City of Atlantic Beach

Final Agenda

Regular City Commission Meeting

Monday, November 27, 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 Special Called Meeting held on October 9, 2023. 5 - 40
10-9-23 Special Called Meeting of the City Commission Draft Minutes

* 1.B. Approve minutes of the Special Called Meeting of the City Commission held on July 31, 2023. 41 - 43
7-31-23 Special Called Meeting of the City Commission Draft Minutes

* 1.C. Approve minutes of the Budget Workshop held on August 24, 2023. 45 - 72
8-24-23 Budget Workshop Draft Minutes

2. COURTESY OF FLOOR TO VISITORS

2.A. Police Department presentation for Tim Stafford

PUBLIC COMMENT

3. CITY MANAGER REPORTS

3.A. Accept the 90-Day Calendar (Dec. 2023 - Feb. 2024) 73 - 76
90-Day Calendar (Dec. 2023 - Jan. 2024)

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

4.A. Lee and Deb Leibecki, Atlantic Beach Christmas Proclamation (Mayor Ford) 77
Atlantic Beach Christmas Proclamation

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

None.

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

8.A. **RESOLUTION NO. 23-52** 79 - 88

A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE POLICE DEPARTMENT TO PURCHASE TWO POLICE VEHICLES FOR A TOTAL PRICE OF $97,406 FROM ALAN JAY FLEET SALES UTILIZING FUNDS IN THE FISCAL YEAR 2023-24 BUDGET APPROPRIATED FOR THAT PURPOSE; 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.

Resolution No. 23-52

8.B. **RESOLUTION NO. 23-53** 89 - 92

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2223-11: LEVY ROAD SIDEWALK IMPROVEMENTS; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE

Resolution No. 23-53

9. ACTION ON ORDINANCES

9.A. **ORDINANCE NO. 20-23-170, Public Hearing and Final Reading** 93 - 97

AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF ATLANTIC BEACH, FLORIDA FOR FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, AND PROVIDING AN EFFECTIVE DATE.

Ordinance No. 20-23-170

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
Special Called Meeting of the City Commission
Monday, October 9, 2023 - 5:30 PM
Commission Chamber

INVOCATION AND PLEDGE TO THE FLAG
CALL TO ORDER

Following the Pledge of Allegiance, Mayor Ford called the meeting to order at 5:30 PM.

ATTENDANCE:

Present:
Curtis Ford, Mayor
Bruce Bole, Commissioner - Seat 2 (District 1308)
Michael Waters, Commissioner - Seat 3 (District 1307)
Candace Kelly, Commissioner - Seat 4 (District 1306)
Jessica Ring, Commissioner - Seat 5 (District 1312)

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)
Cathy Varian, Director of Human Resources (DHR)

1. STATEMENT OF ISSUE BEFORE THE COMMISSION (MAYOR FORD/STAFF)
Mayor Ford explained that the purpose of the meeting is to address the request from the LIUNA Union for a pay raise that is in excess of what the Commission has budgeted.

CA Gabriel explained that the Union and the City have held collective bargaining negotiation sessions and have agreed on most employment terms, not including the pay raise. He explained that an impasse had been declared however, the parties agreed to waive the impasse process and bring it before the Commission per Florida Statute 447.403.

2. PUBLIC HEARING
Mayor Ford opened the public hearing. CC Bartle called the speakers to the podium:

Brinkley Harrell expressed opinions on the pay scales.

CC Bartle called the roll.

3. LIUNA PRESENTATION
Ronnie Burris, Business Manager of Local 630 gave a presentation and discussed his points as detailed in a handout (which is attached hereto and made a part of this Official Record as **Attachment A**). Mr. Burris answered questions from the Commission.

DRAFT

10-9-23 Attachment A

4. CITY COMMISSION DISCUSSION/ACTION ON ISSUE BEFORE THE COMMISSION

Mayor Ford asked if a discussion with the Union happened regarding a 5% raise and if this percentage would be acceptable to give to the Union. He also acknowledge that an offer of this percentage had not been made. DHR Varian confirmed that this was correct. He inquired about how the City compared to neighboring cities and requested that DHR Varian explain why the City is okay with honoring a 4% increase across the board. CA Gabriel opined that DHR Varian can offer facts with respect to neighboring cities and that the issue of employees being underpaid is a policy discussion that should be held by elected officials. DHR Varian explained what neighboring cities were doing regarding raises. She explained that salary wise, the City of AB is still in the running but also not in the same position that the City was in before October 1. She shared that the City has increased benefits.

Commissioner Ring inquired about the discussions had regarding pay raises. DHR Varian expressed that she does not make any representations regarding what the Commission will provide with respect to pay increases. Commissioner Ring asked what was voted down during the negotiation session and DHR Varian confirmed that the only vote she was aware of being voted down was a 4% raise.

Mayor Ford commented on and inquired about what neighboring cities were doing regarding benefits. DHR Varian explained that she believes Jacksonville Beach offers a competitive package and is not offering full coverage like Neptune Beach. She explained that the City of AB does not reimburse employees if they choose to get health insurance elsewhere however, the City is now offering a Veterans Choice benefit starting October 1. Mayor Ford expressed concern for being in a position where giving a 4% raise is considered a bad thing. He reminded everyone of the 24% raises that have been given over the past two years. He expressed that he finds it difficult to understand why the most recent pay raises are being compared in isolation with respect to the raises given over the past couple of years. Mr. Burris briefly spoke about neighboring cities' benefits.

Commissioner Ring inquired about what AB employees receive regarding retirement. Mr. Burris explained that employees receive what they contribute. DHR Varian clarified that employees receive a match of up to 6% in a defined contribution plan, with a mandatory 3% and, that after 10 years the maximum contribution is 10%. Commissioner Ring inquired about attrition regarding the union workers and expressed that their job duties, considering that they are labor intensive, should be taken into consideration. DHR Varian shared that the longest employee in such a job is 43 years.

Mr. Burris expressed his opinions on merit raises and explained why he is not a fan of them.

ACTION: Accept request to pay 6%.

Motion: Candace Kelly
Second: Jessica Ring

Commissioner Ring asked if the motion needed to be more specific. CM Killingsworth advised that it would be best if the motion were specific for LIUNA due to the meeting being an impasse hearing.

No vote taken. 0 to 0.

MOTION: Amended motion: Approve the union's request for 6% and that we extend that to the other non-unionized personnel.

Motion: Candace Kelly
Motion failed. 0 to 0.

CA Gabriel advised making the decision on a percentage and then take a second action on if the raise will apply to all employees.

MOTION: Approve a 6% (pay increase) for LIUNA only.

Motion: Jessica Ring
Second: Candace Kelly

Mayor Ford expressed that the City has done well in the last 2 years for employees but acknowledges that cost of living can be a challenge. He requested that the Commission consider a 4.5% raise. He expressed that whatever is done for the Union, should be done for the rest of staff.

Commissioner Kelly expressed that there was room in the budget to lower the tax rate and also money for a project at a park. She expressed that this should not be a budget issue and acknowledged that those in the Union tend to complete the sweatiest work.

Commissioner Ring opined that the longevity of the work should be considered as well. She expressed that she believes the raise does not have to be across the board and could be for LIUNA only.

Commissioner Bole agreed with Commissioner Kelly.

Mayor Ford agreed that this is not a budget issue and that the Commission could decide on pay raises. He expressed that the last couple of years have been generous. Commissioner Kelly opined that a lot of the previous raises were to catch up. Mayor Ford expressed that a part of it was to get the lowest paid employees to minimum wage before the time required by the State.

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

DRAFT

Motion failed 2 to 3.

Mayor Ford asked if a vote needed to be taken to ratify the original pay raise of 4%. CA Gabriel confirmed that this is one option and anything in between is an option.

MOTION: Increase the LIUNA and general employees' rate of 4% across the board.

Motion: Michael Waters
Second: Bruce Bole

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

Motion passed 3 to 2.

Mayor Ford provided closing comments and expressed that this conversation will have more dialogue in the future.

CM Killingsworth briefly spoke about the pay classification plan policy in the employee handbook. He expressed his intent to adjust the pay range by 4%.

There was a ***CONSENSUS*** to allow the CM to increase the pay range by 4%.

5. ADJOURNMENT
The meeting adjourned at 6:28 p.m.

Attest:

_____ _____
Donna L. Bartle, City Clerk Curtis Ford, Mayor

Date Approved:_____

DRAFT

Attachment A to
10-9-23 Minutes

LiUNA! LOCAL 630
Feel the Power

Table of Contents

Neptune Beach

- MOU for Health Care
- MOU for Wage Increase
- Current Pay Scale (Effective 10/01/2023)

Jacksonville Beach

- CBA with Updated Pay Scale

Fernandina Beach

- Mid-Year Wage Increase
- Current Pay Scale (10/02/2023)

Laborers' International Union of North America

LiUNA! LOCAL 630
Feel the Power

Ronnie M. Burris
Business Manager
Local 630

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LiUNAlocal630.com

Attachment A to
10-9-23 Minutes

NEPTUNE BEACH

Attachment A to
10-9-23 Minutes

Attachment A to
10-9-23 Minutes

MONTHLY PREMIUMS	Blue Care Plan 128/129 HMO/ HAS	Blue Options Plan 05302 PPO	Blue Care Plan 50 HMO
Employee Only	$ 703.94	$ 745.30	$ 859.06
Employee & Spouse	$ 1,604.98	$ 1,699.29	$ 1,958.65
Employee & Children	$ 1,407.88	$ 1,490.61	$ 1,718.11
Family	$ 2,252.60	$ 2,384.98	$ 2,748.99

EMPLOYEE MONTHLY CONTRIBUTIONS	Blue Care Plan 128/129 HMO/ HAS	Blue Options Plan 05302 PPO	Blue Care Plan 50 HMO
Employee Only	$ 703.94	$ 745.30	$ 745.30
Employee & Spouse	$ 1,604.98	$ 1,699.29	$ 1,699.29
Employee & Children	$ 1,407.88	$ 1,490.61	$ 1,490.61
Family	$ 2,252.60	$ 2,384.98	$ 2,384.98

EMPLOYEE PAYROLL DEDUCTION	Blue Care Plan 128/129 HMO/ HAS	Blue Options Plan 05302 PPO	Blue Care Plan 50 HMO
Employee Only	$ -	$ -	$ 52.50
Employee & Spouse	$ -	$ -	$ 119.70
Employee & Children	$ -	$ -	$ 105.00
Family	$ -	$ -	$ 168.00

Attachment A to
10-9-23 Minutes

Blue Care Plan 58 HMO
$ 950.75
$ 2,167.72
$ 1,901.51
$ 3,042.41

Blue Care Plan 58 HMO
$ 745.30
$ 1,699.29
$ 1,490.61
$ 2,384.98

Blue Care Plan 58 HMO
$ 94.82
$ 216.20
$ 189.65
$ 303.43

Attachment A to
10-9-23 Minutes

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (this "Memorandum") is entered into as of March 1, 2023 (the "Effective Date") by and among between Northeast Florida Public Employee's Local 630 ("Union"), and the City of Neptune Beach ("Public Employer") in order to provide the modifications to that certain Agreement between the Union and the Public Employer effective March 1, 2023 through September 30, 2023 ("the Bargaining Agreement"). Capitalized terms used within this Memorandum without definition have the meanings given thereto in the Bargaining Agreement.

RECITALS

A. The Union and Public Employer are parties to the Bargaining Agreement for purposes of assuring a sound and mutually beneficial working and economic relationship between the parties, to provide an orderly and peaceful means of resolving any misunderstandings which may arise, and to set forth herein basic and full Agreement between parties concerning the rates of pay, wages, hours of employment, and other terms and conditions of employment.
B. The Union and Public Employer desire to make certain modifications to the Bargaining Agreement effective on the Effective Date.

NOW THEREFORE, in consideration of the mutual promises contained in this Memorandum and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, with the intention to be legally bound, agree as follows:

1. The background is incorporated.

2. Article 14 and Appendix A of the Bargaining Agreement shall be modified as provided in the attached Exhibit "A" effective March 1, 2023.

3. Article 16.5, Employee Benefits, shall be modified as provided in the attached Exhibit "B" effective March 1, 2023.

4. This Memorandum shall be deemed part of but shall take precedence over and supersede any provisions to the contrary in the Bargaining Agreement. Except as specifically modified by this Memorandum, all the provisions of the Bargaining Agreement remain unmodified and in full force and effect and are hereby ratified and reaffirmed by the parties. All references in the Bargaining Agreement to "this Agreement" or "the Bargaining Agreement" shall be constituted references to the Bargaining Agreement as amended by this Memorandum. Unless defined herein, capitalized terms shall have the same meaning as in the Bargaining Agreement.

5. This Memorandum may not be amended or discharged except by an instrument in writing duly executed by all the parties.

6. This Memorandum may be executed in several counterparts with the same effect as if all the parties hereto had signed the same document. All counterparts shall be construed together and shall constitute one agreement. The delivery of an executed counterpart by facsimile or other means of electronic transmission (such as the delivery of a "pdf" copy by e-mail delivery) shall constitute the delivery of an originally executed counterpart.

Attachment A to
10-9-23 Minutes

EXHIBIT A

ARTICLE 14 -WAGES

14.1 ~~Effective October 1, 2020~~, March 1, 2023, all employees covered by this Agreement shall have their base hourly rate of pay increased by ~~three~~ (3%)five dollars ($5.00 per hour); ~~and occurring annually thereafter until September 30, 2023~~ with no reopening for negotiations of wage increases.

Attachment A to
10-9-23 Minutes

EXHIBIT B

ARTICLE 16.5

The Public Employer agrees to provide comprehensive health coverage for each employee at no expense to the employee. In addition, the Employer will provide the Employee with a two hundred ninety dollars and fifty-four cent ($290.54) stipend to cover costs of their current health election premium effective March 1 2023. Furthermore, the Employer agrees to pay fifty (50%) percent of the cost for the dependent's coverage under the same plan covering the employees for the three (3) year term of this contract. The Employer agrees to provide thirty (30) days written notice to the Union of any increase in premiums or any change in benefits which would affect Employees in the bargaining unit. Upon receipt of the written notice, the Union shall have the right to reopen Article 16.5 for the purpose of negotiations. Negotiations shall begin within thirty (30) days of a written request from the Union.

Attachment A to
10-9-23 Minutes

MONTHLY PREMIUMS	BLUE CARE PLAN 128/129	BLUE OPTIONS PLAN 05302	BLUE CARE PLAN 50	BLUE CARE PLAN 58
EMPLOYEE ONLY	$ 668.80	$ 762.65	$ 816.24	$ 899.47
EMPLOYEE/SPOUSE	$ 1,591.74	$ 1,815.11	$ 1,942.66	$ 2,140.73
EMPLOYEE/CHILDREN	$ 1,284.09	$ 1,464.29	$ 1,567.19	$ 1,726.98
EMPLOYEE/FAMILY	$ 2,140.16	$ 2,440.48	$ 2,611.98	$ 2,878.29
ER MONTHLY CONTRIBUTIONS				
EMPLOYEE	$ 668.80	$ 762.65	$ 791.69	$ 750.12
EMPLOYEE/ SPOUSE	$ 1,162.03	$ 1,427.19	$ 1,347.50	$ 1,248.45
EMPLOYEE/CHILDREN	$ 1,024.16	$ 1,252.63	$ 1,195.33	$ 1,125.41
FAMILY	$ 1,477.81	$ 1,810.98	$ 1,710.82	$ 1,587.65
ER BENEFITS PER PAY	$ 308.68	$ 352.00	$ 365.40	$ 346.21
EMPLOYEE	$ 308.68	$ 352.00	$ 376.73	$ 415.14
EMPLOYEE/SPOUSE	$ 425.97	$ 487.75	$ 531.22	$ 520.08
EMPLOYEE/CHILD	$ 283.98	$ 323.84	$ 357.93	$ 450.86
FAMILY	$ 663.93	$ 774.38	$ 714.16	$ 677.10
EMPLOYEE DEDUCTION	*Employee Cost per pay period*			
EMPLOYEE DEDUCTION	$ -	$ -	$ -	$ -
EMPLOYEE/SPOUSE	$ -	$ -	$ -	$ 121.74
EMPLOYEE/CHILDREN	$ -	$ -	$ -	$ -
FAMILY	$ 15.16	$ -	$ 125.38	$ 305.14

Attachment A to
10-9-23 Minutes

3.5% COLA 10.1.2023

		MIN	MID	MAX	MIN	MID
Laborer I	101	$ 18.63	$ 23.29	$ 35.87	$38,750.40	$48,438.00
Stormwater Laborer I	101	$ 18.63	$ 23.29	$ 35.87	$38,750.40	$48,438.00
Utility Laborer I	101	$ 18.63	$ 23.29	$ 35.87	$38,750.40	$48,438.00
Cashier I	102	$ 19.56	$ 24.45	$ 37.65	$40,687.92	$50,856.00
Inventory Clerk	102	$ 19.56	$ 24.45	$ 37.65	$40,687.92	$50,856.00
Laborer II	103	$ 20.54	$ 25.68	$ 39.55	$42,719.04	$53,404.00
Stormwater Laborer II	103	$ 20.54	$ 25.68	$ 39.55	$42,719.04	$53,404.00
Utility Laborer II	103	$ 20.54	$ 25.68	$ 39.55	$42,719.04	$53,404.00
Wastewater Treatment Trainee	103	$ 20.54	$ 25.68	$ 39.55	$42,719.04	$53,404.00
Cashier II	104	$ 21.57	$ 26.96	$ 41.52	$44,859.36	$56,082.00
Backflow Prevention	105	$ 22.65	$ 28.31	$ 43.60	$47,108.88	$58,890.00
Carpenter	105	$ 22.65	$ 28.31	$ 43.60	$47,108.88	$58,890.00
Meter Reader	105	$ 22.65	$ 28.31	$ 43.60	$47,108.88	$58,890.00
Stormwater Operator	107	$ 24.97	$ 31.21	$ 48.06	$51,940.98	$64,922.00
Admin. Assistant to Building Official	108	$ 26.22	$ 32.78	$ 50.48	$54,534.48	$68,172.00
Administrative Assistant	108	$ 26.22	$ 32.78	$ 50.48	$54,534.48	$68,172.00
Crew Chief	109	$ 26.22	$ 32.78	$ 50.48	$54,534.48	$68,172.00
Mechanic	109	$ 27.53	$ 34.41	$ 52.99	$57,264.48	$71,578.00
Lift Station Mechanic	109	$ 27.53	$ 34.41	$ 52.99	$57,264.48	$71,578.00
Pump Mechanic	109	$ 27.53	$ 34.41	$ 52.99	$57,264.48	$71,578.00
Water/Wastewater Operator	109	$ 27.53	$ 34.41	$ 52.99	$57,264.48	$71,578.00
Utility Billing Supervisor/IS Admin	112	$ 31.66	$ 39.58	$ 60.95	$65,851.76	$82,316.00
Code Enforcement Admin.	112	$ 31.66	$ 39.58	$ 60.95	$65,851.76	$82,316.00
Maintenance Technician	112	$ 31.66	$ 39.58	$ 60.95	$65,851.76	$82,316.00
Lead Operator	113	$ 34.83	$ 43.54	$ 67.05	$72,438.08	$90,558.00
Parks & Streets Supervisor	113	$ 34.83	$ 43.54	$ 67.05	$72,438.08	$90,558.00
Supervisor Distribution & Collection	113	$ 34.83	$ 43.54	$ 67.05	$72,438.08	$90,558.00
Plants Division Supervisor	114	$ 38.31	$ 47.89	$ 73.75	$79,691.04	$99,606.00
Maintenance Supervisor	114	$ 38.31	$ 47.89	$ 73.75	$79,691.04	$99,606.00

Attachment A to
10-9-23 Minutes

MAX
$ 74,602.53
$ 74,602.53
$ 74,602.53
$ 78,318.24
$ 78,318.24
$ 82,258.18
$ 82,258.18
$ 82,258.18
$ 82,258.18
$ 86,358.27
$ 90,682.59
$ 90,682.59
$ 90,682.59
$ 99,971.87
$105,000.90
$105,000.90
$105,000.90
$110,222.11
$110,222.11
$110,222.11
$110,222.11
$126,782.66
$126,782.66
$126,782.66
$139,467.33
$139,467.33
$139,467.33
$153,401.25
$153,401.25

Attachment A to
10-9-23 Minutes

JACKSONVILLE BEACH

Attachment A to
10-9-23 Minutes

Collective Bargaining Agreement

between

Northeast Florida Public Employees' Local 630

Laborers' International Union of North America

and

City of Jacksonville Beach

Effective October 1, 2022

Attachment A to
10-9-23 Minutes

APPENDIX A
SECTION 1
CLASSIFICATIONS AND PAY GRADES

CLASSIFICATION	POSITION TITLE	GRADE
PROPERTY AND PROCUREMENT	Building Maintenance Mechanic	313
	Storekeeper	312
PLANNING AND DEVELOPMENT	Building Inspector I	318
	Building Inspector II	319
	Building Inspector III	320
	Code Enforcement Officer I	315
	Code Enforcement Officer II	316
	Code Enforcement Officer III	317
	Permit Specialist	312
	Senior Permit Specialist	314
ENERGY SERVICES	Apprentice Lineworker	200
	Apprentice Relay Technician	201
	Cut In-Cut Out Technician	312
	Electrical Engineering Technician I	313
	Electrical Engineering Technician II	315
	Electrical Engineering Technician III	316
	GIS Engineering Coordinator	313
	Journey Lineworker	203
	Line Crew Leader	205
	Meter Reader	311
	Meter Technician I	313
	Meter Technician II	314
	Relay/Substation Crew Leader	206
	Relay/Substation Technician	204
	System Operator	202
	System Operator NERC Certified	206
	System Operator/Programmer NERC Certified	207
LANDSCAPE AND MAINTENANCE	Grounds Crew Leader	314
	Grounds Maintenance Mechanic I	313
	Grounds Maintenance Mechanic II	314
	Grounds Maintenance Worker I	308
	Grounds Maintenance Worker II	309
	Grounds Maintenance Worker III	310

Attachment A to
10-9-23 Minutes

APPENDIX A
SECTION 1
CLASSIFICATIONS AND PAY GRADES

CLASSIFICATION	POSITION TITLE	GRADE
PUBLIC WORKS	Construction Project Manager	322
	Crew Supervisor	316
	Engineering Design/GIS Tech	315
	Equipment Operator I	313
	Equipment Operator II	314
	FOG Program Coordinator	319
	General Supervisor	320
	Mechanic Trainee	310
	Mechanic I	314
	Mechanic II	315
	Mechanic III	316
	Plant Operations/Training Specialist	319
	Sanitation Contract Coordinator	314
	Sanitation Supervisor	318
	Traffic Mark/Signage Supervisor	316
	Utility Plant Instrumentation Technician	317
	Utility Plant Operator Trainee	310
	Utility Plant Operator I	317
	Utility Plant Operator II	319
	Utility Plant Operator III	320
	Utility Service Worker I	312
	Utility Service Worker II	313
	Utility Service Worker III	314
PUBLIC SAFETY	Animal Control Officer	310
	Community Service Officer	310
	Community Service Officer II	310
	Parking Enforcement Coordinator	313
	Police Records Specialist	311
	Property & Evidence Officer	312
	Public Safety Communication Officer I	314
	Public Safety Communication Officer II	316

Attachment A to
10-9-23 Minutes

APPENDIX A
SECTION 2
PAY GRADE SCHEDULES
October 1, 2022 – September 30, 2023

GRADE	MINIMUM	MIDPOINT	MAXIMUM
308	$15.00	$19.32	$23.63
	$31,200.00	$40,185.60	$49,150.40
309	$15.75	$20.28	$24.81
	$32,760.00	$42,182.40	$51,604.80
310	$16.54	$21.30	$26.05
	$34,403.20	$44,304.00	$54,184.00
311	$17.37	$22.36	$27.35
	$36,129.60	$46,508.80	$56,888.00
312	$18.24	$23.48	$28.72
	$37,939.20	$48,838.40	$59,737.60
313	$19.15	$24.66	$30.16
	$39,832.00	$51,292.80	$62,732.80
314	$20.11	$25.89	$31.67
	$41,828.80	$53,851.20	$65,873.60
315	$21.12	$27.19	$33.25
	$43,929.60	$56,555.20	$69,160.00
316	$22.18	$28.55	$34.91
	$46,134.40	$59,384.00	$72,612.80
317	$23.29	$29.98	$36.66
	$48,443.20	$62,358.40	$76,252.80
318	$24.45	$31.47	$38.49
	$50,856.00	$65,457.60	$80,059.20
319	$25.67	$33.04	$40.41
	$53,393.60	$68,723.20	$84,052.80
320	$26.95	$34.69	$42.43
	$56,056.00	$72,155.20	$88,254.40
321	$28.30	$36.43	$44.55
	$58,864.00	$75,774.40	$92,664.00
322	$29.72	$38.25	$46.78
	$61,817.60	$79,560.00	$97,302.40

Attachment A to
10-9-23 Minutes

FERNANDINA BEACH

Attachment A to
10-9-23 Minutes

City of Fernandina Beach **Mr. Dale L. Martin**

Office of the City Manager dmartin@fbfl.org

January 3, 2022

To: Charles George (Community Services Director), Pauline Testagrose (Comptroller), Denise Matson (Human Resources Director), Jeremiah Glisson (Public Works Operations Director), Andre Desilet (Public Works Utilities Director), Scott Mikelson (Parks and Recreation Director)

From: Dale L. Martin, City Manager DLM

Re: Wage Adjustments

1. The pandemic has significantly altered the conditions of the American (if not global) labor market. Wages have increased markedly (especially at the lower end of wages) and many technical skills are in greater demand. Despite relatively low unemployment statistics, many employers have a substantial number of unfilled positions. The City of Fernandina Beach is no different.

2. Many positions have been posted and advertised for weeks, if not months, and yet applications for those open positions are minimal. Since other employers, especially private sector employers, are facing the same shortcomings, proposed wages have been increased to attract critical personnel to those other employers.

3. The City made an initial effort ("Tier 1") to adjust its pay scale for entry level positions, raising the minimum pay for all City positions to $15.00, two years before that minimum wage will be required by State statute. That effort has resulted in attracting several new employees to fill vacant entry level positions.

4. The next step ("Tier 2") is to recognize that the City has several employees who serve critical needs to support City operations: maintenance technicians, mechanics, heavy equipment operators, and water and wastewater plant operators. Without these personnel, City operations will be severely curtailed and to turn to external support, if lost, will be at significantly higher cost. It is essential to retain these employees.

5. Considering those circumstances, I authorize wage adjustments (effective January 1, 2022) for these critical employees. The affected employees and the associated wage adjustments are attached hereto (highlighted). Upon review, the wage adjustments will have minimal impact upon the City budget (mainly due to reduced labor expenses associated with unfilled positions).

6. As the pandemic continues, it will likely become necessary to implement additional pay adjustments ("Tier 3") as examined and recommended by senior City staff.

7. The City continues to enjoy a productive and professional relationship with its employees (both salaried and union-represented personnel). The employees are dedicated and enthusiastic to continue to provide the levels of service expected and desired by this community.

8. If you have any questions, please contact me.

204 Ash Street • Fernandina Beach, FL 32034 • (904) 310-3100 • Fax (904) 310-3452 • TDD/TTY 711
www.fbfl.us
Equal Opportunity Employer

Attachment A to
10-9-23 Minutes

EMPLOYEE	DEPT.	PAY GRADE	HOURLY RATE	CURRENT SALARY	HIRE DATE	MAXIMUM RANGE	MAXIMUM ANNUAL	JOB TITLE	PROPOSED RATE	PERCENT INCREASE	PROPOSED SALARY
	STR	128	$ 20.28	$42,182	02/06/17	$ 21.98	$45,721	Heavy Equip Oper	$20.28	0%	$42,182
	STR	126	$ 16.20	$33,696	11/19/18	$ 19.95	$41,498	Maint Tech I	$16.20	0%	$33,696
	GAR	143	$ 41.39	$86,091	09/10/98	$ 43.46	$90,396	Operations Director	$43.46	0%	$90,397
	STR	131	$ 28.44	$59,155	03/28/03	$ 25.44	$52,911	Foreman	$32.70	15%	$68,016
	SAN	130	$ 21.06	$43,805	04/08/19	$ 21.98	$45,721	Operator II	$21.06	0%	$43,805
	FAC	131	$ 22.55	$46,904	10/14/19	$ 25.44	$52,911	Electrician/HVAC	$24.80	10%	$51,584
	STR	128	$ 18.90	$39,312	06/07/21	$ 21.98	$45,721	Maint. Tech II	$18.90	0%	$39,312
	FAC	127	$ 16.40	$34,112	08/27/18	$ 20.95	$43,576	Maint Tech	$16.40	0%	$34,112
	STR	126	$ 16.20	$33,696	02/01/21	$ 19.95	$41,498	Maint Tech I	$16.20	0%	$33,696
	STR	131	$ 24.66	$51,293	06/16/08	$ 25.44	$52,911	Maint Tech III	$27.12	10%	$56,410
	STR	128	$ 23.77	$49,442	12/03/01	$ 21.98	$45,721	Heavy Equip Oper	$24.95	5%	$51,896
	FAC	128	$ 18.14	$37,731	03/02/20	$ 21.98	$45,721	Admin. Specialist	$18.14	0%	$37,731
	GAR	133	$ 26.32	$54,746	09/07/10			Master Mechanic Sr	$32.90	25%	$68,432
	FAC	138	$ 34.55	$71,864	11/08/96	$ 35.79	$74,444	Superintendent	$34.55	0%	$71,864
	FAC	127	$ 16.80	$34,944	10/19/20	$ 20.95	$43,576	Maint Tech	$20.16	20%	$41,933
	FAC	127	$ 17.62	$36,650	08/22/16	$ 20.95	$43,576	Maint Tech	$17.62	0%	$36,650
	STR	130	$ 23.87	$49,650	11/02/11	$ 24.22	$50,381	Maint. Tech III	$28.64	20%	$59,571
	GAR	126	$ 17.65	$36,712	11/09/20			Maint Tech I	$17.65	0%	$36,712
	FAC	131	$ 25.85	$53,768	10/01/99	$ 25.44	$52,911	Admin. Coordinator	$25.85	0%	$53,768
	FAC	131	$ 23.53	$48,942	11/21/16	$ 25.44	$52,911	Electrician/HVAC	$25.88	10%	$53,830
	STR	128	$ 16.73	$34,798	09/04/18	$ 20.95	$43,576	Operator II	$16.73	0%	$34,798
	FAC	127	$ 28.72	$59,738	01/25/96	$ 20.95	$43,576	Maint Tech	$28.72	0%	$59,738
	Total Current Salary			$1,039,230					Total proposed salary cost		$1,100,133

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Attachment A to
10-9-23 Minutes

Employee Pay Rate Spreadsheet 2021-2022

Name	Position	Department	Pay Grade	Current Pay Range	Pay Rate	Salary	Proposed hrly	% increase	Salary
	Administrative Coordinator	Utility Admin	131	$33,594 ($16.15) - $43,252 ($20.79) - $52,911 ($25.44)	$23.91	$ 49,741.87	$23.91	0%	$ 49,741.87
	GIS Technician	Utility Admin	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$17.33	$36,036.00	$17.33	0%	$ 36,036.00
	Purchasing Agent	Utility Admin	132	$35,271 ($16.96) - $45,411 ($21.83) - $55,551 ($26.71)	$29.82	$62,025.60	$29.82	0%	$ 62,025.60
	Utilities Director	Utility Admin	146	$69,825 ($33.57) - $89,885 ($43.21) - $109,946 ($52.86)	$51.97	$108,090.86	$51.97	0%	$ 108,090.86
	Chief Plant Operator	Wastewater	133	$37,039 ($17.81) - $47,687 ($22.93) - $58,336 ($28.05)	$24.82	$51,629.76	$31.03	25%	$ 64,537.20
	Deputy Wastewater Superintendent	Wastewater	136	$42,875 ($20.61) - $55,202 ($26.54) - $67,529 ($32.47)	$31.13	$64,755.60	$31.13	0%	$ 64,755.60
	Electrician/HVAC Technician	Wastewater	131	$33,594 ($16.15) - $43,252 ($20.79) - $52,911 ($25.44)	$23.46	$48,790.56	$25.80	10%	$ 53,669.62
	Lead Operator	Wastewater	133	$37,039 ($17.81) - $47,687 ($22.93) - $58,336 ($28.05)	$27.36	$56,908.80	$30.10	10%	$ 62,599.68
	Plant Operator	Wastewater	130	$31,988 ($15.38) - $41,185 ($19.80) - $50,381 ($24.22)	$26.52	$55,167.84	$27.85	5%	$ 57,926.23
	Plant Operator	Wastewater	130	$31,988 ($15.38) - $41,185 ($19.80) - $50,381 ($24.22)	$25.43	$52,896.48	$29.25	15%	$ 60,830.95
	Utilities Operations Superintendent	Wastewater	143	$60,332 ($29.01) - $77,677 ($37.34) - $95,023 ($45.68)	$34.87	$72,535.01	$34.87	0%	$ 72,535.01
	Wastewater System Technician I	Wastewater	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$17.13	$35,630.40	$17.13	0%	$ 35,630.40
	Wastewater System Technician I	Wastewater	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$16.50	$34,320.00	$16.50	0%	$ 34,320.00
	Wastewater System Technician I	Wastewater	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$15.00	$31,200.00	$15.00	0%	$ 31,200.00
	Wastewater System Technician II	Wastewater	128	$29,029 ($13.96) - $37,375 ($17.97) - $45,721 ($21.98)	$23.02	$47,873.28	$25.32	10%	$ 52,660.61
	Wastewater System Technician II	Wastewater	128	$29,029 ($13.96) - $37,375 ($17.97) - $45,721 ($21.98)	$17.91	$37,259.04	$20.60	15%	$ 42,847.90
	Wastewater System Technician II	Wastewater	128	$29,029 ($13.96) - $37,375 ($17.97) - $45,721 ($21.98)	$19.58	$40,731.60	$22.52	15%	$ 46,841.34
	Chief Plant Operator	Water	133	$37,039 ($17.81) - $47,687 ($22.93) - $58,336 ($28.05)	$27.79	$57,810.48	$31.96	15%	$ 66,482.05
	Lead Operator	Water	133	$37,039 ($17.81) - $47,687 ($22.93) - $58,336 ($28.05)	$30.83	$64,122.24	$32.37	5%	$ 67,328.35
	Maintenance Worker	Water	123	$22,251 ($10.70) - $29,042 ($13.96) - $35,833 ($17.23)	$15.00	$31,200.00	$15.00	0%	$ 31,200.00
	Maintenance Worker	Water	123	$22,251 ($10.70) - $29,042 ($13.96) - $35,833 ($17.23)	$15.00	$31,200.00	$15.00	0%	$ 31,200.00
	Maintenance Worker	Water	123	$22,251 ($10.70) - $29,042 ($13.96) - $35,833 ($17.23)	$15.00	$31,200.00	$15.00	0%	$ 31,200.00
	Maintenance Worker	Water	123	$22,251 ($10.70) - $29,042 ($13.96) - $35,833 ($17.23)	$15.14	$31,493.28	$15.14	0%	$ 31,493.28
	Meter Reader	Water	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$15.23	$31,668.00	$15.23	0%	$ 31,668.00
	Plant Operator	Water	130	$31,988 ($15.38) - $41,185 ($19.80) - $50,381 ($24.22)	$19.56	$40,687.92	$24.45	25%	$ 50,859.90
	Utilities Operations Superintendent	Water	143	$60,332 ($29.01) - $77,677 ($37.34) - $95,023 ($45.68)	$39.98	$83,168.00	$39.98	0%	$ 83,168.00
	Water Collector	Water	124	$23,900 ($11.49) - $30,771 ($14.79) - $37,643 ($18.10)	$21.90	$45,558.24	$24.09	10%	$ 50,114.06
	Water Locator	Water	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$16.00	$33,280.00	$16.00	0%	$ 33,280.00
	Water Technician II	Water	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$16.65	$34,638.24	$20.82	25%	$ 43,297.80
	Water Technician II	Water	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$16.65	$34,638.24	$20.82	25%	$ 43,297.80
	Water Technician II	Water	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$16.99	$35,337.12	$21.24	25%	$ 44,171.40
	Water Technician II	Water	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$17.33	$36,036.00	$21.66	25%	$ 45,045.00
	Staff Assistant	Stormwater	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$18.27	$38,001.60	$18.27	0%	$ 38,001.60
	Lead Operator	Stormwater	133	$37,039 ($17.81) - $47,687 ($22.93) - $58,336 ($28.05)	$29.19	$60,715.20	$29.19	0%	$ 60,715.20
	Heavy Equipment Operator	Stormwater	128	$29,029 ($13.96) - $37,375 ($17.97) - $45,721 ($21.98)	$20.90	$43,472.00	$20.90	0%	$ 43,472.00
	Stormwater Operator I	Stormwater	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$16.34	$33,987.20	$16.34	0%	$ 33,987.20
	Stormwater Operator I	Stormwater	126	$26,384 ($12.68) - $33,941 ($16.32) - $41,498 ($19.95)	$16.33	$33,966.40	$16.33	0%	$ 33,966.40
							total		$112,424.05

Attachment A to
10-9-23 Minutes

Last Name	First Name	Hire	As of	Yrs	Position Title	Annual	Hourly	Grade	Min		Mid		Max				
		10/28/19	12/31/21	2.18	Aquatics Manager	$37,962.75	$18.25	EW131	$33,594	$16.15	$43,252	$20.79	$52,911	$25.44			
		07/08/19	12/31/21	2.48	Child Care Professional	$15,600.00	$15.00	NH120	$19,644	$9.44	$25,292	$12.16	$30,939	$14.87			
		05/20/19	12/31/21	2.62	Child Care Professional	$15,600.00	$15.00	NH120	$19,644	$9.44	$25,292	$12.16	$30,939	$14.87			
		04/21/15	12/31/21	6.70	Child Care Professional	$15,600.00	$15.00	NH120	$19,644	$9.44	$25,292	$12.16	$30,939	$14.87			
		06/07/21	12/31/21	0.57	Child Care Professional	$15,600.00	$15.00	NH120	$19,644	$9.44	$25,292	$12.16	$30,939	$14.87			
		04/18/16	12/31/21	5.71	Foreman	$44,948.80	$21.61	NH131	$33,594	$16.15	$43,252	$20.79	$52,911	$25.44		25%	$27.01
		08/13/20	12/31/21	1.38	Maintenance Assistant	$22,620.00	$15.00	NH122	$21,644	$10.41	$27,867	$13.40	$34,090	$16.39			
		05/20/19	12/31/21	2.62	Maintenance Assistant	$22,620.00	$15.00	NH122	$21,644	$10.41	$27,867	$13.40	$34,090	$16.39			
		04/22/19	12/31/21	2.70	Maintenance Assistant	$15,600.00	$15.00	NH122	$21,644	$10.41	$27,867	$13.40	$34,090	$16.39			
		03/15/19	12/31/21	2.80	Maintenance Tech I - PR	$31,200.00	$15.00	NH126	$26,384	$12.68	$33,941	$16.32	$41,498	$19.95		8%	$16.20
		12/31/18	12/31/21	3.00	Maintenance Tech I - PR	$31,200.00	$15.00	NH126	$26,384	$12.68	$33,941	$16.32	$41,498	$19.95		8%	$16.20
		02/22/16	12/31/21	5.86	Maintenance Tech I - PR	$34,756.80	$16.71	NH126	$26,384	$12.68	$33,941	$16.32	$41,498	$19.95		5%	$17.54
		06/28/21	12/31/21	0.51	Maintenance Tech I - PR	$35,651.20	$17.14	NH126	$26,384	$12.68	$33,941	$16.32	$41,498	$19.95		5%	$18.00
		06/21/21	12/31/21	0.53	Maintenance Tech I - PR	$35,651.20	$17.14	NH126	$26,384	$12.68	$33,941	$16.32	$41,498	$19.95		5%	$18.00
		05/26/20	12/31/21	1.60	Maintenance Tech I - PR	$35,984.00	$17.30	NH126	$26,384	$12.68	$33,941	$16.32	$41,498	$19.95		5%	$18.17
		04/15/19	12/31/21	2.72	Maintenance Tech II - PR	$35,796.80	$17.21	NH128	$29,029	$13.96	$37,375	$17.97	$45,721	$21.98		10%	$18.93
		06/26/17	12/31/21	4.52	Maintenance Tech III - PR	$39,291.20	$18.89	NH130	$31,988	$15.38	$41,185	$19.80	$50,381	$24.22		25%	$23.61
		02/19/01	12/31/21	20.88	Interim Parks and Recreation Director	$80,459.40	$38.68	EW143	$60,332	$29.01	$77,677	$37.34	$95,023	$45.68			
		02/05/07	12/31/21	14.91	Parks and Recreation Manager	$61,915.53	$29.77	EW136	$42,875	$20.61	$55,202	$26.54	$67,529	$32.47			
		08/01/00	12/31/21	21.43	Parks and Recreation Manager	$65,607.05	$31.54	EW136	$42,875	$20.61	$55,202	$26.54	$67,529	$32.47			
		04/16/99	12/31/21	22.73	Parks and Recreation Manager	$65,654.06	$31.56	EW136	$42,875	$20.61	$55,202	$26.54	$67,529	$32.47			
		09/16/19	12/31/21	2.29	Parks Superintendent	$70,805.95	$34.04	EW138	$47,266	$22.72	$60,855	$29.26	$74,444	$35.79			
		08/17/20	12/31/21	1.37	Pool Lifeguard	$15,600.00	$15.00	NH118	$17,835	$8.57	$22,962	$11.04	$28,090	$13.50			
		09/28/20	12/31/21	1.26	Pool Lifeguard	$15,600.00	$15.00	NH118	$17,835	$8.57	$22,962	$11.04	$28,090	$13.50			
		06/08/20	12/31/21	1.56	Pool Lifeguard	$15,600.00	$15.00	NH118	$17,835	$8.57	$22,962	$11.04	$28,090	$13.50			
		05/27/21	12/31/21	0.60	Pool Lifeguard	$15,600.00	$15.00	NH118	$17,835	$8.57	$22,962	$11.04	$28,090	$13.50			
		04/19/21	12/31/21	0.70	Pool Lifeguard	$15,600.00	$15.00	NH118	$17,835	$8.57	$22,962	$11.04	$28,090	$13.50			
		02/08/21	12/31/21	0.89	Pool Lifeguard	$15,600.00	$15.00	NH118	$17,835	$8.57	$22,962	$11.04	$28,090	$13.50			
		05/28/19	12/31/21	2.60	Pool Lifeguard	$15,600.00	$15.00	NH118	$17,835	$8.57	$22,962	$11.04	$28,090	$13.50			
		04/18/21	12/31/21	0.70	Pool Lifeguard	$15,600.00	$15.00	NH118	$17,835	$8.57	$22,962	$11.04	$28,090	$13.50			
		01/29/20	12/31/21	1.92	Recreation Aide	$15,600.00	$15.00	NH118	$17,835	$8.57	$22,962	$11.04	$28,090	$13.50			
		04/22/19	12/31/21	2.70	Recreation Aide	$15,600.00	$15.00	NH118	$17,835	$8.57	$22,962	$11.04	$28,090	$13.50			
		10/21/13	12/31/21	8.20	Recreation Coordinator	$31,200.00	$15.00	NH124	$23,900	$11.49	$30,771	$14.79	$37,643	$18.10			
		01/02/18	12/31/21	4.00	Recreation Leader	$31,200.00	$15.00	NH124	$23,900	$11.49	$30,771	$14.79	$37,643	$18.10			
		05/16/07	12/31/21	14.64	Recreation Leader	$38,396.80	$18.46	NH124	$23,900	$11.49	$30,771	$14.79	$37,643	$18.10			
		07/31/00	12/31/21	21.43	Recreation Programs Supervisor	$48,135.36	$23.14	EW131	$33,594	$16.15	$43,252	$20.79	$52,911	$25.44			
		04/01/02	12/31/21	19.76	Recreation Programs Supervisor	$52,962.00	$25.46	EW131	$33,594	$16.15	$43,252	$20.79	$52,911	$25.44			
		10/31/16	12/31/21	5.17	Senior Maintenance Worker	$38,084.80	$18.31	NH125	$25,071	$12.05	$32,279	$15.52	$39,486	$18.98			
		02/26/07	12/31/21	14.85	Senior Maintenance Worker	$43,513.60	$20.92	NH125	$25,071	$12.05	$32,279	$15.52	$39,486	$18.98			
		06/07/19	12/31/21	2.57	Sr Wtr Safety InstLG	$15,600.00	$15.00	NH121	$20,644	$9.93	$26,579	$12.78	$32,514	$15.63			
		05/25/12	12/31/21	9.61	Sr Wtr Safety InstLG	$16,525.60	$15.89	NH121	$20,644	$9.93	$26,579	$12.78	$32,514	$15.63			
		08/05/19	12/31/21	2.41	Staff Assistant	$15,600.00	$15.00	NH126	$26,384	$12.68	$33,941	$16.32	$41,498	$19.95			
		11/30/20	12/31/21	1.08	Staff Assistant	$32,760.00	$15.75	NH126	$26,384	$12.68	$33,941	$16.32	$41,498	$19.95			
		06/28/21	12/31/21	0.51	Staff Assistant	$32,760.00	$15.75	NH126	$26,384	$12.68	$33,941	$16.32	$41,498	$19.95			
		04/28/13	12/31/21	8.68	Staff Assistant	$24,414.52	$16.19	NH126	$26,384	$12.68	$33,941	$16.32	$41,498	$19.95			
		05/20/00	12/31/21	21.63	Staff Assistant	$24,565.32	$16.29	NH126	$26,384	$12.68	$33,941	$16.32	$41,498	$19.95			
		09/20/21	12/31/21	0.28	Staff Assistant	$37,128.00	$17.85	NH126	$26,384	$12.68	$33,941	$16.32	$41,498	$19.95			
		03/02/15	12/31/21	6.84	Water Safety Instructor	$15,600.00	$15.00	NH119	$18,729	$9.00	$24,113	$11.59	$29,498	$14.18			

**Attachment A to
10-9-23 Minutes**

City of Fernandina Beach **Mr. Mark Foxworth**

City Manager **mfoxworth@fbfl.org**

TO: Ronnie Burris, Representative
Northeast Florida Public Employees, Local 630, LiUNA

FROM: Mark Foxworth, Interim City Manager

DATE: March 27, 2023

RE: Memorandum of Understanding

BETWEEN THE CITY OF FERNANDINA BEACH (hereinafter "City") AND NORTHEAST FLORIDA PUBLIC EMPLOYEES, LOCAL 630, LABORERS INTERNATIONAL UNION OF NORTH AMERICA, AFL-CIO (hereinafter "Union"), entered into on March, 27, 2023:

With reference to collective bargaining between the City and the Union, the City and the Union mutually agree as follows:

- Article 13.04 – Wages, provides for a reopener of the Article if the December 2022 Consumer Price Index for All Urban Consumers (CPI-U), South Region, exceeds 3.75%.
- The CPI-U, South Region, was 7.0% in December 2022.
- The City and the Union propose a five percent (5%) Cost of Living increase on Monday, October 2, 2023, to all eligible bargaining unit members.
- Pay ranges (minimum and maximum) in the Classified Service Pay Scale will also be adjusted by the 5% Cost of Living increase effective October 2, 2023.

The above proposed increases are for the period October 2, 2023 through September 30, 2024.

The parties agree that this Memorandum of Understanding shall be in effect until both parties have ratified a new Agreement and accept the above-stated terms to the Agreement as mutually agreeable. Article 13 – Wages is amended as follows with new language underlined and removed language ~~stricken~~:

ARTICLE 13 – WAGES

13.01 Effective October 1, 2021, all bargaining unit members shall receive a 5% cost of living increase, pursuant to the Memorandum of Understanding agreed to by the Union and the City on October 12, 2021.

13.03 Bargaining unit members may not exceed the top of their respective pay range. ~~All increases are contingent upon receiving at least a "Meets Expectations" evaluation for the most recent performance review.~~

**Attachment A to
10-9-23 Minutes**

City of Fernandina Beach
Mr. Mark Foxworth
City Manager
mfoxworth@fbfl.org

13.04 ~~Effective on the first full pay period in October 2022 and October 2023, employees shall be advanced in pay according to a merit system outlined below. Annual appraisals will be completed on the General Employee Performance Evaluation form and will be rated as follows:~~

- ~~5 – Outstanding~~
- ~~4 – Exceeds Expectations~~
- ~~3 – Meets Expectations~~
- ~~2 – Improvement Needed~~

~~An overall rating for the entire review is then assigned based on a four (4) point system:~~

- ~~A rating of 4 indicates the employee's performance is exemplary and far exceeds the rating criteria.~~
- ~~A rating of 3 indicates the employee's performance is above average and exceeds the rating criteria.~~
- ~~A rating of 2 indicates the employee's performance meets the rating criteria and is average or satisfactory~~
- ~~A rating of 1 indicates the employee's performance does not meet the standards of the rating criteria and needs improvement or is unsatisfactory.~~

~~Annual merit increases will be based on the Overall Rating as follows:~~

- ~~A Rating of 4 = 4% + Cost of Living Increase*~~
- ~~A Rating of 3 = 2% + Cost of Living Increase*~~
- ~~A Rating of 2 = Cost of Living Increase Only*~~
- ~~A Rating of 1 = No Increase~~

~~* The Cost-of-Living increase for October 2022 will be based on the December 2021 Consumer Price Index for All Urban Consumers (CPI-U), South Region, with a minimum of 1.50% and a maximum of 2.50%.~~ The Cost-of-Living increase for October 2023 will be based on the December 2022 Consumer Price Index for All Urban Consumers (CPI-U), South Region, with a minimum of 1.50% and a maximum of 2.50%. Should the CPI-U exceed 3.75%, the City and the Union agree to re-open this Article for negotiation.

Effective October 2, 2023, all bargaining unit members shall receive a 5% cost of living increase. Pay ranges (minimum and maximum) in the Classified Service Pay Scale will also be adjusted by the 5% Cost of Living increase effective October 2, 2023.

13.05 An employee who receives an overall rating of "1" on the performance evaluation will be placed on a 90-day performance improvement plan (PIP). The employee will acknowledge his understanding of the PIP on the Performance Evaluation form. Following completion of the 90-day PIP, the employee will be further evaluated, and appropriate action taken.

13.06 Pay grade adjustments in the Pay and Classification Plan do not constitute a promotion.

Attachment A to
10-9-23 Minutes

City of Fernandina Beach **Mr. Mark Foxworth**

City Manager mfoxworth@fbfl.org

13.07 Newly hired employees will receive a probationary evaluation upon completion of 180 days of service. No probationary increase will be provided at the conclusion of the probationary period.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be signed with their respective names by their respective representatives thereon to duly authorize.

CITY OF FERNANDINA BEACH	NORTHEAST FLORIDA PUBLIC EMPLOYEES, LOCAL 630
_____	_____
Mark Foxworth, Interim City Manager	Ronnie Burris, Representative
Date: _____	Date: _____

204 Ash Street • Fernandina Beach, FL 32034 • (904) 310-3100
www.fbfl.us
Equal Opportunity Employer

Attachment A to
10-9-23 Minutes

Attachment A to
10-9-23 Minutes

ORDINANCE 2023-33

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE PAY AND CLASSIFICATION PLAN ESTABLISHED BY ORDINANCE 2022-08 PURSUANT TO CHARTER SECTION 30 AND CODE OF ORDINANCES SECTION 62-247; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach Charter Section 30 states, in relevant part, "The Interim City Manager fixes the number and compensation of all other officers and employees. The salaries or compensation must be uniform for like services in each grade of the City service, as the same will be graded or classified by the Interim City Manager and approved by the City Commission."; and

WHEREAS, Code of Ordinances Section 62-247 states, in relevant part, "The classification plan shall be that as established by the City Commission each year by ordinance and may be amended by the City Commission from time to time in its discretion, by ordinance, as it may deem necessary to ensure that the plan reflects the current job classification of all positions in the City service."; and

WHEREAS, through collective bargaining with the Organized Firefighters of Fernandina Beach, Local Union No 2836, International Association of Firefighters AFL-CIO (Resolution #2022-21), the Coastal Florida Police Benevolent Association (Resolution #2022-84), and the Northeast Florida Public Employees, Local 630, Laborers International Union of North America, AFL-CIO-CLC (Resolution 2021-204 and Resolution 2023-75) new compensation plans that include cost-of-living adjustments) were negotiated and approved; and

WHEREAS, the City recognizes that the compensation plan is intended to provide all employees with equitable and competitive pay, relative to pay received by other employees performing similar work in other areas of the City's organization and also comparative to rates received by other employees in the labor market from which City employees are recruited; and

WHEREAS, it is in the best interest of the City to amend the existing Classified Service Titles and Pay Grades to reflect the current organizational needs and responsibilities of the City.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA:

SECTION 1. CLASSIFIED SERVICE TITLES AND PAY GRADES. The Classified Service Titles and Pay Grades Plan as shown below are hereby amended.

POSITION TITLE	FLSA	GRADE
Accountant	Exempt	212
Accounting Clerk	Non-Exempt	205
Accounting Manager	Exempt	218

Attachment A to
10-9-23 Minutes

Accounting Supervisor	Exempt	215
Administrative Coordinator	Exempt	210
Administrative Services Manager	Exempt	213
Administrative Specialist	Non-Exempt	205
Airport Director	Exempt	220
Airport Operations Manager	Exempt	211
Aquatics Coordinator	Non-Exempt	206
Assistant Golf Course Supt	Exempt	213
Assistant Golf Professional	Exempt	207
Building Inspector I	Non-Exempt	210
Building Inspector II	Non-Exempt	212
Building Inspector III	Non-Exempt	214
Building Official	Exempt	225
Building Services Manager	Exempt	211
Building Technology Analyst	Non-Exempt	208
Bus Driver	Non-Exempt	204
Cart Attendant	Non-Exempt	201
~~Child Care Professional~~	~~Non-Exempt~~	~~202~~
Code Enforcement Officer	Non-Exempt	210
Comptroller	Exempt	225
Community Development Director	Exempt	220
Community Service Aide	Non-Exempt	204
Conservation & Environmental Manager	Exempt	213
Customer Service Specialist	Non-Exempt	205
Deputy Building Official	Exempt	219
Deputy City Clerk	Exempt	213
Deputy City Manager	Exempt	230
Deputy Code Enforcement Director	Exempt	219
Deputy Comptroller	Exempt	219
Deputy Fire Chief	Exempt	219
Deputy Operations Director	Exempt	219
Deputy Parks and Rec Director	Exempt	219
Deputy Planning & Conservation Director	Exempt	219
Deputy Police Chief	Exempt	219
Deputy Wastewater Superintendent	Non-Exempt	217
Digital Communications Manager	Exempt	213

Attachment A to
10-9-23 Minutes

Digital Communications Specialist	Exempt	209
Driving Range Attendant	Non-Exempt	201
Electrician/HVAC Technician	Non-Exempt	209
Facilities Maintenance Superintendent	Exempt	217
Field Coordinator	Non-Exempt	210
Fire Chief	Exempt	225
Fire Services Manager	Exempt	211
Food and Beverage Manager	Exempt	213
GIS Systems Manager	Exempt	208
Golf Course General Manager	Exempt	219
Golf Course Sales Manager	Exempt	205
Golf Course Superintendent	Exempt	217
Grants Administrator	Exempt	217
Heavy Equipment Operator	Non-Exempt	205
Human Resources Director	Exempt	220
Human Resources Generalist	Exempt	210
Information Technology Director	Exempt	220
Information Technology Technician	Non-Exempt	208
Intern	Non-Exempt	201
Junior Accountant	Exempt	210
Lead Operator	Non-Exempt	212
Legal Assistant	Exempt	~~213~~ 211
Maintenance Assistant	Non-Exempt	201
Maintenance Technician I	Non-Exempt	203
Maintenance Technician II	Non-Exempt	205
Maintenance Technician III	Non-Exempt	209
Master Mechanic	Non-Exempt	209
Mechanic	Non-Exempt	205
Ocean Rescue Lieutenant	Exempt	209
Ocean Rescue Lifeguard I	Non-Exempt	203
Ocean Rescue Lifeguard II	Non-Exempt	204
Ocean Rescue Lifeguard III	Non-Exempt	205
Operations Director	Exempt	220
Operations Services Manager	Exempt	213
Operations Superintendent	Exempt	217
Operations Supervisor	Exempt	215

Attachment A to
10-9-23 Minutes

Paralegal	Exempt	218
Parks and Recreation Director	Exempt	220
Parks and Recreation Manager	Exempt	213
Parks Maintenance Superintendent	Exempt	217
Permit Specialist	Non-Exempt	205
Planner I	Exempt	210
Planner II	Exempt	212
Planning Technician	Non-Exempt	209
Plans Examiner	Non-Exempt	214
Police ~~Captain~~ Commander	Exempt	218
Police Chief	Exempt	225
Police Reserve Officer	Non-Exempt	209
~~Police Service Aide~~	~~Non-Exempt~~	~~204~~
Police Services Coordinator	Exempt	210
Police Services Manager	Exempt	211
Pool Lifeguard	Non-Exempt	202
Pro Shop Attendant	Non-Exempt	201
Procurement Specialist	Exempt	212
Project Coordinator	Exempt	214
Purchasing Agent	Non-Exempt	210
Records Coordinator	Non-Exempt	206
Recreation Aide	Non-Exempt	201
Recreation Coordinator	Non-Exempt	203
Recreation Specialist	Non-Exempt	202
Recreation Programs Supervisor	Exempt	209
Sanitation Operator I	Non-Exempt	205
Sanitation Operator II	Non-Exempt	209
Server/Cook	Non-Exempt	201
Sr. Electrician/HVAC Technician	Non-Exempt	212
Sr. Human Resources Generalist	Exempt	211
Sr. Maintenance Technician	Non-Exempt	212
Sr. Master Mechanic	Non-Exempt	212
Sr. Planner	Exempt	214
Sr. Pool Lifeguard	Non-Exempt	205
Staff Assistant	Non-Exempt	203
Starter Ranger	Non-Exempt	201

Attachment A to
10-9-23 Minutes

Swim Instructor	Non-Exempt	204
System Administrator	Exempt	216
Tradesworker	Non-Exempt	209
Urban Forestry Inspector Arborist	Exempt	212
Utilities Chief Plant Operator	Non-Exempt	~~212~~ 213
Utilities Director	Exempt	220
Utilities Engineer	Exempt	216
Utilities GIS Technician	Non-Exempt	204
Utilities Operations Superintendent	Exempt	217
Utilities Plant Operator I	Non-Exempt	210
Utilities Plant Operator II	Non-Exempt	211
Utilities Plant Operator III	Non-Exempt	212
Utilities Supervisor	Exempt	215
Utility Billing Specialist	Non-Exempt	206
Utility Lift Station Mechanic	Non-Exempt	207
Utility Technician I	Non-Exempt	203
Utility Technician II	Non-Exempt	206
Utility Technician III	Non-Exempt	210
Warehouse Coordinator	Non-Exempt	210

SECTION 2. CONSOLIDATED PAY PLAN. The amended Classified Service Pay Scale for General Employees, Managers and Directors (Appendix "A"), Fire Department (Appendix "B"), and Police Department (Appendix "C"), are hereby adopted for Fiscal Year 2023-2024 .

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 5. EFFECTIVE DATE. This Ordinance shall be effective on October 1, 2023, after its second reading, public hearing and final enaction.

ENACTED by the City Commission this 3rd day of October, 2023

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Mayor

Attachment A to
10-9-23 Minutes

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk
Date of First Reading: September 5, 2023
Date of Second Reading: October 3, 2023
Date of Publication: September 20, 2023

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

~~Appendix "A"~~

~~CLASSIFIED SERVICE PAY SCALE~~

~~GENERAL EMPLOYEES, MANAGERS, AND DIRECTORS~~

~~GRADE~~	~~MINIMUM ANNUAL~~	~~MINIMUM HOURLY~~	~~MIDPOINT ANNUAL~~	~~MIDPOINT HOURLY~~	~~MAXIMUM ANNUAL~~	~~MAXIMUM HOURLY~~
~~201~~	~~$31,200~~	~~$15.00~~	~~$39,000~~	~~$18.75~~	~~$46,800~~	~~$22.50~~
~~202~~	~~$32,760~~	~~$15.75~~	~~$40,950~~	~~$19.69~~	~~$49,140~~	~~$23.63~~
~~203~~	~~$34,398~~	~~$16.54~~	~~$42,998~~	~~$20.67~~	~~$51,597~~	~~$24.81~~
~~204~~	~~$36,118~~	~~$17.36~~	~~$45,147~~	~~$21.71~~	~~$54,177~~	~~$26.05~~
~~205~~	~~$37,924~~	~~$18.23~~	~~$47,405~~	~~$22.79~~	~~$56,886~~	~~$27.35~~
~~206~~	~~$39,820~~	~~$19.14~~	~~$49,775~~	~~$23.93~~	~~$59,730~~	~~$28.72~~
~~207~~	~~$41,811~~	~~$20.10~~	~~$52,264~~	~~$25.13~~	~~$62,716~~	~~$30.15~~
~~208~~	~~$43,902~~	~~$21.11~~	~~$54,877~~	~~$26.38~~	~~$65,852~~	~~$31.66~~
~~209~~	~~$46,097~~	~~$22.16~~	~~$57,621~~	~~$27.70~~	~~$69,145~~	~~$33.24~~
~~210~~	~~$48,401~~	~~$23.27~~	~~$60,502~~	~~$29.09~~	~~$72,602~~	~~$34.90~~
~~211~~	~~$50,822~~	~~$24.43~~	~~$63,527~~	~~$30.54~~	~~$76,232~~	~~$36.65~~
~~212~~	~~$53,363~~	~~$25.66~~	~~$66,703~~	~~$32.07~~	~~$80,044~~	~~$38.48~~
~~213~~	~~$56,031~~	~~$26.94~~	~~$70,038~~	~~$33.67~~	~~$84,046~~	~~$40.41~~
~~214~~	~~$58,832~~	~~$28.28~~	~~$73,540~~	~~$35.36~~	~~$88,248~~	~~$42.43~~
~~215~~	~~$61,774~~	~~$29.70~~	~~$77,217~~	~~$37.12~~	~~$92,661~~	~~$44.55~~
~~216~~	~~$64,863~~	~~$31.18~~	~~$81,078~~	~~$38.98~~	~~$97,294~~	~~$46.78~~
~~217~~	~~$68,106~~	~~$32.74~~	~~$85,133~~	~~$40.93~~	~~$102,159~~	~~$49.11~~
~~218~~	~~$74,917~~	~~$36.08~~	~~$93,647~~	~~$45.02~~	~~$112,376~~	~~$54.03~~

Attachment A to
10-9-23 Minutes

~~219~~	~~$82,409~~	~~$39.62~~	~~$103,012~~	~~$49.53~~	~~$123,614~~	~~$59.43~~
~~220~~	~~$100,000~~	~~$48.08~~	~~$125,000~~	~~$60.10~~	~~$150,000~~	~~$72.12~~
~~225~~	~~$112,500~~	~~$54.09~~	~~$137,500~~	~~$66.11~~	~~$162,500~~	~~$78.13~~
~~230~~	~~$125,000~~	~~$60.10~~	~~$150,000~~	~~$72.12~~	~~$175,000~~	~~$84.13~~

Appendix "A"

CLASSIFIED SERVICE PAY SCALE

GENERAL EMPLOYEES, MANAGERS, AND DIRECTORS

GRADE	MINIMUM ANNUAL	MINIMUM HOURLY	MIDPOINT ANNUAL	MIDPOINT HOURLY	MAXIMUM ANNUAL	MAXIMUM HOURLY
201	$32,760	$15.7500	$40,950	$19.6875	$49,140	$23.6250
202	$34,398	$16.5375	$42,998	$20.6719	$51,597	$24.8063
203	$36,118	$17.3644	$45,148	$21.7057	$54,177	$26.0466
204	$37,924	$18.2326	$47,404	$22.7906	$56,886	$27.3490
205	$39,820	$19.1443	$49,775	$23.9304	$59,730	$28.7165
206	$41,811	$20.1014	$52,264	$25.1268	$62,717	$30.1522
207	$43,902	$21.1065	$54,877	$26.3833	$65,852	$31.6595
208	$46,097	$22.1621	$57,621	$27.7023	$69,145	$33.2426
209	$48,402	$23.2701	$60,502	$29.0875	$72,602	$34.9049
210	$50,821	$24.4332	$63,527	$30.5419	$76,232	$36.6500
211	$53,363	$25.6553	$66,703	$32.0689	$80,044	$38.4825
212	$56,031	$26.9381	$70,038	$33.6722	$84,046	$40.4068
213	$58,833	$28.2849	$73,540	$35.3557	$88,248	$42.4271
214	$61,774	$29.6988	$77,217	$37.1236	$92,660	$44.5483
215	$64,863	$31.1840	$81,078	$38.9797	$97,294	$46.7760
216	$68,106	$32.7433	$85,132	$40.9288	$102,159	$49.1148
217	$71,511	$34.3804	$89,390	$42.9758	$107,267	$51.5706
218	$78,663	$37.8187	$98,329	$47.2737	$117,995	$56.7283
219	$86,529	$41.6007	$108,163	$52.0013	$129,795	$62.4013
220	$105,000	$50.4808	$131,250	$63.1010	$157,500	$75.7212
225	$118,125	$56.7909	$144,375	$69.4111	$170,625	$82.0313

MINUTES
Special Called Meeting of the City Commission
Monday, July 31, 2023 - 6:00 PM
Commission Chamber, City Hall
800 Seminole Road, Atlantic Beach, FL 32233

INVOCATION AND PLEDGE TO THE FLAG

ATTENDANCE:

Present:
Curtis Ford, Mayor
Bruce Bole, Commissioner - Seat 2 (District 1308)
Michael Waters, Commissioner - Seat 3 (District 1307)
Candace Kelly, Commissioner - Seat 4 (District 1306)
Jessica Ring, Commissioner - Seat 5 (District 1312)

Also Present:
Joe Gerrity, Interim City Manager (CM)
Jason Gabriel, City Attorney (CA)
Donna Bartle, City Clerk (CC)

1. CALL TO ORDER

Following the Pledge of Allegiance, Mayor Ford called the meeting to order at 6:00 p.m.

2. PUBLIC COMMENT

Susanne Barker expressed her support for William Killingsworth as the new City Manager.

Albert Kerber expressed his support for Mike New as the new City Manager.

Amy Rose stated she agreed with Ms. Barker's comment.

3. DISCUSSION OF CITY MANAGER CANDIDATES

During discussion, each Commissioner expressed their opinions regarding City Manager candidates, William Killingsworth and Mike New**.**

4. CITY MANAGER SELECTION

MOTION: To elect Bill Killingsworth as the next City Manager of Atlantic Beach.

Motion: Bruce Bole
Second: Candace Kelly

Curtis Ford	***Against***
Bruce Bole (Moved By)	***For***

DRAFT

Michael Waters	***Against***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***Against***

Motion failed 2 to 3.

MOTION: Appoint Mike New as the next City Manager.

Motion: Jessica Ring
Second: Michael Waters

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

Motion passed 3 to 2.

MOTION: Reconsider the motion to appoint Mike New as the next City Manager.

Motion: Jessica Ring
Second: Michael Waters

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

Motion passed 4 to 1.

MOTION: Appoint Mike New as the next City Manager.

Motion: Jessica Ring
Second: Michael Waters

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

Motion passed 4 to 1.

DRAFT

5. CLOSING COMMENTS BY CITY COMMISSIONERS

Mayor Ford asked for a consensus from the Commission for himself and CA Gabriel to negotiate a contract with Mr. New. The final contract would be presented to the Commission for final consideration upon completion of the negotiations.

6. ADJOURNMENT

The meeting adjourned at 7:00 p.m.

Attest:

_____ _____

Donna L. Bartle, City Clerk Curtis Ford, Mayor

Date Approved: _____

DRAFT

MINUTES
Budget Workshop Meeting
Thursday, August 24, 2023 - 5:30 PM
Commission Chamber

ATTENDANCE:

Present:	Michael Waters, Commissioner - Seat 3 (District 1307) Candace Kelly, Commissioner - Seat 4 (District 1306) Curtis Ford, Mayor Jessica Ring, Commissioner - Seat 5 (District 1312)
Absent:	Bruce Bole, Commissioner - Seat 2 (District 1308)
Also Present:	Joe Gerrity, Interim City Manager (CM) Donna Bartle, City Clerk (CC) Kevin Hogencamp, Deputy City Manager (DCM) Brittany Percell, Finance Director (FD) Victor Gualillo, Police Chief (PC) Steve Swann, City Engineer (CE) Troy Stephens, Utilities Director (UD) Scott Williams, Public Works Director (PWD)

CALL TO ORDER
Mayor Ford called the meeting to order at 6:30 p.m.

1. PUBLIC COMMENT
There were no public comments.

2. TOPICS

A. General Fund Overview

CM Gerrity presented slides 1 through 5 of the presentation titled, "Fiscal Year 2023-24 Budget" (which is attached hereto and made part of this Official Record as **Attachment A**).

CM Gerrity and FD Percell answered questions about budgeted revenue sources on page 3 of the agenda packet.

Attachment A to 8-24-23 Minutes

B. Water and Sewer Utility Funds Overview
CM Gerrity presented. FD Percell assisted with answering questions.

DRAFT

C. Water and Sewer Capital Improvements
CM Gerrity and UD Stephens presented. CE Swann assisted with answering questions.

E. Stormwater Utility Fund Overview
CM Gerrity presented. CE Swann assisted with questions.

F. Stormwater Utility Capital Improvements
CM Gerrity presented an overview. He explained some Capital Projects would be cut and that some of the projects that are not being cut are grant-funded.

PWD Williams highlighted the annual drainage ditch maintenance work and the challenges with the current budget funds.

PWD Williams answered questions regarding specific locations of drainage issues.

PWD Williams and CE Swann provided an update on the Aquatic Gardens Ph. 1 and answered questions regarding Stormwater projects.

D. Public Works Overview
CM Gerrity and PWD Williams presented and answered questions.

G. Public Works Capital Improvements
GM Gerrity, CE Swann, and PWD Williams presented and answered questions.

Other Topics
CM Gerrity explained Insurance Deductibles, shown on slide 16. There was **consensus** to go with a $10,000 deductible.

CM Gerrity spoke about Unallocated Funds, as he showed slide 17 of **Attachment A** and referred to schedules of Capital Improvement Projects, (which are attached hereto and made part of this Official Record as **Attachment B and Attachment C).** Staff answered questions from the Commission. There was discussion about projects and the use of the unallocated funds.

Mayor Ford expressed support for allocating more money for milling and paving and Turf Block parking.

Attachment B to 8-24-23 Minutes
Attachment C to 8-24-23 Minutes

3. COMMISSION COMMENTS/QUESTIONS
Mayor Ford explained his desire for a .125 reduction to the millage rate. A conversation ensued regarding reducing the millage rate. There was consensus to have staff bring back budget options reflecting a millage reduction of .125 (1/8 of a mil) for consideration.

DRAFT

Commissioner Ring asked about providing a pay increase for lowered-paid employees and a COLA increase for retirees. FD Percell explained studies are being done regarding COLA increases for retirees. Mayor Ford suggested the Commission have further conversation with HR Director Varian regarding pay adjustments to assist with salary increases for lower-paid employees but offered suggestions. CM Gerrity responded that the Unions must be part of the request.

CM Gerrity will bring back a budget reflecting a .125 millage rate reduction and explain what was cut.

Commissioner Ring had no further comments and thanked staff for their efforts.

Commissioner Waters thanked the staff for all the information provided.

Commissioner Kelly acknowledged the hard work on preparing the budget and thanked staff for their time.

Mayor Ford thanked the staff for their efforts.

ADJOURNMENT
The meeting was adjourned at 7:02 p.m.

Attest:

_____ _____
Donna L. Bartle, City Clerk Curtis Ford, Mayor

Date Approved: _____

DRAFT

Fiscal Year 2023-24 Budget
Commission Workshop #3
August 24, 2023

June 23 to July 31	State Revenue Sharing Estimates provided	Department of Revenue
July 1	Deadline to receive Certification of Taxable Value; actually received June 26.	Property Appraiser
July 10-13	**Review budget with Commissioners individually**	City Commission, City Manager
July 24	Approval of proposed millage rate on DR-420 and scheduling of public hearings to consider the Tentative Millage and Tentative Budget. This information is to be presented to the property appraiser by Aug. 4 -- within 35 days from the July 1 date of certification deadline.	CM, Director of Finance
July 25	**Budget Workshop #1**	DF, CM, CC
August 7	**Budget Workshop #2**	DF, CM, CC
August 24	Tax notifications to be mailed within 55 days of Certification, (TRIM notice of proposed property taxes).	PA
August 24	**Budget Workshop #3**	DF, CM, CC
September 21	Advertise in newspaper for public hearing on adoption of Tentative Budget and Proposed Millage (The property appraiser also notified property owners).	DF, CC, PA
September 13	**First Public Hearing to adopt the Tentative Budget and Millage (F.S. 200.065).**	CC
September 21-23	Publish TRIM notice in newspaper	DF
September 25	**Second/Final Public Hearing to approve Budget and Millage Rate**	CC
Within 3 days of final hearing	Send resolution adopting the millage rate to the property appraiser and tax collector	DF
Within 3 days of receiving Form DR-422	Complete and certify millage rate to property appraiser	DF
Within 30 days after final hearing	Complete Certification of Compliance Form (Form DR-487) along with copies of ads (whole page) proof of publication from newspaper and copies of ordinance adopting the budget and resolution adopting the millage rate	DF

Fiscal Year 2023-24
General Fund Overview

Attachment A
to 8-24-23 Minutes

Projected FY24 Revenue	$18,868,440
- Projected FY24 Expenditures	($18,746,383)
= Projected FY24 GF Surplus	**$122,057**

Fiscal Year 2023-24 General Fund Overview

Attachment A
to 8-24-23 Minutes

REVENUE	
Taxes	$9,185,826
Permits, Fees, Special Assessments	$1,105,626
Intergovernmental Revenue	$3,628,044
Charges for Services	$2,824,773
Judgments, Fines & Forfeitures	$111,375
Misc. Revenue	$244,050
Other	$1,768,746
TOTAL REVENUE	**$18,868,440**

Fiscal Year 2023-24 General Fund Overview

Attachment A
to 8-24-23 Minutes

EXPENDITURES	
General Government	$5,467,764
Public Safety	$8,500,728
Public Works Admin, Streets, Beautification	$2,740,330
Recreation, Culture, Parks	$1,799,711
Other	$237,850
TOTAL EXPENDITURES	**$18,746,383**

Fiscal Year 2023-24
Water Utility Fund Overview

FY23 Projected Fund Balance	$4,735,743
FY24 Projected Revenue	$4,122,027
FY24 Projected Carryover	$4,688,217
FY24 Operating Expenditures	($3,202,427)
FY24 Debt Service	($553,013)
FY24 Capital Expenditures	($5,024,850)
TOTAL Projected FY24 EOY Fund Balance	**$4,765,698**

Fiscal Year 2023-24

Water Utility Fund
Major Capital Projects

Attachment A
to 8-24-23 Minutes

- WTP #2 Modernization & construction $1,300,000
- WTP #1 modernization & construction (c/o) $992,000
- WTP #3 New well and pump construction $850,000
- Ground storage tank clean and paint $250,000

Fiscal Year 2023-24
Sewer Utility Fund Overview

FY23 Projected Fund Balance	$9,427,121
FY24 Projected Revenue	$6,141,014
FY24 Projected Carryover	$3,200,378
FY24 Operating Expenditures	($5,779,203)
FY24 Debt Service	($1,227,066)
FY24 Capital Expenditures	($2,625,380)
TOTAL Projected FY24 EOY Fund Balance	**$9,136,865**

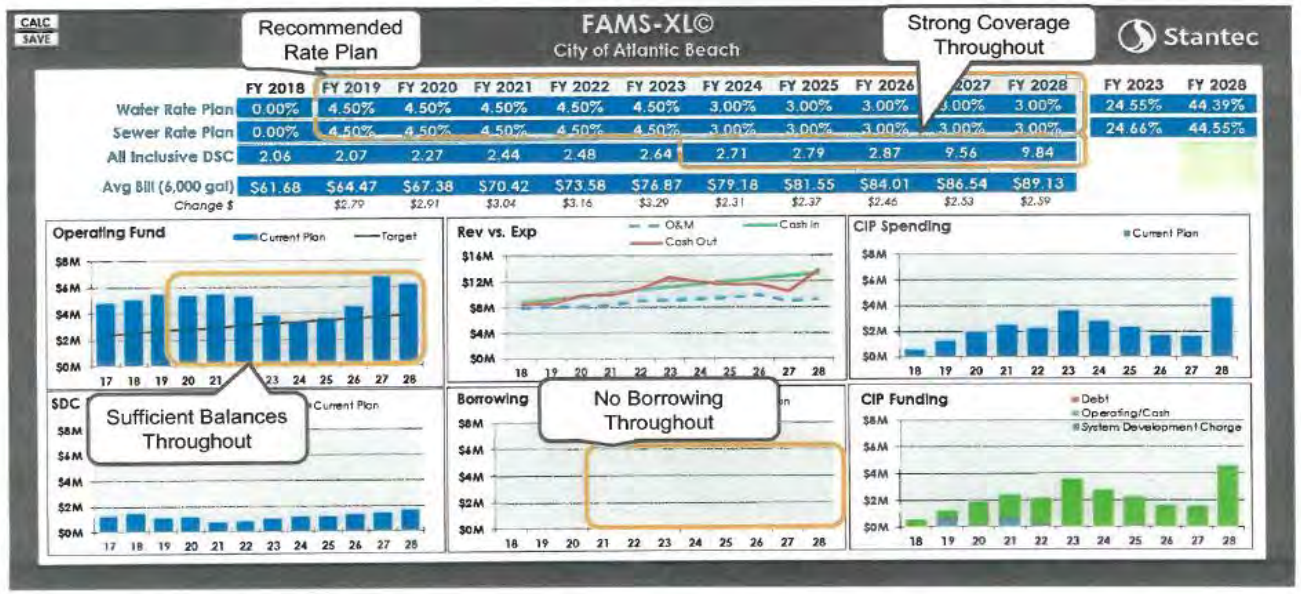
Fiscal Year 2023-24

Sewer Utility Fund
Major Capital Projects

Attachment A
to 8-24-23 Minutes

• Lift station vulnerability retrofits	$794,000
• Infiltration & inflow control	$500,000
• Construct hypochlorite building	$300,000
• 20th Street lift station bulkhead/access road	$250,000
• Odor control project	$40,000

Recommended Rate Plan:
4.50% Annually thru FY 2023; 3.00% Thereafter



- Recommended rate plan is sufficient to fund all identified requirements without the need for new borrowing

Fiscal Year 2023-24

Stormwater Utility Fund Overview

Attachment A
to 8-24-23 Minutes

FY23 Projected Fund Balance	$467,354
FEMA HMGP Grants	$1,797,422
Other Funding	$924,240
FY24 Projected Revenue	$1,046,484
FEMA HMGP Grants	$1,933,431
State Appropriations	$800,000
Projected Carryover	$3,377,376
Operating Expenses	($1,425,006)
Debt Service	($187,387)
Capital Improvement	($3,789,400)
TOTAL Projected FY24 EOY Fund Balance	
With Grants	($4,634,514)
Without Grants	($510,576)

Fiscal Year 2023-24

Stormwater Utility
Major Capital Projects

Attachment A
to 8-24-23 Minutes

• Aquatic Gardens Ph. 1 (c/o)	$2,813,000
• Mary/Stewart street improvements	$371,400
• Annual drainage ditch maintenance	$200,000
• Stanley Road enlarge storm sewer	$103,000
• Cutlass box culvert	$82,000

ATLANTIC BEACH
Florida

PUBLIC WORKS (General Fund Overview)

Scott Williams, Director

FY 2024 Budget: $3,962,660

- (6.8% increase)

Notes:

- $194K grant to replace **bay doors** (reimbursable)
- $50K for **electronic traffic message board**
- **Vehicles** (fleet inspection reports on next slide)
  - $46K for new tractor (Public Utilities to pay 25%)
  - $45K for a pickup truck

ATLANTIC BEACH
Florida

FLEET INSPECTION REPORTS

Attachment A
to 8-24-23 Minutes

FLEET INSPECTION REPORT

DEPARTMENT: 5999 VEHICLE #: P37 VIN: 1FDXF46S43EB49057
TYPE OF VEHICLE: PICK-UP / UTIILITY BODY YEAR: 2003
MILEAGE: 109510
MAKE/MODEL: FORD / F450SD HOURS:

COMPONENT	REMARKS AND/OR CONDITION	ESTIMATED COST TO REPAIR
ENGINE	RUNS / VERY HIGH MILES	
TRANSMISSION	SHIFTS / VERY HIGH MILES	
SUSPENSION STEERING	OK / HAS LIGHT RUST ON FRAME AND SUSPENISON	
BRAKES	OK / FAIR / HIGH MILES	
BODY	ROUGH	
ELECTRICAL HYDRAULICS		
OTHER REQUIRED REPAIRS / COMMENTS		

INSPECTED BY: Gene Mchale RECOMMEND PURCHASE: NO YES
DATE: 7/31/2023 RECOMMEND REPLACE: NO YES X
SUPERVISOR'S SIGNATURE: Mike Doyle

FLEET INSPECTION REPORT

DEPARTMENT: 5508 VEHICLE #: K-04 VIN: 3026422677
TYPE OF VEHICLE: TRACTOR YEAR: 2004
MILEAGE:
MAKE/MODEL: KUBOTA / L3430 HOURS: 2639

COMPONENT	REMARKS AND/OR CONDITION	ESTIMATED COST TO REPAIR
ENGINE	FAIR / OK / HIGH HOURS	
TRANSMISSION	OK	
SUSPENSION STEERING	ROUGH / RUST / WORN	
BRAKES	OK	
BODY	ROUGH / HEAVY RUST	
ELECTRICAL HYDRAULICS	ROUGH / RUST & CORRISION	
OTHER REQUIRED REPAIRS / COMMENTS		

INSPECTED BY: Gene Mchale RECOMMEND PURCHASE: NO YES
DATE: 7/31/2023 RECOMMEND REPLACE: NO YES X
SUPERVISOR'S SIGNATURE: Mike Doyle

Fiscal Year 2023-24

Public Works
Major Capital Projects

Attachment A
to 8-24-23 Minutes

- Public Works building ($950K c/o) $1,500,000
  $550K funded by Utilities
- Levy Road multi-use path (c/o) $629,000
- Splash pad (c/o) $607,500
- 16th Street walkover (c/o) $600,000
- Connect Sturdivant-Seminole-East Coast $550,000
- Dutton fishing pier rehab $200,000
- Sunset pier decking, handrails $200,000
- Pickleball expansion $90,000

Fiscal Year 2023-24
Insurance Deductible

Attachment A
to 8-24-23 Minutes

Line of Coverage	Current Premium	Premium Projection	Renewal Premium w/ No Deductible			Renewal Premium w/ $10,000 Deductible			Renewal Premium w/ $25,000 Deductible		
			Premium	Difference from Projection	Variance	Premium	Difference from Projection	Variance	Premium	Difference from Projection	Variance
Property	261,598	431,637	**411,713**	*(19,924.00)*	*-5%*	**401,713**	*(29,924.00)*	*-7%*	**389,713**	*(41,924.00)*	*-10%*
General Liability & Employee Benefits Liability	47,758	57,309	**50,240**	*(7,069.00)*	*-12%*	**43,240**	*(14,069.00)*	*-25%*	**37,240**	*(20,069.00)*	*-35%*
Law Enforcement Liability	32,710	39,252	**34,375**	*(4,877.00)*	*-12%*	**29,375**	*(9,877.00)*	*-25%*	**25,375**	*(13,877.00)*	*-35%*
Public Officials & Employment Practices Liability	107,818	$129,382	**137,877**	*8,495.00*	*7%*	**131,785**	*2,403.00*	*2%*	**126,819**	*(2,563.00)*	*-2%*
Total	**449,884**	**657,580**	**634,205**	*(23,375.00)*	*-4%*	**606,113**	*(51,467.00)*	*-8%*	**579,147**	*(78,433.00)*	*-12%*

Fiscal Year 2023-24
Unallocated Funds

Attachment A
to 8-24-23 Minutes

Projected FY24 GF Surplus	$122,057
Projected FY24 Better Jax Available Funds	$851,876
Recommended Maintain Better Jax Fund Balance	($250,000)
Stormwater Utility Fund Deficit	($510,576)
Balance	$213,357

Draft - 08-24-23

Public Works Department - 10 Year Schedule of Capital Improvements - 2024 through 2033

Includes Projects Identified in the 2018 SWMP, 2030 Parks MP, 2021 Connectivity Plan & 2021 Adaptation Plan

PROJECT DESCRIPTION	Project #	2024		2025		2026		2027		2028		2029		2030		2031		2032		2033		TOTAL	
PARKS & BEACH ACCESSES																							
Park Maintenance & Miscellaneous																							
Landscaping - Beach Accesses		$ 10,000	GF																			$ 10,000	PW Staff
Landscaping - General		$ 6,000	GF																			$ 6,000	PW Staff
Landscaping - Parks		$ 7,000	GF																			$ 7,000	PW Staff
Garage Shed w/ Concrete Floor at PW Yard		$ 20,000	GF																			$ 20,000	PW Staff
4X4 Landscape Truck - Replaces 2003 F-450		$ 40,000	GF																			$ 40,000	PW Staff
Kubota Tractor (25% from PU Sewer Fund)		$ 46,000	GF																			$ 46,000	PW Staff
Beach Accesses																						$ -	
Reconstruct 16th St Walkover (Carryover)	PR2306	$ 600,000	CPF																			$ 600,000	PW Staff
New Walkovers, Locations TBD						$ 140,000	BJP			$ 140,000	BJP			$ 140,000	BJP			$ 140,000	BJP			$ 560,000	PW Staff
Landscaping Improvements (Various)				$ 25,000	BJP	$ 25,000	BJP															$ 50,000	2030 Parks MP
Remove Landscaping that Hides Public Property		$ 10,000	GF																			$ 10,000	2030 Parks MP
Aquatic Dog Park																						$ -	
Littoral Planting		$ 5,000	GF																			$ 5,000	2030 Parks MP
Bulkhead in Pond				$ 50,000	BJP																	$ 50,000	2030 Parks MP
Fountain Replacement (carryover)		$ 5,200	GF																			$ 5,200	2030 Parks MP
Mural on western edge of park								$ 10,000	BJP													$ 10,000	2030 Parks MP
Walking Trail & Obstacle Course																						$ -	2030 Parks MP
Bull Park																						$ -	
East Coast, Ocean & 7th Safety Improvements								$ 25,000	BJP													$ 25,000	2030 Parks MP
7th - Relocate Curb for On-Street Parking Improvements				$ 100,000	BJP																	$ 100,000	2030 Parks MP
Remove Berms, bike racks, etc.		$ 5,000	GF																			$ 5,000	2030 Parks MP
Tennis Court Rehab				$ 100,000	BJP																	$ 100,000	PW Staff
Donner Park																						$ -	
LED Lighting @ Baseball Field										$ 25,000	BJP											$ 25,000	PW Staff
Splash Pad		$ 607,500	CPF																			$ 607,500	2030 Parks MP
Bike Safety Course												$ 85,000	BJP									$ 85,000	2030 Parks MP
Path Along Perimeter						$ 100,000	BJP															$ 100,000	2030 Parks MP
Improve Dudley St Entrance				$ 15,000	BJP																	$ 15,000	2030 Parks MP
Bike Repair Station		$ 3,500	GF																			$ 3,500	PW Staff
8X10 Shed for Baker Center		$ 15,000	GF																			$ 15,000	2030 Parks MP
Pickleball Court Expansion		$ 90,000	GF																			$ 90,000	Commission Priority
Misc. - Bottle Station, Murals, Landscaping		$ 10,000	BJP																			$ 10,000	2030 Parks MP
Dutton Island																						$ -	
N Fishing Pier Rehab - Deck & Rail Replacement		$ 200,000	CPF																			$ 200,000	PW Staff
Dutton Island Rd Drainage Improvements (FY23 Carryover)	AR2212	$ 70,000	SW																			$ 70,000	PW Staff
Bat Boxes				$ 3,000	GF																	$ 3,000	2030 Parks MP
Overlook Seating & Shade				$ 5,000	BJP																	$ 5,000	2030 Parks MP
Replace/Rehab Causeway Bridge				$ 700,000	BJP																	$ 700,000	PW Staff
Dead Tree Removal		$ 20,000	GF			$ 20,000	GF					$ 20,000	GF									$ 60,000	PW Staff
Trailhead Wayfinding						$ 15,000	BJP															$ 15,000	2030 Parks MP
Improve/Add Interpretive Signage along Trails								$ 20,000	BJP													$ 20,000	2030 Parks MP
Bike Racks @ Entrance & Fishing Piers				$ 2,000	BJP																	$ 2,000	2030 Parks MP
Recycle Bins, Butt & Fishing Line Receptacles		$ 1,500	GF																			$ 1,500	2030 Parks MP
Dog Friendly Amenities - waste bags, fountain, etc.				$ 3,500	BJP																	$ 3,500	2030 Parks MP
Trash Bins @ Trail Entrances				$ 2,500	BJP																	$ 2,500	2030 Parks MP
Install Trail/Surface Edging						$ 20,000	BJP															$ 20,000	2030 Parks MP
Stabilize Trail Surface in Wet Areas								$ 15,000	BJP													$ 15,000	2030 Parks MP
Restroom Skylights				$ 4,000	BJP																	$ 4,000	2030 Parks MP
Fairways Villa Park																						$ -	
Sign & Entrance Feature				$ 3,000	BJP																	$ 3,000	2030 Parks MP
Xeriscaping						$ 10,000	BJP															$ 10,000	2030 Parks MP

Draft - 08-24-23

Public Works Department - 10 Year Schedule of Capital Improvements - 2024 through 2033

Includes Projects Identified in the 2018 SWMP, 2030 Parks MP, 2021 Connectivity Plan & 2021 Adaptation Plan

PROJECT DESCRIPTION	Project #	2024		2025		2026		2027		2028		2029		2030		2031		2032		2033		TOTAL	
Howell Park																						$ -	
Turtle Pond Bridge Replacement				$ 30,000	BJP																	$ 30,000	PW Staff
Lift Station Landscaping		$ 1,000	GF																			$ 1,000	2030 Parks MP
ADA Parking Space @ Palm Ave		$ 5,000	GF																			$ 5,000	2030 Parks MP
Creek Restoration Pilot Project (FY23 Carryover)	AR2211	$ 50,000	SW																			$ 50,000	PW Staff
Update Educational Signage										$ 2,500	BJP											$ 2,500	2030 Parks MP
Install Gazebo for Special Events												$ 15,000	BJP									$ 15,000	2030 Parks MP
Wayfinding Signage								$ 3,000	BJP													$ 3,000	2030 Parks MP
Pervious Pavement - Russell Park to Bull Park								$ 10,000	BJP													$ 10,000	2030 Parks MP
Johansen Park																						$ -	
Refurbish Memorial Planter				$ 4,000	BJP																	$ 4,000	2030 Parks MP
Public Art @ South End						$ 20,000	BJP															$ 20,000	2030 Parks MP
Entrance Sign - Saturiba Dr				$ 2,000	BJP																	$ 2,000	2030 Parks MP
Signage & Path Park Terrace East Entrance				$ 5,000	BJP																	$ 5,000	2030 Parks MP
3,000' Pervious Trail along Drainage Swale								$ 120,000	BJP													$ 120,000	2030 Parks MP
New Bridges										$ 12,000	BJP											$ 12,000	PW Staff
Wayfinding & Educational Signage						$ 10,000	BJP															$ 10,000	2030 Parks MP
Dog Waste Bag Stations				$ 2,000	BJP																	$ 2,000	2030 Parks MP
Picnic Tables/Benches, Trash Cans				$ 7,000	BJP																	$ 7,000	2030 Parks MP
Butterfly Garden										$ 30,000	BJP											$ 30,000	2030 Parks MP
Native Plant Planting				$ 7,500	BJP	$ 7,500	BJP															$ 15,000	2030 Parks MP
Educational Signage for Trees/Plants						$ 8,000	BJP															$ 8,000	2030 Parks MP
Bat Boxes				$ 1,000	BJP																	$ 1,000	2030 Parks MP
Bike Racks - Seminole Rd		$ 1,800	GF																			$ 1,800	2030 Parks MP
Jordan Park																						$ -	
Angled parking on N. Side of Park						$ 30,000	BJP															$ 30,000	2030 Parks MP
Parallel Parking along Jordan St				$ 60,000	BJP																	$ 60,000	2030 Parks MP
Install/Improve Lighting						$ 100,000	BJP															$ 100,000	2030 Parks MP
Walking Path along Perimeter						$ 150,000	BJP															$ 150,000	2030 Parks MP
Stage for Events										$ 50,000	BJP											$ 50,000	Commission Priority
Multiuse Path through Park								$ 50,000	BJP													$ 50,000	2030 Parks MP
Exercise Equipment								$ 30,000	BJP													$ 30,000	2030 Parks MP
Bike Racks										$ 3,000	BJP											$ 3,000	2030 Parks MP
Jordan St Entrance Enhancements				$ 15,000	BJP																	$ 15,000	2030 Parks MP
Marvin Gardens																						$ -	
Signage, Fencing, etc.								$ 5,000	BJP													$ 5,000	2030 Parks MP
Upgrade Play Equipment				$ 30,000	BJP																	$ 30,000	2030 Parks MP
Riverbranch Preserve																						$ -	
Educational Signage @ W. 6th St				$ 6,000	BJP																	$ 6,000	2030 Parks MP
Update Kayak Route Signage				$ 5,000	BJP																	$ 5,000	2030 Parks MP
Rose Park																						$ -	
Benches		$ 2,000	GF																			$ 2,000	PW Staff
Playground Equipment				$ 60,000	BJP																	$ 60,000	PW Staff
Field Lighting (If neighbors not opposed)						$ 70,000	BJP															$ 70,000	PW Staff
Bat Boxes								$ 1,000	BJP													$ 1,000	2030 Parks MP
Dog Washing Station		$ 1,000	GF																			$ 1,000	2030 Parks MP
Public Art						$ 20,000	BJP															$ 20,000	2030 Parks MP
Russell Park																						$ -	
Refurbish Skateboard Park (Minor followed by Major)				$ 120,000	BJP																	$ 120,000	PW Staff
Repurpose One Raquetball Court & Exercise Equipment (Carryover)								$ 100,000	BJP													$ 100,000	2030 Parks MP
New Baseball Field Lighting (3 fields)						$ 65,000	BJP	$ 65,000	BJP													$ 130,000	PW Staff
Install Community Garden						$ 15,000	BJP															$ 15,000	2030 Parks MP
New Play Set						$ 180,000	BJP															$ 180,000	PW Staff

Attachment B
to 8-24-23 Minutes

Draft - 08-24-23

Public Works Department - 10 Year Schedule of Capital Improvements - 2024 through 2033

Includes Projects Identified in the 2018 SWMP, 2030 Parks MP, 2021 Connectivity Plan & 2021 Adaptation Plan

PROJECT DESCRIPTION	Project #	2024		2025		2026		2027		2028		2029		2030		2031		2032		2033		TOTAL	
Rain Gardens & Bioswale along Ditch								$ 45,000	BJP													$ 45,000	2030 Parks MP
Widen Sidewalks along Plaza to 8'						$ 50,000	BJP															$ 50,000	2030 Parks MP
Bike Repair Station		$ 3,500	GF																			$ 3,500	2030 Parks MP
Low-Light, Low-Level Lighting along Paths										$ 90,000	BJP											$ 90,000	2030 Parks MP
Tideviews Park																						$ -	
New Decking & Handrail Sunset Pier		$ 200,000	CPF																			$ 200,000	PW Staff
Bat Boxes								$ 3,000	BJP													$ 3,000	2030 Parks MP
Walkway Restoration		$ 10,000	CPF	$ 10,000	BJP	$ 10,000	BJP	$ 10,000	BJP	$ 10,000	BJP	$ 10,000	BJP	$ 200,000	BJP							$ 260,000	PW Staff
Kayak Launch Replacement				$ 40,000	BJP																	$ 40,000	PW Staff
Signage at Kayak Launches Showing Trails						$ 10,000	BJP															$ 10,000	2030 Parks MP
Connection to Atlantic Blvd								$ 15,000	BJP													$ 15,000	2030 Parks MP
Bike Racks		$ 3,000	GF																			$ 3,000	2030 Parks MP
Seating/Shade at Each Entrance								$ 30,000	BJP													$ 30,000	2030 Parks MP
Pervious Walking Path around Pond						$ 50,000	BJP															$ 50,000	2030 Parks MP
Wayfinding Signage @ Trailheads						$ 10,000	BJP															$ 10,000	2030 Parks MP
Add/Maintain Interpretive Signage						$ 5,000	BJP															$ 5,000	2030 Parks MP
Fishing Line Recycling Bin				$ 1,500	BJP																	$ 1,500	2030 Parks MP
Entrance Sign on Camelia St								$ 2,000	BJP													$ 2,000	2030 Parks MP
ADA Access to Sunset Pier				$ 15,000	BJP																	$ 15,000	2030 Parks MP
Path from Camelia to Drainage Pond Path								$ 30,000	BJP													$ 30,000	2030 Parks MP
Veteran's Park																						$ -	
Wrap Electrical Box w/ US Flag or Similar		$ 3,000	GF																			$ 3,000	2030 Parks MP
Shade Trees for Visitors		$ 5,000	TF																			$ 5,000	2030 Parks MP
Grade Lawn to Slope - Emulate Stadium														$ 50,000	BJP							$ 50,000	2030 Parks MP
Bushes/Fencing around Substation		$ 3,000	GF																			$ 3,000	2030 Parks MP
Signage for Parking Areas						$ 5,000	BJP															$ 5,000	2030 Parks MP
Pavillion & Grill				$ 30,000	BJP																	$ 30,000	2030 Parks MP
Interpretive Signage about Park						$ 5,000	BJP															$ 5,000	2030 Parks MP
Bike Racks @ Entrance				$ 3,000	BJP																	$ 3,000	2030 Parks MP
Park Signs @ Mayport Rd Entrance						$ 2,000	BJP															$ 2,000	2030 Parks MP
Waters Park																						$ -	
Turf Block Parking																$ 50,000	GF	$ 50,000	GF			$ 100,000	2030 Parks MP
ROADS & STREETS																						$ -	
Street Maintenance - Milling and Paving		$ 350,000	CPF	$ 500,000	CPF	$ 500,000	CPF	$ 500,000	CPF	$ 500,000	CPF	$ 500,000	CPF	$ 500,000	CPF	$ 500,000	CPF	$ 500,000	CPF	$ 500,000	CPF	$ 4,850,000	PW Staff
Sidewalks - Throughout City as needed		$ 125,000	CPF	$ 125,000	BJP	$ 125,000	BJP	$ 125,000	BJP	$ 125,000	BJP	$ 125,000	BJP	$ 125,000	BJP	$ 125,000	BJP	$ 125,000	GF	$ 125,000	GF	$ 1,250,000	PW Staff
Levy Road - Multiuse Path ($609,000 carryover)	PW2308	$ 609,000	CPF																			$ 609,000	PW Staff
Scorpion Message Board		$ 50,000	GF																			$ 50,000	PW Staff
Two New Beach Showers		$ 10,000	GF																			$ 10,000	PW Staff
ROW Parking Pads w/ Turfblock		$ 50,000	GF																			$ 50,000	PW Staff
Thermoplastic Crosswalks - Throughout City		$ 50,000	GF																			$ 50,000	PW Staff
Landscape Replacement - Atlantic Blvd & Mayport Rd		$ 15,000	GF																			$ 15,000	PW Staff
Landscape Replacement - Police Department		$ 5,000	GF																			$ 5,000	PW Staff
Landscape Replacement - Atlantic Blvd Median		$ 17,000	GF																			$ 17,000	PW Staff
Landscaping - General		$ 7,000	GF																			$ 7,000	PW Staff
Royal Palms - Replace broken curbs and gutters throughout				$ 500,000	BJP	$ 500,000	BJP															$ 1,000,000	PW Staff
CONNECTIVITY PLAN																						$ -	
Sturdivant - Seminole to East Coast - 8' Multiuse Path + Bike				$ 550,000	CPF																	$ 550,000	2021 Connectivity Plan
Sandpiper - 5' Path						$ 90,000	BJP															$ 90,000	2021 Connectivity Plan
Dutton Island Rd - Francis to Mayport - 8' Multiuse Path				$ 90,000	BJP																	$ 90,000	2021 Connectivity Plan
Dutton Island Rd - Mayport to George - 8' Multiuse Path + 5' Sidewalk (COJ Side)				$ 216,000	CPF																	$ 216,000	2021 Connectivity Plan
Dutton Island Rd - George St to Main St - 8' Multiuse Path				$ 272,000	BJP																	$ 272,000	2021 Connectivity Plan
Sailfish Dr - 8' Multiuse Path						$ 330,000	CPF															$ 330,000	2021 Connectivity Plan
W Plaza - North Side - 8' Multiuse Path								$ 32,000	BJP													$ 32,000	2021 Connectivity Plan

Attachment B
to 8-24-23 Minutes

Draft - 08-24-23

Public Works Department - 10 Year Schedule of Capital Improvements - 2024 through 2033

Includes Projects Identified in the 2018 SWMP, 2030 Parks MP, 2021 Connectivity Plan & 2021 Adaptation Plan

PROJECT DESCRIPTION	Project #	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOTAL	
1st St W - Tide Views to Veterans Park - Sharrow					$ 400 BJP							$ 400	2021 Connectivity Plan
Orchid St - Rose to Tide View - 6' Path						$ 216,000 CPF						$ 216,000	2021 Connectivity Plan
Seminole Rd - Missing Link 8' Multiuse Path - Saturiba to Garden Ln (1,900 LF)							$ 430,000 CPF					$ 430,000	2021 Connectivity Plan
Seminole Rd - Missing Link 8' Multiuse Path - 17th St to Saturiba (1,100 LF)					$ 250,000 CPF							$ 250,000	2021 Connectivity Plan
Seaspray - Sailfish to AB Elementary - 8' Multiuse Path									$ 330,000 CPF			$ 330,000	2021 Connectivity Plan
BUILDING MAINTENANCE & PW ADMINISTRATION												$ -	
New A/C Units - Locations TBD		$ 15,000 GF										$ 15,000	PW Staff
Public Works Building Rehabilitation - (carryover + $550K from Water & Sewer)		$ 1,500,000 CPF										$ 1,500,000	PW Staff
PW Building - Replace all 8 Bay Doors (100% HLMP Grant Funded)		$ 194,000 GF										$ 194,000	PW Staff
City Hall - Solar Panels				$ 75,000 GF								$ 75,000	PW Staff
Adele Grage - Outside Rehab		$ 10,000 BJP										$ 10,000	PW Staff
Gail Baker Center - Expansion			$ 250,000 CPF									$ 250,000	PW Staff
STORMWATER MANAGEMENT												$ -	
Aquatic Gardens - Phase I (carryover + new $500,000 state appropriation)		$ 2,813,000 SW										$ 2,813,000	**SWMP - 2018**
Easements		$ 5,000 SW	$ 5,000 SW	$ 5,000 SW	$ 5,000 SW	$ 5,000 SW	$ 5,000 SW	$ 5,000 SW	$ 5,000 SW			$ 40,000	**SWMP - 2018**
Aquatic Gardens - Cutlass Box Culvert/ Ditch Imp. Design (90% HMGP)		$ 82,000 SW	SW	SW								$ 82,000	**SWMP - 2018**
Aquatic Gardens - Cutlass Box Culvert/ Ditch Imp. Construction (90% HMGP + $1.0M Leg. Approp.)		SW	$ 2,500,000 SW									$ 2,500,000	**SWMP - 2018**
Aquatic Gardens - Phase III - Ditch Widening Design & Construction				$ 1,500,000 CPF	$ 1,500,000 CPF		$ 2,500,000 BJP	$ 2,500,000 BJP				$ 8,000,000	**SWMP - 2018**
Sherman Creek Culvert Replacement - Seminole, Plaza, & 11th St				$ 1,200,000 SW								$ 1,200,000	**SWMP - 2018**
Howell Park & Sherman Creek - Dredging for Flow Restoration						$ 1,000,000 CPF	$ 1,000,000 CPF					$ 2,000,000	**SWMP - 2018**
9th/10th/11th/12th Streets - Phase I					$ 1,100,000 SW							$ 1,100,000	**SWMP - 2018**
1st, 2nd & 3rd St - Drainage System & Roadway Rehab						$ 2,000,000 CPF						$ 2,000,000	PW Staff
Ahern St - Drainage System & Roadway Rehab				$900,000 CPF								$ 900,000	PW Staff
PW Yard - 4 Door Bay Garage Building		$ 240,000 SW										$ 240,000	PW Staff
Royal Palm CIP Storm Sewer Lining (carryover)		$ 40,000 SW										$ 40,000	PW Staff
Baffle Boxes on Levy & Saturiba				$ 125,000 SW								$ 125,000	PW Staff
Dutton Island Drainage Improvements (carryover)		$ 70,000 SW										$ 70,000	PW Staff
New Fountain at w. 4th St Pond		$ 6,200 SW										$ 6,200	PW Staff
West Side Ditch Cleaning		$ 75,000 SW										$ 75,000	PW Staff
Annual Drainage Ditch Maintenance Bid		$ 200,000 SW	$ 200,000 SW	$ 200,000 SW	$ 200,000 SW	$ 200,000 SW	$ 200,000 SW	$ 200,000 SW	$ 200,000 SW	$ 200,000 SW	$ 200,000 SW	$ 2,000,000	PW Staff
Sherman Creek Drainage Ditch Maintenance Bid			$ 200,000 SW									$ 200,000	PW Staff
4th & 5th St - Drainage System & Roadway Rehab					$ 1,000,000 SW							$ 1,000,000	PW Staff
6th, 7th & 8th St - Drainage System & Roadway Rehab				$ 1,000,000 SW	$ 500,000 BJP							$ 1,500,000	PW Staff
Plaza East Coast to 5-Way) - Drainage System, Curb & Roadway Rehab						$ 1,000,000 BJP						$ 1,000,000	PW Staff
9th/10th/11th/12th Streets - Phase II									$ 1,200,000 SW			$ 1,200,000	**SWMP - 2018**
Johansen Park - Culvert Replacement					$ 450,000 BJP							$ 450,000	**SWMP - 2018**
Stanley Rd Area - Enlarge Existing Storm Sewer (90% HMGP Funded)		$ 103,000 SW	$ 650,000 BJP									$ 753,000	**SWMP - 2018**
Mary St & Stewart St - Improvements (75% HMGP Funded)		$ 371,400 SW										$ 371,400	**SWMP - 2018**
ADAPTATION & RESILIENCY												$ -	
Critical Public Facilities - High Exposure Evaluation & Improvements			$ 80,000 CPF	$ 50,000 GF	$ 50,000 GF							$ 180,000	Adapation Plan - 2021
Critical Public Facilities - Medium Exposure Evaluation			$ 25,000 GF									$ 25,000	Adapation Plan - 2021
Critical Public Facilities - Medium Exposure Improvements				$ 20,000 GF	$ 20,000 GF	$ 20,000 GF	$ 20,000 GF					$ 80,000	Adapation Plan - 2021
50-Year Drainage Plan - Evaluate Major Drainageways & Projects			$ 100,000 GF									$ 100,000	Adapation Plan - 2021
25-Yr Plan for SLR Protection - West of Mayport Rd			$ 100,000 GF									$ 100,000	Adapation Plan - 2021
Vulnerable Roadway Segments - Protect from SLR					$ 1,000,000 GF	$ 1,000,000 GF	$ 1,500,000 SW	$ 1,500,000 BJP	$ 2,000,000 SW			$ 7,000,000	Adapation Plan - 2021
		$ 9,072,600	**$ 7,830,000**	**$ 7,772,500**	**$ 7,321,400**	**$ 6,428,500**	**$ 6,410,000**	**$ 5,220,000**	**$ 4,410,000**	**$ 1,015,000**	**$ 825,000**	**$ 56,305,000**	

- Linked to PU CIP Project

General Fund - GF	$ 720,500	$ 228,000	$ 165,000	$ 1,070,000	$ 1,020,000	$ 40,000	$ -	$ 175,000	$ 175,000	$ 125,000	$ 3,718,500
Half Cent Sales tax - BJP	$ 20,000	$ 3,101,000	$ 1,847,500	$ 1,696,400	$ 1,487,500	$ 2,735,000	$ 4,515,000	$ -	$ 140,000	$ -	$ 15,542,400
Capital Project Fund - CPF	$ 4,201,500	$ 1,596,000	$ 3,230,000	$ 2,250,000	$ 3,716,000	$ 1,930,000	$ 500,000	$ 830,000	$ 500,000	$ 500,000	$ 19,253,500
Sanitation Fund - SF	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Tree Fund - TF	$ 5,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000
Stormwater Utility Fund - SW	$ 4,125,600	$ 2,905,000	$ 2,530,000	$ 2,305,000	$ 205,000	$ 1,705,000	$ 205,000	$ 3,405,000	$ 200,000	$ 200,000	$ 17,785,600

Attachment C
to 8-24-23 Minutes

Draft - 08-16-23

Public Utilities Department - 10 Year Schedule of Capital Improvements - 2024 through 2033

Includes Projects Identified in the 2018 Stantec CIP, 2014 Potable Water MP, 2016 & 2021 Potable Water Model and 2021 Adaptation Plan

Public Utilities Department - 10 Year Schedule of Capital Improvements - 2024 through 2033	Project #	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOTAL	FUNDING SOURCE
POTABLE WATER - PRODUCTION													
WTP #1 - Modernization - Construction (Carryover 1	PU2110	$ 992,000 W										$ 992,000	PU Staff
WTP #2 - Modernization - Design & Eng (Carryover)	AR2201	$ 75,000 W										$ 75,000	PU Staff
WTP #2 - Modernization - Additional Design Services as required		$ 40,000 W										$ 40,000	PU Staff
WTP #2 - Modernization - Construction		$ 1,300,000 W										$ 1,300,000	PU Staff
WTP #2 - Chlorine Gas Conversion		$ 40,000 W										$ 40,000	PU Staff
WTP #1 - Hydropneumatic Tank (Carryover)		$ 100,000 W										$ 100,000	PU Staff
WTP #1 - 1,500 Gallon Diesel Tank for Generator		$ 80,000 W										$ 80,000	PU Staff
WTP #1 - GST Clean & Paint - Inside & Out		$ 250,000 W										$ 250,000	PU Staff
WTP #2 - Eng Evaluation & Repair - Building Foundation		$ 100,000 W										$ 100,000	PU Staff
WTP #2 - Demo Elevated Storage Tank				$ 200,000 W								$ 200,000	PU Staff
WTP #2 - New GST					$ 750,000 W							$ 750,000	PU Staff
WTP #3 - Modernization - Dsn, Eng & Construction				$ 150,000 W	$ 900,000 W							$ 1,050,000	PU Staff
WTP #3 - New Well and Pump Construction		$ 850,000 W										$ 850,000	PU Staff
POTABLE WATER - DISTRIBUTION													
5 Ton Dump Trailer - 6X12		$ 9,500 W										$ 9,500	PU Staff
Service Line & Valve Replacements (various)		$ 100,000 W	$ 100,000 W	$ 100,000 W	$ 100,000 W	$ 100,000 W	$ 100,000 W	$ 100,000 W	$ 100,000 W	$ 100,000 W	$ 100,000 W	$ 1,000,000	PU Staff
Tie in JEA 20" WM to existing @Renault & Sherry Dr			$ 120,000 W									$ 120,000	2021 PW Model Update
Large Water Meter Replacement Program		$ 15,000 W	$ 15,000 W	$ 15,000 W	$ 15,000 W	$ 15,000 W	$ 15,000 W	$ 15,000 W	$ 15,000 W	$ 15,000 W	$ 15,000 W	$ 150,000	PU Staff
Construct 110 LF of 12" PVC WM along Mayport Rd (Carryover)	PU2101	$ 200,000 W										$ 200,000	2021 PW Model Update
Cavalla - Install New Long Side Service Connections east end of Cavalla			$ 270,000 W									$ 270,000	PU Staff
Replace Water Services on Seminole Rd from Atlantic Blvd to S-Way			$ 120,000 W									$ 120,000	2021 PW Model Update
Replace Poly Water Services on Garden Lane & 300 Block of 20th St			$ 275,000 W									$ 275,000	2021 PW Model Update
Construct 250 LF of 12" PVC WM - Mayport Rd @ A1A (Carryover)	PU2101	$ 197,100 W										$ 197,100	2021 PW Model Update
Construct 1,800 LF of 12" PVC WM - Sherry Dr Phase II - Pioneer to N5 Mayport (75% Reimb. DCIP)			$ 1,400,000 W									$ 1,400,000	PU Staff
Construct 55 LF of 12" PVC WM - Navy CDC West to Navy CDC East, Install 2 new hydrants					$ 135,000 W							$ 135,000	2021 PW Model Update
Construct 280 LF of 12" PVC WM - 1089 Atlantic Blvd to 1075 Atlantic Blvd					$ 80,000 W							$ 80,000	2021 PW Model Update
Construct 470 LF of 12" PVC WM - Atlantic Ct to Aquatic Dr					$ 144,000 W							$ 144,000	2021 PW Model Update
Construct 160 LF of 12" PVC WM - Atlantic Blvd @ Aquatic Dr to Fire Hydrant @ Wells Fargo					$ 45,000 W							$ 45,000	2021 PW Model Update
Construct 1,080 LF of 12" PVC WM - Atlantic Blvd @ Aquatic Dr to Pizza Hut , NE to existing WM			$ 1,100,000 W									$ 1,100,000	2021 PW Model Update
Construct 2,700 LF of 6" WM in Marsh Oaks plus services				$ 220,000 W	$ 240,000 W							$ 460,000	Septic to Sewer Program
Replace 6" AC WM with 12" PVC WM on Sailfish from Cavalla Rd, tie in to Atlantic Blvd (750 LF)				$ 170,000 W								$ 170,000	2016 PW Model
Replace 4,200 LF of 6" PVC WM with 12" PVC WM on Dutton Island Rd - Mayport Rd to Paradise Cir						$ 840,000 W						$ 840,000	2016 PW Model
Replace 3,200 LF of 8" WM with 12" PVC WM Loop on Mayport Rd/A1A from Assisi A1A to Quad Ct			$ 850,000 W									$ 850,000	2016 PW Model
Replace 5,000 LF of 8" AC with 12" PVC - SR A1A from Mayport Rd to Wonderwood Dr								$ 800,000 W				$ 800,000	2014 PW MP
Replace 4,000 LF of 8" CI/AC with 12" PVC - Seminole Rd from Selva Marina Dr to Saturiba					$ 750,000 W							$ 750,000	2014 PW MP
Replace 3,500 LF of 8" PVC with 12" PVC - Seminole Rd from Saturiba to Oceanwalk							$ 700,000 W					$ 700,000	2014 PW MP
Replace 3,500 LF of 6" AC with 8" PVC - Oak Harbor - Year 1					$ 525,000 W							$ 525,000	2014 PW MP
Replace 3,500 LF of 6" AC with 8" PVC - Oak Harbor - Year 2						$ 525,000 W						$ 525,000	2018 Stantec CIP
Replace 1,000 LF 10" CI (1955) with 12" PVC - Seminole Rd - Selva Marina Dr to S-Way								$ 288,000 W				$ 288,000	2014 PW MP
Replace 4,000 LF of 6" AC WM with 12" PVC WM - Selva Marina Dr from Saturiba to Seminole				$ 800,000 W								$ 800,000	2014 PW MP
Replace 2,400 LF of 4" AC WM with 8" PVC WM - Park Terrace E							$ 420,000					$ 420,000	2014 PW MP
Replace 4,300 LF of 8" AC WM with 12" PVC WM - Plaza from Seminole to Mayport Rd									$ 850,000 W			$ 850,000	2018 Stantec CIP
Replace 2,200 LF of 4" AC WM with 8" PVC - Seat Oats Drive and services										$ 600,000 W		$ 600,000	2014 PW MP
Replace 3,300 LF of 8" CI with 12" PVC - Seminole Rd from S-Way to Atlantic Blvd								$ 750,000 W				$ 750,000	2014 PW MP
WASTEWATER - TREATMENT													
Replace Digester Catwalk (Carryover)	PU2210	$ 185,030 S										$ 185,030	PU Staff
Construct new headworks (includes design, eng & permitting)				$ 1,500,000 S								$ 1,500,000	2018 Stantec CIP
Improve aeration tank include a structural integrity study, new drains and sand blasting				$ 300,000 S								$ 300,000	2018 Stantec CIP
Install second centrifuge				$ 350,000 S								$ 350,000	2018 Stantec CIP
Pre-treatment: replace existing eccentric plug valves					$ 65,000 S							$ 65,000	2018 Stantec CIP
Influent wetwell replacement/expansion					$ 700,000 S							$ 700,000	PU Staff

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Includes Projects Identified in the 2018 Stantec CIP, 2014 Potable Water MP, 2016 & 2021 Potable Water Model and 2021 Adaptation Plan

Public Utilities Department - 10 Year Schedule of Capital Improvements - 2024 through 2033	Project #	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOTAL	FUNDING SOURCE	
Chlorination: add motor operators to the chlorine contact chamber sluice gates (7 total)								$ 100,000 S				$ 100,000		2018 Stantec CIP
Inspect & Repaint Hydro Tanks		$ 40,000 S										$ 40,000		PU Staff
Replace Decant Drive on Davco Tank		$ 30,000 S										$ 30,000		PU Staff
Repurpose Polymer Building - Locker room and office area		$ 100,000 S										$ 100,000		PU Staff
Rehab Operations Building			$ 600,000 S									$ 600,000		PU Staff
Construct Hypochlorite Bldg		$ 300,000 S										$ 300,000		PU Staff
Odor Control Assessment and Implementation		$ 40,000 S	$ 200,000 S									$ 240,000		PU Staff
Philadephia Mixer Replacement - Anoxic Tank		$ 50,000 S										$ 50,000		PU Staff
WWTF Yard Task Lighting		$ 85,000 S										$ 85,000		PU Staff
Kubota Tractor Replacement		$ 35,000 S										$ 35,000		PU Staff
WASTEWATER - COLLECTION														
Replacement of Clay Service lines for Selva Marina, Oak Harbor and Park Terrace and services		$ 200,000 S	$ 200,000 S									$ 400,000		2018 Stantec CIP
Infiltration & Inflow Control - Assessment & Implementation		$ 500,000 S		$ 250,000 S		$ 250,000 S	$ 250,000 S	$ 250,000 S	$ 250,000 S	$ 250,000 S	$ 250,000 S	$ 2,250,000		PU Staff
Retrofit High Priority LS Vulnerable to Flooding (AR2207 Carryover) - Buccaneer LS	AR2207	$ 394,600 S										$ 394,600		Adaptation Plan
Retrofit High Priority LS Vulnerable to Flooding - Cavalla LS		$ 400,000 S										$ 400,000		Adaptation Plan
Retrofit High Priority LS Vulnerable to Flooding - TBD			$ 400,000 S	$ 400,000 S								$ 800,000		Adaptation Plan
Retrofit 18 Medium Priority LS Vulnerable to Flooding					$ 300,000 S							$ 300,000		Adaptation Plan
LS Wetwell and Suction Pipes Repair		$ 50,000 S										$ 50,000		PU Staff
Replace 2,400 LF of 8" effluent FM from Selva Marina LS (LS D)							$ 480,000 S					$ 480,000		2018 Stantec CIP
Replace 4,330 LF of 8" effluent FM from Cavalla LS (LS F)										$ 850,000 S		$ 850,000		2018 Stantec CIP
Replace 5,490 LF of 8" effluent FM from Mayport Landing LS						$ 1,200,000 S						$ 1,200,000		2018 Stantec CIP
Replace 2,270 LF of 6" effluent FM from Mimosa Cove LS								$ 500,000 S				$ 500,000		2018 Stantec CIP
Septic to Sewer 14 homes in Marsh Oaks (Begonia, Tulip)			$ 375,000 S									$ 375,000		2018 Stantec CIP
Septic to Sewer Remainder of Marsh Oaks (W Plaza, Carnation, Gladiola & Lilly)				$ 375,000 S								$ 375,000		2018 Stantec CIP
Install screens/comminutor and pump replacements at Buccaneer LS			$ 750,000 S									$ 750,000		2018 Stantec CIP
Sewer Collection System Master Plan Update			$ 175,000 S									$ 175,000		PU Staff
20 St Lift Station - New Generator (HMGP - 75% Reimbursement)		$ 95,000 S										$ 95,000		PU Staff
20 St Lift Station - Bulkhead & Access Road Reconstruction		$ 250,000 S										$ 250,000		PU Staff
SB 64 Compliance - Design & Construction of Alternate Effluent Disposal*						$ 1,000,000 S	$ 18,000,000 S	$ 12,000,000 S	$ 5,000,000 S			$ 36,000,000		PU Staff
SB 64 Compliance - Design & Construction of Reclaimed Water Sytem Expansion*					$ 750,000	$ 7,500,000 S	$ 7,500,000 S					$ 15,750,000		PU Staff
* BPJ, assumes no changes in regluatory requirements		$ 7,103,230	$ 6,950,000	$ 4,830,000	$ 5,499,000	$ 11,430,000	$ 27,465,000	$ 14,803,000	$ 6,215,000	$ 1,815,000	$ 365,000	$ 86,475,230		
- Linked to PW CIP Project														
Water Utility Fund - W		$ 4,348,600	$ 4,250,000	$ 1,655,000	$ 3,684,000	$ 1,480,000	$ 815,000	$ 1,953,000	$ 965,000	$ 715,000	$ 115,000	$ 19,980,600		
Sewer Utility Fund = S		$ 2,754,630	$ 2,700,000	$ 3,175,000	$ 1,065,000	$ 9,950,000	$ 26,230,000	$ 12,850,000	$ 5,250,000	$ 1,100,000	$ 250,000	$ 65,324,630		

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: November 14, 2023

MEETING DATE: November 27, 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 *tentatively* scheduled for 10 a.m. on Saturday, Jan. 20 in the Chamber.
2) A Priority-Setting meeting is *tentatively* scheduled for Monday, Jan. 29 in the Chamber.

BUDGET: None

RECOMMENDATION: Approve the 90-Day Calendar for December 2023 – February 2024

ATTACHMENT: 1) Mayor and Commission 90-Day Calendar (December 2023 – February 2024)

REVIEWED BY CITY MANAGER: WBK

MAYOR AND COMMISSION

December 2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Holiday Celebration & Tree Lighting 4 to 8 pm (Town Center)
3 Farmers Market 10 am – 2 pm	4 Board Member Review Committee 5:30 pm	5	6	7 Environmental Speaker Series 6 pm (Chamber)	8	9
10 Farmers Market 10 am – 2 pm	11 Commission Meeting 6:30 pm (Invoc-Ring)	12 ARCC Meeting 6 pm	13 Tree Subcommittee Mtg 5:15 pm Environmental Committee 6 pm	14	15	16
17 Farmers Market 10 am – 2 pm Songwriters Concert 6 – 8 pm	18 Charter Review Committee 6 pm	19 CDBG Meeting 6 pm	20 Environmental Outreach Mtg 4:45 pm	21 Sustainability and Resiliency Subcommittee 9am STOP Committee 6 pm	22	23 Toy Drive 10 am (Baker Center)
24	25 **City Offices Closed**	26 **City Offices Closed**	27	28	29	30
31						

MAYOR AND COMMISSION

January 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 **City Offices Closed**	2	3	4	5	6
7 Farmers Market 10 am – 2 pm (Russell Park)	8 Commission Mtg 6:30 pm (Invoc-Ford)	9 ARCC Meeting 6 pm	10 ESC Tree Subcommittee 5:15 pm ESC Meeting 6pm	11	12	13
14 Farmers Market 10 am – 2 pm (Russell Park)	15 **City Offices Closed**	16 Community Development Board Mtg 6 pm	17 ESC Outreach Subcommittee Meeting 4:45 pm	18 STOP Committee Meeting 6 pm	19	20 Town Hall Meeting 10 am (Chamber) *Tentative*
21 Farmers Market 10 am – 2 pm (Russell Park)	22 Commission Mtg 6:30 pm (Invoc-Bole)	23	24 Charter Review Committee 6 pm	25 Sustainability & Resiliency Subcommittee Meeting 9 am	26	27
28 Farmers Market 10 am – 2 pm (Russell Park)	29 Priority Setting Meeting *(Tentative)*	30 ARCC Workshop 1-4 pm	31			

MAYOR AND COMMISSION

February 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6	7	8	9	10
11	12 Commission Mtg 6:30 pm (Invoc-Waters)	13 ARCC Meeting 6 pm	14 ESC Tree Subcommittee 5:15 pm ESC Meeting 6 pm	15 STOP Committee Meeting 6 pm	16	17
18	19 President's Day City Offices Closed	20 Community Development Board Mtg 6 pm	21 ESC Outreach Subcommittee 4:45 pm	22 Sustainability and Resiliency Subcommittee 9 am	23	24
25	26 Commission Mtg 6:30 pm (Invoc-Bole)	27	28 Charter Review Committee 6 pm	29		

Proclamation of the City of Atlantic Beach

Saluting and Expressing Heartfelt Gratitude to

Lee and Deb Leibecki, Creators of 'Atlantic Beach Christmas'



WHEREAS, as a profound gift to their Oceanwalk neighbors and to other fellow Atlantic Beach residents, and to visitors far and wide, year in and year out, Lee and Deb Leibecki lovingly created what has come to be known and celebrated as "Atlantic Beach Christmas," a wondrous holiday spectacle like no other at the Beaches; and

WHEREAS, amid a veritable village of inflatable popular icons and to the amazement and delight of people of all ages, from children to senior citizens, 60,000 lights dance to Christmas tunes in Oceanwalk, illuminating a cul-de-sac and the hearts of all who experience this joyful holiday pastime; and

WHEREAS, like putting a bow on a beautifully wrapped Christmas present, the Leibeckis' utterly brilliant light show is enhanced by their use of an FM transmitter that enables visitors in their cars to hear the holiday tunes in synchronicity with the dancing lights; and

WHEREAS, creating the ever-anticipated winter wonderland is a tremendous undertaking – logistically, technically and physically; and, while the Leibeckis are significantly and enthusiastically assisted by a devoted team of volunteer elves, the couple rejects all offers of financial assistance; and

WHEREAS, the Leibeckis' heartfelt delivery of holiday cheer has become part of Atlantic Beach's identity; so much so that is difficult for many of us to imagine Christmas without gathering friends and family and walking, bike-parading, carting or driving to see the latest production extraordinaire at 402 Snapping Turtle Court East.

NOW, THEREFORE, BE IT RESOLVED that I, Curtis Ford, Mayor of Atlantic Beach, do hereby issue this proclamation saluting and expressing heartfelt gratitude to **Lee and Deb Leibecki, Creators of "Atlantic Beach Christmas"**, and encourage all citizens to join me in bestowing this appreciation.

IN WITNESS WHEREOF, I have set my hand and caused the Official Seal of the City of Atlantic Beach to be affixed this 16th day of November, 2023.

Curtis Ford, Mayor

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 23-52 authorizing the purchase of two Police Department vehicles

SUBMITTED BY: Victor Gualillo, Chief of Police

TODAY'S DATE: November 8, 2023

MEETING DATE: November 27, 2023

BACKGROUND: Each year the Police Department fleet manager tracks and evaluates the vehicles in the police fleet to ensure that the vehicles used by Police Department personnel are in proper working order and are capable of completing the police mission safely and effectively.

During a FY 2023-24 budget workshop, the City Commission authorized the funds to purchase and outfit two police vehicles. As part of the FY 2023-24 budget approval process, the Police Department agreed that no police patrol vehicles would be decommissioned for replacement this year in order to reduce the number of new cars being requested. Due to very limited manufacturer order windows, and with then-City Manager Gerrity's approval, a letter-of-intent to purchase two police patrol vehicles was submitted July 11, 2023, to Alan Jay Fleet Sales.

The estimated costs to purchase and outfit police patrol vehicles is $60,000 per vehicle. This resolution will authorize the expenditure of funds approved in the FY 2023-24 Police Department budget to purchase two police patrol vehicles for a total price of $97,406. Following the purchase of the vehicles, the vehicles will be outfitted further utilizing funds in account 2002-52-64-01.

BUDGET: The FY 2024 budget contains $120,000 in account 001-2002-521-64-01 for the purchase and outfitting of police vehicles.

RECOMMENDATION: The Commission approve Resolution 23-52 authorizing the expenditure of available police funds from account 001-2002-521-64-01 to purchase two police patrol vehicles for a total price of $97,406.

ATTACHMENT(S): Resolution No. 23-52
Letter of Intent to Purchase w/ Quote

REVIEWED BY CITY MANAGER: 

RESOLUTION NO. 23-52

A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE POLICE DEPARTMENT TO PURCHASE TWO POLICE VEHICLES FOR A TOTAL PRICE OF $97,406 FROM ALAN JAY FLEET SALES UTILIZING FUNDS IN THE FISCAL YEAR 2023-24 BUDGET APPROPRIATED FOR THAT PURPOSE; 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, each year, the Atlantic Beach Police Department evaluates the vehicles in its fleet to ensure that they are safe and effective to be used for public safety activities during routine service and in response to emergency situations; and

WHEREAS, the Police Department evaluates the needs of the agency annually to determine when vehicles needed to be purchased to provide police service to the community; and

WHEREAS, the Police Department can purchase vehicles from one or more State of Florida purchasing contracts or secure favorable pricing and terms of contract from other vendors; and

WHEREAS, the Police Department desires to utilize a State of Florida contract to purchase two vehicles from Alan Jay Fleet sales for $48,703 each, amounting to a total price of $97,406; and

WHEREAS, following the purchase of the vehicles, the vehicles will be outfitted further utilizing funds in account 2002-52-64-01.

WHEREAS, the funds necessary to purchase and outfit two vehicles at an amount not to exceed $60,000 per vehicle are allocated in account 001-2002-521-64-01 in the FY 2023-24 Police Department budget; 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 in accordance with and as necessary to effectuate the provisions of this Resolution.

SECTION 2. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 27th day of November, 2023.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

Atlantic Beach Police Department
Victor L. Gualillo, Chief of Police
850 Seminole Road
Atlantic Beach, FL 32233
904-247-5859

July 10, 2023

Christy Self

Alan Jay Fleet Sales
2003 U.S. 27 South
Sebring, Florida 33870

Re: New Vehicle Purchase

Dear Christy,

This is to serve as a letter of intent for the Atlantic Beach Police Department (ABPD) to purchase two (2) 2024 Ford Police Interceptor Utility vehicles for $48,703.00 per vehicle, totaling $97,406.00 for two with listed equipment on quote 46026-2. The ABPD will be purchasing the aforementioned vehicles with FY2024/25 funds which will become available October 1, 2023. At that time, the ABPD will provide Alan Jay Fleet Sales with a purchase order for the aforementioned vehicles.

As the city's budget process is still ongoing and the FY2024/25 budget is not set, if funds are not appropriated to purchase all or some of these vehicles in the FY2024/25 budget, the Atlantic Beach Police Department will notify you immediately upon establishing the finalized budget so that the order may be modified or cancelled.

When the vehicles arrive, the ABPD request the vehicles be delivered to the City of Atlantic Beach Public Works facility at 1200 Sandpiper Lane, Atlantic Beach, FL 32233.

Sincerely,

Joe Gerrity
City Manager

like us on facebook
@AtlanticBeachPD

Follow us on Instagram
AtlanticBeachPD

Follow us on twitter
@AtlanticBeachPD

COURAGE * INTEGRITY * EXCELLENCE

ALAN JAY FLEET SALES

Sourcewell Formerly NJPA
Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote 46026-2

PHONE (800) ALANJAY (252-6529)	DIRECT 863-385-9610	WWW.ALANJAY.COM	
Corporate Office: 2003 U.S. 27 South, Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address: P.O. BOX 9200, Sebring, FL 33871-9200	
	FAX 863-402-4221		

ORIGINAL QUOTE DATE 6/29/2023

QUICK QUOTE SHEET

REVISED QUOTE DATE 7/5/2023

REQUESTING AGENCY **ATLANTIC BEACH POLICE DEPARTMENT**
CONTACT PERSON **SGT CHASE JAMISON** EMAIL cjamison@coab.us
PHONE **904-247-5859 Ext. 5964** MOBILE FAX

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2024 091521-NAF & 06 www.NationalAutoFleetGroup.com

MODEL **K8A 99B 44U** MSRP **$48,910.00**

2024 FORD POLICE INTERCEPTOR UTILITY - AWD - 3.3L V6

CUSTOMER ID

NJPA PRICE **$46,121.00**

BED LENGTH **SUV**

*** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.*

FACTORY OPTIONS	DESCRIPTION	
LK 96	EXTERIOR COLOR DARK BLUE WITH EBONY CLOTH FRONT BUCKET SEATS & EBONY VINYL REAR BENCH.	$0.00
99B 44U	3.3L V6 ENGINE WITH 10-SPEED AUTOMATIC TRANSMISSION.	$0.00
153	FRONT LICENSE PLATE BRACKET	$0.00
17T	RED/WHITE DOME LAMP IN CARGO AREA	$49.00
43D	DARK CAR FEATURE-inc: Courtesy lamps disabled when any door is opened.	$24.00
51R	DRIVER ONLY LED SPOT LAMP (UNITY)	$390.00
52P	HIDDEN DOOR-LOCK PLUNGER AND REAR DOORS INOPERABLE	$155.00
55B	BLIS BLIND SPOT MONITORING W/ CROSS TRAFFIC ALERT -inc: heated mirrors	$540.00
55F	REMOTE KEYLESS ENTRY (Does Not include PATS, 4-key fobs, key fobs are not fobbed alike when ordered w/Keyed-Alike)	$335.00
60A	GRILLE LED LIGHTS, SIREN & SPEAKER PRE-WIRING	$49.00
76P	Pre-Collision Assist w/Pedestrian Detection -inc: forward collision warning and automatic emergency braking and unique disable switch for law enforcement use.	$140.00
76R	REVERSE SENSING SYSTEM	$270.00
BUC	FACTORY BACK UP CAMERA(STD).	$0.00
TT K8A	CLASS III HITCH WITH TRAILER WIRING HARNESS IS STANDARD	$0.00
86P	Pre-Drilled Headlamps (Included 2020 + PIU).	$0.00
CPO	SEE ATTACHED PRINT OUT FOR COMPLETE VEHICLE DETAILS	$0.00
	FACTORY OPTIONS	**$1,952.00**

CONTRACT OPTIONS	DESCRIPTION	
NEW-TAG	New City tag Includes temp tag & two way overnight shipping for signature.(specify state, county, city, sheriff, etc.)	$245.00
DTF SUV	Deep tint film on SUV with full side and rear glass coverage.	$335.00
WSTP	Windshield strip	$50.00
	CONTRACT OPTIONS	**$630.00**

TRADE IN **TOTAL COST** **$48,703.00**

YES WE TAKE TRADE INS ~~~~ ASK ABOUT MUNICIPAL FINANCING ~~~~ $0.00

TOTAL COST LESS TRADE IN(S) **QTY 2** **$97,406.00**

Estimated Annual payments for 60 months paid in advance: $10,907.47 Extended: $21,814.94
Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments **QUOTE SUBJECT TO FACTORY ORDER ACCEPTANCE or 30 DAYS**

VEHICLE QUOTED BY **CHRISTY SELF** **GOVERNMENT ACCOUNT MANAGER** christy.self@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.

ALAN JAY FLEET
CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2023 Ford Police Interceptor Utility (K8A) AWD (✔ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

Window Sticker

SUMMARY

[Fleet] 2023 Ford Police Interceptor Utility (K8A) AWD — MSRP:$47,165.00

Interior:Charcoal Black, Unique HD Cloth Front Bucket Seats w/Vinyl Rear

Exterior 1:Dark Blue

Exterior 2:No color has been selected.

Engine: 3.3L V6 Direct-Injection (FFV)

Transmission: 10-Speed Automatic (44U)

OPTIONS

CODE	MODEL	MSRP
K8A	[Fleet] 2023 Ford Police Interceptor Utility (K8A) AWD	$47,165.00
	OPTIONS	
153	Front License Plate Bracket	$0.00
17T	Switchable Red/White Lighting in Cargo Area	$50.00
43D	Dark Car Feature	$25.00
44U	Transmission: 10-Speed Automatic (44U)	$0.00
500A	Order Code 500A	$0.00
51R	Driver Only LED Spot Lamp (Unity)	$395.00

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Data Version: 19798. Data Updated: Jun 28, 2023 6:40:00 PM PDT.

ALAN JAY FLEET
CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2023 Ford Police Interceptor Utility (K8A) AWD (✔ Complete)

52P	Hidden Door-Lock Plunger	$160.00
55B	BLIS Blind Spot Monitoring w/Cross Traffic Alert	$545.00
55F	Remote Keyless Entry Key Fob w/o Key Pad	$340.00
60A	Grille LED Lights, Siren & Speaker Pre-Wiring	$50.00
76P	Pre-Collision Assist w/Pedestrian Detection	$145.00
76R	Reverse Sensing System	$275.00
96	Charcoal Black, Unique HD Cloth Front Bucket Seats w/Vinyl Rear	$0.00
99B	Engine: 3.3L V6 Direct-Injection (FFV)	($2,830.00)
LK	Dark Blue	$0.00
___	3.73 Axle Ratio	$0.00
	SUBTOTAL	**$46,320.00**
	Adjustments Total	$0.00
	Destination Charge	$1,595.00
	TOTAL PRICE	**$47,915.00**

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

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ALAN JAY FLEET
CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2023 Ford Police Interceptor Utility (K8A) AWD (✔ Complete)

Standard Equipment

Mechanical

Engine: 3.3L V6 Direct-Injection Hybrid System -inc: (136-MPH top speed) (STD)

Transmission: 10-Speed Automatic (STD)

3.73 Axle Ratio (STD)

50 State Emission System Flexible Fuel Vehicle (FFV) system is standard equipment for vehicles equipped with the 3.3L V6 Direct-Injection engine.

Transmission w/Oil Cooler

Automatic Full-Time All-Wheel

Engine Oil Cooler

80-Amp/Hr 800CCA Maintenance-Free Battery

Hybrid Electric Motor 220 Amp Alternator

Class III Towing Equipment -inc: Hitch

Trailer Wiring Harness

Police/Fire

1670# Maximum Payload

GVWR: 6,840 lbs (3,103 kgs)

Gas-Pressurized Shock Absorbers

Front And Rear Anti-Roll Bars

Electric Power-Assist Steering

19 Gal. Fuel Tank

Dual Stainless Steel Exhaust

Permanent Locking Hubs

Strut Front Suspension w/Coil Springs

Multi-Link Rear Suspension w/Coil Springs

Regenerative 4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control

Lithium Ion Traction Battery

Exterior

Wheels: 18" x 8" 5-Spoke Painted Black Steel -inc: polished stainless steel hub cover and center caps

Tires: 255/60R18 AS BSW

Steel Spare Wheel

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CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2023 Ford Police Interceptor Utility (K8A) AWD (✔ Complete)

Exterior

Spare Tire Mounted Inside Under Cargo

Clearcoat Paint

Body-Colored Front Bumper w/Black Rub Strip/Fascia Accent and 1 Tow Hook

Body-Colored Rear Bumper w/Black Rub Strip/Fascia Accent

Body-Colored Bodyside Cladding and Black Wheel Well Trim

Black Side Windows Trim and Black Front Windshield Trim

Black Door Handles

Black Power Side Mirrors w/Convex Spotter and Manual Folding

Fixed Rear Window w/Fixed Interval Wiper, Heated Wiper Park and Defroster

Deep Tinted Glass

Speed Sensitive Variable Intermittent Wipers

Galvanized Steel/Aluminum Panels

Lip Spoiler

Black Grille

Liftgate Rear Cargo Access

Tailgate/Rear Door Lock Included w/Power Door Locks

Auto On/Off Projector Beam Led Low/High Beam Headlamps

LED Brakelights

Entertainment

Radio w/Seek-Scan, Speed Compensated Volume Control and Steering Wheel Controls

Radio: AM/FM/MP3 Capable -inc: clock, 4-speakers, Bluetooth interface w/hands-free voice command support (compatible w/most Bluetooth connected mobile devices), 1 USB port and 4.2" color LCD screen center stack smart display

Integrated Roof Antenna

1 LCD Monitor In The Front

Interior

8-Way Driver Seat

Passenger Seat

35-30-35 Folding Split-Bench Front Facing Fold Forward Seatback Rear Seat

Manual Tilt/Telescoping Steering Column

Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer, Engine Hour Meter, Traction Battery Level, Trip Odometer and Trip Computer

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ALAN JAY FLEET
CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2023 Ford Police Interceptor Utility (K8A) AWD (✔ Complete)

Interior

Power Rear Windows and Fixed 3rd Row Windows

Fleet Telematics Modem Selective Service Internet Access

Remote Releases -Inc: Power Cargo Access

Cruise Control w/Steering Wheel Controls

Dual Zone Front Automatic Air Conditioning

HVAC -inc: Underseat Ducts

Locking Glove Box

Driver Foot Rest

Unique HD Cloth Front Bucket Seats w/Vinyl Rear -inc: reduced bolsters, driver 6-way power track (fore/aft, up/down, tilt w/manual recline, 2-way manual lumbar), passenger 2-way manual track (fore/aft, w/manual recline) and built-in steel intrusion plates in both driver/passenger seatbacks

Interior Trim -inc: Metal-Look Instrument Panel Insert, Metal-Look Door Panel Insert and Metal-Look Interior Accents

Full Cloth Headliner

Urethane Gear Shifter Material

Day-Night Rearview Mirror

Driver And Passenger Visor Vanity Mirrors

Mini Overhead Console w/Storage and 2 12V DC Power Outlets

Front And Rear Map Lights

Fade-To-Off Interior Lighting

Full Vinyl/Rubber Floor Covering

Carpet Floor Trim

Cargo Features -inc: Cargo Tray/Organizer

Cargo Space Lights

Dashboard Storage, Driver And Passenger Door Bins

Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down

Delayed Accessory Power

Power Door Locks

Driver Information Center

Redundant Digital Speedometer

Trip Computer

Analog Appearance

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ALAN JAY FLEET
CHRISTY SELF | 863-385-9610 | CHRISTY.SELF@ALANJAY.COM

Vehicle: [Fleet] 2023 Ford Police Interceptor Utility (K8A) AWD (✔ Complete)

Interior	
	Seats w/Vinyl Back Material
	Manual Adjustable Front Head Restraints and Manual Adjustable Rear Head Restraints
	2 12V DC Power Outlets
	Air Filtration
Safety-Mechanical	
	Electronic Stability Control (ESC) And Roll Stability Control (RSC)
	ABS And Driveline Traction Control
Safety-Exterior	
	Side Impact Beams
Safety-Interior	
	Dual Stage Driver And Passenger Seat-Mounted Side Airbags
	Tire Specific Low Tire Pressure Warning
	Dual Stage Driver And Passenger Front Airbags
	Curtain 1st And 2nd Row Airbags
	Airbag Occupancy Sensor
	Passenger Knee Airbag
	Rear Child Safety Locks
	Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point, Height Adjusters and Pretensioners
	Back-Up Camera w/Washer
WARRANTY	
	Basic Years: 3 Basic Miles/km: 36,000 Drivetrain Years: 5 Drivetrain Miles/km: 100,000 Corrosion Years: 5 Corrosion Miles/km: Unlimited Hybrid/Electric Components Years: 8 Hybrid/Electric Components Miles/km: 100,000 Roadside Assistance Years: 5 Roadside Assistance Miles/km: 60,000

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CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 23-53 to award Bid 2223-11: Levy Road Sidewalk Improvements

SUBMITTED BY: Scott Williams, Public Works Director

TODAY'S DATE: November 15, 2023

MEETING DATE: November 27, 2023

BACKGROUND: On October 18, 2023, five bids were received and opened for Bid 2223-11: Levy Road Sidewalk Improvements. CGC, Inc. submitted a bid for $990,064.90, DB Civil submitted a bid at $696,767.50, EltonAlan submitted a bid for $680,395.55, Jax Utilities Management submitted their bid at $477,270.20, and Mclain Site Solutions submitted a bid for $395,290.88.

The project scope of work is to furnish all labor, equipment, and materials for the reconstruction of residential and commercial driveways, minor grading, removal of existing storm drain pipe, storm drain pipe and drainage structure construction, removal of the existing five-foot wide concrete sidewalk, and construction of an eight-foot wide concrete sidewalk. All work shall be performed in accordance with the Contract Documents. The project is located on Levy Road from Main Street to Mayport Road (SR A1A) in the City of Atlantic Beach. The Contractor will be given 120 calendar days to complete the project after receipt of written Notice to Proceed.

BUDGET: The base bid price for the project, $395,290.88, will be fully funded from the $874,000.00 currently budgeted in the Capital Projects Fund Accounts 300-5002-541-6300 and 300-6020-572-6300, under project number PW2308 "Levy Road Sidewalk". This project is partially funded through a Community Development Block Grant (CDBG) reimbursable grant in the amount of $182,400.00.

RECOMMENDATION: Award Bid 2223-11 to Mclain Site Solutions in the amount of $395,290.88, and authorize the City Manager to execute the contract.

ATTACHMENTS: Resolution 23-53
Bid 2223-11 Bid Analysis

REVIEWED BY CITY MANAGER: WB

RESOLUTION NO. 23-53

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2223-11: LEVY ROAD SIDEWALK IMPROVEMENTS; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Levy Road multiuse path project (Mayport Road to Main Street) is a component of the City's Connectivity Plan that will connect to the recently completed multiuse path on Donner Road; and

WHEREAS, a future multiuse path extension on Main Street will connect this project to Dutton Island Road; and

WHEREAS, on October 18, 2023, five bids were received and opened for Bid 2223-11: Levy Road Sidewalk Improvements; and

WHEREAS, the total bid prices received ranged from $990,064.90 to $395,290.88; and

WHEREAS, Mclain Site Solutions is the low bidder, and they submitted all required documents in their bid submittal; and

WHEREAS, the project consists of furnishing all labor, equipment, and for the reconstruction of residential and commercial driveways, minor grading, removal of existing storm drain pipe, storm drain pipe and drainage structure construction, removal of the existing five-foot wide concrete sidewalk and construction of an eight-foot wide concrete sidewalk described in the bid specifications on the staff report; and

WHEREAS, the Contractor will be given 120 calendar days to complete the project after receipt of written Notice to Proceed; and

WHEREAS, the base bid price for the project, $395,290.88, will be fully funded from the $874,000.00 currently budgeted in the Capital Projects Fund Accounts 300-5002-541-6300 and 300-6020-572-6300, under project number PW2308 "Levy Road Sidewalk"; and

WHEREAS, this project is partially funded through a Community Development Block Grant (CDBG) reimbursable grant in the amount of $182,400.00; and

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

SECTION 1. The City Commission hereby awards Bid 2223-11 to Mclain Site Solutions. in the amount of $395,290.88 to perform the work for said bid in accordance with the bid specifications;

SECTION 2. The City Commission hereby authorizes the City Manager to execute the Contract with Mclain Site Solutions and approve a Purchase Order to said vendor in the amount of $395,290.88;

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 27th day of November, 2023.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

LEVY ROAD SIDEWALK IMPROVEMENTS, CDBG
BID No. 2223-11 October 18. 2023

Bid Item No.	DESCRIPTION	UNIT	EST. QTY	CGC, Inc.		DB Civil		EltonAlan		Jax Utilities		Mclain Site Solutions	
				UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization	LS	1	$383,473.00	$383,473.00	$60,000.00	$60,000.00	$119,678.00	$119,678.00	$31,935.00	$31,935.00	$4,920.00	$4,920.00
2	Maintenance of Traffic	LS	1	$81,260.00	$81,260.00	$80,000.00	$80,000.00	$80,705.00	$80,705.00	$60,678.00	$60,678.00	$4,920.00	$4,920.00
3	As-Built Drawings	LS	1	$5,000.00	$5,000.00	$7,307.00	$7,307.00	$6,371.00	$6,371.00	$9,200.00	$9,200.00	$3,267.00	$3,267.00
4	Site Work	AC	1	$10,000.00	$6,000.00	$240,000.00	$144,000.00	$151,990.00	$91,194.00	$20,835.00	$12,501.00	$24,367.00	$14,620.20
5	Erosion and Sedimentation Control	LS	1	$42,450.00	$42,450.00	$15,000.00	$15,000.00	$3,540.00	$3,540.00	$9,910.00	$9,910.00	$7,018.00	$7,018.00
6	Performance Turf, Sod	SY	1,100	$34.00	$37,400.00	$6.00	$6,600.00	$22.35	$24,585.00	$29.00	$31,900.00	$5.46	$6,006.00
7	Pavement Repair	SY	6	$500.00	$3,000.00	$450.00	$2,700.00	$283.84	$1,703.04	$72.00	$432.00	$221.40	$1,328.40
8	Type C Inlet	EA	2	$7,971.00	$15,942.00	$9,000.00	$18,000.00	$8,036.00	$16,072.00	$6,700.00	$13,400.00	$9,388.82	$18,777.64
9	Drainage Pipe, 18" HDPE	LF	22	$430.00	$9,460.00	$260.00	$5,720.00	$343.87	$7,565.14	$170.00	$3,740.00	$204.12	$4,490.64
10	Manhole Type P-7	EA	3	$9,942.00	$29,826.00	$9,000.00	$27,000.00	$9,056.34	$27,169.02	$16,000.00	$48,000.00	$9,781.86	$29,345.58
11	Drainage Pipe, 15" RCP	LF	14	$547.00	$7,658.00	$260.00	$3,640.00	$269.36	$3,771.04	$190.00	$2,660.00	$232.52	$3,255.28
12	Drainage Pipe, 18" RCP	LF	8	$562.00	$4,496.00	$280.00	$2,240.00	$446.88	$3,575.04	$210.00	$1,680.00	$204.12	$1,632.96
13	Drainage Pipe, 15" HDPE	LF	43	$323.00	$13,889.00	$260.00	$11,180.00	$299.21	$12,866.03	$160.00	$6,880.00	$232.52	$9,998.36
14	Concrete Sidewalk, 5" Thick	SY	1575	$92.00	$144,900.00	$90.00	$141,750.00	$72.08	$113,526.00	$64.00	$100,800.00	$90.92	$143,199.00
15	Commercial Driveway, 6" Thick	SY	887	$104.00	$92,248.00	$100.00	$88,700.00	$86.58	$76,796.46	$82.00	$72,734.00	$96.82	$85,879.34
16	Residential Driveway, 5" Thick	SY	124	$92.00	$11,408.00	$92.00	$11,408.00	$72.60	$9,002.40	$72.00	$8,928.00	$90.92	$11,274.08
17	Detectable Warnings	SF	32	$50.00	$1,600.00	$40.00	$1,280.00	$40.57	$1,298.24	$42.00	$1,344.00	$49.70	$1,590.40
18	Concrete "L" Wall (Includes cost of reinforcement)	CY	0.8	$4,600.00	$3,680.00	$3,000.00	$2,400.00	$17,765.00	$14,212.00	$2,700.00	$2,160.00	$2,461.72	$1,969.38
19	15" Concrete U-Wall	EA	1	$6,369.00	$6,369.00	$4,500.00	$4,500.00	$4,912.00	$4,912.00	$15,000.00	$15,000.00	$5,863.09	$5,863.09
	Base Bid Subtotal (Items 1 - 19)				**$900,059.00**		**$633,425.00**		**$618,541.41**		**$433,882.00**		**$359,355.35**
	Ten Percent (10%) Contingency of Base				**$90,005.90**		**$63,342.50**		**$61,854.14**		**$43,388.20**		**$35,935.53**
	GRAND TOTAL (sub + contingency)				**$990,064.90**		**$696,767.50**		**$680,395.55**		**$477,270.20**		**$395,290.88**

STAFF REPORT
City of Atlantic Beach
Commission Meeting

AGENDA ITEM: **PUBLIC HEARING ON ORDINANCE NO. 20-23-170**

AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF ATLANTIC BEACH, FLORIDA FOR FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, AND PROVIDING AN EFFECTIVE DATE.

SUBMITTED BY: Brittany Percell, Director of Finance BP

TODAY'S DATE: November 14, 2023

MEETING DATE: November 27, 2023

BACKGROUND: Local Governments have up to 60 days after the end of a fiscal year to amend the recently ended fiscal year's budget. The budgets of seven funds needed to be amended/adjusted. This ordinance was approved on first reading held on November 13th, 2023. This is the second reading.

General Fund
Section 2-313 of the City Code allows for transfers of appropriations between general classifications of expenditures within an office, department or agency. It does not allow for transfers between on office, department or agency to another, it has to be transferred by ordinance. This is the case within the General Fund, there is no change in the overall budget, but there are three departments that need additional funds; City Manager, Finance and Public Works. The majority of the adjustments are needed in the personnel sections of those departmental budgets due to personal leave payouts. The funds needed were subtracted from another department within the General Fund resulting in a $0 change in the overall General Fund budget.

Court Cost Training Fund
This amendment appropriates additional funds for the Public Safety training expenses line item.

Capital Projects Fund
This amendment appropriates additional funds for Public Works infrastructure expenses related to projects on Donner Road.

General Employees' Pension Fund
This amendment appropriates additional funds for service retired pay and drop pay defined benefit

plan line items.

Sewer Fund
This amendment appropriates additional funds for the interest expense line item.

American Rescue Plan Act Fund
Funds were received in August 2022 but were not spent prior to year-end of FY 2022. Therefore, funds were classified as unearned revenue. Funds were spent in FY 2023 and should now be recognized as revenue.

Sanitation Fund
The City contracted with a new waste hauler vendor which the cost is more than was budgeted. Additionally, there has been fuel cost adjustments due to the high fuel prices this year and an increase in commercial dumpsters. Additional funds are needed to cover a July, August and September invoices.

BUDGET: General Fund - $0
Court Cost Training Fund - $9,066 increase in expenditures
Capital Projects Fund - $72,139 increase in expenditures
General Employees' Pension Fund - $492,598 increase in revenues
$492,598 increase in expenditures
Sewer Fund - $3,386 increase in expenditures
American Rescue Plan Act Fund - $4,328,427 increase in revenues
Sanitation Fund - $221,357 increase in expenditures

RECOMMENDATION: Approve Ordinance No. 20-23-170

ATTACHMENT: Ordinance No. 20-23-170

REVIEWED BY CITY MANAGER: WBH

ORDINANCE NO. 20-23-170

AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF ATLANTIC BEACH, FLORIDA FOR FISCAL YEAR BEGINNING OCTOBER 1, 2022 AND ENDING SEPTEMBER 30, 2023, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Charter of the City of Atlantic Beach requires that the City Commission approve all budgetary increases and transfers at the fund level, and

WHEREAS, the nature of budgetary systems and those day-to-day decisions affecting such budgetary systems require adjustments from time-to-time, and

WHEREAS, the City is amending the operating budget to add net funds totaling $0 in the General Fund; $9,066 in the Court Cost Training Fund; $72,139 in the Capital Projects Fund; $0 in the General Employees' Pension Fund; $3,386 in the Sewer Fund; $4,328,427 in the American Rescue Plan Act Fund and $221,357 in the Sanitation Fund for various expenditures.

WHEREAS, the City of Atlantic Beach did not include the funding for these expenditures in the original adoption of the Fiscal Year 2023 Annual Operating Budget and therefore must amend the budget to recognize additional revenue in the American Rescue Plan Act Fund; and to have sufficient amounts within the General, Court Cost Training, Capital Projects, General Employees' Pension, Sewer and Sanitation Funds in order to fund the expenditures.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA that:

SECTION 1. The Fiscal Year 2022/2023 Operating Budget is hereby amended as follows:

GENERAL FUND

Expenditures:

General Government/Building Maintenance	
Other Contractual Services	$(55,369)
Repair & Maintenance	(5,927)
City Manager	
Special Pay	28,566
Finance	
Special Pay	32,087
Public Works	
Overtime	643
Total Expenditures:	**$ 0**

COURT COST TRAINING FUND

Expenditures:	
Training	$9,066
Fund Balance:	**$(9,066)**

CAPITAL PROJECTS FUND

Expenditures:	
Public Works Infrastructure	$72,139
Fund Balance:	**$(72,139)**

GENERAL EMPLOYEES' PENSION FUND

Revenues:	
MSSB Investment	$ 492,598
Expenditures:	
Service Retired Pay	$ 82,929
Drop Pay Defined Benefit Plan	409,669
Fund Balance:	**$ 0**

SEWER FUND

Expenditures:	
KEY Interest	$ 3,386
Fund Balance:	**$ (3,386)**

AMERICAN RESCUE PLAN ACT FUND

Revenues:	
Federal Grant	$4,328,427
Fund Balance:	**$4,328,427**

SANITATION FUND

Expenditures:	
Other Contractual Services/Pick Up & Haul Contract	$ 221,357
Fund Balance:	**$ (221,357)**

SECTION 2. This ordinance shall take effect immediately upon adoption.

PASSED by the City Commission on first reading this 13th day of November 2023.
PASSED by the City Commission on second and final reading this 27th day of November 2023.

ATTEST:

_____	_____
Donna L. Bartle	**Curtis Ford**
City Clerk	**Mayor**

Approved as to form and correctness:

_____
Jason Gabriel
City Attorney