City of Atlantic Beach

Final Agenda

Regular City Commission Meeting

Monday, April 27, 2026 - 6:00 p.m.
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE TO THE FLAG
CALL TO ORDER

Page(s)

1. APPROVAL OF MINUTES

* 1.A. Approve minutes of the Joint Workshop of the City Commission and Environmental Stewardship Committee held on March 2, 2026. 5 - 29
3-2-26 Commission and ESC Joint Workshop Draft Minutes

* 1.B. Approve minutes of the Commission Workshop on City Code Chapter 23 held on March 2, 2026. 31 - 35
3-2-26 Commission Workshop on City Code Chapter 23 (Protection of Trees and the Natural Environment) Draft Minutes

1.C. Approve minutes of the Priority Setting Workshop held on April 6, 2026. 37 - 53
4-6-26 Commission Priority-Setting Draft Minutes

1.D. Approve minutes of the Regular Commission Meeting held on April 13, 2026. 55 - 64
4-13-26 Regular City Commission Draft Minutes

2. COURTESY OF FLOOR TO VISITORS

* 2.A. Police Chief Vic Gualillo 35 Year Anniversary Recognition

PUBLIC COMMENT

3. CITY MANAGER REPORTS

3.A. Accept the 90-Day Calendar (April - June 2026) 65 - 68
90-Day Calendar (April - June 2026)

* 3.B. Public Works Department Update

* 3.C. Drought Update

* 3.D. Police Department Annual Report

* 3.E. Right-of-Way Sign Removal Policy

* 3.F. Marsh Oaks Community Center

3.G. Other Reports

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

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

* 4.B. Landscape Architects Proclamation (Mayor Ford) 69
Landscape Architects Proclamation

* 4.C. Introduction of Atlantic Beach Elementary School Student Ruby Rinaudo as Mayor For a Day (Mayor Ford)

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. 26-56. 71 - 73
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DESIGNATING A FORTY TWO INCH DIAMETER LIVE OAK TREE AT 1024 OCEAN BLVD. AS A HERITAGE TREE; AND PROVIDING AN EFFECTIVE DATE.
Resolution No. 26-56

6.B. Approve Resolution No. 26-57. 75 - 77
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DESIGNATING A FIFTY-INCH DIAMETER LIVE OAK TREE AT 1809 LIVE OAK LANE AS A HERITAGE TREE; AND PROVIDING AN EFFECTIVE DATE.
Resolution No. 26-57

6.C. Approve Resolution No. 26-61. 79 - 84
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING A TEMPORARY CONSTRUCTION EASEMENT FROM THE SEASIDE OF ATLANTIC BEACH CONDOMINIUM ASSOCIATION FOR TEMPORARY NON-EXCLUSIVE EASEMENT FOR CONSTRUCTION AND RELATED PURPOSES AT THE SEASIDE CONDOMINIUMS, SUBJECT TO THE TERMS IN THE EASEMENT AGREEMENT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE EASEMENT AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.
Resolution No. 26-61

6.D. Approve Resolution No. 26-62. 85 - 91

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING MAINTENANCE FOR THE CENTRIFUGE; 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. 26-62

7. COMMITTEE REPORTS

* 7.A. Arts, Recreation, and Culture Committee (ARCC) FY 2026-27 Priorities 93 - 95
ARCC FY 26-27 Priorities

8. ACTION ON RESOLUTIONS

* 8.A. **RESOLUTION NO. 26-60** 97 - 101
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING A CONTRACT FOR CITY MANAGER EXECUTIVE SEARCH CONSULTANT SERVICES AND AUTHORIZING THE CITY ATTORNEY TO NEGOTIATE A CONTRACT AND FEE AGREEMENT WITHIN THE PARAMETERS OF THE PROPOSAL; AND AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT.
Resolution No. 26-60

* 8.B. **RESOLUTION NO. 26-64** 103 - 107
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2526-11: MULTI-YEAR CONTRACT FOR JANITORIAL SERVICES FOR CITY COMMUNITY CENTERS, SUBJECT TO THE PROVISIONS OF THIS RESOLUTION.
Resolution No. 26-64

* 8.C. **RESOLUTION NO. 26-65** 109 - 114
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, SELECTING DIG LOCAL NETWORK, INC., AS THE FARMERS MARKET OPERATOR; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND SIGN AN OPERATING AGREEMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.
Resolution No. 26-65

* 8.D. **RESOLUTION NO. 26-66** 115 - 121
A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AGREEING TO TERMS OF THE FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT WITH THE CITY OF JACKSONVILLE REGARDING FIRE AND RESCUE SERVICES; PROVIDING FOR REDUCED PAYMENTS; PROVIDING FOR QUARTERLY PAYMENTS; PROVIDING FOR A COMMENCEMENT AND EXPIRATION DATE FOR SAID REDUCED PAYMENTS; PROVIDING FOR THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS TO EFFECUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.
Resolution No. 26-66

9. ACTION ON ORDINANCES

9.A. **ORDINANCE NO. 20-26-182, Public Hearing and Final Reading** 123 - 126

AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF ATLANTIC BEACH, FLORIDA, FOR FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; AND PROVIDING AN EFFECTIVE DATE.

Ordinance No. 20-26-182

10. MISCELLANEOUS BUSINESS

None.

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

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER

13. ADJOURNMENT

This meeting will be live-streamed and videotaped. The video recording will be posted within four business days on the City's website. To access live or recorded videos, visit https://atlanticbeachfl.new.swagit.com/views/588/live.

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

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

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

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

MINUTES
Joint Workshop of the City Commission and Environmental Stewardship Committee (ESC)
Monday, March 2, 2026 - 6:00 PM
City Hall, Commission Chamber
800 Seminole Road, Atlantic Beach, FL 32233

ATTENDANCE:

Present:	Curtis Ford, Mayor - Seat 1 (At Large) Bruce Bole, Commissioner - Mayor Pro Tem Seat 2 (District 1308) Thomas Grant, Commissioner - Seat 3 (District 1307) Candace Kelly, Commissioner - Seat 4 (District 1306) Jessica Ring, Commissioner - Seat 5 (District 1312) Amy Palmer, ESC Chair Amy Franqui, ESC Member Todd Miner, ESC Member Christina Kelcourse, ESC Member Bruce Andrews, ESC Member Sarah Boren, ESC Member
Absent:	Daniele Giovannucci, ESC Vice Chair Anastasia Houston, ESC Member
Also Present:	Kevin Hogencamp, Interim City Manager (CM) Donna Bartle, City Clerk (CC)

CALL TO ORDER
Mayor Ford Curtis called the joint workshop to order at 6:00 PM.

1. TOPIC: ENVIRONMENTAL STEWARDSHIP COMMITTEE (ESC) PRIORITIES

A. Overview of Workshop Purpose - Mayor Ford

Mayor Ford explained the format, noting that this meeting would focus on ESC priorities for fiscal year 2027, followed by a separate one-hour meeting on Chapter 23.

B. Environmental Stewardship Committee Priorities Presentation

ESC Chair Amy Palmer gave a presentation as outlined in the PowerPoint (which is attached hereto and made part of the official record as **Attachment A**).

3-2-26 Attachment A

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C. City Commission and Environmental Stewardship Committee Discussion

During the discussion, Commissioners asked questions and ESC members provided answers to clarify priorities, data tracking, and the scope of ESC initiatives and projects.
Discussion Highlights:

- **ESC Priorities:** It was clarified that there are five main priorities with supporting activities, and all are considered achievable.
- **Marsh Restoration Pilot:** ESC will help guide recommendations on location, approach, and budget, with minimal budget impact.
- **Tree Data Tracking:** The city tracks permitted removals, violations, mitigation, and giveaway programs, but not natural tree falls. Arborist letters address tree health concerns.
- **Tree Protection:** There is no plan to prioritize only certain species; ESC values all protected trees, though interest in preserving large generational oaks was noted.
- **Tree Reporting Improvements:** ESC is working towards a comprehensive biennial tree report to establish better baseline data.
- **Public Awareness:** Emphasis was placed on promoting Atlantic Beach as a Tree City and educating residents on proper procedures for tree removal.
- **Mitigation Policy:** No mitigation is required when diseased trees are removed with certified arborist approval.
- **Stormwater Management:** A question was raised about whether it should be an ESC or Commission priority due to technical complexity.
- **Additional Initiatives:** Interest was expressed in mangrove projects, Florida-friendly Landscaping, environmental awards, and Bee City USA designation for protecting pollinators.
- **Follow-up:** Mayor Ford requested a follow-up discussion at the next regular meeting, additional information on the stormwater management priority rationale and Florida-Friendly Landscaping, and acceleration of the Marsh Restoration Pilot.

2. ADJOURNMENT

The meeting adjourned at 6:54 p.m.

Attest:

Donna L. Bartle, City Clerk

Curtis Ford, Mayor

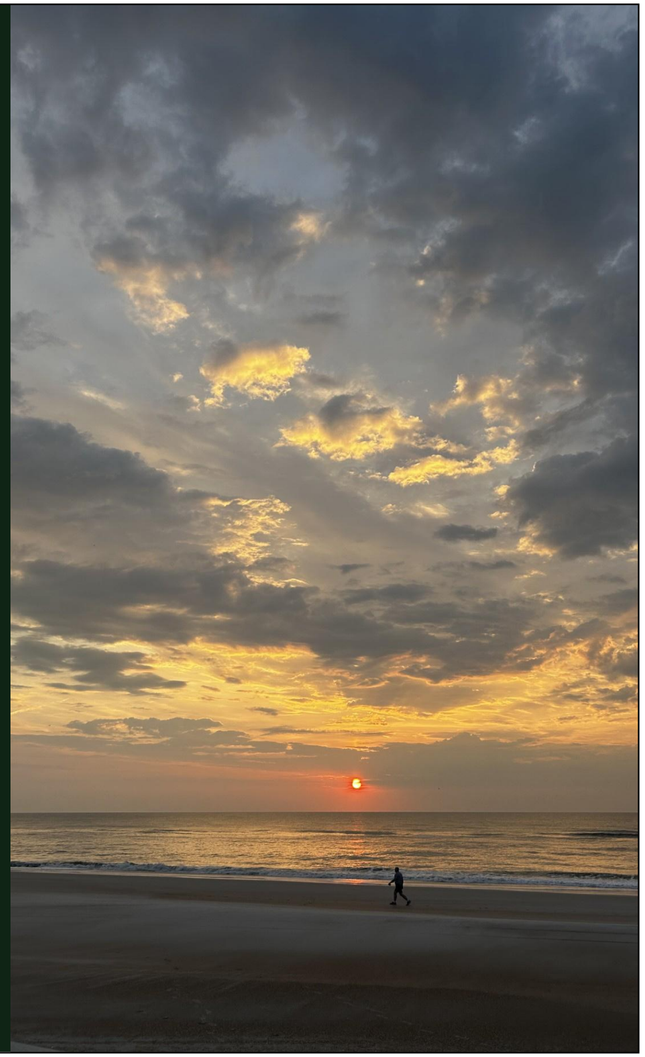
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CITY OF ATLANTIC BEACH
ENVIRONMENTAL STEWARDSHIP
COMMITTEE (ESC)
PRIORITIES FY2027
ESC
ENVIRONMENTAL
STEWARDSHIP
COMMITTEE

PRIORITY ONE:

To study and make recommendations to and respond to requests from city commission and city staff with respect to the city's

MARITIME FOREST
PARKS & OPEN SPACES
BEAUTIFICATION OF PUBLIC & PRIVATE SPACES
ENVIRONMENTAL STEWARDSHIP





MARITIME FOREST

Support passage and implementation of submitted and ongoing revisions to Chapter 23 and other tree-related recommendations – especially those focused on preservation of largest trees

Budget/Staff Costs: Trees, Heritage Tree Grant Program; Public Works, Planning & City Arborist time

Cost Savings: Preservation of community's character and community benefits of maritime forest canopy

PROBLEM: Atlantic Beach is in a crisis moment: Centuries old, irreplaceable live oaks are being lost.

Our maritime forest canopy is disappearing as more trees are being destroyed than are being planted.

BENEFITS OF TREES:

Shade → It's 10–20 degrees cooler in the shade.
Improved air quality
Cool urban heat islands
Foundation of green infrastructure
Increased property values
Energy savings
Stormwater absorption
Carbon storage
Protection from storms
Wildlife habitat
Beautiful and awe-inspiring



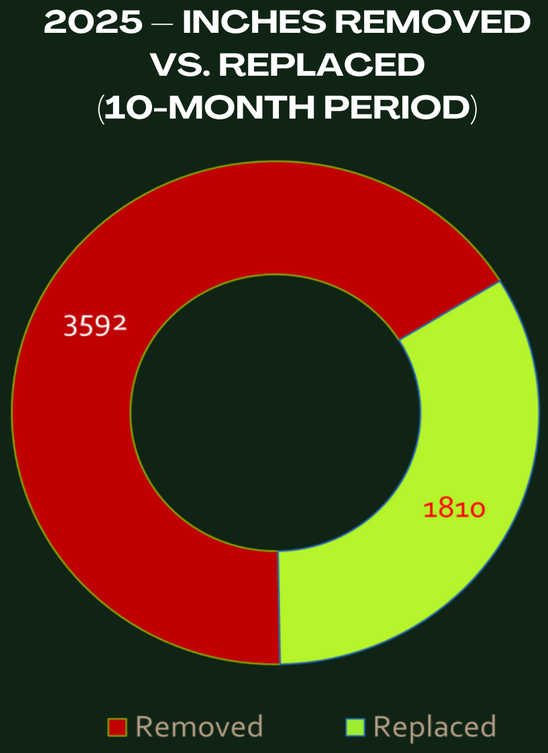
"Trees are the most important part of street design."

Victor Dover, co-author of *Street Design, The Secrets of Great Cities and Towns*

SOLUTIONS

- Comprehensive slate of recommended improvements to Chapter 23
- Additional resolutions passed to support prioritizing preservation of largest trees and prevent clearcutting
- Research model ordinances and development incentives
- Seek out subject matter experts

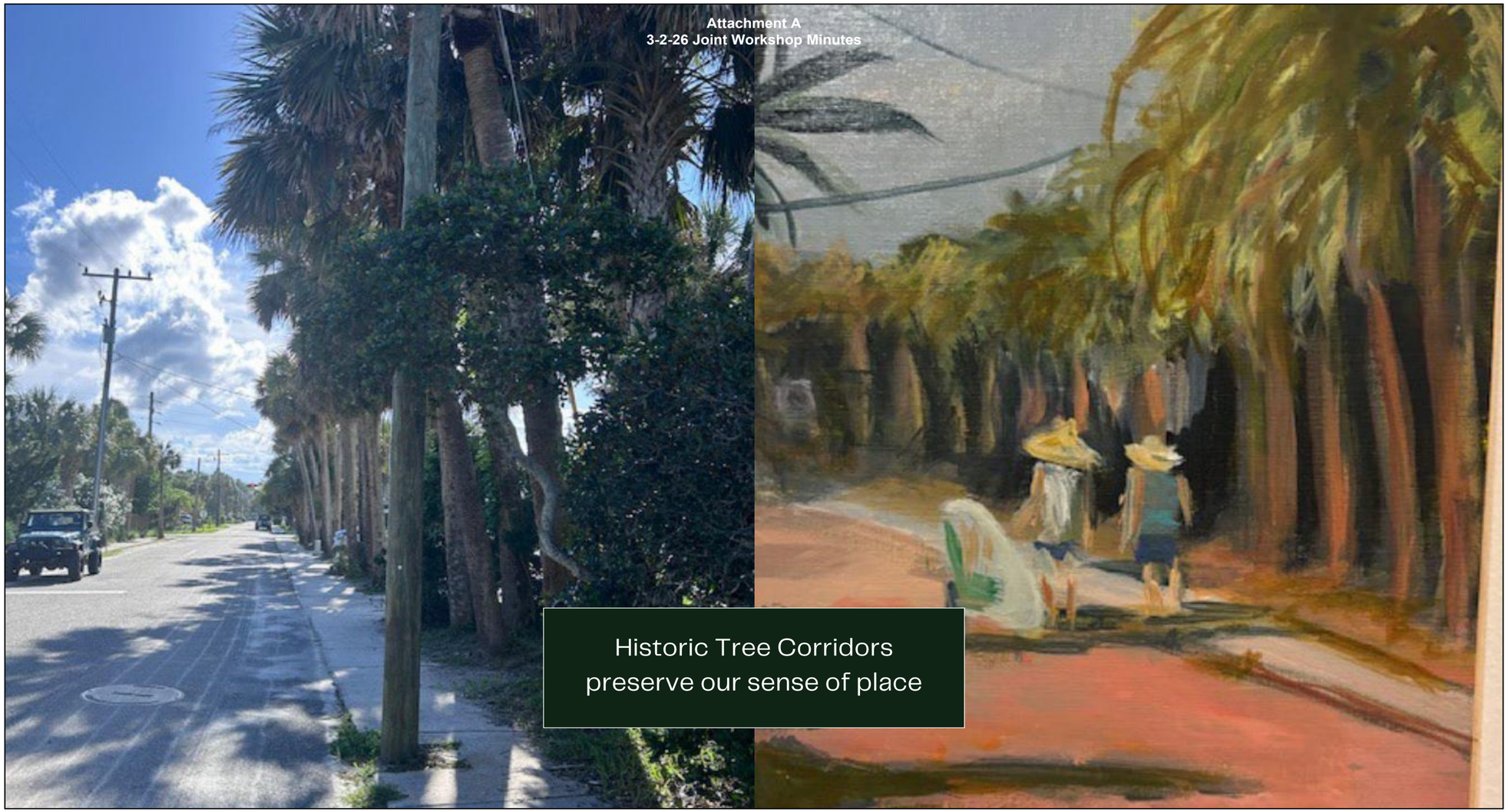
Despite all of the community benefits, Atlantic Beach is losing trees at an alarming rate



Building with trees can be done!

OTHER TREE RELATED INITIATIVES

Annual Tree Fund Budget
Heritage Tree Maintenance Grant Program
Mapping of “Elder Trees”
Historic Tree Corridor Designations
Developer Roundtable
Arborist for a Day



Historic Tree Corridors
preserve our sense of place



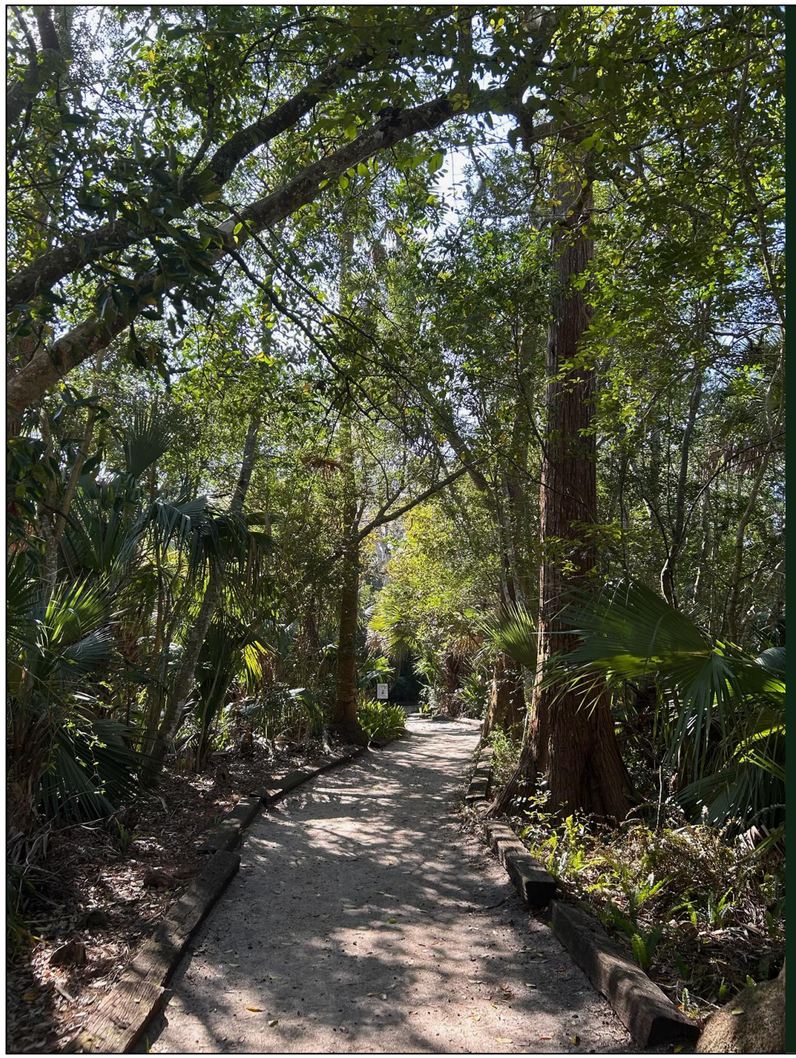
PARKS & OPEN SPACES

Support and guide implementation of nature-based solutions for marsh restoration pilot program to combat marsh erosion

Budget/Staff Costs: Hiring graduate students to monitor
Cost Savings: Cost-sharing with project partners; With proof of concept, large grants are available

PROBLEM: Salt Marsh is disappearing. Residents on the marsh-side are alarmed by rate of erosion and ask for action.

SOLUTION: Pilot project to test nature-based solutions for marsh restoration.



PARKS & OPEN SPACES

Support renewal of Parks Master Plan

Budget/Staff Costs: Staff time for public charettes
Cost Savings: Prepares city to take advantage of grant opportunities

Problem: Parks Master Plan needs to be updated to reflect evolving needs of community

Possible **Solutions**:

- Invest in Pocket Parks to preserve green space and irreplaceable trees
- Continue to focus on connectivity of parks
- Create Friends of the Park chapters



BEAUTIFICATION OF PUBLIC AND PRIVATE SPACES

Improve public spaces through “Florida-friendly” landscape design principles, which will conserve water and reduce use of chemical fertilizers and pesticides.

Budget/Staff Costs: Initial outlay for plants; Bee City USA Application/Annual Fee – $200; Staff cost of doing things differently

Cost Savings: Reduction in mowing, chemical fertilizers and pesticides; replacing plants



PROBLEM

Traditional lawns and tropical landscaping lead to:

- Increased water use that exacerbates drought
- Chemical fertilizer run–off that hurts waterways
- Spread of invasive species
- Decrease in biodiversity
- Pesticide use that creates loss of pollinators and birds; harmful to health of humans and pets
- Expensive replacement of plants lost to cold freeze

SOLUTION

CoAB can lead by example by:

- Planting native and Florida Friendly flowers, shrubs, and trees
- Developing an integrated pest management system
- Using natural fertilizers and mulch
- Homeowners can be encouraged, educated, and incentivized to appreciate a different standard of “beauty” that reflects our native maritime habitat.



Pesticides are biocides!
Harm is caused to children, pets, and pollinators.



Amelia Park development in Fernandina Beach incorporates landscapes natural to the maritime hammock in rights of way.



After the freeze: Tropicals are not cold hardy. No one thinks this mushy mess is beautiful.

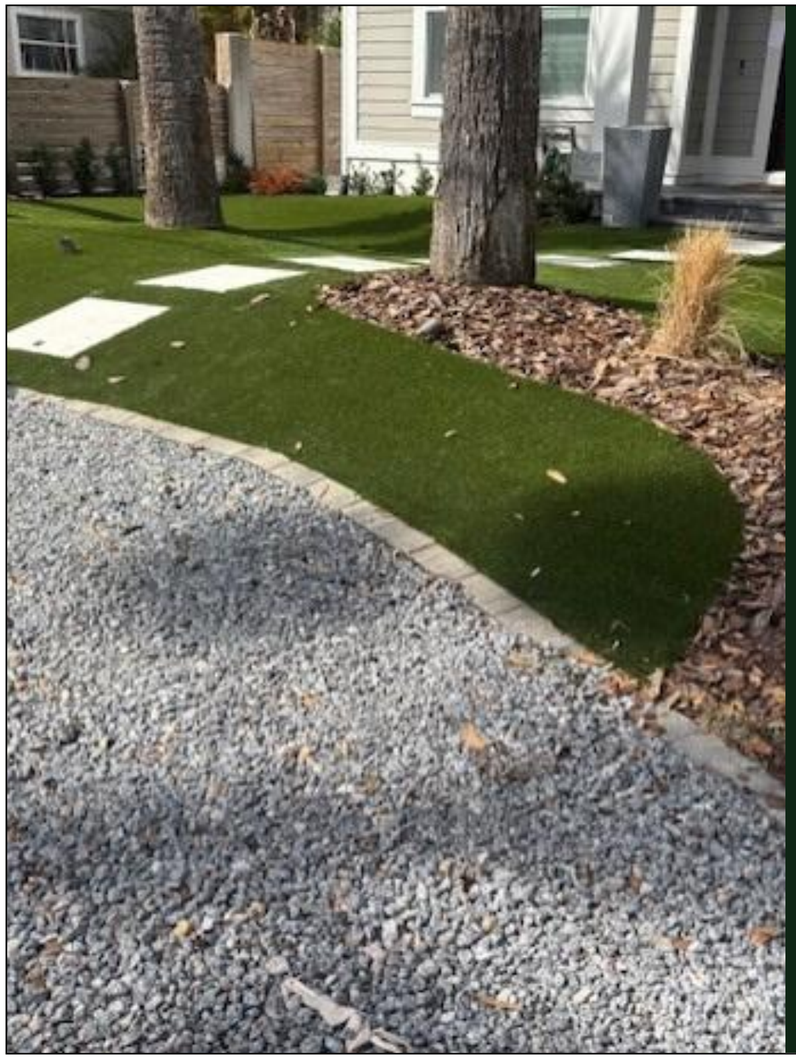

Not only trees are being lost.
Biodiversity and wildlife habitat
disappear when lots are scraped.



POSSIBLE FRAMEWORK: BEE CITY USA DESIGNATION

In the vein of Tree City USA and Mayor's Monarch Pledge, Bee City USA supports communities to work together to conserve native pollinators by increasing the abundance of native plants and reducing the use of pesticides.

BEE CITY USA®
AN INITIATIVE OF THE XERCES SOCIETY



ENVIRONMENTAL STEWARDSHIP

Provide input for Master Stormwater Management Plan and related water conservation campaign

Budget/Staff Costs: Storm drain covers need replacement
Cost Savings: Compliance with state regulations

Problem: New state regulations will increase CoAB's accountability. Water has to go somewhere. How to achieve more permeability? How to protect water quality? How to conserve water?

Solutions:
Research model ordinances and development incentives
Seek out subject matter experts
Make data-driven recommendations
Align ESC's focus on trees and Florida Friendly landscapes and design principles as solutions for absorbing stormwater

PRIORITY TWO:

Act as a motivating and coordinating body to encourage joint public and private participation in promoting these purposes through a data-driven, integrated communications, education and outreach plan aligned to the above priorities, which includes:

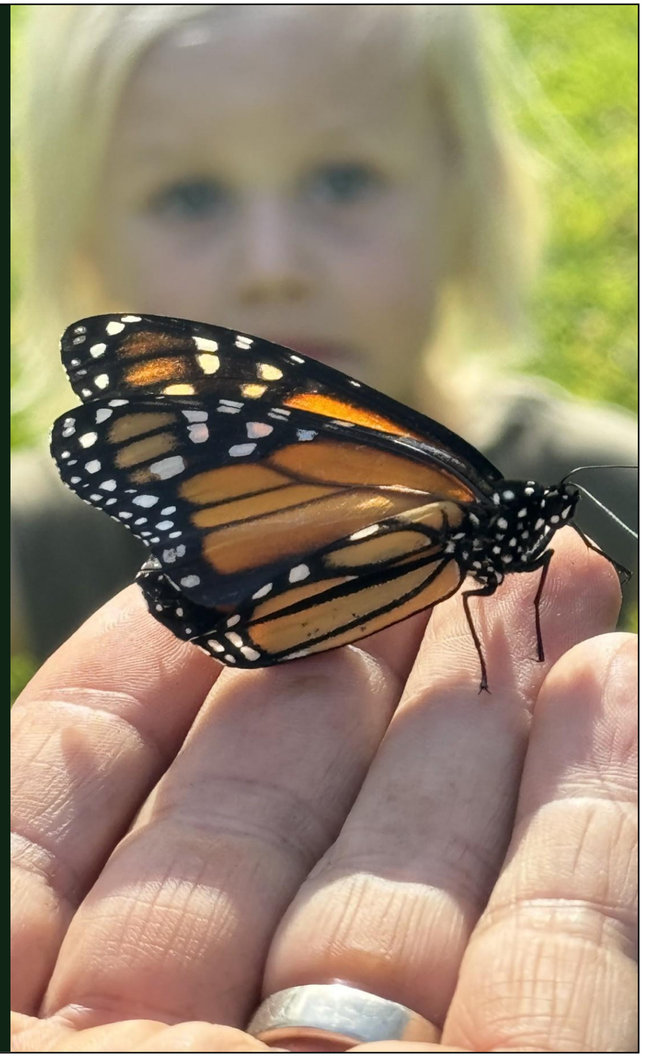
- Reports
- Events
- Educational/Outreach Communications & Materials
- Partnerships & Volunteers

Budget/Staff Costs: ESC request – $2500 (currently some out of pocket for ESC members); $7500 canopy report (tree fund); Welcome Kit; staff support/time for events

Cost Savings: Greater resident awareness of and engagement in city's environmental priorities and focus areas

UPCOMING EXAMPLES:

- Biennial comprehensive "State of the Canopy" report
- Welcome kit



RECENT ACHIEVEMENTS:

- Minecraft sponsorship for COJ Challenge
- Centennial Tree Challenge – 100 Trees for 100 Years (free front yard tree sign-ups)
- Arbor Day/Tree City USA
- Quarterly hands-on environmental speakers/workshops

(April 2, 2026 – "Lights Out" with Jacksonville Audubon Society Chapter & Beaches Sea Turtle Patrol)

- Community Service Days

(Weed Wrangle & Native Plantings with Friends of Howell Park)

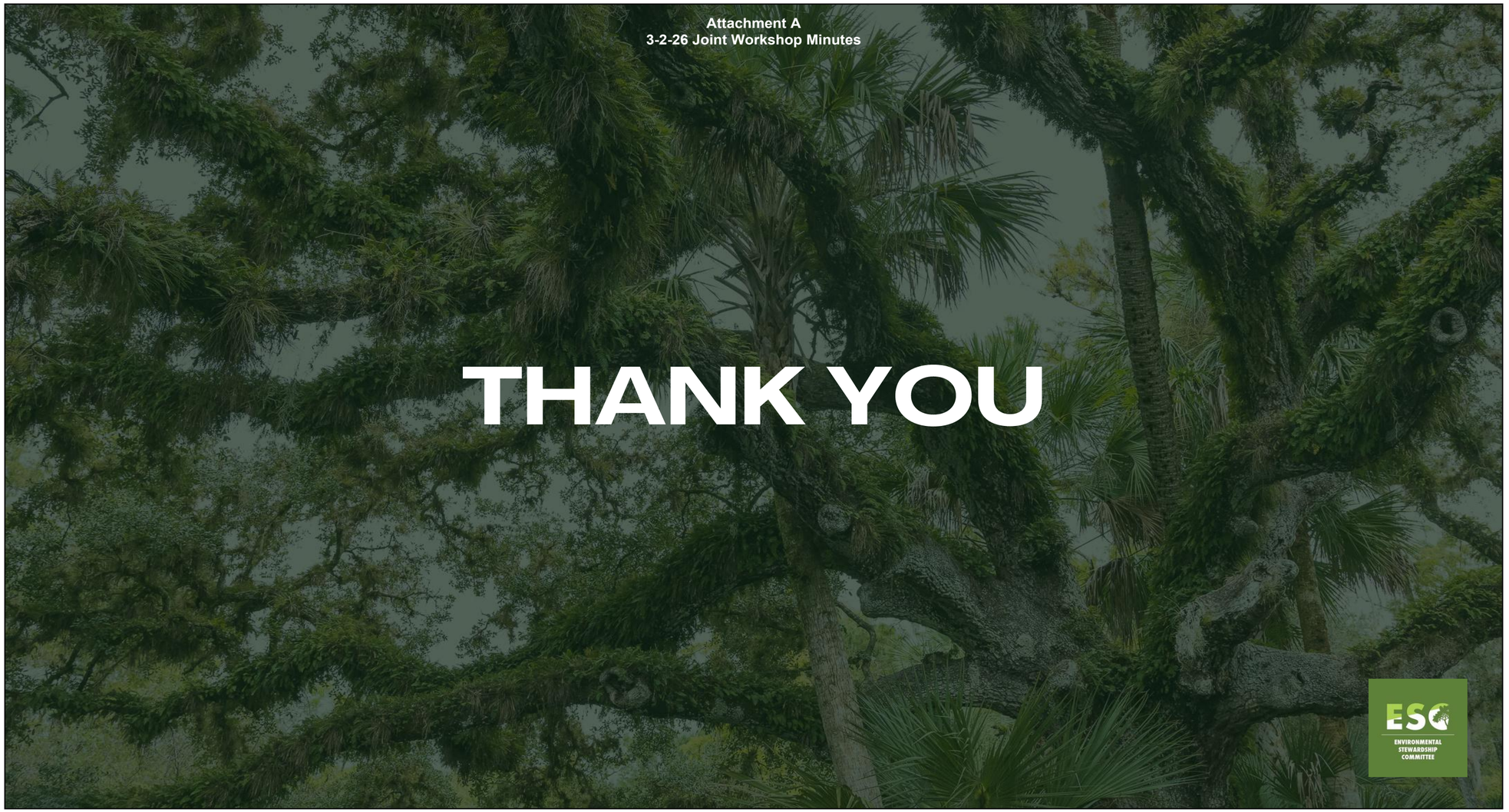
- Biannual environmental film screenings with ARC
- Earth Day/Mayor's Monarch Pledge
- Trick or Trees Give-away
- ESC Environmental Awards





Weed Wrangle and Native Plantings Day in Howell Park with Friends of Howell Park


DUVAL COUNTY
PUBLIC SCHOOLS
MINECRAFT
EDUCATION
NEW JAX CITY
BUILD CHALLENGE
Minecraft Challege – Raised $7,000 in sponsorships to include Atlantic Beach project in the world's most popular game in perpetuity!


THANK YOU
ESC
ENVIRONMENTAL
STEWARDSHIP
COMMITTEE

MINUTES
Commission Workshop Meeting
Monday, March 2, 2026 - 7:00 PM
City Hall, Commission Chamber
800 Seminole Road, Atlantic Beach, FL 32233

ATTENDANCE:

Present:
Curtis Ford, Mayor - Seat 1 (At Large)
Bruce Bole, Commissioner - Mayor Pro Tem Seat 2 (District 1308)
Thomas Grant, Commissioner - Seat 3 (District 1307)
Candace Kelly, Commissioner - Seat 4 (District 1306)
Jessica Ring, Commissioner - Seat 5 (District 1312)

Also Present:
Kevin Hogencamp, Interim City Manager (CM)
Donna Bartle, City Clerk (CC)
Amanda Askew, Neighborhoods Department Dir. (NDD)
Chris Delk, City Arborist
Bruce Andrews, ESC Member
Amy Franqui, ESC Member
Christina Kelcourse, ESC Member
Todd Miner, ESC Member
Amy Palmer, ESC Chair

CALL TO ORDER
Mayor Ford called the meeting to order at 7:00 PM. He clarified that the Environmental Stewardship Committee (ESC) members are invited to stay for potential questions and dialogue during the workshop.

1. TOPIC: TREE PROTECTION CODE (CHAPTER 23)

B. Staff Overview
AB Code Chapter 23 (Link)

CM Hogencamp acknowledged subject matter experts, NDDAskew and City Arborist Delk. He reported that since presenting the initial red-line Chapter 23 draft in November, staff has been in active listening mode, incorporating feedback from the Commission, ESC, and community. The feedback will be synthesized for an April town hall meeting where we plan to provide a dedicated forum for broader community input on tree canopy goals.

CM Hogencamp announced that within the next few months, staff will return to the commission with a second red-line version reflecting all collaborative feedback. He emphasized the goal of ensuring decisions are data-based, mentioning that staff has applied for a grant to fund a professional tree inventory, with results expected by June

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30th. As an alternative, the commission may be asked to fund the inventory directly if they want to expedite the process.

Staff has reinitiated their request to the City of Jacksonville to utilize their tree plotter software, expecting a favorable response that would enable precise mapping and monitoring of the city's most significant oaks. CM Hogencamp stated the goal is to bring a code recommendation that not only manages growth but preserves community character.

A. Overview of Workshop Purpose - Mayor Ford

Mayor Ford explained that the recent cutting of a 200-plus year old oak on West First Street brought tree protection issues to the forefront. He emphasized that any changes to Chapter 23 needed to be thoughtful and data-driven, requiring a comprehensive tree inventory to understand the volume of trees and whether they are located in the public right-of-way or on private property.

Mayor Ford posed questions about the city's priorities, asking whether Atlantic Beach would be willing to trade stormwater requirements for tree preservation when both cannot coexist. He suggested considering exceptions to stormwater retention requirements and setback variances to save significant trees and noted that trees naturally absorb stormwater. He questioned whether city staff could be granted authority to make reasonable exceptions for tree preservation without someone crying graft and corruption. He asked everyone to think about what could be done differently to get where they want to go, noting his support for saving trees.

Commissioner Bole referenced a previous city manager's right-of-way chart showing how tree roots intersect with streets.

C. Commission Discussion

Commissioner Bole

- Emphasized the need for better enforcement and education regarding tree protection.
- Expressed concern about the current double mitigation requirements for tree removal, noting that when dealing with multi-million dollar properties, even substantial mitigation fees become a small percentage of the overall project cost.

Commissioner Kelly

- Supported the concept of case-by-case flexibility to save trees by adjusting house placement.
- Acknowledged the enthusiasm of new residents wanting to build their ideal homes but favored dealing with existing lot constraints.
- Liked the idea that properties with more trees should require less stormwater retention since trees provide natural retention benefits.
- Raised concerns about root zone protection, specifically mentioning the beautiful oak trees on Plaza that are at risk from parking and the need for city action to prevent root damage.

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- Noted that tree preservation efforts on roads like Sailfish between Seaspray and Atlantic are paying off.
- Emphasized the need to address challenges on small lots and the balance between preserving trees and allowing reasonable homeowner development.

Commissioner Ring

- Questioned the higher mitigation rates for new development versus other types of development. NDD Askew explained the current code categorizes projects as vacant property, new development, redevelopment, and heritage trees in environmentally sensitive areas. The Environmental Stewardship Committee was particularly concerned about targeting tear-downs and new development rather than penalizing homeowners adding pools or additions. The higher mitigation ratio for new development serves as a deterrent to clear-cutting and encourages creative design to save trees.
- Raised concerns about subdividing properties, citing the West First Street example where subdividing one lot into two led to the loss of the 250-year-old oak. Askew acknowledged this as difficult since the subdivision met minimum code requirements, noting that developers often aren't deterred by high mitigation fees, with some simply paying $80,000 without concern.

Commissioner Grant

- Echoed concerns about higher mitigation rates and the need for developer outreach.
- Advocated for a developer town hall to gather input.
- Suggested more flexibility on setbacks might be appealing to developers.
- Emphasized that with rising land costs, even substantial mitigation fees represent only 1-2% of project costs.
- Proposed incentives for tree preservation and discussed mitigation location flexibility.
- Suggested developing a program to match people wanting trees with those needing to mitigate, particularly in areas with fewer trees away from the shore.
- Stressed the importance of addressing root zone protection.
- Noted the inconsistency of asking homeowners to protect trees while the city struggles to protect its own trees on Plaza.

ESC Member Bruce Andrews explained that current code allows payment into the mitigation fund instead of on-site planting, once minimum on-property requirements are met. This fund supports the Adopt-a-Tree program, which aims for 100 trees in 2026 for the city's centennial and is nearly at 50 trees already.

Mr. Andrews noted that Chapter 24 requires new construction to include shade trees in front yards, with successful examples visible throughout the city. He suggested increasing requirements for expensive new homes, noting that some multi-million dollar houses have minimal landscaping despite the negligible cost impact.

Mayor Ford

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- Expressed concern about unintended consequences from proposed changes to root protection zones, particularly on narrow 50-foot lots where construction logistics are already challenging.
- Concerned that overly restrictive requirements might encourage builders to simply pay fees and remove trees rather than work around them.
- Emphasized the need for data on whether protected trees are actually being damaged during construction, noting that while citizens would typically report deaths of 200-year-old oaks, staff doesn't currently track such incidents.
- Referenced examples of old oaks surviving with exposed roots in Jacksonville parks, suggesting the need for balanced, thoughtful regulations.
- Addressed confusion about tree terminology. NDD Askew clarified the terms.
- Emphasized that live oaks should receive special consideration due to their longevity, stating that a 250-year-old live oak cannot be replaced in one, two, or even three lifetimes.
- Noted the current code requirement to replace oaks with oaks, but pointed out the illogic of replacing a water oak (80-year lifespan) with another oak when a longer-lived species might be preferable.

Commissioner Kelly

- Asked about the possibility of freezing all tree permits until the ordinance revision is complete. Mayor Ford indicated this would likely be problematic legally, noting that permit moratoria are typically used for health and safety issues rather than policy development.

Commissioner Ring

- Suggested looking to Savannah, Georgia's tree management model, noting their forward-thinking approach to green spaces and protection of centuries-old trees. CM Hogencamp noted that Florida legislature presents impediments to implementing Savannah-style ordinances.
- Suggested partnering with nonprofits for tree preservation, similar to how the city acquired Selva Marina and River Branch Preserve.

The discussion included acknowledgment that while some property owners exploit the diseased/dangerous tree exemption through questionable arborist reports, most residents appear to comply with the tree ordinance requirements. NDD Askew noted concerns about arborists who charge $150 to write removal letters for any tree without proper professional standards.

Commissioner Grant

- Mentioned that the tree inventory would cost approximately $100,000.
- Suggested focusing initially on larger trees while potentially incentivizing self-reporting.
- Emphasized the need for proactive identification of at-risk significant trees to enable preservation efforts.

Commissioner Bole

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- Noted emerging drone technology that could provide advanced tree surveying capabilities, offering detailed analysis of tree patterns and root systems.

ESC Chair Amy Palmer expressed appreciation for the creative suggestions, particularly regarding variances to save trees. She noted that Chapter 24 is largely silent on tree preservation priorities and suggested that explicit language prioritizing tree protection, similar to Fernandina Beach's requirement that "every effort shall be made to save the tree," could provide clear direction for staff and the Community Development Board.

The workshop concluded with plans for the next town hall meeting to gather broader community input on tree canopy protection goals.

ADJOURNMENT
The meeting adjourned at 7:52 p.m.

Attest:

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

Date Approved:_____

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

ATTENDANCE:

Present:
Curtis Ford, Mayor - Seat 1 (At Large)
Bruce Bole, Commissioner - Mayor Pro Tem Seat 2 (District 1308)
Thomas Grant, Commissioner - Seat 3 (District 1307)
Candace Kelly, Commissioner - Seat 4 (District 1306)
Jessica Ring, Commissioner - Seat 5 (District 1312)

Also Present:
Kevin Hogencamp, Interim City Manager (CM)
Ladayija Nichols, Deputy City Clerk (DCC)

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

1. WELCOME
Mayor Ford welcomed everyone.

2. PUBLIC COMMENT
The following speakers provided their comments:

Sarah Boren
Mike Walsh
Fred Jones
Mike Kulik

3. FY 2025-26 PRIORITIES REVIEW AND FY 2026-27 PRIORITIES OUTLOOK (CM HOGENCAMP)

Resolution No. 25-64 (FY 2025-26 Priorities)

CM Hogencamp reviewed the FY 2025–26 priorities and presented a memorandum outlining proposed priorities for FY 2026–27 (which is attached hereto and made part of this official record as **Attachment A**).

4-6-26 Attachment A

4. OVERVIEW OF NOMINAL GROUP PROCESS, SMART FRAMEWORK FOR GOAL SETTING AND URGENT/IMPORTANT MATRIX (LINDA LANIER, FACILITATOR)

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Ms. Lanier outlined the priority-setting process, noting that priorities reflect areas of focused attention over a defined period. She advised that each commissioner would receive ten dots, with each dot representing one vote, to allocate using a forced-choice method.

5. REVIEW AND DISCUSSION OF COMMISSION MEMBER PRIORITIES WITHIN THESE PRIORITY AREAS (LINDA LANIER/GROUP)

5.A.

- **Stormwater Management and Resiliency**
- **Environmental Stewardship**
- **Public Works and Utilities**
- **Public Safety**
- **Parks and Programming**
- **Financial Stability and Accountability**
- **Communication and Customer Service**

Dot colors were assigned to commissioners as follows: Mayor Ford (blue), Commissioner Bole (green), Commissioner Grant (orange), Commissioner Kelly (yellow), and Commissioner Ring (black).

Discussion was held on the priorities outlined in **Attachment A**, and the results of the voting exercise are attached hereto and made part of this Official Record as **Attachment B**. Items marked with a red-circled check indicate priorities anticipated to be completed within the current FY.

4-6-26 Attachment B

BREAK
The meeting recessed at 7:43 PM and reconvened at 7:53 PM.

6. DISCUSSION AND SECOND ROUND OF VOTING (IF NEEDED) TO WORK THROUGH PRIORITIES IN EACH PRIORITY AREA AND GENERATE COLLECTIVE, AGREED UPON 2026-27 PRIORITIES (LINDA LANIER/GROUP)
No second round of voting took place. The Commissioners continued discussion of their priorities. CM Hogencamp indicated that items receiving two or more dots will be brought back to the Commission in resolution form within 30 days for formal adoption, to help guide budget discussions and staff direction for FY 2026–27.

NEXT STEPS AND ADJOURNMENT
The meeting adjourned at 8:01 PM.

Attest:

Ladayija Nichols, Deputy City Clerk

Curtis Ford, Mayor

Date Approved:_____

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Attachment A to
4-6-26 Minutes

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

MEMORANDUM

TO: Honorable Mayor/City Commission Members

FROM: Kevin Hogencamp, Interim City Manager

DATE: April 6, 2026

RE: Comprehensive Strategic Priorities and Municipal Objectives Presentation

The following outline of my presentation for this evening's Priority-Setting Meeting details staff's early efforts to identify Fiscal Year 2026-27 core strategic priorities and operational objectives for the City of Atlantic Beach.

These items are categorized by functional domain to guide upcoming budgetary and policy decisions. Input from the public, City Commission, Environmental Stewardship Committee, and staff helped inform this presentation.

1. Stormwater Management and Resiliency

A. **Master Plan and Modeling:** Finalize the Stormwater Master Plan Update, utilizing neighborhood-level hydraulic modeling to establish onsite storage requirements.
B. **Infrastructure and Floodproofing:** Execute priority Capital Improvement Projects (CIP) and floodproof the wastewater system (specifically ensuring all 33 lift stations withstand major flooding).
C. **Operational Innovation:** Prioritize turf block installation and permeable technology. Secure FDEP concurrence for reclaimed water augmentation to protect hardwood forests from salt intrusion.

2. Environmental Stewardship

A. **Tree Canopy Protection:** Strengthen the Tree Protection Ordinance (Chapter 23). Increase the number of trees planted/preserved annually through expanded city programs and land procurement via NPO partnerships.
B. **Scientific Monitoring:** Increase the use of GIS and environmental monitoring to guide decision-making regarding the beach, marsh, and canopy.

C. **Marsh Restoration:** Fund the Saltmarsh Restoration Pilot Program and execute two major marshfront projects to combat erosion.
D. **Conservation Education:** Support the Community Garden and expand resident education regarding Florida-friendly landscaping and habitat preservation.

3. Public Works and Utilities

A. **Digital Transformation:** Full implementation of Cityworks for GIS-based asset management, work orders, and predictive maintenance for all utility mains.
B. **System Reliability:** Focus on "Inflow & Infiltration" (I&I) reduction and upgrading water treatment plants to reduce particle output and ensure water supply sustainability.
C. **Right-of-Way (ROW) Stewardship:** Maintain a rigorous repair schedule for roads and sidewalks while prioritizing the removal of obstructions from the ROW.
D. **Strategic Asset Management:** Fully link the 10-year Capital Improvement Plan (CIP) to the new Asset Management system to ensure infrastructure repairs are funded before they become emergencies.

4. Public Safety

A. **Bicycle and Pedestrian Safety:** Conduct focused enforcement and education in high-traffic areas, school zones, and beach access points. Partner across departments to identify data-driven safety solutions.
B. **Traffic and E-Bikes:** Implement traffic calming measures and craft E-bike 2.0 legislation with a focus on both safety education and active enforcement.
C. **Cyber and Youth Safety:** Deliver safety presentations in local schools addressing online safety and social media use. Invest in required data protection software for CJIS compliance.
D. **16th Street Walkover:** Fund fully replacing the structure to meet modern safety codes.

5. Parks and Programming

A. **Master Plan and Connectivity:** Update the Parks Master Plan to reflect modern recreational trends and improve physical connectivity between neighborhoods, parks, and local businesses.
B. **Marsh Oaks and Community Spaces:** Finalize Marsh Oaks for a September 2026 opening. Develop inclusive, multigenerational programming (youth, adult, senior, veteran, and adaptive) that reflects community input.
C. **Park Upgrades:** Fast-track Donner Park baseball improvements and splash park enhancements. Manage dog park upgrades.

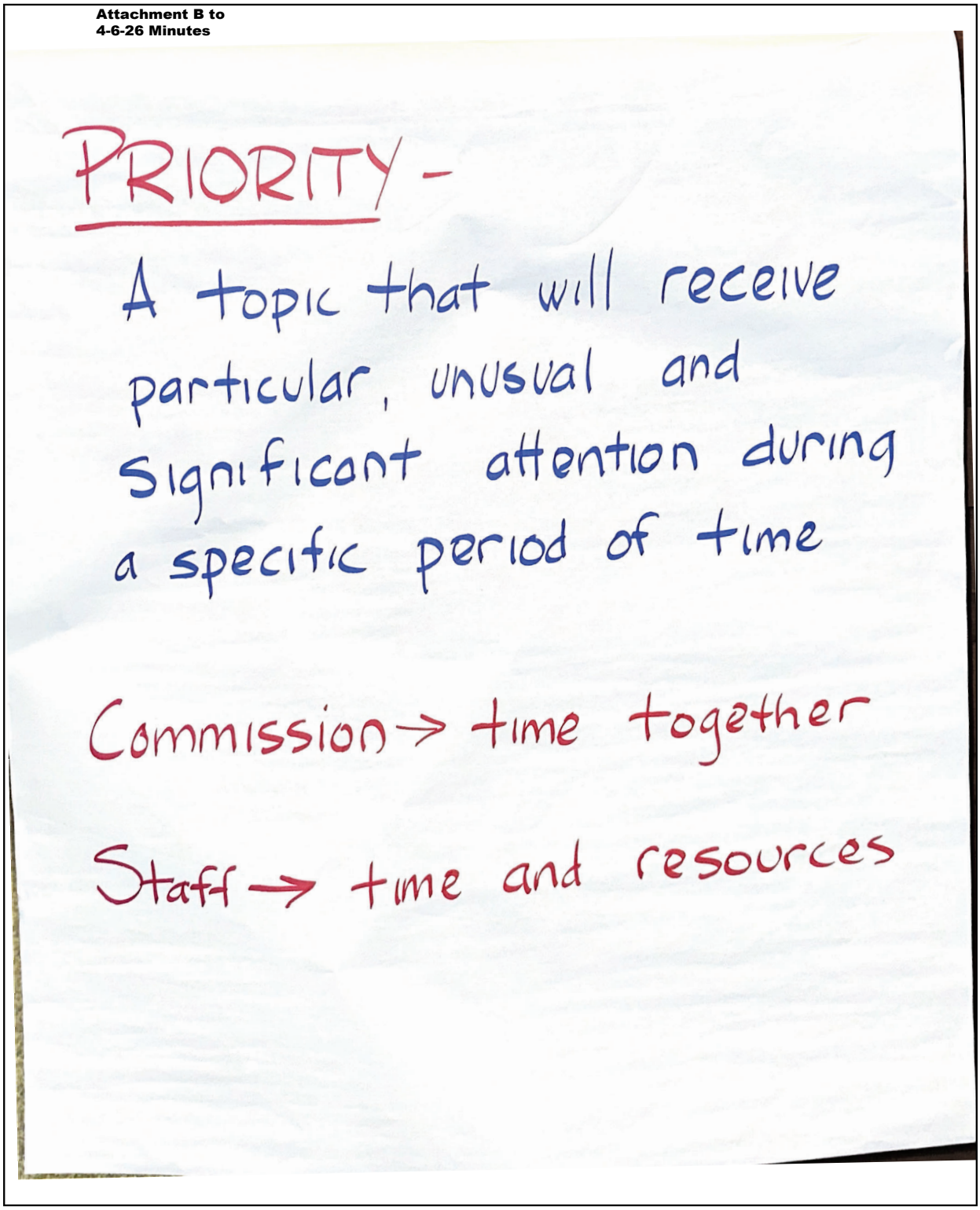
6. Financial Stability and Accountability

A. **Policy and Reserve Governance:** Codify a Comprehensive Financial Policy Manual and adopt a Structurally Balanced Budget Policy.
B. **Public Transparency:** Launch an Open Data Transparency Portal for real-time spending tracking and publish a visual "Budget-in-Brief" summary for residents.
C. **Grant and Risk Oversight:** Maintain an aggressive stance on Grant and Legislative Advocacy. Establish formal audit schedules for grant compliance.

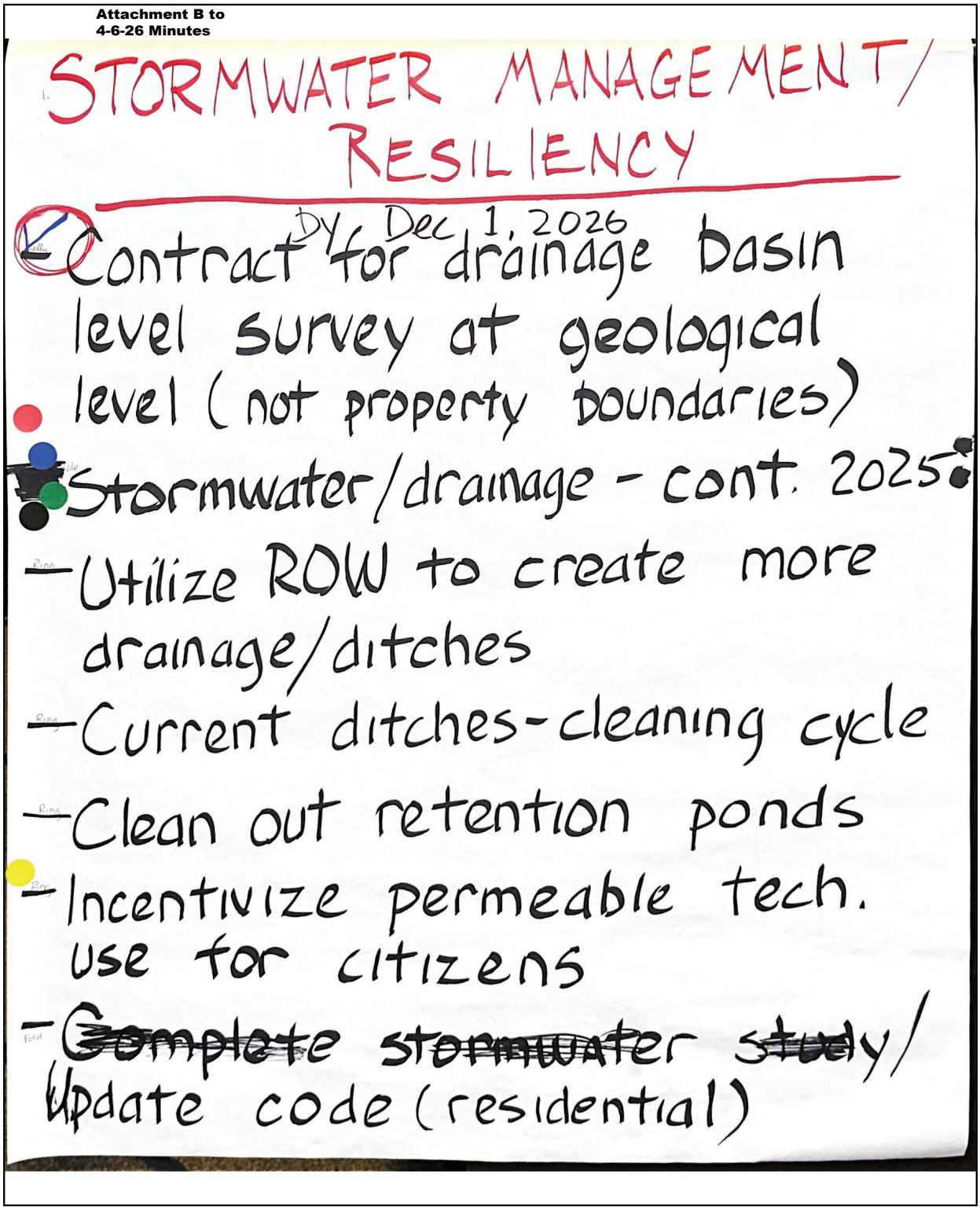
7. Communication and Customer Service

A. **Digital Transparency:** Streamline permitting and planning through technology. Launch public-facing online dashboards and data sharing (e.g., permit turnaround times) to ensure process transparency.
B. **Strategic Outreach:** Strengthen the PIO function (staff or outsourcing) to manage social media, newsletters, and PSAs and to provide timely safety, project and program updates.
C. **Workforce Excellence:** Establish a formal Employee Training Program focusing on professional communication and customer service. Launch a Citizens Academy to foster resident understanding of city operations.

**Attachment B to
4-6-26 Minutes**



Attachment B to
4-6-26 Minutes



**Attachment B to
4-6-26 Minutes**

- Improve stormwater man. — move burden away from property owners - stronger focus on city property/ infrastructure

Attachment B to 4-6-26 Minutes

ENVIRONMENTAL STEWARDSHIP

- Beach maintenance/upkeep (sea oats)
- Develop/pass heritage tree protection ordinance
- Tree canopy protection:
  - Work with NPO to preserve canopy thru land procurement
  - Develop master plan to preserve & sustain coastal forest ecosystem
- Marsh shoreline protection
  - Execute on 2 marshfront environmental projects
- Create incentives for property owners to sell heritage trees to city/private entities for preservation

Attachment B to 4-6-26 Minutes

PUBLIC WORKS/ UTILITIES

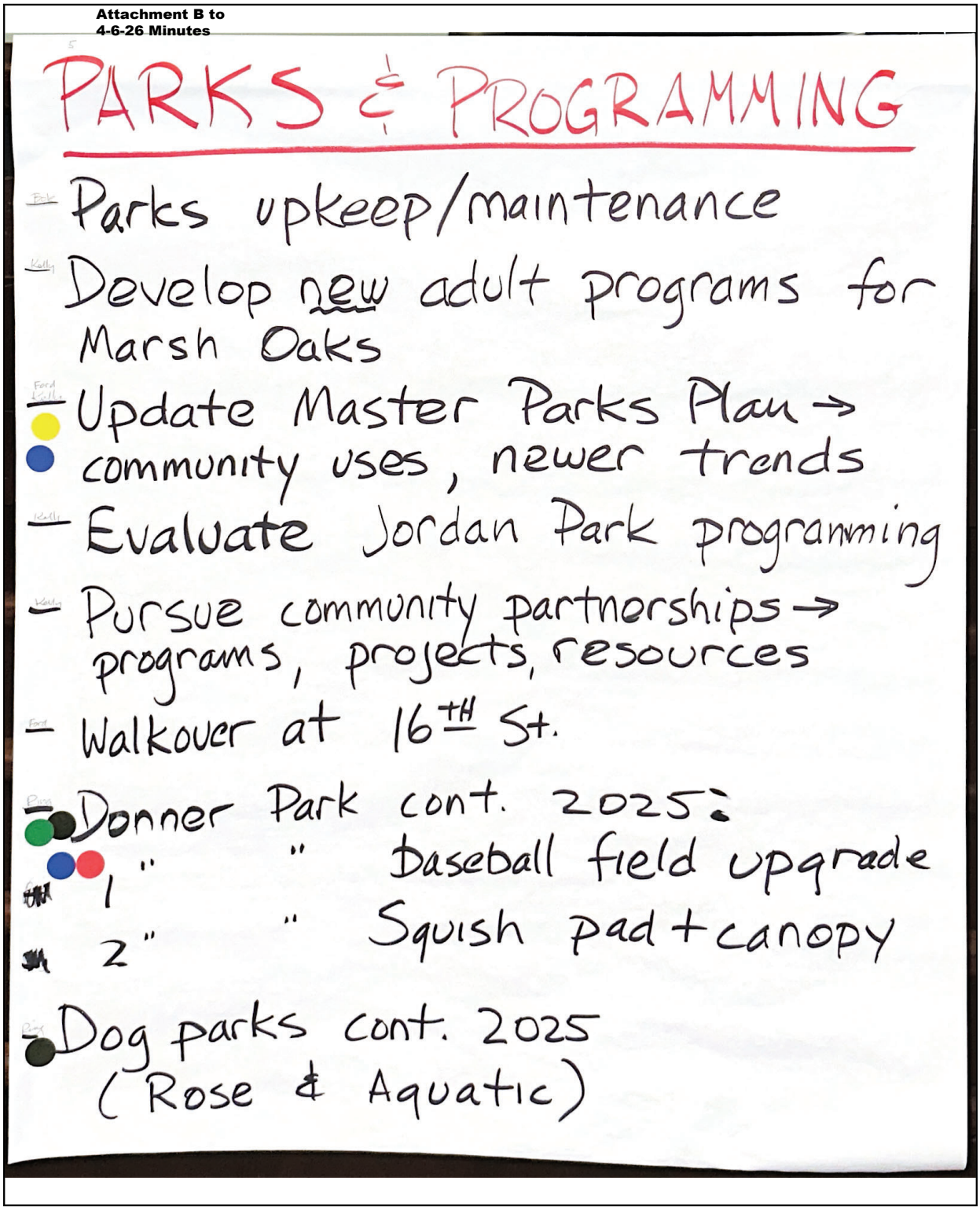
- Long-term infrastructure
- Future water infrastructure
- Rodds/ sidewalks
- Evaluate need for rate study: sewer, water, rec. facilities - align with maintenance costs
- ? Change way to repave roads, ditches, curbs – new road projects
- Explore ways to reduce particle output from water plant
- Plan to upgrade ~~water~~ lift ~~stations~~ pump stations with minimal impact on residents

Attachment B to
4-6-26 Minutes

PUBLIC SAFETY

- Install new street lights Town Center
- Craft e-bike 2.0 legislat..
- Request traffic study by FDOT for Sherry Dr./Atlantic Blvd. inter.
- Investigate circuit/tram/NAVI/golf cart transportation around Town Ctr during peak hours
- Complete traffic ~~stu~~ calming ~~study~~ on Sherry Dr.

Attachment B to
4-6-26 Minutes



**Attachment B to
4-6-26 Minutes**

#5 Partial Programming

- Dog park upgrades: turf, agility, obstacle courses
- Dedicate resources to new Marsh Oaks Center
- Find private funds to improve Donner Park baseball field

Attachment B to
4-6-26 Minutes

FINANCIAL STABILITY AND ACCOUTABILITY

- Modernize rates & fees City wide
- Comp. Fin. Policy Manual
  Struct. Balanced Budget Pol.
- Open Data Transparancy Portal
- grant leg. advocacy management

**Attachment B to
4-6-26 Minutes**

COMMUNICATION/ CUSTOMER SERVICE

- Improve cust. serv.
- Hire/maintain quality staff
- High intensity cust. serv. training (segmented)
- Communications - cont 2025:
  1. Designate Communications Director
  2. Monthly Manager's Newsletter
- Share KPI data with public (permitting)

**Attachment B to
4-6-26 Minutes**

AND.....

- Continue to pursue boundary & budget issues with DCSB to ensure viability of ABE
- Survey, mark 20% parking spots in Beach Renourishment min. required count for 5 years. Update thereafter

MINUTES
Regular City Commission Meeting
Monday, April 13, 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 6:01 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)

1 APPROVAL OF MINUTES

1A. Approve minutes of the Regular Commission Meeting held on March 23, 2026.

The Commission approved the minutes as submitted.

2. COURTESY OF FLOOR TO VISITORS

2.A. Police Department Volunteer Appreciation - Joni Lyon, Joe Esparza, James Johnson

PC Gualillo presented volunteer appreciation recognition in honor of National Volunteer Appreciation Week, acknowledging three volunteers who have each surpassed 1,000 hours of service since the program's inception. Mayor Ford expressed appreciation for the volunteers' contributions, noting their consistent support at community events and their ongoing commitment of time and resources.

PUBLIC COMMENT

The following speakers provided their comments:

Mitch Reeves

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Jim Wheatley
Nancy Staats
Peter Staats
Carolyn Zisser
Chip Drysdale
Steve Diebenow
Penny Rauckis
Lisa Herrold
Jackie Beckenbach
Linda Barnwell
Stan Barnwell
Julie LaGoy

3. CITY MANAGER REPORTS

3.A. Accept the 90-Day Calendar (April -June 2026)

CM Hogencamp added the Memorial Day ceremony scheduled for May 25, 2026 at 9:00 a.m. at Beaches Veterans Memorial Park and mentioned the town hall meeting on May 2, 2026.

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

3.B. STOP Committee Report Action Plan

CM Hogencamp reported on agenda items 3B - 3F as detailed in a handout (which is attached hereto and made part of this official record as **Attachment A**).

3.C. FY 2026-27 Priorities Update

3.D. Beaches Town Center Parking

3.E. Community Bright Spots Project

3.F. Other Reports

CM Hogencamp concluded by recognizing the role of police volunteers as a valuable link between law enforcement and the public, noting their contribution to de-escalation and community rapport. He also welcomed scouts attending the meeting.

4-13-26 Attachment A

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

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

Commissioner Bole provided an update on the city manager search, noting that the process is on schedule; eight proposals were received for executive search services; and the Purchasing Manager and HR Director are expected to bring forth a best value recommendation for the next Commission Meeting. Mayor Ford requested that all proposals be provided to the Commission. CC Bartle confirmed her involvement in

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scoring the proposals and explained staff's plan to provide a link to the proposals. There was a ***CONSENSUS*** to include a link to all proposals.

Commissioner Kelly

- Announced that, as part of the city's centennial celebration, the Beaches Museum has mounted a display focused on Atlantic Beach, with an opening reception scheduled for April 17, 2026 at 6:00 p.m.

Commissioner Ring

- Requested updates on Mayport Road improvements.
- Discussed Sherry Drive safety improvements raised during the April priorities meeting, including previous requests of her own, including striping near Howell, flashing lights, and a raised sidewalk near Atlantic Beach Elementary. CM Hogencamp reported that the City of Jacksonville Traffic Engineering Division has reviewed the area and that striping improvements will proceed. He added that a report on additional improvements with budget impacts, including a potential raised crosswalk at Atlantic Beach Elementary, will be provided.
- Requested ongoing project updates in the City Manager's reports, particularly for the Marsh Oaks Community Center.

Commissioner Grant

- Noted that the Beaches Town Center Agency meeting is April 14, 2026, and that he would report back at the next meeting.

Mayor Ford

- Shared a recent "courtesy of the floor" experience involving a visit from local students who delivered a handwritten letter. CM Hogencamp confirmed that pickleball is permitted on tennis courts and that signage can be installed

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

None.

6. CONSENT AGENDA

6.A. Approve Resolution No. 26-55.

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING A CHANGE ORDER FOR THE PUBLIC UTILITIES WASTEWATER TREATMENT CHLORINATION-DECHLORINATION UPGRADES 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.

MOTION: Approve Resolution (No) 26-55 as written.

Motion: Bruce Bole
Second: Jessica Ring

Curtis Ford ***For***

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

Motion passed 5 to 0.

7. COMMITTEE REPORTS

7.A. Appointments to Various Boards and Committees

Mayor Ford reported as detailed in the agenda packet, noting that the ARCC appointment will be postponed at the request of the new ARCC Chair.

MOTION: Approve the appointments to various boards and committees as (detailed in the agenda packet) written; deferring the appointment to the ARCC.

Motion: Jessica Ring
Second: Bruce Bole

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

Motion passed 5 to 0.

8. ACTION ON RESOLUTIONS

8.A. RESOLUTION NO. 26-48

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE MAYOR OR CITY MANAGER TO EXECUTE ON BEHALF OF THE CITY OF ATLANTIC BEACH AN INTERLOCAL AGREEMENT BETWEEN THE CITY OF ATLANTIC BEACH, THE CITY OF NEPTUNE BEACH, AND TBR NEPTUNE OWNER, LLC, FOR THE PROVISION OF POTABLE WATER FIRE PROTECTION SERVICES; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Deny Resolution (No.) 26-48.

Motion: Bruce Bole
Second: Jessica Ring

Discussion ensued.

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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.

8.B. RESOLUTION NO. 26-58

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH AUTHORIZING THE SUBMITTAL OF A 2026 T-MOBILE HOMETOWN GRANT APPLICATION UPON EXECUTION BY THE MAYOR OR CITY MANAGER; AUTHORIZING THE MAYOR OR CITY MANAGER TO EXECUTE AGREEMENTS AND DOCUMENTS ON BEHALF OF THE CITY OF ATLANTIC BEACH; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution No. 26-58

Motion: Jessica Ring
Second: Bruce Bole

Discussion ensued.

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

Motion passed 5 to 0.

8.C. RESOLUTION NO. 26-59

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, RECOMMENDING TO THE DUVAL COUNTY SCHOOL BOARD THAT ALL PUBLIC SCHOOL STUDENTS RESIDING WITHIN THE MUNICIPAL LIMITS OF ATLANTIC BEACH BE ZONED TO ATTEND ATLANTIC BEACH ELEMENTARY SCHOOL AS THEIR FIRST CHOICE; PROVIDING FOR FINDINGS; PROVIDING FOR TRANSMITTAL; AND PROVIDING AN EFFECTIVE DATE.

Discussion ensued.

A unanimous vote was taken to Approve Resolution No. 26-59.

(This item was readdressed during item 11.)

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9. ACTION ON ORDINANCES

9.A. ORDINANCE NO. 90-26-259, Public Hearing and Final Reading

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, COUNTY OF DUVAL, STATE OF FLORIDA, APPROVING THE DEVELOPMENT AGREEMENT BETWEEN THE CITY OF ATLANTIC BEACH AND SOUTHCOAST CAPITAL PARTNERSHIP, LTD. AND AUTHORIZING THE CITY MANAGER TO EXECUTE SAME TO PROVIDE FOR A DEVELOPMENT CONTRACT TO GOVERN THE REDEVELOPMENT OF 299 ATLANTIC BOULEVARD PROVIDING LANDSCAPE COMPENSATION ALLOWING FOR THE REDEVELOPMENT OF A PORTION OF THE EXISTING BUILDING; PROVIDING FOR CONFLICT; PROVIDING FOR CODIFICATION; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

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

MOTION: Approve Ordinance (No.) 90-26-259.

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.

9.B. ORDINANCE NO. 20-26-182, Introduction and First Reading

AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF ATLANTIC BEACH, FLORIDA, FOR FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Ordinance (No.) 20-26-182 (on first reading).

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***

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Motion passed 5 to 0.

10. MISCELLANEOUS BUSINESS

None.

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

CA Gabriel

- Reported that he will provide the Commission with a guide from the Florida Municipal Attorneys Association outlining legislation from the recent session affecting municipalities and related duties, noting a broad range of requirements across several policy areas. He stated that the information will be shared via a memo with reference links and that he will coordinate with staff on administrative items that do not require Commission action.

CC Bartle

- Reported that the new online campaign finance portal is fully implemented and operational, and that the first candidate to file using the system provided positive feedback regarding its ease of use following review of the instructional materials.

Mayor Ford asked CC Bartle whether there were any items from the meeting requiring clarification. CC Bartle mentioned she was unsure whether a motion had been made for Resolution No. 26-59. The Commission then proceeded to make the motion.

MOTION: Approve Resolution (No.) 26-59.

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.

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER

Commissioner Ring

- Thanked the police volunteers recognized at the beginning of the meeting, noting she frequently sees them at city events, including during holiday activities.
- Acknowledged the legislative session had ended but noted a special session may be held soon, potentially including legislation related to property tax.

Commissioner Bole

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- Thanked the City Attorney for work on the interlocal agreement and shared statistics regarding average Florida city manager tenure (5.6 years) and recommended considering a "best value" approach rather than "lowest price technically acceptable" for the recruitment process.

CM Hogencamp

- Emphasized the city's centennial celebration and related museum programming.

Mayor Ford

- Asked Commissioners to indicate whether they planned to attend the museum celebration on Friday evening from 6:00–8:00 p.m.

13. ADJOURNMENT

The meeting adjourned at 7:38 PM.

Attest:

_____ _____

Donna L. Bartle, City Clerk Curtis Ford, Mayor

Date Approved:_____

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Attachment A to
4-13-26 Minutes

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: April 13, 2026
To: The Atlantic Beach Community & City Commission

From: Kevin Hogencamp, Interim City Manager/khogencamp@coab.us

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 programming, 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. STOP Committee Action Plan

Staff is finalizing a comprehensive action plan to implement the STOP Committee's recommendations, subject to City Commission direction. This plan, which includes initiatives such as the demarcation of parking spaces near beach accesses, is slated for presentation at the May 11 Commission meeting. Please note that these recommendations carry substantial implications for the FY 2026-27 budget.

2. FY 2026-27 Strategic Priorities

Following the recent Commission Priorities Workshop, staff expects to present a formal priorities document for City Commission consideration on May 11. This document will outline the City Commission's goals and strategic direction for the upcoming fiscal year.

3. Beaches Town Center (BTC) Parking Program

The City of Neptune Beach has transitioned to T2 Systems software to manage unpaid BTC overtime parking citations.

- Data Overview: As of December 31, 2025, there are 3,340 unpaid violations in Atlantic Beach, totaling $79,589.
- Revenue Recovery: Atlantic Beach will receive 70% of all funds recovered by the collections agency for citations issued within our jurisdiction.
- Outside BTC: The City continues to utilize a separate vendor for citations issued outside of the Beaches Town Center area.

Attachment A to
4-13-26 Minutes

4. Launching "Community Bright Spots! (CBS!)"

We are proud to unveil Atlantic Beach Community Bright Spots!, a new digital sanctuary on the City's website. Inspired by AB resident Steve Piscitelli, this initiative encourages the community to celebrate the art, architecture, people, and natural beauty that define Atlantic Beach.

- **Get Involved:** We invite all residents to join this journey at www.coab.us/CommunityBrightSpots.

5. Operational and Parks Updates

- Streaming Video Enhancements: Tonight's meeting features a new two-camera setup — one dedicated to the podium and one to the Commission. This upgrade, managed live by our Information Technology staff, is part of our ongoing commitment to improving public access and transparency.
- Arts in the Park: Join us this Saturday, April 18, from 10 a.m. to 4 p.m. at Johansen Park for a celebration of local creativity.

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 establishes priorities for city government. This endeavor is facilitated by Atlantic Beach resident Linda Lanier, who volunteers her services.

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: 90-Day Calendar for the City Commission

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

TODAY'S DATE: April 16, 2026

MEETING DATE: April 27, 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, May 2 in the Commission Chamber
- Saturday, July 18 at Gail Baker Community Center
- Saturday, October 17 in the Commission Chamber

BUDGET: None

RECOMMENDATION: Accept the 90-Day Calendar for April 2026-June 2026 by consensus

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

REVIEWED BY CITY MANAGER: 

CITY COMMISSION

April 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4 Easter Egg Hunt 10am Jordan Park Line Dancing Event 2pm Veterans Memorial Park
5 Farmers Market 10 am-2 pm (Russell Park)	6 City Commission Priority-Setting 6 pm	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 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) Opening of the Beaches Parade 2pm Acoustic Night 6pm (Adele Grage)	27 City Commission 6:00 pm (Invoc-Grant)	28	29	30		

CITY COMMISSION

May 2026

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Town Hall Meeting 10am WellFest 9am-2pm (Johansen Park)
3 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	4	5	6	7 Code Enfoncement Special Magistrate 2 pm Board Member Reception	8	9 Wild Wonders 11am (Dutton Island Preserve)
10 Farmers Market 10 am-2 pm (Russell Park)	11 City Commission 6:00 pm (Invoc-Kelly)	12 Arts, Recreation, Culture Committee 6 pm	13 Environmental Stewardship Cmte. 6 pm	14	15 Brush Up Paint Class 6pm (Adele Grage)	16 Kids to Parks Day 10am-1pm (Donner Park)
17 Farmers Market 10 am-2 pm (Russell Park)	18	19 Community Development Board 6 pm	20	21 NEFLC Dinner hosted by COAB Artist Reception 5 pm (Adele Grage)	22	23 Wild Wonders 11am (Dutton Island Preserve)
24 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Adele Grage)	25 City Offices Closed Memorial Day Memorial Day Ceremony 9 am (Beaches Veterans Memorial Park)	26 City Commission 6:00 pm (Invoc-Ring)	27 Environmental Stewardship Cmte. 6 pm	28 Pension Boards 6 pm Film Series - "The Biggest Little Farm" 6 pm	29 Blood Drive Noon-5pm	30 Line Dancing in the Park 2-4pm (Beaches Veterans Memorial Park)
31 Farmers Market 10 am-2 pm (Russell Park)						

CITY COMMISSION

June 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	8 City Commission 6:00 pm (Invoc-Ford)	9 Arts, Recreation, Culture Committee 6 pm	10 Environmental Stewardship Cmte. 6 pm	11	12	13 Wild Wonders 11 am (Dutton Island Preserve) Movies in the Park – "Lilo and Stitch" 8pm (Bull Park)
14 Farmers Market 10 am-2 pm (Russell Park)	15	16 Community Development Board 6 pm	17	18 Artist Reception 6 pm (Adele Grage)	19 City Offices Closed Juneteenth Holiday	20
21 Farmers Market 10 am-2 pm (Russell Park)	22 City Commission 6:00 pm (Invoc-Bole)	23	24 Environmental Stewardship Cmte. 6 pm	25	26	27 Wild Wonders 11 am (Dutton Island Preserve)
28 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Adele Grage)	29	30				

Proclamation of the City of Atlantic Beach

in Recognition of

LANDSCAPE ARCHITECTS

WHEREAS, landscape architecture encompasses the analysis, planning, design, and stewardship of the natural and built environment, translating vision into action to shape places that are healthy, safe and resilient; and

WHEREAS, Wednesday, April 1, 2026, is recognized as Professional Landscape Architecture (PLA) Day, celebrating the licensed professionals whose expertise in science, technology, engineering, and mathematics (STEM) is essential to the infrastructure and quality of life in the City of Atlantic Beach; and

WHEREAS, during Landscape Architecture Month, celebrated under the theme Landscape Architecture in Action, we recognize the profession's tangible impact on parks, streetscapes, campuses, and public spaces across urban, suburban, and rural communities; and

WHEREAS, as the United States approaches America 250, we recognize that landscape architects have historically shaped—and continue to steward—the American landscape, creating enduring places that embody democratic values and cultural heritage, and advance opportunities for future generations; and

WHEREAS, the licensed practice of landscape architecture is a critical safeguard for public health, safety, and welfare, ensuring that outdoor environments—from therapeutic gardens and playgrounds to complex stormwater and transportation systems—are designed with technical rigor and ethical responsibility; and

WHEREAS, landscape architects are uniquely qualified to address a changing climate through resilient and sustainable green infrastructure design strategies that restore ecosystems, mitigate environmental hazards, and reduce the long-term financial burden of disaster recovery on state and local governments; and

WHEREAS, the economy of the City of Atlantic Beach is strengthened by the work of licensed landscape architects and the accredited programs at Florida International University and the University of Florida, who together foster tourism, economic development, and environmental protection; and

WHEREAS, landscape architecture is a regulated profession in all 50 states, and the Department of Business and Professional Regulation ensures the highest standards of professional competence through rigorous education, experience, and examination requirements

NOW, THEREFORE, BE IT RESOLVED that City of Atlantic Beach does hereby proclaim April 2026 as Landscape Architecture Month and Wednesday, April 1, 2026, as Professional Landscape Architecture (PLA) Day, calling upon all citizens to celebrate Landscape Architecture in Action and the essential role landscape architects play in shaping a resilient, safe, and enduring American landscape as we move toward America 250.

IN WITNESS WHEREOF, I have set my hand and caused the Official Seal of the City of Atlantic Beach to be affixed this 13th day of April 2026.

Curtis Ford, Mayor

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-56 designating a 36-inch-diameter red cedar at 1024 Ocean Blvd. as a heritage tree.

SUBMITTED BY: Amanda L. Askew, Neighborhoods Department Director

TODAY'S DATE: April 15, 2026

MEETING DATE: April 27, 2026

BACKGROUND: The property owners at 1024 Ocean Blvd. have requested to have a *Juniperus silicicola* (red cedar) designated as a heritage tree. The cedar is in good health and meets City standards to become a heritage tree. The cedar is located on the west side of the property and has a combined stem DBH of 36".



According to City of Atlantic Beach Tree Protection Code definitions, heritage trees on city-owned property (parks and rights-of-way) are "any designated maritime species that is thirty (30) inches DBH or greater and declared by the city commission to be of unique or intrinsic value due to its age, size, species, and/or cultural, ecological or historical significance or some other contribution to the city's or a neighborhood's character and which is in good condition, as determined by an arborist; also, any tree designated as a Florida State Champion, United States Champion, or World Champion by the American Forestry Association which has been designated to be a heritage tree by the city commission."

On March 25, the Environmental Stewardship Committee recommended this heritage tree designation. This tree has been selected because of its intrinsic value due to its size and age.

According to City Code Section 23-41 (a) "The City Commission may by resolution designate individual heritage trees." Although a heritage tree designation does not prevent a tree from ever being removed, it makes it more difficult and costly to remove.



Resolution No. 26-56 makes the heritage tree designation. The red cedar is estimated to be 168 years old.

BUDGET: Less than $200 on a marker identifying the heritage tree

RECOMMENDATION: Adopt Resolution 26-56

ATTACHMENT(S): Resolution No. 26-56

REVIEWED BY CITY MANAGER: Kevin Hogan

RESOLUTION NO. 26-56

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DESIGNATING A FOURTY TWO INCH DIAMETER LIVE OAK TREE AT 1024 OCEAN BLVD. AS A HERITAGE TREE; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

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

WHEREAS, the red cedar tree located in the front yard of 1024 Ocean Blvd. is nominated by the property owner; and

WHEREAS, the nominated Red Cedar tree is 36 inches in diameter; has a 113-inch circumference; is approximately 110 years old; and holds intrinsic value due to its age and size.

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

SECTION 1. The City hereby designates the 36-inch-diameter red cedar tree at 1024 Ocean Blvd. as a heritage tree.

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

PASSED AND ADOPTED by the City of Atlantic Beach, on this 27th day of April 2026.

Attest:

_____
Curtis Ford, Mayor

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

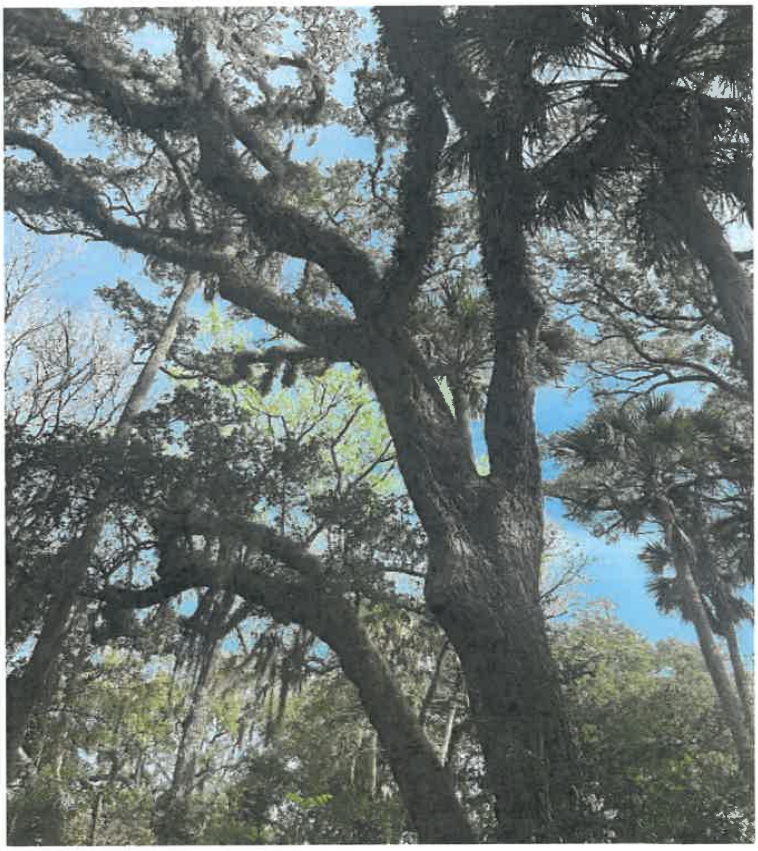
AGENDA ITEM: Resolution No. 26-57 designating a 50-inch-diameter live oak at 1809 Live Oak Lane as a heritage tree.

SUBMITTED BY: Amanda L. Askew, Neighborhoods Department Director

TODAY'S DATE: April 15, 2026

MEETING DATE: April 27, 2026

BACKGROUND: The property owner of 1809 Live Oak Lane has nominated a large live oak on private property at 1809 Live Oak Lane as heritage tree. This tree is in the backyard, but it can be seen from the roadway. The oak is located eastside of the property and is 50-inch diameter.



According to the City of Atlantic Beach Tree Protection Code definitions, heritage trees on city-owned property (parks and rights-of-way) are "any designated maritime species that is thirty (30) inches DBH or greater and declared by the city commission to be of unique or intrinsic value due to its age, size, species, and/or cultural, ecological or historical significance or some other contribution to the city's or a neighborhood's character and which is in good condition, as determined by an arborist; also, any tree designated as a Florida State Champion, United States Champion, or World Champion by the American Forestry Association which has been designated to be a heritage tree by the city commission."

On March 25, the Environmental Stewardship Committee (ESC) recommended the nomination of 50" DBH live oak tree to be designated as a heritage trees. This tree has been selected because of their intrinsic value due to their size and age.

According to City Code Section 23-41 (a) "The City Commission may by resolution designate individual heritage trees." Although a heritage tree designation does not prevent a tree from ever being removed, it makes it more difficult and costly to remove.

Resolution No. 26-57 designates this live oak in the side yard at 1809 Live Oak Lane as a heritage tree. The live oak is estimated to be 200 years old.

BUDGET: Less than $200 on a marker identifying the heritage tree

RECOMMENDATION: Adopt Resolution No. 26-57

ATTACHMENT: Resolution No. 26-57

REVIEWED BY CITY MANAGER:



RESOLUTION NO. 26-57

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, DESIGNATING A FIFTY-INCH DIAMETER LIVE OAK TREE AT 1809 LIVE OAK LANE AS A HERITAGE TREE; AND PROVIDING AN EFFECTIVE DATE.

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

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

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

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

WHEREAS, the Live Oak tree located in the backyard of 1809 Live Oak Lane; and

WHEREAS, the nominated tree Live Oak tree is 50 inches in diameter; has a 157-inch circumference; is approximately 200 years old; and holds intrinsic value due to its age and size.

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

SECTION 1. The City hereby designates a 50-inch-diameter live oak at 1809 Live Oak Lane as a Heritage Tree.

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

PASSED AND ADOPTED by the City of Atlantic Beach, on this 27th of April 2026.

Attest:

_____
Curtis Ford, Mayor

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-61 approving a temporary construction easement from the Seaside of Atlantic Beach Condominium Association for temporary non-exclusive easement for construction and related purposes at the Seaside Condominiums, subject to the terms in the easement agreement; authorizing the mayor to execute the easement agreement.

SUBMITTED BY: Steve Swann, PE, City Engineer

TODAY'S DATE: April 15, 2026

MEETING DATE: April 27, 2026

BACKGROUND: The City of Atlantic Beach is constructing the Ahern Street Complete Streets Project between Ocean Boulevard and East Coast Drive. Seaside Condominiums are located on Ahern Street at Ocean Boulevard with 12 parking spaces perpendicular to Ahern Street. These parking spaces have historically extended several feet onto city right of way. The new sidewalk that will be constructed in this area will abut the right of way and eliminate the ability to utilize a portion of the right of way for parking.

Execution of this temporary construction easement will allow the City's contractor to work on Seaside Condominium property for the purpose of extending their parking stalls just enough to maintain their current depth.

BUDGET: N/A

RECOMMENDATION: Adopt Resolution No. 26-61.

ATTACHMENTS: Proposed Resolution No. 26-61
Attachment A - Temporary Construction Easement Agreement

REVIEWED BY CITY MANAGER: Kevin Hogan

RESOLUTION NO. 26-61

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING A TEMPORARY CONSTRUCTION EASEMENT FROM THE SEASIDE OF ATLANTIC BEACH CONDOMINIUM ASSOCIATION FOR TEMPORARY NON-EXCLUSIVE EASEMENT FOR CONSTRUCTION AND RELATED PURPOSES AT THE SEASIDE CONDOMINIUMS, SUBJECT TO THE TERMS IN THE EASEMENT AGREEMENT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE EASEMENT AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City is constructing the Ahern Street Complete Streets Project between Ocean Boulevard and East Coast Drive.; and

WHEREAS, as part of these improvements, temporary authorization for access to the Seaside Condominiums parking area on Ahern Street during construction is required; and

WHEREAS, Seaside Condominiums has 12 parking spaces adjacent to the Ahern Street Complete Streets project that will be minorly impacted as part of these improvements; and

WHEREAS, the City requested and the Seaside of Atlantic Beach Condominium Association has agreed to grant the City a temporary non-exclusive easement for purpose of extending their parking stalls just enough to maintain their current depth.

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

SECTION 1. The City Commission hereby approves and accepts the Temporary Construction Easement Agreement with the Seaside of Atlantic Beach Condominium Association as set forth in Attachment A, attached hereto and made a part hereof.

SECTION 2. The City Manager is hereby authorized to execute the attached temporary construction easement, Attachment A, and such other documents as may be necessary to effectuate the purpose of this Resolution.

SECTION 3. This Resolution shall be effective immediately upon adoption.

ADOPTED at a regular meeting of the City Commission of the City of Atlantic Beach, Florida, 27th day of April 2026.

Attest:

_____
Curtis Ford, Mayor

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

Attachment A

Prepared by and Return to:
Steve Swann, City Engineer
City of Atlantic Beach
800 Seminole Road
Atlantic Beach, FL 32233

TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

This Temporary Construction Easement Agreement (the "Agreement") is made and entered into __ day of _____, 2026, (the latter of the dates signed by the parties to be the "Effective Date") by and between SEASIDE OF ATLANTIC BEACH CONDOMINIUM ASSOCIATION, INC. ("Grantor"), whose mailing address is 380 N McDonald Mount Dora, Florida 32757 and the CITY OF ATLANTIC BEACH ("Grantee"), whose mailing address is 800 Seminole Road, Atlantic Beach, Florida 32233, with reference to the following recitals of fact:

A. Grantor is the owner of that certain property described in the attached Exhibit "A" (hereafter "Property").

B. Grantee is undertaking the construction of sidewalk, drainage, and roadway improvements on Ahern Street (the "Public Improvements") and, in connection therewith, has agreed to construct certain parking improvements on a portion of the Property to preserve and extend the Grantor's existing eight (8) parking spaces that historically encroached upon the Ahern Street right-of-way (collectively, the "Improvements"). Grantee has requested a temporary construction easement over the Property to allow Grantee and its contractors, agents, employees, and invitees to perform the Improvements.

C. Grantee has requested that Grantor provide a Temporary Construction Easement to Grantee over the Property for the purpose of conducting construction activities necessary to maintain Grantor's parking access adjacent to the Ahern Street right of way after the Improvements are complete.

D. Grantor and Grantee are entering into this Agreement to temporarily permit construction activities by Grantee within the Property and to establish the terms and conditions thereof.

NOW, THEREFORE, for and in consideration of the terms and conditions set forth in this Agreement, Grantor and Grantee agree as follows:

1. Recitals. The Recitals set forth above are true and correct and shall form a part of this Agreement.

2. Grant of Easement. Grantor hereby grants and conveys unto Grantee, and its contractors, subcontractors, agents, employees, successors, and assigns, a temporary, non-exclusive construction easement to enter upon, access, use, and occupy that portion of the Property as precisely depicted and legally described on Exhibit "A" attached hereto and made a part hereof (the "Easement Area"), solely for the purpose of constructing, installing, and completing the Improvements, including without limitation grading, paving, striping, curbing, sodding, drainage tie-ins, and all related construction activities, equipment storage, and material staging reasonably necessary to complete the Improvements. The Easement Area shall be used in a manner that minimizes interference with Grantor's ongoing use of the Property to the extent reasonably practicable.

Attachment A

3. Costs and Condition of Easement. All costs associated with the use within the Easement area shall be borne by Grantee. Grantee shall not damage Grantor's Property or improvements except as may be reasonably necessary to use the Easement for its intended purpose. The Property shall be re-sodded, and any unreasonable damage to the Property shall be repaired by Grantee at Grantee's sole expense.

4. Term. The Temporary Construction Easement shall be for a term of ninety (90) days from the commencement of construction within the Easement area. Grantee shall provide written notice to Grantor of said desired commencement date and Grantee shall use its best efforts to work with Grantor to identify a commencement date acceptable to Grantor and Grantee. In no event shall the term exceed one year from the Effective Date unless the parties agree in writing to extend the term. Furthermore, unless the parties agree in writing to extend the term, this Agreement shall be null and void and of no further force or effect if the Grantor has not started construction within the Easement area within one year from the Effective Date.

5. Warranty of Title. Grantor hereby covenants and warrants that it is lawfully seized of the Property where the Easement is located, that it has right and lawful authority to grant and convey the Easement to Grantee, and that it will defend the Easement against the lawful claims of all persons whomsoever.

6. Florida Law; Severability; Attorneys' Fees. This Agreement shall be construed and enforced pursuant to Florida Law. If any provision of this Agreement is determined to be invalid or unenforceable, such provision shall be severed from the remaining provisions of this Agreement and the remaining provisions shall continue to be valid and enforceable. In the event of any litigation between the parties arising out of this Agreement, the prevailing party in such litigation shall be entitled to its attorneys' fees and costs, whether at trial or appellate levels.

7. Entire Agreement. This Agreement sets forth the entire understanding of the parties regarding the subject matter hereof. Any prior agreements, representations, understandings, and oral statements regarding the subject matter of this Agreement are merged herein and shall be of no further force or effect between the parties.

IN WITNESS WHEREOF, Grantor and Grantee have cause this Agreement to be executed as of the day and year first above written.

Signed, sealed and delivered in the presence of:

Print name: Travis Radloff

Print name: MARY MATCHETT

GRANTOR:

SEASIDE OF ATLANTIC BEACH CONDOMINIUM ASSOCIATION, INC, a Florida Not For Profit Corporation

By: Sharon Crow
Sharon Crow
Its President

01807664-1
66870859 v2

Attachment A

STATE OF FLORIDA

COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this 10th day of April 2026, Sharon Crow, as President of SEASIDE OF ATLANTIC BEACH CONDOMINIUM ASSOCIATION, INC., a Florida not-for-profit corporation, who is personally known to me or who has produced _____ as identification.

FREDERICK L. DAKE
Notary Public
State of Florida
Comm# HH405212
Expires 6/29/2027

_____
NOTARY PUBLIC, State of Florida
My Commission expires:

Signed, sealed and delivered
in the presence of:

GRANTEE:

CITY OF ATLANTIC BEACH, FLORIDA

_____
Print name: _____

By: _____

Printed Name: _____

_____
Print name: _____

Its: _____

STATE OF FLORIDA

COUNTY OF DUVAL

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2026, by _____, as _____ of City of Atlantic Beach, Florida, , who is personally known to me or who has produced _____ as identification.

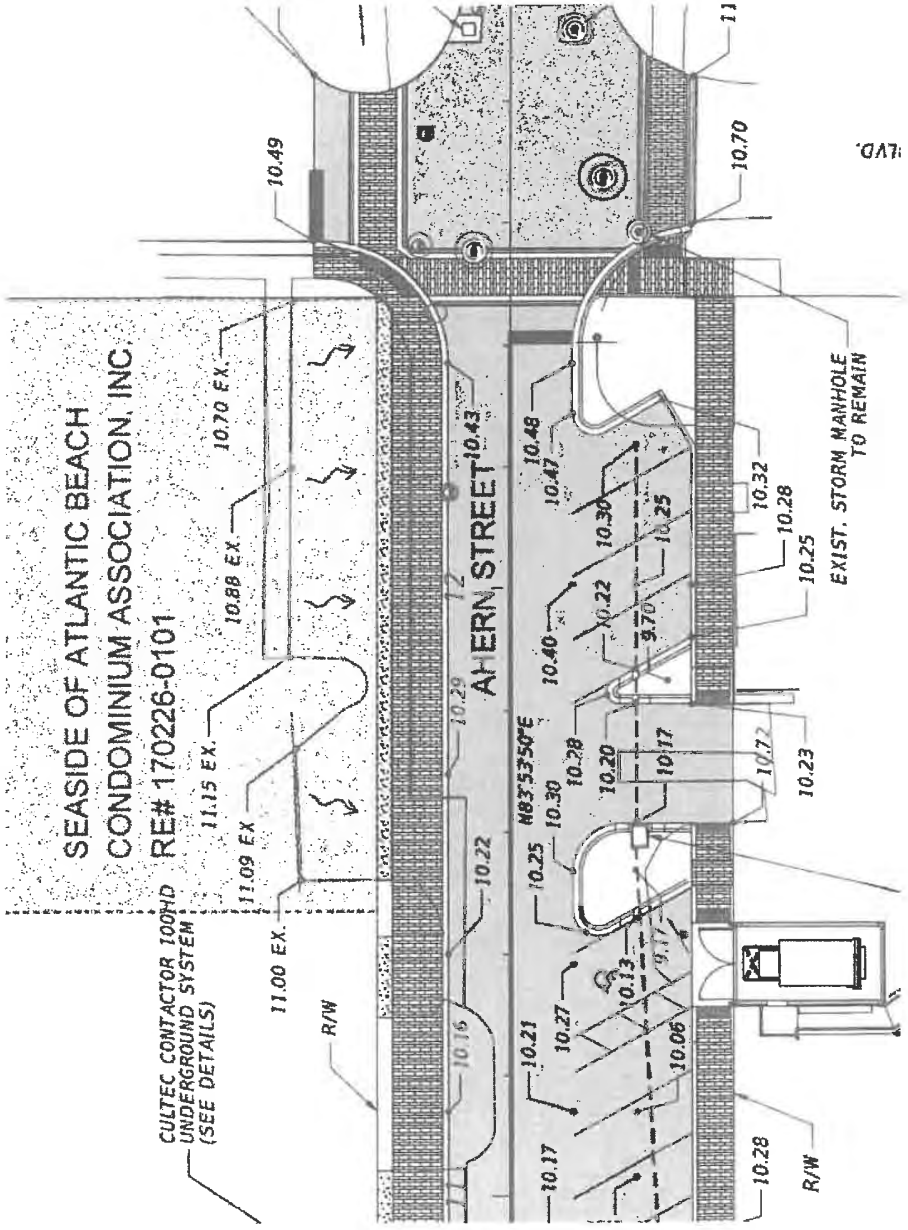
_____
NOTARY PUBLIC, State of Florida
My Commission expires:

01807664-1
66870859 v2

Attachment A

Exhibit "A"

Real Estate Parcel # 170226-0101



CITY OF ATLANTIC BEACH
CITY COMMISSION
STAFF REPORT

AGENDA ITEM: Resolution No. 26-62 authorizing the funds for GEA Mechanical Equipment's maintenance for the centrifuge unit

SUBMITTED BY: Troy Stephens, Public Utilities Director

TODAY'S DATE: April 13, 2026

MEETING DATE: April 27, 2026

BACKGROUND: The Public Utilities Wastewater Treatment uses a centrifuge to efficiently separate solids from liquids, primarily for sludge thickening and dewatering. This creates a "cake" of concentrated solids, significantly reducing sludge volume and lowering disposal costs and trips to the landfill. This centrifuge involves a cylindrical bowl, a scroll conveyor, electrical motors and a control unit that manages differential speed for optimal dryness. These components require equipment and maintenance that must be performed in order to keep the centrifuge running at optimal levels. The provider for this maintenance is GEA Mechanical Equipment.

Staff reached out to GEA Mechanical Equipment to get a quote for the servicing of the rotating bowl/scroll unit of the centrifuge, and they returned quote #8700.619.310, dated April 6, 2026 in the amount of $34,802.41.

BUDGET: Adequate funds are available in the Public Utilities Fund Account No. 410-5508-535-4600.

RECOMMENDATION: Adopt Resolution No. 26-62.

ATTACHMENTS:
1. Resolution No. 26-62
2. Quote #8700.619.310 from GEA Mechanical Equipment

REVIEWED BY CITY MANAGER: Kevin I Hogencr

RESOLUTION NO. 26-62

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING MAINTENANCE FOR THE CENTRIFUGE; 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 Wastewater Treatment utilizes a centrifuge in the wastewater treatment process; and

WHEREAS, the centrifuge rotating bowl/scroll unit requires regular equipment maintenance; and

WHEREAS, Staff reached out to the maintenance provider for a quote; and

WHEREAS, the provider, GEA Mechanical Equipment, returned a proposal to the Public Utilities Department in the amount of $34,802.41; and

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

Section 1. The City Commission hereby appropriates funds from City's Public Utilities Fund 410-5508-435-4600 in the amount of $34,802.41.

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 27th day of April, 2026.

Attest:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

Engineering for a better world.

GEA Mechanical Equipment US, inc.GEA Westfalia Separator Division - 400 S Wuthering Hills

Atlantic Beach, City of
1100 Sandpiper Lane
Atlantic Beach FL 32233

Period of validity
04/02/2026 to 04/17/2026

Offer No. 8700.619.310
Date 04/06/2026

Enquiry No. customer
Troy
from 04/02/2026

Customer No.
13025633

Co-ordinator
Joel Achon
Tel.:
Joel.Achon@gea.com

Quotation

Terms of delivery
Incoterms 2020
EXW Ex Works Janesville

Terms of payment currency: USD
30 days

Trading conditions

The Contract Price stated in Seller's Proposal includes only the specified Goods and Services, and excludes all value added, sales or other taxes, customs tariffs or duties related to the Goods and Services ("External Charges") which will be invoiced to the Customer as separate line items. Seller reserves the right to adjust the line items for the External Charges to reflect any changes thereto that occur after formation of the Contract, but prior to delivery to the Customer (an "External Charge Adjustment"). Any such External Charge Adjustment shall be limited to only the actual change in such External Charges.

GEA Mechanical Equipment US, Inc.
GEA Westfalia Separator Division
400 S Wuthering Hills Drive, Janesville, WI, 53546 USA
Tel: +1 201 767 3900
www.gea.com

Goods and services provided in accordance with GEA Mechanical Equipment US, Inc. Standard Terms and Conditions of Sale.

Engineering for a better world.

Atlantic Beach, City of
1100 Sandpiper Lane
Atlantic Beach FL 32233

Offer No. 8700.619.310
Date 04/06/2026
Enquiry No. customer Troy
from 04/02/2026

Equipment

185312 Atlantic Beach, Atlantic Beach, FL,US 0013025633
0010-0227-994 8007-649 /UCF 406-00-35

Item	Material Designation	Qty	UQ	Net (USD)	Price (USD)
000003	9300-0002-910	1.00	PC	12,000.00	12,000.00
	FIX PRICE SERVICE				
000006	9300-0002-900	1.00	PC	240.00	240.00
	SERVICE WORKING HOURS				
000009	9300-0002-911	1.00	PC	22,562.41	22,562.41
	SERVICE PRICE				
000012	0015-0013-000	2.00	PC	0.00	0.00
	LUBRICATING OIL				
000015	0015-0129-010	2.00	PC	0.00	0.00
	ROLLING BEARING GREASE				
000018	0015-0132-000	3.00	PC	0.00	0.00
	ROLLING BEARING GREASE				
000021	0015-0104-080	1.00	PC	0.00	0.00
	LUBRICATING GREASE				
000024	0011-6222-400	1.00	PC	0.00	0.00
	GROOVED BALL BEARING				
000027	0011-1022-500	1.00	PC	0.00	0.00
	CYLINDRICAL ROLLER BEARING				
000030	0011-6216-960	1.00	PC	0.00	0.00
	GROOVED BALL BEARING				
000033	0011-7218-980	2.00	PC	0.00	0.00
	ANGULAR CONTACT BALL BEARING				
000036	0004-3284-850	2.00	PC	0.00	0.00
	SHAFT SEALING RING				
000039	0004-3135-000	2.00	PC	0.00	0.00
	NILOS GASKET				
000042	0004-3304-850	1.00	PC	0.00	0.00

GEA Mechanical Equipment US, Inc.
GEA Westfalia Separator Division
400 S Wuthering Hills Drive, Janesville, WI, 53546 USA
Tel: +1 201 767 3900
www.gea.com

Goods and services provided in accordance with GEA Mechanical Equipment US, Inc. Standard Terms and Conditions of Sale.

Engineering for a better world.

Atlantic Beach, City of
1100 Sandpiper Lane
Atlantic Beach FL 32233

Offer No. 8700.619.310
Date 04/06/2026
Enquiry No. customer Troy
from 04/02/2026

Equipment

185312 Atlantic Beach, Atlantic Beach, FL,US 0013025633
0010-0227-994 8007-649 /UCF 406-00-35

Item	Material Designation	Qty	UQ	Net (USD)	Price (USD)
	SHAFT SEALING RING				
000045	0004-3281-300	2.00	PC	0.00	0.00
	NILOS GASKET				
000048	0004-3012-850	2.00	PC	0.00	0.00
	SHAFT SEALING RING				
000051	0004-2214-780	1.00	PC	0.00	0.00
	GASKET				
000054	0007-1717-830	2.00	PC	0.00	0.00
	GASKET				
000057	0007-2088-750	2.00	PC	0.00	0.00
	GASKET				
000060	0007-2535-830	1.00	PC	0.00	0.00
	GASKET				
000063	0007-2637-750	1.00	PC	0.00	0.00
	GASKET				
000066	0007-1693-750	4.00	PC	0.00	0.00
	GASKET				
000069	0007-2300-750	1.00	PC	0.00	0.00
	GASKET				
000072	0007-2825-750	1.00	PC	0.00	0.00
	GASKET				
000075	0007-3364-760	1.00	PC	0.00	0.00
	GASKET				
000078	0007-2941-750	3.00	PC	0.00	0.00
	GASKET				
000081	0007-2482-750	2.00	PC	0.00	0.00
	GASKET				

GEA Mechanical Equipment US, Inc.
GEA Westfalia Separator Division
400 S Wuthering Hills Drive, Janesville, WI, 53546 USA
Tel: +1 201 767 3900
www.gea.com

Goods and services provided in accordance with GEA Mechanical Equipment US, Inc. Standard Terms and Conditions of Sale.

Engineering for a better world.

Atlantic Beach, City of
1100 Sandpiper Lane
Atlantic Beach FL 32233

Offer No. 8700.619.310
Date 04/06/2026
Enquiry No. customer Troy
from 04/02/2026

Equipment

185312 Atlantic Beach, Atlantic Beach, FL,US 0013025633
0010-0227-994 8007-649 /UCF 406-00-35

Item	Material Designation	Qty	UQ	Net (USD)	Price (USD)
000084	0007-2011-750 GASKET	1.00	PC	0.00	0.00
000087	0021-3884-810 SET OF NARROW V-BELTS	1.00	PC	0.00	0.00
000090	0021-4728-790 NARROW V-BELT	2.00	PC	0.00	0.00
000093	0015-0135-000 ROLLING BEARING GREASE	12.00	PC	0.00	0.00
000096	9300-0002-270 STANDARD SHIPPING	1.00	PC	0.00	0.00

Net value:	34,802.41	USD
Tax	0.00	USD
Sum total	**34,802.41**	**USD**

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We thank you for your inquiry and look forward to receiving your firm order.

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ARTS, RECREATION & CULTURE COMMITTEE
FICAL YEAR 2026-27 PRIORITIES

COMMUNICATIONS & MARKETING

- *Improve signage around the city and launch a marketing campaign to better reach residents.*
    - Signage
        - Marquee-type signage like the one at City Hall placed in various parts of our city, which can share upcoming events.
            - Sample locations:
              Adele Grange
            - Near Beaches Town Center (AB side)
            - Donner Park
            - Jordan Park
    - Marketing campaign can be:
        - 4-6 month AB-resident-targeted promo campaign for the COAB Recreation social channels
            - @coabrecreation (IG)
            - /CityOfAtlanticBeachRecreation (FB)
        - Inclusion of social handles on all AB Recreation staff email signatures

PROGRAMMING

Enhance arts, recreation, and culture programming.

1. Develop a menu of offerings for Marsh Oaks Community Garden:
    a. cooking class using herbs and vegetables grown in garden.
    b. basic gardening classes
    c. children's gardening classes
    d. 'natural methods for pest control' class
    e. "How to handle freeze" class
    f. Tai Chi in the garden
    g. Chair Yoga in the garden

2. Facilitate the installation of beach volleyball courts.
    a. Target 18th Street, as there is parking already available there
    b. Install usage Rules & Regulations signage

i. *Sample rules*:
   1. Winning Team Stays: Usually, the winners stay on the court, but must rotate off after two consecutive wins if others are waiting.
   2. Challenge System: Individuals or teams waiting to play should "challenge" by placing their name (or a ball) on a list or in a queue next to the court.
   3. Time Limits: During busy hours, matches may be capped at 45–55 minutes or a single set to 21 to ensure everyone gets a turn.

c. Host grand opening tournament for locals

3. Develop monthly social events for 21+ Atlantic Beach residents
   a. A recurring, adults-only social designed to help residents meet organically
      i. Monthly or bi-monthly 1-2 hour events for meeting your local AB residents
      ii. Local spots in AB (parks, community centers, restaurants, etc.)
   b. Theme ideas:
      i. **Local Bites Night** – food tastings from local restaurants
      ii. **Sip & Shop** – pop-up vendors + cocktails
      iii. **Sunset Social** – rooftop or waterfront vibes
      iv. **Game Night Social** – light games (cornhole, trivia, card games, karaoke)
      v. **Wellness + Wine** – mini fitness/yoga or line dancing + drinks after
      vi. **Networking Lite** – more structured but still casual
      vii. **Doggy Night** – for folks and K-9 friends
   c. Local Focus:
      i. Partner with different local restaurants or bars
      ii. Rotate neighborhoods to spread engagement across the city
   d. Ideal state: We would fund any expenses needed. If not possible, then would need to keep the cost low to encourage participation ($10-$15 per ticket)

4. Upgrade/Revisit the racquetball courts.
   a. Options:
      i. tear down 1 wall and still being able to use the space. Lacrosse players can use it, handball can use it, and it is no longer a secure place for mischievous teenagers to be out of the public view
      ii. Install a lock box or a coded lock on the door. When one reserves a court, they receive a lock code to get in. This will also protect from people misusing the courts.

iii. Re-surface and Re-open with a Racquetball tournament.

STRETCH GOAL

5. Facilitate the installation of a Community Pool
    a. A community pool could bring:
        i. Community connection + social programming
        ii. Public health + youth engagement
        iii. Economic + placemaking driver (events, classes, partnerships)
    b. Potential site considerations:
        i. Existing parks
        ii. Underutilized land
        iii. Walkability / accessibility
        iv. Parking + neighborhood impact
    c. Funding Brainstorm:
        i. City capital budget (full or partial funding)
        ii. Grants (state recreation, health initiatives)
        iii. Public-private partnerships
        iv. Sponsorship/naming rights
        v. Membership or usage fees
    d. ARCC Involvement:
        i. Help shape programming (events)
        ii. Assist with branding and launch
        iii. Ensure it becomes a true community hub—not just a facility

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-60 Executive Search Firm Services for City Manager Recruitment Scoring & Recommendation.

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

TODAY'S DATE: April 16, 2026

MEETING DATE: April 27, 2026

BACKGROUND: The City has a vacancy in the City Manager position. The Commission desires to conduct a professional recruitment process utilizing an external executive search firm consultant to assist in identifying and recommending qualified candidates for consideration and potential appointment. Engaging an experienced search firm consultant will provide expertise in national recruitment, candidate screening, and process management including a citizen advisory committee, while allowing staff to maintain continuity of daily operations.

The City Procurement Manager issued a Request for Proposal (RFP #26-03), to which we received eight (8) qualified companies who submitted a proposal. A review committee comprised of three staff members independently reviewed and scored the proposals based on the scoring matrix already established in the RFP document. The Procurement Manager has published the scoring evaluation tabulation sheet which is included below as part of this staff report, along with a link to all electronic scanned copies of the proposals.

BUDGET: Finance has identified available salary lapse funding resulting from the current vacancy. After accounting for separation and severance costs associated with the prior City Manager, approximately $92,498 is projected to be available in the current budget year and may be utilized for a contract and purchase order.

RECOMMENDATION: Approve Resolution No. 26-60 awarding the Executive Search Firm contract to the top ranked company and authorize the City Attorney to negotiate a final contract and fee agreement with the firm and authorize the Mayor to sign that fee agreement, as long as it is within the parameters of the proposal submitted by the chosen firm.

PUBLIC OUTREACH:

- Website
- eNewsletter

ATTACHMENT(S):

1. Resolution No. 26-50
2. Scoring Evaluation & Tabulation Matrix
3. List of late Respondants

RESOLUTION NO. 26-60

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING A CONTRACT FOR CITY MANAGER EXECUTIVE SEARCH CONSULTANT SERVICES AND AUTHORIZING THE CITY ATTORNEY TO NEGOTIATE A CONTRACT AND FEE AGREEMENT WITHIN THE PARAMETERS OF THE PROPOSAL; AND AUTHORIZING THE MAYOR TO EXECUTE SAID AGREEMENT.

WHEREAS, the City of Atlantic Beach currently has a vacancy in the position of City Manager; and

WHEREAS, the City Commission desires to conduct a professional and comprehensive national recruitment process to identify the most qualified candidates; and

WHEREAS, the City Commission finds that engaging an executive search firm with expertise in municipal recruitment will assist in attracting qualified candidates, screening applicants, coordinating with a citizen advisory committee, and ultimately providing recommendations to the City Commission; and

WHEREAS, funding is available within the current budget from salary lapse savings resulting from the vacancy to support recruitment expenses for such consultant services; and

WHEREAS, a Request for Proposals (RFP) was issued to solicit competitive proposals from qualified executive search firms, and multiple proposals were received and evaluated by the City's Procurement Manager and City support staff.

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

SECTION 1. AUTHORIZATION.

The City Commission hereby awards the contract for executive search consultant services to Slavin Management Consultants and authorizes the City Attorney to negotiate a contract and fee agreement consistent with the firm's proposal. The Mayor is hereby authorized to execute the final agreement.

SECTION 2: FUNDING

Funding for recruitment services shall be drawn from available salary lapse savings as identified by Finance.

PASSED AND ADOPTED by the City Commission of the City of Atlantic Beach, Florida, this 27th day of April 2026.

Attest:

_____

Donna L. Bartle, City Clerk

_____

Curtis Ford, Mayor

Approved as to form and correctness:

_____

Jason R. Gabriel, City Attorney

EVALUATION OF PROPOSALS
CITY MANAGER EXECUTIVE SEARCH
RFP 26-03

	Meets Scope of Work Requirements	Experience with Other Local Governments Within the State of Florida	Qualifications and Experience of Principle Staff	Financial Stability	History and Past Performance of the Proposer	Proposed Cost and Fees/Commission	TOTAL CUMULATIVE SCORE	Rank
POINTS:	*25*	*25*	*15*	*15*	*10*	*10*	*100*	
CPS HR Consulting	22.00 (Staff #1) 23.00 (Staff #2) 24.00 (Staff #3) 69.00 Total Score	1.00 (Staff #1) 0.00 (Staff #2) 0.00 (Staff #3) 1.00 Total Score	12.00 (Staff #1) 5.00 (Staff #2) 12.00 (Staff #3) 29.00 Total Score	12.00 (Staff #1) 15.00 (Staff #2) 15.00 (Staff #3) 42.00 Total Score	8.00 (Staff #1) 8.00 (Staff #2) 8.00 (Staff #3) 24.00 Total Score	2.00 (Staff #1) 8.00 (Staff #2) 5.00 (Staff #3) 15.00 Total Score	180.00	6.00
MGT Impact Solutions	24.00 (Staff #1) 25.00 (Staff #2) 25.00 (Staff #3) 74.00 Total Score	24.00 (Staff #1) 8.00 (Staff #2) 25.00 (Staff #3) 56.00 Total Score	15.00 (Staff #1) 9.00 (Staff #2) 15.00 (Staff #3) 39.00 Total Score	14.00 (Staff #1) 15.00 (Staff #2) 15.00 (Staff #3) 44.00 Total Score	10.00 (Staff #1) 10.00 (Staff #2) 10.00 (Staff #3) 30.00 Total Score	8.00 (Staff #1) 10.00 (Staff #2) 7.00 (Staff #3) 25.00 Total Score	268.00	2.00
Motus Recruiting & Staffing	20.00 (Staff #1) 20.00 (Staff #2) 20.00 (Staff #3) 60.00 Total Score	1.00 (Staff #1) 0.00 (Staff #2) 1.00 (Staff #3) 2.00 Total Score	12.00 (Staff #1) 8.00 (Staff #2) 12.00 (Staff #3) 32 Total Score	10.00 (Staff #1) 6.00 (Staff #2) 10.00 (Staff #3) 26.00 Total Score	8.00 (Staff #1) 1.00 (Staff #2) 5.00 (Staff #3) 14.00 Total Score	1.00 (Staff #1) 3.00 (Staff #2) 3.00 (Staff #3) 7.00 Total Score	141.00	8.00
Raftelis	23.00 (Staff #1) 25.00 (Staff #2) 20.00 (Staff #3) 68.00 Total Score	10.00 (Staff #1) 1.00 (Staff #2) 12.00 (Staff #3) 23.00 Total Score	14.00 (Staff #1) 10.00 (Staff #2) 15.00 (Staff #3) 39.00 Total Score	14.00 (Staff #1) 12.00 (Staff #2) 12.00 (Staff #3) 38.00 Total Score	9.00 (Staff #1) 5.00 (Staff #2) 5.00 (Staff #3) 19.00 Total Score	2.00 (Staff #1) 5.00 (Staff #2) 2.00 (Staff #3) 9.00 Total Score	196.00	5.00
Slavin Management Consultants	22.00 (Staff #1) 21.00 (Staff #2) 25.00 (Staff #3) 68.00 Total Score	21.00 (Staff #1) 25.00 (Staff #2) 25.00 (Staff #3) 71.00 Total Score	12.00 (Staff #1) 15.00 (Staff #2) 15.00 (Staff #3) 42.00 Total Score	12.00 (Staff #1) 12.00 (Staff #2) 12.00 (Staff #3) 36.00 Total Score	8.00 (Staff #1) 9.00 (Staff #2) 10.00 (Staff #3) 27.00 Total Score	9.00 (Staff #1) 10.00 (Staff #2) 10.00 (Staff #3) 29.00 Total Score	273.00	1.00
Strategic Government Resources	22.00 (Staff #1) 25.00 (Staff #2) 24.00 (Staff #3) 71.00 Total Score	18.00 (Staff #1) 25.00 (Staff #2) 20.00 (Staff #3) 63.00 Total Score	13.00 (Staff #1) 12.00 (Staff #2) 15.00 (Staff #3) 40.00 Total Score	12.00 (Staff #1) 9.00 (Staff #2) 12.00 (Staff #3) 33.00 Total Score	8.00 (Staff #1) 10.00 (Staff #2) 10.00 (Staff #3) 18.00 Total Score	8.00 (Staff #1) 10.00 (Staff #2) 8.00 (Staff #3) 26.00 Total Score	251.00	3.00
Sumter Local Government Consulting	22.00 (Staff #1) 25.00 (Staff #2) 25.00 (Staff #3) 72.00 Total Score	23.00 (Staff #1) 15.00 (Staff #2) 23.00 (Staff #3) 59.00 Total Score	13.00 (Staff #1) 10.00 (Staff #2) 15.00 (Staff #3) 38.00 Total Score	14.00 (Staff #1) 3.00 (Staff #2) 5.00 (Staff #3) 22.00 Total Score	8.00 (Staff #1) 5.00 (Staff #2) 10.00 (Staff #3) 23.00 Total Score	9.00 (Staff #1) 6.00 (Staff #2) 9.00 (Staff #3) 24.00 Total Score	238.00	4.00
WBCP, Inc	20.00 (Staff #1) 23.00 (Staff #2) 22.00 (Staff #3) 65.00 Total Score	1.00 (Staff #1) 0.00 (Staff #2) 0.00 (Staff #3) 1.00 Total Score	12.00 (Staff #1) 13.00 (Staff #2) 14.00 (Staff #3) 39.00 Total Score	12.00 (Staff #1) 9.00 (Staff #2) 10.00 (Staff #3) 31.00 Total Score	8.00 (Staff #1) 10.00 (Staff #2) 10.00 (Staff #3) 28.00 Total Score	2.00 (Staff #1) 3.00 (Staff #2) 3.00 (Staff #3) 8.00 Total Score	172.00	7.00

RFP 26-03

CITY MANAGER EXECUTIVE SEARCH

Wednesday, April 8, 2026

RFP 26-03									3:00 PM
Name of Each Respondent	**CPS HR Consulting**	**MGT Impact Solutions**	**Motus Recruiting and Staffing**	**Raftelis Financial Consulting**	**Slavin Management Consultants**	**Strategtic Government Resources**	**Sumter Local Government Conulting**	**Tech-Army, LLC (Late submission and cannot be considered)**	**WBCP**

****The proposal from Tech-Army was received after the 2:45 PM deadline on 04/08/2026 and cannot be considered****

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-64 Awarding Bid 2526-11: Multi-Year Contract for Janitorial Services for City Community Centers

SUBMITTED BY: Amanda L. Askew, Neighborhoods Department Director

TODAY'S DATE: April 22, 2026

MEETING DATE: April 27, 2026

BACKGROUND: Our current contractor, Royal Cleaning, notified the city that it no longer wished to provide janitorial services for the community centers, but requested to continue servicing City Hall, the Police Station, and Public Works facilities. They stopped cleaning the buildings in December 2025 and reduced our contracted amount by $1,500 a month. As a result, the city initiated competitive solicitation for janitorial services at the community centers.

On March 26, firms attended the mandatory pre-bid meeting for Bid No. 2526-11, Multi-Year Contract for Janitorial Services, which includes the following facilities: the Gail Baker Community Center, Jordan Community Center, Adele Grage Community Center, and Marsh Oaks Community Center. A bid opening was held on April 8, at which time three bids were received, as summarized below:

Bidder	Total Annual Cost
Cleaner and Cleaner	$128,428.20
Milclean USA, LLC	$45,000.00
Southern Cleaning Services	$86,318.22

It is the intent of the city to select one Contractor to provide janitorial services at the City's Community Centers. The objective is to obtain the best services while minimizing cost to the City.

Janitorial services will be provided at the following locations and frequencies: Donner Community Center (2072 George Street) and Jordan Community Center (1671 Francis Avenue) will receive service on Saturdays and Sundays, as needed, after 10:00 PM. The Marsh Oaks Community Center (100 W. 1st Street) and Adele Grage Cultural Center & Theater (716 Ocean Boulevard) will be serviced seven (7) days a week, Monday through Sunday, after 10:00 PM. Services at the Marsh Oaks Community Center will commence on October 1.

The contract term is anticipated to begin on or about May 1, 2026, and will continue for a period of five (5) years from the commencement date. The City reserves the right to terminate the contract for cause or in the event funds are not appropriated in the annual budget. In addition, either the City or the Contractor may terminate the contract without cause at the end of the third or fourth year, provided that at least six (6) months' prior written notice is given.

The lowest responsive bidder, Milclean USA, LLC, submitted a total annual cost of $45,000 and provided all required documentation with its bid. The solicitation requested pricing for janitorial services at four (4) City facilities, including the Marsh Oaks Community Center, which is currently under construction. This condition was clearly identified in the bid documents and discussed during the mandatory pre-bid meeting. The Marsh Oaks Community Center is anticipated to be completed in July/August 2026.

The City's fiscal year runs from October 1 through September 30. Given the projected completion date of the new facility near the end of the current fiscal year, staff recommends initiating the contract with Milclean USA, LLC, for the period of May 1, 2026, through September 30, 2026, for services at three (3) facilities. Services for the Marsh Oaks Community Center would be incorporated upon its completion.

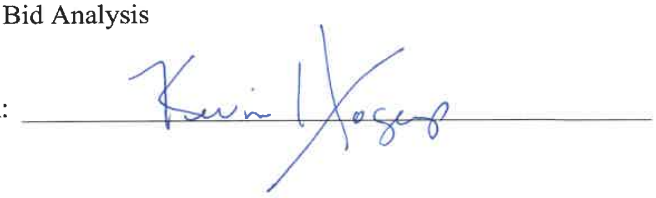
Since the prior contracted vendor, Royal Cleaning Services, discontinued services at these facilities, allocated funds remain available to support cleaning for the three centers (excluding Marsh Oaks Community Center) through the remainder of the current budget year.

Beginning October 1st, 2026, all locations will be maintained at the price submitted for a total of $3,750 per month ($45,000 annually). The contract and price submitted will remain in effect for a period of five years beginning May 01, 2026. Annual service is subject to the City's appropriation of funds.

BUDGET: $45,000

RECOMMENDATION: Adopt Resolution No. 26-64.

ATTACHMENT: Resolution No. 26-64
2526-11 Bid Analysis

REVIEWED BY CITY MANAGER: 

RESOLUTION NO. 26-64

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING BID NO. 2526-11: MULTI-YEAR CONTRACT FOR JANITORIAL SERVICES FOR CITY COMMUNITY CENTERS, SUBJECT TO THE PROVISIONS OF THIS RESOLUTION.

WHEREAS, on Marach 26, 2026, bids were received and opened for City Bid No. 2526-11: Multi-Year Contract for Janitorial Services for our Community Centers; and

WHEREAS, the low bidder, Milclean USA, LLC submitted a total annual cost of $45,000 and provided all required documentation in their bid submittal; and

WHEREAS, the areas to be cleaned at Donner Community Center and Jordan Community Center will receive service on Saturdays and Sundays, as needed, after 10:00 PM.

WHERAS, the areas to be cleaned at the Marsh Oaks Community Center and Adele Grage Cultural Center & Theater will be serviced seven (7) days a week, Monday through Sunday, after 10:00 PM. Services at the Marsh Oaks Community Center will commence on October 1; and

WHEREAS, the period of the contract term is anticipated to begin on or about May 1, 2026, and will continue for a period of five (5) years from the commencement date; and

WHEREAS, $45,000 will be requested for janitorial services in the upcoming FY 2026–27 budget. Funds are available in the current budget year to support services at all community centers except Marsh Oaks Community Center. Services for this facility will be incorporated upon its completion, which will align with the new budget year.

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

SECTION 1. The City Commission hereby authorizes awarding Bid No. 2526-11: Multi-Year Contract for Janitorial Services to Milclean USA, LLC.

SECTION 2. The term of the contract shall be in effect for a period of (5) calendar years.

SECTION 3. Notwithstanding the approval granted and other provisions contained herein, the City's obligation under the Multi-Year Contract approved herein is subject to annual appropriations for this purpose as may be adopted and included in the City's annual budgets for Fiscal Years 2027, 2028, 2029, 2030 and 2031.

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 27th day of April, 2026.

Curtis Ford, Mayor

Attest:

Donna L. Bartle, City Clerk

Approved as to form and correctness:

Jason Gabriel, City Attorney

CITY OF ATLANTIC BEACH
BID ANALYSIS: BID 2526-11
MULTI-YEAR CONTRACT JANITORIAL SERVICES FOR CITY COMMUNITY CENTERS

Respondents			City Wide		Cleaner & Cleaner		Milclean		Southern Cleaning Services	
BASE BID ITEMS BY LOCATION		QTY	Per Month	Total Cost	Per Month	Total Cost	Per Month	Total Cost	Per Month	Total Cost
Marsh Oaks Community Center	100 W. 1st Street	12			$5,093.19	$61,118.28	$1,520.00	$18,240.00	$3,579.24	$42,950.88
Adele Grage Cultural Center	716 Ocean Blvd	12			$2,768.19	$33,218.28	$820.00	$9,840.00	$2,221.35	$26,656.20
Donner Park Community Center	2072 George Street	12			$1,575.86	$18,910.32	$700.00	$8,400.00	$696.30	$8,355.60
Jordan Park Communit Center	1671 Francis Avenue	12			$1,375.86	$16,510.32	$710.00	$8,520.00	$696.30	$8,355.60
TOTAL ANNUAL COST				**NO BID**		**$129,757.20**		**$45,000.00**		**$86,318.28**

**While verifying bids there were minor erros found with Cleaner & Cleaner. Their total written amount for Donner Park was $18,910.28 and Jordan Park was $16,510.28 for only a .04¢
**difference each; however, there was a difference in their TOTAL ANNUAL COST of $1,329. Their written total annual cost was $128,428.20.

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-65 selecting DIG Local Network, Inc., as the Farmers Market Operator and authorizing the City Manager to negotiate and sign an operating agreement.

SUBMITTED BY: Amanda L. Askew, Neighborhoods Department Director

TODAY'S DATE: April 23, 2026

MEETING DATE: April 27, 2026

BACKGROUND: The City of Atlantic Beach solicited proposals from qualified vendors for the management and operation of the City's farmers market. The Farmers Market currently operates on Sundays from 10:00 a.m. to 2:00 p.m. at Jack Russell Park. The market's mission is to promote locally produced food and artisan goods, support the local economy, expand market opportunities for farmers and small businesses, and provide residents with access to a diverse selection of locally and regionally sourced products, while fostering a strong sense of community.

The City requested proposals to ensure the continued operation of the farmers market as a public marketplace that connects residents with local farmers, producers, and vendors offering fresh, nutritious, and artisanal foods. The market is also intended to serve as a vibrant community gathering space. Additional objectives include partnering with an organization that will uphold the character and charm of Atlantic Beach through a high level of professionalism and attention to detail; providing a low-barrier entry point for farmers and vendors of locally grown and artisanal goods; strengthening connections between rural production and urban consumption; promoting a more sustainable food system by shortening the supply chain; and fostering community by serving as a "third space" distinct from home and work.

Proposers were required to demonstrate qualifications, experience, and capability in the organization, operation, and marketing of farmers markets, as well as related activities essential to successful market management. The City indicated a preference for proposals that enhance the vibrancy and character of the community. While the selected operator is expected to function independently, the City will retain an oversight role in market operations and reserves the right to provide input on overall strategy, as well as to assist with stakeholder outreach to support successful events.

The following proposals were received and were evaluated by two City staff members, an Arts, Recreation and Culture Committee member, and an Environmental Stewardship Committee member, as summarized on Page 2.

Bidder	RFP rankings
Brewed Awakening Jax	3
DIG Local Network, Inc.	1
Eden's Leaf Collective, LLC	2

BUDGET IMPACT: None is anticipated.

RECOMMENDATION: Adopt Resolution No. 26-65

PUBLIC OUTREACH: City Website

ATTACHMENT: 1. Resolution No. 26-65
2. Scoring Evaluation & Tabulation Matrix

REVIEWED BY CITY MANAGER:

RESOLUTION NO. 26-65

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, SELECTING DIG LOCAL NETWORK, INC., AS THE FARMERS MARKET OPERATOR; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND SIGN AN OPERATING AGREEMENT; PROVIDING FOR CONFLICTS; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach solicited proposals from qualified vendors for the management and operation of the City's farmers market to ensure its continued operation as a public marketplace; and

WHEREAS, the Farmers Market currently operates at Jack Russell Park with a mission to promote locally produced food and artisan goods while fostering a strong sense of community; and

WHEREAS, the City seeks to partner with an organization that will uphold the character and charm of Atlantic Beach through a high level of professionalism and attention to detail; and

WHEREAS, three proposals were received and evaluated by a committee consisting of City staff and members of the Arts, Recreation and Culture Committee and the Environmental Stewardship Committee; and

WHEREAS, DIG Local Network, Inc., received the highest ranking during the scoring and evaluation process; and

WHEREAS, the City Commission desires to select DIG Local Network, Inc., to manage the farmers market as a vibrant community gathering space.

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

SECTION 1. The City Commission hereby selects DIG Local Network, Inc., as the operator for the City of Atlantic Beach Farmers Market.

SECTION 2. The City Commission hereby authorizes the City Manager to negotiate and sign an operating agreement with DIG Local Network, Inc., for the management and operation of the market.

SECTION 3. All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.

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

PASSED AND ADOPTED by the City of Atlantic Beach, this 27th day of April 2026.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

CITY OF ATLANTIC BEACH
RFP 26-04: FARMERS MARKET OPERATOR

EVALUATOR RANKING

		Qualifications, Experience, & Capability	Market Integrity & Sourcing	Market Time/ Date/ Location Strategy	Community Engagement & Promotion	Financial & Revenue/ Revenue-Sharing Strategy	Sustainability Action Plan	CUMULATIVE SCORE	RANK
POINTS		25	20	15	15	15	10		
Brewed Awakening Jax	Evaluator # 1	15	12	3	9	10	3		
	Evaluator # 2	21	16	11	12	7	8		
	Evaluator # 3	10	18	15	5	5	3		
	Evaluator # 4	15	20	10	10	10	5		
	TOTAL SCORE	61	66	39	36	32	19	253	3
Dig Local Network, Inc.	Evaluator # 1	23	19	15	13	15	10		
	Evaluator # 2	20	20	13	12	13	8		
	Evaluator # 3	25	20	15	10	10	8		
	Evaluator # 4	25	20	12	15	10	10		
	TOTAL SCORE	93	79	55	50	48	36	361	1
Eden's Leaf Collective, LLC	Evaluator # 1	17	19	13	9	10	9		
	Evaluator # 2	22	20	14	13	15	10		
	Evaluator # 3	20	20	15	12	10	10		
	Evaluator # 4	20	20	15	15	10	10		
	TOTAL SCORE	79	79	57	49	45	39	348	2

CITY OF ATLANTIC BEACH
RFP 26-04
FARMERS MARKET OPERATOR
Wednesday, April 15, 2026

RFP 26-04			3:00 PM
Name of Each Respondent	**Brewed Awakening Jax**	**Dig Local Network, Inc.**	**Eden's Leaf Collective, LLC**

Award of Bid based on Department Analysis and City Manager and/or Commission Approval

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-66 authorizing the approval and execution of an amendment to the agreement between the City of Atlantic Beach and City of Jacksonville for fire and rescue services

SUBMITTED BY: Kevin Hogencamp, Interim City Manager KH

TODAY'S DATE: April 23, 2026

MEETING DATE: April 27, 2026

BACKGROUND: The City of Atlantic Beach and the City of Jacksonville are currently parties to an agreement for Advanced Life Support Fire and Rescue Services that is set to expire on May 31, 2026. This amendment extends the professional relationship for one additional year, ensuring no lapse in critical emergency services for the community.

DISCUSSION: The amendment modifies Section 13 (Fees and Reimbursement) and Section 24 (Term) of the existing contract. Under the new terms, the City will pay an annual fee of $711,746.40 in quarterly installments of $177,936.60. This extension follows an administrative award approved by the City of Jacksonville on March 26, 2026.

BUDGET: The Fiscal Year 2025-26 operating budget accounts for this cost as will the proposed Fiscal Year 2026-27 operating budget.

PUBLIC OUTREACH:

- Website

RECOMMENDATION: The City Commission adopt Resolution No. 26-66.

ATTACHMENT:

- Resolution No. 26-66 with Exhibit A - Amendment to Agreement between the City of Atlantic Beach and City of Jacksonville (JFRD GC-#1745317-v2)

REVIEWED BY CITY MANAGER: Kevin Hogencamp

RESOLUTION NO. 26-66

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AGREEING TO TERMS OF THE FIRST AMENDMENT TO THE INTERLOCAL AGREEMENT WITH THE CITY OF JACKSONVILLE REGARDING FIRE AND RESCUE SERVICES; PROVIDING FOR REDUCED PAYMENTS; PROVIDING FOR QUARTERLY PAYMENTS; PROVIDING FOR A COMMENCEMENT AND EXPIRATION DATE FOR SAID REDUCED PAYMENTS; PROVIDING FOR THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS TO EFFECUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach ("COAB") and the City of Jacksonville ("COJ") entered into an Agreement dated September 3, 2025, for the delivery of Advanced Life Support Fire and Rescue Services to Atlantic Beach residents and businesses; and

WHEREAS, the current term of said Contract is set to expire on May 31, 2026; and

WHEREAS, both parties desire to extend the term of the Contract for one additional year, through May 31, 2027, to ensure the continued delivery of essential fire and rescue services; and

WHEREAS, the parties have established a new annual fee of $711,746.40 for the duration of this extended term, payable in four equal quarterly installments of $177,936.60; and

WHEREAS, the City Commission finds that extending this agreement is in the best interest of the health, safety, and welfare of the citizens of Atlantic Beach.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AS FOLLOWS:

SECTION 1. Approval of First Amendment. The City Commission hereby approves the First Amendment to the Agreement between the City of Atlantic Beach and the City of Jacksonville for Fire and Rescue Services, as attached hereto.

SECTION 2. Term and Payment Terms.

- **Contract Extension:** The term of the Agreement is hereby extended through May 31, 2027.
- **Annual Payment:** Beginning June 1, 2026, COAB shall pay to COJ an annual amount of $711,746.40.
- **Payment Schedule:** The annual amount shall be paid in four equal quarterly installments of $177,936.60, due on or before the first day of each quarter.

SECTION 3. Authorization. The City Manager is hereby authorized and directed to execute the First Amendment and take all necessary actions to implement the provisions of this Resolution, including the execution of purchase orders and related documents.

SECTION 4. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this ____ day of _____ 2026.

FIRST AMENDMENT
TO
AGREEMENT BETWEEN
THE CITY OF ATLANTIC BEACH, FLORIDA
AND
CITY OF JACKSONVILLE, FLORIDA

This First Amendment is made and entered into as of this ___ day of _____ 2026 (the "**Effective Date**"), by and between the **CITY OF JACKSONVILLE** (the "**COJ**"), a consolidated county and municipal corporation existing under the Constitution and the laws of the State of Florida, and **CITY OF ATLANTIC BEACH** ("**COAB**").

WHEREAS, COJ and COAB entered into the Agreement between the City of Atlantic Beach, Florida and City of Jacksonville, Florida, dated September 3, 2025 (the "**Contract**") for the delivery of Advanced Life Support Fire and Rescue Services to the City of Atlantic Beach, Florida residents and business; and

WHEREAS, the current term of the Contract is set to expire May 31, 2026; and

WHEREAS, COJ and COAB desire to amend the Contract to extend the term for one (1) additional year, through May 31, 2027, and to establish the annual fee to be paid by COAB to COJ for Fire and Rescue Services during the extended term; and

WHEREAS, COJ approved an administrative award for the extension and establishment of the fee on March 26, 2026.

NOW THEREFORE, in consideration of the mutual covenants contained in this Amendment, the parties agree as follows:

1. **Amendment to Fees and Reimbursement**. The following sentences shall be added to the end of Section 13 of the Contract:

> "Beginning June 1, 2026, COAB shall pay to COJ an annual amount of Seven Hundred Eleven Thousand, Seven Hundred Forty-Six and 40/100 Dollars ($711,746.40). This amount shall be paid by COAB to COJ in four equal, quarterly installments in the amount of One Hundred Seventy-Seven Thousand, Nine Hundred Thirty-Six and 60/100 Dollars ($177,936.60), each due on or before the first day of each quarter."

2. **Amendment to Term**. Section 24 of the Contract is deleted in its entirety and replaced with the following provision:

> "The term of this Agreement shall be from its effective date of June 1, 2024, and continue until May 31, 2027, unless terminated earlier by the parties. If either party should desire to terminate this contract prior to the expiration, such party may do so by providing a two-month notice to the other party.

Such notice must be sent in writing to the City Manager of Atlantic Beach or the Mayor of Jacksonville and Director/Fire Chief."

3. **Authority**. COAB represents and warrants to COJ that COAB has full right and authority to execute and perform its obligations under this Amendment and the Contract, and COAB and the person(s) signing this Amendment on COAB's behalf represent and warrant to COJ that such person(s) are duly authorized to execute this Amendment on COAB's behalf without further consent or approval by anyone. COAB shall deliver to COJ promptly upon request all documents reasonably requested by COJ to evidence such authority.

4. **Ratification of the Contract**. The provisions of the Contract, including as previously amended, shall remain in full force and effect except as expressly provided in this Amendment.

5. **Entire Agreement**. This Amendment is the entire agreement of the parties regarding the modifications to the Contract provided herein, and supersedes all prior agreements and understandings regarding such subject matter, and may be modified only by a writing executed by the party against whom the modification is sought to be enforced, and shall bind and benefit the parties and their respective successor, legal representatives and assigns.

6. **Counterpart Execution**. This Amendment may be executed in a number of identical counterparts and electronic signature, each of which for all purposes is deemed an original, and all of which constitute collectively one (1) agreement.

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

IN WITNESS WHEREOF, the parties hereto have duly executed this Amendment as of the Effective Date.

CITY OF ATLANTIC BEACH

_____
Witness

By: _____

_____
Print Name

_____
Title

CITY OF JACKSONVILLE

ATTEST:

_____
Daren Anderson
Corporate Secretary

By: _____
Donna Deegan, Mayor

Form Approved:

_____
Office of General Counsel

GC-#1745317-v2-City_of_Atlantic_Beach_-_First_Amendment_to_Fire_and_Rescue_Services_Contract.docx

Encumbrance and funding information for internal City use:

1Cloud Account for Certification of Funds	Amount

Total Maximum Indebtedness: $0.00

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

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

_____

Director of Finance

City Contract Number:

CITY OF ATLANTIC BACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Ordinance No. 20-26-182 amending the operating budget for the fiscal year beginning Oct. 1, 2025, and ending Sept. 30, 2026.

SUBMITTED BY: Brittany Percell, Director of Finance

TODAY'S DATE: April 14, 2026

MEETING DATE: April 27, 2026

BACKGROUND: The budgets of three funds need to be amended as outlined below.

General Fund
Following the issuance of RFP 26-01, Civic Consulting Group, LLC (CCG) was selected to perform a comprehensive forensic fiscal analysis. Recognizing the mutual benefit of establishing an independent "source of truth" for future negotiations, the City of Atlantic Beach and the City of Jacksonville have agreed to equally share the professional fees associated with this study. This amendment recognizes additional revenue in COJ Interlocal Agreement and appropriates funds for professional services.

Community Development Block Grant Fund
Following the issuance of RFP 26-52, J. Howard Construction was awarded bid 2526-10. The purpose of this project is to improve the parking area at the Marsh Oaks Community Center, located at 100 West 1st Street in Atlantic Beach. This amendment recognizes additional revenue in Intergovernmental Grants and appropriates funds for parking improvements.

Landscaping and Environmental Enhancement Fund
Establishment of the Landscaping and Environmental Enhancement Special Revenue Fund to account for and report financial resources that are restricted or committed to expenditures for landscaping, beautification and environmental enhancement activities within designated areas of the City. Resources may include, but are not limited to, payments received in lieu of required landscaping improvements, developer contributions, and other legally restricted revenues. Expenditures from this fund are limited to eligible costs associated with landscaping, environmental enhancements and related capital, in accordance with applicable agreements, resolutions, ordinances or other legal restrictions governing the use of the funds. The City shall maintain appropriate accounting to ensure that resources are expended in compliance with any geographic or project-specific limitations associated with each revenue source.

Following adoption of Ordinance No. 90-26-259, Southcoast Capital Partnership, LTD., shall make a payment of $162,595.00 to the City, in lieu of planting landscaping on the property by

which shall be deposited into the City's designated fund and used exclusively for off-site landscaping and/or environmental enhancements within the Beaches Town Center located within the City's jurisdiction. Payment shall be made before a Certificate of Occupancy is issued.

BUDGET:

General Fund - $44,575 increase in revenues
$89,150 increase in expenditures
CDBG Fund - $196,751 increase in revenues
$196,751 increase in expenditures
Landscaping and Environmental Enhancement Fund - $162,595 increase in revenues
$162,595 increase in expenditures

RECOMMENDATION: Adopt Ordinance No. 20-26-182 on second reading.

PUBLIC OUTREACH:

- Website
- Public Notice

ATTACHMENT: Ordinance No. 20-26-182

REVIEWED BY CITY MANAGER: Kevin Hogen

ORDINANCE NO. 20-26-182

AN ORDINANCE AMENDING THE OPERATING BUDGET FOR THE CITY OF ATLANTIC BEACH, FLORIDA, FOR FISCAL YEAR BEGINNING OCTOBER 1, 2025, AND ENDING SEPTEMBER 30, 2026; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Charter of the City of Atlantic Beach requires that the City Commission approve all budgetary increases and transfers at the fund level; and

WHEREAS, the nature of budgetary systems and those day-to-day decisions affecting such budgetary systems require adjustments from time to time; and

WHEREAS, the City is amending the operating budget to add net funds totaling $44,575 in the General Fund, $0 in the CDBG Fund and $0 in the Landscaping and Environmental Enhancement Fund; and

WHEREAS, the City of Atlantic Beach did not include the funding for these expenditures in the original adoption of the Fiscal Year 2025-26 Annual Operating Budget and therefore must amend the budget to have sufficient amounts within the General Fund, CDBG Fund and Landscaping and Environmental Enhancement Fund to fund the expenditures.

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

SECTION 1. The Fiscal Year 2025-26 Operating Budget is hereby amended as follows:

GENERAL FUND

Revenues:	
COJ Interlocal Agreement	($44,575)
Expenditures:	
Professional Services	$89,150
Fund Balance:	**($44,575)**

CDBG FUND

Revenues:	
Intergovernmental Grant	($196,751)
Expenditures:	
Park Improvements	$196,751

Fund Balance:	**$ 0.00**

LANDSCAPING AND ENVIRONMENTAL ENHANCEMENT FUND

Revenues:	
Planning and Zoning	($162,595)
Expenditures:	
Other Contractual Services	$162,595
Fund Balance:	**$ 0.00**

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

PASSED by the City Commission on first reading this 13th day of April 2026.
PASSED by the City Commission on second and final reading this 27th day of April 2026.

ATTEST:

Donna L. Bartle
City Clerk

Curtis Ford
Mayor

Approved as to form and correctness:

Jason Gabriel
City Attorney