City of Atlantic Beach

Final Agenda

Regular City Commission Meeting

Monday, February 9, 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 from the Regular Commission Meetings held January 12 and 26, 2026. — 5 - 96
1-12-26 Regular City Commission Draft Minutes
1-26-26 Regular City Commission Draft Minutes

1.B. Approve minutes of the January 24, 2026 Town Hall. — 97
1-24-26 Town Hall Draft Minutes

2. COURTESY OF FLOOR TO VISITORS

PUBLIC COMMENT

3. CITY MANAGER REPORTS

* 3.A. Accept the 90-Day Calendar (Feb. - Apr. 2026) — 99 - 102
90-Day Calendar (Feb. - Apr. 2026)

3.B. Priority-Setting

3.C. Beaches Town Center Parking

3.D. Atlantic Beach Athletic Association (ABAA)

3.E. East Coast-Ahern Traffic Safety Improvements

3.F. Stormwater Master Plan

* 3.G. Interlocal Agreement Consultant - City of Jacksonville (COJ)

* 3.H. Interlocal Agreement - Fine Line Extension into Neptune Beach

* 3.I. Florida Department of Environmental Protection (FDEP) Consent Order

* 3.J. Enterprise Resource Planning (ERP) Project

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. 26-16. 103 - 105

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING THE DONNER PARK BASEBALL LED LIGHT REPLACEMENT PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 26-16

6.B. Approve Resolution No. 26-17. 107 - 131

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY TO DECLARE TWO VEHICLES AS SURPLUS FOR A TRADE-IN VALUE OF $1,100; AUTHORIZING THE TRADE-IN OF THREE ADDITIONAL SURPLUSED VEHICLES AT A TOTAL VALUE OF $1,300; AUTHORIZING THE CITY TO PURCHASE TWO NEW 2026 CHEVY SILVERADO 1500 CREW CAB PICKUP TRUCKS AT PRICES OF $44,648 AND $45,284, RESPECTIVELY, AFTER THE TRADE-IN VALUE IS APPLIED; 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. 26-17

6.C. Approve Resolution No. 26-19. 133 - 139

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING STAFF TO ISSUE A TASK AUTHORIZATION TO CRAWFORD, MURPHY AND TILLY FOR CONSTRUCTION ADMINISTRATION SERVICES IN CONNECTION WITH THE SHERRY DRIVE WATERMAIN IMPROVEMENTS PROJECT- PHASE II; 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. 26-19

6.D. Approve Resolution No. 26-20. 141 - 146

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE AGREEMENT FOR THE DONNER ROAD LIFT STATION SERVICE AREA INFLOW AND INFILTRATION TESTING; 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. 26-20

6.E. Approve Resolution No. 26-22. 147 - 156
A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE SELECTION OF T2 SYSTEMS AS THE SOFTWARE VENDOR FOR THE PAID PARKING PROGRAM OPERATED BY THE CITY OF ATLANTIC BEACH; 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. 26-22

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

* 8.A. **RESOLUTION NO. 26-18** 157 - 172
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING THE 2026 ANNUAL SIDEWALK REPLACEMENT PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.
Resolution No. 26-18

8.B. **RESOLUTION NO. 26-23** 173 - 175
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DIRECTING STAFF TO EVALUATE THE INTERIM CITY MANAGER FOR POTENTIAL PERMANENT APPOINTMENT AND PRESENT RECOMMENDATIONS TO THE CITY COMMISSION PRIOR TO ANY NATIONAL SEARCH.
Resolution No. 26-23

9. ACTION ON ORDINANCES

9.A. **Ordinance No. 5-26-74, Public Hearing and Final Reading** 177 - 199
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

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
Regular City Commission Meeting
Monday, January 12, 2026 - 6:00 PM
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER:

Following the Pledge of Allegiance, Mayor Ford called the meeting to order at 6:00 PM. CC Bartle called the roll.

ATTENDANCE:

Present:	Curtis Ford, Mayor - Seat 1 (At Large)
	Bruce Bole, Commissioner - 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:	Kevin Hogencamp, Interim City Manager (CM)
	Jason Gabriel, City Attorney (CA)
	Donna Bartle, City Clerk (CC)
	Ladayija Nichols, Deputy City Clerk (DCC)
	Amanda Askew, Neighborhoods Department Dir. (NDD)
	Bob Blanco, Human Resources Director (HRD)
	Victor Gualillo, Police Chief (PC)

1 APPROVAL OF MINUTES

1A. Approve minutes of the Regular Commission Meeting held on December 8, 2025.

The Commission approved the minutes as submitted.

MAYOR FORD REQUESTED MOTIONS AS FOLLOWS

8B. RESOLUTION NO. 26-07
A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE CITY TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) PURSUANT TO SECTION 287(g) OF THE IMMIGRATION AND NATIONALITY ACT TO PERMIT DESIGNATED OFFICERS TO PERFORM CERTAIN IMMIGRATION ENFORCEMENT FUNCTIONS; AUTHORIZING ATLANTIC BEACH POLICE DEPARTMENT STAFF TO PARTICIPATE IN AND MANAGE IMPLEMENTATION OF THE PROGRAM; AUTHORIZING THE MAYOR, CITY MANAGER, AND CITY ATTORNEY TO EXECUTE CONTRACTS AND DOCUMENTS NECESSARY TO EFFECTUATE THE

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PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Withdraw (agenda item) 8B (Resolution No. 26-07).

Motion: Bruce Bole
Second: Jessica Ring

Mayor Ford indicated that additional information is needed and the item may be brought back at a future date.

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

Motion passed 5 to 0.

8.C. 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.

MOTION: To continue Resolution No. 26-11 to the next meeting (January 26, 2026).

Motion: Bruce Bole
Second: Jessica Ring

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

Motion passed 5 to 0.

2. COURTESY OF FLOOR TO VISITORS

2.A. Wreaths Across America Presentation

Connie Craven from the Jean Ribault Chapter of the Daughters of the American Revolution made a presentation about the Wreaths Across America event on December

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13, 2025. She presented certificates to employees and volunteers that helped with this event.

PUBLIC COMMENT

The following speakers provided their comments:

Mardie Le Bouton
Ellen Glasser
Carol Brady
Mark Gabrynowicz
Ingrid McCawley
Ali Hall
Dan Giovannucci
Don Wolfson referenced and email (which is attached hereto and made part of this official record as **Attachment A**).
Carolyn Zisser referenced and email (which is attached hereto and made part of this official record as **Attachment B**).
Jim Wheatley
Molly Mitchell Danciger
Julie LaGoy
Lisa Goodrich
Nancy Staats referenced and email (which is attached hereto and made part of this official record as **Attachment C**).
Amy Gieseman
Mitch Reeves
Penny Rauckis
Albert Kerber
Jackie Beckenbach
Michael Kulik
Lisa Herrold
Linda Lanier
Brinkley Harrell
Ken Simon
Bruce Andrews
Ellen Golombek
Meghan Timcke
Stephen Fouraker
1-12-26 Attachment A
1-12-26 Attachment B
1-12-26 Attachment C

3. CITY MANAGER REPORTS

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

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Commissioner Kelly noted that a Martin Luther King Day celebration would be held at St. Paul's by the Sea at 11:00 a.m. on Monday, January 19, 2026.

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

3.C. Alcohol Service Policy (Proposed for Review/Feedback)

CM Hogencamp presented this item as outlined in the agenda, responded to questions from the Commission, and noted that a formal policy would be forthcoming.

3.D. Fee Modification and Codification (Proposed for Review/Feedback)

CM Hogencamp, NDD Askew, and CC Bartle presented the item as outlined in the agenda, responded to questions from the Commission, and received direction to bring the item back to the Commission.

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

Commissioner Ring

- Encouraged commissioners to register for webinars scheduled during the Florida Legislative Session.
- Announced that she would be attending FLC Legislative Action Days.
- Briefly discussed Airbnb-related issues and expressed that she would like to see more action from the City on this issue.
- Suggested consideration of a requirement for commissioners to meet with Charter Officers prior to publishing performance reviews.

Commissioner Grant

- Requested that a date be scheduled for a workshop with ESC to discuss Chapter 23.
- Noted a potential stormwater issue in the Sevilla neighborhood and suggested it be addressed prior to heavy rainfall.
- Encouraged staff to follow up on the 20th Street lift station project.

Commissioner Kelly

- Recommended that the City follow FLC procedures when conducting the City Manager selection process.

Commissioner Bole

- Thanked CM Hogencamp and staff for their efforts related to the First Night event and expressed appreciation for upcoming centennial celebrations.
- Commented on the City Manager search.
- Expressed agreement with Commissioner Ring's comments regarding Airbnb-related issues and Charter Officer performance reviews.

Mayor Ford

- Expressed support for a citizen committee for the City Manager search and suggested former mayors be considered as advisors.

4.A. Next Steps for City Manager Selection (Mayor Ford)

Former City Manager Jim Hanson provided guidance on the city manager search process as detailed in a search guide he provided to the Commission (which is attached hereto

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and made part of this official record as **Attachment D**). Mr. Hanson answered questions from the Commission.

The Commission reached a ***CONSENSUS*** to have HRD Blanco put together an RFP for a City Manager search firm. Commissioner Bole was selected to serve as the liaison working directly with Human Resources on this matter. HRD Blanco responded to questions from the Commission, and CA Gabriel clarified that the liaison role would not raise Sunshine Law concerns.

Discussion occurred regarding the potential formation of a citizen committee and a possible application process, and the Commission agreed to continue this discussion at a future meeting.

Commissioner Bole indicated that an agenda item would be included on future agendas to allow ongoing discussion of the City Manager search.

The meeting recessed at 8:32 PM and reconvened at 8:46 PM.

1-12-26 Attachment D

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

6.A. Approve Resolution No. 26-02.

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING A MULTI-YEAR AGREEMENT WITH ALLIED UNIVERSAL CORPORATION TO PROVIDE CHLORINE AT A UNIT PRICE OF $2,022.20 PER ONE-TON CONTAINER; 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

6.B. Approve Resolution No. 26-04.

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY TO ENTER INTO MULTI-YEAR AGREEMENTS FOR UTILITY CONTRACTOR SERVICES WITH FERREIRA CONSTRUCTION, GPH SERVICES, GRUHN MAY, INC., HAGER CONSTRUCTION, AND THE KENTON GROUP (A.K.A. BALDWIN'S QUALITY PLUMBING); 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

6.C. Approve Resolution No. 26-05.

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE EXPENDITURE OF $54,931.39 FOR C&L LANDSCAPE, IRRIGATION & BUILDING TO RE-DECK THE TIDE VIEWS PRESERVE

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NORTH DOCK; 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.

6.D. Approve Resolution No. 26-06.
A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE EXPENDITURE OF $56,060.25 FOR C&L LANDSCAPE, IRRIGATION & BUILDING TO REPAIR THE GAIL BAKER COMMUNITY CENTER DECK; 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

6.E. Approve Resolution No. 26-08.
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY TO DECLARE FOUR VEHICLES AS SURPLUS FOR A TRADE-IN VALUE OF $3,300; AUTHORIZING THE CITY TO PURCHASE TWO NEW 2026 GMC SIERRA PICKUP TRUCKS AT PRICES OF $46,789 AND $46,589, RESPECTIVELY, AFTER THE TRADE-IN VALUE IS APPLIED; 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.

6.F. Approve Resolution No. 26-10.
A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE CITY ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE JACKSONVILLE SHERIFF'S OFFICE (JSO) TO DESIGNATE JSO'S 911 CENTER AS THE CITY OF ATLANTIC BEACH'S BACK 911 CENTER; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND ANY RELATED DOCUMENTS TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve consent agenda 6A - 6F as written.

Motion: Bruce Bole
Second: Candace Kelly

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

Motion passed 5 to 0.

7. COMMITTEE REPORTS

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None.

8. ACTION ON RESOLUTIONS

8.A. RESOLUTION NO. 26-03

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING AN AGREEMENT FOR ELECTRICAL TROUBLESHOOTING AND REPAIRS WITH LIMBAUGH ELECTRICAL CONTRACTING; AUTHORIZING THE CITY MANAGER TO EXECUTE ANY AGREEMENTS AND CONTRACTS AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Discussion ensued.

MOTION: Approve Resolution (No.) 26-03.

Motion: Bruce Bole
Second: Thomas Grant

CM Hogencamp indicated that he would report back on why there was only one bidder.

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

Motion passed 5 to 0.

8.D. RESOLUTION NO. 26-14

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING THE APPOINTMENT OF DEPUTY CITY MANAGER KEVIN HOGENCAMP AS INTERIM CITY MANAGER; AUTHORIZING CONTINUED SERVICE IN THE CAPACITY OF CITY MANAGER UNTIL THE APPOINTMENT OF A PERMANENT CITY MANAGER; AUTHORIZING AN ADDITIONAL SALARY PERCENTAGE AND MILEAGE ALLOWANCE DURING THE TERM OF SERVICE; AND PROVIDING AN EFFECTIVE DATE.

HRD Blanco answered questions from the Commission.

MOTION: Approve 26-14 amend to show 15% base increase to 20% should it be more than 6 months (after the effective date) included the mileage rate of $500.

Motion: Bruce Bole
Second: Jessica Ring

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

Motion passed 5 to 0.

9. ACTION ON ORDINANCES

9.A. ORDINANCE NO. 5-26-73, Public Hearing and Final Reading

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, AMENDING CHAPTER 14, PLANNING/ZONING/APPEALS, ARTICLE I, SECTION 14-1 REMOVE OUTDATED REFERENCE TO THE COMPREHENSIVE PLAN AND ALLOW FOR AMENDMENTS TO THE COMPREHENSIVE PLAN; ARTICLE II COMMUNITY DEVELOPMENT BOARD, SECTION 14-17, COMPOSITION; QUALIFICATIONS OF MEMBERS; OFFICERS ADDING A SECOND ALTERNATE MEMBER; SECTION 14-18, TERMS OF OFFICE OF MEMBERS; FILLING OF VACANCIES, DELINEATING THE SUCCESSION OF THE ALTERNATE MEMBERS; SECTION 14-19, REMOVAL OF MEMBERS, CLARIFYING THE PROCESS; SECTION 14-24 APPEALS, CHANGING DIRECTOR TO CITY MANAGER OR HIS/HER DESIGNEE; PROVIDING FOR PURPOSE AND INTENT; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Discussion ensued.

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

MOTION: Adopt Ordinance No. 5-26-73.

Motion: Bruce Bole
Second: Thomas Grant

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

Motion passed 5 to 0.

10. MISCELLANEOUS BUSINESS

10.A. Beaches Town Center (BTC) Parking Fee

PC Gualillo responded to questions from the Commission. CM Hogencamp stated that an ordinance would be drafted to revise the BTC paid parking rate to $2.50 per hour, replacing the current rate of $1 per 30 minutes, and to extend free parking for registered AB residents from 3 to 4 hours. He also noted that a revised Interlocal Agreement with the City of Neptune Beach would be presented at a later date.

MOTION: Approve BTC parking fee increase as stated by the CM.

Motion: Jessica Ring
Second: Bruce Bole

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

Motion passed 4 to 1.

10.B. Public Hearing - APP25-0007 - Appeal of a decision of the Community Development Board (CDB) for variance ZVAR25-0018 at 136 Oceanforest Drive N Request for a variance to to install a generator within the required side yard setback.

10.B1. City Attorney Procedural Reminders

CA Gabriel explained the procedures as detailed in the agenda packet.

10.B2. Disclosure of Ex Parte Communications, if any

No disclosures were reported by the Commission.

10.B3. Swearing in of all persons who will speak

CC Bartle administered the oath to all speakers.

10.B4. City Staff Overview

NDD Askew presented as detailed in a presentation (which is attached hereto and made part of this official record as **Attachment E**) and answered questions from the Commission.

1-12-26 Attachment E

10.B5. Applicant Presentation

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Mitch McCue, applicant representative presented as detailed in a presentation and photos (which are attached hereto and made part of this official record as **Attachment F**) and answered questions from the Commission.

1-12-26 Attachment F

10.B6. Public Comments

There were no speakers.

10.B7. Closing Comments/Rebuttal

Mr. McCue provided closing comments and answered questions from the Commission.

10.B8. Commission Deliberation and Action

Discussion ensued.

MOTION: Approve the applicants request based on Section 24-65c number 3.

Motion: Thomas Grant
Second: Jessica Ring

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

Motion passed 3 to 2.

3.B. Special Magistrate

CM Hogencamp explained the contract. The Commission approved a contract extension by ***CONSENSUS***.

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

CC Bartle

- Noted that three individuals had requested to have their emails entered into the meeting record, and the Commission agreed to include them.

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER

Commissioner Ring

- Encouraged everyone to register for the FLC webinars about the upcoming legislative session.

13. ADJOURNMENT

The meeting adjourned at 10:05 PM.

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Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

Date Approved:_____

DRAFT

Attachment A to
1-12-26 Minutes

From: Don Wolfson
To: Ford, Curtis; Bole,Bruce; Grant,Thomas; Kelly, Candace; Ring, Jessica; Bartle, Donna; Hogencamp,Kevin; Gabriel, Jason
Subject: Resignation - Bill Killingsworth, City Manager
Date: Monday, January 12, 2026 10:42:34 AM

January 12, 2026

Dear Mayor Curtis Ford, Commissioner Bruce Bole, Commissioner Thomas Grant, Commissioner Candace Kelly and Commissioner Jessica Ring:

As a former mayor, I respectfully and sincerely express to you my disappointment and concern with the way the resignation of City Manager, Mr. Bill Killingsworth was managed.

The full commission has the responsibility to be involved with the negotiation details of the Separation Agreement. Neither the Mayor nor the City Attorney has this unilateral authority. Commissioner Kelly fully understands this obligation.

Several of you have expressed your regret that you had second thoughts regarding your vote on January 6, If you honestly feel this way, I suggest that you "move to reconsider" the approval of Mr. Killingsworth's Separation Agreement and bring the matter up for further discussion.

According to you, Mayor Ford, during your regularly scheduled weekly meeting with the former City Manager on January 5th, you expressed your opinion to him that the city is going in a "different direction" and changes need to be made which led to the persuasion of the City Manager agreeing and deciding to abruptly resign effective immediately.

Mayor Ford, it was presumptuous and beyond the scope of your authority to negotiate on behalf of the Commission and with the City Manager any and all specific terms of the Separation Agreement – such as and not limited to the time of resignation, transition dates, compensation, benefits and anything related to such a separation.

At the time that Mr. Killingsworth mentioned his intention to resign, it was appropriate for you, Mayor Ford, to suggest that Mr. Killingsworth submit his letter of resignation to the Commission for further action to be taken up at the next regularly scheduled commission meeting the following week. At that time, the Commission could make the decision as to how to proceed and direct the City Attorney to draft a Separation Agreement according to the terms as decided by the Commission. Unfortunately, this did not happen.

I am not attempting to change the outcome of Mr. Killingsworth's resignation; however, I propose that the Commission approach the task of separation differently. The perception and facts known as of this writing have unnecessarily and rightfully raised alarm, concerns, and mistrust among many Atlantic Beach citizens about the way that this Commission, except for Commissioner Kelly, relinquished its responsibilities in this serious matter.

The rush to accept Mr. Killingsworth's letter of resignation and to approve the final draft of the Separation Agreement which staff provided you late Monday afternoon was irresponsible and disingenuous. How could this action not raise concerns? Other than you Mayor Ford, commissioners justifiably felt blindsided. By placing this matter on today's agenda would have allowed all commissioners to do their due diligence carefully before calling for a vote.

Attachment A to
1-12-26 Minutes

Another glaring error, among several, was the Deputy City Clerk polling last Monday morning the commissioners as to their availability to attend an "Emergency Meeting to Discuss Employment of the City Manager and any Related Matters" last Tuesday. It is my understanding Mayor Ford that you requested the "emergency meeting". The error: the purpose of the meeting did not meet the requirements of the Florida Statute to call such a meeting. Subsequently, the meeting was changed from an "emergency meeting" to a "special meeting" after alarming commissioners and citizens unnecessarily. I assume that the City Attorney clarified that the intended meeting was a "special meeting" by definition and the correction was made. This error is important because it re-emphasizes another mistake made during this exercise.

Returning to my suggestion to the commissioners regretting your initial vote to accept the letter of resignation and the Separation Agreement, you may accomplish this procedurally according to AB's Charter, Article II – CITY COMMISSION, Sec. 2-19. Rules of conduct and procedure at meetings:

"After the decision of any question, it shall be in order only for a member voting on the prevailing side to move a reconsideration at the same or next regular meeting. If a motion to reconsider is lost, it shall not be renewed and reconsidered without the unanimous consent of the city commission in attendance at the meeting at which reconsideration is requested". [For further clarification, please refer to "Robert's Rules of Order" as a guide to follow in our Charter's rules of procedure at meetings.]

A member from either side may second the motion and a 3-2 majority will prevail. Please confirm this action to do so with our City Attorney.

I will remind you that our form of municipal government is a "Commission-Manager Government" with what is referred to as having a "weak mayor". The City Manager is the chief administrative officer of the city and is fully responsible for municipal administration. The mayor is the ceremonial head of our city. Although the mayor is an important political figurehead, this importance does not provide the mayor-commissioner with more authority than any other commissioner when conducting the legislative business of our city.

Mayor Ford, your role in the resignation of Mr. Killingsworth appears to have exceeded the authority granted to you in our city's Charter. Commissioners Bole, Grant, Kelly and Ring, please recognize, accept, and perform the provisions of the Charter and our ordinances as you have sworn to do.

Sincerely,

Donald M. Wolfson.

cc: Donna Bartle, City Clerk
Jason Gabriel, City Attorney
Kevin Hogencamp, Deputy City Manager

Attachment B to
1-12-26 Minutes

From: Carolyn Zisser
To: Ford, Curtis; Bole,Bruce; Grant,Thomas; Kelly, Candace; Ring, Jessica
Subject: City Manager Search Process - the Public and Transparency.
Date: Sunday, January 11, 2026 10:31:34 AM
Attachments: image001.png

Good morning Mayor Ford and City Commissioners,

I am a long-term active citizen of Atlantic Beach as well as an Attorney. I am deeply concerned about the circumstances surrounding our city manager, Bill Killingsworth's, rapid departure from his city manager position. A highly reliable source has stated that Bill Killingsworth did not intend to resign when he went into the meeting with Mayor Ford earlier this past week. The fact that nearly all of the commissioners, with the exception of Mayor Ford, were surprised by the news of Bill's "resignation", casts widespread concern in our community that his resignation may have been influenced by our Mayor. I greatly commend Commissioner Candace Kelly for her strong courage and candor at the City Commission meeting on Monday , January 5, calling out what she saw in the mysterious and sudden circumstances of Bill Killingsworth's "resignation".

For these reasons, it is critically important that the entire City Commission implement a transparent, professional, and citizen centered procedure for selecting the next City Manager consistent with our Charter's **Commission-Manager** form of government , with an elected five member City Commission and an appointed **City Manager as Chief Administrative Officer.** To best achieve these goals, I strongly urge you to vote at the City Commission meeting on Monday, January 12, 2026 to:

1. Follow the Atlantic Beach Charter by appointing Kevin Hogencamp to automatically ascend to be Interim Acting City Manager.

2. Follow the Guidelines for selecting a new City Manager as set forth in the Florida City/County Manager search guide posted on the Florida League of Cities and Florida City/County Manager Association websites, which I believe you have been provided.

3. Hire an Executive Search Firm specialized in recruiting municipal executives. This should be characterized as an **investment , not an expense,** especially given the large cost of replacing key employees, including but not limited to severance pay, as well as emotional cost as seen in the last city commission meeting and its fallout. Let's do it right!

Attachment B to
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4. The City Manager search committee should be headed by the Mayor Pro Tem.

5. Articulate our city vision and reaffirm our Commissioner-Manager form of government in the city manager job description so that both the Search firm, the search committee, and the City Manager candidates understand his or her responsibilities and duties and all the commissioners are on board.

I have articulated the above in good faith and in appreciation for all the hard work done by our commission and city. It is written with the intent and fervent wish that Atlantic Beach must preserve its form of government, with a strong city manager at the helm, and implement an open transparent process for replacing our city manager that our citizens understand and believe in.

Thank you very much for your time and consideration.

Sincerely,

Carolyn S. Zisser

Carolyn Zisser
Attorney

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Attachment C to
1-12-26 Minutes

From:	Nancy Staats
To:	Bole,Bruce; Kelly, Candace; Ford, Curtis; Grant,Thomas; Ring, Jessica
Cc:	Bartle, Donna; Hogencamp,Kevin; Gabriel, Jason
Subject:	Please utilize best practices in finding our next CM
Date:	Monday, January 12, 2026 7:32:07 AM

Dear Commissioners,

I am very disappointed and remain concerned about the sudden resignation of our CM, Mr. Bill Killingsworth. It seems like there was unilateral decision-making happening, since none of the other city commissioners knew of any serious problems until the "emergency" (or "special") meeting was called on Monday Jan 5 by our mayor. On Jan 6, the other 4 city commissioners were told that our CM had tendered his resignation and new terms of severance had been negotiated, apparently without anyone's knowledge (except perhaps the city attorney?). The whole affair felt rushed, mysterious and very out of character for our CM.

It should be noted that the structure of AB's city government means that the CM handles most staff and organizational duties, and that each commissioner has one equal vote, including our mayor. It does not allow unilateral authority by one commissioner (or commissioner-mayor), whereby decisions are made without the input and discussion of the other city commissioners. There have also been concerns raised as to whether the terms of the severance followed all applicable employment laws.The other 4 commissioners should be rightfully upset. Sadly, only Commissioner Kelly voiced appropriate dissent, I believe in a misguided effort to spare our CM any more drama.

In addition, since our city is structured to be managed by a strong city manager (Council-Manager Format) having this important position unfilled again contributes to uncertainty and is NOT good for our city or its citizens. We are once again searching for a new city manager, just 2 years into the last manager's tenure, making it even more difficult to find a quality candidate.

I am requesting that HR conduct a thorough exit-interview of Mr Killingsworth, along with anonymous surveys of our current staff to determine if there are any issues that need to be addressed and ensure that our city's work culture is not hostile. Doing anything less exposes us to future lawsuits.

In addition, I am respectfully requesting:

1) we follow our charter and install our deputy manager into the manager position ASAP, with an appropriate adjustment in salary now that he is doing both jobs

2) we ensure that our search includes specific criteria, incorporating our current

**Attachment C to
1-12-26 Minutes**

city vision and mission statement. Please note: our citizens just voted a little over a year ago by a margin of 2:1 to amend the language in our mission to include Environmental Stewardship to its powers along with requiring a citizen referendum to develop our parks. The spirit of preservation of our trees, canopy and wetlands is in our mission statement and is critically important

.

3) we endeavor to follow state guidelines in our new search, conducted transparently and fairly--please see attached best-practices document

4) we employ a professional search consultant in order to maximize our options and minimize risks (NOTE: in the long run, the expense of a consultant is much less than the cost of frequent turnovers of this important position)

5) Please vote to establish a Citizen CM Search Committee, made up of 5 members, one chosen by each current city commissioner (not voted on by the entire body) along with one CC serving as liaison but not a voting member. This will ensure transparency and restore public trust in the process, much of which has been lost recently.

You may find the following article from the city of Newberry of interest: https://www.wuft.org/politics/2025-02-11/two-weeks-after-search-starts-newberry-commissioners-find-new-city-manager-in-current-mayor

It was suggested by our mayor that Mr Killingsworth was not "in alignment" with the citizens of AB, who are "more sophisticated and wealthier" now. The fact is our citizens have voted and want to preserve our unique and welcoming city, including its tree canopies, wetlands, beaches and heritage trees, and we want to address our resiliency in meaningful ways.

In short, I am asking that we preserve not only our beautiful city, but also its current form of government.

Thank you for your consideration,

Nancy Staats, MD

https://www.fccma.org/wp-content/uploads/2024/06/FCCMA-Search-Guide-v3_w_Exh.pdf

**Attachment D to
1-12-26 Minutes**



FLORIDA CITY/COUNTY MANAGER SEARCH GUIDE

May 2024

**Attachment D to
1-12-26 Minutes**

INTRODUCTION[1]

Selecting a city or county manager or administrator[2] is one of the most important decisions made by a governing body.[3] The objective of this guide is to assist local elected officials and staff with the search process.[4]

Recruiting and selecting a new manager can be a very positive, enjoyable, and unifying experience for a governing body. It provides an opportunity for the governing body, as a group, to think together about objectives and priorities as a basis for determining the characteristics of an effective manager for their community.

Like a chief executive officer in a Fortune 500 company, the manager is responsible for serving the governing body, managing the financial aspects of the organization, directing the employees, ensuring quality customer service, and implementing legal and ethical standards. Additionally, as a resource to the governing body, the manager will help determine whether governing body objectives and priorities are appropriately defined, considered, and implemented. Unique to public agencies, the manager oversees an organization that is focused on providing a variety of services to the community rather than on making profit.

The position of manager requires a variety of skillsets. Not every person can perform this role. Therefore, selecting the right person for the job is critical to the success of the governing body and of the community.

Recruiting and selecting a new manager provides an opportunity for the governing body to look to the future in a way that is seldom experienced when considering agenda items at a typical governing body meeting.

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[1]Appreciation is extended to Texas City Management Association (TCMA) for permission to use their 2022 edition of "Guidelines for Recruiting a City Manager."

[2]"City or county manager or administrator" or similar titles will be referred to as "manager" hereafter.

[3] "Governing body" as used in these guidelines refers to the mayor/chair and council/commission and their roles as outlined in the city/county charter, administrative procedures policy, and general laws as applicable.

[4]In 2023, the Board of Directors of FCCMA requested that the Senior Advisors prepare a Florida search guide for chief administrative officers. A public/private partnership work group made up of the following members prepared this guide: Jim Hanson, Senior Advisor and Chair; Russ Blackburn, Senior Advisor; Kurt Bressner, Senior Advisor Emeritus; Dan Kleman, Senior Advisor; Carol Russell, FCCMA Association Services Coordinator; Doug Thomas, Executive Vice President of Recruitment & Leadership Development, Strategic Government Services (SGR); Lynn Tipton, FCCMA Director Emeritus; and Heidi Voorhees, President, GovHRUSA, a Division of MGT Consulting of America.

**Attachment D to
1-12-26 Minutes**

When faced with an upcoming or immediate vacancy in the manager position, the governing body must provide the following:

- Strong, consistent political leadership for conducting the recruitment
- A well-organized, coordinated and transparent recruitment
- A timetable that ensures a prompt, comprehensive recruitment and guards against premature action
- A plan for administering the affairs of the city/ county while the recruitment is underway

The governing body must act thoughtfully and deliberately in determining how to ensure that operations of the local government are properly managed during the period before a permanent manager is selected and on the job. In some cases, the members of the governing body may agree they have confidence in a specific staff person. Should the governing body determine that there is no one on staff whom it can or wants to appoint as the interim manager, it may decide to retain the services of a retired or in-transition manager.

The governing body should publicly announce the appointment of the interim manager, making clear to all stakeholders that the interim manager is responsible for implementing governing body policy and overseeing operations.

Florida Government in the Sunshine:
Strict compliance with Florida law for all aspects of the search is essential. The position profile or other search documents must clearly advise all potential applicants that their application materials are subject to public disclosure under Florida law. Assurances of confidentiality cannot be provided.

This guide will discuss:
1. Steps Prior to Recruitment
2. Responsibility for Recruitment
3. Role of the Outgoing Manager and Guidelines for the Interim Manager
4. Parameters of Recruitment
5. Generation of Candidate Pool
6. Selection

SUMMARY: Following these six steps will help guide a successful search.

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1 STEPS PRIOR TO RECRUITMENT

Prior to recruitment, the governing body, with assistance of staff and possibly the **Florida City and County Management Association** (FCCMA) Senior Advisor Program or the **Florida Association of Counties** (FAC), should:

- Authorize preparation of a concise announcement to the public, the organization and stakeholders regarding the executive vacancy.
- Provide a timetable and option for selection of an interim manager.
- Identify local charter and state statute requirements for the position.
- Review the current job description.
- Identify and agree upon the essential characteristics and criteria of the next manager.
- Obtain a status report on organization and projects.
- Discuss compensation, benefits and employment agreement.
- Discuss housing assistance if residency is required.
- Prepare an outline of a recruitment plan.
- Defer key actions where possible until the new manager arrives.

SUMMARY:	These core elements should be addressed by the governing body at the start of the search.

2 RESPONSIBILITY FOR RECRUITMENT

The governing body is responsible for determining the approach used to conduct the recruitment. Regardless of the process used to recruit and evaluate manager candidates, members of the governing body must be clear that they will approve the selection of final candidates, conduct the interviews, and make the final selection.

Four search options are summarized here:

1. The governing body conducts the recruitment ***in-house*** using the elected body members, organization staff (such as the human resources department), the interim city manager (if that person is not a candidate for the permanent position), or some combination of these.

2. The governing body ***outsources*** the recruitment by contracting with a firm that specializes in providing executive search assistance to cities or counties. Using an executive search firm provides the most comprehensive search. [5, 6]

3. The governing body authorizes a search conducted by the FCCMA Senior Advisor Program or the FAC.[7]

4. The governing body authorizes a ***hybrid*** approach, conducting the recruitment internally with assistance from the FCCMA Senior Advisor Program or the Florida Association of Counties.

SUMMARY:

Deciding who conducts the recruitment is highly individualized. Considerations include whether the governing body wants to conduct an extensive marketing campaign, has the capacity and willingness to perform all tasks related to recruitment, and/or has a challenging political operating situation that may have an impact on the candidate pool. Having an external, neutral third party assist with the search may be appropriate.

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[5]Contact FCCMA staff for a list of Florida-involved search firms or see Exhibit A. "Florida Local Government Executive Search Firms."

[6]See Exhibit B. "Search Firm Services Typically Provided."

[7]The FCCMA Senior Advisor Program search services are limited to cities and towns under 10,000 population and counties under 50,000 population. However, the Senior Advisor Program is available to meet with jurisdictions of any size to assist in finding an interim manager and outlining the scope of a manager search. Specific search services required should be discussed with the FCCMA Senior Advisor Coordinator or the FAC representative.

3

ROLE OF THE OUTGOING MANAGER AND GUIDELINES FOR THE INTERIM MANAGER

The **Code of Ethics for the International City/County Management Association** (ICMA) provides guidance to the role of the outgoing manager in a recruitment as well as guidelines for the interim manager.

> *ICMA Code of Ethics – Tenet 3:*
>
> *Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.*[8]

The exiting or retiring manager should refrain from working on the process itself (other than directing necessary staff to do their respective roles) and should maintain an appropriate distance from the governing body as their deliberations proceed.

If appropriate, the outgoing manager may provide insights to candidates.

The interim manager who ***is*** a candidate for the post must refrain from all involvement in the process, which would be a conflict of interest.

The interim manager who is ***not*** a candidate for the post may talk with staff about processes and procedures and can assist the elected officials with questions as necessary. Since the incoming manager, in theory, will continue to work with an internal former interim manager, fact-based neutrality as an interim manager should be an overriding principle to guide the level of involvement during the recruitment.

SUMMARY:	All members of ICMA and FCCMA are obligated to follow the ICMA Code of Ethics. Understanding this requirement will help ensure professional management.

[8]The entire ICMA Code of Ethics may be found here: ***https://icma.org/page/icma-code-ethics***

4 PARAMETERS OF RECRUITMENT

Prior to starting a search, the governing body should establish the parameters of the recruitment.

PARTICIPANTS IN THE SEARCH:

At the onset of the recruitment, the governing body must address who will be involved in the search. Participants may include the governing body, staff, and/or a citizen committee, if authorized by the governing body.

Staff: The staff role can vary, depending upon whether the governing body, an executive search firm, an FCCMA Senior Advisor, or the FAC is responsible for conducting the recruitment. If the governing body or the FCCMA Senior Advisor Program is conducting the recruitment, staff will often be responsible for placing advertisements and collecting resumes. They may also assist in scheduling interviews. If an executive search firm is involved, the firm may be responsible for all these administrative details. The role of staff in this case is usually limited to providing information about the community and organization and to coordinating generally with the search firm. When an executive search firm is involved, staff often provide additional input to develop the Manager Profile and sometimes are invited to participate in other events during the interview process.

Citizen Engagement: In some instances, governing bodies have involved individual citizens or citizen committees in defining desired characteristics of a new manager and participating in an advisory role in the review leading to the determination of finalists. The participants in the screening should represent a cross section of the community as much as possible.

However, regardless of the type or level of citizen candidate review, only the governing body decides on interview candidates and hires the new manager.

MANAGER PROFILE:

Identifying the desired characteristics and goals for the new manager goes to the heart of the recruitment. A profile can encompass those qualities, characteristics, education, experience, and areas of expertise of the ideal candidate. The profile should also address any residency requirements for the position.

Using the profile as a guide and considering how applicants measure against the established criteria and against one another, the governing body can better ensure that the candidate it appoints has the combination of management experience and leadership style to be successful in the position. Developing the manager profile helps the governing body define its needs and establishes the groundwork for generating a rich pool of applicants with the skills and abilities to address the needs of the governing body, community, and organization. Additionally, the profile should include information

about the attributes of the community, issues it faces, quality of life, and objectives that the new manager should achieve. The governing body has a responsibility to present the position accurately, attractively, and competitively.

In summary, it is vital for the governing body to determine ***by consensus*** what their community needs, include these needs in the profile, and refer to these needs when considering all candidates' skills and backgrounds. These characteristics and objectives help the governing body identify in detail their ideal manager within the potential candidate pool, review resumes, select finalists, and hire the best "fit" for the community.[9]

COMPENSATION:

While it is important for the governing body to have some general understanding of the salary parameters that will be acceptable, the governing body must also allow itself some flexibility in this area. The governing body can and should obtain comparable data for other cities/counties of similar size in their region.[10] In addition, benefits and housing assistance should be confirmed.

After the Manager Profile has been approved by the governing body, advertising can proceed.[11]

SCOPE OF RECRUITMENT:

When a manager vacancy is advertised, resumes will usually be received from individuals in different parts of the country. Since the governing body is looking for the best candidate, all resumes received should be reviewed carefully. Some governing bodies will choose to focus on their state or region, thinking that these candidates may have a better understanding and orientation to problems they face, legal issues, financing alternatives, and similar matters. Given the competitive nature of the profession, a nationwide search is recommended.

OUTREACH STRATEGY:

It is advantageous for the governing body to ensure that every professional who might have an interest in the vacant position is aware of the opportunity to apply. In addition to posting the position vacancy in professional publications, websites, social media, and job boards, a brochure describing the community, the position profile, and the governing body's key goals and objectives will enhance the opportunity to attract outstanding candidates.

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[9]See Exhibit C. "Sample Manager Profile."

[10]See Exhibit D. "Manager Salary and Benefit Information."

[11]See Exhibit E. "Places to Advertise."

TIMING OF THE SEARCH:

Publication deadlines must be considered to properly advertise a vacant manager position in a timely manner. An ideal search timeline will provide 30 - 60 days from the start of the recruitment to the deadline for submitting resumes; 30 - 60 days to review resumes; 30 days to schedule interviews with candidates, hold interviews, conduct background checks, and select a candidate; and a minimum of 30 - 45 days for the new manager to relocate to the community. The estimated time from start to selection of a new manager is between 90 to 120 days.

SUMMARY:

The governing body must discuss and reach a consensus on each of the above parameters at the outset of the recruitment. This consensus will not only result in a framework for conducting the overall recruitment but also help ensure that the governing body is unified in its approach to the recruitment of a manager. After this consensus has been reached, the recruitment can move forward.

5 GENERATION OF CANDIDATE POOL

The recruitment is distinguished from the selection by focusing on the generation of a sufficient pool of qualified applicants so that the selection has a reasonable number of applicants to screen. Professionalism, punctuality, and responsiveness during this period of advertising and obtaining applications for the position is key because applicants receive their first impressions of the community and organization during the recruitment phase.

Candidates must not only have technical and administrative skills and experience, but also possess the "non-task-related factors" of the job. The manager's job has certain well-defined managerial tasks, such as budgeting, supervising, and communicating, which are vital to the organization's core operations. A manager may carry out well-defined managerial tasks but may be lacking in non-task-related factors, resulting in poor overall performance.

In today's complex public sector, communities are an ever-increasing mix of races, ethnicities, religions, gender identity, and sexual orientation. It is important for communities to seek out candidates from various backgrounds, cultures, ages, genders and experiences. This not only ensures a fair representation of the community's population, but also brings in a variety of perspectives and ideas that can contribute to the effective administration of the local government services and can foster innovation, creativity and knowledge. Recruitment goals can be furthered through targeted outreach, social media postings of the vacant position, advertising on a variety of websites that are specific to local government, advertising on websites that serve underrepresented minorities, and generally demonstrating an open and welcoming culture.

SUMMARY:

To effectively recruit, the local government must market the position so that its requirements are clear to potential applicants. The goal of recruitment is to generate a sufficient pool of qualified applicants. To accomplish this, relations with applicants must communicate professionalism and responsiveness as well as provide accurate, descriptive information about the position, the community and the status of the process. The local government can use both outreach and advertising while making sure that both approaches encourage a broad-based candidate pool.

6 SELECTION

After the deadline for submitting resumes has passed, selection begins. Methods used to screen applicants typically include careful review of each candidate's resume and cover letter, social and print media presence, consideration of reference letters and/or reference calls, and interviews – virtual, face-to-face, or a combination of the two. Dependence upon a single information source is not advised.

The singularly most important premise of the council-manager form of government is the political neutrality of the manager, who is professionally required to perform in a non-partisan manner and to avoid electoral politics. This professional standard, along with education and training, ensures that the professional manager relies on technical and administrative reasoning in all official duties.

Similarly, the governing body's role in the recruitment and the selection of a manager must remain politically neutral. Elected members must not expect the manager to share their political perspectives. The governing body must not inject partisan politics into selecting a new manager.

RESUME REVIEW:

Unless the governing body has retained an executive recruiting firm to assist in the selection or is using the services of FCCMA's Senior Advisor Program or the FAC services, the governing body must review resumes.

USING THE ADOPTED CRITERIA:

To narrow the field of applicants, those reviewing the resumes must compare them with the recruiting criteria adopted by the governing body at the onset of recruitment.

DETERMINING FINALISTS:

A common selection initially reduces the applicants to a highly qualified group of approximately ten (10) candidates. When the initial resume review has been completed, the most qualified, smaller (perhaps 5 – 9) second-round group of applicants will be subject to more thorough background checks, including references, social media usage history, and possibly virtual interviews. All finalists should have a full background check. The governing body must resist the temptation to select finalist candidates before background checks have been completed.

Based upon the candidates' qualifications per the original selection criteria of the governing body and the results of the background checks, the governing body then chooses a smaller group of 3 - 5 finalists, who are invited to the community for interviews.

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[12]See Exhibit F. "Background Checks – Recommended Scope of Services."

It is recommended the governing body prepare a list of reserve candidates in the event that any finalists decide not to pursue the position.

MECHANICS OF INTERVIEWING:

Interviewing must be well organized and the setting comfortable. A discussion leader should be designated, and all governing body members must participate. The governing body may opt for individual discussions with each finalist.

Some types of questions or inquiry are prohibited by law. The city or county attorney should prepare a report or guideline of what types of questions or inquiry must be avoided in either the public interview or individual discussions. The focus must always remain on KSA – knowledge, skills, and abilities. The governing body should ask the same questions of each candidate.[13]

EMPLOYEE/COMMUNITY INVOLVEMENT IN INTERVIEWING:

The governing body may choose to supplement interviewing by inviting employees, community leaders, and/or the public in general to participate. For example, finalists may meet with the department heads or other staff to review departmental operations in more detail or to receive a tour of the community. Similarly, finalists may meet with selected community leaders to receive input on matters the leaders consider important to the local government. A public reception or question-and-answer session with candidates is often held. Note that this type of involvement is to provide the candidates with additional information about the community. Employees and/or community members will not be involved in the actual selection of the city manager.

PARTNER INVOLVEMENT IN INTERVIEWING:

If the partner is invited to accompany the finalist candidate, this part of the selection must be well-organized and based on the interests of the partner, insofar as that can be determined and accommodated. Additionally, partner involvement may be beneficial to the candidate's review and assessment of the community.

REIMBURSEMENT OF INTERVIEW EXPENSES:

Confirm the city or county policy on reimbursement of expenses in conjunction with the interview. The practice of most local governments is to reimburse candidates and partners for any actual out-of-pocket expenses.

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[13]See Exhibit G. "Do's and Don'ts of Interviews and Interactions with Candidates."

[14]If comment cards are used for feedback at a public reception or session, be mindful that in Florida those comments are public record.

POST-SELECTION:

Selection produces three possible outcomes:

- One finalist has emerged as the clear choice.
- The governing body has narrowed down to more than one finalist whom they would like to pursue further.
- No finalists are acceptable.

If one clear first choice occurs, the governing body, through its representative, can notify the candidate, confirm the willingness of the candidate to accept the position, and then move to finalize a total compensation package and other arrangements.

If the governing body decides to further consider two or three finalists, it may choose to invite those finalists (and possibly the finalists' partners) for a second interview.

If no finalists meet the governing body's expectations, the governing body may decide to rescreen some of the applicants who did not make the first round of finalists. Another option is to restart the entire search.

If the governing body is unable to satisfactorily conclude negotiations with the first-choice finalist, the governing body may want to open discussions with one, some, or all the other finalists.

Until all arrangements have been completed with a first-choice finalist, the governing body should postpone notifying the other finalists. Additionally, after successful negotiations with a new manager have been made, all other applicants should be notified as a professional courtesy.

FINALIZING COMPENSATION AND TERMS OF EMPLOYMENT:

After the governing body has chosen the new manager and that individual has indicated a willingness to serve as manager, a representative of the governing body and the city or county attorney should be designated by the governing body to discuss and finalize compensation and other terms of employment with the selected candidate.[15] The final terms of employment and compensation, including an employment agreement compliant with Florida Statutes, must be reviewed and approved at a public meeting by the governing body.[16]

[15]See Exhibit H. "Preparing the Job Offer and Contract Approval Process."

[16]See Exhibit I. "Sample Florida Employment Agreements."

SUMMARY:

Based on the adopted criteria and objectives for the position, the governing body makes the final determination of the applicants selected for interviews. The finalist group must be large enough to expose the governing body to a workable number of diverse competencies, skill sets, and personalities. Political neutrality of the governing body and the candidate is essential. Staff, community, and partner involvement may be included in the interview. The local government should reimburse interviewees. In most cases, a minimum of 3-5 finalists are interviewed face-to-face. The governing body may establish a back-up finalist group in case any of the finalists decide not to pursue the position. Following the interviews, the governing body selects its choice as candidate to offer employment and discuss terms of employment, which must be approved by the governing body at a public meeting.

CONCLUSION

Selecting a professional manager is one of the most important decisions a city or county will make. Following each of these steps can enhance success. The thorough, consistent, and transparent process in this Florida City/County Manager Search Guide promotes cohesive and effective local government.

LIST OF EXHIBITS

- A. Florida Local Government Executive Search Firms
- B. Search Firm Services Typically Provided
- C. Sample Manager Profile
- D. Manager Salary and Benefit Information
- E. Places to Advertise
- F. Background Checks–Recommended Scope of Services
- G. Do's and Don'ts of Interviews and Interaction with Candidates
- H. Preparing the Job Offer and Contract Approval Process
- I. Sample Employment Agreements

FCCMA

Florida City and County Management Association
P.O. Box 1757
Tallahassee, FL 32302-1757
850.701.3607

Attachment D to
1-12-26 Minutes

Exhibit A:

Florida Local Government Executive Search Firms

Strategic Government Resources
P.O Box 1642, Keller, TX 76244
(817) 337-8581
https://www.governmentresource.com/
Jjpeters@strategicgovernmentresources.com

Colin Baenziger and Associates
2055 S. Atlantic Ave. Suite 504, Daytona Beach Shores, FL 32118
(561) 707-3537
http://www.cb-asso.com/Active_Recruitments.asp
Colin@cbasso.com

GovHR USA/MGT
630 Dundee Road, Northbrook, IL 60662
(847) 380-3240
Heidi Vorhees, President, GovHRUSA
https://www.govhrusa.com/
https://www.mgtconsulting.com/
Hvoorhees@govhrusa.com

Bob Murray and Associates
1544 Eurika Road, Roseville, CA 95661
(916)784-9080
https://www.bobmurrayassoc.com/
apply@bobmurrayassoc.com

Mercer Group Associates
107 Indigo Lane, Athens, GA 30606
(706) 983-9326
https://mercergroupassociates.com/
info@mercergroupassociates.com

S. Renee Narloch and Associates
2910 Kerry Forest Pkwy, Tallahassee, FL 32309
(850) 391-0000
https://www.srnsearch.com/
info@srnsearch.com

Sumter Local Government Consulting
Atlanta, GA.
(404) 555-0525
https://sumterlocalgovconsulting.com/
warren@sumterconsulting.com

Slavin Management Consultants
304 Holcomb Bridge Road Suit A-1, Norcross. GA 30071
(770) 449-4656
http://www.slavinmanagementconsultants.com/welcome.shtml
Slavin management consultants.com

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Exhibit B:

Search Firm Services Typically Provided

As discussed in Section 2, Responsibility for Recruitment, the elected officials may decide to contract with an executive recruitment firm to facilitate and assist with the process of selecting their next administrator/manager. Whether to contract with a firm or not depends on several factors, including the presence of a qualified in-house employee, the city's capacity to perform in-house recruitment, the reason for the vacancy, and the challenges facing the city.

Services Provided by the Recruitment Firm

An Executive Recruitment firm facilitates the selection process and generally includes the following tasks:

1. Facilitates the elected body's discussion of key qualifications and experiences they desire in their next Administrator/Manager; in addition, the firm can facilitate community focus groups and internal organization meetings that will provide additional insight into the qualifications and experiences for the next Administrator/Manager. Tools such as survey documents may also be an option for seeking community/organizational input.
2. Assist with establishing the salary range and other executive level benefits that reflect the current market in the region.
3. Develop marketing materials that showcase the community and organization. This marketing brochure will also provide a detailed description of the position and the expectations outlined by the elected body.
4. Provide application management, outreach through social media and personal outreach to ensure the position is marketed widely to potential candidates.
5. Evaluate candidates based on criteria provided by the elected body.
6. Provide the elected body with a detailed report to assist them in selecting candidates to interview.
7. Conduct highly detailed media and social media searches on each candidate presented for consideration by the elected body.
8. Conduct reference calls, criminal background checks, educational verification and other due diligence within state and federal laws.
9. Facilitate the interview process. This includes ensuring the candidates have the details for the meeting with the elected body and other interview panels that may be a part of the selection process. In addition, the firm can provide sample interview questions for the elected body to consider.
10. Facilitate the elected officials' discussion of the finalist candidates and advise on elements of the employment agreement.

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Vetting Executive Recruitment Firms

In selecting an Executive Recruitment Firm, Elected Officials may consider the following:

- Does the firm understand the unique dynamics of local government in general and the city/county manager/administrator position specifically?
- Can the firm effectively market the position and reach top candidates?
- Can the firm effectively evaluate the candidates with objectivity, reflecting the criteria provided by the elected body?
- Does the firm offer a guarantee if the selected candidate leaves or is let go within the first year of employment?

It is strongly suggested that if the elected body is considering utilizing an executive recruitment firm, they request proposals from several firms and interview two or three finalists to ensure there is alignment between the firm and the elected body.

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Exhibit C:

Sample Manager Profile

The development of the position profile is an opportunity for the hiring authority to come together and discuss what they are seeking in their next manager/administrator. If community members are asking to be included in the process, this is an excellent opportunity to obtain their feedback so it can be used in developing the profile and in screening applicants. The following information should be included in the profile:

Community/County Information – Marketing information (population, location, regional attractions, recreational opportunities, schools, retail/business climate) about your community or county. What are the highlights? This section should ideally include links to your website, chamber of commerce information, etc.

The Organization – This section should include your form of government, the names of departments, number of employees and size of annual budget. Again, links to your budget and any strategic planning documents would be helpful.

The Position – Specifics about the position – who it reports to and who are the direct reports to this position. This section should include high-level responsibilities. Information on key attributes and experiences for interested candidates can be included in this section.

Opportunities and Challenges – What short- and long-term challenges and opportunities will the next person in this position face? Typically, 4-5 issues are mentioned in this section.

Qualifications and Leadership/Management Skills Desired – This should include what potential candidates must have and then what additional qualifications and skills are highly desirable. Flexibility with respect to requirements candidates must have should be minimized to assist in achieving a broad pool of candidates.

Compensation and Benefits – It is very important to include a compensation range. Using DOQ (Dependent on Qualifications) will reduce the size of the candidate pool. Salaries are public information, so it is important for the hiring authority to discuss what range they expect to pay within and to advertise that range. In addition, if residency is required, it is important to include that information in this section.

Application Process – Indicate application deadline and how to apply. This section should also include contact information for questions.

Note: A full position profile or brochure typically includes photos of the community/county and organization and may also include relevant graphics/organizational charts. For advertising on websites, a shorter version of the profile that hits on an abbreviated version of these components will need to be developed.

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Exhibit D:

Manager Salary and Benefit Information

In Florida, the following entities provide a salary survey that includes county and municipal information:

Florida Public Human Resources Association (FPHRA) Annual Survey
This is the broadest, most comprehensive Florida local government survey
General Website: www.fphra.org
Salary Survey page: https://www.fphra.org/page-1818928
Note: *membership is required to access the data (you can contact them to see if a fee can be paid in lieu of membership)*

Florida League of Cities Annual Survey
Positions in the municipal survey include elected officials, attorneys, clerks, and managers. To request a population-based response with cities close to the same size, please contact the Research Staff at (850)222-9684. Access to the total data is not available; customized requests only.
Website: www.floridaleagueofcities.com

In addition, some county and municipal human resources departments do a Peer City or Peer County comparison of five to ten similar governments and collect specific salary and benefit data for selected positions.

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Exhibit E:

Places to Advertise – 2024

ICMA All Current Jobs: https://icma.org/job-center (fee – based – national)

Linked-In:
https://business.linkedin.com/marketing-solutions/native-advertising/single-job-ads
(fee – based – national)

FCCMA Job Listings: http://fccma.org/jobs/ (no cost – Florida)

Florida Association of Counties Jobs Posted:
https://www.fl-counties.com/government-jobs (no cost – Florida)

Florida League of Cities: https://www.floridaleagueofcities.com/jobs (no cost – Florida)

National League of Cities: https://jobsonline.nlc.org (fee – based – national)

National Association of Counties: https://jobs.naco.org/ (fee – based – national)

National Forum for Black Public Administrators: https://careers.nfbpa.org/employers/
(fee – based – national)

Local Government Hispanic Network Job Board: https://www.lghn.org/i4a/careerHub/
(fee – based – national)

GovHR Jobs Board: https://www.govhrusa.com/post-a-job/ (fee – based – national)

Strategic Government Resources (SGR) All positions:
https://www.governmentresource.com/executive-recruitment/job-board (fee – based – national)

Careers in Government: http://www.careersingovernment.com (fee – based – national)

Employ Florida: https://www.employflorida.com/vosnet/Default.aspx (must register for access - Florida)

Georgia Local Government Access (GLGA), a joint effort of the Georgia Municipal Association and the Association County Commissioners of Georgia: http://www.glga.org/ (no cost – Georgia)

Government Jobs: https://www.governmentjobs.com (fee – based – national)

GovtJobs.com: http://www.govtjobs.com/ (fee – based – national)

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Exhibit F:
Background Search Information and Resources

For a city or county conducting a manager/administrator search, the following information is Florida-specific and provided to assist staff with this part of the search.

For the initial applicants:

- For a preliminary review of all applicants, staff can conduct a search of the top 200 results in Google/social media for each one. While this step can take time, it can help eliminate those whose background or experiences do not match expectations/preferences.

For interviewees and finalists:

- Check references supplied by the candidate – additional references can be contacted if candidate's current position is not jeopardized. Check with the candidate about contacting former employers, for example.
- Consider additional background information ahead of the interview; consult own local government's policies on this. Some organizations have physicals, drug screens, etc.
- Watch online streaming of candidates' current employers' board meetings to see the candidates' interactions with their current elected body and the public.
- When selecting a third-party firm to conduct additional background due diligence, ensure that the firm is verifying educational credentials, driving record, SSN verification and is reviewing various federal and local crime databases. It is important to follow federal and state laws regarding background checks including the review and sharing of credit history.
- A few of the firms often used in Florida by city and county governments:
  - Goodhire firm: www.goodhire.com
  - NAPS Background Checks firm: www.napsbgc.com
  - TruDiligence firm: www.trudiligence.com

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Exhibit G:

DOS AND DON'TS OF INTERVIEWS AND INTERACTIONS WITH CANDIDATES

TOPIC	ACCEPTABLE QUESTIONS	UNACCEPTABLE QUESTIONS
NAME	Whether work records are under another name.	To ask if a woman uses Miss, Mrs. or Ms. or ask for maiden name.
AGE	Only if there are specific, age-related requirements of the job. After hire, proof of age can be required.	Age or age group
NATIONAL ORIGIN	NONE!	Any question about nation of origin is unacceptable
RACE	NONE! After hire, race is requested to EEO reporting.	Any question about race is unacceptable
RELIGION	NONE!	Any question about religion is unacceptable, including any church affiliation
CITIZENSHIP	Can only ask if applicant is eligible to work in the US. Proof is required at hire.	If applicant is native born or naturalized.
MARITAL OR FAMILY STATUS	Whether the applicant has any commitments/responsibilities that might prevent him/her from meeting work requirements	Any question that reveals marital status or number/ages of dependents. Do not ask about spouse's job, childcare responsibilities, pregnancy
MILITARY SERVICE	NONE	Any question about military service is unacceptable.
CRIMINAL RECORD	Listing of convictions	Questions about arrests
REFERENCES	General and work references not relating to race, color, religion, sex, national origin	References from clergy or others that might reflect race, color, religion, sex, national origin
ORGANIZATIONS	About professional memberships and offices	Listing of all memberships in clubs and organizations, which may reveal race, color, religion, sex, national origin
WORK SCHEDULE	Willingness to work required work schedule	Willingness to work on a particular holiday.
DISABILITIES	Whether the applicant can perform the essential functions of the job with or without accommodations	Any question about height, weight, impairment. Any question about past sick leave usage.

- These guidelines are for informational purposes and are not legal advice. Anyone using this form should consult with their HR and Legal staff for specific advice on the legality of interview questions and what is permissible.

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DOS AND DON'TS OF INTERVIEWS

Various state and federal regulations regarding equal employment affect the interview and selection process. These regulations prohibit discrimination based on race, color, sex, religion, national origin, age or handicap. The "Interview Guidelines" chart on the reverse side of this page outlines the specific kinds of information which you can and cannot ask.

In addition to being familiar with this chart, you should pay special attention the following areas to avoid violating equal employment regulations.

DO consider the person's true ability to perform the duties of the position. Never assume that an applicant's age, sex, or disability will prevent the performance of tasks.

DON'T express a preference for race, sex, a particular age group or indicate any other preference which might be construed as discriminatory.

DO keep in mind the applicant's perception of you. Don't refer to applicants in an "endearing manner." Never use racially or ethnically oriented terms. Don't flirt with or patronize the applicant.

DON'T indicate to a member of a "protected group" (e.g., minority, female, person with disability) that your interest in them stems from a desire to improve your EEO image.

DO avoid stereotypes. Keep an open mind. Don't imply (or assume) that the job requires a young person with energy or that an older person may find the job too demanding or that females should not travel alone.

DON'T ask about any prior Workman's Compensation claims.

DO use extra caution in dealing with physical requirements. Federal regulations, and most recently the Americans With Disabilities Act (ADA), require employers to make "reasonable accommodations" for persons with permanent disabilities.

DON'T pursue areas which legally are "out of bounds," even if the applicant brings them up. Stick to the job duties. For instance, if an applicant raises concern over child care arrangements, explain the work hour requirements of the job and allow the applicant to make his/her own assessment.

DON'T indicate that you already have someone in mind for the position. The interview process should be an open process where all applicants receive equal consideration.

DO remember that most of the tips above also apply to what you say outside of the interview. In the event that a discrimination claim is filed, comments made outside of the interview can come back to haunt you when co-workers are asked to answer under oath regarding what was said "in private." Remember, keep an open mind and don't draw conclusions or make assumptions you can't defend.

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Exhibit H:

Preparing the Job Offer and Contract Approval Process

- The development of a "term sheet" that outlines each of the financial and human resources benefits included in the offer – the elected body can work through this list that includes but is not limited to: Salary, deferred compensation, severance, retirement benefits, health, life, and dental insurance, housing assistance, car or car allowance, technical devices (laptop, tablet, cell phone), moving expenses, interim housing, pre-employment medical screenings and start date.

  This list should then be shared with the finalist candidate to ensure there is alignment. The elected body may want to designate someone to negotiate some of the terms of the offer.

- Once the general terms are agreed upon, the agreement/contract can be drafted and will include financial and benefits terms as well as other employment language dealing with cause for dismissal, etc. This is typically prepared by the city or county attorney.
- The finalist candidate is provided with the draft contract and given the opportunity to review it with their attorney.
- Once the parties agree on the contract, they can then coordinate the announcement of the contract approval date and the candidate's departure from their current position.

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Exhibit I:
Sample Employment Agreements

The following are links to sample employment agreements.

Link to ICMA Model Employment Agreement

https://icma.org/documents/icma-model-employment-agreement-editable

This document serves as a model employment agreement template for administrators of municipal governments. The document is available to the ICMA members.

Texas City Management Association CM Agreement:

https://www.tcma.org/DocumentCenter/View/156/Sample-Employment-Agreement-with-Benefit-Options-PDF

This agreement is available to the public.

Agreements specific to Florida may be found online from various cities and counties by doing a web search for either *Florida city manager employment agreements* or *Florida county administrator employment agreements*.

Note:

20-Week Limit on Severance Pay in Florida: All agreements after July 1, 2011, must comply with Florida Statute Section 215.425 (4)(a)(1)&(2) as follows:

(4)(a) On or after July 1, 2011, a unit of government that enters into a contract or employment agreement, or renewal or renegotiation of an existing contract or employment agreement, that contains a provision for severance pay with an officer, agent, employee, or contractor must include the following provisions in the contract:
1. A requirement that severance pay provided may not exceed an amount greater than 20 weeks of compensation.
2. A prohibition of provision of severance pay when the officer, agent, employee, or contractor has been fired for misconduct, as defined in s. 443.036(29), by the unit of government.

On the next page please see a sample Florida Manager Employment Agreement based on a 2023 City Manager search.

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SAMPLE FLORIDA EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT ("Agreement") is entered into, by, and between the City/ County of _____ and _____ ("Manager").

WHEREAS, after due consideration and deliberation in accord with law, the Commission (hereafter Commission) of the _____ has determined to offer the position of City/ County Manager to _____; and

WHEREAS, Manager has determined to accept the position; and

WHEREAS, the Parties wish to set forth the terms and conditions of Manager's employment by the City/County.

NOW, THEREFORE, intending to be legally bound, the Parties agree as follows.

1. Recitals. The Parties agree that the recitals above are true and correct and that they are incorporated by reference as if fully stated here.

2. Employment. The City/ County agrees to employ, and Manager agrees to be employed in the position of City/ County Manager on the terms and conditions herein stated and as set forth in the Charter of the City/ County of _____ and the Code of Ordinances of the City/ County of _____.

3. Duties. Manager will perform the functions and duties of City/ County Manager as specified in Section_____ of the City/ County Charter and City/ County Code of Ordinances, as they may be amended from time to time, and by all other applicable laws, and to perform other legally permissible and proper duties as the Commission shall from time-to-time assign. The Manager shall give his/ her best efforts in performing these duties.

4. Term. The Term of the Employment Agreement shall be for an indefinite term subject to the termination provisions set forth herein. This Agreement and Manager's employment hereunder shall commence on _____.

5. Base Salary. The annual base salary of the Manager shall be $_____. The base salary shall not be decreased during the term of this Agreement. The City/ County agrees to review said base salary and/ or benefits on an annual basis and to increase said salary and benefits to such an extent as the Commission may determine appropriate per the Manager's Performance Evaluation Process. At a minimum, the annual base salary shall be increased by any cost-of-living adjustment, or other increases provided to non- represented employees.

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6. Performance Evaluation Process. An initial “check-in” evaluation will be undertaken six months following the Manager's appointment. A subsequent comprehensive performance evaluation will take place six months thereafter (i.e., at the end of the Manager's initial year of employment). Upon attainment of a successful annual performance evaluation, as determined by the Commission, Manager shall be eligible for a base salary adjustment. Thereafter, performance evaluations will occur on an annual basis with any base salary adjustment to be dependent upon the results of the evaluation and consistent with approved Annual Budget appropriations. The Commission shall evaluate/review the performance of the Manager in a public meeting, subject to a process, form, criteria, and format which shall be mutually agreed upon by the Manager and the Commission. The Commission shall provide the Manager with a written summary stating the findings of the Commission and provide an adequate opportunity for the Manager to discuss their evaluation with the Commission.

7. Termination.

a. Employment may be terminated with or without cause by the City/ County or Manager, in accordance with the procedures provided herein. If the City/ County chooses to terminate the Manager, the Commission must approve terminating the Manager in accordance with procedures set forth in Section ____ of the City/ County Charter and Code of Ordinances, as they may be amended from time to time.

b. If Manager is unable to perform their duties for any reason, including but not limited to sickness, accident, injury, or mental incapacity, for a period of four (4) successive weeks beyond any accrued sick leave, the City/ County shall have the option to terminate Manager's employment, in accordance with the procedures set forth in the City/ County Charter and Code of Ordinances, as they may be amended from time to time and in accord with applicable law,

c. If the Agreement is terminated by the death of the Manager, the City/ County shall pay a designated beneficiary of the Manager, or his/ her estate, all accrued compensation due Manager as of the date of his/ her death. The City/ County shall have no other liability to the Manager, his/ her estate, heirs, or beneficiaries, and neither the Manager beneficiary nor estate will be entitled to any severance pay.

d. If the City/County, citizens or State of Florida acts to amend any provisions of the City/ County Charter, Code of Ordinances, as they may be amended from time to time, and/or state law pertaining to the role, powers, duties, authority, responsibilities of the Manager's position that substantially changes the form of government, the Manager shall have the right to declare that such amendments constitute termination from the effective date of such amendments. Termination pursuant to this section 7(d) shall constitute a termination without cause for purposes of entitlement to severance benefits under section 8 (b).

e. Termination shall occur when the City/ County breaches a material provision of the Employment Agreement and fails, within thirty (30) days after written notice has been given by the Manager to the Commission to comply with any provision of this Agreement.

f. The Agreement shall not be construed to create anything other than a terminable at will employment relationship between City/ County and Manager. The Manager may terminate with the City/ County by directing written notice of termination to the City/ County by certified or registered mail, returned receipt requested or by filing with the City/ County Clerk with a copy to the Mayor/ Commission Chair. In the event of such termination, Employee shall not be entitled to receive the severance pay provided for in the Employment Agreement.

8. Severance.

a. The Employment Agreement shall immediately terminate, and Manager shall not be entitled to the severance benefits if the Manager is convicted, pleads no contest to, or receives a withhold of adjudication for a felony or crime involving moral turpitude or dishonesty, or if he/she acts with gross misfeasance or malfeasance or otherwise is guilty of gross misconduct which constitutes conduct demonstrating willful or wanton disregard of the City's/County's interests, a deliberate violation or disregard of the standards of behavior to which the City/ County has a right to expect of Manager, carelessness or negligence to a degree or recurrence that manifests culpability, wrongful intent, or evil design, or shows an intentional and substantial disregard of the City's/ County's interests or of Manager's duties and obligations to the City/County, including but not limited to conduct resulting in material harm to the City/County, willful neglect or failure to perform his or her duties, gross insubordination, misconduct, as defined in section 443.036(29}, Florida Statutes, as it may be amended from time to time, or acts of dishonesty. For termination due to the reasons stated pursuant to this section/provision of the Employment Agreement, the Manager is only entitled to compensation for hours actually worked up to the termination date and compensation for accrued vacation time.

b. Pursuant to the provisions of the City/ County Charter, the City/ County may by majority vote of the Commission with or without cause remove the Manager from office in accordance with Section _____ of the City/ County Charter. If the Manager is terminated without cause, as defined in Section 215.425 (4)(a) 1 Florida Statutes, he/ she shall receive twenty (20) weeks of pay equal to his then-current salary and earned and unused vacation, and retirement benefits. During the severance period, Manager will also continue to be enrolled in his City's/ County's Health Insurance Plan with Employer and Employee contributions unchanged. If the Manager resigns or is terminated with cause for misconduct, as defined in Section 443 036(30) Florida Statutes, the City/ County shall not be obligated to pay severance and related benefits.

c. If the Employment Agreement is terminated by City/ County and the Manager is entitled to severance benefits, Manager must execute a general and full release releasing the City/County, its officials, officers, employees, attorneys, and agents from any and all obligations, claims or liabilities

arising out of Manager's employment with the City/County, including but not limited to claims for wrongful termination, discrimination of any kind and defamation. If the Manager refuses to execute said release, the City/ County may seek specific performance of the Employment Agreement and injunctive relief requiring the Employee to sign said release, amongst its available remedies. Said release shall not release the City/ County from its obligations to indemnify the Manager under the Indemnification & Bonding section of the Employment Agreement.

9. Resignation. In the event the Manager voluntarily resigns his/ her position, he/ she shall give thirty (30) days advance written notice of his/ her resignation, unless the parties otherwise agree, in writing. If the Manager voluntarily resigns, he/ she shall be entitled only to his/ her accrued vacation leave and no other benefits as provided pursuant to the Severance provision of the Employment Agreement.

10. Retirement, Deferred Compensation.

a. The City/ County agrees to execute all necessary agreements for the Manager's participation in the 401(a) retirement plan for Executive Management employees and the 457 Deferred Compensation Plan. In addition to the Manager's base salary paid by the City/ County to the Manager, the City/ County agrees to pay, on behalf of the Manager, an amount equal to, but not less than, a total of ___ percent (__%) of Manager's base salary into the 401(a) retirement plan, in equal proportionate amounts each pay period. The Manager shall be required to contribute ___ percent (__%) of the Manager's current base salary annually on a pre-tax basis as a condition of participation. The City/ County shall disclose to the Manager the financial impact of any amendment to the terms of the Manager's retirement benefits.

The City/ County agrees to execute all necessary agreements for the Manager's participation in the City's/ County's 401(a) plan to reflect the following vesting schedule (for the City's portion of contributions) is as follows:

i. After completion of the 1st year of employment: __%

ii. After completion of the 2nd year of employment: __%

c. The City/ County has also adopted a qualified 457 defined contribution plan to which the Manager may voluntarily contribute on a pre-tax basis, subject to maximum contribution limits established by the Internal Revenue System.

d. It is noted that the City/ County also participates in the Federal Social Security System with associated Employee and Employer required contributions

11. Insurance & Benefits:

a. The City/ County shall provide full major-medical insurance and other benefits and coverage for the Manager and dependents at the same options and costs as provided for other City/ County non-

represented employees. Coverage will commence on the 1st of the month following the Manager's initial thirty (30) days of employment.

b. The City/ County shall provide the Manager with life insurance as provided other City/ County non- represented Employees. The life insurance policy premium shall be paid 100% by the City/ County with insured amount equal to one time (1X) the Manager's base salary, rounded up to the nearest $500.00, up to a maximum policy limit of $_____.

c. The City/ County shall provide the Manager with all other benefits as provided to other non-represented Employees.

d. The Manager shall receive $_____ per pay period ($_____ annually) as Personal Insurance Credit (PIC) to be used towards the purchase of Manager's selected City/County-provided health insurance plan. Said amount shall be adjusted upward to be consistent with any increases approved for non-represented employees.

12. Vacation and Sick Leave.

a. The Manager shall be provided with vacation leave in accordance with the policies applicable to all City/ County employees and shall be credited with ____ weeks of front-loaded vacation pay upon commencement of employment. The Manager shall also accrue vacation leave at the rate of _____ hours per pay period (equates to _____ weeks annually) commencing on his/ her first date of employment for his/ her first year of employment. Following the completion of the Manager's initial year of employment, he/ she shall accrue vacation leave at the rate of _____ hours per pay period (equates to _____ weeks annually). Upon termination, whether voluntary or involuntary, Manager shall be entitled to compensation for all accumulated and unused vacation leave.

b. Per City/ County Personnel Policy, Manager's vacation pay accrual is subject to a maximum of ____ hours. After five years of employment with the City/County, Manager may convert/cash out up to __ hours of vacation pay one time per fiscal year, provided they have taken at least ___ hours in the previous 12 months.

c. The Manager shall be provided with sick leave as provided for other non-represented City/ County Employees, accrued at ____hours per pay period. (___ hours per year). Per City/ County Personnel Policy, there is a cap of ____ hours on sick leave.

d. Upon termination, whether voluntary or involuntary, the City/ County shall compensate the Manager for all accrued vacation leave. Said compensation shall be based upon the Employee’ s salary as of the date of employment termination.

e. Holidays are established in the City's/ County’s Personnel Policy Manual. As of the date of this Agreement, there are __ designated holidays plus birthday/ floating holiday.

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13. Other Terms and Conditions of Employment:

a. The Commission shall fix any other terms and conditions of employment, as it may determine, from time to time, relating to the performance of Manager, provided such terms and conditions are not inconsistent with or in conflict with the provisions of the Employment Agreement, the City/ County Charter, the Code of Ordinances, as they may be amended from time to time, Dr any other applicable law.

b. All benefits, regulations, and rules of the City/ County as they now exist or hereafter may be amended, that apply to non-represented City/ County employees shall also apply to Manager, unless the Employment Agreement specifically provides to the contrary.

c. It is recognized that the Manager must devote a great deal of time outside normal office hours to business for the City/County, and to that end Manager shall be allowed to establish an appropriate work schedule.

d. The employment provided for by this Agreement shall be the Employee's sole employment. Recognizing that certain outside consulting or teaching opportunities provide indirect benefits to the City/ County and the community, the Manager may elect to accept limited teaching, consulting, or other business opportunities with prior approval of the Commission with the understanding that such arrangements shall not constitute interference with nor a conflict of interest with his responsibilities under the Employment Agreement.

e. Vehicle Allowance. Manager to receive $_____ per month for expenses, including maintenance, repairs, gasoline, and insurance associated with his use of his/ her own vehicle within the City/ County(and, in lieu of mileage expenses, within the State of Florida). Manager shall maintain his/ her own vehicle insurance in an amount not less than $_____ dollars per claim, and $_____ dollars per incident. Said insurance shall be with a company acceptable to the City/ County and shall not be construed or constitute a waiver to the City's/ County’s sovereign immunity protection.

f. Cell Phone. Manager will be issued a cell phone with phone and data plan fully paid by the City/ County for the Manager's use for City/ County business.

14. Housing Relocation. Pursuant to the City/ County Charter, the Manager need not be a resident of the City/ County or state at the time of appointment but shall reside in the City/ County while in office. It is understood that the Manager will be initially moving to _____ individually, with his/ her family relocating later to allow his/ her children to complete their academic year in their present schools. Manager will have three (3) months to find housing within the corporate boundaries of _____ and shall thereafter maintain his/ her legal domicile within the corporate boundaries of _____ throughout his tenure. The City/ County will provide the Manager a one-time payment for the cost of the Manager's relocation of his household within the City‘s/ County’s corporate limits within twelve (12 months) of appointment. Manager to secure quotes from moving companies to determine a

reasonable lump sum amount (to be determined closer to the move date) which will be provided to the Manager to use for relocation purposes.

15. Travel Expenses. The City/ County will provide the Manager a one-time payment for travel expenses in the amount of $_____,

16. Dues & Subscriptions.

a. The City/ County agrees to budget and to pay for professional dues and subscriptions of the Manager necessary for his continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for his continued professional participation, growth, and advancement and for the good of the City/County. Manager must become and remain a continuous member in good standing with both the International City/ County Management Association (ICMA) and the Florida City/ County Management Association (FCCMA) throughout his tenure with the City/County.

b. The City/ County recognizes the desirability of representation in and before local civic and other organizations and agrees to budget and to pay for the Manager's membership in such civic clubs and organizations as City/ County deems necessary and desirable.

17. Professional Development. The City/ County hereby agrees to budget for and to pay the travel and subsistence expenses of the Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of the Employee and to adequately pursue necessary official and other functions for the City/County, including but not limited to the annual conference of the Florida City and County Management Association (FCCMA), the International City/ County Management Association (ICMA), and such other national, regional, state and local government groups and committee of which the Manager is a member. The City/ County also agrees to budget and to pay for the Manager's travel and subsistence expenses for short courses, institutes and seminars that are necessary for his/ her professional development and for the good of the City/County.

18. Ethical Commitments. Manager shall not engage in any conduct which could reflect unfavorably upon the City/County, Manager will at all times uphold the ethics rules, regulations, and laws of the State of Florida. Manager must comply with all lawful Commission directives; state, local, and federal laws; and the City's/ County's policies, rules, ordinances; and City/ County Charter. Failure to comply with ethical commitments shall constitute cause for termination with cause.

19. Indemnification, Bonding.

a. The City/ County shall furnish and provide the Manager with insurance protection including comprehensive general liability and errors and omissions coverage applicable to all acts or omission of the Employee arising out of his employment, and will defend, save harmless, and indemnify the Employee against any tort, professional liability claim or demand, or other legal action arising out of an

alleged act or omission occurring in their performance of the Employee' s duties, excluding Illegal or criminal acts, except as/otherwise expressly stated herein.

b. City/ County shall defend, save harmless, and indemnify Manager against any tort, professional liability claim or demand, or other legal or administrative, action, whether groundless or otherwise, arising out of an alleged act or omission occurring at any time during the performance of Manager's duties as City/ County Manager unless it is determined that the Manager acted in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. The City/ County shall pay the expenses for the travel, lodging meals, and lost time of the Manager should the Manager be subject to such claim, demand, or action, and the same be pending after the Manager is no longer in the employment of the City/County.

c. The City/ County shall be responsible and have authority to compromise and settle any such clam or suit and pay the amount of any defense, settlement, or judgement rendered thereon. The Manager shall cooperate fully with the City/ County in the settlement, compromise, or trial of any such claim. The provisions of any City/ County policy or ordinance regarding the indemnification of the City's/ County's officials or employees shall apply to the indemnification of the) Manager to the extent the policy or ordinance does not conflict with the appropriate indemnification section of the Employment Agreement.

Agreed to on (Date_____, 202_).

Manager

_____

City/ County of _____

Mayor/ Commission Chair

_____

City/ County of _____

City/ County Clerk

_____

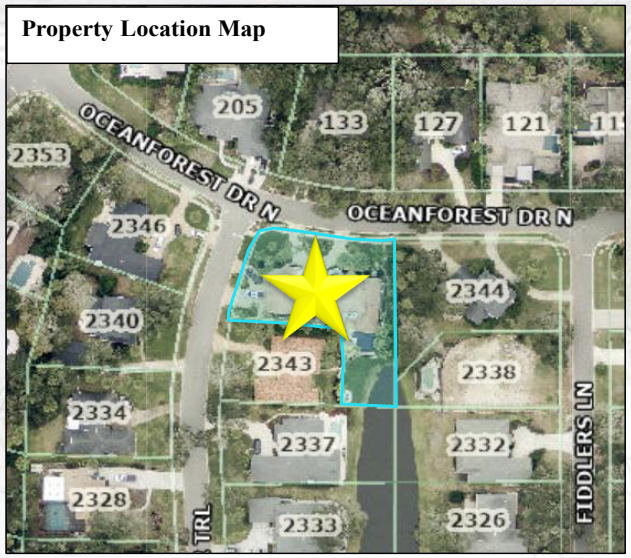
APP25-0007
136 Oceanforest Dr N

Appeal of a decision of the Community Development Board for variance ZVAR25-0018 at 136 Oceanforest Drive N.

Site Context and Details

Attachment E to
1-12-26 Minutes

- Zoned Residential, Single-Family (RS-1)
- This property is 85 feet wide by 155 feet deep
- Located at the Southeast corner of Oceanforest Dr and Beachcomber Trl
- Additionally, the neighboring property to the south is also owned by the applicant



Background

Attachment E to
1-12-26 Minutes

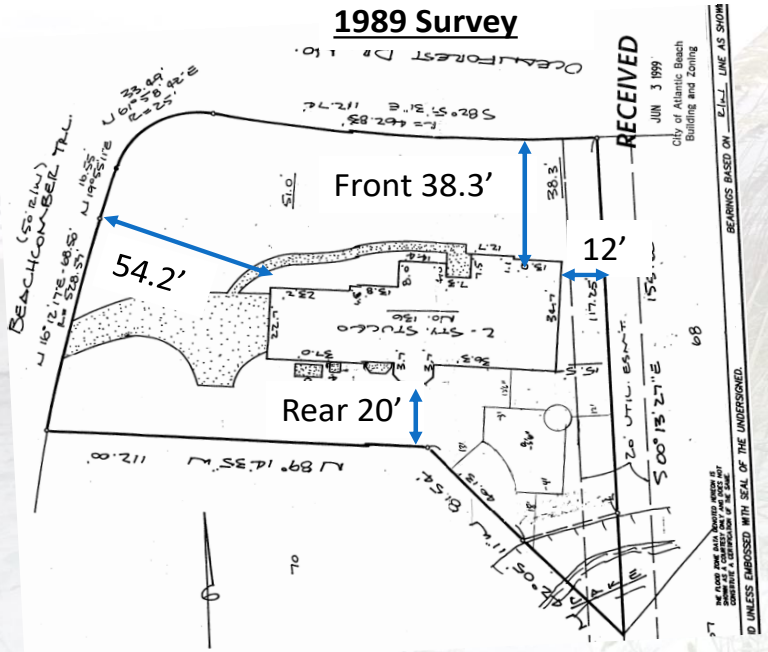
- Community Development Board (CDB) denied the applicant's request for variance from Section 24-151(k(1)) all mechanical equipment within the required 5 foot side yard (equipment approx. 2.5' from side property line)
- Motion to deny vote: 4 to 0



Property History

Attachment E to
1-12-26 Minutes

- The home has existed here since 1986 and has been owned by the applicant since 1995. Original construction conformed to setbacks.

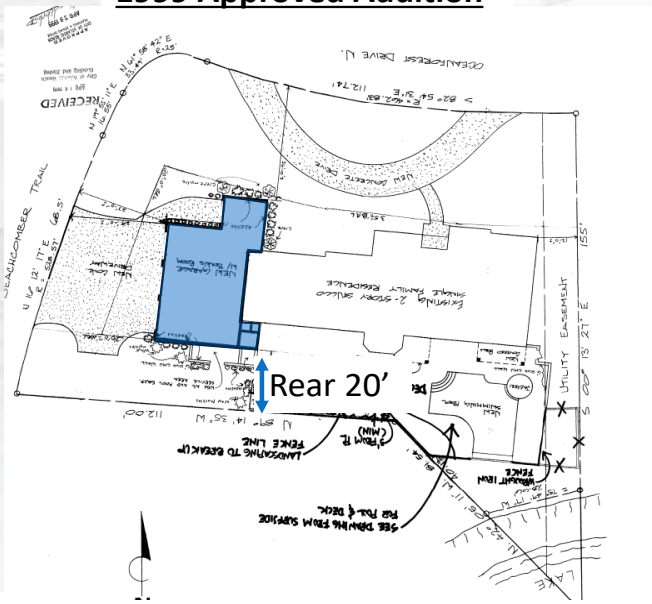


Property History

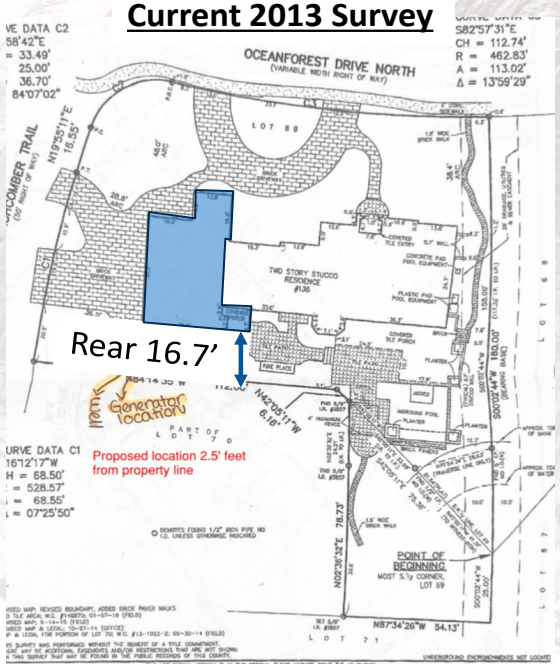
Attachment E to
1-12-26 Minutes

- In 1999, an addition on the west side of the home was approved and built; however, it was not built according to plan and created a nonconformity

1999 Approved Addition



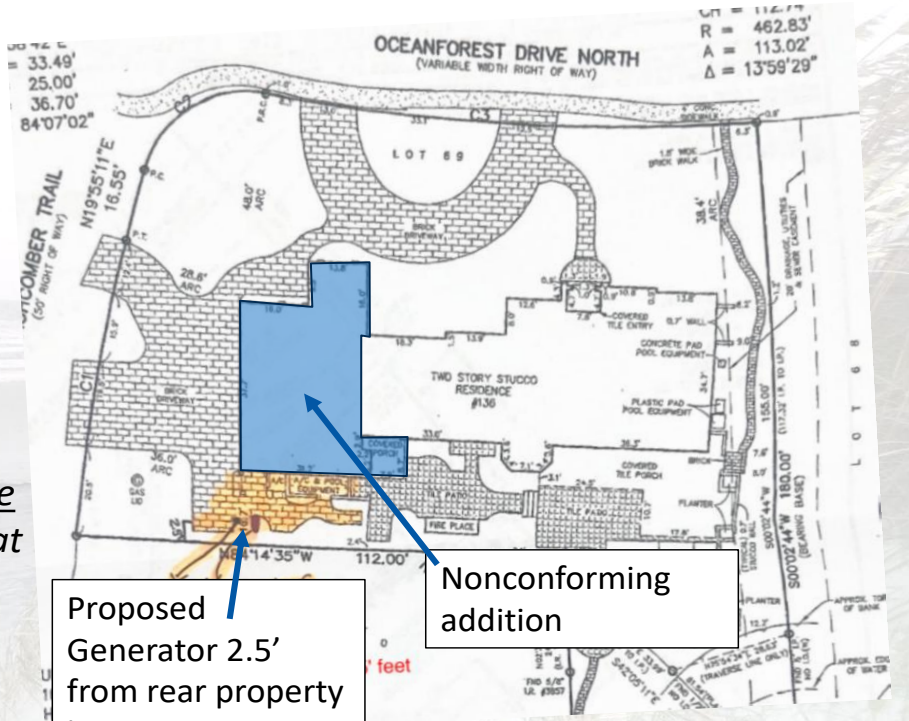
Current 2013 Survey



Request

Attachment E to
1-12-26 Minutes

- Section 24-151(k)(1):
  - *"On lots that are within or adjacent to a residential zoning district, equipment such as heating and air conditioning units, pumps, compressors, pool equipment, generators, or similar equipment shall not be located in the required front yard or closer than five (5) feet from any lot line that is adjacent to a residential use."*



Attachment E to
1-12-26 Minutes



Attachment E to
1-12-26 Minutes

Request



Grounds for Decision

Attachment E to
1-12-26 Minutes

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

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

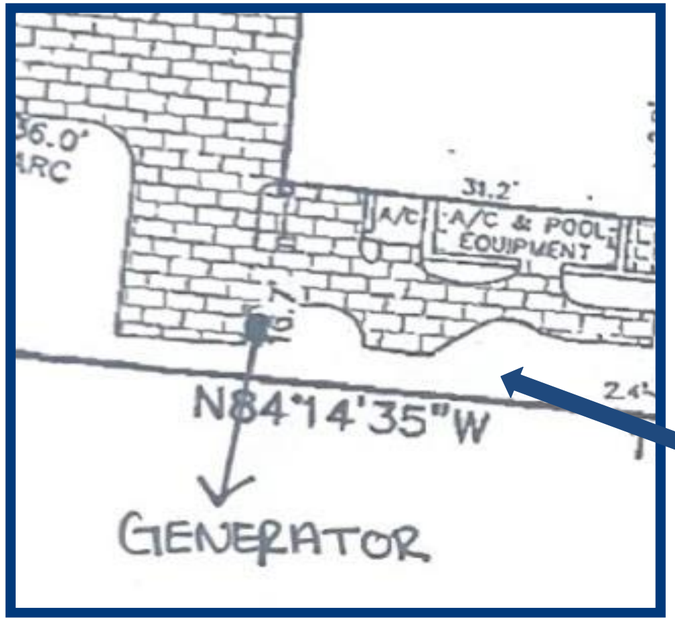
DENIAL-

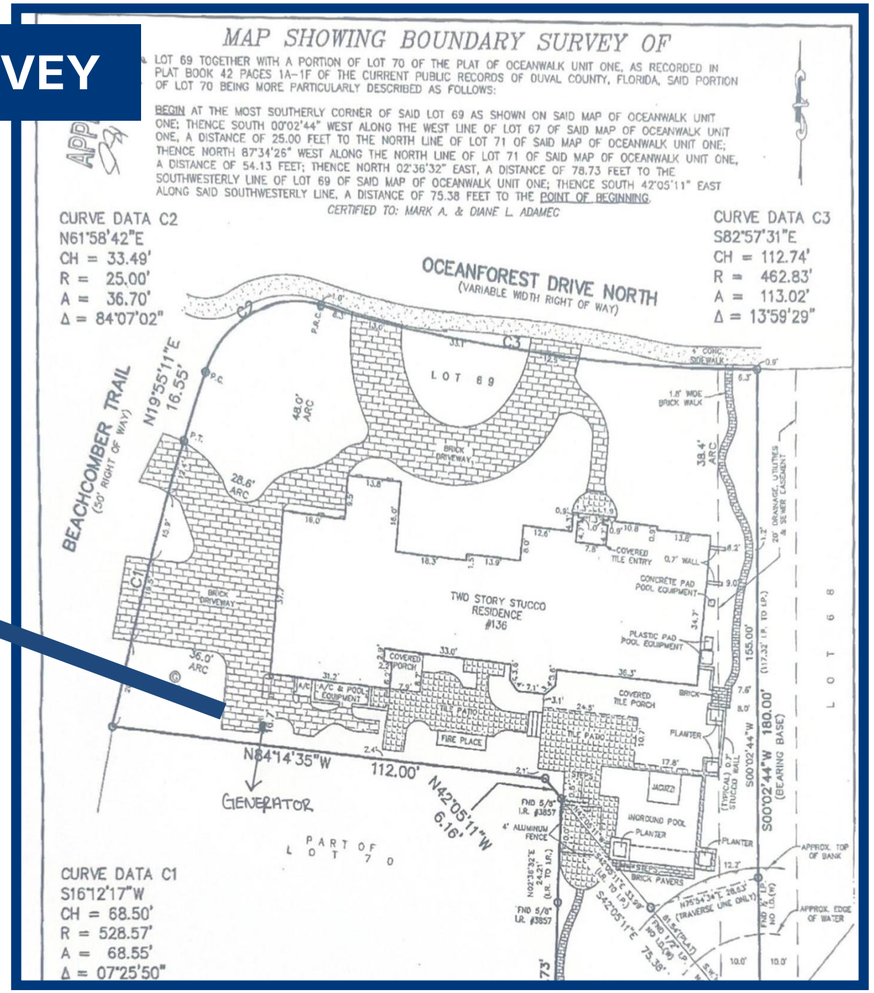
The CDB may consider a denial upon finding that none of the requirements in 24-65(c) exist.

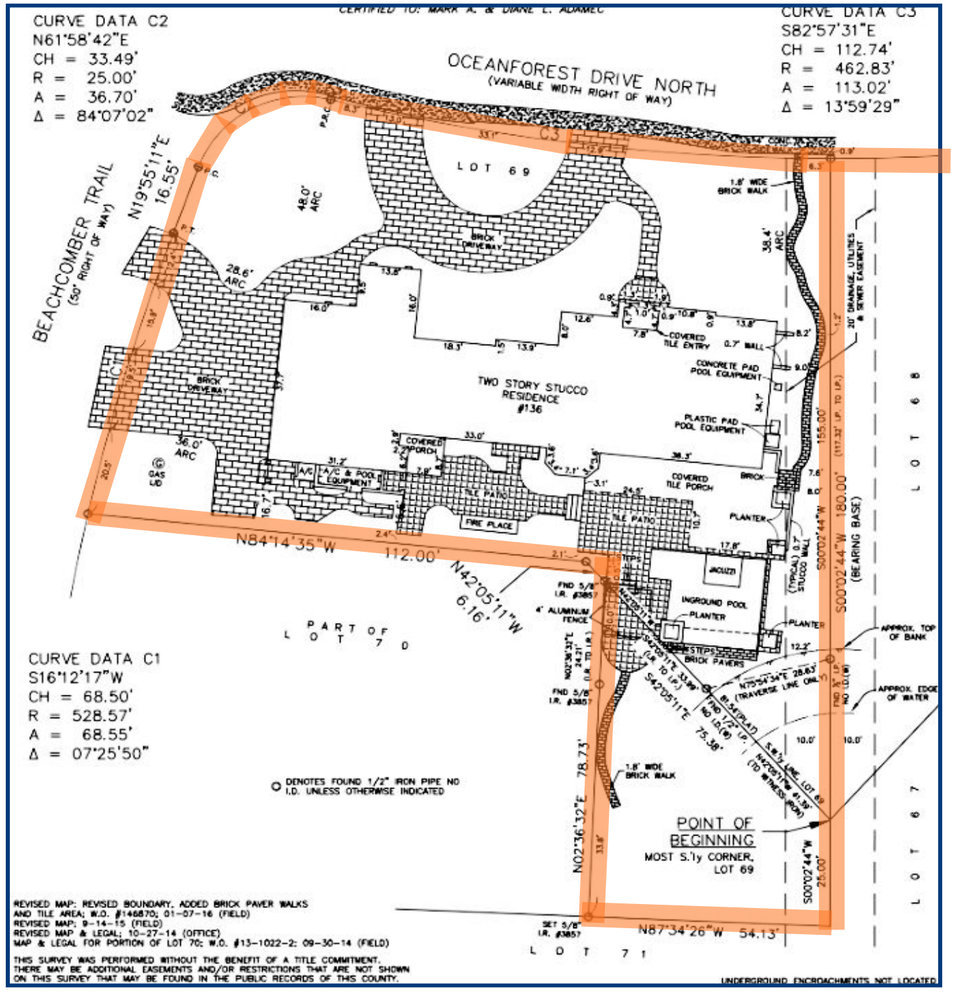
Review and vote on APP25-007 (an approval would approve ZVAR25-0018 and a denial would not approve ZVAR24-0005)

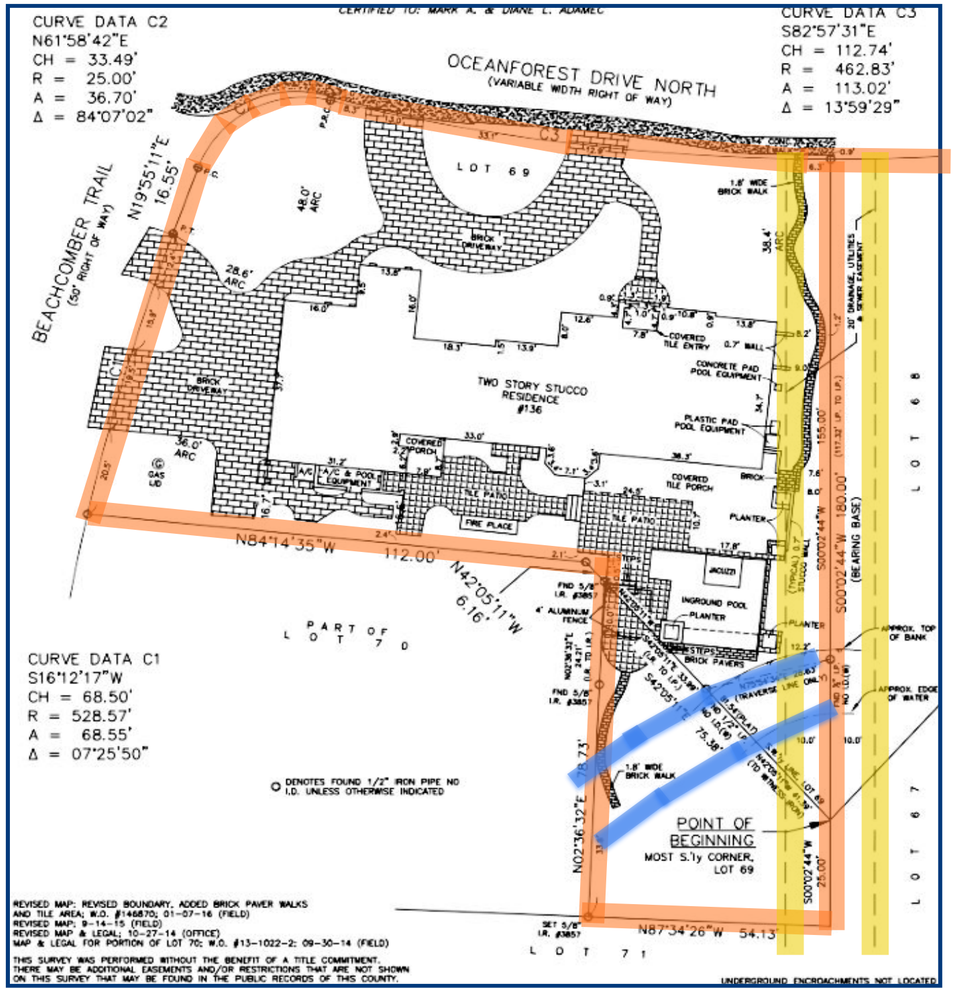

McCue
HOME SERVICES
136 Oceanforest Dr
GENERATOR
www.homeservicesbymccue.com

MAP SHOWING BOUNDARY SURVEY






CERTIFIED TO: MARK A. & DIANE L. ADAMEC
CURVE DATA C2
N61°58'42"E
CH = 33.49'
R = 25.00'
A = 36.70'
Δ = 84°07'02"
CURVE DATA C3
S82°57'31"E
CH = 112.74'
R = 462.83'
A = 113.02'
Δ = 13°59'29"
OCEANFOREST DRIVE NORTH
(VARIABLE WIDTH RIGHT OF WAY)
BEACHCOMBER TRAIL
(50' RIGHT OF WAY)
N19°55'11"E
16.55'
LOT 69
TWO STORY STUCCO RESIDENCE #136
BRICK DRIVEWAY
COVERED TILE ENTRY
CONCRETE PAD POOL EQUIPMENT
PLASTIC PAD POOL EQUIPMENT
COVERED TILE PORCH
TILE PATIO
FIRE PLACE
PLANTER
JACUZZI
INGROUND POOL
BRICK STEPS
BRICK PAVERS
1.8' WIDE BRICK WALK
4' ALUMINUM FENCE
20' DRAINAGE, UTILITIES & SEWER EASEMENT
S00°02'44"W 180.00' (BEARING BASE)
N84°14'35"W 112.00'
N42°05'11"W 6.16'
PART OF LOT 70
CURVE DATA C1
S16°12'17"W
CH = 68.50'
R = 528.57'
A = 68.55'
Δ = 07°25'50"
DENOTES FOUND 1/2" IRON PIPE NO I.D. UNLESS OTHERWISE INDICATED
N02°36'32"E 78.73'
S42°05'11"E 75.38'
N70°54'34"E 28.83' (TRAVERSE LINE ONLY)
APPROX. TOP OF BANK
APPROX. EDGE OF WATER
POINT OF BEGINNING
MOST S.'ly CORNER, LOT 69
S00°02'44"W 25.00'
N87°34'26"W 54.13'
LOT 71
LOT 67
LOT 68
REVISED MAP: REVISED BOUNDARY, ADDED BRICK PAVER WALKS AND TILE AREA; W.O. #146870; 01-07-16 (FIELD)
REVISED MAP: 9-14-15 (FIELD)
REVISED MAP & LEGAL: 10-27-14 (OFFICE)
MAP & LEGAL FOR PORTION OF LOT 70: W.O. #13-1022-2: 09-30-14 (FIELD)
THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT. THERE MAY BE ADDITIONAL EASEMENTS AND/OR RESTRICTIONS THAT ARE NOT SHOWN ON THIS SURVEY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY.
UNDERGROUND ENCROACHMENTS NOT LOCATED

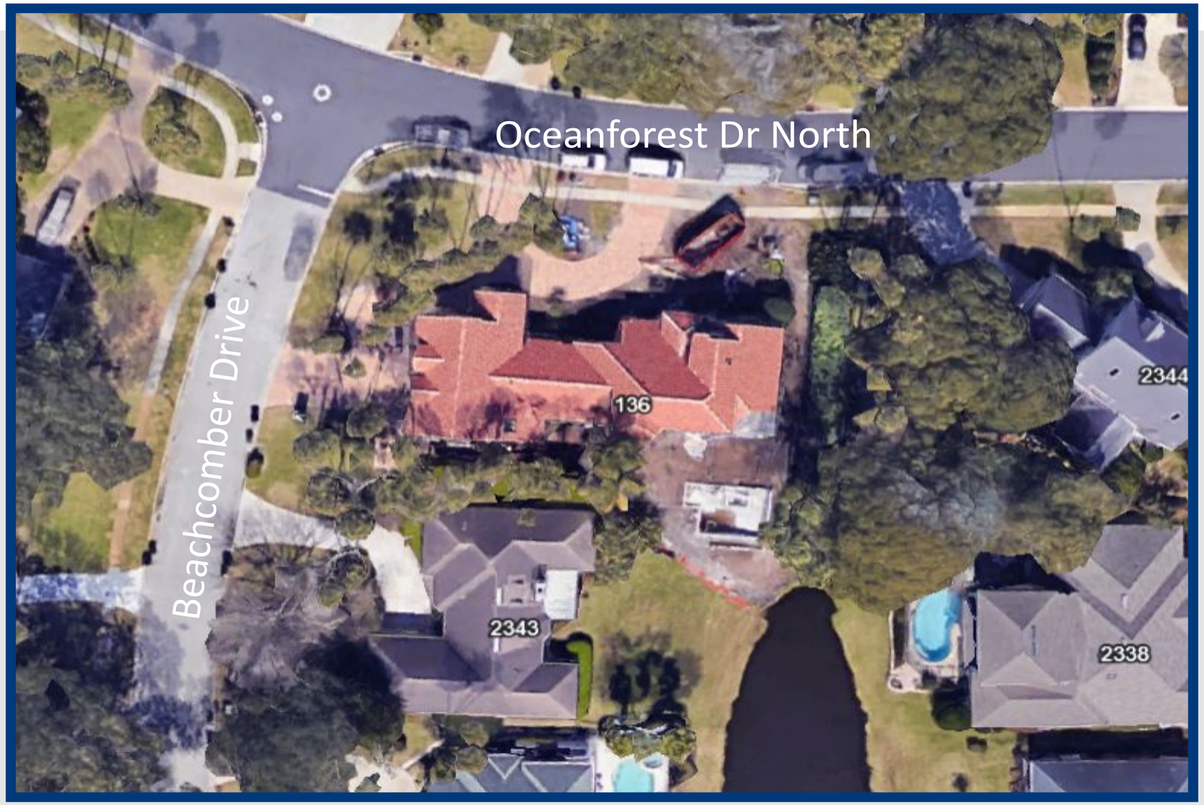

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UNDERGROUND ENCROACHMENTS NOT LOCATED.

AERIAL VIEW



McCue HOME SERVICES

AERIAL VIEW



AERIAL VIEW OF GENERATOR LOCATION



McCue HOME SERVICES

FRONT & SIDE VIEWS





2343 Beachcomber Dr



136 Oceanforest Drive

McCue HOME SERVICES





Ocean Boulevard and 10th St.



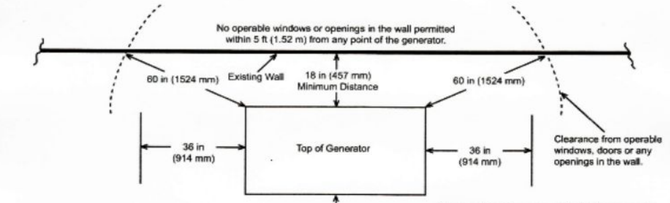
Ocean Breeze and Seminole Road.

GENERATOR SIZING GUIDE

GENERAC

GENERATOR SIZING GUIDE

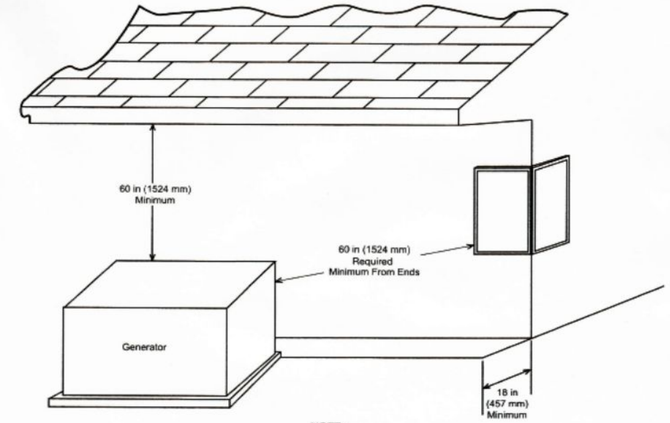
PLACEMENT DIAGRAM — AIR-COOLED GENERATORS



These guidelines are based upon fire testing of the generator enclosure and the manufacturer's requirement for air flow for proper operation. Local codes may be different and more restrictive than what is described here.

Clearance from the ends and front of the generator must be 36 in (914 mm). This would include shrubs, bushes or trees. Clearance at the top should be a minimum of 60 in (1524 mm) from any structure, overhang or projections from the wall. The generator should not be placed under a deck or other structure that is closed in and would limit or constrain air flow.

NOTE:
Removable fence panels for servicing cannot be placed less than 18 in (457 mm) in front of the generator.



NOTE:
The generator can be placed under decks or structures as long as all clearances are met and local building codes are followed.

4

Attachment F to
1-12-26 Minutes

GENERAC

Service and Non-Service rated
Automatic Smart Transfer Switches

Generator



Transfer Switch

100 - 400 Amps, Single Phase

DIMENSIONS (Transfer switch)

Model		RTSW300A3
Height (in. / mm)	H1	42.91/1089.9
	H2	48/1219.2
Width (in. / mm)	W1	16.69/423.9
	W2	21.82/554.2
Depth (in. / mm)		10.06/255.5
Weight (lbs. / kilos)		140/63.5

DIMENSIONS (Generator)

Height (Inches)	29	Weight (lbs.)	515
Length (Inches)	48	Width (Inches)	25

SPECIFICATIONS

Model	RTSW300A3
Amps	300
Voltage	120/240, 1ø
Load Transition Type (Automatic)	Open Transition Service Rated
Enclosure Type	NEMA/UL 3R
UL Rating	UL
Withstand Rating (Amps)	22,000
Lug Range	600 MCM - #4 or 1/0 - 250 MCM


McCue
HOME SERVICES
THANK
YOU

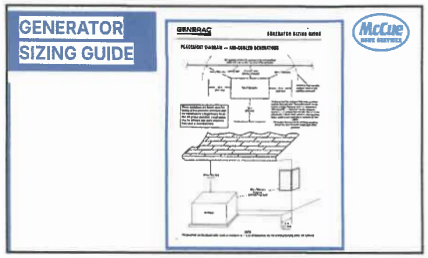
Attachment F to
1-12-26 Minutes

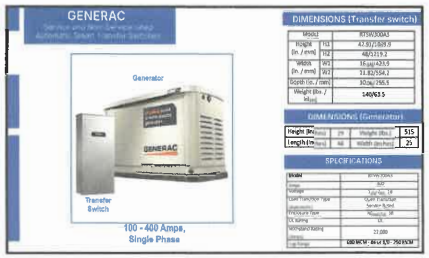






go to load list
click

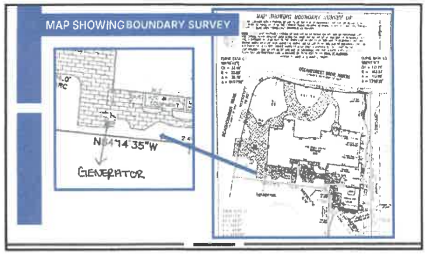


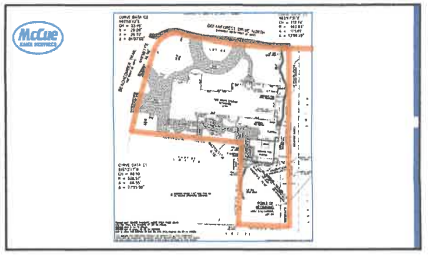


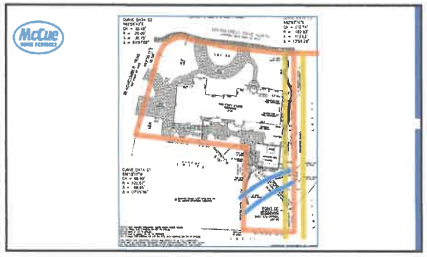


Attachment F to
1-12-26 Minutes













MINUTES
Regular City Commission Meeting
Monday, January 26, 2026 - 6:00 PM
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER:

Following the Pledge of Allegiance, Mayor Ford called the meeting to order at 6:00 PM. CC Bartle called the roll.

ATTENDANCE:

Present:	Curtis Ford, Mayor - Seat 1 (At Large)
	Bruce Bole, Commissioner - 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:	Kevin Hogencamp, Interim City Manager (CM)
	Jason Gabriel, City Attorney (CA)
	Donna Bartle, City Clerk (CC)
	Ladayija Nichols, Deputy City Clerk (DCC)
	Victor Gualillo, Police Chief (PC)

AGENDA CHANGE
The Commission approved Mayor Ford's request to move agenda item 8A to follow item 2.

1 APPROVAL OF MINUTES

1A. Approve minutes of the Special Meeting of the City Commission held on Tuesday, January 6, 2026.

The Commission approved the minutes as submitted.

2. COURTESY OF FLOOR TO VISITORS

PUBLIC COMMENT

There were no speakers.

8A. 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

DRAFT

MAINTENANCE AND RELOCATION; AND PROVIDING AN EFFECTIVE DATE.

Dirk Lentz, Community Service Chair and President-Elect of the Oceanside Rotary Club, explained the resolution and announced a dedication on February 21, 2026 at 9:00 a.m. in AB, followed by ceremonies in Neptune Beach and Jacksonville Beach, and a reception at the Beaches Museum at approximately 11:30 a.m.

MOTION: Approve Resolution No. 26-11.

Motion: Candace Kelly
Second: Bruce Bole

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

Motion passed 5 to 0.

3. CITY MANAGER REPORTS

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

The Peace Pole dedication and priority setting meeting will be added to the 90-Day Calendar.

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

3.B. Paid Parking Update

CM Hogencamp reported that Neptune Beach will present a revised interlocal agreement for Beaches Town Center paid parking for review this week. He also noted that for 18th and 19th Streets, the Police Department plans to contract with T2, with a proposed agreement scheduled for the February 9, 2026 Commission meeting.

3.C. Farmers Market RFP Update

CM Hogencamp reported that a draft RFP for farmers market management is under final review. The current operator has been extended through March 31, 2026 with RFP responses anticipated for Commission consideration at the second March meeting. Commissioner Ring requested to review the draft RFP prior to release, and CM Hogencamp agreed to circulate it to commissioners for input. He also confirmed that the Commission, rather than the City Manager, will make the final operator selection.

3.D. Atlantic Beach Athletic Association (ABAA) Update

DRAFT

CM Hogencamp reported that staff is working with ABAA leadership in preparation for the spring baseball season. A meeting to update the facility use agreement is scheduled for Friday, with a finalized proposal anticipated for Commission approval in February.

3.E. Community Survey

CM Hogencamp reported that the City will launch Flash Vote, a community polling initiative designed to collect statistically valid data on resident priorities. The program will be independently managed to protect privacy and encourage candid feedback, with results used to inform data-driven decision-making and departmental goals.

3.F. Interlocal Agreement - City of Jacksonville

CM Hogencamp reported that evaluating the interlocal agreement with the City of Jacksonville is among top priorities. Proposals from consultants to assist in this review are due January 29, 2026. The city manager's office is collaborating with the city attorney to ensure shared services are cost-effective and beneficial.

3.G. Marsh Oaks Community Center

CM Hogencamp reported that construction is wrapping, tour schedule, with remaining work to include parking lot paving, landscaping, and program development. The target opening is early July, and he noted that the ribbon-cutting will be scheduled to accommodate Commissioner availability. Commissioner Bole suggested considering the facility for emergency cold-weather overflow use.

3.H. Priority Setting

CM Hogencamp reported that the annual priority-setting session, facilitated by Linda Lanier, is scheduled for March 12, 2026 at 6:00 p.m. A potential conflict was noted, but the date will be kept for now.

3.I. Recent Removal of Iconic Trees

CM Hogencamp reported that there is a detailed report on the website regarding this topic and that it has prompted discussion on tree protection. Mayor Ford suggested exploring stronger protections for old-growth trees and researching ordinances from other Florida cities, focusing on long-lived native species. Commissioner Bole recommended having the city arborist present to share insights and vision. CM Hogencamp noted that workshops on Chapter 23 tree protection and environmental stewardship priorities are scheduled for March 2, 2026 at 6:00 p.m.

3.J. Other Reports

- Sherry Drive traffic calming: The Police Department issued a pedestrian safety report, and staff are conducting a comprehensive review. A traffic engineer will assist in resolving the matter.
- ERP system implementation impact: The city is modernizing its payment platform, affecting only customers using Bill2Pay.

DRAFT

- PC Gualillo reported on the dangerous dog complaint: The dog owner relinquished the animal to animal control, which will take it to a no-kill shelter for evaluation and potential rehoming.
- PC Gualillo reported on traffic calming: He noted that a 4-way stop is not feasible regarding the Ocean Grand/Grand Ocean due to road alignment. A mid-block crosswalk with in-roadway LED lighting is recommended.
- PC Gualillo reported on an e-bike citation: He clarified that a recent citation was a municipal ordinance violation, not an arrest.
- Warming centers: Jacksonville has activated warming centers through Friday, with Police Department assistance for transportation.
- Donna Marathon traffic: The event will impact traffic from 8:00 a.m. to 2:00 p.m., potentially limiting resident access for about three hours.

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

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

Commissioner Bole thanked CM Hogencamp for a handout (which is attached hereto and made part of this official record as **Attachment A**).

Commissioner Bole reported that two resolutions regarding the City Manager search timeline and budget will be on the next agenda. HR has updated the job description and recruitment brochure, prepared a draft RFP for an executive search firm, and identified funding.

He also requested an informational meeting for residents served by the 20th Street lift station, with the city engineer explaining its benefits.

1-26-26 Attachment A

Commissioner Kelly

- Attended the Martin Luther King Jr. celebration.
- Requested Commission consideration to fund the stormwater survey instead of waiting for potential FEMA funding. The Commission agreed to revisit the $300,000 project at the March priority-setting meeting, while CM Hogencamp investigates whether starting it would affect FEMA eligibility.

Commissioner Ring

- Reminded the Commission of Donna Marathon road closures for the upcoming weekend.
- Noted she would be traveling to Tallahassee for FLC Legislative Action Days, highlighting concerns about potential threats to home rule.
- Promoted a February 4, 2026 Beaches Watch meeting at the Jacksonville Beach Library where city managers from the three beaches will discuss property tax issues.

Commissioner Grant

- Mentioned upcoming volunteer opportunities with the Epson Tour at Atlantic Beach Country Club.

DRAFT

Mayor Ford

- Expressed appreciation to CM Hogencamp and the Commissioners for their contributions and efforts.

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

6.A. Approve 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.

6.B. Approve 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.

MOTION: Approve consent agenda (items) 6A & 6B as written.

Motion: Jessica Ring
Second: Candace Kelly

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

Motion passed 5 to 0.

7. COMMITTEE REPORTS

None.

8. ACTION ON RESOLUTIONS

8.B. RESOLUTION NO. 26-15

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE POLICE DEPARTMENT TO ENTER INTO A RADIO

DRAFT

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.

MOTION: Approve Resolution (No.) 26-15.

Motion: Bruce Bole
Second: Candace Kelly

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

Motion passed 5 to 0.

9. ACTION ON ORDINANCES

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

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.

NDD Askew presented as detailed in a PowerPoint (which is attached hereto and made part of this Official Record as **Attachment B**) and answered questions from the Commission. Mayor Ford requested information before the second reading on how much

DRAFT

of the $200,000 shortfall would be closed by the fee increases, as well as the cost of administering stormwater code compliance through Public Works.

1-26-26 Attachment B

MOTION: Approve Ordinance No. 5-26-74 on first reading.

Motion: Bruce Bole
Second: Thomas Grant

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

Motion passed 5 to 0.

10. MISCELLANEOUS BUSINESS

None.

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

None.

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER

Commissioner Ring

- Announced she would be absent for the March 23, 2026 Commission meeting.

Commissioner Bole

- Made brief comments regarding the upcoming ERP system in relation to agenda item 9A.

CM Hogencamp

- Provided updates on Jacksonville warming centers.
- Reminded everyone of traffic impacts from the Donna Marathon.

Mayor Ford

- Expressed enthusiasm for the new ERP system and noted interest in hearing examples of how it will benefit the city and employees.

13. ADJOURNMENT

The meeting adjourned at 7:06 PM.

Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

Date Approved:_____

DRAFT

CITY OF ATLANTIC BEACH
OFFICE OF THE CITY MANAGER
800 Seminole Road
Atlantic Beach, Florida 32233
(904) 247-5817

City Manager's Community Update
Date: January 26, 2026
To: The Atlantic Beach Community & City Commission
From: Kevin Hogencamp, Interim City Manager/khogencamp@coab.us

Executive Summary

This report provides an update on many of the primary administrative and community-focused initiatives underway in our office. Our office remains focused on maintaining momentum across key infrastructure, environmental, and intergovernmental projects. City Manager's Community Updates, including related links, are available on the City's website and across official digital channels.

1. Paid Parking Update

- **Beaches Town Center:** The City of Neptune Beach has committed to presenting a revised Interlocal Agreement for our review this week. We will provide a follow-up report following an evaluation by staff and the City Attorney.
- **18th & 19th Streets:** The Police Department intends to contract with T2, the same vendor currently utilized by Neptune Beach. We are on track to present a proposed agreement for Commission consideration at the Feb. 9 meeting.

2. Farmer's Market RFP

The draft Request for Proposals for the management of the Atlantic Beach Farmer's Market is under final review. We expect to submit the document to the Finance Department this week, with a formal public solicitation ("on the street") to follow shortly.

3. Atlantic Beach Athletic Association (ABAA)

We are working closely with ABAA leadership as they prepare for the spring baseball season. A meeting to update the Facility Use Agreement is scheduled for this Friday; our goal is to present a finalized proposal for Commission approval in February.

4. Community Survey (FlashVote)

The City will soon launch FlashVote, our first comprehensive community polling initiative in recent years, if ever. This platform delivers statistically valid data on resident priorities,

- **Sherry Drive Traffic Calming Request**

  The Police Department has issued a pedestrian crossing safety improvements report following its initial review, and a comprehensive staff review is underway. We anticipate utilizing a traffic engineer's services in the near term.

- **Online Utility Payment System Transition**

  As part of a city-wide digital modernization project (ERP), we are upgrading our utility payment platform to enhance security and user experience. This transition specifically impacts customers using Bill2Pay for online or automated payments. Residents who pay via mail, in person, or through their personal bank's bill-pay service will experience no changes to their current process.

CITY OF ATLANTIC BEACH

Mission

The place to be -- through exceptional public services.

2040 Vision

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

City Commission Priorities

In 2018, the Atlantic Beach City Commission began undertaking an annual exercise that results in it establishing priorities for city government. This endeavor is facilitated by Atlantic Beach resident Linda Lanier, who volunteers her services.

Topic:
Centralize Fees
Chapter 2

Jan. 26, 2026

Topic: Centralize Fees Chapter 2



Currently fees are found in chapter 2 and other chapters throughout the code



More difficult for customers to locate the fees



Over time move all fees to Chapter 2



Streamlined and consistent

Chapter 6 – Fee increases

- Building permit fees Chapter 6 move to chapter 2
- Building permit fees were last updated in 2009
- Cost of providing building permit reviews, inspections, etc. have increased
- Current fees no longer sufficient to cover the cost associated with providing the services
- Approx. 20% shortfall in the FY'24-25 budget – expected to remedy shortfall
- Fees can only be used for building dept.

Building permit fees

Attachment B to 1-26-26 Minutes

Scope of Work	Current	Proposed	COJ	CONB	COJB
Building Permit Fees, based on job value					
$1,000.00 or less	$ 55.00	$100.00	$112.50	$67.00	$40.00
$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	$ 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	New construction not based on job cost	$67 for the first $1,000 plus $10.00 for each additional $1,000 or fraction thereof	$ 40.00 plus $20.00 for the first $1,000.00 plus $5.00 for each additional $1,000.00or fraction thereof,
$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	$ 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	Otherwise, $3.00 per $1,000, not less than the minimum	Starting with $10,000.01 to $100,000 is $137 plus $6.00 for each $1,000 or part therfo up to $100,000	$260.00 for the first $50,000 plus $4.00 for each additional $1,000 or fraction therfo, to and including $100,000
$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	$ 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		$662.00 for the first $100,000 plus $3.00 for each additional $1,000 therafter	$460.00 for the first $100,000 plus $3.00 for each additional $1,000 or fraction therfo
$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	$ 1,7450.00 for the first $500,000.00 plus $2.00 for each additional $1,000.00 or fraction thereof		$1,723.50 for the first $500,000 plus $1.50 for each additional $1,000 thereafter	$1,660.00 for the first $500,000 plus $2.00 for each additional $1,000.00

Obsolete User Fees and Charges

Item	Current Fee/Charges	Proposed
Equipment/Material related fees	AB Code Sec. 2-368	
Backhoe (including travel time), minimum two hours portal to portal, per hour	$50.00	(These items are obsolete and will be deleted.)
Labor, all departments	actual cost plus 30 percent for fringes	
Materials	cost plus 10 percent for handling	
Mud hog, per hour	$15.00	
Trucks, each (including travel time), her hour	$20.00	
All tractors (including travel time), per hour	$35.00	
Bush hog, per hour	$15.00	
Bore machine, per connection	$60.00	

City Clerk Related Fees

Item	Current Fee/Charges	Proposed
Public Records Related	AB Code Sec. 2-368	Move to New Section – Sec. 2-450
Accident and other public reports issued by the Atlantic Beach police department or fire department (each copy)	$3.00	(These items will not be listed separately in our Code.) The new language will read as follows: "Charges to provide copies or inspection of public records shall be at the maximum amount authorized in F.S. ch. 119."
Copy machine, per imprint up to size 8½ x 14" (first two copies free to senior citizens).	.10	
Copy machine, per imprint larger than 8½ x 14"	.25	
Duplicate audio tape	$15.00	
Occupational license listing	$10.00	
Other City Clerk related fees	AB Code Sec. 2-368	Move to New Section – Sec. 2-450
City clerk lien letter	$10.00	$40.00 per parcel

MINUTES
Town Hall Meeting
Saturday, January 24, 2026 - 10:00 AM
Jordan Park & Community Center
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

ATTENDANCE:

Present:	Curtis Ford, Mayor - Seat 1 (At Large) Bruce Bole, Commissioner - Mayor Pro Tem Seat 2 (District 1308) Candace Kelly, Commissioner - Seat 4 (District 1306) Jessica Ring, Commissioner - Seat 5 (District 1312)
Absent:	Thomas Grant, Commissioner - Seat 3 (District 1307)
Also Present:	Kevin Hogencamp, Interim City Manager (CM) Ladayija Nichols, Deputy City Clerk (DCC)

1 TOPICS FOR DISCUSSION AND PUBLIC COMMENT

The Commission addressed public comments on the following topics: tree canopy, Senate bills, e-bikes, Mayport Road construction, and traffic safety.

2 PUBLIC COMMENT - OPEN TOPICS

The following speakers provided their comments:

Jim Wheately
David Bew
Carolyn Zisser

ADJOURNMENT

The meeting adjourned at 10:59 AM.

Attest:

Ladayija Nichols, Deputy City Clerk

Curtis Ford, Mayor

Date Approved:_____

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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: February 4, 2026

MEETING DATE: February 9, 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, 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 February 2026-April 2026 by consensus

ATTACHMENT(S): City Commission 90-Day Calendar (February 2026-April 2026)

REVIEWED BY CITY MANAGER: Kevin Hogencamp

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 Black History Month Event 5:30 pm (Jordan Park)
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 Weed Wrangle – Invasive Removal Day 9am-Noon (Howell Park)
22 Farmers Market 10 am-2 pm (Russell Park)	23 City Commission 6:00 pm (Invoc-Kelly)	24	25 Environmental Stewardship Cmte. Public Input for Priorities 5pm 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	5 Code Enforcement Special Magistrate 2 pm	6	7 Native Plant Planting Day 9 am-Noon (Howell Park)
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)
815 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) Acoustic Night 6 pm (Adele Grage)	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 COMMISSION

April 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4 Easter Egg Hunt 10am Jordan Park
5 Farmers Market 10 am-2 pm (Russell Park)	6	7	8 Environmental Stewardship Cmte. 6 pm	9	10	11
12 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	13 City Commission 6:00 pm (Invoc-Bole)	14 Arts, Recreation, Culture Committee 6 pm	15	16	17 Brush Up Paint Class 6pm (Adele Grage)	18 Town Hall Meeting 10 am Arts in the Park 10am-4pm (Johansen Park) Wild Wonders 1pm Dutton Island Preserve
19 Farmers Market 10 am-2 pm (Russell Park)	20	21 Community Development Board 6 pm	22 Environmental Stewardship Cmte. 6 pm	23	24	25 Wild Wonders 1pm Dutton Island Preserve
26 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6pm (Adele Grage)	27 City Commission 6:00 pm (Invoc-Grant)	28	29	30		

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution 26-16 to authorize the City to contract with Limbaugh Electrical Contracting, Inc. to complete the Donner Park Baseball LED Light Replacement Project

SUBMITTED BY: Adam Thornton, Director of Public Works

TODAY'S DATE: January 23, 2026

MEETING DATE: February 9, 2026

BACKGROUND: The Donner Park Baseball LED Light Replacement Project has been identified as a priority project in the 2026 City's Capital Improvements Plan. Limbaugh Electrical Contracting, Inc. has a current multi-year contract with the City of Atlantic Beach to perform electrical repairs.

The project scope of work is to replace the lights at the Donner Park baseball field with LED lights as listed in the attached proposal. All work will be performed in accordance with the contract documents. The project is located at Donner Park, 2072 George Street.

BUDGET: The total cost of $37,480.00 can be funded from Account #001-5002-541-63.00, where there is currently $325,000.00 budgeted.

RECOMMENDATION: Approve Resolution 26-16.

ATTACHMENTS: Resolution 26-16
Donner Park Baseball LED Light Replacement Project proposal dated January 13, 2026

REVIEWED BY CITY MANAGER: Kevin Hogencamp

RESOLUTION NO. 26-16

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING THE DONNER PARK BASEBALL LED LIGHT REPLACEMENT PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Donner Park Baseball LED Light Replacement Project has been identified as a priority project in the 2026 City's Capital Improvements Plan; and

WHEREAS, Limbaugh Electrical Contracting, Inc. has a current multi-year contract with the City of Atlantic Beach to perform electrical repairs; and

WHEREAS, the project scope of work is to replace the lights at the Donner Park baseball field with LED lights as listed in the attached proposal. All work will be performed in accordance with the contract documents. The project is located at Donner Park, 2072 George Street; and

WHEREAS, the total cost of $37,480.00 can be funded from Account #001-5002-541-63.00, where there is currently $325,000.00 budgeted.

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

SECTION 1. The City Commission hereby approves the Donner Park Baseball LED Light Replacement Project.

SECTION 2. The City Commission hereby authorizes the City Manager to execute the Contract with Limbaugh Electrical Contracting, Inc. and approve a Purchase Order to said vendor in the amount of $37,480.00.

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 9th day of February 2026.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

Limbaugh Electrical Contracting, Inc.
42 West 8th Street
Atlantic Beach, Fl. 32233
904-241-9051 - 904-249-0703 fax

January 13th,2026

City of Atlantic Beach
C/O Brent McRoy
1200 Sandpiper Lane
Atlantic Beach, Fl. 32233
904-339-3308

Job Location: Donner Park Baseball field lighting replacement with LED fixtures.

Labor and materials to do the following:
- Remove the existing 36 old HID fixtures from the mounting brackets. The lighting mounting brackets will be reused as is. It is assumed they are all in good safe condition and do not need to be replaced. If we find one that does need to be replaced it will be quoted separately at that time. All new mounting bolts washers and nuts will be installed.
- Furnish and install 36 Liron Lighting SPL2-600W-40K-XXX LED Sport Lights.

We will supply our bucket truck for the duration of this installation.

The COAB will need to OK with the removal of the Osprey nest in order to access one of the poles.

The COAB will need to remove the fencing if needed for pole access.

The cost of the project as listed will be $37,480.00. This price is good thru 01/31/26 on the fixtures as per World Electric Supply quote. 100% due upon completion.

Alex S. Limbaugh, President
State Certified Electrical Contractor
EC13002296 – ME295

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-17 authorizing the City to declare two vehicles as surplus for a trade-in value of $1,300, authorizing three additional surplused surplus vehicles to be traded in at a value of $1,100, and authorizing the City to purchase two new 2026 Chevy Silverado 1500 Crew Cab pickup trucks at prices of $44,648 and $45,284, respectively, after the trade-in value is applied.

SUBMITTED BY: Amanda Askew, Neighborhoods Department Director

TODAY'S DATE: January 23, 2026

MEETING DATE: February 9, 2026

BACKGROUND: City Commission approved the purchase of two new trucks for the Parks Division in the Fiscal Year 2025-26 budget. City staff has determined there are two vehicles that are past their usable life and can be declared as surplus and used as trade-ins towards the purchase of the two new trucks. Additionally, City staff also desires to use three additional surplus vehicles as trade-ins.

Alan Jay Fleet Sales has offered $2,400 in total as trade-in value for the following vehicles:

- 2011 Ford Escape Hybrid, VIN #: 1FMCU4K36BKA82951), Trade-In Amount: $300 (surplus)
- 2017 Ford F150 VIN #: 1FTMF1EF5HFB77431, Trade-In Amount: $500 (surplus)
- 2012 Chevy Volt VIN #: 1G1RADE48CU116121, Trade-In Amount: $300 (surplus)
- 2010 Ford Ranger VIN #: 1FTKR1AD3APA60238, Trade-In Amount: $500 (to be surplused upon adoption of Resolution No. 26-17)
- 2007 Ford Ranger VIN #: 1FTYR14U57PA79985, Trade-In Amount: $800 (to be surplused upon adoption of Resolution No. 26-17).

Alan Jay Fleet Sales has quoted the City a price of $44,648 and $45,284 for each truck, after trade-in credits are applied. Alan Jay Fleet Sales also has a Sourcewell-awarded contract #2026 091521-NAF & 032824-NAF that the City can piggyback on to complete the trade-in and purchase of the new trucks.

BUDGET: There is $90,000 budgeted for both trucks in the Fiscal Year 2025-26 budget, under PARKS/MAINTENANCE/MOTOR VEHICLES (Account #001-6020-572-6401).

RECOMMENDATION: Adopt Resolution No. 26-17.

ATTACHMENTS: Resolution No. 26-17
Capital Assets Disposal Forms
Alan Jay Fleet Sales Quote #69322 dated January 15, 2026
Alan Jay Fleet Sales Quote #69321 dated January 15, 2026

REVIEWED BY CITY MANAGER: Kevin Hogencamp

RESOLUTION NO. 26-17

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY TO DECLARE TWO VEHICLES AS SURPLUS FOR A TRADE-IN VALUE OF $1,100; AUTHORIZING THE TRADE-IN OF THREE ADDITIONAL SURPLUSED VEHICLES AT A TOTAL VALUE OF $1,300; AUTHORIZING THE CITY TO PURCHASE TWO NEW 2026 CHEVY SILVERADO 1500 CREW CAB PICKUP TRUCKS AT PRICES OF $44,648 AND $45,284, RESPECTIVELY, AFTER THE TRADE-IN VALUE IS APPLIED; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, City Commission approved the purchase of two new trucks for the Parks divisions in the Fiscal Year 2025-26 budget and City staff have determined there are five vehicles that are past their usable life and can be declared as surplus and used as trade-ins towards the purchase of the two new trucks; and

WHEREAS, Alan Jay Fleet Sales has offered $2,400 in total as trade-in value for:

- 2011 Ford Escape Hybrid (VIN #: 1FMCU4K36BKA82951) (Surplused)
- 2017 Ford F150 (VIN #: 1FTMF1EF5HFB77431) (Surplused)
- 2012 Chevy Volt (VIN #: 1G1RADE48CU116121) (Surplused)
- 2010 Ford Ranger (VIN #: 1FTKR1AD3APA60238) (Surplused upon adoption of this Resolution)
- 2007 Ford Ranger (VIN #: 1FTYR14U57PA79985) (Surplused upon adoption of this Resolution; and

WHEREAS, Alan Jay Fleet Sales has quoted the City a price of $44,648 and $45,284, respectively, for the trucks, after trade-in credits are applied. Alan Jay Fleet Sales also has a Sourcewell awarded contract #2026 091521-NAF & 032824-NAF that the City can piggyback on to complete the trade-in and purchase of the new trucks; and

WHEREAS, there is $90,000 budgeted for two trucks in the Fiscal Year 2025-26 budget, under PARKS/MAINTENANCE/MOTOR VEHICLES (Account #001-6020-572-6401).

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

SECTION 1. The City Commission hereby authorizes the City to declare five vehicles as surplus for a trade-in value of $2,400; and authorizes the City to purchase two new 2026 CHEVY SILVERADO pickup trucks at prices of $44,648 and $45,284, respectively, after the trade-in value is applied.

SECTION 2. 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 9th day of February, 2026.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

City of Atlantic Beach
Capital Asset Disposal Request Form

Date of Request: 1/22/2026 **Serial No.** PW59-00002198

Asset Tag #: XC1669 **Vehicle VIN No.** 1FTKR1AD3APA60238

Department: Parks **Location:** City Yard

Description of Item Including justification for disposal request:

2010 Ford Ranger - Severe rust, needs AC Pump, not worth the repair cost, aged out of service.

Reason for Disposal Request:

Not Working & Beyond Repair	
Not Working - Needs Repair	X
Working-Obsolete	
Working-Good	
Working-Fair	

Form Completed By:

Cindy Steinbach

Finance Department Use Only:

Date Sent to Commission: _____

Approved: ____ Denied: _____

Current Book Value _____

Amound Sold For/Trade In _____

Date Entered into System: _____

Disposition Method:

Online Auction/Sold	Date:	
Cannibalized	Date:	
Donated	Date:	
Destroyed	Date:	
Traded In	Date:	
Transferred	Date:	

Entered By: _____

City of Atlantic Beach
Capital Asset Disposal Request Form

Date of Request: 1/22/2026 **Serial No.** P3-00001850

Asset Tag #: XA4120 **Vehicle VIN No.** 1FTYR14U57PA79985

Department: Parks **Location:** City Yard

Description of Item Including justification for disposal request:

2007 Ford Ranger - Severe frame rust, dangerous to drive, aged out of service.

Reason for Disposal Request:

Not Working & Beyond Repair	
Not Working - Needs Repair	
Working-Obsolete	
Working-Good	
Working-Fair	X

Form Completed By:

Cindy Steinbach

Finance Department Use Only:

Date Sent to Commission: _____

Approved: _____ Denied: _____

Current Book Value _____

Amound Sold For/Trade In _____

Date Entered into System: _____

Disposition Method:

Online Auction/Sold	Date:	
Cannibalized	Date:	
Donated	Date:	
Destroyed	Date:	
Traded In	Date:	
Transferred	Date:	

Entered By: _____

ALAN JAY FLEET SALES

Contract Number:	2026 091521-NAF & 032824-NAF
Quote ID:	69322
Agency:	ATLANTIC BEACH, CITY OF
Date:	1/15/2026

Thank you from the Alan Jay Fleet Team for the opportunity to provide this quotation for (1) 2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD WT 6.5' BED, please review carefully and contact us with any errors or changes.

MSRP:	$45,690.00
Base Price:	$39,738.00
Factory Options:	$1,800.00
Aftermarket Options:	$3,110.00
Purchase Total:	$44,648.00

Per attached vehicle specifications.

This quotation is valid as long as the manufacturer is accepting orders for the model year specified. Purchase orders received after factory order cutoff may not be honorable. The vehicle(s) offered on this quotation will be ordered in the color(s) listed. Please contact your Alan Jay sales representative with any questions you have on this quote.

Quoted By: CHRISTY SELF / 904-838-4999 / Christy.Self@AlanJay.com

ALAN JAY FLEET SALES

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

Sourcewell Formerly NJPA
Awarded Contract

PHONE (800) ALANJAY (252-6529)	DIRECT 863-385-9610	WWW.ALANJAY.COM	Quote 69322-3
Corporate Office: 2003 U.S. 27 South, Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address: P.O. BOX 9200, Sebring, FL 33871-9200	
	FAX 863-402-4221		

ORIGINAL QUOTE DATE
1/15/2026

QUICK QUOTE SHEET

REVISED QUOTE DATE
1/15/2026

REQUESTING AGENCY: ATLANTIC BEACH, CITY OF
CONTACT PERSON: ANDRE GETHERS EMAIL: AGETHERS@COAB.US
PHONE: 904-832-6533 MOBILE: 904-832-6533 FAX:

SOURCEWELL CONTRACT # 2026 091521-NAF & 032824-NAF www.NationalAutoFleetGroup.com

MODEL: CC10743 1WT MSRP: $45,690.00

2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 2WD WT 6.5' BED

CUSTOMER ID

CONTRACT PRICE: $39,738.00

BED LENGTH: 6.5' Bed

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

FACTORY OPTIONS	DESCRIPTION	
GAZ	Summit White	$0.00
H2G	Jet Black, Vinyl seat trim	$0.00
L3B	Engine, TurboMax	$0.00
MFC	Transmission, 8-speed automatic, electronically controlled	$0.00
1WT	OPTIONS Work Truck Preferred Equipment Group	$0.00
AZ3	Seats, front 40/20/40 split-bench	$0.00
C5U	GVWR, 6800 lbs. (3084 kg)	$0.00
CGN	Chevytec spray-on bedliner, Black	$540.00
CTT	Hitch Guidance	$0.00
FE9	Emissions, Federal requirements	$0.00
GU6	Rear axle, 3.42 ratio	$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	$0.00
JL1	Trailer brake controller, integrated	$270.00
QBN	Tires, 255/70R17 all-season, blackwall	$0.00
QBR	Tire, spare 255/70R17 all-season, blackwall	$0.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel	$0.00
Z82	Trailering Package	$420.00
VQO	LPO, Black work step	$570.00
	FACTORY OPTIONS	**$1,800.00**

CONTRACT OPTIONS	DESCRIPTION	
NEW-TAG-CITY	New CITY tag Includes temp tag & two way overnight shipping for signature.	$245.00
DTF 4 TRK	Deep tint film installed on four doors and back glass for extended/crew cab pickups.	$245.00
ATB-18-LP	HD Aluminum tool box with low-profile single lid and 18" depth.	$625.00
W TLI-6-AW	(6) Whelen T-Series SOLO color ultra thin light heads with (4) mounted in grille and (2) mounted to rear of vehicle (AMBER/WHITE).	$1,305.00
UBC	TiteSeal AutoBody Rubberized protective under body coating (rust inhibitor).	$690.00
	CONTRACT OPTIONS	**$3,110.00**

ALAN JAY FLEET SALES

Sourcewell Formerly NJPA
Awarded Contract

SOURCEWELL CONTRACT # 2026 091521-NAF & 032824-NAF **www.NationalAutoFleetGroup.com**

TRADE IN		**TOTAL COST**	**$44,648.00**
	YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~		
	TOTAL COST LESS TRADE IN(S)	**QTY 1**	**$44,648.00**

Estimated Annual payments for 60 months paid in advance: $10,265.50
Municipal finance for any essential use vehicle, requires lender approval, WAC.

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

VEHICLE QUOTED BY **CHRISTY SELF** **GOVERNMENT ACCOUNT MANAGER** Christy.Self@AlanJay.com

"I Want to be Your Fleet Provider"

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

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

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CC10743) 2WD Crew Cab 157" Work Truck (✔ Complete)



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

Window Sticker

SUMMARY

[Fleet] 2026 Chevrolet Silverado 1500 (CC10743) 2WD Crew Cab 157" Work Truck — MSRP:$43,000.00

Interior:Jet Black, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, TurboMax

Transmission, 8-speed automatic, electronically controlled

OPTIONS

CODE	MODEL		MSRP
CC10743	[Fleet] 2026 Chevrolet Silverado 1500 (CC10743) 2WD Crew Cab 157" Work Truck		$43,000.00
	OPTIONS		
1WT	Work Truck Preferred Equipment Group		$0.00
AZ3	Seats, front 40/20/40 split-bench		$0.00
C5U	GVWR, 6800 lbs. (3084 kg)		$0.00
CGN	Chevytec spray-on bedliner, Black		$545.00
CTT	Hitch Guidance	Inc.	
FE9	Emissions, Federal requirements		$0.00

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Data Version: 27502. Data Updated: Jan 14, 2026 6:47:00 PM PST.

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

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CC10743) 2WD Crew Cab 157" Work Truck (✔ Complete)

GAZ	Summit White	$0.00
GU6	Rear axle, 3.42 ratio	$0.00
H2G	Jet Black, Vinyl seat trim	$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	$0.00
JL1	Trailer brake controller, integrated	$275.00
L3B	Engine, TurboMax	$0.00
MFC	Transmission, 8-speed automatic, electronically controlled	$0.00
QBN	Tires, 255/70R17 all-season, blackwall	$0.00
QBR	Tire, spare 255/70R17 all-season, blackwall	$0.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel	$0.00
Z82	Trailering Package	$425.00
___	Option/package discount	($1,350.00)
	SUBTOTAL	**$42,895.00**
	Adjustments Total	$0.00
	Destination Charge	$2,795.00
	TOTAL PRICE	**$45,690.00**

FUEL ECONOMY

Est City:18 MPG

Est Highway:21 MPG

Est Highway Cruising Range:504.00 mi

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

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CC10743) 2WD Crew Cab 157" Work Truck (✔ Complete)

Standard Equipment

Package	
	Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam
Mechanical	
	Durabed, pickup bed
	Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)
	Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)
	Rear axle, 3.42 ratio
	GVWR, 6800 lbs. (3084 kg) (STD) (Requires 2WD Crew Cab, Double Cab or Regular Cab Long Bed model with (L3B) TurboMax engine. Requires 2WD Double Cab or Regular Cab Long Bed model and (L84) 5.3L EcoTec3 V8 engine.)
	Push Button Start
	Automatic Stop/Start (Not available with (5W4) Special Services Package, (9C1) Police Pursuit Package or (FHS) E85 FlexFuel capability.)
	Rear wheel drive
	Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power
	Alternator, 220 amps (Included with (L3B) TurboMax engine, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package.)
	Recovery hooks, front, frame-mounted, Black
	Frame, fully-boxed, hydroformed front section
	Suspension Package, Standard
	Steering, Electric Power Steering (EPS) assist, rack-and-pinion
	Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
	Brake lining wear indicator
	Capless Fuel Fill
	Exhaust, single outlet
Exterior	
	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)
	Tires, 255/70R17 all-season, blackwall (STD)

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

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CC10743) 2WD Crew Cab 157" Work Truck (✔ Complete)

Exterior	
	Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)
	Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare
	Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door
	Bumpers, front, Black (semi-gloss)
	Bumpers, rear, Black (semi-gloss)
	CornerStep, rear bumper
	Cargo tie downs (12), fixed rated at 500 lbs per corner
	Headlamps, halogen reflector with halogen Daytime Running Lamps
	IntelliBeam, automatic high beam on/off
	Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel (incandescent on Regular Cab models, LED on Crew Cab and Double Cab models)
	Taillamps with incandescent tail, stop and reverse lights
	Mirrors, outside manual, Black (Standard on Crew Cab and Double Cab models only. Not available on Regular Cab models.)
	Glass, solar absorbing, tinted
	Door handles, Black
	Tailgate and bed rail protection cap, top
	Tailgate, standard
	Tailgate, locking utilizes same key as ignition and door (Removed when (QT5) EZ Lift power lock and release tailgate is ordered.)
	Tailgate, gate function manual, no EZ Lift
Entertainment	
	Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
	Sirius XM, delete (Can be upgraded to (U2K) SiriusXM.)
	Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)
	Wireless phone projection for Apple CarPlay and Android Auto
	Bluetooth for phone, connectivity to vehicle infotainment system
	Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)
Interior	
	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
	Seat trim, Vinyl

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

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CC10743) 2WD Crew Cab 157" Work Truck (✔ Complete)

Interior	
	Seat adjuster, driver 4-way manual
	Seat adjuster, passenger 4-way manual
	Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)
	Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
	Steering wheel, urethane
	Steering column, Tilt-Wheel, manual with wheel locking security feature
	Steering column lock, electrical
	Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
	Driver Information Center, 3.5" diagonal monochromatic display
	Exterior Temperature Display located in radio display
	Compass located in instrument cluster
	Window, power front, drivers express up/down
	Window, power front, passenger express down
	Windows, power rear, express down (Not available with Regular Cab models.)
	Door locks, power
	Remote Keyless Entry, with 2 transmitters
	Cruise control, electronic with set and resume speed, steering wheel-mounted
	Power outlet, front auxiliary, 12-volt
	USB Ports, 2, Charge/Data ports located on instrument panel
	Air conditioning, single-zone manual
	Air vents, rear, heating/cooling (Not available on Regular Cab models.)
	Mirror, inside rearview, manual tilt
	Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted
Safety-Mechanical	
	Automatic Emergency Braking
	Front Pedestrian Braking
	StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist
Safety-Exterior	
	Daytime Running Lamps with automatic exterior lamp control

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

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CC10743) 2WD Crew Cab 157" Work Truck (✔ Complete)

Safety-Interior

	Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
	OnStar services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)
	OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (Requires (UE1) OnStar. OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)
	HD Rear Vision Camera
	Lane Keep Assist with Lane Departure Warning
	Following Distance Indicator
	Forward Collision Alert
	Rear Seat Reminder (Requires Crew Cab or Double Cab model.)
	Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)
	Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver
	Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu
	Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)

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Data Version: 27502. Data Updated: Jan 14, 2026 6:47:00 PM PST.

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

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CC10743) 2WD Crew Cab 157" Work Truck (✔ Complete)

WARRANTY

Warranty Note: <<< Preliminary 2026 Warranty >>>
Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: Silverado TurboMax^{TM} engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: Silverado TurboMax^{TM} engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Maintenance Note: First Visit: 12 Months/12,000 Miles

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Data Version: 27502. Data Updated: Jan 14, 2026 6:47:00 PM PST.

ALAN JAY FLEET SALES

Contract Number:	2026 091521-NAF & 032824-NAF
Quote ID:	69321
Agency:	ATLANTIC BEACH, CITY OF
Date:	1/22/2026

Thank you from the Alan Jay Fleet Team for the opportunity to provide this quotation for (1) 2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD WT 6.5' BED, please review carefully and contact us with any errors or changes.

MSRP:	$49,960.00
Base Price:	$42,384.00
Factory Options:	$2,190.00
Aftermarket Options:	$3,110.00
Vehicle Price:	$47,684.00
Trade Credit:	($2,400.00)
Purchase Total:	$45,284.00

Per attached vehicle specifications.

This quotation is valid as long as the manufacturer is accepting orders for the model year specified. Purchase orders received after factory order cutoff may not be honorable. The vehicle(s) offered on this quotation will be ordered in the color(s) listed. Please contact your Alan Jay sales representative with any questions you have on this quote.

Quoted By: CHRISTY SELF / 904-838-4999 / Christy.Self@AlanJay.com

ALAN JAY FLEET SALES

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

Sourcewell Formerly NJPA
Awarded Contract

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM		Quote 69321-6
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999 FAX 863-402-4221	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200	

ORIGINAL QUOTE DATE
1/15/2026

QUICK QUOTE SHEET

REVISED QUOTE DATE
1/22/2026

REQUESTING AGENCY	ATLANTIC BEACH, CITY OF				
CONTACT PERSON	ANDRE GETHERS		EMAIL	AGETHERS@COAB.US	
PHONE	904-832-6533	MOBILE 904-832-6533		FAX	

SOURCEWELL CONTRACT # 2026 091521-NAF & 032824-NAF — www.NationalAutoFleetGroup.com

MODEL CK10743 1WT — **MSRP** $49,960.00

2026 CHEVY SILVERADO 1500 CREW CAB PICKUP 4WD WT 6.5' BED

CUSTOMER ID — **CONTRACT PRICE** $42,384.00

BED LENGTH: 6.5' Bed

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

FACTORY OPTIONS	DESCRIPTION	
GAZ	Summit White	$0.00
H2G	Jet Black, Vinyl seat trim	$0.00
L3B	Engine, TurboMax	$0.00
MFC	Transmission, 8-speed automatic, electronically controlled	$0.00
1WT	OPTIONS Work Truck Preferred Equipment Group	$0.00
AZ3	Seats, front 40/20/40 split-bench	$0.00
C5W	GVWR, 7000 lbs. (3175 kg)	$0.00
CGN	Chevytec spray-on bedliner, Black	$540.00
CTT	Hitch Guidance	$0.00
FE9	Emissions, Federal requirements	$0.00
G80	Auto-locking rear differential	$390.00
GU6	Rear axle, 3.42 ratio	$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	$0.00
JL1	Trailer brake controller, integrated	$270.00
QBN	Tires, 255/70R17 all-season, blackwall	$0.00
QBR	Tire, spare 255/70R17 all-season, blackwall	$0.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel	$0.00
VK3	License plate kit, front	$0.00
VQ2	Fleet Processing Option	$0.00
VQO	LPO, Black work step	$570.00
Z82	Trailering Package	$420.00
----	Option/package discount	$0.00
	FACTORY OPTIONS	**$2,190.00**

CONTRACT OPTIONS	DESCRIPTION	
NEW-TAG-CITY	New CITY tag Includes temp tag & two way overnight shipping for signature.	$245.00
ATB-18-LP	HD Aluminum tool box with low-profile single lid and 18" depth.	$625.00
DTF 4 TRK	Deep tint film installed on four doors and back glass for extended/crew cab pickups.	$245.00
W TLI-6-AW	(6) Whelen T-Series SOLO color ultra thin light heads with (4) mounted in grille and (2) mounted to rear of vehicle (AMBER/WHITE).	$1,305.00
UBC	TiteSeal AutoBody Rubberized protective under body coating (rust inhibitor).	$690.00
	CONTRACT OPTIONS	**$3,110.00**

ALAN JAY FLEET SALES

Sourcewell Formerly NJPA
Awarded Contract

SOURCEWELL CONTRACT # 2026 091521-NAF & 032824-NAF www.NationalAutoFleetGroup.com

TRADE IN		TOTAL COST	$47,684.00
	2007 FORD RANGER WHITE 61626 Miles VIN: 1FTYR14U5 7PA79985		($800.00)
	2010 FORD RANGER WHITE 55050 Miles VIN: 1FTKR1AD3 APA60238		($500.00)
	2017 FORD F150 WHITE 46282 Miles VIN: 1FTMF1E5H HFB77431		($500.00)
	2011 FORD ESCAPE WHITE 67380 Miles VIN: 1FMCU4K36 BKA82951		($300.00)
	2012 CHEVY VOLT WHITE 48896 Miles VIN: 1G1RADE48 CU116121		($300.00)
		TOTAL COST LESS TRADE IN(S) QTY 1	$45,284.00

Estimated Annual payments for 60 months paid in advance: $10,411.73
Municipal finance for any essential use vehicle, requires lender approval, WAC.

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

VEHICLE QUOTED BY **CHRISTY SELF** **GOVERNMENT ACCOUNT MANAGER** Christy.Self@AlanJay.com

"I Want to be Your Fleet Provider"

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

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

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)



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

Window Sticker

SUMMARY

[Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck — MSRP:$46,300.00

Interior:Jet Black, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, TurboMax

Transmission, 8-speed automatic, electronically controlled

OPTIONS

CODE	MODEL		MSRP
CK10743	[Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck		$46,300.00
	OPTIONS		
1WT	Work Truck Preferred Equipment Group		$0.00
AZ3	Seats, front 40/20/40 split-bench		$0.00
C5W	GVWR, 7000 lbs. (3175 kg)		$0.00
CGN	Chevytec spray-on bedliner, Black		$545.00
CTT	Hitch Guidance	Inc.	
FE9	Emissions, Federal requirements		$0.00

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Data Version: 27502. Data Updated: Jan 14, 2026 6:47:00 PM PST.

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

Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

G80	Auto-locking rear differential	$395.00
GAZ	Summit White	$0.00
GU6	Rear axle, 3.42 ratio	$0.00
H2G	Jet Black, Vinyl seat trim	$0.00
IOR	Audio system, Chevrolet Infotainment 3 system	$0.00
JL1	Trailer brake controller, integrated	$275.00
L3B	Engine, TurboMax	$0.00
MFC	Transmission, 8-speed automatic, electronically controlled	$0.00
QBN	Tires, 255/70R17 all-season, blackwall	$0.00
QBR	Tire, spare 255/70R17 all-season, blackwall	$0.00
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel	$0.00
VK3	License plate kit, front	$0.00
VQ2	Fleet Processing Option	$0.00
VQO	LPO, Black work step	$575.00
Z82	Trailering Package	$425.00
___	Option/package discount	($1,350.00)
	SUBTOTAL	**$47,165.00**
	Adjustments Total	$0.00
	Destination Charge	$2,795.00
	TOTAL PRICE	**$49,960.00**

FUEL ECONOMY

Est City:17 MPG

Est Highway:21 MPG

Est Highway Cruising Range:504.00 mi

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Standard Equipment

Package	
	Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam
Mechanical	
	Durabed, pickup bed
	Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)
	Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)
	Rear axle, 3.42 ratio
	GVWR, 7000 lbs. (3175 kg) (STD) (Requires Crew Cab or Double Cab 4WD model and (L3B) TurboMax engine.)
	Push Button Start
	Automatic Stop/Start (Not available with (5W4) Special Services Package, (9C1) Police Pursuit Package or (FHS) E85 FlexFuel capability.)
	Transfer case, single speed electronic Autotrac with push button control (4WD models only)
	Four wheel drive
	Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power
	Alternator, 220 amps (Included with (L3B) TurboMax engine, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package.)
	Recovery hooks, front, frame-mounted, Black
	Frame, fully-boxed, hydroformed front section
	Suspension Package, Standard
	Steering, Electric Power Steering (EPS) assist, rack-and-pinion
	Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
	Brake lining wear indicator
	Capless Fuel Fill
	Exhaust, single outlet
Exterior	
	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)
	Tires, 255/70R17 all-season, blackwall (STD)

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Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Exterior	
	Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)
	Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare
	Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door
	Bumpers, front, Black (semi-gloss)
	Bumpers, rear, Black (semi-gloss)
	CornerStep, rear bumper
	Cargo tie downs (12), fixed rated at 500 lbs per corner
	Headlamps, halogen reflector with halogen Daytime Running Lamps
	IntelliBeam, automatic high beam on/off
	Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel (incandescent on Regular Cab models, LED on Crew Cab and Double Cab models)
	Taillamps with incandescent tail, stop and reverse lights
	Mirrors, outside manual, Black (Standard on Crew Cab and Double Cab models only. Not available on Regular Cab models.)
	Glass, solar absorbing, tinted
	Door handles, Black
	Tailgate and bed rail protection cap, top
	Tailgate, standard
	Tailgate, locking utilizes same key as ignition and door (Removed when (QT5) EZ Lift power lock and release tailgate is ordered.)
	Tailgate, gate function manual, no EZ Lift
Entertainment	
	Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
	Sirius XM, delete (Can be upgraded to (U2K) SiriusXM.)
	Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)
	Wireless phone projection for Apple CarPlay and Android Auto
	Bluetooth for phone, connectivity to vehicle infotainment system
	Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)
Interior	
	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
	Seat trim, Vinyl

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Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

Interior	
	Seat adjuster, driver 4-way manual
	Seat adjuster, passenger 4-way manual
	Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)
	Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
	Steering wheel, urethane
	Steering column, Tilt-Wheel, manual with wheel locking security feature
	Steering column lock, electrical
	Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
	Driver Information Center, 3.5" diagonal monochromatic display
	Exterior Temperature Display located in radio display
	Compass located in instrument cluster
	Window, power front, drivers express up/down
	Window, power front, passenger express down
	Windows, power rear, express down (Not available with Regular Cab models.)
	Door locks, power
	Remote Keyless Entry, with 2 transmitters
	Cruise control, electronic with set and resume speed, steering wheel-mounted
	Power outlet, front auxiliary, 12-volt
	USB Ports, 2, Charge/Data ports located on instrument panel
	Air conditioning, single-zone manual
	Air vents, rear, heating/cooling (Not available on Regular Cab models.)
	Mirror, inside rearview, manual tilt
	Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted
Safety-Mechanical	
	Automatic Emergency Braking
	Front Pedestrian Braking
	StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist
Safety-Exterior	
	Daytime Running Lamps with automatic exterior lamp control

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Safety-Interior

	Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
	OnStar services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)
	OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (Requires (UE1) OnStar. OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)
	HD Rear Vision Camera
	Lane Keep Assist with Lane Departure Warning
	Following Distance Indicator
	Forward Collision Alert
	Rear Seat Reminder (Requires Crew Cab or Double Cab model.)
	Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)
	Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver
	Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu
	Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)

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Vehicle: [Fleet] 2026 Chevrolet Silverado 1500 (CK10743) 4WD Crew Cab 157" Work Truck (✔ Complete)

WARRANTY

Warranty Note: <<< Preliminary 2026 Warranty >>>
Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: Silverado TurboMax^{TM} engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: Silverado TurboMax^{TM} engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Maintenance Note: First Visit: 12 Months/12,000 Miles

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CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-19 approving Engineering Administrative and Inspection Services for the Sherry Drive Watermain Improvements – Phase II Project PU2614

SUBMITTED BY: Troy Stephens, Public Utilities Director

TODAY'S DATE: January 28, 2026

MEETING DATE: February 9, 2026

BACKGROUND: The Public Utilities Department is preparing for the Sherry Drive Watermain Improvements Phase II project, which entails installing watermain along Pioneer Drive at Sherry Drive North and Wonderwood and Mayport Roads. Staff received a Scope & Fee Proposal from Crawford, Murphy and Tilly (CMT) for engineering construction administrative and inspection services for the Sherry Drive Watermain Improvements – Phase II.

The scope of services from CMT includes all contract documents, meetings, site visits, reviewing pay requests, shop drawing reviews, change orders, inspections, and permit close out documents.

The City has a Professional Engineering Services Agreement with Crawford, Murphy and Tilly and this scope of work would be Task Authorization No. RFQ25-01-CMT-TA #2 under said agreement.

BUDGET: Funds have been budgeted for this service in the Public Utilities Water Production account 400-5504-533-6300 for Project PU2614.

RECOMMENDATION: Approve Resolution No. 26-19.

ATTACHMENT(S):
1. Resolution No. 26-19
2. Proposal from CMT

REVIEWED BY CITY MANAGER: Kevin Hogancamp

RESOLUTION NO. 26-19

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING STAFF TO ISSUE A TASK AUTHORIZATION TO CRAWFORD, MURPHY AND TILLY FOR CONSTRUCTION ADMINISTRATION SERVICES IN CONNECTION WITH THE SHERRY DRIVE WATERMAIN IMPROVEMENTS PROJECT- PHASE II; 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, staff received a Scope & Fee Proposal from Crawford, Murphy, Tilly (CMT) in the amount of $62,600.00 to perform construction administration services for the Sherry Drive Watermain Improvements Project – Phase II; and

WHEREAS, CMT will provide construction administrative services in the form of contract documents, meetings, site visits, reviewing of pay requests, shop drawing reviews, change orders, inspections and permit close out documents; and

WHEREAS, the City has a Professional Engineering Services Agreement with CMT, and this scope of work would be Task Authorization No. RFQ25-01-CMT-TA #2 under said Agreement; and

WHEREAS, funding is available in account No. 400-5504-533-6300 for Project PU2614.

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 Task Authorization No. RFQ 25-01-CMT-TA #2 to Crawford, Murphy, Tilly in the amount of $62,600.00 for construction administration services for the water treatment plant #2 upgrades, as described in the CMT Scope & Fee Proposal.

SECTION 2. The City Commission hereby authorizes the City Manager to approve a purchase order to CMT 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 9th Day of February, 2026.

Attest:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

ts

Attachment 1 to Agreement

Construction Engineering, Administration & Inspection

Sherry Drive Watermain Improvements – Phase 2

WORK ORDER: TOP-PW-ES-

between

City of Atlantic Beach

and

Crawford, Murphy and Tilly (CMT)

A. GENERAL

The Owner and Engineer have entered into a Continuing Contract ("Agreement") which provides that, from time to time, the "Owner may request that Engineer provide professional services for Specific Projects," and "each engagement will be documented by a Work Order." This document is a Work Order. The Agreement sets forth the general terms and conditions which shall apply to this Work Order.

B. DESCRIPTION OF ASSIGNMENT

This Work Order is for Professional Engineering Services in connection with the City of Atlantic Beach's (COAB) efforts to provide general construction engineering administration & inspection services for the construction of the Sherry Drive Watermain Improvements-Phase 2.

C. PROECT OVERVIEW

The CONSULTANT will perform Construction Engineering Administration and Inspection services, and documentation, and to assist the COAB in the disposition of issues that may arise from time to time during construction. At a minimum, Construction Engineering Administration and Inspection of the construction shall be documented in reports, certifications and/or documentation and shall be consistent with the jurisdictional agency requirements (City and/or Florida Department of Transportation (FDOT)).

D. SCOPE OF SERVICES

Scope of Services: the CONSULTANT will provide Limited Construction Engineering Administration and Inspection services for the PROJECT based on Exhibit A. Services will include Contract Administration and Management, Resident Inspection of Construction, Recording and Reporting to the COAB as described hereunder:

E. PROJECT TASKS

1.00 Construction Administration and Management:

These services require a variety of administrative and management tasks in support of the field inspection staff during the progress of the work and may include, but may not be limited to the following:

- Coordinate and conduct a pre-construction meeting with the Contractor, utility companies, permitting agencies, the COAB, property owners, and property managers, and other interested parties prior to the start of construction. The CONSULTANT will be responsible for the review of the Contractor's schedule, Erosion Control Plan, and Asphalt Quality Plant Control Plan. The CONSULTANT shall also be responsible for the receipt, and documentation, and forwarding for approval of all required shop drawings submitted by the Contractor.

- Review and respond to requests for clarification of alternate/substitution items/systems or for such other design variations requested by the Contractor. Consider and evaluate Contractor's suggestions for modifications in drawings or specifications, including Value Engineering and report on same, with recommendations, to the COAB.

- Conduct progress meetings with the Contractor, subcontractors, representatives of municipalities impacted by the work, utility companies or agencies and other involved entities to review plans, schedules, resolve problems and discuss other issues of concern. Prepare and distribute meeting minutes to all attendees and others as appropriate.

- Attend meetings between the Contractor and utility companies and/or other agencies.

- Serve as liaison between the Contractor, the COAB, permitting agencies and the public or any other entity as required.

- Monitor expiration dates of all agency permits required by the Contract Documents and arrange for and/or coordinate renewal of such permits prior to expiration.

- Verify Contractor's incorporation into the work of all materials and equipment utilized for the project and review that all materials/equipment are in compliance with the Contract Documents.

- Expedite analysis and resolution of any site problems encountered and/or any alternative proposals, including Value Engineering, submitted by the Contractor so as to reduce or eliminate construction delays and claims resulting from the problems.

- Monitor extra work required of the contractor and maintain records of all component costs, including personnel, equipment, materials (permanent and temporary) used in conjunction therewith, time of performance and location in the construction schedule and work sequence.

- Prepare daily site reports (logs), monitor the Contractor's progress against the approved contract schedule and report to COAB accordingly.

- Review/monitor Contractor's compliance with maintenance of traffic requirements. Monitor Contractor's compliance with all permit conditions stipulated by environmental agencies and provide appropriate recommendations as necessary to maintain such compliance.

- Review and analyze changes requested by the Contractor and review the cost and determine if the work items are covered by unit prices or assist COAB to negotiate time

and cost changes with the Contractor. Issue instructions of COAB to the Contractor and recommend in writing to the COAB the approval.

- Analyze Contractor's claim for additional compensation and/or time extensions and provide written recommendations to the COAB as to the validity and reasonableness. Assist COAB in rebuttal of claims and/or in negotiations with the Contractor leading to settlement of claim(s). In dealing with requests for additional time, determine the actual effects of delaying factors on completion of controlling items of work per the currently approved schedule.

- Provide prompt responses to questions and requests received from affected property owners, motorists, and the general public, including officials of COAB.

- Based upon the CONSULTANT'S on-site observations of the work as an experienced and qualified professional review the Contractor's applications for payment, determine the amount owed to the Contractor and approve and recommend in writing to the COAB the amount, to the best of the CONSULTANT's knowledge, information and belief, the completed quantity and quality of work is in accordance with the Contract Documents.

- Prior to recommendation for final payment, review and comment to the COAB on Contractor's submittal of "As-Built" drawings, all test results, any maintenance and operating instructions, guarantees, bonds, certificates of inspection and other close-out documentation.

- Review Contractor's EEO submittals, including but not limited to, EEO Plan, Affirmative Action Plan, subcontract approvals, and DBE requirements.

- Review Contractor's Certified Payroll for compliance with minimum wage requirements.

2.00 Resident Inspection of Construction:

Inspection services may include, but may not be limited to, the following:

- Clearing and Grubbing
- Demolition/Removal of existing structures
- Erosion and Pollution Control Provisions
- Earthwork
- Subgrade and Optional Base Group Construction
- Grading and Drainage
- Asphalt and Concrete Construction
- Utility Construction
- Signing and Pavement Markings
- Grassing and Landscaping
- Any other features included in the construction plans
- Site Cleanup
- Review of final certifications and "As Builts"

Monitoring/observation of on-site construction activities, checking of tests and certification of all materials and process for the project, and inspection, as applicable, of off-site fabrication and activities, will be provided under Construction Engineering Inspection services.

3.00 Recording and Reporting:

In addition to the daily recording of activities and events on the construction site, the CONSULTANT may provide other project documentation as follows.

- Prepare daily reports, records, and calculations summarizing the status of the project, presenting a percent complete and verify quantities satisfactorily completed. Report an account of all significant events occurring during the past month, including delays, disputes, changes, etc., and the measures taken to correct or resolve outstanding issues.

- Notify the Contractor of any violations or potential violations of Environmental Agency permit conditions that require immediate correction, including erosion and pollution controls, and report the violation to the COAB.

- Notify the Contractor of any omissions, substitutions, defects and deficiencies observed in the work and of corrective action to be taken to bring the work into compliance with the Contract Documents. Notify COAB of such conditions and advise COAB when the work should be rejected or uncovered for special testing or inspection.

- Verify that tests, equipment, and systems startup are conducted as required by the Contract Documents and in the presence of the required personnel, and that the Contractor maintains adequate records thereof. The Consultant will also observe, record and report to the COAB appropriate details relative to the test procedures and startups.

- Prepare written recommendations confirming the Contractor's request for payment and, where appropriate, an explanation of any modifications made in the work completed and due for payment. The Contractor invoice may be required to be separated into the accounts established for the various funding sources.

- Prepare minutes of all meetings, recording all significant information and decisions made and all issues discussed. In addition, to distributing the minutes to appropriate parties, record the results of any such meetings in a summary report to be incorporated in the monthly report to COAB.

- Maintain, open to review by the COAB at any time during regular working hours, copies of original Contract Documents, addenda, change orders, field orders, supplementary drawings, correspondence files, progress reports, meeting minutes, shop drawing submittals, and other project related documents.

F. PROPOSED STAFFING

The staff as outlined in Exhibit A and supplemented as needed, is proposed for performing the services authorized in this WORK ORDER:

Standard Hourly Labor Rates

Proposed Subconsultants

The following subconsultants are proposed for professional services related to this assignment:

N/A

G. DELIVERABLES

N/A

H. COAB RESPONSIBILITIES

The Owner will designate Mr. Steve Swann, Public Works Director as the Owner's project representative and primary contact for the Engineer. The Engineer will rely on the Owner's designated project representative for instructions and approval of Engineer's services.

I. COMPENSATION

1.00: Construction Administration and Management

2.00: Resident Inspection of Construction

3.00: Recording and Reporting

LUMP SUM TOTAL **$ 62,600.00**

(Per Exhibit A for Total Hours and Hourly Rates)

J. OTHER PROVISIONS

All provisions contained in the Contract Agreement not specifically modified herein shall remain in full force and effect and are incorporated by reference herein.

IN WITNESS WHEREOF, the parties hereto have executed Work Order No. to be effective as of the date first above written.

OWNER:
COAB
902 Assisi Lane
Atlantic Beach, FL 32233

By: _____

Name: Kevin Hogencamp

Title: Interim City Manager

Date Signed: _____

ENGINEER:
Crawford, Murphy and Tilly
7400 Baymeadows Way, Suite 220
Jacksonville, FL 32256

By: _____

Name: Paul Ina

Title: FL ST - Group Manager

Date Signed: _____

CITY OF ATLANTIC BEACH
CITY COMMISSION
STAFF REPORT

AGENDA ITEM: Approve Resolution No. 26-20 pertaining to the agreement for Donner Road lift station service area testing, monitoring, inspections and report.

SUBMITTED BY: Troy Stephens, Public Utilities Director

TODAY'S DATE: January 28, 2026

MEETING DATE: February 9, 2026

BACKGROUND: The Public Utilities Department is continuing its work 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 the need for treatment at the wastewater treatment plant. Staff has been working with USSI, LLC, to identify the areas where stormwater can directly enter the sewer system. They have performed nighttime flow monitoring to identity groundwater infiltration, performed manhole inspections to identity any defects, and have provided reports of the findings with recommendations and cost estimates.

Work in the Palm Avenue lift station service area was completed in April 2025 and repairs in the Saratoga Circle lift station area were recently approved by commission.

USSI, LLC returned proposals for four sections of the Donner Road lift station areas that includes the above-mentioned testing, monitoring, inspections and report, along with installation of inflow defenders for a total amount of $85,620.

BUDGET: Adequate funds are available in the Public Utilities Fund Account No. 410-5506-535-3400. Project No. PU2505.

RECOMMENDATION: Approve Resolution No. 26-20.

ATTACHMENTS:
1. Resolution No. 26-20
2. Proposals from USSI, LLC (4)

REVIEWED BY CITY MANAGER: Kevin Hogan

RESOLUTION NO. 26-20

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE AGREEMENT FOR THE DONNER ROAD LIFT STATION SERVICE AREA INFLOW AND INFILTRATION TESTING; 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 continuing its work with USSI LLC to reduce the inflow and infiltration in the aging sewer system; and

WHEREAS, repairs in the Palm Avenue lift station area were completed April 2025, and the Saratoga Circle lift station area repairs were recently approved by commission; and

WHEREAS, the next area scheduled for testing, monitoring and inspections is the Donner Road lift station service area which is divided into four sections; and

WHEREAS, USSI, LLC returned estimates for the testing, monitoring, inspections and installation of inflow defenders in the four sections of the Donner Road lift station areas totaling $85,620.00.

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 $85,620.00.

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 9th day of February, 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

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

Estimate 2499

DATE 01/26/2026

EXPIRATION DATE 02/26/2026

ACTIVITY	QTY	RATE	AMOUNT
Lift Station Basin Report-SC Manhole Inspections	13,200	0.35	4,620.00
Smoke Testing-SC Smoke Testing with Detailed Report of Defects	13,200	0.48	6,336.00
Midnight Investigation Monitor flows in sanitary sewer during low usage periods to identify flows that are not due to usage, likely resulting from inflow.	13,200	0.17	2,244.00
Inflow Defender HDPE-SC Insert HDPE Standard 25.50" and smaller	44	85.00	3,740.00

Lift Station K

TOTAL $16,940.00

Accepted By

Accepted Date

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 2498

DATE 01/26/2026

EXPIRATION DATE 02/26/2026

ACTIVITY	QTY	RATE	AMOUNT
Lift Station Basin Report-SC Manhole Inspections	3,300	0.35	1,155.00
Smoke Testing-SC Smoke Testing with Detailed Report of Defects	3,300	0.48	1,584.00
Midnight Investigation Monitor flows in sanitary sewer during low usage periods to identify flows that are not due to usage, likely resulting from inflow.	3,300	0.17	561.00
Inflow Defender HDPE-SC Insert HDPE Standard 25.50" and smaller	11	85.00	935.00

Lift Station J

TOTAL $4,235.00

Accepted By

Accepted Date

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 2497

DATE 01/26/2026

EXPIRATION DATE 02/26/2026

ACTIVITY	QTY	RATE	AMOUNT
Lift Station Basin Report-SC Manhole Inspections	9,000	0.35	3,150.00
Smoke Testing-SC Smoke Testing with Detailed Report of Defects	9,000	0.48	4,320.00
Midnight Investigation Monitor flows in sanitary sewer during low usage periods to identify flows that are not due to usage, likely resulting from inflow.	9,000	0.17	1,530.00
Inflow Defender HDPE-SC Insert HDPE Standard 25.50" and smaller	30	85.00	2,550.00

Lift Station I

TOTAL **$11,550.00**

Accepted By

Accepted Date

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 2496

DATE 01/26/2026

EXPIRATION DATE 02/26/2026

ACTIVITY	QTY	RATE	AMOUNT
Lift Station Basin Report-SC Manhole Inspections	38,100	0.35	13,335.00
Smoke Testing-SC Smoke Testing with Detailed Report of Defects	38,100	0.48	18,288.00
Midnight Investigation Monitor flows in sanitary sewer during low usage periods to identify flows that are not due to usage, likely resulting from inflow.	38,100	0.17	6,477.00
Inflow Defender HDPE-SC Insert HDPE Standard 25.50" and smaller	127	85.00	10,795.00
Mobilization & Demobilization One time fee for LS C,I,J,K	1	3,500.00	3,500.00
Maintenance of Traffic One time fee for LS C,I,J,K	1	500.00	500.00
Seminole County Per: Seminole County Contract Agreement #IFB-604974-25/LAS	1	0.00	0.00

Lift Station C

TOTAL $52,895.00

Accepted By

Accepted Date

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-22 authorizing the selection of T2 Systems as the paid parking software vendor for the City of Atlantic Beach.

SUBMITTED BY: Victor Gualillo, Chief of Police

TODAY'S DATE: January 26, 2026

MEETING DATE: February 09, 2026

BACKGROUND: The City of Atlantic Beach currently uses Flowbird as the paid parking software system to manage paid parking at 18th and 19th Streets. As part of its review of paid parking services, the Police Department recommends transitioning to T2 Systems for managing paid parking within the City of Atlantic Beach.

T2 Systems offers a cloud-based solution that does not require users to download an app but rather supports payment by QR code scanning or text. The user fee structure will be consistent with the existing rate of $0.39 per transaction charged to the parker. The assignment of user fees can be modified at any time to be applied to the parker or the city. There is a monthly cost of $83.72 for backend data management and a one-time implementation cost of $1,499.

One of the most significant benefits of adopting T2 Systems is the seamless integration with Neptune Beach's "Beaches Town Center" (BTC) resident registration system. Under this model, residents of Atlantic Beach who register through BTC will be automatically enrolled to receive the prescribed (currently 4 hours) free daily parking at the City of Atlantic Beach's paid parking locations. This integration would eliminate the current manual process that requires staff from Neptune Beach to transmit registrant data to Atlantic Beach staff, who then must reenter the information into Flowbird's paid parking database. Eliminating this need for manual data transfer and entry will result in measurable time savings and operational efficiency for both municipalities.

T2 Systems will charge the City a monthly backend system management fee of $83.72, that covers transaction data storage, financial reports export to COAB city finance department, and T2 system access for enforcement personnel to verify payment compliance in the field.

BUDGET: Monthly cost of $83.72 or $1004.64 annually. A one-time implementation cost of $1,499.00 will be charged for remote setup, mobile pay registration, cloud-based data management, remote training and five (5) parking signs. Additionally, the City will purchase eight (8) signs at a cost of $45.00 each, totaling $360.00, for installation at the designated parking areas. These eight (8) additional signs are necessary to support proper public notification and enforcement in at 18th and 19th St. paid parking areas.

RECOMMENDATION: Approve Resolution No. 26-22.

ATTACHMENTS: Resolution No. 26-22
Contract with T2 Systems
Paid Parking Sign
T2 Paid Parking Bullet Point Brief

REVIEWED BY CITY MANAGER: Kevin Hogencamp

RESOLUTION NO. 26-22

A RESOLUTION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE SELECTION OF T2 SYSTEMS AS THE SOFTWARE VENDOR FOR THE PAID PARKING PROGRAM OPERATED BY THE CITY OF ATLANTIC BEACH; 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 currently operates paid parking services within the City of Atlantic Beach at the 18th and 19th Street beach access points, and seeks to improve the quality of service and operational efficiency; and

WHEREAS, T2 Systems offers a cloud-based, app-free system that enables visitors to pay for parking via QR code scanning or text, consistent with the City's existing pay to park system and has a similar fee structure; and

WHEREAS, T2's platform is comparable to our current parking system but offers improved service integration and vendor support at no additional cost; and

WHEREAS, the use of T2 Systems will allow for direct system integration with Neptune Beach's "Beaches Town Center" (BTC) parking registration, automatically providing Atlantic Beach residents with free resident parking, for a prescribed timeframe, at 18th and 19th Streets once registered in the BTC parking system, thereby eliminating the need for manual data entry and reducing administrative workload for both cities; and

WHEREAS, T2 Systems will charge a flat monthly fee of $83.72 for backend data management services, transaction recording, financial reporting, enforcement support which is charged to the city; and each parking transaction will include a $2.50 hourly fee and a $0.39 user fee per transaction, borne by the parker; and

WHEREAS, a one-time implementation cost of $1,499.00 includes remote setup, mobile pay integration, cloud-based data management, and remote training, and provides five (5) parking signs as part of the standard installation package; and

WHEREAS, to ensure sufficient signage at the designated parking areas, the City will also purchase an additional eight (8) signs at a cost of $45.00 each, totaling $360.00, to support proper public notification and enforcement.

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 selection of T2 Systems as the software vendor for the paid parking program within the City of Atlantic Beach.

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 9th day of February, 2026.

Attest:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

T2 Systems - Confidential Quotation

T2SYSTEMS
A VERRA MOBILITY COMPANY

For: City of Atlantic Beach - FL
Quote ID: Q-56651
Date Issued: 12/18/2025
Expires: 3/18/2026

Bill To:
City of Atlantic Beach - FL
800 Seminole Road
Atlantic Beach, Florida 32233
United States

Prepared By:
David Boozer

Prepared For:
David Cameron

Ship To:
City of Atlantic Beach FL
850 Seminole Rd
Atlantic Beach, FL 32233
United States

Loren Rellah
904-247-5859
lrellah@coab.us
EIN: 00-0000000

Subscriptions

Product Name	Product Code	Quantity	Sales Price	Total
T2 MobilePay Base Subscription		**1.00**	**USD 83.33**	**USD 83.33**
Year 1	100.3212	1.00	USD 83.33	USD 83.33
83.33 to be BILLED MONTHLY (ANNUAL PRICE $1000) T2 MobilePay Virtual Pay Station Per Iris Profile, per month. Includes 100 system-wide transactions. Unlimited zones can be added.				
T2 MobilePay Transaction Fee Tier 4 - Pay as you go		**1.00**	**USD 0.27**	**USD 0.27**
Year 1	100.3231	1.00	USD 0.27	USD 0.27
INVOICED MONTHLY BASED ON TRANSACTION VOLUME $0.27 per transaction over the 100 subscribed total. Example: 1,000 monthly transactions processed. Billing would be 900 x $0.27 = $243				
T2 MobilePay Gateway		**1.00**	**USD 0.12**	**USD 0.12**
Year 1	100.3221	1.00	USD 0.12	USD 0.12
INVOICED MONTHLY BASED ON TRANSACTION VOLUME Gateway billed at $0.12 per transaction using an NMI approved processor. List of approved processors attached. Example: 1,000 monthly transactions processed. Billing would be 1,000 x $0.12 = $120 Processing fees are incurred with your own processor. T2 is not involved with those rates.				
			TOTAL:	USD 83.72

Services

Product Code	Product Name	Quantity	Sales Price	Total
100.3217	T2 MobilePay Implementation	1.00	USD 249.00	USD 249.00
ONE-TIME CHARGE				

Profile setup of T2 MobilePay. 1 Profile required per bank account. Page 2 of 4 Includes Five (5) 10x18 Dibond signs. Additional signs can be ordered at any time				
100.1108	T2 Iris Profile Set-Up	1.00	USD 1,000.00	USD 1,000.00
ONE-TIME CHARGE Profile setup of T2 Iris cloud-based management software.				
100.0060	Remote Training - T2 Iris - up to 2 hours	1.00	USD 250.00	USD 250.00
Up to 2 hours of remote training on the T2 Iris cloud platform.				
			TOTAL:	USD 1,499.00

Hardware

Product Code	Product Name	Quantity	Sales Price	Total
105.0640	T2 MobilePay 5 10x18 signs included with implementation - Option 2	1.00	USD 0.00	USD 0.00
T2 MobilePay 5 10x18 signs included with implementation -				
100.3218	T2 MobilePay Additional Signs	0.00	USD 45.00	USD 0.00
12 x 18 aluminum signs- amount TBD				
			TOTAL:	USD 0.00

Other

Product Code	Product Name	Quantity	Sales Price	Total
***	Comment	1.00	USD 0.00	USD 0.00
Customizable Convenience Fee – Create a zone-specific convenience fee to pass on to the parker and keep 100%. This fee can be used to offset the monthly charges of T2 MobilePay. T2 does not take any convenience fee revenue. T2 MobilePay is an Iris Software add-on. Customer to provide One (1) month of notice if they would like to cancel. Additional pricing available for Validations, Signage and Decal				
			TOTAL:	USD 0.00

Year 1 Total: USD 1,582.72

Net Total: USD 1,582.72

Tax Amount: USD 0.00
Tax Comments: N/A

Total: USD 1,582.72

Additional Information:
Freight Term:
Payment Terms:
IRIS Profile:

End User: City of Atlantic Beach - FL
GP Customer Number:

Billing Terms

Software subscriptions are invoiced upon Activation.

Terms and Conditions for Digital Iris services are available at:
http://www.t2systems.com/terms-conditions

Upon shipping, 100% of order will be invoiced, with the exceptions of (if applicable):

- Software subscriptions, as outlined above;
- Upon provision, 100% of services, training and/or installation will be invoiced.

As indicated on quote - Shipping costs are to be determined at time of shipment, are estimates only or are set amounts. Actual costs will be reflected on invoices unless set amount has been provided.

Tax rate, if applicable, will be finalized at time of invoicing.

Invoices paid via credit card will incur a 2.5% convenience fee.

Purchase orders can be forwarded to purchaseorders@t2systems.com

Project Term and Change Management

The parties anticipate that T2's Service will begin 10 business days after the dates sales order. The parties estimate that services will be complete within 120 days from start of the project. The timeline may be extended due to availability of required Equipment and Software, availability of client or T2 personnel, changes to the project scope or functional specification. in addition to schedule changes, changes in the Project may result in additional fees such as project re-engagement and/or change orders.

Quote is developed in conjunction with the applicable Statement of Work, Scope document or Intake Form (if applicable). If any billing term language conflicts occur, Standard Billing Term section in Statement of Work document takes precedence

In the event that the scope changes, the Customer will be notified in advance and must provide written approval (via a signed Change Order) to proceed. The new scope will not proceed until the Change Order is executed.

Upon signature by Customer and submission to T2 Systems Inc., this Quote shall become legally binding. By signing and submitting this Quote, Customer expressly agrees and acknowledges that all products and services purchased by the Customer pursuant to this Quote shall be governed exclusively by the terms and conditions set forth in this Quote, the terms of which can be found at https://www.t2systems.com/terms-conditions/ (the "Terms and Conditions"), subject to the terms of any applicable existing MSA or other written agreement between Customer and T2 Systems that expressly take precedence over the Terms and Conditions. By signing and submitting this Quote, Customer represents and warrants that the signatory below has the authority to bind Customer to the terms of this Quote and that Customer has had the opportunity to review the Terms and Conditions.

Quoted pricing is based on current applicable tariffs, import/export duties, surcharges, taxes or similar fees ("Tariffs"). In the event any governmental authority enacts or imposes new or additional Tariffs that increases the cost of goods, materials, and/or services provided for under this Quote, T2 reserves the right to adjust the pricing on this Quote to reflect increased costs.

Quote Number: Q-56651
PO Required?

IF "NO" IS SELECTED UNDER PO REQUIRED, CUSTOMER ACCEPTS RESPONSIBILITY TO PROCESS CONTRACT PAYMENT WITHOUT RECEIPT OF PURCHASE ORDER NUMBER.

Customer

_____
Signature

_____
Print Name

_____
Title

_____
Date

_____
PO #


NORTH BEACHES PARKING
PAY HERE
11:00 AM - MIDNIGHT
Text
BTCNB
OR
To
25023
To See Other Locations, Text NBPARKING To 25023
NO BACKING IN

Paid Parking Program – Brief

- Parkers can pay by scanning the QR code on the posted sign or by texting the number provided on the sign — no app required.
- Backing into a parking space is not permitted.
- Parking fee is $2.50 per hour (a $0.50 increase from the previous rate).
- Registered residents who register through Neptune Beach Police Department for Beaches Town Center will be automatically enrolled to receive their four (4) hour free parking benefit at any paid parking location in Atlantic Beach.
- Up-to-date information on paid parking locations, rules, and registration is available at coab.us/parking.
- Pay-to-park hours at 18th and 19th Streets are Fridays through Sundays from 9:00 a.m. to 5:00 p.m., March 1 through September 30, as well as Memorial Day, July 4th, and Labor Day.
- Registered residents must re-register with Neptune Beach Police Department after December 9, 2026. New resident registrations may include up to five (5) vehicles per household.
- Parking violations outside the Beaches Town Center (BTC) area carry a $50.00 fine.
- There is no 30-minute grace period for 18th and 19th Street paid parking. The grace period only applies to the BTC business district and not to other paid parking zones in Atlantic Beach.

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution 26-18 to authorize the City to contract with Jax Utilities Management, Inc. to complete the 2026 Annual Sidewalk Replacement Project

SUBMITTED BY: Adam Thornton, Director of Public Works

TODAY'S DATE: January 23, 2026

MEETING DATE: February 9, 2026

BACKGROUND: The 2026 Annual Sidewalk Replacement Project has been identified as a priority project in the 2026 City's Capital Improvements Plan. Jax Utilities Management, Inc. has a contract with the City of Jacksonville that the City of Atlantic Beach can piggyback on to complete this project.

The project scope of work is to replace the sidewalks throughout the City, as listed in the attached proposal. All work will be performed in accordance with the contract documents. The project is located along various streets throughout the City, including 3rd Street, Plaza, and Seminole Road.

BUDGET: The total cost of $104,212.65 can be funded from Account #300-5002-541-63.00, where there is currently $125,000.00 budgeted for Sidewalks – Throughout City as needed (Project #PW2346).

RECOMMENDATION: Approve Resolution 26-18.

ATTACHMENTS: Resolution 26-18
2026 Annual Sidewalk Replacement Project proposal dated January 14, 2026
Contract #70280-23 between Jax Utilities Management, Inc. and City of Jacksonville

REVIEWED BY CITY MANAGER: Kevin Hagemeier

RESOLUTION NO. 26-18

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING THE 2026 ANNUAL SIDEWALK REPLACEMENT PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the 2026 Annual Sidewalk Replacement Project has been identified as a priority project in the 2026 City's Capital Improvements Plan; and

WHEREAS, Jax Utilities Management, Inc. has a current contract with the City of Jacksonville, Contract #70280-23, that the City of Atlantic Beach can piggyback on to complete this project; and

WHEREAS, the project scope of work is to replace the sidewalks throughout the City as listed in the attached proposal. All work will be performed in accordance with the contract documents. The project is located along various streets throughout the City, including 3rd Street, Plaza, and Seminole Road; and

WHEREAS, the total cost of $104,212.65 can be funded from Account #300-5002-541-63.00, where there is currently $125,000.00 budgeted for Sidewalks – Throughout City as needed (Project #PW2346).

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

SECTION 1. The City Commission hereby approves the 2026 Annual Sidewalk Replacement Project.

SECTION 2. The City Commission hereby authorizes the City Manager to execute the Contract with Jax Utilities Management, Inc. and approve a Purchase Order to said vendor in the amount of $104,212.65.

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 9th day of February, 2026.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

Jax Utilities Management, Inc.
5465 Verna Boulevard
Jacksonville, FL 32205

904-779-5353

Estimate

Date	Estimate #
1/14/2026	071127

City of Atlantic Beach

Description	Qty	Rate	Project Estimates Total
3rd Street			
Concrete Sidewalk per SY	387	69.36	26,842.32
Maintenance of Traffic	1	1,625.51	1,625.51
Utility Adjustments	7	205.90	1,441.30
Asphalt per SY	196	37.93	7,434.28
Seminole - Selva Marina to Park Terrace W			
Concrete Sidewalk per SY	210	69.36	14,565.60
Grading per SY	52	5.96	309.92
Maintenance of Traffic	1	1,625.51	1,625.51
Sod per SY	53	10.30	545.90
Seminole - Park Terrace E to 15th Street			
Concrete Sidewalk per SY	256	69.36	17,756.16
Sod	1	1,500.00	1,500.00

Jason James
904-237-4194

Total

Signature

Jax Utilities Management, Inc.
5465 Verna Boulevard
Jacksonville, FL 32205
904-779-5353

Estimate

Date	Estimate #
1/14/2026	071127

City of Atlantic Beach

Description	Qty	Rate	Project Estimates Total
Seminole - Park Terrace W to Park Terrace E			
Concrete Sidewalk per SY	163	69.36	11,305.68
Sod	1	1,500.00	1,500.00
Multiuse Path Panel Replacement			
Maintenance of Traffic	1	1,625.51	1,625.51
Concrete Path Replacement per SY	211	69.36	14,634.96
Sod	1	1,500.00	1,500.00

Jason James
904-237-4194

Total $104,212.65

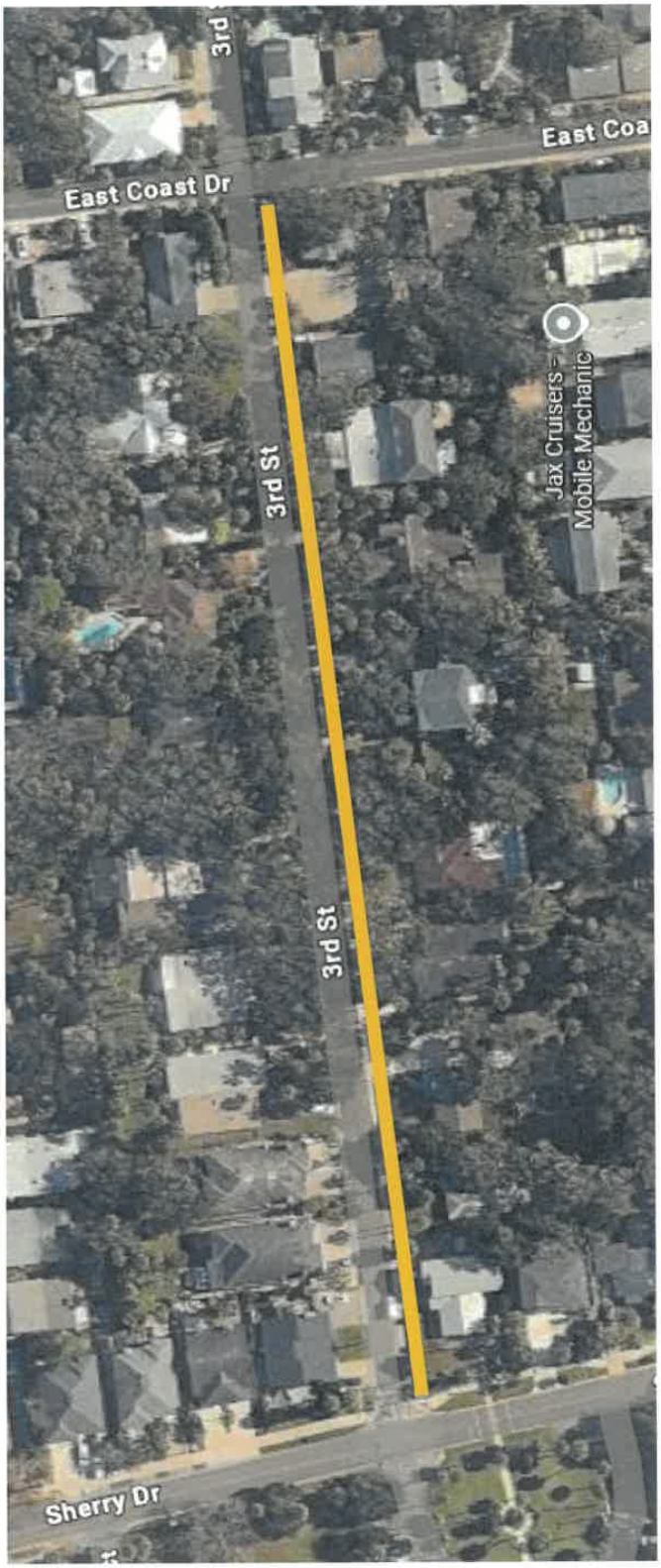
Terms and Conditions: Payment due upon completion of work, or at the option of Jax Utilities Management, Inc. (JUM) 30 days after invoice for completed job or interim progress billing. It is understood and agreed by the parties that JUM is entitled to receive payment for all work, labor, materials, and equipment furnished and performed hereunder when invoiced to customer. In the event any payment is not paid when due, JUM reserves the right to terminate this agreement and shall be entitled to recover all charges for which payment is sought. Customer hereby authorizes any Attorney at Law for JUM in an action on this agreement in any court of law in the county where contractor resides for the recovery of any amount due hereunder together with interest at the rate of 1 ½ % per month plus attorney fees and court costs
THIS PROPOSAL IS VALID FOR 60 DAYS FROM THE DATE SPECIFIED ABOVE

Signature _____

Sidewalk Bid 2026

Location:	Length	Width	Additional Info:	Square Yards
3rd St	870	4	Near school zone	387
Seminole - Selva Marina to Park Terrace W	470	4	Move out 1'	210
Seminole - Park Terrace W. to Park Terrace E.	365	4	Jog around trees	163
Seminole - Park Terrace E. to 15th St	575	4	Relocate around trees	256
		Multiuse Path Panel Replacements		
Plaza:				
Across from City Hall entrance	24	8		22
At Lakeside Dr on west end	12	8		11
Across from 544 Plaza	12	8		11
645 Plaza	18	8		16
925 Sailfish Dr N.	30	8		27
Seminole:				
9th and Seminole	20	8		18
Across from Seminole Landing	24	8		22
Oceanwalk Going South	24	8		22
Across from Ocean Village	35	8		31
				1196

3rd St. Between Sherry Dr and East Coast Dr.



Seminole Rd From Selva Marina to Park Terrace W



Seminole Rd From Park Terrace W to Park Terrace E



Seminole Rd. From Park Terrace E. to 15th St.



Multiuse Path Panel Replacements (Plaza and Seminole Rd)

Panels will be marked with large orange X's at listed locations





SECOND AMENDMENT TO CONTRACT
BETWEEN
CITY OF JACKSONVILLE
AND
JAX UTILITIES MANAGEMENT, INC.
FOR
CONCRETE MAINTENANCE AND CONSTRUCTION – SOUTH AREA

THIS SECOND AMENDMENT to Contract for concrete maintenance and construction in the South Area (hereinafter the "Project") is made and entered into this 9 day of August, 2024, by and between the **CITY OF JACKSONVILLE**, a consolidated municipal corporation and political subdivision existing under the Constitution and laws of the State of Florida (hereinafter the "Owner" or the "City"), and **JAX UTILITIES MANAGEMENT, INC.**, a Florida profit corporation with principal address at 5465 Verna Boulevard, Jacksonville, Florida 32205 (hereinafter the "Contractor").

RECITALS:

WHEREAS, on April 7, 2023, City and Contractor made and entered into City of Jacksonville Contract No. 70280-23 (hereinafter the "Contract") for the Projects; and

WHEREAS, said Contract has been amended once previously; and

WHEREAS, said Contract should be amended further by providing additional funding in the amount of $2,000,000.00 (which amount includes a 3.8% CPI rate increase for all unit prices) for the period October 1, 2024, through September 30, 2025, thereby increasing the maximum indebtedness by $2,000,000.00 to an amount not to exceed $6,000,000.00, and by exercising the second of four (4) one-year renewal options, thereby extending the period of service from October 1, 2024, through September 30, 2025, with two (2) one-year renewal options remaining and with all other provisions, terms, and conditions of said Contract remaining unchanged; now therefore

IN CONSIDERATION of the mutual covenants and agreements hereinafter contained and of other good and valuable consideration acknowledged by the parties to be sufficient, the parties agree to amend said Contract as follows:

1. The above-stated recitals are accurate, true, and correct and are made a part hereof and incorporated herein by this reference.

2. Section 2 of said Contract is amended by providing additional funding in the amount of $2,000,000.00 (which amount includes a 3.8% CPI rate increase for all unit prices) for the period October 1, 2024, through September 30, 2025, thereby increasing the maximum indebtedness by $2,000,000.00 to an amount not to exceed $6,000,000.00, and as amended shall read as follows:

> "2. Contractor will at its own cost and expense do the work required to be done and furnish the materials required to be furnished on said Project in strict accordance with plans and specifications prepared by Robert Young for the Right of Way and Stormwater Maintenance Division of the Department of Public Works, bid number CP-0135-22, bid date August 21, 2022,

designated as *Specifications for Concrete Maintenance and Construction (South Area)*, and strictly in accordance with the advertisement calling for bids, plans, specifications, blueprints, addenda, requirements of the City of Jacksonville, proposal of the said Contractor, and award therefor (hereinafter collectively the "Contract Documents") now on file in the Office of the Chief of the Procurement Division of the City of Jacksonville, all of which are by this reference specifically made a part hereof to the same extent as if fully set out herein, for a total amount not to exceed SIX MILLION AND 00/100 DOLLARS ($6,000,000.00), at and for the prices and on the terms contained in the Contract Documents; *provided however,* the above-stated amount will not be encumbered by this Contract. Instead, it will be encumbered in whole or in part by subsequently issued purchase orders. Such purchase orders shall be binding upon the parties hereto and must incorporate the provisions of this Contract. All funds control checking shall be made and performed at the time such purchase orders are issued."

3. Section 3 of said Contract is amended by exercising the second of four (4) one-year renewal options, thereby extending the period of service from October 1, 2024, through September 30, 2025, with two (2) one-year renewal options remaining, and as amended shall read as follows:

"3. The term of this Contract shall commence on the Effective Date and shall remain in full force and effect as to all its terms, conditions, and provisions as set forth herein through September 30, 2025, with two (2) one-year renewal options."

SAVE AND EXCEPT as expressly amended in and by this instrument, the provisions, terms, and conditions of said Contract shall remain unchanged and shall continue in full force and effect.

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

IN WITNESS WHEREOF, the parties hereto have duly executed this Second Amendment in duplicate the day and year first above written.

ATTEST:

By _____
James R. McCain, Jr.
Corporation Secretary

CITY OF JACKSONVILLE

By _____
Donna Deegan, Mayor

OWNER

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No: 2023-02

WITNESS:

_____
Signature

Anne-Marie James
Type/Print Name

Secretary
Title

JAX UTILITIES MANGEMENT, INC.

_____
Signature

Charles D. Freshwater
Type/Print Name

President
Title

CONTRACTOR

Encumbrance & funding information is found on the next page.

GC-#1638649-v1-Jax_Utilities_70280-23_Amd#2_Concrete_South_CPI.docx

ENCUMBRANCE & FUNDING INFORMATION:

Account Nos.:	Various
Amount:	$2,000,000.00
TOTAL:	**$6,000,000.00**

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

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

Anna L Brosche
Director of Finance
City Contract No. 70280-23, 2nd Amendment

Form Approve:

James R McCain, Jr.
Office of General Counsel

SUBJECT: CONCRETE MAINTENANCE AND CONSTRUCTION (SOUTH AREA)

BID #: CP-0135-22 **OPEN DATE:** 8/31/2022

GENERAL GOVERNMENT AWARDS COMMITTEE

KIND AND BASIS OF CONTRACT: CONSTRUCTION CONTRACT – DATE OF EXECUTED CONTRACT THROUGH SEPTEMBER 30, 2023 WITH FOUR (4) ONE (1) YEAR RENEWAL OPTIONS

AGENCY: RIGHT OF WAY & STORMWATER MAINTENANCE DIVISION

BASIS OF AWARD: ALL OR NONE TO THE LOWEST RESPONSIVE, RESPONSIBLE BIDDER

NUMBER OF BIDS INVITED: 8 **NUMBER RECEIVED:** 4 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to utilize the second renewal option with Jax Utilities Management, Inc. (contract #70280-23) in the amount of $2,000,000.00, which includes a 3.8% CPI increase. Total revised not-to-exceed award amount will be $6,000,000.00. Period of service will be from October 1, 2024 through September 30, 2025 with two (2) one-year renewal options remaining.

This award will be funded from various agency accounts, executed by formal contract amendment #2 through the Office of General Counsel, and processed via Purchase Order(s).

This award is subject to appropriation by the City in the fiscal year beginning October 1, 2024. No funds have been appropriated to date. The City has no obligation for payment and work hereunder is not authorized unless funds are appropriated for work herein. A written notification will be provided in the event the funds are appropriated.

ATTACHMENTS: Recommendation Memo, Supplier's Letter, Basis of Award, Previous Awards

ANALYST: DAVID KLAGES **RESPECTFULLY SUBMITTED:** DUSTIN FREEMAN, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: JAMES CARROLL, CHIEF, RIGHT OF WAY AND STORMWATER MAINTENANCE DIVISION

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF GGAC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 3 MEMBERS DISAPPROVING 0 DATE: 5/30/2024

OTHER:

ACTION OF AWARDING AUTHORITY DATE 6/3/2024

APPROVED ✓ DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Karen Bowling
Chief Administrative Officer
For: Mayor Donna Deegan
Under Authority Of:
Executive Order No. 2023-02

Contract Purchase Agreement POA-70280-23 Change Order 3

Agreement	POA-70280-23
Agreement Date	17-MAY-2023
Change Order	3
Change Order Date	04-JUN-2024
Revision	2
Agreement Amount	6,000,000.00 USD
Solicitation Number	CP-0135-22

Sold To
City of Jacksonville
117 West Duval Street
Suite 375
JACKSONVILLE, FL 32202
US

Supplier
Jax Utilities Management, Inc.
5465 Verna Boulevard
JACKSONVILLE, FLORIDA 32205

Notes
CO to add time and money ($2,000,000.00) per Renewal 2 (contract amendment #2).
Revised NTE amount is $6,000,000.00.

Pricing in accordance with CP-0135-22 Concrete Maintenance and Construction (South Area) - Renewal 1.

Supplier Number	Payment Terms	Freight Terms	FOB	Shipping Method
20506	Net 30	Freight Prepaid	FOB Destination	Best Way
Start Date	**End Date**		**Confirm To**	
06-Apr-2023	29-Sep-2025		David Klages dklages@coj.net	

DRAFT

This Order is subject to the General Conditions attached here to. Manufacturer's Federal excise tax exempt no 59-89-0120K Florida State sales and use tax exemption no. 85-8012621607C-8	Approved by Dustin L. Freeman, Chief of Procurement Division

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CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-23 approving directing staff to evaluate the interim City Manager for potential permanent appointment and recommendations to the commission prior to any national search.

SUBMITTED BY: Robert Blanco, Director of Human Resources & Risk Mgmt.
Bruce Bole, Mayor Pro Tem / Commissioner

TODAY'S DATE: January 30, 2026

MEETING DATE: February 9, 2026

BACKGROUND: The City currently has an Interim City Manager who has been with the City since 2017 and has provided stable leadership and continuity in operations. The Commission must determine whether to proceed with a national search or evaluate the Interim City Manager for permanent appointment. A national search would require significant financial resources and staff time, while internal evaluation offers cost savings and operational efficiency.

BUDGET: Finance has identified some salary lapse funding that could be used for City Manager recruitment costs the total projected amount is projected to be about $116,998 due to the position vacancy after separation agreement and severance.

RECOMMENDATION: Approve Resolution No. 26-23 directing staff to evaluate the interim City Manager for potential permanent appointment and recommendations to the commission prior to any national search.

ATTACHMENT(S): 1. Resolution No. 26-23

RESOLUTION NO. 26-23

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DIRECTING STAFF TO EVALUATE THE INTERIM CITY MANAGER FOR POTENTIAL PERMANENT APPOINTMENT AND PRESENT RECOMMENDATIONS TO THE CITY COMMISSION PRIOR TO ANY NATIONAL SEARCH

WHEREAS, the City has an Interim City Manager who has served in City administration since 2017—including as Deputy City Manager and prior Interim City Manager—providing stable leadership and operational continuity; and

WHEREAS, the City Commission must determine whether to pursue a national search or first evaluate the Interim City Manager for permanent appointment; and

WHEREAS, engaging a national search firm is estimated to cost $90,000–$110,000, including recruitment fees, advertising, candidate travel, and staff/Commission time; and

WHEREAS, internal vetting of the Interim City Manager is estimated to cost $400–$800, primarily for background checks and performance evaluations, yielding potential savings of $90,000–$100,000; and

WHEREAS, a national search would require 4–6 months for RFP procurement, firm selection, and contract negotiation, plus 45–90 days for application review, interviews, and vetting; and

WHEREAS, internal evaluation could be completed in 30–45 days, enabling a faster decision with sustained leadership continuity; and

WHEREAS, the Interim City Manager is familiar with City operations, staff, and community priorities, resides in Atlantic Beach, and could transition seamlessly to the permanent role, minimizing disruption; and

WHEREAS, prioritizing this evaluation conserves taxpayer resources, expedites the process, and supports fiscal responsibility and operational efficiency.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, that

SECTION 1: City staff are directed to conduct a comprehensive evaluation and vetting of the Interim City Manager, including performance reviews, background checks, and direct discussions, and to present findings and recommendations to the City Commission for consideration of permanent appointment.

SECTION 2: No national search shall be initiated unless the Commission, following review of the recommendations, determines it necessary.

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

PASSED AND ADOPTED by the City Commission of the City of Atlantic Beach, Florida, this 9th day of February 2026.

Attest:

_____ _____

Donna L. Bartle, City Clerk Curtis Ford, Mayor

Approved as to form and correctness:

_____

Jason R. Gabriel, City Attorney

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Discussion regarding 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 L. Bartle, MMC, City Clerk

TODAY'S DATE: January 28, 2026

MEETING DATE: February 9, 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. The estimated increase in building department fees will generate approximately $149,315.15 additional revenue.

Staff is recommending a change in the effective date of the ordinance to allow a small timeframe to update our software to reflect the increase.

This ordinance was passed on first reading and does not require a business impact statement.

BUDGET: None

RECOMMENDATION: Approve Ordinance No. 5-26-74

ATTACHMENT(S): Ordinance No. 5-26-74
Exhibit A
Centralize Fees Chapter 2

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 on February 14, 2026.

PASSED by the City Commission on first reading this 26th day of January, 2026.

PASSED AND DULY ADOPTED by the City Commission on second and final reading and following a public hearing this 9th day of February, 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

c. 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

r. Heat exchanger or coil in ducts….10.00

EXHIBIT A

~~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;

(9) Open burning, each permit;

EXHIBIT A

(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.

Topic:
Centralize Fees
Chapter 2

Jan. 26, 2026

Topic: Centralize Fees Chapter 2



Currently fees are found in chapter 2 and other chapters throughout the code



More difficult for customers to locate the fees



Over time move all fees to Chapter 2



Streamlined and consistent

Chapter 6 – Fee increases

- Building permit fees Chapter 6 move to chapter 2
- Building permit fees were last updated in 2009
- Cost of providing building permit reviews, inspections, etc. have increased
- Current fees no longer sufficient to cover the cost associated with providing the services
- Approx. 20% shortfall in the FY'24-25 budget – expected to remedy shortfall
- Fees can only be used for building dept.

Building permit fees

Scope of Work	Current	Proposed	COJ	CONB	COJB
Building Permit Fees, based on job value					
$1,000.00 or less	$ 55.00	$100.00	$112.50	$67.00	$40.00
$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	$ 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	New construction not based on job cost	$67 for the first $1,000 plus $10.00 for each additional $1,000 or fraction thereof	$ 40.00 plus $20.00 for the first $1,000.00 plus $5.00 for each additional $1,000.00or fraction thereof,
$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	$ 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	Otherwise, $3.00 per $1,000, not less than the minimum	Starting with $10,000.01 to $100,000 is $137 plus $6.00 for each $1,000 or part therfo up to $100,000	$260.00 for the first $50,000 plus $4.00 for each additional $1,000 or fraction therfo, to and including $100,000
$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	$ 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		$662.00 for the first $100,000 plus $3.00 for each additional $1,000 therafter	$460.00 for the first $100,000 plus $3.00 for each additional $1,000 or fraction therfo
$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	$ 1,7450.00 for the first $500,000.00 plus $2.00 for each additional $1,000.00 or fraction thereof		$1,723.50 for the first $500,000 plus $1.50 for each additional $1,000 thereafter	$1,660.00 for the first $500,000 plus $2.00 for each additional $1,000.00

Obsolete User Fees and Charges

Item	Current Fee/Charges	Proposed
Equipment/Material related fees	AB Code Sec. 2-368	
Backhoe (including travel time), minimum two hours portal to portal, per hour	$50.00	(These items are obsolete and will be deleted.)
Labor, all departments	actual cost plus 30 percent for fringes	
Materials	cost plus 10 percent for handling	
Mud hog, per hour	$15.00	
Trucks, each (including travel time), her hour	$20.00	
All tractors (including travel time), per hour	$35.00	
Bush hog, per hour	$15.00	
Bore machine, per connection	$60.00	

City Clerk Related Fees

Item	Current Fee/Charges	Proposed
Public Records Related	AB Code Sec. 2-368	Move to New Section – Sec. 2-450
Accident and other public reports issued by the Atlantic Beach police department or fire department (each copy)	$3.00	(These items will not be listed separately in our Code.) The new language will read as follows: "Charges to provide copies or inspection of public records shall be at the maximum amount authorized in F.S. ch. 119."
Copy machine, per imprint up to size 8½ x 14" (first two copies free to senior citizens).	.10	
Copy machine, per imprint larger than 8½ x 14"	.25	
Duplicate audio tape	$15.00	
Occupational license listing	$10.00	
Other City Clerk related fees	AB Code Sec. 2-368	Move to New Section – Sec. 2-450
City clerk lien letter	$10.00	$40.00 per parcel