City of Atlantic Beach

Final Agenda

Regular City Commission Meeting

Monday, January 26, 2026 - 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 Special Meeting of the City Commission held on Tuesday, January 6, 2026. 5 - 7
1-6-2026 Special Meeting of the City Commission Draft Minutes

2. COURTESY OF FLOOR TO VISITORS

PUBLIC COMMENT

3. CITY MANAGER REPORTS

* 3.A. Accept the 90-Day Calendar (Jan. - Mar. 2026) 9 - 12
90-Day Calendar (Jan. - Mar. 2026)

* 3.B. Paid Parking Update

3.C. Farmers Market RFP Update

3.D. Atlantic Beach Athletic Association Update

* 3.E. Community Survey

* 3.F. Interlocal Agreement - City of Jacksonville

* 3.G. Marsh Oaks Community Center

* 3.H. Priority Setting

* 3.I. Recent Removal of Iconic Trees

3.J. Other Reports

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

4.A. City Manager Recruitment Update (Commissioner Bole)

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. 26-01 — 13 - 14

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE EXPENDITURE OF $69,100 TO COURT SURFACES TO REPAIR AND RESURFACE THE TENNIS COURTS AND LARGE BASKETBALL COURT AT JACK RUSSELL PARK; 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. 26-01

6.B. Approve Resolution No. 26-13 — 15 - 34

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE AGREEMENT FOR THE SARATOGA CIRCLE LIFT STATION SERVICE AREA REPAIRS; AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 26-13

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

8.A. **RESOLUTION NO. 26-11** — 35 - 38

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, ACCEPTING THE DONATION OF A PEACE POLE FROM THE ROTARY CLUB OF JACKSONVILLE-OCEANSIDE; APPROVING ITS INSTALLATION AT JACK RUSSELL PARK; ESTABLISHING CONDITIONS FOR ITS MAINTENANCE AND RELOCATION; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 26-11

* 8.B. **RESOLUTION NO. 26-15** — 39 - 49

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO A RADIO SERVICES AGREEMENT WITH THE CITY OF JACKSONVILLE FOR P25 RADIO COMMUNICATIONS OPERATIONS.

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. 26-15

9. ACTION ON ORDINANCES

9.A. **Ordinance No. 5-26-74, Introduction and First Reading** 51 - 67

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, CREATING A NEW ARTICLE IX – CITY FEES, DIVISION I, GENERAL ADMINISTRATIVE FEES, SECTIONS 2-450 THRU 2-499 AND DIVISION II BUILDING CODE FEES, SECTIONS 2-500 THRU 2-519 IN CHAPTER 2 -ADMINISTRATION OF THE ATLANTIC BEACH CODE OF ORDINANCES; THE PURPOSE IS TO MOVE CITY FEES INTO ONE CHAPTER; MODIFYING CHAPTER 6, BUILDING AND BUILDING REGULATIONS, ARTICLE II BUILDING CODE, SECTION 6-26 SCHEDULE OF BUILDING PERMIT FEES; ARTICLE III ELECTRIC CODE, SECTION 6-37 SAME-FEES; ARTICLE IV PLUMBING CODE, SECTION 6-59 SAME – FEES; ARTICLE V MECHANICAL CODE, SECTION 6-77 INSPECTION FEES; CHAPTER 7 – FIRE PREVENTION AND PROTECTION, ARTICLE II – FIRE PREVENTION AND LIFE SAFETY SECTION 7-30 FEES, CHAPTER 2 – ADMINISTRATION, ARTICLE VII – FINANCE, SECTION 2-368 FEES AND CHARGES BY DELETING THE FEES IN THESE SECTIONS AND REFERENCING THE NEW ARTICLE IX IN CHAPTER 2 WHERE THE FEES WILL BE RELOCATED; PROVIDING FOR FINDINGS OF FACT, FOR CODIFICATION, FOR APPLICABILITY, FOR CONFLICT, FOR SEVERABILITY, AND FOR AN EFFECTIVE DATE.
Ordinance No. 5-26-74

10. MISCELLANEOUS BUSINESS

None.

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

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER

13. ADJOURNMENT

This meeting will be live-streamed and videotaped. The video recording will be posted within four business days on the City's website. To access live or recorded videos, visit www.coab.us/live.

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

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

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

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk’s Office at (904) 247-5821 or at City Hall, 800 Seminole Road, Atlantic Beach, FL 32233, no later than 5:00 PM on the Thursday prior to the meeting.

MINUTES
Special Meeting of the City Commission
Tuesday, January 6, 2026 - 6:00 PM
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION
CALL TO ORDER

Mayor Ford called the meeting to order at 6:00 PM. CC Bartle called the roll.

ATTENDANCE:

Present:	Curtis Ford, Mayor - Seat 1 (At Large)
	Bruce Bole, Commissioner - Mayor Pro Tem Seat 2 (District 1308)
	Thomas Grant, Commissioner - Seat 3 (District 1307)
	Candace Kelly, Commissioner - Seat 4 (District 1306)
	Jessica Ring, Commissioner - Seat 5 (District 1312)
Also Present:	William B. Killingsworth, City Manager (CM)
	Kevin Hogencamp, Deputy City Manager (DCM)
	Jason Gabriel, City Attorney (CA)
	Donna Bartle, City Clerk (CC)
	Ladayija Nichols, Deputy City Clerk (DCC)

1. CALL TO ORDER AND ROLL CALL

2. MISCELLANEOUS BUSINESS

A. Introduction and Preliminary Comments from the Commission

CM Killingsworth announced his resignation following discussions with the Mayor and stated his intent to assist with a smooth transition. The Mayor stated that the resignation was not related to performance issues or recent matters and noted several accomplishments during the CM's tenure. It was acknowledged that leadership changes may occur during periods of progress.

B. Public Comments

The following speakers provided their comments:

Cindy Anderson
Carolyn Zisser
Penny Kamish
Bruce Andrews
Nancy Staats

DRAFT

Lisa Herrold
Susanne Barker
Jane Wytzka
Chip Drysdale
Brinkley Harrell
Mark Gabrynowicz
Don Wolfson
Ellen Glasser
Amy Rose

The following individual chose not to speak but submitted a comment card:

Mitch Reeves

C. RESOLUTION NO. 26-12
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING AND AUTHORIZING THE EXECUTION OF A SEPARATION OF EMPLOYMENT AND GENERAL RELEASE AND WAIVER AGREEMENT WITH THE CITY MANAGER; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT AND ANY RELATED DOCUMENTS AND PERFORM THE ACTS NECESSARY TO EFFECTUATE THE TERMS RELATED THERETO, INCLUDING BUT NOT LIMITED TO EXECUTION OF THE SEPARATION OF EMPLOYMENT AND GENERAL RELEASE AND WAIVER AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution (No.) 26-12.

Motion: Bruce Bole
Second: Thomas Grant

Mayor Ford explained the resolution, followed by Commission discussion and expressions of appreciation for the City Manager's service.

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

Motion passed 4 to 1.

Mayor Ford noted that the search committee formation and selection process would be discussed at the next regular meeting.

DRAFT

3. ADJOURNMENT

The meeting adjourned at 7:07 p.m.

Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

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: January 21, 2026

MEETING DATE: January 26, 2026

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 2026 town hall meetings have been scheduled for:

- Saturday, January 24 at Jordan Community Center
- Saturday, April 18 in the Commission Chamber
- Saturday, July 18 at Gail Baker Community Center
- Saturday, October 17 at the Adele Grage Cultural Center

BUDGET: None

RECOMMENDATION: Accept the 90-Day Calendar for January 2026-March 2026 by consensus

ATTACHMENT(S): City Commission 90-Day Calendar (January 2026-March 2026)

REVIEWED BY CITY MANAGER: Kevin Hogencamp

CITY COMMISSION

January 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 City Offices Closed New Year's Day	2	3
4 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	5	6	7	8 Code Enforcement Special Magistrate 2 pm	9 Brush Up Paint Class 6 pm (Adele Grage)	10
11 Farmers Market 10 am-2 pm (Russell Park)	12 City Commission 6:00 pm (Invoc-Ford)	13 Arts, Recreation, Culture Committee 6 pm	14 Environmental Stewardship Cmte. 6 pm	15	16 Arbor Day	17
18 Farmers Market 10 am-2 pm (Russell Park)	19 City Offices Closed Martin Luther King Jr. Day Martin Luther King Celebration (St Paul By The Sea) 11 am	20 Community Development Board 6 pm	21	22	23	24 Town Hall Meeting 10 am (Jordan Park)
25 Farmers Market 10 am-2 pm (Russell Park)	26 City Commission 6:00 pm (Invoc-Bole)	27	28 Environmental Stewardship Cmte. 6 pm	29	30	31

CITY COMMISSION

February 2026

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	2	3	4	5	6 Blood Drive Noon-5pm	7
8 Farmers Market 10 am-2 pm (Russell Park)	9 City Commission 6:00 pm (Invoc-Grant)	10 Arts, Recreation, Culture Committee 6 pm	11 Environmental Stewardship Cmte. 6 pm	12	13	14
15 Farmers Market 10 am-2 pm (Russell Park)	16 City Offices Closed President's Day	17 Community Development Board 6 pm	18	29	20	21
22 Farmers Market 10 am-2 pm (Russell Park)	23 City Commission 6:00 pm (Invoc-Kelly)	24	25 Environmental Stewardship Cmte. 6 pm	26 Pension Boards 6 pm	27	28

CITY COMMISSION

March 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Commission-ESC Priority-Setting Workshop & Commission Chapter 23 Workshop 6pm	3	4 Code Enforcement Special Magistrate 2 pm	5	6	7
8 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	9 City Commission 6:00 pm (Invoc-Ring)	10 Arts, Recreation, Culture Committee 6 pm	11 Environmental Stewardship Cmte. 6 pm	12	13 Brush Up Paint Class 6 pm (Adele Grage)	14 Wild Wonders 11 am (Dutton Island Preserve)
15 Farmers Market 10 am-2 pm (Russell Park)	16	17 Community Development Board 6 pm	18	19	20	21 Wild Wonders 11 am (Dutton Island Preserve)
22 Farmers Market 10 am-2 pm (Russell Park)	23 City Commission 6:00 pm (Invoc-Ford)	24	25 Environmental Stewardship Cmte. 6 pm	26	27	28 Centennial Americana Celebration TBD (Jack Russell Park)
29 Farmers Market 10 am-2 pm (Russell Park)	30	31				

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-01 authorizing the expenditure of $69,100 to Court Surfaces to repair the tennis courts and large basketball court at Jack Russell Park.

SUBMITTED BY: Amanda L. Askew, Neighborhoods Department Director

TODAY'S DATE: January 14, 2026

MEETING DATE: January 26, 2026

BACKGROUND: The Neighborhoods Department, Parks Division is proceeding with the planned repair and resurfacing of the tennis courts and basketball court at Jack Russell Park. Funding for this project was approved as part of the Fiscal Year 2025-26 budget. The existing courts are uneven, cracked, and exhibiting surface coating failure due to normal wear and weather exposure. Resurfacing the courts will prolong their service life and help ensure they remain safe, playable, and durable for public use. The project scope includes sanding and cleaning the existing surfaces, filling and repairing cracks, leveling uneven areas, and applying new textured coatings and finishes.

As Jack Russell Park contains all but one of the City's tennis courts, maintaining these facilities is a priority to ensure public safety and continued accessibility and enjoyment for residents. The proposed project includes the repair and resurfacing of the tennis courts and the large basketball court located within the park.

The City intends to contract with Court Surfaces through a cooperative purchasing agreement established by Lake County, Florida (Contract No. 22-721), which provides competitively priced services. Staff recommends awarding the contract to Court Surfaces for a total project cost of $69,100. This cost includes the repair and resurfacing of both the tennis courts and the large basketball court.

BUDGET: The budget for this project is available in the parks maintenance account 001-6020-572-34-00 in the amount of $69,100.

RECOMMENDATION: Adopt Resolution No. 26-01.

ATTACHMENT(S): Resolution No. 26-01

REVIEWED BY CITY MANAGER: Kevin Hogencamp

RESOLUTION NO. 26-01

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE EXPENDITURE OF $69,100 TO COURT SURFACES TO REPAIR AND RESURFACE THE TENNIS COURTS AND LARGE BASKETBALL COURT AT JACK RUSSELL PARK; 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 Neighborhoods Department, Parks Division budget includes the repair and resurfacing of the tennis courts and the large basketball courts areas at Jack Russell Park; and

WHEREAS, staff is utilizing the cooperative contract established by Lake County (contract 22-721) to obtain the best pricing; and

WHEREAS, the lowest pricing for the repair and resurfacing was provided by Court Surfaces quote in the amount of $69,100; and

WHEREAS, staff recommends carrying out the contract with Court Surfaces for the repair and resurfacing of the tennis courts and basketball court at Jack Russell Park.

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 expenditure of $69,100 to Court Surfaces utilizing funds from City's Parks Division 001-6020-572-34-00 to repair and resurface the tennis courts and large basketball court at Jack Russell Park.

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 26th day of January 2026.

Attest:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

ts

CITY OF ATLANTIC BEACH
CITY COMMISSION
STAFF REPORT

AGENDA ITEM: Resolution No. 26-13 authorizing the funds for continued work on the Inflow & Infiltration of the City's sewer collections system

SUBMITTED BY: Troy Stephens, Public Utilities Director

TODAY'S DATE: January 6, 2026

MEETING DATE: January 26, 2026

BACKGROUND: The Public Utilities Department is working to reduce the inflow and infiltration into the City's aging sewer system. Stormwater runoff and groundwater are entering the sewer system through cracks, broken laterals and offset pipe joints and this is resulting in higher flows and unnecessary treatment at the wastewater treatment plant.

The City contracted with USSI, LLC to provide inflow and infiltration (I & I) inspection services to assess the condition of the sewer collections system. The latest report involves the Saratoga Circle service area, and the findings identified the areas where stormwater is entering the sewer system. Out of the 141 manholes inspected, 123 issues were identified. Corrections involve placing a protective sealant inside the chimney of the manhole and installing an inflow defender dish to prevent stormwater intrusion into the wastewater collections system.

A report of the findings was sent to the utilities department, along with an estimate, dated October 2025, for protective sealing in the manhole chimneys and to install rain guards around the affected manholes in the amount of $50,960.00.

BUDGET: Adequate funds are available in the Public Utilities Fund Account No. 410-5506-535-6300. Project No. PU2505.

RECOMMENDATION: Approve the agreement with USSI, LLC for Saratoga Circle lift station service area repairs in the amount of $50,960.00 and authorize the City Manager to execute the agreement and associated purchase order.

ATTACHMENTS:

1. Resolution No. 26-13
2. Estimate from USSI, LLC
3. I & I Report from USSI, LLC
4. Saratoga Circle Sewer Mains Map

REVIEWED BY CITY MANAGER: Kevin Vogelsang

ts

RESOLUTION NO. 26-13

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE AGREEMENT FOR THE SARATOGA CIRCLE LIFT STATION SERVICE AREA REPAIRS; AUTHORIZING THE CITY MANAGER TO EXECUTE 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 is working to reduce the inflow and infiltration in the aging sewer system; and

WHEREAS, the Palm Avenue lift station area was completed April 2025; and

WHEREAS, the Saratoga Circle lift station area, consisting of 141 manholes, has been inspected and reports and findings for corrective actions on 123 have been received; and

WHEREAS, the company, USSI, LLC, returned a proposal to the Public Utilities Department in the amount of $50,960.00; and

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

Section 1. The City Commission hereby appropriates funds from City's Public Utilities Fund 410-5506-535-6300 for Project PU2505 in the amount of $50,960.00

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 26th day of January, 2026.

Attest:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

ts

USSI, LLC
752 Commerce Drive Suite 15
Venice, FL 34292 US
9419262646
dion@ussiusa.com

ussiusa.com

ADDRESS
City of Atlantic Beach
Attn: Steve Swann
800 Seminole Road
Atlantic Beach, FL 32233

Estimate 2379

DATE 10/20/2025

EXPIRATION DATE 11/20/2025

ACTIVITY	QTY	RATE	AMOUNT
ElastaSeal Install Clean Prep & Apply ElastaSeal (LS-E, LS L & LS-A)	123	300.00	36,900.00
Inflow Defender TPO PN#10101 Standard 25.50" and smaller (LS-E, LS L & LS-A)	96	85.00	8,160.00
Inflow Defender Max TPO PN#10102 TPO Inflow Defender Max 25.75" or larger (LS-E, LS L & LS-A)	19	100.00	1,900.00
Mobilization & Demobilization	1	3,500.00	3,500.00
Maintenance of Traffic	1	500.00	500.00
Seminole County Per: Seminole County Contract Agreement #IFB-604974-25/LAS	1	0.00	0.00

TOTAL $50,960.00

Accepted By

Accepted Date

ts

USSI Wastewater Inflow Abatement Technologies & Services

CELEBRATING 25 YEARS

SEWER SYSTEM EVALUATION STUDY - MIDNIGHT INVESTIGATION RESULTS

Atlantic Beach, FLORIDA

October, 2025

Prepared by:
USSI I&I Data Analysis Team

AIIM
ANNUAL INFLOW & INFILTRATION MAINTENANCE PROGRAM

752 Commerce Drive - Suite 15, Venice, Florida 34293; P: 941-926-2646 USSIusa.com

EXECUTIVE SUMMARY

USSI LLC. was contracted by the **City of Atlantic Beach** to do sewer investigations for several lift station areas in the City. USSI was hired to provide a full I&I Study for a Sewer System Evaluation Survey (SSES). The goal of the investigation was to determine if inflow and infiltration is present in the upstream gravity system of each lift station.

There were 2 area(s) investigated in FY 2025. A summary of the findings is as follows.

- 141 manholes plus 2 lift stations were noted
- Of the 141 manholes, all but 0 were found, inspected and GPSed.
- Most of the manholes are Precast
- Most of the chimneys are Brick
- 2 rings and covers need to be repaired/replaced immediately
- 11 rings and covers need to be raised
- 0 have a dish = most HDPE but not necessarily Defenders
- 3 manholes have root issues.
- 14 manholes showed some degree of corrosion as a result of hydrogen sulfide.
- Smoke testing revealed 28 openings in the areas that smoked and 0 were repaired with LDL plugs

List of Infiltrations	Number
Bench	7
Chimney	4
Chimney and Wall	5
Wall	31

Manholes by condition	Number
Condition 1-Rehab	1
Condition 2-Poor	79
Condition 3-Good	46

Number of pipes by size and type	8
Clay	30
Lined/CIPP	2
PVC	94

List of issues with inverts	Number
In Need of Repair	4
Underwater	1

List of Flows by Rate	Number
0" No Flow/Dry	47
1" Flow	37
2" Flow	22
3" Flow	6
4" Flow	6
7" Flow	12
Not Inspected	9
Surcharged	2

Reason why no dish was installed	Number
A-Dimension - include measurement below	6
Hinged Lid	10
Offset	1
Too Corroded	2

Introduction

Sanitary sewer lines serve a vital role in the health and safety of the public. Wastewater from the City of Atlantic Beach is transmitted through a series of gravity lines, lift stations and force mains that are designed to convey wastewater from homes and businesses to the wastewater treatment plant. Pipelines in the City were constructed starting in the 1960s and continued into the 1990s, and even today. The older pipe was vitrified clay that has the potential to crack and leak. Joints are especially susceptible to this kind of damage. Newer pipe appears to be either SDR35 PVC (1980s and potentially problematic due to thin walls and challenging connections) or C900 PVC (1990s to date). No truss pipe was noted.

Manholes and clean-outs are required for access and removal of material that may build up in the piping system. Manholes are used where there are changes in direction and/or size of the sewer pipe. They also serve as access sites for workers to perform maintenance or cleaning. Manholes are traditionally pre-cast concrete or brick. Brick was the method of choice until the late 1960s. In addition, the manhole cover may not seal perfectly, becoming another source of infiltration during a rain event or even from normal irrigation runoff. The newer manholes are all precast concrete.

Substantial savings in operations can be achieved by reducing the amount of wastewater that must be pumped and treated. Utilities have long dealt with the infiltration and inflow (I and I or InI) issues in their system by televising their pipes and identifying leak points, but this primarily addresses only the infiltration part of "I and I". Inflow, which creates hydraulic issues during rain events, leads to sanitary sewer overflows and can subject the utility to fines from regulatory agencies, and create publicity and legal issues when houses are damages from sewage backing up into houses and businesses. Inflow cannot be detected by television cameras. As a result, dealing with the inflow portion of I and I requires different means. Fortunately, the efforts to find and correct inflow are low cost and very basic which often leads to a more focused plan for infiltration correction program.

Where there are peaks in wastewater flows that match rainfall, inflow would appear to be a more likely candidate for the cause of the peaks than infiltration from pipes that are constantly under the water table (see **Figure 1**). The peaking that correlates with the rainfall is inflow, not infiltration since infiltration is part of the base flow that creeps upward with time. Infiltration looks much like the base flow but may vary with groundwater levels. The amount of inflow can be calculated (see **Figure 2**) Since it is assumed that fluctuations in baseflow were negligible, any changes between baseflow+infiltration were assumed to be a result of fluctuations in infiltration (see **Figure 3**)

FIGURE 1

Example of system with inflow issues

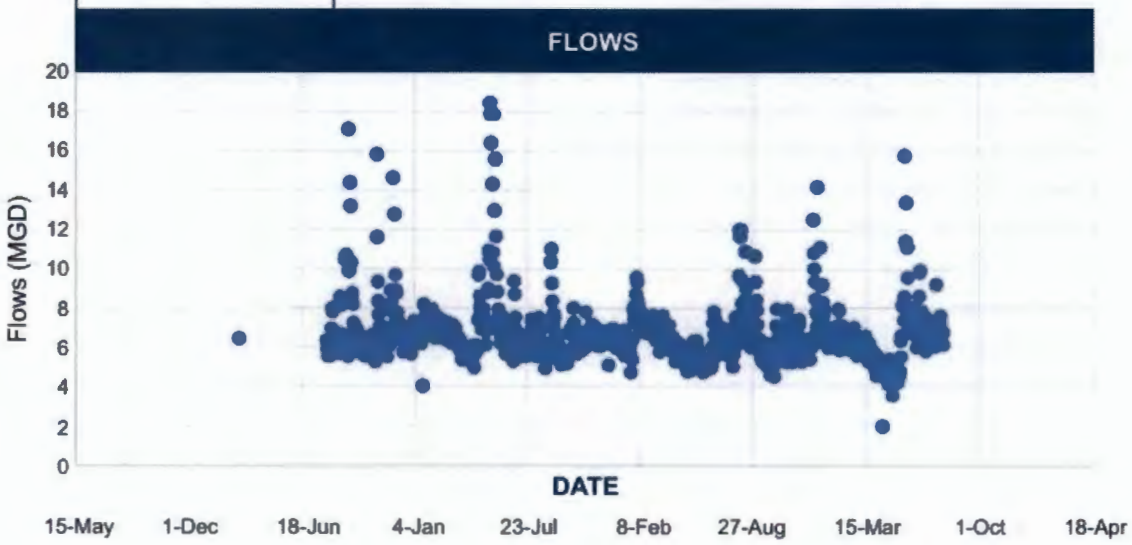


FIGURE 2

Comparison of rainfall verses flow for a South Florida Utility

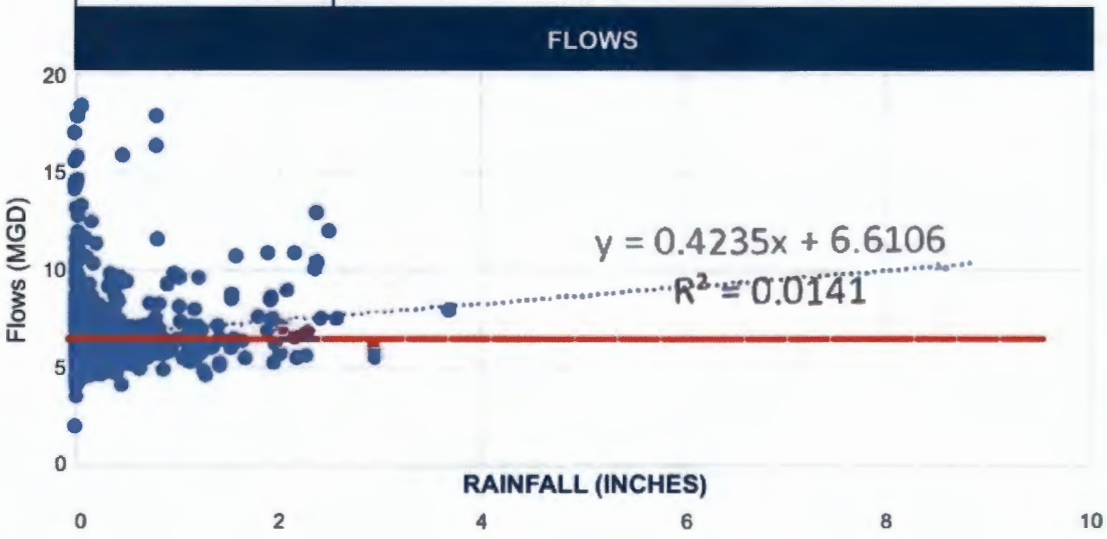
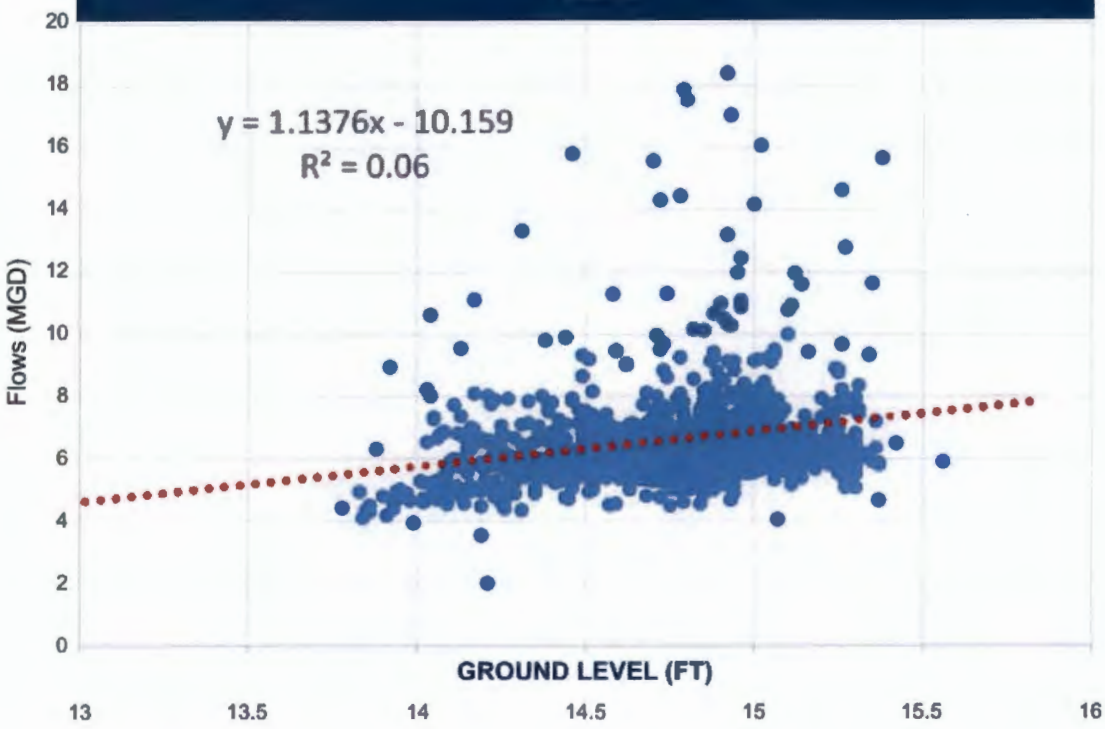


FIGURE 3

Flows verses groundwater



THERE IS A SECONDARY REASON TO ADDRESS INFLOW

As of July 1, 2020, there was a law that went effect in Florida that impacts utilities. The statute deals with many things: blue green algae; regulation of septic tanks (a problem throughout the state); and sanitary sewer overflows, and increases fines to overflows (SB712/HB1343). The latter makes utilities notice. Basically, the bill is a result of sanitary sewer overflows that flooded parts of Pinellas and Hillsborough Counties several years ago. Utilities must now report of efforts to reduce infiltration, inflow and the potential for overflows (SSO's). The bill does set up funds to help with the issue, but it also increases the penalties to utilities for sanitary sewer overflows from inflow. The City of Atlantic Beach is responsible for the planning, construction and maintenance of its lift stations and collection systems. Maintenance and repair of the sewer force main piping and gravity collection system includes excavation and repair of manholes, gravity piping, service connections and force mains. Age, pipe type, roadway conditions and other factors compromise sewer system capacity by creating the potential for infiltration and inflow into the sewer system and increasing the potential for overflows. Ongoing infiltration and inflow detection and elimination efforts are required to minimize excess water moving into the system since the total flows through the pipes directly translates to increased pumping and treatment costs. Unfortunately, because these pipelines are out of sight, funding to address potential repair and replacement needs can be challenging.

The City contracted with USSI, LLC., to provide I&I services to assess the condition of the piping in Lift station areas LS-E and LS-L; a total of 2 areas.

The inflow reduction program consists of the following:

- Inspection of all sanitary sewer manholes for damage, leakage, or other problems
- GIS mapping of manholes and problem areas
- Repair/sealing of chimneys in all manholes to reduce infiltration from the street during flooding events
- Installation of LDL(R) plugs where manholes in the public right-of-way or other portion of the utilityâ€™s system may be damaged
- Smoke testing of sanitary sewer system
- Identification of sewer system leaks, including those on private property (via location of smoke on private property)
- Low flow inspection event (Midnight Run)
- Determine if flow is significant Documentation of all problems in a report to utility that identifies problem, location and recommended repair

The first step was inspection of all sanitary sewer manholes for damage, leakage or other problems, which while seeming obvious, is often not performed. The manhole inspection documented condition, GPS location, ties to photographic data and some form of numbering if not currently available. Points that smoke during smoke testing are likewise photographed and GPS documented. LDL plugs are placed in cleanouts on public property.

Two items normally done as a part of the process were not accomplished:

- Repair of manhole walls in poor condition or exhibiting substantial leakage
- Installation of dishes in all manholes to prevent infiltration (riser prevent this)

The midnight run was performed under the supervision of a crew chief that has ample experience with this study (minimum 5 years experience with USSI). The goal of the midnight run is to identify where there is flow that should not exist. If flow is present under conditions where there should be no flow, consecutive manholes upstream are opened to determine where flow is initiated. Generally, a 2 inch wide bead of water is a limit of "significant" infiltration. No flow conditions are normally night-time since infiltration cannot be separated from base flow when assessing average daily flows.

Lift Station LS-E Details

Number of Manholes: 93
Number of inaccessible manholes: 11

- 1 rings and covers need to be repaired/replaced immediately
- 9 rings and covers need to be raised
- 0 have a dish = most HDPE but not necessarily Defenders
- 3 manholes have root issues.
- 3 manholes showed some degree of corrosion as a result of hydrogen sulfide.
- Smoke testing revealed 24 openings in the areas that smoked and 0 were repaired with LDL plugs

List of Infiltrations	Number
Bench	5
Wall	20

List of issues with inverts	Number
In Need of Repair	4
Underwater	1

Manholes by condition	Number
Condition 1-Rehab	1
Condition 2-Poor	44
Condition 3-Good	36

Reason why no dish was installed	Number
A-Dimension - include measurement below	5
Hinged Lid	8
Too Corroded	1

Number of pipes by size and type	8
Clay	30
Lined/CIPP	2
PVC	49

List of Flows by Rate	Number
0" No Flow/Dry	25
1" Flow	20
2" Flow	18
3" Flow	5
4" Flow	6
7" Flow	12
Not Inspected	6
Surcharged	1

Lift Station LS-E Details (Continued)

Manholes by Location	Number
Driveway	5
Grass	17
Parking Lot	1
Sidewalk	7
Street	51

Manholes by Reason For Maintenance	Number
Blockage	14
Sand	4

Manholes by Type	Number
Brick	22
Precast	59

Manholes by Chimney Type	Number
Brick	73
Concrete	8

Manhole ID	Manhole Flows To	Flow Increase
MH-A-661	MH-A-662	2"
MH-A-867	MH-A-866	5"
MH-A-653B	MH-A-653	2"
MH-A-839	MH-A-837	2"
MH-A-884	MH-A-885	8"
MH-A-842	MH-A-843	2"
MH-A-886	MH-A-844	1"
MH-A-843	MH-A-844	1"
MH-A-851	MH-A-850	2"
MH-A-850	MH-A-849	1"
MH-A-657	MH-A-658	2"
MH-A-855	MH-A-850	1"

Lift Station LS-L Details

Number of Manholes: 48
Number of inaccessible manholes: 2

- 1 rings and covers need to be repaired/replaced immediately
- 2 rings and covers need to be raised
- 0 have a dish = most HDPE but not necessarily Defenders
- 0 manholes have root issues.
- 11 manholes showed some degree of corrosion as a result of hydrogen sulfide.
- Smoke testing revealed 4 openings in the areas that smoked and 0 were repaired with LDL plugs

List of Infiltrations	Number
Bench	2
Chimney	4
Chimney and Wall	5
Wall	11

List of issues with inverts	Number

Manholes by condition	Number
Condition 2-Poor	35
Condition 3-Good	10

Reason why no dish was installed	Number
A-Dimension - include measurement below	1
Hinged Lid	2
Offset	1
Too Corroded	1

Number of pipes by size and type	8
Clay	0
Lined/CIPP	0
PVC	45

List of Flows by Rate	Number
0" No Flow/Dry	22
1" Flow	17
2" Flow	4
3" Flow	1
Not Inspected	3
Surcharged	1

Lift Station LS-L Details (Continued)

Manholes by Location	Number
Driveway	2
Grass	5
Street	39

Manholes by Reason For Maintenance	Number
Blockage	9
Sand	2

Manholes by Type	Number
Brick	2
Precast	43

Manholes by Chimney Type	Number
Brick	43
Concrete	2

Manhole ID	Manhole Flows To	Flow Increase
MH-A-877	MH-A-876	2"
MH-A-876	MH-A-902	5"

Night Flow Investigation I&I

USSI was asked to conduct a midnight run for LS-E and LS-L areas. The goal of the investigation was to determine if inflow and infiltration is present in the upstream gravity system of each lift station. The work was undertaken during dry, no rain conditions at night (generally from 12am -5am).

The procedure utilized for the investigation is as follows:

1. Review the manholes on the lift station area map
2. Determine a starting manhole that is upstream of the lift station, but downstream of other manholes. The goal is to pick a point where finding no flow eliminates opening many manholes.
3. Open manholes. If there is a 2 inch wide bead of water that is not wastewater and not intermittent, proceed upstream opening consecutive manholes until the bead disappears.
4. Identify the amount of flow in manholes by manhole number.
5. Note any change in flow by manholes (bead width, color, minerals, speed of flow)
6. Note any manhole defects (this is not the intent of the process but useful)
7. Estimate the flow by manhole
8. Identify which pipes should be televised
9. Write report and estimate total infiltration flow volume

Flow volume is based on the discharge formula for partially full open channels of circular shape:
Manning's equation is an empirical formula commonly used to estimate the volumetric flow rate (discharge) of water in open channels such as rivers, streams, and culverts. It is widely used in hydraulic engineering.

Discharge Equation (in SI units):

Where:
Q = Discharge (flow rate), in cubic feet per second
A = Cross-sectional area of flow, in square feet
n = Manning's roughness coefficient (dimensionless)
R_h = Hydraulic radius which is equal to A/P where
P = wetted perimeter, in feet
S = Slope of the energy grade line (offten the slope of the channel bottom), dimensionless

KEY CONCEPTS:

Hydraulic Radius:
Measures how efficiently a channel conveys flow; it is the ratio of area to wetted perimeter.
Roughness Coefficient
Depends on the channel material (e.g. concrete, gravel, vegetation).
Channel Slope:
Influences the driving force of the flow.

For a partially full pipe, the area and wetted perimeter are found by taking half the width of the bead of flow as T/2
$A=d^2(2\theta-\sin(2))/8$
where:
d = diameter of the pipe, in feet
θ = radians from the angle as follows:
$P = \theta d$
Flow is adjusted based on the speed of the pipe at the judgment of the engineer. Slope for 8" pipe is assumed to be 0.4%.
Pipes with flow increases from the previous manhole of 2" or greater are candidates for closer inspection (CCTV).

Midnight Run October 2025

Lift Station	Manhole ID	Flows To	Pipe Size	Flow Rate	Q (gallons per minute discharge)	Estimated Distance (feet)
LS-E	MH-A-653B	MH-A-653	8"	2"	0.14	287.99
LS-E	MH-A-657	MH-A-658	8"	2"	0.14	213.34
LS-E	MH-A-661	MH-A-662	8"	2"	0.14	372.10
LS-E	MH-A-839	MH-A-837	8"	3"	0.82	176.52
LS-E	MH-A-842	MH-A-843	8"	2"	0.14	338.94
LS-E	MH-A-843	MH-A-844	8"	4"	2.99	256.64
LS-E	MH-A-850	MH-A-849	8"	4"	2.99	254.03
LS-E	MH-A-851	MH-A-850	8"	2"	0.14	301.60
LS-E	MH-A-855	MH-A-850	8"	3"	0.82	249.28
LS-E	MH-A-867	MH-A-866	8"	7"	48.59	379.94
LS-E	MH-A-884	MH-A-885	8"	8"	166.72	252.60
LS-E	MH-A-886	MH-A-844	8"	3"	0.82	247.54
LS-L	MH-A-876	MH-A-902	8"	8"	166.72	252.30
LS-L	MH-A-877	MH-A-876	8"	3"	0.82	343.75

Atlantic Beach SSES – Graphical Summary Addendum

Visual representation of findings from the October 2025 Midnight Monitoring Report.

Figure 1. Manhole Condition Distribution

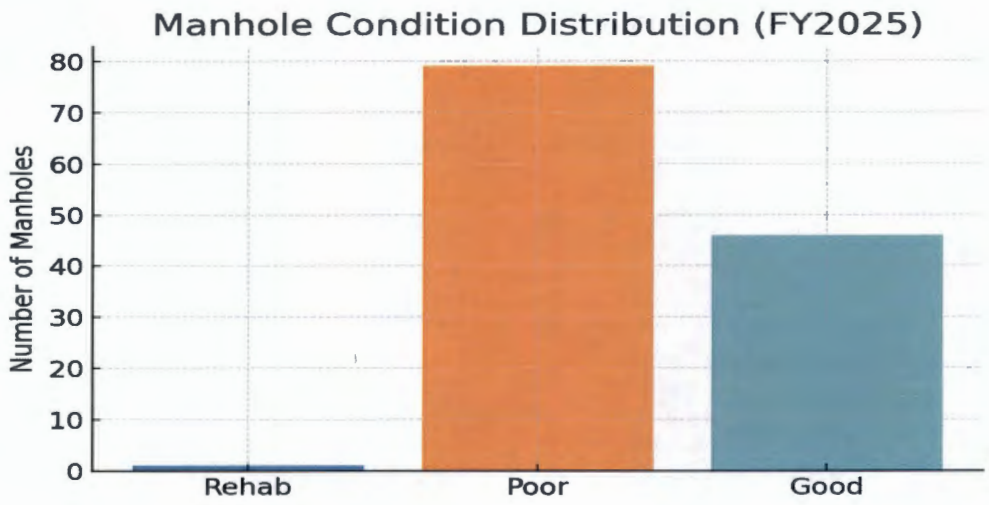


Figure 2. Sources of Infiltration

Figure 3. Flow Depth Distribution – Midnight Run

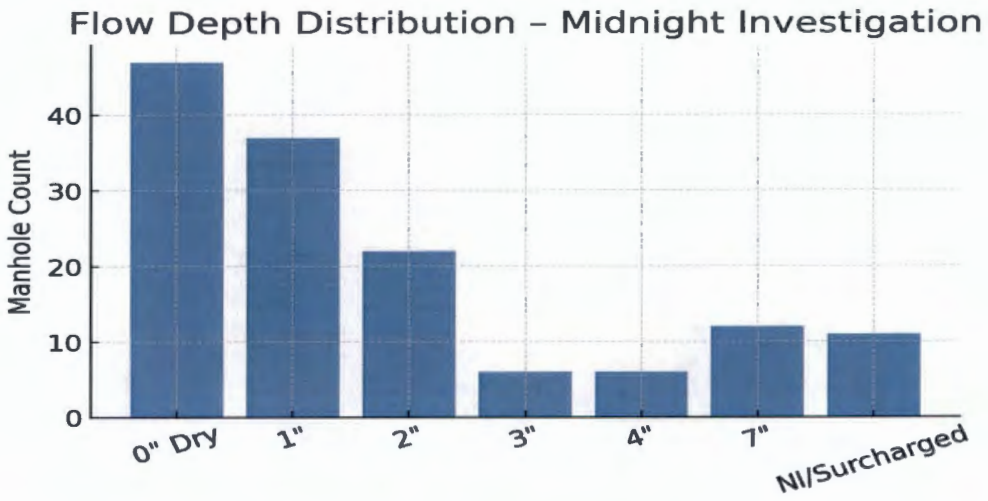


Figure 4. Pipe Material Composition

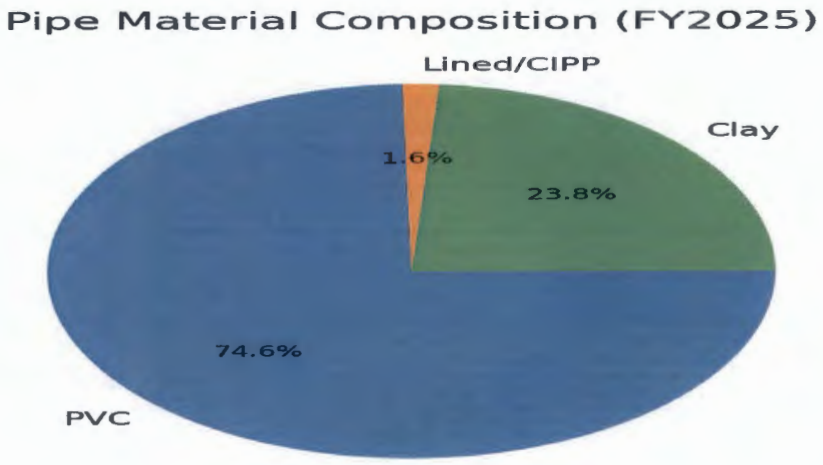
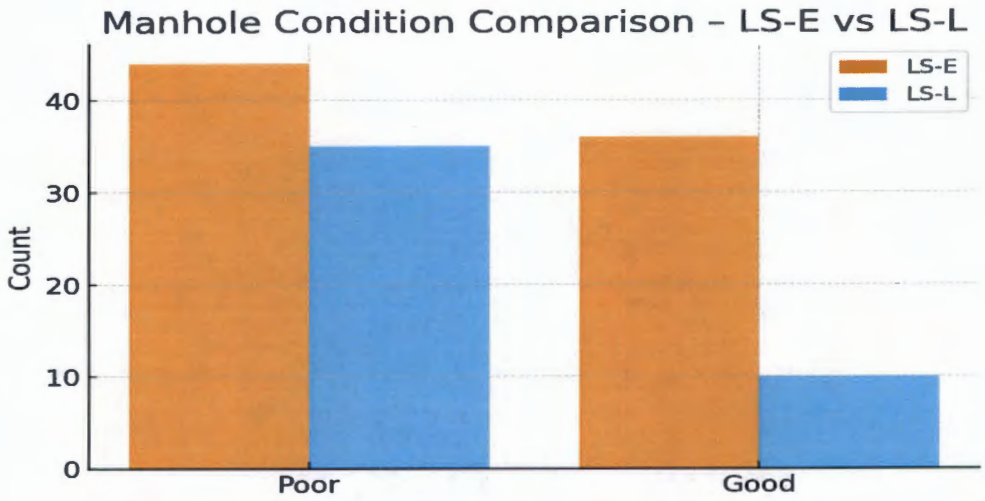
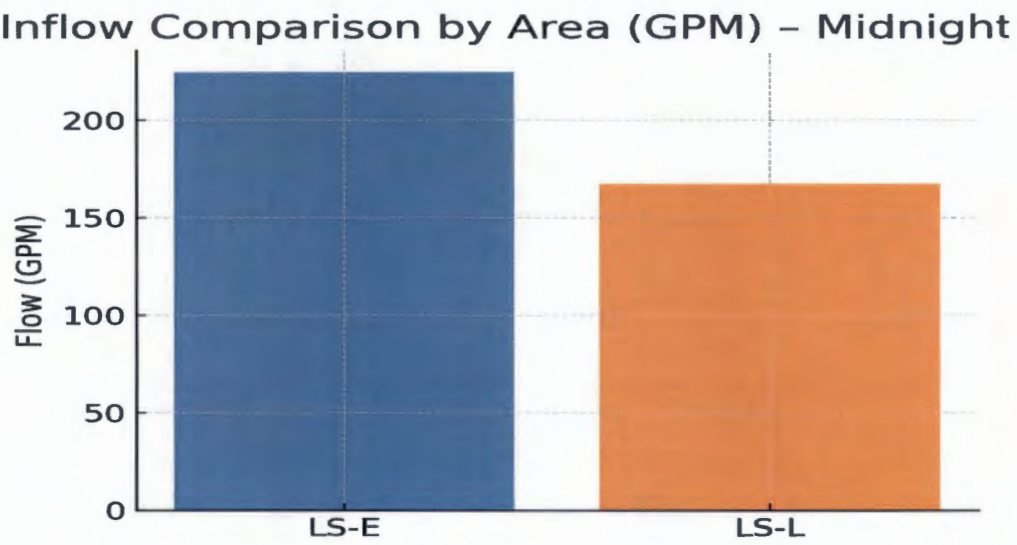


Figure 5. Manhole Condition Comparison – LS-E vs LS-L



Atlantic Beach SSES – Additional Flow Analysis

Figure 6. Inflow Comparison by Area (GPM) – Based on Midnight Run Data



Summary: Lift Station LS-E exhibits approximately 225 GPM of inflow, while LS-L shows about 168 GPM.T his indicates LS-E contributes roughly 57% of the total observed inflow volume between the two areas.


PS
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CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-11 accepting the donation of a Peace Pole from the Rotary Club of Jacksonville-Oceanside and approving its installation at Jack Russell Park.

SUBMITTED BY: Amanda Askew, AICP, Neighborhoods Department Director

TODAY'S DATE: January 15, 2026

MEETING DATE: January 26, 2026

BACKGROUND: The Rotary Club of Jacksonville-Oceanside has offered to donate a "Peace Pole" to the City of Atlantic Beach. Peace Poles serve as international monuments, currently planted in over 250,000 communities worldwide, and carry the universal message, "May Peace Prevail On Earth". This donation is intended to provide a visible symbol of peace and conflict resolution for the world family.

Jack Russell Park, specifically the area in the vicinity of the racquetball courts, has been identified as a suitable high-visibility location for the monument. The City Commission finds that this donation serves a valid public purpose and enhances the social quality of life for residents.

Key provisions of the resolution include:

- Installation: Authorization for the City Manager to coordinate final design and precise placement with the Rotary Club to ensure it fits park infrastructure.
- Relocation: The City retains the right to relocate the Peace Pole at any time based on future planning or operational needs, subject to City Commission approval.

BUDGET: The monument is being provided as a donation from the Rotary Club of Jacksonville-Oceanside.

RECOMMENDATION: Adopt Resolution No. 26-11.

ATTACHMENTS: Resolution No. 26-11
Schematic
Photo

REVIEWED BY CITY MANAGER: 

RESOLUTION NO. 26-11

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, ACCEPTING THE DONATION OF A PEACE POLE FROM THE ROTARY CLUB OF JACKSONVILLE-OCEANSIDE; APPROVING ITS INSTALLATION AT JACK RUSSELL PARK; ESTABLISHING CONDITIONS FOR ITS MAINTENANCE AND RELOCATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Rotary Club of Jacksonville-Oceanside has generously offered to donate a "Peace Pole" to the City of Atlantic Beach as a visible symbol of the hopes and dreams of the world family for peace and conflict resolution; and

WHEREAS, Peace Poles carry the universal message, "May Peace Prevail On Earth," and serve as international monuments to peace planted in more than 250,000 communities worldwide; and

WHEREAS, the City of Atlantic Beach recognizes the value of direct community support and the positive impact such symbols have on the aesthetic and social quality of life for its residents; and

WHEREAS, Jack Russell Park has been identified as a suitable high-visibility location for the installation of this monument; and

WHEREAS, the City Commission finds that accepting this donation serves a valid public purpose and promotes the civic well-being of the community.

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

Section 1. The City of Atlantic Beach officially accepts the donation of the Peace Pole from the Rotary Club of Jacksonville Oceanside.

Section 2. The City Commission hereby approves the installation of the Peace Pole at Jack Russell Park, specifically in the vicinity of the racquetball courts.

Section 3. The City Manager or his designee is authorized to coordinate with the Rotary Club on the final design and precise placement to ensure the installation fits appropriately within the park's infrastructure.

Section 4. The acceptance and placement of the Peace Pole are subject to the following caveat: the Peace Pole is subject to relocation at any time based on the City's future planning and operational needs, provided such relocation is approved by the City Commission.

Section 5. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 12th day of January, 2026.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney


May Peace Prevail On Earth

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-15 authorizing the Police Department to enter into a radio services agreement with the City of Jacksonville for P25 radio communications operations.

SUBMITTED BY: Victor Gualillo, Chief of Police

TODAY'S DATE: January 20, 2026

MEETING DATE: January 26, 2026

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

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

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

Retroactively, commencing on October 1, 2025, the City of Atlantic Beach is required to pay a fixed monthly fee of $35.40 per unit for the services set forth in this Agreement. This fixed monthly fee includes the allocated costs for P25 system expenses and maintenance, Radio Shop services and support, and JEA tower leases and services.

BUDGET: The approximate annual cost for this radio service is $45,000. This expenditure is in the Fiscal Yeaer 2025-26 Police Department budget.

RECOMMENDATION: Adopt Resolution No. 26-15.

ATTACHMENT(S): Resolution No. 26-15
City of Jacksonville Radio Services Agreement

REVIEWED BY CITY MANAGER: Kevin Hogencamp

RESOLUTION NO. 26-15

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO A RADIO SERVICES AGREEMENT WITH THE CITY OF JACKSONVILLE FOR P25 RADIO COMMUNICATIONS OPERATIONS. 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 of Atlantic Beach (COAB) currently operates police radio communications through the City of Jacksonville (COJ) P25 radio system and relies on the COJ for repeaters and other infrastructure to operate the radio system; and

WHEREAS, most of the radios used by the COAB are within the Police Department and are relied on daily for communications; and other departments within the city have radios which function on the City of Jacksonville P25 radio system and are available to them in emergency situations; and

WHEREAS, the COJ radio system provides the Police Department with inter-operability between other law enforcement agencies that is paramount to public safety during critical incidents; and

WHEREAS, the COAB and COJ enter into a Radio Services Agreement which sets the terms and rate for a specified time frame, thus being retroactive to October 1, 2025; and

WHEREAS, the estimated $45,000 total cost per the fixed monthly fee of $35.40 per unit is allocated in the Fiscal Year 2025-26 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 City Manager to execute the Radio Services Agreement with the City of Jacksonville, retroactive to October 1, 2025.

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

PASSED AND ADOPTED by the City of Atlantic Beach this 26th date of January, 2026.

Attest:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

RADIO SERVICES AGREEMENT
BETWEEN
CITY OF ATLANTIC BEACH
AND
THE CITY OF JACKSONVILLE
FOR
P25 RADIO SYSTEM RADIO COMMUNICATIONS OPERATIONS

This Agreement is dated the ___ day of _____, 2026, retroactive to October 1, 2025 (the "Effective Date"), between the **CITY OF ATLANTIC BEACH**, a municipal corporation in Duval County, Florida ("Atlantic Beach") and the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the laws of the State of Florida and located in Duval County, Florida (the "City").

RECITALS

WHEREAS, Atlantic Beach requires the use of daily communication operations to effectively and efficiently communicate with its personnel and maintain the security of such personnel, its tenants, and the public at large; and

WHEREAS, the City's Technology Solutions Department ("TSD") permits other local government agencies to access its P25 Radio System ("P25 System") for daily radio communications operations; and

WHEREAS, Ordinance 2013-424-E authorizes the Director of the TSD, on the Mayor's behalf, and the Corporation Secretary to execute and deliver Standard Radio Services agreements and amendments with independent agencies and other local government entities without any further action by City Council, upon approval by the Mayor's Budget Review Committee; and

WHEREAS, on October 27, 2025, the Mayor's Budget Review Committee approved the City's TSD's request to enter into a radio services agreement with Atlantic Beach.

NOW THEREFORE, in consideration of the covenants set forth in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows.

1. **Incorporation of Recitals**. The parties acknowledge and agree that the recitals set forth above are true and correct and are incorporated herein by this reference.

2. **Obligations of the City**. The City shall provide Atlantic Beach with (i) daily, continuous access to the P25 System for all compatible radio units managed by Atlantic Beach ("Units"), and (ii) **Radio Services and Support** for the Units, as more particularly described in **Exhibit A** to this Agreement, which exhibit is attached and incorporated herein by this reference.

3. **Activation Processes.** Atlantic Beach will advise the City in writing (by email or otherwise) anytime it wishes to activate or deactivate a Unit. The City shall promptly fulfill such request.

Atlantic Beach shall report to the City, within fifteen (15) days after the end of each calendar month, the number of Units it deems to have been active on the P25 System for the preceding calendar month. A Unit will be deemed active if it is capable of accessing the P25 System (not whether it in fact uses the P25 System). Atlantic Beach's monthly report will be compared to, and reconciled against, reports generated by the City showing which Units are in fact active on the P25 System during that month. For billing purposes, a Unit will be considered an "Active Unit" if: (i) the Unit is shown as active on the P25 Network at any time during the calendar month, (ii) Atlantic Beach requested the City to activate the Unit prior to or during that month, and (iii) for previously active Units, the City did not receive a deactivation request prior to the commencement of that month.

4. **Monthly Fees**.

(a) Commencing October 1, 2025, Atlantic Beach shall pay the City a fixed monthly fee of **$35.40 per Unit** for the services set forth in this Agreement. This fixed monthly fee includes the allocated costs for P25 system expenses and maintenance, Radio Shop services and support, and JEA tower leases and services.

(b) The fixed monthly fee shall apply to all Units accessing the P25 System, regardless of whether the Units have been upgraded to P25 standards.

5. **Invoicing and Payment.** Prior to receiving payment from Atlantic Beach, the City shall submit an invoice to Atlantic Beach specifying the number of Active Units during the payment period and the payment requested. Atlantic Beach shall certify that the required services have been satisfactorily and timely completed. After confirmation of satisfactory completion of the deliverables, the invoice shall be submitted for payment. Payment shall be made by Atlantic Beach in accordance with the Florida Prompt Payment Act.

Units that were active on the P25 System for a partial month will be billed as if they were active for the entire month (i.e., the service fees will not be prorated).

6. **Minimum Payment**. Atlantic Beach may increase or decrease the number of Active Units as it deems appropriate. However, subject to the provisions in Sections 5 and 7 herein, Atlantic Beach agrees that the average monthly payment for services hereunder shall not fall below **$1,250.00** from the Effective Date through September 30, 2026. This average monthly payment is required to ensure that the P25 System remains adequately funded as an ongoing concern. The rates provided in Section 4 of this Agreement are conditioned on Atlantic Beach's agreement to the minimum payment.

7. **Maximum Indebtedness**. As required by Section 106.43, *Jacksonville Ordinance Code*, the City's maximum indebtedness for all fees, reimbursable items, or other costs for the services provided by the City shall be a fixed monetary amount not-to-exceed ZERO AND NO/100

DOLLARS ($0.00).

8. **Term; Events of Default; Termination**.

(a) Term. The term of this Agreement shall commence on the Effective Date and shall expire on September 30, 2026, unless sooner terminated as provided herein. This Agreement may be renewed for three (3) additional one (1) year terms upon mutual agreement of the parties in writing. Any subsequent renewals shall set forth any revisions to the monthly service fee.

(b) Events of Default. The occurrence of any one or more of the following events prior to the expiration of this Agreement shall constitute an "Event of Default" hereunder: (i) failure to pay any sum of money becoming due under this Agreement, which such default continues for fifteen (15) days after written notice thereof; or (ii) failure to perform or observe any material term, covenant or condition of this Agreement, which such default continues for thirty (30) days after written notice thereof.

(c) Termination Upon Event of Default. Upon the occurrence of an Event of Default, the non-defaulting party, at its sole and absolute election, may terminate this Agreement and exercise all rights and remedies it may have at law or in equity.

(d) Termination for Non-Appropriation of Funds. Notwithstanding anything in this Agreement to the contrary, all obligations of Atlantic Beach herein are conditioned upon: (1) the prior receipt by Atlantic Beach of, and authorization to expend, such funds from applicable federal, state or local sources; and (2) the appropriation of such funds by Atlantic Beach. In the event any of the foregoing prerequisite events do not occur, then this Agreement shall automatically terminate, and thereafter both parties shall have no further rights, obligations or liabilities under this Agreement. Atlantic Beach hereby represents that it has adequate funding and approvals to fulfill its obligations under this Agreement through **September 30, 2026.**

9. **Notice**. All notices to be made pursuant to this Agreement shall be delivered by hand delivery, with proof of delivery, or certified mail, return receipt requested, to the following addresses (or such other address as may be designated in writing pursuant to this Section 9):

To Atlantic Beach:	Victor L. Gualillo Chief of Police Atlantic Beach Police Department 800 Seminole Road Atlantic Beach, FL 32233
To the City:	Tom Ossi Technology Contract and Records Manager City of Jacksonville Technology Solutions Department 214 N. Hogan Street, 9th Floor Jacksonville, FL 32202

10. **Assignment.** This Agreement and the rights and obligations herein may not be assigned, in whole or part, by either party without the prior written approval of both parties.

11. **Venue; Applicable Law**. The parties acknowledge, consent and agree that all legal actions or proceedings arising out of or related to this Agreement shall be initiated in a state or federal court in Duval County, Florida having competent jurisdiction. This Agreement shall be governed by, construed and enforced in accordance with the laws of the State of Florida.

12. **Severability**. Except as expressly provided to the contrary herein, each section, part, term or provision of this Agreement shall be considered severable, and, if for any reason, any section, part, term or provision herein is determined to be invalid, or contrary to or in conflict with any existing or future law, rule or regulation by a court or governmental agency having competent jurisdiction, such determination shall not impair the operation of or have any other effect on the remaining sections, parts, terms or provisions of this Agreement, which shall continue to be given full force and effect and bind the parties, and such invalid sections, parts, terms or provisions shall not be deemed to be a part of this Agreement.

13. **Waiver**. No waiver of any term of or obligation pursuant to this Agreement may occur or be enforced unless it is signed by both parties. The failure or delay by either party in asserting any of its rights or remedies as to any default hereunder shall not constitute a waiver of such default or any other default or of related rights or remedies.

14. **Independent Contractor**. The parties acknowledge and agree that the City shall be acting in the capacity of an independent contractor and not as an agent, employee, partner, joint venturer, representative or associate of Atlantic Beach.

15. **Headings**. The headings and titles to sections herein are for convenience of reference and shall not be deemed to limit or alter any provision hereof.

16. **Counterparts.** This Agreement may be executed electronically and in several counterparts, each of which shall be deemed to be an original, and all of such counterparts together shall constitute one and the same instrument.

17. **NO WARRANTIES.** THE CITY HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, WITH RESPECT TO THE SERVICES PROVIDED UNDER THIS AGREEMENT, INCLUDING THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

18. **LIMITATIONS OF LIABILITY.** NOTWITHSTANDING ANY PROVISION HEREIN TO THE CONTRARY:

(A) THE PARTIES ACKNOWLEDGE THAT THE P25 SYSTEM, LIKE ANY RADIO NETWORK, IS SUBJECT TO PERIODIC INTERRUPTIONS, CAPACITY CONSTRAINTS AND COVERAGE LIMITATIONS;

(B) THE CITY'S TOTAL LIABILITY FOR BREACH OF CONTRACT, NEGLIGENCE OR ANY OTHER CLAIM ARISING IN CONNECTION WITH THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT OF SERVICE FEES DUE TO THE CITY FOR THE MONTH(S) IN WHICH THE CLAIM AROSE;

(C) IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER FOR ANY SPECIAL, CONSEQUENTIAL OR INCIDENTAL DAMAGES; AND

(D) NO PROVISION IN THIS AGREEMENT SHALL BE CONSTRUED AS A WAIVER OF A PARTY'S SOVEREIGN IMMUNITY BEYOND THE LIMITED WAIVER IN SECTION 768.28, FLORIDA STATUTES.

19. **System User Meetings.** The City shall meet with Atlantic Beach at least bi-annually regarding P25 Radio System costs, changes or upgrades and shall provide Atlantic Beach with notice of the same. The City will not make any significant changes or upgrades to the P25 Radio System without obtaining input from Atlantic Beach and other P25 Radio System users on any such changes or upgrades.

20. **Entire Agreement.** This Agreement constitutes the entire understanding and agreement between the parties with respect to the subject matter hereof and supersedes all prior negotiations, representations, agreements and understandings, oral or written, between them with respect to such subject matter.

[Remainder of page left blank intentionally. Signature page follows immediately.]

IN WITNESS WHEREOF, the parties are signing this Agreement the day and year first written above.

Witness

By: _____
Adrianna Walsh
Executive Assistant to City Manager

Form Approved:

By: _____

CITY OF ATLANTIC BEACH

By: _____
Kevin Hogancamp
City Manager

Witness

By: _____
Thomas Ossi
Technology Contract & Records Manager

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

By: _____
Wanyonyi Kendrick
Director Technology Solutions
On behalf of the Mayor, pursuant to Ordinance 2013-424-E

Form Approved:

By: _____
Office of General Counsel

ATTEST:

By: _____
James R. McCain, Jr.
Corporation Secretary

GC-#1729765-v1-2026_Radio_Services_Agreement-Ordinance_2013-424-E-Atlantic_Beach.docx

Encumbrance and funding information for internal City of Jacksonville use:

1Cloud Account for Certification of Funds	Amount
N/A	$0.00

City of Jacksonville - Total Maximum Indebtedness: $0.00

This above stated amount is the maximum fixed monetary amount of the foregoing Contract. It shall not be encumbered by the foregoing Contract. It shall be encumbered by one (1) or more subsequently issued purchase order(s) that must reference the foregoing Contract. All financial examinations and funds control checking will be made at the time such purchase order(s) are issued.

In accordance with Section 24.103(e), of the *Jacksonville Ordinance Code*, I do hereby certify that there is an unexpended, unencumbered and unimpounded balance in the appropriation sufficient to cover the financial obligations in the foregoing Contract; provided however, this certification is not nor shall it be interpreted as an encumbrance of funding under this Contract and it is subject to future appropriations. Actual encumbrance[s] shall be made by subsequent purchase order[s], as specified in said Contract.

_____
Director of Finance
City Contract No. 72348-26

Exhibit A
COJ'S Radio Services and Support

Description

COJ's Radio Services and Support provides consolidated 2-way radio communications for portable and mobile radio coverage throughout Duval County and the five (5) neighboring counties through the use of P25 technology. P25 is a suite of standards for digital radio communications for use by federal, state and local public safety agencies to enable them to communicate with other agencies and mutual aid response teams in emergencies. The Radio system consists of a multi-channel, multi-site simulcast trunked radio network supporting approximately 10,000 radio subscriber units.

COJ's Radio Services & Support consists of two core cost areas:

Radio Shop Services & Support Costs
Provide consolidated radio services and support across all participating agencies for communication towers, radios, microwave, and public safety communication systems. Radio equipment and infrastructure services include:

- Equipment installation
- Replenishment of accessories including chargers, batteries, earpieces and clips
- Radio subscriber programming and changes
- Equipment swaps including mobile radios
- Electronic repair
- Radio system design & consulting
- Custom vehicle installation
- Coordination with vendors regarding warranty & non-warranty repairs
- Special Events communication support
- Police car camera and radio installations

P25 Radio System Maintenance & Support Costs
Serve as leading agency for the State of Florida Interoperability Communication Committee for Region 3. This project is a statewide effort to provide a seamless communications network for all State, local and municipal agencies. It includes the strategic vision to build infrastructure capacity to accommodate counties and municipalities that can leverage the existing systems. The communication system is a very high frequency, based on P25 technology and digital network with a backhaul consisting of a microwave and fiber. Provide support for the following items:

- P25 radio network
- Infrastructure repairs
- Towers and tower sites
- Software upgrades
- Server Hardware refresh
- Consoles attached to COJ's P25 radio network (24 x7 support and repair)

How to Obtain Services

Contact 904-255-1818 or email ITDServiceDesk@coj.net

Coverage Hours

Drive Up Bay Hours: 7:00 AM – 4:30 PM, Monday through Friday, excluding City holidays.

Business Support Hours: 24 x 7

Technology Solutions Radio Services provides on-call support with a one hour response time on Holidays, Weekends and After-Hours.

FAQ

How do you track your work orders? All radio service request tickets are tracked in TSD's ticketing system.

How do you manage your assets? All radio equipment assets are tracked and managed within the Technology Asset system.

What type of radios do you repair? Portable Radios - hand held, and Mobile Radios – mounted in vehicles.

Where do you repair the radios? We repair in-house where possible or send out for repair when needed.

Do you have spare radios for your customers? The City Radio Shop maintains a limited inventory of P25 radio replacements. Some of our customers: JFRD, JSO, School Board and JEA have their own replacement radios stored at the radio shop and are given a replacement radio when a broken unit is being repaired.

Do you provide training on radios? Customers are given one-on-one training upon request at the Radio Shop.

Do the P25 Radios have warranty and if so how long and what does it cover? Yes, the warranties on radios are two years from date of purchase and cover everything except physical damage by the customer.

Updated: 10/27/2025

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Ordinance No. 5-26-74, modifying Chapters 2, 6 and 7, and creating a new Article in Chapter 2 for the purpose of moving city fees into one chapter.

SUBMITTED BY: Amanda L. Askew, AICP, Neighborhoods Department Director, and Donna Bartle, MMC, City Clerk

TODAY'S DATE: January 15, 2026

MEETING DATE: January 26, 2026

BACKGROUND: The City of Atlantic Beach Code of Ordinances currently contains fees and charges that are dispersed across multiple chapters and sections. This structure has resulted in administrative inefficiencies and has made it more difficult for staff and the public to easily locate and understand applicable fees.

To improve clarity, transparency, and efficiency, the City seeks to relocate existing fees from various sections of the Code into a single, centralized location within Chapter 2 as those sections are amended and updated. This approach will provide a consistent and streamlined framework for future fee adjustments.

Additionally, several existing fee schedules have not been updated for an extended period. Specifically, the fees and charges related to public records contained in Section 2-368 have not been adjusted since 2002. Staff desires to update these fees to the maximum amounts authorized under Florida Statutes Chapter 119 to ensure compliance with state law and to better recover associated administrative costs.

The Building Division fee schedule was last updated in 2009. Over time, the cost of providing building permit reviews, inspections, re-inspections, and administrative services has increased. The current fee structure is no longer sufficient to fully cover the costs associated with these essential functions.

Staff presented this ordinance for discussion at the January 12 Commission meeting; however, no comments or feedback were received from the Commission at that time.

This ordinance does not require a business impact statement.

BUDGET: None

RECOMMENDATION: Approve Ordinance No. 5-26-74 for first read.

ATTACHMENT(S): Ordinance No. 5-26-74
Exhibit A

REVIEWED BY CITY MANAGER: Kevin Hogencamp

ORDINANCE NO. 5-26-74

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, CREATING A NEW ARTICLE IX – CITY FEES, DIVISION I, GENERAL ADMINISTRATIVE FEES, SECTIONS 2-450 THRU 2-499 AND DIVISION II BUILDING CODE FEES, SECTIONS 2-500 THRU 2-519 IN CHAPTER 2 -ADMINISTRATION OF THE ATLANTIC BEACH CODE OF ORDINANCES; THE PURPOSE IS TO MOVE CITY FEES INTO ONE CHAPTER; MODIFYING CHAPTER 6, BUILDING AND BUILDING REGULATIONS, ARTICLE II BUILDING CODE, SECTION 6-26 SCHEDULE OF BUILDING PERMIT FEES; ARTICLE III ELECTRIC CODE, SECTION 6-37 SAME-FEES; ARTICLE IV PLUMBING CODE, SECTION 6-59 SAME – FEES; ARTICLE V MECHANICAL CODE, SECTION 6-77 INSPECTION FEES; CHAPTER 7 – FIRE PREVENTION AND PROTECTION, ARTICLE II – FIRE PREVENTION AND LIFE SAFETY SECTION 7-30 FEES, CHAPTER 2 – ADMINISTRATION, ARTICLE VII – FINANCE, SECTION 2-368 FEES AND CHARGES BY DELETING THE FEES IN THESE SECTIONS AND REFERENCING THE NEW ARTICLE IX IN CHAPTER 2 WHERE THE FEES WILL BE RELOCATED; PROVIDING FOR FINDINGS OF FACT, FOR CODIFICATION, FOR APPLICABILITY, FOR CONFLICT, FOR SEVERABILITY, AND FOR AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach Code of Ordinances currently contains fees set forth in multiple chapters, which can create confusion and inefficiency in administration and public understanding; and

WHEREAS, the City of Atlantic Beach desires to relocate fees currently set forth in various sections of the Code into a single, centralized location within Chapter 2 as such Code sections are amended and updated; and

WHEREAS, the fees and charges in Sec. 2-368 have not been adjusted since 2002; and

WHEREAS, the City of Atlantic Beach desires to set the fees and charges to provide copies and inspection of public records at the maximum amount authorized in F.S. ch. 119; and

WHEREAS, the building division fees have not been adjusted since 2009; and

WHEREAS, the City of Atlantic Beach acknowledges that the building division fees need to cover the costs for building permit reviews inspections and administrative procedures are no longer sufficient to cover the cost of such functions; and

WHEREAS, the City of Atlantic Beach recognizes that increased or additional new fees are needed to cover the costs of Building Division functions including the review of applications for Building Permits issuance of Building Permits and required inspection and reinspection fees and other related functions that are the responsibility of the Building Division; and

WHEREAS, the City of Atlantic Beach desires to create codes that are clear, concise, and streamlined.

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

SECTION 1. Regulations Amended. The fees found in Chapter 6 Buildings and Building Regulations, Chapter 7 Fire Prevention and Life Safety, and Chapter 2 Administration are being updated and relocated to new sections in Chapter 2 Administration, as more fully set forth and described in Exhibit A, attached hereto and made part hereof, and hereby adopted to read as shown in said Exhibit A.

SECTION 2. Purpose and Intent. The purpose and intent of this Ordinance is to update the Code to clarify and streamline the fees into one area.

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. Codification and Scrivener's Errors. The publisher of the City of Atlantic Beach's Code of Ordinances, the Municipal Code Corporation, is hereby directed to incorporate the changes to Chapter 2 (Exhibit A) into the City's Code of Ordinances. Sections of the Chapter may be renumbered or re-lettered and scrivener's errors, formatting and typographical errors and other minor, inadvertent graphical errors in Chapters 2, 6, and 7 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.

SECTION 6. Effective Date. This Ordinance shall take effect upon final review and approval.

PASSED by the City Commission on first reading this ___ day of _____, 2026.

PASSED AND DULY ADOPTED by the City Commission on second and final reading and following a public hearing this _____day of _____, 2026.

CITY OF ATLANTIC BEACH

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

EXHIBIT A

PART II - CODE OF ORDINANCES

Chapter 2 - ADMINISTRATION

ARTICLE VII. - FINANCE

DIVISION 4. SERVICE AND USER CHARGES

Sec. 2-367. Authorization.

The City of Atlantic Beach hereby authorizes the establishment of service charges and user fees for services provided by the city not otherwise paid for by ad valorem taxes and as set and approved from time to time by the city commission.

Sec. 2-368. Fees and charges.

In accordance with the provisions of section 2-367 herein, ~~the following f~~Fees and charges are approved~~:~~ as set forth in Chapter 2.

~~Accident and other public reports issued by the Atlantic Beach police department or fire department (each copy)$ 3.00~~

~~City clerk lien letter 10.00~~

~~Copy machine, per imprint up to size 8½×14 (first two copies free to senior citizens) 0.10~~

~~Copy machine, per imprint larger than 8½×14 0.25~~

~~Backhoe (including travel time), minimum two hours portal to portal, per hour 50.00~~

~~Labor, all departments, actual cost plus 30 percent for fringes~~

~~Mud hog, per hour 15.00~~

~~Trucks, each (including travel time), per hour 20.00~~

~~All tractors (including travel time), per hour 35.00~~

~~Bush hog, per hour 15.00~~

~~Materials, cost plus 10 percent for handling~~

~~Bore machine, per connection 60.00~~

~~Duplicate audio tape 15.00~~

~~Occupational license listing 10.00~~

Secs. 2-369—2-399. Reserved.

EXHIBIT A

Chapter 2 - ADMINISTRATION

ARTICLE IX. – CITY FEES

DIVISION 1. GENERAL ADMINISTRATIVE FEES

Sec. 2. 450. Schedule of Fees and charges.

(a) In accordance with the provisions of section 2-367, the following fees and charges are approved:

(1) City clerk lien letter: $40.00 per parcel

(2) Charges to provide copies or inspection of public records shall be at the maximum amount authorized in F.S. ch. 119.

Secs. 2-451—2-499 Reserved.

DIVISION 2. – BUILDING CODE FEES

Sec. 2-500. Schedule of building permit fees.

(a) *[Generally.]*

(1) *Building and construction permit fees.* For the purposes of determining fees, floor area of a building shall be determined at each story including all portions under roofs. Separate fees shall be paid for electrical, plumbing, mechanical, zoning, fire, miscellaneous and other plan reviews and/or permits shown elsewhere in this section or in other applicable sections of this Code. Building permit fees for new construction shall be based on the most current ICC Building Valuation Data or proposed Job Cost, whichever is greater.

a. *Building permit fees.*

Total Valuation Fee	Permit Fee
$1,000.00 or less	$100.00
$1,000.00 to $50,000.00	$100.00 for the first $1,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$345.00 for the first $50,000.00 plus $4.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$545.00 for the first $100,000.00 plus $3.00 for each additional $1,000.00 or fraction thereof, to and including $500,000.00
$500,001.00 and up	$1,745.00 for the first $500,000.00 plus $2.00 for each additional $1,000.00 or fraction thereof

(2) *Moving fee.* For the moving of any building or structure, the fee shall be one dollar ($1.00) per square foot of structure(s) to be moved.

EXHIBIT A

(3) *Demolition fee.* For the demolition of any building or structure, the fee shall be one dollar ($1.00) per square foot of structure(s) to be demolished.

(4) *Plan check fees.* A plan-checking fee shall be paid to the building department at the time of submitting plans and specifications for checking. Said plan-checking fee shall be equal to one-half (½) of the building permit fee. Such plan-checking fee is in addition to the building permit fee. Additional plan-checking fees are required for planning and zoning and fire department plan reviews.

(5) *Fence fee.* For installing fencing the fee shall be sixty dollars ($60.00) if not part of a required pool barrier. For installing fencing that is part of a required pool barrier, the fee shall be one hundred twenty dollars ($120.00).

(6) *Reinspection fee.* Fifty-five dollars ($55.00).

(7) *Sign erections.*

Total sq. ft. of sign	Fee
Up to 32 sq. ft.	$85.00
Greater than 32 sq. ft.	$85.00 plus $10.00 for each additional sq. ft.

(8) *Change of tenant fee.* A fee of one hundred dollars ($100.00) shall be paid when a new tenant occupies an existing commercial space. The fee shall be for the application review and site inspection of the property to determine occupancy compliance with required regulations.

(9) *Building permit renewal fee.* The following permit renewal fees shall be paid when an applicant renews a permit after the original permit has expired in accordance with the Florida Building Code.

Completed inspections	Amount of renewal fee
No inspection conducted	100% of original fee
Slab inspection approved	80% of original fee
All rough inspections approved	50% of original fee
Insulation inspection approved	30% of original fee
Any final inspection pending	10% of original fee

(10) *Building permit fee refunds.* Permit fee refunds may be made when no work has started. A fee of fifteen (15) percent shall be retained by the city including the permit issuance fee and all plan review fees. Where work has commenced and the project is abandoned no refunds will be made. All requests for a refund shall be made in writing to the building official.

(b) *Plan review resubmittal fees:* Plans submitted which are not initially approved shall be subject to a resubmittal fee for additional reviews, as follows: Fifty dollars ($50.00) for the second submittal; seventy-five ($75.00) for the third submittal; and one hundred ($100.00) for the fourth and any subsequent submittals.

EXHIBIT A

Sec. 2-501. Schedule of electrical permit fees.

(a) Electrical fees

(1) Base permit fee, $60.00

(2) New single-family residential occupancy:

a. 0—100 amp service, $90.00 (plus base permit fee)

b. 101—150 amp service, $110.00 (plus base permit fee)

c. 151—200 amp service, $110.00 (plus base permit fee)

d. For each additional 50 amp or fractional part thereof, $10.00

e. Room additions, $40.00 (plus base permit fee)

f. Mobile home service, $20.00 (plus base permit fee)

(3) Multifamily per dwelling unit, $80.00

(4) Service change:

a. 0—100 amp service, $30.00 (plus base permit fee)

b. 101—150 amp service, $50.00 (plus base permit fee)

c. 151—200 amp service, $50.00 (plus base permit fee)

d. For each additional 50 amp or fractional part thereof, $20.00

(5) New commercial services:

a. 0—100 amp service, $130.00 (plus base permit fee)

b. 101—150 amp service, $130.00 (plus base permit fee)

c. 151—200 amp service, $130.00 (pluse base permit fee)

d. For each additional 50 amp or fractional part thereof, $10.00

(6) Temporary services, $20.00 (plus base permit fee)

(7) Signs, Base permit fee

(8) Switch and receptacle outlets (except new single-family, multifamily and room additions):

a. Up to 30 amp, each $1.00

b. 31—100 amp, each $2.00

c. 101—200 amp, each $4.00

(9) Lighting outlets, including fixtures, each $1.00

(10) Primary service, $50.00 (plus base permit fee)

(11) Transformers, per 20 KVA or fractional part thereof, $10.00

(12) Heat:

a. 0—10 kw, $10.00

EXHIBIT A

b. 10 —15 kw, $20.00

c. 15 —24 kw, $30.00

d. Over 24 kw, $30.00

(13) Air conditioning circuits:

a. 0—60 amp, $10.00

b. 61—100 amp, $20.00

(14) Motors:

a. 0—5 hp, $10.00

b. Plus $10.00 for each additional 5 hp or fractional part thereof

(15) Appliances, fixed or stationary:

a. Up to 30 amp, $10.00

b. 31—100 amp, $20.00

c. Over 100 amp, $20.00

(16) Smoke detectors wired into electrical system (except single-family, multifamily and room additions), each $2.00

(17) Minimum fee, $60.00

(18) Swimming pools, $120.00

(19) Repairs and miscellaneous, $100.00

(20) Reinspection, $55.00

Sec. 2-502. Schedule of plumbing permit fees.

(a) Plumbing fees

(1) Base permit fee, $60.00

(2) Fixtures, each $7.00 (plus base permit fee)

(3) Reinspection, $55.00

Sec. 2-503. Schedule of mechanical permit fees.

(a) Mechanical permit fees:

(1). Base permit fee, $60.00

(2). Air conditioning and refrigeration (total capacity in single installation):

a. For each ton or fractional part thereof:

b. Air conditioning from 1 ton to 10 tons total capacity in single installation, for each ton or fraction thereof for each apartment or business will be considered a separate system, $11.00

EXHIBIT A

c. For each ton of air conditioning over 10 tons or fractional part thereof up to 25 tons, $7.00

d. For each ton of air conditioning over 25 tons or fractional part thereof, $6.00

(3). Furnaces and heating equipment (total capacity in single installation):

a. For the first 200,000 BTU per hour capacity or fractional part thereof in single installation for each apartment or business, $20.00

b. For each additional 50,000 BTU per hour of fuel used or fractional part thereof4.00

c. Any burner (not in heating system), each $12.00

(4). Boilers, including heating element:

a. For the first 500,000 BTU per hour input of fuel, $30.00

b. For each additional 100,000 BTU per hour input of fuel or fractional part thereof, $6.00

(5). Air duct systems:

a. For the first 2,000 cubic feet per minute capacity of air handled in duct system, $20.00

b. For each 1,000 cubic feet per minute over 2,000 cubic feet per minute or fractional part thereof up to 10,000 cubic feet per minute, $8.00

c. For each additional 1,000 cubic feet per minute or fractional part thereof4.00

(6). Pumps, $4.00

(7). Tanks, all types, gasoline or liquefied petroleum:

a. 0—600 gallons, $20.00

b. Over 600 to 10,000 gallons capacity or fractional part thereof, $100.00

c. For each additional 1,000 gallons or fractional part thereof, $4.00

(8). Service station automobile lifts, $10.00

(9). Elevators, escalators, man-lifts, hoists for the first 4 floors, $100.00

(10). Prefabricated fireplaces, each $30.00

(12). Alteration or repair of boiler or on fired pressure vessel, $30.00

(13). Solar collector system (excluding electro voltaic systems), $30.00

(14). Commercial hood Type I, $120.00 (plus fire reviews and inspections)

(15). Commercial hood Type II, $30.00

(16). Heat exchanger or coil in ducts, $10.00

(17). Minimum fee for any mechanical permit, $60.00

(18). Reinspection fee, $55.00

EXHIBIT A

(19). For mechanical fee not listed in this section, fee shall be based on $8.00 per thousand dollars.

(b) Gas piping permit fees. Consumers' gas piping and appliances at one (1) location:

(1). Base permit fee, $60.00

(2). For 1 to 4 outlets, $10.00

a. For each additional outlet, $2.00 each

(3). For conversion burners, floor furnaces, incinerators, boilers, central heat and air conditioning units, $10.00 (plus base permit fee)

a. For each additional unit, $2.00 each

(4). Vented wall furnaces and water heaters, each unit $5.00 (plus base permit fee)

(5). Reinspection fee, $55.00

Secs. 2-504 – 2-509. Reserved.

DIVISION 3. – FIRE DEPARTMENT FEES

Sec. 2-510. Schedule of fire fees.

(a) All fees for inspections and permits listed in Sec. 7-30 shall be charged as established by the Jacksonville Fire and Rescue Department (JFRD) of the City of Jacksonville, Florida.

(b) Administrative fee (per Sec. 7-30), $45.00

Secs. 2-511 – 2-519. – Reserved.

Chapter 6 – BUILDINGS AND BUILDING REGULATIONS

ARTICLE II. – BUILDING CODE

Sec. 6-26. Schedule of building permit fees.

(a) ~~*[Generally.]*~~ Pursuant to fees set forth in Chapter 2.

~~(1) *Building and construction permit fees.* For the purposes of determining fees, floor area of a building shall be determined at each story including all portions under roofs. Separate fees shall be paid for electrical, plumbing, mechanical, zoning, fire,~~

EXHIBIT A

miscellaneous and other plan reviews and/or permits shown elsewhere in this section or in other applicable sections of this Code.

a. *Building permit fees.*

Total Valuation Fee	Permit Fee
$1,000.00 or less	$ 55.00
$1,000.00 to $50,000.00	$ 55.00 for the first $1,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$ 280.00 for the first $50,000.00 plus $4.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$ 480.00 for the first $100,000.00 plus $3.00 for each additional $1,000.00 or fraction thereof, to and including $500,000.00
$500,001.00 and up	$ 1,680.00 for the first $500,000.00 plus $2.00 for each additional $1,000.00 or fraction thereof

(2) *Moving fee.* For the moving of any building or structure, the fee shall be one hundred dollars ($100.00).

(3) *Demolition fee.* For the demolition of any building or structure, the fee shall be one hundred dollars ($100.00).

(4) *Plan check fees.* A plan-checking fee shall be paid to the building department at the time of submitting plans and specifications for checking. Said plan-checking fee shall be equal to one-half (½) of the building permit fee. Such plan-checking fee is in addition to the building permit fee. Additional plan-checking fees are required for planning and zoning and fire department plan reviews.

(5) *Fence fee.* For installing fencing the fee shall be thirty-five dollars ($35.00).

(6) *Reinspection fee.* Fifty-five dollars ($55.00).

(7) *Sign erections.*

Total sq. ft. of sign	Fee
Up to 32 sq. ft.	$65.00
Greater than 32 sq. ft.	$65.00 plus $10.00 for each additional sq. ft.

(8) *Change of tenant fee.* A fee of one hundred dollars ($100.00) shall be paid when a new tenant occupies an existing commercial space. The fee shall be for the application review and site inspection of the property to determine occupancy compliance with required regulations.

(9) *Building permit renewal fee.* The following permit renewal fees shall be paid when an applicant renews a permit after the original permit has expired in accordance with the Florida Building Code.

EXHIBIT A

Completed inspections	Amount of renewal fee
No inspection conducted	100% of original fee
Slab inspection approved	80% of original fee
All rough inspections approved	50% of original fee
Insulation inspection approved	30% of original fee
Any final inspection pending	10% of original fee

(10) *Building permit fee refunds.* Permit fee refunds may be made when no work has started. A fee of fifteen (15) percent shall be retained by the city including the permit issuance fee and all plan review fees. Where work has commenced and the project is abandoned no refunds will be made. All requests for a refund shall be made in writing to the building official.

(b) *Plan review resubmittal fees:* Plans submitted which are not initially approved shall be subject to a resubmittal fee for additional reviews, as follows: Fifty dollars ($50.00) for the second submittal; seventy-five ($75.00) for the third submittal; and one hundred ($100.00) for the fourth and any subsequent submittals.

Chapter 6 – BUILDINGS AND BUILDING REGULATIONS

ARTICLE III. – ELECTRICAL CODE

Sec. 6-37. Same—Fees.

No permit as required by Florida Statute and the Florida Building Code shall be granted for any electrical installation within the limits of the city until after inspection permit fees have been paid by the applicant to the City. Such inspection permit fees are hereby fixed assigned in the following schedulepursuant to the fees set forth in Chapter 2. For all electrical construction requiring a permit there shall be paid by the party obtaining a permit the following inspection fees to be collected by the building department.

(1) For issuing each permit $55.00

(2) New single-family residential occupancy:

0—100 amp service 50.00

101—150 amp service 60.00

151—200 amp service 70.00

For each additional 50 amp or fractional part thereof 10.00

(3) Multifamily per dwelling unit 50.00

(4) Service change:

0—100 amp service 30.00

101—150 amp service 50.00

EXHIBIT A

~~151 - 200 amp service 50.00~~

~~For each additional 50 amp or fractional part thereof 20.00~~

~~(5) New commercial services:~~

~~0 - 100 amp service 50.00~~

~~101 - 150 amp service 60.00~~

~~151 - 200 amp service 70.00~~

~~For each additional 50 amp or fractional part thereof 10.00~~

~~(6) Temporary services 35.00~~

~~(7) Signs 35.00~~

~~(8) Switch and receptacle outlets (except new single-family, multifamily and room additions):~~

~~Up to 30 amp, each 0.60~~

~~31 - 100 amp, each 2.00~~

~~101 - 200 amp, each 4.00~~

~~(9) Lighting outlets, including fixtures, each 0.60~~

~~(10) Primary service 50.00~~

~~(11) Transformers, per 20 KVA or fractional part thereof 4.00~~

~~(12) Heat:~~

~~0 - 10 kw 2.00~~

~~10.1 - 15 kw 4.00~~

~~15.1 - 24 kw 6.00~~

~~Over 24 kw 8.00~~

~~(13) Air conditioning circuits:~~

~~0 - 60 amp 5.00~~

~~61 - 100 amp 10.00~~

~~(14) Motors:~~

~~0 - 5 hp 4.00~~

~~Plus $2.00 for each additional 5 hp or fractional part thereof~~

~~(15) Appliances, fixed or stationary:~~

~~Up to 30 amp 2.00~~

~~31 - 100 amp 4.00~~

~~Over 100 amp 6.00~~

EXHIBIT A

~~(16) Smoke detectors wired into electrical system (except single-family, multifamily and room additions), each 2.00~~

~~(17) Fire alarm and signaling systems, each 35.00~~

~~(18) Minimum fee 55.00~~

~~(19) Swimming pools 40.00~~

~~(20) Repairs and miscellaneous 35.00~~

~~(21) Reinspection 55.00~~

Chapter 6 – BUILDINGS AND BUILDING REGULATIONS

ARTICLE IV. – PLUMBING CODE

Sec. 6-59. Same—Fees.

No permit as required by Florida Statute and the Florida Building Code shall be granted for any plumbing installation within the limits of the city until after permit fees have been paid by the applicant to the City. Such permit fees are hereby assigned pursuant to the fees set forth in Chapter 2.

~~A fee of seven dollars ($7.00) per fixture, including washing machines, water heaters and dishwashers, shall be paid to the city when a plumbing permit is issued. The minimum charge for any permit shall be fifty-five dollars ($55.00) in addition to the rate per fixture. The charge for reinspection shall be fifty-five dollars ($55.00) per inspection.~~

Chapter 6 – BUILDINGS AND BUILDING REGULATIONS

ARTICLE V. – MECHANICAL CODE

Sec. 6-77. Inspection fees.

No permit shall be granted for any mechanical installation within the limits of the city until after inspection fees shall have been paid; such inspection fees are ~~hereby fixed~~ assigned~~as follows~~ pursuant to the fees set forth in Chapter 2.~~:~~

~~(1) Mechanical permit fees:~~

~~a. For issuing each permit.....$55.00~~

~~b. Air conditioning and refrigeration (total capacity in single installation):~~

~~i. For each ton or fractional part thereof:~~

~~ii. Air conditioning from 1 ton to 10 tons total capacity in single installation, for each ton or fraction thereof for each apartment or business will be considered a separate system....8.00~~

EXHIBIT A

iii. For each ton of air conditioning over 10 tons or fractional part thereof up to 25 tons….4.00

iv. For each ton of air conditioning over 25 tons or fractional part thereof….2.00

e. Furnaces and heating equipment (total capacity in single installation):

For the first 200,000 BTU per hour capacity or fractional part thereof in single installation for each apartment or business….20.00

For each additional 50,000 BTU per hour of fuel used or fractional part thereof….4.00

Any burner (not in heating system), each….12.00

d. Boilers, including heating element:

For the first 500,000 BTU per hour input of fuel….30.00

For each additional 100,000 BTU per hour input of fuel or fractional part thereof….6.00

e. Air duct systems:

For the first 2,000 cubic feet per minute capacity of air handled in duct system….20.00

For each 1,000 cubic feet per minute over 2,000 cubic feet per minute or fractional part thereof up to 10,000 cubic feet per minute8.00

For each additional 1,000 cubic feet per minute or fractional part thereof….4.00

f. Pumps….4.00

g. Wells….20.00

h. Tanks, all types, gasoline or liquefied petroleum:

0—600 gallons….20.00

Over 600 to 10,000 gallons capacity or fractional part thereof….100.00

For each additional 1,000 gallons or fractional part thereof….4.00

i. Service station automobile lifts….10.00

j. Elevators, escalators, man-lifts, hoists for the first 4 floors….100.00

k. Fire sprinkler systems:

For the first 40 sprinkler heads or fractional part thereof….30.00

For each additional 10 sprinkler heads or fractional part thereof….4.00

l. Fire standpipes, each….6.00

m. Fire hose cabinets, each….6.00

n. Prefabricated fireplaces, each….30.00

o. Alteration or repair of boiler or on fired pressure vessel….30.00

p. Solar collector system….30.00

q. Commercial hood installation….30.00

EXHIBIT A

~~r. Heat exchanger or coil in ducts….10.00~~

~~s. Minimum fee for any mechanical permit….55.00~~

~~t. Reinspection fee….55.00~~

~~u. For mechanical fee not listed in this section, fee shall be based on $8.00 per thousand dollars.~~

~~(2) Gas piping permit fees. Consumers' gas piping and appliances at one (1) location:~~

~~a. For issuing each permit….55.00~~

~~b. For 1 to 4 outlets….10.00~~

~~For each additional outlet….2.00~~

~~c. For conversion burners, floor furnaces, incinerators, boilers, central heat and air conditioning units….10.00~~

~~For each additional unit2.00~~

~~d. Vented wall furnaces and water heaters, each unit….5.00~~

~~e. Reinspection fee….55.00~~

Chapter 7 – FIRE PREVENTION AND PROTECTION

ARTICLE II. – FIRE PREVENTION AND LIFE SAFETY

Sec. 7-30. Fees.

Permits and fees: All fees for the following shall be as established from time to time by the Jacksonville Fire and Rescue Department (JFRD) of the City of Jacksonville, Florida. An additional administrative fee ~~of thirty-five dollars ($35.00)~~ shall be paid to the City of Atlantic Beach for any of the below-listed inspections and permits pursuant to the fees set forth in Chapter 2:

Jacksonville Fire and Rescue Department Permit ~~Fees~~ Activities:

(1) Fire safety inspection for the purpose of obtaining ~~an occupational license~~ a certificate of use;

(2) Plans review and final inspection for certificate of occupancy;

(3) Fire safety re-inspections;

(4) Annual fire safety inspection;

(5) Fire alarm annual inspection;

(6) Fire standpipe annual inspection;

(7) Fire sprinkler system annual inspection;

(8) Fire suppression hood systems annual inspection;

EXHIBIT A

(9) Open burning, each permit;

(10) Flammable/combustible storage (annual);

(11) Flammable/combustible spraying or dipping (annual);

(12) Storage/sales fireworks, each permit;

(13) Fumigation, each permit;

(14) Hazardous materials storage/use (annual);

(15) High piled combustible storage (annual);

(16) Liquefied and other compressed gases (annual);

(17) Any other required permit as prescribed by the Standard Fire Prevention Code.