City of Atlantic Beach

Agenda

Budget Workshop

Monday, June 9, 2025 - 5:00 p.m.
City Hall, Commission Chamber
800 Seminole Road, Atlantic Beach, FL 32233

Page(s)

CALL TO ORDER

1. PUBLIC COMMENT

2. TOPICS

Budget Workshop #1 Presentation 3 - 24
Budget Workshop #1 Presentation

2.A. Budget Policy

2.B. Overview

2.C. Executive, Finance, Human Resources, Information Technology and Legal

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.

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

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 prior to the meeting.

City OF Atlantic Beach

Proposed FY2025-26 Annual Operating Budget

Budget Workshop 1

June 9, 2025

Agenda

June 9, 2025

- Introduction
- Budget Policy
- Overview
- Executive, Finance, Human Resources, Information Technology and Legal

June 23, 2025

Neighborhoods

July 14, 2025

Public Works

July 28, 2025

Public Safety

August 11, 2025

Public Utilities

August 25, 2025

Additional Date If Needed

Introduction

- An Annual Operating Budget is one of the City's most important work products that a City Manager is tasked with.
- This document gives the City Officials the authority to collect revenues and pay the expenses.
- It allocates the resources among departments in line with the Commission's priorities and policies by setting limits on how much each department can spend.

Budget Policy

- The Budget Policy is a document adopted by the City Commission that sets the guidelines for a City Manager to propose a budget.
- This ensures that during the process the most important criteria are met in the construction of the budget.
- This creates the minimum expectations for the elected officials and the citizens.

Budget Policy Highlights

- Strategic Planning with Citizen Input
- Current Level of Service
- Current Tax Rate
- Balanced
- 25% Operating Reserves
- All Authorized Positions Funded

2026 Strategic Priorities Summary

- **Create a strong sense of belonging and safety.**
  - Update recreation website and improve functionality.
  - Conduct ongoing customer satisfaction survey.
- **Preserve community character.**
  - Incentivize the protection of mature trees.
- **Connect our neighborhoods and businesses.**
  - Administer the stormwater management plan.

2026 Strategic Priorities Summary

- **Promote a socially linked community through green spaces, active lifestyles, parks, and programming.**
  - Donner Park baseball field upgrade
  - Dog park upgrades: turf; agility and obstacle course.
- **Maintain a strong financial condition suitable for implementing the city's vision.**
  - Reduce city's liability; review city's parks, what city owns
  - Initialize interlocal agreement with COJ.
  - Migrate to AMI water metering for residential customers; roll out by neighborhood.
  - Procure and implement a Public Utilities and Public Works asset management system.

Total Revenues by Fund 2026 Proposed

	2025	2026	% Change
• General Fund	19,973,370	$19,307,926	(3.33)
• Special Revenue Funds	3,070,451	2,795,184	(8.97)
• Debt Service Funds	119,347	121,240	1.59
• Capital Project Fund	3,468,065	3,207,962	(7.50)
• Enterprise Funds	29,161,043	20,957,244	(28.13)
• Trust Funds	2,888,107	2,894,045	0.21
Total Revenues	**$58,680,383**	**$49,283,601**	**(16.01%)**

Revenue in Summary

• Property Taxes	Maintain Millage at 2.8410
• State Shared Revenues	No Change
• Transfers	No Change
• Utility Rates	No Change
• Sanitation Rates	3% Increase
• Storm Water Fees	3% Increase
• Permit Fees	No Change
• Other User Fees	No Increase

Total Expenditures by Fund

	2025	2026	% Change
• General Fund	19,973,370	$19,307,926	(3.33)
• Special Revenue Funds	3,070,451	2,795,184	(8.97)
• Debt Service Funds	119,347	121,240	1.59
• Capital Project Fund	3,468,065	3,207,962	(7.50)
• Enterprise Funds	29,161,043	20,957,244	(28.13)
• Trust Funds	2,888,107	2,894,045	0.21
Total Expenditures	**$58,680,383**	**$49,283,601**	**(16.01%)**

Personnel Services Summary

- Includes a 3% Cost of Living Adjustment (COLA)

Personnel	2025	2026	% Change
General Govt.	3,472,225	3,520,200	1.38
Public Safety	6,384,092	6,782,221	6.24
Physical Environment	2,988,224	3,384,000	13.24
Transportation	1,249,010	1,249,280	0.02
Human Services	131,389	126,768	(3.52)
Culture and Recreation	783,864	822,429	4.92
Total	$15,008,805	$15,884,898	5.7%

Included Capital Projects

- Virtual Server Replacement $46,000
- Replace KVM $5,000
- CIP - Aquatic Dog Park - Bulkhead in Pond $90,000
- Dutton Island Park Replace/Rehab Causeway Bridge Sheet piling $900,000
- Dutton island Park Dog Friendly Amenities – Waste bags, Fountain, Etc $3,500
- Dutton Island Park Trash Bins at Entrances $2,500
- Tide Views park ADA Access to Sunset Pier $15,000
- Upgrade Playground Equipment – Citywide $180,000
- Donner Park Pickleball Restroom Upgrade $115,000
- Public Works Garage Shed Shop 22x30 $35,000
- Two New Picnic Cabanas at Donner Splash Pad $10,000
- Tennis and Basketball Courts Surfaces $100,000
- Bull Park Bike Racks, Rem Berm, Etc. $5,000
- Howell Park ADA Parking Space $7,000
- Tide Views Misc. Walkway Repairs $10,000
- Tide Views park Kayak Launch Replacement $40,000

Included Capital Projects

- Veterans' Park Bike Racks $3,000
- Dutton Island Fishing Pier $15,000
- Well #5 at WTP2 Video Logging $150,000
- 500 Gallon Diesel Fuel Tanks WTP1 $70,000
- Service Line and Valve Replacements (Various) $100,000
- Construct 850 LF of 12" PVC WM Ocean Walk to Sherry Drive $160,000
- Replace 1,400 LF of 4" PVC Saturiba to 19th $160,000
- Construct 2,700 LF of 6" WM in Marsh Oaks Plus Service $220,000
- Replace 6" AC WM with 12" PVC on Sailfish from Cavalla into Atlantic Blvd. $170,000
- Infiltration & Inflow Control Assessment and Implementation $250,000
- Retrofit High Priority LS Vulnerable to Flooding TBD $700,000
- Septic to Sewer 14 Homes in Marsh Oaks $375,000
- Sewer Collection System Master Plan Update $200,000
- New Operations Building With Lab, Locker Room and Office Area $100,000
- Install Pumps In Effluent Pond to Feed Reuse During Low Flows $100,000

Included Capital Projects

- Improve Aeration Tanks to Include Integrity Study, New Drains and Sand Blasting $100,000
- Odor Control Assessment and Implementation $200,000
- Security Cameras $45,000
- Replace Digester Catwalk $185,030
- Thor Guard Upgrade $112,500
- 2 Patrol Vehicles $152,423
- 1 Detective Vehicle $27,956
- PD Replace Two-Post Lift 12,000lb $20,000
- PD Replace Compressor $15,000
- W. 9th Street Drainage Improvements $100,000
- Mary Street and Stewart Street Improvements $415,000
- Baffle Boxes at Levy and Saturiba $125,000
- Aquatic Gardens $750,000
- 4WD Half Ton Pickup Truck $50,000

General Liability

General Liability – The Insurance cost are allocated based on the policy to the various departments depending on the coverage of the policy. The policies include Auto, General Liability, Public Official and Employee Liability, Environmental, Fiduciary and Police Statutory and Liability. The City also budgets for a broker's service to assist in keeping adequate coverage.

- 2025 Estimate $819,539
- 2026 Budget $901,493
- **Increase of 10% $81,954**

Health Insurance

Health Insurance included is available for all full-time employees. This budget includes an estimated 15% rate increase. We also conservatively assume any vacant positions will request the coverage although there is varying levels of participation due to turnover.

- 2025 Estimate $1,800,900
- 2026 Budget $1,980,990
- **Increase of 10% $180,090**

General Government

	2025	2026	% Change
• City Commission	69,366	70,729	1.96
• City Manager	629,636	652,540	3.64
• City Clerk	404,624	427,424	5.63
• Finance and Accounting	1,469,373	1,540,793	4.86
• Human Resources	409,542	442,727	8.10
• Information Technology	1,000,508	987,698	(1.28)
• Legal	165,375	173,644	5.00
• **Total**	**$3,675,517**	**$3,850,820**	**3.55%**

Departments

Commission

- 3% COLA Increase

City Manager

- Increase in Defined Contribution Benefit

City Clerk

- Increase In Veterans Choice Benefit
- Added Records Management Consultant

Departments

Finance and Accounting

- Increase in Defined Contribution Benefit
- Projected 10% Increase In Auditing Services

Human Resources

- Increase in Defined Contribution Benefit
- Added Funds For Employee Appreciation/Recognition

Information Technology

- Increase in Communication and Repair and Maintenance Fees

Legal

- Annual 5% Increase

Enhancements

- Easy Campaign Finance and Implementation $3,900
- Veterans' park Pavilion $50,000
- Donner Park Path $100,000
- Improve Dudley Entrance at Donner Park $15,000
- Dutton Island Trailhead Wayfinding $15,000
- Dutton Install of Surface Edging $20,000
- Fairway Villas Sign and Entrance Feature $3,000
- Fairway Villas Zero Scaping $10,000
- Johansen Park Wayfinding Signage $10,000
- Johansen Park Educational Signage For Trees $8,000
- Jordan Park Angled Parking $30,000
- Jordan Park Parallel Parking $60,000
- Jordan Park Improved Lighting $100,000
- Jordan Park Walking Perimeter $150,000
- Jordan Park Entrance Sign and Enhancements $15,000
- New Well and Pump at WTP3 $50,000
- 500 Gallon Diesel Fuel Tanks WTP1 $70,000
- Replace Utilities Truck $47,000
- Replace 140 LF of PVC (19th) $160,000
- Replace Distribution Truck $70,000
- Replace Truck P-29 $47,000
- Computer Equipment $8,000
- New 100KW Generator to Replace Well 2R Generator $70,000
- New 1,500 Gallon Diesel Fuel Tank at WTP2 $45,000

Enhancements

- Replace Utility Truck P46 $70,000
- Replace Utility Truck PU2 $47,000
- WTP Replace Well Pump Well5 $50,000
- WTP3 Upsize 8" Main From Pump Room to Assisi Lane to 12"PVC $200,000
- Distribution Operator Trainee $68,447
- New Check Valves Mimosa Cove $10,400
- New Generator at Atlantic Beach Preserve Lift Station $40,000
- 2 New 4" Super Pumps for Lift Station $16,600
- 2 new 4" Super Pumps for Mimosa Cove Lift Station $16,600
- New Jet/Vacuum Truck (PW and PU) $500,000
- New Isolation Air Valves on Top of Reaeration Tanks $50,000
- New Air Conditioner For Office Lab Building $10,000
- Replace Mini-Split Air Conditioner For Reclaim Building $10,000
- Replace 8" Isolation Valves In Old Clarifier Pit For Plant Drainage $60,000
- SB 64 Compliance Design and Construction of Alternate Effluent Disposal $250,000
- Design Lab/Operations Building Upgrade $50,000
- PD Outside Air Unit Replacement $120,000
- Replace 6 Bay Barn With Metal 6-Bay Building $300,000
- Scorpion II Trailer Attenuator $50,000

Enhancements

- Sidewalks Throughout City As Needed $125,000
- Restore Porch at Donner $30,000
- Tile Restrooms at Dutton Island and Donner Park $10,000
- Building Maintenance Technician $65,205
- Jordan Roof Replacement $65,000
- Adele Grage Roof Replacement $50,000
- Ice Machine $5,000
- New Walkovers – Locations TBD $140,000
- CAT SKID STEER With Attachments $70,000
- Towncenter Street Light Replacement $100,000
- Storm Debris Removal $50,000