City of Atlantic Beach

Amended Agenda

Regular City Commission Meeting

Monday, March 11, 2024 - 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 30, 2023. 5 - 31
10-30-2023 Special Called Meeting of the City Commission Draft Minutes

* 1.B. Approve minutes of the Regular Commission Meeting held on February 26, 2024. 33 - 99
2-26-24 Regular City Commission Draft Minutes

2. COURTESY OF FLOOR TO VISITORS

PUBLIC COMMENT

3. CITY MANAGER REPORTS

* 3.A. 90-Day Calendar (Mar. - May 2024) 101 - 104
90-Day Calendar (Mar. - May 2024)

* 3.B. Ahern Street
Link to Ahern Project Presentation

* 3.C. The Makings of a Strategic Plan 105 - 130
The Makings of a Strategic Plan

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COMMISSION AND WILL BE ENACTED BY ONE MOTION IN THE FORM LISTED BELOW. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY. SUPPORTING DOCUMENTATION AND STAFF RECOMMENDATIONS HAVE BEEN PREVIOUSLY SUBMITTED TO THE CITY COMMISSION ON THESE ITEMS.

	6.A.	Authorize the City Manager to sign the Second Amendment to Radio Services Agreement between the City of Atlantic Beach and the City of Jacksonville. Radio Services Agreement	131 - 134
*	6.B.	Approve the schedule of streets to be included in the 2024 Milling & Paving project and approve the Main Street proposed speed humps locations. 2024 Milling and Paving Project	135 - 140

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

*	8.A.	**RESOLUTION NO. 24-10** A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2324-03 FOR 20th STREET LIFT STATION ACCESS WIDENING; 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. 24-10	141 - 146
*	8.B.	**RESOLUTION NO. 24-12** A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA ESTABLISHING THE CITY'S 2024 PRIORITIES; AND PROVIDING AN EFFECTIVE DATE. Resolution No. 24-12	147 - 156

9. ACTION ON ORDINANCES

*	9.A.	**ORDINANCE NO. 20-24-172, Introduction and First Reading.** AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF ATLANTIC BEACH, FLORIDA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024, AND PROVIDING AN EFFECTIVE DATE. Ordinance No. 20-24-172	157 - 159

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, visit www.coab.us/live.

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 30, 2023 - 5:30 PM
Commission Chamber

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:
William B. Killingsworth, City Manager (CM)
Jason Gabriel, City Attorney (CA)
Donna Bartle, City Clerk (CC)
Kevin Hogencamp, Deputy City Manager (DCM)
Amanda Askew, Planning & Community Development Dir. (PCDD)

1. CALL TO ORDER AND ROLL CALL

Mayor Ford called the meeting to order at 5:30 p.m.

2. PUBLIC HEARING - APP23-0002 – APPEAL OF THE COMMUNITY DEVELOPMENT BOARD (CDB) DECISION FOR ZVAR23-0016 (1110 SCHEIDEL COURT)

A. City Attorney Procedural Reminders

CA Gabriel explained the appeal hearing procedures as outlined in the agenda packet.

B. Disclosure of Ex Parte Communications, if any

Mayor Ford and each Commissioner reported having no ex parte communications.

C. Swearing In of all persons who will speak

All those providing testimony were sworn in by City Clerk Bartle.

D. City Staff Overview, Documentation and Presentation/Testimony

PCDD Askew presented a slide show (which is attached hereto and made part of this Official Record as **Attachment A**) and referenced slides 1-14 as she provided an overview of APP23-0002 and explained the criteria to use when making their decision.

Commissioner Bole asked how a buyer would know that property is not within Code. PCDD explained that typically the seller should disclosure that they have done work without a permit, but that it's highly unlikely that they are doing that. It will not show up in a lien letter search. Some realtors call and ask and unless you know to ask, you don't ask.

PCDD Askew answered questions from Commissioner Kelly about drainage, confirming it drains into a basin near the Aquatic area which is a problem area for drainage.

Attachment A

E. Applicant's Documentation and Presentation/Testimony

Applicant Mitchel Skaff provided details of their request and noted that one of the main reasons they bought the house was because of the pergola and neither the seller nor the listing agent disclosed any issues with permitting. He spoke about the structure having been there for two years and not causing anyone any issues, why he should not be punished, the financial implications if he is required to tear it down, and the need to consider variances separately, case-by-case. (Connor Millsaps, wife and co-applicant, was also at the podium and made brief remarks during Mr. Skaff's testimony.)

Sandra Skaff, applicant's mother, referred to the photos in **Attachment A** as she urged the Commission to approve the request.

Commissioner Ring questioned the cost to remove the pergola and various details about its construction. Mr. Skaff referred to the photos and provided details.

Commissioner Waters questioned how long they've lived there, whether they put the pavers in, and whether anything has been added since they bought the place. Mr. Skaff confirmed that they moved in in January 2022, everything was already there, and they've not touched it since. Commissioner Waters asked if he was told about impermeability, setbacks, or anything. Mr. Skaff confirmed he was not told anything.

Mayor Ford questioned whether he was furnished an Owner's Title Insurance Policy during closing. Since Mr. Skaff wasn't sure, Mayor Ford suggested that he check into it to see if he has options to remedy with other parties.

Mr. Skaff answered questions from Commissioner Waters about the timing of the Stop Work Order and subsequent events.

F. Public Comments

Robert Sax, next door neighbor to the applicant and HOA President, confirmed that the structure and pavers were there when the applicant bought the property and provided a history of storm events to explain why he believes it has no significant environmental impact from water shed.

David Thomas, contractor and father of **Latasha Smith**, spoke about his experience of being denied a permit back in 2015. He noted that the subject pergola is not tied into the house; it is tied into the sheeting and explained why he believes it is not built to Code. He commented that he would like to see them be able to keep the structure, but also wants to be able to build what he was turned down for in 2015, for his daughter.

PCDD Askew answered questions from the Commission and clarified that if they are

approved tonight, they would still have to go through the building permit process and have it inspected by the City's inspector to meet all the building Codes. She also provided additional details about the approval criteria listed on slide 14 of **Attachment A** and referred to slides 6 - 8, as she explained the issues that are part of this application, which include lot coverage, rear yard setback, side yard setbacks, and onsite stormwater.

Mayor Ford asked CA Gabriel to opine on the impact of precedent and how it would relate to future actions, especially in light of Mr. Thomas. CA Gabriel explained how each property has its own circumstances and variables and legally speaking, there is no precedent-setting regardless of what is decided. Each property is adjudicated on its own merits, on its own behalf.

When asked by Commissioner Kelly about any recourse for Mr. Thomas, PCDD Askew explained that a variance would be required for anyone to build in the setback.

G. Closing Comments/Rebuttal

Mr. Skaff provided closing remarks.

H. Commission Deliberation and Action

Commissioner Bole commented that Code Secs. 24-108 and 24-68 are clear to him.

Commissioner Kelly noted that they are not just asking for one variance.

Commissioner Ring expressed empathy for the applicants and explained that the Commission has to follow the Code as it's written. She suggested that an option could be for the applicant to seek legal counsel on the previous owners.

Commissioner Waters commented on the criteria necessary to approve the variance and on not finding a way to approve it.

Mayor Ford asked PCDD Askew if the Commission were to deny, would they have latitude to give the applicants enough time to pursue legal action against other parties, if desired. PCDD Askew explained that they can be lenient and make accommodations as long as the applicant is working with the City.

Commissioner Ring asked whether all the pavers would have to be removed, if the variance was not approved. PCDD Askew confirmed that the covered porch and all of the pavers would have to be removed and answered additional questions. She noted the code enforcement process and confirmed that you cannot ask for the same variance within 365 days.

There was a brief discussion about the pergola and the need to follow the Code.

MOTION: To deny the request for all three variances.

Motion: Michael Waters

Second: Bruce Bole

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

Motion passed 4 to 1.

Mayor Ford reiterated his concern for the applicants and his suggestion to seek legal counsel against the other parties. Mayor Ford asked staff to give all due accord to provide the applicant with ample time to seek remedy, because part of this is a financial issue. He also apologized to the applicants for not being able to grant the request.

3. ADJOURNMENT

The meeting adjourned at 6:21 p.m.

Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

APP23-0002
1110 Scheidel Court

Request for an appeal of the Community Development Board (CDB) decision for ZVAR23-0016 for a variance to Section 24-108(e) & (f) to reduce the minimum rear & side yard setback, increase the maximum impervious surface area, and Section 24-68 required on-site water retention to allow an existing unpermitted covered patio at 1110 Scheidel Court

Site Context and Details

- Located on the west side of Scheidel Court.
- 2006 neighborhood was developed by Habitat for Humanity
- Zoned Residential, General, Multi-Family (RG-M)
- Lot is 27.50 feet wide by 74.37 feet deep.



Background

The CDB denied the request finding that the request did not meet any of the required factors in Section 24-65(c) for approval.

- LDR allows appeal of the final decision of CDB by any adversely affected person(s)
- Appeals are de novo (start from the beginning). As if, the CDB hearing had not occurred.
- Per 24-49(b) the applicant must indicate that the decisions of the CDB being appealed is in conflict with or in violation of Chapter 24.
- According to the applicant's application the grounds for appeal is the following:

"Variance denial for our Pergola in regards to our hardship."

Background

- The applicant purchased the property in Jan. 2022 with the unpermitted work existing on the lot.
- On Sept. 27,2022, a stop work order was posted for construction of a covered porch without a permit, construction of a fence without a permit, and for exceeding the max. 6-foot fence height in the rear yard.



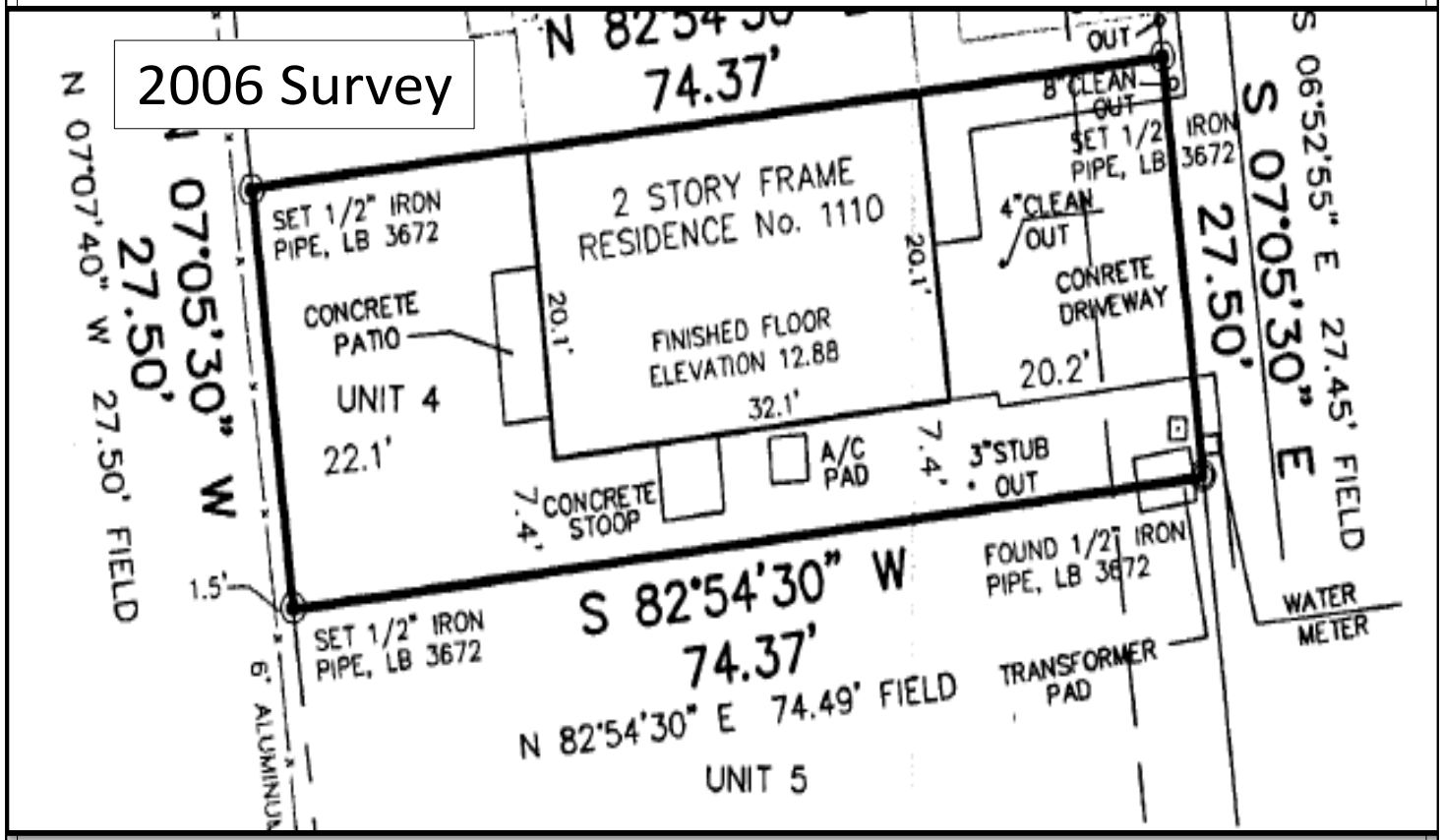
Proposed (existing) Work

- Per aerial images, the work was completed in 2021.
- The unpermitted covered porch is located in the rear yard 3.8 feet from the rear property line, 5 feet from the side (south) property line, and 5.5 feet from the side (north) property line.
- Pavers were added in the front, side and rear yard.



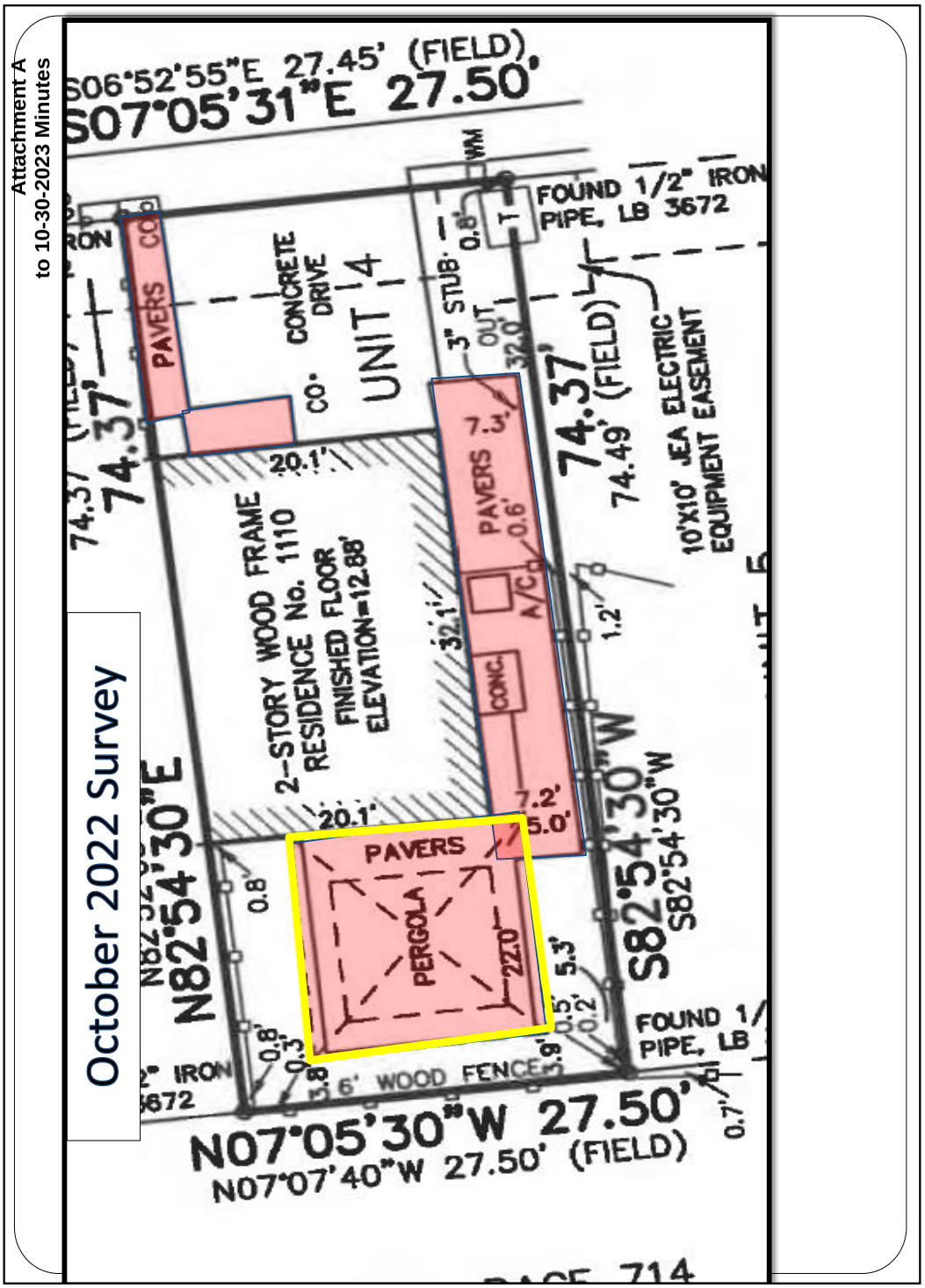


2006 Survey



Post- construction lot coverage = 51%

Attachment A
to 10-30-2023 Minutes



Need for Variance - Setbacks

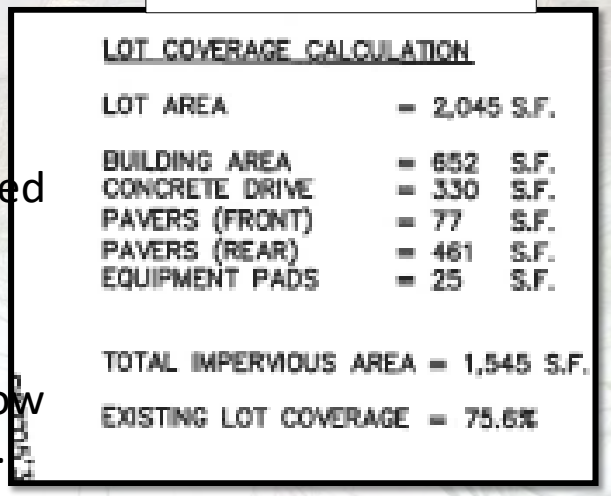
- In the RG-M zoning district, the rear yard setback is 20 feet and side yard setbacks are 7.5 feet on each side.
- According to Section 24-151(b)(2)(f), structures located closer than 5 feet to the principal structure shall be considered attached and meet the setbacks of the zoning district.
- The applicant is requesting a variance from the rear and side yard setbacks

	Setbacks in RG-M	Covered Porch Setback
Rear	20 feet	3.8 feet
Side Yard (south)	7.5 feet	5 feet
Side Yard (north)	7.5 feet	5.5 feet

Need for Variance – Impervious Surface Area

- Section 108(f)(1) states, “where lawfully existing structures and improvements on a parcel exceed this applicable percentage, redevelopment of such parcels or additions/modifications to such structures and improvements shall not exceed the pre-existing impervious surface percentage”. The post-construction lot coverage was 51% impervious.
- Pavers and covered patios are considered 100% impervious.
- The 2022 survey shows the property at 75.6% impervious surface area. The applicant is requesting a variance to allow the increase in impervious surface area.

2022 Lot Coverage Calculations



LOT COVERAGE CALCULATION

LOT AREA	= 2,045	S.F.
BUILDING AREA	= 652	S.F.
CONCRETE DRIVE	= 330	S.F.
PAVERS (FRONT)	= 77	S.F.
PAVERS (REAR)	= 461	S.F.
EQUIPMENT PADS	= 25	S.F.

TOTAL IMPERVIOUS AREA = 1,545 S.F.

EXISTING LOT COVERAGE = 75.6%

Need for Variance – On-Site Stormwater Retention

- Section 24-68(b)(2) requires on-site water retention for projects that increase the impervious surface area on the property by more than 250 square feet.
- The unpermitted pavers and covered porched added 495 square feet of impervious surface area, thus triggering on-site water retention.




Attachment A
10-30-2023 Minutes
1107 CORNELL LN
1101 SCHEIDEL CT
1103 SCHEIDEL CT
1128 SCHEIDEL CT
1115 SCHEIDEL CT

Attachment A
to 10-30-2023 Minutes



RECAP -CDB Final Decision

Denied the variance request finding that the request did not meet the grounds for approval of a variance as established in Section 24-65(c).

1. Exceptional topographic conditions of or near the property.
2. Surrounding conditions or circumstances impacting the property disparately from nearby properties.
3. Exceptional circumstances preventing the reasonable use of the property as compared to other properties in the area.
4. Onerous effect of regulations enacted after platting or after development of the property or after construction of improvement upon the property.
5. Irregular shape of the property warranting special consideration.
6. Substandard size of a lot of record warranting a variance in order to provide for the reasonable use of the property.

Grounds for Decision

APPROVAL: existence of one or more of the following Section 24-65 (c)

1. Exceptional topographic conditions of or near the property.
2. Surrounding conditions or circumstances impacting the property disparately from nearby properties.
3. Exceptional circumstances preventing the reasonable use of the property as compared to other properties in the area.
4. Onerous effect of regulations enacted after platting or after development of the property or after construction of improvement upon the property.
5. Irregular shape of the property warranting special consideration.
6. Substandard size of a lot of record warranting a variance in order to provide for the reasonable use of the property.

DENIAL:

May consider a denial upon finding that none of the requirements in 24-65 (c) exist.

Photos from applicant

**Attachment A
to 10-30-2023 Minutes**

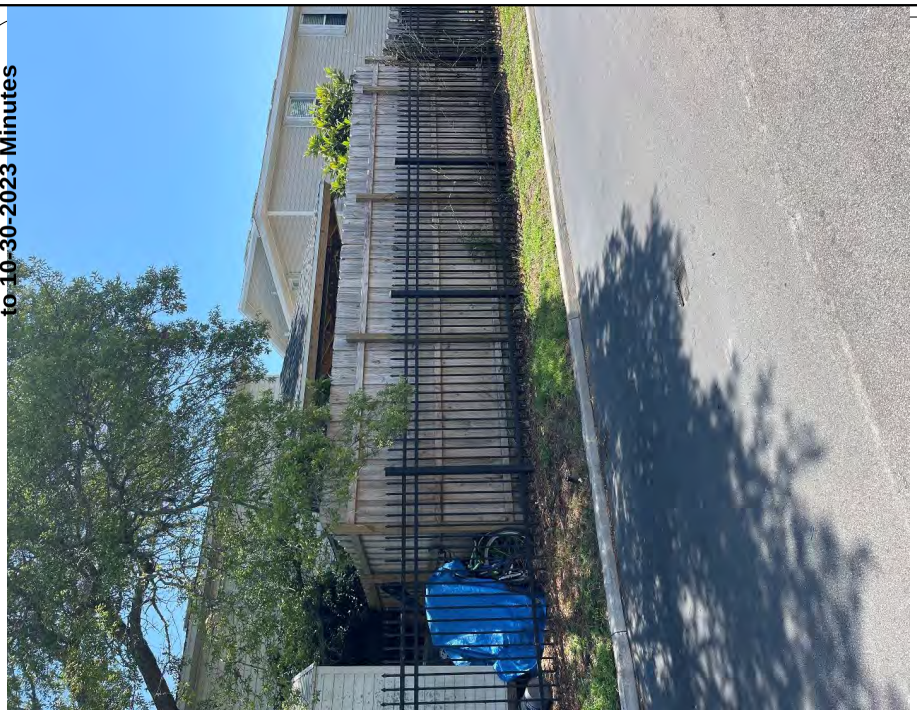
Attachment A
to 10-30-2023 Minutes

Attachment A
to 10-30-2023 Minutes





Attachment A
to 10-30-2023 Minutes

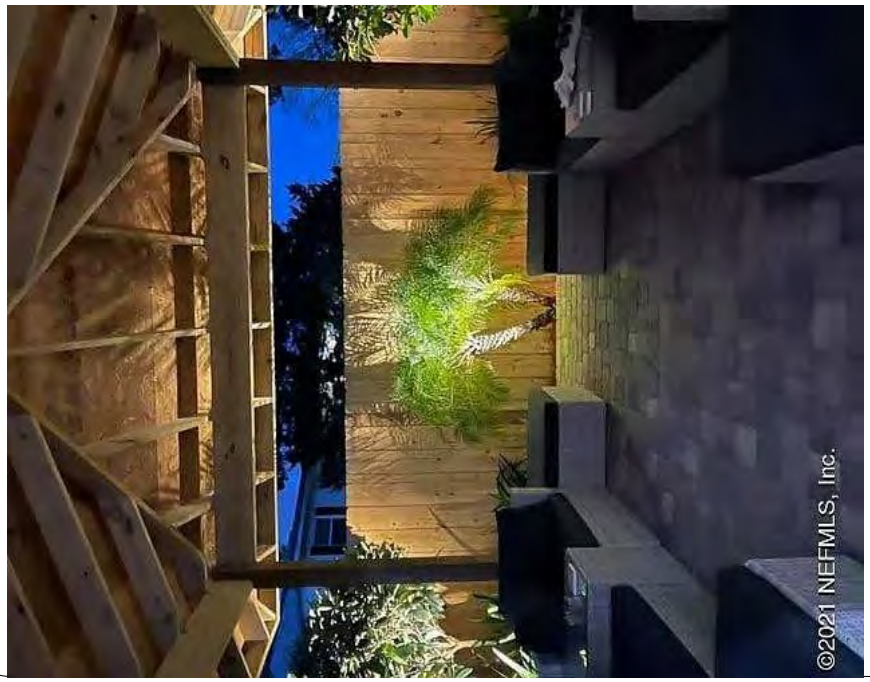




Attachment A
to 10-30-2023 Minutes

Attachment A
to 10-30-2023 Minutes





Attachment A
to 10-30-2023 Minutes





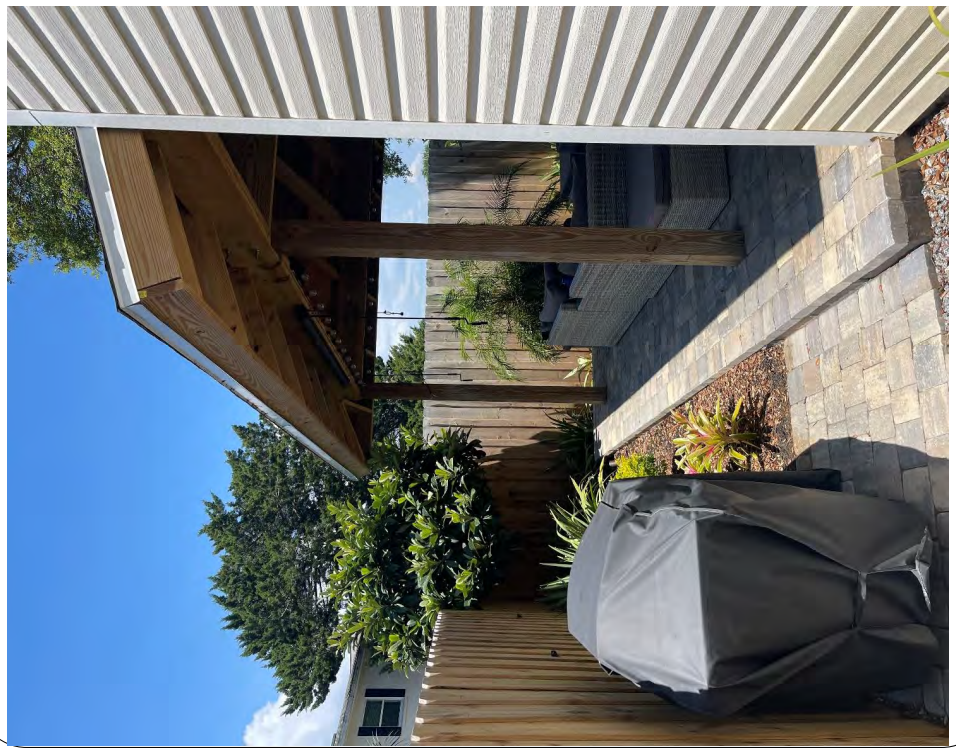
Attachment A
to 10-20-2022 Minutes





Attachment A
to 10-30-2023 Minutes





MINUTES
Regular City Commission Meeting
Monday, February 26, 2024 - 6:30 PM
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER:

Following the Pledge of Allegiance, Mayor Ford called the meeting to order at 6:30 PM. CC Bartle called the roll. Mayor Ford recognized District 13 Council Member Rory Diamond. Mayor Ford expressed that he would like to place agenda item 9A directly after the approval of minutes and to defer item 3D.

ATTENDANCE:

Present:
Curtis Ford, Mayor - Seat 1
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:
William B. Killingsworth, City Manager (CM)
Kevin Hogencamp, Deputy City Manager (DCM)
Jason Gabriel, City Attorney (CA)
Donna Bartle, City Clerk (CC)
Ladayija Nichols, Deputy City Clerk (DCC)
Troy Stephens, Utilities Director (UD)

1 APPROVAL OF MINUTES

1A. Approve minutes of the Regular Commission Meeting held on February 12, 2024.

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

9. ACTION ON ORDINANCES

9.A. ORDINANCE NO. 20-24-171, Public Hearing and Final Reading
AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF ATLANTIC BEACH, FLORIDA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024, AND PROVIDING AN EFFECTIVE DATE.

Mayor Ford read the title of the ordinance.

DRAFT

CM Killingsworth explained the ordinance as detailed in the agenda packet.

The public hearing was opened and CC Bartle called each speaker to the podium.

Linda Lanier spoke about the purchase of the Almost Home property.

Ellen Glasser provided a handout (which is attached hereto and made part of this Official Record as **Attachment A**) and spoke about the use of the Almost Home property.

Nancy Staats spoke about the use of the Almost Home property.

Jeannie Gabrynowicz encouraged the Commission to decide on the use of the building before making the purchase.

Dawn Scott expressed opinions on the use of the Almost Home property.

Susanne Barker reported ideas that were expressed at an Atlantic Beach Preservation meeting.

Lenny Jevic spoke about the Almost Home property.

Falon Sexton expressed concerns regarding the Almost Home property.

The public hearing was closed.

CM Killingsworth reported on the reserves as detailed in an email (which is attached hereto and made part of this Official Record as **Attachment B)**. Mayor Ford expressed that he does not have any interest in spending the required twenty-five percent reserves.

Commissioner Ring thanked the public for their opinions and expressed support for the purchase of the Almost Home property.

Commissioner Waters spoke in support of purchasing the Almost Home property.

Commissioner Bole expressed his support in purchasing the Almost Home property and inquired about recurring costs.

Commissioner Kelly spoke about various projects that she supports, emphasized the importance of due diligence, and expressed support for the Almost Home property.

Mayor Ford spoke in support of purchasing the Almost Home property.

2-26-24 Attachment A
2-26-24 Attachment B

DRAFT

MOTION: Approve Ordinance No. 20-24-171, Public Hearing and Final Reading.

Motion: Jessica Ring
Second: Bruce Bole

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

Motion passed 5 to 0.

RECESS
The meeting recessed from 7:23 PM to 7:28 PM.

2. COURTESY OF FLOOR TO VISITORS

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

PUBLIC COMMENT

Each speaker was called to the podium.

Brinkley Harrell spoke about the reserves and agenda item 8A.

Carolyn Zisser spoke about agenda item 3B, expressed that she would like to see a dedicated senior citizen center, and mentioned that she is happy about the report on the City's reserves.

CC Bartle read the name from the citizen who did not wish to speak as follows:

Cindy Anderson

Mayor Ford invited Councilman Diamond up to the podium to speak. Councilman Diamond briefly spoke about the previous grant awarded to COAB from City of Jacksonville (COJ) and also mentioned that COAB will be included to receive an additional grant from COJ.

3. CITY MANAGER REPORTS

3.A. Accept the 90-Day Calendar (Mar. - May 2024)

CM Killingsworth reported as detailed in the agenda.

There was a ***CONSENSUS*** to approve the 90-Day Calendar.

DRAFT

3.B. Capital Improvement Plan

CM Killingsworth provided the following updates:

- Water treatment plant (WTP) 1 is a $992,000 project and the construction is expected to start on April 23, 2024.
- WTP 2 is a $1.3 million project that hasn't started yet but is being put out for a design build contract.
- Hydropneumatic pump for WTP 1
- Described a redistribution of funds to various projects.
- There is a service line and valve replacement ongoing for potable water distribution.
- $200,000 was designated for 110 linear feet (ft) of 12 inch (in) pipe along Mayport Road and is now complete.
- $197,000 is designated for a different section of Mayport Road to include 250 ft of 12 in PVC pipe. There is 100 design for this project and staff is currently reviewing the plans.
- The digester catwalk at the wastewater treatment replacement will cost $185,000.
- There is a $300,000 project to construct a hypochlorite building and staff is waiting on the design.
- Described a redistribution of funds for other various projects.

CM Killingsworth welcomed suggestions from the Commission regarding items that should be included in a survey (which is attached hereto and made part of this Official Record as **Attachment C**).

The Commission directed CM Killingsworth to prepare an ordinance to appropriate funds for the lifeguard station.

UD Stephens answered questions from the Commission.

CM Killingsworth provided a copy of the Commission's work from the priority setting meeting (which is attached hereto and made part of this Official Record as **Attachment D**).

2-26-24 Attachment C
2-26-24 Attachment D

3.C. Reserve Impact

This item was addressed with item 9A.

3.D. Ahern Project

This item was deferred.

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS
Commissioner Kelly

DRAFT

- Mentioned that she got an email from the Florida League of Cities regarding a lawsuit pertaining to Form 6. CA Gabriel provided a synopsis of what this lawsuit entails and mentioned that he would look into this issue further.

Commissioner Bole

- Expressed gratitude for citizen participation at meetings and encouraged everyone to continue to attend meetings and reach out to their elected officials to have their concerns addressed.

Commissioner Ring

- Expressed gratitude for the lifeguard station's funding progress.
- Recommended that the Arts, Recreation, and Culture Committee give suggestions regarding the uses of the Almost Home property.

Commissioner Waters

- Spoke about tree trimming that occurred on 18th Street.

Mayor Ford

- Spoke to a comment made during public comments.

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

None.

7. COMMITTEE REPORTS

7.A. Arts, Recreation, and Culture Committee

Lisa Goodrich, Chair, provided updates as detailed in a handout (which is attached hereto and made part of this Official Record as **Attachment E**) and answered questions from the Commission. The Commission thanked Ms. Goodrich for her work.

2-26-24 Attachment E

7.B. Reappointment to Police Officers' Pension Board of Trustees

MOTION: Reappoint him (Robert Liggero) to the (Police Officers') Pension Board of Trustees.

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

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

Motion passed 5 to 0.

DRAFT

8. ACTION ON RESOLUTIONS

8.A. RESOLUTION NO. 24-10

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2324-03 FOR 20th STREET LIFT STATION ACCESS WIDENING; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Mayor Ford read the title of the resolution.

CM Killingsworth explained the resolution.

UD Stephens answered questions from the Commission.

MOTION: Defer Resolution No. 24-10 as read (to the March 11, 2024 meeting).

Motion: Candace Kelly
Second: Michael Waters

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

Motion passed 5 to 0.

10. MISCELLANEOUS BUSINESS

None.

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

None.

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER

Commissioner Bole

- Spoke about a squad reunion that he attended.
- Expressed excitement for the growth of the farmers market.

Commissioner ring

- Expressed that she is happy about the lifeguard station.

Mayor Ford

- Expressed gratitude for the AB community.

13. ADJOURNMENT

The meeting adjourned at 8:24 PM.

DRAFT

Attest:

Donna L. Bartle, City Clerk	Curtis Ford, Mayor

Date Approved:_____

DRAFT

Attachment A to
2-26-24 Minutes

Handout - E. Glasser 2/26/24

Recommendations by the Council on Health and Well-Being
Atlantic Beach 2022

- Each recommendation connects to one or more of the Atlantic Beach City Commission 2022 Priorities (for a full list of Commission Priorities, see Appendix C). These are suggested connections for continued dialogue. The following abbreviations are used at the end of each recommendation:
  - **L** = Livability
  - **EL** = Environmental Leadership
  - **PB** = Planning and Budgeting
  - **M** = Mayport Road Corridor & Marsh Side
  - **T** = Multi-Modal Transportation Management
  - **CS** = City Services

January 2022: Census and Youth Risk Behavior Data

1. Identify local gaps and needs for programs and plans directed toward senior citizens. **[L CS]**
2. Identify local gaps and needs for programs that address alarming youth trends in the areas of physical activity, substance abuse, and mental health issues. **[L, PB, CS]**
3. Support initiatives and continue to improve other tools to engage residents and improve the accessibility of programs throughout the city. **[L, T]**
4. Ensure that COAB programs and grant recipients comply with state guidelines regarding training and background checks. **[PB, CS]**

May 2022: Vulnerable Populations

1. Seek to quantify the number of Atlantic Beach residents that fall into vulnerable populations. **[L, CS]**
2. Seek ways to provide better services for transient populations. **[L, CS]**
3. Continue to build and strengthen relationships with organizations like Mission House and the Sulzbacher Center with their Beaches Hope Team. **[L, PB, CS]**
4. Explore transportation options for residents (with JTA) to critical services. **[L, M, T, PB]**
5. Explore how to link housing density with affordable housing within commercial areas. **[L, PB]**
6. To address the opioid crisis, recommend: **[CS]**
   - Expanding Project Save Lives (peer support counselors in selected emergency rooms) to include the Beaches Baptist Emergency Room.
   - Development of free opioid education/distribution strategies that include information about Narcan (a nonprescriptive drug used to treat narcotic overdoses in emergency situations).
   - Provide an addiction resource list (like the "Beaches Community Resources" list on the COAB website).

Attachment A to
2-26-24 Minutes

June 2022: Youth: Challenges and Possibilities

1. Promote a walkability campaign (like ABE's "Walk and Roll") that, among other benefits, will help to mitigate traffic and parking issues on Sherry Drive during school drop-off and pick-up times. **[L, T]**
2. Explore a five-pronged approach to promote and educate about local farmers' markets **[L, PB, CS]**:
   - Develop an advertising/educational campaign about the benefits of FMs;
   - Find options for those with transportation issues to reach FMs;
   - Advocate for the Atlantic Beach Farmers Market to begin accepting SNAP payments; and
   - Help develop symbiotic relationships between community centers and the Atlantic Beach Farmers Market.
3. Work to address the food desert on north Mayport Road Corridor, and work with the City of Jacksonville to get a grocery store there. **[L, M, CS]**
4. Promote partnerships with churches, FMs, and other community resources. **[CS]**
5. Promote financial assistance for ABE enhancements, assuring that the Joint Use Agreement keeps the outdoor area available to the community when school is out. **[PB]**
6. Increase focus on grants that address food insecurity and physical activity programs for youth. **[L, CS, PB]**

August 2022: Community Engagement and Purpose

1. Promote the Mayor's Council on Health and Well-Being's final report of recommendations and all actions taken to address the recommendations. **[L, M]**
2. Develop and support volunteer recruitment and volunteer services to help the city's Recreation Department outreach. **[CS]**
3. Assure that appropriate background checks have been conducted on adult volunteers working with children as part of city programs. **[CS]**
4. Collaborate on a "Friends of the Parks" volunteer model for all Atlantic Beach parks. **[EL, T]**
5. Support the Beaches Town Center Agency's suggestions to implement traffic and pedestrian safety strategies. **[T]**
6. Renovate or expand the Gail Baker Center to allow for additional space to better accommodate our senior citizens. **[L, PB]**
7. Consider implementing an Autism Awareness Program or other similar programs. **[L]**

September 2022: Mental Wellbeing

1. Learn how the Here Tomorrow model can fit in with addiction issues. **[L, CS]**
2. Encourage the Commission to promote more state funding for mental health services. **[L, CS, PB]**
3. Offer mental health education/training (like the "Mental Health CPR" workshop) to all staff. **[L, CS, PB]**
4. Advocate throughout the state and with state legislators for the Here Tomorrow model. **[L, CS]**
5. Provide a focus on K-12 and college-aged student suicide prevention and opioid addiction awareness. **[L, CS]**

Attachment B to
2-26-24 Minutes

2/26/24 B. Killingsworth

I forgot one scenario (8).

Being that the audit for FY 2023 has not been completed all numbers below are approximate values as of today.

FY 2024 Unassigned Fund Balance is $5,354,230 – 30% of General Fund expenditures. Below you will see what the fund balance would fall to given the scenario:

1. Dora Drive, Almost Home and Lifeguard Station - 21%
2. Dora Drive and Almost Home – 25%
3. Dora Drive and the Lifeguard Station – 26%
4. Almost Home and the Lifeguard Station – 21%
5. The Lifeguard Station – 26%
6. Almost Home – 25%
7. Dora Drive – 30%
8. Apply Dora Drive to Almost Home and Lifeguard – 27%

Please let me know if there are additional scenarios you'd like me to include and/or if you'd like to discuss.

Brittany

Attachment C to
2-26-24 Minutes

2/26/24 B. Killingsworth

City of Atlantic Beach Community Center Survey
February 23, 2024

The City soon will be expanding and renovating the Gail Baker Community at Donner Park and is contemplating purchasing a former nursing facility (Almost Home) next to Beaches Veterans Memorial Park for use as a community center. Please help the City determine the future uses of these facilities by participating in this survey. This is not your only opportunity to participate in this decision. Your say is welcome at all public meetings and you are encouraged to provide direct input as you see fit, including by email to City staff at info@coab.us and to the City Commission at electedofficials@coab.us. Phone calls on this topic are welcome at (904) 247-5804.

The Background

Gail Baker Community Center, 2072 George St.

The City has $500,000 in City of Jacksonville funding to expand/refresh the center, which has three primary functions: Serving as home to the Boys and Girls Clubs of Northeast Florida (www.bgcnf.org) afterschool and summer programs for teens; hosting City senior programming and other community activities; and being available for rent on weekends for parties, meetings, etc. (www.coab.us/recpermits). It has a full kitchen and restrooms.

Looking forward, whatever the future beholds for the Gail Baker Center, the City aspires incorporate the facility as a resiliency hub, as well. (See www.coab.us/resiliencyhub.)

Former Almost Home building, 100 W. First St.

The City is negotiating the potential purchase of the former Almost Home Beaches building abutting Beaches Veterans Memorial Park, at 100 W. First St. off Mayport Road and Atlantic Boulevard, next to American Legion Post 316. The building has about 4,000 square feet and a large parking lot in front. Because of the size of the Almost Home Beaches building it is possible to have an abundant number of uses if the building is renovated.

DRAFT

Attachment C to
2-26-24 Minutes

With about 1.5 acres, Beaches Veterans Memorial Park has a military memorial area, large stage/amphitheater, basketball court, playground, restrooms, and a covered seating area with a picnic table.

The Survey

1. **Please list programs or activities you would like to see offered for the following age groups at City community centers (e.g. nature activities, athletic leagues, educational events fitness classes, art workshops).**
   - Children _____
   - Teenagers _____
   - Adults _____
   - Seniors _____

2. **What are the biggest unmet needs that a community a center could address?**

   _____

3. **How can the center be inclusive and welcoming to diverse members of the community?**

   _____

4. **Please rank the times of day would you/your family be most likely to participate in City programs or activities?**
   - Weekday mornings
   - Weekday evenings
   - Saturday mornings

5. **What existing nonprofit organizations or programs can the City collaborate with to enhance its community center offerings?**

   _____

6. **What veterans' services should the City consider providing or making available?**

   _____

DRAFT

Attachment C to
2-26-24 Minutes

7. **What are your concerns or reservations, if any, about opening a new community center?**

_____

8. **Aside from after-school and summer youth programming, please rank the following current and prospective uses for the Gail Baker Community Center in order of your highest priority:**
   - Adult day care
   - Art gallery and classes
   - Classroom/study rooms
   - Multi-purpose room (large flex space)
   - Saturday-morning activities for children
   - Senior activities/programs
   - Technology access (computer and internet)
   - Tutoring services
   - Yoga/tai chi (or similar) studio
   - Other (please specify) _____

9. **In addition to veterans' services, please rank the following prospective community center uses for the Almost Home facility in order of your priorities:**
   - Adult day care
   - Affordable housing
   - Art gallery and classes
   - Classroom/study rooms
   - Day care
   - Fitness center
   - Indoor community pool
   - Indoor pickleball courts
   - Indoor soccer
   - Indoor volleyball and basketball courts
   - Non-profit incubators
   - Senior services

DRAFT

- Services for people with special needs
- Social services other than what is listed
- Technology access (computer and internet)
- Tutoring services
- Transitional housing for women veterans
- Yoga/tai chi (or similar) studio
- Other (please specify) _____

10. If rehabilitating the Almost Home facility turns out to be cost-prohibitive, please rank the following prospective uses for the property:

- Bike/skate park (small-scale akin to Sunshine Park's)
- Climbing wall
- Community pool
- Community gardens
- Compost station for community
- Covered pavilion with picnic tables
- Farmer's market
- Open space incorporated with Beaches Veterans Park
- Parking overflow for Beaches Veterans Memorial Park
- Pickleball courts
- Playground
- Other (please specify) _____

11. Please provide any additional feedback you have for services and/or use of these two facilities

DRAFT

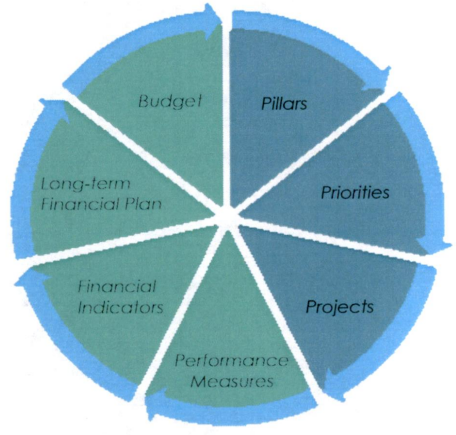
The makings of a strategic plan

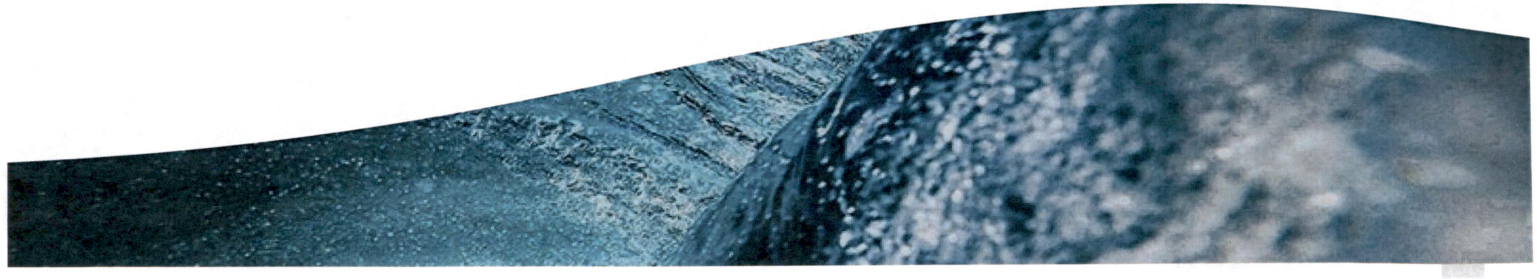
City of Atlantic Beach, Florida

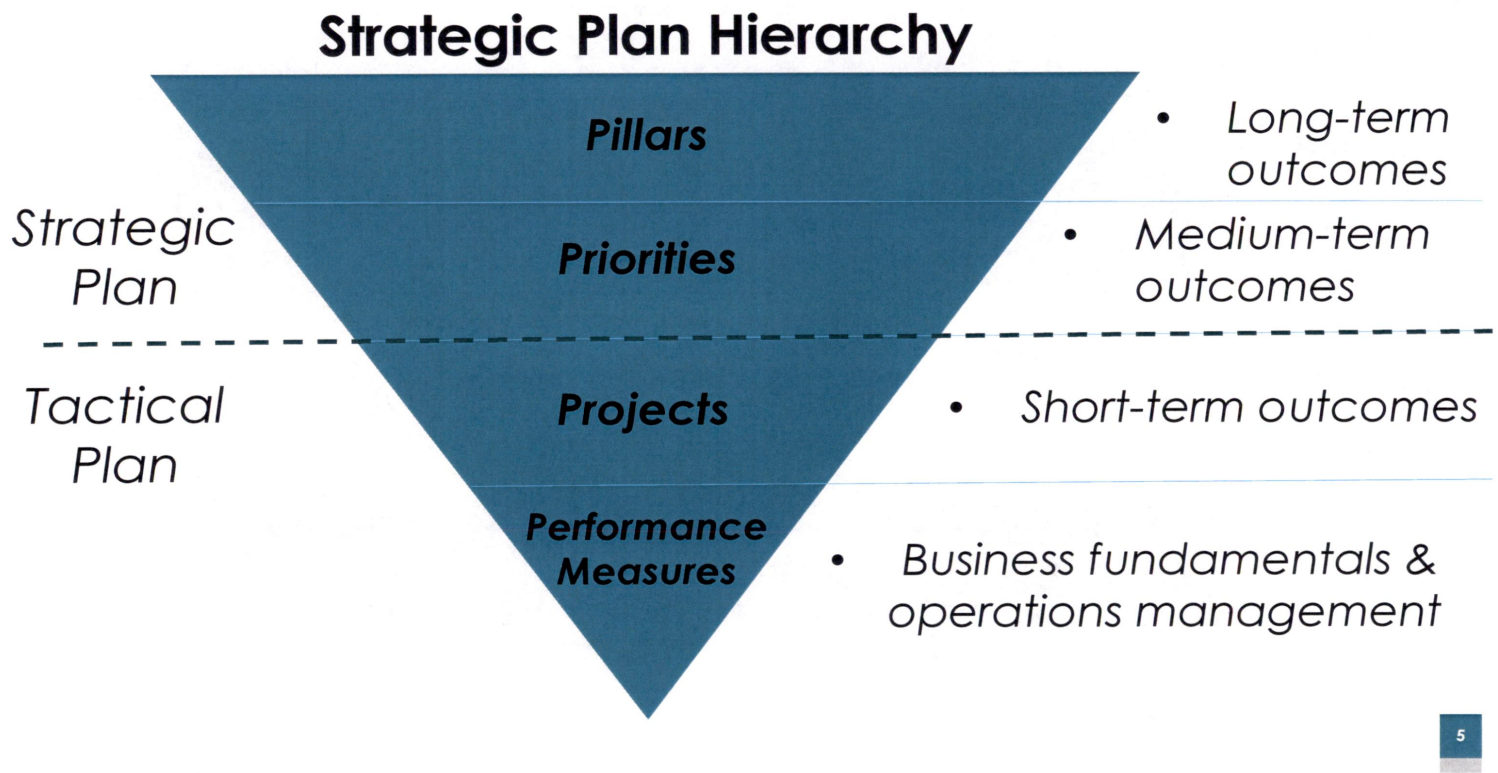

Vision Statement
In Atlantic Beach, we have a strong sense of belonging and safety. Our citizens and government care deeply about community character, and understand that unified support is required to preserve it. We are graced with the functional beauty of our beach, our marsh, and our tree canopy. Our shady streets and multi-use paths connect our welcoming neighborhoods and vibrant local businesses. Our city supports our diverse, multigenerational, socially linked community with green spaces, active lifestyles, parks, and programming.

Mission Statement
The place to be,
through exceptional public services.

Pillars, priorities, and projects






Strategic Plan Hierarchy
Pillars
Priorities
Projects
Performance Measures
Strategic Plan
Tactical Plan
• Long-term outcomes
• Medium-term outcomes
• Short-term outcomes
• Business fundamentals & operations management
5

Strategic Plan Pillars



Create a strong sense of belonging and safety

	Priorities
1.0	***Establish safety standards for e-bikes.***
1.1	*The Chief of Police will introduce an ordinance establishing standards by December 2024.*
2.0	***Develop a customer-centric culture.***
2.1	*The Deputy City Manager will develop an ongoing system for tracking the customer experience by December 2024.*
2.2	*The Deputy City Manager will provide level 1 training to all employees and level 2 training to all public facing employees focusing on the customer experience by March 2025.*

Preserve community character

	Priorities
1.0	***Review Code Enforcement policies.***
1.1	*The Planning Director will review policies and code regarding proactive versus reactive code enforcement by December 2024.*
1.2	*The Planning Director will recommend changes to code enforcement policies and/or code by December 2024.*
1.3	*The Planning Director will create a written procedural manual by March 2025.*
2.0	***Establish policies to preserve the marshfront.***
2.1	*The Planning Director will propose objectives to the City's Comprehensive Plan specific to the marsh prior to the Plan's adoption.*
2.2	*The Planning Director will develop a marsh protection education campaign by March 2025.*
2.3	*The Planning Director will identify marsh priority projects consistent with the Adaptation Plan update by August 2025.*

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Preserve community character

	Priorities
3.0	***Reassess the Stormwater Master plan.***
3.1	*The City Engineer will develop scope of work for the Stormwater Master Plan Update by March 2025.*
3.2	*The City Engineer will propose methods to accelerate the Stormwater Master Plan by December 2024.*
4.0	***Establish sustainability goals.***
4.1	*The Planning Director will identify sustainability goals for City projects, City buildings, and City land by September 2025.*

9

Connect our neighborhoods and businesses

	Priorities
1.0	***Be ranked a gold standard bike friendly community.***
1.1	*The Deputy City Manager will conduct a bicycle-friendly self-assessment by March 2025.*
1.2	*The Deputy City Manager will engage community stakeholders by March 2025.*
1.3	*The Deputy City Manager will apply to the League of American Bicyclists' Bicycle Friendly Community recognition by August 2025.*
2.0	***Prioritize projects to implement the Connectivity Plan.***
2.1	*The Planning Director will develop an implementation schedule by March 2025.*
2.2	*The Planning Director will propose amendments the CIP with prioritized projects to implement the Connectivity Plan by June 2025.*

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Promote a socially linked community through green spaces, active lifestyles, parks, and programming

	Priorities
1.0	***Create a plan to remedy gaps in Arts & Recreation programming.***
1.1	*The Deputy City Manager will propose an organizational change that supports Arts & Recreation programming by April 2024.*
1.2	*The Deputy City Manager will identify gaps in current Arts & Recreation Programming by December 2024.*
1.3	*The Deputy City Manager will propose a program of Arts and Recreation to meets the needs of the community April 2025.*
2.0	***Prioritize projects to implement the Parks Master Plan.***
2.1	*The Planning Director will develop a prioritized list of projects from the Parks Master Plan by December 2024.*
2.2	*The Planning Director will propose amendments the CIP to implement the priority projects from the Parks Master Plan by March 2025.*

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Maintain a strong financial condition suitable for implementing the City's vision

	Priorities
1.0	***Establish a risk management program for city facilities and contracts.***
1.1	*The Risk Management Officer will identify at least five best practices regarding risk management for city facilities and contracts from other municipalities by March 2024.*
1.2	*The Risk Management Officer will propose to the City Manager policies and procedures that identify, evaluate, mitigate and monitor potential liabilities to the City regarding city facilities and contracts by May 2024.*
2.0	***Review fleet maintenance and replacement policies.***
2.1	*The Chief of Police will identify best practices for fleet management by May 2024.*
2.2	*The Chief of Police will propose changes to city fleet management policies by July 2024.*
3.0	***Analyze cost-benefits of outsourcing permitting inspection.***
3.1	*The Planning Director will collect data to analyze the cost-benefits of outsourcing permitting inspection by March 2025.*
3.2	*The Planning Director in coordination with the Finance Director will prepare a cost-benefit analysis of outsourcing permitting inspection by June 2025.*
3.3	*The Planning Director will provide a recommendation to the City Commission by June 2025.*

12

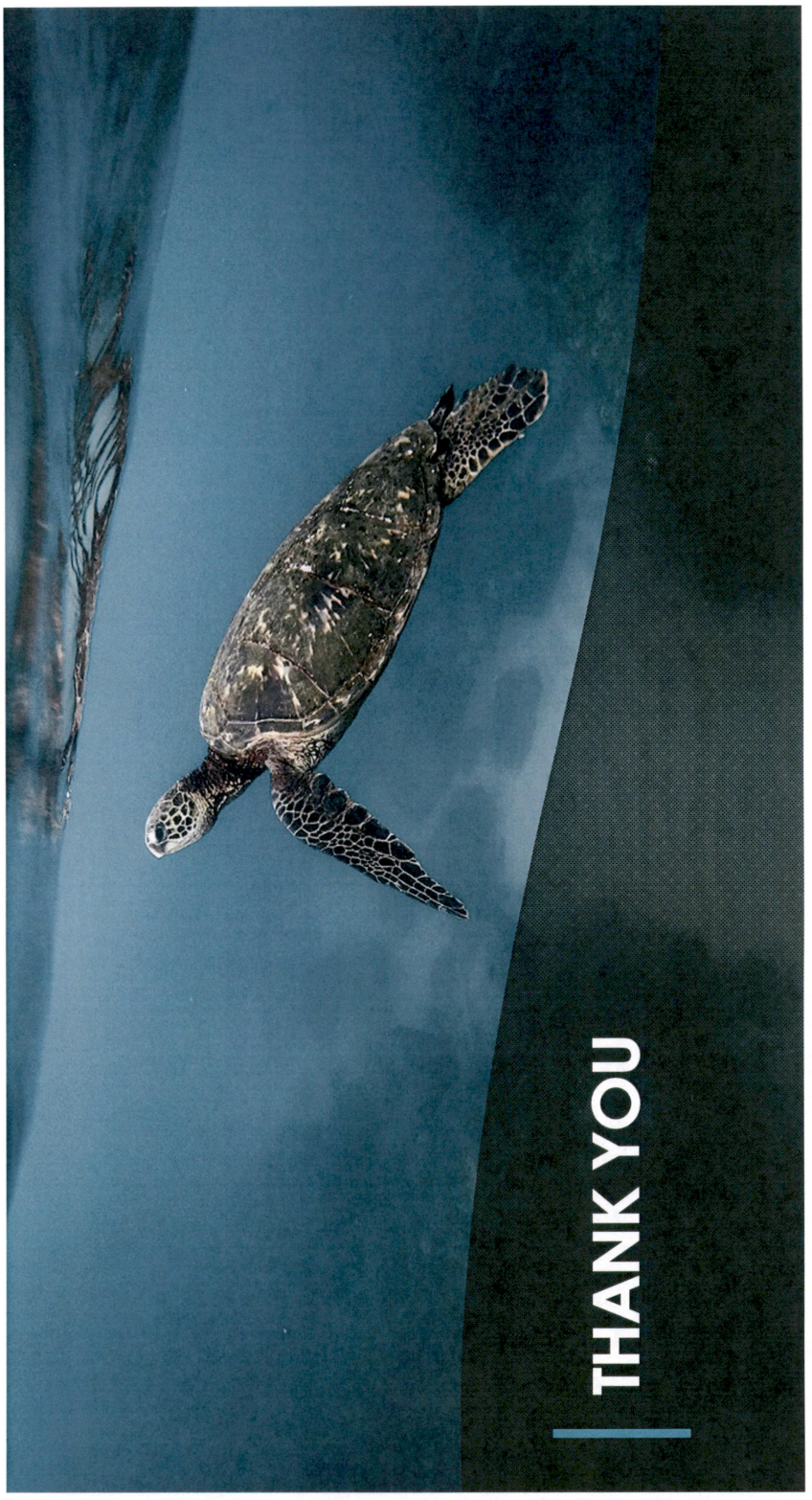
Maintain a strong financial condition suitable for implementing the City's vision

	Priorities
4.0	***Cultivate relationships to demonstrate the need for resources and cooperation.***
4.1	*The Deputy City Manager will identify opportunities to build relationships between city elected officials and other elected officials by May 2024.*
4.2	*The Deputy City Manager will identify organizations for the city to participate in and/or partner with that will leverage the city's needs by December 2024.*
5.0	***Use data and budget analysis to understand fiscal effects prior to budget approval.***
5.1	*The Finance Director will develop financial condition indicators to understand impacts to the budget due to socio-economic and policy changes by August 2024.*
5.2	*The Finance Director will create a standardized way of reporting fund changes due to project budget amendments by October 2024.*
6.0	***Provide regular updates on project timelines and finances.***
6.1	*The City Engineer will develop a system to track project timelines and finances by December 2024.*
6.2	*The Directors will systematically report changes to project timelines and finances by December 2024.*
6.3	*The Deputy City Manager will systematically update the website with project timelines and finances by January 2025.*

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Performance measures and financial indicators

Long-term Financial Plan and Budget



Attachment D to
2-26-24 Minutes

Attachment E to
2-26-24 Minutes

2/26/24 Handout. -L. Goodrich
Item 7A

ARTS, RECREATION & CULTURE COMMITTEE PRIORITIES

COMMUNICATIONS

Improve communications and marketing systems.

- Develop and implement strategies to ensure residents are fully aware of arts, recreation and cultural programs available to them such as:
  - QR code surveys
  - Signage
  - Mailing
  - "Disney-style" maps of parks
  - Scavenger hunt (Turtle Crawl described below)
- Improve the City website's navigability to enable users to more efficiently get the information they are seeking.
- Develop and publish a catalogue of departmental and grantee programming.
- Utilize surveys to obtain customer feedback and publicly share the results.

PROGRAMMING

Enhance arts, recreation and culture programming.

- Conduct an analysis to identify programming gaps and devise a strategy to close the gaps.
- Plan and implement a "Turtle Crawl" throughout COAB Parks and certain outdoor locations of historic significance. Turtle Crawl is intended to be a scavenger hunt-type program whereby small, permanent, bronze turtles are installed throughout the city. A paper or electronic map will be designed and accessible to the public through Adele Grage or City Hall. When families and citizens search for and discover turtles, they can either read a plaque or utilize a QR code to learn about the historic significance of that specific location.

HUMAN RESOURCES & COLLABORATION

Boost the Cultural Arts & Recreation Department's productivity and efficiency.

- Analyze whether the amount of city staffing meets the community's needs and expectations, and devise a strategy to adjust the staffing level, as needed.

Revised January 30, 2024, ARCC Workshop

**Attachment E to
2-26-24 Minutes**

Key Timeline for FY 2024-25 Grant Period

May 27, 2024	Grantees Progress and Final Reports Due
Week of June 11, 2024	Public meeting to review grant and FAQs. (Potential applicants are invited to attend, but attendance is not mandatory.)
June 17, 2024	Electronic Request for Proposal goes live. Press release issued.
July 28, 2024 – 11:59 p.m.	Deadline for FY 2024-25 Arts, Recreation & Cultural grant proposals. The Recreation Director will collect all applications as they are received and forward eligible applications to the Arts Recreation and Cultural Advisory Committee (ARCC) within three (3) days of submission deadline.
August 5, 2024	Notify semi-finalists, who will be required to present a brief summary of their proposal and answer questions from the ARCC.
August 30, 2024 9 a.m. to 5 p.m.	MANDATORY presentations to the CARAC. Specific times of the presentations TBD.
September 10, 2024	Cultural Arts & Recreation Committee will vote and make recommendations on funding at this regularly scheduled meeting.
October 14, 2024	Committee presents grants recommendations to the City Commission at this regularly scheduled meeting.
October 16, 2024	Applicants are notified regarding awards.
October 16, 2024 – November 23, 2024	- Grant agreements are dispersed and required to be returned along with the required documents to receive funds. - Grantees are provided a rubric for progress/final reports - Payments to schools; ongoing events receive incremental payments.

Attachment E to
2-26-24 Minutes

City of Atlantic Beach

Arts & Recreation
Contribution Grant Application

FY 2024-2025

ORGANIZATIONS & INDIVIDUALS

Attachment E to
2-26-24 Minutes

Thank you for your interest in applying for an Arts & Recreation Contribution Grant from the City of Atlantic Beach. Here, in Atlantic Beach, we place a high priority on arts and recreation as a key indicator of a good quality of life for our residents; therefore, our City Commission has allocated funding for FY2024-2025 to support these activities.

If you've applied for a grant in the past, you'll find that we've made some changes. First, it is no longer necessary for applicants to have 501(c)3 nonprofit status so long as your project or program adheres to our stated giving guidelines. Second, to encourage a variety of programming year to year, we *may* be recommending that your project become a regular city project if you've been funded for three years or more. This policy went into effect in our 2023-2024 grant cycle. We will continue evaluate these on a case-by-case basis. Finally, we've moved the entire process online to save some trees, as we here in AB are always wont to do.

We are, however, still adhering to the relevant code pertaining to contributions:

Add the code here, though I don't think it's necessary to write out the whole thing, maybe just the Ordinance numbers?

Please note the timeline we have outlined within this application. One other heads up, we will be requiring each recipient to submit a Final Report at the end of this grant cycle. A sample of what to expect is attached in the Appendix.

Let's get started...

Attachment E to
2-26-24 Minutes

REQUEST FOR PROPOSAL (RFP)

October 1, 2024-September 30, 2025

City of Atlantic Beach Arts & Recreation Contribution Grant
Giving Guidelines and Eligibility Requirements

1. The City of Atlantic Beach seeks to support arts and recreation events and programs that are physically and financially accessible to all residents, with priority consideration given to events or programs that are held within COAB city limits.
2. The City of Atlantic Beach will NOT consider grants for:
    a. Organizations that discriminate, including but not limited to, on the basis of race, gender, gender identity, sexual orientation, ethnic orientation, country of origin, citizenship, veteran, or disability status.
    b. Religious organizations, unless they are engaged in programs that are secular and benefit a broad base of the community.
    c. Political groups.
3. Programs and/or events must be completed within the fiscal year of this grant award.

Grant Expenditures and Accountability

1. The maximum grant awarded is $5,000.
2. Grant recipients are required to maintain and provide financial records to support claimed expenditures pertaining to the successful completion of the project or event. (In other words, show us how you spent the money.)
3. On-going projects or programs will be required to submit a mid-term Progress Report at a milestone determined by the City Staff. Mid-term Progress Reports will be submitted to the Arts & Recreation Committee.
4. Upon completion of program or event, a Final Report outlining the success of the event or program will be submitted to the Arts & Recreation Committee. Any media produced highlighting the event or program should be included in this Final Report along with lessons learned and opportunities for improvement, if any.
5. Significant non-compliance issues will be taken into consideration and may affect future funding by COAB.

For more information, please contact:

City of Atlantic Beach Recreation Office
Director, Ms. Latrenia Thomas
lthomas@coab.us (preferred method of contact)
(904) 247-5828

Attachment E to
2-26-24 Minutes

Key Timeline for FY 2024-2025 Grant Period:

May 27, 2024	2023-2024 Grantees Progress and Final Reports Due
Week of June 11, 2024	Public meeting to review grant and FAQs. (Potential applicants are invited to attend, but attendance is not mandatory.)
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Attachment E to
2-26-24 Minutes

To gain access to the application, please answer the following questions:

(NOTE TO APPLICATION PROGRAMMER: Answers indicated in RED should preclude advancing to the application.)

1. Does your program pertain to cultural arts and/or recreation?
    a. Yes.
    b. No.
2. Has your project/program received an Arts & Recreation grant in the past?
    a. Yes. When, and how much did you receive? Upload your Final Report from previous year's funding.
    b. No, this is my first time applying.
3. Are you prepared and committed to recognizing COAB as a supporter of your project/program in all your printed and social media?
    a. Yes.
    b. No.
4. Are you prepared and committed to providing COAB with information and material that will be shared by COAB in public event notification?
    a. Yes.
    b. No.
5. Are you prepared and committed to providing COAB with year-end data and measurement of success?
    a. Yes.
    b. No.
6. Will your project/program be performed in Atlantic Beach?
    a. Yes. Move on to application.
    b. No. Do you have data to suggest Atlantic Beach residents have historically participated in your programming?
        i. Yes. What percentage of your audience/participation is attended by Atlantic Beach residents?
        ii. No. I'm sorry; your project/program does not qualify for COAB funding at this time.

Attachment E to
2-26-24 Minutes

APPLICATION:

NAME OF PROGRAM/EVENT: _____

1. **Participation (Max 10 points)**
   a. Location(s) where program will take place
   b. Number of attendees/participants who are Atlantic Beach residents
   c. Total estimated number of participants
   d. Frequency or duration of program/event (e.g., 1 time event for 2 hours, or 1 time/month for 1 hour, etc.)
   e. Is the event open and accessible to all residents of Atlantic Beach who may want to participate?
      i. Yes.
      ii. No. Please describe why. *250 word limit*

2. **Need (Max 10 points)** – Briefly describe any community needs or gaps that the program/event is intended to address. *250 word limit*

   Reviewers will consider the following questions when assigning points:
   a. Is there a demonstrated need for the program/event?
   b. Is the program/event duplicative of other programs/events in the area?
   c. Is the program/event a response to a need articulated from the community?
   d. Does the program/event target a population that is currently underserved? (e.g., teens, children with special needs, low-income residents, etc.)

3. **Program/Event Description (Max 10 points)** – Describe the goals and objectives of the program/event, as well as benefits to the residents of Atlantic Beach. *250 word limit*

   Reviewers will consider the following questions when assigning points:
   a. Are the goals and objectives described in the application SMART (specific, measurable, achievable, results-focused, and time bound)?
   b. Does the program/event pertain to arts and/or recreation?
   c. How will the program/event benefit the residents of Atlantic Beach?

4. **Expected Outcomes (Max 5 points)** – Describe if the program is evidence based (i.e., has a record of achieving expected outcomes). Be prepared to address improvements or changes to your project since the previous year. *250 word limit*

   Reviewers will consider the following questions when assigning points:
   a. Is the program/event based on published evidence?
   b. Does the program/event have a demonstrated history of success (in other contexts or similar cities, or in previous years)?

c. If your project has been funded in previous years, how has your project improved or otherwise changed since the previous year? Upload your Final Report from previous year's funding.

5. **Marketing (Max 5 points)** – Describe how the program/event will be promoted and marketed to the community. Describe how the City of Atlantic Beach will be promoted as a sponsor of the program/event. *250 word limit*

6. **Cost (Max 5 points)** – If there is a fee or cost to participate, describe how you will ensure that participants are not denied the opportunity to participate due to their inability to pay any registration or other related fees or costs. If there is no fee or cost, please state N/A. *250 word limit*

   Reviewers will consider the following questions when assigning points:
   a. Is the program/event free for residents of Atlantic Beach?
   b. If there is a fee or cost, does the proposal describe steps to ensure participants are not denied the opportunity to participate due to their inability to pay fees or costs?

7. **Evaluating Success (Max 5 points)** – Briefly describe how you will measure success. This should include how you will assess participant satisfaction, number of participants and, if applicable, changes in knowledge, attitudes, skills or behaviors. Describe data and/or survey collection methods. Please also describe how data will be used to inform and improve program/event. *250 word limit*

   Reviewers will consider the following questions when assigning points:
   a. Is there an evaluation plan for measuring participation, participant satisfaction and, if applicable, changes in knowledge, attitudes, skills or behavior?
   b. Will data provide actionable information for future planning?
   c. Will results be useful for dissemination to the community?
   d. Does evaluation include feedback from participants/audience, as well as planners, organizers and volunteers?

8. **Resourcing (Max 5 points)** – Please describe any plan to leverage additional resources (e.g., other funding, volunteers, in-kind donations) or collaborations with others to offset expenses. If your project or organization receives any funding from COAB in any way, please state how much and for what. *250 word limit*

   Reviewers will consider the following questions when assigning points:
   a. Is there a plan to leverage additional resources as mentioned above?
   b. Is there collaboration with other organizations?
   c. Is this a for-profit program/event?

Attachment E to
2-26-24 Minutes

UPLOAD Required Application Documents:

1. Program/Event Responsibility Party/Point of Contact Information
2. List Social Media Handles, Website
3. Upload Summary of Program Budget
4. Upload Timeline of Key Milestones and Deliverables
5. Upload List of Organization Board of Directors and/or Additional Donors
6. Upload One (1) Letter of Recommendation
7. Provide Contact Information for (2) References
8. Upload most current IRS W-9 Form

Attachment E to
2-26-24 Minutes

IMPORTANT NOTES:

1. Only one (1) grant per eligible applicant.
2. The City Commission and/or the Arts & Recreation Committee, at its discretion, may modify the contribution award to qualified recipients based on merit of proposal and/or number of other qualified applications received. The contribution award may not exceed the maximum amount of available financial resources of the FY2024-2025 Annual Atlantic Beach Community Contribution Program as approved under the City's Annual Operating Budget.
3. If the amount awarded is less than the amount requested, applicants must be prepared to submit a revised program budget and description reflecting changes in scale, if applicable.
4. Applications received after deadline or outside of online application will NOT be accepted.
5. Organizations already receiving funds or financial support from the City of Atlantic Beach FY 2024-2025 may not apply for additional funding.
6. Expenses must be directly related to proposed program or event services, materials, or activities occurring within the award period.
7. Awardees will be required to maintain financial records to support claimed expenditures and project accomplishments.
8. Progress Reports (in the case of ongoing programs) and/or Final Reports will be submitted by the applicant to City Staff after key milestones or completion.
9. The Final Report is due 30 days following completion of the program or event. If the Final Report is not received within 30 days following completion of program or event, the award recipient will be required to immediately reimburse the City of Atlantic Beach grant funds.
10. City Staff will review submitted copies of paid receipts/invoices and a written final report to ensure that funds were spent in compliance with the approved application. Applicant will be required to reimburse the City of Atlantic Beach for all inappropriately spent funds.
11. Significant non-compliance issues will be taken into consideration and may affect future funding decisions jointly made by the City Commission.
12. All eligibility criteria is administered and determined by the Recreation Director and the Arts & Recreation Committee.
13. All decisions made on eligibility by the Atlantic Beach City Commission, the Recreation Director, and the Arts & Recreation Committee are deemed final.
14. Arts & Recreation Contribution Grant applicant and recipients agree to indemnify and hold harmless the City of Atlantic Beach from all liability, defense costs, including other fees, loss or damage which the City may suffer as a result of claims, demands, costs or judgment against it, arising from all activities engaged by grant recipients in its use of public funds.
15. Applicants must be available for site visits during the application process, if requested, and successful grantees must be available for site visits during program activities or events.

Attachment E to
2-26-24 Minutes

APPENDIX

SAMPLE Final Report

City of Atlantic Beach
Arts & Recreation FY2024-2025 Contribution Grant

Please provide the following information and data on the actual event/program that was implemented.

If the actual information or data differ significantly from what you expected and described in your proposal, please explain the difference.

NAME OF PROGRAM/EVENT: _____

1. PARTICIPATION

- Location(s) where program/event took place.
- Total # of participants.
- # of participants who were Atlantic Beach residents.
- Total # of hours each participant was directly engaged in program/event .
- Frequency and duration of program/event (e.g. twice a week, 2 hours each time).
- Was the event open to all residents of Atlantic Beach?
- In what ways did you facilitate accessibility of your program/event to participants? (e.g., Did you rotate locations, or provide transportation options?)
- If known, what age group(s) did your program serve? (e.g., Under 18, 18-30, 30-54, 55+)
- What was the fee or cost to participate?
- In what ways did you advertise and market the event? Please UPLOAD marketing samples.
- Do you feel the advertising/marketing was effective?

2. PROGRAM/EVENT

- Briefly describe how the program/event went. You are encouraged to UPLOAD up to five photos related to your program/event.
- What were the main goals and objectives of your program/event? Were your goals and objectives met? Why or why not?

Attachment E to
2-26-24 Minutes

3. EVALUATION

- How did you evaluate the success/effectiveness of your event/program?
- Were you able to collect the data and measures that you proposed in your application? If the answer is yes, please summarize the evaluation results. If no, please explain.

4. STRENGTHS & AREAS FOR IMPROVEMENT

- Please list what you consider to be the biggest achievements or accomplishments of your program/event.
- What did you learn? Please list at least two ways to improve your program/event in the future.
- If you have been funded in prior years, how has your project changed or improved over the years?

5. BUDGET & FUNDING

- How much were you awarded?
- How much did you utilize?
- Did you return funds that were not ultimately utilized?
- If known, what was the total cost of your program/event?
- What other sources of funding did you have?
- UPLOAD copies of paid receipts and invoices here.

6. FEEDBACK

- Please share any feedback you have about how our process could be improved.

Attachment E to
2-26-24 Minutes

City of Atlantic Beach

Arts & Recreation
Contribution Grant Application

FY 2024-2025

SCHOOLS

Attachment E to
2-26-24 Minutes

Thank you for your interest in applying for an Arts & Recreation Contribution Grant from the City of Atlantic Beach. Here, in Atlantic Beach, we place a high priority on arts and recreation as a key indicator of a good quality of life for our residents; therefore, our City Commission has allocated funding for FY2024-2025 to support these activities.

If you've applied for a grant in the past, you'll find that we've made some changes. First, it is no longer necessary for applicants to have 501(c)3 nonprofit status so long as your project or program adheres to our stated giving guidelines. Second, to encourage a variety of programming year to year, we *may* be recommending that your project become a regular city project if you've been funded for three years or more. This policy went into effect in our 2023-2024 grant cycle. We will continue evaluate these on a case-by-case basis. Finally, we've moved the entire process online to save some trees, as we here in AB are always wont to do.

We are, however, still adhering to the relevant code pertaining to contributions:

Add the code here, though I don't think it's necessary to write out the whole thing, maybe just the Ordinance numbers?

Please note the timeline we have outlined within this application. One other heads up, we will be requiring each recipient to submit a mid-term Progress Report and a Final Report at the end of this grant cycle. A sample of what to expect is attached in the Appendix.

Let's get started...

Attachment E to
2-26-24 Minutes

REQUEST FOR PROPOSAL (RFP)

October 1, 2024-September 30, 2025

City of Atlantic Beach Arts & Recreation Contribution Grant
Giving Guidelines and Eligibility Requirements

1. The City of Atlantic Beach seeks to support eligible Duval County Public Schools providing extracurricular/extramural programs, arts, cultural, and recreation programs, activities or events that serve students who are Atlantic Beach residents, with priority consideration given to events or programs that are held within COAB city limits.
2. The City of Atlantic Beach will NOT consider grants for:
    a. Organizations that discriminate, including but not limited to, on the basis of race, gender, gender identity, sexual orientation, ethnic orientation, country of origin, citizenship, veteran, or disability status.
    b. Religious organizations, unless they are engaged in programs that are secular and benefit a broad base of the community.
    c. Political groups.
3. Programs and/or events must be completed within the fiscal year of this grant award.

Grant Expenditures and Accountability

1. The maximum grant awarded is $10,000.
2. Grant recipients are required to maintain and provide financial records to support claimed expenditures pertaining to the successful completion of the project or event. (In other words, show us how you spent the money.)
3. On-going projects or programs will be required to submit a mid-term Progress Report at a milestone determined by the City Staff. Mid-term Progress Reports will be submitted to the Arts & Recreation Committee.
4. Upon completion of program or event, a Final Report outlining the success of the event or program will be submitted to the Arts & Recreation Committee. Any media produced highlighting the event or program should be included in this Final Report along with lessons learned and opportunities for improvement, if any.
5. Significant non-compliance issues will be taken into consideration and may affect future funding by COAB.

For more information, please contact:

City of Atlantic Beach Recreation Office
Director, Ms. Latrenia Thomas
lthomas@coab.us (preferred method of contact)
(904) 247-5828

**Attachment E to
2-26-24 Minutes**

Key Timeline for FY 2024-2025 Grant Period:

May 27, 2024	2023-2024 Grantees Progress and Final Reports Due
Week of June 11, 2024	Public meeting to review grant and FAQs. (Potential applicants are invited to attend, but attendance is not mandatory.)
June 17, 2024	Electronic Request for Proposal goes live. Press release issued.
July 28, 2024 – 11:59 p.m.	Deadline for FY 2024-25 Arts, Recreation & Cultural grant proposals. The Recreation Director will collect all applications as they are received and forward eligible applications to the Arts Recreation and Cultural Advisory Committee (ARCC) within three (3) days of submission deadline.
August 5, 2024	Notify semi-finalists, who will be required to present a brief summary of their proposal and answer questions from the ARCC.
August 30, 2024 9 a.m. to 5 p.m.	MANDATORY presentations to ARCC. Specific times of the presentations TBD.
September 10, 2024	Cultural Arts & Recreation Committee will vote and make recommendations on funding at this regularly scheduled meeting.
October 14, 2024	Committee presents grant recommendations to the City Commission at their regularly scheduled meeting.
October 16, 2024	Applicants are notified regarding awards.
October 16, 2024 – November 23, 2024	Grant agreements are dispersed and required to be returned along with the required documents to receive funds. Grantees are provided a rubric for progress/final reports Payments to schools; ongoing events receive incremental payments.

Attachment E to
2-26-24 Minutes

To gain access to the application, please answer the following questions:

(NOTE TO APPLICATION PROGRAMMER: Answers indicated in RED should preclude advancing to the application.)

1. Does your program pertain to cultural arts and/or recreation?
    a. Yes.
    b. No.
2. Has your project/program received an Arts & Recreation grant in the past?
    a. Yes. When, and how much did you receive? Upload your Final Report from previous year's funding.
    b. No, this is my first time applying.
3. Are you prepared and committed to recognizing COAB as a supporter of your project/program in all your printed and social media?
    a. Yes.
    b. No.
4. Are you prepared and committed to providing COAB with information and material that will be shared by COAB in public event notification?
    a. Yes.
    b. No.
5. Are you prepared and committed to providing COAB with year-end data and measurement of success?
    a. Yes.
    b. No.
6. Will your project/program be performed in Atlantic Beach?
    a. Yes. Move on to application.
    b. No. Do you have data to suggest Atlantic Beach residents have historically participated in your programming?
        i. Yes. What percentage of your audience/participation is attended by Atlantic Beach residents?
        ii. No. I'm sorry; your project/program does not qualify for COAB funding at this time.

Attachment E to
2-26-24 Minutes

SCHOOL APPLICATION:

NAME OF SCHOOL: _____
NAME OF PROGRAM/EVENT: _____

1. **Participation (Max 10 points)**
   a. Location(s) where program will take place
   b. Estimated number of attendees/participants who are Atlantic Beach residents
   c. Total estimated number of participants
   d. Frequency or duration of program/event (e.g., 1 time event for 2 hours, or 1 time/month for 1 hour, etc.)
   e. Is the event open and accessible to all residents of Atlantic Beach who may want to participate?
      i. Yes.
      ii. No. Please describe why. *250 word limit*
   f. Describe how you will facilitate access to the program or event so that residents of Atlantic Beach who do not live near the program/event location and who do not have transportation can still participate. *250 word limit*

2. **Need (Max 10 points)** – Briefly describe any community needs or gaps that the program/event is intended to address. *250 word limit*

   Reviewers will consider the following questions when assigning points:
   a. Is there a demonstrated need for the program/event?
   b. Is the program/event duplicative of other programs/events in the area?
   c. Is the program/event a response to a need articulated from the community?
   d. Does the program/event target a population that is currently underserved? (e.g., teens, children with special needs, low-income residents, etc.)

3. **Program/Event Description (Max 10 points)** – Describe the goals and objectives of the program/event, as well as benefits to the residents of Atlantic Beach. *250 word limit*

   Reviewers will consider the following questions when assigning points:
   a. Are the goals and objectives described in the application SMART (specific, measurable, achievable, results-focused, and time bound)?
   b. Does the program/event pertain to arts and/or recreation?
   c. How will the program/event benefit the residents of Atlantic Beach?

4. **Expected Outcomes (Max 5 points)** – Describe if the program is evidence based (i.e., has a record of achieving expected outcomes). Be prepared to address improvements or changes to your project since the previous year. *250 word limit*

   Reviewers will consider the following questions when assigning points:

a. Is the program/event based on published evidence?
b. Does the program/event have a demonstrated history of success (in other contexts or similar cities, or in previous years)?
c. If your project has been funded in previous years, how has your project improved or otherwise changed since the previous year? Upload your Final Report from previous year's funding.

5. **Marketing (Max 5 points)** – Describe how the program/event will be promoted and marketed to the community. Describe how the City of Atlantic Beach will be promoted as a sponsor of the program/event. *250 word limit*

6. **Cost (Max 5 points)** – If there is a fee or cost to participate, describe how you will ensure that participants are not denied the opportunity to participate due to their inability to pay any registration or other related fees or costs. If there is no fee or cost, please state N/A. *250 word limit*

   Reviewers will consider the following questions when assigning points:
   a. Is the program/event free for residents of Atlantic Beach?
   b. If there is a fee or cost, does the proposal describe steps to ensure participants are not denied the opportunity to participate due to their inability to pay fees or costs?

7. **Evaluating Success (Max 5 points)** – Briefly describe how you will measure success. This should include how you will assess participant satisfaction, number of participants and, if applicable, changes in knowledge, attitudes, skills or behaviors. Describe data and/or survey collection methods. Please also describe how data will be used to inform and improve program/event. *250 word limit*

   Reviewers will consider the following questions when assigning points:
   a. Is there an evaluation plan for measuring participation, participant satisfaction and, if applicable, changes in knowledge, attitudes, skills or behavior?
   b. Will data provide actionable information for future planning?
   c. Will results be useful for dissemination to the community?
   d. Does evaluation include feedback from participants/audience, as well as planners, organizers and volunteers?

8. **Resourcing (Max 5 points)** – Please describe any plan to leverage additional resources (e.g., other funding, volunteers, in-kind donations) or collaborations with others to offset expenses. If your project or organization receives any funding from COAB in any way, please state how much and for what. *250 word limit*

   Reviewers will consider the following questions when assigning points:
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Attachment E to
2-26-24 Minutes

UPLOAD Required Application Documents:

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5. Upload List of Organization Board of Directors and/or Additional Donors
6. Upload One (1) Letter of Recommendation
7. Provide Contact Information for (2) References
8. Upload most current IRS W-9 Form

Attachment E to
2-26-24 Minutes

IMPORTANT NOTES:

1. Only one (1) grant per eligible applicant.
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3. In the event that the amount awarded is less than the amount requested, applicants must be prepared to submit a revised program budget and description reflecting changes in scale, if applicable.
4. Applications received after deadline or outside of online application will NOT be accepted.
5. Schools already receiving funds or financial support from the City of Atlantic Beach FY 2024-2025 may not apply for additional funding.
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7. Awardees will be required to maintain financial records to support claimed expenditures and project accomplishments.
8. Progress Reports (in the case of ongoing programs) and/or Final Reports will be submitted by the applicant to City Staff after key milestones or completion.
9. The Final Report is due 30 days following completion of the program or event. If the Final Report is not received within 30 days following completion of program or event, the award recipient will be required to immediately reimburse the City of Atlantic Beach grant funds.
10. City Staff will review submitted copies of paid receipts/invoices and a written final report to ensure that funds were spent in compliance with the approved application. Applicant will be required to reimburse the City of Atlantic Beach for all inappropriately spent funds.
11. Significant non-compliance issues will be taken into consideration and may affect future funding decisions jointly made by the City Commission.
12. All eligibility criteria is administered and determined by the Recreation Director and the Arts & Recreation Committee.
13. All decisions made on eligibility by the Atlantic Beach City Commission, the Recreation Director, and the Arts & Recreation Committee are deemed final.
14. Arts & Recreation Contribution Grant applicant and recipients agree to indemnify and hold harmless the City of Atlantic Beach from any and all liability, defense costs, including other fees, loss or damage which the City may suffer as a result of claims, demands, costs or judgment against it, arising from all activities engaged by grant recipients in its use of public funds.
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Attachment E to
2-26-24 Minutes

APPENDIX

SAMPLE Final Report

City of Atlantic Beach
Arts & Recreation FY2024-2025 Contribution Grant

Please provide the following information and data on the actual event/program that was implemented.

If the actual information or data differ significantly from what you expected and described in your proposal, please explain the difference.

NAME OF PROGRAM/EVENT: _____

1. PARTICIPATION

- Location(s) where program/event took place.
- Total # of participants.
- # of participants who were Atlantic Beach residents.
- Total # of hours each participant was directly engaged in program/event .
- Frequency and duration of program/event (e.g. twice a week, 2 hours each time).
- Was the event open to all residents of Atlantic Beach?
- In what ways did you facilitate accessibility of your program/event to participants? (e.g., Did you rotate locations, or provide transportation options?)
- If known, what age group(s) did your program serve? (e.g., Under 18, 18-30, 30-54, 55+)
- What was the fee or cost to participate?
- In what ways did you advertise and market the event? Please UPLOAD marketing samples.
- Do you feel the advertising/marketing was effective?

2. PROGRAM/EVENT

- Briefly describe how the program/event went. You are encouraged to UPLOAD up to five photos related to your program/event.
- What were the main goals and objectives of your program/event? Were your goals and objectives met? Why or why not?

Attachment E to
2-26-24 Minutes

3. EVALUATION

- How did you evaluate the success/effectiveness of your event/program?
- Were you able to collect the data and measures that you proposed in your application? If the answer is yes, please summarize the evaluation results. If no, please explain.

4. STRENGTHS & AREAS FOR IMPROVEMENT

- Please list what you consider to be the biggest achievements or accomplishments of your program/event.
- What did you learn? Please list at least two ways to improve your program/event in the future.
- If you have been funded in prior years, how has your project changed or improved over the years?

5. BUDGET & FUNDING

- How much were you awarded?
- How much did you utilize?
- Did you return funds that were not ultimately utilized?
- If known, what was the total cost of your program/event?
- What other sources of funding did you have?
- UPLOAD copies of paid receipts and invoices here.

6. FEEDBACK

- Please share any feedback you have about how our process could be improved.

Attachment E to
2-26-24 Minutes

City of Atlantic Beach
716 Ocean Blvd
Atlantic Beach, FL 32233
(904) 247-5828
Recreation@coab.us

Date: 10-10-2023

To: Atlantic Beach Elementary School
c/o Jennifer Cook
1912 Oak Circle
Atlantic Beach, FL 32233

Subject: Arts, Recreation and Culture Committee Grant Awards

Dear Ms. Cook,

Congratulations! The Arts, Recreation and Cultural Committee has reviewed your recent grant request and proposal to determine that your organization application has been approved for funding. We are delighted to confirm that Atlantic Beach Elementary School will be awarded the amount of $8,700.00. The Committee intends that $6,000.00 of this grant should be allocated for After School Enrichment and $2,700.00 should be allocated for Cultural Arts Day. The funding should not be commingled or used for purposes other than what was represented in your application and presentation. The awarded funding for the fiscal year 2023 – 2024 will be disbursed in the form of a check by mail.

Enclosed you will find a copy of the Progress Report Form. This hard copy is just so you are aware of what we'll be expecting. The due dates for reporting will be communicated with you and the form should be submitted electronically. Also enclosed is a Grant Agreement. This agreement explains the responsibilities and expectations of both parties in our grant relationship. Please sign the Grant Agreement and return it within 30 days of receipt to the Adele Grage Cultural Center, 716 Ocean Blvd., Atlantic Beach, FL, 32233. Please keep a copy for your records. We will also need the following prior to receiving of funds:

- Invoice for the awarded amount along with the signed Grant Agreement
- Insurance or Certificate of Insurance with the City listed as a certificate holder
- W-9 Form
- New vendor contract

You can email this invoice to recreation@coab.us or mail it with your Agreement. When emailing, please use the subject - Grant Award: (School and Program Name) - and provide the correct address to mail the check to. Once the Grant Agreement and invoice are received in our office, the funding will be dispersed.

Best wishes to your organization for a successful project. We look forward to seeing your program flourish in our community.

Sincerely,

Latrenia Thomas
Cultural Arts & Recreation Director

Attachment E to
2-26-24 Minutes

City of Atlantic Beach Arts, Recreation and Culture Grant Agreement

October 9, 2023-September 30, 2024

Giving Guidelines and Eligibility Requirements

1. The City of Atlantic Beach (COAB) seeks to support arts and recreation events and programs are physically and financially accessible to all Atlantic Beach residents, with priority consideration given to events or programs that are held within COAB city limits.
2. COAB will NOT consider grants for:
    a. Organizations that discriminate, including but not limited to, on the basis of race, religion, gender, gender identity, sexual orientation, ethnic orientation, country of origin, citizenship, veteran, or disability status.
    b. Political groups.
3. Programs and/or events must be completed by the referred date submitted in the application within the fiscal year of this grant award.

Grant Expenditures and Accountability

1. Grant recipients are required to maintain and provide financial records to support claimed expenditures pertaining to the successful completion of the project or event. (In other words, save and submit receipts to show us how you spent the money.)
2. On-going projects or programs will be required to submit a mid-term Progress Report at a milestone determined by the City Staff. Mid-term Progress Reports will be submitted to the Arts, Recreation and Culture Committee electronically. Upon completion of program or event, a Final Report outlining the success of the event or program will be submitted to the Arts, Recreation and Culture Committee.
3. Any media produced for marketing purposes and/or highlighting the event or program should include the COAB logo. Samples of such should be included in the Progress and/or Final Report.
4. An ARC Committee Member will be assigned to your organization as a liaison. Our Recreation Staff/Committee will plan a site visit with your program. A staff member will contact you to arrange a date and time to review the event/program.
5. Significant non-compliance issues will be taken into consideration and may affect future funding by COAB.

_____

ORGANIZATION / SCHOOL

_____

GRANTEE SIGNATURE **DATE**

_____

CULTURAL ARTS AND RECREACTION DIRECTOR **DATE**

Attachment E to
2-26-24 Minutes

Feedback Form for Committee Members

1. Name of organization visited: _____
2. Date of visit: _____
3. Person providing feedback: _____
4. Reason for visit: _____
   e.g. attend event, conversation with grantee
5. Describe visit if appropriate: _____

   _____

   _____
6. In your opinion was event well attended? _____

   _____

   _____
7. Was event quality as advertised? _____
8. How was the event advertised / promoted? _____

   _____
9. Did event provide value not found in other programs? _____

   If so, how? _____
10. Additional information that would be useful to committee chair:

    _____

    _____

    _____

    _____

    Inform grantee of results of visit.

    *Attach picture, if possible

Attachment E to
2-26-24 Minutes

COAB Recreation Programs Database

Basic Program Information								Participant Info					Additional Program Info									
Title*	Brief Description*	Day(s) of the week*	Date(s)*	Times*	# of Sessions	Location*	Season	Age Group*	Specific Audience	Min #	Max #*	Scholarship?	Volunteer Opp?	POC Name*	POC email	POC phone	Website	Led by:	Instructor Blurb	Fee	Sponsor*	Organizatn*
ABAA (Atlantic Beach Athletic Association)	Youth Baseball Program	varies	see schedule		2 games per week 12 - 14 weeks	Jack Russell Park	Fall, Winter & Spring	3 - 12 yr old	Youth and Families	None		Yes	Yes	Kelly Hampton	abbaseballassociation@gmail.com	(904) 666-0157	Abbaseball.com	Coaches		$150 per season	Partner	Atlantic Beach Athletic Association
Atlantic Beach Elementary Enrichment Programs	Cultural Arts Day / Enrichment Program	1 day a year/ Mon- Fri.	During the school year	???		Atlantic Beach Elementary	During the School Year	Elementary	students who attend ABE	785	830	Yes for Enrichment	No	Joy Carson /	ij_clif@hotmail.com>	(770) 883-5904				$0		
Beaches Fine Arts Series	Free Concert Series & Educational Outreach Program	monthly	see schedule	see schedule	10 concerts (2 hours each)	St. Paul's by the Sea Episcopal Church		All Ages	Beaches Community	none	8000	No	yes?	Kathy Wallis	kathy@beachesfinearts.org	(904) 545-6085	https://beachesfinearts.org/			FREE	ARCC	Grant Recipient
BGC After- School Program	Provides K - 12 with a variety of programs	Mon - Fri.	During the school year	2 pm - 7pm		Gail Baker and Jordan Community Centers	Fall, Winter & Spring	Elementary - High School	Youth	None	40 Baker 80 Jordan	No	Yes	Baker - Jelica Jackson Jordan- Brooke		(904) 247-5851 /(904) 247-4038	coab.us	COAB		$0	COAB	Rec Dept
Brush Up Canvas	Free Canvas Paint night. Each paint night has different themes.	Fridays	10/23, 11/17, 12/15, 1/19, 2/16, 3/22, 4/19, 5/17, 6/21, 7/19, 8/16, 9/20	6:30 pm - 7:30 pm	12 per year	Baker, Jordan and Adele Grage	monthly	5/UP	Families	none	20	No	No	Crystal Rodriguez	jaxfacepainter@gmail.com	(904)571-2467	coab.us	Crystal Rodriguez		$0	ARCC	Grant Recipient
CapAbilities Plus	CAPabilities: Connecting Community's Special Needs Children with Music Therapy	twice a week	During the school year	??	2 classes a week for 34 weeks	Neptune Beach Elementary		5/up	special needs students who attend NBE		110	No	?	Melanie Hammer	melanie@capkids.org	(904) 281-5599				$0	ARCC	Grant Recipient
Chair Yoga (NOVA)	Chair yoga is accessible to all. It benefits loosening & stretching muscles, reducing chronic pain, decreasing stress, and improving circulation.	Monday's	October 2022 - August 2023	10 am - 11 am	weekly	Gail Baker Community Center	Annual	50 - 80 years of age	Seniors	3.	12	No	Yes	Aubrey Van Bentham	director@novadanceandwellness.com	(505) 379-0752	www.novadanceandwellness.com	Aubrey Van Bentham	Executive Director and instructor of ballet, pointe, and yoga.	No cost	ARCC	Grant Recipient
Cheerleading (Fall)	For children aged 5-12.	Sat.	April 6th - May 11th	9 am - 1 pm	6 weeks	Donner Park	Annual	5 -12 yrs of age	Youth	none	none	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us	COAB		$10	COAB	Rec Dept
Cheerleading (Spring)	For children aged 5-12.	Sat.	April 6th - May 11th	9 am - 1 pm	6 weeks	Donner Park	Annual	5 -12 yrs of age	Youth	none	none	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us	COAB		$10	COAB	Rec Dept
Face4Kids	FACE4kids offers a 8-week program FREE during the school day throughout the year, where principals and teachers recognize the positive impact in the lives of their students.	varies	Spring	Varies Times	8 - Week Program	Gail Baker Community Center , Atlantic Beach Elementarty, Anchor Academy, Seaside Charter	During the School Year	Elementary	Students selected by school administration and/ or community center staff	10	15	No	No	Kirk Farber	Kirk Farber <kirk@face4kids.org>	(904) 241-8044	www.face4kids.org	Kirk Farber	This unique program combines Martial arts, jump rope, juggling, agility training & public speaking.	No cost to the participants	ARCC	Grant Recipient
Farmer's Market	Weekly farmers market that has homemade/handmade vendors and food trucks that are locally sourced.	Sundays	see schedule	10 am - 2 pm	weekly	Jack Russell Park	Annual	5 and Up	Adults	none	none	No	?	Julie Olsson	julieolsson22@gmail.com	(904) 315-0952	www.coab.us	Julie Olsson		Free to the public	Partner	Rec Dept
Fiddle Fest	Classes and concerts for the community	Friday - Sunday	February 16-18, 2024	see schedule	annually	Adele Grage Cultural Center, Beaches Vineyard Church, St. Paul's by the Sea Episcopal Church	one-time annual weekend event	All Ages	Adults who play and those who enjoy listening to music	none	none	No	Yes	Linda Minke	lindacello@gmail.com	(904) 742-1234	http://www.acaciaartsacademy.com/2024-florida-fiddle-fest-2024/			Concerts are free to the public / classes is $150 for full weekend + $40 registration fee	ARCC	Grant Recipient
First Act (Children's Theater)	Provides drama classes/showcases for kids all year long.	Sat. & Sun. during the school year / M-F during summer	see schedule	varies depending on schedule	Jan - April / June-August (Camp) / August - Dec	Adele Grage	Annual	Youth	Families	8	14	Yes	Yes	Aine Healy-Richardson	aine@thefirstactcct.org	(904) 509-1472	https://thefirstact.github.io/index.html	Aine	https://thefirstact.github.io/index.html	$230 pe season	Partner	The First Act Children's Community Theatre Inc.
First Coast Comedy Improv Classes for Middle and High School Age Kids	Summer Program Intro to Improv Comedy for Middle and High Schoolers	Monday - Thursday	June 17th - 20th & 24th - 27th	3:30 pm - 5:30 pm	2 – 2 Weeks sessions	Gulliford Hall	Summer	11 - 19 years of age	Middle and High School Age	5 Middle 5 High School	12 slots for Middle 16 High Schoolers	Yes	No	Alex Grindeland	alex@firstcoastcomedy.com	(904) 247-5828	https://firstcoastcomedy.com/	First Coast Comedy		Free for Participants	ARCC	Grant Recipient
Flag Football (Fall)	For children aged 5-12. Co-Ed teams are separated by age, with teams for ages 5-7 and 8-12.	Sat.	Oct - Dec	9 am - 1 pm	8 weeks	Donner Park	Annual	5 -12 yrs of age	Youth	30	65	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us	COAB		$10 per child	COAB	Rec Dept
Flag Football (Spring)	For children aged 5-12. Co-Ed teams are separated by age, with teams for ages 5-7 and 8-12.	Sat.	April 6th - May 11th	9 am - 1 pm	6 weeks	Donner Park	Annual	5 -12 yrs of age	Youth	none	none	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us	COAB		$10	COAB	Rec Dept

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Flagler's Railway & Continental Hotel Exhibit	A featured exhibit will be avaiable to view in the Adele Grage. Early history of Atlantic Beach with Flagler's Railway arrival in 1900 and his construction of the Continental Hotel along with the beginning of historic of Manhattan Beach.	Varies	October 6th, October 7th, December 2nd Decemebr 3rd, February 2nd & February 3rd	evening events	6 events	Adele Grage Cultural Center	Winter	5 and Up	Youth and Families	10	100	No	No	Bob Burch	Bob Burch <bob.burch@comcast.net>	(904) 705-1836	www.coab.us/events	Bob Burch				
Fletcher High School Band and Colorguard	The Fletcher HS Band Outreach Program invites students of all backgrounds to learn how to use instruments and equipment involved in the band and color guard programs.	varies	see schedule	see schedule		Fletcher High, Mayport Middle, Fletcher Middle, area elementary schools	Fall, Winter	Elementary - High School aged	Youth and Families	none	none		Yes	Melody VanZant	fletcherbandfundraising@gmail.com	(904) 705-3389		FHS Band Director		no fee for outreach program / members of the band pay an annual "Fair Share" fee that could be offset with fundraisers	ARCC	Grant Recipient
Mayport Middle School FAME for Underwater Robotics	Underwater Robotics Club at Mayport Coastal Middle School	Tuesdays & Saturdays	During the school year	??		Mayport Middle School & student houses w/ pool access	School Year	Middle School Students	Mayport Middle School students	none	15	No		Michael Simon	fatima.rehman@unf.edu	(312) 343-5386					ARCC	Grant Recipient
Mayport Shark Bites	Shark Bites 6th Grade Transition Camp for incoming 6th graders to get acclimated with their new school.	5 days/week	July 31 - August 4	5 hours a day		Mayport coastal Sciences Middle School	Summer	incoming 6th grade students	Mayport Middle School 6th graders	none	160		yes	Jessica Fernandez	fernandezj1@duvalschools.org	(904) 247-5977					ARCC	Grant Recipient
New Age Hippy (Tai Chi)	Tai Chi is slow moving and low impact. Easily adjusted to each person ability. Can be done seated or standing. Engages the mind, body, and soul.	Mon. & Wed.	Every Monday & Wednesday	7 am - 8 am	biweekly	Adele Grage / Bull Park	Year around	14 and older	everyone	none	Outdoors no limit inside 20	No	Yes	Sherri Nicholson	seatemp@comcast.net	(904) 234-0038	www.taichihealthandwellness.com	Sherri Nicholson	Sheri is a Posture Alignment Specialist, Personal Trainer, and Tai Chi Instructor.	Donation	ARCC	Grant Recipient
New Age Hippy (Workshops)	Designed to assist participants to achieve a positive healthy lifestyle mentally and physically. Each workshop is created to give a better understanding of healthier ways to enjoy life, and increase balance, & strength for the mind and body.	Saturday's	Once a month in Feb., Mar., May.	varies	1 session per month	Adele Grage, Baker Canter, Howell Park	Year around	14 and older	varies	none	based on indoor or outside	No	Yes	Sherri Nicholson	seatemp@comcast.net	(904) 234-0038	newagehippy.com	Sherri Nicholson	Sheri is a Posture Alignment Specialist, Personal Trainer, and Tai Chi Instructor.	Donation	ARCC	Grant Recipient
No Sleep Till	Film to raise awareness on climate anxiety of coastal Floridian area during hurricane season.	??	one time event	??	one time event	Cinemark Atlantic North	one time event	All Ages	everyone	none	60	No	No	Alexandra Simpson	gfnsparis@gmail.com	(904) 242-7362					ARCC	Grant Recipient
Possabilities Plus	Sociabilities at PossAbilities Plus - a program that provides social and recreational opportunities for individuals with differing needs in the community.	Saturdays	year long		weekly	PossAbilities Plus	annually	teens - adults	individuals with differing needs and their families/caregivers	none	30	No	Yes		possabilitiesplus@gmail.com	(904) 472-8371	https://www.possabilitiesplus.com/			Free	ARCC	Grant Recipient
Acro Class (Nova Dance)	Class that teaches the fundamentals of tumbling - somersaults, cartwheels, handsteads, etc.	Tuesdays	January 30 - March 5	5:30 - 6:30 p.m.	6 -week session	Adele Grage	Winter	5 - 12 years old	youth	4	15	No	Yes	Aubrey Van Benthem	director@novadanceandwellness.com	(505) 379-0752	www.novadanceandwellness.com	Serava		FREE	ARCC	Grant Recipient
Powerfully You Nature Program	Powerfully You is a series of lessons that teaches the foundational skills needed for self-regulation.	??	??	??	6 -week session	Dutton Island Preserve / Howell Park	Spring	youth ages 5/up	Youth	none	35	No	?	Kristi Hinckley	kristi@beachesnaturetherapy.com	(904) 566-1287					ARCC	Grant Recipient
Preventive Health Care Through Tai Chi	This program is for senior adults who want to achieve and maintain good mental, physical, and emotional health for a lifetime through Tai Chi.	Tuesdays/Wednesdays	see schedule	5 - 6 p.m.	8 - week session	Adele Grage	3 8-week sessions		Adults/Seniors	none	25	No	No	Daniel Jones III	djonesdragon@gmail.com	(517) 927-9608		Daniel Jones III		FREE	ARCC	Grant Recipient
Senior Citzen Programs	Program geared towards the Senior Citizens in our community. They have monthly meetings, games, movies, and lunches.	Varies	All year around	10 am - 11:30 am	see schedule	Gail Baker Community Center	Year around	55 and Up	seniors	3	15	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	coab.us	City Staff		No cost	COAB	Rec Dept

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Senior Tai Chi	orginating in China. Practiced by millions for its many health benefits. You don't have to get down on the ground. Can be done	Tuesday	All year around	11 am - 12 pm	once a week	Adele Grage Cultural Center	Year around	55 and up	seniors	1	20	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	coab.us	Maureen Miller & Pat Fedora	Both are board-certified instructors. Specifically trained in Tai Chi for Arthritis and Fall Protection.	No cost	COAB	Rec Dept
Summer Camp	Provides k-12 with a variety of activities, programs, and field trips during the summer.	Mon . - Fri.	June 12-Aug. 4	9 am - 4 pm	8 weeks	Gail Baker & Jordan Center	Annual	5 year old entering first grade thru 15 years of age	Youth	none	40 per site	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us	City Staff		$50 for those with free/reduced lunch - $45 weekly	COAB	Rec Dept
Surf NEGRA / Jax Board Riders	The program is geared toward the advancement, mentorship, empowerment and education of underserved youth ages 7 - 17 years old.	TBA	Twice a month	2 hours	Spring to Fall	Gail Baker & Jordan Center		7 - 17 yrs of age													
Tai Chi	Anicent martial arts orginating in China. Practiced by millions for its many health benefits. You don't have to get down on the ground. Can be done seated or standing. No special equipment or clothing required.	Thursday	All year around	2 pm - 3 pm	weekly	Gail Baker Community Center	Year around	15 - 90 years of age	everyone	1	20	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	coab.us	Maureen Miller & Pat Fidora		No cost	COAB	Rec Dept
Yoga with Tracy	Dynamic flow with creative sequences working on strength and flexibility to improve posture, mechanics, and alignment in the body.	Wed.	All year around	9 am - 10 am		Adele Grage	All year around	15 - 80	Everyone	1	20	No	Yes	Tracy Marko	Tracy.marko@gomeraki.org	(904) 874-5291	www.coab.us	Tracy Marko		Free	Partner	

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COAB Recreation Event Database

Basic Program Information								Participant Info						Additional Program Info							
Title*	Brief Description*	Day(s) of the week*	Date(s)*	Times*	# of Sessions	Location*	Season	Age Group*	Specific Audience	Min #	Max #*	Scholarship?	Volunteer Opp?	POC Name*	POC email	POC phone	Website	Led by:	Instructor Blurb:	Fee	Sponsor*	Organizator*
Artisan's Faire	Vendor market of homemade and unique items from local artisans.	varies	Dec. 5	5 pm - 8 pm	once per year	Adele Grage	Fall	Adult	Adults	None	None	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	coab.us	COAB		$0	COAB	Rec Dept
Artist Reception	Monthly featured artists exhibit works of paintings of different mediums and photography throughout the Adele Grage Gallery.	Thursday's	every 3rd Thurs. of the month	5 pm - 8 pm	once per month	Adele Grage	All year around	5 and Up	Youth and Adults	None	None	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	coab.us	COAB		Free to attend	COAB	Rec Dept
Arts in the Park	A event with live music, face painting, food trucks, and artistic mediums of Visual Art, Jewelry and Mixed Mediums of Wood Crafting, Glass Blowing, Metal Art, and more.	Saturday	April 20th	10 am - 4 pm	once per year	Johansen Park	Spring	Youth to Senior Citzens	Families	None	70 artists	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us/artsinthepark	COAB		Free to the public - Artists pay $100 plus tax	COAB	Rec Dept
Acoustic Night	music written and performed by local talented artists on acoustic guitars.	Sunday's	3/24, 4/21,5/19, 6/23, 7/21, 8/18, 9/22, 10/20	6 pm - 8 pm	8 per year	Bull Park	Spring, Summer & Fall	Adults	Families	None	None	No	Yes	Roy Peak	atlanticbeachmusic@gmail.com	(904) 982-3436	coab.us	Roy Peak	https://www.roypeak.com/who.html	Free to the public	Partner	Rec Dept
Black History Event and Trivia Event	This event is purpose is to educate, honor, celebrate and recognize the impact what African Americans have had on the world.	Saturday	February 17th	3 pm - 5pm	once per year	Beaches Veterans Memorial Park	Winter	Youth to Senior Citzens	Families	None	None	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	coab.us	COAB		Free to attend	COAB	Rec Dept
Egg Hunt	Egg Hunt with family fun activities that include train rides, pony rides, bounce houses, petting zoo, face painting, and more.	Saturday	March 30th	10 am - 1 pm	once per year	Jordan Park	Spring	2 yrs of age and Up	Youth	none	none	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us	COAB		Free to the public	COAB	Rec Dept
Fall Festival	Community Event to celebrate Fall. Event has fall activities like a hay ride, bounce house, food, games, and more.	Saturday	Sept. 28	10 am - 1 pm	once per year	Donner Park	Fall	2 / Up	Families	none	none	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us	COAB		Free	COAB	Rec Dept
Family Fun Day / Campout	Event to celebrate families. There is entertainment, bounce houses, food trucks, games, and ends with a movie in the park. Those who choose to spend the night, can have a campout under the stars where the City serves breakfast the next morning.	Saturday & Sunday	October 19th & 20th	3 pm - 10 pm	once per year	Jack Russell Park	Fall	2 / Up	Families	none	none	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us	COAB		Free to the public - campout registration is $15 per site	COAB	Rec Dept
Farmer's Market	Weekly farmers market that has homemade/handmade vendors and food trucks that are locally sourced.	Sunday's	see schedule	10 am - 2 pm	weekly	Jack Russell Park	All year around	Adults & Families	Adults	none	none	No	?	Julie Olsson	julieolsson22@gmail.com	(904) 315-0952	www.coab.us	Julie Olsson		Free to the public	Partner	Rec Dept
Gail Baker Toy Drive	Community Event providing donated toys to local kids in the community.	Saturday	December 21st	10 am - 1 pm	once per year	Gail Baker Community Center	Winter	0 - 12	Youth			No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828				No cost	COAB	Rec Dept
Haunts & Treats (Trunk or Treat Event)	This event provides a fun one stop shop to trick or treat as well as entertainment provided by our Police Department's amazing Haunted House.		October 31st	5:30 pm - 7:30 pm	once per year	City Hall & ABPD	Fall	2 to 18 yrs of age	Youth and Families	none	none	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us	Police, Recreation & City Hall Staff		Free to the public	COAB	Rec Dept
Holiday Tree Lighting	Celebration of the Holiday season with arts & crafts, hay rides, performances by local school band and dancers, and ending with pictures with Santa.	1st Saturday in December	December 7th	4 pm - 8 pm	once per year	Beaches Town Center	Winter	2 / Up	Families	none	none	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us	COAB & Beaches Town Center Agency	BTCA works for the improvement of the AB/NB Central Business District, protecting its unique character as a traditional neighborhood and enhancing its presence as an economic and cultural town center.	Free to the public	Partner	Beaches Town Center Agency

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Jazz Festival	This event offers a unique oppurtunity to experience live music performed by talented musicians. It also provides a place where attendees can enjoy live music.	Sat.	Saturday	3pm - 9pm	once per year	Johansen Park	Fall	5 and Up	Adults & Families	none	none	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us/jazzfestival	COAB		Free to the public	COAB	Rec Dept
Kids to Park Day	This is a new event that is incorporated from the National Park Trust campaign to get people to the parks. We will have something going on in each park.	Saturday	May 18th	A range of scheduled activities throughout the day	once per year	Varies Parks	Spring	2 / Up	Youth	none	none	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us	COAB		free to the public	COAB	Rec Dept
MLK Celebration	Beaches Celebration of Martin Luther King Jr.	TBA	January 13th	11:00 AM	once per year	Seewalk Pavilion	Winter	5 and Up	Families	none	none	No	Yes	Rhoda L. Martin Cultural Heritage Center	mall1230@gmail.com			Rhoda L. Martin Cultural		Free to the public	Partner	Rhoda L. Martin Cultural
Movie in the Park	An outdoor movie experienced geared towards bringing familes in the City together to experice an outdoor blockbuster under the stars.	Saturday	February 24th & August 24th	sunset	once per year	Johansen Park	Summer	All Ages	Families	0	300	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us			No cost	COAB	
Paws in the Park	The event will include local businesses and vendors that cater to the furry friends in our lives. There will be entertainment, shopping, food, and activities for furry friends and families.	Saturday	March 23rd	10 am - 1 pm	once per year	Jordan Park	Winter / Spring	Youth to Senior Citizens	Families	none	none	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us/caninecarnivale	COAB		Free to public / Vendors pay $50 plus tax	COAB	Rec Dept
Summer Movie in the Park	An outdoor movie experience geared towards bringing familes in the City together to view an outdoor blockbuster under the stars.	Saturday	June 29th	sunset	once per year	Bull Park	Summer	All Ages	Families	0	300	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us			No cost	COAB	
Theater at Gullford Hall (Sherlock Holmes)	Themed play performed by actors from Apex Theater Studios.	Thursday - Saturday	July 11th - 13th	7:30 PM		Gullford Hall Theater	Summer	5 and Up	Families	none	none	No	Yes	Ian Mairs	ianamairs@gmail.com	(904) 476-5582	www.apextheatrejax.com	Ian Mairs	https://www.apextheatrejax.com/faculty/	ticket purchase	Partner	Ian Mairs
Theater in the Park	Themed play performed by production and to present the experience of a real or imagined event before a live audience outdoors in Johansen Park. The play is performed 2 nights in a row.	Fri. & Sat.	April 12th - 13th	6:30 PM	once or twice per year	Johansen Park	Spring	5 and Up	Families	none	none	No	Yes	TBA	TBA					Free to the public	Partner	
Tour De Parks	Bike tour of 10 of Atlantic Beach's parks led by the mayor and with the assistance of ABPD.	Sat.	Mar. 9	9 am - 12pm	once per year	Parks	Spring	All Ages	Families	none	75	No	Yes	Recreation Staff	recreation@coab.us	(904) 247-5828	www.coab.us/tourdeparks	City Staff		No cost	COAB	Rec Dept
Veteran's Day	Ceremonial program honoring Veterans with a Prayer of Dedication, the national anthem, recognition of Distinguished guests, and presentations.	TBA	Nov.11	TBD	once per year	Beaches Veteran's Park	Fall	All Ages	Veterans & Families	none	none	No	Yes	COAB, Beaches Veterans Memorial Park inc., and the American Legion	recreation@coab.us	(904) 247-5828	www.coab.us	COAB, Beaches Veterans Memorial Park inc., and the American Legion		Free to the public	Partner	COAB, Beaches Veterans Memorial Park inc., and the American Legion
Wellfest	Wellfest is a health and wellness event focused on building connections between local health and wellness resources and the community to advocate a healthier lifestyle through mental, nutritional, and physical education and outreach.	Sat.	04-May	TBD	once per year	Johansen Park	Spring	5/Up	Everyone	none	1,000	No	Yes	Tracy Marko	Tracy.marko@gomeraki.org	(904) 874-5291	https://www.facebook.com/DiscoverWellfest	Tracy Marko		Free to the public	Partner	Discover Wellfest
Wild Wonders	Informative and interactive live show displaying local and exotic reptiles.	Sat.	3/09, 3/16, 4/6, 4/20, 5/4, 5/18,	11:00 AM	8 sessions	Dutton Island Preserve	Spring	All Ages	Everyone	none	50	No	Yes	Michael Rossi	rossi_michael123@hotmail.com	(904) 710-5995	www.coab.us	Michael Rossi		Free to the public	Partner	Wild Wonders

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Date	Event Name	Suitable Age Group	Advertised As	Location	Instructor/ Staff / Grant Funded	Est. Cost	# of Participants	Capacity	Actual Age of Attendees	Actual Cost	Special Requests / Notes
1/2/24	Senior Social	50+	Senior	Gail Baker	Staff	$20	3*	50	65+	$19.86	
1/2/23	Tai Chi 11am	30+	Senior	Adele Grage	City Funded	$45 per hour	11	15	60+	$45	
1/3/24	Yoga	30+	Adult	Adele Grage	Volunteer		7	12	30+		
1/9/23	Tai Chi 5pm	30+	Adult	Adele Grage	Grant Funded		7	15	40+		
1/3/24	Game Day: BINGO	30+	Senior	Gail Baker	Staff	$18.75	5*	50	65+	$18.75	
1/4/24	Tai Chi 2pm	30+	Senior	Adele Grage	City Funded	$45 per hour	10	15	60+	$45	
1/8/24	Chair Yoga	30+	Senior	Gail Baker	Grant Funded			20	50+		NOVA - Forgot sign up sheet
1/8/24	Fieldtrip Cinemark Theater	50+	Senior	Gail Baker	Staff	100	7	12	65+	$92.33	City Van for Transportation
1/9/23	Tai Chi 11am	30+	Senior	Adele Grage	City Funded	$45 per hour		15	65+	$45	Canceled due to storm
1/9/23	Tai Chi 5pm	30+	Adult	Adele Grage	Grant Funded			15	40+		Canceled due to storm
1/10/24	Yoga	30+	Adult	Adele Grage	Volunteer		9	12	30+		
1/10/24	Game Day: Wheels & Doors	30+	Senior	Gail Baker	Staff	$20	3*	50	65+	$19.97	Purchased game
1/11/24	Tai Chi 2pm	30+	Senior	Adele Grage	City Funded	$45 per hour	8	15	65+	$45	
1/16/24	Tai Chi 11am	30+	Senior	Adele Grage	City Funded	$45 per hour	9	15	65+	$45	
1/16/24	Tai Chi 5pm	30+	Adult	Adele Grage	Grant Funded		5	15	40+		
1/17/24	Yoga	30+	Adult	Adele Grage	Volunteer		12	12	30+		
1/17/23	Game Day: BINGO	30+	Senior	Gail Baker	Staff	$30.00	5*	50	65+	$30.47	
1/18/24	Tai Chi 2pm	30+	Senior	Adele Grage	City Funded	$45 per hour	13	15	65+	$45	
1/18/23	Canvas Paint	30+	Senior	Gail Baker	City Funded	$150 ph/$80 Supplies	4*	20	65+	$230	
1/22/24	Chair Yoga	30+	Senior	Gail Baker	Grant Funded			12	50+		NOVA - Forgot sign up sheet
1/23/24	Movie Matinee	30+	Senior	Gail Baker	Staff	$20	4*	50	65+	$17.96	
1/23/24	Tai Chi 11am	30+	Senior	Adele Grage	City Funded	$45 per hour	16	15	65+	$45	
1/23/24	Tai Chi 5pm	30+	Adult	Adele Grage	Grant Funded		7	15	40+		
1/24/24	Yoga	30+	Adult	Adele Grage	Vounteer		13	12	30+		
1/24/24	Game Day: Family Feud	30+	Senior	Gail Baker	Staff		7*	50	65+		
1/25/24	Pizza, Police & a Pup	30+	Senior	Gail Baker	Staff	$25	2*	50	65+	$20.98	
1/25/24	Tai Chi 11am	30+	Senior	Adele Grage	City Funded	$45 per hour	11	15	65+	$45	
1/29/24	Chair Yoga	30+	Senior	Gail Baker	Grant Funded		17	20	50+		
1/30/24	Tai Chi 11am	30+	Senior	Adele Grage	City Funded	$45 per hour	12	15	65+	$45	
1/30/24	Tai Chi 5pm	30+	Adult	Adele Grage	Grant Funded		9**	15	40+		
1/31/24	Game Day: L.R.C.	30+	Senior	Gail Baker	Staff		4*	50	65+		
1/31/24	Yoga	30+	Adult	Adele Grage	Volunteer		11	12	30+		

Key:
* Same attendees
** Numbers are growing considering adding another 8 week session
Yoga, chair yoga and tai chi are different groups of people

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Date	Event Name	Location	Instructor/ Staff / Grant Funded
2/1/24	Nail Bar Party	Baker	Staff
2/5/24	Chair Yoga	Baker	Grant Funded
2/6/24	Tai Chi 11am	Adele Grage	Instructor
2/5/24	Senior Social	Baker	Staff
2/7/24	Game Day - FLIP IT	Baker	Staff
2/7/24	Tai Chi 5pm	Adele Grage	Grant Funded
2/7/24	Yoga	Adele Grage	Grant Funded
2/8/24	Tai Chi 2pm	Adele Grage	Instructor
2/12/24	Chair Yoga	Baker	Grant Funded
2/13/24	Tai Chi 11am	Adele Grage	Instructor
2/4/24	Yoga	Adele Grage	Grant Funded
2/14/24	Tai Chi 5pm	Adele Grage	Grant Funded
2/14/24	Senior Valentines Bingo Ball	Baker	Staff
2/15/24	Tai Chi 2pm	Adele Grage	Instructor
2/20/24	Tai Chi 11am	Adele Grage	Instructor
2/21/24	Tai Chi 5pm	Adele Grage	Grant Funded
2/21/24	Yoga	Adele Grage	Grant Funded
2/21/24	Game Day - PO-KE-NO	Baker	Staff
2/22/24	Tai Chi 2pm	Adele Grage	Instructor
2/22/24	Honoring Black History Social	Baker	Staff
2/26/24	Chair Yoga	Baker	Grant Funded
2/27/24	Tai Chi 11am	Adele Grage	Instructor
2/27/24	Movie Matinee	Baker	Staff
2/28/24	Yoga	Adele Grage	Grant Funded
2/28/24	Game Day - BINGO	Baker	Staff
2/28/24	Tai Chi 5pm	Adele Grage	Grant Funded
2/29/24	Tai Chi 2pm	Adele Grage	Instructor

Attachment E to
2-26-24 Minutes

ARCC Workshop
February 27, 2024
Agenda

Topic: Turtle Crawl

1. Broad vision for the project
    a. Expected outcomes – connectivity
    b. What does success look like?
2. Identify locations
    a. Name resources – who can help?
3. Develop narrative about locations – what is significant? Why?
4. Decide on kinds of turtles
    a. Three land tortoises
    b. Three sea turtles
5. Research turtles/tortoises
6. Design and construction of turtles
7. Designing the plaques and QR codes
    a. Hire a graphic designer
8. Website design
    a. Can this really be done in-house?
    b. Hire a web designer
9. Marketing and public relations campaign
    a. What's needed?
    b. Timeline
10. Design and print maps
    a. Look at parks master plan – can we use their maps?
11. Investigate public private partnerships
    a. Should we solicit sponsorship from individuals or businesses?
12. Research and pursue grant opportunities?
    a. Can we engage the City's grant writer?
13. Timeline and next steps
    a. Who will do what?
    b. When do we want to launch?
    c. When do we meet again?

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: 90-Day Calendar for the City Commission

SUBMITTED BY: Kevin Hogencamp, Deputy City Manager

TODAY'S DATE: March 6, 2024

MEETING DATE: March 11, 2024

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 is routinely revised based on input from City staff and the Commission, and is included in each agenda for consideration by consensus.

Please note these changes to the calendar since the March 11 draft agenda was published:

- An Environmental Stewardship Committee Outreach Subcommittee meeting is scheduled for 4:45 p.m. Wednesday, March 20.
- A Brazilian pepper tree roundup will be held at 9 a.m. Friday, March 22 at Tide Views Preserve (Planning and Community Development Department).
- A Community Development Board meeting is scheduled for 6 p.m. Monday, April 15 (in addition to the Community Development Board meeting scheduled for 6 p.m. Tuesday, April 16).

BUDGET: None

RECOMMENDATION: Approve the 90-Day Calendar for March-May 2024

ATTACHMENT: City Commission 90-Day Calendar (March-May 2024)

REVIEWED BY CITY MANAGER:

MAYOR AND COMMISSION

March 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Bull Park)	4	5 Arts, Recreation, Culture Committee Workshop 6 pm	6 Youth Council 5 pm	7 Code Enforcement Special Magistrate Hearing 2 pm	8	9 Tour de Parks 9 am (Russell) Wild Wonders 1 pm (Dutton Island)
10 Farmers Market 10 am-2 pm (Russell Park)	11 City Commission 6:30 pm (Invoc-Ring)	12 Arts, Recreation, Culture Committee 6 pm	13 ESC Tree Subcmte. 5:15 pm Environmental Stewardship Committee 6 pm	14	15	16 Wild Wonders 1-2 pm (Dutton Island)
17 Farmers Market 10 am-2 pm (Russell Park)	18	19	20 ESC Outreach Subcmte. 4:45 pm Community Development Board 6 pm (Canceled)	21 Artist Reception 5-8 pm (Adele Grage)	22 Brazilian Pepper Tree Roundup 9 am (Tide Views Preserve)	23 Paws in the Park 10 am-1 pm (Jordan)
24 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6-8 pm (Bull Park)	25 City Commission 6:30 pm (Invoc-Ford)	26	27 Charter Review Committee 6 pm	28 ESC Sustainability Subcommittee 9 am Safety, Traffic, Parking Committee 6 pm	29	30 Egg Hunt 10 am-1 pm (Jordan Park)
31 Farmers Market 10 am-2 pm (Russell Park)						

MAYOR AND COMMISSION

April 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Youth Council 5 pm	4	5	6
7 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Bull Park)	8 City Commission 6:30 pm (Invoc-Bole)	9 Arts, Recreation, Culture Committee 6 pm	10 ESC Tree Subcmte. 5:15 pm Environmental Stewardship Committee 6 pm	11	12 Theatre in the Park (Johansen) 6:30 pm	13 Town Hall 10 am (Baker Center) Theatre in the Park 6:30 pm (Johansen)
14 Farmers Market 10 am-2 pm (Russell Park)	15 Community Development Board 6 pm	16 Community Development Board 6 pm	17 ESC Outreach Subcommittee 4:45 pm	18 Safety, Traffic, Parking Committee 6 pm Artist Reception 5-8 pm (Adele Grage)	19	20 Arts in the Park 10 am-4 pm (Johansen) Wild Wonders 1 pm (Dutton Island)
21 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Bull Park)	22 City Commission 6:30 pm (Invoc-Waters)	23	24 Charter Review Committee 6 pm	25 ESC Sustainability and Resiliency Subcommittee 9am	26	27 Wild Wonders 1-2 pm (Dutton Island)
28 Farmers Market 10 am-2 pm (Russell Park) Opening of the Beaches Parade 2 pm (Jax Beach)	29	30				

MAYOR AND COMMISSION

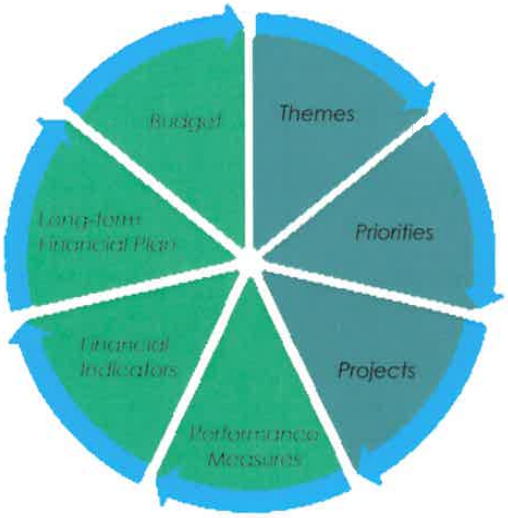
May 2024

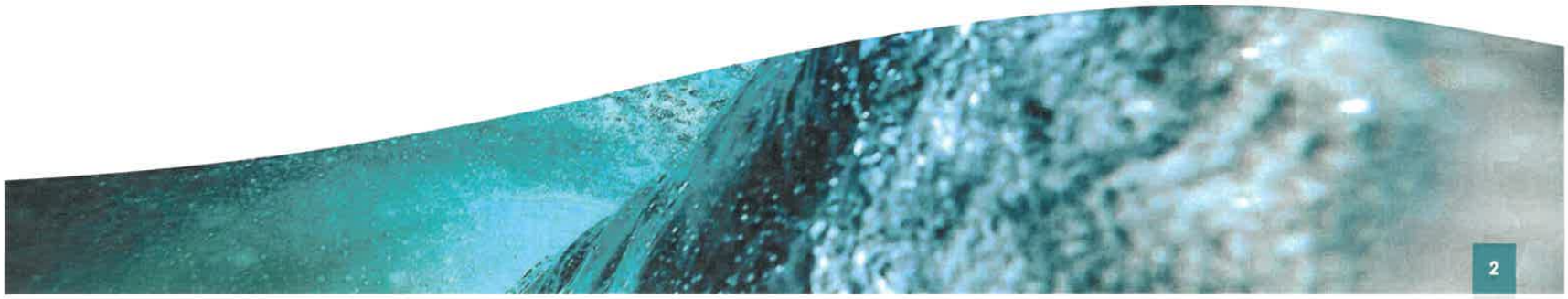
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Youth Council 5 pm	2 Code Enforcement Special Magistrate Hearing 2 pm	3	4
5 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Bull Park)	6	7	8 ESC Tree Subcmte. 5:15 pm Environmental Stewardship Committee 6 pm	9 Pension Boards 6:30 pm	10	11
12 Farmers Market 10 am-2 pm (Russell Park)	13 City Commission 6:30 pm (Invoc-Kelly)	14 Arts, Recreation, Culture Committee 6 pm	15 ESC Outreach Subcommittee 4:45 pm	16 Safety, Traffic, Parking Committee 6 pm Artist Reception 5-8 pm (Adele Grage)	17	18
19 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Bull Park)	20	21 Community Development Board 6 pm	22	23 ESC Sustainability and Resiliency Subcommittee 9am	24	25
26 Farmers Market 10 am-2 pm (Russell Park)	27 Memorial Day City Offices Closed	28 City Commission 6:30 pm (Invoc-Ring)	29	30	31	

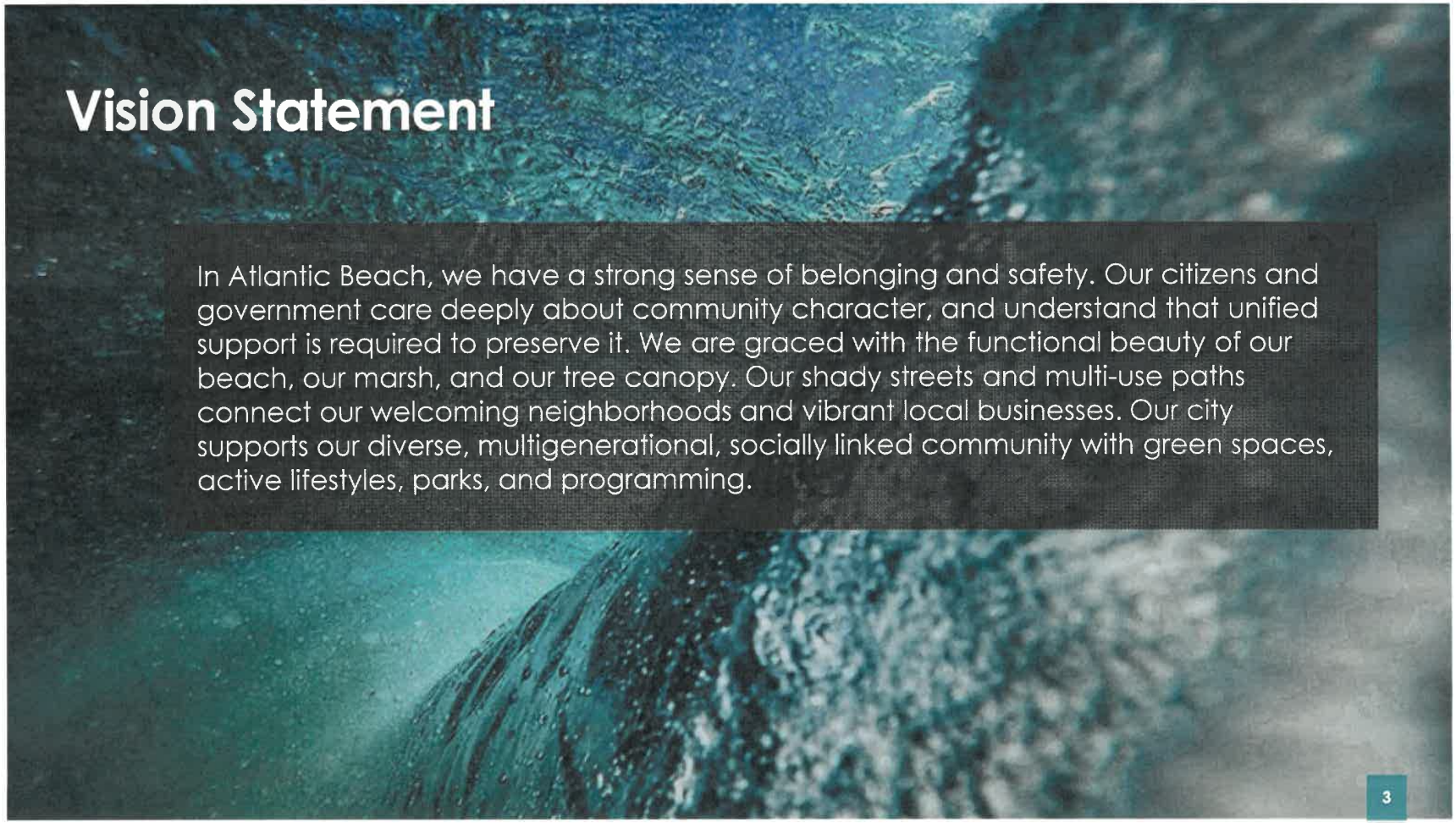
The makings of a strategic plan

City of Atlantic Beach, Florida

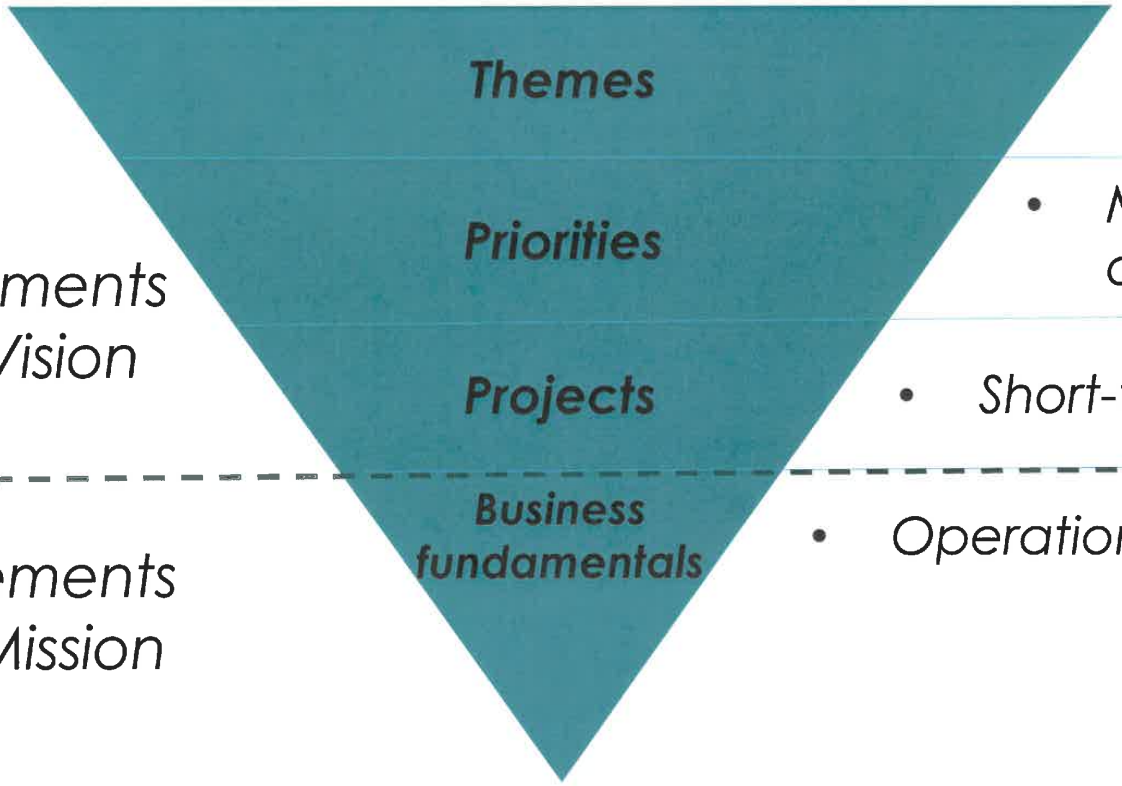
Themes, Priorities, and Projects






Vision Statement
In Atlantic Beach, we have a strong sense of belonging and safety. Our citizens and government care deeply about community character, and understand that unified support is required to preserve it. We are graced with the functional beauty of our beach, our marsh, and our tree canopy. Our shady streets and multi-use paths connect our welcoming neighborhoods and vibrant local businesses. Our city supports our diverse, multigenerational, socially linked community with green spaces, active lifestyles, parks, and programming.
3

Hierarchy of Outcomes



- Long-term outcomes
- Medium-term outcomes
- Short-term outcomes
- Operational outcomes

Implements the Vision

Implements the Mission

4

Strategic Plan Themes



Create a strong sense of belonging and safety

	Priorities
1.0	***Increase awareness of bicycle safety and bicycle laws.***
1.1	*The Chief of Police will create Directed Enforcement activities to survey, educate and enforce bicycle regulations by December 2024.*
2.0	***Develop a customer-centric culture.***
2.1	*The Deputy City Manager will develop an ongoing system for tracking the customer experience by December 2024.*
2.2	*The Deputy City Manager will provide level 1 training to all employees and level 2 training to all public facing employees focusing on the customer experience by March 2025.*

Preserve community character

	Priorities
1.0	***Review Code Enforcement policies.***
1.1	*The Planning Director will review policies and code regarding proactive versus reactive code enforcement by December 2024.*
1.2	*The Planning Director will recommend changes to code enforcement policies and/or code by December 2024.*
1.3	*The Planning Director will create a written procedural manual by March 2025.*
2.0	***Establish policies to preserve the marshfront.***
2.1	*The Planning Director will propose objectives to the City's Comprehensive Plan specific to the marsh prior to the Plan's adoption.*
2.2	*The Planning Director will develop a marsh protection education campaign by March 2025.*
2.3	*The Planning Director will identify marsh priority projects consistent with the Adaptation Plan update by August 2025.*

Preserve community character

	Priorities
3.0	***Reassess the Stormwater Master plan.***
3.1	*The City Engineer will develop scope of work for the Stormwater Master Plan Update by March 2025.*
3.2	*The City Engineer will propose methods to accelerate the Stormwater Master Plan by December 2024.*
4.0	***Establish sustainability goals.***
4.1	*The Planning Director will identify sustainability goals for City projects, City buildings, and City land by September 2025.*

Connect our neighborhoods and businesses

	Priorities
1.0	***Be ranked a gold standard bike friendly community.***
1.1	*The Deputy City Manager will conduct a bicycle-friendly self-assessment by March 2025.*
1.2	*The Deputy City Manager will engage community stakeholders by March 2025.*
1.3	*The Deputy City Manager will apply to the League of American Bicyclists' Bicycle Friendly Community recognition by August 2025.*
2.0	***Prioritize projects to implement the Connectivity Plan.***
2.1	*The Planning Director will develop an implementation schedule by March 2025.*
2.2	*The Planning Director will propose amendments the CIP with prioritized projects to implement the Connectivity Plan by June 2025.*

Promote a socially linked community through green spaces, active lifestyles, parks, and programming

	Priorities
1.0	***Create a plan to remedy gaps in Arts & Recreation programming.***
1.1	*The Deputy City Manager will propose an organizational change that supports Arts & Recreation programming by April 2024.*
1.2	*The Deputy City Manager will identify gaps in current Arts & Recreation Programming by December 2024.*
1.3	*The Deputy City Manager will propose a program of Arts and Recreation to meets the needs of the community April 2025.*
2.0	***Prioritize projects to implement the Parks Master Plan.***
2.1	*The Planning Director will develop a prioritized list of projects from the Parks Master Plan by December 2024.*
2.2	*The Planning Director will propose amendments the CIP to implement the priority projects from the Parks Master Plan by March 2025.*

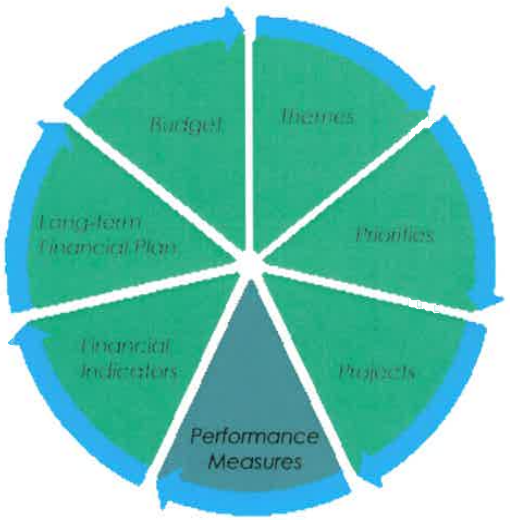
Maintain a strong financial condition suitable for implementing the City's vision

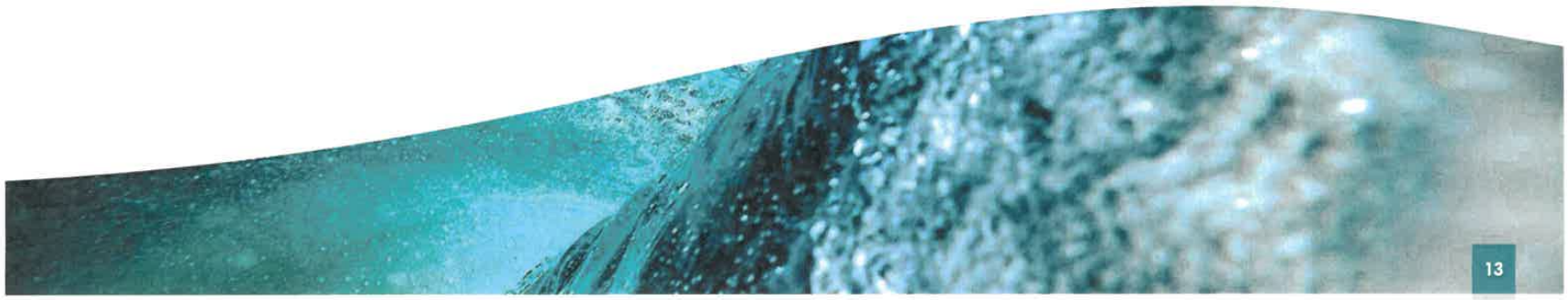
	Priorities
1.0	***Establish a risk management program for city facilities and contracts.***
1.1	*The Risk Management Officer will identify at least five best practices regarding risk management for city facilities and contracts from other municipalities by March 2024.*
1.2	*The Risk Management Officer will propose to the City Manager policies and procedures that identify, evaluate, mitigate and monitor potential liabilities to the City regarding city facilities and contracts by May 2024.*
2.0	***Review fleet maintenance and replacement policies.***
2.1	*The Chief of Police will draft a city fleet vehicle replacement policy by July 2024.*
3.0	***Analyze cost-benefits of outsourcing permitting inspection.***
3.1	*The Planning Director will collect data to analyze the cost-benefits of outsourcing permitting inspection by March 2025.*
3.2	*The Planning Director in coordination with the Finance Director will prepare a cost-benefit analysis of outsourcing permitting inspection by June 2025.*
3.3	*The Planning Director will provide a recommendation to the City Commission by June 2025.*

Maintain a strong financial condition suitable for implementing the City's vision

	Priorities
4.0	***Cultivate relationships to demonstrate the need for resources and cooperation.***
4.1	*The Deputy City Manager will identify opportunities to build relationships between city elected officials and other elected officials by May 2024.*
4.2	*The Deputy City Manager will identify organizations for the city to participate in and/or partner with that will leverage the city's needs by December 2024.*
5.0	***Use data and budget analysis to understand fiscal effects prior to budget approval.***
5.1	*The Finance Director will develop financial condition indicators to understand impacts to the budget due to socio-economic and policy changes by August 2024.*
5.2	*The Finance Director will create a standardized way of reporting fund changes due to project budget amendments by October 2024.*
6.0	***Provide regular updates on project timelines and finances.***
6.1	*The City Engineer will develop a system to track project timelines and finances by December 2024.*
6.2	*The Directors will systematically report changes to project timelines and finances by December 2024.*
6.3	*The Deputy City Manager will systematically update the website with project timelines and finances by January 2025.*

Performance Measures

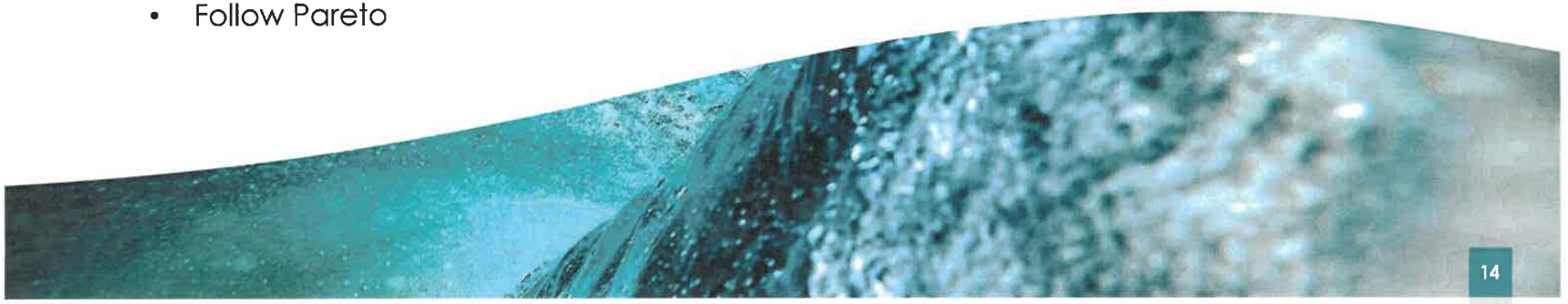


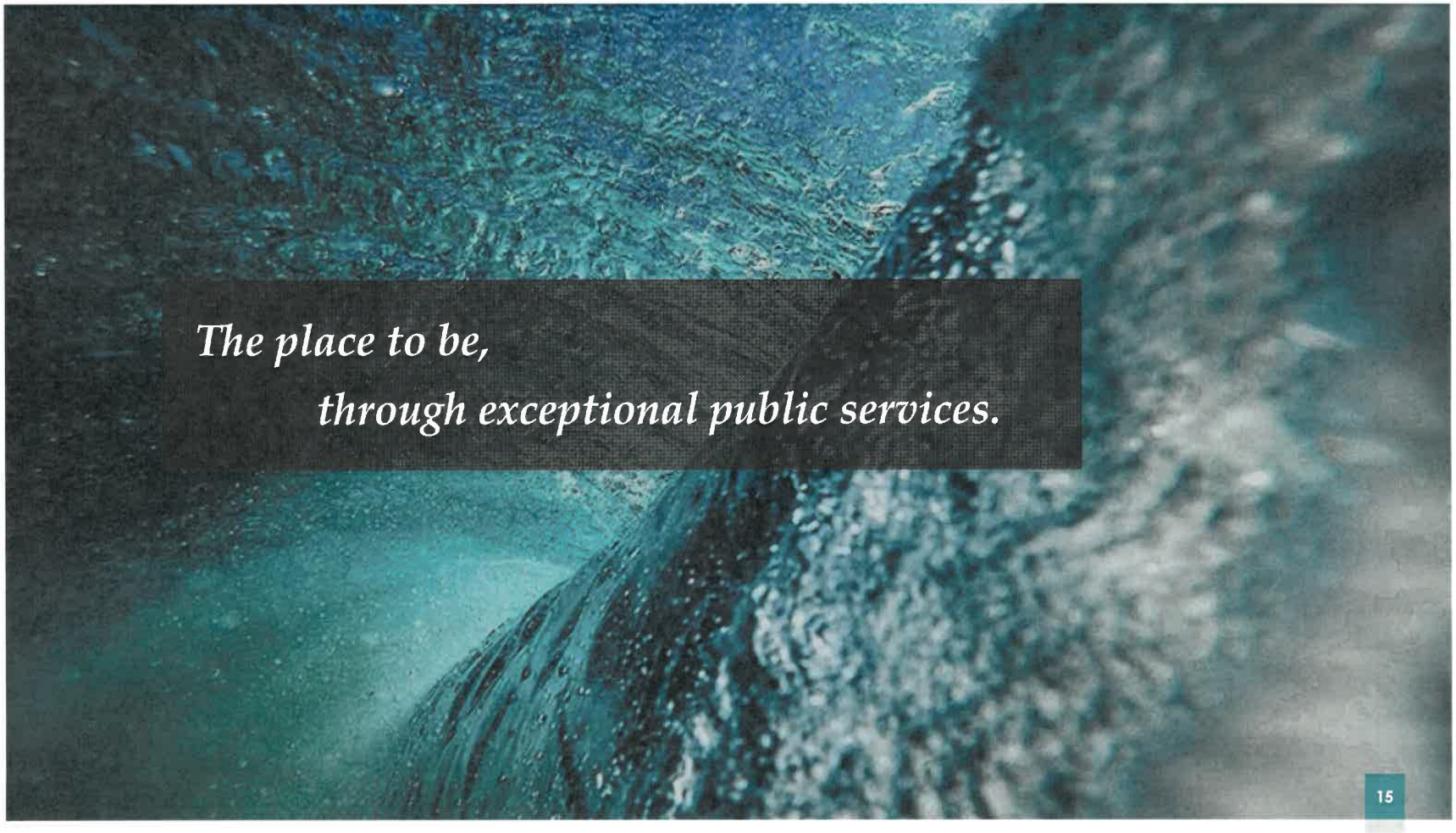


Business Fundamentals

Business fundamentals fulfill the mission

- Effective missions are memorable.
  - *Must be recitable*
  - *Must be integrable into daily decision making*
  - *Must be useable to test current and proposed activity*
- The mission must be deployed to all management units
  - Management units break the mission into lower level activities essential to achieving the mission
  - Lower level activities are further broken into key processes
  - Follow Pareto

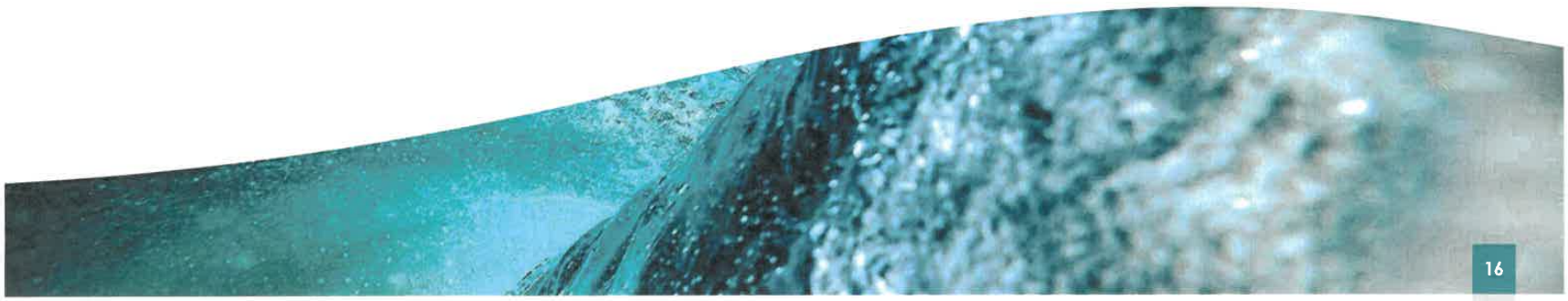



The place to be,
through exceptional public services.
15

Performance Measures

What are Performance Measures?

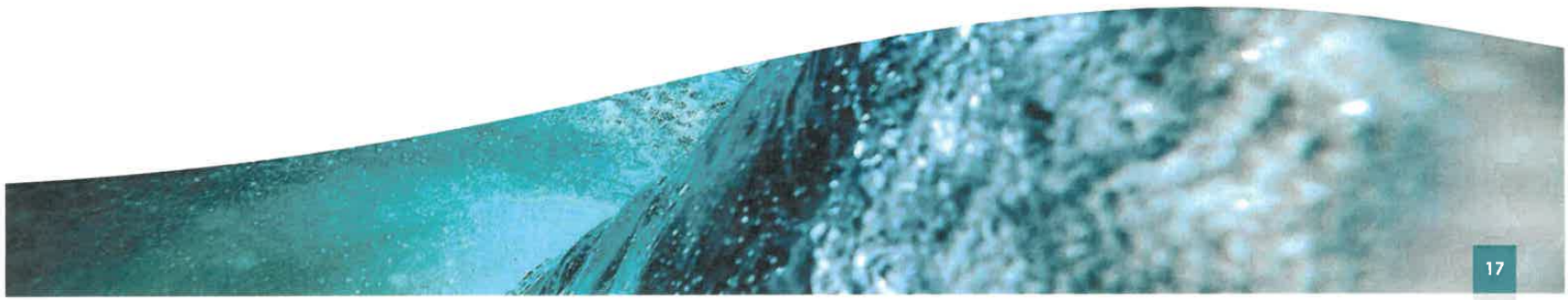
- They quantify performance of key processes.
- Indicators are made up of quality, cost, and delivery measures.
- All key processes need at least one performance measure.
- Don't make quality, cost, and delivery come at the expense of people.



Performance Measures

Action Limits

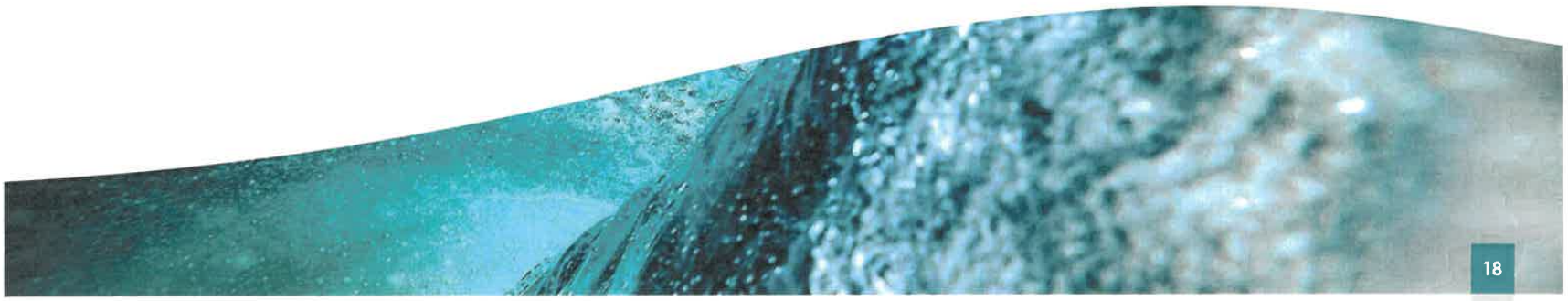
- Define the range of variance
- Data varies
- Individual data points are unpredictable
- Groups of data points form patterns and predictability
- Mean is the central tendency
- Standard deviation is a measure of spread



Performance Measures

Goals

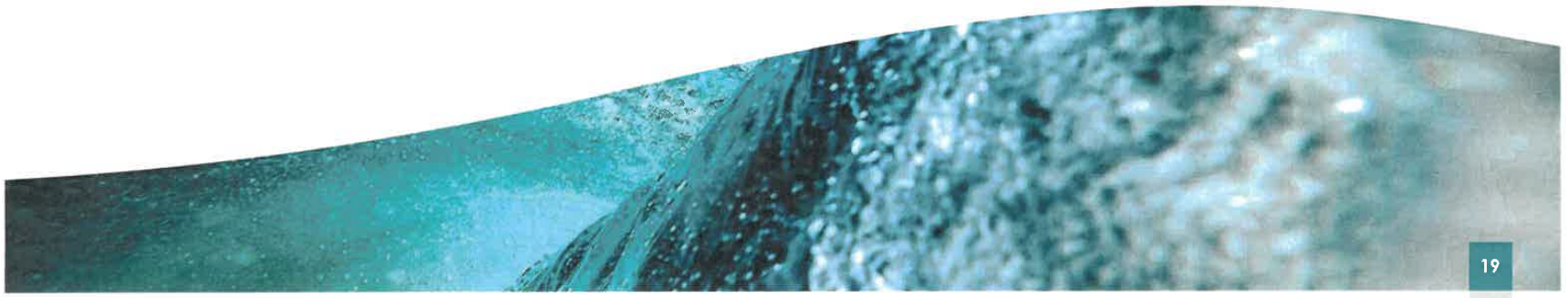
- A process operating within its action limits is operating normally
- If we don't like the results, change the process
- A goal is desired new outcome
- Goals may reduce/increase central tendency
- Goals may reduce variance



Performance Measures

Common Mistakes

- Lack of periodic review and reporting
- Measuring too much; measure the critical few
- Selecting safe measures that don't track performance
- Linking performance measures to employee compensation

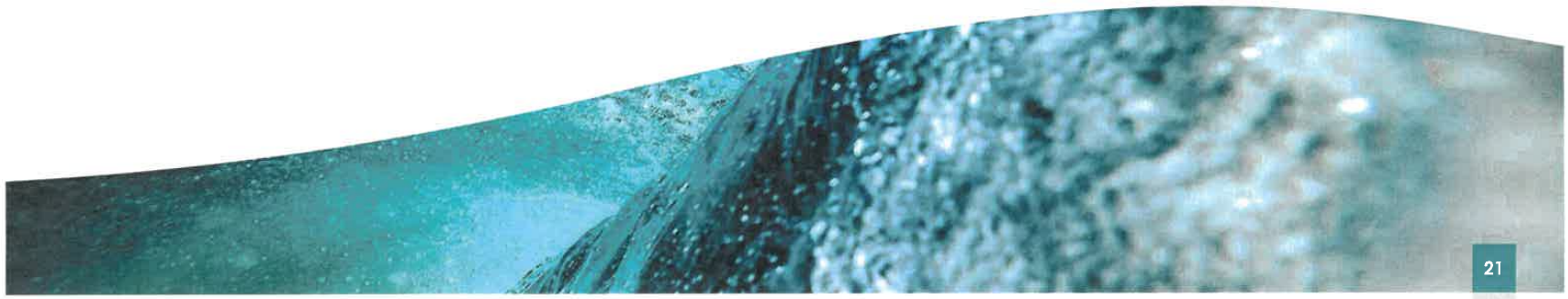


Financial Indicators

Gauging Financial Condition

What is financial condition?

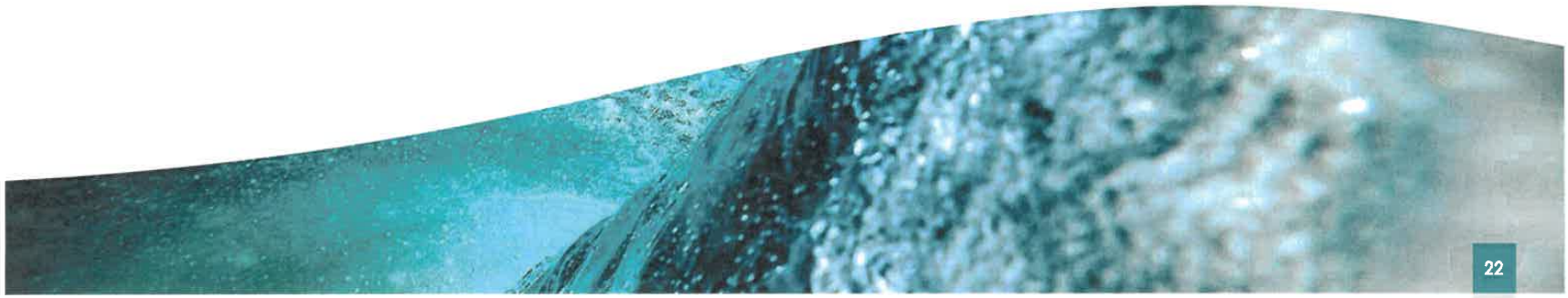
- The ability to finance the City's services on an ongoing basis.
  - *Its ability to maintain existing service levels*
  - *Its ability to withstand economic disruptions (economic resilience)*
  - *Its ability to meet the needs of change*
- Its not an accounting system focused on auditability,
  or legal compliance,
  or financial statements.



Financial Trend Monitoring System

What is FTMS?

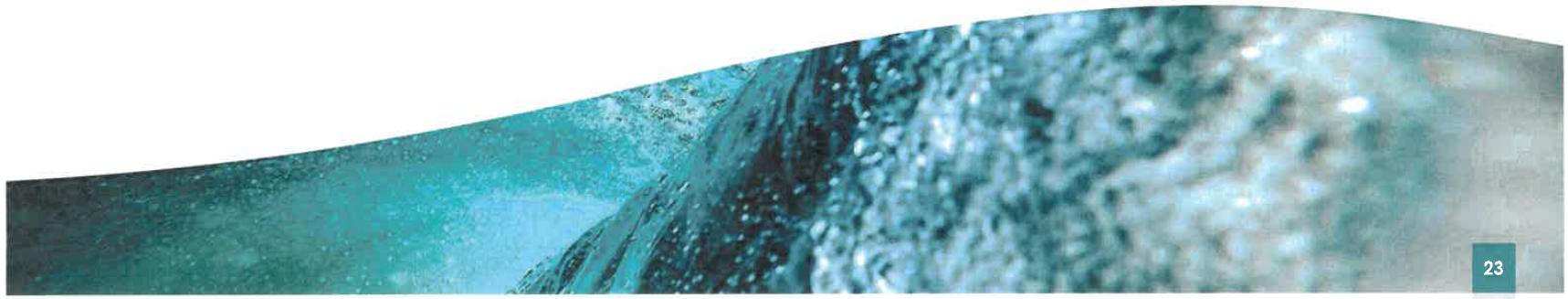
- It identifies factors that increase the City's *ability to maintain existing service levels, to withstand economic disruptions (economic resilience), and to meet the needs of change*
- Indicators are made up of environmental, organizational, and financial factors.
- The indicators are tracked for change.
- The direction of change may provide a reason to investigate.



Financial Trend Monitoring System

A FTMS helps the City

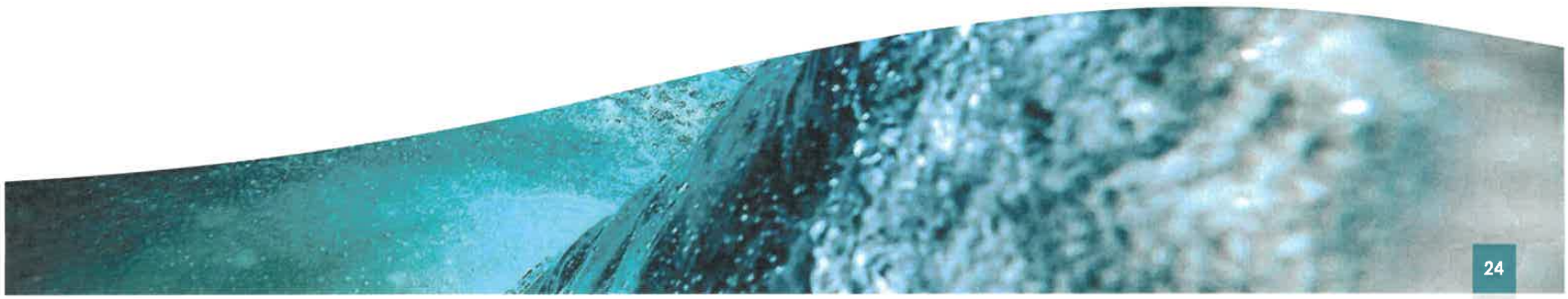
- Introduce long-range considerations into the budget process
- Set financial policy
- Track changes over time
- Provide early warning to hidden or emerging problems
- Receive clues to the causes
- Afford time to take action



Financial Trend Monitoring System

Example FTMS Indicators

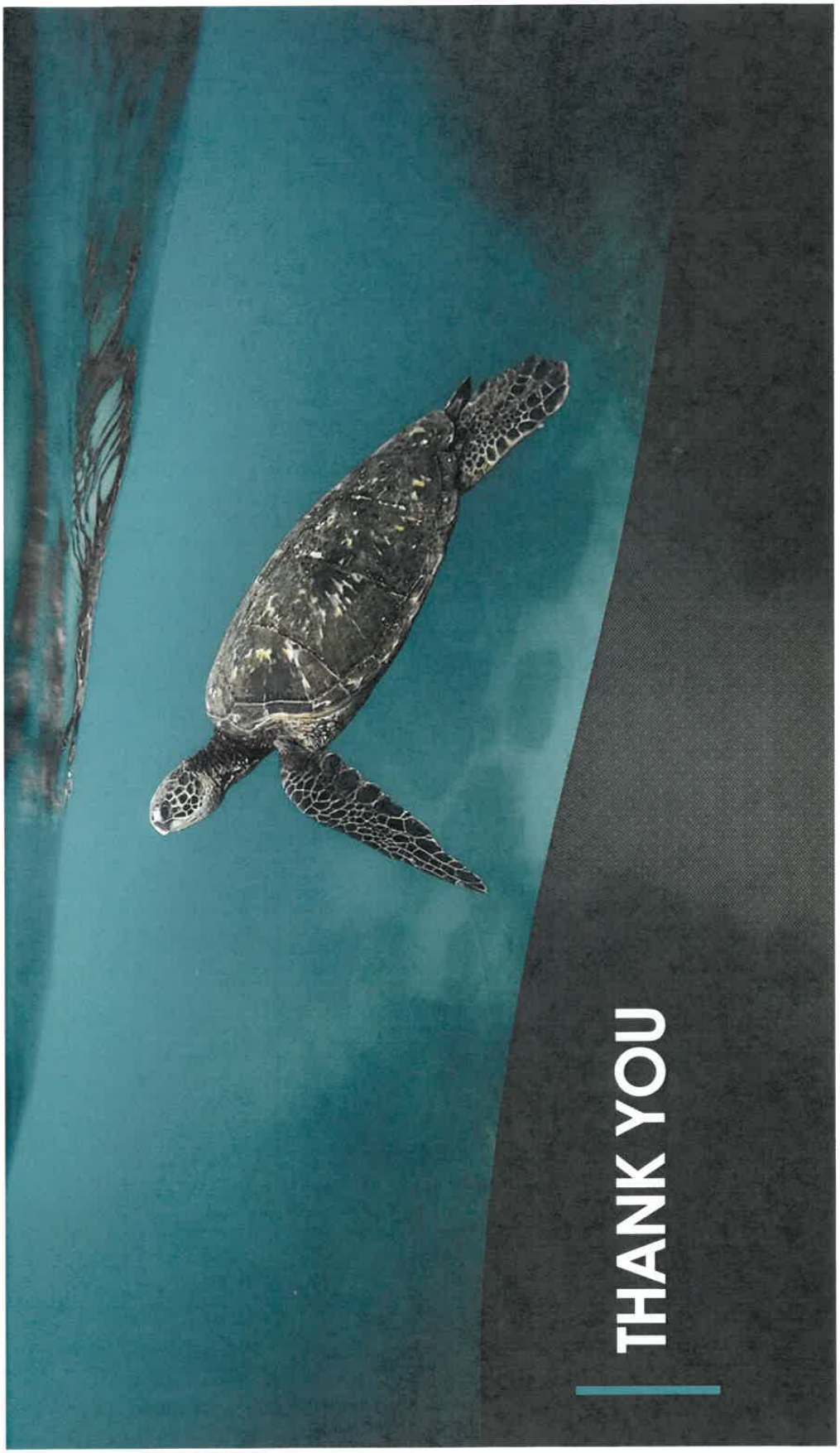
- Revenue per capita in constant dollars
- Expenditures per capita in constant dollars
- Percent of mandated expenditures
- Employees per capita
- Plant maintenance effort
- Percent of user charge coverage



Long-term Financial Plan and Budget






THANK YOU

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Radio Services Agreement between COJ and COAB

SUBMITTED BY: Victor Gualillo, Chief of Police

TODAY'S DATE: February 22, 2024

MEETING DATE: March 11, 2024

BACKGROUND: The City of Atlantic Beach (COAB) currently operates police radio communications through the City of Jacksonville (COJ) P25 radio system. The COAB owns the 800 MHz radios and relies on the COJ for repeaters and other infrastructure to operate the radio system.

The majority of the radios used by the COAB are within the Police Department and are relied on daily for communications. Other departments within the city have 800 MHz radios which function on the City of Jacksonville P25 radio system and are available to them in an emergency situation. The COJ radio system provides the Police Department with inter-operability with other law enforcement agencies in the area which is paramount to public safety during critical incidents.

Periodically the COJ and the COAB enter into a Radio Services Agreement which sets the terms and rate for a specified time frame. The current agreement was originally entered into in October 2021 and the first amendment was entered into in February 2023.

Retroactively, commencing on October 1, 2023, the City of Atlantic Beach is required to pay a fixed monthly fee of $28.31 for the services set forth in this Agreement. This fee includes $20.36 per Unit of P25 maintenance, $5.79 per Unit for Radio Shop services and support, and $2.16 per Unit for JEA tower expenses.

BUDGET: The approximately annual cost for this radio service is $45,000. This item has been approved in the FY24 Police Budget.

RECOMMENDATION: Authorize the City Manager to sign the Second Amendment to Radio Services Agreement between the City of Atlantic Beach and the City of Jacksonville.

ATTACHMENT(S): 1) City of Jacksonville Radio Services Agreement

REVIEWED BY CITY MANAGER:

SECOND AMENDMENT TO RADIO SERVICES AGREEMENT
BETWEEN
THE CITY OF ATLANTIC BEACH
AND
THE CITY OF JACKSONVILLE

This Second Amendment to Radio Services Agreement (this "**Second Amendment**") is dated _____ ____, 2024, is retroactive to October 1, 2023, and is between the **CITY OF ATLANTIC BEACH**, a municipal corporation in Duval County, Florida ("**Atlantic Beach**"), and the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the laws of the State of Florida (the "**City**").

Whereas, effective October 1, 2021, the City and Atlantic Beach entered into the Radio Services Agreement, City Contract No. 230200 (the "**Agreement**"), approved and authorized by Ordinance 2013-424-E.

Whereas, Ordinance 2013-424-E authorizes the Chief of the Information Technologies Division, on behalf of the Mayor and the Corporation Secretary, to execute amendments to the Agreement on behalf of the City, upon approval by the Mayor's Budget Review Committee, which approval was obtained on December 11, 2023.

Whereas, the parties desire to amend the Agreement as more fully set forth this Second Amendment.

Now, therefore, for and in consideration of good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Incorporation of Recitals.** The above-stated recitals are accurate, true, and correct and are hereby incorporated in and made a part of this Second Amendment.

2. **Capitalized Terms.** Unless otherwise defined in this Second Amendment, all capitalized terms have the meaning given to them in the Agreement.

3. **Amendment to Section 4(a).** Section 4(a) of the Agreement is hereby amended by adding the monthly fee for fiscal year 2024, and reads in its entirety as follows:

> (a) Commencing October 1, 2021, through September 30, 2022, ATLANTIC BEACH shall pay the City a fixed monthly fee of **$21.02 per Unit** for the services set forth in this Agreement. This fee includes $13.23 per Unit for P25 maintenance, $5.72 per Unit for radio shop services and support, and $2.07 per Unit for JEA expenses. Commencing October 1, 2022, through September 30, 2023, ATLANTIC BEACH shall pay the City a fixed monthly fee of **$35.21 per Unit** for the services set forth in this Agreement. This fee includes $27.18 per Unit for P25 maintenance, $5.88 per Unit for radio shop services and support, and $2.15 per Unit for JEA costs. Commencing October 1, 2023, through September 30, 2024, ATLANTIC BEACH shall pay the City a fixed monthly fee of **$28.31 per Unit** for the services set forth in this Agreement. This fee includes $20.36 per Unit for P25 maintenance, $5.79 per Unit for radio shop services and support, and $2.16 per Unit for JEA costs.

4. **Amendment to Section 6.** Section 6 of the Agreement is hereby amended by extending the minimum payment to fiscal year 2024, and reads in its entirety as follows:

> 6. **Minimum Payment**. ATLANTIC BEACH may increase or decrease the number of Active Units as it deems appropriate. However, subject to the provisions in Sections 5 and 7 herein, ATLANTIC BEACH agrees that the average monthly payment for services hereunder shall not fall below **$1,250.00** from October 1, 2021, through September 30, 2024. This average monthly payment is required to ensure that the P25 System remains adequately funded as an ongoing concern. The rates provided in Section 4 of this Agreement are conditioned on ATLANTIC BEACH's agreement to the minimum payment.

5. **Amendment to Section 8(a).** Section 8(a) of the Agreement is hereby amended by exercising the second of three one-year renewals to extend the term through fiscal year 2024, and reads in its entirety as follows:

> (a) Term. The term of this Agreement shall commence on the Effective Date and shall expire on September 30, 2024, unless sooner terminated as provided herein. This Agreement may be renewed for one additional one-year term, with the written consent of the parties. Any subsequent renewals shall set forth any revisions to the monthly service fee.

6. **Amendment to Section 8(d).** Section 8(d) of the Agreement is hereby amended by extending Atlantic Beach's representation through fiscal year 2024, and reads in its entirety as follows:

> (d) Termination for Non-Appropriation of Funds. Notwithstanding anything in this Agreement to the contrary, all obligations of ATLANTIC BEACH herein are conditioned upon: (1) the prior receipt by ATLANTIC BEACH of, and authorization to expend, such funds from applicable federal, state, or local sources; and (2) the appropriation of such funds by ATLANTIC BEACH. In the event any of the foregoing prerequisite events do not occur, then this Agreement shall automatically terminate, and thereafter both parties shall have no further rights, obligations, or liabilities under this Agreement. ATLANTIC BEACH hereby represents that it has adequate funding and approvals to fulfill its obligations under this Agreement through September 30, 2024.

7. **Modification; Waiver.** No modification of the Agreement or this Second Amendment will be effective unless it is in writing and signed by the parties. No waiver under the Agreement or this Second Amendment will be effective unless it is in writing and signed by the party granting the waiver.

8. **Ratification; Entire Agreement.** The provisions of the Agreement shall remain in full force and effect except as expressly provided in this Second Amendment. This Second Amendment constitutes the entire understanding between the parties with respect to the subject matter of this Second Amendment and supersedes all other agreements, whether written or oral, between the parties with respect to the subject matter of this Second Amendment.

9. **Counterparts.** This Second Amendment may be executed electronically and in several counterparts, each of which will be deemed an original and all of which will constitute one instrument.

In witness whereof, the parties are signing this Second Amendment the day and year first written above.

Witness

CITY OF JACKSONVILLE, a consolidated political subdivision and municipal corporation existing under the laws of the State of Florida

By: _____
Thomas Ossi
Technology Contract & Records Manager

By: _____
Wanyonyi Kendrick
Chief of Information Technologies/CIO
On behalf of the Mayor, pursuant to Ordinance 2013-424-E

Witness

CITY OF ATLANTIC BEACH, a municipal corporation in Duval County, Florida

By: _____
Name: _____
Title: _____

By: _____
Bill Killingsworth
City Manager

Encumbrance and funding information for internal City use:

Total Maximum Indebtedness: $0.00

The above stated amount is the maximum fixed monetary amount of the foregoing contract. It shall not be encumbered by the foregoing contract. It shall be encumbered by one or more subsequently issued purchase orders that must reference the foregoing contract. All financial examinations and funds control checking will be made at the time such purchase orders are issued.

In accordance with Section 24.103(e), Jacksonville Ordinance Code, I do hereby certify that there is an unexpended, unencumbered, and unimpounded balance in the appropriation sufficient to cover the foregoing contract; provided, however, this certification is not, nor shall it be interpreted as, an encumbrance of funding under the contract. Actual encumbrances shall be made by subsequent purchase orders as specified in the contract.

_____
Director of Finance
City Contract #230200, Amendment 2

Form Approved:

_____
Office of General Counsel

GC-#1614352-v1-City_of_Atlantic_Beach_#230200_Amd_2_P25_Radio_Services_Agreement.docx

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Approval of Schedule of proposed streets designated for 2024 Milling & Paving project and approval of proposed Main Street speed humps

SUBMITTED BY: Scott Williams, Public Works Director

TODAY'S DATE: March 1, 2024

MEETING DATE: March 11, 2024

BACKGROUND: City staff have identified streets designated for repaving using Roadbotics software. The software ranked all roads in the City with a grade to determine roads in most need of repaving. Then, Public Works staff used the Roadbotics rankings, along with site visits, to create a list of roads to be included in the 2024 Milling & Paving Schedule. Three locations for speed humps have also been proposed for traffic calming on Main Street. After the 2024 Milling & Paving Schedule and proposed locations for Main Street Speed Humps are approved, the Public Works Department intends to put this project out for bid.

BUDGET: The FY 2023-24 budget has $550,000.00 budgeted for the 2024 Milling & Paving project, and $33,384.03 was utilized from this amount to cover change orders for the Public Works Building Remodel project. The remaining amount of $516,615.97 will be used for both the 2024 Milling & Paving project and the Main Street Speed Humps project.

RECOMMENDATION: Approve the schedule of streets to be included in the 2024 Milling & Paving project and approve the Main Street proposed speed humps locations.

ATTACHMENTS: 2024 Milling & Paving Schedule, Main Street Speed Humps
Maps of Streets designated for Milling & Paving
Main Street Proposed Speed Hump Locations
Main Street Signing and Pavement Marking Plan
Main Street Typical Speed Hump Details

REVIEWED BY CITY MANAGER:

2024 Milling & Paving Schedule

Street Name	From	TO	Roadbotics Rankings*	L X W	Total S/Y	FY23 $ + 5%	Estimated Price
Royal Palms Drive	Atlantic Blvd	150' S of Cavalla	3.7	740 X 40	3289	27.83	$ 91,529
Snapping Turtle Ct	West End	East End	3.37	522 X 24	1392	27.83	$ 38,739
Linkside Ct.	Linkside Dr.	Cul-de-Sac	3.04	575 X 24	1533	27.83	$ 42,663
Laughing Gull Cir.	Ocean walk Dr. S	Cul-de-Sac	2.95	374 X 24	997	27.83	$ 27,747
West 2nd Street	Mayport Road	Main Street	2.91	770 X 24	2053	27.83	$ 57,135
Inland Way	Oceanwalk Dr. W	Cul-de-Sac	2.79	411 X 24	1096	27.83	$ 30,502
Hickory Lane	North End	South End	2.79	995 X 24	2653	27.83	$ 73,833
Selva Madera Ct.	20th Street	Cul-de-Sac	2.77	445 X 24	1187	27.83	$ 33,025
Sailfish Drive	Atlantic Blvd	50' S of Triton	2.44	1186 X 24	3163	27.83	$ 88,026
						Total Estimated Cost:	**$ 483,199**
* Roadbotics Rankings from 2023 pavement analysis, road segments listed generally represent highest ranked for repaving							

6" Double Yellow Striping			
Royal Palms	Atlantic Blvd	150' S of Cavalla	740 L/F
Sailfish Dr.	Atlantic Blvd	50' S of Triton	1,186 L/F
W 2nd Street	Mayport Road		150 L/F
Total Striping -------> 2,076 L/F of Double Yellow			

Speed Humps

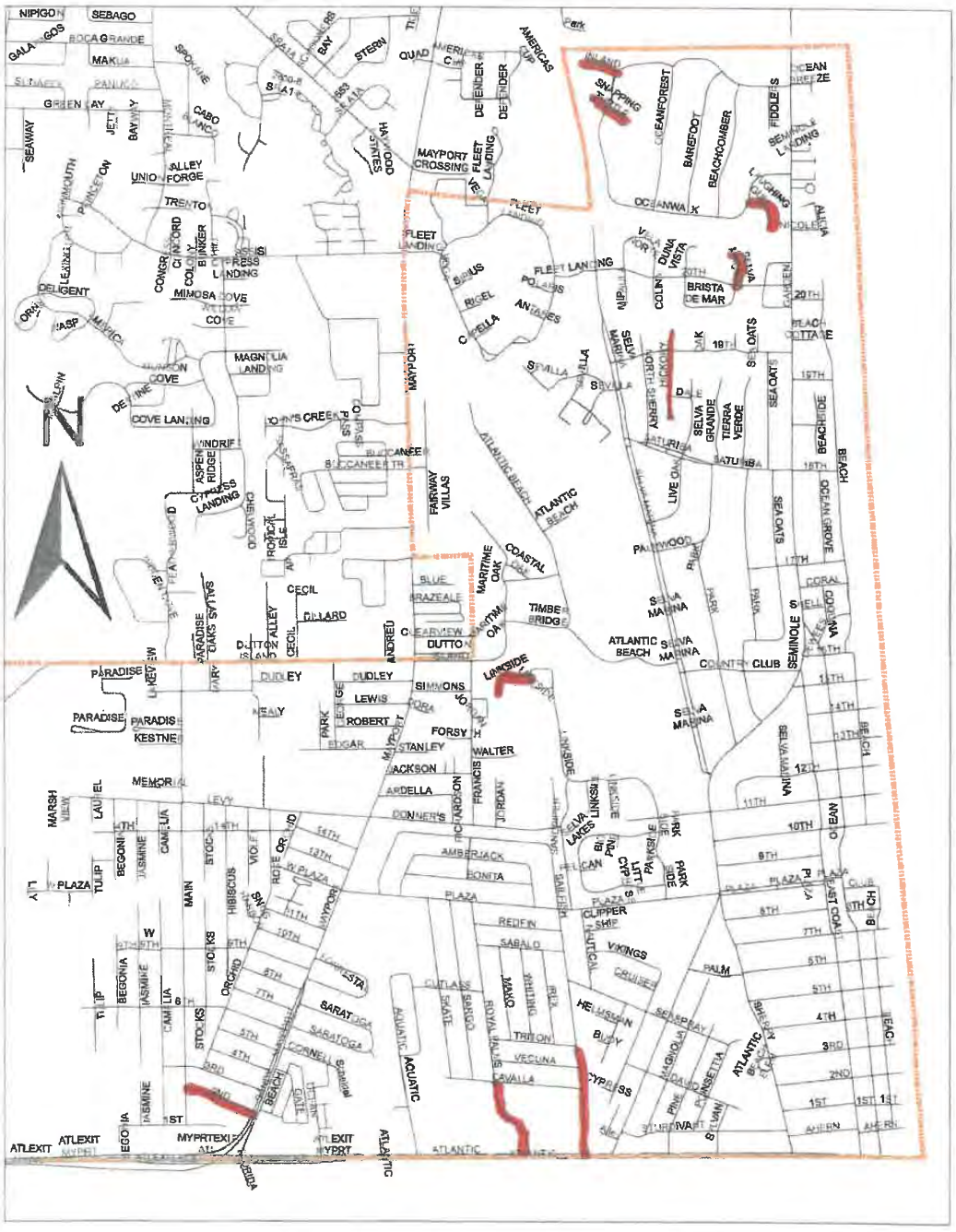
3 locations on Main Street...Mill 1" and put in speed humps measuring 12' wide, X 22' curb to curb with a 2.5" vertical elevation, per plans

****All three speed humps to be striped acording to plans.**** Signs will be installed by the City Crews

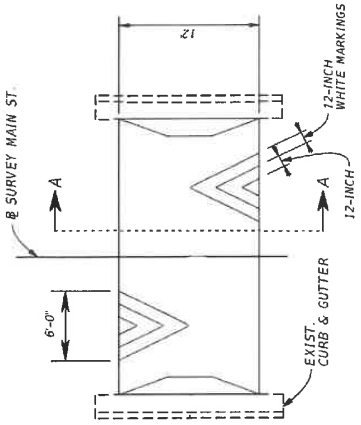
3/6/20243:15 PM

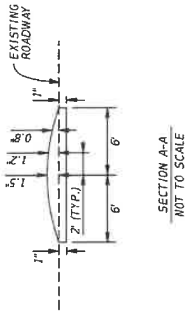
Prepared By: PW

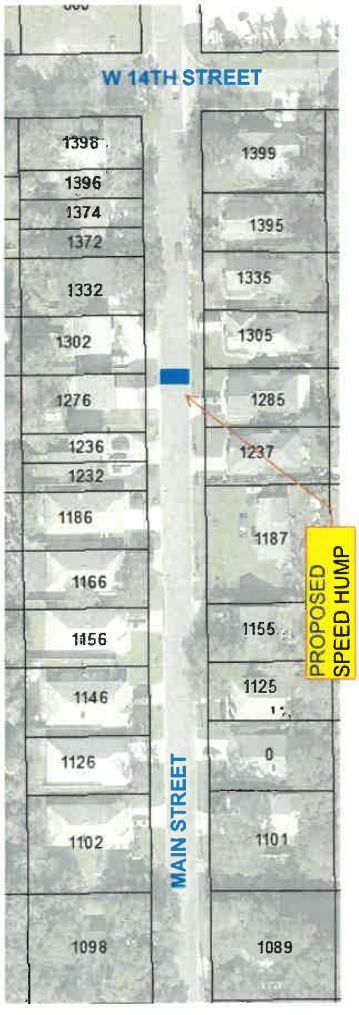
COAB Street Map

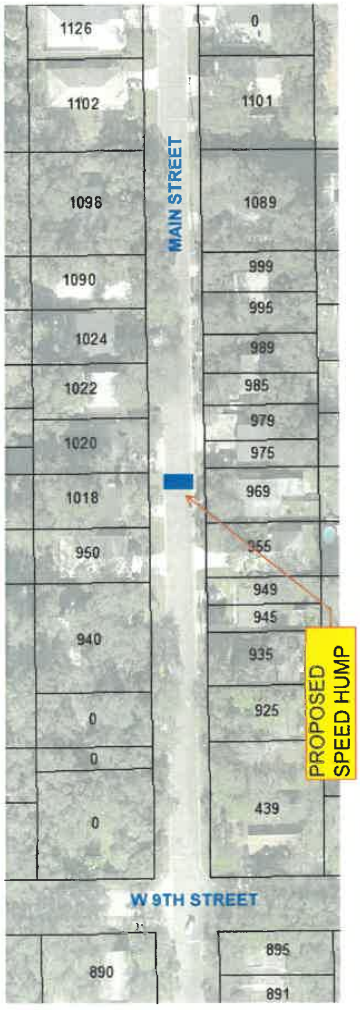


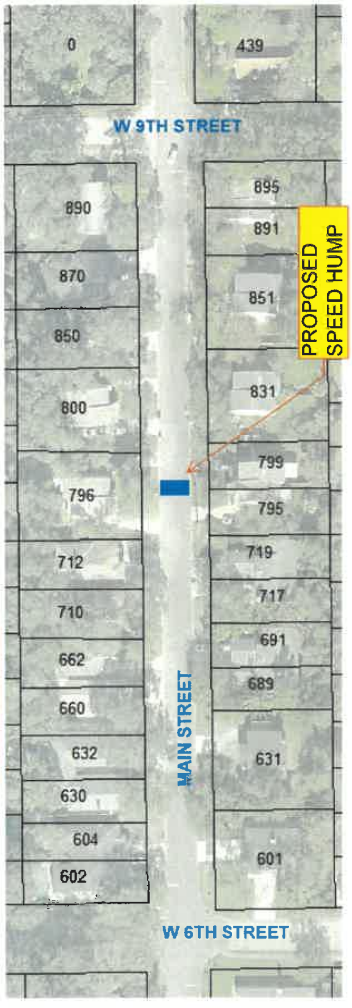
MAIN STREET TRAFFIC CALMING
PROPOSED SPEED HUMP LOCATIONS
NOV 7, 2023



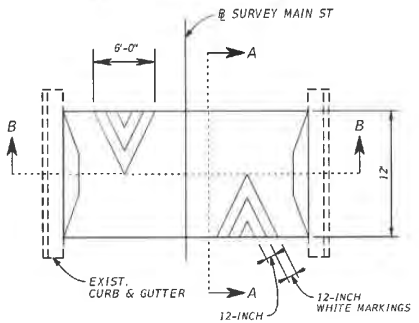




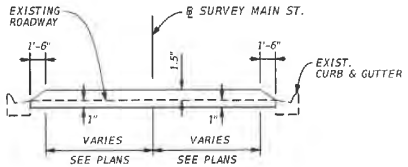




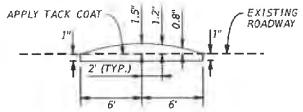
TYPICAL SPEED HUMP



PLAN VIEW
NOT TO SCALE



SECTION B-B
NOT TO SCALE



SECTION A-A
NOT TO SCALE

NOTE:
1. ALL SIGNING AND STRIPING SHALL CONFORM TO THE LATEST EDITION OF THE MUTCD.
2. WITHIN LIMITS OF SPEED HUMP MILL 1" AND OVERLAY WITH STRUCTURAL COURSE SP-9.5, MAX. 15% RAP, TRAFFIC LEVEL C PER PARABOLIC PROFILE SHOWN.

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

HANSON
Hanson Professional Services Inc.
8075 Gate Parkway West, Suite 204
Jacksonville, Florida 32216-3865
Offices Nationwide
Engineer of Record:
Brian Scott McKee, P.E.

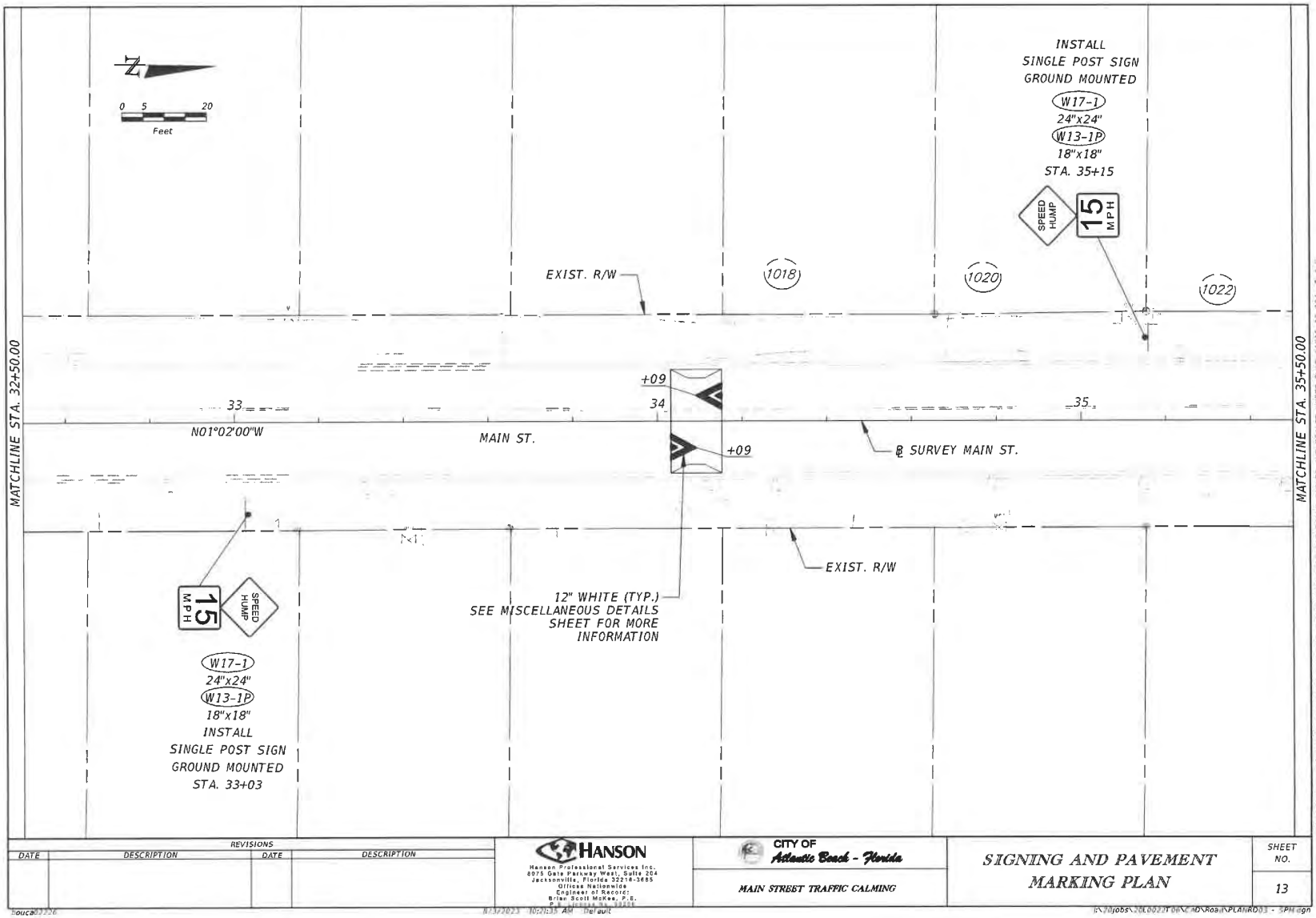
CITY OF Atlantic Beach - Florida

MAIN STREET TRAFFIC CALMING

MISCELLANEOUS DETAILS

SHEET NO. 4

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.


0 5 20
Feet
INSTALL
SINGLE POST SIGN
GROUND MOUNTED
W17-1
24"x24"
W13-1P
18"x18"
STA. 35+15
SPEED HUMP
15 MPH
EXIST. R/W
1018
1020
1022
MATCHLINE STA. 32+50.00
MATCHLINE STA. 35+50.00
+09
33
34
35
N01°02'00"W
MAIN ST.
℄ SURVEY MAIN ST.
EXIST. R/W
12" WHITE (TYP.)
SEE MISCELLANEOUS DETAILS
SHEET FOR MORE
INFORMATION
W17-1
24"x24"
W13-1P
18"x18"
INSTALL
SINGLE POST SIGN
GROUND MOUNTED
STA. 33+03
REVISIONS
DATE
DESCRIPTION
DATE
DESCRIPTION
HANSON
Hanson Professional Services Inc.
8075 Gate Parkway West, Suite 204
Jacksonville, Florida 32216-3685
Offices Nationwide
Engineer of Record:
Brian Scott McKee, P.E.
CITY OF
Atlantic Beach - Florida
MAIN STREET TRAFFIC CALMING
SIGNING AND PAVEMENT
MARKING PLAN
SHEET NO.
13
THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 24-10 Awarding Bid 2324-03; 20th Street Lift Station Access Widening

SUBMITTED BY: Troy Stephens, Public Utilities Director 2/29/24

TODAY'S DATE: February 29, 2024

MEETING DATE: March 11, 2024

BACKGROUND: The 20th Street Lift Station at 404 20th Street will be receiving a generator for emergency operations during major storm. The current access road is too narrow, and is deteriorating, and must accommodate service vehicles for the lift station and generator.

A bid opening was held on January 31, 2024, for Bid 2324-03; 20th Street Lift Station Access Widening. The project consists of labor, equipment and materials for the construction of 340 LF of wooden bulkhead and widening of an existing driveway from 10' to 12'; which would include clearing and grubbing for the widening, removing about 20' of existing bulkhead, concrete curb and an existing railroad tie planter box, and constructing a Type C catch basin with outfall pipe and other minor concrete work. Bid Alternative was included to accept resurfacing 12' x 320' access with S-1 Asphalt. Three bids were received as follows:

Bidders	Hager Construction	CGC, Inc.	Mclain Site Solutions
Lump Sum Bid Amount with Alternative-Resurface w/ S-1 Asphalt	$456,809.00	$531,832.40	$516,002.30

The low bidder, Hager Construction, has provided all required documentation in its bid submittal.

BUDGET: The amount budgeted in FY 2023-24 for this project is $250,000. The budget for the project is being modified by reallocating $100,000 from Project PU2329- Replacing Clay Services, reallocating $74,105 from Project PU2324-Repurpose Polymer Building, and reallocating $32,704 from Project PU2332-Wetwell & Suction Pipe Replacements into the Public Utilities Account No. 410-5506-535-6300 for Project No. PU2334. These changes bring the total project cost to $456,809.00.

RECOMMENDATION: Approve Resolution No. 24-10 awarding Hager Construction Bid 2324-03 in the amount of $456,809.00 and authorizing the City Manager to execute the contract.

ATTACHMENT(S):
1. Resolution No. 24-10
2. Bid Tabulation
3. Photos of 20th Street Lift Station Access Road

REVIEWED BY CITY MANAGER: WCK

RESOLUTION NO. 24-10

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2324-03 FOR 20th STREET LIFT STATION ACCESS WIDENING; 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, the 20th Street Lift Station access road is deteriorating, and needs to be widened and reinforced to accommodate service vehicles; and

WHEREAS, a project estimate was budgeted for $250,000 for the FY 2023-24; and

WHEREAS, a bid opening was held on January 31, 2024, for Bid 2324-03 20th Street Lift Station Access Widening; and

WHEREAS, the project consists of labor, equipment and materials for the construction of 340 LF of wooden bulkhead and widening of an existing driveway from 10' to 12'; which would include clearing and grubbing for the widening, removing approximately 20' of existing bulkhead, concrete curb and an existing railroad tie planter box, constructing a Type C catch basin with outfall pipe and other minor concrete work, and includes resurfacing 12' x 320' access with S-1 asphalt; and

WHEREAS, the lowest bid was received from Hager Construction in the amount of $456,809.00; and

WHEREAS, FY 2023-24 budget modifications have been submitted to reallocate $100,000 from Project PU2329 – Replacing Clay Services; $74,105 from Project PU2324-Repurpose Polymer Building, and $32,704 from Project PU2332 – Wetwell & Suction Pipe Replacements; and

WHEREAS, upon execution of the budget modifications, sufficient funds will be available in the Public Utilities Fund for this purpose in Account No. 410-5506-535-6300, for Project No. PU2334, in the amount of $456,809.

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

Section 1. The City Commission hereby authorizes awarding Bid No. 2324-03 to Hager Construction in the amount of $456,809.00 to perform the work for said bid in accordance with the bid specifications.

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

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

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 26th day of February, 2024.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

CITY OF ATLANTIC BEACH
20th STREET LIFT STATION ACCESS WIDENING
January 31, 2024

Bid 2324-03

Required Documents	CGC, Inc.	Hager Construction	Mclain Site Solutions
Submission in Triplicate - All Documents	X	X	X
Document Requirements Checklist	X	X	X
Bid Form	X	X	X
Bid Bond - 5% of Bid	X	X	X
W-9 Form	X	X	X
Drug Free Workplace	X	X	X
Public Entity Crimes Statement	X	X	X
Public Records Provisions	X	X	X
E-Verify Form	X	X	X
New Vendor Information Form	X	X	X
Business Tax Receipt	X	X	X
Proof of Experience - 3 years	X	X	X
Qualifications - General Contractor	X	X	NO
Financials - 2 years	X	X	X
Insurance	X	X	NO
References - 3 (w/job description and beginning & end dates)	X	X	X
Agree to Base Bid Specifications	X	X	X
Written Confirmation of Adenda (Addendum No. 1-Change to Pre-bid Meeting Time)	X	X	X
Grand Total	$531,832.40	$424,105.00	$516,002.30
Alternate No. 1 - Substitute Turf-Block for Widening Surface	$19,798.00	$420,954.00	$523,858.23
Alternat No. 2 - Resurface 12' x 320' access w/S-1 Asphalt	$14,723.00	$456,809.00	$513,510.56

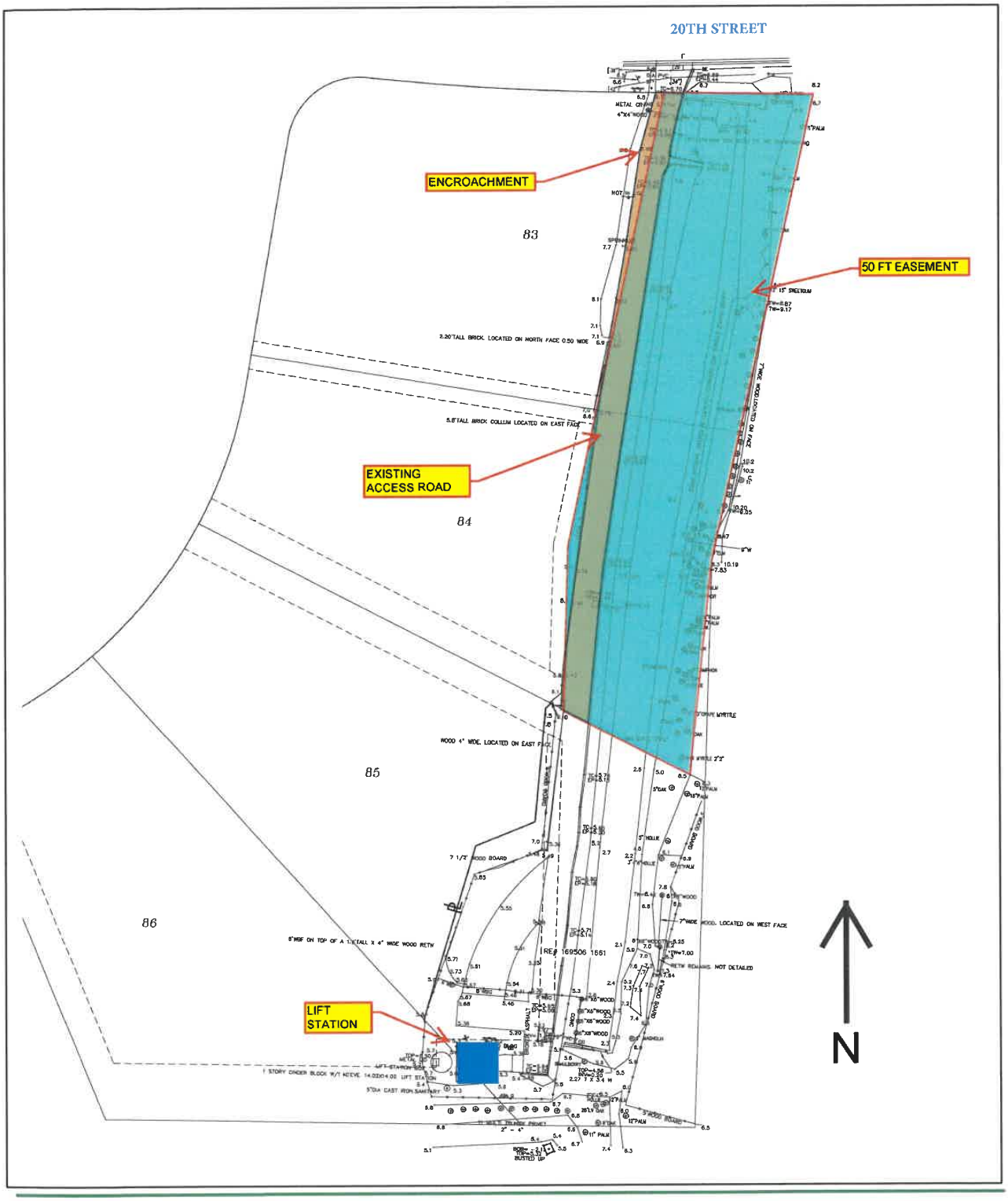
TS

Award of Bid based on Department Analysis or Commission Approval


City of Atlantic Beach
LIft Station
404
38th Street
Google


Google

TS



20th Street Lift Station Access Road & Easement

CITY OF ATLANTIC BEACH
CITY COMMISSION
STAFF REPORT

AGENDA ITEM: Resolution No. 24-12 adopting the City's 2024 Priorities

TODAY'S DATE: February 28, 2024

MEETING DATE: March 11, 2024

SUBMITTED BY: William B. Killingsworth, City Manager

SUMMARY: The City Commission held its annual priority-setting exercise, facilitated once again by Linda Lanier, on Feb. 5. Exhibit A, the 2024 priorities document, is the outcome of the priority-setting exercise.

RECOMMENDATION: Commission approve Resolution No. 24-12

BUDGET: N.A.

ATTACHMENT: Resolution No. 24-12

CITY MANAGER: 

RESOLUTION NO. 24-12

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA ESTABLISHING THE CITY'S 2024 PRIORITIES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach develops priorities annually to use as a tool to guide policy and budget decision-making, and to outline strategies to work toward outcomes of significant projects, initiatives, programming, and activities; and

WHEREAS, these priorities affect many aspects of civic life in Atlantic Beach; and

WHEREAS, establishing and sharing priorities helps inform residents, businesses and other stakeholders on what the City Commission's constituents and elected officials view as important for the community in an easy-to-understand and transparent manner; and

WHEREAS, the City Commission desires to affirm its priorities by Resolution.

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

SECTION 1. The City Commission hereby establishes the 2024 Priorities identified in Exhibit A.

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 11th day of March, 2024.

_____
Curtis Ford, Mayor

Attest:

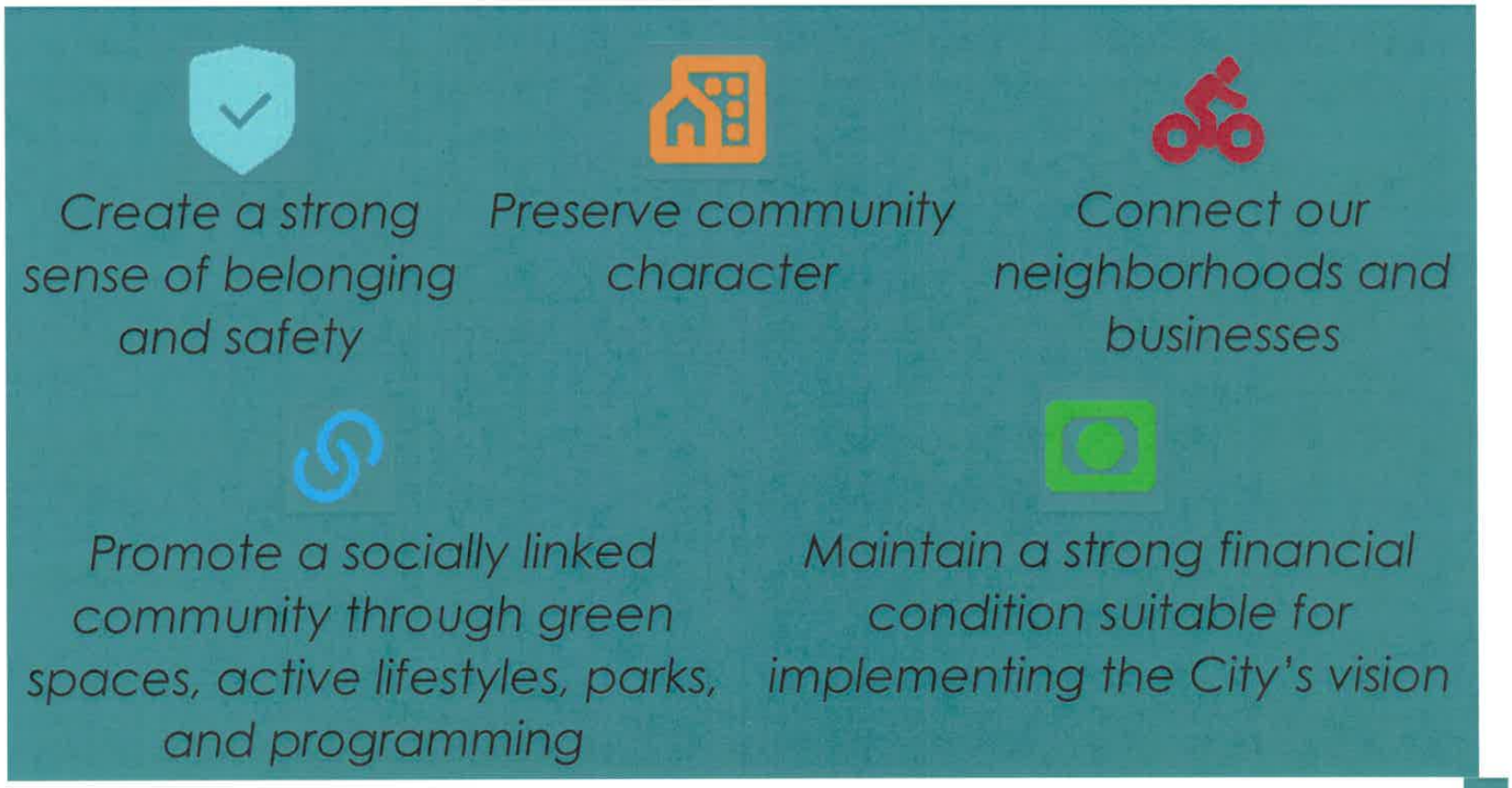
_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

Resolution No. 24-12
EXHIBIT A

Strategic Plan Themes



Create a strong sense of belonging and safety

	Priorities
1.0	***Increase awareness of bicycle safety and bicycle laws.***
1.1	*The Chief of Police will create Directed Enforcement activities to survey, educate and enforce bicycle regulations by December 2024.*
2.0	***Develop a customer-centric culture.***
2.1	*The Deputy City Manager will develop an ongoing system for tracking the customer experience by December 2024.*
2.2	*The Deputy City Manager will provide level 1 training to all employees and level 2 training to all public facing employees focusing on the customer experience by March 2025.*

Preserve community character

	Priorities
1.0	***Review Code Enforcement policies.***
1.1	*The Planning Director will review policies and code regarding proactive versus reactive code enforcement by December 2024.*
1.2	*The Planning Director will recommend changes to code enforcement policies and/or code by December 2024.*
1.3	*The Planning Director will create a written procedural manual by March 2025.*
2.0	***Establish policies to preserve the marshfront.***
2.1	*The Planning Director will propose objectives to the City's Comprehensive Plan specific to the marsh prior to the Plan's adoption.*
2.2	*The Planning Director will develop a marsh protection education campaign by March 2025.*
2.3	*The Planning Director will identify marsh priority projects consistent with the Adaptation Plan update by August 2025.*

Preserve community character

	Priorities
3.0	***Reassess the Stormwater Master plan.***
3.1	*The City Engineer will develop scope of work for the Stormwater Master Plan Update by March 2025.*
3.2	*The City Engineer will propose methods to accelerate the Stormwater Master Plan by December 2024.*
4.0	***Establish sustainability goals.***
4.1	*The Planning Director will identify sustainability goals for City projects, City buildings, and City land by September 2025.*

Connect our neighborhoods and businesses

	Priorities
1.0	***Be ranked a gold standard bike friendly community.***
1.1	*The Deputy City Manager will conduct a bicycle-friendly self-assessment by March 2025.*
1.2	*The Deputy City Manager will engage community stakeholders by March 2025.*
1.3	*The Deputy City Manager will apply to the League of American Bicyclists' Bicycle Friendly Community recognition by August 2025.*
2.0	***Prioritize projects to implement the Connectivity Plan.***
2.1	*The Planning Director will develop an implementation schedule by March 2025.*
2.2	*The Planning Director will propose amendments the CIP with prioritized projects to implement the Connectivity Plan by June 2025.*

Promote a socially linked community through green spaces, active lifestyles, parks, and programming

	Priorities
1.0	***Create a plan to remedy gaps in Arts & Recreation programming.***
1.1	*The Deputy City Manager will propose an organizational change that supports Arts & Recreation programming by April 2024.*
1.2	*The Deputy City Manager will identify gaps in current Arts & Recreation Programming by December 2024.*
1.3	*The Deputy City Manager will propose a program of Arts and Recreation to meets the needs of the community April 2025.*
2.0	***Prioritize projects to implement the Parks Master Plan.***
2.1	*The Planning Director will develop a prioritized list of projects from the Parks Master Plan by December 2024.*
2.2	*The Planning Director will propose amendments the CIP to implement the priority projects from the Parks Master Plan by March 2025.*

Maintain a strong financial condition suitable for implementing the City's vision

	Priorities
1.0	***Establish a risk management program for city facilities and contracts.***
1.1	*The Risk Management Officer will identify at least five best practices regarding risk management for city facilities and contracts from other municipalities by March 2024.*
1.2	*The Risk Management Officer will propose to the City Manager policies and procedures that identify, evaluate, mitigate and monitor potential liabilities to the City regarding city facilities and contracts by May 2024.*
2.0	***Review fleet maintenance and replacement policies.***
2.1	*The Chief of Police will draft a city fleet vehicle replacement policy by July 2024.*
3.0	***Analyze cost-benefits of outsourcing permitting inspection.***
3.1	*The Planning Director will collect data to analyze the cost-benefits of outsourcing permitting inspection by March 2025.*
3.2	*The Planning Director in coordination with the Finance Director will prepare a cost-benefit analysis of outsourcing permitting inspection by June 2025.*
3.3	*The Planning Director will provide a recommendation to the City Commission by June 2025.*

Maintain a strong financial condition suitable for implementing the City's vision

	Priorities
4.0	***Cultivate relationships to demonstrate the need for resources and cooperation.***
4.1	*The Deputy City Manager will identify opportunities to build relationships between city elected officials and other elected officials by May 2024.*
4.2	*The Deputy City Manager will identify organizations for the city to participate in and/or partner with that will leverage the city's needs by December 2024.*
5.0	***Use data and budget analysis to understand fiscal effects prior to budget approval.***
5.1	*The Finance Director will develop financial condition indicators to understand impacts to the budget due to socio-economic and policy changes by August 2024.*
5.2	*The Finance Director will create a standardized way of reporting fund changes due to project budget amendments by October 2024.*
6.0	***Provide regular updates on project timelines and finances.***
6.1	*The City Engineer will develop a system to track project timelines and finances by December 2024.*
6.2	*The Directors will systematically report changes to project timelines and finances by December 2024.*
6.3	*The Deputy City Manager will systematically update the website with project timelines and finances by January 2025.*

STAFF REPORT
City of Atlantic Beach
Commission Meeting

AGENDA ITEM: Ordinance No. 20-24-172 to appropriate $654,700 to the General Fund for additional funds required for the design and construction of the Atlantic Beach Ocean Rescue Station.

DATE: March 5, 2024

SUBMITTED BY: Brittany Percell, Director of Finance BP

BACKGROUND: At the Regular City Commission Meeting held on February 26, 2024, the City Manager received consensus from the City Commission to appropriate the additional funds needed to design and construct the Lifeguard Station; designating General Fund, fund balance (reserves) to be used for this purpose. Per City of Jacksonville's Ordinance 2024-164 the City is expecting to receive a grant totaling $200,000 from the City of Jacksonville to assist with the construction of the lifeguard station.

$562,500 was appropriated for this purpose in the FY 2023-24 budget; Ordinance No. 20-24-172 is necessary to fund the entire project cost of $1,217,200. If City of Jacksonville's Ordinance 2024-164 is passed at second reading the City will receive grants totaling $762,500 towards this project.

RECOMMENDATION: The City Commission consider approving Ordinance No. 20-24-172, moving the item to second and final reading on March 25, 2024.

ATTACHMENT: Ordinance No. 20-24-172

REVIEWED BY CITY MANAGER:

ORDINANCE NO. 20-24-172

AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF ATLANTIC BEACH, FLORIDA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024, 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 desires now to amend the current operating budget funds totaling $654,700; additional funds required for the design and construction of the Atlantic Beach Ocean Rescue Station. Per City of Jacksonville's Ordinance 2024-164 the City is expecting to receive a grant totaling $200,000 from the City of Jacksonville to assist with construction of the lifeguard station.

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 2023/2024 Operating Budget is hereby amended as follows:

GENERAL FUND

Expenditures:	
Buildings	Total Expenses: $654,700
Fund Balance:	($654,700)

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

PASSED by the City Commission on first reading on the 11th day of March, 2024.

PASSED AND ADOPTED by the City Commission on second and final reading on this 25th day of March, 2024.

ATTEST:

Donna L. Bartle
City Clerk

Curtis Ford
Mayor

Approved as to form and correctness:

Jason Gabriel
City Attorney