with *Kimley-Horn and Associates* demonstrated that this concept was impractical, and would not provide any appreciable improvement in the operation of this complex system of intersections. The traffic engineer did, however, recommend that the project area be expanded north extending the dedicated right turn lane 105 feet and redesigning the Jacksonville Drive intersection.

The City Council reviewed the traffic engineer's report at a workshop meeting on August 4, 2014, and generally concurred with the engineer's analysis. Since then, the following has occurred:



- Staff recommended a left turn lane southbound to eastbound into the South Beach Regional Shopping Center, based on feedback from the shopping center's owners.
- Public Works recommended that the area under the JTB overpass be reconstructed to improve its appearance and facilitate maintenance.
- The Community Redevelopment Agency purchased the property at the SW corner of the Jacksonville Drive intersection, in order to expand the project area north as recommended by the Project Traffic Engineer.

#### **ADDITIONAL SCOPE OF WORK TASKS:**

The project limits have been extended on South Beach Parkway from Marsh Landing Parkway to north of Jacksonville Drive. (See the attached project concept layout.) The following tasks have been added to the design scope:

- Extend the right turn lane from Jacksonville Drive to Sanctuary Parkway.
- Add medians on South Beach Parkway (Sanctuary Parkway to Jacksonville Drive) with landscaping and reuse irrigation. Medians shall have colored dune type borders to match the landscaping being designed for north of Jacksonville Drive.
- Extend the existing reuse water main from approximately 200 feet north of Jacksonville Drive to irrigate the islands.
- Add a southbound thru lane on South Beach Parkway at Jacksonville Drive.
- Add islands within the entrances to the South Beach Regional shopping center and the Ocean Terrace residential development.
- Restripe South Beach Parkway northbound lanes north of Jacksonville Drive.
- Remove the existing mast arms at the NW and SW corners of South Beach Parkway and Sanctuary Parkway and replace with a single mast arm and traffic signals at the SW corner of the intersection.
- Remove and replace the existing mast arms and traffic signals at the NW and SW corners of South Beach Parkway and Jacksonville Drive.
- Remove and replace existing sidewalks along both sides of South Beach Parkway between Sanctuary Parkway and Marsh Landing Parkway.

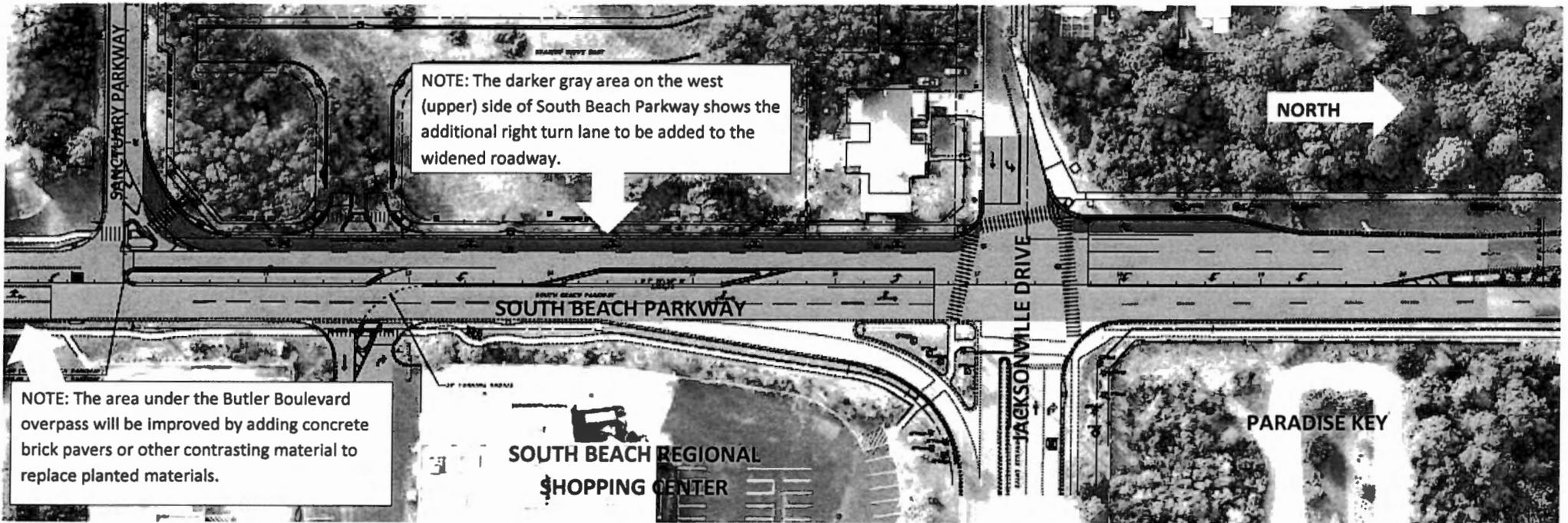
- Construct concrete brick pavers or other contrasting material under the JTB overpass between the new sidewalks and the existing overpass abutments along both sides of South Beach Parkway. FDOT permitting and coordination will be required.
- Obtain additional topographic survey for South Beach Parkway between Sanctuary Parkway and Marsh Landing Parkway.

On November 17, 2014, the Community Redevelopment Agency adopted Resolution #1214-11, appropriating from the South Beach Tax Increment Trust Funds, an additional \$83,428 (\$75,843.53 plus \$7,584.47 contingency) to complete the project final design with the additional scope. A summary of the appropriated funds is shown in the following chart:

<b>COMMUNITY REDEVELOPMENT AGENCY</b> <b>APPROPRIATIONS</b> <b>Scope of Work Design Services</b> <b>South Beach Parkway Roadway Improvements</b> <b>(between Jacksonville Drive and J. Turner Butler Blvd.)</b>			
	<b>Resolution 2014-1</b> <i>(original)</i>	<b>Resolution 2014-11</b> <i>(add)</i>	<b>Cost Total</b>
• Estimated Cost	\$107,152.33	\$75,843.53	\$182,995.86
• Contingency (10%)	\$10,734.67	\$7,584.47	\$18,319.14
<b>GRAND TOTAL:</b>	<b>\$117,887.00</b>	<b>\$83,428.00</b>	<b>\$201,315.00</b>

**RECOMMENDATION:**

Authorize the additional scope of work for the final design services for the South Beach Parkway Roadway Improvements between Jacksonville Drive and J. Turner Butler Boulevard with *Waitz & Moyer Engineering*, as explained in the memorandum from the Public Works Director dated November 20, 2014.



NOTE: The darker gray area on the west (upper) side of South Beach Parkway shows the additional right turn lane to be added to the widened roadway.

NOTE: The area under the Butler Boulevard overpass will be improved by adding concrete brick pavers or other contrasting material to replace planted materials.

**SOUTH BEACH PARKWAY WIDENING PROJECT  
REVISED SCOPE OF SERVICES  
NOVEMBER, 2014**

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
[P] 904.247.6229  
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[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

**MEMORANDUM**

**TO:** George D. Forbes, City Manager  
**FROM:** Harry Royal, Finance Officer  
**SUBJECT:** RFP Number 14-1314 for Consulting Services for Enterprise Resource Planning System (ERP)  
**DATE:** November 19, 2014

**ACTION REQUESTED**

Award RFP Number 14-1314 for Consulting Services for an Enterprise Resource Planning System (ERP) to the highest ranked respondent, **Sciens Consulting**.

**BACKGROUND**

Enterprise Resource Planning (ERP) software application systems process management information across an entire organization with an integrated software application. Their purpose is to provide tools to manage both the operational and financial business functions of the City.

Beginning in Fiscal Year 2016, the City needs to replace the current Sungard application software that has been in use since 1987. The current application no longer meets technology standards and a new system is needed to support the operations of the City into the future. A new system will upgrade technology capabilities and provide the functionality necessary for the operations of every department in the City.

The purpose of this Request for Proposal (RFP) is to enter into a contract for consulting services to assist the City in selecting the vendor and software system that will best fit the City's current and future needs. The primary reason we are requesting the engagement of a technology consultant is because acquisition of a new system represents a substantial investment of the City's assets and is critical to our operational and financial viability.



The scope of work defined in the Request for Proposal includes the following services to be performed by the consultant:

1. Performing a review of current application use, conducting a needs assessment, and developing an action plan for addressing any issues identified.
2. Examining current business practices and processes and providing recommendations to change or improve.
3. Conducting an analysis and development of an RFP to procure a software system for the City.
4. Providing project coordination for procurement of the system, advising and assisting in the evaluation of proposals, shortlisting the top five (5) vendors and assisting in the selection of a vendor.
5. Assisting in the review and execution of the final contract.
6. Advising the City on the necessary qualifications of City team members for all phases of the system implementation.
7. Advising the City in the development and execution of change management processes throughout the life of the project.
8. Providing project status reports.

The RFP was advertised and eighteen (18) invitations were issued to qualified firms. Responses were received from nine (9) firms. The selection committee consisted of the Finance Officer, Human Resources Director, Accounting Supervisor, Information Technology Supervisor, and the Payroll/Benefits Administrator. The individual evaluations by committee members were ranked based on four (4) criteria:

- |                                  |     |
|----------------------------------|-----|
| 1. Qualifications and Experience | 30% |
| 2. Technical Approach            | 25% |
| 3. References                    | 15% |
| 4. Cost                          | 30% |

Following is a summary of the combined scoring results:

<b>Rank</b>	<b>Respondent</b>	<b>Score</b>	<b>Pricing</b>
1	Sciens Consulting	2,110	\$102,990
2	Plant & Moran PLLC	2,000	\$124,300
3	Berry Dunn	1,805	\$114,297
4	Baker Tilly	1,705	\$129,815
5	Soft Resources, LLC	1,575	\$123,285
6	Chrysalis govt. Solutions	1,475	\$127,433
7	Mindboard, Inc.	1,390	\$139,673
8	ZCO Consulting	1,385	\$68,425
9	Barry Strock Consulting Associates	1,365	\$56,738

The three top-ranked firms; Sciens Consulting, Plant & Moran and Berry Dunn, were invited to make a presentation to the committee. All three firms clearly communicated their qualifications, experience and ability to perform the services set forth in the RFP. At the conclusion of the presentations, the evaluation committee agreed that Sciens Consulting presented a technical approach that was most suited to the City's needs. The funding for consulting services is available in the Capital Projects Fund.

#### RECOMMENDATION

Award RFP Number 14-1314 for Consulting Services for an Enterprise Resource Planning System (ERP) to the highest ranked respondent, **Sciens Consulting**, as explained in the memorandum from the Finance Officer dated November 19, 2014.

City of Jacksonville Beach  
 Evaluation Ranking - Assessment Summary  
 RFP No. #14-1314  
 RFP for Consulting Services for Enterprise Resource Planning System (ERP)

**Suggested Scoring Scale:**

- 5 = Excellent
- 4 = Above Average
- 3 = Average
- 2 = Below Average
- 1 = Poor
- 0 = No Response

		Evaluation Factor																				Total Score	Rank
		1.					2.					3.					4.						
		Qualifications & Experience					Technical Approach					References					Cost						
Vendor	Evaluator:	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E	A	B	C	D	E		
1	Baker Tilly	4	4	5	4	5	3	5	4	4	3	3	4	4	0	3	2	3	4	2	1	1705	4
2	Barry Strock Consulting Associates	2	3	3	2	1	2	1	3	2	1	3	3	3	0	1	4	4	5	4	5	1365	9
3	Berry Dunn	4	3	4	4	5	4	3	4	4	5	3	3	4	0	5	3	3	4	3	3	1805	3
4	Chrysalis Govt. Solutions	3	3	3	3	4	4	3	3	4	3	3	2	3	0	2	2	3	4	3	2	1475	6
5	Mindboard Inc	3	3	3	3	4	4	4	3	4	4	3	3	3	0	4	2	2	1	2	1	1390	7
6	Plant & Moran, PLLC	4	5	5	5	5	4	5	4	5	5	4	5	5	0	5	3	3	4	2	2	2000	2
7	Sciens LLC	4	5	5	4	5	4	5	4	4	5	3	5	5	0	5	3	4	5	4	4	2110	1
8	SoftResources, LLC	3	4	3	2	3	3	4	3	3	5	3	4	3	0	3	3	3	4	3	3	1575	5
9	ZCO Consulting	2	2	3	3	1	2	2	3	3	1	3	3	3	0	1	4	4	5	4	4	1385	8
<b>Weight per Category</b>		<b>30</b>					<b>25</b>					<b>15</b>					<b>30</b>						

- Evaluator A = Ann Muese
- Evaluator B = Ashlie Gossett
- Evaluator C = Harry Royal
- Evaluator D = Karen Nelson
- Evaluator E = Kent Haines

**MEMORANDUM**

City of

Jacksonville Beach

City Hall

11 North Third Street

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FL 32250

Phone: 904.247.6231

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Planning@jaxbchfl.net

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

**From:** William C. Mann, Planning Official 

**Re:** Ordinance No. 2014-8061, amending Chapter 12, Section 12-33 - Mobile Food Vending of the Code of Ordinances of the City of Jacksonville Beach by repealing Paragraph (9) *EXPIRATION ("SUNSET") DATE*.

**Date:** November 19, 2014

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**ACTION REQUESTED:**

**Adoption of Ordinance No. 2014-8061** amending Chapter 12, Section 12-33 - Mobile Food Vending of the Code of Ordinances of the City of Jacksonville Beach by repealing and deleting Paragraph (9) *EXPIRATION ("SUNSET") DATE*.

**BACKGROUND:**

On February 3, 2014 the City Council adopted Ordinance No. 2014-8041 which amended Chapter 12 - Food and Food Products of the City's Code of Ordinances to define and regulate mobile food vending businesses. These regulations were approved as a "pilot" program for mobile food vendors, to give them roughly a year to try operating in the city under the adopted regulations.

Since mobile food vending was only approved by the City Council as a pilot program, Ordinance No. 2014-8041 contains a paragraph that will automatically repeal the current regulations on April 30, 2015, thirteen months after their adoption. The intent was that sometime prior to that proposed "sunset" date, the food truck concept would be reviewed to determine if the City wanted to keep the regulations in place, modify them, or allow them to be repealed.

Attached following Ord. No. 2014-8061 is a list of currently permitted mobile food vendors in the city. The first permit was issued on March 19, 2014, and is still active. Since March, there have been a total of 18 permits issued. Of those 18



permits, 14 are currently active. In that same time frame, the Police Department has issued three warnings to mobile food vendors operating in the city without a license. Only one permit application has been denied for insufficient information.

The primary complaint from applicants and potential applicants over the "pilot" period has been the local business tax charged by the City. However, it is that tax which actually helps to balance the interests of the food trucks with the 'brick and mortar' restaurants who are charged a similar local tax to operate in the city each year.

Upon adoption of the attached ordinance, *Mobile food vendors* would remain as permitted uses in C-1, C-2, CS, and CBD commercial zoning districts in the City, and they would also remain as permitted in existing Redevelopment District: RD districts and within commercially designated areas of existing Planned Unit Development District: PUD districts.

**RECOMMENDATION:**

Approve Ordinance No. 2014-8061, amending Chapter 12, Section 12-33 - Mobile Food Vending of the Code of Ordinances of the City of Jacksonville Beach by repealing and deleting Paragraph (9) *EXPIRATION ("SUNSET") DATE*.

Introduced by: \_\_\_\_\_

First Reading: December 1, 2014

Second Reading: \_\_\_\_\_

**ORDINANCE NO. 2014-8061**

**AN ORDINANCE TO AMEND THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, BY AMENDING ARTICLE II, SECTION 12-33. – MOBILE FOOD VENDING OF CHAPTER 12 – FOOD AND FOOD PRODUCTS TO REPEAL AND DELETE PARAGRAPH (9) *EXPIRATION (“SUNSET”) DATE*; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City of Jacksonville Beach, Florida wishes to eliminate the expiration date of the mobile food vending regulations adopted via Ordinance No. 2014-8041, as provided for in said City’s Code of Ordinances;

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

**SECTION 1.** That Paragraph (9) *Expiration (“Sunset”) date* of Article II, Section 12-33 – Mobile Food Vending of Chapter 12 –Food and Food Products of the Code of Ordinances of the City of Jacksonville Beach is hereby repealed and deleted.

**SECTION 2.** All ordinances or parts of ordinances in conflict herewith are hereby repealed.

**SECTION 3.** Codification of this ordinance in the City Code of Ordinances is hereby authorized and directed.

**SECTION 4.** This ordinance shall take effect upon its passage and publication as required by law.

AUTHENTICATED THIS \_\_\_\_ DAY OF \_\_\_\_\_, A. D., 2014.

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

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

# JACKSONVILLE BEACH FOOD TRUCK PERMITS

\*\*\*ONLY ONE MFV ALLOWED ON PROPERTY AT ANY TIME-SCHEDULING IS THE RESPONSIBILITY OF THE PROPERTY OWNER IF MORE THAN 1 MFV AUTHORIZED FOR THE PROPERTY.\*\*\*

NO.	FOOD TRUCK OWNER NAME/CONTACT INFO	DOING BUSINESS AS	APPROVED LOCATION ADDRESS/NAME	NUMBER OF MOBILE VEHICLES ALLOWED	MAXIMUM NUMBER OF MV ALLOWED ON SITE	HOURS OF OPERATION	PROPERTY OWNER NAME/CONTACT INFO	DATE APPROVED
1	Derek Davis (904)755-7402	Transcend2000 Snoballs	1401 Beach Blvd*** Beaches Car Wash	1	1	7AM-3AM DAILY	George A. Lindley (904)710-4823	3/19/2014
2	Gerald M. Asker, Jr. (904)588-3509	The Funkadelic Food Truck	318 7th Avenue North Formerly U.S.P.S Office	1	2	7AM-3AM DAILY	BUMC (c/o Donald Jacobs) (904)545-6907	3/27/2014
3	Nichole Lima (904)524-5576	Kona Ice of Jax	412 Boardwalk *** The Pier Cantina	1	1	7AM-3AM DAILY	Rich Trendel (904)703-7773	3/19/2014
5	Dianne Darabi (904)318-1580	Wiki Wiki Hawaiian Shave Ice	412 Boardwalk *** The Pier Cantina	1	1	7AM-3AM DAILY	Rich Trendel (904)703-7773	3/20/2014
6	Charles Smith (904)885-0084	Charlie's Snow Shack, Inc	818 Beach Blvd Beach Bowl	1	2	7AM-3AM DAILY	H&H Enterprises, Inc. (904)545-0717	3/27/2014
7	Derek Davis (904)755-7402	Transcend2000 Snoballs	412 Boardwalk *** The Pier Cantina	1	1	7AM-3AM DAILY	Rich Trendel (904)703-7773	4/8/2014
8	Theron James Altman, III (904)655-0820	Grannie's Chicken	318 7th Avenue North Formerly U.S.P.S Office	1	2	7AM-3AM DAILY	BUMC (c/o Donald Jacobs) (904)545-6907	4/2/2014
9	Matt Lennon (904)485-0557	The Loving Cup	412 Boardwalk *** The Pier Cantina	1	1	7AM-3AM DAILY	Rich Trendel (904)703-7773	4/2/2014
13	Anthony Hashem (904)451-0126	The Happy Grilled Cheese	412 Boardwalk *** The Pier Cantina	1	1	7AM-3AM DAILY	Rich Trendel (904)703-7773	4/18/2014
14	Gerald M. Asker, Jr. (904)588-3509	The Funkadelic Food Truck	1401 Beach Blvd*** Beaches Car Wash	1	1	7AM-3AM DAILY	George A. Lindley (904)710-4823	5/23/2014
15	Ulka Shriver (703)798-7131	Backstreets, LLC.	233 3rd Street North Wells Fargo Secondary	1	1	7AM-3AM DAILY	Randal Trinidad (904)651-7230/(904)361-2461	6/23/2014
16	Glenn Connelly (904)813-5004 John Cockerill (904)524-3787	What's the Catch?	318 7th Avenue North Formerly U.S.P.S Office	1	2	7AM-3AM DAILY	BUMC (c/o Donald Jacobs) (904)545-6907	7/14/2014
17	Jaime Gardea (904)415-8767	Jalapeno Express	1415 3rd Street North Amy's Turn	1	1	7AM-3AM DAILY	John (Jack) Schmidt (904)923-4080	8/11/2014
18	Ludwin "Eric" Sanchez (317)507-7856	Mr. Taco, Inc.	1198 Beach Boulevard Beach Plaza Outparcel	1	1	7AM-3AM DAILY	Hasteh, LLC. (904) 910-8448	10/21/2014

Introduced By: \_\_\_\_\_  
1st Reading: \_\_\_\_\_  
2nd Reading: \_\_\_\_\_

**AS AMENDED BY ORD. NO. 2014-8061**

**ORDINANCE NO. 2014-8041**

**AN ORDINANCE AMENDING CHAPTER 12, "FOOD AND FOOD PRODUCTS", OF THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, BY ADDING A SECTION 12-33, "MOBILE FOOD VENDING" ESTABLISHING DEFINITIONS; LOCATION, PERMIT, AND SEPARATION REQUIREMENTS; SIGNAGE AND NOISE, HOURS OF OPERATION, WASTE MANAGEMENT, LICENSING AND PERMITS REQUIRED, APPLICATION SUBMITTAL REQUIREMENTS, AND ENFORCEMENT PROCEDURES FOR THE OPERATION OF MOBILE FOOD VENDING BUSINESSES IN THE CITY OF JACKSONVILLE BEACH; SETTING AN EXPIRATION ("SUNSET") DATE FOR THIS ORDINANCE; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

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

**SECTION 1.** That Chapter 12 of the Code of Ordinances of the City of Jacksonville Beach, Florida is amended by adding a new Section 12-33 *Mobile Food Vending* which shall read as follows:

**Sec. 12-33. Mobile food vending.** Where allowed under the permitted use provisions in certain zoning districts as set forth in Division 2 of Article VII of Chapter 34 of the Jacksonville Beach Code of Ordinances, mobile food vendors shall conform to the following conditions:

**(1) Definitions.**

- a. ***Commissary*** means an approved facility that provides support services for specific required functions of a mobile food vendor. Any food establishment permitted or licensed by a regulatory agency, such as a catering operation, restaurant, grocery store, or similar establishment, or any other approved facility where food, containers, or supplies are kept, handled, prepared, packaged, or stored can be considered for approval as a commissary. A private residence may not be used as a commissary.
- b. ***Mobile food vending vehicle*** means a vehicle-mounted public food service establishment that is either self-propelled or otherwise movable from place to place. A mobile food vending vehicle is further defined as having, as part of the vehicle, a three-compartment sink for washing, rinsing and sanitizing equipment and utensils; a separate hand wash sink; adequate refrigeration and storage capacity; full provision of power utilities including electrical, LP-gas, or a portable power generation unit; a potable water holding tank;

and a means for liquid waste containment and disposal.

- c. **Mobile food vendor** means any person or business selling food from a mobile food vending vehicle from which food items are sold to the general public.

**(2) Location, permit, and separation requirements.**

- a. Mobile food vendors may be located on a lot having 6,000 square feet or more of area, and containing a principal building or use. The maximum number of mobile food vendors per lot is limited as follows:
  - i. Maximum of one (1) mobile food vendor on lots having 6,000 to 43,559 square feet of area;
  - ii. Maximum of two (2) mobile food vendors on lots having 43,560 or more square feet of area.
- b. Mobile food vending permits, unless sooner suspended or revoked, shall be valid for an initial period that coincides with the expiration date established for this Section.
- c. Approved permits must be attached to the mobile food vending vehicle where they are readily visible and shall include the name, mailing address, and valid phone number of the mobile food vending vehicle owner and shall list the addresses and parcel identification numbers where the permit is valid.
- d. Routine inspections may be conducted by code enforcement inspectors, building code inspectors, fire inspectors, or police officers on each mobile food vending vehicle at any time and at any frequency deemed appropriate by the City.
- e. Mobile food vending vehicles must be located at least one-hundred (100) feet from the main entrance to any eating establishment or similar food service business and one-hundred (100) feet from any outdoor dining area. This separation requirement shall apply only during the normal hours of operation of the eating establishment or similar food service business or outdoor dining area.
- f. Mobile food vending vehicles are not allowed to be located within a required sight visibility triangle at the intersection of a driveway, alleyway, or public street with another public street as set forth in Chapter 34 of this Code of Ordinances; or within five (5) feet of a public sidewalk, utility box or vault, handicapped ramp, building entrance, or exit or emergency access/exit way; and must not locate within any area of the lot that impedes, endangers, or interferes with pedestrian or vehicular traffic. Mobile food vending vehicles must be located a minimum distance of fifteen (15) feet in all directions away from a fire hydrant.
- g. Mobile food vending vehicles may not occupy or prevent access to any handicap accessible parking space.

- (3) **Signage and noise.** One (1) free-standing sandwich board or A-frame type sign is permitted on private property for each mobile food vendor. The total size of the sign may not exceed forty-two (42") inches in height or thirty-six (36") inches in width. No audio amplification is permitted as part of a mobile food vending operation.

(4) **Hours of operation.**

- a. Hours of operation are limited to the hours between 7:00 a.m. and 3:00 a.m. unless the designated location on the lot accommodating the mobile food vending vehicle is located within one-hundred and fifty (150) feet of the property line of a dwelling unit in a residential zoning district, in which case the hours of operation are limited to the hours between 7:00 a.m. and 10:00 p.m.
- b. The mobile food vending operator or his or her designee must be present at all times.
- c. The mobile food vending vehicle and any associated outdoor seating must be removed from its permitted locations during impermissible hours of operation; and must not be stored, parked, or left overnight on any public street or sidewalk.

(5) **Waste management.**

- a. The mobile food vendor is responsible for the proper disposal of waste and trash associated with the permitted operation. City trash receptacles shall not be used for this purpose. At a minimum, vendors must remove all waste and trash from their approved location at the end of each day or as needed to maintain the health and safety of the public. Vendors must keep all areas within twenty-five (25) feet of the vehicles and any associated seating areas clean of grease, trash, paper, cups or cans associated with the vending operation.
- b. Liquid waste or grease shall be disposed of at an approved location (for example, an approved commissary) and shall not be placed in tree pits, storm drains, or onto any sidewalk, street, or any other public space. Under no circumstances shall grease be released or disposed of in the City's sanitary or storm sewer systems. If at any time evidence of the improper disposal of liquid waste or grease is discovered, the responsible mobile food vending business will be required to cease operation immediately, clean up the improperly disposed material to the satisfaction of the City, and shall not resume operation until an alternate method of disposal has been approved by the Public Works Department.
- c. With the exception of allowable outdoor seating areas, all equipment required for the operation must be contained within, attached to or within three (3) feet of the mobile food vending vehicle; and all food preparation, storage, and sales/distribution shall be in compliance with all applicable sanitary regulations.

(6) **Licenses and permits required.** For each location, a City of Jacksonville Beach business tax receipt for the mobile food vending business must be obtained; and all required State of Florida, Duval County, and City of Jacksonville Beach permits, licenses, and business tax receipt must be clearly displayed on the mobile food vending unit. Prior to the issuance of a City of Jacksonville Beach mobile food vending business tax receipt, the vendor shall provide evidence of having obtained all applicable State of Florida and Duval County licenses and permits, and obtained approval from the City of Jacksonville Beach Public Works Department for the method for the disposal of grease within an approved grease disposal facility. A mobile food vending business tax receipt shall be renewed annually.

- (7) **Application submittal requirements.** Applications for mobile food vendor permits must include the following information:
- a. Name, address, telephone number, and email address of the applicant and the owner of the vehicle if not the same as the applicant.
  - b. Description of the type of food and/or beverages to be sold.
  - c. Color photograph of the mobile food vending vehicle depicting the current condition of the unit.
  - d. Address of proposed vending site(s), including the property address, property owner's name and telephone number, and the name of the principal business located on the property where applicable.
  - e. Site plan for each proposed vending site, drawn to scale, depicting the following information:
    - i. Total square footage of the property;
    - ii. Location and square footage of the existing principal and accessory use(s), where applicable;
    - iii. Proposed location for the mobile food vending vehicle; and
    - iv. Location of ingress/egress to the site.
  - f. Address of proposed location to store the mobile food vending vehicle when not in use.
  - g. Copies of all permits and business licenses required by the State of Florida and Duval County.
  - h. Notarized commissary agreement confirming the mobile food vendor is operating in conjunction with a licensed commissary in accordance with Florida Statutes, where applicable. All commissaries must be pre-approved by the City prior to issuance of a mobile food vendor permit.
  - i. Notarized affidavit signed by each property owner indicating that the vendor has permission to vend on his or her property. The affidavit must also indicate that the property owner acknowledges the following requirements:
    - i. The property owner shall comply with all ordinances regarding solid waste disposal, and shall provide the vendor access to solid waste collection on the subject property.
    - ii. The property owner shall require that the vendors meet all applicable federal, state and local statutes, regulations, laws, ordinances, rules and codes; including but not limited to permitting requirements regarding his or her specific business:
    - iii. The property owner shall acknowledge that she/he understands the regulations governing mobile food vendors and shall be held responsible, along with the vendor, for any code violations; and,
    - iv. The property owner shall ensure that the property is continuously maintained in a neat, clean, and orderly manner.
  - j. Proof of business insurance, issued by an insurance company that is licensed to do business in the State of Florida, and which protects the applicant from all claims for damages to property and bodily injury, including death, which may arise from operations under or in connection with mobile food vendor.

(8) **Enforcement procedure.**

- a. **Revocation.** If at any time, the State of Florida or Duval County revokes or suspends the issued mobile food vending permit, the City of Jacksonville Beach business tax receipt for the mobile food vending business will be simultaneously revoked or suspended. A mobile food vendor who has his or her permit declared null and void or revoked for any of the reasons set forth in this section shall not be allowed to reapply for a mobile food vending permit for a period of ninety (90) days after the effective date of such action.
- b. **Other violations.** If at any time evidence is provided that a mobile food vending business is being operated in a way that does not comply with these regulations, a notice of violation shall be issued to the lot owner and mobile food vendor and the violation shall be referred to the Special Magistrate for a hearing and disposition in accordance with the provisions of Article VI *Code Enforcement* of Chapter 2 *Administration* of this Code of Ordinances.

~~(9) **Expiration ("Sunset") date.** This Section shall expire on April 30, 2015 unless the City Council of the City of Jacksonville Beach amends this Section by extending the expiration or repealing this paragraph in its entirety.~~

**SECTION 2.** If any provision of this Ordinance or the particular application of this Ordinance shall be held invalid by any Court, administrative agency or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses or phrases shall remain in effect.

**SECTION 3.** That all other ordinances or parts of ordinances in conflict with this ordinance are, to the extent the same may be in conflict, repealed.

**SECTION 4.** Codification of this ordinance in the Code of Ordinances of the City of Jacksonville Beach is hereby authorized and directed.

**SECTION 5.** This ordinance shall take effect upon its adoption in accordance with the law.

**AUTHENTICATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.**

\_\_\_\_\_  
William C. Latham, Mayor

\_\_\_\_\_  
Judy L. Bullock, City Clerk