City of Atlantic Beach

Final Agenda

Regular City Commission Meeting

Monday, July 10, 2023 - 6:30 p.m.
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE TO THE FLAG
CALL TO ORDER

Page(s)

1. APPROVAL OF MINUTES

* 1.A. Approve minutes of the Regular Commission Meeting held on June 12 and June 26, 2023. 5 - 68
6-12-23 Regular Commission Meeting Draft Minutes
6-26-23 Regular City Commission Draft Minutes

2. COURTESY OF FLOOR TO VISITORS

PUBLIC COMMENT

3. CITY MANAGER REPORTS

* 3.A. Accept the 90-Day Calendar (July-Sept. 2023) 69 - 72
90-Day Calendar (July-Sept. 2023)

3.B. FLC 97th Annual Conference Voting Delegate Information 73 - 74
Voting Delegate Information

* 3.C. SB 64 Update

* 3.D. Grant Funding Update

* 3.E. Proposed Updates to the 2030 Comprehensive Pland and Chapter 24 (Land Development Code) 75 - 88
Link to Redlined version of Chapter 24
Link to Land Development Regulations Presentation
2030 Comp Plan & Chapter 24

* 3.F. City Manager Search

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

None.

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

None.

9. ACTION ON ORDINANCES

None.

10. MISCELLANEOUS BUSINESS

None.

11. CITY ATTORNEY/CITY CLERK REPORTS AND/OR REQUESTS

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER

13. ADJOURNMENT

This meeting will be live-streamed and videotaped. The video recording will be posted within four business days on the City's website. To access live or recorded videos, click on the Meeting Videos tab on the city's home page at www.coab.us.

If any person decides to appeal any decision made by the City Commission with respect to any matter considered at any meeting, such person may need a record of the proceedings, and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record shall include the testimony and evidence upon which the appeal is to be based.

Any person wishing to speak to the City Commission on any matter at this meeting should submit a request to the City Clerk prior to the meeting. For your convenience, forms for this purpose are available at the entrance to the Commission Chamber.

Every effort is made to indicate what action the City Commission is expected to take on each agenda item. However, the City Commission may act upon any agenda subject, regardless of how the matter is stated on the agenda.

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) 247-5821 or at City Hall, 800 Seminole Road, Atlantic Beach, FL 32233, no later than 5:00 PM on the Thursday prior to the meeting.

MINUTES
Regular City Commission Meeting
Monday, June 12, 2023 - 6:30 PM
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER:

Following the Pledge of Allegiance, Mayor Ford called the meeting to order at 6:30 PM. City Clerk Bartle called the roll.

ATTENDANCE:

Present:
Curtis Ford, Mayor - Seat 1
Bruce Bole, Commissioner - Seat 2
Michael Waters, Commissioner - Seat 3
Candace Kelly, Commissioner - Seat 4
Jessica Ring, Commissioner - Seat 5

Also Present:
Joe Gerrity, Interim City Manager (CM)
Jason Gabriel, City Attorney (CA)
Donna Bartle, City Clerk (CC)
Kevin Hogencamp, Deputy City Manager (DCM)
Ladayija Nichols, Deputy City Clerk (DCC)
Steve Swann, City Engineer (CE)
Scott Williams, Public Works Director (PWD)

1. APPROVAL OF MINUTES

1.A. Approve minutes of the Town Hall Meeting held on October 22, 2022.

Mayor Ford asked if there were any corrections or changes needed. There were no corrections to the minutes. Mayor Ford stated the minutes stand as submitted.

1.A. Approve minutes of the Commission Priority Setting meeting held on January 30, 2023.

Mayor Ford asked if there were any corrections or changes needed. There were no corrections to the minutes. Mayor Ford stated the minutes stand as submitted.

1.B. Approve minutes of the Regular Commission Meeting held on May 8, 2023.

Mayor Ford asked if there were any corrections or changes needed. There were no corrections to the minutes. Mayor Ford stated the minutes stand as submitted.

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2. COURTESY OF FLOOR TO VISITORS

2.A. FY22 Audit Report Presentation

Link to 2022 Auditor's Report

Kevin Smith, Audit Director for Purvis Gray presented as detailed in Attachment A (which is attached hereto and made part of this Official Record as **Attachment A**).

Commissioner Bole pointed out that last year's Commission voted to decrease the millage rate and inquired about the part of the presentation that mentioned the millage rate being static and when the decrease in millage rate would take effect. Mr. Smith confirmed that the decrease went into effect in 2023.

Mayor Ford inquired about pension funds and what percentage would be considered good but not excessively good. Mr. Smith shared that 75% and above is good and he also pointed out that the City is in line with FRS (Florida Retirement System).

Commissioner Bole asked if the City is above the Florida average regarding pensions. Mr. Smith confirmed that we are.

CM Gerrity thanked Finance Director (FD) Melissa Burns for a good audit and announced her departure at the end of the month.

6-12-23 Attachment A

PUBLIC COMMENT

Mayor Ford explained the process for public comments and opened the Courtesy of the Floor to Visitors. CC Bartle called each speaker to the podium.

Cindy Anderson suggested giving the Hanna Park land back to COJ. She expressed her opinions and support for the splash pad.

Mayor Ford briefly explained the proper decorum for public comments during meetings.

Joseph Schwarz expressed his support for the splash pad.

Steve Piscitelli spoke about his experiences on the Mayor's Council on Health and Well-Being and described a few of the takeaways from this committee that he feels could be used towards the splash pad.

Greg Crocker Pastor of First Baptist AB, spoke about services his church provides.

Mayor Ford reminded everyone to address the Commission when making public comments.

Chris Brophy expressed his opinions and concerns regarding the tennis and pickleball courts located at Donner Park.

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Ellen Glasser mentioned that she is in favor of the splash pad and expressed her support for City staff.

Sarah Boren spoke about solid waste. She announced that ESC is planning a Howell Park cleanup in partnership with the Friends of Howell Park tentatively on June 24, 2023. She also mentioned that the ESC speaker series on the first Thursday of this month was good. She expressed opinions on the pickleball and tennis courts at Donner Park.

Patti Allen expressed opinions about the Donner Park pickleball and tennis courts.

Barbara Diamond described her reasoning for wanting to convert the tennis courts at Donner Park to pickleball courts.

Bruce Andrews spoke about the potential pickleball courts conversion at Donner Park.

Jane Wytzka shared concerns about construction happening near her home and shared her ideas on what she would like to see happen moving forward.

James Roman spoke in support of the pickleball and tennis courts expansion at Donner Park.

Garrett Callis spoke about his work with Jax Fray and the City.

Brinkley Harrell expressed his opinions and concerns regarding various City projects.

CC Bartle read the name and comment from the citizens who did not wish to speak as follows:

Jen Stemack in favor of pro pickleball courts.

Dianna Sutton is in support to add more pickleball courts.

CC Bartle called more speakers to the podium.

Albert Kerber shared his opinions on the splash pad.

Ken Caudle expressed that he is neither for nor against potential pickleball courts and expressed concerns regarding parking.

TJ Santiago expressed his opinions regarding potential pickleball and tennis court expansion.

Rachel Young spoke in support of the splash pad.

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EMERGENCY RESOLUTION ADDED TO THE AGENDA

CM Gerrity and CA Gabriel explained the process for adding a Resolution to the agenda. Resolution No. 23-21 is attached hereto and made part of this Official Record as **Attachment B**.

6-12-23 Attachment B

MOTION: Resolution (No.) 23-21 for Levy Road Outfall Emergency Line to be put on the agenda.

Motion: Bruce Bole
Second: Michael Waters

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Michael Waters (Seconded By)	***For***
Candace Kelly	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

3. CITY MANAGER REPORTS

3.A. Accept the 90-Day Calendar (June - Aug. 2023)

Commissioner Bole asked if the budget meeting scheduled for August 24, 2023 would be canceled if all business has been concluded, CM Gerrity confirmed that it would be canceled if business has been concluded.

MOTION: Approve the 90-Day Calendar.

Motion: Jessica Ring
Second: Bruce Bole

Curtis Ford	***For***
Bruce Bole (Seconded By)	***For***
Michael Waters	***For***
Candace Kelly	***For***
Jessica Ring (Moved By)	***For***

Motion passed 5 to 0.

3.B. Splash Pad

CM Gerrity gave a brief summary of potential splash pad funding options.

DRAFT

Commissioner Ring inquired about the remainder of funds left for the projected project costs. CM Gerrity mentioned that there is a $165,000 match that was leftover from the FRDAP (Florida Recreation Development Assistance Program) grant. CE Swann clarified that the grant is $185,000. CM Gerrity mentioned that there will be a total of $413,000 going towards the project.

Commissioner Kelly expressed that she is in favor of deferring the mural project.

Commissioner Bole shared that the he supports the splash pad. He spoke briefly about liability concerns.

Commissioner Ring expressed support for the splash pad. She expressed that she was reluctant to sign off on the bids received for the mural.

Commissioner Waters mentioned that he originally did not support the splash pad. He does not want to spend anything on the mural. He now supports the splash pad.

Mayor Ford expressed gratefulness for the dialogue that has happened regarding the splash pad. He will support the splash pad on the condition that the Commission gets a report back after the first year regarding the parking. He also suggested not moving forward on the mural this year.

There was a ***CONSENSUS*** to allow CM Gerrity to move forward with the condition that they will not move forward on the mural

3.C. Surplus Land Sale

CM Gerrity provided an update as detailed in the agenda packet.

Commissioner Bole asked CM Gerrity what the City recommends. CM Gerrity expressed that he would not keep the land.

Commissioner Waters expressed that he would sell the land.

Mayor Ford agreed with Commissioner Waters.

Commissioner Ring suggested that she likes the idea of giving it to Hanna Park in exchange for a discounted rate for AB residents.

Mayor Ford suggested placing the land out for RFP. CA Gabriel explained that any of the ways outlined in the staff report are all options.

There was a ***CONSENSUS*** from all except Commissioner Ring to place this out for bid.

3.D. Dora Street Update

DRAFT

CE Swann provided an update as detailed in the agenda packet and mentioned that he would like to negotiate with the seller and also look at a potential storm water pond on the property.

Mayor Ford mentioned that he is not in favor of acquiring land for purposes of owning land but he does however, understand that this piece of land could be critical to the storm water management system.

Commissioner Bole pointed out that it makes sense to see what the numbers are and place out a bid.

Commissioner Ring asked how much the Selva Marina Preserve costed the City back in 2019. She wanted to know what the City owes on land that has already been bought. CM Gerrity explained that this purchase is a 15 year note for $1.4 million with 11 more years of payments. Mayor Ford asked if this property purchase had storm water functionalities. CE Swann confirmed that it has some storm water storage capacities.

Mayor Ford asked how this would be funded. CM Gerrity advised that there are reserves in water and sewer and suggested structuring an inter-departmental loan and set up a payment schedule.

There was a***CONSENSUS*** to allow CM Gerrity and CE Swann to proceed with negotiations not to exceed $1.2 million that will be brought back for final approval from the Commission.

3.F. Emergency Resolution

CE Swann explained Resolution No. 23-21 (which is attached hereto and made part of this Official Record as **Attachment B**).

3.E. May 2023 Paid Parking and Parking Citation Stats

CM Gerrity explained as detailed in the agenda packet.

Commissioner Waters shared feedback he has received from residents and visitors. He expressed his support for AB Police.

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

Commissioner Bole

- Expressed gratitude for the positive decisions made during tonight's meeting.
- Announced a Beaches Town Center Agency meeting on 6-13-23 and thanked the CM for helping with sidewalks.
- Briefly spoke about the CM search and suggested coming up with the best three candidates and move forward.

Commissioner Kelly

- Announced that June 12 is Women's Veterans Day.
- Spoke about the Juneteenth holiday.

DRAFT

Commissioner Ring

- Mentioned that she attended an event at Veterans Memorial Park and expressed appreciation for the committee that put the event together.
- She asked if lights at Bull Park would make the tennis courts more accessible.
- Requested a recycling update. Mayor Ford mentioned that he would speak about this issue.

Commissioner Waters

- Mentioned that the traffic was handled well during the Memorial Day event this year
- Expressed his excitement for the upcoming Safety, Traffic and Parking (STOP) Committee.

Mayor Ford

- Announced that all five Commissioners attended the Veterans Memorial Park event along with a variety of AB staff.
- He thanked citizens for bringing their concerns to the Commission regarding the GFL contract. He also mentioned that GFL will charge the same rate per recycling toter based on the number of toters requested by the condominium.

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

5.A. City Manager Search Update

CM Gerrity recapped his thought process for CM candidates moving forward: Receive names from the Commissioners, get in touch with each individual and, do zoom interviews individually. He mentioned that he would like the Commission to bring back three finalist to the next meeting. He also mentioned that he forwarded three candidates to the Commissioners and also provided them with a resume at all of their places (which is attached hereto and made part of this Official Record as **Attachment C**).

CM Gerrity suggested taking a hard look at the salary range. He also suggested a housing stipend. He mentioned that an RFP was put together but he feels that it's not necessary to engage a search firm. He suggested a maximum of five interviews, individually.

Mayor Ford expressed his hopes for the Charter Revision Committee (CRC) to change the Charter to allow the CM to live outside of the City limits, a potential radius of a couple miles. He mentioned that he is in favor of a housing allowance to be paid only if the CM lives in AB, given that the Charter is amended.

Commissioner Bole expressed support for the salary increase.

There was a ***CONSENSUS*** to authorize CM Gerrity to change the CM posting salary range to $190,000-$225,000. Assuming that the Charter is modified and the CM lives in AB, a housing allowance of $24,000 per year will also be included.

CM Gerrity requested the names of candidates to interview for the CM position.

Commissioner Bole

Gary (Mike) New and David Strohl

DRAFT

Commissioner Kelly
Gary (Mike) New and David Strohl

Commissioner Ring
Gary (Mike) New, David Strohl, Charles Jackson and, Chip (Charles) Drysdale.

CM Gerrity read off the names for the record
David Strohl, Gary (Mike) New, Pat Oman, Troy Bell and, John Barkley.

Mayor Ford
Gary (Mike) New and Chip Drysdale

Mayor Ford indicated that he would like to have five candidates interviewed.

CM Gerrity mentioned that he will move forward with Gary (Mike) New and David Strohl and keep the Commissioners updated of any new applications that come in that he feels would be worth interviewing.

6-12-23 Attachment C

6. CONSENT AGENDA

6.A. Authorize the Mayor to sign the DR4673-Z3708 Subgrant Agreement.

MOTION: Approve (item 6A as written) consent agenda as written.

Motion: Bruce Bole
Second: Candace Kelly

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Michael Waters	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

7. COMMITTEE REPORTS
None.

8. ACTION ON RESOLUTIONS

8.A. RESOLUTION NO. 23-19
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID #2223-06 FOR THE MILLING AND PAVING 2023 PROJECT.

DRAFT

Mayor Ford read the title of the resolution.

PWD Williams explained the resolution and answered questions from the Commission.

MOTION: Pass (Approve) 23-19 (Resolution No. 23-19).

Motion: Bruce Bole
Second: Candace Kelly

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Michael Waters	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

8.B. RESOLUTION NO. 23-20

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, REPEALING AND REPLACING RESOLUTION NO. 23-11 ESTABLISHING THE SAFETY, TRAFFIC AND PARKING COMMITTEE; ADOPTING THE COMMITTEE PURPOSE; ADOPTING CERTAIN PROVISIONS GOVERNING THE COMMITTEE; ESTABLISHING CITY STAFF ADMINISTRATIVE SUPPORT; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Ford read the title of the resolution. He also read the names of the Committee members as listed in the resolution.

MOTION: Approve Resolution No. 23-20.

Motion: Michael Waters
Second: Bruce Bole

Commissioner Kelly inquired about staff support. Mayor Ford clarified that DCM Hogencamp will be the staff liason for this Committee.

Curtis Ford	***For***
Bruce Bole (Seconded By)	***For***
Michael Waters (Moved By)	***For***
Candace Kelly	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

8.C. RESOLUTION NO. 23-21

DRAFT

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE EMERGENCY FUNDS FOR CLEARING THE LEVY ROAD OUTFALL PIPELINE; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

CM Gerrity briefly discussed the resolution (which is attached hereto and made part of this Official Record as **Attachment A**).

MOTION: Approve Resolution No. 23-21.

Motion: ***Michael Waters***
Second: ***Candace Kelly***

Curtis Ford	***For***
Bruce Bole	***For***
Michael Waters (Moved By)	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

9. ACTION ON ORDINANCES

9.A. ORDINANCE NO. 55-23-38, Introduction and First Reading

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, FLORIDA INCREASING MONTHLY SANITATION RATES BY 16.63% BY AMENDING CHAPTER 16, SOLID WASTE AND RECYCLING, ARTICLE I, SOLID WASTE DEFINITIONS AND PROCEDURES, SECTION 16-10 FEES FOR COLLECTION; PROVIDING FOR INTENT; PROVIDING FOR ADOPTION OF THE NEW RATES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Ford read the title of the ordinance.

CM Gerrity explained the ordinance as detailed in the agenda packet and a chart (which is attached hereto and made part of this Official Record as **Attachment D**).
6-12-23 Attachment D

MOTION: Approve Ordinance (No.) 55-23-38 (on first reading).

Motion: ***Jessica Ring***
Second: ***Michael Waters***

Opened for Public Comment

DRAFT

Sarah Boren inquired about the cost of trash pickup. CM Gerrity explained that the City has subsidized trash pickup for the last 21 months and that it will cost GFL $19.46 to pick up per residence plus $1.56 to replenish the City's fund.

Brinkley Harrell mentioned that he forwarded his last three emails regarding this topic to the City Clerk's Office. He expressed concerns regarding citizens being overcharged in the past.

Commissioner Bole made another motion, Commissioner Waters made a second.

Curtis Ford	***For***
Bruce Bole	***For***
Michael Waters (Seconded By)	***For***
Candace Kelly	***For***
Jessica Ring (Moved By)	***For***

Motion passed 5 to 0.

10. MISCELLANEOUS BUSINESS
None.

11. CITY ATTORNEY/CITY CLERK REPORTS AND/OR REQUESTS
None.

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER
CM Gerrity

- Wished his wife a Happy Birthday.
- Opined to Mayor Glasser's comments and acknowledged that citizen input has changed due to social media. He expressed that he would like for public comment to continue to be civil and respectful.

Commissioner Bole

- Spoke about FD Burns and expressed that City staff does a great job.

Commissioner Kelly

- Encouraged everyone to watch out for pedestrians.

Commissioner Ring

- Thanked Commissioner Waters for his prayer.
- Thanked the STOP Committee citizens chosen and those that applied as well.

Commissioner Waters

- Expressed that he felt good about decisions made during the meeting.
- Spoke about FD Burns and expressed that she will be missed.
- He mentioned that the Commission has some decisions to make moving forward regarding the CM position.

Mayor Ford

- Represented the City in the Coaches fundraising baseball tournament at Jack Russell and that his team won.

DRAFT

13. ADJOURNMENT

The meeting adjourned at 9:17 p.m.

Attest:

Ladayija Nichols, Deputy City Clerk

Curtis Ford, Mayor

Date Approved: _____

DRAFT


Attachment A to
6-12-23 Minutes
CITY OF ATLANTIC BEACH
Audit Results for the
Fiscal Year Ended
September 30, 2022
PURVIS
GRAY

Audit Engagement – What Did We Do?



Financial Audit

Financial Statements and Independent Auditor's Report

Internal Controls and Compliance Affecting Financial Reporting

Examination of Compliance with Florida Statute on Investment of Public Funds

Examination of Compliance for the U.S. Treasury Coronavirus State and Local Recovery Funds Program (CSLFRF)

Auditor's Reports

Attachment A to
6-12-23 Minutes

Matter	Conclusion
Auditor's Opinion on Financial Statements and Notes	• Fairly stated in all material respects • Unmodified Opinion ("Clean" Opinion)
Internal Control, Compliance, and Other Matters required to be reported under *Government Auditing Standards*	• One significant deficiency in internal control over financial reporting • No material instances of noncompliance or other matters
Compliance with F.S. 218.415	• The City complied, in all material respects, with compliance requirements for local government investments
Examination Report on ARPA	• The City complied, in all material respects, with compliance requirements noted in the CSLFRF Section of the 2022 Compliance Supplement

PURVIS GRAY

Auditor's Reports

Matter	Conclusion
Management Letter in accordance with Chapter 10.550, *Rules of the Auditor General*	• No current year findings or recommendations • No finding of financial emergency

PURVIS GRAY

Significant Estimates and Judgments

Certain aspects of accounting are more qualitative and thus require more judgment and estimation by management. The following items represent the most significant estimates:

- Depreciation Expense and Accumulated Depreciation
- Allowance for Uncollectible Accounts
- Compensated Absences Liability
- Net Pension Liability, Expense and Related Deferred Outflows and Inflows of Resources
- Net OPEB Liability, Expense and Related Deferred Outflows and Inflows of Resources
- Lease Receivable and Deferred Inflows of Resources for Leases that the City is a Lessor

PURVIS GRAY

Significant Audit Matters

Matter	Conclusion
Accounting Policies	• GASB 87, Leases implemented in the current year • No transactions noted for which there is a lack of authoritative guidance
Financial Statement Disclosures	• The disclosures are neutral, consistent, and clear • Significant disclosures: Pension Plans
Adjustments Detected by the Audit Process	• Audit adjustment of 430k to correct accounts payable – See IC finding, no other material audit adjustments
Difficulties Encountered in Performing the Audit	• No significant difficulties encountered in dealing with management or performing the audit

PURVIS GRAY

Financial Highlights – General Fund

	2022	2021	Change
Revenues			
Taxes	8,009,856	7,620,288	389,568
Licenses and Permits	1,097,637	789,254	308,383
Intergovernmental	2,740,162	2,388,315	351,847
Charges for Services	847,851	963,957	(116,106)
Fines and Forfeitures	234,136	57,838	176,298
Other	(106,621)	(82,877)	(23,744)
Total Revenues	$ 12,823,021	$ 11,736,775	$ 1,086,246
Expenditures			
General Government	3,012,693	2,741,504	271,189
Public Safety	6,816,042	6,682,464	133,578
Transportation	1,503,867	1,247,340	256,527
Culture and Recreation	1,491,759	1,089,282	402,477
Capital Outlay	751,127	523,464	227,663
Total Expenditures	$ 13,575,488	$ 12,284,054	$ 1,291,434
Net Transfer In (Out)	$ 2,564,997	$ 1,491,329	$ 1,073,668
Net Change in Fund Balance	$ 1,812,530	$ 944,050	$ 868,480

PURVIS GRAY

Financial Highlights – General Fund

Attachment A to
6-12-23 Minutes

	2022	2021	Change
Total Assets	$ 10,571,747	$ 8,790,233	$ 1,781,514
Total Liabilities	$ 807,749	$ 838,765	$ (31,016)
Fund Balance			
Nonspendable	91,906	77,297	14,609
Assigned	5,515,325	4,068,880	1,446,445
Unassigned	4,156,767	3,805,291	351,476
Total Fund Balance	$ 9,763,998	$ 7,951,468	$ 1,812,530
Unassigned FB as a % of Total Expenditures	31%	31%	

PURVIS GRAY

Financial Highlights – Enterprise Funds

Attachment A to
6-12-23 Minutes

	2022	2021	Change
Revenues			
Utilities	10,575,661	9,842,455	733,206
Stormwater	909,139	898,242	10,897
Sanitation	2,023,972	1,946,377	77,595
Building Code Enforcement	473,873	474,977	(1,104)
Total Revenues	$ 13,982,645	$ 13,162,051	$ 821,698
Expenses			
Personnel	2,333,190	2,574,572	(241,382)
Other Operating Costs	4,052,701	4,761,369	(708,668)
Intergovernmental Charges	1,807,939	1,690,011	117,928
Depreciation	2,482,375	2,586,982	(104,607)
Total Expenses	$ 10,676,205	$ 11,612,934	$ (936,729)
Operating Income	$ 3,306,440	$ 1,549,117	$ 1,758,427
Nonoperating Revenue (Expense)	$ (665,760)	$ (540,452)	$ (125,308)
Chng in NP Before Capital Contributions	$ 2,640,680	$ 1,008,665	$ 1,633,119
Development Charges & Capital Grants	$ 972,038	$ 312,759	$ 659,279
Net Transfers In (Out)	$ 496,886	$ (1,480,254)	$ 1,977,140
Change in Net Position	$ 4,109,604	$ (158,830)	$ 4,269,538

PURVIS GRAY

Financial Highlights – Enterprise Funds

Attachment A to
6-12-23 Minutes

	2022	2021	Change
Assets			
Current Assets	17,139,248	14,351,222	2,788,026
Restricted Assets	2,825,069	2,122,551	702,518
Net Pension Asset	590,793	-	590,793
Lease Receivable	930,926	-	930,926
Capital Assets	32,755,001	33,996,468	(1,241,467)
Deferred Outflows	773,416	1,166,970	(393,554)
Total Assets and Deferred Outflows	**$ 55,014,453**	**$ 51,637,211**	**$ 3,377,242**
Liabilities			
Current Liabilities	3,375,841	2,945,000	430,841
Non-current Bonds, Notes and Other	9,618,829	11,366,275	(1,747,446)
Pension and OPEB	108,043	1,419,579	(1,311,536)
Deferred Inflows	1,961,871	66,092	1,895,779
Total Liabilities and Deferred Inflows	**$ 15,064,584**	**$ 15,796,946**	**$ (732,362)**
Net Position			
Net Investment in Capital Assets	22,748,281	22,307,257	441,024
Restricted	2,455,901	2,250,323	205,578
Unrestricted	14,745,687	11,282,685	3,463,002
Total Net Position	**$ 39,949,869**	**$ 35,840,265**	**$ 4,109,604**
Unrestricted NP as a % of Total Expenses	**138.1%**	**97.2%**	

PURVIS GRAY

Financial Highlights – Pensions

Attachment A to
6-12-23 Minutes

	General	Police
Additions		
Contributions	1,181,714	1,101,873
Investment Earnings	(4,081,483)	(2,535,546)
Total Additions	$ (2,899,769)	$ (1,433,673)
Deductions		
Benefit Payments	1,504,566	815,563
Administrative Expenses	45,210	41,745
Total Deductions	$ 1,549,776	$ 857,308
Change Net Position	$ (4,449,545)	$ (2,290,981)
Investment Rate of Return	-16.01%	-14.98%
Actuarial Rate of Return	6.75%	6.75%

PURVIS GRAY

Financial Highlights – Pensions

Attachment A to
6-12-23 Minutes

	General	Police
Assets		
Cash and Investments	22,278,551	14,331,538
Other Assets	29,599	18,044
Total Assets	$ 22,308,150	$ 14,349,582
Total Liabilities	$ 260,859	$ 5,300
Net Assets Held for Pension Benefits	$ 22,047,291	$ 14,344,282
Total Pension Liability at 9/30/22	$ 25,540,642	$ 17,179,024
Funded % at 9/30/22	86.3%	83.5%
Funded % at 9/30/21	106.4%	102.2%

PURVIS GRAY

PURVIS GRAY

CERTIFIED PUBLIC ACCOUNTANTS

purvisgray.com

Attachment B to 6-12-23 Minutes

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No.23-21 For The Levy Road Outfall Line Emergency Repairs

SUBMITTED BY: Troy Stephens, Public Utilities Director T.S.

TODAY'S DATE: June 12, 2023

MEETING DATE: June 12, 2023

BACKGROUND: The outfall pipeline carries treated effluent from the wastewater treatment facility to the St. Johns River for disposal. There are two clogs of unknown origin for approximately 400 feet along the line on Levy Road. A contractor attempted to inspect and clear the line, but was unsuccessful due to the pipe being completely blocked.

Staff has reached out to other contractors, and is currently awaiting several quotes, but would need to set aside approximately $200,000 to cover the costs of the work.

With hurricane season upon us, this clog could potentially create a flooding situation at the wastewater treatment plant, as the overflow could not be sent out during an influx of rain water.

Also, the utilities department is attempting to clear out a well, and the outfall line cannot be effectively used to drain this well because of this clog.

BUDGET: The funds for this work would come from the wastewater treatment account 410-5508-535-6300.

.

RECOMMENDATION: Authorize the City Manager to approve the funds and execute contracts and purchase orders in the estimated amount of $200,000 to provide this emergency service.

ATTACHMENT(S): 1) Resolution No. 23-21

REVIEWED BY CITY MANAGER: _____

Attachment B to 6-12-23 Minutes

RESOLUTION NO. 23-21

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE EMERGENCY FUNDS FOR CLEARING THE LEVY ROAD OUTFALL PIPELINE; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in May, 2023, staff hired a contractor, GPH Services, to televise approximately 366 linear feet of 21" clay pipe, and clear a blockage in the outfall pipeline along Levy Road; and

WHEREAS, the contractor could not perform the root removal due to heavy intrusion; and

WHEREAS, this work is considered an emergency and funds are needed quickly due to hurricane season and the potential for an influx of water that cannot be handled by the wastewater treatment facility if this line remains blocked; and

WHEREAS, staff has requested and is currently awaiting several other quotes; and

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach as follows:

Section 1. The City Commission hereby authorizes the City Manager to execute contracts and purchase orders for emergency work in the estimated amount of $200,000 for televising and clearing of the outfall pipeline along Levy Road and;

Section 2. The City Commission hereby appropriates funds from City's Public Utilities Fund for this purpose.

Section 3. The City Commission hereby authorizes the City Manager to execute contracts and purchase orders in accordance with and as necessary to effectuate the provisions of this Resolution;

Section 4. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 12th day of June, 2023.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

**Attachment C to
6-12-23 Minutes**

23-21 – City Manager

Contact Information -- Person ID: 2922992

Name:	Charles M Jackson	Address:	5100 Camber Lane Apt. 5107 Augusta, Georgia 30909 US
Home Phone:	(704) 293-8788	Alternate Phone:	252.578.7364
Email:	cmjresume@yahoo.com	Notification Preference:	Email
Former Last Name:	Jackson		

Personal Information

Driver's License:	Yes, North Carolina , 8590325 , Class C
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Master's Degree

Preferences

Objective

Results-driven, detailed government manager with expertise in: Fiscal Analysis, Performance Measurement, Healthcare Policy, Community Development, Inter-agency Service Coordination and Project Management. Background includes special appointments to statewide IT projects, legislative appropriation committees, and awards for innovative teaching methods in undergraduate education.

Education

Graduate School
Univ. of NC-Charlotte
8/2000 - 5/2003
Charlotte, North Carolina

Did you graduate: Yes
Major/Minor: Public Administration
Units Completed: 40 Semester
Degree Received: Master's

College/University
Fayetteville State Univ.
1/1994 - 12/1996
Fayetteville, North Carolina

Did you graduate: Yes
Major/Minor: Sociology
Units Completed: 120 Semester
Degree Received: Bachelor's

Work Experience

Deputy Administrator
5/2021 - Present

City of Augusta-Richmond County
535 Telfair Street
Augusta, Georgia 30901
(706) 821-2300

Hours worked per week: 40
Monthly Salary: $12,000.00
# of Employees Supervised: 2000
Name of Supervisor:

**Attachment C to
6-12-23 Minutes**

Odie Donald - County Administrator
May we contact this employer? No

Duties
•Manage and coordinate the daily operation of various departments (and services) of consolidated city/county government, including Engineering, Utilities, Solid Waste, Home and Community Development Parks and Recreation, Fire, etc.
•Managed dozens of multi-million-dollar projects related to neighborhood revitalization
•Managed dozes of multi-million-dollar engineering, utility projects
•Managed major site improvements to the county landfill
•Revamped Open Records Request Program to include new Records Officer, policies and procedures
•Lead point of contact for all legislative committees and subcommittees
•Lead point of contact for all external stakeholders, including civic and business leaders

Reason for Leaving
Still employed

County Manager
6/2019 - 4/2021

Northampton County Governbment
9467 NC-305
Jackson, North Carolina 27845
252.5787364

Hours worked per week: 40
Monthly Salary: $9,200.00
# of Employees Supervised: 300
Name of Supervisor: Charles Tyner - Chairman, Board of Commissioners
May we contact this employer? Yes

Duties
•Manage and coordinate the daily operation of various departments (and services) of county government, including Finance, Tax Administration, Planning & Zoning, Emergency Management, Public Works, Economic Development, Human Resources, etc.
•Oversee the preparation and administration of the annual budget: $36M General Fund/Operating Budget, $4M Water & Sewer Fund and $3M Solid Waste Fund.
•Creation of first-time $500,000 Revolving Loan Fund to assist small businesses maintain working capital and minimum inventory (Economic Stimulus Package)
•Creation of new Tax Delinquent Payment Program to offer financial flexibility to residents with delinquent accounts.
•Manage resident suggestions and/or complaints to determine how issues can be solved or improved,
•Project Management of Proposed County Courthouse
•Creation of Tax Repayment Relief Program
•Establishment of Tax Foreclosure Program

Reason for Leaving
Career Advancement

Council Budget Analyst
2/2017 - 6/2019

Hours worked per week: 40
Monthly

Attachment C to 6-12-23 Minutes

City of Richmond
900 East Broad St.
Richmond, Virginia 23223
8046466053

Salary: $6,500.00
# of Employees Supervised: 0
Name of Supervisor: Meghan Brown - Deputy Chief of Staff
May we contact this employer? Yes

Duties
• Revenue and expenditure analysis of the City's annual and operating budgets.
• Evaluate the fiscal impact of legislative proposals. (Refunding bonds, Performance-Based Budgeting, Tax-Increment Financing, Affordable Housing, School Construction, and more).
• Analyze economic development proposals (ex. Tax Increment Finance, development agreements and project performance).
• Analyze the fiscal impact of actual and proposed changes in City agency programs.
• Assist the Council in setting budget priorities and recommending allocations based on performance.
• Analyze tax abatement (rehabilitated structure) and city-wide tax deferral programs to determine the fiscal impact on the City.
• Analyze methods to reform the development approval process (permits, etc.).
• Conduct monthly and quarterly financial and performance reviews and submitting reports to the Council.

Reason for Leaving
Career Advancement to become County Manager of Northampton County

---

Budget Analyst
6/2015 - 1/2017

City of Raleigh Government
https://www.raleighnc.gov/home/content/Departments/Articles/HumanResources.html
222 W. Hargett St.
Raleigh, North Carolina 27601
919-996-3315

Hours worked per week: 40
Monthly Salary: $5,000.00
# of Employees Supervised: 2
Name of Supervisor: David Scarborough - 919-996-4281
May we contact this employer? No

Duties
•Preparation, monitoring and maintenance of annual budget (base budget/supplemental requests)
•Develop business case proposals cost and revenue estimates for all programs
•Manage department budget through PeopleSoft Financial Software
•Management budget transfers, amendments, requisitions, purchase orders
•Performance measurement analytics and reporting for program services
•Monthly tracking of current year budget targets
•Developed over 50 key performance indicators (KPIs) for department programs
•Review and approve requisitions, budget transfers
•Establish bench-marking relationships with 15 municipalities with similar economic profile
•Create 3-year Key Performance Indicator Trend Monitoring Report
•Develop department business plan (required for department budget submission process)
•Co-lead on City of Raleigh Indirect Cost Plan Vendor Selection Committee
•Maintain department IT leased equipment database (account codes, etc.)

•Completion of Lean Six Sigma Yellow Belt Training
•Draft position descriptions forms for reclassified and new positions
•Monitor contract performance of department vendors
•Completed National Incident Management System (NIMS) Training May 2016

Reason for Leaving
Career Advancement with City of Richmond, VA.

Senior Policy Analyst- Program Manager
1/2007 - 5/2015

N.C. Div. of Medical Assistance
1985 Umstead Dr.
Raleigh, North Carolina 27609
(919) 855-4264

Hours worked per week: 40
Monthly Salary: $4,500.00
# of Employees Supervised: 0
Name of Supervisor: Julie Budzinski - Program Director
May we contact this employer? Yes

Duties
• Manager of the At-Risk Case Management (Fee-for-Service) Program ($13M budget)
• Finance Analyst (fiscal analysis) for PACE Program ($60M budget)
• Lead Program Designer CAP-Choice Program Waiver
• Health Policy Analyst for Adult Care Home Program ($120M budget)
• Program Administrator for Medicaid Administrative Claiming (MAC) Initiative
• Provide leadership in setting program goals and objectives of long-term care, managed care and fee-for-service health programs
• Analyze and evaluated financial and programmatic performance issues; made recommendations for improvement
• Develop automated data reports and performance metrics to evaluate quality of care and program expenditures
• Develop knowledge of federal and state law and policies impacting health programs
• Interpret federal and state statutes for division-wide programs
• Prepare and collected data to project/forecast short and long-term program expenditures, used in budget(fund) requests/worksheets
• Develop dashboards to collect and analyze historical utilization and program expenditure data (based on key performance indicators)
• Monitor program budgets and utilization data throughout the fiscal year
• Develop organizational impact studies/issue papers for administrative and operational/business processes
• Draft administrative rulemaking procedures and activities for health programs
• Statistical analysis of service claims for long-term and managed care health programs
• Serve as liaison on stakeholder committees with public, private and civic groups
• Research best practices to develop recommendations to improve business processes and reduce costs
• Creating, managing, and monitoring contracts
• Ensure compliance with Federal healthcare law, regulations and procedures
• Respond to requests by the N.C. General Assembly and Office of the DHHS Secretary
• Conduct formative and summative evaluation projects/audits of programs
• Monitor funded private providers and public agencies for compliance with relevant state and federal regulations

Reason for Leaving
Career Advancement Opportunity as City of Raleigh budget analyst.

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Adjunct Professor
1/2005 - 12/2006

Shaw Univ.
118 East. South St.
Raleigh, North Carolina 27601
(704) 932-4614

Hours worked per week: 12
Monthly Salary: $2,000.00
# of Employees Supervised: 0
Name of Supervisor: Joyce King - Program Director
May we contact this employer? Yes

Duties
- Provided instruction to students in courses including Economics, Human Resource Management and Marketing
- Co-manage Student Advisory Council
- Teach a variety of courses (may include daytime, evening, weekend or off-campus components)
- Participate in the departmental and college communities through a variety of activities (e.g., curriculum development, service on committees, student life activities, etc.)
- Developed skills to remain current with subject matter and instructional methodology
- Recognized by staff/students as 2005 most challenging instructor for provocative teaching methods

Reason for Leaving
Adjunct status

Certificates and Licenses

Skills
Office Skills

Typing: 65
Data Entry: 0

Additional Information
City of Atlantic Beach has chosen not to collect this information for this job posting.

References
Professional
Lawrence, Dr. William
Medical Director
240.305.5747
charles.jackson@nhcnc.net

Professional
Williams, Charles
Agency Asst. Director
919.855.3465
Charles.Williams@dhhs.nc.gov

Professional
Horton, Kris
Administrator with the NC Department of Health and Human Services
170 Brick City Rd.
919.802.7785
cmjresume@yahoo.com

**Attachment C to
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Professional
Phillliams, Andrea
Program Manager
170 Brick City Rd.
919.489.7403
charljack@yahoo.com

Professional
Martin, Andrew
Assistant Director
856 NC 308
919.796.5875
cmjresume@gmail.com

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Resume.doc	Resume.doc	**Resume**	Job Seeker

Agency-Wide Questions

1. Q: Do you use or have you used tobacco products within the past twelve months?
A: No

2. Q: Are you currently authorized to work in the United States without current or future sponsorship from the City of Atlantic Beach? Verification required.
A: Yes

3. Q: Have you ever been employed by the City of Atlantic Beach? If yes, please select your department from the list below. If you are not a former employee, please select N/A.
A: N/A Not a former employee

4. Q: Have you ever been convicted of a felony?
A: No

5. Q: If yes, please explain the type of crime, date of conviction and penalty.
A:

6. Q: Do you have reliable transportation to and from work?
A: Yes

7. Q: Do you consent to the City of Atlantic Beach conducting reference checks, educational and employment verification and a background check?
A: Yes

8. Q: Do you have any relatives working for the City of Atlantic Beach?
A: No

9. Q: If yes, please give their name(s) and relationship(s).
A:

Attachment C to
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10. Q: Are you a military veteran of the United States Armed Forces?

A:

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11. Q: Do you qualify for Veteran's Preference under Florida Statute 295.085 ? Verification (DD-214 and a VA disability certification, if applicable) must be submitted with your application in the attachments section.

A: No

---

12. Q: If this position requires driving, please provide your drivers license number and state of issue.

A:

---

13. Q: Are you currently a resident of the City of Atlantic Beach?

A:

---

14. Q: Where did you first hear about this opportunity?

A:

---

15. Q: If you answered Other for the previous question, please describe where.

A:

Residential Curbside Collection -- Monthly Costs to City (**City Pays**) and Monthly Residential Charge (**City Collects**)

	Collection	Fuel	Disposal	Increase/ Decrease	City Pays GFL	Plus 8% *	Collects From Customer	% Change
8/1/2021	$8.43	$2.42	$6.60		**17.45**		**18.02**	
5/1/2022	$8.43	$3.71	$6.60	$1.29	**18.74**		**18.02**	
10/1/2022	$9.03	$3.71	$6.60	$ 0.60 (7.1%)	**19.34**		**18.02**	
6/1/2023	$9.03	$3.22	$6.60	-$0.49	**18.85**		**18.02**	
10/1/2023	$9.64	$3.22	$6.60	$0.61 (6.7%)	**19.46**	$1.56	**21.02 ****	16.63%

* ***8% added for additional solid waste collection function expenses, plus reserves***

** ***New City rate as of 7-1-2023 is $19.46 plus 8%** ($1.56) = $21.02 -- A 16.63% increase***

MINUTES
Regular City Commission Meeting
Monday, June 26, 2023 - 6:30 PM
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER:

Following the Pledge of Allegiance, Mayor Ford called the meeting to order at 6:30 PM. Deputy City Clerk Nichols called the roll.

ATTENDANCE:

Present:	Curtis Ford, Mayor - Seat 1 Bruce Bole, Commissioner - Seat 2 Michael Waters, Commissioner - Seat 3 Candace Kelly, Commissioner - Seat 4 Jessica Ring, Commissioner - Seat 5
Also Present:	Joe Gerrity, Interim City Manager (CM) Jason Gabriel, City Attorney (CA) Kevin Hogencamp, Deputy City Manager (DCM) Ladayija Nichols, Deputy City Clerk (DCC) Steve Swann, City Engineer (CE) Brian Broedell, Principal Planner

1 APPROVAL OF MINUTES

1A. Approve minutes of the Regular Commission Meeting on May 22, 2023.

Mayor Ford asked if there were any corrections or changes needed. There were no corrections to the minutes. Mayor Ford stated the minutes stand as submitted.

2. COURTESY OF FLOOR TO VISITORS

Mayor Ford explained the process for public comments and opened the Courtesy of the Floor to Visitors.

PUBLIC COMMENT

DCC Nichols called each speaker to the podium.

Cindy Anderson wished the CM a happy belated birthday. She thanked the Commission for moving forward with the splash pad. She also expressed her opinions on parking issues, the upcoming rate increase for utilities and, the Dora Drive property.

DRAFT

Jane Stevens expressed concerns about an overflow of water in her yard and made recommendations on what the City should do moving forward.

Pat Hazouri spoke about the development located at the 500 block of Atlantic Boulevard.

Stephen Fouraker expressed opinions on the surplus property near Hanna Park.

3. CITY MANAGER REPORTS

3.A. Accept the 90-Day Calendar (July - Sept. 2023)

CM Gerrity reported on this item as detailed in the agenda packet.

Commissioner Ring requested to have the Land Development Regulation public input meetings on the 90-Day calendar.

MOTION: Approve the 90-Day Calendar

Motion: ***Bruce Bole***
Second: ***Michael Waters***

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Michael Waters (Seconded By)	***For***
Candace Kelly	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

3.F. Additional Updates

- Mentioned an email to the Commissioners that announced a $500,000 allocation from the Governor that will go towards the Aquatic Gardens project.
- Thanked City employees Ellen Lavake and Carlene Matthews for their service and congratulated them on their retirement.
- Several projects: Skate park is closed for repair, a depression in front of Whit's Frozen Custard is being repaired, Selva Marina force main is being developed and, the Levy Road pipe project will start this week.
- Expressed concern regarding for profit companies using City assets for various activities.
- Shared kind remarks regarding John Stinson and expressed condolences to the family.

3.C. Splash Pad

Link to Splashpad Project Manual

DRAFT

CM Gerrity briefly refernced the information provided in the agenda packet.

3.E. America 250 Marker at Veterans Memorial Park

CM Gerrity reported on this item as detailed in the agenda packet and expressed that he would refer this to the Veterans group.

3.D. Dora Drive Update

CE Swann provided an update as detailed in the agenda packet.

Mayor Ford inquired about the sheet piling referenced in the presentation. CE Swann indicated that this remedy is similar to what Neptune Beach and Jacksonville Beach have. Mayor Ford inquired about the affect the sizing of the pipes would have. CE Swann explained that larger pipes will allow for a more quick and efficient transport of water.

Commissioner Bole asked what we know about the property regarding a landfill issue. CE Swann mentioned that this property has not been on a list of properties that has been used as a landfill and that the drainage ditch could potentially cause problems.

Commissioner Ring inquired about the funding for widening the culvert. CE Swann indicated that there is a hazard mitigation grant from FEMA that will allow the City to design the culvert and make it wider. He also indicated that the culvert project would still need to be completed even without the property purchase. He mentioned that the water management district agreed that none of the 2.2 acres are wetlands. He shared that his professional opinion is that this property could be a valuable part of the City's overall storm water mitigation work.

Mayor Ford asked if the property can it be sold and if anything could be built on it. CE Swann advised that it could potentially be sold as a lawn. Mayor Ford recommended an environmental audit be completed for this property.

Commissioner Waters asked how the garbage at Lily Street was found. CE Swann explained that an environmental audit was the first step in helping indicate this issue.

Commissioner Ring asked what the time line of the mitigation pond would be if the property is purchased. CE Swann indicated that it could potentially be three to five years if the funding came from FEMA.

Mayor Ford would like to see a contract written on behalf of the City purchasing this property at the pre-agreed amount, subject to a 90-day inspection and assessment for feasibility.

There was a ***CONSENSUS*** from all, except Commissioner Ring, to allow the CM to work with the CE to move forward with the suggested contract terms.

3.B. City Manager Search Update

DRAFT

CM Gerrity expressed that he would like to get at least two or three people in for an interview during the time frame of July 25th-27th. He suggested one-on-one interviews, meet-and-greet and then hold public interviews.

Commissioner Ring expressed that she liked the plan and suggested posting where we are in the process.

Mayor Ford indicated that he is pleased with the responses received from the current posting of the CM job opening.

CM Gerrity shared a new application received (which is attached hereto and made a part of this Official Record as **Attachment A**). He also went over how the process would go: A tour of City facilities, the next day will be one-on-one interviews, the following day will be a meet-and-greet and the last day the Commission would hold public interviews.

Mayor Ford asked for feedback regarding one, making a decision while candidates are present, or two, allowing the vote to happen in a separate meeting.

Commissioner Bole is in favor of option two and suggested working quickly.

Commissioner Waters indicated that he is in favor of option two.

Commissioner Bole recommended making a top three list of candidates to interview.

Commissioner Ring asked if all three candidates would be in attendance at the same time. CM Gerrity informed that this is a public meeting and that they'll have the option to attend however, he believes that common courtesy would be to let them have the option of not being present while a decision is made.

There was direction for CM Gerrity to continue working on the schedule.

CM Gerrity stated that he will be reaching out to candidates David Strohl, Michael Lamar and, Gary (Mike) New. Commissioner Bole suggested adding a fourth just in case. The Commission agreed to interview four candidates if necessary.

6-26-23 Attachment A

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

4.A. Parks Master Plan (Commissioner Kelly)

Commissioner Kelly provided a brief overview on why she wanted the parks plan reopened. Brian Broedell, Principal Planner provided a presentation (which is attached hereto and made a part of this Official Record as **Attachment B**).

DRAFT

Commissioner Ring asked if the amount of people using the racquetball court is known and if it could be a solution. Brian answered that it's a possibility and that there isn't any specific information regarding the use.

CM Gerrity mentioned that this project isn't one that would get done this year and suggested adding it to the next budget.

ARCC members Joseph Schwarz and Jane Stevens provided their input on the pickle ball and tennis courts.

CM Gerrity explained that he would look at the facilities and try to come back with a recommendation for the budget.

6-26-23 Attachment B

Commissioner Kelly

- Spoke about a Land Development meeting she attended and encouraged everyone to attend future meetings.
- Spoke about water usage and suggested getting the City on board with water conservation methods. Mayor Ford asked about being electronic on water meter reading and suggested looking into electronic tracking of water. CE Swann explained that automatic meter reading (AMI) is a costly project that could be implemented incrementally and the current meter readers would reallocate to tracking down any problems.
- Described her experience at Wild Wonders and expressed her gratitude for the program.

Commissioner Ring

- Mentioned that she held three phone calls with CM candidates. She suggested posting the status of the process online.

Commissioner Waters

- Expressed the he is excited about the STOP Committee starting on July 5, 2023.

Mayor Ford

- Expressed concerns regarding permitting.

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

None.

7. COMMITTEE REPORTS

7.A. Arts, Recreation, and Culture Committee (ARCC)

Joseph Schwarz, Committee Member provided an update as detailed in the agenda packet.

DRAFT

8. ACTION ON RESOLUTIONS

8.A. RESOLUTION NO. 23-22

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY TO CONTRACT WITH ACON CONSTRUCTION TO PROVIDE DESIGN-BUILD SERVICES FOR THE CONSTRUCTION OF A SPLASH PAD AT DONNER PARK AT A PRICE NOT TO EXCEED $529,500 AND PRE-PURCHASE THE SPLASH PAD AMENITIES FROM WATERPLAY AT A PRICE NOT TO EXCEED $78,000; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Mayor Ford read the title of the resolution.

6-26-23 Attachment C

MOTION: Adopt Resolution No. 23-22 (as amended).

The amended Resolution is attached hereto and made a part of this Official Record as **Attachment C**).

Motion: ***Candace Kelly***
Second: ***Bruce Bole***

Curtis Ford	***For***
Bruce Bole (Seconded By)	***For***
Michael Waters	***For***
Candace Kelly (Moved By)	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

9. ACTION ON ORDINANCES

9.A. ORDINANCE NO. 55-23-38, Public Hearing and Final Reading

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, FLORIDA INCREASING MONTHLY SANITATION RATES BY 16.63% BY AMENDING CHAPTER 16, SOLID WASTE AND RECYCLING, ARTICLE I, SOLID WASTE DEFINITIONS AND PROCEDURES, SECTION 16-10 FEES FOR COLLECTION; PROVIDING FOR INTENT; PROVIDING FOR ADOPTION OF THE NEW RATES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Mayor Ford read the title of the ordinance.

DRAFT

The Public Hearing was opened. There were no speakers. The Public Hearing was closed.

Commissioner Bole thanked the City for their work.

10. MISCELLANEOUS BUSINESS
None.

11. CITY ATTORNEY/CITY CLERK REPORTS AND/OR REQUESTS
CA Gabriel

- Reminded everyone to file their Form 1 by July 1.

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER
Commissioner Ring

- Mentioned that she appreciated the moment of silence provided before the start of the meeting.

9.A.

DCC Nichols asked the Commission if a motion was made for agenda item 9A. The Commission proceeded with their vote.

MOTION: Approve Ordinance No. 20-23-167.

Motion: Candace Kelly
Second: Bruce Bole

Curtis Ford	***For***
Bruce Bole (Seconded By)	***For***
Michael Waters	***For***
Candace Kelly (Moved By)	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

Commissioner Waters

- Apologized to John Stinson's family.

Commissioner Kelly

- Suggested offering resources to employees to help manage retirement savings.

Commissioner Bole

- Expressed excitement for the splash pad.

13. ADJOURNMENT
The meeting adjourned at 8:28 p.m.

DRAFT

Attest:

Ladayija Nichols, Deputy City Clerk

Curtis Ford, Mayor

Date Approved:_____

DRAFT

Attachment A to 6-26-23 Minutes

23-21 - City Manager

Contact Information -- Person ID: 25753422

Name:	William Burt Killingsworth	Address:	3227 Glendyne Drive West None Jacksonville , Florida 32216 US
Home Phone:	904-343-8015	Alternate Phone:	904-448-1982
Email:	wbkillingsworth@gmail.com	Notification Preference:	Email
Former Last Name:	None		

Personal Information

Driver's License:	Yes, Florida , K452-922-63-057-0 , Class E
Can you, after employment, submit proof of your legal right to work in the United States?	Yes
What is your highest level of education?	Bachelor's Degree

Preferences

Objective

Education

College/University
University of Florida
1987 - 1989
Gainesville, Florida

Did you graduate: Yes
Major/Minor: Real Estate and Urban Analysis
Degree Received: Bachelor's

Work Experience

Director
11/2015 - 7/2023

City of Jacksonville
Jacksonville, Florida

Hours worked per week: 40
Monthly Salary: $15,416.00
# of Employees Supervised: 203
Name of Supervisor: Brian Hughes - CAO
May we contact this employer? Yes

Duties
Created an award winning organization by providing vision and strategic direction to foster high performance neighborhoods, to be a leader in transportation planning, to partner with other entities, to be a visible resource, and to build a reputation for excellence. Approved all major financial and department initiatives. Responsible for a $27 million proposed budget and a staff of 203 employees. Negotiated proportionate share contracts and development agreements. Coordinated Department activities and policies with other city, state, and federal agencies. Provided professional recommendations to the Mayor's Office, Jacksonville Planning Commission and the City Council's Land Use and Zoning Committee in their review and action taken on all comprehensive plan, zoning and other planning related ordinance modifications.

Reason for Leaving
Change of Administration

Director, Community Development
2/2013 - 11/2015

Florida Department of Economic Opportunity
www.floridajobs.org
Tallahassee, Florida 32399
850-717-8475

Hours worked per week: 40
Monthly Salary: $9,583.33
Name of Supervisor: Jesse Panuccio - Executive Director
May we contact this employer? Yes

Duties

Leading an organization that strives to create a State with distinctive communities that compete in a global marketplace. Responsible for nearly $900 million in open federal awards through the following programs: Community Service Block Grants, Low Income Home Energy Assistance Program, Weatherization Assistance Program, Small Cities Community Development Block Grants, Disaster Recovery Initiative, Neighborhood Stabilization Program, Rural Infrastrature Program, State Small Business Credit Initiative, Comprehensive Planning, Developments of Regional Impact, Areas of Critical State Concern, Coastal Planning, and the Competitive Florida Partnership. Coordinate activities and policies with other state agencies, federal agencies,local governments, non-profits and citizens.

Reason for Leaving
New Job

Director, Planning and Development
3/2009 - 10/2011

City of Jacksonville
Jacksonville, Florida

Hours worked per week: 40
Monthly Salary: $10,000.00
Name of Supervisor: Alan Mosley - Chief Administrative Officer
May we contact this employer? Yes

Duties
Created policy and developed consensus to support development fees, mobility, and quality growth. Created a regulatory environment that incentivizes a built environment supportive of producing the revenue needs of the city, multiple modes of travel, and a quality of life desired by our citizens. Managed and set policy for the Planning and Development Department that is comprised of a $14.8 million budget and 161 staff members in the following Divisions: Current Planning, Community Planning, Building Inspection, and Development Services. Negotiated proportionate share contracts and development agreements and coordinated Department activities and policies with other city, state, and federal agencies. Coordinated with the Mayor's Office, Jacksonville Planning Commission and the City Council's Land Use and Zoning Committee in their review and action taken on all comprehensive plan, zoning and other planning related ordinance modifications.

Reason for Leaving
Change of adminstration.

Chief, Community Planning Division
1/2008 - 3/2009

City of Jacksonville
Jacksonville, Florida

Hours worked per week: 40
Monthly Salary: $7,500.00
Name of Supervisor: Brad Thoburn - Director
May we contact this employer? Yes

Duties
Managed and provided policy guidance to the Community Planning Division that is responsible for transportation planning, capital improvements planning, historic preservation planning, brownfields program, neighborhood planning, land use planning, school concurrency, transportation concurrency, DRIs, and GIS. Managed and provided policy guidance for the preparation of the text amendments initiated by the 2007 Evaluation and Appraisal Report for all elements of the comprehensive plan. Managed special studies including the Greater Arlington/Beaches, Southeast, Urban Core Vision Plans, North Area Transportation Study, Baymeadows Area Transportation Study and various Neighborhood Action Plans. Negotiated with DCA and other state agencies to bring numerous land use and text amendments into compliance, to determine how impacts are analyzed, and to settle proportionate share issues with the CIE. Negotiated proportionate share contracts and development agreements.

Reason for Leaving
Promoted to Director

Principal Planner, Community Planning Division
4/2002 - 1/2008

City of Jacksonville
Jacksonville, Florida

Hours worked per week: 40
Monthly Salary: $6,700.00
Name of Supervisor: Jeannie - Fewell
May we contact this employer? Yes

Attachment A to 6-26-23 Minutes

Duties
Managed and provided policy guidance to the Capital Planning Section that is responsible for transportation planning, capital improvement planning, school concurrency, developments of regional impacts inclusive of land use, and GIS. Prepared and managed the preparation of the City's Public Schools Facilities Element, the Public Schools Interlocal Agreement, the School Concurrency Ordinance, and the Capital Improvements Element. Supervised the preparation of the 2007 Evaluation and Appraisal Report for the following elements of the Comprehensive Plan: the Transportation Element, the Capital Improvements Element, the Infrastructure Element. Additionally, instituted policies and procedures that resulted in the elimination of the transportation concurrency review backlog. Prepared and managed the Department's annual budget and grants, as well as the Department's human resources.

Reason for Leaving
Promoted to Chief

Certificates and Licenses

Type: Economic Development Finance Professional
Number:
Issued by:
Date Issued: 2 /2011 Date Expires:

Type: American Institute of Certified Planners (AICP)
Number:
Issued by:
Date Issued: 11 /2012 Date Expires:

Skills
Office Skills
Typing:
Data Entry:

Additional Information
City of Atlantic Beach has chosen not to collect this information for this job posting.

References

Resume

Text Resume

Attachments

Attachment	File Name	File Type	Created By
Killingsworth Resume.doc (1).pdf	Killingsworth Resume.doc (1).pdf	Resume	Job Seeker

Agency-Wide Questions

1. Q: Do you use or have you used tobacco products within the past twelve months?
   A: No

---

2. Q: Are you currently authorized to work in the United States without current or future sponsorship from the City of Atlantic Beach? Verification required.
   A: Yes

---

3. Q: Have you ever been employed by the City of Atlantic Beach? If yes, please select your department from the list below. If you are not a former employee, please select N/A.
A: N/A Not a former employee

4. Q: Have you ever been convicted of a felony?
A: No

5. Q: If yes, please explain the type of crime, date of conviction and penalty.
A:

6. Q: Do you have reliable transportation to and from work?
A: Yes

7. Q: Do you consent to the City of Atlantic Beach conducting reference checks, educational and employment verification and a background check?
A: Yes

8. Q: Do you have any relatives working for the City of Atlantic Beach?
A: No

9. Q: If yes, please give their name(s) and relationship(s).
A:

10. Q: Are you a military veteran of the United States Armed Forces?
A: Yes

11. Q: Do you qualify for Veteran's Preference under Florida Statute 295.085 ? Verification (DD-214 and a VA disability certification, if applicable) must be submitted with your application in the attachments section.
A: No

12. Q: If this position requires driving, please provide your drivers license number and state of issue.
A:

13. Q: Are you currently a resident of the City of Atlantic Beach?
A: No

14. Q: Where did you first hear about this opportunity?
A: COAB website

15. Q: If you answered Other for the previous question, please describe where.
A:

ENVIRONMENTAL STEWARDSHIP COMMITTEE

2030 PARKS MASTER PLAN

City of Atlantic Beach, Florida



Approved Sept. 2020

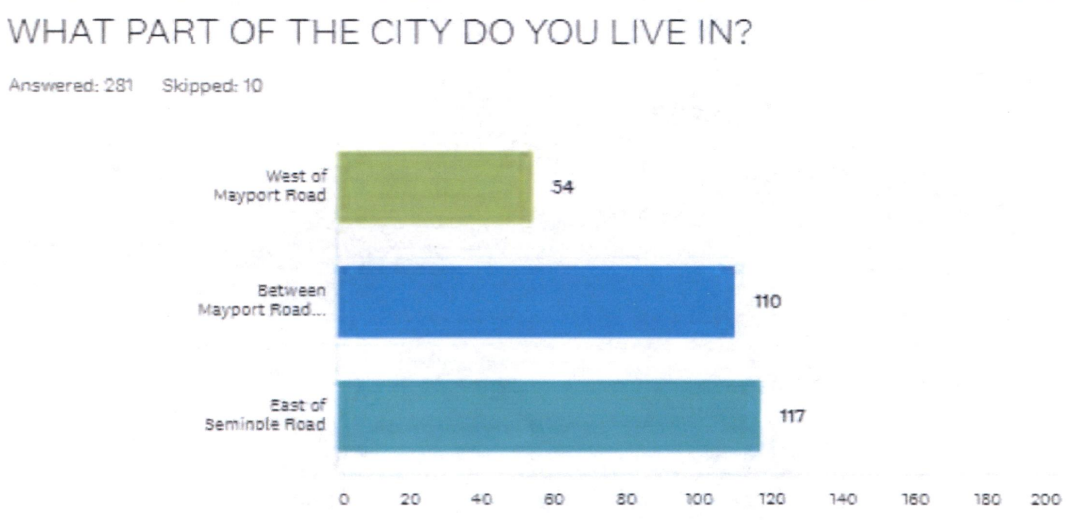
Attachment B to
6-26-23 Minutes

Commission Priority
Parks Master Plan – Strategic Goal #3

Background for Parks Master Plan (PMP)

Process began in 2018 with a community survey

- 291 responses
- 288 were AB residents



City of Atlantic Beach Parks & Trails Master Plan
Community Workshop
December 5, 2018

Save the Date
Dec. 05, 2018

City of Atlantic Beach PARKS & TRAILS COMMUNITY WORKSHOP!

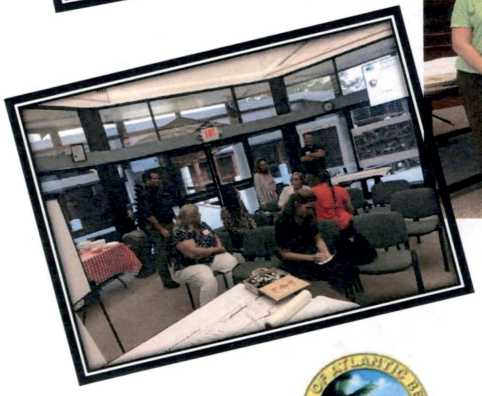




Attachment B to
6-26-23 Minutes

City of Atlantic Beach Parks & Trails Master Plan
Design Charrette
October 29-30, 2019




NPS RTCA
RIVERS, TRAILS & CONSERVATION ASSISTANCE PROGRAM
www.nps.gov/rtca

ASLA
FLORIDA

PURPOSE of PMP

Attachment B to
6-26-23 Minutes

- Develop a document that will inform and guide decision-making relative to the oversight of parks, facilities and programming into the next decade and beyond

- Long range document meant to shape the direction, development and delivery of the park and recreation system

Parks Master Plan Format

Attachment B to
6-26-23 Minutes

1. Executive Summary
   - Intro, history and guiding principles
2. Existing Parks
   - Parks Inventory & maps
3. Park-by-park analysis
   - Historical Background
   - Existing Conditions/Inventory
   - Community Input (public meetings & online survey)
   - Staff Input
   - Recommendations

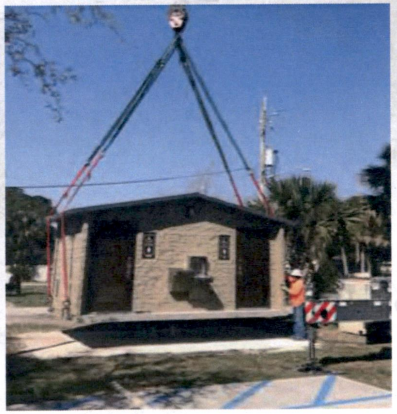
Progress Report

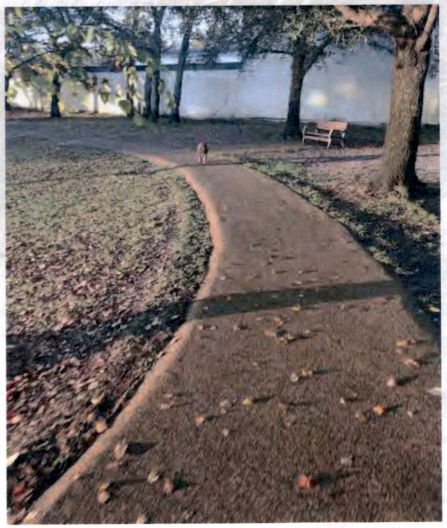
Attachment B to
6-26-23 Minutes

AB Dog Park: Walking path & dog obstacle course installed
Donner Park: Splash Pad is in progress & parallel parking installed
Howell Park: Bicycle parking installed at parking area
Jack Russell Park: Additional shade trees planted along walking path
Jordan Park: ADA parking added
Rose Dog Park: Water fountain for dogs added
Veterans Park: Restrooms & shade trees installed

The remaining projects are within the city's 10-year Capital Improvements Plan (CIP) for future implementation.







Suggested Next Steps

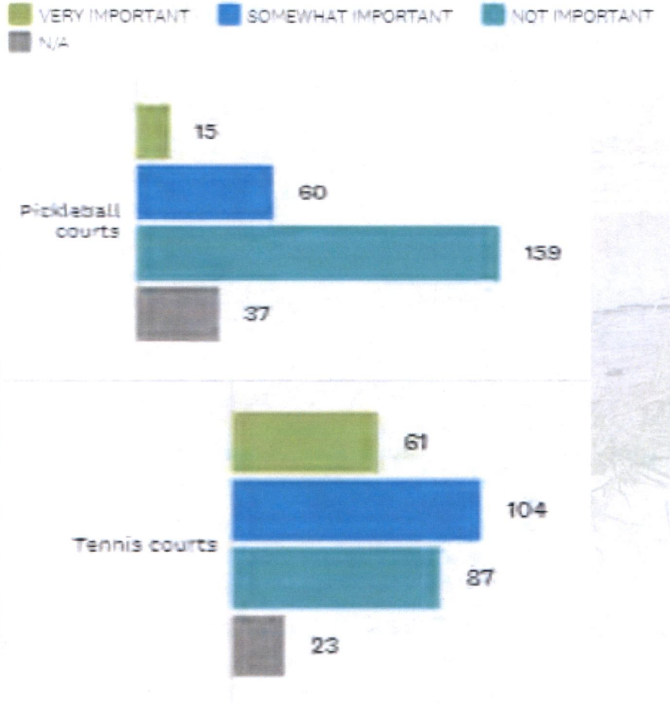
1. Update the plan with input from the community (i.e. community workshops)
2. Continue to look for grants or other funding opportunities

ANY QUESTIONS?

Tennis & Pickleball

HOW IMPORTANT ARE THE FOLLOWING PARK AMENITIES/SERVICES TO YOU AND YOUR HOUSEHOLD:

Answered: 288 Skipped: 3



Donner Park
- "4 permanent pickle ball courts"
- "kids pickle ball"

Jack Russell Park
- "practice tennis courts"

Attachment C to
6-26-23 Minutes

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 23-22 authorizing the City to contract with ACON Construction to provide ~~design-build~~construction services for the construction of a splash pad at Donner Park at a price not to exceed $529,500 and pre-purchase the splash pad amenities from Waterplay at a price not to exceed $78,000.

SUBMITTED BY: Steve Swann, City Engineer/Kevin Hogencamp, Deputy City Manager

TODAY'S DATE: June 20, 2023

MEETING DATE: June 26, 2023

BACKGROUND:

A splash pad is included as a desired amenity for Donner Park in the Parks Master Plan. Upon issuing invitations to bid and soliciting a ~~design-build~~ cost from ACON Construction, which has a ~~design-build~~construction agreement with the City of Jacksonville that the City of Atlantic Beach can utilize as a "piggyback", City staff recommends moving forward with a ~~design-build~~construction agreement with ACON. The sole respondent to the City's invitations to bids submitted a price of $691,500; the total project cost for the City to utilize ACON, which recently completed a splash pad at Lonnie Miller Park in Jacksonville, will not exceed $607,500.

The guaranteed maximum price provided by ACON Construction, along with additional items that are required, are as follows:

ACON Guaranteed Maximum Price	$474,000 (Splash pad, equipment & hardscape)
WaterPlay fountains & toys	$78,000 (Direct purchase by City)
Equipment Shelter	$20,000
Electrical Service	$15,000
Sewer Connection	$20,500
Total	**$607,500**

BUDGET:

Funding for the splash pad is as follows:

FRDAP Grant	$185,500
CDBG Grant	$36,500
COAB Grant Match	$185,500
Reallocated FY 2022-23 Funding	$200,000
Total	**$607,500**

Not including staff time for cleaning and daily visits to check water quality, filters, etc., monthly maintenance costs for the splash pad are expected to be less than $1,000 per month when it is being operated in the warmer months. Even during the warmer months, the splash pad will be turned off until the activator button is pushed by a user.

RECOMMENDATION: Commission approve Resolution 23-22.

ATTACHMENTS: Resolution No. 23-22
Installation Letter and Cost Proposal
Plans
Pad Specifications
WaterPlay Quote
WaterPlay Schematic

REVIEWED BY CITY MANAGER: _____

Attachment C to
6-26-23 Minutes

RESOLUTION NO. 23-22

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY TO CONTRACT WITH ACON CONSTRUCTION TO PROVIDE ~~DESIGN-BUILD~~CONSTRUCTION SERVICES FOR THE CONSTRUCTION OF A SPLASH PAD AT DONNER PARK AT A PRICE NOT TO EXCEED $529,500 AND PRE-PURCHASE THE SPLASH PAD AMENITIES FROM WATERPLAY AT A PRICE NOT TO EXCEED $78,000; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, splash pads offer many benefits to communities. They are safe, fun, and refreshing venue for children to cool off on hot days; they can help promote physical activity and community engagement; they are relatively low-maintenance; and they are environmentally friendly; and

WHEREAS, the City's Parks Master Plan envisions adding a splash pad as an amenity at Donner Park; and

WHEREAS, funding in the amount of $607,500 is in place in the City's Fiscal Year 2022-23 budget to pay costs associated with the construction of a splash pad at Donner Park; and

WHEREAS, the City desires to pre-purchase the splash pad amenities from WaterPlay at a price not to exceed $78,000; and

WHEREAS, the City will be "piggy-backing" and retaining the construction services procured in the ACON Construction contract with the City of Jacksonville, as authorized by Section 2-336(6), City Ordinance Code; and

WHEREAS, the City desires to contract with ACON Construction to provide construction services for the project, including installation of the WaterPlay amenities, at a price not to exceed $529,500.

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach as follows:

SECTION 1. The City Commission hereby authorizes the City to contract with ACON Construction to provide services for the construction of a splash pad at Donner Park at a price not to exceed $529,500 and pre-purchase the splash pad amenities from WaterPlay at a price not to exceed $78,000.

SECTION 2. The City Commission hereby authorizes the City Manager to execute contracts and purchase orders in accordance with and as necessary to effectuate the provisions of this resolution.

SECTION 3. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City Commission of the City of Atlantic Beach, this 26th day of June, 2023.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

Attachment C to 6-26-23 Minutes

_____

Jason Gabriel, City Attorney

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: 90-Day Calendar for the Mayor and Commission

SUBMITTED BY: Yvonne Calverley, Executive Assistant to the City Manager yc

TODAY'S DATE: July 5, 2023

MEETING DATE: July 10, 2023

BACKGROUND: The 90-day calendar is included on the agenda for the purpose of setting meeting dates and determining the location, time and whether to videotape special meetings and workshops. The rolling 90-day calendar will be revised after receiving input from City staff and the Commission, and will be included in each agenda for consideration.

NOTES:

1) A Town Hall meeting is scheduled for 10 a.m. on Saturday, July 8 in the Chamber.
2) City Commission will hold one-on-one interviews with City Manager applicants on Friday, July 29 at City Hall and Adele Grage.
3) A public meet and greet with City Manager applicants will be held on Friday, July 28 at 5:30 pm in the Chamber.
4) City Commission meeting/public interviews with City Manager applicants will be held on Saturday, July 29 at 10 am in the Chamber.
5) A City Commission special-called meeting is scheduled on Monday, July 31 at 6 pm in the Chamber.
6) Budget Workshops have been scheduled for 5:30 pm on the following dates:
   July 25
   August 7
   August 24 (*if needed*)

BUDGET: None

RECOMMENDATION: Approve the 90-Day Calendar for July – September 2023

ATTACHMENT: 1) Mayor and Commission 90-Day Calendar (July – September 2023)

REVIEWED BY CITY MANAGER: Jae Kenty

MAYOR AND COMMISSION

July 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Farmers Market (Russell Park) 10 am - 2 pm Songwriters Concert (Bull Park) 6-8 pm	3	4 **City Offices Closed**	5 Safety, Traffic & Parking Committee 6 pm	6 Special Magistrate Hearing 2 pm ESC Speaker Series 6 pm	7	8 Town Hall Meeting 10 am (Chamber)
9 Farmers Market (Russell Park) 10 am - 2 pm	10 Commission Mtg 6:30 pm (Invoc-Ring)	11 ARCC Meeting 6 pm	12 ESC Tree Subcommittee 5:15 pm ESC Meeting 6 pm	13	14	15
16 Farmers Market (Russell Park) 10 am - 2 pm	17	18 Community Development Board Mtg 6 pm	19 ESC Outreach Subcommittee Meeting 4:45 pm	20	21 Shakespeare in the Park 7:30 pm (Johansen Park) Family Paint Night (Donner Park) 6:30 pm	22 Shakespeare in the Park 7:30 pm (Johansen Park)
23 Farmers Market (Russell Park) 10 am - 2 pm Acoustic Night (Bull Park) 6 pm	24 Commission Mtg 6:30 pm (Invoc-Ford)	25 Budget Workshop 5:30 pm	26 Charter Review Committee 6 pm	27 ESC Sustainability & Resiliency Subcommittee Meeting 9 am	28 Commission One-on-one interviews Meet and Greet 5:30 pm (Chamber)	29 Commission meeting/public interviews 10 am (Chamber)
30 Farmers Market (Russell Park) 10 am - 2 pm	31 Commission Special Called meeting 6 pm					

MAYOR AND COMMISSION

August 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 ESC Speaker Series 6 pm	4	5
6 Farmers Market (Russell Park) 10 am - 2 pm Songwriters Concert (Bull Park) 6-8 pm	7 Budget Workshop 5:30 pm	8 ARCC Meeting 6 pm	9 ESC Tree Subcommittee 5:15 pm ESC Meeting 6 pm	10 Pension Board 6:30 pm	11	12
13 Farmers Market (Russell Park) 10 am - 2 pm	14 Commission Mtg 6:30 pm (Invoc-Bole)	15 Community Development Board Mtg 6 pm	16 ESC Outreach Subcommittee 4:45 pm	17	18 Movies in the Park 8 pm-Bull Park Family Paint Night 6:30 pm (Jordan Park)	19
20 Farmers Market (Russell Park) 10 am - 2 pm Acoustic Night (Bull Park) 6 pm	21	22 ARCC Meeting 9 am (Grant Presentations)	23 Charter Review Committee 6 pm	24 Sustainability & Resiliency Meeting Noon ARCC Meeting 3 pm (Grant Presentations) Budget Workshop 5:30 pm (*if needed*)	25	26
27 Farmers Market (Russell Park) 10 am - 2 pm	28 Commission Mtg 6:30 pm (Invoc-Waters)	29	30	31		

MAYOR AND COMMISSION

September 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3 Farmers Market 10 am – 2 pm (Russell Park)	4 **Labor Day City Offices Closed**	5	6	7 Special Magistrate Hearing 2 pm ESC Speaker Series 6 pm	8 Movies in the Park 8 pm (Donner Park)	9
10 Farmers Market 10 am – 2 pm (Russell Park)	11 Commission Mtg 6:30 pm (Invoc-Kelly)	12 ARCC Meeting 6 pm	13 ESC Tree Subcommittee 5:15 pm ESC Meeting 6 pm	14	15 Family Paint Night 6:30 to 7:30 pm (Donner Park)	16
17 Farmers Market 10 am – 2 pm (Russell Park)	18	19 Community Development Board Mtg 6 pm	20 ESC Outreach Subcommittee Meeting 4:45 pm	21	22	23
24 Farmers Market 10 am – 2 pm (Russell Park)	25 Commission Mtg 6:30 pm (Invoc-Ring)	26	27 Charter Review Committee 6 pm	28 ESC Sustainability & Resiliency Subcommittee Meeting 9 am	29	30 Fall Festival 10 am to 1 pm (Donner Park)
31						

FLC
FLORIDA LEAGUE OF CITIES

To: Key Official

From: Eryn Russell, Florida League of Cities

Date: June 6, 2023

Subject: 97th Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Hilton Orlando Bonnet Creek in Orlando, Florida, from August 10-12, 2023. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference designate one of their officials to cast their votes at the Annual Business Session, which will be held on **Saturday, August 12**. Election of League leadership and adoption of resolutions are undertaken during the business meeting. One official from each municipality will vote on matters affecting the League.

In accordance with the League's by-laws, each municipality's vote is determined by population, and the League will use the Estimates of Population from the University of Florida.

Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at *flcities.com*.

If you have any questions about voting delegates, please email *erussell@flcities.com*. **Voting delegate forms must be received by the League no later than July 31, 2023.**

Attachments: Form Designating Voting Delegate

LOCAL VOICES MAKING LOCAL CHOICES

301 S. Bronough Street, Suite 300
Tallahassee, Florida 32301

P.O. Box 1757
Tallahassee, Florida 32302-1757

Phone: 850.222.9684
Fax: 850.222.3806

flcities.com

97th Annual Conference
Florida League of Cities, Inc.
August 10-12, 2023
Orlando, Florida

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require each municipality to select one person to serve as the municipality's voting delegate. *Municipalities do not need to adopt a resolution to designate a voting delegate.*

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2023.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

_____
Name

_____
Title

Return this form to:
Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: *erussell@flcities.com*

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Proposed Updates to the 2030 Comprehensive Plan and Chapter 24 (Land Development Code).

SUBMITTED BY: Amanda Askew, Director of Planning and Community Development

TODAY'S DATE: July 5, 2023

MEETING DATE: July 10, 2023

BACKGROUND: Staff is proposing to update both the Comprehensive Plan and Chapter 24 (Land Development Code). This process is being initiated by mandatory regulations passed by the Florida Legislature. While we have the Comprehensive Plan and Chapter 24 (zoning code) open, staff and the community have identified other areas for changes. Staff intents for this process to transparent and provide multiple opportunities for input.

As part of the public input process, staff is seeking initial review and comments by Commission. It is important to note, these topics will also be heard at future meetings.

The purpose of the Comprehensive plan is to provide an overarching vision for the future of the community. It is important and provides general guidance on how a community should change over time (long term). The goals, objectives and policies in the Comprehensive plan are carried out through the zoning regulations (Chapter 24).

The anticipated process:

1. Public input meetings
2. Incorporated public input into proposed changes
3. Joint workshop with Community Development Board (CDB) and Commission
4. Updated changes sent to Community Development Board (CDB) for recommendations to Commission
5. Commission approval of proposed changes (1st read of ordinances)
6. Comprehensive Plan sent to State and other surrounding cities for review (required by Florida State Statutes)
7. Commission approval after Comprehensive Plan changes approved by State (2nd read of ordinances).

BUDGET: None

RECOMMENDATION: Commission review and provide input on proposed changes

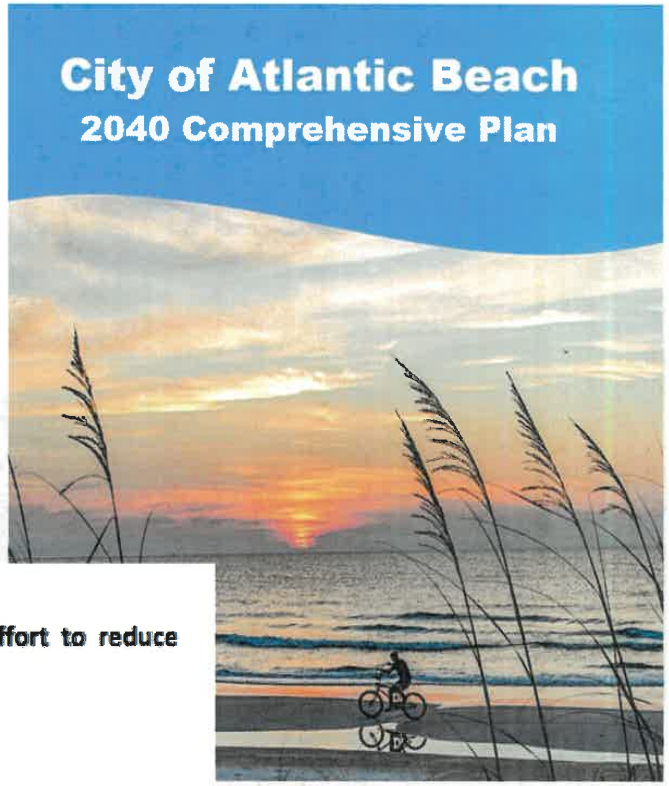
ATTACHMENT(S): 2030 Comprehensive Plan Update Overview
Chapter 24 Update Overview
Chapter 24-Redline tracking chart
Chapter 24 Redline

REVIEWED BY CITY MANAGER:

Comprehensive Plan 2040
Proposed Amendments

What is a Comprehensive Plan?

- Required by State
- Purpose:
  - Guide future actions & decision making
  - Present long range goals, objectives & policies



Goal D.4

The City shall promote and encourage energy conservation and efficiency in an effort to reduce greenhouse gas emissions and protect the environment.

Objective D.4.1

Energy Efficiency and Energy Conservation

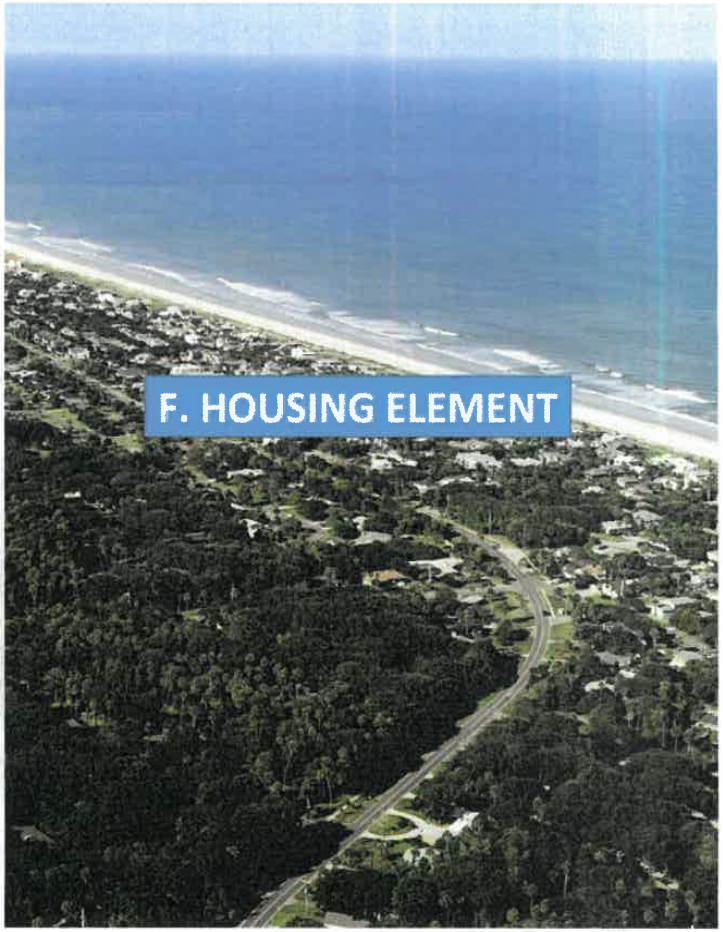
The City shall encourage the development and use of renewable energy resources in order to conserve and protect the value of land, buildings, and resources, and to promote the good health of the City's residents.

Policy D.4.1.1 The City shall maintain an energy efficient land use pattern and shall continue to promote the use of transit and alternative methods of transportation that decrease reliance on the automobile.

What is a Comprehensive Plan?

Contains several elements:

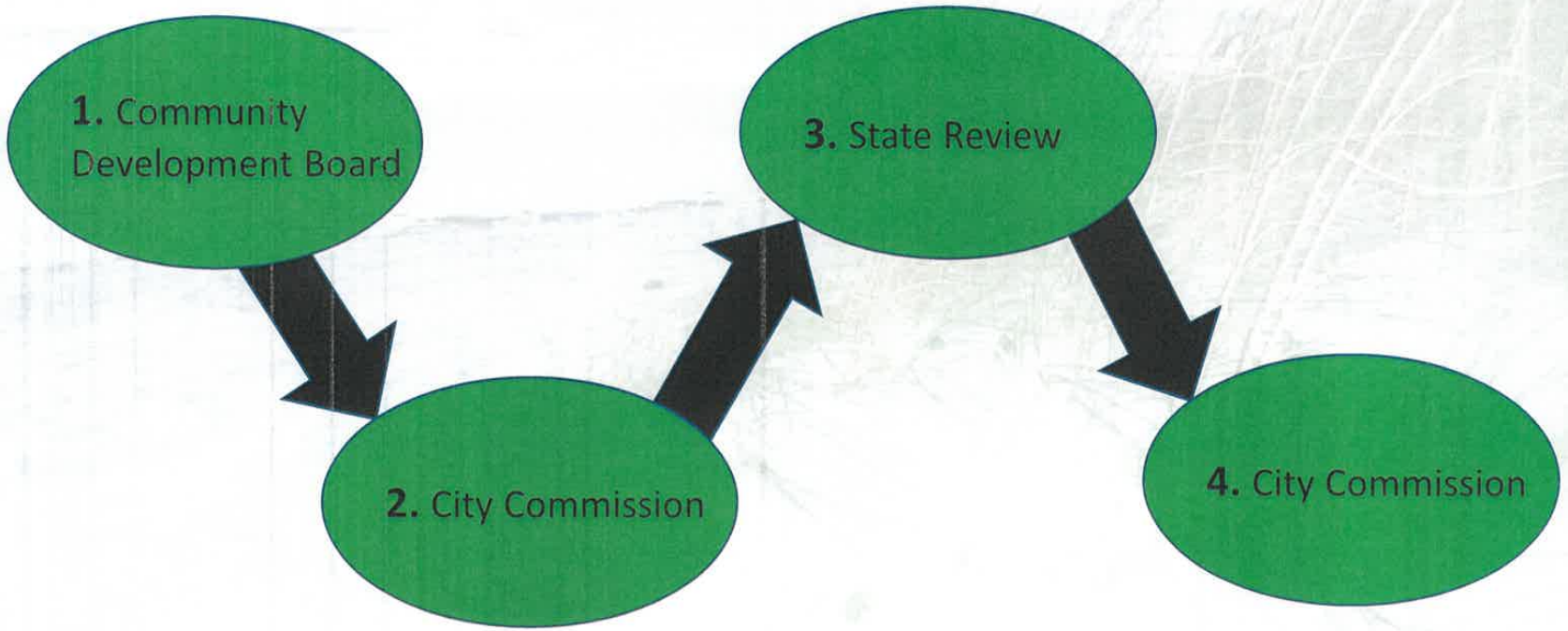
- *Future Land Use*
- *Transportation*
- *Infrastructure*
- *Conservation and Coastal Management*
- *Recreation and Open Space*
- *Housing*
- *Intergovernmental Coordination*
- *Capital Improvements*
- *Public School Facilities*
- *Property Rights (NEW)*



Reason for an Update

- State now requires a "Property Rights Element" be added
- Review of the plan led to additional proposed changes

Process



Property Rights Element

State Statute: "…to ensure that private property rights are considered in local decisionmaking."

"The following rights shall be considered in local decisionmaking:

1. The right of a property owner to physically possess and control his or her interests in the property, including easements, leases, or mineral rights.
2. The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.
3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.
4. The right of a property owner to dispose of his or her property through sale or gift."

Proposed Property Rights Element

Goal J.1.

The City will recognize and respect judicially acknowledged and constitutionally protected private property rights in accordance with the Community Planning Act established in Chapter 163, Florida Statutes.

This language varies (slightly) from city to city

Local Decision making shall be implemented and applied with sensitivity for private property rights and shall not be unduly restrictive.

Policy J.1.1.1 The City will ensure that private property rights are considered in local decision making.

Policy J.1.1.2 The following rights shall be considered in local decision making:

1. The right of a property owner to physically possess and control his or her interests in the property, including ea
2. The right of a propert mprove his or her property for personal use or for the use of any other person, subject to state law and local ordinances.
3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.
4. The right of a property owner to dispose of his or her property through sale or gift.

Basically verbatim language used by other cities

Proposed Property Rights Element

- *Matches the City of Jacksonville's language which has been approved by the state*

Goal J.1.

The City will recognize and respect judicially acknowledged and constitutionally protected private property rights in accordance with the Community Planning Act established in Chapter 163, Florida Statutes.

Objective J.1.1

Local Decision making shall be implemented and applied with sensitivity for private property rights and shall not be unduly restrictive.

Policy J.1.1.1 The City will ensure that private property rights are considered in local decision making.

Policy J.1.1.2 The following rights shall be considered in local decision making:

1. The right of a property owner to physically possess and control his or her interests in the property, including easements, leases, or mineral rights.
2. The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.
3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.
4. The right of a property owner to dispose of his or her property through sale or gift.

THANK YOU!

QUESTIONS?

- Information (redline, powerpoints, etc.) on website under city project page **COAB.US/Projects**
- Reach out to staff with questions/feedback **(bbroedell@coab.us)**
- Additional public meetings will be scheduled and dates posted on:
  - *City calendar on website (coab.us)*
  - *City Facebook page*
  - *City newsletter*

LAND DEVELOPMENT REGULATIONS (CH. 24)

State Requirement

Section	Proposal
24-17	Added/edited definitions as necessary.
24-48	Remove language that is already in Section 24-64. Language is redundant.
24-49	Remove due to difficulty scheduling a special meeting with commissioners, staff, attorneys, etc. within 10 days. This timeframe is not reasonable and is out of the control of the planning director.
24-51(c)	Change to meet state statute.
24-51(d)	Remove mailed notice requirement for text amendments. Sending mailers to every property owner in the city costs roughly $4,000. As a result, staff does not propose code amendments as they are brought up which results in issues going unresolved until there are enough amendments to justify the costs to advertise. Staff is proposing to add noticing in the newspaper and on the city website.
24-62	Change title to also capture code amendments since there currently isn't a process in place for this in the code.
24-62(a)	Add language clarifying the purpose of zoning amendments.
24-62(c)	Change language to more accurately reflect current process of Community Development Board making recommendation to City Commission. This recommendation is provided in form of meeting minutes, not a written report.
24-62(f)	Add criteria for review of proposed zoning amendments. This will help the Community Development Board and City Commission when reviewing applications. Language is taken from City of Jacksonville.
24-63(m)	Add expiration date for use-by-exceptions since one does not exist currently.
24-64	Not changing any regulations just taking existing language from Sec. 24-48 and moving it here so it is all in one place and easier to find & understand.
24-65(a)	Add lot standards to variance section. Currently, lot standard deviation requests are considered waivers and go to the city commission. This would make deviations from lot standards variance requests which go the Community Development Board.
24-65(b)	Relocate language to subsection (f) since it makes more sense there.
24-65(g)	Remove language that is already addressed in subsection (f). (Redundant language)
24-66	Add Community Development Board recommendation to waivers since they are the city's planning agency dealing with land development. Clearly indicate what qualifies as a waiver (vs. a variance). Adding expiration timeframe for waivers (same as variances)
24-67	Change title to more appropriate title & allow more time for temporary PODs
24-68	Moved existing section to more appropriate location. Added process and review criteria for Comprehensive Plan amendments since there is not currently anything in the code addressing this. Review criteria was taken from the Comp Plan.
24-69	Fix typos.
24-71	Fees will depend on any changes to the noticing requirements.
24-81(c), (m), & (n)	RELOCATED LANGUAGE TO SEC. 24-92. NO CHANGES TO REGULATIONS. Add easement language for clarity (already a requirement).
24-81(h)	Remove due to state statute prohibiting these regulations.

24-81(j)	Remove minimum living sizes to allow alternative housing options that are more affordable. Removing this "regulatory barrier" is recommended to increase housing affordability options. Smaller homes are also more environmentally friendly and can avoid impacts to wetlands, trees, etc.
24-81(k)	Language repeated in Sec. 24-252 and chapter 8. (Redundant language)
24-82(a)	Additional language is just for clarification, does not change what is already allowed.
24-82(b)	Add elevators to allowed projections into the side yard setback, to encourage aging in place. Adding allowances for accessory structures since it is currently not addressed. Add maximum projection width to address large "bump-outs" on second story side walls that have become common. Currently, there is no maximum width for these.
24-82(c)	Relocated to 24-151, no changes to regulations.
24-83	Language added because with proposed maximum front setback in commercial districts, instead of minimum front setback, it is important to clarify which side is the front yard for commercial properties. Subsection (d) removed for same reason.
24-84	Proposed language added for clarification, does not change what is already required.
24-85(c)	Add language from subsection (b)(4) since it is more appropriate in this location. Not changing any regulations, just adding existing language here.
24-86	Remove language that grandfathers accessory uses and structures of existing duplexes. The duplexes would still be allowed to be rebuilt but staff does not see why accessory uses & structures should be grandfathered as well.
24-88	Correcting numbers to match density requirements. Adding requirements for larger townhome developments including separation & setback variations. Subsections (e) & (f) are existing.
24-89	Garage apartment regulations were moved to sec. 24-151 "accessory structures"
24-89	All existing language, EXCEPT proposed language to exempt non-residential properties that reduce their impervious surface coverage from stormwater retention. The purpose is to encourage redevelopment along Mayport Road by creating more buildable area and removing a major cost. Also, by removing impervious surface the drainage would still be improved on the site compared to existing.
24-90	Add regulations for artificial turf due to growing use of material. Based on UF report, staff is proposing to consider it as impervious surface and to not allow it in certain areas.
24-91	Add a section for minimum building elevations. This is an important requirement that is difficult to find in our code currently. All are existing regulations, EXCEPT requiring a floor elevation 2.5 feet above the adjacent base flood elevation for properties within the 500-yr floodzone. This recommendation is based on the Coastal Vulnerability Assessment findings.
24-92	Add a section for building height. Currently, maximum height and how to measure it are located in various areas in the code and are difficult to locate. This section would put them in one place so it is easier to find. All language is existing, EXCEPT buildings would measure height from existing grade instead of finished grade and a height survey will be required for proposed buildings over 34 feet in height.
24-102	This language is not new, but was relocated from Sec. 24-112 (CG district). Staff believes the language should apply to all zoning districts, not just the CG district (where it is currently).
24-104,105,106, 107, 109 (b)	Family day care and community residential homes must be allowed in single family districts per state statute. Language added to meet statute.

24-104, 105, 106, 107, 108 (e)	Existing regulations, no changes to regulations. Added here to make it easier to find.
24-104, 105, 106 (f)	Proposed language to require new development and major remodels to meet 45% max impervious coverage. New language would still "grandfather" existing coverage if over 45%, but if the property is redeveloped it would have to meet the 45% max coverage.
24-107(d)	Change minimum lot width in RG (2-family) zoning district from 75 feet to 50 feet. Current code would not allow a 100' X 100' lot to split into two lots even though density allows 3 units. The area was also platted and developed as 50' wide lots. The 75' width requirement does not make sense for this area.
24-108(b)	Required by statute. Community res homes, foster care homes, and assisted living facilities required to be allowed in multi-family districts by statute.
24-108(d)	Change minimum lot width in RG-M (multi-family) from 75 feet to 40 feet. Current code wouldn't allow split of 100' X 100' lot into two single family homes even though high density allows 4 units. This area also was not platted or developed as 75 foot wide lots, so this requirement does not make sense for high density multi-family zoning.
24-109(c)	Language relocated to accessory structures section. **No Change to Requirements.**
24-109(d)	State statute does not allow home occupations to be a use-by-exception. Proposed to replace with recreational facilities as seen in other residential zoning districts.
24-109(i)	Language relocated to fence section. **No Changes to Requirements.**
24-110(b)&(d)	Remove clinic because medical/dental offices and clinics are used interchangeably. To not allow clinics is contrary to allowing medical offices.
24-110(f)	Proposed changes intended to allow residential properties same setbacks as adjacent RS-2 district and to bring commercial development closer to Mayport Road, away from residential, to enhance & activate the planned greenway (i.e. have building frontage facing greenway rather than parking lot).
24-110, 111, 112(g)	Proposed language to require new development and major remodels to meet the maximum impervious surface percentage. New language would still grandfather existing coverage UNTIL the property is redeveloped.
24-111(a)	Remove language so the intent is consistent with the intent language of the CG district in the Comprehensive Plan.
24-111(b)	-Clinics and offices are used interchangeably, remove "clinics" -Replace "medium" with "applicable" as this zoning district is within a future land use category that allows high density. -Add on-premises consumption as a use-by-exception since it is already allowed by Chapter 3, so this doesn't change what is allowed it is just added here for clarity. -Add food truck park as a use-by-exception requiring Board approval.
24-111(d)	Already allowed in subdivision section, adding here for clarity.
24-111(e)	Add max front setback and reduce side/rear setbacks to bring buildings toward street and allow flexibility in site design. Keep buffer from residential.
24-112(b)	Language relocated to 24-102 so it applies to all zoning districts, not just this one. Also removing redundant language that is stated twice. NO CHANGES TO REGULATIONS.
24-112(b)	-Remove lawn care and pest control as they are similar to contractors which is a use-by-exception in this zoning district. -Require drive thru banks to receive Board approval as use-by-exception (same as drive-thru restaurants)

	-Remove minor automotive service as this is an industrial type use not consistent with the Mayport Vision Plan or Comprehensive Plan. -Specify that residential uses must contain commercial when located on Mayport Rd. or Atlantic Blvd. -Allow live entertainment indoors (outdoors still requires Board approval) -Allow alcohol if indoors and at least 100 feet from residential property.
24-112(c)	-Allow amusement attractions such as mini-golf or axe-throwing with Board approval -Allow food truck park in accordance with proposed regulations in sec. 24-166 with Board approval
24-112(e)	This is already allowed but added here for clarity.
24-112(f)	Revise setbacks to bring buildings closer to street and provide flexibility with site design in accordance with Mayport Vision Plan
24-113(c)	Add uses that are not specifically addressed in the code currently.
24-115(b)	-Allow consumption of beer & wine in restaurants as permitted use (allowed in all other commercial districts). -Allow consumption of alcohol if indoors and at least 100 feet from residential.
24-115(e)	Increase allowable impervious surface coverage in CBD to 85% (same as Neptune Beach). They will still need to retain all stormwater runoff on site. No or high maximum coverage is common in Town Center/Downtown type districts.
24-116(b)&(c)	-Allow alcohol indoors and 100 feet from residential -Allow food trucks with Board approval
24-117	Add environmental goals that will help the Community Development Board and Commission review SPA zoning applications.
24-151	"Re-worked" this section to make it easier to read and for consistent regulations. -Allow 160 square foot sheds as this is a common mid-size shed (currently 150) -Require a driveway be connected to detached garages -Add requirements for uncovered decks (based on recent complaints/issues) -Add satellite dish requirements that meet FCC regulations.
24-157	-Require setbacks for 6 foot fences along Beach Ave (considered rear yard for most properties) -Allowing 6 foot fences in backyards on corner lots to go to property line (currently 10' side setback). This allows more usable backyard space.
24-159	Changed to meet state statute. These changes are required by the state.
24-161(a)	Added intent language and moved regulations to appropriate sections below (did not remove, just relocated the language)
24-161(b)(5)	Language removed is already included in 24-163, which is a more appropriate section for it (redundant language).
24-161(g)	Add incentive for businesses that provide EV ready parking.
24-161(h)	-(a) is existing language. -(b) is to allow a portion of parking to be designed for compact cars or golf carts (copied from COJ) -(c) is to add dimensions for parallel spaces which the code currently does not have. -(3) is to allow minor flexibility for smaller lots (i.e. on Mayport Rd) -(4) is very common and tandem parking is not addressed currently in the code -(5) is very common requirement to protect pedestrians and buildings from cars.
24-161(i)	Change required parking for shopping centers to meet that of retail, office, and similar service uses since these uses often occupy the majority of a shopping center.
24-161(k)	Require EV parking spaces in large new parking lots (increasingly common in FL)

24-161(l)	Add requirements for bicycle parking/racks.
24-162	Remove current language since it is addressed in 24-161 and is not needed
24-162	Add driveway section as driveways are barely addressed in the current code.
24-163	Minor changes
24-166	Add regulations for food trucks. Currently, the code allows them but does not include any parameters/regulations. The proposed regulations are based on other cities in FL.
24-169	Fixing typo and adding how to measure the distances.
24-170	Adding an overlay district for the planned greenway construction in order to capitalize on asset.
24-171	Adding commercial development standards to enhance the design of our commercial districts. The current regulations are broad and unclear.
24-172(c)	Adding max width of architectural "bump-outs" often seen on side walls. This will limit the encroachment along side property lines.
24-175	Remove uses that are not consistent with the Mayport Vision plan and Comprehensive Plan
24-176	Enhance interior landscaping requirements. Add minimum planting sizes Limit the number of palm trees used Allow flexibility on smaller lots
24-177	"Re-work" this section so it is easier to read and enforce. No change to regulations.
24-189	Language added for clarification. Already allowed.
24-190	Add a process for "minor plats" that would facilitate process for small subdivisions that meet the code and do not require infrastructure improvements.
24-203	Replace existing language with less stringent submittal requirements since this is only for preliminary review and does not have to meet statute requirements for final plat review. This will simplify the process and make it less complicated.
24-247	Add a purpose and intent section for this Division.
24-250	Require a transportation impact analysis for developments anticipated to generate large amounts of traffic. This language is based on Neptune Beach's regulations.
24-251	Add clear requirements for when sidewalks are required. The code does not currently address this.
24-252	Language added to help ensure roads can handle development and necessary improvements are required.
24-253	Language added to address new utilities required for new development
24-254	Language added for easements requirements.
24-256	Language added to address new lots
24-270	Remove duplicate language and add existing language to appropriate section
24-171	Revise wetland protection regulations to clearly state what buffers are required and what is allowed/not allowed in wetlands and buffers.