City of Atlantic Beach

Amended Agenda

Regular City Commission Meeting

Monday, April 14, 2025 - 6:00 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 Joint Workshop between the City Commission and the Environmental Stewardship Committee (ESC). 7 - 36
3-13-25 Joint Workshop between the City Commission and the Environmental Stewardship Committee (ESC) Draft Minutes

* 1.B. Approve minutes of the Regular City Commission meeting held on March 24, 2025. 37 - 49
3-24-25 Regular City Commission Meeting Draft Minutes

* 1.C. Approve minutes of the Town Hall held on April 5, 2025. 51 - 52
4-14-25 Town Hall Draft Minutes

2. COURTESY OF FLOOR TO VISITORS

PUBLIC COMMENT

3. CITY MANAGER REPORTS

* 3.A. Accept the 90-Day Calendar (April-June 2025) 53 - 56
90-Day Calendar (April-June 2025)

3.B. 20th Street Lift Station

* 3.C. Neighborhoods Department

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. Approve Resolution No. 25-30 — 57 - 59

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE POLICE DEPARTMENT TO PURCHASE NINE PORTABLE RADIOS FROM MOTOROLA AT A TOTAL PRICE OF $57,981.91; 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. 25-30

6.B. Approve Resolution No. 25-31 — 61 - 65

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE REPLACEMENT OF THE WATER SERVICES ON GARDEN LANE; 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. 25-31

6.C. Approve Resolution No. 25-32 — 67 - 69

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE PURCHASE OF 155 USER LICENSES OF MICROSOFT OFFICE 365 GCC (GOVERNMENT COMMUNITY CLOUD) FROM SHI INTERNATIONAL CORP. AT A PRICE OF $37,682.05 WITH FUNDS ALLOCATED IN THE FISCAL YEAR 2024-25 BUDGET (ACCOUNT NO. 001 1011 516 65 02); 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. 25-32

6.D. Approve Resolution No. 25-33 — 71 - 79

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE PURCHASE OF A LITTLE WONDER LEAF VACUUM FROM NICHOLS EQUIPMENT AT A PRICE OF $48,599; 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. 25-33

6.E. Approve Resolution No. 25-34 — 81 - 82

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DECLARING CERTAIN CITY-OWNED PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION; AND PROVIDING FOR AN EFFECTIVE DATE.

Resolution No. 25-34

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

8.A. **RESOLUTION NO. 25-26** 83 - 89

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DESIGNATING A THIRTY-FIVE INCH DIAMETER LIVE OAK TREE AND A THIRY-ONE INCH DIAMETER MULTI-TRUNK HICKORY TREE AT 326 OCEAN BOULEVARD AS HERITAGE TREES; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 25-26

8.B. **RESOLUTION NO. 25-27** 91 - 97

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DESIGNATING A THIRTY-EIGHT INCH DIAMETER LIVE OAK TREE AT 378 SIXTH STREET AS HERITAGE TREES; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 25-27

* 8.C. **RESOLUTION NO. 25-35** 99 - 101

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, OPPOSING FLORIDA HOUSE BILL 943; DIRECTING THE CITY CLERK TO TRANSMIT A COPY OF THIS RESOLUTION TO THE GOVERNOR OF FLORIDA, THE PRESIDENT OF THE FLORIDA SENATE, THE SPEAKER OF THE FLORIDA HOUSE OF REPRESENTATIVES, AND THE MEMBERS OF THE DUVAL COUNTY LEGISLATIVE DELEGATION; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 25-35

* 8.D. **RESOLUTION NO. 25-36** 103 - 105

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, OPPOSING FLORIDA HOUSE BILL 247; DIRECTING THE CITY CLERK TO TRANSMIT A COPY OF THIS RESOLUTION TO THE GOVERNOR OF FLORIDA, THE PRESIDENT OF THE FLORIDA SENATE, THE SPEAKER OF THE FLORIDA HOUSE OF REPRESENTATIVES, AND THE MEMBERS OF THE DUVAL COUNTY LEGISLATIVE DELEGATION; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 25-36

9. ACTION ON ORDINANCES

9.A. **ORDINANCE NO. 95-25-124, Public Hearing and Final Reading** 107 - 129

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, AMENDING CHAPTER 23, PROTECTION OF TREES AND THE NATURAL ENVIRONMENT, DIVISION 3. – PERMITS, SEC. 23-23.- PERMITS PROCEDURES, AND SEC. 23-25.- APPEALS; AMENDING DIVISION 6.-VIOLATIONS, ENFORCEMENT AND PENALTIES BY MOVING SEC. 23-52.-, ENVIRONMENTAL STEWARDSHIP COMMITTEE-INTENT, INTO A NEW DIVISION 7, ENTITLED

ENVIRONMENTAL STEWARDSHIP COMMITTEE, AND RENUMBERING WITH NEW SECTIONS, OF THE CITY OF ATLANTIC BEACH CODE OF ORDINANCES; PROVIDING FOR ADOPTION OF SAID AMENDMENTS; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.
Ordinance No. 95-25-124

9.B. **ORDINANCE NO. 95-25-125, Public Hearing and Final Reading** 131 - 138
AN ORDINANCE TO AMEND CHAPTER 5 (BEACHES AND PARKS), ARTICLE III (PUBLIC PARKS), TO ADD A NEW SECTION 5-34 ESTABLISHING RULES AND REGULATIONS FOR CONDUCTING BUSINESS ACTIVITIES IN CITY-OWNED PARKS AND FACILITIES; PROVIDING DEFINITIONS; PROVIDING FOR RULES AND REGULATIONS; PROVIDING FOR PROHIBITIONS; PROVIDING FOR PENALTIES AND ENFORCEMENT; PROVIDING FOR CONFLICT, SEVERABILITY AND SCRIVENER'S ERRORS; PROVIDING FOR INCORPORATION AND CODIFICATION IN THE CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.
Ordinance No. 95-25-125

9.C. **ORDINANCE NO. 5-25-71, Public Hearing and Final Reading** 139 - 152
AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, REPEALING PORTIONS OF PREVIOUS RESOLUTIONS REGARDING THE CREATION OF THE ARTS, RECREATION, AND CULTURE COMMITTEE; CHANGING THE TITLE OF CHAPTER 5 TO BEACHES, PARKS AND RECREATION WITH THE PURPOSE OF ESTABLISHING PROVISIONS GOVERNING THE ARTS, RECREATION, AND CULTURE COMMITTEE INCLUDING: PURPOSE; MEMBERSHIP; TERMS OF MEMBERSHIP; FILLING OF VACANCIES; REMOVAL OF MEMBERS; DUTIES AND RESPONSIBILITIES; CITY STAFF ADMINISTRATIVE SUPPORT; PROCEDURES AND RULES; ORGANIZATION OF OFFICERS AND LIABILITY TO CITY; AND PROVIDING FOR AN EFFECTIVE DATE.
Ordinance No. 5-25-71

9.D. **ORDINANCE NO. 20-25-179, Introduction and First Reading** 153 - 158
AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF ATLANTIC BEACH, FLORIDA FOR FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025, AND PROVIDING AN EFFECTIVE DATE.
Ordinance No. 20-25-179

10. MISCELLANEOUS BUSINESS

10.A. Fleet Landing Sign 159 - 161
Fleet Landing Sign

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
Joint Workshop between the City Commission and the Environmental Stewardsip Committee (ESC)
Thursday, March 13, 2025 - 6:00 PM
City Hall, Commission Chamber
800 Seminole Road, Atlantic Beach, FL 32233

ATTENDANCE:

Present:	Curtis Ford, Mayor - Seat 1 (At Large) Bruce Bole, Commissioner - Seat 2 (District 1308) Thomas Grant, Commissioner - Seat 3 Candace Kelly, Commissioner - Seat 4 (District 1306) Jessica Ring, Commissioner - Seat 5 (District 1312) Sarah Boren, ESC Chair Todd Miner, ESC Member Anastasia Houston, ESC Member Bruce Andrews, ESC Member Amy Palmer, ESC Member Daniele Giovannucci, ESC Member
Absent:	Heather Markaj, ESC Member
Also Present:	William B. Killingsworth, City Manager (CM) Kevin Hogencamp, Deputy City Manager (DCM) Amanda Askew, Planning & Community Development Dir. (PCDD) Donna Bartle, City Clerk (CC)

CALL TO ORDER
Mayor Ford called the meeting to order at 6:00 PM.

(Commissioner Grant arrived at 6:02 PM)

2. PUBLIC COMMENT
The following speakers provided their comments:

Carolyn Zisser distributed a handout to the Commission (which is attached hereto and made a part of this official record as **Attachment A**).
Nancy Staats
Ellen Glasser
Geoff Selhorst
Mitch Reeves
Liz Rozas

DRAFT

Brinkley Harrell
Susanne Barker
Mary Emerson-Smith

3-13-25 Attachment A

1. TOPICS FOR DISCUSSION

A. Priorities Discussion

The Commission and ESC referred to a handout titled "PROPOSED 2025 Priorities and Events" (which is attached hereto and made part of this official record as **Attachment B**) and discussed their desired priorities.

Mayor Ford proposed holding an annual joint workshop and suggested that committee reports presented at regular Commission meetings be engaged with discussion from the Commission.

Mayor Ford expressed interest in the joint meeting covering the following topics: the value proposition of LEED certification, the city's growth expectations, and the associated costs, including both financial and staff time. He also requested information on tree-related issues, including the number of trees being cut down without a permit, the number of citations issued, cases presented before the special magistrate, the use of Florida Statutes, and instances of tree removal affecting city infrastructure.

Commissioner Ring asked that they regain focus on the list of ESC priorities within **Attachment B** and begin with priority one, Tree Mitigation Fund.

Mayor Ford requested that the City Manager inquire with the Florida Department of Transportation about the possibility of increasing green space in the road diet project.

Commissioner Grant expressed interest in creating a process for private property owners to volunteer their land for tree planting.

Mayor Ford requested an update at the next Commission meeting on which items are actionable within the current budget year, with non-actionable items to be included in the next budget. He directed the ESC to compile a list of actionable items, and the City Manager will follow up accordingly. Mayor Ford also suggested scheduling the priority-setting discussion for the 90-day calendar at the next meeting.

The Commission reached a ***CONSENSUS*** to ensure that during presentations, questions are asked, and the City Manager receives direction on actionable items or is instructed to report back.

Additional documents that were distibuted are attached hereto and made a part of this official record as **Attachments C and D**.

DRAFT

(Commissioner Grant left the meeting at 7:26 PM and rejoined at 7:29 PM)

3-13-25 Attachment B
3-13-25 Attachment C
3-13-25 Attachment D

B. How do Commission and ESC interface

C. Open Discussion

ADJOURNMENT
The meeting adjourned at 7:58 PM.

Attest:

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

Date Approved:_____

DRAFT

Handout

Attachment A to 3-13-25 Minutes

3/13/25 - C. Zisser

Proposed Revision to ORDINANCE 95-25-124

DIVISION 7 - ENVIRONMENTAL STEWARDSHIP COMMITTEE

(b) Section 23-56. Duties and Responsibilities

"The environmental stewardship committee shall independently provide guidance and support to the City Commission and to the City Manager, and by request from the City Commission and City Manager, shall provide written recommendations in the following areas listed below..."

Handout

Attachment B to
3-13-25 Minutes

3-13-25 - S. Boren

PROPOSED 2025 Priorities and Events

After seeking Commissioner, City staff, ESC members, and community (via public workshop) input, the ESC discussed, ranked, prioritized, and unanimously voted to present the following proposed priorities, events, education/outreach efforts and Tree Fund spending plan to Commission and City Staff for approval to focus on and achieve in 2025:

DIRECT WORK WITH STAFF COORDINATION

Does ESC have the Commission's approval to achieve the following?

MARITIME CANOPY

1. **Plant More** -- Continue giveaways, promote tree adoptions more, and work with city staff regarding street, park and city construction projects. Activate a successful tree campaign with the goal of planting 200 trees in 2025. Implement the proposed Tree Mitigation Fund 2025 Action & Spending Plan (see attached).
2. **Research, Plan & Report –**
   - **Research Best Practices & Plan:** Develop, propose, and, if approved by Commission, implement a long-term tree plan that includes projecting future needs such as replacement for aging & dying trees, developing a calendar, list of locations, and estimated cost for tree planting in parks, public spaces and along streets and rights-of-way
   - **Report:**
     a) Create a robust quarterly tree report that includes tree fund expenses and income, number of permits, number of arborist letters, number of enforcement incidents, number of mitigated trees planted, etc.
     b) Develop and maintain ongoing reporting mechanisms that share with the AB community the health and status of tree canopy and how residents can engage and/or communicate possible violations and/or solutions to the city.

PARKS & OPEN SPACES

1. **Complete approved mini edible orchard pilot** and fund maintenance from Tree Mitigation Fund pending Public Works irrigation water decision and final donated design.
2. **Research best practices and solutions for marsh and wetland protection.** Work towards restoring and maintaining critical wetlands and marshes.
3. **Reduce invasives** -- Continue to reduce invasive species in our dunes, wetlands, marshes, and parks
4. **Stewards of the Park Program** -- Coordinate a "Stewards/Friends of the Park" program for passive parks

BEAUTIFICATION

1. **Update Seminole & Atlantic Entrance** – Work with volunteer landscape expert working closely with staff and propose estimated cost of tree and landscaping replacement from Tree Mitigation Fund
2. **Mayport Road Construction** – Work with staff and FDOT to incorporate trees, landscaping, and energy efficient lighting lining Mayport Road and East Coast Greenway.
3. **Enhance public spaces** -- Assess opportunities in public rights of way, roadsides, City buildings, beach accesses and other publicly held properties with art, carefully maintained landscape design and plantings to attract pollinators and birds using native, Florida-friendly plants, and city plant palette, water conservation, and limited chemicals.
4. **Bee City Designation** – Work with staff to seek Bee City USA designation

ENVIRONMENTAL STEWARDSHIP

1. **Commission 2024-2025 Priorities** -- Help staff achieve their Commission priorities:
   a) identify marsh priority projects consistent with the Adaptation Plan update by August 2025;
   b) identify sustainability goals for City projects, City buildings, and City land;
   c) develop an implementation schedule for Connectivity Plan and CIP adjustments;
   d) 15% residential water conservation goal per the N FL Water Supply Plan
2. **Reduce use of toxic biocides** through education and case studies.

Attachment B to
3-13-25 Minutes

RECOMMENDATIONS FOR STAFF & COMMISSION

Does the Commission want ESC to make recommendations on the following items?

MARITIME CANOPY

- **Incentivize & Preserve Mature Trees** –
  a) Propose incentive programs to encourage developers and homeowners to save trees versus removing them;
  b) Create, propose, and, if approved by Commission, implement a pilot Heritage Tree Grant program to be reevaluated annually to be funded by the Tree Mitigation Fund.
- **Dutton Island Trees** – Research cause for trees dying, possible solutions and make recommendations

PARKS & OPEN SPACES

- **Dora Street** -- Propose recommendations for Dora Street property to be both a usable park and a stormwater retention pond
- **100 W 1st Street Community Center –** Propose recommendations to renovate to green and resilient standards and serve as a model demonstration building that educates the public about what is possible and inspires other AB buildings to do the same.
- **Parks Master Plan** – Propose recommendations to staff and Commission regarding environmental stewardship of parks, open spaces, and facilities.
- **Improve signage –** Propose recommendations for improved signage in our parks
- **Eliminate cat problem** – Research best practices and propose recommendations to address major cat problem on Dutton Island which is killing many birds and other natural wildlife

BEAUTIFICATION

- **Flyover & Mayport Road AB Entrances & Major Intersections –** Understand staff constraints and goals and propose recommendations for beautification
- **Reduce blight** – Review recommendations on how to reduce the number and appearance of degraded/blighted properties, parks, and open spaces
- **Learning gardens** – Propose recommendations for learning gardens throughout the city

ENVIRONMENTAL STEWARDSHIP

- **LEED Recertification & Sustainability and Resilience Community Action Plan (S&RCAP)** – Seek staff and Commission alignment around LEED recertification and an updated SRCAP that is incorporated into staff workplans.
- **Voluntary Resilient & Green Building Ordinance** – Propose recommendations for a voluntary resilient & green building ordinance that will help property owners protect their asset(s), save money and resources, and avoid need for rebuilding.
- **Flooding & Stormwater Management Plan** – Research best practices, work with staff and consultant(s), and make recommendations to ensure AB has sufficient stormwater storage and mitigates inland flooding during extreme weather into future.
- **Local Green Business Program** – Partner with a local nonprofit on voluntary green business program to save money, resources, reduce waste, energy, and water, increase education and awareness, and build community.
- **Reclaimed Water** – Propose recommendations about reclaimed water opportunities in our community.
- **Floating Solar** – Review opportunities for a pilot floating solar array in a retention pond.

Attachment B to
3-13-25 Minutes

ON GOING ITEMS

Does the Commission give its approval for ESC to continue working on the following ongoing needs?

MARITIME CANOPY

- **Educate/lobby/outreach** regarding tree canopy preservation and benefits of trees
- **Update/refine** Chapter 23 annually (Q1 – ideally before budget season)
- **Learn best practices** from other cities/counties in Florida and beyond
- **Partner** with universities, nonprofits, and subject matter experts where appropriate and possible
- **Maintain "Tree City USA" status**

PARKS & OPEN SPACES

- **Increase access to and quantity of** green spaces
- **Advise on long term health of parks** – Work to keep passive parks passive and multi-purpose parks healthy.
- **Enhance connectivity and walkability** between parks and open spaces
- **Educate/outreach** about the benefits of parks and open spaces

BEAUTIFICATION

- **Input from Commission** on their priorities and ideas for beautification
- **Input from community** regarding continuous improvement on beautification
- **Educate/outreach** about benefits of low impact beautification

ENVIRONMENTAL STEWARDSHIP

- **Continue to work on LEED and S&RCAP implementation** where possible

PROPOSED 2025-2026 EVENTS

Does ESC have the Commission's approval to focus on and achieve the following events?

- **Educational Speaker Series** (Monthly)
- **Community Service Days** (Quarterly) –Brazilian Pepper Tree Tides View; Howell Park Littoral Planting; Weed Wrangle Air Potato Howell Park; Clean Up Partnerships; Edible Orchard Planting;
- **Film Series** (Quarterly / Bi-annually)
- **Awards** (April 2)
- **Arbor Day Tree Giveaway** (January 12)
- **Arbor Day** (January 17)
- **Earth Day** (April 27 Farmers Market) – Monarch Pledge, Bee City, and Marsh Education
- **October Tree Giveaway** (October)
- **Annual Community Input Meeting** re: ESC Priorities for the Next Year (Q4; Oct/Nov)

EDUCATION, OUTREACH & AWARENESS EFFORTS

Does ESC have the Commission's approval to focus on and achieve the following events?

- Regular "Did You Know" social media postings
- Content for City newsletter (monthly)
- Content for City website
- AB GreenCorps Volunteers
- Small hyperlocal conversations/chats in each district
- Tabling at other events and farmers' market
- Presentations at partner events like Beaches Watch -- build visibility, trust, and momentum

Attachment B to
3-13-25 Minutes

PROPOSED 2025 Tree Mitigation Fund Action & Spending Plan

Purpose: *Be more strategic and proactive in how we add canopy back to the city.*

Fund Balance as of 2/12/2025 $ 200,000
Proposed spending plan amount $ 145,000

	CATEGORY	% OF FUND BUDGETED	% IN ACTUAL DOLLARS	NOTES
DIRECT TREE REPLACEMENT (60%)	City street plantings in public right of ways	21%	$ 30,000	30 trees at $1,000 each - locations TBD; Watering has been a challenge
	City park replacement plantings	7%	$ 10,000	Replace dead/dangerous trees that may have been untended for years
	Unplanned city-directed plantings	7%	$ 10,000	
	City entrance Atlantic Blvd & Seminole	10%	$ 15,000	Plan is in process after losing Cypress trees
	City entrance for Mayport Road (by Arby's)	5%	$ 7,500	Replicate plant materials planned for Atlantic & Seminole entrance; location has no irrigation and is smaller
	Mayport Road Greenway set-aside	14%	$ 20,000	Mayport Road TBD 2025-2026 with FDOT construction; Low maintenance landscaping (no trees probably due to line of sight issues)
	Dutton Island assessment and pilot to replant losses	0%	$ -	Seek $70k from COJ or another grant; There are serious concerns about using COAB Tree Fund for a task as big as Dutton and as "distant" from the neighborhoods that generated the loss. It could easily wipe out a large chunk of the fund and may be questionable as a direct benefit to residents.
	Edible Orchard	10%	$ 15,000	
	City Free Front Yard Plantings (2x year)	7%	$ 10,000	20 trees each in Spring and Fall (March & November)
	Community Tree Giveaways (2x year)	3%	$ 5,000	Spent 150 trees at $17.50 each for Jan 2025; Spent $3k in Jan 2024 & $5300 in April 2025; Events in January & October
MATURE TREE PROTECTION & CANOPY HEALTH DATA (20%)	Heritage Tree Preservation	3%	$ 5,000	2025 Idea: Start with the 4-5 public Heritage trees most in need of care 2024 Idea: Pilot grant; Designated trees only; No match required as it adds too much administrative burden; Citizens have to apply, agree, sign waiver, etc.
	Canopy Health Data & State of the Trees	7%	$ 10,000	2025 Idea: Consolidate data with input from ESC, CoJ, and staff and formulate (with expert) recommendations for Commission 2024 Ideas: Tree inventory of parks; piggyback on COJ; seed money for statistical sampling and framework; tree inventory grant; IFAS Master Arborist/Gardener train the trainer;
COMMUNITY LEARNING GARDENS & EDUCATION (15%)	Learning Gardens	0%	$ -	Planning staff really wants to do Raingarden Demonstration project, Marshside Erosion Pilot Project, and Howell Park Littoral Planting
	Education & Outreach	5%	$ 7,500	Improve community understanding of regulations, tree care, and sustainable landscapes with information and expert speakers
RESERVE (5%)	Reserve		$ -	TSC to work with staff to define what constitutes an emergency and when reserve can be used if ever; fluctuating balance, circa 5% current
	Total	**100%**	**$ 145,000**	

Attachment C to
3-13-25 Minutes

Environmental Stewardship Committee's Charge in Municipal Code Chapter 23

23-52. - Environmental stewardship committee–Intent

The maritime forest in Atlantic Beach is core to the city's identity as a small coastal village. The tree canopy creates beauty, provides a home for wildlife, functions as an element of the water management system and enhances property values. It is in the best interest for this committee to be the stewards of the tree canopy through advocacy, assessment, maintenance, planting and preservation of this natural resource. The city parks provide open spaces for recreation, exercise, wildlife habitat, relaxation and encounters with the natural world. This committee intends to support the community to provide a variety of park spaces that are well maintained, accessible and secure. This committee shall take the lead and set high community standards in the beautification and maintenance of public spaces located within the city. The Atlantic Ocean, the St. Johns River and the Intracoastal Waterway have a great deal of influence on the micro climate, drainage issues and the diverse vegetation and wildlife that thrive within the city. The care and health of the coast and marsh must be paramount in every recommendation made by this committee about the use of our land, water system and tree canopy.

(PURPOSE 1) To study and make recommendations to the city commission and city staff with respect to the city's:

a. Maritime forest;
b. Parks and open spaces;
c. Beautification of public and private spaces
d. Environmental stewardship.

(PURPOSE 2) To act as a motivating and coordinating body to encourage joint public and private participation in promoting these purposes.

(SCOPE) *Environmental stewardship committee—Scope of activities.* The environmental stewardship committee shall provide guidance and support to the city commission and city manager and, upon request by the city commission or city manager, shall provide written recommendations, in the following area…

MARITIME FOREST

COMMUNITY ACTION PLAN TARGET: Increase and maintain healthy, diverse (species, age, location) tree canopy to 40% and strive for a zero net loss of

Ordinance states ESC provide guidance and support on:

a. STRENGTHEN: Clarifying and strengthening the city's processes and all tree and landscape related city codes and ordinances;
b. MONITOR: Monitoring the appropriate administration and enforcement of the city's ordinances;
c. TRANSPARENT: Promoting transparency through online access to relevant information;
d. EDUCATE: Developing and maintaining environmental education and outreach programs about the maritime forest and relevant codes;
e. PLANT WELL: Promoting appropriate planting and care of trees on private property to owners, developers, builders, and tree/landscape service contractors;
f. PLAN: Developing and maintaining a long-term tree plan that includes an assessment of the tree canopy, projecting future needs, and developing a calendar and budget for tree planting in parks, public spaces and along streets and rights-of-way;
g. ADVOCATE: Promoting tree canopy advocacy including upholding the city's status as a bona fide Tree City USA
h. REVIEW: Developing a process for systematic, review of the city's enforcement of the existing tree codes, including the long-term health of trees planted for mitigation; and
i. REPORT: Developing and maintaining a process for citizens to communicate possible violations to the city.

PROPOSED 2025 Priorities & Actions

PROPOSED ESC DIRECT WORK WITH STAFF SUPERVISION – Does ESC have the Commission's approval to focus on and try to achieve the following?

- **Plant More --** Continue giveaways, promote tree adoptions more, and work with city staff regarding street, park and city construction projects. Activate a successful tree campaign with the goal of 200 trees planted in 2025.
- **Research, Plan & Report – Research Best Practices & Plan:** Develop, propose, and, if approved by Commission, implement a long-term tree plan that includes projecting future needs such as replacement for aging & dying trees, developing a calendar, list of locations, and estimated cost for tree planting in parks, public spaces and along streets and rights-of-way **Report:** a) Create a robust quarterly tree report that includes tree fund expenses and income, number of permits, number of arborist letters, number of enforcement incidents, number of mitigated trees planted, etc. b) Develop and maintain ongoing reporting mechanisms that share with the AB community the health and status of tree canopy and how residents can engage and/or communicate possible violations and/or solutions to the city.

PROPOSE RECOMMENDATIONS FOR STAFF & COMMISSION – Does the Commission want ESC to make recommendations on the following items?

- **Incentivize & Preserve Mature Trees** – a) Propose incentive programs to encourage developers and new homeowners to save trees versus removing them; b) Create, propose, and, if approved by Commission, implement a pilot Heritage Tree Grant program to be reevaluated annually to be funded by the Tree Mitigation Fund.
- **Dutton Island Trees** – Research cause for trees dying, possible solutions. and make recommendations

ON GOING ITEMS – Does the Commission give its approval for ESC to continue working on the following ongoing needs?

- **Educate/lobby/outreach** regarding tree canopy preservation and benefits of trees
- **Update/refine** Chapter 23 annually (Q1 – ideally before budget season)
- **Learn best practices** from other cities/counties in Florida and beyond
- **Partner** with universities, nonprofits, and subject matter experts where appropriate and possible
- **Maintain "Tree City USA" status**

Attachment C to
3-13-25 Minutes

PARKS & OPEN SPACES

TARGETS: 1) Ensure 95% residential addresses are located within a ½ mile of an open space. 2) Develop and enhance connectivity and walkability between the majority of parks and open spaces within city to at least 90%. 3) Provide publicly accessible green space area and maintain protected natural resource acreage at 15% or more of total city area.

Ordinance states ESC provide guidance and support on:

a. PLAN: Developing and maintaining a long-range plan to protect, improve and beautify park spaces;

b. ACCESS: Improving access to and amenities for parks including disability accommodations, bike paths, parking, signage and other user- friendly features;

c. EXPAND: Expanding the city's inventory of parks and conservation land through acquisition or other means; and

d. EDUCATE: Maintaining a web-based, publicly accessible inventory of parks including their history, archeological value, rules of use, deed restrictions and conservation easements.

PROPOSED 2025 Priorities & Actions

PROPOSED ESC DIRECT WORK WITH STAFF SUPERVISION – Does ESC have the Commission's approval to focus on and try to achieve the following?

- **Complete approved mini edible orchard pilot** and fund maintenance from Tree Mitigation Fund pending Public Works irrigation water decision and final donated design.
- **Research best practices and solutions for marsh and wetland protection.** Work towards restoring and maintaining critical wetlands and marshes.
- **Reduce invasives** -- Continue to reduce invasive species in our dunes, wetlands, marshes, and parks
- **Stewards of the Park Program** -- Coordinate a "Stewards/Friends of the Park" program

PROPOSE RECOMMENDATIONS FOR STAFF & COMMISSION – Does the Commission want ESC to make recommendations on the following items?

- **Dora Street** -- Propose recommendations for Dora Street property regarding trees to be cleared, usable park and a stormwater retention pond
- **100 W 1st Street Community Center –** Propose recommendations to renovate to green and resilient standards and serve as a model demonstration building that educates the public about what is possible and inspires other AB buildings to do the same.
- **Parks Master Plan** – Propose recommendations to staff and Commission regarding environmental stewardship of parks, open spaces, and facilities.
- **Improve signage –** Propose recommendations for improved signage in our parks
- **Eliminate cat problem** – Research best practices and propose recommendations to address major cat problem on Dutton Island which is killing many birds and other natural wildlife

ON GOING ITEMS – Does Commission give its approval for ESC to continue working on the following ongoing needs?

- **Increase access to and quantity of** green spaces
- **Advise on long term health of parks** – Work to keep passive parks passive and multi-purpose parks healthy.
- **Enhance connectivity and walkability** between parks and open spaces
- **Educate/outreach** about the benefits of parks and open spaces

Attachment C to
3-13-25 Minutes

BEAUTIFICATION

COMMUNITY ACTION PLAN TARGET: Reduce use of harmful chemicals and biocides by 90% by 2050

Ordinance states ESC provide guidance and support on:

a. ENHANCE: Enhancing public spaces, including public rights-of-way, roadsides, city buildings, beach accesses and other publicly held properties with art, carefully maintained landscape design and plantings;

b. INCENT & ADVOCATE: Incentivizing and advocating for beautification of private and commercial spaces;.

c. REDUCE BLIGHT: Reducing the number and appearance of degraded or blighted properties; and.

d. COHESIVE LOOK: Developing a design theme/community branding for signage, bus shelters, lighting and other elements of the built environment.

PROPOSED 2025 Priorities & Actions

PROPOSED ESC DIRECT WORK WITH STAFF SUPERVISION – Does ESC have the Commission's approval to focus on and try to achieve the following?

- **Update Seminole & Atlantic Entrance** – Work with volunteer landscape expert working closely with staff and propose estimated cost of tree and landscaping replacement from Tree Mitigation Fund
- **Mayport Road Construction** – Work with staff and FDOT to incorporate trees, landscaping, and energy efficient lighting lining Mayport Road and East Coast Greenway.
- **Enhance public spaces** – Assess opportunities in public rights of way, roadsides, City buildings, beach accesses and other publicly held properties with art, carefully maintained landscape design and plantings to attract pollinators and birds using native, Florida-friendly plants, and city plant palette, water conservation, and limited chemicals.
- **Bee City Designation** – Work with staff to seek Bee City USA designation

PROPOSE RECOMMENDATIONS FOR STAFF & COMMISSION – Does the Commission want ESC to make recommendations on the following items?

- **Flyover & Mayport Road AB Entrances & Major Intersections –** Understand staff constraints and goals and propose recommendations for beautification
- **Reduce blight** – Review recommendations on how to reduce the number and appearance of degraded/blighted properties, parks, and open spaces
- **Learning gardens** – Propose recommendations for learning gardens throughout the city

ON GOING ITEMS – Does Commission give its approval for ESC to continue working on the following ongoing needs?

- **Input from Commission** on their priorities and ideas for beautification
- **Input from community** regarding continuous improvement on beautification
- **Educate/outreach** about benefits of low impact beautification

Attachment C to
3-13-25 Minutes

ENVIRONMENTAL STEWARDSHIP — COMMUNITY ACTION PLAN TARGET: Achieve LEED recertification every 5 years with improved score

Ordinance states ESC provide guidance and support on:

a. BEST PRACTICES: Utilizing best practices, including a science-based approach, when making any decision about development and its impact on our environment;

b. PROTECT: Protecting the beach, dunes, marshlands and wetlands as critical defenses in hurricane, erosion and flooding conditions;

c. COMMUNICATE: Communicating the dynamics of tidal drainage and floodplain with the goal of preserving the city's flood management system;

d. REVIEW & ENSURE: Reviewing the city's environmental codes and ensuring enforcement of rules including, but not limited to, dumping, septic tanks and commercial pollution; and

e. MAINTAIN: Reviewing, updating and maintaining the Marsh Master Plan for adherence to current research about sea level change and wetlands preservation.

PROPOSED 2025 Priorities & Actions

PROPOSED ESC DIRECT WORK WITH STAFF SUPERVISION– Does ESC have the Commission's approval to focus on and try to achieve the following?

- **Commission 2024-2025 Priorities --** Help staff achieve their Commission priorities: a) identify marsh priority projects consistent with the Adaptation Plan update by August 2025; b) identify sustainability goals for City projects, City buildings, and City land; c) develop an implementation schedule for Connectivity Plan and CIP adjustments; and d) 15% residential water conservation goal per the N FL Water Supply Plan
- **Reduce use of toxic biocides** through education and case studies.

PROPOSE RECOMMENDATIONS FOR STAFF & COMMISSION– Does the Commission want ESC to make recommendations on the following items?

- **LEED Recertification & Sustainability and Resilience Community Action Plan (S&RCAP)** – Seek staff and Commission alignment around LEED recertification and an updated SRCAP that is incorporated into staff workplans.
- **Voluntary Resilient & Green Building Ordinance** – Propose recommendations for a voluntary resilient & green building ordinance that will help property owners protect their asset(s), save money and resources, and avoid need for rebuilding.
- **Flooding & Stormwater Management Plan** – Research best practices, work with staff and consultant(s), and make recommendations to ensure AB has sufficient stormwater storage and mitigates inland flooding during extreme weather into future.
- **Local Green Business Program** – Partner with a local nonprofit on voluntary green business program to save money, resources, reduce waste, energy, and water, increase education and awareness, and build community.
- **Reclaimed Water** – Propose recommendations about reclaimed water opportunities in our community.
- **Floating Solar** – Review opportunities for a pilot floating solar array in a retention pond.

ON GOING ITEMS – Does Commission give its approval for ESC to continue working on the following ongoing needs?

- **Continue to work on LEED certification and S&RCAP implementation** where possible

Attachment C to
3-13-25 Minutes

COORDINATING & MOTIVATING BODY TO ENCOURAGE JOINT PUBLIC AND PRIVATE PARTICIPATION

PROPOSED 2025 EVENTS Does ESC have the Commission's approval to focus on and try to achieve the following events?

- **Educational Speaker Series** (Monthly)
- **Community Service Days** (Quarterly) – Edible Orchard Planting; Howell Park Planting; Brazilian Pepper Tree Tides View; Weed Wrangle Air Potato Howell Park; Clean Up Partnerships
- **Film Series** (Quarterly / Bi-annually)
- **Arbor Day Tree Giveaway** (January 12)
- **Arbor Day** (January 17)
- **Awards** (March)
- **Earth Day** (April 27 Farmers Market) – Monarch Pledge, Bee City, and Orchard Opening
- **October Tree Giveaway** (October)
- **Household Hazardous Waste, Electronics Recycling & Paper Shredding Partner Event** (Q3)
- **Annual Community Input Meeting** re: ESC Priorities for the Next Year (Q4; Oct/Nov)

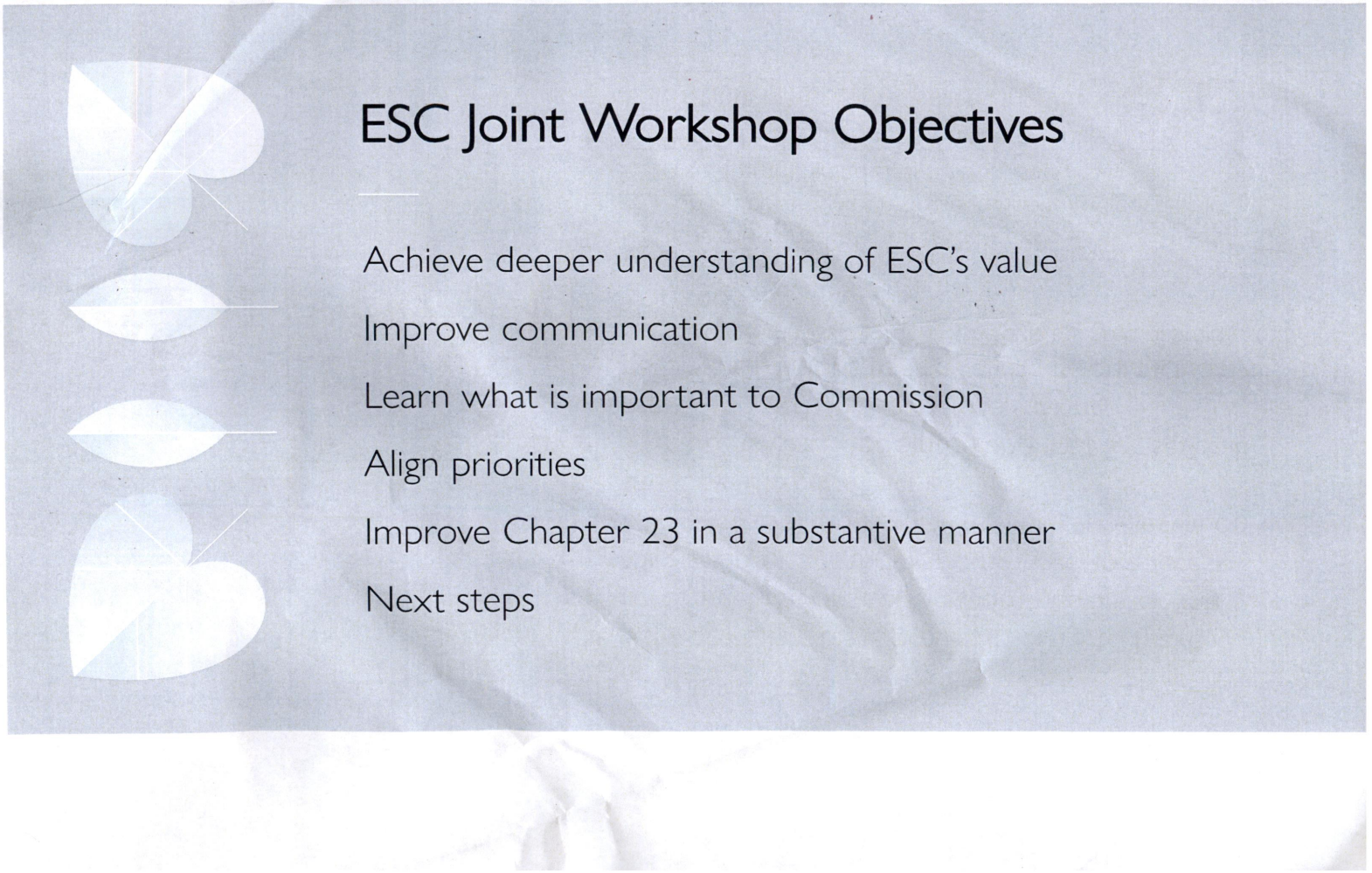
OTHER EDUCATION, OUTREACH & AWARENESS EFFORTS -- Does ESC have the Commission's approval to focus on and try to achieve the following efforts?

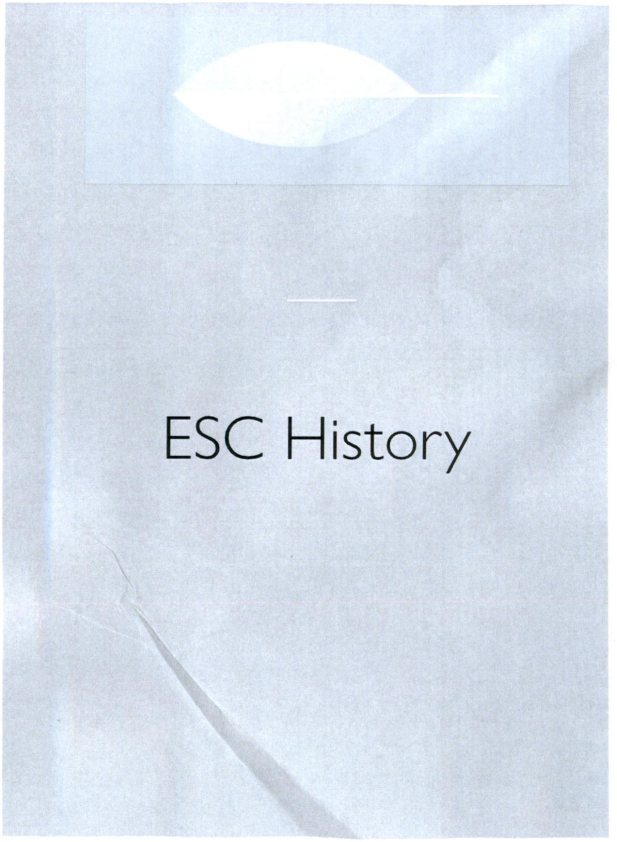
- Regular "Did You Know" social media postings
- Content for City newsletter
- Content for City website
- AB GreenCorps Volunteers
- Small hyperlocal conversations/chats in each district
- Tabling at other events and farmers' market
- Presentations at partner events like Beaches Watch, Fletcher High School to build awareness and trust

Handout

Attachment D to
3-13-25 Minutes

3-13-25-S.Boren





- Ad-hoc committee formed in 2016 to make recommendations to the Commission for the formation of a standing committee to address beautification and natural resource preservation within the City
- 11 citizens were appointed and met for several months in 2016/2017 before making recommendations to the Commission, including:
  - Strong emphasis to be involved in the tree protection process
  - Importance of having consistent and ongoing focus on environmental matters by citizens
  - Broad community representation with geographic requirements and desirable skillsets
- ESC established by ordinance in mid-2017
- ESC's first meeting was held in October 2017

ESC Purpose (by ordinance)

1. **Studies and makes recommendations** to and **responds to requests** from the commission and staff with respect to:
   - Maritime forest;
   - Parks and open spaces;
   - Beautification of public and private spaces;
   - Environmental stewardship.

2. Acts as a **motivating and coordinating body** to encourage joint public and private participation in promoting these purposes.

Tree Subcommittee
(created 7/17 by ordinance)

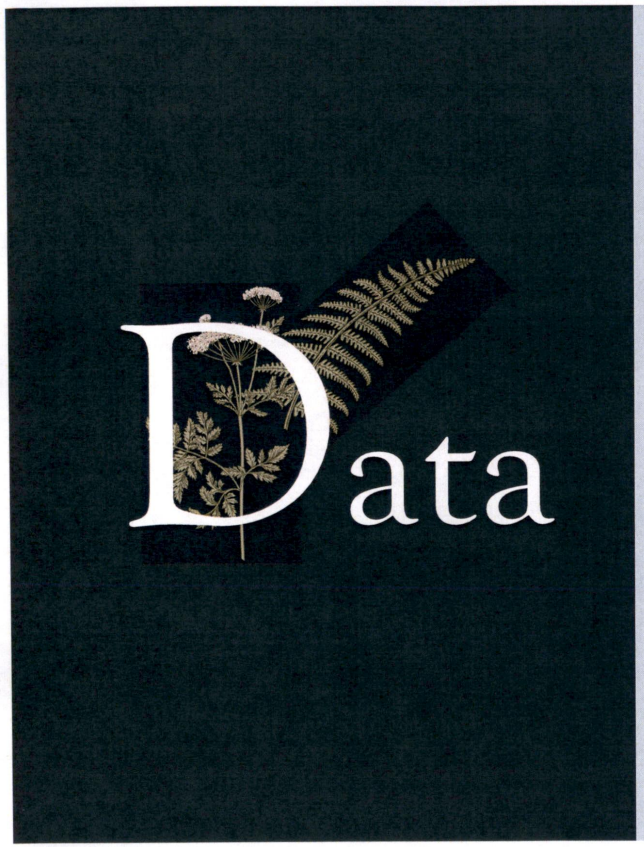
- **Tree Pemits –** Review tree permits to verify staff's ruling is in accordance with Chapter 23.
- **Continuously Improve Tree Ordinance** – Analyze cases not addressed by code and see if it needs tweaking annually
- **Respond & Recommend** –Respond to new state legislation, market changes, and community complaints with recommendations
- **Community Contact/Pulse** –Serve as the community point of contact and temperature read regarding tree code and canopy
- **Beautification**– Oversee ESC's charge regarding beautification
- **Tree Mitigation Fund –** Make recommendations on how to strategically and equitably spend the tree mitigation fund
- **Progress on 2050 Goal for Canopy** – Measure, protect, incentivize, and expand (where possible) the tree canopy

Education & Outreach Subcommittee *(2018)*

- **Education & Outreach Materials** -- Creating and sharing educational information externally to the community at large on what COAB and ESC are doing regarding environmental stewardship.
- **Events** -- Plan and implement events (e.g., monthly educational speaker series, awards, community service volunteer days, Arbor Day, Earth Day, tree giveaways, community input meetings)
- **Programs, Campaigns & Initiatives** – Research, plan, design, and implement various initiatives (e.g., AB Edible Orchard & Garden, Tree-a-Thon outreach, Conservation Challenge, MFH Recycling Campaign)
- **Marketing, Outreach, Education & Awareness** – Create graphics and educational materials for COAB newsletters, social media, educational events, tabling, how-to pieces (e.g., how to prune well), presentations with partners (e.g., local schools, Beaches Go Green)
- **Volunteers** – Recruit, coordinate, and recognize volunteers
- **Progress on 2050 Goal for Community Engagement**

Sustainability & Resilience Subcommittee (2019)

- **Community Action Plan & LEED Recertification** -- Ensure the COAB Sustainability & Resilience Community Action Plan (CAP) continues to be implemented, and progress reported annually including staying on track for LEED for Cities recertification every five years
- **Parks, Open Spaces, & Environmental Stewardship** -- Oversees ESC's charge regarding Parks & Open Spaces and Environmental Stewardship (e.g., utilize best practices, science-based approach about development and its impact on our environment; Protect the beach, dunes, marshlands and wetlands as critical defenses in hurricane, erosion and flooding conditions; Communicate the dynamics of tidal drainage and floodplain with the goal of preserving the city's flood management system; Review and ensure city's environmental codes and enforcement; and maintain adherence to current research about sea level change and wetlands preservation.
- **Collaborate & Partner** -- Works with staff, Commission, partners, other cities, and AB community at large on sustainability and resilience matters and efforts
- **Progress on CAP 2050 Goals**



Annual ESC Contributions

132	Avg Hours per ESC member
$290K	Annual Value of ESC hours
1300+	ESC Annual Volunteer Hours
1-2	Est. Staff Positions Equivalent

5

The Economics of Our Trees

1. Our home values are strongly affected by trees
   a) *Homes with mature trees are worth 5% to 15% more than homes without trees and sell more quickly and 1 mature tree can add $10K+ to the value of a home and its neighbor*
   b) *Homes may be worth up to 25% more where the entire street is tree-lined. For example, in Atlanta, homes sold for nearly $105,000 more in neighborhoods with mature trees*

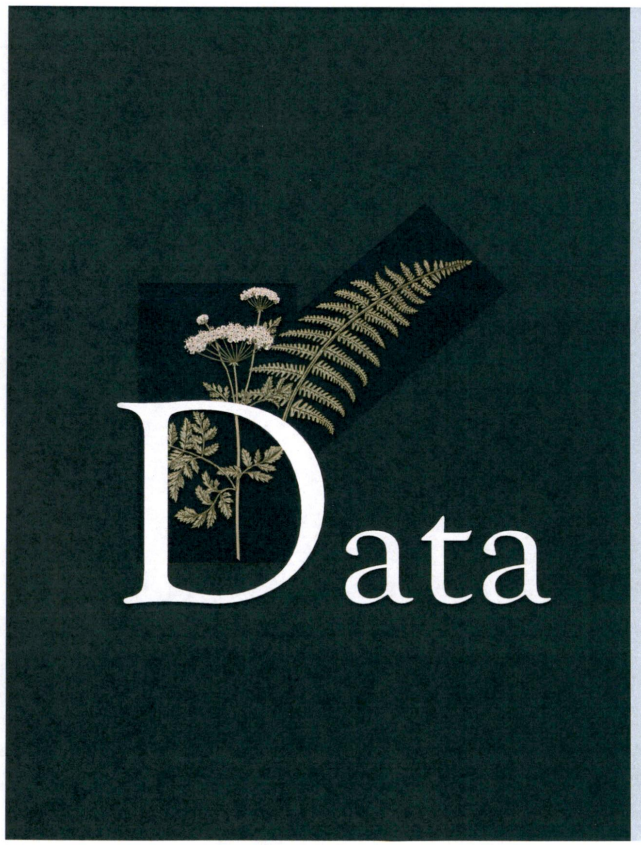
2. Trees lower all our energy use and costs
   a) *Trees can reduce air conditioning needs by 20-50% lowerin surface and air temps by 20–45°*
   b) *Cincinnati community trees save residents $4.8 million annually*

3. For resilience, trees save millions:
   a) *Reduced stress on storm drainage systems can save millions in infrastructure upgrade costs and 1 mature oak can transpire 40,000 GAL p/a*
   b) *Tree canopies significantly reduce and dissipate high winds*

N.B. Credible DATA from sources that include: USGS, U.S. EPA, Carnegie Institution, U.S. Forest Service, , Arbor Foundation, National Association of Realtors, Council of Tree and Landscape Appraisers.

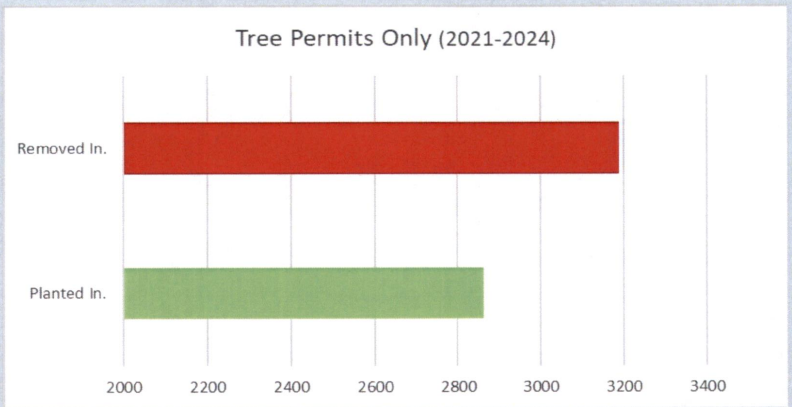
**Attachment D to
3-13-25 Minutes**





Our Tree Loss

May be worse than it looks



HUNDREDS OF MATURE TREES ARE BEING ILLICITLY CUT EVERY YEAR, WITHOUT REPORTING OR PERMITS*

* "ARBORIST LETTERS ALONE IDENTIFY 342 (DUE TO A LEGAL LOOPHOLE FL STATUTE 163-045) AND

8

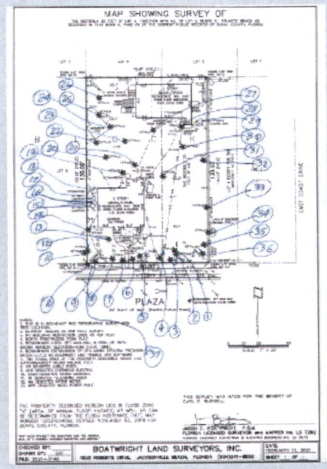
2011

2021

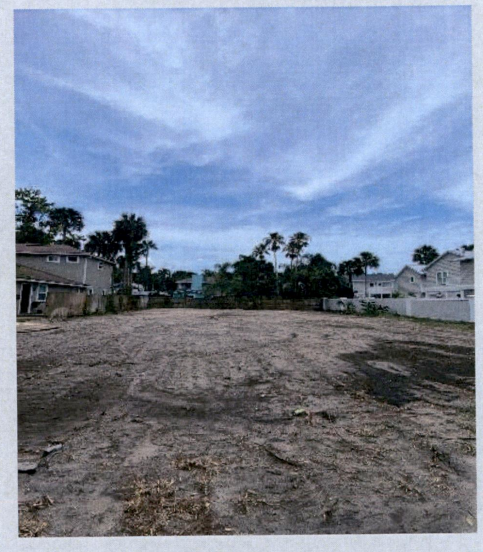
Nearly all mature trees destroyed for construction – a number could have been retained – but no incentive

2008





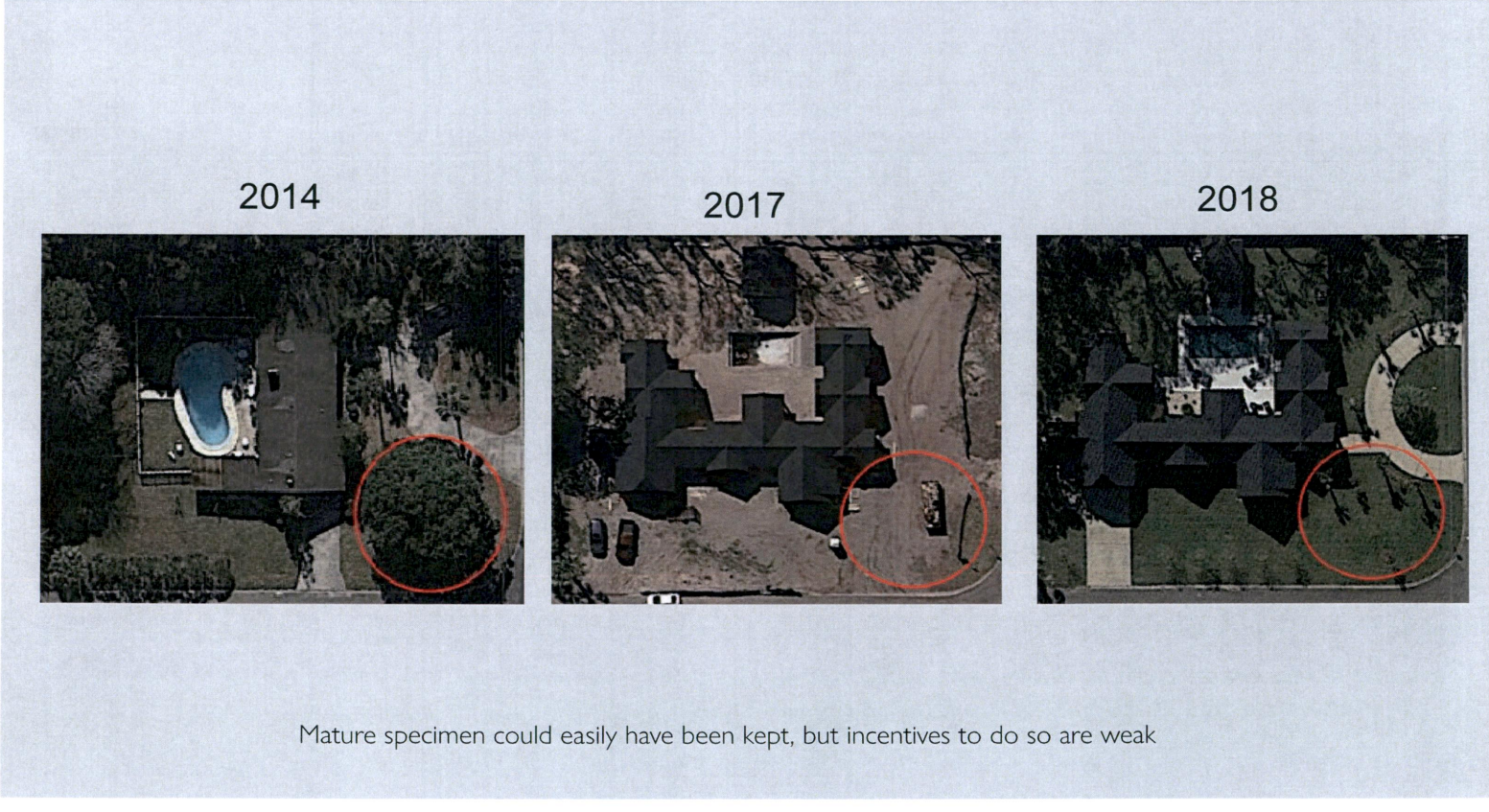
2021



Nearly all trees destroyed for construction, even at periphery and non-building area

Attachment D to
3-13-25 Minutes

Attachment D to
3-13-25 Minutes



Net Loss of canopy
as "tinies replace giants"

Mortality and few benefits for years

Substantial benefits even at 25-30 years

Atlantic Beach ca. 120 Heritage Trees

Once cut, lost forever

MINUTES
Regular City Commission Meeting
Monday, March 24, 2025 - 6:00 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 6:00 PM. RMS Weippert called the roll.

ATTENDANCE:

Present:	Curtis Ford, Mayor - Seat 1 Thomas Grant, Commissioner - Seat 3 (District 1307) Candace Kelly, Commissioner - Seat 4 (District 1306) Jessica Ring, Commissioner - Seat 5 (District 1312)
Absent:	Bruce Bole, Commissioner - Seat 2 (District 1308)
Also Present:	William B. Killingsworth, City Manager (CM) Jason Gabriel, City Attorney (CA) Michelle Weippert, Records Management Specialist (RMS) Kevin Hogencamp, Deputy City Manager (DCM) Victor Gualillo, Police Chief (PC) David Cameron, Police Commander

1 APPROVAL OF MINUTES

1A. Approve minutes of the Regular Commission Meeting held on March 10, 2025.

The Commission approved the minutes as submitted.

1B. Approve minutes of the Joint Workshop between the City Commission and the Environmental Stewardship Committee (ESC) held on March 13, 2025.

Commissioner Kelly commented about the minutes having no record of the speakers positions and recommended deferring approval until they are reviewed for additions and resubmitted.

2. COURTESY OF FLOOR TO VISITORS

PUBLIC COMMENT

The following speakers provided their comments.
Ken Simon

DRAFT

Brenda Simon distributed a handout to the Commission (which is attached hereto and made a part of this official record as **Attachment A**).
Thom Underwood
3-24-25 Attachment A

3. CITY MANAGER REPORTS

3.A. Accept the 90-Day Calendar (March-May 2025)

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

3.B. Kiosk Replacement at 18th & 19th Streets

CM Killingsworth provided an update on paid parking options and requested consensus from the Commission.

Commander Cameron answered questions from the Commission.

There was a ***CONSENSUS*** to move forward with transitioning from a kiosk to an app-based parking system.

3.C. U.S. Tennis Association assessment and survey

DCM Hogencamp provided an update and answered questions from the Commission.

Additional Updates

CM Killingsworth

- Requested that the Commission provide him with priorities within the next two weeks.
- Spoke about potential days/times for budget workshop meetings. **There was a CONSENSUS to hold Budget Workshops at 5:00 PM in June and July, preceding the regular Commission meetings.**
- Notified everyone about the Neighborhoods Department which includes Planning, Permitting, and Parks and Recreation.

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

Commissioner Grant

- Spoke about noise and safety concerns from the 20th St. lift station and expressed the need to take a close look at it.

Commissioner Kelly

- Spoke about the City's vision, as it relates to resiliency and urged the Commission to keep resiliency in mind when they consider goals.

Mayor Ford

- Addressed comments from the Simons. Spoke about an agreement he had with the previous city manager to not take on projects that would impact neighborhoods or adjacent neighbors without first informing them and allowing them time to ask questions and receive responses.

DRAFT

- Requested that the city manager look into whether there are any checklists, Codes, Statutes, FEMA regulations, etc. in place regulating projects that impact neighborhoods or adjacent neighbors, and whether they are being followed.
- Requested that the 20th St. lift station topic be placed on the April 14, 2025 agenda. CM Killingsworth explained the noise standards and answered questions from the Commission. CM Killingsworth advised that he would commit to screening any portion of the generator above the fence. Commissioner Grant requested the City address any noticeable inconveniences. CA Gabriel answered questions on permitting city projects.

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

6.A. Authorize the City to contract with Jax Utilities Management, Inc. to complete the stormwater construction for the Howell Park Restoration Project in the amount of $38,745.00 and authorize the City Manager to execute the contract.

6.B. Approve the 9-1-1 Interlocal Agreement for the distribution of 9-1-1 funds for call taker salaries and authorize for the City Manager to sign the 9-1-1 Interlocal Agreement between the City of Atlantic Beach and the City of Jacksonville.

There were no items pulled for discussion.

A unanimous vote was taken on items 6A & 6B as written.

7. COMMITTEE REPORTS

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

Lisa Goodrich, ARCC Chair, gave an update on ARCC's FY2024-2025 priorities. She reported on the FY2025-2026 priorities as detailed in her handout (which is attached hereto and made a part of this official record as **Attachment B**), provided information about programs, and answered questions from the Commission. She also reported ARCC's requests for an increase to their grant budget from $75,000 to 100,000, since they are taking on the programming for Marsh Oaks, and for the City to provide funding to Atlantic Beach Elementary in the amount of $10,000 annually without having them go through ARCC's grant process. Discussion ensued about granting funds to local schools.

3-24-25 Attachment B

8. ACTION ON RESOLUTIONS

8.A. RESOLUTION NO. 25-28

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE EXPENDITURES OF FUNDS FROM THE TREE CONSERVATION TRUST FUND FOR DEFINED TREE PLANTINGS ON PUBLICLY OWNED LANDS ON SARATOGA CIRCLE AND FORRESTAL CIRCLE WITHIN THE CITY OF ATLANTIC BEACH; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN

DRAFT

ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Adopt Resolution No. 25-28.

Motion: Thomas Grant
Second: Candace Kelly

CM Killingsworth answered questions from the Commission.

Curtis Ford	***For***
Thomas Grant (Moved By)	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***For***

Motion passed 4 to 0.

8.B. RESOLUTION NO. 25-29
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING AN AGREEMENT (EXHIBIT A) FOR THE USE OF SECURITY CAMERAS BETWEEN BOYS AND GIRLS CLUBS OF NORTHEAST FLORIDA AND THE CITY OF ATLANTIC BEACH; AUTHORIZING THE CITY MANAGER OR MAYOR TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution (No.) 25-29 as read.

Motion: Jessica Ring
Second: Thomas Grant

Curtis Ford	***For***
Thomas Grant (Seconded By)	***For***
Candace Kelly	***For***
Jessica Ring (Moved By)	***For***

Motion passed 4 to 0.

9. ACTION ON ORDINANCES

9.A. ORDINANCE NO. 75-25-29, Public Hearing and Final Reading
AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, CREATING WITHIN CHAPTER 21, NEW

DRAFT

ARTICLE VIII, REGULATION OF BICYCLES, ELECTRIC BICYCLES, AND PERSONAL MOBILITY DEVICES, OF THE CITY OF ATLANTIC BEACH CODE OF ORDINANCES; PROVIDING FOR ADOPTION OF SAID AMENDMENTS; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

The public hearing was opened, there were no speakers, and the public hearing was closed.

MOTION: Approve Ordinance No. 75-25-29 as read.

Motion: Candace Kelly
Second: Jessica Ring

PC Gualillo and CM Killingsworth answered questions from the Commission. Discussion ensued about the use of e-bikes on the beach. Mayor Ford asked for an amendment that would eliminate the language restricting the use of e-bikes on the beach.

(No vote was taken on this original motion.) 0 to 0.

MOTION: Amend Ordinance No. 75-25-29 amending the removal of "or upon the beach" to Section 21-107(b). (Amend Ordinance No. 75-25-29 by removing "or upon the beach" in Section 21-107(b).)

Motion: Jessica Ring
Second: Thomas Grant

Discussion ensued.

Curtis Ford	***For***
Thomas Grant (Seconded By)	***For***
Candace Kelly	***Against***
Jessica Ring (Moved By)	***For***

Motion passed 3 to 1.

MOTION: Approve Ordinance No. 75-25-29 (as amended).

Motion: Candace Kelly
Second: Jessica Ring

Curtis Ford	***For***
Thomas Grant	***For***
Candace Kelly (Moved By)	***Against***

DRAFT

Jessica Ring (Seconded By)	***For***

Motion passed 3 to 1.

9.B. ORDINANCE NO. 57-25-25, Public Hearing and Final Reading

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, AMENDING SECTION 13-2 CAMPING AND OBSTRUCTING PUBLIC STREETS/PUBLIC PLACES PROHIBITED; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING FOR APPLICABILITY; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Ordinance No. 57-25-25.

Motion: Jessica Ring
Second: Thomas Grant

The public hearing was opened, there were no speakers, and the public hearing was closed.

Curtis Ford	***For***
Thomas Grant (Seconded By)	***For***
Candace Kelly	***For***
Jessica Ring (Moved By)	***For***

Motion passed 4 to 0.

9.C. ORDINANCE NO. 95-25-126, Public Hearing and Final Reading

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, FLORIDA, AMENDING CHAPTER 4 ANIMALS, TO MODIFY THE CLASSIFICATION OF DOGS AS DANGEROUS, IN COMPLIANCE WITH STATE LAW, TO ADD DISTURBING THE PEACE PROVISION, TO AMEND THE RUNNING AT LARGE AND CITATIONS AND PENALTIES SECTIONS, TO ADD A NEW IMPOUND AND BOARDING FEES PROVISION; PROVIDING FOR RULES AND REGULATIONS; PROVIDING FOR PROHIBITIONS; PROVIDING FOR PENALTIES AND ENFORCEMENT; PROVIDING FOR CONFLICT AND SEVERABILITY; PROVIDING FOR INCORPORATION IN THE CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

The public hearing was opened, there were no speakers, and the public hearing was closed.

MOTION: Approve Ordinance No. 95-25-126.

Motion: Jessica Ring

DRAFT

Second: Candace Kelly

Curtis Ford	***For***
Thomas Grant	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring (Moved By)	***For***

Motion passed 4 to 0.

9.D. ORDINANCE NO. 20-25-178, Public Hearing and Final Reading
AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF ATLANTIC BEACH, FLORIDA FOR FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025, AND PROVIDING AN EFFECTIVE DATE.

The public hearing was opened, there were no speakers, and the public hearing was closed.

MOTION: Approve Ordinance No. 20-25-178 as read.

Motion: Candace Kelly
Second: Thomas Grant

Curtis Ford	***For***
Thomas Grant (Seconded By)	***For***
Candace Kelly (Moved By)	***For***
Jessica Ring	***For***

Motion passed 4 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
Mayor Ford

- Informed everyone about his upcoming participation in the Legislative Action Days in Tallahassee.

13. ADJOURNMENT
The meeting adjourned at 7:34 PM.

DRAFT

Attest:

Donna L. Bartle, City Clerk	Curtis Ford, Mayor

Date Approved: _____

DRAFT



1 of 6

Attachment A to
3-24-25 Minutes

Attachment A to
3-24-25 Minutes

3 of 6

Attachment A to
3-24-25 Minutes

4 of 6

Attachment A to
3-24-25 Minutes

Attachment B to
3-24-25 Minutes

ARTS, RECREATION & CULTURE COMMITTEE
FICAL YEAR 2025-26 PRIORITIES

COMMUNICATIONS

Improve timely communication of the available arts, recreation, culture, education, and history programs, events, and activities.

- Develop and implement strategies to ensure residents are aware of upcoming available offerings, such as utilizing QR codes or creating city maps that include all parks, the Turtle Crawl, and heritage trees
- Improve the city website's navigability with a robust user-friendly search feature to enable users to efficiently get the information they are seeking. Include grantees in website calendar. Archive out of date reference material.
- Develop and publish a professionally designed quarterly catalogue of departmental and grantee programming. Include section for Turtle Crawl description and map.

PROGRAMMING

Enhance arts, recreation and culture programming.

- Develop a menu of offerings for Marsh Oaks Community Center that includes:
  - Programming contracted by the City
  - Potential grant awards to "fill holes"
  - Groups or organizations for private or public use (e.g., rentals, club meetings)
  - Organizations that could provide information for resident services (vets, etc.)
- Gather data and feedback to enable evaluation of the effectiveness, success, and value of events and programs (e.g., electronic surveys, attendance records, testimonials). Create process for analysis and reporting of the data.
- Reinstate an event similar to "First Night", a family-friendly New Year's event, in conjunction with the 100th commemoration of the establishment of Atlantic Beach
- Facilitate the installation of three (3) volleyball courts in Atlantic Beach for two (2) beach locations and one at the Marsh Oaks development.

HUMAN RESOURCES & COLLABORATION

Support the Neighborhoods Department's productivity and efficiency.

- Work with staff to establish the needs and requirements for an effective Volunteer Program for the city's newly established Volunteer Coordinator to use as a framework
- Cooperate with ESC and staff on overlapping events

MINUTES
Town Hall Meeting
Saturday, April 5, 2025 - 10:00 AM
Jordan Community Center
1671 Francis Ave
Atlantic Beach, FL 32233

Following the Pledge of Allegiance, Commissioner Ring called the meeting to order at 10:00 AM.

ATTENDANCE:

Present:	Thomas Grant, Commissioner - Seat 3 Candace Kelly, Commissioner - Seat 4 (District 1306) Jessica Ring, Commissioner - Seat 5 (District 1312)
Absent:	Curtis Ford, Mayor - Seat 1 (At Large) Bruce Bole, Commissioner - Seat 2 (District 1308)
Also Present:	William B. Killingsworth, City Manager (CM) Kevin Hogencamp, Deputy City Manager (DCM) Michelle Weippert, Records Management Specialist (RMS)

1 TOPICS FOR DISCUSSION AND PUBLIC COMMENT

2 PUBLIC COMMENT - OPEN TOPICS

The Commission engaged in discussion with members of the public.

The following speakers provided their comments:

Brenda Simon
Mitch Reeves
Ken Simon
Ellen Glasser
Susanne Barker
Geoff Selhorst
Steve Fouraker
Sarah Boren
Gretchen Deters-Murray
Jackie Beckenbach
Nancy Staats

ADJOURNMENT

The meeting adjourned at 12:08 PM.

DRAFT

Attest:

Michelle Weippert, Records Management Specialist	Jessica Ring, Commissioner - Seat 5

Date Approved:_____

DRAFT

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: 90-Day Calendar for the City Commission

SUBMITTED BY: Adrianna Walsh, Executive Assistant to the City Manager

TODAY'S DATE: April 11, 2025

MEETING DATE: April 14, 2025

BACKGROUND: 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 that the 2025 town hall meetings have been scheduled for:

- Saturday, July 19 at Gail Baker Community Center
- Saturday, October 18 at the Adele Grage Cultural Center

Please note that the Budget Workshops for FY 2025-26 have been scheduled for 5 p.m. on:

- Monday, June 9
- Monday, June 23
- Monday, July 14
- Monday, July 28
- Monday, August 25

BUDGET: None

RECOMMENDATION: Accept the 90-Day Calendar for April 2025-June 2025 by consensus

ATTACHMENT(S): City Commission 90-Day Calendar (April 2025-June 2025)

REVIEWED BY CITY MANAGER: 

CITY COMMISSION

April 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 Speaker Series 6pm	4	5 Town Hall Meeting 10 am (Jordan Park) Wild Wonders 1 pm (Dutton Island Pavilion)
6 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	7 Sherman Creek Restoration Project Information Meeting 5:30 pm (Howell Park)	8 Arts, Recreation, Culture Committee 6 pm	9 Environmental Stewardship Cmte. 6 pm	10	11	12 Sgt Randall Hansen Tree Dedication 10 am (Veterans Park)
13 Farmers Market 10 am-2 pm (Russell Park)	14 City Commission and ESC Joint Workshop 5:30 pm City Commission 6:00 pm (Invoc-Bole)	15 Community Development Board 6 pm	16 ESC Outreach Subcmte. 4:45 pm ESC Tree Subcmte. 6 pm	17 Artist Reception 5-7 pm (Adele Grage)	18	19 Easter Egg Hunt 10 am-1 pm (Jordan Park) Patriots Marker Dedication 2 pm (Veterans Park)
20 Farmers Market 10 am-2 pm (Russell Park)	21	22	23 ESC Awards Ceremony 6:30 pm ABBQ	24 ESC Sustainability Subcmte. 9 am	25	26 Arts in the Park 10 am-4 pm (Johansen Park) Wild Wonders 1 pm (Dutton Island Pavilion)
27 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Bull Park)	28 City Commission 6:00 pm (Invoc-Grant)	29	30 Employee Picnic City Offices Closed 11:30-1:30			

CITY COMMISSION

May 2025

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Code Enforcement Special Magistrate 2 pm Speaker Series 6 pm (Chamber)	2 Blood Drive Noon-5 pm	3 WellFest 9 am Johansen Park
4 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	5	6 Safety Action Plan Open House 5:30 pm	7	8 Pension Boards 6:00 pm	9	10 Wild Wonders 11 am (Dutton Island Pavilion)
11 Farmers Market 10 am-2 pm (Russell Park)	12 City Commission 6:00 pm (Invoc-Kelly)	13 Arts, Recreation, Culture Committee 6 pm	14 Environmental Stewardship Cmte. 6 pm	15	16	17 Wild Wonders 11 am (Dutton Island Pavilion)
18 Farmers Market 10 am-2 pm (Russell Park)	19	20 Community Development Board 6 pm	21 ESC Outreach Subcommittee 4:45 pm ESC Tree Subcmte. 6 pm	22 ESC Sustainability Subcmte. 9 am	23	24
25 Farmers Market 10 am-2 pm (Russell Park)	26 Memorial Day Holiday City Offices Closed Memorial Day Event 9 am Veterans Park	27 City Commission 6:00 pm (Invoc-Ring)	28	29	30	31

CITY COMMISSION

June 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Farmers Market 10 am-2 pm (Russell Park) Shakespeare Sampler 5-7:30 pm (Johansen Park) Songwriters Concert 6 pm (Gulliford Hall)	2	3	4	5 Speaker Series 6 pm (Chamber)	6	7 Wild Wonders 11 am (Dutton Island Pavilion)
8 Farmers Market 10 am-2 pm (Russell Park)	9 Budget Workshop 5 pm City Commission 6:00 pm (Invoc-Ford)	10 Arts, Recreation, Culture Committee 6 pm	11 Environmental Stewardship Cmte. 6 pm	12	13 Midsummer Night's Dream 6-8 pm (Johansen Park)	14 Midsummer Night's Dream 6-8 pm (Johansen Park)
15 Farmers Market 10 am-2 pm (Russell Park)	15	17 Community Development Board 6 pm	18 ESC Outreach Subcmte. 4:45 pm ESC Tree Subcmte. 6 pm	19 Juneteenth Holiday City Offices Closed	20	21 Wild Wonders 11 am (Dutton Island Pavilion) Movie in the Park Sunset (Bull Park)
22 Farmers Market 10 am-2 pm (Russell Park)	23 Budget Workshop 5 pm City Commission 6:00 pm (Invoc-Bole)	24	25	26 ESC Sustainability Subcmte. 9 am	27 Blood Drive Noon-5 pm	28
29 Farmers Market 10 am-2 pm (Russell Park)	30					

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-30 authorizing the Police Department to purchase portable radios during the 2024-2025 Fiscal Year

SUBMITTED BY: Victor Gualillo, Chief of Police

TODAY'S DATE: March 25, 2025

MEETING DATE: April 14, 2025

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

For the purpose of efficient management of Police Department resources and to provide a high level of service to the citizens of Atlantic Beach, the best practice of setting parameters for the replacement of Police radios has been used with success for many years.

Current radio replacements are done on a seven-year cycle to keep pace with current radio technologies. The Police Department contracts with the City of Jacksonville's First Coast Radio Network for our radio communications system. This network is maintained by the City of Jacksonville and utilizes Motorola products as its sole brand of equipment.

For FY 2024-25, the Police Department has identified that nine portable radios are needed to maintain the equipment refresh cycle that we have established. These radios are portable units that are the primary means of communication for our officers in the field and are carried on the officer's utility belts every day and to every call for service they work. The total cost for the nine radios is $57,981.81.

The selected radio model has been identified by Motorola, the City of Jacksonville radio technicians and the Atlantic Beach Police Department as the most efficient configuration of a portable radio for police use and includes all necessary add-ons and features needed by Police Department Personnel.

Motorola is the sole source to supply these radios, and they are not available for purchase from any other source. Other manufactures radio systems are not compatible for use on the First Coast Radio network as it is a Motorola system.

RECOMMENDATION: The City Commission approve Resolution No. 25-30.

BUDGET: The funds ($57,981.81) are available in the Police Department Account No. 001-521-2001-41-00.

ATTACHMENTS:
1. Resolution No. 25-30
2. Radio Purchase Quote

CITY MANAGER: 

RESOLUTION NO. 25-30

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE POLICE DEPARTMENT TO PURCHASE NINE PORTABLE RADIOS FROM MOTOROLA AT A TOTAL PRICE OF $57,981.91; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, each year the Atlantic Beach Police Department evaluates the portable radios used by public safety personnel to ensure that they are safe and effective for public safety communication during routine service and in response to emergency situations; and

WHEREAS, the Police Department can purchase radios compatible with the radio system utilized by the Police Department at favorable terms from a sole source vendor; and

WHEREAS, the Police Department has determined that nine portable radios should be purchased during Fiscal Year 2024-25; and

WHEREAS, Motorola is the sole source for supply of these radios; the price for the nine radios is $57,981.81; and

WHEREAS, the funds necessary to complete these purchases are available in the Fiscal Year 2024-25 Police Department budget.

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

SECTION 1. The City Commission hereby authorizes the purchase of nine portable radios from Motorola at a total price of $57,981.91.

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

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 14th day of April, 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

MOTOROLA SOLUTIONS

Quote Number: QUOTE-2639243

Billing Address:
ATLANTIC BEACH, CITY OF
800 SEMINOLE RD
ATLANTIC BEACH FL, 32233

Quote Name: N70 Portable
Quote Date: 2025-03-13
Expiration Date: 2025-05-12
Contract Name: 19860 - NASPO 00318

Quote Created By:
Tony Ambrosino
Motorola Solutions MR Account Manager
tambrosino@emciwireless.com
8605585462

Customer: ATLANTIC BEACH, CITY OF
Contact Name: Lt Chase Jamison
Contact Email: cjamison@coab.us
Contact Phone: 9042475800

Terms and Conditions: Per 19860 NASPO 00318

Line #	Item Number	Description	Quantity	Term	Unit List Price	Ext. List Price	Discount %	Discount $	Unit Sale Price	Ext.Sale Price	APC
	APX™ N70										
1	H35UCT9PW8AN	APX N70 7/800 MODEL 4.5 PORTABLE.	9		$5,014.00	$45,126.00	27.00%	$1,353.78	$3,660.22	$32,941.98	0022
1a	H38DA	ADD: SMARTZONE OPERATION.	9		$1,320.00	$11,880.00	27.00%	$356.40	$963.60	$8,672.40	0022
1b	Q806CH	ADD: ASTRO DIGITAL CAI OPERATION.	9		$567.00	$5,103.00	27.00%	$153.09	$413.91	$3,725.19	0022
1c	QA00580BA	ADD: TDMA OPERATION.	9		$495.00	$4,455.00	27.00%	$133.65	$361.35	$3,252.15	0022
1d	QA09001AM	ADD: WIFI CAPABILITY.	9		$330.00	$2,970.00	27.00%	$89.10	$240.90	$2,168.10	0022
1e	Q15AK	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP.	9		$879.00	$7,911.00	27.00%	$237.33	$641.67	$5,775.03	0022
1f	Q361CD	ADD: P25 9600 BAUD TRUNKING.	9		$330.00	$2,970.00	27.00%	$89.10	$240.90	$2,168.10	0022
1g	QA08817AA	ALT: BATT IMPRES LION IP68 4400T.	9		$203.40	$1,830.60	27.00%	$54.92	$148.48	$1,336.32	0022
1h	Q173CA	ADD: SMARTZONE OMNILINK.	9		$0.00	$0.00	0.00%	$0.00	$0.00	$0.00	0022
1i	QA09030AB	ADD: MOTOROLA APX HOSTED RADIOCENTRAL.	9		$0.00	$0.00	0.00%	$0.00	$0.00	$0.00	0022
1j	H869DB	ENH: MULTIKEY.	9		$363.00	$3,267.00	27.00%	$98.01	$264.99	$2,384.91	0022
2	LSV01S03060A	APX N70 DMS ESSENTIAL.	9	3 YEARS	$205.92	$1,853.28	0.00%	$0.00	$205.92	$1,853.28	0723
3	LSV01S03082A	RADIOCENTRAL PROGRAMMING.	9	1 YEAR	$32.04	$288.36	0.00%	$0.00	$32.04	$288.36	0724
	Standalone Items										
4	PMMN4142A	XVP730 REMOTE SPEAKER MICROPHONE NO CHANNEL KNOB, FOR APX N RADIOS.	9		$486.00	$4,374.00	27.00%	$131.22	$354.78	$3,193.02	0372
5	PMNN4817A	BATT IMPRES 2 LION IP68 4400T.	9		$248.05	$2,232.45	27.00%	$66.97	$181.08	$1,629.72	0453
6	PMPN4604A	CHARGER,CHGR DESKTOP SINGLE UNIT IMPRES 2 EXT US.	9		$207.14	$1,864.26	27.00%	$55.93	$151.21	$1,360.89	0785
7	Incentive	TECHNOLOGY REFRESH DISCOUNT	1		-$13,157.64	-$13,157.64	0.00%	$0.00	-$13,157.64	-$13,157.64	
									TOTAL	$57,591.81	

PLEASE ENSURE ALL PURCHASE ORDERS REFLECT THE FOLLOWING INFORMATION:
PAYMENT TERMS - NET30
VENDOR NAME- Motorola Solutions Inc
YOUR BILL TO and SHIP TO ADDRESS
YOUR PREFERED EMAIL ADDRESS FOR ELECTRONIC INVOICING

NOTE:
Unless otherwise noted,this quote excludes Sales Tax, Value Added Tax and other taxes of similar nature). Any tax the customer is subject to will be added to invoices.
All pricing is valid for 60 days from the date of this proposal. After 5-11-2025 expiration date, Motorola reserves the right to refresh pricing
No programming or installation services are included in this quote

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-31 authorizing the replacement of water services on Garden Lane

SUBMITTED BY: Troy Stephens, Public Utilities Director

TODAY'S DATE: April 2, 2025

MEETING DATE: April 14, 2025

BACKGROUND: The Public Utilities Department Project PU2512 involves replacing poly water services on Garden Lane and the 300 Block of 20th Street as part of the Capital Improvement Plan.

Due to age, materials and environmental factors such as soil movement and temperature changes, the poly services in that area are prone to breaks; potentially leading to large, frequent service disruptions.

Staff reached out to two underground utility companies for quotes to provide labor, equipment and materials to replace the old poly water lines. The work consists of locating the existing water services and taps along the work area, replacing all ¾" lines with 1" poly services, replace existing meter boxes and lids, removing and relocating all taps from driveways, and replacing the concrete, asphalt and sod in the affected areas. Quotes were received from The Kenton Group, Inc., DBA Baldwin's Quality Plumbing, and Gruhn May, Inc. The lowest quote was received by Gruhn May, Inc. in the amount of $91,364.57.

BUDGET: The budget for this project is available in the Public Utilities account 400-5504-533-6300 for Project PU2512 in the amount of $275,000.

RECOMMENDATION: Approve Resolution No.25-31 for the Project PU2512 in the amount of $91,364.57

ATTACHMENT(S):
1. Quote from Baldwin's Quality Plumbing, DBA The Kenton Group, Inc.
2. Quote from Gruhn May, Inc.
3. Map of Garden Lane
4. Resolution 25-31

REVIEWED BY CITY MANAGER:

ts

Bid Item	Description	Qty	Unit	Unit Cost	Extended Cost
1	6" x 1" double strap service saddle w/corp stop. Short side 1" Poly Water Service reduced to ¾" locking curb stop and meter coupling.	7	EA	2700	18900
2	4" x 1" double strap service saddle w/corp stop. Long side 1" Poly Water Service reduced to ¾" locking curb stop and meter coupling.	10	EA	3250	32500
3	4" x 1" double strap service saddle w/corp stop. Short side 1" poly water service reduced to ¾" locking curb stop and meter coupling.	8	EA	3200	25600
4	8"x 1" double strap service saddle w/corp stop. Long side 1" poly water service reduced to ¾" locking curb stop and meter coupling.	4	EA	3850	15400
5	8"x 1" double strap service saddle w/corp stop. Short side 1" poly water service reduced to ¾" locking curb stop with meter coupling.	4	EA	3700	14800
6	11" x 18" Glassmaster Composite flared Meter Box and Lid with One Touchread Hole and One Mouse hole\set to grade.	33	EA	560	18480
7	St. Augustine Sod	TBD	SF	0	0
8	Concrete for driveways, 4000 psi, 5" thick	TBD	SY	0	0
9	Cap off all old service taps at the main.	33	EA	375	12375
				BASE BID TOTAL (Items 1 thru 9)	138055
				10% Contingency of Base Bid	13805.5
				GRAND TOTAL (Base Bid + Contingency)	151860.5

Baldwin Quality Plumbing
3/20/2025

ts

Garden Lane Water Service Replacement

Bid Ite	Description	QTY	Unit	Unit Cost	Extended Cost
1	6" x 1" double strap service saddle w/corp stop. Short side 1" poly water service reduced to 3/4" locking curb stop and meter coupling.	7	EA	$1,844.00	$12,908.00
2	4" x 1" double strap service saddle w/corp stop. long side 1" poly water service reduced to 3/4" locking curb stop and meter coupling.	10	EA	$2,545.00	$25,450.00
3	4" x 1" double strap service saddle w/corp stop. short side 1" poly water service reduced to 3/4" locking curb stop and meter coupling.	8	EA	$1,824.00	$14,592.00
4	8" x 1" double strap service saddle w/corp stop. long side 1" poly water service reduced to 3/4" locking curb stop and meter coupling.	4	EA	$2,570.00	$10,280.00
5	8" x 1" double strap service saddle w/corp stop.short side 1" poly water service reduced to 3/4" locking curb stop and meter coupling.	4	EA	$1,874.00	$7,496.00
6	11" x 18" Glassmaster Composite flared meter box and lid with one Touchread hole and one mouse hoe/set to grade	33	EA	$340.00	$11,220.00
7	St Augustine Sod	TBD	SF	$0.70	$0.70
8	Concrete for driveways 4000 psi, 5" thick	TBD	SY	$165.00	$165.00
9	Cap off all old service taps at the main	33	EA	$947.00	$947.00
				Base Bid Total (Items 1 thru 9)	$83,058.70
				10% Contingency of Base Bid	$8,305.87
				Grand Total (Base Bid + Contingency)	$91,364.57

Submitted by: Gruhn May, Inc
Date: 3/20/2025

Gordon Gruhn

Water Service Replacements –

Garden Lane and 300 Block of 20th Street



RESOLUTION NO. 25-31

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE REPLACEMENT OF THE WATER SERVICES ON GARDEN LANE; 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 Public Utilities Department Capital Improvement Project PU2512 involves replacing the poly water services on Garden Lane and the 300 Block of 20th Street; and

WHEREAS, services in that area are prone to breakage due to age, materials and environmental factors; and

WHEREAS, Staff received 2 quotes from the City utilized underground utility contractors The Kenton Group, Inc., DBA Baldwin's Quality Plumbing, and Gruhn May, Inc.; and

WHEREAS, Gruhn May, Inc. returned the lowest quote to provide the labor, equipment and materials to replace the old poly services in the amount of $91,364.57; and

WHEREAS, sufficient funds are available in the Public Utilities Fund for Project PU2512 in account 400-5504-533-6300, in the amount of $275,000.

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

Section 1. The City Commission hereby appropriates funds from City's Public Utilities Fund 400-5504-533-6300 for the replacement of the water services on Garden Lane.

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

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 14th day of April, 2025.

Attest:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-32 authorizing the City to purchase 155 licenses of Microsoft Office GCC from SHI International Corp. at a price of $37,692.05 with funds allocated in the Fiscal Year 2024-25 budget.

SUBMITTED BY: Ronald Bautista, Director of Information Technology

TODAY'S DATE: April 2, 2025

MEETING DATE: April 14, 2025

BACKGROUND: Transitioning to Microsoft Office 365 GCC has saved the City money, enhanced productivity and collaboration, and increased security. Funding for email technology infrastructure and software is budgeted annually, and this project is adequately funded in the Fiscal Year 2024-25 budget.

BUDGET: $37,682.05 from Account No. 001 1011 516 65 02.

RECOMMENDATION: Approve Resolution No. 25-32.

ATTACHMENT: Resolution No. 25-32
SHI International Corp. quote

REVIEWED BY CITY MANAGER: 

RESOLUTION NO. 25-32

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE PURCHASE OF 155 USER LICENSES OF MICROSOFT OFFICE 365 GCC (GOVERNMENT COMMUNITY CLOUD) FROM SHI INTERNATIONAL CORP. AT A PRICE OF $37,682.05 WITH FUNDS ALLOCATED IN THE FISCAL YEAR 2024-25 BUDGET (ACCOUNT NO. 001 1011 516 65 02); 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 City utilizes Microsoft Office 365 GCC (Government Community Cloud) for its email server and software solution; and

WHEREAS, Microsoft Office 365 GCC provides an encrypted email cloud server, the latest Office software, and security updates; and

WHEREAS, utilizing Microsoft Office 365 GCC ensures that the Police Department complies with the Florida Department of Law Enforcement (FDLE) requirements; and

WHEREAS, continuing to utilize SHI International Corp's. Sourcewell technical catalog solution cooperative purchasing contract, the purchase of 155 licenses of Microsoft Office 365 GCC from SHI International Corp. would cost $37,682.05.

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

SECTION 1. The City Commission hereby authorizes the City to purchase 155 licenses of Microsoft Office GCC from SHI International Corp. at a price of $37,682.05, utilizing funds allocated in the Fiscal Year 2024-25 budget (Account No. 001 1011 516 65 02).

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

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

PASSED AND ADOPTED by the City Commission of the City of Atlantic Beach, this 14th day of April, 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

Pricing Proposal
Quotation #: 25797303
Reference #: MPSA# 0005846280 - 4100136876
Created On: 2/3/2025
Valid Until: 3/5/2025

FL-City of Atlantic Beach

Ron Bautista
800 SEMINOLE RD.
ATTN: ACCOUNTS PAYABLE
ATLANTIC BEACH, FL 32233
United States
Phone: (904) 247-5856
Fax:
Email: rbautista@coab.us

Microsoft Inside Account Manager

Brett Cohen
SHI International Corp
290 DAVIDSON AVE STE 101
SOMERSET, NJ 08873-4179
Phone: 888-744-4084
Fax: 732-654-8380
Email: Brett_Cohen@shi.com

All Prices are in US Dollar (USD)

	Product	Qty	Your Price	Total
1	Office 365 E3 GCC Per User Microsoft - Part#: AAA-11650 Contract Name: Sourcewell- Technology Products & Solutions Contract #: 121923-SHI Coverage Term: 3/1/2025 – 2/28/2026 **Note:** MPSA# 0005846280 - 4100136876	155	$243.11	$37,682.05
			Shipping	$0.00
			Total	$37,682.05

Additional Comments

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date listed above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order. For any additional information including Hardware, Software and Services Contracts, please contact an SHI Inside Sales Representative at (888) 744-4084. SHI International Corp. is 100% Minority Owned, Woman Owned Business. TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

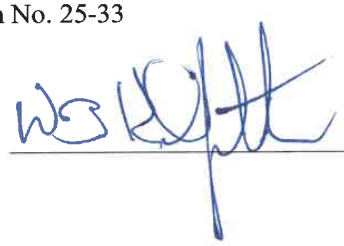
Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The products offered under this proposal are resold in accordance with the terms and conditions of the Contract referenced under that applicable line item.

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM:	Resolution No. 25-33 authorizing the purchase of a Little Wonder Leaf Vacuum.
SUBMITTED BY:	Rick Carper, Interim Director of Public Works
TODAY'S DATE:	March 31, 2025
MEETING DATE:	April 14, 2025
BACKGROUND:	City staff identified the need for a Little Wonder Leaf Vacuum as being a priority and the City Commission approved the purchase of a leaf vacuum in the FY 2024-25 budget. Five quotes were gathered from various suppliers, with Nichols Equipment having the lowest price at $48,599.
BUDGET:	There is $55,000 budgeted for the leaf vacuum under Project PW2512 in the Streets Machinery and Equipment Account 001-5002-541-6400.
RECOMMENDATION:	Approve Resolution No. 25-33.
ATTACHMENT(S):	Quote from Nichols Equipment dated 3/31/2025 Quote from Johnson Fleet and Farm dated 2/27/2025 Quote from Franklin Equipment Sales dated 2/19/2025 Quote from Crystal Tractor & Equipment dated 3/27/2025 Quote from Ronnie's Repair Shop dated 2/13/2025 Resolution No. 25-33

REVIEWED BY CITY MANAGER: 

RESOLUTION NO. 25-33

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE PURCHASE OF A LITTLE WONDER LEAF VACUUM FROM NICHOLS EQUIPMENT AT A PRICE OF $48,599; 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, City staff identified the need for a Little Wonder Leaf Vacuum as being a priority and the City Commission approved the purchase of a leaf vacuum in the FY 2024-25 budget; and

WHEREAS, five quotes were gathered from various suppliers, with Nichols Equipment having the lowest price at $48,599.

WHEREAS, the City Commission allocated $55,000 in the Fiscal Year 2024-25 budget (Account No. 001-5002-541-7400) for this purpose.

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

SECTION 1. The City Commission hereby authorizes the purchase of a Little Wonder Leave Vacuum from Nichols Equipment at a price of $48,599.

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

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 14th day of April, 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

Q U O T A T I O N

NICHOLS EQUIPMENT
10237 Beach Blvd.
Jacksonville, FL 32246-4793
Phone #: (904)641-2922
Fax #: (904)645-6142

PHONE #: **(904)463-5792 Ext: MATT** DATE: **3/31/2025**
CELL #: **(904)463-5792** ORDER #: **309396**
ALT. #: CUSTOMER #: **1011**
P.O.#: CP: **JOHN**
TERMS: **Net 10th Prox** LOCATION: **1**
SALES TYPE: **Quote** STATUS: **Active**

BILL TO 1011

City Of Atlantic Beach @
800 Seminole Rd.
Atlantic Beach, FL 32233

SHIP TO

City Of Atlantic Beach @
800 Seminole Rd.
Atlantic Beach, FL 32233

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
LW	83560 04 01S	LITTLE WONDER MONSTER TRUCK LOADER, SELF CONTAINED, 10 YARD	1	$53,099.00	$45,499.00	$45,499.00
****	2YRWB	2 YEAR WARRANTY COMMERCIAL OR HOME NO HOUR LIMIT	1	$.00	$.00	$0.00
****	EXCL	EXCLUSIONS & LIMITATIONS APPLY, SEE WARRANTY STMT FOR DETAIL	1	$.00	$.00	$0.00
****	FRT	FREIGHT - SHIPPING & HANDLING	1	$3,500.00	$3,100.00	$3,100.00

No return on GENERATORS, CHAIN SAWS, electrical, special order parts, or items which have been used. Original receipt required & subject up to a 40% restocking fee. No returns after 90 days. Thank you for allowing us to serve you for 69 years. We value YOUR business.
Prices reflected on this quote are valid for 30 days.

Effective Nov. 1, 2023 A 3% surcharge will be imposed on sales paid by Credit Card. No surcharge if paying by Debit Card or cash.

SUBTOTAL:	$48,599.00
TAX:	$0.00
ORDER TOTAL:	$48,599.00

Authorized By: _____

JOHNSON FLEET AND FARM
850827 US Highway 17 South
Yulee, FL 32097
(904)225-8315

Suspended Sale

0

JBH-SERVER2022 # administrator

Sold To: City of Atlantic Beach
Yulee, FL 32097

Date	Cashier	Payment Terms	Purchase Order	Source Document	Customer #
02/27/25 16:14:24	sammy	Suspended Sale			CIT001

Line	Qty	Item No.	Description	List	Price	Extended
001	1 EACH	MISC	LITTLE WONDER 83560-04-01SC TRUCKLOADER	45549.00	45549.00	$45,549.00
002	1 EA1	FRT	Freight In FOB Yulee Fl	2800.00	2800.00	$2,800.00
003	250.00 EA1	DEALERPREP	DEALER PREP FEE	1.00	1.00	$250.00
004	1 EA1	DEL_CHARGE	Delivery Charge Yulee to Atlantic Beach	100.00	100.00	$100.00

Payment:	Method	Amount

Non Taxable SubTot	48,699.00
Taxable SubTotal	0.00
Sales Tax	0.00
Total	48,699.00
Total Due	48,699.00

0.00

Page: 1 of 1

Q U O T A T I O N

PAGE: 1

FRANKLIN EQUIPMENT SALES
P.O. Box 610
551797 US Hwy 1
Hilliard, FL 32046 USA
Phone #: (904)675-9129
Fax #: (904)675-9135

PHONE #: **(904)247-5800**
CELL #: **(904)247-5891**
ALT. #:
P.O.#:
TERMS: **Net 10th EOM**
SALES TYPE: **Quote**

DATE: **2/19/2025**
ORDER #: **62551**
CUSTOMER #: **106960**
CP: **Greg F**
LOCATION: **1**
STATUS: **Active**

BILL TO 106960

CITY OF ATLANTIC BEACH
800 SEMINOLE RD
ATLANTIC BEACH, FL 32233 US

SHIP TO

CITY OF ATLANTIC BEACH
800 SEMINOLE RD
ATLANTIC BEACH, FL 32233 US

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
LW	835600401	MONSTER TRUCK LOADER SELF CONTAINED, 10-YD 35 HP VANGUARD	1	$52,999.00	$47,699.10	$47,699.10
MISC	FREIGHT	INBOUND FREIGHT	1	$1,500.00	$1,500.00	$1,500.00

Prices reflected on this quote are valid for 15 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

ALL USED EQUIPMENT IS SOLD AS IS WITH NO IMPLIED OR EXPRESSED WARRANTY.

SUBTOTAL:	**$49,199.10**
TAX:	**$0.00**
ORDER TOTAL:	**$49,199.10**

Authorized By: _____

DeLand, FL
Chiefland, FL
Starke, FL
Panama City, FL
Live Oak, FL
Lecanto, FL
Leesburg, FL
Homosassa, FL
Hastings, FL
Madison, FL
Jacksonville, FL
Ocala, FL
Palatka, FL
Tallahassee, FL
Cairo, Georgia
Barbee Hill, FL

CRYSTAL
TRACTOR & EQUIPMENT
CRYSTALTRACTOR.COM

CRYSTAL TRACTOR & EQUIPMENT - DELAND
1680 S. WOODLAND BLVD.
DELAND, FL 32720
386-734-2119

CUSTOMER:
CITY OF ATLANTIC BEACH

ATLANTIC BEACH, FL 32233

CUSTOMER CELL 9042475834
CUSTOMER WORK 9042475834
CUSTOMER HOME
MKRUG@COAB.US
PURCHASE ORDER NO.

QUOTE NUMBER Q-0327-DELAND-015148
QUOTE DATE March 27, 2025
SALES PERSON RODGER RICKELS
RETAIL

Customer hereby orders the following described machinery and equipment from Crystal Tractor, LLC, Crystal Equipment, LLC or Crystal Motorsports, LLC. Upon acceptance by Seller and Customer, this order becomes a agreement to endeavor to conclude the purchase and sale of goods upon the terms and conditions set forth herein and on the reverse of this order.

STOCK NUMBER	MAKE	MODEL	SERIAL NUMBER	DEALER SUGGESTED PRICE	DISCOUNT	NET SELLING PRICE

TRADE IN	MAKE	MODEL	SERIAL NUMBER	DESCRIPTION	ALLOWANCE	PAYOFF

Down Payment			
$ -	#NUM!	#NUM!	#NUM!
$ -	#NUM!	#NUM!	#NUM!
$ -	#NUM!	#NUM!	#NUM!

The payments presented herein are based upon interest rates available to a variety of customers based upon credit quality, down payment, collateral and other factors. The actual interest rate charged will be disclosed in the finance contract and may be higher or lower than the rates used in this illustration. For presentation purposes, 0 month term payments are presented at an interest rate of 9.900% , 0 month term payments are presented at an interest rate of 9.900%, 0 month term payments are presented with an interest rate of 10.900%.

CRYSTAL TRACTOR & EQUIPMENT - DELAND
1580 S. WOODLAND BLVD.
DELAND, FL 32720
386-734-2119

SALES PERSON RODGER RICKELS

CITY OF ATLANTIC BEACH

QUOTE NUMBER Q-0327-DELAND-015149
QUOTE DATE March 27, 2025

RETAIL

TRANSACTION SUMMARY

DEALER PRICE OF ALL EQUIPMENT	$51,700.00	SUB TOTAL	$52,399.00
SELLING PRICE, NET OF DISCOUNTS		TIRE FEE	$4.00
TRADE VALUE	$51,700.00	BATTERY FEE	$1.50
TRADE PAYOFF		DMV, TAX & TITLE FEES	
DOCUMENT FEE (1)		DOC STAMP TAX	
	$699.00	UCC FEE	
FREIGHT		FL SALES TAX	
		DUVAL	
SET UP FEE (1)			
		TAX EXEMPT - CUSTOMER CERTIFICATION	
SUB TOTAL	$52,399.00	TOTAL DUE FROM CUSTOMER	$52,404.50

Final Transaction Terms may vary based upon financing terms approved by lenders, products selected by the customer and finalization of pricing by the Company
(1) Document Fee and Set Up Fee: These charges represents cost and profit to the seller/dealer for items such as assembling, inspecting, cleaning and adjusting new and used units and preparing documents related to the sale.

CRYSTAL TRACTOR & EQUIPMENT - DELAND
1580 S. WOODLAND BLVD.
DELAND, FL 32720

386-734-2119

CUSTOMER:
CITY OF ATLANTIC BEACH

QUOTE NUMBER Q-0327-DELAND-015149
INVOICE NUMBER
INVOICE DATE

Sales Person RODGER RICKELS
Customer Cell 9042475834
Customer Work 9042475834

STOCK NUMBER	MAKE	MODEL	SERIAL NUMBER	SUGGESTED PRICE	DISCOUNT	NET SELLING PRICE
	LW		TBD	$51,700.00		$51,700.00
			SELF CONTAINED TRUCK LOADER			

QUANTITY	MAKE	MODEL	PART NUMBER	PER UNIT PRICE	PER UNIT DISCOUNT	EXTENDED VALUE

Q U O T A T I O N

PAGE: 1

Ronnie's Repair Shop
5091 SUNBEAM ROAD
JACKSONVILLE, FL 32257 USA
Phone #: (904)636-0739
Fax #: (904)737-5945

PHONE #:
CELL #: **(904)463-5792**
ALT. #:
P.O.#:
TERMS: **Cash**
SALES TYPE: **Quote**

DATE: **2/13/2025**
ORDER #: **1330400**
CUSTOMER #: **38769**
CP: **MB**
LOCATION: **1**
STATUS: **Active**

BILL TO 38769

CITY OF ATLANTIC BEACH - STREETS DEPT.
1200 SAND PIPER LANE
ATLANTIC BEACH, FL 32233 US

SHIP TO

CITY OF ATLANTIC BEACH - STREETS DEPT.
1200 SAND PIPER LANE
ATLANTIC BEACH, FL 32233 US

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
LW	83560-04-01	SELF CONTAINED, 10 YARD 35HP B&S VANGUARD	1	$52,999.00	$52,999.00	$52,999.00
****	FREIGHT	FREIGHT !!! ESTIMATED, CAN CHANGE DAILY	1	$3,250.00	$3,250.00	$3,250.00

Prices reflected on this quote are valid for 30 days.

SUBTOTAL:	$56,249.00
TAX:	$0.00
ORDER TOTAL:	$56,249.00

Authorized By: _____

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-34 declaring certain property to be surplus and authorizing its disposition.

SUBMITTED BY: Rick Carper, Interim Director of Public Works

TODAY'S DATE: March 28, 2025

MEETING DATE: April 14, 2025

BACKGROUND: Eight vehicles and a trailer in the Public Works yard are at the end of their useful life or have been retired. Public Works staff would like to begin the process to have these vehicles deemed as surplus so the decommissioning process can begin, and the vehicles can be removed from the Public Works yard.

BUDGET: No budgeted funds will be used for this action, since the decommissioned vehicles will be prepared for auction.

RECOMMENDATION: Approve Resolution No. 25-34

ATTACHMENT: Resolution No. 25-34

REVIEWED BY CITY MANAGER:

RESOLUTION NO. 25-34

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DECLARING CERTAIN CITY-OWNED PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach, Florida, owns certain property described herein; and

WHEREAS, the City Commission has determined that said property is no longer needed for public purposes and is therefore surplus to the needs of the City; and

WHEREAS, the City Commission desires to authorize the disposition of said surplus property in accordance with applicable state and local laws.

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

SECTION 1. Declaration of surplus. The following described property is hereby declared surplus to the needs of the City of Atlantic Beach, Florida: 2002 Ford Explorer (VIN: 1FMZU63K62UD30020); Chevy Malibu (VIN: 2010 Ford Hybrid Escape (VIN: 1FMCU4K32AKC68646); 2016 Ford Interceptor (VIN: 1FAHP2L81GG105391); 2009 Ford F-150 (VIN: 1FTRF12W59KC05876); Polaris 4x4 (VIN: 3NSRTE874FG887179); 2009 Ford Focus (VIN: 1FAHP34N69W133576); 2009 Ford Focus (VIN: 1FAHP34N49W116078); 2006 Vac-Tron Combo Trailer (VIN: 5HZBF19245LH52134).

SECTION 2. Authorization of disposition. The City Manager is hereby authorized and directed to dispose of the surplus property described in Section 1, in a manner consistent with applicable state and local laws. This may include, but is not limited to, public auction, sealed bids, or negotiated sale, as deemed to be in the best interest of the City.

SECTION 3. Terms and conditions. The City Manager is authorized to establish the terms and conditions of the disposition of the surplus property, including but not limited to, the minimum acceptable bid or sale price, and any necessary restrictions or easements.

SECTION 4. Effective date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 14th day of April, 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-26, Resolution No. 25-27

SUBMITTED BY: Amanda Askew, Neighborhoods Department Director

TODAY'S DATE: March 24, 2025

MEETING DATE: April 14, 2025

SUMMARY: The Environmental Stewardship Committee (ESC) is recommending three landmark trees to be designated as Heritage Trees. These trees have been nominated by private property owners and supported by ESC because of their intrinsic value due to their size and age.

Resolution No. 25-26 designates a live oak and a hickory tree at 326 Ocean Blvd as private property Heritage Trees. The live oak, in the front yard, has a 35-inch diameter and is estimated to be about 140 years old. The combined 31-inch-diameter hickory tree located in the backyard is estimated to be 76.5 years old. The property owner has nominated the live oak to be named "Eros" and the hickory tree to be named "Pysche".

Resolution No. 25-27 designates a 38-inch diameter live oak tree at 378 6th St. This tree is in the rear yard of the property. The property owner has named this tree "Our Protector". This tree is estimated to be about 152 years old.

According to City Code Section 23-41 (a) "The City Commission may by resolution designate individual heritage trees." Although a Heritage Tree designation does not prevent a tree from ever being removed, it makes it more difficult and costly to remove. Protected trees must be mitigated at a rate of one inch for every two inches removed; a Heritage Tree must be mitigated at a rate of one inch for every inch removed.

According to the City Code, a Heritage Trees is "any designated maritime species that is thirty (30) inches DBH or greater and declared by the City Commission to be of unique or intrinsic value due to its age, size, species, and/or cultural, ecological or historical significance or some other contribution to the city's or a neighborhood's character and which is in good condition, as determined by an arborist."

RECOMMENDATION: The City Commission approve Resolution No. 25-26 and Resolution No. 25-27 designating two live oaks and one hickory tree as private Heritage Trees.

BUDGET: Less than $150 on a marker identifying the Heritage Tree

ATTACHMENTS:
1. Resolution No. 25-26
2. Resolution No. 25-27
3. Photographs of Trees

REVIEWED BY CITY MANAGER: _____

RESOLUTION NO. 25-26

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DESIGNATING A THIRTY-FIVE INCH DIAMETER LIVE OAK TREE AND A THIRY-ONE INCH DIAMETER MULTI-TRUNK HICKORY TREE AT 326 OCEAN BOULEVARD AS HERITAGE TREES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Atlantic Beach's tree canopy beautifies our community and improves the lives of our citizens and visitors by bringing nature to our urban environment and preserving environmental sanctuaries for connection with the natural world; and

WHEREAS, the City Commission of the City of Atlantic Beach desires to be a good steward of the tree canopy, particularly specimens of physical and historical significance; and

WHEREAS, the City Commission has the ability to designate individual trees as Heritage Trees according Section 23-41 (a) of the Atlantic Beach Code of Ordinances; and

WHEREAS, the Heritage Tree designation is voluntary and increases the mitigation ratio if the tree is ever removed; and

WHEREAS, the Live Oak tree located in the front yard is 35 inches in diameter and the Hickory tree located in the back yard is a combined 31 inches in diameter are nominated by the property owner; and

WHEREAS, the nominated tree Live Oak tree has a 109.96-inch circumference; is approximately 140 years old; and holds intrinsic value due to its age and size; and

WHEREAS, the nominated tree Hickory tree has a combined 97.39-inch circumference; is approximately 76.5 years old; and holds intrinsic value due to its age and size; and

WHEREAS, the nominated live oak is named "Eros" and the hickory tree is named "Pysche".

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

SECTION 1. hereby designates a 35-inch-diameter Live Oak and a combined 31-inch-diameter Hickory tree at 326 Ocean Boulevard as private Heritage Trees.

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

PASSED AND ADOPTED by the City of Atlantic Beach, on this 14th day of April, 2025.

Attest:

_____
Curtis Ford, Mayor

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

RESOLUTION NO. 25-27

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DESIGNATING A THIRTY-EIGHT INCH DIAMETER LIVE OAK TREE AT 378 SIXTH STREET AS HERITAGE TREES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Atlantic Beach's tree canopy beautifies our community and improves the lives of our citizens and visitors by bringing nature to our urban environment and preserving environmental sanctuaries for connection with the natural world; and

WHEREAS, the City Commission of the City of Atlantic Beach desires to be a good steward of the tree canopy, particularly specimens of physical and historical significance; and

WHEREAS, the City Commission has the ability to designate individual trees as Heritage Trees according Section 23-41 (a) of the Atlantic Beach Code of Ordinances; and

WHEREAS, the Heritage Tree designation is voluntary and increases the mitigation ratio if the tree is ever removed; and

WHEREAS, the Live Oak tree located in the back yard is 38 inches in diameter is nominated by the property owner; and

WHEREAS, the nominated tree Live Oak tree has a 119.38-inch circumference; is approximately 152 years old; and holds intrinsic value due to its age and size; and

WHEREAS, the nominated tree is named "Our Protector".

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

SECTION 1. hereby designates a 38-inch-diameter Live oak at 378 6th Street as private "Heritage Tree."

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

PASSED AND ADOPTED by the City of Atlantic Beach, on this 14th day of April, 2025.

Attest:

_____
Curtis Ford, Mayor

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney









CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 25-26, Resolution No. 25-27

SUBMITTED BY: Amanda Askew, Neighborhoods Department Director

TODAY'S DATE: March 24, 2025

MEETING DATE: April 14, 2025

SUMMARY: The Environmental Stewardship Committee (ESC) is recommending three landmark trees to be designated as Heritage Trees. These trees have been nominated by private property owners and supported by ESC because of their intrinsic value due to their size and age.

Resolution No. 25-26 designates a live oak and a hickory tree at 326 Ocean Blvd as private property Heritage Trees. The live oak, in the front yard, has a 35-inch diameter and is estimated to be about 140 years old. The combined 31-inch-diameter hickory tree located in the backyard is estimated to be 76.5 years old. The property owner has nominated the live oak to be named "Eros" and the hickory tree to be named "Pysche".

Resolution No. 25-27 designates a 38-inch diameter live oak tree at 378 6th St. This tree is in the rear yard of the property. The property owner has named this tree "Our Protector". This tree is estimated to be about 152 years old.

According to City Code Section 23-41 (a) "The City Commission may by resolution designate individual heritage trees." Although a Heritage Tree designation does not prevent a tree from ever being removed, it makes it more difficult and costly to remove. Protected trees must be mitigated at a rate of one inch for every two inches removed; a Heritage Tree must be mitigated at a rate of one inch for every inch removed.

According to the City Code, a Heritage Trees is "any designated maritime species that is thirty (30) inches DBH or greater and declared by the City Commission to be of unique or intrinsic value due to its age, size, species, and/or cultural, ecological or historical significance or some other contribution to the city's or a neighborhood's character and which is in good condition, as determined by an arborist."

RECOMMENDATION: The City Commission approve Resolution No. 25-26 and Resolution No. 25-27 designating two live oaks and one hickory tree as private Heritage Trees.

BUDGET: Less than $150 on a marker identifying the Heritage Tree

ATTACHMENTS:
1. Resolution No. 25-26
2. Resolution No. 25-27
3. Photographs of Trees

REVIEWED BY CITY MANAGER: _____

RESOLUTION NO. 25-26

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DESIGNATING A THIRTY-FIVE INCH DIAMETER LIVE OAK TREE AND A THIRY-ONE INCH DIAMETER MULTI-TRUNK HICKORY TREE AT 326 OCEAN BOULEVARD AS HERITAGE TREES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Atlantic Beach's tree canopy beautifies our community and improves the lives of our citizens and visitors by bringing nature to our urban environment and preserving environmental sanctuaries for connection with the natural world; and

WHEREAS, the City Commission of the City of Atlantic Beach desires to be a good steward of the tree canopy, particularly specimens of physical and historical significance; and

WHEREAS, the City Commission has the ability to designate individual trees as Heritage Trees according Section 23-41 (a) of the Atlantic Beach Code of Ordinances; and

WHEREAS, the Heritage Tree designation is voluntary and increases the mitigation ratio if the tree is ever removed; and

WHEREAS, the Live Oak tree located in the front yard is 35 inches in diameter and the Hickory tree located in the back yard is a combined 31 inches in diameter are nominated by the property owner; and

WHEREAS, the nominated tree Live Oak tree has a 109.96-inch circumference; is approximately 140 years old; and holds intrinsic value due to its age and size; and

WHEREAS, the nominated tree Hickory tree has a combined 97.39-inch circumference; is approximately 76.5 years old; and holds intrinsic value due to its age and size; and

WHEREAS, the nominated live oak is named "Eros" and the hickory tree is named "Pysche".

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

SECTION 1. hereby designates a 35-inch-diameter Live Oak and a combined 31-inch-diameter Hickory tree at 326 Ocean Boulevard as private Heritage Trees.

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

PASSED AND ADOPTED by the City of Atlantic Beach, on this 14th day of April, 2025.

Attest:

_____
Curtis Ford, Mayor

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

RESOLUTION NO. 25-27

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DESIGNATING A THIRTY-EIGHT INCH DIAMETER LIVE OAK TREE AT 378 SIXTH STREET AS HERITAGE TREES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Atlantic Beach's tree canopy beautifies our community and improves the lives of our citizens and visitors by bringing nature to our urban environment and preserving environmental sanctuaries for connection with the natural world; and

WHEREAS, the City Commission of the City of Atlantic Beach desires to be a good steward of the tree canopy, particularly specimens of physical and historical significance; and

WHEREAS, the City Commission has the ability to designate individual trees as Heritage Trees according Section 23-41 (a) of the Atlantic Beach Code of Ordinances; and

WHEREAS, the Heritage Tree designation is voluntary and increases the mitigation ratio if the tree is ever removed; and

WHEREAS, the Live Oak tree located in the back yard is 38 inches in diameter is nominated by the property owner; and

WHEREAS, the nominated tree Live Oak tree has a 119.38-inch circumference; is approximately 152 years old; and holds intrinsic value due to its age and size; and

WHEREAS, the nominated tree is named "Our Protector".

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

SECTION 1. hereby designates a 38-inch-diameter Live oak at 378 6th Street as private "Heritage Tree."

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

PASSED AND ADOPTED by the City of Atlantic Beach, on this 14th day of April, 2025.

Attest:

_____
Curtis Ford, Mayor

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney









CITY OF ATLANTIC BEACH
CITY COMMISSION
STAFF REPORT

AGENDA ITEM: Resolution No. 25-35 opposing legislation substantially amending the Live Local Act and also amending requirements for local comprehensive plans and land development regulations.

TODAY'S DATE: April 7, 2025

MEETING DATE: April 14, 2025

SUBMITTED BY: Kevin Hogencamp, Deputy City Manager KH

SUMMARY: We agree with the Florida League of Cities' position that House Bill 943 has potential negative impacts on cities and their ability to effectively govern. The legislation overreaches by stripping cities of responsible growth management, endangering neighborhoods, eliminating local control, burdening taxpayers, and enabling unchecked development. Cities should retain the authority to make informed community decisions. Specific concerns are delineated in the resolution.

RECOMMENDATION: Commission approve Resolution No. 25-35

BUDGET: N.A.

ATTACHMENTS: Resolution No 25-35

LINK: Committee Substitute for House Bill 943

CITY MANAGER:

RESOLUTION NO. 25-35

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, OPPOSING FLORIDA HOUSE BILL 943; DIRECTING THE CITY CLERK TO TRANSMIT A COPY OF THIS RESOLUTION TO THE GOVERNOR OF FLORIDA, THE PRESIDENT OF THE FLORIDA SENATE, THE SPEAKER OF THE FLORIDA HOUSE OF REPRESENTATIVES, AND THE MEMBERS OF THE DUVAL COUNTY LEGISLATIVE DELEGATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida's voters placed municipal home rule powers into the Florida Constitution on Nov. 5, 1968, during the regular elections as an amendment to Article VIII; and

WHEREAS, this power enables municipalities to consider, adopt, revise or remove their own laws without the need to seek legislative permission from the state and has served as the foundation upon which every municipality builds its governmental structure; and

WHEREAS, the City of Atlantic Beach is a duly established municipality within the State of Florida, committed to protecting the quality of life, character, and best interests of its residents and visitors; and

WHEREAS, once again in 2025, numerous bills being considered by the Florida Legislature contradict the will of the people of Florida, who express an unequivocal desire for broad home rule powers in their state constitution; and

WHEREAS, the Florida Legislature is considering approving House Bill 943 ("HB 943"), which substantially amends the Live Local Act and also amends requirements for local comprehensive plans and land development regulations; and

WHEREAS, the City Commission of the City of Atlantic Beach has carefully reviewed HB 943, as amended, and has identified provisions that pose significant concerns and potential negative impacts on the City and its ability to effectively govern; and

WHEREAS, those concerns include:

- Redefining height limit: Allows new construction to be the height of existing buildings rather than the height currently allowed. This undermines the nearly 20-year-old City Charter prohibition on structures greater than 35 feet in Atlantic Beach which withstood the 2023 Live Local Act.
- Endangering tree canopy: Increased density and intensity will result in additional loss of tree canopy and increase stormwater runoff.
- Undermining local zoning: Allowing almost any building type anywhere, bypassing neighborhood fit and public input.
- Granting religious-institution landowners unchecked development power: Permitting any construction on religious land, potentially circumventing zoning.
- Forcing high-density development in single-family areas: Mandating apartment buildings even in residential zones and opening green spaces to development.
- Shifting development costs to taxpayers: Reducing impact fees paid by developers for infrastructure.
- Exposing cities to lawsuits for enforcing basic safety rules: Limiting cities' ability to ensure adequate parking, safe sidewalks, and flood prevention.

- Reducing parking requirements: Potentially worsening traffic and parking congestion.
- Preventing development pauses for critical issues: Removing cities' ability to halt construction during emergencies like water shortages.
- Prioritizing market-rate ADUs over affordable housing: Potentially increasing short-term rentals instead of addressing housing shortages.

WHEREAS, This bill, despite the worthy desire for affordable housing, overreaches by stripping cities of responsible growth management, endangering neighborhoods, eliminating local control, burdening taxpayers, and enabling unchecked development. Cities should retain the authority to make informed community decisions.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Atlantic Beach, Florida, that:

SECTION 1. The City Commission hereby expresses its strong opposition to proposed Florida House Bill 943.

SECTION 2. The City Commission urges the Florida Legislature to recognize the importance of maintaining local government authority to address the unique needs and circumstances of their communities, and to reject the provisions of HB 943 as currently drafted.

SECTION 3. The City Clerk is hereby directed to transmit a copy of this Resolution to the Governor of Florida, the President of the Florida Senate, the Speaker of the Florida House of Representatives, and the members of the Duval County Legislative Delegation.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Atlantic Beach, this 14th day of April, 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

CITY OF ATLANTIC BEACH
CITY COMMISSION
STAFF REPORT

AGENDA ITEM: Resolution No. 25-36 opposing legislation requiring local governments to allow accessory dwelling units (ADUs) by-right in any area zoned for single-family residential use, except for areas designated as planned unit developments or master planned communities.

TODAY'S DATE: April 7, 2025

MEETING DATE: April 14, 2025

SUBMITTED BY: Kevin Hogencamp, Deputy City Manager KH

SUMMARY: The Florida Legislature is considering approving House Bill 247, which as amended, authorizes local governments to regulate the permitting, construction, and use of ADUs while specifying that local governments may not: prohibit ADUs from being rented, except as authorized by law; require the parcel owner to reside on the property; increase parking requirements on any parcel that can accommodate an additional motor vehicle on a driveway without impeding access to the primary dwelling unit; and require replacement parking if a garage or covered parking structure is converted to an ADU. Further, the bill includes certain manufactured housing within the statutory definition of ADU.

We agree with the Florida League of Cities' position that House Bill 247 overreaches by stripping cities of their ability to maintain local control over zoning and preserve the character and quality of life in single-family neighborhoods. Cities should retain the authority to make informed community decisions. Specific concerns are delineated in the resolution.

RECOMMENDATION: Commission approve Resolution No. 25-36

BUDGET: N.A.

ATTACHMENTS: Resolution No 25-36

LINK: Committee Substitute for House Bill 247

CITY MANAGER:

RESOLUTION NO. 25-36

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, OPPOSING FLORIDA HOUSE BILL 247; DIRECTING THE CITY CLERK TO TRANSMIT A COPY OF THIS RESOLUTION TO THE GOVERNOR OF FLORIDA, THE PRESIDENT OF THE FLORIDA SENATE, THE SPEAKER OF THE FLORIDA HOUSE OF REPRESENTATIVES, AND THE MEMBERS OF THE DUVAL COUNTY LEGISLATIVE DELEGATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Florida's voters placed municipal home rule powers into the Florida Constitution on Nov. 5, 1968, during the regular elections as an amendment to Article VIII; and

WHEREAS, this power enables municipalities to consider, adopt, revise or remove their own laws without the need to seek legislative permission from the state and has served as the foundation upon which every municipality builds its governmental structure; and

WHEREAS, the City of Atlantic Beach is a duly established municipality within the State of Florida, committed to protecting the quality of life, character, and best interests of its residents and visitors; and

WHEREAS, once again in 2025, numerous bills being considered by the Florida Legislature contradict the will of the people of Florida, who express an unequivocal desire for broad home rule powers in their state constitution; and

WHEREAS, the Florida Legislature is considering approving House Bill 247 ("HB 247") requiring local governments to adopt an ordinance to allow accessory dwelling units (ADUs) by right in any area zoned for single-family residential use, except for areas designated as planned unit developments or master planned communities; and

WHEREAS, as amended, the legislation authorizes local governments to regulate the permitting, construction, and use of ADUs while specifying that local governments may not: prohibit ADUs from being rented, except as authorized by law; require the parcel owner to reside on the property; increase parking requirements on any parcel that can accommodate an additional motor vehicle on a driveway without impeding access to the primary dwelling unit; and require replacement parking if a garage or covered parking structure is converted to an ADU; and

WHEREAS, the bill includes certain manufactured housing within the statutory definition of ADU; and

WHEREAS, the City Commission of the City of Atlantic Beach has carefully reviewed HB 247 and has identified provisions that pose significant concerns and potential negative impacts on the City and its ability to effectively govern; and

WHEREAS, those concerns include:

- Loss of local control: The state mandate overrides local zoning authority and comprehensive plans.
- Neighborhood character changes: Increased density, parking issues, noise, and traffic could erode the single-family character.
- Manufactured housing inclusion: Integrating manufactured housing as ADUs could impact aesthetics and property values.

WHEREAS, this bill, despite the desire for affordable housing, overreaches by stripping cities of their ability to maintain local control over zoning and preserve the character and quality of life in single-family neighborhoods. Cities should retain the authority to make informed community decisions.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Atlantic Beach, Florida, that:

SECTION 1. The City Commission hereby expresses its strong opposition to proposed Florida House Bill 247.

SECTION 2. The City Commission urges the Florida Legislature to recognize the importance of maintaining local government authority to address the unique needs and circumstances of their communities, and to reject the provisions of HB 247 as currently drafted.

SECTION 3. The City Clerk is hereby directed to transmit a copy of this Resolution to the Governor of Florida, the President of the Florida Senate, the Speaker of the Florida House of Representatives, and the members of the Duval County Legislative Delegation.

SECTION 4. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Atlantic Beach, this 14th day of April, 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Ordinance 95-25-124 amending Chapter 23 modifying the provisions of the Environmental Stewardship Committee

SUBMITTED BY: William B. Killingsworth, City Manager

TODAY'S DATE: April 2, 2025

MEETING DATE: April 14, 2025

BACKGROUND: The City Commission voted on February 10 to approve this ordinance on first read with this modification: The number of committee members will be nine rather than seven, and the quorum will be five members rather than four.

City Commission members and staff desire to standardize the City's standing committees to the greatest extent possible to improve efficiency, effectiveness, communication, governance and equity. This ordinance and Ordinance No. 5-25-71 pertaining to the Arts, Recreation and Culture Committee represent a significant step in this direction. As recommending bodies, these two committees are markedly different than the City's Community Development Board and the two pension boards. The Community Development Board is quasi-judicial and required by the state statutes (FSS 163.3171) to serve as the local planning agency; and the pension boards also are governed by state statutes. It is anticipated that the future of the Board Member Review Committee will be deliberated in a separate review.

Notable changes resulting from Ordinance Nos. 5-25-71 and 95-25-124 include:

1) The committees would each be established by ordinance; currently, the Arts, Recreation and Culture Committee is established by Resolution No. 22-52.
2) The two committees would have the same number of members nine) and similar duties, functions, and membership and meeting requirements.
3) Each City Commission district would be represented on the committees.
4) Committee members would be limited to two three-year terms.
5) Subcommittees would be eliminated.
6) Committees would be limited to two meetings in a month unless granted an exception by the City Manager.
7) The City Commission would prioritize the committees' works plans.
8) Recommendations regarding active parks for programming, amenity improvements, etc., would be made by the Arts, Recreation and Culture Committee rather than the Environmental Stewardship Committee.

The changes pertaining only to Ordinance 95-25-124 are:

- Removal of the on-site inspections and review for the tree subcommittee
- Removal of the five (5) business day waiting period for the tree permit to become valid
- Adding a new Division to house the Environmental Stewardship Committee. It was previous listed under Division 6 (Violations, Enforcement and Penalties). The committee duties and responsibilities were not accurately reflected in Division 6.

In terms of standardization, here are some key points to consider:

- **Improved Decision-Making:**
  - Faster consensus and reduced conflict (National Council of Nonprofits, 2019; Harvard Business Review, 2009)
- **Enhanced Transparency and Accountability:**
  - Standardized protocols increase public trust (Brookings Institution, 2018)
- **Fostering Equity:**
  - Standardized processes ensure equitable treatment (Urban Institute, 2020)
- **Streamlined Communication:**
  - Easier information sharing and focused discussions (Harvard Business Review, 2009; Center for Effective Philanthropy, 2020)
- **Improved Cohesion & Teamwork:**
  - Stronger group dynamics and increased member engagement (BoardSource, 2019; Stanford Business, 2020)
  - Fosters collaboration between boards (American Planning Association, 2020)
- **Governance Best Practices:**
  - Aligns with industry standards (National Governance Association, 2021; National Association of Corporate Directors, 2020)
- **Flexibility and Agility:**
  - Adaptability to change and easier management (Harvard Business Review, 2009; BoardSource, 2019)

BUDGET: None

RECOMMENDATION: Review and consider approving Ordinance No. 95-25-124 on first reading.

ATTACHMENT(S): Ordinance No. 95-25-124
Environmental Stewardship Committee Feb. 5, 2025 meeting summary
ESC Chair report on Feb. 5, 2025 meeting
Proposed ESC amendments

REVIEWED BY CITY MANAGER:

ORDINANCE NO. 95-25-124

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, AMENDING CHAPTER 23, PROTECTION OF TREES AND THE NATURAL ENVIRONMENT, DIVISION 3. – PERMITS, SEC. 23-23.- PERMITS PROCEDURES, AND SEC. 23-25.- APPEALS; AMENDING DIVISION 6.-VIOLATIONS, ENFORCEMENT AND PENALTIES BY MOVING SEC. 23-52.-, ENVIRONMENTAL STEWARDSHIP COMMITTEE-INTENT, INTO A NEW DIVISION 7, ENTITLED ENVIRONMENTAL STEWARDSHIP COMMITTEE, AND RENUMBERING WITH NEW SECTIONS, OF THE CITY OF ATLANTIC BEACH CODE OF ORDINANCES; PROVIDING FOR ADOPTION OF SAID AMENDMENTS; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Sec. 23-52 of the Code of Ordinances for the City of Atlantic Beach provides details for the Environmental Stewardship Committee (ESC) and the city recognizes this topic should be its own division (now Division 7) and renumber the subsections within Chapter 23 to help better organize the codes; and

WHEREAS, the City desires to standardize city boards and committees, to the greatest extent possible; and

WHEREAS, by standardizing the ESC it is necessary to remove the sections related to subcommittees (amendments to Sec. 23-23 and 23-25); and

WHEREAS, the City desires to standardize city boards and committees, to the greatest extent possible; and

WHEREAS, establishing consistent, uniform boards improves efficiency and productivity.

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

SECTION 1. Purpose and Intent. The purpose and intent of this Ordinance are to standardize city boards and committees to improve efficiency and productivity.

SECTION 2. Purpose and Intent. Amend Sec., 23-23 Permit procedure, Sec. 23-25 Appeals and Variances and Sec. 23-52, Environmental Stewardship Committee – Intent, of the Code of Ordinances is hereby amended as follows:

Sec. 23-23. Permits procedures.

(a) *Application required.* The applicant for a tree or vegetation removal permit shall submit the established fee along with the application form as created and provided by the city to the designated administrative department. The application shall contain all required narrative and graphical information necessary to determine compliance with this chapter. If the applicant is not the property owner, proper owner's authorization shall also be required.

(1) *Existing lots or parcels.* When a tree or vegetation removal permit is required, applications for tree or vegetation removal shall be made prior to removal and prior to any site disturbance or grading on a lot or parcel.

(2) *New or re-platted subdivisions.* Applications for tree or vegetation removal that will be part of a new subdivision plat or a re-plat shall be submitted along with the preliminary subdivision plat application so that due consideration may be given to the protection of regulated trees and regulated vegetation during the site planning and subdivision process. Trees to be protected shall be noted on the final subdivision plat, and subsequent applications for individual lots or parcels shall be consistent with the approved final subdivision plat, or application for a new tree removal permit shall be required.

(3) *After-the-fact permits.* Any person(s) engaging in the removal of regulated tree(s) or regulated vegetation prior to obtaining a permit will be required to apply for and obtain an after-the-fact permit, and meet mitigation requirements as assessed.

(b) *Sufficiency review of applications.*

(1) Upon receipt of the application and appropriate fee, the administrator shall conduct a preliminary review within five (5) business days to determine that all required information has been submitted and is sufficient for review purposes. The applicant shall be notified of any deficient items. Upon submittal of deficient or missing information, the administrator shall again review the application. If the requested information has not been provided or is insufficient, the applicant shall be notified in writing that no further review will be performed until the requested information is provided and found to be sufficient.

(2) The administrator shall upload all tree permit applications to the city's website and send to Environmental Stewardship Committee (ESC) within three (3) days of being deemed sufficient in accordance with this section.

~~(3) The ESC tree subcommittee may review any permit application for compliance with this chapter and may provide recommendations to the administrator regarding the permit application.~~

~~(4) One (1) member of the ESC tree subcommittee may accompany the administrator on the initial site inspection as an observer. The subcommittee member must make the request to attend the initial site inspection as an observer within three (3) business days of the permit being uploaded to the city's website. The subcommittee member shall not interact with the property owner or the property owner's agents during the site inspection and shall stay in the vicinity of the administrator during the inspection. The subcommittee member shall be provided twenty-four (24) hours' notice prior to the~~

~~time of the site inspection. If multiple requests are made by subcommittee members to accompany the administrator on the initial site inspection, the administrator shall select the first subcommittee member who submits a request in writing.~~

(~~5~~3) The administrator may refer the application to other city department(s), ~~the ESC tree subcommittee,~~ or a consultant during preliminary review. The applicant shall be notified if extended review by other departments and/or professionals is required.

(~~4~~6) An application shall be deemed abandoned thirty (30) days after the date the administrator notifies the applicant of any deficiencies contained in the application if the applicant has failed to submit all of the deficient or missing information. The administrator may, upon written request and justification by the applicant, grant not more than one (1), thirty-day extension. At the expiration of the extension, the application shall automatically become null and void. In such cases, the application review fees will not be refunded.

(c) *Review by other agencies.* At the discretion of the administrator, relative to the environmental sensitivity of the site, appropriate written sign-offs, permits or consents from the agencies listed below which have jurisdiction may be required prior to regulated tree or regulated vegetation removal from sites contiguous to or containing environmentally sensitive areas or lands. The applicant shall obtain the written approvals, permits, or consents and submit the agencies' written verification to the city:

(1) Army Corp of Engineers (ACOE);

(2) Saint Johns River Water Management District (SJRWMD);

(3) Florida Department of Environmental Protection (FDEP);

(4) Any other applicable governmental agencies extending jurisdictional controls over the site.

(d) *Compliance review and approval of applications.* When the administrator's application review process and inspections have been completed, the administrator shall distribute ~~a notice of intent to issue a~~ the approved tree permit to the applicant and all members of the ESC ~~tree subcommittee, including the alternate member~~ and upload the draft permit to the city's website. ~~The permit shall be effective five (5) business days after the notice of intent is distributed, unless a timely appeal is filed.~~

(e) *Expiration of permits.* Work pursuant to the permit shall commence within six (6) months of the date of issuance, or the permit shall expire. If the tree removal permit is in connection with a development permit, compliance with the tree removal permit shall be determined before the applicable development permit's final inspection, or issuance of certificate of completion or certificate of occupancy, as applicable.

(f) *Content of permits.* The permit shall be issued in such form as may be prescribed by the administrator and shall set forth in detail the conditions upon which the permit is granted and specifically identify which land areas shall be cleared and/or which trees shall be permitted to be removed. One (1) permit may cover several trees or groups of trees as long as the trees or groups of trees can be clearly identified thereon; provided, however, no permit may be issued for more than one (1) lot, parcel or area of land unless such lots,

parcels or areas of land shall be contiguous to one another and considered as one (1) parcel for the purpose of development.

(g) *Posting of permits.* The permit shall be posted in a conspicuous and visible place at the front of the property by the applicant prior to any tree removal. The permit shall remain posted on the property during all applicable tree and vegetation removal activity and until final inspection by the city. It is the responsibility of the applicant to maintain the permit in a clearly visible manner at all times.

(h) *Amendment of permits.* Requests for minor changes to approved plans shall be made as an amendment to the applicable permit. Additional information submitted with a request for permit amendment shall be adequate to fully document the nature of the proposed change and the effect it will have on all aspects regulated by this chapter. All plans, reports, calculations, and other information affected by the proposed amendment shall be updated so as to maintain an accurate record of the development activity. Review time for any changes to plans approved for a permitted site shall be the same as specified for the review of a new application. An amendment to a permit shall not automatically extend the expiration date.

Substantial changes, including significant increases in the number of trees to be removed or land to be cleared, increases in impervious surface area, changes to intended land use, modification of stormwater management systems, or any other change that constitutes a major modification to a site plan or subdivision, new phases of development or other additions, shall not be treated as amendments, but shall require a new permit application and fee.

(i) *Revocation of permits.*

(1) *By administrator.* The administrator may revoke any permit issued pursuant to this chapter, following notice in writing to the permittee and after providing the permittee opportunity to respond to the notice, in either of the following circumstances:

a. The administrator finds that the permittee has continued with any development activity on a site for which a permit was issued, while the site is under a stop work order which has not been reversed, canceled or suspended pursuant to this chapter, except for specified remedial work required to bring the violation into compliance with the approved permit; or

b. If the administrator finds that the approval of the permit was based on incorrect information furnished by the applicant for the permit. Based upon such finding, however, the administrator may make reasonably necessary accommodations to the conditions of a permit in lieu of revoking it.

(2) *Discontinuance of work.* Revocation of a permit may also result in a stop work order in accordance with section 23-48.

Sec. 23-25. Appeals and variances.

(a) *Appeals.* Appeals of final decisions by the administrator made under the authority of this chapter may be made by the applicant, any member of the ESC ~~tree subcommittee~~, or an adversely affected party in accordance with the following provisions. Any appeal filed pursuant to this section shall stay all work on the premises and all proceedings in furtherance of the action appealed, unless the appropriate administrative official certifies that a stay would cause imminent peril to life or property.

(1) Appeals of a final action or decision by the administrator shall be filed in writing with the administrator within five (5) business days after rendition of the decision or final order being appealed. Upon receipt of a timely filed appeal, the administrator shall place the matter on the agenda of the next ESC ~~tree subcommittee~~ meeting or request a special meeting within a reasonable period of time with proper public notice, as well as due notice to interested parties. ~~The~~ ESC ~~tree subcommittee~~ shall review the application for compliance with the requirements of Cehapter 23 and shall, by majority vote, recommend that the administrator either approve, approve with conditions, or deny the appeal. If the appellant is a member of the ESC ~~tree subcommittee~~, that member shall not participate in the decision. The administrator shall issue or deny the permit within five (5) business days after the ESC ~~tree subcommittee~~ meeting.

(b) *Variances.* The community development board is authorized to grant relief from the strict application of this chapter where, due to an exceptional situation, adherence to the regulations of this chapter results in "exceptional practical difficulties or undue hardship" upon a property owner. The community development board must determine that granting the request will not cause substantial detriment to the public good and will not be inconsistent with the general intent and purpose of this chapter. The applicant has the burden of proof. Any request for a variance pursuant to this section shall stay all work on the premises and all proceedings in furtherance of the action appealed, unless the appropriate administrative official certifies that a stay would cause imminent peril to life or property.

(1) A request for a variance shall be submitted on an application form as provided by the city and shall contain each of the following:

a. A legal description of the property for which the variance is requested.

b. A reasonable statement describing the reasons and justification for the variance.

c. A survey or site plan indicating existing, removed, and/or proposed trees; existing and proposed construction, as well as other significant features existing on the lot.

d. The signature of the owner, or the signature of the owner's authorized agent. Written and notarized authorization by the owner for the agent to act on behalf of the property owner shall be provided with the application.

(2) Upon receipt of a complete and proper application, the administrator shall within a reasonable period of time schedule the application for a public hearing before the community development board following the required public notice as set forth in section 24-51. At the public hearing, the applicant may appear in person and/or may be represented by an authorized agent.

a. Applications for a variance shall be considered on a case-by-case basis and shall be approved only upon findings of fact that the application is consistent with the definition of a variance and consistent with the provisions of this section.

b. Variances shall not be granted solely for the personal comfort or convenience, for relief from financial circumstances, or for relief from situations created by the property owner.

(3) Grounds for approval of a variance. The community development board shall find that one (1) or more of the following factors exist to support an application for a variance:

a. Existing topographic elevation changes that would result in the likelihood that preserved or planted materials would not survive.

b. Existing electrical lines or utility easements that prevent or restrict the preservation or planting of landscape materials.

c. Barrier island or dune ecosystem planting conditions that cannot support certain hardwood species.

d. Designs and plans that, to the greatest extent feasible, avoid encroachment upon preservation areas and/or trees.

In the event the community development board finds that none of the above exist, then the community development board shall deny the variance.

(4) Approval of a variance. To approve an application for a variance, the community development board shall find that the request is in accordance with the preceding terms and provisions of this section and that the granting of the variance will be in harmony with the purpose and intent of this chapter. In granting a variance, the community development board may prescribe appropriate conditions in conformance with and to maintain consistency with city Code. Violation of such conditions, when made a part of the terms under which the variance is granted, shall be deemed a violation of this chapter, and shall be subject to established code enforcement procedures.

(5) Approval of lesser variances. The community development board shall have the authority to approve a lesser variance than requested if a lesser variance shall be more appropriately in accord with the terms and provisions of this section and with the purpose and intent of this chapter.

(6) Nearby nonconformity. Nonconforming characteristics of nearby lands, structures or buildings shall not be grounds for approval of a variance.

(7) Waiting period for re-submittal. If an application for a variance is denied by the community development board, no further action on another application for substantially the same request on the same property shall be accepted for three hundred sixty-five (365) days from the date of denial.

DIVISION 7. – ENVIRONMENTAL STEWARDSHIP COMMITTEE

Sec. 23-525-. ~~Environmental stewardship committee—Intent~~ Purpose.

The maritime forest in Atlantic Beach is core to the city's identity as a small coastal village. The tree canopy creates beauty, provides a home for wildlife, functions as an element of the water management system and enhances property values. It is in the best interest for this committee to be the stewards of the tree canopy through advocacy, assessment, maintenance, planting and preservation of this natural resource. The city parks provide open spaces for recreation, exercise, wildlife habitat, relaxation and encounters with the natural world. This committee intends to support the community to provide a variety of park spaces that are well maintained, accessible and secure. This committee shall take the lead and set high community standards in the beautification and maintenance of public spaces located within the city. The

Atlantic Ocean, the St. Johns River and the Intracoastal Waterway have a great deal of influence on the micro climate, drainage issues and the diverse vegetation and wildlife that thrive within the city. The care and health of the coast and marsh must be paramount in every recommendation made by this committee about the use of our land, water system and tree canopy.

(a) ~~*Environmental stewardship committee purposes*~~. It shall be the purpose of the environmental stewardship committee:

(1) To study and make recommendations to the city commission and city staff with respect to the city's:

a. Maritime forest;

b. Passive p~~P~~arks, preserves and open spaces;

c. Beautification of public and private spaces; and

d. Environmental stewardship.

(2) To act as a motivating and coordinating body to encourage joint public and private participation in promoting these purposes.

~~(b)~~ **Sec. 23 – 56. Duties and responsibilities.** ~~*Environmental stewardship committee – Scope of activities.*~~ The environmental stewardship committee shall provide guidance and support to the C~~e~~ity C~~e~~ommission and C~~e~~ity M~~m~~anager. ~~and,~~ U~~u~~pon request by the C~~e~~ity C~~e~~ommission or C~~e~~ity M~~m~~anager, shall provide written recommendations, in the following areas listed below. The City Commission will prioritize the committee's work plan related to these recommendations:

(1) Maritime forest:

a. Clarifying and strengthening the city's processes and all tree and landscape related city codes and ordinances;

b. Monitoring the appropriate administration and enforcement of the city's ordinances;

c. Promoting transparency through online access to relevant information;

d. Developing and maintaining environmental education and outreach programs about the maritime forest and relevant codes;

e. Promoting appropriate planting and care of trees on private property to owners, developers, builders, and tree/landscape service contractors;

f. Developing and maintaining a long-term tree plan that includes an assessment of the tree canopy, projecting future needs, and developing a calendar and budget for tree planting in parks, public spaces and along streets and rights-of-way;

g. Promoting tree canopy advocacy including upholding the city's status as a bona fide "Tree City USA;"

h. Developing a process for systematic, review of the city's enforcement of the existing tree codes, including the long-term health of trees planted for mitigation; and

i. Developing and maintaining a process for citizens to communicate possible violations to the city.

(2) Passive pParks and open spaces:

a. Developing and maintaining a long-range plan to protect, improve and beautify passive parks, preserves and open spaces;

b. Improving access to and amenities for parks including disability accommodations, bike paths, parking, signage and other user friendly features;

c. Expanding the city's inventory of parks and conservation land through acquisition or other means; and

d. Maintaining a web-based, publicly accessible inventory of parks including their history, archeological value, rules of use, deed restrictions and conservation easements.

(3) Beautification of public and private spaces:

a. Enhancing public spaces, including public rights-of-way, roadsides, city buildings, beach accesses and other publicly held properties with art, carefully maintained landscape design and plantings;

b. Incentivizing and advocating for beautification of private and commercial spaces;

c. Reducing the number and appearance of degraded or blighted public properties; and

d. Developing a design theme/community branding for signage, bus shelters, lighting and other elements of the built environment.

(4) Environmental stewardship:

a. Utilizing best practices, including a science based approach, when making any decision about development and its impact on our environment;

b. Protecting the beach, dunes, marshlands and wetlands as critical defenses in hurricane, erosion and flooding conditions;

c. Communicating the dynamics of tidal drainage and floodplain with the goal of preserving the city's flood management system;

d. Reviewing the city's environmental codes and ensuring enforcement of rules including, but not limited to, dumping, septic tanks and commercial pollution; and

e. Reviewing, updating and maintaining the Marsh Master Plan for adherence to current research about sea level change and wetlands preservation.

Sec. 23-57. – City staff administration supports.

(a) Staff will be assigned by the City Manager or designee to provide technical and administrative support. Staff will assist the Committee by preparing agendas, proper notice

and minutes of meetings, and other administrative and technical services, as needed. The minutes will be filed with the City Clerks office.

(b) Staff will be responsible for the collection and expenditure of any City funds in accordance with purchasing guidelines.

Sec. 23 – 58. – Membership, terms, appointments, geographic requirements, composition.

~~(c) *Membership, terms, appointments, geographic requirements, composition.*~~

~~(a1)~~ *Membership.* The ~~environmental stewardship~~ committee shall ~~be composed of eleven (11)~~ consist of nine (9) members. ~~One-half (½) of the filled seats of the committee shall constitute a quorum.~~ Five (5) members of the committee shall constitute a quorum, although a smaller number may meet without taking official action. Regardless of the number of committee members in attendance, an action needs at least five (5) votes in the affirmative to pass or fail an item. No member of the committee shall hold any other public office or elected position. ~~in violation of Article II, Section 5(a), Florida Constitution.~~

(b~~2~~) *Terms.* ~~Following the expiration of the terms of office of the inaugural board members, all~~ All members shall serve three-year terms. Members shall not serve more than ~~three (3)~~ two (2) consecutive three-year terms on the committee. All terms shall expire on December 31 of the proper year, provided, however, that members whose terms expire shall continue to serve until replacement appointments are effective. Any committee member who wishes to resign should submit a letter of resignation to the chairman and city clerk. Any vacancy during the unexpired term of an appointed member shall be filled for the remainder of the term. Should the length of the unexpired term be less than one (1) year, then such appointment shall not count towards the maximum number of consecutive terms.

(c~~3~~) *Appointments.* ~~Except for the inaugural committee members, e~~Committee members shall be selected ~~by the board member review committee and shall be confirmed~~ by the commission. ~~The commission shall select the inaugural committee members as follows:~~

~~Member Representation~~	~~Appointed By~~
~~At large~~	~~Mayor (3 years)~~
~~At large~~	~~Mayor (4 years)~~
~~At large~~	~~Mayor (3 years)~~
~~District 1308 resident~~	~~Seat 2 commissioner (3 years)~~
~~At large~~	~~Seat 2 commissioner (4 years)~~
~~District 1307 resident~~	~~Seat 3 commissioner (3 years)~~
~~At large~~	~~Seat 3 commissioner (4 years)~~

~~District 1306 resident~~	~~Seat 4 commissioner (3 years)~~
~~At large~~	~~Seat 4 commissioner (4 years)~~
~~District 1312 resident~~	~~Seat 5 commissioner (3 years)~~
~~At large~~	~~Seat 5 commissioner (4 years)~~

(d4) *Geographical requirements.* There shall be at least one (1) member representing each city district on the Ceommittee. Each committee member must be a full time resident of the city or own real property in the city. For the purpose of this section, full time residency shall be defined as the person's principal place of abode. Any member must immediately notify the city manager, city clerk, and chair in writing upon no longer meeting these membership qualifications.

(e5) *Composition.* To the extent possible, committee members should demonstrate at least one (1) of the following skills, experience, expertise, educational background or interests:

a. Knowledge of best practices in environmental management and sustainability;

b. Land development and building construction;

c. Urban planning and design;

d. Arboriculture and horticulture;

e. Landscape architecture;

f. Environmental policy;

g. Environmental and constitutional law;

h. Community engagement; and

i. Educational programming.

(fd) Procedures and rules; *Organization of Officers.*

(1) ~~(1)~~ The Ceommittee shall ~~meet on the second Wednesday of each month~~ schedule no more than two (2) monthly meetings in the City Commission Chamber or other public venue.

(2) Special meetings may be called by the ~~chair~~ city manager, ~~provided~~ with at least a forty-eight (48) hours' notice. ~~is provided and that a majority of the members must agree to the date and time. At its first regularly scheduled meeting each January, the committee shall elect from among its members a chair, vice chair, and secretary who shall assume their positions immediately upon election.~~

~~(1)~~(3) All meetings of the Committee shall be properly noticed and open to the public.

~~(2) The chair shall preside at all meetings of the committee. The vice chair shall preside if the chair is absent~~.

(4) The Committee and each member shall comply with the Florida Government in the Sunshine Law, Florida Code of Ethics for Public Officers and Employees, Florida Public Records Law, and related provisions of the City's Code of Ordinances and applicable resolutions, as may be amended from time to time.

(3) ~~The committee shall be staffed at each meeting by a city staff member appointed by the city manager to act as the recording clerk. In addition, the city manager or his/her designee shall attend all committee meetings.~~

(5) The Committee shall elect a chair and vice-chair at the regularly-scheduled meeting in January each year.

(6) In all cases involving points of parliamentary law, "Robert's Rules of Order" shall be the book of reference, and its rules, so far as they are applicable and not in conflict with the provisions of the city's Charter, Code, or other city ordinances, shall be the rules of this Committee.

~~(4) Roberts Rules of Order shall be followed at committee meetings. The committee may adopt, amend, and rescind procedural rules of the committee to aid in implementing the provisions of this section. All reports, studies, and recommendations made by the committee shall be approved by the committee before the same may be presented to the city commission or city manager on behalf of the committee.~~

(~~7~~5) The committee shall ~~establish a tree~~ not create subcommittee~~s~~. ~~in accordance with subsection (f) below. The committee may establish such other subcommittees from among its membership as it deems necessary to perform its activities. Subcommittees shall report on their progress to the committee at such times as the committee shall require. All committee and subcommittee meetings shall be open to the public and are subject to Florida's Government in the Sunshine Laws.~~

~~(6) The committee's recording clerk shall keep minutes of the proceedings, showing the vote of each member upon each question, or, if absent or failing to vote, indicating such fact, and shall keep records of its examinations and other official actions, all of which shall be immediately filed in the office of the city clerk and shall become a public record.~~

(~~g~~e) *Removal of members.* Any member on the committee may be removed for cause by the city commission upon written charges and after public ~~hearing~~ meeting. Any member who fails to attend three (3) consecutive meetings without prior notice to the director of planning and community development or his/her designee and without reasonable cause shall have ~~their his office~~ seat declared vacant by the committee. The vacancy shall be promptly reported to the city clerk and filled by the city commission.

~~(f) *Establishment of tree subcommittee, membership, terms.*~~

~~(1) There is hereby established a tree subcommittee of the environmental stewardship committee, referred to in this subsection as the subcommittee. The subcommittee shall systematically review tree permits submitted to the city for completeness and to determine compliance with the provisions of this chapter 23 as more particularly described in this subsection. The subcommittee shall consist of three~~

~~(3) members and one (1) alternate member. The alternate shall serve in the case of the absence of any of the three (3) members. The members of the environmental stewardship committee may volunteer to serve on the subcommittee and shall be appointed to the subcommittee by the environmental stewardship committee. All of the members of the subcommittee shall be members of the environmental stewardship committee. The environmental stewardship committee shall appoint or remove the members of the subcommittee by a simple majority vote. Filling vacancies shall take place at the next regular scheduled meeting of the environmental stewardship committee after a seat on the subcommittee has become vacated. Members of the subcommittee may serve for as long as they serve on the environmental stewardship committee.~~

~~(2) Organization of tree subcommittee.~~

~~a. The environmental stewardship committee shall establish a regular meeting schedule of the tree subcommittee. Unless otherwise determined, the subcommittee's meetings shall meet on the same date as the environmental stewardship committee.~~

~~b. The administrator or designee shall attend all meetings of the subcommittee. A city staff member designated by the city manager shall act as clerk for the subcommittee. The clerk shall be responsible for the clerical administration of the subcommittee. The clerk shall also be responsible for the maintenance and preservation of all records of the subcommittee in coordination with the city clerk's office.~~

~~c. The subcommittee shall utilize the rules of the environmental stewardship committee. Robert's Rules of Order shall be followed to conduct meetings. All meetings shall be open to the public. The subcommittee shall keep minutes of the proceedings, recording the vote of each member upon each question or if absent or failing to vote, indicating such facts. It shall keep records of its examinations and other official actions, all of which shall be promptly filed with the city clerk's office and shall become public record. The subcommittee will operate in compliance with Florida's Government in the Sunshine Laws.~~

Sec 23-59. Liability to City.

The City Commission shall consider the recommendations proposed by the Committee, but nothing in this section or otherwise shall be construed as authorizing or empowering the Committee to impose any liability of any nature, financial or otherwise, upon the City, without City approval.

SECTION 3. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 4. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 5. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this ____ day of _____, 2025.

PASSED by the City Commission on second and final reading this ____ day of _____, 2025.

CITY OF ATLANTIC BEACH

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

2nd ESC Special Meeting

2/5/25

Members present: Sarah, Amy, Heather, Bruce, Dan

1. Meeting Overview

The ESC Special Meeting was convened to discuss the city manager's counteroffer following the January 29th meeting. Key topics included proposed changes to membership structure, quorum rules, meeting frequency, subcommittees, and ESC's role in setting priorities.

Discussions focused on how these changes would impact ESC's effectiveness, autonomy, and ability to fulfill its advisory role.

2. Membership & Quorum Structure

- The city manager proposed reducing ESC membership from 11 to 9.
- Concerns were raised about losing expertise and ensuring consistent attendance for a quorum.
- The general agreement is that the quorum should be based on filled seats, not the total number of possible members.

3. Meeting Structure & Frequency

- Proposal to eliminate subcommittees and hold full ESC meetings (maximum of 3 per month).
- Members raised concerns about the increased burden on members and staff.
- Discuss alternative options, including allowing optional working meetings that do not require a quorum.

4. ESC's Autonomy & City Commission Priorities

- The city manager proposed that the City Commission set ESC's priorities annually.
- Members debated whether to accept, negotiate, or oppose this change.
- Some felt it would diminish ESC's ability to identify and address emerging environmental concerns.

5. Sunshine Law Compliance

- The city manager cited concerns about past violations of Sunshine Laws in subcommittees.
- Members requested specific evidence or examples of violations.
- Some felt this concern was being used to justify eliminating subcommittees rather than addressing compliance issues directly.

6. Informal Motions Attempted

Throughout the meeting, several informal motions were proposed but not formally voted on:

- Membership Reduction: Proposal to accept 9 members while noting concerns about expertise loss and attendance.
- Quorum Definition: Agreement that quorum should be based on active members, not total potential seats.
- Meeting Flexibility: Proposal to allow optional working meetings that do not require full attendance or quorum.
- Autonomy & Priorities: Discussion on formally opposing Commission-controlled priorities for ESC.
- Request for Evidence: Proposal to formally request the city manager provide specific examples of Sunshine Law violations.
- General Motion Attempted: A broad motion summarizing all concerns and positions was proposed but not voted on due to lack of full agreement.

ESC ENVIRONMENTAL STEWARDSHIP COMMITTEE
City of Atlantic Beach

ESC's Response to Staff Recommendations to ESC Standardization as of 2/5/25

ESC voted 5-0 to send this response back to the City Manager to consider when drafting ordinance language

ESC responses and discussion points are listed below in green to each proposed change made by the City Manager in blue.

- 9 members (will there be an alternate? Alternates seem challenging and hard to recruit for)

  Correct. No alternates.

  ESC Response: Fine
  ESC Discussion Points & Anticipated Consequences:
  - Will lose expertise and institutional knowledge
  - Fewer diverse perspectives mean less informed, well thought out recommendations to Commission
  - Would like to see a proactive and regular recruitment process for new ESC members ideally with Commission and ESC input (e.g., Commissioners help recruit district members; ESC shares the perspectives they believe they need on the committee to meet their goals; ESC member (e.g., Vice Chair) sits in on interviews of ESC candidates and has a vote

- Quorum – Majority of body (will need 5 votes to pass even if there are only 5 members present)

  Correct

  ESC Response:
  - Fine if quorum is based on current active membership and total number does not include vacancies

  ESC Discussion Points & Anticipated Consequences:
  - Vacancies are out of ESC's control
  - Proactive and regular recruitment needed

- No subcommittees but ESC can meet more often – just can't vote on anything if don't have quorum. (Will staff be required to attend these anticipated additional meetings?)

Correct and yes. Let's keep meetings to 3 or less a month not counting Speaker's Series and Special events

ESC Response:

- Fine with removing subcommittees contingent upon attendance requirement. Please only require attendance at main monthly ESC meeting (2nd Wed) and not at special meetings

ESC Discussion Points & Anticipated Consequences:

- Higher staff burden than before
- Higher time commitment and burden on ESC members
- Less work will get done
- Going from 4 meetings to 2 or 3 meetings so less time to work on things and probable inability to meet quorums to move forward with action items more quickly
- Feel like this new structure is setting ESC up for failure

- Quality assurance/appeal process still to be determined/clarified. Possible pathways include:
  - Return to old code process: Staff>ESC>CDB>Commission
  - Staff>ESC (last stop with appeal fee) and required Form 1 for all ESC members
  - Staff>ESC (no appeal fee or Form 1 required)>CDB (last stop; ESC member present)

I'm ok with the first two bullets. I don't understand the third. If ESC has a preference, pick one.

ESC Response:

- ESC's preferred quality assurance process that the tree code is being correctly implemented by staff is:
  - All permit information emailed to all ESC members
  - Permit reviewed by staff
  - ESC provides technical review if homeowner objects to staff ruling (no appeal fee)
  - Formal appeal/variance request goes to CDB if homeowner disagrees with staff and ESC rulings -- ESC member presents explanation at CDB appeal/variance meeting
  - Magistrate

ESC Discussion Points & Anticipated Consequences:

- ESC still very much wants regular tree permit data
- Technical review provides a formal yet informal way for residents to have another chance for their case to be heard and reviewed by people who know code well
- Proposed process retains quality assurance if staff suddenly does not implement ordinance well
- Requiring completion of Form 1 for all ESC members may affect recruitment
- Seems to make sense to keep CDB as the one quasi-judicial committee yet ESC would like opportunity to present its perspective at appeal/variance meetings dealing with tree code.

- Remove active parks from ESC's scope (Please clarify who will steward and make recommendations on the long term "horizontal" health of active parks/)

  Correct. Staff.

  ESC Response:
  - Fine contingent on ESC can still make recommendations on long term health, sustainability, and resilience of active parks (e.g., if ESC recommends COAB not use Round Up in passive parks it would like to say the same for active parks)

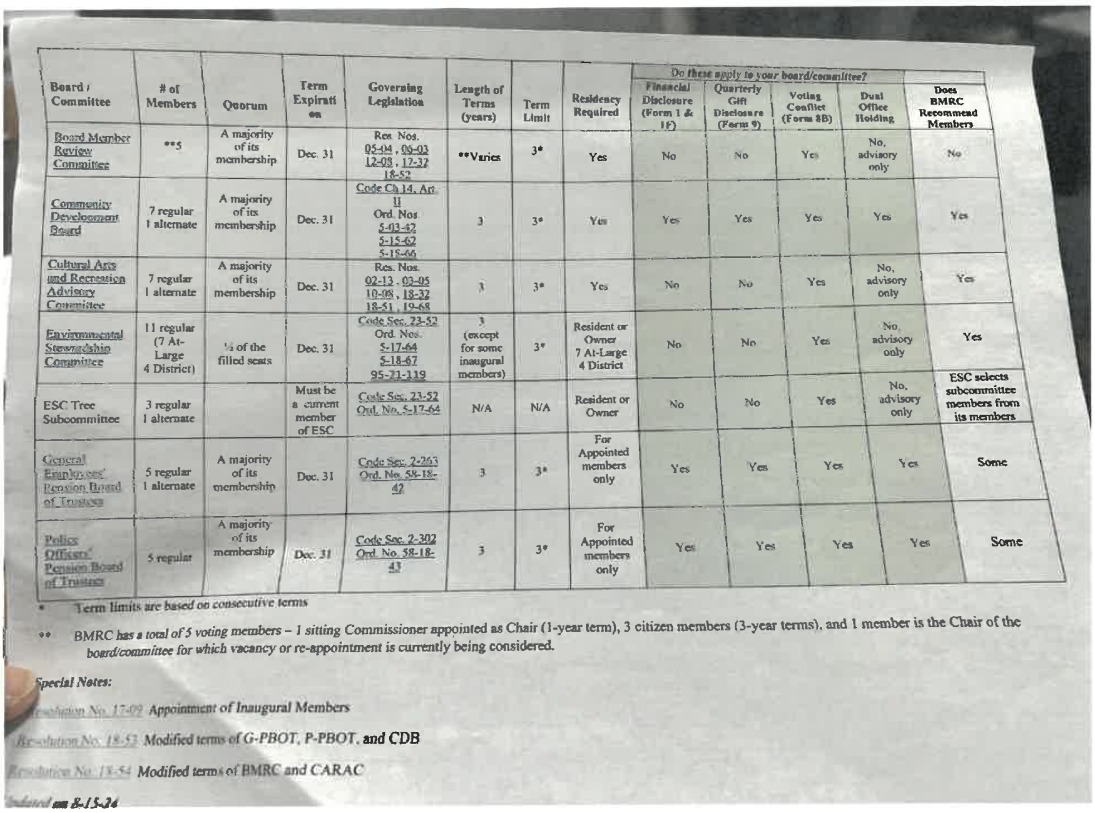
  ESC Discussion Points & Anticipated Consequences:
  - Figuring out solutions to protecting trees on Plaza due to parking at Jack Russell Park or losing 260 trees in two years at Dutton Island takes time, debate, finding and listening to subject matter experts, and lots of conversation.

- Reduce number of consecutive terms from three 3 year terms to two 3 year terms – reason given so Commissioners have a chance of getting who they want on the Committee

  Correct. It encourages turn over, new thoughts and ideas.

  ESC Response:
  - Fine contingent on there remains a staggering of when members role off so committee does not lose all those with institutional knowledge at once and current ESC members get to complete their third terms.
  - Also, assuming all other boards/committees are being reduced to two 3 year terms as well (see table provided by City Clerk in Dec 2023 which was on ESC Dec 2023 agenda)

  ESC Discussion Points & Anticipated Consequences:
  - Befuddle by reason provided because ESC has natural attrition due to members moving, starting a family, work, etc. and there has been plenty of opportunity for Commissioners to recruit new people to the ESC. Turn over, new thoughts and ideas were/are already happening within the ESC – Todd, Heather & Anatasia are all relatively new members and have brought fresh energy, perspective, and diverse skills
  - It takes a LONG time to learn how the city works and for an ESC member to feel comfortable navigating the culture and rules of the City. Institutional knowledge is invaluable to not reinventing the wheel and rehashing things already decided.
  - Again proactive and regular recruitment is important



Board / Committee	# of Members	Quorum	Term Expiration	Governing Legislation	Length of Terms (years)	Term Limit	Residency Required	Do these apply to your board/committee? Financial Disclosure (Form 1 & 1F)	Quarterly Gift Disclosure (Form 9)	Voting Conflict (Form 8B)	Dual Office Holding	Does BMRC Recommend Members
Board Member Review Committee	**5	A majority of its membership	Dec. 31	Res. Nos. 05-04 ; 06-03 12-08 ; 17-37 18-52	**Varies	3*	Yes	No	No	Yes	No, advisory only	No
Community Development Board	7 regular 1 alternate	A majority of its membership	Dec. 31	Code Ch. 14, Art. II Ord. Nos. 5-03-42 5-15-62 5-15-66	3	3*	Yes	Yes	Yes	Yes	Yes	Yes
Cultural Arts and Recreation Advisory Committee	7 regular 1 alternate	A majority of its membership	Dec. 31	Res. Nos. 02-13 ; 03-05 10-98 ; 18-32 18-51 ; 19-68	3	3*	Yes	No	No	Yes	No, advisory only	Yes
Environmental Stewardship Committee	11 regular (7 At-Large 4 District)	½ of the filled seats	Dec. 31	Code Sec. 23-52 Ord. Nos. 5-17-64 5-18-67 95-73-119	3 (except for some inaugural members)	3*	Resident or Owner 7 At-Large 4 District	No	No	Yes	No, advisory only	Yes
ESC Tree Subcommittee	3 regular 1 alternate		Must be a current member of ESC	Code Sec. 23-52 Ord. No. 5-17-64	N/A	N/A	Resident or Owner	No	No	Yes	No, advisory only	ESC selects subcommittee members from its members
General Employees' Pension Board of Trustees	5 regular 1 alternate	A majority of its membership	Dec. 31	Code Sec. 2-263 Ord. No. 58-18-47	3	3*	For Appointed members only	Yes	Yes	Yes	Yes	Some
Police Officers' Pension Board of Trustees	5 regular	A majority of its membership	Dec. 31	Code Sec. 2-302 Ord. No. 58-18-43	3	3*	For Appointed members only	Yes	Yes	Yes	Yes	Some

* Term limits are based on consecutive terms

** BMRC has a total of 5 voting members – 1 sitting Commissioner appointed as Chair (1-year term), 3 citizen members (3-year terms), and 1 member is the Chair of the board/committee for which vacancy or re-appointment is currently being considered.

Special Notes:

Resolution No. 17-09 Appointment of Inaugural Members

Resolution No. 18-53 Modified terms of G-PBOT, P-PBOT, and CDB

Resolution No. 18-54 Modified terms of BMRC and CARAC

Updated on 8-15-24

- Eliminate 5 day required response time from ESC (formerly TSC)

  Correct

  ESC Response:
  - Prefer two or three business days in case the staff does not rule in alignment with the ordinance. This slight delay allows ESC members to seek clarification if needed, share a different interpretation than staff, and offer additional ideas and suggestions

  ESC Discussion Points & Anticipated Consequences:
  - ESC's understanding is that this "delay" affects existing home projects like remodels the most where time is money yet believe it is important to keep this step in the process.

- Codify that Commission will determine ESC's priorities annually (Will Commission be determining ARCC and other Committee/Board priorities as well as part of standardization? Please also clarify what happens if Commission does not put anything relating to ESC's four areas it is supposed to continually steward on their priorities – does ESC simply stop all activities like tree giveaways, refinement of Ch23, etc?)

  Correct. Yes, Commission will provide ARCC priorities as well.

ESC Response:

- If wording about priorities needs to be added to the ordinance (rather than adopt an internal best practice policy) then ESC prefers the following: "Commission and ESC will have an annual workshop to review and determine priorities aligned with Ch23 code especially those that need funding support in city departments and significant staff resources."

ESC Discussion Points & Anticipated Consequences:

- Still unclear what happens if Commission does not put any of Ch23 requirements on their annual priorities

- Keep district representation requirement

ESC strongly recommends keeping district representation and believes this has brought tremendous value and intentional focus on all areas of the city.

WHAT FOLLOWS BELOW WAS NOT PART OF THE MOTION VOTED ON. THEY ARE MORE NOTES FROM THE MEETING IN GENERAL

o Possible additional change not discussed but mentioned in the past by the City Clerk: Remove having a business as residency qualification

ESC did not formally discuss

Overall Comments/Sentiment from ESC members

- ESC members feel demoralized
- Feel like practically all the perceived issues that led to these changes could have been dealt with through better communication and a joint workshop with Commission
- All these recommendations are about limiting, controlling, and diminishing ESC's work
- Received no real clarity on how these changes will help ESC or support what ESC needs to fulfill Ch23 requirements. Sure… ESC can reluctantly live with and adjust to these proposed changes but it is unclear how the changes will improve ESC's work – especially when ESC believed it was already doing great work with no one formally telling them any different
- Message ESC is receiving from staff and Commission is to "do less" at a time when the community has been saying "we like what you have been doing" and "environmental stewardship must be a priority"
- Befuddled why city would reduce the number of passionate, knowledgeable citizens who want to volunteer their time to make the city better and tell them to do less – especially when ESC as an entity has zero power and staff and Commission can always say no or not implement ESC recommendations.

City of Atlantic Beach
Planning & Community Development
800 Seminole Road
Atlantic Beach, FL 32233

MEMO

To: City Manager and City Commission

From: Amanda L. Askew, AICP, Neighborhood Department Director

Date: February 19, 2025

Re: Environmental Stewardship Committee (ESC) recommendations to board standardization ordinance (Ord. No. 95.25.124)

During the regular ESC meeting on February 12th, the board standardization ordinance (Ord. No. 95.25.124) was discussed. The discussion was based on the ordinance following its first reading, which proposed a reduction in total membership from 11 members to 9, as well as a quorum requirement of 5 members. Following a vote of 5 to 0, the ESC recommended the following changes:

Sec. 23-23 (b)(3) – Restore (b)(3); Restore this exact wording "The ESC may review any permit application for compliance with this chapter and may provide recommendations to the administrator regarding the permit application."

Sec. 23-23 (b)(5) – Restore what was formerly (b)(5); Exact wording: "The administrator may refer the application to other city department(s), the ESC or a consultant during preliminary review. The applicant shall be notified if extended review by other departments and/or professionals is required."

Sec. 23-56 – Add this language: Scope of activities: The environmental stewardship committee shall provide guidance and support the City Commission and City Manager and ~~U~~upon request by the City Commission or City Manager, shall provide written recommendations, in the following areas listed below. ~~The City Commission will prioritize the committee's work plan related to these recommendations~~ The City Commission will have an annual joint Commission and ESC workshop to review and discuss committee's priorities and annual workplan.

Sec. 23-58 Membership –(add a grandfather clause)

Grandfather clause to allow current members to complete their third term per discussion with City Manager

CITY OF ATLANTIC BEACH
CITY COMMISSION
STAFF REPORT

AGENDA ITEM: Ordinance No. 95-25-125 amending Chapter 5 (Beaches and Parks), Article III (Public Parks), to add a new section 5-34 establishing rules and regulations for conducting business activities in Public Parks and City facilities.

SUBMITTED BY: Kevin Hogencamp, Deputy City Manager KH

TODAY'S DATE: April 2, 2025

MEETING DATES: April 14, 2025

SUMMARY: Prudently regulating business activity within city parks and facilities enables local government to ensure that these valuable public resources are used thoughtfully, effectively and equitably for the benefit of the entire community, and that liability is mitigated. At the encouragement of City Commission members, City staff prepared a draft ordinance that was presented for review at the City Commission's Jan. 27 meeting; approved on first reading at the City Commission's Feb. 10 meeting; and reviewed by the Arts, Recreation and Culture Committee at its Feb. 11 meeting.

Rules and regulations in the form of a policy on business activities in city parks and facilities has since been developed and included as Exhibit A

Cities regulate business and often prohibit business activity in parks and facilities for many reasons. Among them:

- Mitigating Liability: Prohibiting business activities in parks can mitigate liability for the park's governing body in several ways:
  - Reduced Risk of Injury: Some businesses involve activities that increase the risk of injury to park visitors.
  - Increased Foot Traffic: Businesses can significantly increase foot traffic in a park, potentially leading to overcrowding, congestion, and a higher likelihood of accidents.
  - Safety Standards: Businesses operating within a park may not adhere to the same safety standards as the park itself. This can create inconsistencies in safety measures and increase the risk of accidents.
  - Liability for Business Activities: If a visitor is injured due to the negligence of a business operating within the park, the park's governing body could be held partially liable, even if it did not directly cause the injury.

- Preserving Public Space/Maintaining the Public Purpose: City parks and facilities are intended for the enjoyment and recreation of all citizens. Unrestricted business activity can create:
  - Distraction and Noise: Commercial activities can generate noise, traffic, and other disturbances that disrupt the peaceful and recreational nature of the park.
  - Visual Impact: Businesses may introduce visual clutter and detract from the natural beauty of the park environment.
  - Barriers to access: Commercial activities can make city parks and facilities feel exclusive or unwelcoming to certain groups and take up space needed for passive recreation like walking, picnicking, or simply enjoying nature.

- Protecting the Environment: Parks often contain sensitive ecosystems. Business activities can:
  - Damage natural resources by harming trees, plants, and wildlife habitats.
  - Increase Pollution: Businesses may generate waste, noise, and light pollution that negatively impact the park's ecological integrity.

- Easier to Maintain and Supervise:
  - Reduced Complexity: Prohibiting business activity simplifies park management by reducing the number of entities and activities that need to be monitored and regulated.
  - Improved Enforcement: Clear prohibitions on business activity make it easier to enforce park regulations, mitigate risks, and ensure that the city only approves activities that align with the city's objectives.
  - Lead to conflicts: Competition between businesses and the potential for overcrowding can lead to conflicts within city parks and facilities.

*(* Information sources include: National Recreation and Parks Association: "Parks and Recreation is Essential"; Trout Brook Arborists: "Understanding the Impact of Urban Development on Trees"; Santa Clara University Markkula Center for Applied Ethis: "Public Officials as Fiduciaries"; Health Facility Management magazine: "Regulatory Guidance for Facilities Managers".)*

RECOMMENDATION: Commission adopt Ordinance No. 95-125-25

BUDGET: N.A.

ATTACHMENT: Ordinance No. 95-125-25

CITY MANAGER: 

ORDINANCE NO. 95-25-125

AN ORDINANCE TO AMEND CHAPTER 5 (BEACHES AND PARKS), ARTICLE III (PUBLIC PARKS), TO ADD A NEW SECTION 5-34 ESTABLISHING RULES AND REGULATIONS FOR CONDUCTING BUSINESS ACTIVITIES IN CITY-OWNED PARKS AND FACILITIES; PROVIDING DEFINITIONS; PROVIDING FOR RULES AND REGULATIONS; PROVIDING FOR PROHIBITIONS; PROVIDING FOR PENALTIES AND ENFORCEMENT; PROVIDING FOR CONFLICT, SEVERABILITY AND SCRIVENER'S ERRORS; PROVIDING FOR INCORPORATION AND CODIFICATION IN THE CODE OF ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach owns and administers parks and other recreational facilities; and

WHEREAS, the City of Atlantic Beach desires to maintain the integrity and intended use of its parks and its recreation facilities for the enjoyment and benefit of all residents and visitors; and

WHEREAS, the conduct of commercial activities within these public spaces may have an adverse impact on the recreational use, environmental quality, and overall character of such areas; and

WHEREAS, it is necessary to establish clear and consistent guidelines for the approval of business activities within public parks and City facilities and it has been determined that the adoption of this Ordinance is in the best interest of the City and its residents.

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

SECTION 1. Code of Ordinances Amended to add a New Section. New Section 5-34 – Business Activities in Public Parks is hereby added to the Code of Ordinances to the City of Atlantic Beach, Florida as follows (and renumber subsequent sections, accordingly):

Sec. 5-34 – Business Activities in Public Parks and City Facilities

(a) **Definitions** For the purposes of this Ordinance, the following definitions shall apply:

- **"Business Activity"** shall mean any activity conducted for profit, including but not limited to: * Sales of goods or services * Solicitation of donations or contributions * Advertising or promotional activities * Use of park or facility for commercial filming or photography * Conducting classes or workshops for profit, tips or donations.

- **"City Manager"** shall mean the City Manager of the City of Atlantic Beach or his/her designee.
- **"Public Park"** shall mean any park, playground, green space, or other public area owned or maintained by the City of Atlantic Beach.
- **"City Facility"** shall mean any building, structure, or other facility owned or maintained by the City of Atlantic Beach including but not limited to City Hall, community centers, and cultural centers.

(b) **Prohibition of Business Activities.** Business Activities are prohibited in all Public Parks and City Facilities, unless as otherwise expressly provided in this Chapter. No person or entity shall conduct any Business Activity in any Public Park or City Facility without first obtaining written approval from the City Manager.

(c) **Limited Approval for Non-Profit Entities and City Partnerships.** The City Manager shall only approve Business Activities in Public Parks or City Facilities conducted by permit, other approval, and/or in partnership with the City.

(d) **City Manager's Authority** The City Manager shall have the administrative authority to do any of the following:

1. Approve or deny any request or application for the conduct of a Business Activity.

2. Impose conditions or restrictions on approved activities.

3. Revoke approval for any Business Activity that violates this Ordinance or any other applicable laws or regulations.

4. Execute agreements for the use of the Public Park or City Facility which includes insurance and indemnifications provisions, as form approved by the City Attorney.

5. Delegate his/her authority regarding these matters.

(e) **Rules and Regulations** The Rules and Regulations in Exhibit A are hereby adopted as policy, and may be updated or amended by the City Manager upon notice to the City Commission.

(f) **Enforcement** Any person or entity that violates this Ordinance shall be subject to a civil penalty of not more than $500 for each violation.

SECTION 2. Incorporation, Codification, Scrivener's Errors, Conflict and Severability.

(a) It is the intention of the City Commission and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Atlantic Beach, Florida, and that the sections of this ordinance may be renumbered or relettered and that the word "ordinance" may be changed to "section," "article," or other appropriate word.

(b) The publisher of the City of Atlantic Beach's Code of Ordinances, the Municipal Code Corporation (www.municode.com) is hereby directed to incorporate the revised and amended Code provisions provided herein into the City's Code of Ordinances. Sections of Chapter 5 may be renumbered or re-lettered and scrivener's errors, formatting and typographical errors and other minor, inadvertent graphical errors in Chapter 5 which do not affect the intent may be authorized by the City Manager and City Attorney without the need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

(c) All Ordinances, Resolutions, Code of Ordinances or parts of thereof in conflict herewith are hereby repealed to the extent of such conflict.

(d) If any word, phrase, clause, subsection, or section of this Ordinance is for any reason held unconstitutional or invalid by a court of competent jurisdiction, the invalidity thereof shall not affect the validity of any remaining portions of the Ordinance.

PASSED by the City Commission on first reading on the 10th day of February 2025.

PASSED AND ADOPTED by the City Commission on second and final reading on the 14th day of April 2025.

ATTEST:

Donna L. Bartle
City Clerk

Curtis Ford
Mayor

Approved as to form and correctness:

Jason Gabriel
City Attorney

EXHIBIT A

CITY OF ATLANTIC BEACH
POLICY DOCUMENT

POLICY TITLE: BUSINESS ACTIVITIES IN CITY PARKS AND FACILITIES

I. PURPOSE

The purposes for this policy include but are not limited to:

- Ensure public safety, health and welfare of all City park and facility users and visitors.
- Guarantee City parks and facilities are available for the benefit of all city citizens.
- Preserve the environmental and recreational nature of the City's parks and care of the City's facilities.
- Set clear rules for permitted business activities in City parks and facilities.
- Protect the city's property and risk, and guarantee uses consistent with City parks and facilities.
- Establish clear rules on the time, place and manner of business activities in City parks and facilities.

II. POLICY STATEMENT

A. **Business Activities**: For this policy ***business activities*** shall mean a course of dealing which requires the time, attention and labor of the person so engaged for the purpose of earning a livelihood or profit. Business activities include, but are not limited to, individual/group instructional services, individual/group coaching and/or individual/group training or educational activities. Such activities imply a continuous and regular course of dealing, rather than an irregular or isolated transaction or event. A person may be engaged in one or more businesses. There is a rebuttable presumption that a person is engaged in a business activity where through advertising or other means one communicates to the public that they are engaged in an activity for a fee and/or one files tax returns, schedules and/or documents that are required only of persons or entities engaged in trade or business.

B. **Business Activities Registration**: For this policy, ***business activities registration*** shall mean the required documentation issued by the City which is evidence of approval to conduct business activities on park land or within a facility owned by the City of Atlantic Beach.

C. Aside from their participation in City-operated or -partnered activities such as markets, festivals and events, no person shall sell or make an offer to sell goods or services within a park or facility owned by the City of Atlantic Beach (hereinafter "park or facility") without first obtaining a business activities registration from the City, paying all required rental and reservation fees, any applicable permit fees, and/or entering into a facilities use agreement where applicable.

D. Business activities registration applications shall be approved or denied by the City Manager or his/her designee.

E. The City shall endeavor to provide comprehensive programing and services for its citizens. When the City seeks to augment services through third-party vendors, or to procure

EXHIBIT A

products or equipment, it shall follow the City of Atlantic Beach's procurement policies.

III. BUSINESS ACTIVITIES REGISTRATION APPLICATIONS

A. **Registration Application Requirements**: The City shall consider applications to use parks and facilities for business activities under the following circumstances:

1. Applicants shall complete a Parks and Recreation Request for Business Activities Registration (hereinafter "Application").
2. By filing out an Application, the Applicant agrees to abide by all requirements, stipulations and pay all fees associated with the potential issuance of a Parks and Recreation business activities registration.
3. The Applicant shall identify the proposed park or recreation facility.
4. The Applicant shall identify the proposed times and provide a detailed explanation of the business activities to be conducted.
5. Businesses operating in parks and City parks and facilities are required to remove all equipment and materials at the end of their activity.
6. Additional information may be requested depending on the business activity.

B. Applicants must provide all the above information to be considered for a business activity. If an application is incomplete or the applicant fails to provide all the required information, the City shall deny the request. Upon issuance of a business registration, the Applicant must agree to provide all rental and/or reservations fees applicable to the park or recreation facility identified.

IV. Evaluation Criteria for Permit Application: The City shall issue a registration for applications based on the following criteria:

A. The business activity requested must be a recreational or instructional activity that is consistent with the City's desire to support green spaces, active lifestyles, parks, and programming.

B. The applicant must have a City Business License, if required pursuant to City Code.

C. The applicant must have or be able to obtain insurance coverage sufficient to indemnify the City of Atlantic Beach and provide evidence of such insurance to cover all injuries to people or damage to park property.

D. Where the proposed activity may impact health and safety, the applicant must provide credentials including evidence of his/her degrees and/or certifications to provide the services proposed.

E. The applicant's business activities must be consistent with the established uses for the proposed City Park and/or facility.

EXHIBIT A

F. The City may deny applications where the times, the site requested and/or the business activities proposed will interfere or impact the normal access to the park or facility requested. The City shall deny the Application where the number of proposed participants or the size of the space cannot safely accommodate the proposed business activity.

G. The City shall deny proposed business activities that will create a health or safety risk for parks and recreation patrons.

H. The City may deny an Application where some other person or entity has already reserved the proposed park or facility space or where the City already has an ongoing recreational or instructional activity in the identified park or facility at the proposed time and place for the Applicant's business activity.

I. The City shall deny an Application where there is a materially false statement within the Application.

V. REGISTRATION, APPROVAL AND TIMELINE

A. Upon receipt of an Application and any additional documentation requested, City staff shall prepare a summary and Recommendation to approve or deny the application based upon the criteria in Section IV.

B. The City Manager or his/her designee will determine whether to grant or deny a business activities registration pursuant to the evaluation criteria under Section IV. He/she shall identify the basis for a denial of the Application in writing. He/she shall notify the applicant of the intent to issue or deny the registration and upon intent to issue, may at that time ask for documentation of liability insurance and business license.

C. The Applicant shall receive a timely response to applications and notice of intent within a reasonable period not to exceed Twenty (20) business days from the date all requested documentation has been provided to the City of Atlantic Beach.

D. The registration shall be issued upon receipt of completed documentation demonstrating that the applicant has obtained sufficient insurance coverage to indemnify the City of Atlantic Beach and evidence of a business license to conduct business in accordance with City Code, where required under the City Code.

E. Upon issuance of a business activities registration, applicants shall enter into a Facility Use/Rental Agreement, where applicable, and/ or pay such fees as are required to reserve space or conduct business on park land.

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Ordinance No. 5-25-71 codifying the establishment of the Arts, Recreation and Culture Committee, changing some provisions, and adding some provisions

SUBMITTED BY: William B. Killingsworth, City Manager

TODAY'S DATE: April 2, 2025

MEETING DATE: April 14, 2025

BACKGROUND: The City Commission voted on February 10 to approve this ordinance on first read with this modification: The number of committee members will be nine rather than seven, and the quorum will be five members rather than four.

Also, the Arts, Recreation and Culture Committee voted on February 11 to recommend adding this verbiage to the ordinance in Section 5-43 (e) *Composition*:

> (5) Experience with activities, programs, or events related to arts, culture, recreation, education, history, and other content under the scope of ARCC as designated by this ordinance; or with design, planning, implementation, promotion, or evaluation of such activities, programs, or events.

City Commission members and staff desire to standardize the City's standing committees to the greatest extent possible to improve efficiency, effectiveness, communication, governance and equity. This ordinance and Ordinance No. 95-25-124 pertaining to the Environmental Stewardship Committee represent a significant step in this direction. As recommending bodies, these two committees are markedly different than the City's Community Development Board and the two pension boards. The Community Development Board is quasi-judicial and required by the state statutes (FSS 163.3171) to serve as the local planning agency; and the pension boards also are governed by state statutes. It is anticipated that the future of the Board Member Review Committee will be deliberated in a separate review.

Notable changes resulting from Ordinance Nos. 5-25-71 and 95-25-124 include:

1) The committees would each be established by ordinance; currently, the Arts, Recreation and Culture Committee is established by Resolution No. 22-52.
2) The two committees would have the same number of members (nine) and similar duties, functions and membership requirements.
3) Each City Commission district would be represented on the committees.
4) Committee members would be limited to two three-year terms.
5) Subcommittees would not be permitted.

6) Committees would be limited to two meetings in a month unless granted an exception by the City Manager.
7) The City Commission would prioritize the committees' works plans.
8) Recommendations regarding active parks for programming, amenity improvements, etc., would be made by the Arts, Recreation and Culture Committee rather than the Environmental Stewardship Committee.

The only change pertaining only to Ordinance No. 5-25-71 is amending and renaming Chapter 5 to include recreation.

In terms of standardization, here are some key points to consider:

- **Improved Decision-Making:**
  - Faster consensus and reduced conflict (National Council of Nonprofits, 2019; Harvard Business Review, 2009)
- **Enhanced Transparency and Accountability:**
  - Standardized protocols increase public trust (Brookings Institution, 2018)
- **Fostering Equity:**
  - Standardized processes ensure equitable treatment (Urban Institute, 2020)
- **Streamlined Communication:**
  - Easier information sharing and focused discussions (Harvard Business Review, 2009; Center for Effective Philanthropy, 2020)
- **Improved Cohesion & Teamwork:**
  - Stronger group dynamics and increased member engagement (BoardSource, 2019; Stanford Business, 2020)
  - Fosters collaboration between boards (American Planning Association, 2020)
- **Governance Best Practices:**
  - Aligns with industry standards (National Governance Association, 2021; National Association of Corporate Directors, 2020)
- **Flexibility and Agility:**
  - Adaptability to change and easier management (Harvard Business Review, 2009; BoardSource, 2019)

BUDGET: None

RECOMMENDATION: Review and consider approving Ordinance No. 5-25-71

ATTACHMENT(S): Ordinance No. 5-25-71
Resolution No. 22-52

REVIEWED BY CITY MANAGER:



ORDINANCE NO. 5-25-71

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, REPEALING PORTIONS OF PREVIOUS RESOLUTIONS REGARDING THE CREATION OF THE ARTS, RECREATION, AND CULTURE COMMITTEE; CHANGING THE TITLE OF CHAPTER 5 TO BEACHES, PARKS AND RECREATION WITH THE PURPOSE OF ESTABLISHING PROVISIONS GOVERNING THE ARTS, RECREATION, AND CULTURE COMMITTEE INCLUDING: PURPOSE; MEMBERSHIP; TERMS OF MEMBERSHIP; FILLING OF VACANCIES; REMOVAL OF MEMBERS; DUTIES AND RESPONSIBILITIES; CITY STAFF ADMINISTRATIVE SUPPORT; PROCEDURES AND RULES; ORGANIZATION OF OFFICERS AND LIABILITY TO CITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted Resolution No. 02-13 creating a Cultural Arts and Recreation Advisory Committee (CARAC); and

WHEREAS, the provisions of Resolution No. 02-13 were amended by Resolutions 03-05, 10-08, 18-32, 18-51, 19-68, and those Resolutions were repealed by Resolution No. 22-52, except for provisions of Resolution No. 18-32, 18-51 and 19-68 pertaining to the Teen Council; and the committee was renamed the Arts, Recreation, and Culture Committee; and

WHEREAS, the City Commission desires to codify the establishment of the Arts Recreation, and Culture Committee by ordinance and provide for board and committee standardization.

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

SECTION 1. Purpose and Intent. The purpose and intent of this Ordinance are to standardize city boards and committees to improve efficiency and productivity.

SECTION 2. Repeal of Resolution No. 22-52.

The City Commission hereby repeals all provisions of Resolution No. 22-52; provided, however, the following provisions of Resolution Numbers 18-32, 18-51 and 19-68, pertaining to the Teen Council are expressly retained:

> Section 2 of Resolution No. 18-32, as modified in Section 2 of Resolution No. 18-51 and as further modified in Section 2 of Resolution No. 19-68, provided all references to CARAC in each said Sections 2 shall henceforth mean the Arts, Recreation, and Culture Committee.

SECTION 3. Amend and New Article. Amend the title of Chapter 5 from Beaches and Parks to Beaches, Parks, and Recreation creating a new Article V, Recreation, Sections 5-40 thru 5-44 of

the Code of Ordinances is hereby amended as follows:

ARTICILE V. - ARTS, RECREATION, AND CULTURE COMMITTEE

Sec. 5-40. - Purpose.

The purpose of the Arts, Recreation, and Culture Committee is to propose, plan, promote and review artistic, recreational and cultural programs, exhibits, events, and projects for the citizens of Atlantic Beach; and to make recommendations pertaining to programming in and stewardship of active parks. The Committee is advisory only and exists for the purpose of providing advice related to arts, recreation, and culture to the City Commission regarding the most efficient and effective ways to spend limited tax dollars for the maximum benefit of the community. The Committee shall propose a diverse variety of activities related to arts, sports and leisure, culture, education, history, enrichment, and social engagement to benefit citizens in all areas of Atlantic Beach.

Sec. 5-41. - Duties and responsibilities.

(a) The Arts, Recreation, and Culture Committee shall provide guidance and support to the City Commission and City Manager. Upon request by the City Commission or City Manager, shall provide written recommendations on questions of general policy for City venues related to: art, sports and leisure, culture, education, and history programs; programs related to the City's artistic, recreational and cultural grant program; youth leadership program(s); calendar of events, matters of communication, equity and gaps in programming and accessibility; community center needs; and special projects as requested by staff or the City Commission. The City Commission will prioritize the committee's work plan related to these recommendations.

(b) The Committee performs a key role in the City's annual artistic, recreational, and cultural grant program by: proposing grant program guidelines to the City Commission; reviewing grant applications; and providing advice regarding grant awards annually to the City Commission based on approved grant program guidelines, City Commission priorities and the needs of the community and community center programs.

(c) The Committee shall review requests for City funding for artistic, recreational and cultural programs, events, and projects, and advise the City Commission as to which are in line with City Commission priorities.

(d) The Committee shall perform a key role by reviewing and advising the City Manager or his/her designee and/or the City Commission on the inventory of programs, special events, and youth leadership program(s) administered by the City, their effectiveness, and the budget to support them, in line with Commission priorities.

(e) The Committee may be asked to advise the City Commission on any new recreation facilities under consideration by the City Commission, in line with City Commission priorities.

(f) The Committee shall request and review a report of activities from the directors of the City's community centers to the Committee at least annually.

(g) The Committee shall provide a report of its activities to the City Commission at least twice yearly. All advisory positions and statements of the Committee shall be adopted via official action of the Committee and shall be provided to the City Commission by City staff or the Committee Chair (or his/her designee) for review.

Sec. 5-42. - City staff administrative support.

(a) Staff will be assigned by the City Manager or designee to provide technical and administrative support. Staff will assist the Committee by preparing budgets, proper notice and minutes of meetings, and other administrative and technical services, as needed. The minutes will be filed in the City Clerk's office.

(b) Staff will be responsible for the collection and expenditure of any City funds in accordance with purchasing guidelines.

Sec. 5-43. - Membership, terms, appointments, geographic requirements, composition.

(a) *Membership.* The committee shall consist of nine (9) members. Five (5) members of the committee shall constitute a quorum, although a smaller number may meet without taking official action. Regardless of the number of committee members in attendance, an action needs at least five (5) votes in the affirmative to pass or fail an item. No member of the committee shall hold any other public office or elected position.

(b) Terms. All members shall serve three-year terms. Members shall not serve more than two (2) consecutive three-year terms on the committee. All terms shall expire on December 31 of the proper year, provided, however, that members whose terms expire shall continue to serve until replacement appointments are effective. Any committee member who wishes to resign should submit a letter of resignation to the chairman and city clerk. Any vacancy during the unexpired term of an appointed member shall be filled for the remainder of the term. Should the length of the unexpired term be less than one (1) year, then such appointment shall not count towards the maximum number of consecutive terms.

(c) Appointments. Committee members shall be appointed by commission.

(d) Geographic requirements. There shall be at least one (1) member representing each city district on the committee. Each committee member must be a full-time resident of the city or own real property in the city. For the purpose of this section, full time residency shall be defined as the person's principal place of abode. Any member must immediately notify the city manager, city clerk, and chair in writing upon no longer meeting the membership qualifications.

(e) Composition. To the extent possible, committee members should demonstrate at least one (1) of the following skills, experience, expertise, educational background or interests:

(1) Experience in the arts, such as art history, architecture, design or park design

(2) Experience in promoting or designing cultural activities

(3) Experience in promoting or designing recreational activities

(4) Experience in community engagement, such as public arts projects or community outreach

(5) Experience with activities, programs, or events related to arts, culture, recreation, education, history, and other content under the scope of ARCC as designated by this ordinance; or with design, planning, implementation, promotion, or evaluation of such activities, programs, or events.

(f) Procedures and Rules; *Organization of Officers.*

(1.) The Committee shall schedule no more than two (2) monthly meetings in the City Commission Chamber or other public venues.

(2.) Special meetings may be called by the city manager, with at least a forty-eight (48) hour public notice.

(3) All meetings of the Committee shall be properly noticed and open to the public.

(4) The Committee and each member shall comply with the Florida Government in the Sunshine Law, Florida Code of Ethics for Public Officers and Employees,

Florida Public Records Law, and related provisions of the City's Code of Ordinances and applicable resolutions, as may be amended from time to time.

(5) The Committee shall elect a chair and vice chair at the regularly scheduled meeting in January each year.

(6) In all cases involving points of parliamentary law, "Robert's Rules of Order" shall be the book of reference, and its rules, so far as they are applicable and not in conflict with the provisions of the city's Charter, Code, or other city ordinances, shall be the rules of this Committee.

(7) The Committee shall not create subcommittees.

(g) *Removal of members.* Any member on the committee may be removed for cause by the city commission upon written charges and after public meeting. Any member who fails to attend three (3) consecutive meetings without prior notice to the director of planning and community development or his/her designee and without reasonable cause shall have their seat declared vacant by the committee. The vacancy shall be promptly reported to the city clerk and filled by the city commission.

Sec 5-44. Liability to City.

The City Commission shall consider the advisory statements for funding of events proposed by the Committee, but nothing in this section or otherwise shall be construed as authorizing or empowering the Committee to impose any liability of any nature, financial or otherwise, upon the City, without City approval.

SECTION 4. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 5. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 6. Effective Date. This Ordinance shall take effect immediately upon its passage and adoption.

PASSED by the City Commission on first reading this ____ day of _____, 2025.

PASSED by the City Commission on second and final reading this ____ day of _____, 2025.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

RESOLUTION NO. 22-52

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, REPEALING PORTIONS OF PREVIOUS LEGISLATION REGARDING THE CULTURAL ARTS AND RECREATION ADVISORY COMMITTEE; RENAMING SAID COMMITTEE TO THE ARTS, RECREATION, AND CULTURE COMMITTEE; ADOPTING NEW PROVISIONS GOVERNING THE COMMITTEE INCLUDING: PURPOSE; MEMBERSHIP; TERMS OF MEMBERSHIP; FILLING OF VACANCIES; REMOVAL OF MEMBERS; DUTIES AND RESPONSIBILITIES; CITY STAFF ADMINISTRATIVE SUPPORT; PROCEDURES AND RULES; ORGANIZATION OF OFFICERS AND LIABILITY TO CITY; PROVIDING FOR CONTINUITY OF CURRENT COMMITTEE MEMBERS AND TERMS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission adopted Resolution No. 02-13 creating a Cultural Arts and Recreation Advisory Committee (CARAC); and

WHEREAS, the provisions of Resolution No. 02-13 have been amended by Resolutions 03-05, 10-08, 18-32, 18-51, and 19-68; and

WHEREAS, the Cultural Arts and Recreation Advisory Committee has recommended substantial revisions to these governing Resolutions.

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

SECTION 1. Repeal of Resolution Numbers 02-13, 03-05, and 10-08, and repeal in part of Resolution Numbers 18-32, 18-51 and 19-68.

The City Commission hereby repeals all provisions of Resolution Numbers 02-13, 03-05, 10-08, 18-32, 18-51 and 19-68; provided, however, the following provisions of Resolution Numbers 18-32, 18-51 and 19-68, pertaining to the Teen Council are expressly retained:

> Section 2 of Resolution No. 18-32, as modified in Section 2 of Resolution No. 18-51 and as further modified in Section 2 of Resolution No. 19-68, provided all references to CARAC in each said Sections 2 shall henceforth mean the Arts, Recreation, and Culture Committee.

SECTION 2. Adoption of New Provisions and New Committee Name.

The City Commission hereby approves the name change from the Cultural Arts and Recreation Advisory Committee to the Arts, Recreation, and Culture Committee ("ARCC") and hereby adopts the following provisions regarding the Arts, Recreation, and Culture Committee:

ARTS, RECREATION, AND CULTURE COMMITTEE

1. **Purpose.**

The purpose of the Arts, Recreation, and Culture Committee ("ARCC" or "Committee"), previously named the Cultural Arts and Recreation Advisory Committee ("CARAC"), is to propose, plan, promote and review artistic, recreational and cultural programs, exhibits, events, and projects for the citizens of Atlantic Beach. The Committee is advisory only and exists for the purpose of providing advice related to arts, recreation and culture to the City Commission regarding the most efficient and effective ways to spend limited tax dollars for the maximum benefit of the community. The Committee shall propose a diverse variety of activities related to arts, sports and leisure, culture, education, history, enrichment, and social engagement to benefit citizens in all areas of Atlantic Beach.

2. **Membership.**

There shall be a total of seven (7) Committee members with one (1) alternate member, all appointed by the City Commission, and all of whom shall be bona fide residents of Atlantic Beach. The alternate member is strongly encouraged to attend every meeting and shall be allowed to vote and participate in ARCC business in the absence of one or more regular Committee members.

3. **Terms of members; filling of vacancies.**

The terms of office shall be for three (3) years and members may serve a maximum of three (3) consecutive terms. All terms shall expire on December 31 of the proper year, provided, however, that members whose terms expire shall continue to serve until replacement appointments are effective. Members of this Committee may hold a public office or other appointed position in the City, provided the powers and authority of this Committee remain advisory only. A member may choose to resign from the Committee at any time by giving written notice to the City Clerk. Any vacancy during the unexpired term of a member shall be filled by the alternate member automatically for the remainder of the term, unless the alternate member declines the position, in which case the vacant position will be filled by the City Commission. Should the length of the unexpired term

be less than one (1) year, then such appointment shall not count towards the maximum number of consecutive terms.

4. **Removal of members.**

Any Committee member may be removed for cause by the City Commission upon written charges and after public hearing. Any member who fails to attend three (3) consecutive meetings without notice to the Director of the Parks and Recreation Department or his/her designee and without reasonable cause may have his/her office declared vacant by the Committee. The Committee chair shall notify the City Clerk of such vacancy, and the City Commission shall promptly fill such vacancy.

5. **Duties and Responsibilities.**

(a) The Committee advises the City Commission on questions of general policy for City venues related to: art, sports and leisure, culture, education, and history programs; programs related to the City's artistic, recreational and cultural grant program; youth leadership program(s); calendar of events, matters of communication, equity and gaps in programming and accessibility; community center needs; and special projects as requested by staff or the City Commission.

(b) Working collectively, the Committee shall coordinate with staff on any needs, assessments, goals and/or program reviews within its mission; and, when appropriate, bring matters of public interest to the Director of the Parks and Recreation Department, the City Manager and/or the City Commission.

(c) The Committee performs a key role in the City's annual artistic, recreational and cultural grant program by: proposing grant program guidelines to the City Commission; reviewing grant applications; and providing advice regarding grant awards annually to the City Commission based on approved grant program guidelines, City Commission priorities and the needs of the community and community center programs.

(d) The Committee shall review request for City funding for artistic, recreational and cultural programs, events, and projects, and advise the City Commission as to which are in line with City Commission priorities.

(e) The Committee shall perform a key role by reviewing and advising the Parks and Recreation Department, the City Manager and/or the City Commission on the inventory of programs, special events, and youth leadership program(s) administered by the Parks and Recreation Department, their effectiveness, and the budget to support them, in line with Commission priorities.

(f) The Committee may be asked to advise the City Commission on any new recreation facilities under consideration by the City Commission, in line with City Commission priorities.

(g) The Committee shall request and review a report of activities from the directors of the City's community centers to the Committee at least annually.

(h) The Committee shall provide a report of its activities to the City Commission at least twice yearly. All advisory positions and statements of the Committee shall be adopted via official action of the Committee and shall be provided to the City Commission by City staff or the Committee Chair (or his/her designee) for review.

6. **City Staff Administrative Support.**

(a) Staff will be assigned by the City Manager to provide technical and administrative support. Staff will assist the Committee by preparing budgets, proper notice of and minutes of meetings, and other administrative and technical services, as needed.

(b) Staff will be responsible for the collection and expenditure of any City funds in accordance with purchasing guidelines.

7. **Procedures and Rules; Organization of Officers.**

(a) The Committee shall hold its regularly-scheduled meetings on the second Tuesday of each month at 6:00 p.m. in the City Commission chambers or other public venue.

(b) Special meetings may be called by the chair or a majority of the members.

(c) All meetings of the Committee shall be properly noticed and open to the public. Minutes of all meetings shall be recorded by City Staff and maintained by the City Clerk.

(d) The Committee and each member shall comply with the Florida Government in the Sunshine Law, Florida Code of Ethics for Public Officers and Employees, Florida Public Records Law, and related provisions of the City's Code of Ordinances and applicable resolutions, as may be amended from time to time.

(e) The Committee quorum is four members. Any official acts by the Committee shall require a majority vote of the members present; however, the Committee shall take no official action unless a quorum is present at a meeting.

(f) The Committee shall elect a chair, vice chair, and any other officers it deems advisable from among the regular members at the regularly-scheduled meeting in January each year.

(g) The chair shall preside at all meetings of the Committee. In the temporary absence or disability of the chair, all duties of the chair shall be performed by the vice chair.

(h) In all cases involving points of parliamentary law, "Robert's Rules of Order" shall be the book of reference, and its rules, so far as they are applicable and not in conflict with the provisions of the city's Charter, Code, or other city ordinances, shall be the rules of this Committee. The Committee may draft additional rules to govern the conduct of their business, which shall be approved by the City Commission.

(i) The Committee shall not create subcommittees.

8. **Liability to City.**

The City Commission shall consider the advisory statements for funding of events proposed by the Committee, but nothing in this Resolution or otherwise shall be construed as authorizing or empowering the Committee to impose any liability of any nature, financial or otherwise, upon the City, without City approval.

SECTION 3. Continuity of Current Committee Members and Terms.

Members currently serving on CARAC shall automatically continue to serve on the ARCC for the remainder of their terms. Service on CARAC by current members shall count towards the maximum number of consecutive terms.

SECTION 4. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, Florida , this 14th day of November, 2022.

Ellen Glasser, Mayor

Attest:

Donna L. Bartle, City Clerk

Approved as to form and correctness:

Brenna M. Durden, City Attorney

CITY OF ATLANTIC BACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Ordinance No. 20-25-179 amending the operating budget for the fiscal year beginning Oct. 1, 2024, and ending Sept. 30, 2025.

SUBMITTED BY: Brittany Percell, Director of Finance BP

TODAY'S DATE: April 3, 2025

MEETING DATE: April 14, 2025

BACKGROUND: The budgets of two funds need to be amended as outlined below.

Building Code Enforcement Fund

In 2022 the City outsourced the Building Official position to Universal Engineering Sciences. An opportunity arose to bring the Building Official back in-house. The team believes this position would be more effective as an internal position and intends to expand the role to include additional responsibilities such as Floodplain Administrator and Certified Code Enforcer. Due to this, there will be a period of overlap in services and compensation needs to be adjusted to reflect the increase in duties associated with the position.

Water Fund

The City's comprehensive water system program includes upgrading the water treatment plants, wells, storage tanks, and potable water piping. The upgrades being performed at water treatment plant # 1 by PBM Constructors and their subcontractors are nearing completion. The upgrades included new high service pumps, variable speed drives and the elimination of chlorine gas treatment in favor of a safer liquid chlorine feed system.

Throughout the process costs increased significantly, along with lead times for fabrication and delivery. Due to this the contractor was approached with the idea of performing the upgrades at water treatment plant # 2 as a change order to the current water treatment plant # 1 contract. This would result in time and costs savings for the City and provide the continuity of construction from water treatment plant # 1.

The contractor agreed to provide a firm, not-to-exceed total price for upgrades to water treatment plants 1 and 2. The change order would add an additional $4,343,000 to the original contract amount of $1,240,000 (project PU2110). To cover the additional costs for the change order funds would be reallocated from WTP # 2 Modernization-Construction (project PU2312) in the amount of $1,300,000 and WTP # 2 New 500,000 Gallon Ground Storage Tank (project PU2508) in the amount of $2,300,000. The remaining $743,000 would be pulled from reserves.

BUDGET: Building Code Enforcement Fund - $36,000 increase in expenditure
Water Fund - $743,000 increase in expenditure

RECOMMENDATION: Approve Ordinance No. 20-25-179.

ATTACHMENT: Ordinance No. 20-25-179
WTP 1 & 2 Upgrades Change Order # 2 Worksheet
PBM Proposal

REVIEWED BY CITY MANAGER:

ORDINANCE NO. 20-25-179

AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF ATLANTIC BEACH, FLORIDA FOR FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025, AND PROVIDING AN EFFECTIVE DATE.

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

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

WHEREAS, the City is amending the operating budget to add net funds totaling ($36,000) in the Building Code Enforcement fund and ($743,000) in the Water fund for various expenditures.

WHEREAS, the City of Atlantic Beach did not include the funding for these expenditures in the original adoption of the Fiscal Year 2025 Annual Operating Budget and therefore must amend the budget to have sufficient amounts within the Building Code Enforcement and Water funds in order to fund the expenditures.

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

SECTION 1. The Fiscal Year 2024/2025 Operating Budget is hereby amended as follows:

BUILDING CODE ENFORCEMENT FUND

Expenditures:	
Salaries	$36,000
Fund Balance:	**($36,000)**

WATER FUND

Expenditures:	
Infrastructure	$743,000
Fund Balance:	**($743,000)**

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

PASSED by the City Commission on first reading this 14th day of April 2025.
PASSED by the City Commission on second and final reading this 28th day of April 2025.

ATTEST:

Donna L. Bartle
City Clerk

Curtis Ford
Mayor

Approved as to form and correctness:

Jason Gabriel
City Attorney

WTP#1 & 2 Upgrades-
City of Atlantic Beach, FL
Bid No. 2122-15

CHANGE ORDER NUMBER 2

Contractor: PBM Constructors, Inc
PO Box11089
Jacksonville, FL 32239
904-751-7500
Fax 904-751-0600

Owner: City of Atlantic Beach
800 Seminole Road
Atlantic Beach, FL
(904) 247-5800

Engineer: J. Collins Engineering Associates, LLC
12412 San Jose Blvd., Suite 204
Jacksonville, Florida 32223
(904) 262-4121

Date: March 4, 2025

ITEM		Total Cost/Price		INCREASE OR DECREASE IN CONTRACT PRICE
1	Provide all required labor, material, piping, equipment to upgrade Water	$4,343,000.00		$4,343,000.00
	Treatment Plant #2 (WTP) to standards of ongoing work at WTP #1			
	currently being performed by PBM Constructors, Inc. Work includes three high			
	service pumps, VFD controls,liquid feed chlorine system, and upgraded			
	electrical motor control center/switchgear. Additional work at WTP#2 includes			
	a new 500,000 gallon ground storage reservoir, aeration treatment, and a			
	new chlorination building.			
SUBTOTAL				$4,343,000.00
ORIGINAL CONTRACT PRICE				$1,240,000.00
CHANGE ORDER #1				$7,500.00
TOTAL CONTRACT AMOUNT				$1,247,500.00
NET INCREASE RESULTING FROM THIS CHANGE ORDER				$4,343,000.00
CURRENT CONTRACT PRICE INCLUDING THIS CHANGE ORDER				$5,590,500.00

This document shall become an amendment to the contract and all provisions of the contract will apply hereto.

Accepted by: _____ Date: _____
Contractor

Accepted by: _____ Date: _____
Engineer

Accepted by: _____ Date: _____
Owner

February 4, 2025

PBM Constructors, Inc. – Revised Proposal

3000 Faye Road Jacksonville, FL 32226 CG C037694

To: John Collins

City of Atlantic Beach

From: Ben Moore

President, PBM Constructors, Inc.

City of Atlantic Beach - Atlantic Beach Water Treatment Plant #2 Upgrades and Improvements

To whom it may concern,

PBM Constructors is pleased to provide the following proposal for the work proposed by the City of Atlantic Beach for the Atlantic Beach Water Treatment Plant #2 Upgrades and Improvements project. This includes furnishing all labor, materials and equipment required to install the new high service pumps, pre-stressed concrete ground storage tank and appurtenances, temporary liquid sodium hypochlorite tank and piping, pre-engineered metal building and accessories, liquid sodium hypochlorite feed assembly and accessories, pH and chlorine residual monitoring equipment, all required electrical work and gear, controls and instrumentation, and sodding/seeding. This also includes modifying the existing electrical gear, restoring all site fine grading for all disturbed areas, removing the existing gas chlorination system, abandoning the existing poured-in-place reinforced concrete ground storage reservoir, and any other work depicted in the plans and specifications provided by the City of Atlantic Beach.

PBM Constructors plans to utilize the following subcontractors and vendors to aid in the completion of this work:

- **Cogburn Bros, Inc.**
- **Harrell Construction Company, Inc.**
- **Precon Corporation**
- **McKendree's Plumbing and Heating, Inc.**
- **ITG Technologies**
- **Tom Evans Environmental, Inc.**

If you have any further questions or concerns, you may contact me directly.

William B. Moore
904-714-6353.

Complete Project Price: $ 4,343,000.00

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Request for a new entrance sign for the Fleet Landing neighborhood within the city right-of-way of Mayport Road.

SUBMITTED BY: Amanda Askew, Neighborhood Department Director

TODAY'S DATE: April 3, 2025

MEETING DATE: April 14, 2025

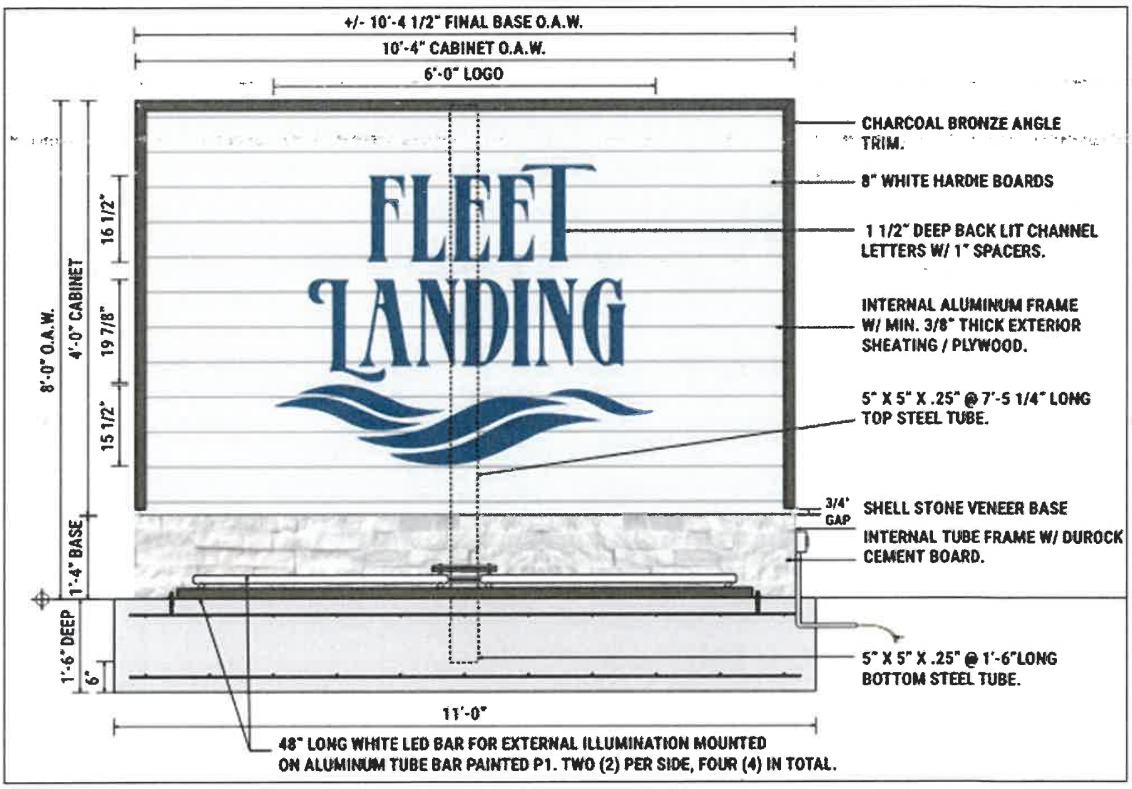
BACKGROUND: The Fleet Landing community is requesting to replace the existing neighborhood sign located in the city-of-way. Section 17-28(b) of the city's sign code requires neighborhood signs that are proposed in the city right-of-way to be approved by the City Commission and states that these signs shall "complement and conform to the "WELCOME TO ATLANTIC BEACH" signs in features including lettering, color, composition, structural materials, finished surface, and shall be constructed of wood or similar material giving the finished appearance of carved or sandblasted wood."



Existing sign at Mayport Road and Fleet Landing Blvd. intersection

The proposed sign will be replacing the neighborhood sign shown above. The sign is located at the entrances of the Fleet Landing community, at the northeast corner of Mayport Road and Fleet Landing Boulevard. The existing sign is 8 feet tall and 9.8 feet wide (78 square feet).

The new sign will be made of horizontal hardie boards on top of a shell stone veneer base. The hardie board background will be white in color and the letters will be navy blue. The font and color of the letters spelling out "Fleet Landing" will be similar to those on the existing sign. The sign itself will be 8 feet tall by 10.33 feet wide (82.4 square feet) and externally illuminated by a 48" long white led bar on both sides of the sign. The sign does not exceed the maximum size requirements in the sign code for monument signs therefore, meets code.



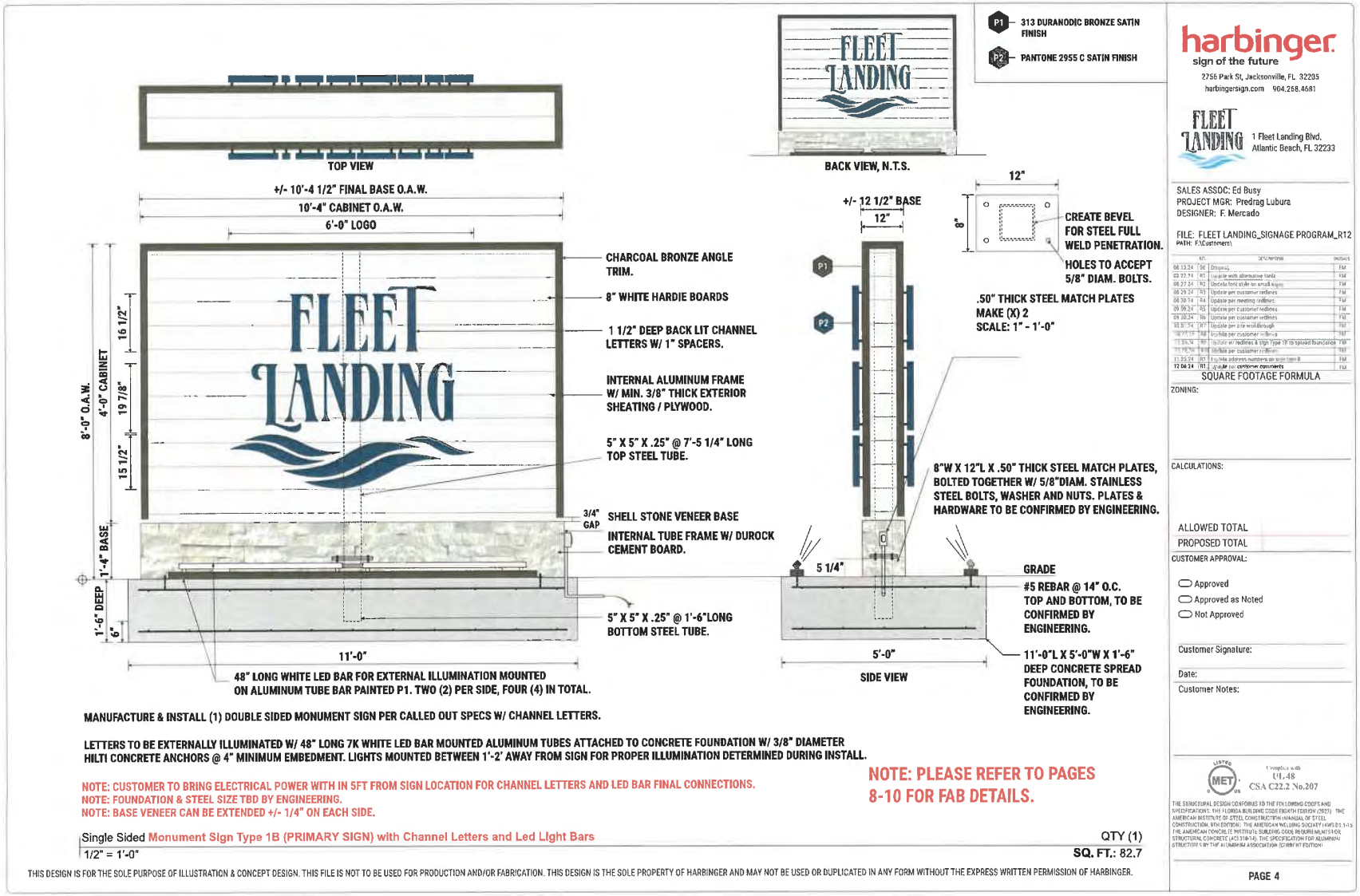
In 2011, the City Commission approved the Fleet Landing neighborhood sign in the same location within the city right-of-way.

BUDGET: None.

RECOMMENDATION: To review the request to replace the monument sign with a new sign.

ATTACHMENT(S): Proposed sign designs.

REVIEWED BY CITY MANAGER: WBL


TOP VIEW
+/- 10'-4 1/2" FINAL BASE O.A.W.
10'-4" CABINET O.A.W.
6'-0" LOGO
8'-0" O.A.W.
4'-0" CABINET
1'-4" BASE
1'-6" DEEP
6"
16 1/2"
19 7/8"
15 1/2"
FLEET LANDING
CHARCOAL BRONZE ANGLE TRIM.
8" WHITE HARDIE BOARDS
1 1/2" DEEP BACK LIT CHANNEL LETTERS W/ 1" SPACERS.
INTERNAL ALUMINUM FRAME W/ MIN. 3/8" THICK EXTERIOR SHEATING / PLYWOOD.
5" X 5" X .25" @ 7'-5 1/4" LONG TOP STEEL TUBE.
3/4" GAP
SHELL STONE VENEER BASE
INTERNAL TUBE FRAME W/ DUROCK CEMENT BOARD.
5" X 5" X .25" @ 1'-6"LONG BOTTOM STEEL TUBE.
11'-0"
48" LONG WHITE LED BAR FOR EXTERNAL ILLUMINATION MOUNTED ON ALUMINUM TUBE BAR PAINTED P1. TWO (2) PER SIDE, FOUR (4) IN TOTAL.
BACK VIEW, N.T.S.
P1 313 DURANODIC BRONZE SATIN FINISH
P2 PANTONE 2955 C SATIN FINISH
+/- 12 1/2" BASE
12"
12"
8"
CREATE BEVEL FOR STEEL FULL WELD PENETRATION.
HOLES TO ACCEPT 5/8" DIAM. BOLTS.
.50" THICK STEEL MATCH PLATES
MAKE (X) 2
SCALE: 1" - 1'-0"
8"W X 12"L X .50" THICK STEEL MATCH PLATES, BOLTED TOGETHER W/ 5/8"DIAM. STAINLESS STEEL BOLTS, WASHER AND NUTS. PLATES & HARDWARE TO BE CONFIRMED BY ENGINEERING.
5 1/4"
GRADE
#5 REBAR @ 14" O.C. TOP AND BOTTOM, TO BE CONFIRMED BY ENGINEERING.
11'-0"L X 5'-0"W X 1'-6" DEEP CONCRETE SPREAD FOUNDATION, TO BE CONFIRMED BY ENGINEERING.
5'-0"
SIDE VIEW
MANUFACTURE & INSTALL (1) DOUBLE SIDED MONUMENT SIGN PER CALLED OUT SPECS W/ CHANNEL LETTERS.
LETTERS TO BE EXTERNALLY ILLUMINATED W/ 48" LONG 7K WHITE LED BAR MOUNTED ALUMINUM TUBES ATTACHED TO CONCRETE FOUNDATION W/ 3/8" DIAMETER HILTI CONCRETE ANCHORS @ 4" MINIMUM EMBEDMENT. LIGHTS MOUNTED BETWEEN 1'-2' AWAY FROM SIGN FOR PROPER ILLUMINATION DETERMINED DURING INSTALL.
NOTE: CUSTOMER TO BRING ELECTRICAL POWER WITH IN 5FT FROM SIGN LOCATION FOR CHANNEL LETTERS AND LED BAR FINAL CONNECTIONS.
NOTE: FOUNDATION & STEEL SIZE TBD BY ENGINEERING.
NOTE: BASE VENEER CAN BE EXTENDED +/- 1/4" ON EACH SIDE.
NOTE: PLEASE REFER TO PAGES 8-10 FOR FAB DETAILS.
Single Sided Monument Sign Type 1B (PRIMARY SIGN) with Channel Letters and Led Light Bars
QTY (1)
1/2" = 1'-0"
SQ. FT.: 82.7
THIS DESIGN IS FOR THE SOLE PURPOSE OF ILLUSTRATION & CONCEPT DESIGN. THIS FILE IS NOT TO BE USED FOR PRODUCTION AND/OR FABRICATION. THIS DESIGN IS THE SOLE PROPERTY OF HARBINGER AND MAY NOT BE USED OR DUPLICATED IN ANY FORM WITHOUT THE EXPRESS WRITTEN PERMISSION OF HARBINGER.
harbinger
sign of the future
2756 Park St, Jacksonville, FL 32205
harbingersign.com 904.268.4681
FLEET LANDING
1 Fleet Landing Blvd.
Atlantic Beach, FL 32233
SALES ASSOC: Ed Busy
PROJECT MGR: Predrag Lubura
DESIGNER: F. Mercado
FILE: FLEET LANDING_SIGNAGE PROGRAM_R12
PATH: F:\Customers\
SQUARE FOOTAGE FORMULA
ZONING:
CALCULATIONS:
ALLOWED TOTAL
PROPOSED TOTAL
CUSTOMER APPROVAL:
Approved
Approved as Noted
Not Approved
Customer Signature:
Date:
Customer Notes:
Complies with UL 48 CSA C22.2 No.207
PAGE 4