AGENDA
FERNANDINA BEACH CITY COMMISSION
REGULAR MEETING
APRIL 21, 2026
6:00 PM
CITY HALL COMMISSION CHAMBERS
204 ASH STREET
FERNANDINA BEACH, FL 32034

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE / INVOCATION
Invocation by Reverend Ken Jones of Amelia Plantation Chapel.

4. PRESENTATIONS

4.1 **FERNANDINA BEACH MAIN STREET** - *Fernandina Beach Main Street Executive Director Ms. Lulu Huppmann will provide a synopsis of projects occurring within each of the four Main Street Councils (Promotions, Economic Vitality, Organization, and Design).*

4.2 **COLUMBARIUM —** *City staff and Marquis Latimer & Halback, Inc. representatives will present the Bosque Bello Cemetery columbarium design update.*

4.3 **INVESTMENT SUMMARY —** *Comptroller Susan Carless will review the Fiscal Year 2025/2026 second quarter Investment Summary and be available to answer any questions.*

4.4 **BUDGET SUMMARY** - *Comptroller Susan Carless will review the March 2026 budget summary and be available to answer any questions.*

4.5 **PROJECT/OPERATION UPDATES** — *Deputy City Manager Jeremiah Glisson and Halff & Associates representatives will provide an update on the Beach Parks Harmonization Plan.*

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDA OR THE CONSENT AGENDA

6. CONSENT AGENDA

6.1 **AUTHORIZATION TO PROSECUTE - ETHAN LITTLE -** RESOLUTION 2026-57 AUTHORIZING THE CITY ATTORNEY TO REPRESENT THE CITY TO PROSECUTE IN THE MATTER OF THE CITY OF FERNANDINA BEACH V. ETHAN LITTLE FOR UNSANITARY CONDITIONS AND ANIMAL NEGLECT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE. *Synopsis: authorizes the City Attorney to file legal action necessary to prosecute for negligent and unsanitary animal care.*

6.2 **BUDGET TRANSFER — DOWNTOWN CIRCULATION AND TRAFFIC STUDY -** RESOLUTION 2026-58 AUTHORIZING A BUDGET TRANSFER FOR THE COMPLETION OF THE DOWNTOWN CIRCULATION AND TRAFFIC STUDY, PROJECT #25075; AUTHORIZING ADMINISTRATIVE CORRECTION OF ERRORS; AUTHORIZING EXECUTION; AND

PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: authorizes a budget transfer for the Downtown Circulation and Traffic Study, Project # 25075, in the amount of $74,709.00.*

6.3 **PROTECTED HERITAGE TREE DESIGNATIONS – VARIOUS LOCATIONS** - RESOLUTION 2026-59 DESIGNATING TWELVE PROTECTED HERITAGE TREES: FOUR ON PRIVATE PROPERTIES: 409 NORTH 4TH STREET, 645 FERDINAND COURT, 904 CALHOUN STREET, AND 1717 BROOME STREET; FIVE IN PUBLIC RIGHT-OF-WAYS: 2500 ATLANTIC AVENUE, 6 ILAN CIRCLE, 19 NORTH WOLFF STREET, 134 NORTH 13TH STREET, AND 720 SOUTH 7TH STREET; AND THREE AT EGANS CREEK PARK; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: approves the designation of "Protected Heritage Tree" for four trees located on private property, five trees located on public rights-of-way, and three trees located at Egans Creek Park, in accordance with Land Development Code Section 4.05.15.*

6.4 **VOLUNTARY ANNEXATION AGREEMENT - BLOCK J, LOT 4, PALM DRIVE -** RESOLUTION 2026-60 APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE PARCEL CONTAINING APPROXIMATELY 0.23 ACRES OF LAND LOCATED AT BLOCK J, LOT 4, PALM DRIVE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: authorizes the extension of water services to one property located at Block J, Lot 4, Palm Drive, Parcel No. 00-00-30-042D-000J-0042 and approves the Voluntary Annexation Petition.*

7. RESOLUTIONS

7.1 **MEMORANDUM OF UNDERSTANDING - ORGANIZED FIREFIGHTERS OF FERNANDINA BEACH LOCAL UNION NO. 2836, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS AFL-CIO -** RESOLUTION 2026-61 APPROVING A MEMORANDUM OF UNDERSTANDING TO AMEND THE AGREEMENT WITH THE ORGANIZED FIREFIGHTERS OF FERNANDINA BEACH LOCAL UNION NO. 2836, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS AFL-CIO; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: approves an Amendment to the Labor Agreement between the City of Fernandina Beach and the Organized Firefighters of Fernandina Beach. The fiscal impact for FY 2026 will be minimal due to implementation beginning September 13, 2026. The fiscal impact for FY 2027 is estimated to be $75,000 in additional overtime costs.*

8. ORDINANCE - SECOND READING

8.1 **MASTER FEE SCHEDULE AMENDMENT** - ORDINANCE 2026-06 AMENDING THE MASTER FEE SCHEDULE ESTABLISHED BY ORDINANCE 2025-14 BY AMENDING THE CITY MANAGER'S OFFICE, GOLF CLUB, PLANNING AND CONSERVATION, STREETS, PUBLIC WORKS, UTILITIES, WATER, WASTEWATER, AND PARKS AND RECREATION FEE SCHEDULES; EXCLUDING WATER AND WASTEWATER CAPACITY FEES AND IMPACT FEES; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE. *Synopsis: Amends the Master Fee Schedule established by Ordinance 2025-14 to provide for amendments to the City Manager's Office, Golf Club, Planning and Conservation, Streets, Public Works, Utilities, Water, Wastewater, and Parks and Recreation fee schedules, in Fiscal year 2025/2026.*

9. DISCUSSION

9.1 **2026 REGULAR GENERAL ELECTION - BALLOT QUESTION** — *Synopsis: the City Commission failed to adopt the Paid Parking political committee Ordinance 2025-11. Accordingly, it*

must be presented to City voters at the next regular general election. Staff seeks Commission direction regarding whether a companion ballot question is desired.

10. CITY MANAGER REPORTS

11. CITY CLERK REPORTS

12. CITY ATTORNEY REPORTS

13. MAYOR/COMMISSIONER COMMENTS

14. ADJOURNMENT

- A THREE (3) MINUTE TIME LIMIT MAY BE IMPOSED FOR ALL SPEAKERS (EXCEPT IN A QUASI-JUDICIAL HEARING). A "REQUEST TO SPEAK" FORM IS AVAILABLE ON THE COUNTER AT THE ENTRANCE TO THE COMMISSION CHAMBERS. THE FORM SHOULD BE GIVEN TO THE CITY CLERK UPON COMPLETION.
- THE MAYOR WILL DETERMINE THE ORDER OF THE SPEAKERS AND MAY IMPOSE MORE RESTRICTIVE TIME LIMITS.
- ONE PERSON WILL SPEAK AT A TIME AND ADDRESS COMMENTS TO THE MAYOR, NOT INDIVIDUAL CITY COMMISSION MEMBERS.
- THE CITY COMMISSION MAY ASK QUESTIONS OF SPEAKERS WHO WILL HAVE ONE MINUTE TO RESPOND. ADDITIONAL TIME MAY BE GRANTED AT THE DISCRETION OF THE MAYOR OR BY A MOTION BY THE CITY COMMISSION.
- SPEAKERS MAY FILE COPIES OF THEIR REMARKS WITH THE CITY CLERK WHO WILL MAKE THEM AVAILABLE TO THE COMMISSION.
- MULTI-MEDIA PRESENTATIONS MUST BE SUBMITTED TO THE CITY CLERK NO LATER THAN THE FRIDAY BEFORE THE MEETING.
- FERNANDINA BEACH CITIZENS WILL SPEAK BEFORE NONRESIDENTS AND SPEAKERS WILL LIMIT REMARKS TO THE SPECIFIC SUBJECT MATTER.
- DISCUSSION – DIRECTION - ACTIONS ITEMS MAY BE ACTED UPON BY THE CITY COMMISSION BY EITHER A MOTION AND VOTE IN ACCORDANCE WITH ROBERTS RULES OF ORDER, OR BY A CONSENSUS OF THE CITY COMMISSION.
- PURSUANT TO RESOLUTION 95-32, IF AN ITEM IS NOT ON THE AGENDA IT REQUIRES A FOUR-FIFTHS VOTE OF THE CITY COMMISSION DECLARING THE ITEM AN EMERGENCY BEFORE ACTION CAN BE TAKEN.
- *QUASI-JUDICIAL* - DENOTES THAT THE ITEM MUST BE CONDUCTED AS A QUASI-JUDICIAL HEARING IN ACCORDANCE WITH CITY COMMISSION ESTABLISHED PROCEDURE AND FLORIDA STATUTES. ANY PERSON WISHING TO APPEAL ANY QUASI-JUDICIAL DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS, AND, FOR SUCH PURPOSES, MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.
- AT THE DISCRETION OF THE MAYOR, A RECESS MAY BE SCHEDULED EVERY NINETY MINUTES.

Persons with disabilities requiring accommodations in order to participate should contact the City Clerk at (904) 310-3115 or TTY/TDD 711 (for the hearing or speech impaired).

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Presentation
Fernandina Beach Main Street Program

ITEM TYPE: Presentation

REQUESTED ACTION: Presentation

SYNOPSIS: Fernandina Beach Main Street Executive Director Ms. Lulu Huppmann will provide a synopsis of projects occurring within each of the four Main Street Councils (Promotions, Economic Vitality, Organization, and Design).

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Jeremiah Glisson, Deputy City Manager	04/07/2026
Sarah Campbell, City Manager	04/08/2026

Submitted By: Jeremiah Glisson, Deputy City Manager Date: March 24, 2026

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Presentation
Bosque Bello Cemetery Columbarium

ITEM TYPE: Presentation

REQUESTED ACTION: Presentation

SYNOPSIS: The City Commission, at their May 6, 2025, workshop, reached majority consensus to re-enlist Marquis Latimer + Halback Inc. for Bosque Bello Cemetery Columbarium design services.

City staff and Marquis Latimer + Halback Inc. representatives will present the columbarium design update, which is 90% complete, and present estimated costs.

FISCAL IMPACT: Fiscal impact will be based upon City Commission direction.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): At the pleasure of the City Commission.

Scott Mikelson, Parks and Recreation Director	04/06/2026
Kimberly Elliott-Briley, Deputy City Clerk	04/07/2026
Jeremiah Glisson, Deputy City Manager	04/07/2026
Sarah Campbell, City Manager	04/08/2026

Date: January 08, 2026

Submitted By: Jeremiah Glisson, Deputy City Manager

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Presentation
Investment Summary

ITEM TYPE: Presentation

REQUESTED ACTION: Presentation

SYNOPSIS: Comptroller Susan Carless will present the Fiscal Year 2025/2026 second quarter Investment Summary and be available to answer any questions.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Susan Carless, Comptroller	04/12/2026
Jeremiah Glisson, Deputy City Manager	04/13/2026
Sarah Campbell, City Manager	04/13/2026

Susan Carless

Submitted By: Susan Carless, Comptroller Date: March 30, 2026

COMMISSION ACTION:

Investment Summary

FERNANDINA BEACH
FLORIDA

April 17, 2026

Resolution 2005-145 established an investment policy which requires quarterly reports to be submitted to the Commission and City Manager.

Description of Accounts

Ameris Bank – Insured Cash Sweep

Ameris Bank is the agent managing the placement of funds in insured deposit accounts

First Federal Bank– Interest Bearing Checking Account

These are the City's operating funds

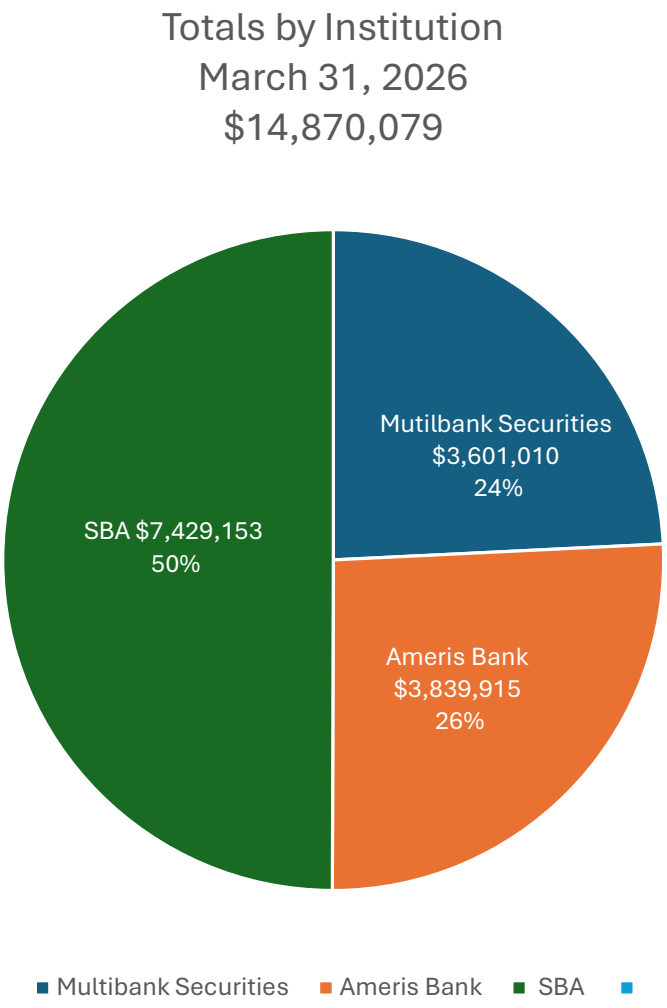
Multi-Bank Securities (MBS) – DTC Eligible Certificates of Deposit

MBS provides a service for acquiring, selling, and tracking insured CD's

Florida Prime (SBA) – Florida State Board of Administration

Local Government Investment Pool

March 31, 2026 Ending Balances



YTD FY 2026 Returns

Investment Performance Measure = 3%

Institution	Average Balance	Interest Earned	Annualized Return
Ameris Bank	$3,817,570	$51,528	2.70%
Multibank Securities	3,404,126	70,027	4.11%
SBA	7,370,058	146,315	3.97%
*First Federal	45,100,115	346,621	1.50%

Questions?



CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT:	Presentation Budget Summary
ITEM TYPE:	Presentation

REQUESTED ACTION: Presentation

SYNOPSIS: Comptroller Susan Carless will review the March 2026 budget summary and be available to answer any questions.

FISCAL IMPACT: N/A

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): N/A

Pauline Testagrose, Comptroller	04/12/2026
Jeremiah Glisson, Deputy City Manager	04/13/2026
Jeremiah Glisson, Deputy City Manager	04/13/2026
Sarah Campbell, City Manager	04/13/2026

Kimberly Elliott-Briley

Date: July 25, 2025

Submitted By: Kimberly Elliott-Briley, Deputy City Clerk

COMMISSION ACTION:

City of Fernandina Beach
Accounts Receivable Analysis

3/31/2026

Utility Billing - Current Accounts

Number of Customers		Delinquency Days	$		Avg Monthly Billing
9,879	**Active Customers**				**$ 1,313,566.74**
575		30	66,663.54		
69		60	5,381.50	*	*payment terms
9		90	1,144.05	*	
10		120+	2,205.64	*	
395		**Total**	**$ 75,394.73**		

Utility Billings - Closed accounts (including accts not yet turned over to Collection Agency)

39 accts. w/delinquent balances	**$**	**6,588.72**

Utility Billings in Collections

Year based on final billing date	# of Accounts Transferred	Amt of $ Transferred	Amt of $ Recovered by CCI	Amt of $ Recovered by UB	**Total $ Recovered**	**% recovered**
			-			
2020 Charged Off	Effective 8/5/2024	-	-	-		**0.00%**
2021 Charged Off	Effective 8/29/2025	-	-	-		**0.00%**
2022 (thru Dec)	160	36,547.73	2,602.23	8,651.57		**30.79%**
2023 (thru Dec)	164	38,993.44	1,302.40	11,094.71		**31.79%**
2024 (thru Dec)	211	34,120.61		4,036.22		**11.83%**
2025 (thru Nov)	144	39,338.93	196.32	1,125.20		**3.36%**
		$ 149,000.71	$ 4,100.95	$ 24,907.70	**$ 29,008.65**	**19.47%**
Recovered to date		$ (29,008.65)				
Balance currently at CCI		**$ 119,992.06**				

Airport

Number of Customers		Delinquency Days	$		Avg Mo'ly Billing	
77	**ALL Customers**				**$74,588.46**	
8		30	22,554.08			
3		60	5,569.04			
0		90	-			
0		120+	-			
8		**Sub Total**	**$ 28,123.12**			**$ 28,123.12**

Marina

					Avg Monthly Billing
440	**# of Customers**				**$190,000**
# of Customers with balanced in each aging category		**Delinquency Days**	**Amount**		
4		30	19,043.87		
4		60	$ 11,289		
4		90	$ -		
0		>90	$ -		
			-		
			$ 30,333		
	Customer paid in Advance		$ (43,710)	Deposit	
	Total A/R Balance		**$ (13,377)**		

Peck Center & Other City Leases

Number of Customers		Delinquency Days	$	Avg Mo'ly Billing
5	**ALL Customers**			**2,195.33**
0		30	-	
0		60	-	
0		90	-	
0		120+	-	
0		**Sub Total**	**$ -**	

CITY OF FERNANDINA BEACH
MONTHLY BUDGET REPORT
FISCAL YEAR TO DATE THROUGH MARCH 2026

50.0% % of Year Completed

GENERAL FUND (001)	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
REVENUES:									
Property Taxes	$ 21,219,017	286,493	$ 19,817,701	$ (1,401,316)	93.4%	19,288,395	237,148	$ 17,994,688	93.3%
Sales /Use/Fuel Taxes	3,287,738	180,344	1,576,214	(1,711,524)	47.9%	3,185,849	178,952	1,549,786	48.6%
Franchise Fees	1,787,000	208,699	998,389	(788,611)	55.9%	1,587,000	170,805	898,552	56.6%
Licenses/Permits	524,100	28,891	327,235	(196,865)	62.4%	499,800	44,979	413,321	82.7%
Intergovernmental	1,800,623	126,508	1,256,392	(544,231)	69.8%	2,109,659	121,482	1,029,850	48.8%
Charges for Services	1,727,714	231,459	1,043,297	(684,417)	60.4% 1	1,889,103	115,860 1	1,084,377 1	57.4%
Fines and Forfeitures	36,000	1,445	8,282	(27,718)	23.0%	29,500	3,301	25,050	84.9%
Other	700,327	46,976	217,738	(482,589)	31.1%	375,428	50,887	329,519	87.8%
Subtotal	31,082,519	1,110,815	25,245,247	(5,837,272)	81.2%	28,964,734	923,414	23,325,143	80.5%
Transfers/Reimbursements									
Utility Tax	2,500,000	208,333	1,250,000	(1,250,000)	50.0%	2,500,000	208,333	1,250,000	50.0%
Sanitation	40,000	3,333	20,000	(20,000)	50.0%	40,000	3,333	20,000	50.0%
Wastewater	360,000	30,000	180,000	(180,000)	50.0%	360,000	30,000	180,000	50.0%
Water	120,000	10,000	60,000	(60,000)	50.0%	120,000	10,000	60,000	50.0%
Fleet	-	-	-	-		-	-	-	
Total Revenues (excluding cash balance)	34,102,519	1,362,482	26,755,248	(7,327,272)	78.5%	31,984,734	1,175,081	24,835,143	77.6%

CITY OF FERNANDINA BEACH
MONTHLY BUDGET REPORT
FISCAL YEAR TO DATE THROUGH MARCH 2026

50.0% % of Year Completed

GENERAL FUND (001)	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
EXPENDITURES:									
City Commission	270,467	26,420	140,420	130,047	51.9%	282,968	24,444	134,682	47.6%
City Clerk	975,473	58,347	499,375	476,098	51.2%	912,680	49,458	476,018	52.2%
City Manager	752,047	67,434	361,802	390,245	48.1%	635,413	41,285	226,812	35.7%
Finance	1,138,427	75,379	578,061	560,366	50.8%	1,002,858	65,807	482,846	48.1%
Information and Technology	1,091,151	86,850	551,522	539,629	50.5%	1,223,897	66,679	535,757	43.8%
Human Resources	516,348	36,776	227,843	288,505	44.1%	475,097	33,725	224,388	47.2%
City Attorney	662,427	34,765	284,099	378,328	42.9%	746,340	143,463	380,480	51.0%
Planning	931,755	47,593	359,349	572,406	38.6%	1,166,192	54,170	312,369	26.8%
Planning - Greenway	348,426	15,646	100,875	247,551	29.0%	483,056	15,356	77,081	16.0%
Non-Departmental	347,306	25,118	163,992	183,314	47.2%	346,822	10,512	159,113	45.9%
Facility Maintenance	1,004,616	78,261	510,863	493,753	50.9%	1,069,192	61,838	414,778	38.8%
Police	7,953,079	595,764	3,363,481	4,589,598	42.3%	7,461,037	493,242	3,163,375	42.4%
Fire	7,935,141	684,329	3,393,502	4,541,639	42.8%	6,616,833	465,743	2,888,145	43.6%
Fire - Ocean Rescue	1,165,327	59,358	290,739	874,588	24.9%	916,121	91,569	252,335	27.5%
Fire - Beach Rangers	0	-	0	- (1)	0.0%	123,481	3,766	14,631	11.8%
Building - Flood Plain	52,028	5,522	30,486	21,542	58.6%	11,878	-	0	0.0%
Code Enforcement	536,466	28,129	223,672	312,794	41.7%	427,497	25,541	193,020	45.2%
Streets	2,047,357	159,458	833,376	1,213,981	40.7%	2,026,618	155,235	839,686	41.4%
Downtown	437,350	25,241	155,892	281,458	35.6%	387,516	23,917	81,428	21.0%
Public Assistance	142,500	17,500	43,125	99,375	30.3%	134,100	26,507	50,243	37.5%
Library	63,191	15,424	24,349	38,842	38.5%	33,711	3,923	10,162	30.1%
Recreation	1,541,847	138,953	672,666	869,181	43.6%	1,520,610 2	100,371	595,227	39.1%
Parks	1,953,950	131,995	891,831	1,062,119	45.6%	1,789,438	129,666	673,317	N/A
Peck	460,483	30,189	181,561	278,922	39.4%	576,779	32,730	177,084	N/A
MLK Center	158,263	15,022	50,632	107,631	32.0%	131,213	10,967	41,891	N/A
Youth	400,284	20,735	126,028	274,256	31.5%	515,816	17,931	105,890	N/A
Aquatics	568,116	44,212	185,165	382,951	32.6%	601,060	44,327	165,575	N/A
Contingency	**512,203**	**-**	**0**	**512,203**	**0.0%**	**334,570**	**-**	**0**	**0.0%**
Transfers									
Land Conservation	0	-	0	-	0.0%	75,000	4,167	50,000	66.7%
Capital Improvements	2,540,207	211,684	1,270,103	1,270,104	50.0%	1,990,772	165,898	995,386	50.0%
Golf	429,384	35,782	214,692	214,692	50.0%	890,000	74,167	445,000	50.0%
Airport	296,438	24,703	148,219	148,219	50.0%	296,475	24,706	148,238	50.0%
Marina	654,589	54,549	327,295	327,294	50.0%	770,062	64,172	385,031	50.0%
Fleet	306,753	25,563	153,377	153,377	50.0%	-	-	0	0.0%
Subtotal	38,193,399	2,876,701	16,358,390	21,835,009	42.8%	35,975,102	2,525,279	14,699,989	40.9%
Encumbrances - All Departments		827,972	827,972	(827,972)			641,289	641,289	
Reserves	6,747,862	0	0	6,747,862		6,249,353			
Reserves - Restricted	-	-	-	0					
Total Expenditures (including Encumbranc	44,941,261	3,704,673	17,186,362	27,754,899	38.2%	42,224,455	3,166,568	15,341,278	36.3%
EXCESS (DEFICIENCY) OF REVENUES OVER E	(10,838,742)	(2,342,191)	9,568,885	20,407,627		(10,239,721)	(1,991,487)	9,493,864	
Fund Balance, October 1, 2025 (Cash Balance)									
Unrestricted	11,195,879	11,195,879	11,195,879	-		10,239,721	10,239,721	10,239,721	
Fund Balance	$ 357,137	8,853,688	$ 20,764,764	$ 20,407,627		-	8,248,234	$ 19,733,585	

1. Fire Beach Rangers is combined with Fire Ocean Rescue for FY 2026.

CITY OF FERNANDINA BEACH
MONTHLY BUDGET REPORT
FISCAL YEAR TO DATE THROUGH MARCH 2026

50.0% % of Year Completed

SPECIAL REVENUE FUNDS

FUND #	NAME OF FUND	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
REVENUES										
100	Law Enforcement Trust (LETF)	$ 4,245	18	$ 9,688	$ 5,443	228.2%	$ 4,077	$ 6	$ 37	0.9%
110	Federal Forfeiture	91,850	753	2,595	(89,255)	2.8%	61,619	3,587	7,305	11.9%
125	Tree Trust	530,266	13,578	39,404	(490,862)	7.4%	508,427	3,398	46,266	9.1%
126	Historic District (HDC)	77,140	1,608	4,676	(72,464)	6.1%	102,888	2,071	5,900	5.7%
127	Parking Special Revenue Fund	840,000	185,645	300,589	(539,411)	35.8%	-	-	0	#DIV/0!
135	Land Conservation Trust	259,943	332	1,971	(257,972)	0.8%	238,577	4,497	142,723	59.8%
140	Building Fees Fund	2,023,007	60,438	451,680	(1,571,327)	22.3%	2,798,071	67,702	583,446	20.9%
145	Wastewater Capacity Fees	1,451,727	36,112	105,026	(1,346,701)	7.2%	1,341,749	26,625	334,635	24.9%
146	Water Capacity Fees	189,562	5,787	23,719	(165,843)	12.5%	164,638	4,493	67,875	41.2%
150	Utility Tax	3,292,168	109,745	1,224,348	(2,067,820)	37.2%	2,890,253	228,483	1,242,317	43.0%
170	Cemetery	1,926,581	23,881	127,828	(1,798,753)	6.6%	1,772,720	31,519	100,541	5.7%
180	Community Redevelopment Area	992,266	607	3,825	(988,441)	0.4%	1,391,728	1,530	9,615	0.7%
190	Law Enforcement Recovery	1,026,117	23,566	141,661	(884,456)	13.8%	529,318	28,689	179,349	33.9%
	Total Revenues	$ 12,704,872	462,069	$ 2,437,010	$ (10,267,862)	19.2%	11,804,065	402,601	$ 2,720,010	23.0%
EXPENDITURES:										
100	Law Enforcement Trust (LETF)	$ 4,245	-	$ -	$ 4,245	0.0%	$ 4,077	-	$ -	0.0%
110	Federal Forfeiture	91,850.00	-	-	91,850.00	0.0%	61,619	-	0	0.0%
125	Tree Trust	530,266.00	2,375.66	31,554.68	498,711.32	6.0%	508,427	2,993	29,382	5.8%
126	Historic District (HDC)	77,140.00	-	-	77,140.00	0.0%	102,888	-	1,666	1.6%
127	Parking Special Revenue Fund	805,000.00	45,836.18	142,712.08	662,287.92	17.7%	N/A	N/A	N/A	
135	Land Conservation Trust	259,943.00	-	-	259,943.00	0.0%	238,577	-	1,294	0.5%
140	Building Fees Fund	2,023,007.00	104,160.69	795,098.27	1,227,908.73	39.3%	2,798,071	77,705	685,668	24.5%
145	Wastewater Capacity Fees	1,451,727.00	41,666.67	249,999.98	1,201,727.02	17.2%	1,341,749	41,667	250,000	18.6%
146	Water Capacity Fees	189,562.00	2,083.33	12,500.02	177,061.98	6.6%	164,638	2,083	12,500	7.6%
150	Utility Tax	3,292,168.00	208,333.33	1,250,000.02	2,042,167.98	38.0%	2,890,253	208,333	1,250,000	43.2%
170	Cemetery	1,926,581.00	25,544.57	65,066.02	1,861,514.98	3.4%	1,772,720	9,976	58,814	3.3%
180	Community Redevelopment Area	992,266.00	9,586.08	124,304.88	867,961.12	12.5%	1,391,728	13,135	30,382	2.2%
190	Law Enforcement Recovery	1,026,117.00	27,967.84	173,532.03	852,584.97	16.9%	529,318	5,925	$ 12,676	2.4%
	Total Expenditures	$ 12,669,872	467,554	$ 2,844,768	$ 9,825,104	22.5%	11,804,065	361,817	$ 2,332,381	19.8%

SPECIAL RESERVE FUND BALANCES		BEGINNING	CURRENT MONTH ACTIVITY	YTD ACTIVITY	ENDING BALANCE
100	Law Enforcement Trust (LETF)	4,190	18	9,688	13,878
110	Federal Forfeiture	108,287	753	2,595	110,882
125	Tree Trust	568,631	11,203	7,850	576,481
126	Historic District (HDC)	119,861	1,608	4,676	124,538
127	Parking Special Revenue Fund	-	139,809	157,877	157,877
135	Land Conservation Trust	258,413	332	1,971	260,383
140	Building Fees Fund	1,661,848	(43,723)	(343,418)	1,318,430
145	Wastewater Capacity Fees	351,028	(5,555)	(144,974)	206,054
146	Water Capacity Fees	109,260	3,704	11,219	120,480
150	Utility Tax	1,128,738	(98,589)	(25,652)	1,103,086
170	Cemetery	1,743,805	(1,663)	62,762	1,806,567
180	Community Redevelopment Area	591,307	(8,979)	(120,480)	470,828
190	Law Enforcement Recovery	423,599	(4,402)	(31,871)	391,728

Special Revenue Funds - amounts shown include budgeted cash balance forward and reserves.

CITY OF FERNANDINA BEACH
MONTHLY BUDGET REPORT
FISCAL YEAR TO DATE THROUGH MARCH 2026

50.0% % of Year Completed

CAPITAL PROJECTS FUNDS

FUND #	NAME OF FUND	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
300	Capital Improvement									
	Revenues	$ 11,994,685	222,130	$ 1,384,950	$ (10,609,735)	11.5%	8,805,899	194,311	$ 2,197,409	25.0%
	Expenses									
	General Government	$ 2,515,958	$ 36,428	$ 617,170	$ 1,898,788	24.5%	3,889,595	-	314,703	8.1%
	Information Technology	170,000	118,461	118,461	51,539	69.7%	150,000	-	-	0.0%
	Police	417,237	-	417,236	1		488,115	-	-	
	Fire	636,545	-	116,300	520,245	18.3%	447,173	-	-	0.0%
	Streets	1,393,391	-	616,674	776,717	44.3%	1,625,400	511,994	1,102,937	67.9%
	Library	20,000	-	19,980	20	99.9%	-	-	-	#DIV/0!
	Recreation	6,888,709	3,041	161,118	6,727,591	2.3%	1,073,089	7,800	235,937	22.0%
	Parks	110,000	71,386	71,386	38,614	64.9%	929,527	10,000	10,000	1.1%
	Peck	-	-	-	-	#DIV/0!	30,000	-	29,836	99.5%
	MLK	200,000	-	-	200,000	0.0%	85,000	-	-	0.0%
	Aquatics	-	-	-	-	#DIV/0!	88,000	-	77,035	87.5%
	Subtotal	12,351,840	229,315	2,138,325	10,213,515	17.3%	8,805,899	529,794	1,770,448	20.1%
	Net Revenues(Expenses)	$ (357,155)	(7,185)	$ (753,375)	$ 396,220		-	(335,484)	$ 426,961	4.8%
310	Capital Expansion									
	Revenues									
	Grants/Interest/Loan	$ 197,000	9,583	$ 108,313	$ (88,687)	55.0%	$ 1,750,000	12,494	$ 75,737	4.3%
	Admin	1,911,109	4,184	30,501	(1,880,608)	1.6%	1,758,029	2,559	# 84,473	4.8%
	Police	598,336	2,473	18,023	(580,313)	3.0%	658,343	1,512	# 49,641	7.5%
	Fire	645,566	3,424	24,956	(620,610)	3.9%	473,217	2,093	# 68,973	14.6%
	Sanitation	-	-	-	-	0.0%	-	-	# -	
	Recreation	3,158,157	26,096	190,107	(2,968,050)	6.0%	4,990,980	15,242	# 273,495	5.5%
	Subtotal	6,510,168	45,760	371,900	(6,138,268)	5.7%	9,630,569	33,900	552,320	5.7%
	Expenses									
	Admin	$ 1,966,886	$ 26,330	$ 26,330	$ 1,940,556	1.3%	1,769,888	-	-	0.0%
	Police	614,915	-	-	$ 614,915	0.0%	662,623	12,350	39,907	6.0%
	Fire	662,984	-	-	$ 662,984	0.0%	476,029	-	-	0.0%
	Recreation	3,265,383	361,126	743,356	$ 2,522,027	22.8%	6,722,029	1,046	90,492	1.3%
	Subtotal	6,510,168	387,455	769,686	5,740,482	11.8%	9,630,569	13,396	130,399	1.4%
	Net Revenues(Expenses)	$ -	(341,695)	$ (397,786)	$ (397,786)	-6.1%	-	20,503	$ 421,920	4.4%
315	American Rescue Plan Act Capital Fund (ARPA)									
	Revenues									
	State Grant	$ -	-	$ -	$ -	0.0%	$ -	-	$ -	0.0%
	Other Grant	-	-	-	-	0.0%	-	-	-	0.0%
	Interest	10,000	2,678	16,605	6,605	166.0%	15,000	4,901	31,288	208.6%
	From General Fund	-	-	-	-	0.0%	-	-	-	0.0%
	Cash Balance Forward	2,406,855	-	-	(2,406,855)	0.0%	3,456,903	-	-	0.0%
	Subtotal	2,416,855	2,678	16,605	(2,400,250)	0.7%	3,471,903	4,901	31,288	0.9%
	Expenses									
	Operating	$ -	$ -	-	$ -	0.0%	$ -	$ -	$ -	0.0%
	Admin	$ 2,416,855	$ 24,254	176,132	2,240,723	7.3%	3,471,903	32,782	197,141	5.7%
	Airport	$ -	$ -	-	-	0.0%	-	-	-	0.0%
	Stormwater	$ -	$ -	-	-	0.0%	-	-	-	0.0%
	Marina	$ -	$ -	-	-	0.0%	-	-	-	0.0%
	Recreation	$ -	$ -	-	-	0.0%	-	-	-	0.0%
	Subtotal	2,416,855	24,254	176,132	2,240,723	7.3%	3,471,903	32,782	197,141	5.7%
	Net Revenues(Expenses)	$ -	(21,576)	$ (159,527)	$ (159,527)	0.0%	-	(27,881)	$ (165,852)	-4.8%

CITY OF FERNANDINA BEACH
MONTHLY BUDGET REPORT
FISCAL YEAR TO DATE THROUGH MARCH 2026

50.0% % of Year Completed

CAPITAL PROJECTS FUNDS

FUND #	NAME OF FUND	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
330	Wastewater Improvement									
	Revenues	$ 12,517,362	23,238	$ 140,044	$ (12,377,318)	1.1%	11,092,105	61,138	$ 373,410	3.4%
	Expenses	12,517,362	-	65,195	12,452,167	0.5%	11,092,105	498	267,555	2.4%
	Net Revenues(Expenses)	$ -	23,238	$ 74,849	$ 74,849	0.0%	-	60,641	$ 105,855	

CITY OF FERNANDINA BEACH
MONTHLY BUDGET REPORT
FISCAL YEAR TO DATE THROUGH MARCH 2026

50.0% % of Year Completed

ENTERPRISE FUNDS	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
Golf Course Fund 410									
Operating Revenues	$ 2,397,800	$ 288,774	$ 1,553,357	$ (844,443)	64.8%	$ 2,310,063	$ 225,649	$ 1,135,975	49.2%
Operating Expense*	2,597,163	202,058	1,041,145	1,556,018	40.1%	2,448,000	188,076	939,431	38.4%
Operating Income (Loss)	(199,363)	86,717	512,213	711,576	-256.9%	(137,937)	37,572	196,544	-142.5%
Non Operating Income (Expense) & T	330,976	40,783	171,036	(159,940)	51.7%	725,794	73,338	373,243	51.4%
Change in Net Position	$ 131,613	$ 127,500	$ 683,249	$ 551,636	519.1%	$ 587,857	$ 110,910	$ 569,787	96.9%
Airport Fund 420									
Operating Revenues	$ 1,039,392	$ 104,510	$ 573,604	$ (465,788)	55.2%	$ 1,055,312	$ 93,335	$ 550,942	52.2%
Operating Expense*	1,589,999	174,070	494,498	1,095,501	31.1%	1,302,215	51,278	227,172	17.4%
Operating Income (Loss)	(550,607)	(69,561)	79,107	629,714	-14.4%	(246,903)	42,057	323,770	-131.1%
Non Operating Income (Expense) & T	5,686,102	458,394	706,495	(4,979,607)	12.4%	6,352,276	986,314	1,729,573	27.2%
Change in Net Position	$ 5,135,495	$ 388,834	$ 785,602	$ (4,349,893)	15.3%	$ 6,105,373	$ 1,028,371	$ 2,053,343	33.6%
Sanitation Fund 440									
Operating Revenues	$ 2,948,190	$ 248,395	$ 1,508,693	$ (1,439,497)	51.2%	$ 2,676,000	$ 235,207	$ 1,387,021	51.8%
Operating Expense*	2,872,207	232,029	1,213,861	1,658,346	42.3%	2,888,931	221,298	1,214,738	42.0%
Operating Income (Loss)	75,983	16,366	294,832	218,849	388.0%	(212,931)	13,908	172,283	-80.9%
Non Operating Income (Expense) & T	164,500	59,229	87,899	(76,601)	53.4%	61,600	(532)	46,274	75.1%
Change in Net Position	$ 240,483	$ 75,595	$ 382,731	$ 142,248	159.2%	$ (151,331)	$ 13,376	$ 218,557	-144.4%
Wastewater Fund 450									
Operating Revenues	$ 7,039,355	$ 660,309	$ 3,769,333	$ (3,270,022)	53.5%	$ 6,721,048	$ 578,554	$ 3,486,417	51.9%
Operating Expense*	4,776,705	363,855	2,001,583	2,775,122	41.9%	4,235,263	344,142	1,819,719	43.0%
Operating Income (Loss)	2,262,650	296,454	1,767,750	(494,900)	78.1%	2,485,785	234,411	1,666,698	67.0%
Non Operating Income (Expense) & T	(793,991)	(65,852)	(321,907)	472,084	40.5%	(1,218,588)	(102,890)	(606,010)	49.7%
Change in Net Position	$ 1,468,659	$ 230,602	$ 1,445,843	$ (22,816)	98.4%	$ 1,267,197	$ 131,522	$ 1,060,689	83.7%
Water Fund 460									
Operating Revenues	$ 5,471,150	$ 477,383	$ 2,770,505	$ (2,700,645)	50.6%	$ 5,205,326	$ 401,314	$ 2,544,326	48.9%
Operating Expense*	3,619,725	274,124	1,609,952	2,009,773	44.5%	3,709,722	232,498	1,476,951	39.8%
Operating Income (Loss)	1,851,425	203,259	1,160,553	(690,872)	62.7%	1,495,604	168,816	1,067,375	71.4%
Non Operating Income (Expense) & T	(1,532,580)	(114,691)	(744,185)	788,395	48.6%	(1,511,447)	(119,076)	(711,715)	47.1%
Change in Net Position	$ 318,845	$ 88,568	$ 416,368	$ 97,523	130.6%	$ (15,843)	$ 49,740	$ 355,660	-2244.9%
Stormwater Fund 470									
Operating Revenues	$ 1,065,355	$ 94,698	$ 567,978	$ (497,378)	53.3%	$ 1,016,560	$ 88,851	$ 532,732	52.4%
Operating Expense*	946,139	111,494	396,484	549,655	41.9%	1,375,768	83,741	539,912	39.2%
Operating Income (Loss)	119,216	(16,796)	171,494	52,278	143.9%	(359,208)	5,111	(7,180)	2.0%
Non Operating Income (Expense) & T	379,503	(83,000)	(64,135)	(443,638)	-16.9%	666,265	-	(109,328)	-16.4%
Change in Net Position	$ 498,719	$ (99,796)	$ 107,358	$ (391,361)	21.5%	$ 307,057	$ 5,111	$ (116,508)	-37.9%
Marina Fund 480									
Operating Revenues	$ 3,355,453	$ 242,671	$ 1,700,073	$ (1,655,380)	50.7%	$ 3,304,873	$ 258,329	$ 1,587,614	48.0%
Operating Expense*	3,068,815	215,263	1,446,048	1,622,767	47.1%	3,073,777	275,098	1,405,032	45.7%
Operating Income (Loss)	286,638	27,408	254,025	(32,613)	88.6%	231,096	(16,769)	182,582	79.0%
Non Operating Income (Expense) & T	495,041	50,276	485,356	(9,685)	98.0%	531,818	312,330	556,770	104.7%
Change in Net Position	$ 781,679	$ 77,684	$ 739,382	$ (42,297)	94.6%	$ 762,914	$ 295,562	$ 739,352	96.9%
*Does not include Depreciation Expense and Encumbrances.									
Capital Outlay by Fund									
Golf Course Fund 410	$ 327,000	$ 158,079	$ 202,863	$ 124,137	62.0%	$ 437,706	$ 34,219	$ 260,991	59.6%
Airport Fund 420	5,084,836	439,743	570,931	$ 4,513,905	11.2%	7,672,754	869,397	1,761,038	23.0%
Sanitation Fund 440	270,000	-	218,236	51,764	80.8%	20,000	-	-	0.0%
Wastewater Fund 450	2,425,842	17,667	973,047	1,452,795	40.1%	2,220,087	91,317	874,639	39.4%
Water Fund 460	1,919,373	713	888,899	1,030,474	46.3%	1,924,300	521,824	997,073	51.8%
Stormwater Fund 470	326,440	13,717	15,671	310,769	4.8%	1,355,486	(740)	10	0.0%
Marina Fund 480	958,124	5,458	233,355	724,769	24.4%	1,807,959	488,213	554,829	30.7%
Total Enterprise Funds	$ 11,311,615	$ 635,376	$ 3,103,003	$ 8,208,612	27.4%	$ 15,438,292	$ 2,004,231	$ 4,448,580	28.8%

City of Fernandina Beach
Total Golf Course Fund 410
Year to Date to March 2026

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
410	R	34710	GREEN FEES	(775,000)	(487,682)	(123,077)	(287,318)
		34713	GOLF CARTS	(460,000)	(307,390)	(63,540)	(152,610)
		34714	RANGE FEES	(160,000)	(89,071)	(21,505)	(70,929)
		34733	MEMBERSHIPS	(300,000)	(294,099)	(6,650)	(5,901)
		36990	OTHER REVENUE	0	4,867	4,739	(4,867)
		38101	FROM GENERAL FUND	(429,384)	(214,692)	(35,782)	(214,692)
		36992	GAIN ON SALE OF ASSET	(20,000)	(11,264)	(2,525)	(8,736)
		36110	INTEREST	0	(3,048)	(570)	3,048
		36980	CREDIT CARD CONVENIENCE FEES	(45,000)	(28,471)	(6,646)	(16,529)
	R Total			**(2,189,384)**	**(1,430,851)**	**(255,555)**	**(758,533)**
	E	51200	SALARIES	467,559	209,204	36,541	258,355
		51350	PART-TIME	434,791	168,295	30,825	266,496
		51400	OVERTIME	15,000	4,444	0	10,557
		52100	FICA	70,666	30,445	5,140	40,221
		52200	RETIREMENT	100,743	44,491	7,670	56,252
		52300	HEALTH INSUR	75,449	30,509	5,959	44,940
		52301	LIFE INSUR	1,407	693	120	715
		52350	OPEB COSTS	794	397	66	397
		52400	WORKERS' COMP	10,036	3,133	522	6,903
		53100	PROFESSIONAL SERVICES	2,500	1,057	180	1,443
		53200	AUDITING	3,221	1,610	268	1,611
		53400	CONTRACTUAL	23,224	10,518	3,660	12,706
		54000	TRAINING/TRAVEL	1,850	1,060	0	790
		54100	COMM - PHONE/FAX/ALARM	2,388	1,500	45	888
		54101	COMMUNICATIONS-CELLULAR	480	225	(200)	255
		54103	COMMUNICATIONS-INTERNET	3,520	1,330	500	2,190
		54200	POSTAGE	100	0	0	100
		54300	UTILITIES ELECTRIC	72,000	29,582	9,493	42,418
		54310	UTILITIES-WATER & WASTEWATER	8,100	3,861	1,290	4,239
		54400	RENTALS/LEASES	9,400	0	0	9,400
		54500	INSURANCE	46,280	17,257	2,876	29,023
		54610	R/M BLDG & GROUNDS	37,800	6,164	4,218	11,428
		54611	R/M FACILITIES	20,050	11,441	1,317	8,609

City of Fernandina Beach
Total Golf Course Fund 410
Year to Date to March 2026

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
		54620	R/M EQUIPMENT	42,000	19,807	4,092	22,193
		54630	R/M VEHICLES-LABOR	1,000	1,006	94	(6)
		54640	R/M VEHICLES-PARTS	750	154	26	596
		54800	PROMOTIONAL	18,549	9,873	307	8,676
		55100	OFFICE SUPPLIES	1,000	605	126	395
		55200	OPERATING SUPPLIES	140,315	41,562	11,270	98,753
		55210	UNIFORMS	2,500	2,395	0	105
		55220	JANITORIAL SUPPLIES	4,400	1,395	0	3,005
		55230	GAS/OIL	21,000	9,588	3,746	11,412
		55240	CHEMICALS	180,000	36,378	5,577	134,095
		55400	BOOKS/SUBS/DUES	2,545	780	335	1,765
		55550	F&B COST OF SALES	0	(84)	0	84
		56400	MACH/EQUIP	5,000	4,188	0	812
			TRI DECK MOWER RE#823	18,139	18,139	18,139	0
			DAKOTA SPREADER RE#809	24,000	22,810	22,810	1,190
			CUSHMAN HAULER UTLTY CART-872	12,000	11,495	0	505
			BUFFALO BLOWER RE826	12,000	10,880	10,880	1,120
			GRASSHOPPER MOWER RE#829	28,000	26,542	26,542	1,458
			JOHN DEER GATOR RE#805	38,000	36,685	36,685	1,315
			CLUBCAR CUSHMAN	11,861	11,495	0	366
			IRRIGATION SYSTEM UPGRADE	105,000	0	0	15,089
			RANGE BALL DISPENSER	16,000	10,630	10,435	5,370
		57100	PRINCIPAL	144,000	71,000	0	73,000

City of Fernandina Beach
Total Golf Course Fund 410
Year to Date to March 2026

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
		57200	INTEREST	19,408	10,572	0	8,836
		55201	CREDIT CARD FEES	54,000	32,491	7,508	21,509
		56300	GOLF CLUBHOUSE BAR RENOVATION	50,000	49,999	32,588	1
	E Total			**2,358,825**	**1,017,602**	**301,650**	**1,221,577**
410 Total				**169,441**	**(413,249)**	**46,095**	**463,044**
4107260	R	34790	TOPTRACER BAY SPONSORSHIP	(1,250)	(750)	(125)	(500)
	R Total			**(1,250)**	**(750)**	**(125)**	**(500)**
	E	54400	RENTALS/LEASES	10,000	8,000	0	2,000
	E Total			**10,000**	**8,000**	**0**	**2,000**
4107260 Total				**8,750**	**7,250**	**(125)**	**1,500**
4107261	R	34715	PRO SHOP SALES	(147,000)	(81,223)	(17,419)	(65,777)
		34719	GOLF INSTRUCTION	(33,000)	(15,725)	(3,030)	(17,275)
	R Total			**(180,000)**	**(96,948)**	**(20,449)**	**(83,052)**
	E	51350	PART TIME SALARIES	93,181	38,612	6,352	54,569
		51400	OVERTIME	3,500	1,643	0	1,857
		52100	FICA	7,397	3,080	486	4,317
		52400	WORKERS' COMP	1,842	313	52	1,529
		54970	PROGRAM COSTS	26,400	12,580	5,368	13,820
		55210	UNIFORMS	350	300	0	50
		55545	PRO SHOP COST OF SALES	75,000	44,667	11,918	30,333
	E Total			**207,670**	**101,194**	**24,175**	**106,476**
4107261 Total				**27,670**	**4,246**	**3,727**	**23,424**
4107262	R	34716	FOOD AND BEVERAGE	(499,550)	(264,533)	(50,939)	(235,017)
		34718	FACILITY RENTAL	(22,000)	(12,884)	(2,490)	(9,116)
	R Total			**(521,550)**	**(277,417)**	**(53,429)**	**(244,133)**
	E	51200	SALARIES	144,889	35,663	5,384	109,226
		51350	PART TIME SALARIES	91,290	49,482	7,897	41,808
		51400	OVERTIME	3,500	1,564	0	1,936

City of Fernandina Beach
Total Golf Course Fund 410
Year to Date to March 2026

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
		52100	FICA	17,788	9,792	1,560	7,996
		52200	RETIREMENT	29,283	8,996	1,446	20,287
		52300	HEALTH INSUR	30,679	7,952	1,474	22,727
		52301	LIFE INSUR	407	104	18	303
		52400	WORKERS' COMP	3,314	1,028	171	2,286
		54400	RENTALS/LEASES	3,576	1,933	427	1,643
		54620	R/M EQUIPMENT	450	450	450	0
		55200	OPERATING SUPPLIES	18,550	9,009	1,720	9,541
		55210	UNIFORMS	350	300	0	50
		55550	F&B COST OF SALES	160,000	72,509	13,764	87,491
		56400	EQUIPMENT	7,000	0	0	7,000
	E Total			**511,076**	**198,783**	**34,311**	**312,293**
4107262 Total				**(10,474)**	**(78,634)**	**(19,118)**	**68,160**
Grand Total				**195,387**	**(480,386)**	**30,579**	**556,127**

Year-to-date Revenues exceed Expences by $ 480,386

Budgeted Capital Purchases to be completed $ 34,225

City of Fernandina Beach
Golf Course - Operations Income from Operations
Year to Date to March 2026

** EXCLUDES transfer from the General Fund, Cash Balance Forward, Capital Expenditures, Debt, and Reserves*

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
410	R	34710	GREEN FEES	(775,000)	(487,682)	(123,077)	(287,318)
		34713	GOLF CARTS	(460,000)	(307,390)	(63,540)	(152,610)
		34714	RANGE FEES	(160,000)	(89,071)	(21,505)	(70,929)
		34733	MEMBERSHIPS	(300,000)	(294,099)	(6,650)	(5,901)
		36990	OTHER REVENUE	0	4,867	4,739	(4,867)
		36992	GAIN ON SALE OF ASSET	(20,000)	(11,264)	(2,525)	(8,736)
		36110	INTEREST	0	(3,048)	(570)	3,048
		36980	CREDIT CARD CONVENIENCE FEES	(45,000)	(28,471)	(6,646)	(16,529)
	R Total			**(1,760,000)**	**(1,216,159)**	**(219,773)**	**(543,841)**
	E	51200	SALARIES	467,559	209,204	36,541	258,355
		51350	PART-TIME	434,791	168,295	30,825	266,496
		51400	OVERTIME	15,000	4,444	0	10,557
		52100	FICA	70,666	30,445	5,140	40,221
		52200	RETIREMENT	100,743	44,491	7,670	56,252
		52300	HEALTH INSUR	75,449	30,509	5,959	44,940
		52301	LIFE INSUR	1,407	693	120	715
		52350	OPEB COSTS	794	397	66	397
		52400	WORKERS' COMP	10,036	3,133	522	6,903
		53100	PROFESSIONAL SERVICES	2,500	1,057	180	1,443
		53200	AUDITING	3,221	1,610	268	1,611
		53400	CONTRACTUAL	23,224	10,518	3,660	12,706
		54000	TRAINING/TRAVEL	1,850	1,060	0	790
		54100	COMM - PHONE/FAX/ALARM	2,388	1,500	45	888
		54101	COMMUNICATIONS-CELLULAR	480	225	(200)	255
		54103	COMMUNICATIONS-INTERNET	3,520	1,330	500	2,190
		54200	POSTAGE	100	0	0	100
		54300	UTILITIES ELECTRIC	72,000	29,582	9,493	42,418
		54310	UTILITIES-WATER & WASTEWATER	8,100	3,861	1,290	4,239
		54400	RENTALS/LEASES	9,400	0	0	9,400
		54500	INSURANCE	46,280	17,257	2,876	29,023
		54610	R/M BLDG & GROUNDS (1)	37,800	6,164	4,218	11,428

City of Fernandina Beach
Golf Course - Operations Income from Operations
Year to Date to March 2026

** EXCLUDES transfer from the General Fund, Cash Balance Forward, Capital Expenditures, Debt, and Reserves*

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
		54611	R/M FACILITIES	20,050	11,441	1,317	8,609
		54620	R/M EQUIPMENT	42,000	19,807	4,092	22,193
		54630	R/M VEHICLES-LABOR	1,000	1,006	94	(6)
		54640	R/M VEHICLES-PARTS	750	154	26	596
		54800	PROMOTIONAL	18,549	9,873	307	8,676
		55100	OFFICE SUPPLIES	1,000	605	126	395
		55200	OPERATING SUPPLIES	140,315	41,562	11,270	98,753
		55210	UNIFORMS	2,500	2,395	0	105
		55220	JANITORIAL SUPPLIES	4,400	1,395	0	3,005
		55230	GAS/OIL	21,000	9,588	3,746	11,412
		55240	CHEMICALS	180,000	36,378	5,577	134,095
		55400	BOOKS/SUBS/DUES	2,545	780	335	1,765
		55550	F&B COST OF SALES	0	(84)	0	84
		55201	CREDIT CARD FEES	54,000	32,491	7,508	21,509
	E Total			**1,875,417**	**733,167**	**143,572**	**1,112,515**
Grand Total				**115,417**	**(482,991)**	**(76,201)**	**568,674**

Year-to-date Operating Revenues exceed Expenditures by $ 482,991

City of Fernandina Beach
Golf Course - Toptracer
Year to Date to March 2026

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
4107260	R	34790	TOPTRACER BAY SPONSORSHIP	(1,250)	(750)	(125)	(500)
	R Total			**(1,250)**	**(750)**	**(125)**	**(500)**
	E	54400	RENTALS/LEASES	10,000	8,000	0	2,000
	E Total			**10,000**	**8,000**	**0**	**2,000**
Grand Total				**8,750**	**7,250**	**(125)**	**1,500**

		BUDGETED	YTD ACTUAL	MTD ACTUAL
Bay Rentals		1,250.00	750.00	125.00
Operating Cost		10,000.00	8,000.00	0.00
Gross Profit/(Loss)		(8,750.00)	(7,250.00)	125.00
	Gross Profit %	-87.50%	-90.63%	#DIV/0!

City of Fernandina Beach
Golf Course - Proshop
Year to Date to March 2026

ORG	TYPE	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
4107261	R	34715	PRO SHOP SALES	(147,000)	(81,223)	(17,419)	(65,777)
		34719	GOLF INSTRUCTION	(33,000)	(15,725)	(3,030)	(17,275)
	R Total			**(180,000)**	**(96,948)**	**(20,449)**	**(83,052)**
	E	51350	PART TIME SALARIES	93,181	38,612	6,352	54,569
		51400	OVERTIME	3,500	1,643	0	1,857
		52100	FICA	7,397	3,080	486	4,317
		52400	WORKERS' COMP	1,842	313	52	1,529
		54970	PROGRAM COSTS	26,400	12,580	5,368	13,820
		55210	UNIFORMS	350	300	0	50
		55545	PRO SHOP COST OF SALES	75,000	44,667	11,918	30,333
	E Total			**207,670**	**101,194**	**24,175**	**106,476**
Grand Total				**27,670**	**4,246**	**3,727**	**23,424**

	BUDGETED	YTD ACTUAL	MTD ACTUAL
Pro Shop Sales	180,000	96,948	20,449
Pro Shop Cost of Sales	207,320	100,894	24,175
Gross Profit/(Loss)	(27,320)	(3,946)	(3,727)
Gross Profit %	-15%	-4%	-18%

City of Fernandina Beach
Golf Course - Food and Beverage
Year to Date to March 2026

TYPE	ORG	OBJ	ACCOUNT DESCRIPTION	TOTAL REVISED BUDGET	TOTAL YTD ACTUAL	TOTAL MTD ACTUAL	REMAINING BUDGET
R	4107262	34716	FOOD AND BEVERAGE	(499,550)	(264,533)	(50,939)	(235,017)
		34718	FACILITY RENTAL	(22,000)	(12,884)	(2,490)	(9,116)
	4107262 Total			**(521,550)**	**(277,417)**	**(53,429)**	**(244,133)**
R Total				**(521,550)**	**(277,417)**	**(53,429)**	**(244,133)**
E	4107262	51200	SALARIES	144,889	35,663	5,384	109,226
		51350	PART TIME SALARIES	91,290	49,482	7,897	41,808
		51400	OVERTIME	3,500	1,564	0	1,936
		52100	FICA	17,788	9,792	1,560	7,996
		52200	RETIREMENT	29,283	8,996	1,446	20,287
		52300	HEALTH INSUR	30,679	7,952	1,474	22,727
		52301	LIFE INSUR	407	104	18	303
		52400	WORKERS' COMP	3,314	1,028	171	2,286
		54400	RENTALS/LEASES	3,576	1,933	427	1,643
		54620	R/M EQUIPMENT	450	450	450	0
		55200	OPERATING SUPPLIES	18,550	9,009	1,720	9,541
		55210	UNIFORMS	350	300	0	50
		55550	F&B COST OF SALES	160,000	72,509	13,764	87,491
		56400	EQUIPMENT	7,000	0	0	7,000
	4107262 Total			**511,076**	**198,783**	**34,311**	**312,293**
E Total				**511,076**	**198,783**	**34,311**	**312,293**
Grand Total				**(10,474)**	**(78,634)**	**(19,118)**	**68,160**

	BUDGETED	YTD ACTUAL	MTD ACTUAL
Food and Beverage	521,550	277,417	53,429
Cost of Food and Beverage	511,076	198,783	34,311
Gross Profit/(Loss)	10,474	78,634	19,118
Gross Profit %	2.01%	28.34%	35.78%

CAPITAL EXPANSION FUND
March 2026

	FY24-25 BALANCE FORWARD	FY25-26 REVENUE	FY25-26 INTEREST	FY25-26 EXPENSES	FY25-26 BALANCE
POLICE	530,061.59	18,023.43	4,681.72	-	552,766.74
FIRE	542,277.64	24,955.52	4,789.62	-	572,022.78
SANITATION	-	-	-	-	-
RECREATION/PARKS	3,663,120.98	240,406.80	32,354.18	743,356.20	3,192,525.76
ADMINISTRATION	1,832,769.58	30,501.20	16,187.77	26,329.70	1,853,128.85
	6,568,229.79	313,886.95	58,013.29	769,685.90	6,170,444.13

YTD Interest Earnings 58,013.29

Budgeted Expenditures Remaining to be Completed FY26

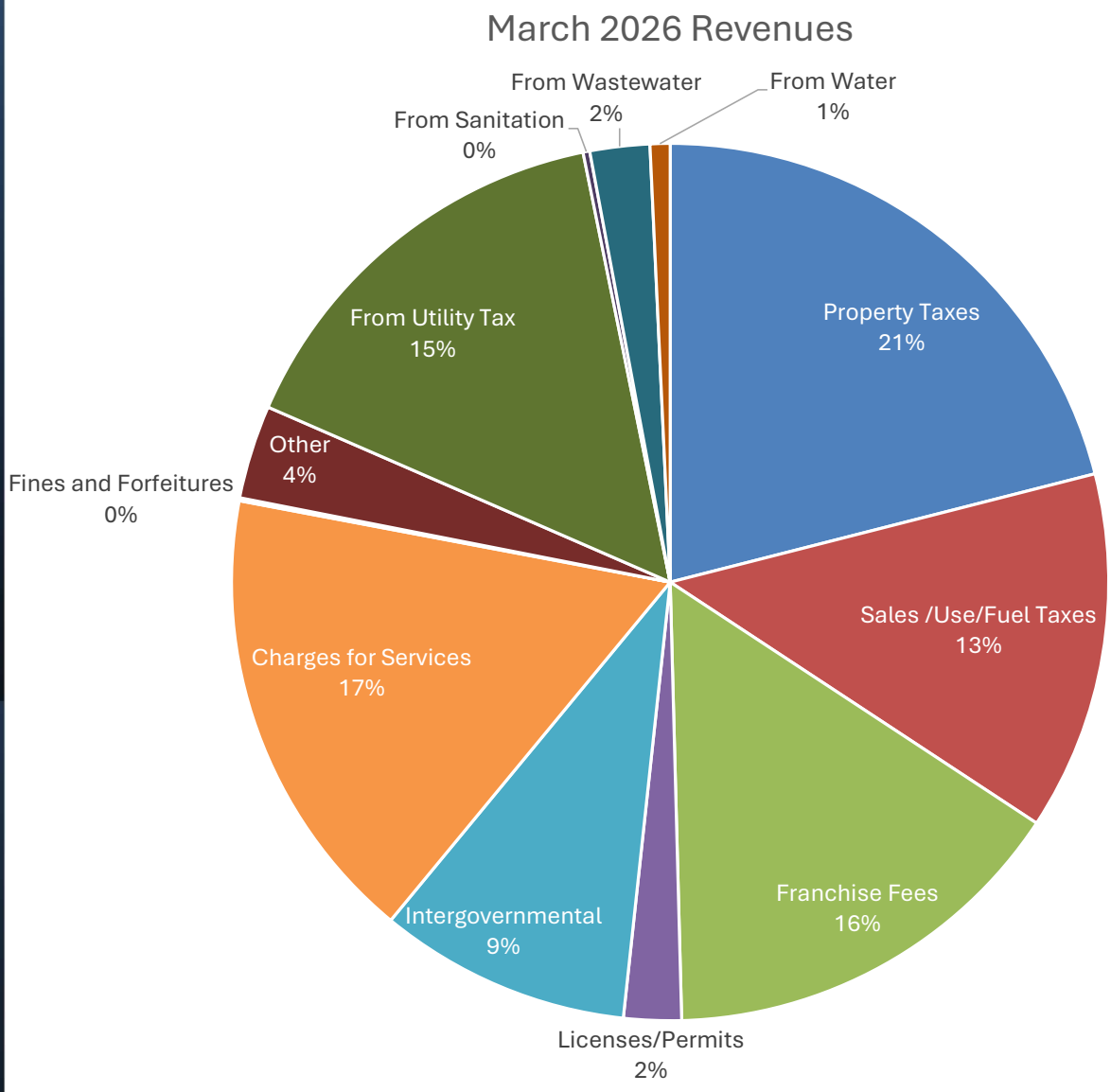
ADMINISTRATION		**69,670**
New Sidewalks	69,670.30	
POLICE		**45,000**
DRONE	20,000.00	
Police Equipment	10,000.00	
Equipment for additional officer: uniforms, body armorer, weapons, duty gear and radio.	15,000.00	
RECREATION/PARKS		**2,152,362**
Engineering, design, and construction plans for Ybor Regional Sports Complex	85,983.00	
Cemetery Columbarium	60,482.00	
MLK Softball Field Expansion	1,999,160.00	
Completion of Waterfront Park	6,736.80	

Budget Summary

March 2026

FERNANDINA BEACH
FLORIDA

General Fund Revenues



General Fund Revenues
This Year Vs Last Year

41.7% % of Year Completed

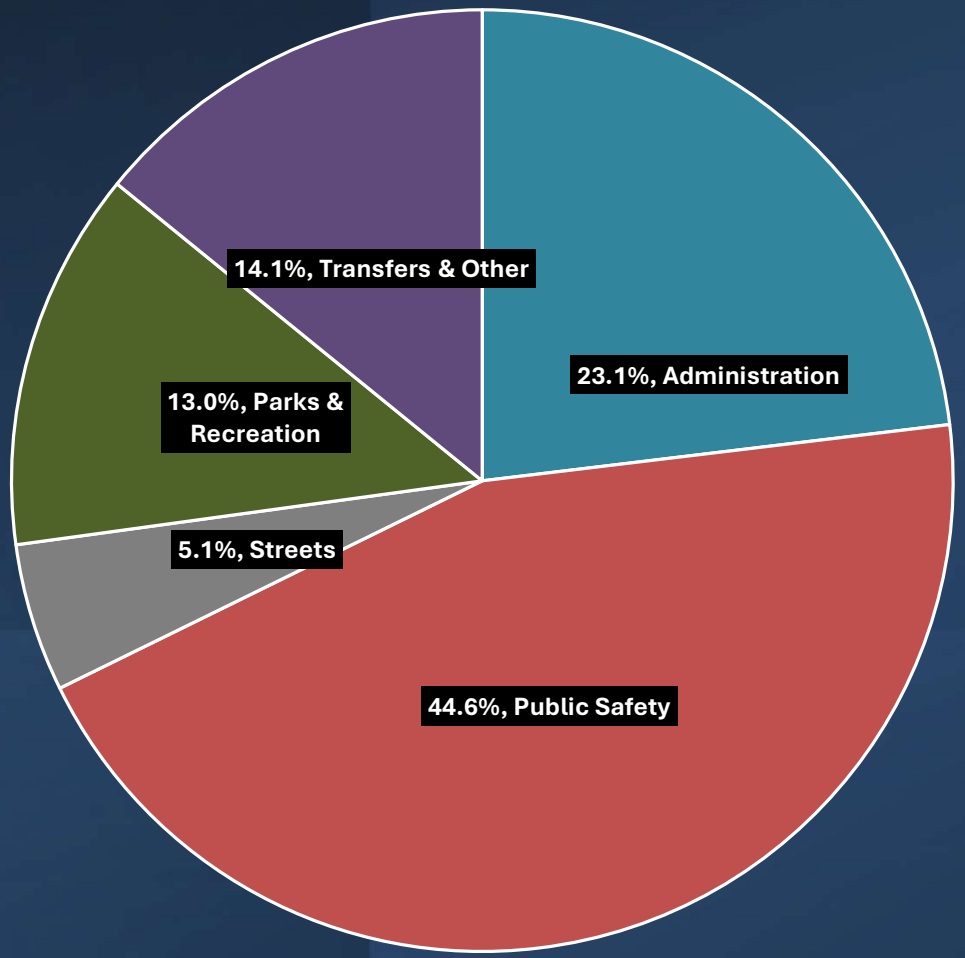
GENERAL FUND (001)	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD	VARIANCE Fav/(UnFav)	%	FY2025 Revised Budget	FY2025 Current Month	FY2025 YTD	%
REVENUES:									
Property Taxes	$ 21,219,017	520,238	$ 19,531,208	$ (1,687,809)	92.0%	19,288,395	426,031	$ 17,757,540	92.1%
Sales /Use/Fuel Taxes	3,287,738	360,981	1,395,870	(1,891,868)	42.5%	3,185,849	379,085	1,370,835	43.0%
Franchise Fees	1,787,000	151,700	789,689	(997,311)	44.2%	1,587,000	149,883	727,747	45.9%
Licenses/Permits	524,100	25,590	298,344	(225,756)	56.9%	499,800	53,789	368,342	73.7%
Intergovernmental	1,800,623	222,193	835,120	(965,503)	46.4%	1,959,659	148,908	908,368	46.4%
Charges for Services	1,727,714	127,627	811,838	(915,876)	47.0% [1]	1,889,103	160,798 [1]	968,517 [1]	51.3%
Fines and Forfeitures	36,000	906	6,837	(29,163)	19.0%	29,500	10,503	21,749	73.7%
Other	698,754	49,575	205,864	(492,890)	29.5%	367,428	47,354	278,631	75.8%
Subtotal	31,080,946	1,458,811	23,874,771	(7,206,175)	76.8%	28,806,734	1,376,350	22,401,729	77.8%

Year to date revenues not including interfund transfers: $25,245,247

FY25 Revenues for the same period: $23,325,143

Year-to-Date General Fund

Expenditures by Function



General Fund Departments

GENERAL FUND (001)	FY2026 Revised Budget	FY2026 Current Month	FY2026 YTD		%
EXPENDITURES:					
City Commission	270,467	26,420	140,420		51.9%
City Clerk	975,473	58,347	499,375		51.2%
City Manager	752,047	67,434	361,802		48.1%
Finance	1,138,427	75,379	578,061		50.8%
Information and Technology	1,091,151	86,850	551,522		50.5%
Human Resources	516,348	36,776	227,843		44.1%
City Attorney	662,427	34,765	284,099		42.9%
Planning	931,755	47,593	359,349		38.6%
Planning - Greenway	348,426	15,646	100,875		29.0%
Non-Departmental	347,306	25,118	163,992		47.2%
Facility Maintenance	1,004,616	78,261	510,863		50.9%
Police	7,953,079	595,764	3,363,481		42.3%
Fire	7,935,141	684,329	3,393,502		42.8%
Fire - Ocean Rescue	1,165,327	59,358	290,739		24.9%
Fire - Beach Rangers	0	-	0	(1)	0.0%
Building - Flood Plain	52,028	5,522	30,486		58.6%
Code Enforcement	536,466	28,129	223,672		41.7%
Streets	2,047,357	159,458	833,376		40.7%
Downtown	437,350	25,241	155,892		35.6%
Public Assistance	142,500	17,500	43,125		30.3%
Library	63,191	15,424	24,349		38.5%
Recreation	1,541,847	138,953	672,666		43.6%
Parks	1,953,950	131,995	891,831		45.6%
Peck	460,483	30,189	181,561		39.4%
MLK Center	158,263	15,022	50,632		32.0%
Youth	400,284	20,735	126,028		31.5%
Aquatics	568,116	44,212	185,165		32.6%

General Fund – Fund Balance

Feb 2026

Fund Balance
$20,764,764

Feb 2025

Fund Balance
$19,733,585

Special Revenue Funds Balances

SPECIAL RESERVE FUND BALANCES	BEGINNING	CURRENT MONTH ACTIVITY	YTD ACTIVITY	ENDING BALANCE
100 Law Enforcement Trust (LETF)	4,190	18	9,688	13,878
110 Federal Forfeiture	108,287	753	2,595	110,882
125 Tree Trust	568,631	11,203	7,850	576,481
126 Historic District (HDC)	119,861	1,608	4,676	124,538
127 Parking Special Revenue Fund	-	139,809	157,877	157,877
135 Land Conservation Trust	258,413	332	1,971	260,383
140 Building Fees Fund	1,661,848	(43,723)	(343,418)	1,318,430
145 Wastewater Capacity Fees	351,028	(5,555)	(144,974)	206,054
146 Water Capacity Fees	109,260	3,704	11,219	120,480
150 Utility Tax	1,128,738	(98,589)	(25,652)	1,103,086
170 Cemetery	1,743,805	(1,663)	62,762	1,806,567
180 Community Redevelopment Area	591,307	(8,979)	(120,480)	470,828
190 Law Enforcement Recovery	423,599	(4,402)	(31,871)	391,728

Capital Improvement Funds

- 300 Capital Improvement
  - Cash Balance Forward $2,906,458
  - 2026 Revenue 2,270,385
  - Less: Expenditures (2,138,325)
  - Calculated Fund Balance $3,038,518
- 315 Other Capital Improvement
  - Cash Balance Forward $2,248,027
  - 2026 Revenue 16,604
  - Less: Expenditures (176,131)
  - Calculated Fund Balance $2,088,500
- 330 Wastewater Improvement Fund
  - Cash Balance Forward $10,808,352
  - 2026 Revenue 140,044
  - Less: Expenditures (65,195)
  - Calculated Fund Balance $10,883,201



Capital Expansion Fund 310

March 2026

Function	Beginning	Revenue	Interest	Expense	Ending
Police	$530,062	$18,023	$4,682	$0	$552,767
Fire	542,278	24,956	4,790	0	572,023
Recreation	3,663,121	240,407	32,354	743,356	3,192,526
Administrative	1,832,770	30,501	16,188	26,330	1,853,129



Enterprise Funds

- Enterprise funds are expected to fund operations through charges for services.
- Ideally, the funds will generate an excess of revenues over expenditures in their operations, which is then available for debt payments, contingencies and capital purchases.
- The City has 7 Business Class Funds
  - Fund 410 – Golf
  - Fund 420 – Airport
  - Fund 440 – Sanitation
  - Fund 450 – Wastewater
  - Fund 460 – Water
  - Fund 470 – Stormwater
  - Fund 480 - Marina

Questions?

FERNANDINA BEACH
FLORIDA

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011100 CITY COMMISSION

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011100 51100	COMMISSION SALARIES						
	90,000.00	90,000.00	40,796.80	6,923.10	0.00	49,203.20	45.3%
0011100 52100	FICA						
	6,885.00	6,885.00	3,120.95	529.65	0.00	3,764.05	45.3%
0011100 52200	RETIREMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 52300	HEALTH INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 52301	LIFE INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 52400	WORKERS' COMP						
	470.00	470.00	29.02	4.83	0.00	440.98	6.2%
0011100 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 53100	PROFESSIONAL SERVICES						
	127,000.00	127,000.00	63,750.00	16,250.00	0.00	63,250.00	50.2%
0011100 53400	CONTRACTUAL						
	2,580.00	2,580.00	540.00	90.00	0.00	2,040.00	20.9%
0011100 54000	TRAINING/TRAVEL						
	6,500.00	6,500.00	3,815.04	325.00	0.00	2,684.96	58.7%
0011100 54101	COMMUNICATIONS-CELLULAR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 54500	INSURANCE						
	5,122.00	5,122.00	1,959.00	326.50	0.00	3,163.00	38.2%
0011100 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 54700	PRINTING						
	5,750.00	5,750.00	1,700.00	400.00	0.00	4,050.00	29.6%
0011100 54800	PROMOTIONAL						
	17,500.00	17,500.00	17,500.00	0.00	0.00	0.00	100.0%
0011100 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011100 55200	OPERATING SUPPLIES						
	3,080.00	3,080.00	2,591.03	0.00	0.00	488.97	84.1%
0011100 55210	UNIFORMS						
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
0011100 55400	BOOKS/SUBS/DUES						
	3,507.00	3,507.00	3,047.00	0.00	0.00	460.00	86.9%
0011100 55611	COMMUNITY SERVICES						
	0.00	1,573.00	1,571.41	1,571.41	0.00	1.59	99.9%
TOTAL CITY COMMISSION							
	268,894.00	270,467.00	140,420.25	26,420.49	0.00	130,046.75	51.9%
TOTAL EXPENSES							
	268,894.00	270,467.00	140,420.25	26,420.49	0.00	130,046.75	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011200 CITY CLERK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011200 51200	SALARIES						
	444,647.00	444,647.00	213,338.56	32,964.50	0.00	231,308.44	48.0%
0011200 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 51350	PART-TIME						
	43,253.00	43,253.00	18,640.65	3,327.11	0.00	24,612.35	43.1%
0011200 51400	OVERTIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 52100	FICA						
	36,066.00	36,066.00	16,489.68	2,683.40	0.00	19,576.32	45.7%
0011200 52200	RETIREMENT						
	87,317.00	87,317.00	40,969.49	6,919.25	0.00	46,347.51	46.9%
0011200 52300	HEALTH INSUR						
	60,478.00	60,478.00	27,160.95	4,952.24	0.00	33,317.05	44.9%
0011200 52301	LIFE INSUR						
	1,237.00	1,237.00	640.25	107.50	0.00	596.75	51.8%
0011200 52400	WORKERS' COMP						
	470.00	470.00	147.52	24.58	0.00	322.48	31.4%
0011200 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 53100	PROFESSIONAL SERVICES						
	3,200.00	3,200.00	2,093.35	1,000.00	0.00	1,106.65	65.4%
0011200 53400	CONTRACTUAL						
	210,188.00	210,188.00	165,850.97	4,365.27	0.00	44,337.03	78.9%
0011200 54000	TRAINING/TRAVEL						
	9,625.00	9,625.00	907.38	340.00	0.00	8,717.62	9.4%
0011200 54100	COMM - PHONE/FAX/ALARM						
	2,562.00	2,562.00	1,019.93	45.04	0.00	1,542.07	39.8%
0011200 54101	COMMUNICATIONS-CELLULAR						
	1,126.00	1,126.00	453.89	87.45	0.00	672.11	40.3%
0011200 54300	UTILITIES ELECTRIC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54500	INSURANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 54700	PRINTING						
	25,000.00	25,000.00	8,557.50	1,290.00	0.00	16,442.50	34.2%
0011200 54800	PROMOTIONAL						
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011200 CITY CLERK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011200 54912	ELECTIONS						
	37,200.00	37,200.00	100.38	0.00	0.00	37,099.62	.3%
0011200 54970	YOUTH ADVISORY COMM DONATIONS						
	3,000.00	3,000.00	236.25	0.00	0.00	2,763.75	7.9%
0011200 55100	OFFICE SUPPLIES						
	1,500.00	1,500.00	110.72	71.28	0.00	1,389.28	7.4%
0011200 55200	OPERATING SUPPLIES						
	2,615.00	2,615.00	1,013.52	105.00	0.00	1,601.48	38.8%
0011200 55210	UNIFORMS						
	250.00	250.00	0.00	0.00	0.00	250.00	.0%
0011200 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 55400	BOOKS/SUBS/DUES						
	2,739.00	2,739.00	1,643.75	63.99	0.00	1,095.25	60.0%
0011200 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011200 56401	EQUIP-NON CAPITAL						
	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
TOTAL CITY CLERK							
	975,473.00	975,473.00	499,374.74	58,346.61	0.00	476,098.26	51.2%
TOTAL EXPENSES							
	975,473.00	975,473.00	499,374.74	58,346.61	0.00	476,098.26	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011210 CITY MANAGER

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011210 51200	SALARIES	529,331.00	529,331.00	259,922.22	43,612.03	0.00	269,408.78	49.1%
0011210 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 51400	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 52100	FICA	37,491.00	37,491.00	17,445.05	3,506.74	0.00	20,045.95	46.5%
0011210 52200	RETIREMENT	83,337.00	83,337.00	41,334.69	7,252.05	0.00	42,002.31	49.6%
0011210 52300	HEALTH INSUR	44,511.00	44,511.00	19,346.38	3,472.57	0.00	25,164.62	43.5%
0011210 52301	LIFE INSUR	1,300.00	1,300.00	821.00	142.00	0.00	479.00	63.2%
0011210 52400	WORKERS' COMP	1,858.00	1,858.00	249.00	41.50	0.00	1,609.00	13.4%
0011210 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 53100	PROFESSIONAL SERVICES	20,000.00	20,000.00	5,450.00	5,450.00	0.00	14,550.00	27.3%
0011210 53100 23061	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 53400	CONTRACTUAL	3,767.00	3,767.00	1,388.60	188.65	0.00	2,378.40	36.9%
0011210 53900	AUTO ALLOWANCE	6,500.00	6,500.00	2,696.42	500.00	0.00	3,803.58	41.5%
0011210 53910	HOUSING ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54000	TRAINING/TRAVEL	9,375.00	8,675.00	5,123.06	2,666.94	0.00	3,551.94	59.1%
0011210 54100	COMM - PHONE/FAX/ALARM	812.00	812.00	699.93	45.04	0.00	112.07	86.2%
0011210 54101	COMMUNICATIONS-CELLULAR	1,800.00	1,800.00	1,039.28	150.00	0.00	760.72	57.7%
0011210 54620	R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54630	R/M VEHICLES-LABOR	750.00	750.00	375.00	62.50	0.00	375.00	50.0%
0011210 54640	R/M VEHICLES-PARTS	1,000.00	1,700.00	1,562.63	26.40	0.00	137.37	91.9%
0011210 54700	PRINTING	1,250.00	1,250.00	81.06	0.00	0.00	1,168.94	6.5%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011210 CITY MANAGER

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011210 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54901	SPECIAL EVENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 54970	YOUTH ADVISORY PROGRAM COST						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 55100	OFFICE SUPPLIES						
	500.00	500.00	153.02	59.15	0.00	346.98	30.6%
0011210 55200	OPERATING SUPPLIES						
	1,065.00	1,065.00	206.63	0.00	0.00	858.37	19.4%
0011210 55210	UNIFORMS						
	400.00	400.00	117.85	0.00	0.00	282.15	29.5%
0011210 55230	GAS/OIL						
	1,500.00	1,500.00	628.91	143.18	0.00	871.09	41.9%
0011210 55400	BOOKS/SUBS/DUES						
	5,500.00	5,500.00	3,160.90	114.95	0.00	2,339.10	57.5%
0011210 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011210 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL CITY MANAGER							
	752,047.00	752,047.00	361,801.63	67,433.70	0.00	390,245.37	48.1%
TOTAL EXPENSES							
	752,047.00	752,047.00	361,801.63	67,433.70	0.00	390,245.37	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011300 FINANCE

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011300 51200	SALARIES	571,499.00	571,499.00	263,395.92	44,294.41	0.00	308,103.08	46.1%
0011300 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 51350	PART-TIME	52,145.00	52,145.00	24,187.99	4,183.98	0.00	27,957.01	46.4%
0011300 51400	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 52100	FICA	44,668.00	44,668.00	20,542.07	3,437.88	0.00	24,125.93	46.0%
0011300 52200	RETIREMENT	104,370.00	104,370.00	48,623.83	8,234.02	0.00	55,746.17	46.6%
0011300 52300	HEALTH INSUR	111,744.00	111,744.00	50,816.68	9,414.89	0.00	60,927.32	45.5%
0011300 52301	LIFE INSUR	1,638.00	1,638.00	858.75	145.00	0.00	779.25	52.4%
0011300 52400	WORKERS' COMP	752.00	752.00	192.00	32.00	0.00	560.00	25.5%
0011300 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 53100	PROFESSIONAL SERVICES	5,200.00	5,200.00	0.00	0.00	0.00	5,200.00	.0%
0011300 53200	AUDITING	21,705.00	21,705.00	10,852.50	1,808.75	0.00	10,852.50	50.0%
0011300 53400	CONTRACTUAL	188,320.00	188,320.00	141,703.54	380.15	2,087.50	44,528.96	76.4%
0011300 54000	TRAINING/TRAVEL	12,399.00	12,399.00	4,035.50	1,137.00	0.00	8,363.50	32.5%
0011300 54100	COMM - PHONE/FAX/ALARM	1,612.00	1,612.00	1,499.93	45.04	0.00	112.07	93.0%
0011300 54101	COMMUNICATIONS-CELLULAR	600.00	600.00	269.64	50.00	0.00	330.36	44.9%
0011300 54300	UTILITIES ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 54610	R/M BLDG & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 54620	R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 54700	PRINTING	4,150.00	4,150.00	3,037.26	0.00	0.00	1,112.74	73.2%
0011300 55100	OFFICE SUPPLIES	3,550.00	3,550.00	1,986.72	898.44	0.00	1,563.28	56.0%
0011300 55200	OPERATING SUPPLIES	7,255.00	7,255.00	4,019.57	726.99	0.00	3,235.43	55.4%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011300 FINANCE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011300 55210	UNIFORMS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 55400	BOOKS/SUBS/DUES						
	2,820.00	2,820.00	2,039.00	590.00	0.00	781.00	72.3%
0011300 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011300 56401	EQUIP-NON CAPITAL						
	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	.0%
0011300 57300	FINANCING COSTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FINANCE							
	1,138,427.00	1,138,427.00	578,060.90	75,378.55	2,087.50	558,278.60	51.0%
TOTAL EXPENSES							
	1,138,427.00	1,138,427.00	578,060.90	75,378.55	2,087.50	558,278.60	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011310 INFORMATION TECHNOLOGY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011310 51200	SALARIES						
	439,656.00	439,656.00	201,518.00	33,418.44	0.00	238,138.00	45.8%
0011310 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 51400	OVERTIME						
	0.00	1,000.00	71.67	0.00	0.00	928.33	7.2%
0011310 52100	FICA						
	32,635.00	32,635.00	14,808.39	2,438.48	0.00	17,826.61	45.4%
0011310 52200	RETIREMENT						
	90,344.00	90,344.00	41,545.28	7,014.53	0.00	48,798.72	46.0%
0011310 52300	HEALTH INSUR						
	73,604.00	73,604.00	31,353.29	6,031.55	0.00	42,250.71	42.6%
0011310 52301	LIFE INSUR						
	1,256.00	1,256.00	651.35	109.41	0.00	604.65	51.9%
0011310 52400	WORKERS' COMP						
	564.00	564.00	124.50	20.75	0.00	439.50	22.1%
0011310 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 53100	PROFESSIONAL SERVICES						
	7,500.00	7,500.00	3,698.00	435.00	1,353.75	2,448.25	67.4%
0011310 53400	CONTRACTUAL						
	217,474.00	217,474.00	157,883.19	25,870.44	3,390.19	56,200.62	74.2%
0011310 54000	TRAINING/TRAVEL						
	16,500.00	15,500.00	9,383.16	1,830.16	0.00	6,116.84	60.5%
0011310 54100	COMM - PHONE/FAX/ALARM						
	6,292.00	6,292.00	1,612.21	-634.31	0.00	4,679.79	25.6%
0011310 54101	COMMUNICATIONS-CELLULAR						
	4,000.00	4,000.00	2,944.07	667.80	0.00	1,055.93	73.6%
0011310 54103	COMMUNICATIONS-INTERNET						
	134,023.00	134,023.00	56,210.32	5,121.52	0.00	77,812.68	41.9%
0011310 54500	INSURANCE						
	22,653.00	22,653.00	8,666.02	1,444.33	0.00	13,986.98	38.3%
0011310 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 54630	R/M VEHICLES-LABOR						
	250.00	250.00	125.02	20.83	0.00	124.98	50.0%
0011310 54640	R/M VEHICLES-PARTS						
	600.00	600.00	849.77	849.77	0.00	-249.77	141.6%
0011310 54970	YOUTH ADVISORY PROGRAM COSTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 55100	OFFICE SUPPLIES						
	500.00	500.00	208.07	0.00	0.00	291.93	41.6%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011310 INFORMATION TECHNOLOGY	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011310 55200 OPERATING SUPPLIES	10,500.00	10,500.00	3,722.48	1,307.33	0.00	6,777.52	35.5%
0011310 55210 UNIFORMS	250.00	250.00	0.00	0.00	0.00	250.00	.0%
0011310 55230 GAS/OIL	350.00	350.00	59.23	31.56	0.00	290.77	16.9%
0011310 55400 BOOKS/SUBS/DUES	450.00	450.00	300.00	0.00	0.00	150.00	66.7%
0011310 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 56300 23033 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 56300 24002 FY24 CABLING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 56300 25019 CHAMBER AUDIO SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 56300 25020 IT STRUCTURED CABLING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011310 56300 26002 FY26 STRUCTURE CABLE UPGRADES	15,000.00	15,000.00	11,100.00	872.00	0.00	3,900.00	74.0%
0011310 56400 MACH/EQUIP	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	.0%
0011310 56401 EQUIP-NON CAPITAL	4,750.00	4,750.00	4,687.61	0.00	0.00	62.39	98.7%
TOTAL INFORMATION TECHNOLOGY	1,091,151.00	1,091,151.00	551,521.63	86,849.59	4,743.94	534,885.43	51.0%
TOTAL EXPENSES	1,091,151.00	1,091,151.00	551,521.63	86,849.59	4,743.94	534,885.43	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011350 HUMAN RESOURCES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011350 51200	SALARIES						
	292,576.00	292,576.00	132,202.04	22,505.75	0.00	160,373.96	45.2%
0011350 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 51400	OVERTIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 52100	FICA						
	21,765.00	21,765.00	9,857.27	1,673.88	0.00	11,907.73	45.3%
0011350 52200	RETIREMENT						
	60,828.00	60,828.00	27,968.55	4,723.95	0.00	32,859.45	46.0%
0011350 52300	HEALTH INSUR						
	35,340.00	35,340.00	15,958.82	2,902.12	0.00	19,381.18	45.2%
0011350 52301	LIFE INSUR						
	843.00	843.00	437.50	73.50	0.00	405.50	51.9%
0011350 52400	WORKERS' COMP						
	282.00	282.00	89.48	14.92	0.00	192.52	31.7%
0011350 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 53400	CONTRACTUAL						
	54,094.00	54,094.00	27,673.49	4,161.36	0.00	26,420.51	51.2%
0011350 53910	HOUSING ALLOWANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 54000	TRAINING/TRAVEL						
	5,550.00	5,550.00	2,258.50	0.00	0.00	3,291.50	40.7%
0011350 54010	SAFETY COMMITTEE						
	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
0011350 54100	COMM - PHONE/FAX/ALARM						
	480.00	480.00	480.00	0.00	0.00	0.00	100.0%
0011350 54101	COMMUNICATIONS-CELLULAR						
	600.00	600.00	269.64	50.00	0.00	330.36	44.9%
0011350 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 54700	PRINTING						
	100.00	100.00	0.00	0.00	0.00	100.00	.0%
0011350 54800	PROMOTIONAL						
	36,500.00	36,500.00	7,657.90	0.00	0.00	28,842.10	21.0%
0011350 55100	OFFICE SUPPLIES						
	2,000.00	2,000.00	735.80	266.90	0.00	1,264.20	36.8%
0011350 55200	OPERATING SUPPLIES						
	1,265.00	1,265.00	1,159.92	105.00	0.00	105.08	91.7%
0011350 55400	BOOKS/SUBS/DUES						
	2,125.00	2,125.00	1,093.99	299.00	0.00	1,031.01	51.5%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011350 HUMAN RESOURCES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011350 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011350 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL HUMAN RESOURCES							
	516,348.00	516,348.00	227,842.90	36,776.38	0.00	288,505.10	44.1%
TOTAL EXPENSES							
	516,348.00	516,348.00	227,842.90	36,776.38	0.00	288,505.10	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011400 CITY ATTORNEY

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011400 51200	SALARIES	365,766.00	365,766.00	161,596.80	23,252.45	0.00	204,169.20	44.2%
0011400 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 52100	FICA	27,019.00	27,019.00	12,578.02	1,873.52	0.00	14,440.98	46.6%
0011400 52200	RETIREMENT	56,601.00	56,601.00	24,041.80	3,280.22	0.00	32,559.20	42.5%
0011400 52300	HEALTH INSUR	69,873.00	69,873.00	18,757.28	2,029.56	0.00	51,115.72	26.8%
0011400 52301	LIFE INSUR	849.00	849.00	530.75	71.25	0.00	318.25	62.5%
0011400 52400	WORKERS' COMP	188.00	188.00	110.48	18.42	0.00	77.52	58.8%
0011400 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 53100	PROFESSIONAL SERVICES	3,850.00	3,850.00	2,199.50	2,147.00	0.00	1,650.50	57.1%
0011400 53400	CONTRACTUAL	38,285.00	38,285.00	21,164.74	387.98	3,703.23	13,417.03	65.0%
0011400 54000	TRAINING/TRAVEL	8,300.00	8,300.00	3,500.45	1,225.20	0.00	4,799.55	42.2%
0011400 54100	COMM - PHONE/FAX/ALARM	480.00	480.00	480.00	0.00	0.00	0.00	100.0%
0011400 54101	COMMUNICATIONS-CELLULAR	600.00	600.00	149.04	29.46	0.00	450.96	24.8%
0011400 54200	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 54620	R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 54700	PRINTING	100.00	100.00	0.00	0.00	0.00	100.00	.0%
0011400 54930	COLLECTIONS/LITIGATION COSTS	3,000.00	15,000.00	12,000.00	0.00	0.00	3,000.00	80.0%
0011400 54934	LEGAL/CONTRACTUAL	85,000.00	73,000.00	26,511.48	435.00	0.00	46,488.52	36.3%
0011400 55100	OFFICE SUPPLIES	400.00	400.00	133.32	0.00	0.00	266.68	33.3%
0011400 55200	OPERATING SUPPLIES	565.00	565.00	85.59	14.59	0.00	479.41	15.1%
0011400 55210	UNIFORMS	100.00	100.00	0.00	0.00	0.00	100.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011400 CITY ATTORNEY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011400 55220	JANITORIAL SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 55400	BOOKS/SUBS/DUES						
	1,451.00	1,451.00	260.00	0.00	0.00	1,191.00	17.9%
0011400 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011400 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL CITY ATTORNEY							
	662,427.00	662,427.00	284,099.25	34,764.65	3,703.23	374,624.52	43.4%
TOTAL EXPENSES							
	662,427.00	662,427.00	284,099.25	34,764.65	3,703.23	374,624.52	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011500 PLANNING

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011500 51200	SALARIES	444,320.00	444,320.00	164,630.50	25,927.29	0.00	279,689.50	37.1%
0011500 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 51400	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 52100	FICA	33,667.00	33,667.00	12,642.84	1,994.14	0.00	21,024.16	37.6%
0011500 52200	RETIREMENT	92,377.00	92,377.00	34,870.89	5,442.15	0.00	57,506.11	37.7%
0011500 52300	HEALTH INSUR	63,147.00	63,147.00	26,983.04	5,731.80	0.00	36,163.96	42.7%
0011500 52301	LIFE INSUR	1,282.00	1,282.00	543.23	85.00	0.00	738.77	42.4%
0011500 52400	WORKERS' COMP	4,768.00	4,768.00	1,257.52	209.58	0.00	3,510.48	26.4%
0011500 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 53100	PROFESSIONAL SERVICES	133,125.00	133,125.00	26,587.50	0.00	76,120.50	30,417.00	77.2%
0011500 53100 23061	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 53100 23062	PROJECT 23062 PROF SVC	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 53100 25050	PLANNING ADAPTATION PLAN	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 53100 25075	DOWNTOWN CIRCULATION STUDY	0.00	0.00	24,943.41	0.00	49,765.59	-74,709.00	100.0%
0011500 53400	CONTRACTUAL	83,595.00	83,595.00	41,490.48	1,540.12	6,665.25	35,439.27	57.6%
0011500 54000	TRAINING/TRAVEL	14,410.00	14,410.00	689.11	595.00	0.00	13,720.89	4.8%
0011500 54100	COMM - PHONE/FAX/ALARM	1,120.00	1,120.00	1,120.00	0.00	0.00	0.00	100.0%
0011500 54101	COMMUNICATIONS-CELLULAR	1,250.00	1,250.00	309.27	51.54	0.00	940.73	24.7%
0011500 54500	INSURANCE	17,039.00	17,039.00	6,518.02	1,086.33	0.00	10,520.98	38.3%
0011500 54610	R/M BLDG & GROUNDS	10,000.00	10,000.00	254.71	0.00	0.00	9,745.29	2.5%
0011500 54630	R/M VEHICLES-LABOR	500.00	500.00	249.98	41.67	0.00	250.02	50.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011500 PLANNING

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011500 54640	R/M VEHICLES-PARTS						
	1,000.00	1,000.00	369.55	8.00	0.00	630.45	37.0%
0011500 54700	PRINTING						
	9,000.00	9,000.00	5,514.35	512.50	0.00	3,485.65	61.3%
0011500 55100	OFFICE SUPPLIES						
	2,500.00	2,500.00	245.89	121.41	0.00	2,254.11	9.8%
0011500 55200	OPERATING SUPPLIES						
	2,110.00	2,110.00	1,997.65	1,748.92	0.00	112.35	94.7%
0011500 55210	UNIFORMS						
	1,375.00	1,375.00	235.71	0.00	0.00	1,139.29	17.1%
0011500 55230	GAS/OIL						
	1,000.00	1,000.00	349.18	118.62	0.00	650.82	34.9%
0011500 55400	BOOKS/SUBS/DUES						
	3,670.00	3,670.00	799.99	80.00	0.00	2,870.01	21.8%
0011500 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011500 56401	EQUIP-NON CAPITAL						
	10,500.00	10,500.00	0.00	0.00	0.00	10,500.00	.0%
0011500 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	0.00	0.00	6,745.88	2,299.37	38,815.90	-45,561.78	100.0%
TOTAL PLANNING							
	931,755.00	931,755.00	359,348.70	47,593.44	171,367.24	401,039.06	57.0%
TOTAL EXPENSES							
	931,755.00	931,755.00	359,348.70	47,593.44	171,367.24	401,039.06	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011501 PLANNING GREENWAY

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011501 51200	SALARIES	86,743.00	86,743.00	37,056.95	6,308.49	0.00	49,686.05	42.7%
0011501 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 51350	PART TIME SALARIES	41,006.00	41,006.00	0.00	0.00	0.00	41,006.00	.0%
0011501 52100	FICA	5,703.00	5,703.00	2,848.33	482.12	0.00	2,854.67	49.9%
0011501 52200	RETIREMENT	17,051.00	17,051.00	7,889.70	1,324.16	0.00	9,161.30	46.3%
0011501 52300	HEALTH INSUR	12,457.00	12,457.00	5,900.88	983.48	0.00	6,556.12	47.4%
0011501 52301	LIFE INSUR	238.00	238.00	123.50	20.75	0.00	114.50	51.9%
0011501 52400	WORKERS' COMP	188.00	188.00	27.52	4.58	0.00	160.48	14.6%
0011501 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 53400	CONTRACTUAL	111,880.00	111,380.00	41,279.45	6,025.00	33,020.00	37,080.55	66.7%
0011501 54000	TRAINING/TRAVEL	2,400.00	2,900.00	2,779.00	0.00	0.00	121.00	95.8%
0011501 54100	COMM - PHONE/FAX/ALARM	160.00	160.00	160.00	0.00	0.00	0.00	100.0%
0011501 54103	COMMUNICATIONS-INTERNET	0.00	500.00	216.42	36.07	0.00	283.58	43.3%
0011501 54610	R/M BLDG & GROUNDS	5,400.00	5,400.00	283.78	0.00	0.00	5,116.22	5.3%
0011501 54611	R/M FACILITIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54630	R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54640	R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54941	SIGNAGE COSTS	6,000.00	5,500.00	844.44	38.34	0.00	4,655.56	15.4%
0011501 54970	PROGRAM COSTS	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00	.0%
0011501 54970 34701	PROGRAM COSTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54970 34702	PROGRAM COSTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 54970 34703	PROGRAM COSTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011501 PLANNING GREENWAY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011501 55200 OPERATING SUPPLIES	1,500.00	1,500.00	987.78	423.09	0.00	512.22	65.9%
0011501 55210 UNIFORMS	600.00	600.00	235.71	0.00	0.00	364.29	39.3%
0011501 55230 GAS/OIL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 55240 CHEMICALS	1,200.00	1,200.00	241.55	0.00	0.00	958.45	20.1%
0011501 55400 BOOKS/SUBS/DUES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 56300 25061 EGANS CREEK BRIDGE REPAIR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 56400 EQUIPMENT	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	.0%
0011501 56400 25425 PLANNING ADA VAN	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011501 56401 NON CAP EQUIP	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	.0%
TOTAL PLANNING GREENWAY	348,426.00	348,426.00	100,875.01	15,646.08	33,020.00	214,530.99	38.4%
TOTAL EXPENSES	348,426.00	348,426.00	100,875.01	15,646.08	33,020.00	214,530.99	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011910 NON DEPARTMENTAL

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011910 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 53200	AUDITING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 53400	CONTRACTUAL						
	189,711.00	189,711.00	105,822.99	15,712.25	0.00	83,888.01	55.8%
0011910 54100	COMM - PHONE/FAX/ALARM						
	1,302.00	1,302.00	674.55	90.08	0.00	627.45	51.8%
0011910 54103	COMMUNICATIONS-INTERNET						
	3,480.00	3,480.00	3,480.00	0.00	0.00	0.00	100.0%
0011910 54200	POSTAGE						
	13,500.00	13,500.00	5,924.69	2,073.85	0.00	7,575.31	43.9%
0011910 54300	UTILITIES ELECTRIC						
	20,000.00	20,000.00	4,682.39	0.00	0.00	15,317.61	23.4%
0011910 54310	UTILITIES-WATER & WASTEWATER						
	3,000.00	3,000.00	1,082.89	221.53	0.00	1,917.11	36.1%
0011910 54500	INSURANCE						
	83,608.00	83,608.00	29,614.50	4,935.75	0.00	53,993.50	35.4%
0011910 54610	R/M BLDG & GROUNDS						
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
0011910 54611	R/M FACILITIES						
	22,000.00	22,000.00	6,874.59	1,833.81	0.00	15,125.41	31.2%
0011910 54620	R/M EQUIPMENT						
	5,000.00	5,000.00	4,185.00	0.00	0.00	815.00	83.7%
0011910 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 54700	PRINTING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 54910	BILLING COSTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 55200	OPERATING SUPPLIES						
	3,025.00	3,025.00	545.25	37.99	0.00	2,479.75	18.0%
0011910 55220	JANITORIAL SUPPLIES						
	1,500.00	1,500.00	1,105.27	212.60	0.00	394.73	73.7%
0011910 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 55400	BOOKS/SUBS/DUES						
	180.00	180.00	0.00	0.00	0.00	180.00	.0%
0011910 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011910 NON DEPARTMENTAL	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011910 56400 MACH/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 56400 24004 CITY HALL ELEVATOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011910 56401 EQUIP-NON CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL NON DEPARTMENTAL	347,306.00	347,306.00	163,992.12	25,117.86	0.00	183,313.88	47.2%
TOTAL EXPENSES	347,306.00	347,306.00	163,992.12	25,117.86	0.00	183,313.88	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011930 FACILITIES MAINTENANCE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011930 51200	SALARIES						
	564,026.00	564,026.00	257,827.62	42,950.03	0.00	306,198.38	45.7%
0011930 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 51400	OVERTIME						
	8,000.00	8,000.00	6,381.47	2,162.70	0.00	1,618.53	79.8%
0011930 52100	FICA						
	42,273.00	42,273.00	19,416.94	3,284.42	0.00	22,856.06	45.9%
0011930 52200	RETIREMENT						
	98,615.00	98,615.00	46,440.00	8,019.57	0.00	52,175.00	47.1%
0011930 52300	HEALTH INSUR						
	99,988.00	99,988.00	53,683.83	9,842.32	0.00	46,304.17	53.7%
0011930 52301	LIFE INSUR						
	1,597.00	1,597.00	835.47	140.62	0.00	761.53	52.3%
0011930 52400	WORKERS' COMP						
	5,241.00	5,241.00	2,817.00	469.50	0.00	2,424.00	53.7%
0011930 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 53100	PROFESSIONAL SERVICES						
	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	.0%
0011930 53400	CONTRACTUAL						
	5,131.00	5,131.00	2,625.79	387.32	0.00	2,505.21	51.2%
0011930 54000	TRAINING/TRAVEL						
	5,438.00	5,438.00	449.00	0.00	0.00	4,989.00	8.3%
0011930 54100	COMM - PHONE/FAX/ALARM						
	480.00	480.00	480.00	0.00	0.00	0.00	100.0%
0011930 54101	COMMUNICATIONS-CELLULAR						
	4,663.00	4,663.00	1,956.78	343.35	0.00	2,706.22	42.0%
0011930 54103	COMMUNICATIONS-INTERNET						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 54200	POSTAGE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 54300	UTILITIES ELECTRIC						
	2,350.00	2,350.00	1,005.75	170.57	0.00	1,344.25	42.8%
0011930 54310	UTILITIES-WATER & WASTEWATER						
	900.00	900.00	390.37	57.11	0.00	509.63	43.4%
0011930 54400	RENTALS/LEASES						
	1,000.00	1,000.00	114.20	0.00	0.00	885.80	11.4%
0011930 54500	INSURANCE						
	10,145.00	10,145.00	3,881.02	646.83	0.00	6,263.98	38.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0011930 FACILITIES MAINTENANCE

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011930 54610	R/M BLDG & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 54611	R/M FACILITIES	19,000.00	19,000.00	10,597.50	2,941.87	0.00	8,402.50	55.8%
0011930 54620	R/M EQUIPMENT	11,500.00	11,500.00	934.00	0.00	0.00	10,566.00	8.1%
0011930 54630	R/M VEHICLES-LABOR	8,000.00	8,000.00	3,999.98	666.67	0.00	4,000.02	50.0%
0011930 54640	R/M VEHICLES-PARTS	7,500.00	7,500.00	5,788.53	1,747.82	0.00	1,711.47	77.2%
0011930 55100	OFFICE SUPPLIES	250.00	250.00	107.22	0.00	0.00	142.78	42.9%
0011930 55200	OPERATING SUPPLIES	14,530.00	13,405.00	7,451.40	1,856.15	0.00	5,953.60	55.6%
0011930 55210	UNIFORMS	3,300.00	3,300.00	2,578.47	1,228.50	0.00	721.53	78.1%
0011930 55220	JANITORIAL SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 55230	GAS/OIL	14,000.00	14,000.00	6,067.96	1,345.31	0.00	7,932.04	43.3%
0011930 55240	CHEMICALS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 55400	BOOKS/SUBS/DUES	200.00	200.00	0.00	0.00	0.00	200.00	.0%
0011930 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 56400	MACH/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 56400 25419	FACITLITIES MAINT F-250 TRUCK	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 56400 26400	FACILITY MAINT VEHICLE RE #900	57,000.00	57,000.00	56,920.00	0.00	0.00	80.00	99.9%
0011930 56401	EQUIP-NON CAPITAL	0.00	1,125.00	1,124.15	0.00	0.00	0.85	99.9%
0011930 56415	SUBSCRIPTION BASED IT AGREEMNT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 57100	PRINCIPAL	15,351.00	15,351.00	15,350.99	0.00	0.00	0.01	100.0%
0011930 57199	CONTRA PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0011930 57200	INTEREST	1,638.00	1,638.00	1,637.86	0.00	0.00	0.14	100.0%
TOTAL FACILITIES MAINTENANCE		1,004,616.00	1,004,616.00	510,863.30	78,260.66	0.00	493,752.70	50.9%
TOTAL EXPENSES		1,004,616.00	1,004,616.00	510,863.30	78,260.66	0.00	493,752.70	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012100 POLICE

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012100 51200	SALARIES	3,811,669.00	3,811,669.00	1,743,438.60	258,181.64	0.00	2,068,230.40	45.7%
0012100 51210	WC REIMB	0.00	0.00	-1,295.00	0.00	0.00	1,295.00	100.0%
0012100 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 51350	PART-TIME	60,911.00	60,911.00	5,937.02	403.66	0.00	54,973.98	9.7%
0012100 51400	OVERTIME	220,325.00	220,325.00	91,386.68	7,238.28	0.00	128,938.32	41.5%
0012100 51500	INCENTIVE	25,000.00	25,000.00	10,115.18	1,716.86	0.00	14,884.82	40.5%
0012100 52100	FICA	298,665.00	298,665.00	135,307.72	19,444.50	0.00	163,357.28	45.3%
0012100 52200	RETIREMENT	1,115,378.00	1,115,378.00	475,292.91	72,911.43	0.00	640,085.09	42.6%
0012100 52300	HEALTH INSUR	663,485.00	663,485.00	263,028.47	47,163.26	0.00	400,456.53	39.6%
0012100 52301	LIFE INSUR	11,583.00	11,583.00	4,968.75	834.75	0.00	6,614.25	42.9%
0012100 52400	WORKERS' COMP	111,254.00	111,254.00	24,710.02	4,118.33	0.00	86,543.98	22.2%
0012100 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 53400	CONTRACTUAL	235,349.00	235,349.00	126,887.47	23,583.80	0.00	108,461.53	53.9%
0012100 53500	INVESTIGATIONS	4,000.00	4,227.00	4,225.94	2,898.00	0.00	1.06	100.0%
0012100 54000	TRAINING/TRAVEL	30,000.00	30,000.00	13,386.32	1,972.99	0.00	16,613.68	44.6%
0012100 54100	COMM - PHONE/FAX/ALARM	9,298.00	9,298.00	5,842.20	135.12	0.00	3,455.80	62.8%
0012100 54101	COMMUNICATIONS-CELLULAR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 54103	COMMUNICATIONS-INTERNET	13,600.00	13,600.00	4,549.02	1,050.88	0.00	9,050.98	33.4%
0012100 54104	COMMUNICATIONS-MOBILE	51,620.00	51,620.00	22,884.46	5,573.03	0.00	28,735.54	44.3%
0012100 54105	COMMUNICATIONS-911 SYSTEM	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 54200	POSTAGE	400.00	400.00	213.09	84.32	0.00	186.91	53.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012100 POLICE

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012100 54300	UTILITIES ELECTRIC	48,000.00	48,000.00	19,405.57	3,148.16	0.00	28,594.43	40.4%
0012100 54310	UTILITIES-WATER & WASTEWATER	10,000.00	10,000.00	2,918.83	466.35	0.00	7,081.17	29.2%
0012100 54320	UTILITIES-PROPANE/OTHER	2,500.00	2,500.00	949.42	155.24	0.00	1,550.58	38.0%
0012100 54400	RENTALS/LEASES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 54500	INSURANCE	173,859.00	173,841.00	51,656.02	8,609.33	0.00	122,184.98	29.7%
0012100 54610	R/M BLDG & GROUNDS	36,000.00	33,000.00	25,930.11	14,234.36	0.00	7,069.89	78.6%
0012100 54611	R/M FACILITIES	19,500.00	25,500.00	19,543.62	8,241.46	0.00	5,956.38	76.6%
0012100 54620	R/M EQUIPMENT	13,400.00	10,400.00	1,662.48	270.00	0.00	8,737.52	16.0%
0012100 54630	R/M VEHICLES-LABOR	47,000.00	47,000.00	23,499.98	3,916.67	0.00	23,500.02	50.0%
0012100 54640	R/M VEHICLES-PARTS	60,000.00	60,000.00	50,763.54	7,381.66	0.00	9,236.46	84.6%
0012100 54700	PRINTING	3,000.00	3,000.00	202.92	62.92	0.00	2,797.08	6.8%
0012100 54800	PROMOTIONAL	6,000.00	6,000.00	2,276.41	1,764.00	0.00	3,723.59	37.9%
0012100 54900	MISC EXPENSE	750.00	750.00	0.00	0.00	0.00	750.00	.0%
0012100 55100	OFFICE SUPPLIES	7,500.00	7,500.00	481.36	144.04	0.00	7,018.64	6.4%
0012100 55200	OPERATING SUPPLIES	55,700.00	55,473.00	17,682.75	1,294.29	0.00	37,790.25	31.9%
0012100 55210	UNIFORMS	53,300.00	53,300.00	21,310.06	13,361.57	0.00	31,989.94	40.0%
0012100 55220	JANITORIAL SUPPLIES	6,000.00	6,000.00	1,113.96	568.30	0.00	4,886.04	18.6%
0012100 55230	GAS/OIL	155,000.00	155,000.00	70,647.64	14,455.83	0.00	84,352.36	45.6%
0012100 55400	BOOKS/SUBS/DUES	3,150.00	3,150.00	660.00	245.00	0.00	2,490.00	21.0%
0012100 56200	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56300 23026	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012100 POLICE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012100 56300 24006 PD CARPORT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56400 MACH/EQUIP	173,000.00	173,000.00	65,461.17	65,461.17	0.00	107,538.83	37.8%
0012100 56400 25413 POLICE SERVICE VEHICLE (RE#95)	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56400 25414 POLICE SERV VEHICLE (RE#1802)	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 56400 26401 POLICE VEHICLE RE #98	90,000.00	90,000.00	6,790.85	1,168.30	80,369.07	2,840.08	96.8%
0012100 56400 26402 POLICE VEHICLE RE #1991	90,000.00	90,000.00	6,790.85	1,168.30	80,369.07	2,840.08	96.8%
0012100 56400 26403 POLICE VEHICLE RE #1856	90,000.00	90,000.00	6,648.99	1,168.30	80,369.07	2,981.94	96.7%
0012100 56400 26404 POLICE VEHICLE RE #2077	90,000.00	90,000.00	6,648.99	1,168.30	80,369.07	2,981.94	96.7%
0012100 56400 26405 MESSAGE BOARD TRAILER RE #3	22,000.00	22,000.00	19,118.20	0.00	0.00	2,881.80	86.9%
0012100 56401 EQUIP-NON CAPITAL	24,900.00	24,900.00	438.19	0.00	0.00	24,461.81	1.8%
0012100 56415 SUBSCRIPTION BASED IT AGREEMNT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 57100 PRINCIPAL	9,127.00	9,127.00	9,127.00	0.00	0.00	0.00	100.0%
0012100 57199 CONTRA PRINCIPAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012100 57200 INTEREST	874.00	874.00	873.00	0.00	0.00	1.00	99.9%
TOTAL POLICE	7,953,097.00	7,953,079.00	3,363,480.76	595,764.40	321,476.28	4,268,121.96	46.3%
TOTAL EXPENSES	7,953,097.00	7,953,079.00	3,363,480.76	595,764.40	321,476.28	4,268,121.96	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012101 POLICE RANGERS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012101 51350 PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 51400 OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 52100 FICA	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 52400 WORKERS' COMP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 54000 TRAINING/TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 54500 INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 54620 R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 54630 R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 54640 R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 54700 PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 55200 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 55210 UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 55230 GAS/OIL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 56400 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012101 56401 NON CAP EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL POLICE RANGERS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012200 FIRE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012200 51200	SALARIES						
	3,716,575.00	3,716,575.00	1,582,251.29	259,936.28	0.00	2,134,323.71	42.6%
0012200 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 51400	OVERTIME						
	423,500.00	423,500.00	139,387.75	18,176.50	0.00	284,112.25	32.9%
0012200 51500	INCENTIVE						
	13,300.00	13,300.00	5,657.25	960.02	0.00	7,642.75	42.5%
0012200 52100	FICA						
	305,882.00	305,882.00	126,984.60	20,338.18	0.00	178,897.40	41.5%
0012200 52200	RETIREMENT						
	1,248,481.00	1,248,481.00	521,223.28	78,260.82	0.00	727,257.72	41.7%
0012200 52300	HEALTH INSUR						
	618,447.00	618,447.00	263,879.04	48,446.03	0.00	354,567.96	42.7%
0012200 52301	LIFE INSUR						
	9,867.00	9,867.00	4,903.00	823.50	0.00	4,964.00	49.7%
0012200 52400	WORKERS' COMP						
	146,500.00	138,500.00	34,145.48	5,690.92	0.00	104,354.52	24.7%
0012200 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 53100	PROFESSIONAL SERVICES						
	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
0012200 53400	CONTRACTUAL						
	403,900.00	385,900.00	285,746.81	189,328.58	9,440.00	90,713.19	76.5%
0012200 53500	INVESTIGATIONS						
	800.00	800.00	0.00	0.00	0.00	800.00	.0%
0012200 53910	HOUSING ALLOWANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 54000	TRAINING/TRAVEL						
	63,292.00	63,292.00	39,825.82	1,266.25	0.00	23,466.18	62.9%
0012200 54100	COMM - PHONE/FAX/ALARM						
	1,280.00	1,280.00	1,280.00	0.00	0.00	0.00	100.0%
0012200 54101	COMMUNICATIONS-CELLULAR						
	10,800.00	10,800.00	4,683.38	780.45	0.00	6,116.62	43.4%
0012200 54103	COMMUNICATIONS-INTERNET						
	32,715.00	32,715.00	6,859.23	1,785.92	0.00	25,855.77	21.0%
0012200 54200	POSTAGE						
	800.00	800.00	68.54	0.00	0.00	731.46	8.6%
0012200 54300	UTILITIES ELECTRIC						
	35,000.00	35,000.00	9,707.92	1,415.39	0.00	25,292.08	27.7%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012200 FIRE

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012200	54310	UTILITIES-WATER & WASTEWATER						
		6,500.00	6,500.00	3,597.94	722.56	0.00	2,902.06	55.4%
0012200	54320	UTILITIES-PROPANE/OTHER						
		4,500.00	4,500.00	2,525.64	433.13	0.00	1,974.36	56.1%
0012200	54440	LAND RENT						
		10,000.00	10,000.00	5,000.02	833.33	0.00	4,999.98	50.0%
0012200	54500	INSURANCE						
		126,156.00	126,156.00	46,268.02	7,711.33	0.00	79,887.98	36.7%
0012200	54610	R/M BLDG & GROUNDS						
		66,875.00	82,927.00	29,400.41	8.99	0.00	53,526.59	35.5%
0012200	54611	R/M FACILITIES						
		20,750.00	20,750.00	9,992.96	1,715.11	0.00	10,757.04	48.2%
0012200	54620	R/M EQUIPMENT						
		28,751.00	28,751.00	22,909.24	8,653.40	0.00	5,841.76	79.7%
0012200	54630	R/M VEHICLES-LABOR						
		40,000.00	40,000.00	20,000.08	3,333.32	0.00	19,999.92	50.0%
0012200	54640	R/M VEHICLES-PARTS						
		80,000.00	80,000.00	37,002.23	7,928.39	0.00	42,997.77	46.3%
0012200	54650	OUTSIDE R/M VEHICLES						
		0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200	54700	PRINTING						
		1,000.00	1,000.00	301.93	301.93	0.00	698.07	30.2%
0012200	54800	PROMOTIONAL						
		6,800.00	6,800.00	4,613.51	0.00	0.00	2,186.49	67.8%
0012200	54922	AMBULANCE BILLING/COLLEC FEE						
		80,000.00	80,000.00	17,567.30	0.00	0.00	62,432.70	22.0%
0012200	54970	PROGRAM COSTS						
		4,050.00	4,050.00	1,861.00	0.00	0.00	2,189.00	46.0%
0012200	55100	OFFICE SUPPLIES						
		2,500.00	2,500.00	771.62	146.88	0.00	1,728.38	30.9%
0012200	55200	OPERATING SUPPLIES						
		61,350.00	61,350.00	24,558.37	3,173.30	0.00	36,791.63	40.0%
0012200	55210	UNIFORMS						
		82,300.00	82,300.00	37,756.10	384.78	0.00	44,543.90	45.9%
0012200	55220	JANITORIAL SUPPLIES						
		7,000.00	7,000.00	3,544.89	678.82	0.00	3,455.11	50.6%
0012200	55230	GAS/OIL						
		52,000.00	52,000.00	21,275.02	4,470.33	0.00	30,724.98	40.9%
0012200	55245	MEDICAL SUPPLIES						
		130,900.00	130,900.00	48,986.52	15,990.86	0.00	81,913.48	37.4%
0012200	55400	BOOKS/SUBS/DUES						
		6,750.00	6,750.00	1,621.30	264.26	0.00	5,128.70	24.0%
0012200	56200	BUILDING						
		0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012200 FIRE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012200 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 56300 26036 FS1 PORCH COVERING	0.00	9,948.00	0.00	0.00	9,948.00	0.00	100.0%
0012200 56400 MACH/EQUIP	116,301.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 56400 26449 HAMILTON VENTILATORS	0.00	35,102.00	0.00	0.00	35,026.14	75.86	99.8%
0012200 56401 EQUIP-NON CAPITAL	20,000.00	20,000.00	542.87	0.00	0.00	19,457.13	2.7%
0012200 56410 23041 CITYVIEW SOFTWARE PROJ 23041	0.00	0.00	1,084.46	369.65	6,253.63	-7,338.09	100.0%
0012200 56415 SUBSCRIPTION BASED IT AGREEMNT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012200 57100 PRINCIPAL	25,718.00	25,718.00	25,717.63	0.00	0.00	0.37	100.0%
0012200 57200 INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FIRE	8,016,340.00	7,935,141.00	3,393,502.45	684,329.21	60,667.77	4,480,970.78	43.5%
TOTAL EXPENSES	8,016,340.00	7,935,141.00	3,393,502.45	684,329.21	60,667.77	4,480,970.78	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012201 FIRE OCEAN RESCUE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012201 51200	SALARIES						
	184,243.00	184,243.00	83,957.74	14,172.36	0.00	100,285.26	45.6%
0012201 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 51300	SEASONAL/TEMPORARY						
	270,605.00	270,605.00	1,367.79	0.00	0.00	269,237.21	.5%
0012201 51350	PART TIME SALARIES						
	179,495.00	179,495.00	43,662.97	11,390.74	0.00	135,832.03	24.3%
0012201 51400	OVERTIME						
	45,000.00	45,000.00	68.07	0.00	0.00	44,931.93	.2%
0012201 52100	FICA						
	51,794.00	51,794.00	9,818.07	1,945.39	0.00	41,975.93	19.0%
0012201 52200	RETIREMENT						
	38,304.00	38,304.00	17,612.40	2,974.77	0.00	20,691.60	46.0%
0012201 52300	HEALTH INSUR						
	36,777.00	36,777.00	11,486.99	2,076.16	0.00	25,290.01	31.2%
0012201 52301	LIFE INSUR						
	534.00	534.00	275.50	46.25	0.00	258.50	51.6%
0012201 52400	WORKERS' COMP						
	31,204.00	31,204.00	4,254.98	709.17	0.00	26,949.02	13.6%
0012201 53400	CONTRACTUAL						
	46,018.00	44,418.00	7,581.45	1,014.80	0.00	36,836.55	17.1%
0012201 54000	TRAINING/TRAVEL						
	5,700.00	5,700.00	861.99	0.00	0.00	4,838.01	15.1%
0012201 54100	COMM - PHONE/FAX/ALARM						
	320.00	320.00	320.00	0.00	0.00	0.00	100.0%
0012201 54101	COMMUNICATIONS-CELLULAR						
	5,638.00	5,638.00	2,297.42	383.03	0.00	3,340.58	40.7%
0012201 54103	COMMUNICATIONS-INTERNET						
	1,200.00	1,200.00	1,157.48	0.00	0.00	42.52	96.5%
0012201 54300	UTILITIES ELECTRIC						
	5,500.00	5,500.00	1,759.22	332.49	0.00	3,740.78	32.0%
0012201 54310	UTILITIES-WATER & WASTEWATER						
	3,000.00	3,000.00	889.60	155.38	0.00	2,110.40	29.7%
0012201 54320	UTILITIES-PROPANE/OTHER						
	600.00	600.00	201.64	40.37	0.00	398.36	33.6%
0012201 54500	INSURANCE						
	18,615.00	18,615.00	7,121.02	1,186.83	0.00	11,493.98	38.3%
0012201 54610	R/M BLDG & GROUNDS						
	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	.0%
0012201 54611	R/M FACILITIES						
	38,500.00	38,500.00	23,982.28	7,206.42	4,907.57	9,610.15	75.0%
0012201 54620	R/M EQUIPMENT						
	11,500.00	11,500.00	1,776.35	367.60	0.00	9,723.65	15.4%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012201 FIRE OCEAN RESCUE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012201 54630 R/M VEHICLES-LABOR	19,000.00	19,000.00	9,500.02	1,583.33	0.00	9,499.98	50.0%
0012201 54640 R/M VEHICLES-PARTS	19,000.00	19,000.00	7,962.91	2,864.22	0.00	11,037.09	41.9%
0012201 54700 PRINTING	500.00	500.00	301.95	301.95	0.00	198.05	60.4%
0012201 54800 PROMOTIONAL	4,200.00	4,200.00	1,217.78	247.78	0.00	2,982.22	29.0%
0012201 55100 OFFICE SUPPLIES	750.00	750.00	222.49	0.00	0.00	527.51	29.7%
0012201 55200 OPERATING SUPPLIES	18,330.00	18,330.00	3,418.99	194.43	0.00	14,911.01	18.7%
0012201 55210 UNIFORMS	16,400.00	16,400.00	1,251.50	0.00	0.00	15,148.50	7.6%
0012201 55230 GAS/OIL	17,000.00	17,000.00	4,667.99	1,082.33	0.00	12,332.01	27.5%
0012201 55245 MEDICAL SUPPLIES	2,600.00	2,600.00	877.07	204.50	0.00	1,722.93	33.7%
0012201 55400 BOOKS/SUBS/DUES	2,600.00	2,600.00	718.30	669.50	0.00	1,881.70	27.6%
0012201 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 56400 EQUIPMENT	40,000.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 56400 25400 OCEAN RESCUE F-150 (RE#145)	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012201 56400 26406 OCEAN RESCUE VEHICLE RE #144	15,000.00	15,000.00	14,759.42	0.00	0.00	240.58	98.4%
0012201 56400 26407 KAWASAKI PWC & TRAILER	30,000.00	30,000.00	25,387.38	8,207.88	2,367.56	2,245.06	92.5%
0012201 56400 26447 MOTOROLLA RADIOS-OR	0.00	40,000.00	0.00	0.00	40,000.00	0.00	100.0%
0012201 56401 NON CAP EQUIP	3,900.00	5,500.00	0.00	0.00	5,488.98	11.02	99.8%
TOTAL FIRE OCEAN RESCUE	1,165,327.00	1,165,327.00	290,738.76	59,357.68	52,764.11	821,824.13	29.5%
TOTAL EXPENSES	1,165,327.00	1,165,327.00	290,738.76	59,357.68	52,764.11	821,824.13	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012202 FIRE BEACH RANGERS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012202 51350 PART TIME SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 51400 OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 52100 FICA	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 52400 WORKERS' COMP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 53400 CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54000 TRAINING/TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54101 COMMUNICATIONS-CELLULAR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54500 INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54620 R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54630 R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54640 R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54700 PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 54800 PROMOTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 55200 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 55210 UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 55230 GAS/OIL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 56400 EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012202 56401 NON CAP EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL FIRE BEACH RANGERS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012400 BUILDING / PERMITTING

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012400 51200	SALARIES	30,795.00	30,795.00	14,166.63	2,368.80	0.00	16,628.37	46.0%
0012400 51210	WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 51400	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 52100	FICA	2,353.00	2,353.00	1,083.01	181.20	0.00	1,269.99	46.0%
0012400 52200	RETIREMENT	6,403.00	6,403.00	2,994.99	497.20	0.00	3,408.01	46.8%
0012400 52300	HEALTH INSUR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 52301	LIFE INSUR	89.00	89.00	38.75	7.75	0.00	50.25	43.5%
0012400 52400	WORKERS' COMP	0.00	36.00	-9.00	1.50	0.00	45.00	-25.0%
0012400 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 53400	CONTRACTUAL	12,352.00	12,352.00	4,978.99	0.00	0.00	7,373.01	40.3%
0012400 54000	TRAINING/TRAVEL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54100	COMM - PHONE/FAX/ALARM	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54101	COMMUNICATIONS-CELLULAR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54300	UTILITIES ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54500	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54610	R/M BLDG & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54620	R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54630	R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 54640	R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012400 BUILDING / PERMITTING	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012400 54700 PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55100 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55200 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55210 UNIFORMS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55230 GAS/OIL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 55400 BOOKS/SUBS/DUES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 56400 MACH/EQUIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 56401 EQUIP-NON CAPITAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012400 56410 23041 CITYVIEW SOFTWARE PROJ 23041	0.00	0.00	7,232.61	2,465.28	28,915.35	-36,147.96	100.0%
0012400 59140 TRANSFER TO BUILDING FUND	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL BUILDING / PERMITTING	51,992.00	52,028.00	30,485.98	5,521.73	28,915.35	-7,373.33	114.2%
TOTAL EXPENSES	51,992.00	52,028.00	30,485.98	5,521.73	28,915.35	-7,373.33	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012420 CODE ENFORCEMENT

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012420 51200	SALARIES						
	272,029.00	272,029.00	126,495.76	16,498.25	0.00	145,533.24	46.5%
0012420 51350	PART-TIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 51400	OVERTIME						
	250.00	250.00	128.25	0.00	0.00	121.75	51.3%
0012420 52100	FICA						
	22,715.00	22,715.00	9,654.99	1,246.36	0.00	13,060.01	42.5%
0012420 52200	RETIREMENT						
	62,783.00	62,783.00	24,634.08	3,462.97	0.00	38,148.92	39.2%
0012420 52300	HEALTH INSUR						
	62,237.00	62,237.00	18,211.40	3,009.04	0.00	44,025.60	29.3%
0012420 52301	LIFE INSUR						
	1,725.00	1,725.00	373.25	54.00	0.00	1,351.75	21.6%
0012420 52400	WORKERS' COMP						
	3,058.00	3,058.00	841.50	140.25	0.00	2,216.50	27.5%
0012420 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 53400	CONTRACTUAL						
	74,226.00	74,226.00	30,193.82	112.24	0.00	44,032.18	40.7%
0012420 54000	TRAINING/TRAVEL						
	8,000.00	8,000.00	2,220.77	1,520.77	0.00	5,779.23	27.8%
0012420 54100	COMM - PHONE/FAX/ALARM						
	480.00	480.00	480.00	0.00	0.00	0.00	100.0%
0012420 54101	COMMUNICATIONS-CELLULAR						
	3,000.00	3,000.00	1,200.67	381.72	0.00	1,799.33	40.0%
0012420 54500	INSURANCE						
	7,978.00	7,978.00	3,051.98	508.67	0.00	4,926.02	38.3%
0012420 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 54630	R/M VEHICLES-LABOR						
	2,000.00	2,000.00	999.98	166.67	0.00	1,000.02	50.0%
0012420 54640	R/M VEHICLES-PARTS						
	2,000.00	2,000.00	576.38	44.58	0.00	1,423.62	28.8%
0012420 54700	PRINTING						
	1,500.00	1,500.00	391.53	131.71	0.00	1,108.47	26.1%
0012420 54930	COLLECTIONS/LITIGATION COSTS						
	600.00	600.00	600.00	300.00	0.00	0.00	100.0%
0012420 55100	OFFICE SUPPLIES						
	1,500.00	1,500.00	264.01	0.00	0.00	1,235.99	17.6%
0012420 55200	OPERATING SUPPLIES						
	2,960.00	2,960.00	488.61	0.00	0.00	2,471.39	16.5%
0012420 55210	UNIFORMS						
	1,500.00	1,500.00	937.88	230.75	0.00	562.12	62.5%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0012420 CODE ENFORCEMENT

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0012420 55230	GAS/OIL						
	2,000.00	2,000.00	902.75	114.06	0.00	1,097.25	45.1%
0012420 55400	BOOKS/SUBS/DUES						
	1,125.00	1,125.00	768.00	120.00	0.00	357.00	68.3%
0012420 56400	EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0012420 56401	NON CAP EQUIP						
	2,800.00	2,800.00	0.00	0.00	0.00	2,800.00	.0%
0012420 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	0.00	0.00	256.16	87.32	1,500.68	-1,756.84	100.0%
TOTAL CODE ENFORCEMENT							
	536,466.00	536,466.00	223,671.77	28,129.36	1,500.68	311,293.55	42.0%
TOTAL EXPENSES							
	536,466.00	536,466.00	223,671.77	28,129.36	1,500.68	311,293.55	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0014100 STREETS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0014100 51200	SALARIES	605,544.00	605,544.00	263,172.38	45,549.81	0.00	342,371.62	43.5%
0014100 51210	WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 51400	OVERTIME	42,000.00	42,000.00	19,157.26	4,859.36	0.00	22,842.74	45.6%
0014100 52100	FICA	46,975.00	46,975.00	21,351.73	3,767.83	0.00	25,623.27	45.5%
0014100 52200	RETIREMENT	131,319.00	131,319.00	58,709.70	10,578.29	0.00	72,609.30	44.7%
0014100 52300	HEALTH INSUR	132,828.00	132,828.00	48,285.28	9,788.19	0.00	84,542.72	36.4%
0014100 52301	LIFE INSUR	1,696.00	1,696.00	813.89	141.59	0.00	882.11	48.0%
0014100 52400	WORKERS' COMP	47,877.00	47,877.00	10,956.00	1,826.00	0.00	36,921.00	22.9%
0014100 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 53100	PROFESSIONAL SERVICES	2,500.00	4,009.00	0.00	0.00	0.00	4,009.00	.0%
0014100 53400	CONTRACTUAL	67,288.00	65,779.00	11,995.37	1,958.72	8,000.00	45,783.63	30.4%
0014100 54000	TRAINING/TRAVEL	14,015.00	14,015.00	1,426.45	0.00	4,135.00	8,453.55	39.7%
0014100 54100	COMM - PHONE/FAX/ALARM	160.00	160.00	160.00	0.00	0.00	0.00	100.0%
0014100 54101	COMMUNICATIONS-CELLULAR	3,400.00	3,400.00	685.99	60.66	0.00	2,714.01	20.2%
0014100 54103	COMMUNICATIONS-INTERNET	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 54200	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 54300	UTILITIES ELECTRIC	422,000.00	422,000.00	195,676.51	44,577.79	0.00	226,323.49	46.4%
0014100 54310	UTILITIES-WATER & WASTEWATER	3,200.00	3,200.00	1,573.48	327.54	0.00	1,626.52	49.2%
0014100 54400	RENTALS/LEASES	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	.0%
0014100 54500	INSURANCE	36,540.00	36,540.00	13,978.50	2,329.75	0.00	22,561.50	38.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0014100 STREETS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0014100 54610	R/M BLDG & GROUNDS	5,000.00	5,000.00	63.85	63.85	0.00	4,936.15	1.3%
0014100 54611	R/M FACILITIES	6,500.00	6,500.00	931.70	561.06	0.00	5,568.30	14.3%
0014100 54612	R/M STREETS	103,000.00	103,000.00	4,786.25	946.40	0.00	98,213.75	4.6%
0014100 54620	R/M EQUIPMENT	3,000.00	3,000.00	644.59	0.00	0.00	2,355.41	21.5%
0014100 54630	R/M VEHICLES-LABOR	63,000.00	63,000.00	31,500.00	5,250.00	0.00	31,500.00	50.0%
0014100 54640	R/M VEHICLES-PARTS	80,000.00	80,000.00	34,641.62	15,663.07	0.00	45,358.38	43.3%
0014100 54941	SIGNAGE COSTS	40,000.00	40,000.00	11,814.97	201.29	0.00	28,185.03	29.5%
0014100 55100	OFFICE SUPPLIES	250.00	250.00	190.43	64.93	0.00	59.57	76.2%
0014100 55200	OPERATING SUPPLIES	24,065.00	24,065.00	10,061.72	2,881.34	0.00	14,003.28	41.8%
0014100 55210	UNIFORMS	5,250.00	5,250.00	4,536.84	2,415.45	0.00	713.16	86.4%
0014100 55220	JANITORIAL SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00	.0%
0014100 55230	GAS/OIL	64,000.00	64,000.00	27,549.86	5,533.49	0.00	36,450.14	43.0%
0014100 55240	CHEMICALS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	.0%
0014100 55300	ROAD MATERIALS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 55400	BOOKS/SUBS/DUES	450.00	450.00	226.80	0.00	0.00	223.20	50.4%
0014100 56200	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56300 22016	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56300 24007	STREETS OFFICE EXPANSION	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56400	MACH/EQUIP	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00	.0%
0014100 56400 25417	STREET ROLLER MACHINE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 56400 25418	STREETS BUMP MILL ATTACHMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0014100 STREETS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0014100 56400 26435	GRASSHOPPER MOWER #19452						
	13,000.00	13,000.00	12,477.15	0.00	0.00	522.85	96.0%
0014100 56400 26436	GRASSHOPPER MOWER-NEW						
	13,000.00	13,000.00	12,477.15	0.00	0.00	522.85	96.0%
0014100 56400 26437	STREETS AUTO FLAGGER DEV						
	40,000.00	40,000.00	29,315.84	0.00	0.00	10,684.16	73.3%
0014100 56401	EQUIP-NON CAPITAL						
	7,500.00	7,500.00	3,258.37	-213.98	0.00	4,241.63	43.4%
0014100 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	0.00	0.00	956.38	325.99	5,503.29	-6,459.67	100.0%
0014100 57100	PRINCIPAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0014100 57200	INTEREST						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL STREETS							
	2,047,357.00	2,047,357.00	833,376.06	159,458.42	17,638.29	1,196,342.65	41.6%
TOTAL EXPENSES							
	2,047,357.00	2,047,357.00	833,376.06	159,458.42	17,638.29	1,196,342.65	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0015200 DOWNTOWN

			ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0015200 51200		SALARIES	95,025.00	95,025.00	32,938.51	6,544.16	0.00	62,086.49	34.7%
0015200 52100		FICA	7,107.00	7,107.00	2,357.75	415.79	0.00	4,749.25	33.2%
0015200 52200		RETIREMENT	19,756.00	19,756.00	6,286.41	1,373.62	0.00	13,469.59	31.8%
0015200 52300		HEALTH INSUR	11,427.00	11,427.00	5,327.50	2,025.96	0.00	6,099.50	46.6%
0015200 52301		LIFE INSUR	274.00	274.00	92.25	21.50	0.00	181.75	33.7%
0015200 52400		WORKERS' COMP	94.00	94.00	18.52	3.08	0.00	75.48	19.7%
0015200 53100		PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 53100	26027	HARBOR MASTER PLAN	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 53400		CONTRACTUAL	119,436.00	116,020.00	33,720.29	6,179.49	6,667.50	75,632.21	34.8%
0015200 53405		CONTRACTUAL - PAID PARKING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 54100		COMM - PHONE/FAX/ALARM	160.00	160.00	160.00	0.00	0.00	0.00	100.0%
0015200 54101		COMMUNICATIONS-CELLULAR	650.00	650.00	284.64	50.00	0.00	365.36	43.8%
0015200 54300		UTILITIES ELECTRIC	33,000.00	33,000.00	14,633.34	2,776.01	0.00	18,366.66	44.3%
0015200 54310		UTILITIES-WATER & WASTEWATER	25,000.00	25,000.00	9,209.11	1,329.79	0.00	15,790.89	36.8%
0015200 54400		RENTALS/LEASES	15,000.00	18,416.00	18,415.02	0.00	0.00	0.98	100.0%
0015200 54500		INSURANCE	10,971.00	10,971.00	2,637.52	439.58	0.00	8,333.48	24.0%
0015200 54610		R/M BLDG & GROUNDS	63,000.00	63,000.00	22,737.15	3,469.12	0.00	40,262.85	36.1%
0015200 54611		R/M FACILITIES	20,750.00	20,750.00	1,857.73	7.58	0.00	18,892.27	9.0%
0015200 54620		R/M EQUIPMENT	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
0015200 54800		PROMOTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 55200		OPERATING SUPPLIES	6,700.00	6,700.00	4,623.01	605.37	27.26	2,049.73	69.4%
0015200 55220		JANITORIAL SUPPLIES	7,000.00	7,000.00	593.10	0.00	0.00	6,406.90	8.5%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0015200 DOWNTOWN

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0015200 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015200 56401	EQUIP-NON CAPITAL						
	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
TOTAL DOWNTOWN							
	437,350.00	437,350.00	155,891.85	25,241.05	6,694.76	274,763.39	37.2%
TOTAL EXPENSES							
	437,350.00	437,350.00	155,891.85	25,241.05	6,694.76	274,763.39	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0015640 PUBLIC ASSISTANCE

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0015640 55600	UTILITY EXEMPTION (AGED/POOR)						
	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	.0%
0015640 55601	COUNCIL ON AGING						
	50,000.00	50,000.00	25,000.00	12,500.00	0.00	25,000.00	50.0%
0015640 55602	NON PROFIT EPISCOPAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55603	BOYS AND GIRLS CLUB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55604	NON PROFIT BARNABAS						
	30,000.00	30,000.00	7,500.00	0.00	0.00	22,500.00	25.0%
0015640 55605	NON PROFIT MICAH'S PLACE						
	5,000.00	5,000.00	2,500.00	1,250.00	0.00	2,500.00	50.0%
0015640 55606	NON PROFIT NASSU MENTAL HEALTH						
	15,000.00	15,000.00	7,500.00	3,750.00	0.00	7,500.00	50.0%
0015640 55607	NON PROFIT FAMILY SUPPORT SVCS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55608	NON PROFIT AMERICA'S YOUTH						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55609	NON PROFIT CW VISION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55610	NON PROFIT SALVATION ARMY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55612	NON PROFIT THE ARC NASSAU						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55613	AME CHURCH						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55614	NON PROFIT TRINITY UMC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55615	NON PROFIT RISE AGAINST HUNGER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55616	NONPROFIT ECONOMIC DEVELOPMENT						
	2,500.00	2,500.00	625.00	0.00	0.00	1,875.00	25.0%
0015640 55620	NON PROFIT GRANT FUNDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0015640 55674	JULY 4TH FIREWORKS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL PUBLIC ASSISTANCE							
	142,500.00	142,500.00	43,125.00	17,500.00	0.00	99,375.00	30.3%
TOTAL EXPENSES							
	142,500.00	142,500.00	43,125.00	17,500.00	0.00	99,375.00	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017100 LIBRARY

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017100 53400 CONTRACTUAL	4,455.00	4,455.00	1,065.99	637.99	0.00	3,389.01	23.9%
0017100 54500 INSURANCE	10,736.00	10,736.00	4,107.00	684.50	0.00	6,629.00	38.3%
0017100 54610 R/M BLDG & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 54611 R/M FACILITIES	12,000.00	12,000.00	5,651.12	576.28	0.00	6,348.88	47.1%
0017100 54620 R/M EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 55200 OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 56200 BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 56300 IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017100 56400 MACH/EQUIP	36,000.00	36,000.00	13,524.75	13,524.75	1,658.25	20,817.00	42.2%
TOTAL LIBRARY	63,191.00	63,191.00	24,348.86	15,423.52	1,658.25	37,183.89	41.2%
TOTAL EXPENSES	63,191.00	63,191.00	24,348.86	15,423.52	1,658.25	37,183.89	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017200 RECREATION

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017200 51200	SALARIES						
	581,779.00	581,779.00	267,896.36	44,489.37	0.00	313,882.64	46.0%
0017200 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 51350	PART-TIME						
	48,308.00	48,308.00	19,101.78	3,263.56	0.00	29,206.22	39.5%
0017200 51400	OVERTIME						
	1,000.00	2,000.00	1,226.80	118.36	0.00	773.20	61.3%
0017200 52100	FICA						
	47,746.00	47,746.00	21,485.08	3,559.26	0.00	26,260.92	45.0%
0017200 52200	RETIREMENT						
	119,435.00	119,435.00	55,090.10	9,363.69	0.00	64,344.90	46.1%
0017200 52300	HEALTH INSUR						
	110,220.00	110,220.00	50,289.26	9,086.82	0.00	59,930.74	45.6%
0017200 52301	LIFE INSUR						
	1,691.00	1,691.00	887.81	146.54	0.00	803.19	52.5%
0017200 52400	WORKERS' COMP						
	4,650.00	4,650.00	1,473.52	245.58	0.00	3,176.48	31.7%
0017200 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 53400	CONTRACTUAL						
	31,651.00	53,641.00	17,045.90	5,549.90	0.00	36,595.10	31.8%
0017200 53910	HOUSING ALLOWANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 54000	TRAINING/TRAVEL						
	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	.0%
0017200 54100	COMM - PHONE/FAX/ALARM						
	2,556.00	2,556.00	1,590.07	90.08	0.00	965.93	62.2%
0017200 54101	COMMUNICATIONS-CELLULAR						
	2,100.00	2,100.00	968.85	233.72	0.00	1,131.15	46.1%
0017200 54103	COMMUNICATIONS-INTERNET						
	3,400.00	3,400.00	3,113.29	489.74	0.00	286.71	91.6%
0017200 54200	POSTAGE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 54300	UTILITIES ELECTRIC						
	66,000.00	66,000.00	26,726.06	4,776.74	0.00	39,273.94	40.5%
0017200 54310	UTILITIES-WATER & WASTEWATER						
	12,000.00	12,000.00	6,944.97	1,592.90	0.00	5,055.03	57.9%
0017200 54320	UTILITIES-PROPANE/OTHER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017200 RECREATION

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017200 54400	RENTALS/LEASES	1,500.00	1,500.00	720.00	120.00	0.00	780.00	48.0%
0017200 54500	INSURANCE	35,820.00	35,820.00	10,436.48	1,739.42	0.00	25,383.52	29.1%
0017200 54610	R/M BLDG & GROUNDS	9,000.00	9,000.00	1,747.49	0.00	0.00	7,252.51	19.4%
0017200 54611	R/M FACILITIES	68,300.00	68,300.00	32,138.19	1,598.79	6,453.00	29,708.81	56.5%
0017200 54620	R/M EQUIPMENT	7,500.00	7,500.00	1,728.74	280.68	0.00	5,771.26	23.0%
0017200 54630	R/M VEHICLES-LABOR	12,500.00	12,500.00	6,249.98	1,041.67	0.00	6,250.02	50.0%
0017200 54640	R/M VEHICLES-PARTS	12,000.00	12,000.00	8,532.46	5,604.59	0.00	3,467.54	71.1%
0017200 54700	PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 54800	PROMOTIONAL	2,500.00	2,500.00	100.88	0.00	0.00	2,399.12	4.0%
0017200 54901	SPECIAL EVENTS	6,000.00	6,000.00	762.96	0.00	0.00	5,237.04	12.7%
0017200 54970	PROGRAM COSTS	235,000.00	212,810.00	78,568.30	41,026.38	0.00	134,241.70	36.9%
0017200 55100	OFFICE SUPPLIES	5,000.00	5,000.00	3,017.27	1,422.74	0.00	1,982.73	60.3%
0017200 55200	OPERATING SUPPLIES	11,645.00	16,545.00	11,625.30	650.81	0.00	4,919.70	70.3%
0017200 55210	UNIFORMS	700.00	700.00	-128.58	0.00	0.00	828.58	-18.4%
0017200 55220	JANITORIAL SUPPLIES	5,500.00	5,500.00	1,986.16	1,167.55	0.00	3,513.84	36.1%
0017200 55230	GAS/OIL	12,000.00	12,000.00	4,911.68	1,294.52	0.00	7,088.32	40.9%
0017200 55240	CHEMICALS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 55400	BOOKS/SUBS/DUES	4,250.00	4,250.00	2,710.07	0.00	0.00	1,539.93	63.8%
0017200 56200	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 56300 23009	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017200 56300 24008	BABE RUTH ROOF COATING	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017200 RECREATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017200 56400 MACH/EQUIP	76,500.00	59,896.00	31,127.98	0.00	0.00	28,768.02	52.0%
0017200 56401 EQUIP-NON CAPITAL	7,000.00	7,000.00	2,591.00	0.00	0.00	4,409.00	37.0%
TOTAL RECREATION	1,552,751.00	1,541,847.00	672,666.21	138,953.41	6,453.00	862,727.79	44.0%
TOTAL EXPENSES	1,552,751.00	1,541,847.00	672,666.21	138,953.41	6,453.00	862,727.79	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017210 PARKS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017210 51200	SALARIES	545,517.00	545,517.00	262,062.49	44,195.97	0.00	283,454.51	48.0%
0017210 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 51350	PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 51400	OVERTIME	15,000.00	15,000.00	5,850.54	657.00	0.00	9,149.46	39.0%
0017210 52100	FICA	41,767.00	41,767.00	20,082.54	3,314.27	0.00	21,684.46	48.1%
0017210 52200	RETIREMENT	116,817.00	116,817.00	57,098.14	9,418.12	0.00	59,718.86	48.9%
0017210 52300	HEALTH INSUR	182,087.00	182,087.00	62,110.31	11,278.86	0.00	119,976.69	34.1%
0017210 52301	LIFE INSUR	1,794.00	1,794.00	837.44	149.96	0.00	956.56	46.7%
0017210 52400	WORKERS' COMP	8,796.00	8,796.00	4,014.00	669.00	0.00	4,782.00	45.6%
0017210 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 53100 26014	PARKS & REC MASTER PLAN	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	.0%
0017210 53400	CONTRACTUAL	207,377.00	207,377.00	86,299.61	26,094.36	91,922.52	29,154.87	85.9%
0017210 54000	TRAINING/TRAVEL	14,030.00	17,030.00	8,396.50	0.00	8,270.00	363.50	97.9%
0017210 54100	COMM - PHONE/FAX/ALARM	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 54101	COMMUNICATIONS-CELLULAR	2,500.00	2,500.00	449.40	149.80	0.00	2,050.60	18.0%
0017210 54300	UTILITIES ELECTRIC	84,000.00	84,000.00	38,169.06	7,325.51	0.00	45,830.94	45.4%
0017210 54310	UTILITIES-WATER & WASTEWATER	35,000.00	35,000.00	13,563.76	2,978.97	0.00	21,436.24	38.8%
0017210 54400	RENTALS/LEASES	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	.0%
0017210 54500	INSURANCE	31,616.00	31,616.00	12,094.50	2,015.75	0.00	19,521.50	38.3%
0017210 54610	R/M BLDG & GROUNDS	197,900.00	197,900.00	125,318.16	7,651.96	0.00	72,581.84	63.3%
0017210 54611	R/M FACILITIES	55,000.00	55,000.00	20,806.25	1,024.31	0.00	34,193.75	37.8%
0017210 54620	R/M EQUIPMENT	13,000.00	13,000.00	1,767.66	0.00	0.00	11,232.34	13.6%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017210 PARKS

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017210 54630	R/M VEHICLES-LABOR						
	23,000.00	23,000.00	11,499.98	1,916.67	0.00	11,500.02	50.0%
0017210 54640	R/M VEHICLES-PARTS						
	25,000.00	25,000.00	6,098.72	1,124.35	0.00	18,901.28	24.4%
0017210 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 54900	MISC EXPENSE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 55200	OPERATING SUPPLIES						
	59,815.00	59,815.00	40,433.18	6,080.49	0.00	19,381.82	67.6%
0017210 55210	UNIFORMS						
	6,400.00	6,400.00	4,766.44	0.00	0.00	1,633.56	74.5%
0017210 55220	JANITORIAL SUPPLIES						
	12,000.00	12,000.00	3,543.38	1,739.37	0.00	8,456.62	29.5%
0017210 55230	GAS/OIL						
	23,000.00	23,000.00	8,249.95	2,034.51	0.00	14,750.05	35.9%
0017210 55240	CHEMICALS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 55400	BOOKS/SUBS/DUES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56300 25053	MLK POOL FENCE REPLACEMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56300 25063	HICKORY ST PARK FENCE REPLACEM						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56300 26015	LIGHTHOUSE FENCING						
	38,375.00	38,375.00	0.00	0.00	0.00	38,375.00	.0%
0017210 56300 26016	JOE VELARDI FIELD FENCING						
	26,625.00	26,625.00	26,624.76	0.00	0.00	0.24	100.0%
0017210 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56400 25407	PARKS UTILITY TRUCK (RE#260)						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017210 56400 26438	PARKS DUMP TRAILER RE #13545						
	20,000.00	11,100.00	11,000.00	0.00	0.00	100.00	99.1%
0017210 56400 26439	GREENFIELD EQUIPMENT						
	11,000.00	11,000.00	11,000.00	0.00	0.00	0.00	100.0%
0017210 56400 26440	GRASSHOPPER ZERO TURN #20554						
	15,000.00	12,478.00	12,477.15	0.00	0.00	0.85	100.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017210 PARKS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017210 56400 26441	PARKS GRASSHOPPER ZERO TURN						
	15,000.00	12,478.00	12,477.15	0.00	0.00	0.85	100.0%
0017210 56400 26442	PARKS TOP DRESSER RE #20557						
	12,000.00	12,000.00	10,087.05	0.00	0.00	1,912.95	84.1%
0017210 56400 26443	PARKS GRASSHOPPER MOWER						
	13,000.00	12,478.00	12,477.15	0.00	0.00	0.85	100.0%
0017210 56401	EQUIP-NON CAPITAL						
	5,500.00	5,500.00	2,175.96	2,175.96	0.00	3,324.04	39.6%
TOTAL PARKS							
	1,965,416.00	1,953,950.00	891,831.23	131,995.19	100,192.52	961,926.25	50.8%
TOTAL EXPENSES							
	1,965,416.00	1,953,950.00	891,831.23	131,995.19	100,192.52	961,926.25	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017220 PECK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017220 51200	SALARIES						
	102,797.00	102,797.00	46,449.42	7,907.44	0.00	56,347.58	45.2%
0017220 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 51350	PART-TIME						
	44,483.00	44,483.00	19,906.32	4,115.47	0.00	24,576.68	44.8%
0017220 51400	OVERTIME						
	750.00	750.00	310.08	0.00	0.00	439.92	41.3%
0017220 52100	FICA						
	13,538.00	13,538.00	4,907.58	884.13	0.00	8,630.42	36.3%
0017220 52200	RETIREMENT						
	8,589.00	8,589.00	3,939.21	665.34	0.00	4,649.79	45.9%
0017220 52300	HEALTH INSUR						
	30,546.00	30,546.00	13,079.61	2,421.34	0.00	17,466.39	42.8%
0017220 52301	LIFE INSUR						
	299.00	299.00	154.75	26.00	0.00	144.25	51.8%
0017220 52400	WORKERS' COMP						
	3,898.00	3,898.00	1,068.52	178.08	0.00	2,829.48	27.4%
0017220 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 53400	CONTRACTUAL						
	53,864.00	53,864.00	25,969.72	5,651.91	0.00	27,894.28	48.2%
0017220 54000	TRAINING/TRAVEL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54100	COMM - PHONE/FAX/ALARM						
	1,302.00	1,302.00	675.05	90.08	0.00	626.95	51.8%
0017220 54101	COMMUNICATIONS-CELLULAR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54103	COMMUNICATIONS-INTERNET						
	3,700.00	3,900.00	3,740.00	329.85	0.00	160.00	95.9%
0017220 54300	UTILITIES ELECTRIC						
	46,000.00	46,000.00	17,768.12	81.96	0.00	28,231.88	38.6%
0017220 54310	UTILITIES-WATER & WASTEWATER						
	16,000.00	16,000.00	6,071.01	1,244.05	0.00	9,928.99	37.9%
0017220 54320	UTILITIES-PROPANE/OTHER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54400	RENTALS/LEASES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54500	INSURANCE						
	11,523.00	11,523.00	4,408.50	734.75	0.00	7,114.50	38.3%
0017220 54610	R/M BLDG & GROUNDS						
	10,000.00	10,000.00	1,028.96	1,028.96	0.00	8,971.04	10.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017220 PECK

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017220 54611	R/M FACILITIES						
	53,000.00	53,000.00	8,467.51	354.76	8,969.00	35,563.49	32.9%
0017220 54620	R/M EQUIPMENT						
	8,500.00	8,500.00	1,029.00	0.00	0.00	7,471.00	12.1%
0017220 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 54970	PROGRAM COSTS						
	19,000.00	19,000.00	337.74	0.00	0.00	18,662.26	1.8%
0017220 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 55200	OPERATING SUPPLIES						
	6,065.00	6,065.00	4,397.56	182.11	0.00	1,667.44	72.5%
0017220 55210	UNIFORMS						
	450.00	450.00	0.00	0.00	0.00	450.00	.0%
0017220 55220	JANITORIAL SUPPLIES						
	4,100.00	4,100.00	2,397.92	1,498.74	0.00	1,702.08	58.5%
0017220 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 55400	BOOKS/SUBS/DUES						
	275.00	275.00	0.00	0.00	0.00	275.00	.0%
0017220 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017220 56400	MACH/EQUIP						
	0.00	16,604.00	15,454.00	2,794.00	1,150.00	0.00	100.0%
0017220 56401	EQUIP-NON CAPITAL						
	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
TOTAL PECK							
	443,679.00	460,483.00	181,560.58	30,188.97	10,119.00	268,803.42	41.6%
TOTAL EXPENSES							
	443,679.00	460,483.00	181,560.58	30,188.97	10,119.00	268,803.42	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017225 MLK CENTER

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017225 51200	SALARIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 51350	PART-TIME						
	29,669.00	29,669.00	12,470.80	2,136.01	0.00	17,198.20	42.0%
0017225 51400	OVERTIME						
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
0017225 52100	FICA						
	2,201.00	2,201.00	954.02	163.40	0.00	1,246.98	43.3%
0017225 52200	RETIREMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 52300	HEALTH INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 52301	LIFE INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 52400	WORKERS' COMP						
	780.00	780.00	191.48	31.92	0.00	588.52	24.5%
0017225 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 53100	PROFESSIONAL SERVICES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 53400	CONTRACTUAL						
	5,774.00	5,774.00	2,675.61	1,767.59	0.00	3,098.39	46.3%
0017225 54000	TRAINING/TRAVEL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54100	COMM - PHONE/FAX/ALARM						
	160.00	160.00	160.00	0.00	0.00	0.00	100.0%
0017225 54101	COMMUNICATIONS-CELLULAR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54103	COMMUNICATIONS-INTERNET						
	3,400.00	3,400.00	2,243.36	298.35	0.00	1,156.64	66.0%
0017225 54200	POSTAGE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54300	UTILITIES ELECTRIC						
	29,000.00	29,000.00	16,429.67	3,408.37	0.00	12,570.33	56.7%
0017225 54310	UTILITIES-WATER & WASTEWATER						
	8,000.00	8,000.00	4,048.86	852.18	0.00	3,951.14	50.6%
0017225 54400	RENTALS/LEASES						
	1,400.00	1,400.00	1,050.00	175.00	0.00	350.00	75.0%
0017225 54500	INSURANCE						
	2,364.00	2,364.00	904.50	150.75	0.00	1,459.50	38.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017225 MLK CENTER

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017225 54610	R/M BLDG & GROUNDS						
	9,350.00	9,350.00	0.00	0.00	0.00	9,350.00	.0%
0017225 54611	R/M FACILITIES						
	7,800.00	7,800.00	5,117.21	3,954.38	0.00	2,682.79	65.6%
0017225 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54630	R/M VEHICLES-LABOR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54640	R/M VEHICLES-PARTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54700	PRINTING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 54970	PROGRAM COSTS						
	6,500.00	6,500.00	1,346.02	0.00	0.00	5,153.98	20.7%
0017225 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 55200	OPERATING SUPPLIES						
	4,565.00	4,565.00	2,307.50	1,559.24	0.00	2,257.50	50.5%
0017225 55210	UNIFORMS						
	50.00	50.00	0.00	0.00	0.00	50.00	.0%
0017225 55220	JANITORIAL SUPPLIES						
	1,750.00	1,750.00	732.82	524.65	0.00	1,017.18	41.9%
0017225 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 55400	BOOKS/SUBS/DUES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 56300	IMPROVEMENTS						
	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	.0%
0017225 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017225 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL MLK CENTER							
	158,263.00	158,263.00	50,631.85	15,021.84	0.00	107,631.15	32.0%
TOTAL EXPENSES							
	158,263.00	158,263.00	50,631.85	15,021.84	0.00	107,631.15	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017230 YOUTH

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017230 51200	SALARIES	102,797.00	102,797.00	46,552.75	7,907.44	0.00	56,244.25	45.3%
0017230 51210	WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 51300	SEASONAL/TEMPORARY	54,000.00	54,000.00	2,679.11	0.00	0.00	51,320.89	5.0%
0017230 51350	PART-TIME	96,774.00	96,774.00	29,845.71	4,386.52	0.00	66,928.29	30.8%
0017230 51400	OVERTIME	1,000.00	1,000.00	307.19	0.00	0.00	692.81	30.7%
0017230 52100	FICA	24,748.00	24,748.00	5,777.43	885.66	0.00	18,970.57	23.3%
0017230 52200	RETIREMENT	21,394.00	21,394.00	9,868.51	1,659.76	0.00	11,525.49	46.1%
0017230 52300	HEALTH INSUR	12,990.00	18,556.00	14,149.52	2,645.56	0.00	4,406.48	76.3%
0017230 52301	LIFE INSUR	299.00	299.00	154.75	26.00	0.00	144.25	51.8%
0017230 52400	WORKERS' COMP	8,576.00	8,576.00	1,298.48	216.42	0.00	7,277.52	15.1%
0017230 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 53100	PROFESSIONAL SERVICES	950.00	950.00	0.00	0.00	0.00	950.00	.0%
0017230 53400	CONTRACTUAL	552.00	552.00	406.80	105.60	0.00	145.20	73.7%
0017230 54000	TRAINING/TRAVEL	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	.0%
0017230 54100	COMM - PHONE/FAX/ALARM	320.00	320.00	320.00	0.00	0.00	0.00	100.0%
0017230 54101	COMMUNICATIONS-CELLULAR	750.00	750.00	309.27	103.08	0.00	440.73	41.2%
0017230 54300	UTILITIES ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54440	LAND RENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54500	INSURANCE	18,703.00	18,703.00	3,541.50	590.25	0.00	15,161.50	18.9%
0017230 54610	R/M BLDG & GROUNDS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54630	R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54640	R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017230 YOUTH

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017230 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 54970	PROGRAM COSTS						
	14,500.00	14,500.00	1,934.13	839.00	0.00	12,565.87	13.3%
0017230 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 55200	OPERATING SUPPLIES						
	33,165.00	33,165.00	8,238.47	1,028.26	0.00	24,926.53	24.8%
0017230 55210	UNIFORMS						
	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	.0%
0017230 55220	JANITORIAL SUPPLIES						
	600.00	600.00	543.24	341.75	0.00	56.76	90.5%
0017230 55230	GAS/OIL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 55400	BOOKS/SUBS/DUES						
	400.00	400.00	101.00	0.00	0.00	299.00	25.3%
0017230 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 56400	MACH/EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017230 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL YOUTH							
	394,718.00	400,284.00	126,027.86	20,735.30	0.00	274,256.14	31.5%
TOTAL EXPENSES							
	394,718.00	400,284.00	126,027.86	20,735.30	0.00	274,256.14	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017240 AQUATICS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017240 51200	SALARIES	39,815.00	39,815.00	18,431.79	3,062.64	0.00	21,383.21	46.3%
0017240 51210	WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 51300	SEASONAL/TEMPORARY	80,000.00	80,000.00	11,367.69	0.00	0.00	68,632.31	14.2%
0017240 51350	PART-TIME	171,750.00	171,750.00	55,470.33	11,809.03	0.00	116,279.67	32.3%
0017240 51400	OVERTIME	5,000.00	5,000.00	2,908.53	244.06	0.00	2,091.47	58.2%
0017240 52100	FICA	28,506.00	28,506.00	6,726.63	1,152.85	0.00	21,779.37	23.6%
0017240 52200	RETIREMENT	8,299.00	8,299.00	4,040.22	694.07	0.00	4,258.78	48.7%
0017240 52300	HEALTH INSUR	12,723.00	12,723.00	5,829.30	1,038.08	0.00	6,893.70	45.8%
0017240 52301	LIFE INSUR	115.00	115.00	59.50	10.00	0.00	55.50	51.7%
0017240 52400	WORKERS' COMP	13,253.00	13,253.00	1,458.98	243.17	0.00	11,794.02	11.0%
0017240 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 53100	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 53400	CONTRACTUAL	744.00	744.00	453.60	151.20	0.00	290.40	61.0%
0017240 54000	TRAINING/TRAVEL	2,600.00	2,600.00	484.00	0.00	0.00	2,116.00	18.6%
0017240 54100	COMM - PHONE/FAX/ALARM	160.00	160.00	160.00	0.00	0.00	0.00	100.0%
0017240 54101	COMMUNICATIONS-CELLULAR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54300	UTILITIES ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54320	UTILITIES-PROPANE/OTHER	20,000.00	20,000.00	14,044.04	2,175.66	0.00	5,955.96	70.2%
0017240 54500	INSURANCE	10,736.00	10,736.00	4,107.00	684.50	0.00	6,629.00	38.3%
0017240 54610	R/M BLDG & GROUNDS	16,500.00	16,500.00	2,459.50	1,744.50	0.00	14,040.50	14.9%
0017240 54611	R/M FACILITIES	2,600.00	2,600.00	275.00	0.00	0.00	2,325.00	10.6%
0017240 54620	R/M EQUIPMENT	11,500.00	11,500.00	3,217.39	499.64	0.00	8,282.61	28.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0017240 AQUATICS

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017240 54630	R/M VEHICLES-LABOR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54640	R/M VEHICLES-PARTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54800	PROMOTIONAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 54970	PROGRAM COSTS	47,500.00	47,500.00	15,700.97	2,080.00	0.00	31,799.03	33.1%
0017240 55100	OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 55200	OPERATING SUPPLIES	27,565.00	27,565.00	17,614.56	14,405.39	0.00	9,950.44	63.9%
0017240 55210	UNIFORMS	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00	.0%
0017240 55230	GAS/OIL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 55240	CHEMICALS	25,000.00	25,000.00	14,264.16	4,217.00	0.00	10,735.84	57.1%
0017240 55400	BOOKS/SUBS/DUES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 56200	BUILDING	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 56300	IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0017240 56400	MACH/EQUIP	40,000.00	40,000.00	5,500.68	0.00	4,970.50	29,528.82	26.2%
0017240 56401	EQUIP-NON CAPITAL	2,500.00	2,500.00	591.00	0.00	0.00	1,909.00	23.6%
TOTAL AQUATICS		568,116.00	568,116.00	185,164.87	44,211.79	4,970.50	377,980.63	33.5%
TOTAL EXPENSES		568,116.00	568,116.00	185,164.87	44,211.79	4,970.50	377,980.63	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0018100 INTERFUND TRANSFERS OUT

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0018100 59126	TRANSFER TO SPECIAL REV						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59135	TRANSFER TO LAND CONSERVATION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59140	TRANSFER TO BUILDING FUND						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59170	TRANSFER TO CEMETERY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59220	TRANSFER TO GO DS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59300	TRANSFER TO CAP IMP						
	2,540,207.00	2,540,207.00	1,270,103.48	211,683.92	0.00	1,270,103.52	50.0%
0018100 59310	TRANSFER TO CAPITAL EXPANSION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59315	TRANSFER TO ARPA CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59410	TRANSFER TO GOLF						
	429,384.00	429,384.00	214,692.00	35,782.00	0.00	214,692.00	50.0%
0018100 59411	TRANSF TO GOLF LOAN FORGIVNESS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59420	TRANSFER TO AIRPORT						
	296,438.00	296,438.00	148,218.98	24,703.17	0.00	148,219.02	50.0%
0018100 59440	TRANSFER TO SANITATION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59470	TRANSFER TO STORMWATER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59480	TRANSFER TO MARINA						
	654,589.00	654,589.00	327,294.52	54,549.08	0.00	327,294.48	50.0%
0018100 59500	TRANSFER TO ECONOMIC DEV						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
0018100 59510	TRANSFER TO FLEET						
	306,753.00	306,753.00	153,376.50	25,562.75	0.00	153,376.50	50.0%
TOTAL INTERFUND TRANSFERS OUT							
	4,227,371.00	4,227,371.00	2,113,685.48	352,280.92	0.00	2,113,685.52	50.0%
TOTAL EXPENSES							
	4,227,371.00	4,227,371.00	2,113,685.48	352,280.92	0.00	2,113,685.52	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0018200 CONTINGENCIES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0018200 59900 CONTINGENCY	753,057.00	512,203.00	0.00	0.00	0.00	512,203.00	.0%
TOTAL CONTINGENCIES	753,057.00	512,203.00	0.00	0.00	0.00	512,203.00	.0%
TOTAL EXPENSES	753,057.00	512,203.00	0.00	0.00	0.00	512,203.00	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0018300 RESERVES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0018300 59990 RESERVE	6,747,862.00	6,747,862.00	0.00	0.00	0.00	6,747,862.00	.0%
TOTAL RESERVES	6,747,862.00	6,747,862.00	0.00	0.00	0.00	6,747,862.00	.0%
TOTAL EXPENSES	6,747,862.00	6,747,862.00	0.00	0.00	0.00	6,747,862.00	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ACCOUNTS FOR: 0018301 REST'D RESERVES

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0018301 59992 RESERVE RESTRICTED FOR BUILDIN	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL REST'D RESERVES	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
45,261,723.00	44,941,261.00	16,358,390.00	2,876,700.80	827,972.42	27,754,898.58	38.2%

** END OF REPORT - Generated by Ashley Butler **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011100	CITY COMMISSION						
	268,894.00	270,467.00	140,420.25	26,420.49	0.00	130,046.75	51.9%
0011200	CITY CLERK						
	975,473.00	975,473.00	499,374.74	58,346.61	0.00	476,098.26	51.2%
0011210	CITY MANAGER						
	752,047.00	752,047.00	361,801.63	67,433.70	0.00	390,245.37	48.1%
0011300	FINANCE						
	1,138,427.00	1,138,427.00	578,060.90	75,378.55	2,087.50	558,278.60	51.0%
0011310	INFORMATION TECHNOLOGY						
	1,091,151.00	1,091,151.00	551,521.63	86,849.59	4,743.94	534,885.43	51.0%
0011350	HUMAN RESOURCES						
	516,348.00	516,348.00	227,842.90	36,776.38	0.00	288,505.10	44.1%
0011400	CITY ATTORNEY						
	662,427.00	662,427.00	284,099.25	34,764.65	3,703.23	374,624.52	43.4%
0011500	PLANNING						
	931,755.00	931,755.00	359,348.70	47,593.44	171,367.24	401,039.06	57.0%
0011501	PLANNING GREENWAY						
	348,426.00	348,426.00	100,875.01	15,646.08	33,020.00	214,530.99	38.4%
0011910	NON DEPARTMENTAL						
	347,306.00	347,306.00	163,992.12	25,117.86	0.00	183,313.88	47.2%
0011930	FACILITIES MAINTENANCE						
	1,004,616.00	1,004,616.00	510,863.30	78,260.66	0.00	493,752.70	50.9%
0012100	POLICE						
	7,953,097.00	7,953,079.00	3,363,480.76	595,764.40	321,476.28	4,268,121.96	46.3%
0012200	FIRE						
	8,016,340.00	7,935,141.00	3,393,502.45	684,329.21	60,667.77	4,480,970.78	43.5%
0012201	FIRE OCEAN RESCUE						
	1,165,327.00	1,165,327.00	290,738.76	59,357.68	52,764.11	821,824.13	29.5%
0012400	BUILDING / PERMITTING						
	51,992.00	52,028.00	30,485.98	5,521.73	28,915.35	-7,373.33	114.2%
0012420	CODE ENFORCEMENT						
	536,466.00	536,466.00	223,671.77	28,129.36	1,500.68	311,293.55	42.0%
0014100	STREETS						
	2,047,357.00	2,047,357.00	833,376.06	159,458.42	17,638.29	1,196,342.65	41.6%
0015200	DOWNTOWN						
	437,350.00	437,350.00	155,891.85	25,241.05	6,694.76	274,763.39	37.2%
0015640	PUBLIC ASSISTANCE						
	142,500.00	142,500.00	43,125.00	17,500.00	0.00	99,375.00	30.3%
0017100	LIBRARY						
	63,191.00	63,191.00	24,348.86	15,423.52	1,658.25	37,183.89	41.2%
0017200	RECREATION						
	1,552,751.00	1,541,847.00	672,666.21	138,953.41	6,453.00	862,727.79	44.0%
0017210	PARKS						
	1,965,416.00	1,953,950.00	891,831.23	131,995.19	100,192.52	961,926.25	50.8%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

0017220 PECK ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0017220 PECK 443,679.00	460,483.00	181,560.58	30,188.97	10,119.00	268,803.42	41.6%
0017225 MLK CENTER 158,263.00	158,263.00	50,631.85	15,021.84	0.00	107,631.15	32.0%
0017230 YOUTH 394,718.00	400,284.00	126,027.86	20,735.30	0.00	274,256.14	31.5%
0017240 AQUATICS 568,116.00	568,116.00	185,164.87	44,211.79	4,970.50	377,980.63	33.5%
0018100 INTERFUND TRANSFERS OUT 4,227,371.00	4,227,371.00	2,113,685.48	352,280.92	0.00	2,113,685.52	50.0%
0018200 CONTINGENCIES 753,057.00	512,203.00	0.00	0.00	0.00	512,203.00	.0%
0018300 RESERVES 6,747,862.00	6,747,862.00	0.00	0.00	0.00	6,747,862.00	.0%
GRAND TOTAL 45,261,723.00	44,941,261.00	16,358,390.00	2,876,700.80	827,972.42	27,754,898.58	38.2%

** END OF REPORT - Generated by Ashley Butler **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 GENERAL FUND							
001 31110 PROPERTY TAXES	-21,219,017.00	-21,219,017.00	-19,817,700.72	-286,492.77	0.00	-1,401,316.28	93.4%
001 31240 LOCAL OPTION GAS TAX	-399,848.00	-399,848.00	-242,587.77	-30,373.51	0.00	-157,260.23	60.7%
001 31251 STATE/FIRE INSURANCE TAX	-115,000.00	-115,000.00	-25,530.53	0.00	0.00	-89,469.47	22.2%
001 31252 STATE/POLICE INSURANCE TAX	-110,000.00	-110,000.00	0.00	0.00	0.00	-110,000.00	.0%
001 31260 SMALL COUNTY SURTAX	-2,662,890.00	-2,662,890.00	-1,308,095.58	-149,970.58	0.00	-1,354,794.42	49.1%
001 31610 LOCAL BUSINESS TAX	-302,000.00	-302,000.00	-207,773.26	-4,815.84	0.00	-94,226.74	68.8%
001 31620 LOCAL BUSINESS TAX - PENALTIES	-3,000.00	-3,000.00	-6,022.42	-1,120.89	0.00	3,022.42	200.7%
001 31630 LOCAL BUSINESS TAX-OTHER FEES	-5,000.00	-5,000.00	-1,522.50	-210.00	0.00	-3,477.50	30.5%
001 31640 LOCAL BUSINESS TAX-PAST DUE FE	-2,000.00	-2,000.00	-5.25	0.00	0.00	-1,994.75	.3%
001 32204 BUILDING PERMIT-DRIVEWAY	-3,500.00	-3,500.00	-35.00	0.00	0.00	-3,465.00	1.0%
001 32218 CLEARING/EXCAVATE-PERMITS	-17,000.00	-17,000.00	-8,022.00	-941.00	0.00	-8,978.00	47.2%
001 32310 FRANCHISE FEES ELECTRIC	-1,600,000.00	-1,600,000.00	-891,391.07	-185,800.91	0.00	-708,608.93	55.7%
001 32340 FRANCHISE FEES GAS	-25,000.00	-25,000.00	-25,551.68	-6,422.35	0.00	551.68	102.2%
001 32370 FRANCHISE FEES - SOLD WASTE	-162,000.00	-162,000.00	-81,446.01	-16,476.22	0.00	-80,553.99	50.3%
001 32900 CODE ENFORCEMENT FEES & FINES	-25,000.00	-25,000.00	-1,947.00	-150.00	0.00	-23,053.00	7.8%
001 32901 ZONING PLAN REVIEW	-45,000.00	-45,000.00	-42,650.00	-9,160.00	0.00	-2,350.00	94.8%
001 32915 ANNEXATION APP FEE	-4,000.00	-4,000.00	-5,800.00	-2,000.00	0.00	1,800.00	145.0%
001 32916 BOA APP FEES-COMMERCIAL	-3,500.00	-3,500.00	0.00	0.00	0.00	-3,500.00	.0%
001 32917 BOA APP FEES-RESIDENTIAL	-7,500.00	-7,500.00	-1,500.00	-3,000.00	0.00	-6,000.00	20.0%
001 32918 ZONING CERTIFICATION FEE	-1,500.00	-1,500.00	-1,500.00	-100.00	0.00	0.00	100.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 32926	PLAT APPROVAL APP FEE						
	-3,000.00	-3,000.00	0.00	0.00	0.00	-3,000.00	.0%
001 32928	REZONING APP FEE						
	-5,000.00	-5,000.00	-15,000.00	-5,000.00	0.00	10,000.00	300.0%
001 32929	SITE PLAN REVIEW APP FEE						
	-22,000.00	-22,000.00	-15,100.00	0.00	0.00	-6,900.00	68.6%
001 32932	DUE DILIGENCE						
	-1,000.00	-1,000.00	-500.00	0.00	0.00	-500.00	50.0%
001 32935	ADMINISTRATIVE WAIVER						
	-900.00	-900.00	0.00	0.00	0.00	-900.00	.0%
001 32937	LOT LINE ADJUSTMENTS						
	-2,400.00	-2,400.00	-800.00	-700.00	0.00	-1,600.00	33.3%
001 32980	OTHER MISC PERMITS						
	0.00	0.00	-1,334.00	-426.00	0.00	1,334.00	100.0%
001 32981	SPECIAL EVENT PERMITS						
	-4,000.00	-4,000.00	-5,440.00	-375.00	0.00	1,440.00	136.0%
001 32982	SPECIAL BANNER PERMITS						
	-1,500.00	-1,500.00	-1,065.00	-105.00	0.00	-435.00	71.0%
001 32992	FIRE MARSHAL FEES						
	-65,000.00	-65,000.00	-10,938.23	-767.00	0.00	-54,061.77	16.8%
001 32995	ADDRESS ASSIGNMENT						
	-300.00	-300.00	-280.00	-20.00	0.00	-20.00	93.3%
001 33350	HALF-CENT SALES TAX						
	-1,102,103.00	-1,102,103.00	-500,121.65	-77,942.56	0.00	-601,981.35	45.4%
001 33400	STATE GRANT						
	0.00	0.00	-294,763.34	0.00	0.00	294,763.34	100.0%
001 33420	FEMA STATE						
	0.00	0.00	-75,337.27	0.00	0.00	75,337.27	100.0%
001 33512	STATE REVENUE SHARING PROCEED						
	-391,478.00	-391,478.00	-180,277.72	-29,120.51	0.00	-211,200.28	46.1%
001 33514	MOBILE HOME TAX						
	-800.00	-800.00	-718.73	-11.75	0.00	-81.27	89.8%
001 33515	ALCOHOLIC BEV LICENSE						
	-29,750.00	-29,750.00	-32,287.30	0.00	0.00	2,537.30	108.5%
001 33522	FIREFIGHTERS SUPPLEMENT						
	-10,000.00	-10,000.00	-3,010.00	0.00	0.00	-6,990.00	30.1%
001 33720	SCHOOL RESOURCE OFFICER						
	-216,492.00	-216,492.00	-119,876.06	-19,433.54	0.00	-96,615.94	55.4%
001 33722	NASSAU COUNTY OCEAN RESCUE						
	-223,014.00	-223,014.00	-168,461.59	-64,552.35	0.00	-54,552.41	75.5%
001 33910	OCEAN,HIGHWAY AND PRT AUTHORIT						
	-50,000.00	-50,000.00	-50,000.00	0.00	0.00	0.00	100.0%
001 34140	REIMBURSEMENT FOR LEGAL EXP						
	-10,500.00	-10,500.00	0.00	0.00	0.00	-10,500.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 34260	AMBULANCE SERVICES						
	-690,000.00	-690,000.00	-489,445.27	-78,532.49	0.00	-200,554.73	70.9%
001 34296	OPIOID SETTLEMENT						
	0.00	-35,102.00	35,101.75	0.00	0.00	-70,203.75	-100.0%
001 34490	STREET SWEEPING CHARGES						
	-9,000.00	-9,000.00	-750.00	0.00	0.00	-8,250.00	8.3%
001 34700	TRUST ACTIVITIES NON-TAXABLE						
	-235,000.00	-235,000.00	-100,611.50	-34,635.70	0.00	-134,388.50	42.8%
001 34701	TRUST ACTIVITIES TAXABLE						
	-75,000.00	-75,000.00	-64,420.36	-10,867.55	0.00	-10,579.64	85.9%
001 34702	PARKS TRUST NON-TAXABLE						
	-14,500.00	-14,500.00	-9,110.00	-3,866.00	0.00	-5,390.00	62.8%
001 34703	PARKS TRUST TAXABLE						
	-15,000.00	-15,000.00	-9,042.00	-1,943.00	0.00	-5,958.00	60.3%
001 34704	RENTALS NON-TAXABLE						
	-4,200.00	-4,200.00	0.00	0.00	0.00	-4,200.00	.0%
001 34720	RENTALS						
	-10,000.00	-10,000.00	-17,292.00	-330.50	0.00	7,292.00	172.9%
001 34721	PECK RENTS						
	-5,000.00	-5,000.00	-5,541.50	-1,050.00	0.00	541.50	110.8%
001 34722	PECK RENTS NON-TAXABLE						
	-25,000.00	-25,000.00	-13,388.40	-2,231.40	0.00	-11,611.60	53.6%
001 34723	PECK TRUST TAXABLE						
	-10,000.00	-10,000.00	-2,751.78	-428.60	0.00	-7,248.22	27.5%
001 34724	PECK TRUST NON-TAXABLE						
	-7,500.00	-7,500.00	-12,344.00	-3,885.20	0.00	4,844.00	164.6%
001 34725	MLK RENTS						
	-4,500.00	-4,500.00	-3,349.00	-426.00	0.00	-1,151.00	74.4%
001 34726	MLK RENTS NON-TAXABLE						
	-1,000.00	-1,000.00	0.00	0.00	0.00	-1,000.00	.0%
001 34728	MLK TRUST NON-TAXABLE						
	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00	.0%
001 34730	YOUTH TRUST ACTIVITIES						
	-15,000.00	-15,000.00	-75,642.00	-11,748.00	0.00	60,642.00	504.3%
001 34731	YOUTH CAMPS						
	-190,000.00	-190,000.00	608.00	0.00	0.00	-190,608.00	-.3%
001 34739	SWIMMING POOL RENTALS						
	0.00	0.00	-450.00	-250.00	0.00	450.00	100.0%
001 34740	AQUATICS TRUST TAXABLE						
	0.00	0.00	-6,916.03	-1,839.30	0.00	6,916.03	100.0%
001 34741	AQUATICS TRUST NON-TAXABLE						
	-100,000.00	-100,000.00	-57,313.70	-13,439.90	0.00	-42,686.30	57.3%
001 34742	SWIMMING POOLS						
	-70,000.00	-70,000.00	-5,303.23	-1,412.95	0.00	-64,696.77	7.6%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
001 34743	SWIMMING POOLS NON-TAXABLE						
	-15,000.00	-15,000.00	0.00	0.00	0.00	-15,000.00	.0%
001 34745	GREENWAY						
	-1,000.00	-1,000.00	-420.00	-20.00	0.00	-580.00	42.0%
001 34746	GREENWAY TAXABLE						
	0.00	0.00	-813.83	0.00	0.00	813.83	100.0%
001 35100	COURT CASES GENERAL FUND						
	-10,000.00	-10,000.00	-2,633.49	-575.02	0.00	-7,366.51	26.3%
001 35115	PARKING TICKETS						
	-20,000.00	-20,000.00	-2,030.00	-50.00	0.00	-17,970.00	10.2%
001 35116	POLICE CITATIONS						
	0.00	0.00	-250.00	-250.00	0.00	250.00	100.0%
001 35120	POLICE EDUCATION						
	-1,200.00	-1,200.00	-548.39	-110.04	0.00	-651.61	45.7%
001 35911	FINGERPRINT-ACCI-INC REPORT						
	-4,800.00	-4,800.00	-2,820.00	-460.00	0.00	-1,980.00	58.8%
001 36110	INTEREST						
	-479,000.00	-479,000.00	-209,620.61	-38,385.07	0.00	-269,379.39	43.8%
001 36120	UNREALIZED GAIN						
	0.00	0.00	2,720.09	738.75	0.00	-2,720.09	100.0%
001 36210	RENTS						
	-5,300.00	-5,300.00	-4,601.38	-366.51	0.00	-698.62	86.8%
001 36215	RENTS NON-TAXABLE						
	-27,400.00	-27,400.00	-14,747.86	-2,281.31	0.00	-12,652.14	53.8%
001 36990	OTHER REVENUE						
	-60,851.00	-60,851.00	-23,040.06	-6,050.67	0.00	-37,810.94	37.9%
001 36993	DONATIONS/CONTRIBUTIONS						
	0.00	-1,573.00	-2,072.41	-500.00	0.00	499.41	131.7%
001 36996	REVENUE-GARNISHMENT FEE						
	-100.00	-100.00	-43.14	-4.00	0.00	-56.86	43.1%
001 36998	STATE OF FLORIDA - FDOT						
	-77,501.00	-77,501.00	0.00	0.00	0.00	-77,501.00	.0%
001 38215	FROM UTILITY TAX						
	-2,500,000.00	-2,500,000.00	-1,250,000.02	-208,333.33	0.00	-1,249,999.98	50.0%
001 38244	FROM SANITATION						
	-40,000.00	-40,000.00	-20,000.02	-3,333.33	0.00	-19,999.98	50.0%
001 38245	FROM WASTEWATER OPERATIONS						
	-360,000.00	-360,000.00	-180,000.00	-30,000.00	0.00	-180,000.00	50.0%
001 38246	FROM WATER OPERATIONS						
	-120,000.00	-120,000.00	-60,000.00	-10,000.00	0.00	-60,000.00	50.0%
001 38910	CASH BALANCE FORWARD						
	-11,195,879.00	-11,195,879.00	0.00	0.00	0.00	-11,195,879.00	.0%
TOTAL GENERAL FUND							
	-45,258,723.00	-45,295,398.00	-26,753,273.82	-1,362,354.90	0.00	-18,542,124.18	59.1%
TOTAL REVENUES							
	-45,258,723.00	-45,295,398.00	-26,753,273.82	-1,362,354.90	0.00	-18,542,124.18	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

0011200 CITY CLERK ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
0011200 CITY CLERK						
0011200 36993 YOUTH ADVISORY COMM DONATIONS						
-3,000.00	-3,000.00	-592.00	-127.00	0.00	-2,408.00	19.7%
TOTAL CITY CLERK						
-3,000.00	-3,000.00	-592.00	-127.00	0.00	-2,408.00	19.7%
TOTAL REVENUES						
-3,000.00	-3,000.00	-592.00	-127.00	0.00	-2,408.00	
0012200 FIRE						
0012200 34292 PROGRAM REVENUES						
0.00	0.00	-43.00	0.00	0.00	43.00	100.0%
0012200 34295 OTHER PUBLIC SAFETY						
0.00	0.00	-220.00	0.00	0.00	220.00	100.0%
0012200 36993 DONATIONS/CONTRIBUTIONS						
0.00	0.00	-842.70	0.00	0.00	842.70	100.0%
TOTAL FIRE						
0.00	0.00	-1,105.70	0.00	0.00	1,105.70	100.0%
TOTAL REVENUES						
0.00	0.00	-1,105.70	0.00	0.00	1,105.70	
0017210 PARKS						
0017210 34751 LIGHTHOUSE SPECIAL TOUR						
0.00	0.00	-276.00	0.00	0.00	276.00	100.0%
TOTAL PARKS						
0.00	0.00	-276.00	0.00	0.00	276.00	100.0%
TOTAL REVENUES						
0.00	0.00	-276.00	0.00	0.00	276.00	
GRAND TOTAL						
-45,261,723.00	-45,298,398.00	-26,755,247.52	-1,362,481.90	0.00	-18,543,150.48	59.1%

** END OF REPORT - Generated by Ashley Butler **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
100 LAW ENFORCEMENT TRUST							
100 35110 FINES/FORFEITURES	0.00	0.00	-9,614.00	0.00	0.00	9,614.00	100.0%
100 36110 INTEREST	-55.00	-55.00	-73.60	-17.69	0.00	18.60	133.8%
100 38910 CASH BALANCE FORWARD	-4,190.00	-4,190.00	0.00	0.00	0.00	-4,190.00	.0%
100 59990 RESERVE	4,245.00	4,245.00	0.00	0.00	0.00	4,245.00	.0%
TOTAL LAW ENFORCEMENT TRUST	0.00	0.00	-9,687.60	-17.69	0.00	9,687.60	100.0%
TOTAL REVENUES	-4,245.00	-4,245.00	-9,687.60	-17.69	0.00	5,442.60	
TOTAL EXPENSES	4,245.00	4,245.00	0.00	0.00	0.00	4,245.00	
GRAND TOTAL	0.00	0.00	-9,687.60	-17.69	0.00	9,687.60	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
110 FEDERAL FORFEITURE							
110 35121 SEIZED CONTRABAND	-2,500.00	-2,500.00	-1,765.39	-611.72	0.00	-734.61	70.6%
110 36110 INTEREST	-300.00	-300.00	-829.63	-140.95	0.00	529.63	276.5%
110 38910 CASH BALANCE FORWARD	-89,050.00	-89,050.00	0.00	0.00	0.00	-89,050.00	.0%
110 54000 TRAINING/TRAVEL	6,500.00	6,500.00	0.00	0.00	0.00	6,500.00	.0%
110 55200 OPERATING SUPPLIES	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	.0%
110 59990 RESERVE	70,350.00	70,350.00	0.00	0.00	0.00	70,350.00	.0%
TOTAL FEDERAL FORFEITURE	0.00	0.00	-2,595.02	-752.67	0.00	2,595.02	100.0%
TOTAL REVENUES	-91,850.00	-91,850.00	-2,595.02	-752.67	0.00	-89,254.98	
TOTAL EXPENSES	91,850.00	91,850.00	0.00	0.00	0.00	91,850.00	
GRAND TOTAL	0.00	0.00	-2,595.02	-752.67	0.00	2,595.02	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
125 TREE TRUST SPECIAL REV FUND							
125 32219 TREE TRUST FUND RESERVE	-74,847.00	-74,847.00	-35,075.00	-12,850.00	0.00	-39,772.00	46.9%
125 36110 INTEREST	-5,000.00	-5,000.00	-4,329.30	-728.19	0.00	-670.70	86.6%
125 38910 CASH BALANCE FORWARD	-450,419.00	-450,419.00	0.00	0.00	0.00	-450,419.00	.0%
125 51200 SALARIES	26,232.00	26,232.00	8,979.56	1,528.67	0.00	17,252.44	34.2%
125 51300 SEASONAL/TEMPORARY	5,500.00	5,500.00	0.00	0.00	0.00	5,500.00	.0%
125 52100 FICA	1,854.00	1,854.00	643.57	108.06	0.00	1,210.43	34.7%
125 52200 RETIREMENT	5,454.00	5,454.00	1,912.19	320.87	0.00	3,541.81	35.1%
125 52300 HEALTH INSUR	5,598.00	5,598.00	2,150.70	349.14	0.00	3,447.30	38.4%
125 52301 LIFE INSUR	77.00	77.00	31.27	5.00	0.00	45.73	40.6%
125 52400 WORKERS' COMP	2,900.00	2,900.00	383.48	63.92	0.00	2,516.52	13.2%
125 53100 PROFESSIONAL SERVICES	77,000.00	77,000.00	0.00	0.00	0.00	77,000.00	.0%
125 53100 26017 CEMETERY MASTER TREE PLAN	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	.0%
125 54970 PROGRAM COSTS	264,350.00	264,350.00	17,404.63	0.00	139,001.67	107,943.70	59.2%
125 55200 OPERATING SUPPLIES	50,250.00	50,250.00	49.28	0.00	0.00	50,200.72	.1%
125 59990 RESERVE	51,051.00	51,051.00	0.00	0.00	0.00	51,051.00	.0%
TOTAL TREE TRUST SPECIAL REV FUND	0.00	0.00	-7,849.62	-11,202.53	139,001.67	-131,152.05	100.0%
TOTAL REVENUES	-530,266.00	-530,266.00	-39,404.30	-13,578.19	0.00	-490,861.70	
TOTAL EXPENSES	530,266.00	530,266.00	31,554.68	2,375.66	139,001.67	359,709.65	
GRAND TOTAL	0.00	0.00	-7,849.62	-11,202.53	139,001.67	-131,152.05	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
126 HDC SPECIAL REVENUE FUND							
126 32924 HDC APPLICATION FEE	-7,500.00	-7,500.00	-3,750.00	-1,450.00	0.00	-3,750.00	50.0%
126 32931 HDC VARIANCE	-1,200.00	-1,200.00	0.00	0.00	0.00	-1,200.00	.0%
126 36110 INTEREST	-1,500.00	-1,500.00	-926.40	-157.82	0.00	-573.60	61.8%
126 38910 CASH BALANCE FORWARD	-66,940.00	-66,940.00	0.00	0.00	0.00	-66,940.00	.0%
126 53100 PROFESSIONAL SERVICES	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
126 54970 PROGRAM COSTS	57,000.00	57,000.00	0.00	0.00	0.00	57,000.00	.0%
126 59990 RESERVE	18,140.00	18,140.00	0.00	0.00	0.00	18,140.00	.0%
TOTAL HDC SPECIAL REVENUE FUND	0.00	0.00	-4,676.40	-1,607.82	0.00	4,676.40	100.0%
TOTAL REVENUES	-77,140.00	-77,140.00	-4,676.40	-1,607.82	0.00	-72,463.60	
TOTAL EXPENSES	77,140.00	77,140.00	0.00	0.00	0.00	77,140.00	
GRAND TOTAL	0.00	0.00	-4,676.40	-1,607.82	0.00	4,676.40	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
135 LAND CONSERVATION TRUST							
135 36110 INTEREST	-2,625.00	-2,625.00	-1,970.60	-331.91	0.00	-654.40	75.1%
135 38910 CASH BALANCE FORWARD	-257,318.00	-257,318.00	0.00	0.00	0.00	-257,318.00	.0%
135 53100 PROFESSIONAL SERVICES	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	.0%
135 56100 LAND	256,443.00	256,443.00	0.00	0.00	0.00	256,443.00	.0%
TOTAL LAND CONSERVATION TRUST	0.00	0.00	-1,970.60	-331.91	0.00	1,970.60	100.0%
TOTAL REVENUES	-259,943.00	-259,943.00	-1,970.60	-331.91	0.00	-257,972.40	
TOTAL EXPENSES	259,943.00	259,943.00	0.00	0.00	0.00	259,943.00	
GRAND TOTAL	0.00	0.00	-1,970.60	-331.91	0.00	1,970.60	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 BUILDING FEES FUND								
140 32200	BUILDING PERMITS	-710,000.00	-710,000.00	-378,471.17	-50,204.86	0.00	-331,528.83	53.3%
140 32202	BUILDING PERMIT-CONSTRUCTION	-3,000.00	-3,000.00	-3,980.00	-725.00	0.00	980.00	132.7%
140 32203	BUILDING PERMIT-DEMOLITION	-2,000.00	-2,000.00	0.00	0.00	0.00	-2,000.00	.0%
140 32206	BUILDING PERMIT-AFTER THE FACT	-10,000.00	-10,000.00	-4,428.76	-365.60	0.00	-5,571.24	44.3%
140 32207	BUILDING PERMIT-REINSPECTION	-4,000.00	-4,000.00	-7,500.00	-900.00	0.00	3,500.00	187.5%
140 32903	SIGN PERMITS	-2,000.00	-2,000.00	-1,087.00	-289.00	0.00	-913.00	54.4%
140 32905	ELECTRICAL PERMITS-GENERAL	0.00	0.00	-75.00	0.00	0.00	75.00	100.0%
140 32908	GAS PERMITS-GENERAL	-14,000.00	-14,000.00	-5,351.76	-1,109.00	0.00	-8,648.24	38.2%
140 32909	GAS PERMITS-LP INSTALLATION	-4,000.00	-4,000.00	-1,725.00	-525.00	0.00	-2,275.00	43.1%
140 32911	MECHANICAL	-12,000.00	-12,000.00	-5,250.00	-1,200.00	0.00	-6,750.00	43.8%
140 32912	PLUMBING PERMITS	-4,000.00	-4,000.00	-2,800.00	-700.00	0.00	-1,200.00	70.0%
140 32920	CDD COPIES MADE FEE	0.00	0.00	-0.45	0.00	0.00	0.45	100.0%
140 32960	ADMINISTRATION COST BLDING SU	-3,000.00	-3,000.00	-1,296.15	0.00	0.00	-1,703.85	43.2%
140 32980	OTHER MISC PERMITS	-30,000.00	-30,000.00	-20,010.00	-2,660.00	0.00	-9,990.00	66.7%
140 36110	INTEREST	-30,000.00	-30,000.00	-11,882.11	-1,759.63	0.00	-18,117.89	39.6%
140 36990	OTHER REVENUE	-1,000.00	-1,000.00	-7,822.43	0.00	0.00	6,822.43	782.2%
140 38910	CASH BALANCE FORWARD	-1,194,007.00	-1,194,007.00	0.00	0.00	0.00	-1,194,007.00	.0%
140 51200	SALARIES	590,946.00	590,946.00	269,032.79	38,954.07	0.00	321,913.21	45.5%
140 51350	PART-TIME	30,314.00	30,314.00	14,721.38	3,045.38	0.00	15,592.62	48.6%
140 51400	OVERTIME	0.00	91.00	87.15	0.00	0.00	3.85	95.8%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 52100	FICA						
	45,931.00	45,931.00	20,935.43	3,058.97	0.00	24,995.57	45.6%
140 52200	RETIREMENT						
	119,865.00	119,865.00	54,419.73	8,176.45	0.00	65,445.27	45.4%
140 52300	HEALTH INSUR						
	111,742.00	111,742.00	47,663.09	7,974.58	0.00	64,078.91	42.7%
140 52301	LIFE INSUR						
	1,665.00	1,665.00	859.70	127.67	0.00	805.30	51.6%
140 52400	WORKERS' COMP						
	4,051.00	4,051.00	1,863.98	310.67	0.00	2,187.02	46.0%
140 53100	PROFESSIONAL SERVICES						
	531,695.00	531,695.00	185,126.88	28,938.53	46,807.66	299,760.46	43.6%
140 53400	CONTRACTUAL						
	172,951.00	172,951.00	116,634.95	297.30	0.00	56,316.05	67.4%
140 54000	TRAINING/TRAVEL						
	42,400.00	42,370.00	2,685.00	1,020.00	0.00	39,685.00	6.3%
140 54100	COMM - PHONE/FAX/ALARM						
	1,600.00	1,600.00	1,600.00	0.00	0.00	0.00	100.0%
140 54101	COMMUNICATIONS-CELLULAR						
	8,000.00	8,000.00	3,193.09	0.00	0.00	4,806.91	39.9%
140 54500	INSURANCE						
	36,540.00	36,522.00	13,996.50	2,329.75	0.00	22,525.50	38.3%
140 54611	R/M FACILITIES						
	2,600.00	2,600.00	0.00	0.00	0.00	2,600.00	.0%
140 54630	R/M VEHICLES-LABOR						
	1,000.00	1,000.00	137.50	0.00	0.00	862.50	13.8%
140 54640	R/M VEHICLES-PARTS						
	1,500.00	1,500.00	9.68	0.00	0.00	1,490.32	.6%
140 54700	PRINTING						
	5,000.00	4,939.00	1,264.81	924.50	0.00	3,674.19	25.6%
140 54934	LEGAL/CONTRACTUAL						
	20,825.00	20,825.00	0.00	0.00	0.00	20,825.00	.0%
140 54935	OTHER - PR YR PERMIT REFUND						
	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	.0%
140 55100	OFFICE SUPPLIES						
	4,000.00	4,000.00	1,043.17	215.01	0.00	2,956.83	26.1%
140 55200	OPERATING SUPPLIES						
	5,530.00	5,530.00	990.42	424.60	0.00	4,539.58	17.9%
140 55210	UNIFORMS						
	3,400.00	3,400.00	589.27	0.00	0.00	2,810.73	17.3%
140 55230	GAS/OIL						
	4,200.00	4,200.00	1,241.53	201.04	0.00	2,958.47	29.6%
140 55400	BOOKS/SUBS/DUES						
	12,000.00	12,000.00	3,425.00	0.00	0.00	8,575.00	28.5%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
140 56401	NON CAP EQUIP						
	5,500.00	5,500.00	5,069.94	0.00	0.00	430.06	92.2%
140 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	254,719.00	254,719.00	48,507.28	8,162.17	71,918.20	134,293.52	47.3%
140 59990	RESERVE						
	3,033.00	3,033.00	0.00	0.00	0.00	3,033.00	.0%
TOTAL BUILDING FEES FUND							
	0.00	-18.00	343,418.44	43,722.60	118,725.86	-462,162.30	*********%
TOTAL REVENUES							
	-2,023,007.00	-2,023,007.00	-451,679.83	-60,438.09	0.00	-1,571,327.17	
TOTAL EXPENSES							
	2,023,007.00	2,022,989.00	795,098.27	104,160.69	118,725.86	1,109,164.87	
GRAND TOTAL							
	0.00	-18.00	343,418.44	43,722.60	118,725.86	-462,162.30	*********%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
145 WASTEWATER CAPACITY							
145 36110 INTEREST	-10,800.00	-10,800.00	-7,033.50	-1,100.22	0.00	-3,766.50	65.1%
145 36310 IMPACT FEES- INCORPORATED AREA	-450,000.00	-450,000.00	-75,448.14	-26,202.29	0.00	-374,551.86	16.8%
145 36311 IMPACT FEES- UNINCORPORATED	-20,000.00	-20,000.00	-22,543.88	-8,809.16	0.00	2,543.88	112.7%
145 38910 CASH BALANCE FORWARD	-970,927.00	-970,927.00	0.00	0.00	0.00	-970,927.00	.0%
145 59230 TRANSFER TO UTIL ACQ DS	500,000.00	500,000.00	249,999.98	41,666.67	0.00	250,000.02	50.0%
145 59990 RESERVE	951,727.00	951,727.00	0.00	0.00	0.00	951,727.00	.0%
TOTAL WASTEWATER CAPACITY	0.00	0.00	144,974.46	5,555.00	0.00	-144,974.46	100.0%
TOTAL REVENUES	-1,451,727.00	-1,451,727.00	-105,025.52	-36,111.67	0.00	-1,346,701.48	
TOTAL EXPENSES	1,451,727.00	1,451,727.00	249,999.98	41,666.67	0.00	1,201,727.02	
GRAND TOTAL	0.00	0.00	144,974.46	5,555.00	0.00	-144,974.46	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
146 WATER CAPACITY							
146 36110 INTEREST	-1,602.00	-1,602.00	-857.22	-151.27	0.00	-744.78	53.5%
146 36310 IMPACT FEES- INCORPORATED AREA	-78,778.00	-78,778.00	-18,697.80	-4,966.00	0.00	-60,080.20	23.7%
146 36311 IMPACT FEES- UNINCORPORATED	-7,578.00	-7,578.00	-4,164.36	-669.98	0.00	-3,413.64	55.0%
146 38910 CASH BALANCE FORWARD	-101,604.00	-101,604.00	0.00	0.00	0.00	-101,604.00	.0%
146 59230 TRANSFER TO UTIL ACQ DS	25,000.00	25,000.00	12,500.02	2,083.33	0.00	12,499.98	50.0%
146 59990 RESERVE	164,562.00	164,562.00	0.00	0.00	0.00	164,562.00	.0%
TOTAL WATER CAPACITY	0.00	0.00	-11,219.36	-3,703.92	0.00	11,219.36	100.0%
TOTAL REVENUES	-189,562.00	-189,562.00	-23,719.38	-5,787.25	0.00	-165,842.62	
TOTAL EXPENSES	189,562.00	189,562.00	12,500.02	2,083.33	0.00	177,061.98	
GRAND TOTAL	0.00	0.00	-11,219.36	-3,703.92	0.00	11,219.36	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
150 UTILITY TAX							
150 31410 ELECTRIC MUNICIPAL TAX	-1,080,000.00	-1,080,000.00	-590,382.76	0.00	0.00	-489,617.24	54.7%
150 31420 TELEPHONE MUNICIPAL TAX	-1,010,818.00	-1,010,818.00	-511,077.82	-84,892.99	0.00	-499,740.18	50.6%
150 31440 GAS MUNICIPAL TAX	-180,000.00	-180,000.00	-114,976.90	-23,515.18	0.00	-65,023.10	63.9%
150 36110 INTEREST	-9,500.00	-9,500.00	-7,910.49	-1,336.51	0.00	-1,589.51	83.3%
150 38910 CASH BALANCE FORWARD	-1,011,850.00	-1,011,850.00	0.00	0.00	0.00	-1,011,850.00	.0%
150 59100 TRANSFER TO GENERAL FUND	2,500,000.00	2,500,000.00	1,250,000.02	208,333.33	0.00	1,249,999.98	50.0%
150 59990 RESERVE	792,168.00	792,168.00	0.00	0.00	0.00	792,168.00	.0%
TOTAL UTILITY TAX	0.00	0.00	25,652.05	98,588.65	0.00	-25,652.05	100.0%
TOTAL REVENUES	-3,292,168.00	-3,292,168.00	-1,224,347.97	-109,744.68	0.00	-2,067,820.03	
TOTAL EXPENSES	3,292,168.00	3,292,168.00	1,250,000.02	208,333.33	0.00	2,042,167.98	
GRAND TOTAL	0.00	0.00	25,652.05	98,588.65	0.00	-25,652.05	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
170 CEMETERY							
170 32970 BURIAL PERMITS	-4,500.00	-4,500.00	-4,300.00	-700.00	0.00	-200.00	95.6%
170 34560 MARKER SETTING FEES	-4,250.00	-4,250.00	0.00	0.00	0.00	-4,250.00	.0%
170 34565 DEED TRANSFER FEES	0.00	0.00	-225.00	-75.00	0.00	225.00	100.0%
170 34570 PERPETUAL CARE	-56,000.00	-56,000.00	-40,422.05	-7,693.87	0.00	-15,577.95	72.2%
170 34580 SALE OF LOTS	-104,000.00	-104,000.00	-63,144.79	-14,288.63	0.00	-40,855.21	60.7%
170 36110 INTEREST	-45,000.00	-45,000.00	-22,850.95	-1,952.97	0.00	-22,149.05	50.8%
170 36120 UNREALIZED GAIN	0.00	0.00	3,114.99	829.32	0.00	-3,114.99	100.0%
170 38910 CASH BALANCE FORWARD	-261,797.00	-261,797.00	0.00	0.00	0.00	-261,797.00	.0%
170 38913 CASH BAL FOR RESTD CEMET	-1,451,034.00	-1,451,034.00	0.00	0.00	0.00	-1,451,034.00	.0%
170 53400 CONTRACTUAL	135,384.00	135,384.00	62,060.17	23,233.05	0.00	73,323.83	45.8%
170 54300 UTILITIES ELECTRIC	1,000.00	1,000.00	459.54	92.50	0.00	540.46	46.0%
170 54310 UTILITIES-WATER & WASTEWATER	250.00	250.00	72.12	14.69	0.00	177.88	28.8%
170 54610 R/M BLDG & GROUNDS	10,000.00	10,000.00	2,006.61	1,886.63	0.00	7,993.39	20.1%
170 54611 R/M FACILITIES	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
170 55200 OPERATING SUPPLIES	2,500.00	2,500.00	467.58	317.70	0.00	2,032.42	18.7%
170 59990 RESERVE	260,413.00	260,413.00	0.00	0.00	0.00	260,413.00	.0%
170 59997 RESERVE REST'D FOR CEMETERY	1,507,034.00	1,507,034.00	0.00	0.00	0.00	1,507,034.00	.0%
TOTAL CEMETERY	0.00	0.00	-62,761.78	1,663.42	0.00	62,761.78	100.0%
TOTAL REVENUES	-1,926,581.00	-1,926,581.00	-127,827.80	-23,881.15	0.00	-1,798,753.20	
TOTAL EXPENSES	1,926,581.00	1,926,581.00	65,066.02	25,544.57	0.00	1,861,514.98	
GRAND TOTAL	0.00	0.00	-62,761.78	1,663.42	0.00	62,761.78	100.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
180 COMM DEVELOP AREA							
180 31110 PROPERTY TAXES	-149,899.00	-149,899.00	0.00	0.00	0.00	-149,899.00	.0%
180 31117 PROPERTY TAXES-COUNTY	-226,659.00	-226,659.00	0.00	0.00	0.00	-226,659.00	.0%
180 36110 INTEREST	-7,500.00	-7,500.00	-3,825.37	-606.73	0.00	-3,674.63	51.0%
180 38910 CASH BALANCE FORWARD	-608,208.00	-608,208.00	0.00	0.00	0.00	-608,208.00	.0%
180 53200 AUDITING	6,600.00	6,600.00	3,300.00	550.00	0.00	3,300.00	50.0%
180 53400 CONTRACTUAL	0.00	0.00	720.00	0.00	0.00	-720.00	100.0%
180 56300 25073 NORTH 2ND STREET STREETSCAPE	0.00	138,261.00	111,248.80	0.00	0.00	27,012.20	80.5%
180 57100 PRINCIPAL	52,224.00	52,224.00	0.00	0.00	0.00	52,224.00	.0%
180 57200 INTEREST	18,217.00	18,217.00	9,036.08	9,036.08	0.00	9,180.92	49.6%
180 59990 RESERVE	915,225.00	776,964.00	0.00	0.00	0.00	776,964.00	.0%
TOTAL COMM DEVELOP AREA	0.00	0.00	120,479.51	8,979.35	0.00	-120,479.51	100.0%
TOTAL REVENUES	-992,266.00	-992,266.00	-3,825.37	-606.73	0.00	-988,440.63	
TOTAL EXPENSES	992,266.00	992,266.00	124,304.88	9,586.08	0.00	867,961.12	
GRAND TOTAL	0.00	0.00	120,479.51	8,979.35	0.00	-120,479.51	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
190 LAW ENFORCE RECOVERY							
190 34210 FEDERAL LAW ENFORCEMENT SUPP	-458,614.00	-458,614.00	-138,543.96	-23,090.66	0.00	-320,070.04	30.2%
190 36110 INTEREST	-6,000.00	-6,000.00	-3,117.31	-475.30	0.00	-2,882.69	52.0%
190 38910 CASH BALANCE FORWARD	-561,503.00	-561,503.00	0.00	0.00	0.00	-561,503.00	.0%
190 53400 CONTRACTUAL	20,000.00	38,085.00	18,084.91	0.00	0.00	20,000.09	47.5%
190 54000 TRAINING/TRAVEL	30,000.00	36,416.00	9,937.85	731.59	0.00	26,478.15	27.3%
190 54921 UNDERCOVER	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	.0%
190 55200 OPERATING SUPPLIES	28,000.00	28,000.00	7,789.22	3,596.20	0.00	20,210.78	27.8%
190 56400 MACH/EQUIP	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	.0%
190 56400 25411 POLICE SERVICE VEHICLE (RE#5)	66,628.00	66,628.00	0.00	0.00	0.00	66,628.00	.0%
190 56400 25412 POLICE SERVICE VEHICLE (RE#90)	66,628.00	66,628.00	0.00	0.00	0.00	66,628.00	.0%
190 56400 26408 POLICE VEHICLE RE #75	69,000.00	69,000.00	68,860.02	11,820.02	0.00	139.98	99.8%
190 56400 26409 POLICE VEHICLE RE #76	69,000.00	69,000.00	68,860.03	11,820.03	0.00	139.97	99.8%
190 56401 EQUIP-NON CAPITAL	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
190 59990 RESERVE	655,361.00	630,860.00	0.00	0.00	0.00	630,860.00	.0%
TOTAL LAW ENFORCE RECOVERY	0.00	0.00	31,870.76	4,401.88	0.00	-31,870.76	100.0%
TOTAL REVENUES	-1,026,117.00	-1,026,117.00	-141,661.27	-23,565.96	0.00	-884,455.73	
TOTAL EXPENSES	1,026,117.00	1,026,117.00	173,532.03	27,967.84	0.00	852,584.97	
GRAND TOTAL	0.00	0.00	31,870.76	4,401.88	0.00	-31,870.76	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
230 UTILITY DEBT SERVICE							
230 36110 INTEREST	-8,000.00	-8,000.00	-2,756.34	-684.92	0.00	-5,243.66	34.5%
230 38140 FROM WW IMPACT FEES	-500,000.00	-500,000.00	-249,999.98	-41,666.67	0.00	-250,000.02	50.0%
230 38141 FROM WATER IMPACT FEES	-25,000.00	-25,000.00	-12,500.02	-2,083.33	0.00	-12,499.98	50.0%
230 38145 FROM WASTEWATER	-429,425.00	-429,425.00	-214,712.48	-35,785.42	0.00	-214,712.52	50.0%
230 38146 FROM WATER	-1,542,325.00	-1,542,325.00	-771,162.52	-128,527.08	0.00	-771,162.48	50.0%
230 38910 CASH BALANCE FORWARD	-57,033.00	-57,033.00	0.00	0.00	0.00	-57,033.00	.0%
230 57100 PRINCIPAL	1,740,000.00	1,740,000.00	0.00	0.00	0.00	1,740,000.00	.0%
230 57200 INTEREST	756,750.00	756,750.00	278,668.45	0.00	0.00	478,081.55	36.8%
230 57310 BOND ISSUANCE EXPENSE	0.00	0.00	54,807.45	0.00	0.00	-54,807.45	100.0%
230 59990 RESERVE	65,033.00	65,033.00	0.00	0.00	0.00	65,033.00	.0%
TOTAL UTILITY DEBT SERVICE	0.00	0.00	-917,655.44	-208,747.42	0.00	917,655.44	100.0%
TOTAL REVENUES	-2,561,783.00	-2,561,783.00	-1,251,131.34	-208,747.42	0.00	-1,310,651.66	
TOTAL EXPENSES	2,561,783.00	2,561,783.00	333,475.90	0.00	0.00	2,228,307.10	
GRAND TOTAL	0.00	0.00	-917,655.44	-208,747.42	0.00	917,655.44	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3001000 GENERAL GOVERNMENT							
3001000 56100 26035 LAND - S 2ND STREET	0.00	714,310.00	0.00	0.00	0.00	714,310.00	.0%
3001000 56300 IMPROVEMENTS	200,000.00	0.00	0.00	0.00	0.00	0.00	.0%
3001000 56300 24010 DOWNTOWN STREETSCAPES	50,000.00	30,000.00	0.00	0.00	0.00	30,000.00	.0%
3001000 56300 24011 DOWNTOWN REVITALIZATION	0.00	235,108.00	151,790.60	36,231.38	91,917.30	-8,599.90	103.7%
3001000 56300 25073 NORTH 2ND STREET STREETSCAPE	68,816.00	68,816.00	56,447.99	0.00	0.00	12,368.01	82.0%
3001000 56301 26029 DEMOLITION OF ATLANTIC SF	0.00	20,000.00	15,241.94	0.00	0.00	4,758.06	76.2%
3001000 56410 22018 SOFTWARE	40,000.00	40,000.00	0.00	0.00	43,099.96	-3,099.96	107.7%
3001000 57100 PRINCIPAL	536,078.00	536,078.00	297,515.67	0.00	0.00	238,562.33	55.5%
3001000 57200 INTEREST	92,077.00	92,077.00	47,095.00	196.29	0.00	44,982.00	51.1%
3001000 57300 FINANCING COSTS	0.00	0.00	49,078.72	0.00	0.00	-49,078.72	100.0%
3001000 59990 RESERVE	1,139,924.00	779,569.00	0.00	0.00	0.00	779,569.00	.0%
TOTAL GENERAL GOVERNMENT	2,126,895.00	2,515,958.00	617,169.92	36,427.67	135,017.26	1,763,770.82	29.9%
TOTAL EXPENSES	2,126,895.00	2,515,958.00	617,169.92	36,427.67	135,017.26	1,763,770.82	
3001310 CAP IMP IT							
3001310 56400 EQUIPMENT	170,000.00	170,000.00	118,461.03	118,461.03	0.00	51,538.97	69.7%
TOTAL CAP IMP IT	170,000.00	170,000.00	118,461.03	118,461.03	0.00	51,538.97	69.7%
TOTAL EXPENSES	170,000.00	170,000.00	118,461.03	118,461.03	0.00	51,538.97	
3002100 CAP IMP POLICE							
3002100 56400 26444 PANASONIC TOUGHBOOKS-POLICE							

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3002100 CAP IMP POLICE							
	207,422.00	207,422.00	207,421.20	0.00	0.00	0.80	100.0%
3002100 56400 26445 ELECTRONIC CONTROL DEVICE-PD							
	209,815.00	209,815.00	209,814.49	0.00	0.00	0.51	100.0%
TOTAL CAP IMP POLICE							
	417,237.00	417,237.00	417,235.69	0.00	0.00	1.31	100.0%
TOTAL EXPENSES							
	417,237.00	417,237.00	417,235.69	0.00	0.00	1.31	
3002200 CAP IMP FIRE							
3002200 56300 26023 FS1 EXHAUST GAS REMOVAL SYSTEM							
	0.00	75,000.00	0.00	0.00	67,045.00	7,955.00	89.4%
3002200 56400 26410 FIRE RESCUE UNIT RE#103							
	435,000.00	445,244.00	0.00	0.00	445,244.00	0.00	100.0%
3002200 56400 26448 FIRE TOUGHBOOKS							
	0.00	116,301.00	116,300.09	0.00	0.00	0.91	100.0%
TOTAL CAP IMP FIRE							
	435,000.00	636,545.00	116,300.09	0.00	512,289.00	7,955.91	98.8%
TOTAL EXPENSES							
	435,000.00	636,545.00	116,300.09	0.00	512,289.00	7,955.91	
3004100 CAP IMP STREETS							
3004100 56311 SIDEWALKS-GENL/MISC							
	150,000.00	0.00	0.00	0.00	0.00	0.00	.0%
3004100 56311 26030 SIDEWALKS/CURBING							
	0.00	150,000.00	34,315.85	0.00	68,373.44	47,310.71	68.5%
3004100 56320 26000 STREET PAVING/RESURFACING-CAPI							
	990,000.00	990,000.00	328,967.35	0.00	198,200.30	462,832.35	53.2%
3004100 56400 26411 STREETS FRONT-END LOADER #431							
	275,000.00	253,391.00	253,391.00	0.00	0.00	0.00	100.0%
TOTAL CAP IMP STREETS							
	1,415,000.00	1,393,391.00	616,674.20	0.00	266,573.74	510,143.06	63.4%
TOTAL EXPENSES							
	1,415,000.00	1,393,391.00	616,674.20	0.00	266,573.74	510,143.06	
3007100 CAP IMPRV LIBRARY							
3007100 56300 26018 LIBRARY FACADE REPAIRS							
	20,000.00	20,000.00	19,980.09	0.00	0.00	19.91	99.9%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

3007100 CAP IMPRV LIBRARY	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL CAP IMPRV LIBRARY	20,000.00	20,000.00	19,980.09	0.00	0.00	19.91	99.9%
TOTAL EXPENSES	20,000.00	20,000.00	19,980.09	0.00	0.00	19.91	
3007200 CAP IMP REC							
3007200 56300 23036 IMPROVEMENTS	8,404.00	173,895.00	3,532.40	2,500.00	171,086.65	-724.05	100.4%
3007200 56300 23037 IMPROVEMENTS	31,552.00	31,552.00	3,876.13	0.00	21,008.92	6,666.95	78.9%
3007200 56300 23038 IMPROVEMENTS	2,107,376.00	2,107,376.00	19,121.84	540.62	80,891.06	2,007,363.10	4.7%
3007200 56300 23039 IMPROVEMENTS	4,158,028.00	4,158,028.00	19,413.96	0.00	105,225.03	4,033,389.01	3.0%
3007200 56300 23040 IMPROVEMENTS	69,249.00	69,249.00	8,507.25	0.00	46,109.94	14,631.81	78.9%
3007200 56300 26019 ARC WINDOW REPLACEMENT PH3	100,000.00	100,000.00	0.00	0.00	99,700.00	300.00	99.7%
3007200 56315 25072 DUNE WALKOVERS	0.00	14,851.00	14,850.83	0.00	0.00	0.17	100.0%
3007200 56315 26003 BEACH ACCESS 9 REPLACEMENT	150,000.00	150,000.00	10,065.00	0.00	4,825.00	135,110.00	9.9%
3007200 56315 26004 BEACH ACCESS 34 REPAIRS	0.00	50,000.00	49,950.00	0.00	0.00	50.00	99.9%
3007200 56327 25013 BEACH MONITORING/REPORTING	0.00	6,941.00	6,940.48	0.00	674.90	-674.38	109.7%
3007200 56400 26412 THOR GUARD SYSTEM UPGRADE	27,000.00	26,817.00	24,860.00	0.00	0.00	1,957.00	92.7%
TOTAL CAP IMP REC	6,651,609.00	6,888,709.00	161,117.89	3,040.62	529,521.50	6,198,069.61	10.0%
TOTAL EXPENSES	6,651,609.00	6,888,709.00	161,117.89	3,040.62	529,521.50	6,198,069.61	
3007210 PARKS IMPROVEMENTS							
3007210 56300 24019 LIGHTHOUSE	110,000.00	110,000.00	71,385.72	71,385.72	21,000.00	17,614.28	84.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

3007210 PARKS IMPROVEMENTS ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3007210 56300 26004 BEACH ACCESS 34 REDECKING						
50,000.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL PARKS IMPROVEMENTS						
160,000.00	110,000.00	71,385.72	71,385.72	21,000.00	17,614.28	84.0%
TOTAL EXPENSES						
160,000.00	110,000.00	71,385.72	71,385.72	21,000.00	17,614.28	
3007225 MLK CENTER						
3007225 56300 26020 MLK INTERIOR IMPROVEMENTS						
125,000.00	125,000.00	0.00	0.00	0.00	125,000.00	.0%
3007225 56300 26021 MLK WINDOWS AND DOORS						
75,000.00	75,000.00	0.00	0.00	74,000.00	1,000.00	98.7%
TOTAL MLK CENTER						
200,000.00	200,000.00	0.00	0.00	74,000.00	126,000.00	37.0%
TOTAL EXPENSES						
200,000.00	200,000.00	0.00	0.00	74,000.00	126,000.00	
GRAND TOTAL						
11,595,741.00	12,351,840.00	2,138,324.63	229,315.04	1,538,401.50	8,675,113.87	29.8%

** END OF REPORT - Generated by Ashley Butler **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
300 CAPITAL IMPROVEMENT							
300 33400 STATE GRANT	-6,000,000.00	-6,041,789.00	-184,248.52	-2,500.00	0.00	-5,857,540.48	3.0%
300 33544 8TH CENT GAS TAX	-82,466.00	-82,466.00	-37,976.19	-6,134.35	0.00	-44,489.81	46.1%
300 33710 COUNTY GRANT	-100,000.00	-100,000.00	-173,713.04	0.00	0.00	73,713.04	173.7%
300 36110 INTEREST	-30,800.00	-30,800.00	-10,880.70	-1,811.85	0.00	-19,919.30	35.3%
300 38101 FROM GENERAL FUND	-2,540,207.00	-2,897,362.00	-1,270,103.48	-211,683.92	0.00	-1,627,258.52	43.8%
300 38410 LOAN PROCEEDS	-533,537.00	-533,537.00	291,972.19	0.00	0.00	-825,509.19	-54.7%
300 38910 CASH BALANCE FORWARD	-2,308,731.00	-2,308,731.00	0.00	0.00	0.00	-2,308,731.00	.0%
TOTAL CAPITAL IMPROVEMENT	-11,595,741.00	-11,994,685.00	-1,384,949.74	-222,130.12	0.00	-10,609,735.26	11.5%
TOTAL REVENUES	-11,595,741.00	-11,994,685.00	-1,384,949.74	-222,130.12	0.00	-10,609,735.26	
GRAND TOTAL	-11,595,741.00	-11,994,685.00	-1,384,949.74	-222,130.12	0.00	-10,609,735.26	11.5%

** END OF REPORT - Generated by Ashley Butler **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3101000 CAP EXP ADMIN							
3101000 56100 26035 LAND - S 2ND STREET	0.00	1,867,845.00	21,000.00	21,000.00	0.00	1,846,845.00	1.1%
3101000 56500 INFRASTRUCTURE	75,000.00	0.00	0.00	0.00	0.00	0.00	.0%
3101000 56500 26032 NEW SIDEWALKS FY26	0.00	75,000.00	5,329.70	5,329.70	0.00	69,670.30	7.1%
3101000 59990 RESERVE	1,891,886.00	24,041.00	0.00	0.00	0.00	24,041.00	.0%
TOTAL CAP EXP ADMIN	1,966,886.00	1,966,886.00	26,329.70	26,329.70	0.00	1,940,556.30	1.3%
TOTAL EXPENSES	1,966,886.00	1,966,886.00	26,329.70	26,329.70	0.00	1,940,556.30	
3102100 CAP EXP POLICE							
3102100 56400 MACH/EQUIP	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	.0%
3102100 56401 EQUIP-NON CAPITAL	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	.0%
3102100 59990 RESERVE	569,915.00	569,915.00	0.00	0.00	0.00	569,915.00	.0%
TOTAL CAP EXP POLICE	614,915.00	614,915.00	0.00	0.00	0.00	614,915.00	.0%
TOTAL EXPENSES	614,915.00	614,915.00	0.00	0.00	0.00	614,915.00	
3102200 CAP EXP FIRE							
3102200 59990 RESERVE	662,984.00	662,984.00	0.00	0.00	0.00	662,984.00	.0%
TOTAL CAP EXP FIRE	662,984.00	662,984.00	0.00	0.00	0.00	662,984.00	.0%
TOTAL EXPENSES	662,984.00	662,984.00	0.00	0.00	0.00	662,984.00	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

3107200 CAP EXP RECREATION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3107200 CAP EXP RECREATION							
3107200 56100 24043 YBOR ALVAREZ SOCCER COMPLEX	85,983.00	85,983.00	0.00	0.00	54,767.50	31,215.50	63.7%
3107200 56200 20015 COLUMBARIUM	65,000.00	65,000.00	4,518.00	3,012.00	8,362.00	52,120.00	19.8%
3107200 56300 24047 MLK SOFTBALL	2,000,000.00	2,000,000.00	840.00	0.00	10,072.50	1,989,087.50	.5%
3107200 56300 24050 WATERFRONT PARK	700,000.00	744,735.00	737,998.20	358,113.69	330,029.00	-323,292.20	143.4%
3107200 59990 RESERVE	414,400.00	369,665.00	0.00	0.00	0.00	369,665.00	.0%
TOTAL CAP EXP RECREATION	3,265,383.00	3,265,383.00	743,356.20	361,125.69	403,231.00	2,118,795.80	35.1%
TOTAL EXPENSES	3,265,383.00	3,265,383.00	743,356.20	361,125.69	403,231.00	2,118,795.80	
GRAND TOTAL	6,510,168.00	6,510,168.00	769,685.90	387,455.39	403,231.00	5,337,251.10	18.0%

** END OF REPORT - Generated by Ashley Butler **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
310 CAPITAL EXPANSION							
310 33440 OTHER GRANT	0.00	0.00	-50,300.00	0.00	0.00	50,300.00	100.0%
310 33710 COUNTY GRANT	-50,000.00	-50,000.00	0.00	0.00	0.00	-50,000.00	.0%
310 36110 INTEREST	-147,000.00	-147,000.00	-58,013.29	-9,583.19	0.00	-88,986.71	39.5%
TOTAL CAPITAL EXPANSION	-197,000.00	-197,000.00	-108,313.29	-9,583.19	0.00	-88,686.71	55.0%
TOTAL REVENUES	-197,000.00	-197,000.00	-108,313.29	-9,583.19	0.00	-88,686.71	
3101000 CAP EXP ADMIN							
3101000 32410 IMPACT FEES ADMIN	-100,000.00	-100,000.00	-30,501.20	-4,184.36	0.00	-69,498.80	30.5%
3101000 38910 CASH BALANCE FORWARD	-1,811,109.00	-1,811,109.00	0.00	0.00	0.00	-1,811,109.00	.0%
TOTAL CAP EXP ADMIN	-1,911,109.00	-1,911,109.00	-30,501.20	-4,184.36	0.00	-1,880,607.80	1.6%
TOTAL REVENUES	-1,911,109.00	-1,911,109.00	-30,501.20	-4,184.36	0.00	-1,880,607.80	
3102100 CAP EXP POLICE							
3102100 32421 IMPACT FEES POLICE	-60,000.00	-60,000.00	-18,023.43	-2,472.57	0.00	-41,976.57	30.0%
3102100 38910 CASH BALANCE FORWARD	-538,336.00	-538,336.00	0.00	0.00	0.00	-538,336.00	.0%
TOTAL CAP EXP POLICE	-598,336.00	-598,336.00	-18,023.43	-2,472.57	0.00	-580,312.57	3.0%
TOTAL REVENUES	-598,336.00	-598,336.00	-18,023.43	-2,472.57	0.00	-580,312.57	
3102200 CAP EXP FIRE							
3102200 32422 IMPACT FEES FIRE							

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
3102200 CAP EXP FIRE							
	-80,000.00	-80,000.00	-24,955.52	-3,423.56	0.00	-55,044.48	31.2%
3102200 38910 CASH BALANCE FORWARD	-565,566.00	-565,566.00	0.00	0.00	0.00	-565,566.00	.0%
TOTAL CAP EXP FIRE	-645,566.00	-645,566.00	-24,955.52	-3,423.56	0.00	-620,610.48	3.9%
TOTAL REVENUES	-645,566.00	-645,566.00	-24,955.52	-3,423.56	0.00	-620,610.48	
3107200 CAP EXP RECREATION							
3107200 32470 IMPACT FEES RECREATION	-600,000.00	-600,000.00	-190,106.80	-26,096.41	0.00	-409,893.20	31.7%
3107200 38910 CASH BALANCE FORWARD	-2,558,157.00	-2,558,157.00	0.00	0.00	0.00	-2,558,157.00	.0%
TOTAL CAP EXP RECREATION	-3,158,157.00	-3,158,157.00	-190,106.80	-26,096.41	0.00	-2,968,050.20	6.0%
TOTAL REVENUES	-3,158,157.00	-3,158,157.00	-190,106.80	-26,096.41	0.00	-2,968,050.20	
GRAND TOTAL	-6,510,168.00	-6,510,168.00	-371,900.24	-45,760.09	0.00	-6,138,267.76	5.7%

** END OF REPORT - Generated by Ashley Butler **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
315 OTHER CAPITAL IMPROVEMENTS							
315 36110	INTEREST						
	-10,000.00	-10,000.00	-16,604.56	-2,677.77	0.00	6,604.56	166.0%
315 38910	CASH BALANCE FORWARD						
	-2,406,855.00	-2,406,855.00	0.00	0.00	0.00	-2,406,855.00	.0%
TOTAL OTHER CAPITAL IMPROVEMENTS							
	-2,416,855.00	-2,416,855.00	-16,604.56	-2,677.77	0.00	-2,400,250.44	.7%
TOTAL REVENUES							
	-2,416,855.00	-2,416,855.00	-16,604.56	-2,677.77	0.00	-2,400,250.44	
3151000 OTHER CAPITAL IMPROVEMENTS							
3151000 56300	IMPROVEMENTS						
	181,896.00	0.00	0.00	0.00	0.00	0.00	.0%
3151000 56300 22013	IMPROVEMENTS						
	2,234,959.00	2,234,959.00	140,080.38	22,547.88	1,950,878.60	144,000.02	93.6%
3151000 56300 26028	STORMWATER CAPITAL IMPR						
	0.00	181,896.00	36,051.17	1,705.73	0.00	145,844.83	19.8%
TOTAL OTHER CAPITAL IMPROVEMENTS							
	2,416,855.00	2,416,855.00	176,131.55	24,253.61	1,950,878.60	289,844.85	88.0%
TOTAL EXPENSES							
	2,416,855.00	2,416,855.00	176,131.55	24,253.61	1,950,878.60	289,844.85	
GRAND TOTAL							
	0.00	0.00	159,526.99	21,575.84	1,950,878.60	-2,110,405.59	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
330 WASTEWATER IMPROVEMENT							
330 36110 INTEREST	-44,200.00	-44,200.00	-110,715.43	-18,373.64	0.00	66,515.43	250.5%
330 36120 UNREALIZED GAIN	0.00	0.00	670.97	135.60	0.00	-670.97	100.0%
330 38145 FROM WASTEWATER	-60,000.00	-60,000.00	-30,000.00	-5,000.00	0.00	-30,000.00	50.0%
330 38910 CASH BALANCE FORWARD	-12,413,162.00	-12,413,162.00	0.00	0.00	0.00	-12,413,162.00	.0%
330 56300 IMPROVEMENTS	100,000.00	100,000.00	0.00	0.00	0.00	100,000.00	.0%
330 56300 25017 WASTEWATER PLANT AUTOMATION	68,830.00	68,830.00	65,195.00	0.00	0.00	3,635.00	94.7%
330 56300 25018 WW DIGESTER BLOWER SYSTEM	2,000,000.00	2,000,000.00	0.00	0.00	0.00	2,000,000.00	.0%
330 59990 RESERVE	10,348,532.00	10,348,532.00	0.00	0.00	0.00	10,348,532.00	.0%
TOTAL WASTEWATER IMPROVEMENT	0.00	0.00	-74,849.46	-23,238.04	0.00	74,849.46	100.0%
TOTAL REVENUES	-12,517,362.00	-12,517,362.00	-140,044.46	-23,238.04	0.00	-12,377,317.54	
TOTAL EXPENSES	12,517,362.00	12,517,362.00	65,195.00	0.00	0.00	12,452,167.00	
GRAND TOTAL	0.00	0.00	-74,849.46	-23,238.04	0.00	74,849.46	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 GOLF COURSE								
0000 UNDEFINED								
410 GOLF								
410 51200	SALARIES	467,559.00	467,559.00	209,203.71	36,540.93	0.00	258,355.29	44.7%
410 51210	WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 51300	SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 51350	PART-TIME	434,791.00	434,791.00	168,295.40	30,824.96	0.00	266,495.60	38.7%
410 51400	OVERTIME	15,000.00	15,000.00	4,443.50	0.00	0.00	10,556.50	29.6%
410 52100	FICA	70,666.00	70,666.00	30,445.18	5,140.43	0.00	40,220.82	43.1%
410 52200	RETIREMENT	100,743.00	100,743.00	44,491.11	7,669.93	0.00	56,251.89	44.2%
410 52300	HEALTH INSUR	75,449.00	75,449.00	30,509.25	5,959.48	0.00	44,939.75	40.4%
410 52301	LIFE INSUR	1,407.00	1,407.00	692.50	119.50	0.00	714.50	49.2%
410 52350	OPEB COSTS	794.00	794.00	396.98	66.17	0.00	397.02	50.0%
410 52400	WORKERS' COMP	10,036.00	10,036.00	3,132.98	522.17	0.00	6,903.02	31.2%
410 52500	UNEMPLOYMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 53100	PROFESSIONAL SERVICES	2,500.00	2,500.00	1,056.72	180.00	0.00	1,443.28	42.3%
410 53200	AUDITING	3,221.00	3,221.00	1,610.48	268.42	0.00	1,610.52	50.0%
410 53400	CONTRACTUAL	23,224.00	23,224.00	10,518.46	3,659.51	0.00	12,705.54	45.3%
410 54000	TRAINING/TRAVEL	1,850.00	1,850.00	1,059.83	0.00	0.00	790.17	57.3%
410 54100	COMM - PHONE/FAX/ALARM	2,388.00	2,388.00	1,499.93	45.04	0.00	888.07	62.8%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 54101	COMMUNICATIONS-CELLULAR						
	480.00	480.00	224.70	-199.91	0.00	255.30	46.8%
410 54103	COMMUNICATIONS-INTERNET						
	3,520.00	3,520.00	1,330.21	499.66	0.00	2,189.79	37.8%
410 54200	POSTAGE						
	100.00	100.00	0.00	0.00	0.00	100.00	.0%
410 54300	UTILITIES ELECTRIC						
	72,000.00	72,000.00	29,582.04	9,492.72	0.00	42,417.96	41.1%
410 54310	UTILITIES-WATER & WASTEWATER						
	8,100.00	8,100.00	3,861.10	1,289.63	0.00	4,238.90	47.7%
410 54320	UTILITIES-PROPANE/OTHER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 54400	RENTALS/LEASES						
	9,400.00	9,400.00	0.00	0.00	0.00	9,400.00	.0%
410 54500	INSURANCE						
	46,280.00	46,280.00	17,256.52	2,876.08	0.00	29,023.48	37.3%
410 54610	R/M BLDG & GROUNDS						
	37,800.00	37,800.00	6,163.99	4,218.00	20,207.79	11,428.22	69.8%
410 54611	R/M FACILITIES						
	20,050.00	20,050.00	11,441.12	1,317.48	0.00	8,608.88	57.1%
410 54620	R/M EQUIPMENT						
	42,000.00	42,000.00	19,806.80	4,092.34	0.00	22,193.20	47.2%
410 54630	R/M VEHICLES-LABOR						
	1,000.00	1,000.00	1,006.25	93.75	0.00	-6.25	100.6%
410 54640	R/M VEHICLES-PARTS						
	750.00	750.00	154.36	26.40	0.00	595.64	20.6%
410 54700	PRINTING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 54800	PROMOTIONAL						
	18,549.00	18,549.00	9,873.00	307.00	0.00	8,676.00	53.2%
410 54900	MISC EXPENSE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 55100	OFFICE SUPPLIES						
	1,000.00	1,000.00	605.17	126.08	0.00	394.83	60.5%
410 55200	OPERATING SUPPLIES						
	140,315.00	140,315.00	41,561.82	11,269.72	0.00	98,753.18	29.6%
410 55201	CREDIT CARD FEES						
	54,000.00	54,000.00	32,491.48	7,507.80	0.00	21,508.52	60.2%
410 55210	UNIFORMS						
	2,500.00	2,500.00	2,395.41	0.00	0.00	104.59	95.8%
410 55220	JANITORIAL SUPPLIES						
	4,400.00	4,400.00	1,394.93	0.00	0.00	3,005.07	31.7%
410 55230	GAS/OIL						
	21,000.00	21,000.00	9,588.19	3,746.34	0.00	11,411.81	45.7%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 55240	CHEMICALS						
	180,000.00	180,000.00	36,378.05	5,576.88	9,526.70	134,095.25	25.5%
410 55400	BOOKS/SUBS/DUES						
	2,545.00	2,545.00	780.00	335.00	0.00	1,765.00	30.6%
410 55545	PRO SHOP COST OF SALES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 55550	F&B COST OF SALES						
	0.00	0.00	-83.87	0.00	0.00	83.87	100.0%
410 55555	F&B PERSONNEL COSTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300 23003	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300 23004	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300 23053	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300 23054	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300 24023	GOLF COURSE IRRIGATION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300 26024	GOLF CLUBHOUSE BAR RENOVATION						
	50,000.00	50,000.00	49,998.93	32,587.75	0.00	1.07	100.0%
410 56400	MACH/EQUIP						
	5,000.00	5,000.00	4,188.00	0.00	0.00	812.00	83.8%
410 56400 25401	GOLF TORO 3050 MOWER (RE#801)						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 25402	GOLF TORO 3050 MOWER (RE#802)						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 25403	GOLF TORO BUNK RAKE (RE#803)						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 25404	GOLF SALSCO ROLLER (RE#819)						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 25405	GOLF FAIRWAY MOWER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 25406	GOLF FAIRWAY MOWER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 25432	GOLF DRIVING RANGE NETTING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 26413	TRI DECK MOWER RE#823						
	18,000.00	18,139.00	18,138.53	18,138.53	0.00	0.47	100.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 56400 26414	DAKOTA SPREADER RE#809						
	24,000.00	24,000.00	22,810.00	22,810.00	0.00	1,190.00	95.0%
410 56400 26415	CUSHMAN HAULER UTLTY CART-872						
	12,000.00	12,000.00	11,495.00	0.00	0.00	505.00	95.8%
410 56400 26416	BUFFALO BLOWER RE826						
	12,000.00	12,000.00	10,880.00	10,880.00	0.00	1,120.00	90.7%
410 56400 26417	GRASSHOPPER MOWER RE#829						
	28,000.00	28,000.00	26,542.25	26,542.25	0.00	1,457.75	94.8%
410 56400 26418	JOHN DEER GATOR RE#805						
	38,000.00	38,000.00	36,685.28	36,685.28	0.00	1,314.72	96.5%
410 56400 26419	CLUBCAR CUSHMAN						
	12,000.00	11,861.00	11,495.00	0.00	0.00	366.00	96.9%
410 56400 26420	IRRIGATION SYSTEM UPGRADE						
	105,000.00	105,000.00	0.00	0.00	89,911.33	15,088.67	85.6%
410 56400 26421	RANGE BALL DISPENSER						
	16,000.00	16,000.00	10,630.00	10,435.00	0.00	5,370.00	66.4%
410 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 57100	PRINCIPAL						
	144,000.00	144,000.00	71,000.00	0.00	0.00	73,000.00	49.3%
410 57200	INTEREST						
	19,408.00	19,408.00	10,571.79	0.00	0.00	8,836.21	54.5%
410 57300	FINANCING COSTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 59100	TRANSFER TO GENERAL FUND						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 59900	CONTINGENCY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 59990	RESERVE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL GOLF							
	2,358,825.00	2,358,825.00	1,017,602.08	301,650.32	119,645.82	1,221,577.10	48.2%
7260 GOLF COURSE							
4107260 GOLF TOPTRACER							
4107260 51200	SALARIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107260 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 51350	PART TIME SALARIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 51400	OVERTIME						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 52100	FICA						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 52200	RETIREMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 52300	HEALTH INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 52301	LIFE INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 52350	OPEB COSTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 52400	WORKERS' COMP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54103	COMMUNICATIONS-INTERNET						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54300	UTILITIES ELECTRIC						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54310	UTILITIES-WATER & WASTEWATER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54320	UTILITIES-PROPANE/OTHER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54400	RENTALS/LEASES						
	10,000.00	10,000.00	8,000.00	0.00	0.00	2,000.00	80.0%
4107260 54500	INSURANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54610	R/M BLDG & GROUNDS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54611	R/M FACILITIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 55200	OPERATING SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 55210	UNIFORMS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 55550	F&B COST OF SALES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107260 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 56400	EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 56401	NON CAP EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL GOLF TOPTRACER							
	10,000.00	10,000.00	8,000.00	0.00	0.00	2,000.00	80.0%
7261 GOLF PRO SHOP							
4107261 GOLF PRO SHOP							
4107261 51200	SALARIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 51350	PART TIME SALARIES						
	93,181.00	93,181.00	38,612.23	6,351.85	0.00	54,568.77	41.4%
4107261 51400	OVERTIME						
	3,500.00	3,500.00	1,643.19	0.00	0.00	1,856.81	46.9%
4107261 52100	FICA						
	7,397.00	7,397.00	3,079.55	485.89	0.00	4,317.45	41.6%
4107261 52200	RETIREMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 52300	HEALTH INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 52301	LIFE INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 52400	WORKERS' COMP						
	1,842.00	1,842.00	312.52	52.08	0.00	1,529.48	17.0%
4107261 54970	PROGRAM COSTS						
	26,400.00	26,400.00	12,580.00	5,368.00	0.00	13,820.00	47.7%
4107261 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 55200	OPERATING SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107261 55210	UNIFORMS						
	350.00	350.00	300.00	0.00	0.00	50.00	85.7%
4107261 55545	PRO SHOP COST OF SALES						
	75,000.00	75,000.00	44,666.88	11,917.60	0.00	30,333.12	59.6%
TOTAL GOLF PRO SHOP							
	207,670.00	207,670.00	101,194.37	24,175.42	0.00	106,475.63	48.7%
7262 GOLF FOOD & BEVERAGE							
4107262 GOLF FOOD & BEVERAGE							
4107262 51200	SALARIES						
	144,889.00	144,889.00	35,663.43	5,383.86	0.00	109,225.57	24.6%
4107262 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107262 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107262 51350	PART TIME SALARIES						
	91,290.00	91,290.00	49,481.71	7,896.60	0.00	41,808.29	54.2%
4107262 51400	OVERTIME						
	3,500.00	3,500.00	1,563.99	0.00	0.00	1,936.01	44.7%
4107262 52100	FICA						
	17,788.00	17,788.00	9,792.42	1,559.60	0.00	7,995.58	55.1%
4107262 52200	RETIREMENT						
	29,283.00	29,283.00	8,996.26	1,446.22	0.00	20,286.74	30.7%
4107262 52300	HEALTH INSUR						
	30,679.00	30,679.00	7,952.08	1,474.08	0.00	22,726.92	25.9%
4107262 52301	LIFE INSUR						
	407.00	407.00	104.25	17.50	0.00	302.75	25.6%
4107262 52400	WORKERS' COMP						
	3,314.00	3,314.00	1,028.02	171.33	0.00	2,285.98	31.0%
4107262 53400	CONTRACTUAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107262 54000	TRAINING/TRAVEL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107262 54400	RENTALS/LEASES						
	3,576.00	3,576.00	1,932.63	427.18	0.00	1,643.37	54.0%
4107262 54620	R/M EQUIPMENT						
	0.00	450.00	449.99	449.99	0.00	0.01	100.0%
4107262 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107262 55200	OPERATING SUPPLIES						
	19,000.00	18,550.00	9,008.99	1,720.13	0.00	9,541.01	48.6%
4107262 55210	UNIFORMS						
	350.00	350.00	300.00	0.00	0.00	50.00	85.7%
4107262 55550	F&B COST OF SALES						
	160,000.00	160,000.00	72,509.45	13,764.19	0.00	87,490.55	45.3%
4107262 56400	EQUIPMENT						
	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	.0%
4107262 56401	NON CAP EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL GOLF FOOD & BEVERAGE							
	511,076.00	511,076.00	198,783.22	34,310.68	0.00	312,292.78	38.9%
9999 GAAP ENTRIES							
4109999 GOLF							
4109999 52355	OPEB Expense GASB 75						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4109999 52375	GEN EMP PENSION EXP GASB 68						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4109999 56199	CONTRA LAND						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4109999 56399	CONTRA IMPROV						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4109999 56499	CONTRA EQUIPMENT						
	0.00	0.00	-37,808.00	-14,818.00	0.00	37,808.00	100.0%
4109999 56999	CIP OFFSET						
	0.00	0.00	-49,998.93	-35,128.54	0.00	49,998.93	100.0%
4109999 57199	PRINCIPAL CONTRA						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4109999 59000	DEPRECIATION EXPENSE						
	0.00	0.00	8,589.17	0.00	0.00	-8,589.17	100.0%
4109999 59999	ACCUM DEPRECIATION CONTRA						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL GOLF							
	0.00	0.00	-79,217.76	-49,946.54	0.00	79,217.76	100.0%
TOTAL GOLF COURSE							
	3,087,571.00	3,087,571.00	1,246,361.91	310,189.88	119,645.82	1,721,563.27	44.2%
TOTAL EXPENSES							
	3,087,571.00	3,087,571.00	1,246,361.91	310,189.88	119,645.82	1,721,563.27	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
GRAND TOTAL						
3,087,571.00	3,087,571.00	1,246,361.91	310,189.88	119,645.82	1,721,563.27	44.2%

** END OF REPORT - Generated by Ashley Butler **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 GOLF COURSE							
0000 UNDEFINED							
410 GOLF							
410 33120 FEMA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 33420 FEMA STATE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34710 GREEN FEES	-775,000.00	-775,000.00	-487,682.30	-123,077.05	0.00	-287,317.70	62.9%
410 34711 SURCHARGE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34713 GOLF CARTS	-460,000.00	-460,000.00	-307,390.08	-63,539.53	0.00	-152,609.92	66.8%
410 34714 RANGE FEES	-160,000.00	-160,000.00	-89,071.02	-21,505.00	0.00	-70,928.98	55.7%
410 34715 PRO SHOP SALES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34716 FOOD AND BEVERAGE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34717 BAY RENTALS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34718 FACILITY RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34719 GOLF INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34733 MEMBERSHIPS	-300,000.00	-300,000.00	-294,099.00	-6,650.00	0.00	-5,901.00	98.0%
410 34743 RANGE FEES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34745 INACTIVE - PRO SHOP SALES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34750 INACTIVE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34790 TOP TRACER BAY SPONSORSHIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 36110 INTEREST	0.00	0.00	-3,048.06	-569.95	0.00	3,048.06	100.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 36120	UNREALIZED GAIN						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 36200	DISCOUNTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 36420	INSURANCE PROCEEDS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 36980	CREDIT CARD CONVENIENCE FEES						
	-45,000.00	-45,000.00	-28,471.46	-6,645.52	0.00	-16,528.54	63.3%
410 36990	OTHER REVENUE						
	0.00	0.00	4,867.49	4,739.07	0.00	-4,867.49	100.0%
410 36992	GAIN ON SALE OF ASSET						
	-20,000.00	-20,000.00	-11,264.17	-2,525.00	0.00	-8,735.83	56.3%
410 38101	FROM GENERAL FUND						
	-429,384.00	-429,384.00	-214,692.00	-35,782.00	0.00	-214,692.00	50.0%
410 38145	FROM WASTEWATER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 38410	LOAN PROCEEDS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 38411	LOAN FORGIVENESS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 38910	CASH BALANCE FORWARD						
	-195,387.00	-195,387.00	0.00	0.00	0.00	-195,387.00	.0%
410 51200	SALARIES						
	467,559.00	467,559.00	209,203.71	36,540.93	0.00	258,355.29	44.7%
410 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 51350	PART-TIME						
	434,791.00	434,791.00	168,295.40	30,824.96	0.00	266,495.60	38.7%
410 51400	OVERTIME						
	15,000.00	15,000.00	4,443.50	0.00	0.00	10,556.50	29.6%
410 52100	FICA						
	70,666.00	70,666.00	30,445.18	5,140.43	0.00	40,220.82	43.1%
410 52200	RETIREMENT						
	100,743.00	100,743.00	44,491.11	7,669.93	0.00	56,251.89	44.2%
410 52300	HEALTH INSUR						
	75,449.00	75,449.00	30,509.25	5,959.48	0.00	44,939.75	40.4%
410 52301	LIFE INSUR						
	1,407.00	1,407.00	692.50	119.50	0.00	714.50	49.2%
410 52350	OPEB COSTS						
	794.00	794.00	396.98	66.17	0.00	397.02	50.0%
410 52400	WORKERS' COMP						
	10,036.00	10,036.00	3,132.98	522.17	0.00	6,903.02	31.2%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 52500	UNEMPLOYMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 53100	PROFESSIONAL SERVICES						
	2,500.00	2,500.00	1,056.72	180.00	0.00	1,443.28	42.3%
410 53200	AUDITING						
	3,221.00	3,221.00	1,610.48	268.42	0.00	1,610.52	50.0%
410 53400	CONTRACTUAL						
	23,224.00	23,224.00	10,518.46	3,659.51	0.00	12,705.54	45.3%
410 54000	TRAINING/TRAVEL						
	1,850.00	1,850.00	1,059.83	0.00	0.00	790.17	57.3%
410 54100	COMM - PHONE/FAX/ALARM						
	2,388.00	2,388.00	1,499.93	45.04	0.00	888.07	62.8%
410 54101	COMMUNICATIONS-CELLULAR						
	480.00	480.00	224.70	-199.91	0.00	255.30	46.8%
410 54103	COMMUNICATIONS-INTERNET						
	3,520.00	3,520.00	1,330.21	499.66	0.00	2,189.79	37.8%
410 54200	POSTAGE						
	100.00	100.00	0.00	0.00	0.00	100.00	.0%
410 54300	UTILITIES ELECTRIC						
	72,000.00	72,000.00	29,582.04	9,492.72	0.00	42,417.96	41.1%
410 54310	UTILITIES-WATER & WASTEWATER						
	8,100.00	8,100.00	3,861.10	1,289.63	0.00	4,238.90	47.7%
410 54320	UTILITIES-PROPANE/OTHER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 54400	RENTALS/LEASES						
	9,400.00	9,400.00	0.00	0.00	0.00	9,400.00	.0%
410 54500	INSURANCE						
	46,280.00	46,280.00	17,256.52	2,876.08	0.00	29,023.48	37.3%
410 54610	R/M BLDG & GROUNDS						
	37,800.00	37,800.00	6,163.99	4,218.00	20,207.79	11,428.22	69.8%
410 54611	R/M FACILITIES						
	20,050.00	20,050.00	11,441.12	1,317.48	0.00	8,608.88	57.1%
410 54620	R/M EQUIPMENT						
	42,000.00	42,000.00	19,806.80	4,092.34	0.00	22,193.20	47.2%
410 54630	R/M VEHICLES-LABOR						
	1,000.00	1,000.00	1,006.25	93.75	0.00	-6.25	100.6%
410 54640	R/M VEHICLES-PARTS						
	750.00	750.00	154.36	26.40	0.00	595.64	20.6%
410 54700	PRINTING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 54800	PROMOTIONAL						
	18,549.00	18,549.00	9,873.00	307.00	0.00	8,676.00	53.2%
410 54900	MISC EXPENSE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 55100	OFFICE SUPPLIES						
	1,000.00	1,000.00	605.17	126.08	0.00	394.83	60.5%
410 55200	OPERATING SUPPLIES						
	140,315.00	140,315.00	41,561.82	11,269.72	0.00	98,753.18	29.6%
410 55201	CREDIT CARD FEES						
	54,000.00	54,000.00	32,491.48	7,507.80	0.00	21,508.52	60.2%
410 55210	UNIFORMS						
	2,500.00	2,500.00	2,395.41	0.00	0.00	104.59	95.8%
410 55220	JANITORIAL SUPPLIES						
	4,400.00	4,400.00	1,394.93	0.00	0.00	3,005.07	31.7%
410 55230	GAS/OIL						
	21,000.00	21,000.00	9,588.19	3,746.34	0.00	11,411.81	45.7%
410 55240	CHEMICALS						
	180,000.00	180,000.00	36,378.05	5,576.88	9,526.70	134,095.25	25.5%
410 55400	BOOKS/SUBS/DUES						
	2,545.00	2,545.00	780.00	335.00	0.00	1,765.00	30.6%
410 55545	PRO SHOP COST OF SALES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 55550	F&B COST OF SALES						
	0.00	0.00	-83.87	0.00	0.00	83.87	100.0%
410 55555	F&B PERSONNEL COSTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300 23003	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300 23004	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300 23053	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300 23054	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300 24023	GOLF COURSE IRRIGATION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56300 26024	GOLF CLUBHOUSE BAR RENOVATION						
	50,000.00	50,000.00	49,998.93	32,587.75	0.00	1.07	100.0%
410 56400	MACH/EQUIP						
	5,000.00	5,000.00	4,188.00	0.00	0.00	812.00	83.8%
410 56400 25401	GOLF TORO 3050 MOWER (RE#801)						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 25402	GOLF TORO 3050 MOWER (RE#802)						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 56400 25403	GOLF TORO BUNK RAKE (RE#803)						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 25404	GOLF SALSCO ROLLER (RE#819)						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 25405	GOLF FAIRWAY MOWER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 25406	GOLF FAIRWAY MOWER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 25432	GOLF DRIVING RANGE NETTING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 56400 26413	TRI DECK MOWER RE#823						
	18,000.00	18,139.00	18,138.53	18,138.53	0.00	0.47	100.0%
410 56400 26414	DAKOTA SPREADER RE#809						
	24,000.00	24,000.00	22,810.00	22,810.00	0.00	1,190.00	95.0%
410 56400 26415	CUSHMAN HAULER UTLTY CART-872						
	12,000.00	12,000.00	11,495.00	0.00	0.00	505.00	95.8%
410 56400 26416	BUFFALO BLOWER RE826						
	12,000.00	12,000.00	10,880.00	10,880.00	0.00	1,120.00	90.7%
410 56400 26417	GRASSHOPPER MOWER RE#829						
	28,000.00	28,000.00	26,542.25	26,542.25	0.00	1,457.75	94.8%
410 56400 26418	JOHN DEER GATOR RE#805						
	38,000.00	38,000.00	36,685.28	36,685.28	0.00	1,314.72	96.5%
410 56400 26419	CLUBCAR CUSHMAN						
	12,000.00	11,861.00	11,495.00	0.00	0.00	366.00	96.9%
410 56400 26420	IRRIGATION SYSTEM UPGRADE						
	105,000.00	105,000.00	0.00	0.00	89,911.33	15,088.67	85.6%
410 56400 26421	RANGE BALL DISPENSER						
	16,000.00	16,000.00	10,630.00	10,435.00	0.00	5,370.00	66.4%
410 56401	EQUIP-NON CAPITAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 57100	PRINCIPAL						
	144,000.00	144,000.00	71,000.00	0.00	0.00	73,000.00	49.3%
410 57200	INTEREST						
	19,408.00	19,408.00	10,571.79	0.00	0.00	8,836.21	54.5%
410 57300	FINANCING COSTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 59100	TRANSFER TO GENERAL FUND						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 59900	CONTINGENCY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 59990	RESERVE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL GOLF							
	-25,946.00	-25,946.00	-413,248.52	46,095.34	119,645.82	267,656.70	1131.6%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
7260 GOLF COURSE							
4107260 GOLF TOPTRACER							
4107260 34714 RANGE FEES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 34716 TT FOOD & BEVERAGE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 34717 BAY RENTALS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 34718 FACILITY RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 34719 GOLF INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 34790 TOPTRACER BAY SPONSORSHIP	-1,250.00	-1,250.00	-750.00	-125.00	0.00	-500.00	60.0%
4107260 51200 SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 51210 WC REIMB	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 51300 SEASONAL/TEMPORARY	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 51350 PART TIME SALARIES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 51400 OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 52100 FICA	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 52200 RETIREMENT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 52300 HEALTH INSUR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 52301 LIFE INSUR	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 52350 OPEB COSTS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 52400 WORKERS' COMP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54103 COMMUNICATIONS-INTERNET	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54300 UTILITIES ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107260 54310	UTILITIES-WATER & WASTEWATER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54320	UTILITIES-PROPANE/OTHER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54400	RENTALS/LEASES						
	10,000.00	10,000.00	8,000.00	0.00	0.00	2,000.00	80.0%
4107260 54500	INSURANCE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54610	R/M BLDG & GROUNDS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54611	R/M FACILITIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54620	R/M EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 54800	PROMOTIONAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 55200	OPERATING SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 55210	UNIFORMS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 55550	F&B COST OF SALES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 56200	BUILDING						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 56300	IMPROVEMENTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 56400	EQUIPMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 56401	NON CAP EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL GOLF TOPTRACER							
	8,750.00	8,750.00	7,250.00	-125.00	0.00	1,500.00	82.9%
7261 GOLF PRO SHOP							
4107261 GOLF PRO SHOP							
4107261 34715	PRO SHOP SALES						
	-147,000.00	-147,000.00	-81,223.33	-17,418.91	0.00	-65,776.67	55.3%
4107261 34719	GOLF INSTRUCTION						
	-33,000.00	-33,000.00	-15,725.00	-3,030.00	0.00	-17,275.00	47.7%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107261 51200	SALARIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 51350	PART TIME SALARIES						
	93,181.00	93,181.00	38,612.23	6,351.85	0.00	54,568.77	41.4%
4107261 51400	OVERTIME						
	3,500.00	3,500.00	1,643.19	0.00	0.00	1,856.81	46.9%
4107261 52100	FICA						
	7,397.00	7,397.00	3,079.55	485.89	0.00	4,317.45	41.6%
4107261 52200	RETIREMENT						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 52300	HEALTH INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 52301	LIFE INSUR						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 52400	WORKERS' COMP						
	1,842.00	1,842.00	312.52	52.08	0.00	1,529.48	17.0%
4107261 54970	PROGRAM COSTS						
	26,400.00	26,400.00	12,580.00	5,368.00	0.00	13,820.00	47.7%
4107261 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 55200	OPERATING SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107261 55210	UNIFORMS						
	350.00	350.00	300.00	0.00	0.00	50.00	85.7%
4107261 55545	PRO SHOP COST OF SALES						
	75,000.00	75,000.00	44,666.88	11,917.60	0.00	30,333.12	59.6%
TOTAL GOLF PRO SHOP							
	27,670.00	27,670.00	4,246.04	3,726.51	0.00	23,423.96	15.3%
7262 GOLF FOOD & BEVERAGE							
4107262 GOLF FOOD & BEVERAGE							
4107262 34716	FOOD AND BEVERAGE						
	-499,550.00	-499,550.00	-264,532.83	-50,938.77	0.00	-235,017.17	53.0%
4107262 34718	FACILITY RENTAL						
	-22,000.00	-22,000.00	-12,883.91	-2,490.00	0.00	-9,116.09	58.6%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
4107262 51200	SALARIES						
	144,889.00	144,889.00	35,663.43	5,383.86	0.00	109,225.57	24.6%
4107262 51210	WC REIMB						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107262 51300	SEASONAL/TEMPORARY						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107262 51350	PART TIME SALARIES						
	91,290.00	91,290.00	49,481.71	7,896.60	0.00	41,808.29	54.2%
4107262 51400	OVERTIME						
	3,500.00	3,500.00	1,563.99	0.00	0.00	1,936.01	44.7%
4107262 52100	FICA						
	17,788.00	17,788.00	9,792.42	1,559.60	0.00	7,995.58	55.1%
4107262 52200	RETIREMENT						
	29,283.00	29,283.00	8,996.26	1,446.22	0.00	20,286.74	30.7%
4107262 52300	HEALTH INSUR						
	30,679.00	30,679.00	7,952.08	1,474.08	0.00	22,726.92	25.9%
4107262 52301	LIFE INSUR						
	407.00	407.00	104.25	17.50	0.00	302.75	25.6%
4107262 52400	WORKERS' COMP						
	3,314.00	3,314.00	1,028.02	171.33	0.00	2,285.98	31.0%
4107262 53400	CONTRACTUAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107262 54000	TRAINING/TRAVEL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107262 54400	RENTALS/LEASES						
	3,576.00	3,576.00	1,932.63	427.18	0.00	1,643.37	54.0%
4107262 54620	R/M EQUIPMENT						
	0.00	450.00	449.99	449.99	0.00	0.01	100.0%
4107262 55100	OFFICE SUPPLIES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107262 55200	OPERATING SUPPLIES						
	19,000.00	18,550.00	9,008.99	1,720.13	0.00	9,541.01	48.6%
4107262 55210	UNIFORMS						
	350.00	350.00	300.00	0.00	0.00	50.00	85.7%
4107262 55550	F&B COST OF SALES						
	160,000.00	160,000.00	72,509.45	13,764.19	0.00	87,490.55	45.3%
4107262 56400	EQUIPMENT						
	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00	.0%
4107262 56401	NON CAP EQUIP						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL GOLF FOOD & BEVERAGE							
	-10,474.00	-10,474.00	-78,633.52	-19,118.09	0.00	68,159.52	750.7%
TOTAL GOLF COURSE							
	0.00	0.00	-480,386.00	30,578.76	119,645.82	360,740.18	100.0%
TOTAL REVENUES							
	-3,087,571.00	-3,087,571.00	-1,805,965.67	-329,557.66	0.00	-1,281,605.33	

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL EXPENSES						
3,087,571.00	3,087,571.00	1,325,579.67	360,136.42	119,645.82	1,642,345.51	
GRAND TOTAL						
0.00	0.00	-480,386.00	30,578.76	119,645.82	360,740.18	100.0%

** END OF REPORT - Generated by Ashley Butler **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 GOLF COURSE							
0000 UNDEFINED							
410 GOLF							
410 33120 FEMA GRANT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 33420 FEMA STATE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34710 GREEN FEES	-775,000.00	-775,000.00	-487,682.30	-123,077.05	0.00	-287,317.70	62.9%
410 34711 SURCHARGE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34713 GOLF CARTS	-460,000.00	-460,000.00	-307,390.08	-63,539.53	0.00	-152,609.92	66.8%
410 34714 RANGE FEES	-160,000.00	-160,000.00	-89,071.02	-21,505.00	0.00	-70,928.98	55.7%
410 34715 PRO SHOP SALES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34716 FOOD AND BEVERAGE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34717 BAY RENTALS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34718 FACILITY RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34719 GOLF INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34733 MEMBERSHIPS	-300,000.00	-300,000.00	-294,099.00	-6,650.00	0.00	-5,901.00	98.0%
410 34743 RANGE FEES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34745 INACTIVE - PRO SHOP SALES	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34750 INACTIVE ACCOUNT	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 34790 TOP TRACER BAY SPONSORSHIP	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 36110 INTEREST	0.00	0.00	-3,048.06	-569.95	0.00	3,048.06	100.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
410 36120	UNREALIZED GAIN						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 36200	DISCOUNTS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 36420	INSURANCE PROCEEDS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 36980	CREDIT CARD CONVENIENCE FEES						
	-45,000.00	-45,000.00	-28,471.46	-6,645.52	0.00	-16,528.54	63.3%
410 36990	OTHER REVENUE						
	0.00	0.00	4,867.49	4,739.07	0.00	-4,867.49	100.0%
410 36992	GAIN ON SALE OF ASSET						
	-20,000.00	-20,000.00	-11,264.17	-2,525.00	0.00	-8,735.83	56.3%
410 38101	FROM GENERAL FUND						
	-429,384.00	-429,384.00	-214,692.00	-35,782.00	0.00	-214,692.00	50.0%
410 38145	FROM WASTEWATER						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 38410	LOAN PROCEEDS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 38411	LOAN FORGIVENESS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
410 38910	CASH BALANCE FORWARD						
	-195,387.00	-195,387.00	0.00	0.00	0.00	-195,387.00	.0%
TOTAL GOLF							
	-2,384,771.00	-2,384,771.00	-1,430,850.60	-255,554.98	0.00	-953,920.40	60.0%
7260 GOLF COURSE							
4107260 GOLF TOPTRACER							
4107260 34714	RANGE FEES						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 34716	TT FOOD & BEVERAGE						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 34717	BAY RENTALS						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 34718	FACILITY RENTAL						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 34719	GOLF INSTRUCTION						
	0.00	0.00	0.00	0.00	0.00	0.00	.0%
4107260 34790	TOPTRACER BAY SPONSORSHIP						
	-1,250.00	-1,250.00	-750.00	-125.00	0.00	-500.00	60.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL GOLF TOPTRACER	-1,250.00	-1,250.00	-750.00	-125.00	0.00	-500.00	60.0%
7261 GOLF PRO SHOP							
4107261 GOLF PRO SHOP							
4107261 34715 PRO SHOP SALES	-147,000.00	-147,000.00	-81,223.33	-17,418.91	0.00	-65,776.67	55.3%
4107261 34719 GOLF INSTRUCTION	-33,000.00	-33,000.00	-15,725.00	-3,030.00	0.00	-17,275.00	47.7%
TOTAL GOLF PRO SHOP	-180,000.00	-180,000.00	-96,948.33	-20,448.91	0.00	-83,051.67	53.9%
7262 GOLF FOOD & BEVERAGE							
4107262 GOLF FOOD & BEVERAGE							
4107262 34716 FOOD AND BEVERAGE	-499,550.00	-499,550.00	-264,532.83	-50,938.77	0.00	-235,017.17	53.0%
4107262 34718 FACILITY RENTAL	-22,000.00	-22,000.00	-12,883.91	-2,490.00	0.00	-9,116.09	58.6%
TOTAL GOLF FOOD & BEVERAGE	-521,550.00	-521,550.00	-277,416.74	-53,428.77	0.00	-244,133.26	53.2%
9999 GAAP ENTRIES							
4109999 GOLF							
4109999 38419 CONTRA LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	.0%
TOTAL GOLF	0.00	0.00	0.00	0.00	0.00	0.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL GOLF COURSE						
-3,087,571.00	-3,087,571.00	-1,805,965.67	-329,557.66	0.00	-1,281,605.33	58.5%
TOTAL REVENUES						
-3,087,571.00	-3,087,571.00	-1,805,965.67	-329,557.66	0.00	-1,281,605.33	
GRAND TOTAL						
-3,087,571.00	-3,087,571.00	-1,805,965.67	-329,557.66	0.00	-1,281,605.33	58.5%

** END OF REPORT - Generated by Ashley Butler **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 AIRPORT								
420 33220	FAA GRANT	-1,225,500.00	-1,225,500.00	-480,384.79	-409,036.01	0.00	-745,115.21	39.2%
420 33323	FDOT GRANT	-2,242,164.00	-2,242,164.00	-108,676.76	-24,655.30	0.00	-2,133,487.24	4.8%
420 34704	RENTALS NON-TAXABLE	-1,500.00	-1,500.00	-40.00	0.00	0.00	-1,460.00	2.7%
420 34720	RENTALS	-3,250.00	-3,250.00	-2,983.93	-1,080.00	0.00	-266.07	91.8%
420 34970	FUEL FLOW FEES	-37,600.00	-37,600.00	-17,331.28	-3,879.60	0.00	-20,268.72	46.1%
420 34971	LEASE PAYMENTS-LAND LEASE	-122,601.00	-122,601.00	-123,655.06	-20,678.04	0.00	1,054.06	100.9%
420 34972	BUILDING LEASE	-800.00	-800.00	-3,168.54	-528.09	0.00	2,368.54	396.1%
420 34973	LAND LEASE- AMELIA RIVER	-215,197.00	-215,197.00	-126,260.47	-25,082.20	0.00	-88,936.53	58.7%
420 34974	LAND LEASE PAYMENTS-NON TAXABL	-78,621.00	-78,621.00	-40,127.74	-6,702.49	0.00	-38,493.26	51.0%
420 34975	RENT/LEASE PAYMENTS	-406,196.00	-406,196.00	-216,375.46	-36,802.36	0.00	-189,820.54	53.3%
420 34976	8 FLAGS RENT (TAXABLE)	-131,877.00	-131,877.00	0.00	0.00	0.00	-131,877.00	.0%
420 34977	FUEL FARM RENT	-2,000.00	-2,000.00	-2,236.32	-372.72	0.00	236.32	111.8%
420 34978	8 FLAGS RENT NON-TAXABLE	-5,000.00	-5,000.00	-5,311.03	-356.07	0.00	311.03	106.2%
420 34979	TRANSIENT REVENUE	-10,000.00	-10,000.00	-8,545.23	-1,200.00	0.00	-1,454.77	85.5%
420 36110	INTEREST	0.00	0.00	-17,667.48	-3,230.03	0.00	17,667.48	100.0%
420 36990	OTHER REVENUE	-22,500.00	-22,500.00	-26,344.38	-7,827.94	0.00	3,844.38	117.1%
420 36991	AIRCRAFT PARKING REVENUE	-2,250.00	-2,250.00	-654.37	0.00	0.00	-1,595.63	29.1%
420 36992	GAIN ON SALE OF ASSET	-1,922,000.00	-1,922,000.00	0.00	0.00	0.00	-1,922,000.00	.0%
420 36995	LATE FEES	0.00	0.00	-570.60	0.00	0.00	570.60	100.0%
420 38101	FROM GENERAL FUND	-296,438.00	-296,438.00	-148,218.98	-24,703.17	0.00	-148,219.02	50.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 38910	CASH BALANCE FORWARD	-2,544,999.00	-2,544,999.00	0.00	0.00	0.00	-2,544,999.00	.0%
420 51200	SALARIES	79,777.00	79,777.00	38,432.32	5,801.86	0.00	41,344.68	48.2%
420 51350	PART-TIME	31,150.00	31,150.00	10,087.64	1,533.71	0.00	21,062.36	32.4%
420 52100	FICA	8,493.00	8,493.00	3,709.73	561.06	0.00	4,783.27	43.7%
420 52200	RETIREMENT	15,681.00	15,681.00	7,210.16	1,217.81	0.00	8,470.84	46.0%
420 52300	HEALTH INSUR	12,129.00	12,129.00	5,433.80	987.48	0.00	6,695.20	44.8%
420 52301	LIFE INSUR	217.00	217.00	113.00	19.00	0.00	104.00	52.1%
420 52350	OPEB COSTS	1,756.00	1,756.00	878.02	146.33	0.00	877.98	50.0%
420 52400	WORKERS' COMP	1,576.00	1,576.00	467.48	77.92	0.00	1,108.52	29.7%
420 53100	PROFESSIONAL SERVICES	10,000.00	10,000.00	3,500.00	3,500.00	0.00	6,500.00	35.0%
420 53100 25070	PROFESSIONAL SERVICES	175,000.00	175,000.00	64,475.00	11,597.50	110,737.11	-212.11	100.1%
420 53100 25071	PROFESSIONAL SERVICES	750,000.00	750,000.00	155,997.16	117,600.00	594,002.84	0.00	100.0%
420 53200	AUDITING	738.00	738.00	369.00	61.50	0.00	369.00	50.0%
420 53400	CONTRACTUAL	230,718.00	230,718.00	97,962.86	17,354.29	0.00	132,755.14	42.5%
420 54000	TRAINING/TRAVEL	3,800.00	3,800.00	90.00	0.00	0.00	3,710.00	2.4%
420 54100	COMM - PHONE/FAX/ALARM	3,126.00	3,126.00	1,138.45	225.20	0.00	1,987.55	36.4%
420 54101	COMMUNICATIONS-CELLULAR	630.00	630.00	195.46	45.66	0.00	434.54	31.0%
420 54103	COMMUNICATIONS-INTERNET	6,726.00	6,726.00	2,840.99	571.20	0.00	3,885.01	42.2%
420 54200	POSTAGE	100.00	100.00	22.93	0.00	0.00	77.07	22.9%
420 54300	UTILITIES ELECTRIC	28,500.00	28,500.00	19,048.98	2,553.67	0.00	9,451.02	66.8%
420 54310	UTILITIES-WATER & WASTEWATER	12,200.00	12,200.00	4,490.74	1,523.20	0.00	7,709.26	36.8%
420 54500	INSURANCE	31,822.00	31,822.00	5,463.52	910.58	0.00	26,358.48	17.2%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 54610	R/M BLDG & GROUNDS						
	125,000.00	124,995.00	55,122.84	3,945.26	11,404.40	58,467.76	53.2%
420 54611	R/M FACILITIES						
	19,500.00	19,500.00	1,904.43	479.90	0.00	17,595.57	9.8%
420 54620	R/M EQUIPMENT						
	3,000.00	3,000.00	771.85	0.00	0.00	2,228.15	25.7%
420 54630	R/M VEHICLES-LABOR						
	5,000.00	5,000.00	2,518.75	681.25	0.00	2,481.25	50.4%
420 54640	R/M VEHICLES-PARTS						
	6,500.00	6,500.00	2,905.41	1,278.11	0.00	3,594.59	44.7%
420 54700	PRINTING						
	650.00	650.00	0.00	0.00	0.00	650.00	.0%
420 54800	PROMOTIONAL						
	750.00	750.00	0.00	0.00	0.00	750.00	.0%
420 54910	BILLING COSTS						
	10,000.00	10,000.00	5,000.02	833.33	0.00	4,999.98	50.0%
420 55100	OFFICE SUPPLIES						
	2,300.00	2,300.00	582.34	0.00	0.00	1,717.66	25.3%
420 55200	OPERATING SUPPLIES						
	265.00	265.00	95.10	26.04	0.00	169.90	35.9%
420 55210	UNIFORMS						
	300.00	300.00	0.00	0.00	0.00	300.00	.0%
420 55230	GAS/OIL						
	12,000.00	12,000.00	3,257.20	538.47	0.00	8,742.80	27.1%
420 55400	BOOKS/SUBS/DUES						
	600.00	600.00	412.50	0.00	0.00	187.50	68.8%
420 56200 19051	BUILDING						
	0.00	0.00	0.00	0.00	211,756.97	-211,756.97	100.0%
420 56300 23002	HANGARS NORTH-DESIGN AND CONST						
	1,800,000.00	1,800,000.00	17,460.79	1,000.00	199,099.21	1,583,440.00	12.0%
420 56300 24053	TAXIWAY D - DESIGN AND CONSTRU						
	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00	.0%
420 56300 25024	MAINTENANCE EQUIPMENT BARN						
	50,000.00	50,000.00	45,545.30	20,890.00	0.00	4,454.70	91.1%
420 56300 25025	FLIGHT PLANNING BUILDING RENO						
	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	.0%
420 56300 25027	AIRPORT TAXILANE & ROADWAY DES						
	724,831.00	724,836.00	437,720.93	417,853.03	287,110.75	4.32	100.0%
420 56300 25028	AIRPORT RUNWAY 13/31 REHAB DES						
	175,000.00	175,000.00	0.00	0.00	0.00	175,000.00	.0%
420 56300 25066	AIRPORT DRAINAGE IMPROVEMENTS						
	500,000.00	500,000.00	0.00	0.00	89,550.00	410,450.00	17.9%
420 56300 26005	AIRPORT HANGER B ROOF REPLACEM						
	95,000.00	95,000.00	0.00	0.00	0.00	95,000.00	.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
420 56400 25431	AIRPORT FUEL FARM GENERATOR						
	120,000.00	120,000.00	70,204.11	0.00	0.00	49,795.89	58.5%
420 56400 26422	AIRPORT VEHICLE RE #1700						
	50,000.00	50,000.00	0.00	0.00	43,585.00	6,415.00	87.2%
420 56400 26423	AIRPORT ARFF TRUCK						
	530,000.00	530,000.00	0.00	0.00	0.00	530,000.00	.0%
420 57100	PRINCIPAL						
	313,776.00	313,776.00	0.00	0.00	0.00	313,776.00	.0%
420 57200	INTEREST						
	97,499.00	97,499.00	48,452.59	48,452.59	0.00	49,046.41	49.7%
420 59990	RESERVE						
	2,184,383.00	2,184,383.00	0.00	0.00	0.00	2,184,383.00	.0%
TOTAL AIRPORT							
	0.00	0.00	-214,671.02	96,131.93	1,547,246.28	-1,332,575.26	100.0%
	TOTAL REVENUES						
	-9,270,493.00	-9,270,493.00	-1,328,552.42	-566,134.02	0.00	-7,941,940.58	
	TOTAL EXPENSES						
	9,270,493.00	9,270,493.00	1,113,881.40	662,265.95	1,547,246.28	6,609,365.32	
	GRAND TOTAL						
	0.00	0.00	-214,671.02	96,131.93	1,547,246.28	-1,332,575.26	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
440 SANITATION								
440 34340	GARBAGE FEES	-2,303,215.00	-2,303,215.00	-1,202,167.59	-203,969.11	0.00	-1,101,047.41	52.2%
440 34341	GARBAGE FEES - CITY OF FB	-525,475.00	-525,475.00	-254,291.03	-42,381.58	0.00	-271,183.97	48.4%
440 36110	INTEREST	0.00	0.00	-3,684.63	-650.99	0.00	3,684.63	100.0%
440 36990	OTHER REVENUE	-119,500.00	-119,500.00	-52,234.58	-2,044.40	0.00	-67,265.42	43.7%
440 36992	GAIN ON SALE OF ASSET	-5,000.00	-5,000.00	-51,979.70	-53,200.00	0.00	46,979.70	1039.6%
440 38910	CASH BALANCE FORWARD	-299,406.00	-299,406.00	0.00	0.00	0.00	-299,406.00	.0%
440 51200	SALARIES	105,536.00	105,536.00	41,981.28	7,625.52	0.00	63,554.72	39.8%
440 51400	OVERTIME	20,000.00	20,000.00	19,921.90	1,491.23	0.00	78.10	99.6%
440 52100	FICA	9,625.00	9,625.00	4,709.47	689.47	0.00	4,915.53	48.9%
440 52200	RETIREMENT	26,367.00	26,367.00	12,311.54	1,914.22	0.00	14,055.46	46.7%
440 52300	HEALTH INSUR	25,447.00	25,447.00	11,887.48	2,044.93	0.00	13,559.52	46.7%
440 52301	LIFE INSUR	308.00	308.00	169.86	25.91	0.00	138.14	55.1%
440 52400	WORKERS' COMP	5,552.00	5,552.00	1,560.98	260.17	0.00	3,991.02	28.1%
440 53200	AUDITING	1,208.00	1,208.00	603.98	100.67	0.00	604.02	50.0%
440 53400	CONTRACTUAL	282,946.00	282,946.00	90,035.27	9,100.13	75,150.00	117,760.73	58.4%
440 53440	SANITATION SERVICES EXPENSE	2,117,168.00	2,117,168.00	908,070.12	185,991.62	0.00	1,209,097.88	42.9%
440 54000	TRAINING/TRAVEL	1,100.00	1,100.00	0.00	0.00	0.00	1,100.00	.0%
440 54400	RENTALS/LEASES	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
440 54440	LAND RENT	35,500.00	35,500.00	17,384.46	2,897.41	0.00	18,115.54	49.0%
440 54500	INSURANCE	52,200.00	52,200.00	19,968.98	3,328.17	0.00	32,231.02	38.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
440 54610	R/M BLDG & GROUNDS						
	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	.0%
440 54620	R/M EQUIPMENT						
	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	.0%
440 54630	R/M VEHICLES-LABOR						
	11,000.00	11,000.00	6,456.25	1,425.00	0.00	4,543.75	58.7%
440 54640	R/M VEHICLES-PARTS						
	30,000.00	30,000.00	14,615.62	3,657.04	0.00	15,384.38	48.7%
440 54910	BILLING COSTS						
	92,000.00	92,000.00	45,999.98	7,666.67	0.00	46,000.02	50.0%
440 55100	OFFICE SUPPLIES						
	150.00	150.00	0.00	0.00	0.00	150.00	.0%
440 55200	OPERATING SUPPLIES						
	4,500.00	4,500.00	708.01	53.31	0.00	3,791.99	15.7%
440 55210	UNIFORMS						
	1,100.00	1,100.00	630.86	395.15	0.00	469.14	57.4%
440 55230	GAS/OIL						
	30,000.00	30,000.00	16,207.27	3,362.21	0.00	13,792.73	54.0%
440 55644	NON PROFIT KNB						
	5,000.00	5,000.00	638.00	0.00	0.00	4,362.00	12.8%
440 56400	MACH/EQUIP						
	0.00	18,336.00	18,336.00	0.00	0.00	0.00	100.0%
440 56400 26424	SANITATION GRAPPLE TRUCK						
	250,000.00	250,000.00	199,900.00	0.00	0.00	50,100.00	80.0%
440 56401	NON CAP EQUIP						
	20,000.00	1,664.00	0.00	0.00	0.00	1,664.00	.0%
440 59100	TRANSFER TO GENERAL FUND						
	40,000.00	40,000.00	20,000.02	3,333.33	0.00	19,999.98	50.0%
440 59990	RESERVE						
	70,389.00	70,389.00	0.00	0.00	0.00	70,389.00	.0%
TOTAL SANITATION							
	0.00	0.00	-112,260.20	-66,883.92	75,150.00	37,110.20	100.0%
	TOTAL REVENUES						
	-3,252,596.00	-3,252,596.00	-1,564,357.53	-302,246.08	0.00	-1,688,238.47	
	TOTAL EXPENSES						
	3,252,596.00	3,252,596.00	1,452,097.33	235,362.16	75,150.00	1,725,348.67	
	GRAND TOTAL						
	0.00	0.00	-112,260.20	-66,883.92	75,150.00	37,110.20	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 WASTEWATER								
450 34345	WASTEWATER CHARGES	-6,814,355.00	-6,814,355.00	-3,629,617.97	-628,094.28	0.00	-3,184,737.03	53.3%
450 34530	SEPTIC DUMPING	-80,000.00	-80,000.00	-45,636.60	-8,031.60	0.00	-34,363.40	57.0%
450 34535	WASTEWATER TAP FEES	-60,000.00	-60,000.00	-38,625.00	-8,625.00	0.00	-21,375.00	64.4%
450 34910	WASTEWATER MISCELLANEOUS FEES	-85,000.00	-85,000.00	-55,453.34	-15,557.76	0.00	-29,546.66	65.2%
450 36110	INTEREST	-55,434.00	-55,434.00	-29,458.84	-4,933.20	0.00	-25,975.16	53.1%
450 36990	OTHER REVENUE	0.00	0.00	-1,893.77	0.00	0.00	1,893.77	100.0%
450 36992	GAIN ON SALE OF ASSET	0.00	0.00	-71,453.04	0.00	0.00	71,453.04	100.0%
450 38910	CASH BALANCE FORWARD	-971,615.00	-971,615.00	0.00	0.00	0.00	-971,615.00	.0%
450 51200	SALARIES	1,112,950.00	1,112,950.00	479,545.76	82,028.42	0.00	633,404.24	43.1%
450 51350	PART-TIME	58,635.00	58,635.00	23,782.49	4,432.55	0.00	34,852.51	40.6%
450 51400	OVERTIME	220,500.00	220,500.00	85,580.14	13,627.12	0.00	134,919.86	38.8%
450 52100	FICA	86,467.00	86,467.00	43,825.34	7,343.00	0.00	42,641.66	50.7%
450 52200	RETIREMENT	230,933.00	230,933.00	115,879.37	20,073.51	0.00	115,053.63	50.2%
450 52300	HEALTH INSUR	217,529.00	217,529.00	110,166.68	20,733.04	0.00	107,362.32	50.6%
450 52301	LIFE INSUR	3,524.00	3,524.00	1,573.75	266.75	0.00	1,950.25	44.7%
450 52350	OPEB COSTS	15,361.00	15,361.00	7,680.52	1,280.08	0.00	7,680.48	50.0%
450 52400	WORKERS' COMP	22,977.00	22,977.00	6,221.48	1,036.92	0.00	16,755.52	27.1%
450 53100	PROFESSIONAL SERVICES	107,000.00	107,000.00	10,304.00	5,000.00	0.00	96,696.00	9.6%
450 53200	AUDITING	7,703.00	7,703.00	3,851.48	641.92	0.00	3,851.52	50.0%
450 53400	CONTRACTUAL	392,921.00	392,921.00	143,272.29	29,274.71	22,258.90	227,389.81	42.1%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 54000	TRAINING/TRAVEL						
	32,615.00	32,615.00	2,900.00	2,900.00	5,835.00	23,880.00	26.8%
450 54100	COMM - PHONE/FAX/ALARM						
	4,863.00	4,863.00	539.93	45.04	0.00	4,323.07	11.1%
450 54101	COMMUNICATIONS-CELLULAR						
	4,750.00	4,750.00	1,862.45	314.43	0.00	2,887.55	39.2%
450 54103	COMMUNICATIONS-INTERNET						
	4,235.00	4,235.00	1,566.20	271.20	0.00	2,668.80	37.0%
450 54200	POSTAGE						
	3,000.00	3,000.00	147.73	41.71	0.00	2,852.27	4.9%
450 54300	UTILITIES ELECTRIC						
	290,000.00	290,000.00	161,474.11	37,188.80	0.00	128,525.89	55.7%
450 54310	UTILITIES-WATER & WASTEWATER						
	25,000.00	25,000.00	7,867.94	1,364.71	0.00	17,132.06	31.5%
450 54320	UTILITIES-PROPANE/OTHER						
	10,000.00	10,000.00	1,315.74	1,290.35	0.00	8,684.26	13.2%
450 54400	RENTALS/LEASES						
	25,000.00	25,000.00	2,275.00	2,275.00	2,025.00	20,700.00	17.2%
450 54500	INSURANCE						
	80,569.00	80,569.00	28,974.00	4,829.00	0.00	51,595.00	36.0%
450 54610	R/M BLDG & GROUNDS						
	559,600.00	559,600.00	139,841.50	19,931.47	39,409.20	380,349.30	32.0%
450 54611	R/M FACILITIES						
	26,500.00	26,500.00	2,648.22	0.00	0.00	23,851.78	10.0%
450 54620	R/M EQUIPMENT						
	209,000.00	209,000.00	120,728.19	24,948.19	46,873.80	41,398.01	80.2%
450 54630	R/M VEHICLES-LABOR						
	22,000.00	22,000.00	8,950.00	2,350.00	0.00	13,050.00	40.7%
450 54640	R/M VEHICLES-PARTS						
	40,000.00	40,000.00	15,407.19	858.29	0.00	24,592.81	38.5%
450 54800	PROMOTIONAL						
	12,500.00	12,500.00	2.97	0.00	0.00	12,497.03	.0%
450 54910	BILLING COSTS						
	200,000.00	200,000.00	99,999.98	16,666.67	0.00	100,000.02	50.0%
450 54920	UTILITY ADMIN COSTS						
	491,322.00	491,322.00	245,661.00	40,943.50	0.00	245,661.00	50.0%
450 55100	OFFICE SUPPLIES						
	1,000.00	1,000.00	560.79	135.99	0.00	439.21	56.1%
450 55200	OPERATING SUPPLIES						
	75,180.00	75,180.00	46,306.04	18,137.81	0.00	28,873.96	61.6%
450 55210	UNIFORMS						
	11,200.00	11,200.00	5,621.85	150.00	0.00	5,578.15	50.2%
450 55220	JANITORIAL SUPPLIES						
	1,800.00	1,800.00	573.00	0.00	0.00	1,227.00	31.8%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 55230	GAS/OIL						
	38,000.00	38,000.00	17,642.22	3,443.17	0.00	20,357.78	46.4%
450 55240	CHEMICALS						
	128,000.00	128,000.00	55,459.00	0.00	64,520.00	8,021.00	93.7%
450 55400	BOOKS/SUBS/DUES						
	4,071.00	4,071.00	1,574.25	31.25	0.00	2,496.75	38.7%
450 56300 23051	IMPROVEMENTS						
	166,433.00	166,433.00	0.00	0.00	0.00	166,433.00	.0%
450 56300 25031	WASTEWATER SYSTEM LATERAL						
	113,300.00	113,300.00	68,550.00	0.00	44,750.00	0.00	100.0%
450 56300 25048	WASTEWATER LIFTSTATION #3 UPGR						
	400,000.00	384,600.00	4,584.50	0.00	27,507.00	352,508.50	8.3%
450 56300 25049	WASTEWATER LIFTSTATION #18 UPG						
	300,000.00	300,000.00	0.00	0.00	0.00	300,000.00	.0%
450 56300 26006	FY26 LIFT STATION UPGRADES						
	100,000.00	100,000.00	56,396.47	6,110.87	0.00	43,603.53	56.4%
450 56300 26007	FY26 GRAVITY RELINE						
	220,000.00	220,000.00	0.00	0.00	219,422.75	577.25	99.7%
450 56300 26008	IMPROVEMENTS						
	50,000.00	50,000.00	29,425.00	3,164.30	0.00	20,575.00	58.9%
450 56300 26009	FY26 MANHOLE REHIBILITATION						
	60,000.00	60,000.00	4,109.52	0.00	0.00	55,890.48	6.8%
450 56300 26010	ATL AVE ACCOMMODATION-WW						
	200,000.00	200,000.00	33,040.00	0.00	0.00	166,960.00	16.5%
450 56300 26033	CITRONA FORCE MAIN EXTENSION						
	0.00	15,400.00	0.00	0.00	15,400.00	0.00	100.0%
450 56400	MACH/EQUIP						
	100,000.00	0.00	0.00	0.00	0.00	0.00	.0%
450 56400 25424	WASTEWATER UTILITY CRANE TRUCK						
	132,609.00	132,609.00	132,609.00	0.00	0.00	0.00	100.0%
450 56400 26425	FY26 LIFT STATION GENERATORS						
	0.00	100,000.00	88,248.36	0.00	0.00	11,751.64	88.2%
450 56400 26426	WASTEWATER SEWER TRUCK RE #397						
	575,000.00	575,000.00	551,558.89	5,735.33	0.00	23,441.11	95.9%
450 56401	EQUIP-NON CAPITAL						
	8,500.00	8,500.00	1,689.98	1,689.98	0.00	6,810.02	19.9%
450 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	0.00	0.00	2,834.98	966.32	16,314.62	-19,149.60	100.0%
450 59100	TRANSFER TO GENERAL FUND						
	360,000.00	360,000.00	180,000.00	30,000.00	0.00	180,000.00	50.0%
450 59230	TRANSFER TO UTIL ACQ DS						
	429,425.00	429,425.00	214,712.48	35,785.42	0.00	214,712.52	50.0%
450 59330	TRANSFER TO WW CAPITAL						
	60,000.00	60,000.00	30,000.00	5,000.00	0.00	30,000.00	50.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
450 59990 RESERVE	14,432.00	14,432.00	0.00	0.00	0.00	14,432.00	.0%
TOTAL WASTEWATER	0.00	0.00	-472,796.78	-212,935.02	504,316.27	-31,519.49	100.0%
TOTAL REVENUES	-8,066,404.00	-8,066,404.00	-3,872,138.56	-665,241.84	0.00	-4,194,265.44	
TOTAL EXPENSES	8,066,404.00	8,066,404.00	3,399,341.78	452,306.82	504,316.27	4,162,745.95	
GRAND TOTAL	0.00	0.00	-472,796.78	-212,935.02	504,316.27	-31,519.49	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 WATER								
460 34346	WATER CHARGES	-5,332,590.00	-5,332,590.00	-2,684,996.72	-464,539.29	0.00	-2,647,593.28	50.4%
460 34610	WATER TAP CHARGES	-53,560.00	-53,560.00	-49,000.04	-4,020.84	0.00	-4,559.96	91.5%
460 34620	WATER METER INSTALLATION FEES	-30,000.00	-30,000.00	-10,537.20	-1,234.15	0.00	-19,462.80	35.1%
460 34621	WATER NONPAY RECONNECT FEE	-50,000.00	-50,000.00	-19,581.25	-1,998.75	0.00	-30,418.75	39.2%
460 34910	MISCELLANEOUS FEES	-5,000.00	-5,000.00	-6,389.98	-5,589.98	0.00	1,389.98	127.8%
460 36110	INTEREST	-79,745.00	-79,745.00	-53,996.10	-8,263.33	0.00	-25,748.90	67.7%
460 36120	UNREALIZED GAIN	0.00	0.00	294.39	6.00	0.00	-294.39	100.0%
460 36323	EXTENSION CHARGES	-30,000.00	-30,000.00	-12,587.38	-5,054.17	0.00	-17,412.62	42.0%
460 36990	OTHER REVENUE	0.00	0.00	-403.46	0.00	0.00	403.46	100.0%
460 36992	GAIN ON SALE OF ASSET	0.00	0.00	-10,940.86	-9,150.00	0.00	10,940.86	100.0%
460 36995	LATE FEES	-20,000.00	-20,000.00	-9,343.86	-1,374.92	0.00	-10,656.14	46.7%
460 38910	CASH BALANCE FORWARD	-4,964,785.00	-4,964,785.00	0.00	0.00	0.00	-4,964,785.00	.0%
460 38912	RESERVE - R & R FUND	-200,000.00	-200,000.00	0.00	0.00	0.00	-200,000.00	.0%
460 51200	SALARIES	875,262.00	875,262.00	368,252.47	61,583.75	0.00	507,009.53	42.1%
460 51400	OVERTIME	162,225.00	162,225.00	58,383.61	13,455.53	0.00	103,841.39	36.0%
460 52100	FICA	63,666.00	63,666.00	31,140.61	5,435.19	0.00	32,525.39	48.9%
460 52200	RETIREMENT	180,985.00	180,985.00	86,761.09	15,745.69	0.00	94,223.91	47.9%
460 52300	HEALTH INSUR	228,374.00	228,374.00	103,794.07	18,303.37	0.00	124,579.93	45.4%
460 52301	LIFE INSUR	2,605.00	2,605.00	1,202.83	195.50	0.00	1,402.17	46.2%
460 52350	OPEB COSTS	14,483.00	14,483.00	7,241.48	1,206.92	0.00	7,241.52	50.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 52400	WORKERS' COMP						
	19,000.00	19,000.00	5,640.98	940.17	0.00	13,359.02	29.7%
460 53100	PROFESSIONAL SERVICES						
	106,000.00	106,000.00	3,325.00	0.00	0.00	102,675.00	3.1%
460 53200	AUDITING						
	7,833.00	7,833.00	3,916.50	652.75	0.00	3,916.50	50.0%
460 53400	CONTRACTUAL						
	64,690.00	64,690.00	33,442.04	11,449.33	4,000.00	27,247.96	57.9%
460 54000	TRAINING/TRAVEL						
	32,365.00	32,365.00	7,094.42	3,915.00	5,835.00	19,435.58	39.9%
460 54100	COMM - PHONE/FAX/ALARM						
	3,255.00	3,255.00	1,236.81	187.66	0.00	2,018.19	38.0%
460 54101	COMMUNICATIONS-CELLULAR						
	10,000.00	10,000.00	3,757.09	634.04	0.00	6,242.91	37.6%
460 54103	COMMUNICATIONS-INTERNET						
	9,250.00	9,250.00	4,696.55	1,286.23	0.00	4,553.45	50.8%
460 54200	POSTAGE						
	700.00	700.00	106.02	0.00	0.00	593.98	15.1%
460 54300	UTILITIES ELECTRIC						
	235,000.00	235,000.00	118,881.20	8,114.22	0.00	116,118.80	50.6%
460 54310	UTILITIES-WATER & WASTEWATER						
	1,000.00	1,000.00	359.10	71.82	0.00	640.90	35.9%
460 54320	UTILITIES-PROPANE/OTHER						
	2,000.00	2,000.00	45.98	0.00	0.00	1,954.02	2.3%
460 54400	RENTALS/LEASES						
	15,000.00	15,000.00	1,214.00	1,214.00	0.00	13,786.00	8.1%
460 54440	LAND RENT						
	21,600.00	21,600.00	10,469.58	1,744.93	0.00	11,130.42	48.5%
460 54500	INSURANCE						
	66,580.00	66,580.00	25,470.00	4,245.00	0.00	41,110.00	38.3%
460 54610	R/M BLDG & GROUNDS						
	448,000.00	399,010.00	189,447.23	29,580.16	63,305.84	146,256.93	63.3%
460 54611	R/M FACILITIES						
	16,300.00	16,300.00	1,685.72	82.68	0.00	14,614.28	10.3%
460 54620	R/M EQUIPMENT						
	114,000.00	114,000.00	61,542.03	20,759.16	4,853.25	47,604.72	58.2%
460 54630	R/M VEHICLES-LABOR						
	13,000.00	13,000.00	11,493.75	1,075.00	0.00	1,506.25	88.4%
460 54640	R/M VEHICLES-PARTS						
	25,000.00	25,000.00	17,713.74	596.18	0.00	7,286.26	70.9%
460 54700	PRINTING						
	250.00	250.00	0.00	0.00	0.00	250.00	.0%
460 54800	PROMOTIONAL						
	7,000.00	7,000.00	1,002.50	0.00	0.00	5,997.50	14.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 54910	BILLING COSTS						
	200,000.00	200,000.00	99,999.98	16,666.67	0.00	100,000.02	50.0%
460 54920	UTILITY ADMIN COSTS						
	491,322.00	491,322.00	245,661.00	40,943.50	0.00	245,661.00	50.0%
460 55100	OFFICE SUPPLIES						
	2,500.00	2,500.00	1,097.74	179.10	0.00	1,402.26	43.9%
460 55200	OPERATING SUPPLIES						
	77,330.00	77,330.00	51,076.57	8,391.79	0.00	26,253.43	66.1%
460 55210	UNIFORMS						
	11,900.00	11,900.00	5,028.45	0.00	0.00	6,871.55	42.3%
460 55220	JANITORIAL SUPPLIES						
	3,000.00	3,000.00	203.69	54.85	0.00	2,796.31	6.8%
460 55230	GAS/OIL						
	54,000.00	54,000.00	24,159.21	5,205.99	0.00	29,840.79	44.7%
460 55240	CHEMICALS						
	76,000.00	76,000.00	21,945.00	0.00	54,055.00	0.00	100.0%
460 55400	BOOKS/SUBS/DUES						
	7,240.00	7,240.00	1,464.05	207.75	0.00	5,775.95	20.2%
460 56200	BUILDING						
	40,000.00	40,000.00	0.00	0.00	0.00	40,000.00	.0%
460 56300 23045	CLINCH DRIVE WATER MAIN						
	350,000.00	400,284.00	512.50	0.00	399,771.00	0.50	100.0%
460 56300 23052	AMELIA ROAD WATER MAIN						
	166,433.00	166,433.00	0.00	0.00	0.00	166,433.00	.0%
460 56300 25036	WATER PLANT AUTOMATION						
	0.00	33,533.00	33,533.00	0.00	0.00	0.00	100.0%
460 56300 25038	WATER DEEP WELL REHAB #32						
	66,000.00	66,000.00	63,745.00	0.00	0.00	2,255.00	96.6%
460 56300 26011	FY26 WATER METER PERIODIC						
	388,000.00	387,716.00	375,331.52	0.00	0.00	12,384.48	96.8%
460 56300 26012	FY26 PLANT AUTOMATION						
	100,000.00	66,467.00	42,960.13	0.00	3,750.00	19,756.87	70.3%
460 56300 26013	FY26 LARGE METER PERIODIC						
	50,000.00	0.00	0.00	0.00	0.00	0.00	.0%
460 56300 26022	ATL AVE ACCOMMODATION -WATER						
	200,000.00	200,000.00	25,040.00	0.00	0.00	174,960.00	12.5%
460 56300 26034	RELOCATE WATER MAIN						
	0.00	48,990.00	0.00	0.00	48,989.82	0.18	100.0%
460 56400	MACH/EQUIP						
	6,000.00	9,240.00	9,240.00	0.00	0.00	0.00	100.0%
460 56400 26427	WATER VEHICLE RE #1342						
	180,000.00	176,760.00	108,329.37	0.00	0.00	68,430.63	61.3%
460 56400 26428	WATER 4" PUMP						
	50,000.00	43,459.00	0.00	0.00	43,459.00	0.00	100.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
460 56400 26429	WATER UTILITY TRUCK RE #1341						
	85,000.00	85,000.00	84,215.73	0.00	0.00	784.27	99.1%
460 56400 26430	WTP HIGH SERVICE PUMP						
	96,200.00	95,741.00	71,265.00	0.00	18,000.00	6,476.00	93.2%
460 56400 26431	WTP HIGH SERVICE PUMP 600GPM						
	43,250.00	43,250.00	32,248.00	0.00	9,000.00	2,002.00	95.4%
460 56400 26432	WATER VEHICLE RE #26432						
	33,000.00	33,000.00	31,457.00	0.00	0.00	1,543.00	95.3%
460 56400 26446	REVERSABLE COMPACTOR						
	0.00	7,000.00	6,822.99	0.00	0.00	177.01	97.5%
460 56401	EQUIP-NON CAPITAL						
	16,500.00	16,500.00	2,107.06	0.00	0.00	14,392.94	12.8%
460 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	0.00	0.00	2,091.97	713.00	12,049.80	-14,141.77	100.0%
460 59100	TRANSFER TO GENERAL FUND						
	120,000.00	120,000.00	60,000.00	10,000.00	0.00	60,000.00	50.0%
460 59230	TRANSFER TO UTIL ACQ DS						
	1,542,325.00	1,542,325.00	771,162.52	128,527.08	0.00	771,162.48	50.0%
460 59910	CONTINGENCY R & R						
	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00	.0%
460 59990	RESERVE						
	3,364,257.00	3,364,257.00	0.00	0.00	0.00	3,364,257.00	.0%
TOTAL WATER							
	0.00	0.00	472,531.42	-87,855.42	667,068.71	-1,139,600.13	100.0%
	TOTAL REVENUES						
	-10,765,680.00	-10,765,680.00	-2,857,482.46	-501,219.43	0.00	-7,908,197.54	
	TOTAL EXPENSES						
	10,765,680.00	10,765,680.00	3,330,013.88	413,364.01	667,068.71	6,768,597.41	
	GRAND TOTAL						
	0.00	0.00	472,531.42	-87,855.42	667,068.71	-1,139,600.13	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

		ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 STORMWATER								
470 33400	STATE GRANT	-525,625.00	-525,625.00	-18,500.06	0.00	0.00	-507,124.94	3.5%
470 34347	WATER DRAINAGE FEES	-1,065,355.00	-1,065,355.00	-567,851.50	-94,698.08	0.00	-497,503.50	53.3%
470 34910	MISCELLANEOUS FEES	0.00	0.00	-126.00	0.00	0.00	126.00	100.0%
470 36110	INTEREST	0.00	0.00	-364.66	-213.66	0.00	364.66	100.0%
470 36992	GAIN ON SALE OF ASSET	-35,000.00	-35,000.00	0.00	0.00	0.00	-35,000.00	.0%
470 38410	LOAN PROCEEDS	-321,440.00	-321,440.00	0.00	0.00	0.00	-321,440.00	.0%
470 38910	CASH BALANCE FORWARD	326,612.00	326,612.00	0.00	0.00	0.00	326,612.00	.0%
470 51200	SALARIES	313,166.00	313,166.00	131,415.98	23,009.22	0.00	181,750.02	42.0%
470 51400	OVERTIME	45,000.00	45,000.00	12,054.33	5,102.14	0.00	32,945.67	26.8%
470 52100	FICA	26,508.00	26,508.00	10,688.51	2,075.53	0.00	15,819.49	40.3%
470 52200	RETIREMENT	72,790.00	72,790.00	29,071.29	5,899.93	0.00	43,718.71	39.9%
470 52300	HEALTH INSUR	60,755.00	60,755.00	28,450.64	5,988.86	0.00	32,304.36	46.8%
470 52301	LIFE INSUR	848.00	848.00	416.42	75.25	0.00	431.58	49.1%
470 52350	OPEB COSTS	2,194.00	2,194.00	1,097.02	182.83	0.00	1,096.98	50.0%
470 52400	WORKERS' COMP	9,681.00	9,681.00	2,823.52	470.58	0.00	6,857.48	29.2%
470 53100	PROFESSIONAL SERVICES	20,000.00	38,755.00	34,335.00	34,335.00	4,420.00	0.00	100.0%
470 53200	AUDITING	2,311.00	2,311.00	1,155.52	192.58	0.00	1,155.48	50.0%
470 53400	CONTRACTUAL	71,916.00	71,441.00	16,244.25	9,863.33	0.00	55,196.75	22.7%
470 54000	TRAINING/TRAVEL	6,100.00	6,100.00	1,858.00	1,350.00	500.00	3,742.00	38.7%
470 54100	COMM - PHONE/FAX/ALARM	330.00	330.00	160.00	0.00	0.00	170.00	48.5%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 54101	COMMUNICATIONS-CELLULAR						
	4,000.00	4,000.00	1,146.98	225.12	0.00	2,853.02	28.7%
470 54103	COMMUNICATIONS-INTERNET						
	1,854.00	1,854.00	608.70	107.75	0.00	1,245.30	32.8%
470 54200	POSTAGE						
	300.00	300.00	0.00	0.00	0.00	300.00	.0%
470 54300	UTILITIES ELECTRIC						
	5,000.00	5,000.00	1,986.39	306.31	0.00	3,013.61	39.7%
470 54310	UTILITIES-WATER & WASTEWATER						
	1,000.00	1,000.00	397.25	69.50	0.00	602.75	39.7%
470 54400	RENTALS/LEASES						
	20,000.00	17,500.00	0.00	0.00	0.00	17,500.00	.0%
470 54500	INSURANCE						
	24,623.00	24,623.00	9,419.48	1,569.92	0.00	15,203.52	38.3%
470 54611	R/M FACILITIES						
	2,500.00	2,500.00	62.28	0.00	0.00	2,437.72	2.5%
470 54620	R/M EQUIPMENT						
	10,000.00	10,000.00	1,318.16	441.99	0.00	8,681.84	13.2%
470 54630	R/M VEHICLES-LABOR						
	8,000.00	8,000.00	7,575.00	1,675.00	0.00	425.00	94.7%
470 54640	R/M VEHICLES-PARTS						
	17,000.00	17,000.00	17,089.87	2,215.14	0.00	-89.87	100.5%
470 54700	PRINTING						
	500.00	500.00	0.00	0.00	0.00	500.00	.0%
470 54800	PROMOTIONAL						
	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	.0%
470 54910	BILLING COSTS						
	35,000.00	35,000.00	17,499.98	2,916.67	0.00	17,500.02	50.0%
470 54920	UTILITY ADMIN COSTS						
	109,183.00	109,183.00	54,591.52	9,098.58	0.00	54,591.48	50.0%
470 55100	OFFICE SUPPLIES						
	1,000.00	1,000.00	237.21	96.23	0.00	762.79	23.7%
470 55200	OPERATING SUPPLIES						
	20,965.00	20,965.00	3,492.89	1,510.36	0.00	17,472.11	16.7%
470 55210	UNIFORMS						
	6,300.00	6,300.00	2,360.28	249.25	0.00	3,939.72	37.5%
470 55220	JANITORIAL SUPPLIES						
	1,000.00	1,000.00	141.73	0.00	0.00	858.27	14.2%
470 55230	GAS/OIL						
	16,000.00	16,000.00	7,965.38	2,466.81	0.00	8,034.62	49.8%
470 55300	ROAD MATERIALS						
	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	.0%
470 55400	BOOKS/SUBS/DUES						
	1,035.00	1,035.00	820.30	0.00	0.00	214.70	79.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
470 56400 26433	STORMWATER STREET SWEEPER						
	321,440.00	321,440.00	0.00	0.00	0.00	321,440.00	.0%
470 56401	EQUIP-NON CAPITAL						
	2,500.00	5,000.00	0.00	0.00	0.00	5,000.00	.0%
470 56410 23041	CITYVIEW SOFTWARE PROJ 23041						
	0.00	0.00	15,671.28	13,716.90	17,172.54	-32,843.82	100.0%
470 57100	PRINCIPAL						
	103,938.00	132,599.00	80,745.75	80,745.75	0.00	51,853.25	60.9%
470 57200	INTEREST						
	5,422.00	13,523.00	2,254.25	2,254.25	0.00	11,268.75	16.7%
470 59990	RESERVE						
	257,149.00	202,107.00	0.00	0.00	0.00	202,107.00	.0%
TOTAL STORMWATER							
	0.00	0.00	-91,687.06	113,299.04	22,092.54	69,594.52	100.0%
	TOTAL REVENUES						
	-1,620,808.00	-1,620,808.00	-586,842.22	-94,911.74	0.00	-1,033,965.78	
	TOTAL EXPENSES						
	1,620,808.00	1,620,808.00	495,155.16	208,210.78	22,092.54	1,103,560.30	
	GRAND TOTAL						
	0.00	0.00	-91,687.06	113,299.04	22,092.54	69,594.52	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 MARINA							
480 33400 STATE GRANT	-93,859.00	-93,859.00	-93,886.50	0.00	0.00	27.50	100.0%
480 33410 FL INLAND NAVIGATION REVENUE	-326,000.00	-326,000.00	0.00	0.00	0.00	-326,000.00	.0%
480 34750 SLIP RENTALS - PERMANENT	-518,800.00	-518,800.00	-269,640.43	-48,821.67	0.00	-249,159.57	52.0%
480 34755 SLIP RENTALS - TRANSIENT	-1,069,580.00	-1,069,580.00	-658,574.21	-95,999.20	0.00	-411,005.79	61.6%
480 34757 SLIP RENTALS - NON-TAXABLE	-13,000.00	-13,000.00	17,708.50	0.00	0.00	-30,708.50	-136.2%
480 34759 DOCK STORE RENT	-3,537.00	-3,537.00	-827.55	-340.59	0.00	-2,709.45	23.4%
480 34760 BUSINESS RENTALS	-29,930.00	-29,930.00	2,699.28	-329.78	0.00	-32,629.28	-9.0%
480 34762 MOORINGS-TAXABLE	-40,000.00	-40,000.00	-22,726.83	-3,671.07	0.00	-17,273.17	56.8%
480 34767 SERVICES-TAXABLE	-5,606.00	-5,606.00	-310.00	-75.00	0.00	-5,296.00	5.5%
480 34770 FUEL-DIESEL	-1,255,000.00	-1,255,000.00	-638,188.83	-73,986.15	0.00	-616,811.17	50.9%
480 34771 FUEL-GAS	-375,000.00	-375,000.00	-142,866.62	-20,616.47	0.00	-232,133.38	38.1%
480 34775 FUEL-DISCOUNTS DIESEL	20,284.00	20,284.00	11,385.65	1,008.07	0.00	8,898.35	56.1%
480 34776 FUEL-DISCOUNTS GAS	3,716.00	3,716.00	1,818.11	160.70	0.00	1,897.89	48.9%
480 36110 INTEREST	0.00	0.00	-11,112.12	-2,219.44	0.00	11,112.12	100.0%
480 36215 NON-TAXABLE RENT	0.00	0.00	-550.50	0.00	0.00	550.50	100.0%
480 36980 CREDIT CARD CONVENIENCE FEES	-69,000.00	-69,000.00	-3,040.03	-3,040.03	0.00	-65,959.97	4.4%
480 36990 OTHER REVENUE	-470.00	-470.00	-5,240.05	-546.83	0.00	4,770.05	1114.9%
480 36992 GAIN ON SALE OF ASSET	-37,680.00	-37,680.00	-3,100.00	-3,100.00	0.00	-34,580.00	8.2%
480 38101 FROM GENERAL FUND	-654,589.00	-654,589.00	-327,294.52	-54,549.08	0.00	-327,294.48	50.0%
480 38410 LOAN PROCEEDS	0.00	0.00	-141,379.52	0.00	0.00	141,379.52	100.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 38910	CASH BALANCE FORWARD						
	-245,445.00	-245,445.00	0.00	0.00	0.00	-245,445.00	.0%
480 51200	SALARIES						
	0.00	130,000.00	0.00	0.00	0.00	130,000.00	.0%
480 51300	SEASONAL/TEMPORARY						
	0.00	10,440.00	0.00	0.00	0.00	10,440.00	.0%
480 51350	PART-TIME						
	0.00	110,000.00	0.00	0.00	0.00	110,000.00	.0%
480 51400	OVERTIME						
	0.00	600.00	0.00	0.00	0.00	600.00	.0%
480 52100	FICA						
	0.00	18,400.00	0.00	0.00	0.00	18,400.00	.0%
480 52200	RETIREMENT						
	0.00	26,000.00	0.00	0.00	0.00	26,000.00	.0%
480 52300	HEALTH INSUR						
	0.00	26,190.00	0.00	0.00	0.00	26,190.00	.0%
480 52301	LIFE INSUR						
	0.00	100.00	0.00	0.00	0.00	100.00	.0%
480 52400	WORKERS' COMP						
	0.00	10,000.00	0.00	0.00	0.00	10,000.00	.0%
480 53100	PROFESSIONAL SERVICES						
	31,561.00	31,561.00	16,560.12	2,662.00	0.00	15,000.88	52.5%
480 53200	AUDITING						
	3,217.00	3,217.00	1,340.40	268.08	0.00	1,876.60	41.7%
480 53400	CONTRACTUAL						
	692,455.00	360,125.00	277,494.16	47,237.29	29,948.00	52,682.84	85.4%
480 54000	TRAINING/TRAVEL						
	2,000.00	2,142.00	2,484.92	343.75	0.00	-342.92	116.0%
480 54100	COMM - PHONE/FAX/ALARM						
	3,341.00	3,341.00	1,273.53	171.19	0.00	2,067.47	38.1%
480 54101	COMMUNICATIONS-CELLULAR						
	0.00	600.00	0.00	0.00	0.00	600.00	.0%
480 54103	COMMUNICATIONS-INTERNET						
	6,180.00	6,180.00	1,783.46	426.10	0.00	4,396.54	28.9%
480 54200	POSTAGE						
	130.00	130.00	10.48	0.00	0.00	119.52	8.1%
480 54300	UTILITIES ELECTRIC						
	7,400.00	7,400.00	1,852.30	423.87	0.00	5,547.70	25.0%
480 54310	UTILITIES-WATER & WASTEWATER						
	17,640.00	17,640.00	7,472.65	1,032.51	0.00	10,167.35	42.4%
480 54500	INSURANCE						
	676,384.00	676,384.00	298,174.48	49,521.91	0.00	378,209.52	44.1%
480 54610	R/M BLDG & GROUNDS						
	253,900.00	72,739.00	48,980.82	0.00	0.00	23,758.18	67.3%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 54611	R/M FACILITIES						
	8,300.00	8,300.00	0.00	0.00	0.00	8,300.00	.0%
480 54620	R/M EQUIPMENT						
	77,550.00	77,550.00	18,763.37	2,364.62	0.00	58,786.63	24.2%
480 54630	R/M VEHICLES-LABOR						
	1,000.00	1,000.00	300.00	0.00	0.00	700.00	30.0%
480 54640	R/M VEHICLES-PARTS						
	1,000.00	1,000.00	92.77	0.00	0.00	907.23	9.3%
480 54675	R/M MOORING FIELD						
	40,600.00	40,600.00	4,000.00	0.00	0.00	36,600.00	9.9%
480 54700	PRINTING						
	395.00	395.00	0.00	0.00	0.00	395.00	.0%
480 54800	PROMOTIONAL						
	48,610.00	48,468.00	13,476.34	2,535.44	0.00	34,991.66	27.8%
480 54900	MISC EXPENSE						
	1,000.00	1,000.00	11.49	0.00	0.00	988.51	1.1%
480 54902	BAD DEBT EXPENSE						
	190.00	190.00	66,536.11	12,526.04	0.00	-66,346.11	35019.0%
480 55100	OFFICE SUPPLIES						
	3,250.00	3,250.00	3,028.11	256.19	0.00	221.89	93.2%
480 55200	OPERATING SUPPLIES						
	92,158.00	92,158.00	13,982.51	573.96	0.00	78,175.49	15.2%
480 55201	CREDIT CARD FEES						
	175,000.00	175,000.00	135,198.18	18,983.81	0.00	39,801.82	77.3%
480 55210	UNIFORMS						
	4,410.00	4,410.00	1,583.52	828.72	0.00	2,826.48	35.9%
480 55220	JANITORIAL SUPPLIES						
	2,266.00	2,266.00	539.20	0.00	0.00	1,726.80	23.8%
480 55400	BOOKS/SUBS/DUES						
	2,956.00	2,956.00	0.00	0.00	0.00	2,956.00	.0%
480 55510	FUEL FOR RESALE						
	1,097,083.00	1,097,083.00	531,109.15	75,107.90	0.00	565,973.85	48.4%
480 56200	BUILDING						
	38,000.00	38,000.00	0.00	0.00	0.00	38,000.00	.0%
480 56300	IMPROVEMENTS						
	45,000.00	45,000.00	0.00	0.00	0.00	45,000.00	.0%
480 56300 25042	MARINA-FUEL TANK REPLACEMENT						
	41,147.00	41,147.00	38,362.28	3,036.31	80,152.81	-77,368.09	288.0%
480 56300 26026	ADA RAMP AT MARINA						
	0.00	11,856.00	11,855.66	0.00	0.00	0.34	100.0%
480 56300 26031	MARINA DOCK G REHABILITATION						
	0.00	181,161.00	0.00	0.00	181,161.00	0.00	100.0%
480 56301 25065	NON CAP IMPROVEMENT						
	32,816.00	32,816.00	30,595.34	2,421.57	63,924.82	-61,704.16	288.0%

City of Fernandina Beach
YEAR-TO-DATE BUDGET REPORT

FOR 2026 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	% USED
480 56328 26001	DREDGING-MARINA						
	339,600.00	339,600.00	0.00	0.00	0.00	339,600.00	.0%
480 56400	MACH/EQUIP						
	105,400.00	16,900.00	0.00	0.00	0.00	16,900.00	.0%
480 56400 25045	MARINA-PUMPOUT BOAT						
	175,000.00	163,144.00	125,182.00	0.00	0.00	37,962.00	76.7%
480 56400 25434	D DOCK PEDASTALS						
	0.00	40,000.00	27,360.00	0.00	0.00	12,640.00	68.4%
480 56400 26025	REPLACE DOCK D TRANSFORMER						
	0.00	48,500.00	0.00	0.00	0.00	48,500.00	.0%
480 57100	PRINCIPAL						
	630,790.00	630,790.00	69,861.24	11,643.54	0.00	560,928.76	11.1%
480 57200	INTEREST						
	55,767.00	55,767.00	29,835.05	1,536.05	0.00	25,931.95	53.5%
TOTAL MARINA							
	0.00	0.00	-506,026.53	-72,225.69	355,186.63	150,839.90	100.0%
	TOTAL REVENUES						
	-4,713,496.00	-4,713,496.00	-2,285,126.17	-306,126.54	0.00	-2,428,369.83	
	TOTAL EXPENSES						
	4,713,496.00	4,713,496.00	1,779,099.64	233,900.85	355,186.63	2,579,209.73	
	GRAND TOTAL						
	0.00	0.00	-506,026.53	-72,225.69	355,186.63	150,839.90	100.0%

** END OF REPORT - Generated by Marileida Hernandez **

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT:	Presentation Project/Operation Updates
ITEM TYPE:	Presentation

REQUESTED ACTION: Presentation

SYNOPSIS: Deputy City Manager Jeremiah Glisson and Halff & Associates representatives will provide an update on the Beach Parks Harmonization Plan.

FISCAL IMPACT: Fiscal impact will be based upon City Commission direction.

CITY ATTORNEY COMMENTS: N/A

CITY MANAGER RECOMMENDATION(S): At the pleasure of the City Commission.

Jeremiah Glisson, Deputy City Manager	04/07/2026
Sarah Campbell, City Manager	04/08/2026

Kimberly Elliott-Briley

Date: July 25, 2025

Submitted By: Kimberly Elliott-Briley, Deputy City Clerk

COMMISSION ACTION:

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-57
Authorization to Prosecute — Ethan Little

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-57.

SYNOPSIS: The City Attorney requests this Resolution be approved to authorize the City Attorney to file legal action necessary to prosecute the enforcement of a Notice of Order to Correct Animal Care Violations. On April 1, 2026, the Animal Control Officer served the Order on the Owner and the violation remains unresolved. The Florida Statute requires that an action be filed in County Court within 10 days of the Order being served on the Owner if the matter is not corrected.

FISCAL IMPACT: Funds are available in the Legal Department Collections/Litigation Costs account, 11400 54930 in Fiscal Year 2025/2026.

CITY ATTORNEY COMMENTS: See synopsis.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-57.

Teresa Prince, City Attorney	04/02/2026
Kimberly Elliott-Briley, Deputy City Clerk	04/07/2026
Alisha Brown, Budget Analyst	04/07/2026
Jeremiah Glisson, Deputy City Manager	04/13/2026
Sarah Campbell, City Manager	04/14/2026
Annette Lumetta, Legal Assistant	04/14/2026

Date: April 02, 2026

Submitted By: Annette Lumetta, Legal Assistant

COMMISSION ACTION: Adopt

RESOLUTION 2026-57

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING THE CITY ATTORNEY TO REPRESENT THE CITY TO PROSECUTE IN THE MATTER OF THE CITY OF FERNANDINA BEACH V. ETHAN LITTLE FOR UNSANITARY CONDITIONS AND ANIMAL NEGLECT; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City Charter Section 31 requires that the City Commission, by Resolution, authorize the City Attorney to prosecute causes of action; and

WHEREAS, on or about March 9, 2026, the Nassau County Humane Society ("NCHS") received a complaint of unsanitary conditions and animal neglect. Officer Hall responded and determined that the animals in the owner's care were not maintained in accordance with Florida law; and

WHEREAS, pursuant to Section 828.073(2)(b), Florida Statutes, NCHS posted a Notice of Order to Correct Animal Care Violation and the owner refuses to make contact nor address the matter; and

WHEREAS, once the Order is served on the owner, Sec. 828.073(2)(b). F.S. requires the Animal Control Officer to file a Petition seeking relief in County Court within ten (10) business days; and

WHEREAS, the City Commission wishes to authorize the City Attorney to prosecute this matter.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby authorizes the City Attorney to file the legal action necessary.

SECTION 2. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of the same with the City Clerk.

SECTION 3. This Resolution shall take effect immediately upon passage.

ADOPTED this 21st day of April, 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

Filing # 245855687 E-Filed 04/13/2026 03:02:06 PM

IN THE COUNTY COURT, FOURTH JUDICIAL CIRCUIT, IN AND FOR NASSAU COUNTY, FLORIDA

CITY OF FERNANDINA BEACH, municipal corporation

Plaintiff

v.

ETHAN LITTLE, an individual

Defendant

_____/

CASE NO.:

PETITION FOR CUSTODY OF AN ANIMAL

Comes now the Plaintiff, CITY OF FERNANDINA BEACH, FLORIDA, a municipal corporation located in Nassau County, Florida, by and through its undersigned City Attorney, and files this Petition for the removal of a neglected and mistreated animal from its present custody and for reimbursement of costs, pursuant to the provisions of Sections 828.073(2) and 828.073(4), Florida Statutes, and in support thereof, alleges as follows::

JURISDICTION AND VENUE

1. This is an action pertaining to the removal of a neglected and mistreated animal by the City of Fernandina Beach, Florida, Animal Control.

2. The County Court has subject matter jurisdiction as the events pursuant to Sections 828.27(2) and (4), Florida Statutes.

PARTIES

3. Plaintiff, City of Fernandina Beach, is a municipal corporation authorized to enforce animal control law within its jurisdiction.

4. Defendant, Mr. Ethan Little resides at 704 N. 15th Street, within the City limits of the City of Fernandina Beach, Florida and is the owner and/or custodian of the animal at issue.

GENERAL ALLEGATIONS

5. On or about March 9, 2026, City of Fernandina Beach Animal Control Officer Samantha Hall ("Officer Hall") responded to a complaint regarding unsanitary conditions at Defendant's residence.

6. On or about March 9, 2026, during that visit, Defendant agreed to surrender all cats located on the property. Two cats were captured; however, due to an injury to a team member, traps were set to capture remaining animals.

7. On March 10, 2026, Animal Control Officer Reagan Hare ("Officer Hare") returned to check the traps. No animals had been captured. The officer observed that there was no water available in the room where animals were being housed.

8. On or about March 10, 2026, while disposing of gloves in an exterior trash receptacle, Officer Hare discovered a deceased cat inside the trash can.

9. On or about March 10, 2026, Officer Hare returned again to recheck the traps. At that time, Defendant's mother admitted that cats remained inside the residence and that they intended to keep them.

10. On or about March 10, 2026 Officer Hare checked the traps placed in the sunroom and they had been triggered. The cats trapped were voluntarily released by Defendant. The traps were reset.

11. On or about March 12, 2026, Animal Control Officers Hall and Hare, along with additional personnel, returned to the residence to remove traps and physically capture the remaining cats.

12. On or about March 12, 2026, during that visit, eleven (11) living cats and one (1) deceased cat were removed from the Defendant's sunroom.

13. On or about March 12, 2026, a total of fifteen (15) cats were impounded at that time, including thirteen (13) alive and two (2) deceased on arrival. These animals were voluntarily surrendered by Defendant.

14. On or about April 1, 2026, Officer Hare attempted to serve a Notice of Order to Correct Animal Care Violations ("Notice") at Defendant's residence. No contact was made and a Notice was left on Defendant's door.

15. On or about April 1, 2026, later that same day, Officer Hare returned and observed that the initial Notice had been removed, but no contact was made. A second notice was left.

16. On or about April 2, 2026, Defendant contacted Animal Control, and Officer Hare met him at the residence. Defendant was personally served with the Notice providing seven (7) days to correct the conditions.

17. At that time, Defendant presented four (4) adult cats and three (3) newborn kittens still in his possession and the animals were voluntarily surrendered by Defendant.

18. On or about April 9, 2026, Animal Control Officers Hall, Hare and Animal Control Officer Ellyse Rathbone ("Officer Rathbone") returned to conduct a follow-up inspection upon expiration of the seven (7) day corrective action period.

19. On or about April 9, 2026, Defendant agreed to surrender all remaining cats except for one cat identified as "Power."

20. On or about April 9, 2026, Defendant allowed the Animal Control Officers to take possession of "Power" for the purpose of keeping her with her kittens but expressed a desire to reclaim "Power" once the kittens are weaned.

21. To date, a total of twenty-one (21) cats have been surrendered or impounded from the Defendant's property, including two (2) deceased animals.

22. City of Fernandina Beach Animal Control currently maintains custody of the cat known as "Power," and seeks legal custody of said cat to ensure the health, safety, and welfare of the animal and her offspring.

23. The conditions observed, including lack of water, unsanitary environment, deceased animals, and interference with lawful animal control efforts, constitute neglect as defined under Chapter 828, Florida Statutes.

LEGAL BASIS – CUSTODY AND COST REIMBURSEMENT

24. Section 828.073(2), Florida Statutes, authorizes a court to determine whether an animal has been neglected or cruelly treated and to award custody to an appropriate agency.

25. It is in the best interest of the animal "Power," and any dependent offspring, that custody be awarded to Plaintiff.

26. Section 828.073(4), Florida Statutes, provides that the owner of an animal found to be neglected or cruelly treated is liable for the reasonable costs of care, including but not limited to transportation, housing, food, veterinary treatment, and related expenses.

27. Plaintiff has incurred and continues to incur costs associated with the seizure, impoundment, housing, feeding, and medical care of the animals, including the cat known as "Power" and her kittens.

28. Defendant is responsible for reimbursement of all such costs incurred by Plaintiff.

EXHIBITS

29. Plaintiff incorporates and relies upon the following exhibits:

Exhibit A: True and correct copies of Animal Control Officer reports and photographs documenting conditions and deceased animal (Officers Hall and Hare);

Exhibit B: True and correct copies of Veterinary/intake records for "Power" and her kittens;

Exhibit C: True and correct copies of Affidavit of Posting and Notice of Order to Correct Animal Care Violations and service documentation; and

Exhibit D:. True and correct copies of Surrender forms executed by Defendant.

REQUEST FOR RELIEF

WHEREFORE, Plaintiff respectfully requests that this Court:

A. Find that the animal known as "Power" and any dependent offspring were neglected or are at risk of neglect pursuant to Chapter 828, Florida Statutes;

B. Award permanent custody of "Power," and any dependent offspring, to City of Fernandina Beach, Florida to be delivered to the Nassau Humane Society;

C. Order Defendant to reimburse City of Fernandina Beach, FL for all reasonable costs of care pursuant to Section 828.073(4), Florida Statutes;

D. Retain jurisdiction to determine the amount of such costs if necessary; and

E. Grant such other relief as the Court deems just and proper.

By: ___/s/ *Teresa L. Prince*_____
Teresa L. Prince, Esquire
Florida Bar No.: 0041953
CITY OF FERNANDINA BEACH
City Attorney
204 Ash Street
Fernandina Beach, FL 32034
Email: tprince@fbfl.city
Secondary Email: alumetta@fbfl.city
Telephone: (904) 310-3277

EXHIBIT "A"

Case View Report

Nassau Humane Society
639 Airport Road
Fernandina Beach, Florida 32034 USA
info@nassauhumane.org
www.nassauhumanesociety.com
Tel.: 904-321-1647
Printed: 04/10/2026 09:48AM **By:** Erathbone

Case Details

Case #: **C0009447915**
Reference #:
Status: **Open**

Category: **Investigation**
Type: **Cruelty / Neglect**
Subtype: **Inhumane Housing**
Officer: **Samantha Hall**
Review Date:

Created By: **SHall**
Created: **03/11/2026 11:03AM**
Last Updated By: **Erathbone**
Updated: **04/10/2026 09:22AM**

Case Date/Time: **03/09/2026 03:00PM** Reported:
Jurisdiction: **Fernandina Beach**
Additional Info: **over 15 cats living in inhumane housing**

704 N 15st, Fernandina Beach, 32034, Florida, United States

Directions:
Result: **Impound** By: **Elysse Rathbone** Date/Time: **04/09/2026 09:22AM**
Result Comments:

Animal Info: **multiple tabby types**

Person Info: **Jerri**

Case Animals

Animal #: A0060600283 |

Animal ID:	A0060600283	**Name:**	Crowbar	**Types:**	Cat	**Gender:**	Male
ARN:		**DOB:**	3/9/2023	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:	941010004252693	**Current Age:**	3 Y 1 M 1d	**Colors:**	Black/White	**Size:**	L
Type:	24PetWatch	**Age Group:**	Adult	**Pattern:**		**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060600288 |

Animal ID:	A0060600288	**Name:**	Spider Pig	**Types:**	Cat	**Gender:**	Male
ARN:		**DOB:**	3/9/2023	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:	941010004163122	**Current Age:**	3 Y 1 M 1d	**Colors:**	Brown/	**Size:**	L
Type:	24PetWatch	**Age Group:**	Adult	**Pattern:**	Tabby	**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060611690 |

Animal ID:	A0060611690	**Name:**	Little 3	**Types:**	Cat	**Gender:**	Unknown
ARN:		**DOB:**		**Breeds:**	Domestic Shorthair/Mix	**Altered:**	U
Chip #:		**Current Age:**		**Colors:**	Brown/	**Size:**	M
Type:		**Age Group:**	Adult	**Pattern:**		**Weight:**	11.00 pound
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	No	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060620128 |

Animal ID:	A0060620128	**Name:**	Fuzzy Coconut	**Types:**	Cat	**Gender:**	Female
ARN:		**DOB:**	10/1/2025	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:	941010003907149	**Current Age:**	0 Y 6 M 9d	**Colors:**	Black/White	**Size:**	L
Type:	24PetWatch	**Age Group:**	Juvenile	**Pattern:**		**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060620159 |

Animal ID:	A0060620159	**Name:**	Bucket	**Types:**	Cat	**Gender:**	Male
ARN:		**DOB:**	10/1/2025	**Breeds:**	Domestic Medium Hair/Mix	**Altered:**	Y
Chip #:	941010004249978	**Current Age:**	0 Y 6 M 9d	**Colors:**	Brown/	**Size:**	S

Type:	24PetWatch	**Age Group:**	Juvenile	**Pattern:**		**Weight:**	5.95 pound
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Ownership / Guardianship

Person #	Date From	Person Name	Phone	Address	City
P0049475540	4/8/2026	Madison Patrick	(863) 202-4758	2133 Derringer Cir W	Jacksonville, DUVAL FL 32225

Animal #: A0060620199 |

Animal ID:	A0060620199	**Name:**	Whirlpool	**Types:**	Cat	**Gender:**	Female
ARN:		**DOB:**		**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:	941010004315366	**Current Age:**		**Colors:**	Brown/White	**Size:**	L
Type:	24PetWatch	**Age Group:**	Adult	**Pattern:**		**Weight:**	8.90 pound
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060620215 |

Animal ID:	A0060620215	**Name:**	George Foreman	**Types:**	Cat	**Gender:**	Male
ARN:		**DOB:**		**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:	941010004292546	**Current Age:**		**Colors:**	Brown/	**Size:**	L
Type:	24PetWatch	**Age Group:**	Adult	**Pattern:**	Tabby	**Weight:**	9.10 pound
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060620349 |

Animal ID:	A0060620349	**Name:**	Sunroom	**Types:**	Cat	**Gender:**	Female
ARN:		**DOB:**	4/5/2025	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:	941010004306354	**Current Age:**	1 Y 0 M 5d	**Colors:**	Black/White	**Size:**	L
Type:	24PetWatch	**Age Group:**	Adult	**Pattern:**		**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060620367 |

Animal ID:	A0060620367	**Name:**	AC Unit	**Types:**	Cat	**Gender:**	Female
ARN:		**DOB:**		**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:	941010004031569	**Current Age:**		**Colors:**	Brown/	**Size:**	L
Type:	24PetWatch	**Age Group:**	Adult	**Pattern:**	Tabby	**Weight:**	7.80 pound
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060620388 |

Animal ID:	A0060620388	**Name:**	Axe	**Types:**	Cat	**Gender:**	Male
ARN:		**DOB:**		**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:	941010004318521	**Current Age:**		**Colors:**	Black/White	**Size:**	L
Type:	24PetWatch	**Age Group:**	Adult	**Pattern:**		**Weight:**	8.40 pound
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060620408 |

Animal ID:	A0060620408	**Name:**	Stairs	**Types:**	Cat	**Gender:**	Male
ARN:		**DOB:**	4/8/2025	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:	941010003871208	**Current Age:**	1 Y 0 M 2d	**Colors:**	Black/White	**Size:**	L
Type:	24PetWatch	**Age Group:**	Adult	**Pattern:**		**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060620424 |

Animal ID:	A0060620424	**Name:**	Dresser	**Types:**	Cat	**Gender:**	Male
ARN:		**DOB:**		**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:	941010004039256	**Current Age:**		**Colors:**	Brown/	**Size:**	L
Type:	24PetWatch	**Age Group:**	Adult	**Pattern:**	Tabby	**Weight:**	5.76 pound
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060620439 |

Animal ID:	A0060620439	**Name:**	Hutch	**Types:**	Cat	**Gender:**	Male
ARN:		**DOB:**	4/8/2025	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:	941010004250327	**Current Age:**	1 Y 0 M 2d	**Colors:**	Brown/	**Size:**	L
Type:	24PetWatch	**Age Group:**	Adult	**Pattern:**	Tabby	**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060620460 |

Animal ID:	A0060620460	**Name:**	Grandpa	**Types:**	Cat	**Gender:**	Male
ARN:		**DOB:**	4/8/2025	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:	941010004253413	**Current Age:**	1 Y 0 M 2d	**Colors:**	Brown/White	**Size:**	L
Type:	24PetWatch	**Age Group:**	Adult	**Pattern:**		**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060773404 |

Animal ID:	A0060773404	**Name:**	Power	**Types:**	Cat	**Gender:**	Female
ARN:		**DOB:**	4/9/2024	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	N
Chip #:		**Current Age:**	2 Y 0 M 1d	**Colors:**	Brown/	**Size:**	L
Type:		**Age Group:**	Adult	**Pattern:**		**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	No	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060773441 |

Animal ID:	A0060773441	**Name:**	Outlet	**Types:**	Cat	**Gender:**	Unknown
ARN:		**DOB:**	3/30/2026	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	N
Chip #:		**Current Age:**	0 Y 0 M 11d	**Colors:**	Black/	**Size:**	S
Type:		**Age Group:**	Baby	**Pattern:**		**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	No	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060773479 |

Animal ID:	A0060773479	**Name:**	Lightbub	**Types:**	Cat	**Gender:**	Unknown
ARN:		**DOB:**	3/30/2026	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	N
Chip #:		**Current Age:**	0 Y 0 M 11d	**Colors:**	Brown/White	**Size:**	S
Type:		**Age Group:**	Baby	**Pattern:**		**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	No	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060773494 |

Animal ID:	A0060773494	**Name:**	Toaster	**Types:**	Cat	**Gender:**	Unknown
ARN:		**DOB:**	3/30/2026	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	N
Chip #:		**Current Age:**	0 Y 0 M 11d	**Colors:**	Black/White	**Size:**	S
Type:		**Age Group:**	Baby	**Pattern:**		**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	

Animal Memos:	No	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060773517 |

Animal ID:	A0060773517	**Name:**	Ella	**Types:**	Cat	**Gender:**	Female
ARN:		**DOB:**	4/9/2023	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	Y
Chip #:		**Current Age:**	3 Y 0 M 1d	**Colors:**	Brown/White	**Size:**	S
Type:		**Age Group:**	Adult	**Pattern:**	Tabby	**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	No	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060773580 |

Animal ID:	A0060773580	**Name:**	Luna	**Types:**	Cat	**Gender:**	Female
ARN:		**DOB:**	8/9/2025	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	N
Chip #:		**Current Age:**	0 Y 8 M 1d	**Colors:**	Brown/White	**Size:**	M
Type:		**Age Group:**	Juvenile	**Pattern:**		**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	No	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060773602 |

Animal ID:	A0060773602	**Name:**	Stella	**Types:**	Cat	**Gender:**	Female
ARN:		**DOB:**	4/9/2025	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	N
Chip #:		**Current Age:**	1 Y 0 M 1d	**Colors:**	Brown/	**Size:**	L
Type:		**Age Group:**	Adult	**Pattern:**		**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	No	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Animal #: A0060774618 |

Animal ID:	A0060774618	**Name:**	Frankenstein	**Types:**	Cat	**Gender:**	Unknown
ARN:		**DOB:**	4/9/2026	**Breeds:**	Domestic Shorthair/Mix	**Altered:**	N
Chip #:		**Current Age:**	0 Y 0 M 1d	**Colors:**	Brown/Black	**Size:**	S
Type:		**Age Group:**	Baby	**Pattern:**		**Weight:**	0
Declawed:	N	**Bitten:**	No Bite History	**Primary Role:**	Victim	**Secondary Role:**	
Animal Memos:	Yes	**Case Memos:**	No	**Conditions:**	No	**Violations:**	No

Case Persons

Person #: P0049462628 | Ethan Little

P0049462628

Ethan Little, 904-445-7945 704 N15 st
Fernandina Beach, 32034, Fernandina Beach, NASSAU, FL - Home Primary Role:Suspect Secondary Role:
Animal Owner: No , Person Reporting:No ,Property Owner:No

Case Activities

Activity #:	9341728	**Conditions:**		**Danger?**	
State:	Open	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	Fernandina Beach
Type/Subtype:	Person Meeting - Suspect	**Cross Streets:**		**Distance:**	0
Priority:	High	**Created Date/Time:**	03/13/2026 09:55AM	**Created By:**	SHall
Review Date:		**Last Updated Date/Time:**	03/13/2026 09:54AM	**Last Updated By:**	SHall

Comments: On Monday on 3/9/2026 at 1:49pm, I recieved a calll from dispatch stating that there is over 7 cats stuck in one room, and in bad conditions. I called the complaintant and they expressed that the there was a lot of cats living in one room, and that the room smelled awful and there was cat feces all over the room. I then went to the house on 704 N 15th St. When I arrived to the location, I went knocked on the door, and an older lady answered the door. I informed the owner that I was there to check out a complaint about cats. She let me into the house and walked me to the back of the house where is a sunroom, where the cats lived. I observed that there were at least 10+ cats and the entire room was covered in fecal matter. There was a litterbox, but it was completely full of poop that had started molding. The lady said that these weren't her cats and that they were her son Ethan Little. I asked if he was home, she told me that he would be home shortly. When Mr. Little got home I started to explain that the conditions that the cats were living in were unsanitary and need to be resolved. Mr. Little immeditaly told me he wanted owner surrender. I called Shelter Director Rathbone to get premission to proceed with the surrender. We had the kennel manager come with crates to the house, and me and

Kennel manager Stanley went into the house to try to collect cats. All the cats ran behind a hutch and under a dresser, making it nearly impossible to catch them. Kennel Manager Stanley was able to grab one, and it turned around and scratched up his arm and bite his hand. The owner was able to collect 2 cats and put them in crates. After assessing Stanley's wounds, we decided that he need to go to urgent care, and I informed the owner I would be back the next day with traps.

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
New	03/09/2026 04:00PM	Samantha Hall	03/09/2026 04:00PM	Samantha Hall

Result Qty	Result	Is Primary	Result Date	Result By
1	Animal Brought to Shelter	Yes	03/09/2026 04 00PM	Samantha Hall

Activity #:	9341758	**Conditions:**		**Danger?**	
State:	Closed	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	
Type/Subtype:	Dispatch - Welfare Check	**Cross Streets:**		**Distance:**	0
Priority:	High	**Created Date/Time:**	03/13/2026 10:07AM	**Created By:**	Erathbone
Review Date:		**Last Updated Date/Time:**	03/13/2026 10:06AM	**Last Updated By:**	Erathbone

Comments:

On Wednesday approximately at 9:30 am, I arrived at 704 N 15th St to check the traps that Officer Hall placed on Tuesday. Knocked on the door an the Property Owner answered the door, she invited me in to check traps. Upon entering the house, I smelled strong smell of urine and feces. She lead me to the room to where I witnessed approximately 7+ cats in room, both traps were closed with no cats in them. The room floor was covered in feces and urine with one liter box that was overfilled with urine, feces and mold. There was also no food or water in the room other than what was placed in the traps. Upon leaving the room I advised Property Owner that she must put water in room for the cats. While leaving I was placing my gloves and booties in the trash can outside to where I observed a deceased brown mixed breed cat inside. I left to advise supervisor and Officer Hall of findings and how we can proceed. -RH

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	03/11/2026 09:00AM	Reagan Hare	03/11/2026 09:00AM	Elysse Rathbone

Result Qty	Result	Is Primary	Result Date	Result By
1	Issued Warning	Yes	03/11/2026 10:06AM	Reagan Hare

Activity #:	9341721	**Conditions:**	Unsanitary Conditions	**Danger?**	
State:	Open	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	Fernandina Beach
Type/Subtype:	Person Meeting - Property Owner	**Cross Streets:**		**Distance:**	0
Priority:	Normal	**Created Date/Time:**	03/13/2026 09:53AM	**Created By:**	rhare
Review Date:		**Last Updated Date/Time:**	03/13/2026 09:54AM	**Last Updated By:**	rhare

Comments:

On Wednesday Approximately at 11am I arrived at 704 N 15th St, knocked on the door and answered Property Owner. She led me back to the room where the cats were located. I Observed 1 cat running through the house. I asked her if there were also cats inside the house other than in the room. She stated that there were two other cats in the house, but that they were keeping those. I placed 4 more traps into the room and reset the two that were in the room. Upon exiting the room I stated my findings of the deceased cat to the property owner and asked when the cat passed. She stated that the cat passed within the past two days and that she did not know how it had passed. I asked her if I could take the deceased cat back to the shelter and she gave me permission to do so. I collected deceased cat and headed back to shelter. -RH

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
New	03/11/2026 11:00AM	Reagan Hare	03/11/2026 11:00AM	Reagan Hare

Result Qty	Result	Is Primary	Result Date	Result By
1	Animal Brought to Shelter	Yes	03/13/2026 09:53AM	Reagan Hare

Activity #:	9341736	**Conditions:**		**Danger?**	
State:	Closed	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	
Type/Subtype:	Person Meeting - Property Owner	**Cross Streets:**		**Distance:**	0
Priority:	Low	**Created Date/Time:**	03/13/2026 09:57AM	**Created By:**	rhare
Review Date:		**Last Updated Date/Time:**	03/13/2026 09:56AM	**Last Updated By:**	rhare

Comments: Approximately at 2pm I arrived at 704 N 15th St to check traps. Knocked on the door with no answer, I left notice on door. - RH

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	03/11/2026 02:00PM	Reagan Hare	03/11/2026 02:00PM	Reagan Hare

Result Qty	Result	Is Primary	Result Date	Result By
1	Unable to Locate	Yes	03/11/2026 02:00PM	Reagan Hare

Activity #:	9353038	**Conditions:**	Unsanitary Conditions	**Danger?**	
State:	Closed	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	
Type/Subtype:	Dispatch -	**Cross Streets:**		**Distance:**	0
Priority:	High	**Created Date/Time:**	03/20/2026 03:47PM	**Created By:**	rhare
Review Date:		**Last Updated Date/Time:**	03/20/2026 03:47PM	**Last Updated By:**	rhare

Comments: On 3/12/2026 approximately around 10 am, I arrived on scene with Officer Hall and Officer Rathbone for assessment of property. Officer Rathbone knocked on the door and Mr. Little answered, Mr. Little led us to the sunroom to where the cats were housed. Mr. Little explained that he wished to keep 3 cats. Officer Rathoone advised the the sanitation and state the of home that it would be unsafe to keep the cats. Mr. Little than began to shutdown and become irritated so Officer Rathbone advised that we will start with catching the cats in the sunroom for today. Officer Rathboone, Officer Hall and myself exited to get the carriers ready and when returned Mr. Little captured one of the cats and removed the AC unit out of the room and closed the window. We advised Mr. Little to stay out of the room for remainder of the capture of cats to minimize scratches and bites. Shortly after Mr. Little left for work but stated that we can do what we need to do to capture all the cats in the sunroom. Immediately upon entering room my eyes and nose began to burn due to the build up of ammonia. The floor and all the surfaces were covered in urine and feces. Throughout the room there was multiple bins of litter full of used litter. When moving the hutch to retrieve the cats we located a flat deceased kitten that the other cats were laying on. the kitten was mummied and looked to have been deceased for approximately several months. Officer rathbone was able to open two of the windows to allow some airflow into the room, the burning of ammonia did began to air out. We began to capture cats and place them into carriers. The final two cats were located underneath the stairs, Officer Rathbone knocked on the door of a room located next to sunroom to where a adult male answered. Officer Rathbone asked for permission to remove the planks to the stairs to retrieve the cats to which he agreed to. We obtained 11 alive cats and 1 Deceased kitten. -RH

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	03/12/2026 10:00AM	Reagan Hare	03/12/2026 10:00AM	Reagan Hare

Result Qty	Result	Is Primary	Result Date	Result By
1	Animal Brought to Shelter	Yes	03/12/2026 12:00PM	Reagan Hare

Activity #:	9341830	**Conditions:**		**Danger?**	
State:	Closed	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	
Type/Subtype:	Dispatch - Welfare Check	**Cross Streets:**		**Distance:**	0
Priority:	High	**Created Date/Time:**	03/13/2026 10:30AM	**Created By:**	Erathbone
Review Date:		**Last Updated Date/Time:**	03/13/2026 10:30AM	**Last Updated By:**	Erathbone

Comments:

On 3/12/26 at approximately 10:00am I arrived on scene to assist Officers Hall and Hare with the assessment of the property. I knocked on door and Mr. Little answered. I introduced myself as Supervisor Rathbone. Mr. Little walked me back to the sunroom where the cats were housed. I saw one litter box in the kitchen overflowing with feces as Mr. Little explained he wished to keep three cats. I advised that the sanitation within the home was as unsafe for him as it was for the cats. He began to shut down and get irritated so I advised we would start by capturing the cats in the sunroom today. He agreed to allow us to move furniture and do whatever was needed to capture those cats. I inspected the room prior to starting and advised Mr. Little that the window unit AC would be removed to prevent cats from escaping and he stated we had permission to do whatever was necessary. Officers Hare, Hall and I exited to get carriers ready. When we returned, Mr. Little had removed the window AC unit and captured one cat and placed it in a carrier. We thanked him for his assistance and advised we would have him wait outside of the room for the remainder to minimaze scratches/bites. Mr. Little left shortly thereafter stating he had to go to work. Immediately upon entering the room, our eyes and nasal passages began to burn due to the severe ammonia build up. The floor and all surfaces were covered in feces and urine. The cats were hiding underneath of a mattress, a China hutch, and a dresser. All other floor space was full of litter containers full of used litter, an overflowing and moldy litterbox, and fecal matter. We were able to safely capture 12 cats and remove one deceased kitten. The kitten was found behind the hutch and was mummified, clearly deceased for several months. The other cats were huddled ontop of the remains. I was able to open two windows with screens in order to allow fresh air into the room. The burning of ammonia dissipated within 20-30 minutes, a relief Mr. Little could have provided the cats but had not. The final two cats were hiding underneath of wooden stairs. I knocked on the door of a bedroom in the home and another adult male answered. I asked permission to remove the top plank of the stairs to capture the cats to which he stated yes. I used a crow bar found inside of the sunroom to remove two planks of wood. Due to the severe sanitation issues, presence of deceased animals, and lack of water during previous visits, I am requesting a court order from the City Attorney to remove all remaining animals. Citations and/or charges pending. ER

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	03/12/2026 10:09AM	Elysse Rathbone	03/12/2026 10:09AM	Elysse Rathbone

Result Qty	Result	Is Primary	Result Date	Result By
1	Animal Brought to Shelter	Yes	03/12/2026 10:09AM	Elysse Rathbone

Activity #:	9341975	**Conditions:**		**Danger?**	
State:	Closed	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	Fernandina Beach
Type/Subtype:	Person Meeting - Suspect	**Cross Streets:**		**Distance:**	0
Priority:	Normal	**Created Date/Time:**	03/13/2026 11:35AM	**Created By:**	SHall
Review Date:		**Last Updated Date/Time:**	03/13/2026 11:34AM	**Last Updated By:**	SHall

Comments:

On 3/12/26 around 10am, Supervisor Rathbone, Officer Hare, Shelter Manager Gravogl, and myself showed up to 704 N 15th St. We went to the door and Rathbone knocked on the door. Mr. Little opened the door, and Supervisor Rathbone explained that we were there to pick up the rest of the cats since the traps haven't seem to be working. She also told Mr. Little since we have discovered a deceased cat in the trash, and the severity of the situation, we would need to take all the cats in the house not just the ones in the room. When Mr. Little initially stated that that he wanted to surrender all the cats, except the one in the house. When we got there to get all the cats, he then told us he decided to keep 3. When discussing that we need to take the 3 inside he became very emotional and started to shutdown. We then agreed to leave the ones in the house alone for the time being to try to get the cats from the sunroom. Supervisor Rathbone, Officer Hare, and I went into the room and started catching cats with nets. We moved a china hutch to get to most of the cats and when we went to move it we found a deceased kitten under the hutch. It was mummied and flattened from other cats sitting on it. Mr. Little left the house shortly after that to go to work, we were able to successful capture 10 days, and

there was 2 under the stairs. Supervisor Rathbone, knocked on the door to the room next to the sunroom, and asked the man in there if it were okay that we pull up the stairs with a crowbar, he gave us permission and we were able to capture the last 2 kittens-SH

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	03/12/2026 03:00PM	Samantha Hall	03/12/2026 03:00PM	Samantha Hall

Result Qty	Result	Is Primary	Result Date	Result By
1	Animal Brought to Shelter	Yes	03/12/2026 03:00PM	Samantha Hall

Activity #:	9341724	**Conditions:**	Unsanitary Conditions	**Danger?**	
State:	Open	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	Fernandina Beach
Type/Subtype:	Person Meeting -	**Cross Streets:**		**Distance:**	0
Priority:	Low	**Created Date/Time:**	03/13/2026 09:54AM	**Created By:**	SHall
Review Date:		**Last Updated Date/Time:**	03/13/2026 09:54AM	**Last Updated By:**	SHall

Comments: On Tuesday, I went out to the house with traps and Owner wasnt home so I left a notice.

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
New	03/13/2026 09:50AM	Samantha Hall	03/13/2026 09:50AM	Samantha Hall

Result Qty	Result	Is Primary	Result Date	Result By
1	Unable to Locate	Yes	03/13/2026 09:53AM	Samantha Hall

Activity #:	9384171	**Conditions:**		**Danger?**	
State:	Closed	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	
Type/Subtype:	Person Meeting - Suspect	**Cross Streets:**		**Distance:**	0
Priority:	Normal	**Created Date/Time:**	04/10/2026 08:32AM	**Created By:**	rhare
Review Date:		**Last Updated Date/Time:**	04/10/2026 08:32AM	**Last Updated By:**	rhare

Comments: Approximately 9:30am I arrived at 704 N 15th St to Server Notice to Correct Animal Care Violations. Upon arriving at the door I could smell a very strong smell of Ammonia consistent with cat urine. I knocked on the door I could hear a cat meowing and movement inside but no one came to the door. I left notice on door. -RH

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/01/2026 09:30AM	Reagan Hare	04/01/2026 09:30AM	Reagan Hare

Result Qty	Result	Is Primary	Result Date	Result By
1	Unable to Locate	Yes	04/01/2026 09:30AM	Reagan Hare

Activity #:	9369948	**Conditions:**		**Danger?**	
State:	Closed	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	
Type/Subtype:	Person Meeting - Suspect	**Cross Streets:**		**Distance:**	0
Priority:	Normal	**Created Date/Time:**	04/01/2026 09:54AM	**Created By:**	rhare
Review Date:		**Last Updated Date/Time:**	04/01/2026 09:53AM	**Last Updated By:**	rhare

Comments: I arrived at residence to serve Mr. Little with a Order to provide adequate care for the remaining cats in his care. I knocked on the door, I could hear someone inside and a cat meowing there was also a car in the driveway. No one answered the door so I left a notice on the door. RH

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/01/2026 09:31AM	Reagan Hare	04/01/2026 09:31AM	Reagan Hare

Result Qty	Result	Is Primary	Result Date	Result By
1	Unable to Locate	Yes	04/01/2026 09:53AM	Reagan Hare

Activity #:	9384183	**Conditions:**		**Danger?**	
State:	Closed	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	
Type/Subtype:	Person Meeting - Suspect	**Cross Streets:**		**Distance:**	0
Priority:	Normal	**Created Date/Time:**	04/10/2026 08:37AM	**Created By:**	rhare
Review Date:		**Last Updated Date/Time:**	04/10/2026 08:37AM	**Last Updated By:**	rhare

Comments: I arrived at 704 N 15th St Approximately at 4:20 pm, to serve Notice of order to correct animal care violations. I knocked on the door no answer, the notice I left this morning was gone. I left new notice on door. -RH

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/01/2026 04:20PM	Reagan Hare	04/01/2026 04:20PM	Reagan Hare

Result Qty	Result	Is Primary	Result Date	Result By
1	Unable to Locate	Yes	04/01/2026 04:20PM	Reagan Hare

Activity #:	9384181	**Conditions:**		**Danger?**	
State:	Closed	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	
Type/Subtype:	Person Meeting - Suspect	**Cross Streets:**		**Distance:**	0
Priority:	Normal	**Created Date/Time:**	04/10/2026 08:43AM	**Created By:**	rhare

Review Date:		**Last Updated Date/Time:**	04/10/2026 08:43AM	**Last Updated By:**	rhare

Comments: Approximately at 8.50 am Ethan Little called regarding notice left on door yesterday. I spoke with him regarding paperwork he needed to sign he stated he is at home this morning and that I could come to residence to give paperwork. -RH

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/02/2026 08:50AM	Reagan Hare	04/02/2026 08:50AM	Reagan Hare

Result Qty	Result	Is Primary	Result Date	Result By
1	Spoke to Reporting Party	Yes	04/10/2026 08:52AM	Reagan Hare

Activity #:	9384217	**Conditions:**	Unsanitary Conditions	**Danger?**	
State:	Closed	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	
Type/Subtype:	Person Meeting - Suspect	**Cross Streets:**		**Distance:**	0
Priority:	Normal	**Created Date/Time:**	04/10/2026 09:05AM	**Created By:**	rhare
Review Date:		**Last Updated Date/Time:**	04/10/2026 09:04AM	**Last Updated By:**	rhare

Comments: Approximently at 9:30 Am I arrived at 704 N 15th St to serve Ethan Little the Notice to order to correct animal care violations. Ethan Little allowed me inside the residence to do a walk through and to do a welfare check on the animals in his care. Upon entering the home I smelled strong ammonia throughout the house. When arriving to the room where we removed the cats it looked similar to how we left the room previously. There was one litter box in the kitchen and food and a water fountain on the floor in the living room. Ethan Little stated he wanted to be honest and he stated that he has actually kept 4 adult cats and one of the adult cats he kept named Power had 3 kittens. I then read through the order with Ethan Little and stated he has 7 days to correct the the violations. I also advised that he gave the mom cat kitten food and that he needed more litter boxes one for each cat in the home and a extra one. I also advised that he gets Power and her kittens to a vet as soon as he could to make sure everything was okay with her and kittens. He stated he would do his best to complete by 7 days, I restated that he must complete the things on the order within the 7 days. -RH

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/02/2026 09:30AM	Reagan Hare	04/02/2026 09:30AM	Reagan Hare

Result Qty	Result	Is Primary	Result Date	Result By
1	Spoke to Reporting Party	Yes	04/02/2026 09:34AM	Reagan Hare

Activity #:	9384301	**Conditions:**		**Danger?**	
State:	Closed	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	
Type/Subtype:	Person Meeting - Suspect	**Cross Streets:**		**Distance:**	0
Priority:	Normal	**Created Date/Time:**	04/10/2026 09:46AM	**Created By:**	rhare
Review Date:		**Last Updated Date/Time:**	04/10/2026 09:45AM	**Last Updated By:**	rhare

Comments: On 4/9/2026 at Approximately 9am Officer Rathbone and I arrived on scene to follow up per the order and to do home and animal inspection. Mr. Little met us at the door and allowed us inside. Upon entering the home I could smell the strong smell of ammonia getting stronger as I went towards the sunroom. I observed 3 tabby mix type cats scattering throughout the house as we walked through. Mr. Little pointed out that he got more litter boxes but stated he knew it still was not the required amount. I observed the litter boxes were full as if they hadn't been cleaned in a couple days. There was two bowls of cat food on the floor and a water fountain in

1	Animal Brought to Shelter	Yes	04/09/2026 10:00AM	Elysse Rathbone

Photo(s)







the living room. I had asked if he had gotten any of the cats into see the vet and he stated that he did not have the money yet and that he prioritized cleaning the house for inspection. On the floor in the living room was the Mom power and her 3 kittens in a cardboard box on the floor. I picked up one of the kittens to where there was dozens of fleas on the kitten. I pointed this out to Mr. Little and he became extremely agitated shouting "Just fucking take them all" and exited out the front door slamming it hard. We then made our way out of the home behind him to where he was in the front yard pacing and yelling. When seeing us he picked up a chair and threw it into the trash can a couple feet in front of Officer Rathbone. He continued to shout stating we did not give him enough time and to just take the cats away. Due to the escalation of Mr. Little's emotions we made our way to the end of the driveway to where Officer Rathbone called FBPD for backup. While waiting for FBPD Mr. Little when back into the house and came storming out with a cat in a soft carrier tossing it towards our feet. Mr. little stated that he wanted to kill himself and that he "would blow his brains out right in front of us so we could see" Mr. Little also stated "Just take them." I attempted to hand Mr. Little the surrender paper to where he ripped it out of my hands crumbling it up and throwing in to the bed of the truck to where he than began to smack his head into the truck. Mr. Little Calmed down immediately when FBPD arrived, he then stated he was okay with surrendering all the cats except Power. Officer Rathbone then offered that she could place Power on a hold and petition the court for custody so a judge could determine if he would be able to keep her. He eventually agreed to surrender all the cats in the home except "Power" but allowed us to take "Power" so that she could remain with her Kittens. Mr. Little assisted in capturing the cats Officer Rathbone and I searched the living room and kitchen but did not locate any additional cats. We were not permitted to search the bedroom because per Mr. Little "the cats never go in there". Myself and Officer Rathbone then asked Mr. Little about a black cat seen on previous visits to the home. He denied having a black cat until I showed him the photo of the cat that Officer Hall had taken on a previous visit. He stated that the cat had escaped out the window in the sunroom and he has not seen the cat since. Approximately a couple mins later FBPD officer stepped back inside after speaking with the uncle in the backyard and stated the black cat in question has been seen in the backyard. Mr. Little did allow me to set a trap in the backyard for the black cat. -RH

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/09/2026 09:00AM	Reagan Hare	04/09/2026 09:00AM	Reagan Hare

Result Qty	Result	Is Primary	Result Date	Result By
1	Animal Brought to Shelter	Yes	04/09/2026 09:00AM	Reagan Hare

Activity #:	9384172	**Conditions:**		**Danger?**	
State:	Closed	**Jurisdiction:**	Fernandina Beach	**Patrol Area:**	
Type/Subtype:	Dispatch -	**Cross Streets:**		**Distance:**	0
Priority:	High	**Created Date/Time:**	04/10/2026 08:34AM	**Created By:**	Erathbone
Review Date:		**Last Updated Date/Time:**	04/10/2026 09:11AM	**Last Updated By:**	Erathbone

Comments:

On 4/9/26 at approximately 09:00 I arrived on scene to assist Officer Hare with the inspection follow-up per the order. Mr. Little met us at the door and allowed us inside to inspect. I saw one mother cat in a cardboard box with three neonatal kittens. I saw three additional cats of various ages, all tabby with white, scattering about the living room as we walked around. The living room area was cleaned up from my prior visits but there was still a noticable odor of ammonia throughout the house, worst in the kitchen next to the sunroom. There were three litterboxes in the kitchen, each with 5-7 days worth of feces present. There were two bowls of cat food on the floor and an automatic water bowl. Officer Hare asked Mr. Little if he had gotten any of the cats into a veterinarian. He stated "he had prioritized the cleaning of the home so he did not have finances to get them into a veterinarian". We checked on the kittens in the box and noted each of them were crawling in dozens of live fleas and appeared pale (anemia resulting from flea infestation). When Officer Hare pointed the fleas out to Mr. Little he became extremely agitated and shouted "just fucking take them all" and exited the home, slamming the door. We exited the home behind him and he was in the front yard pacing and shouting. When he saw us, he lifted a lawn chair and threw it into a trash can a few feet in front of me. Mr. Little continued to shout that a week was not enough time and we were going to take the cats anyway so just take them. When Officer Hare handed him an owner surrender form, he crumpled it and threw it away, then threatened to kill himself. I called FBPD for back up due to his hostile state. While awaiting Officers, he repeatedly shouted how he would "blow his brains out right in front of us so we could see". Mr. Little calmed down when FBPD arrived and repeatedly stated he was comfortable surrendering all cats except "Power" the nursing mother cat. I offered to place "Power" on a hold and petition the court for her custody so a judge could determine if he would be able to redeem her. He eventually agreed to surrender all cats except "Power" but allow us to take her so she could remain with her kittens. I explained to Mr. Little that the surrender was for all other cats, including living, deceased, and unborn - reiterating that if any of the cats were pregnant then the kittens were surrendered as well. He agreed. Mr. Little assisted capturing the cats. Officer Hare and I searched the living area and kitchen but did not locate additional cats. We were not permitted into the bedrooms because "cats never go in there". Officer Hare asked Mr. Little about a black cat that had been seen prior but was not captured on our previous visit. He initially denied having an all black cat until Officer Hare showed a photograph of the cat. He then stated that cat had escaped a window in the sunroom and had not been seen since. Approximately two minutes later, FBPD Officer stepped inside after speaking with an uncle in the back yard who stated the black cat in question had just been seen in the back yard and went under a shed. Mr. Little then agreed to NHS setting and monitoring a trap in the backyard. Officer Hare set the trap with fresh food and water. ER

Status History	Status Date/Time	Activity Owner	Status Update Date/Time	Status Updated By
Ended	04/10/2026 08:16AM	Elysse Rathbone	04/10/2026 08:16AM	Elysse Rathbone

Result Qty	Result	Is Primary	Result Date	Result By


TIDY CATS
TIDY CATS
TIDY CATS


TIDY CATS
TIDY CATS
TIDY CATS
TIDY CATS
TIDY CATS

TIDY CATS
TIDY CATS
TIDY CATS
TIDY CATS

TIDY CATS
TIDY CATS
TIDY CATS



TIDY CATS
Special Kitty
GOURMET

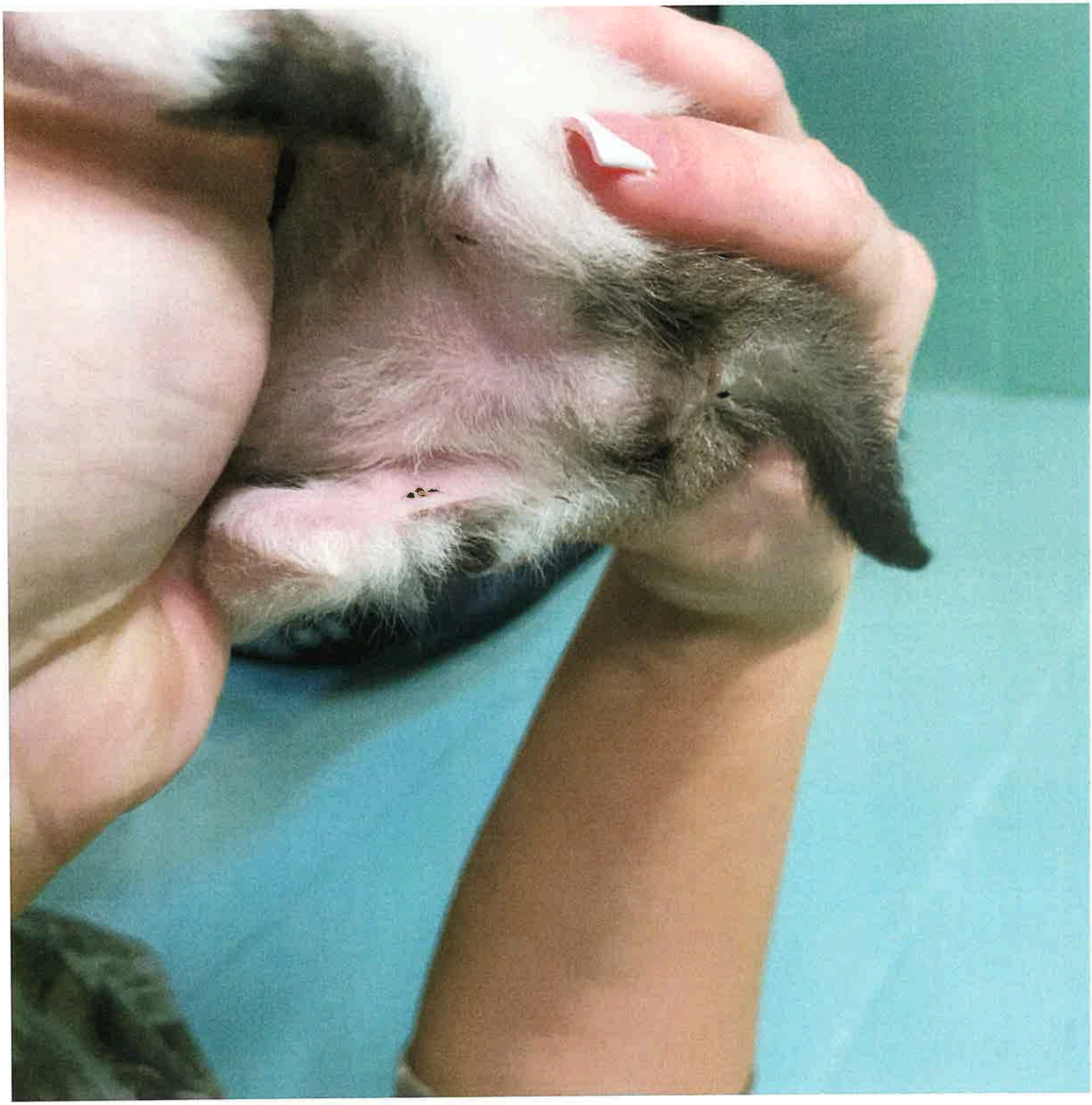
PURINA
TIDY CATS
Glade
PURINA
TIDY CATS

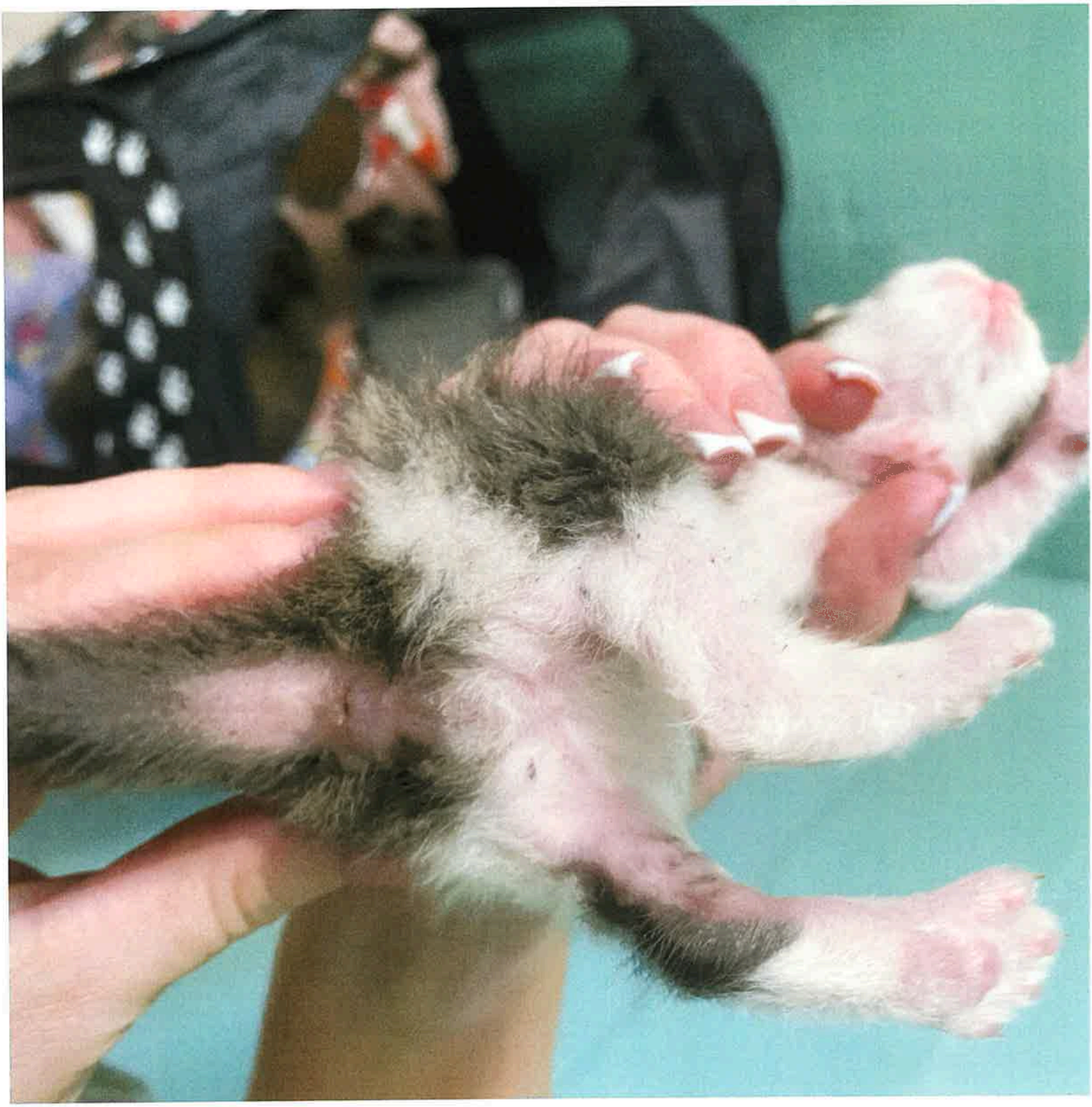














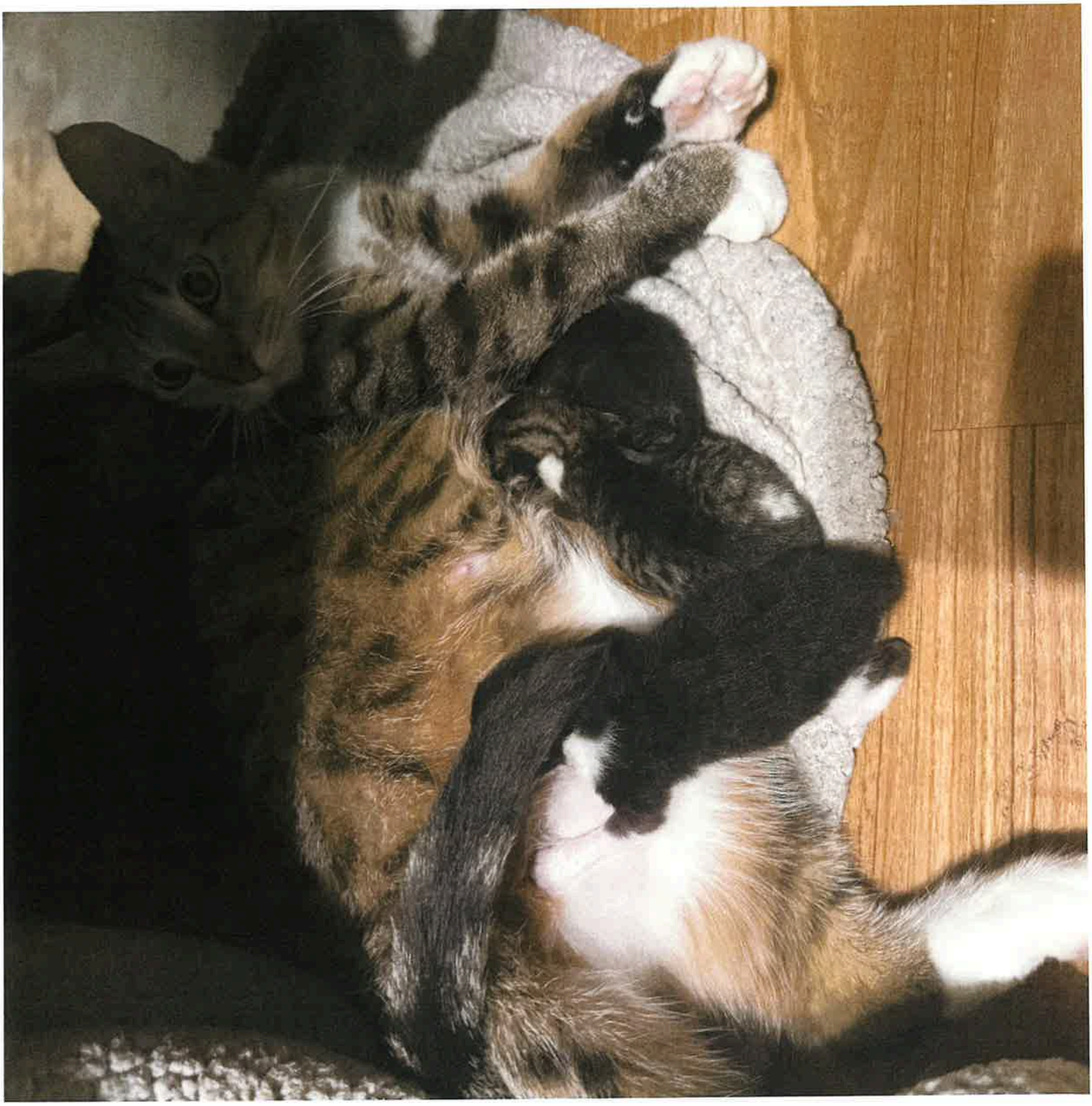


EXHIBIT "B"

Animal View Report

Animal

Animal: A0060773404

NASSAU HUMANE SOCIETY

Printed:04/10/2026 08:49AM

Animal Details

A0060773404

Power
Cat
Female
Adult

Domestic Shorthair/Mix, Brown, Large, 10.70 pound
2 y 0 m 1 d , DOB: **4/9/2024**, Spayed/Neutered: **No**
Declawed: **None**
Bitten: **No Bite History**

Animal Point In Time

Intake

04/09/2026 03:34PM
Status: **Completed**

Seized / Custody

Cruelty

P0047450380

P0049462628

Jurisdiction: **Fernandina Beach**, Record Owner: **Reagan Hare**

Location seized: **704 N 15th ST**

Elysse Rathbone, (904) 321-1647
Nassau Humane Society, (904) 753-0798
Ethan Little, (904) 445-7945, 704 N15 st, Fernandina Beach, Fernandina Beach, NASSAU FL 32034

Linked to Case: C0009447915

Stage

Stage	From (Date/Time)	Review Date	By	Stage Change Reason
Cruelty Hold	4/9/2026 3:34:17 PM	04/23/2026 03:35 PM	Reagan Hare	
Case	3/9/2026 3:00:00 PM		Reagan Hare	

Location

Location	SubLocation	From (Date/Time)	By
Intake	Isolation	04/09/2026 03:34 PM	Reagan Hare

Medical Summary

Medical Record #	Type	Subtype	Medical Status	Temperament Status	Exam/ Surgery Date	Review Date
M0086867330	Exam	Wellness Exam			04/09/2026 04:44 PM	
Notes:	Fleas 3+, dermatitis present and needs treatment. Treatment received					
M0086867278	Exam	Intake Exam			04/09/2026 04:35 PM	
Vitals:	10.70 pound		Moderate	100.40 Fahrenheit Thermometer - Ear	130	30

Notes:
FVRCP given: needs
Rabies given: needs
Strongid given: 1mL Repeat dose: 4/23/26
Combo test:needs
Prevention: Frontline
Microchip: still needs
T: 100.4F P:130bmp RR: 30bmp Weight:10.7lbs S/N? no

Vaccinations not given due to nursing. Cat is easy to handle to medical processing. She has three nursing kittens all covered in fleas.

Status Date	Status	Item	Type	Dose/Recurrence	For	Record #
04/23/2026 04:44PM	Scheduled	Strongid (Strongid T)	Medication			E86867330

Case



Animal View Report

Animal

Animal: A0060773441

NASSAU HUMANE SOCIETY

Printed:04/10/2026 08:50AM

Animal Details

A0060773441	**Outlet** **Cat** **Unknown** **Baby**	**Domestic Shorthair/Mix, Black, Small,** **0 y 0 m 11 d** , DOB: **3/30/2026**, Spayed/Neutered: **No** Declawed: **None** Bitten: **No Bite History**

Group Membership

Animal Point In Time

Intake

04/09/2026 03:30PM Status: **Completed**	Seized / Custody	Jurisdiction: **Fernandina Beach**, Record Owner: **Reagan Hare**	Linked to Case: C0009447915
	Cruelty	Location seized: **704 N 15th ST**	
	P0047450380	**Elysse Rathbone, (904) 321-1647** **Nassau Humane Society, (904) 753-0798**	
	P0049462628	**Ethan Little, (904) 445-7945, 704 N15 st, Fernandina Beach, Fernandina Beach, NASSAU FL 32034**	

Stage

Stage	From (Date/Time)	Review Date	By	Stage Change Reason
Evaluate	4/9/2026 3:48:56 PM		Reagan Hare	
Animal Control Hold	4/9/2026 3:30:32 PM		Reagan Hare	
Case	3/9/2026 3:00:00 PM		Reagan Hare	

Location

Location	SubLocation	From (Date/Time)	By
Intake	Isolation	04/09/2026 03:30 PM	Reagan Hare

Medical Summary

Medical Record #	Type	Subtype	Medical Status	Temperament Status	Exam/ Surgery Date	Review Date
M0086867417	Exam	Intake Exam			04/09/2026 05:09 PM	

Notes: FVRCP given: too young Re-vax date:
Rabies given: too young Re-vax date:
Strongid given: too young Repeat dose:

Combo test:too young
Prevention: senergy
Microchip: too young
T: P: RR: Weight: S/N? no

Status Date	Status	Item	Type	Dose/Recurrence	For	Record #
04/19/2026 01:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (9 of 9)		E86867417
04/19/2026 07:00AM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (8 of 9)		E86867417
04/18/2026 07:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (7 of 9)		E86867417
04/18/2026 01:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (6 of 9)		E86867417
04/18/2026 07:00AM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (5 of 9)		E86867417
04/17/2026 07:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (4 of 9)		E86867417
04/17/2026 01:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (3 of 9)		E86867417
04/17/2026 07:00AM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (2 of 9)		E86867417
04/16/2026 04:47PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (1 of 9)		E86867417

Case



Animal View Report

Animal



Animal: A0060773479

Printed:04/10/2026 08:50AM

Animal Details

A0060773479	**Lightbub** **Cat** **Unknown** **Baby**	**Domestic Shorthair/Mix, Brown/White, Small,** **0 y 0 m 11 d** , DOB: **3/30/2026**, Spayed/Neutered: **No** Declawed: **None** Bitten: **No Bite History**

Group Membership

Animal Point In Time

Intake

04/09/2026 03:30PM Status: **Completed**	Seized / Custody	Jurisdiction: **Fernandina Beach**, Record Owner: **Reagan Hare**	Linked to Case: C0009447915
	Cruelty	Location seized: **704 N 15th ST**	
	P0047450380	**Elysse Rathbone, (904) 321-1647** **Nassau Humane Society, (904) 753-0798**	
	P0049462628	**Ethan Little, (904) 445-7945, 704 N15 st, Fernandina Beach, Fernandina Beach, NASSAU FL 32034**	

Stage

Stage	From (Date/Time)	Review Date	By	Stage Change Reason
Evaluate	4/9/2026 4:08:18 PM		Elysse Rathbone	
Stray	4/9/2026 3:49:19 PM		Reagan Hare	
Animal Control Hold	4/9/2026 3:30:32 PM		Reagan Hare	
Case	3/9/2026 3:00:00 PM		Reagan Hare	

Location

Location	SubLocation	From (Date/Time)	By
Intake	Isolation	04/09/2026 03:30 PM	Reagan Hare

Medical Summary

Medical Record #	Type	Subtype	Medical Status	Temperament Status	Exam/ Surgery Date	Review Date
M0086867419	Exam	Intake Exam			04/09/2026 05:09 PM	

Notes: FVRCP given: too young Re-vax date:
Rabies given: too young Re-vax date:
Strongid given: too young Repeat dose:
Combo test:too young
Prevention: senergy
Microchip: too young
T: P: RR: Weight: S/N? no

Status Date	Status	Item	Type	Dose/Recurrence	For	Record #
04/19/2026 01:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (9 of 9)		E86867419
04/19/2026 07:00AM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (8 of 9)		E86867419
04/18/2026 07:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (7 of 9)		E86867419
04/18/2026 01:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (6 of 9)		E86867419
04/18/2026 07:00AM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (5 of 9)		E86867419
04/17/2026 07:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (4 of 9)		E86867419
04/17/2026 01:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (3 of 9)		E86867419
04/17/2026 07:00AM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (2 of 9)		E86867419
04/16/2026 04:47PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (1 of 9)		E86867419

Case



Animal View Report

Animal

Animal: A0060773494

NASSAU HUMANE SOCIETY

Printed:04/10/2026 08:51AM

Animal Details

A0060773494	**Toaster** **Cat** **Unknown** **Baby**	**Domestic Shorthair/Mix, Black/White, Small,** **0 y 0 m 11 d** , DOB: **3/30/2026**, Spayed/Neutered: **No** Declawed: **None** Bitten: **No Bite History**

Group Membership

Animal Point In Time

Intake

04/09/2026 03:30PM Status: **Completed**	Seized / Custody Cruelty P0047450380 P0049462628	Jurisdiction: **Fernandina Beach**, Record Owner: **Reagan Hare** Location seized: **704 N 15th ST** **Elysse Rathbone, (904) 321-1647** **Nassau Humane Society, (904) 753-0798** **Ethan Little, (904) 445-7945, 704 N15 st, Fernandina Beach, Fernandina Beach, NASSAU FL 32034**	Linked to Case: C0009447915

Stage

Stage	From (Date/Time)	Review Date	By	Stage Change Reason
Evaluate	4/9/2026 3:49:49 PM		Reagan Hare	
Animal Control Hold	4/9/2026 3:30:32 PM		Reagan Hare	
Case	3/9/2026 3:00:00 PM		Reagan Hare	

Location

Location	SubLocation	From (Date/Time)	By
Intake	Isolation	04/09/2026 03:30 PM	Reagan Hare

Medical Summary

Medical Record #	Type	Subtype	Medical Status	Temperament Status	Exam/ Surgery Date	Review Date
M0086867418	Exam	Intake Exam			04/09/2026 05:09 PM	

Notes: FVRCP given: too young Re-vax date:
Rabies given: too young Re-vax date:
Strongid given: too young Repeat dose

Combo test:too young
Prevention: senergy
Microchip: too young
T: P: RR: Weight: S/N? no

Status Date	Status	Item	Type	Dose/Recurrence	For	Record #
04/19/2026 01:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (9 of 9)		E86867418
04/19/2026 07:00AM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (8 of 9)		E86867418
04/18/2026 07:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (7 of 9)		E86867418
04/18/2026 01:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (6 of 9)		E86867418
04/18/2026 07:00AM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (5 of 9)		E86867418
04/17/2026 07:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (4 of 9)		E86867418
04/17/2026 01:00PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (3 of 9)		E86867418
04/17/2026 07:00AM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (2 of 9)		E86867418
04/16/2026 04:47PM	Scheduled	Strongid (Strongid T)	Medication	3 x's every 1 day(s) for 3 Days (1 of 9)		E86867418

Case



Animal View Report

Animal



Animal: A0060774618

Printed:04/10/2026 08:55AM

Animal Details

A0060774618

Frankenstein
Cat
Unknown
Baby

Domestic Shorthair/Mix, Brown/Black, Small,
0 y 0 m 1 d , DOB: **4/9/2026**, Spayed/Neutered: **No**
Declawed: **None**
Bitten: **No Bite History**

Animal Point In Time

Intake

04/09/2026 05:01PM
Status: **Completed**

Owner/Guardian Surrender

Born in Care

P0049462628

Jurisdiction: **Fernandina Beach**, Record Owner: **Channon Choate**

Reason: **Unrealistic Expectations**, Source: **Unknown**

Ethan Little, (904) 445-7945, 704 N15 st, Fernandina Beach, Fernandina Beach, NASSAU FL 32034

Outcome

04/09/2026 06:30PM
Status: **Completed**

Died
General

Record Owner: **Elysse Rathbone**,
Jurisdiction: **Fernandina Beach**

Stage

Stage	From (Date/Time)	Review Date	By	Stage Change Reason
Released	4/9/2026 6:30:00 PM		Elysse Rathbone	
Medical Treatment	4/9/2026 5:01:20 PM		Channon Choate	

Location

Location	SubLocation	From (Date/Time)	By
Released		04/09/2026 06:30 PM	Elysse Rathbone
Foster	Foster	04/09/2026 05:01 PM	Channon Choate

Memo

Type	SubType	Data Time	Comments	By	Review Date
Outcome		4/10/2026 8:12:41 AM	Frankenstein was born prematurely via emergency c-section. The mother "Ella" was taken to AP due to developed mammary glands and a distended abdomen. Radiographs revealed a fluid filled uterus and bloodwork showed a high white blood cell count. Dr. Branch advised the one remaining kitten and infected uterus	Erathbone	

posed a significant risk to the mother. The kitten was significantly premature, prior to hair development and approximately 3 inches long. A staff member took Frankenstein home over night to bottle feed but he passed away approximately 3 hours after birth. ER

Case

EXHIBIT "C"

THE CITY OF FERNANDINA BEACH
204 ASH ST. FERNANDINA BEACH, FL 32034

AFFIDAVIT OF POSTING

STATE OF FLORIDA
COUNTY OF NASSAU

RE: City of Fernandina Beach v. Ethan Little
Animal Care Violations – 704 N. 15th Street, Fernandina Beach, Florida

Date: April 2, 2026

I, Reagan Hare, City of Fernandina Beach Animal Control Officer, being first duly sworn, depose and state that I am an officer for the City of Fernandina Beach Animal Control Division. Part of my duties include preparing and posting Notices of Order to Correct Animal Care Violations as required by law and the following document was posted in the following manner:

The document posted is described as: City of Fernandina Beach Animal Control Division Notice of Order to Correct Animal Care Violations, Pursuant to Section 828.073(2)(b), Florida Statutes; and said Notice was posted on April 2, 2026, on the front door of offender's residence.

I declare that under the penalty of perjury under the laws located in the State of Florida, that the foregoing is true and correct.

FURTHER AFFIANT SAYETH NAUGHT.

Server's Signature:_____ Date: 4/10/2026
Print Name: Reagan Hare, Animal Control Officer

The foregoing instrument was acknowledged before me by means of ✓ physical presence or ___ online notarization, this 10th day of April, 2026, by Reagan Hare, Animal Control Officer, who is ___ personally known to me or ___ has produced FL DL. as identification.

Notary Public State of Florida
Annette Lumetta
My Commission HH 409466
Expires 6/26/2027

(SEAL) _____ Notary Signature

CITY OF FERNANDINA BEACH
ANIMAL CONTROL DIVISION
NOTICE OF ORDER TO CORRECT ANIMAL CARE VIOLATIONS

Pursuant to Section 828.073(2)(b), Florida Statutes

Date: 4-2-2026
Owner/Custodian Name: _____
Address: 704 N 15th ST

Description of Animal(s) subject to this Order:
1 Female "Power" - 3 Kittens, 1 Female "Stella"
1 Female Ella 1 Female "Luna"; to include any further animals discovered by Animal Control in the residence and in the care of the above Owner upon issuance of an Order of Removal.

ORDER

Based on observations and findings by Animal Control Officer(s), it has been determined that the animals referenced above in your care are being maintained in conditions that do not meet the minimum standards required under Florida law.

In accordance with **Section 828.073(2)(b), F.S.**, you are hereby **ordered to take the following corrective actions within seven (7) days** of receipt of this notice:

1. **Provide a clean and sanitary environment** for all animals, including removal of waste, soiled materials, and debris, and maintaining living areas in a hygienic condition at all times.
2. **Provide wholesome food** in sufficient quantity and quality to meet the nutritional needs of each animal.
3. **Provide potable (clean, drinkable) water** accessible to all animals at all times.
4. **Provide a sufficient number of litter boxes** for cats, maintained in a clean and usable condition.
5. **Obtain a current veterinary examination** for all animals by a licensed veterinarian.
6. **Ensure all animals are current on rabies vaccinations**, as required by Florida law, and maintain documentation of such vaccinations.

COMPLIANCE REQUIREMENT

You must provide proof of compliance with all the above requirements to the City of Fernandina Beach Animal Control Division within **seven (7) days** of the date of this order.

FAILURE TO COMPLY

Failure to comply with this Order within the specified timeframe will result in a Petition being filed in County Court to determine whether you can continue to care for the animals listed above and may result in the **seizure and impoundment of the animals** by City of Fernandina Beach Animal Control Officer(s), as authorized under Section 828.073, Florida Statute or as otherwise provided under Florida law. Additional civil or criminal penalties may also apply.

CONTACT INFORMATION

For questions or to submit proof of compliance, please contact:

City of Fernandina Beach Animal Control
Phone: 904-321-1647
Email: animal.control@nassauhumane.org

ISSUED BY:
Officer Name: Reagan Hare
Badge/ID Number: 2
Signature:

X

04-02-2026

EXHIBIT "D"

FERNANDINA BEACH ANIMAL RESCUE

Fernandina Beach Animal Rescue

639 Airport Road

Fernandina Beach, FL 32034

904.321.1647

www.nassauhumanesociety.com

Name: Ethan Little Address: 704 N 15th St

City: Fernandina Beach Zip Code: 32034 Phone: 904 445 7945

Animal's name: Little 1, Little 2, Little 3, Little 4, Little 5, Little 6, Little 7, Little 8, Little 9, Little 10, Little 11, Little 12, Little 13, Little 14, Little 15 Location Found: 704 N 15St Fernandina Beach, FL

Surrender Agreement

Nassau Humane Society is a private 501C3 non-profit organization which operates on donations. During the period of time that your pet is in our care, Nassau Humane Society will hold title to your pet and will have the sole right and authority to make any and all decisions regarding the pet's care. It is the policy of Nassau Humane Society neither to disclose information on adoptive or foster homes nor to pass information between you and the animal's new caretakers. By signing this agreement you acknowledge that you will no longer have contact of any kind with the animal being surrendered. Nassau Humane Society reserves the right to transfer your animal to another agency or organization.

By signing this form, you acknowledge that you understand and accept Nassau Humane Society's policies therein and relinquish all rights and title to your pet. Failure to adhere to the principles within this document shall represent a breach of contract. You understand and hereby certify that – please read and initial the each item.

E.L 1) You are the true and rightful owner of the animal or animals that you have surrendered to the Nassau Humane Society.

E.L 2) No other person has any right of property in such animal.

E.L 3) You acknowledge that the animal may be euthanized according to Florida State Statue 823.058.

I certify that I **DO/DO NOT** (circle) own the animal described below and hereby surrender all my interests therein to Nassau Humane Society. I certify that to the best of my knowledge the animal (circle) **HAS/HAS NOT** bitten any animal or person.

Signature: Ethan Little Date: 3-9-27

FERNANDINA BEACH ANIMAL RESCUE

Fernandina Beach Animal Rescue

639 Airport Road

Fernandina Beach, FL 32034

904.321.1647

www.nassauhumanesociety.com

Name: Ethan Little Address: 704 N 15th St

City Fern Beach Zip Code 32034 Phone: 904-475-7945

Animal's name: ALL Location Found: Home

Surrender Agreement

Nassau Humane Society is a private 501C3 non-profit organization which operates on donations. During the period of time that your pet is in our care, Nassau Humane Society will hold title to your pet and will have the sole right and authority to make any and all decisions regarding the pet's care. It is the policy of Nassau Humane Society neither to disclose information on adoptive or foster homes nor to pass information between you and the animal's new caretakers. By signing this agreement you acknowledge that you will no longer have contact of any kind with the animal being surrendered. Nassau Humane Society reserves the right to transfer your animal to another agency or organization.

By signing this form, you acknowledge that you understand and accept Nassau Humane Society's policies therein and relinquish all rights and title to your pet. Failure to adhere to the principles within this document shall represent a breach of contract. You understand and hereby certify that – please read and initial the each item:

_____ 1) You are the true and rightful owner of the animal or animals that you have surrendered to the Nassau Humane Society.

_____ 2) No other person has any right of property in such animal

_____ 3) You acknowledge that the animal may be euthanized according to Florida State Statue 823.058.

I certify that I **DO/DO NOT** (circle) own the animal described below and hereby surrender all my interests therein to Nassau Humane Society. I certify that to the best of my knowledge the animal (circle) **HAS/HAS NOT** bitten any animal or person.

Signature: Ethan Little Date 4-9-26

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-58
Budget Transfer — Downtown Circulation and Traffic Study

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-58.

SYNOPSIS: The City Commission, at their August 5, 2025, regular meeting, adopted Resolution 2025-137, approving the Downtown Circulation and Traffic Study ("Study") in Fiscal Year 2024/2024, to be completed by Hanson Professional Services, Inc. through Task Order 2, Phases A-D. Implementation of the Study was delayed due to various Downtown area street related projects, as such, the Study could not be completed in Fiscal Year 2024/2025.

Hanson Professional Services, Inc. began work in May 2024, focusing on data collection. In June 2024, a budget transfer funded initial work, specifically traffic counts within the Downtown area. The remaining phases of the study were delayed pending various Downtown area street related projects that were underway.

Task Order 2, Phases A-D, covers the completion of the circulation and parking study. While originally discussed and vetted by the City Commission via Resolution 2024-99 in August 2024, the project's delay accommodated the opening of Alachua Street and other parking improvements necessitates its return to the Commission to ensure alignment with the City's currently amended purchasing policies.

FISCAL IMPACT: Funds are available for transfer, in the amount of $74,709.00, from the Planning Salaries account, 0011500 51200, into the Downtown Circulation Study account, 0011500 53100, Project #25075.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-58.

Glenn Akramoff, Deputy City Manager	04/01/2026
Kimberly Elliott-Briley, Deputy City Clerk	04/07/2026
Alisha Brown, Budget Analyst	04/07/2026
Susan Carless, Comptroller	04/08/2026
Jeremiah Glisson, Deputy City Manager	04/09/2026
Sarah Campbell, City Manager	04/09/2026
Teresa Prince, City Attorney	04/09/2026
Annette Lumetta, Legal Assistant	04/10/2026

Submitted By: Jeremiah Glisson, Deputy City Manager Date: March 20, 2026

COMMISSION ACTION: Adopt

RESOLUTION 2026-58

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AUTHORIZING A BUDGET TRANSFER FOR THE COMPLETION OF THE DOWNTOWN CIRCULATION AND TRAFFIC STUDY, PROJECT #25075; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission, at their August 5, 2025, regular meeting, adopted Resolution 2025-137, approving the Downtown Circulation and Traffic Study ("Study") in Fiscal Year 2024/2024, to be completed by Hanson Professional Services, Inc. through Task Order 2, Phases A-D; and

WHEREAS, implementation of the Study was delayed due to various Downtown area street related projects, as such, the Study could not be completed in Fiscal Year 2024/2025; and

WHEREAS, a budget transfer is now needed to remunerate Hanson Professional Services, Inc. for completing the Study. Funds are available to transfer from the Planning Salaries account, 0011500 51200, into the Downtown Circulation Study account, 0011500 53100, Project #25075, in the amount of $74,709.00, attached hereto as Exhibit A.

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

SECTION 1. The City Commission hereby approves a budget transfer to remunerate Hanson Professional Services, Inc. for completing the Downtown Circulation and Traffic Study. Funds are available to transfer from the Planning Salaries account, 0011500 51200, into the Downtown Circulation Study account, 0011500 53100, Project #25075, in the amount of $74,709.00, attached hereto as Exhibit A.

SECTION 2. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

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

ADOPTED this 21st day of April, 2026.

CITY OF FERNANDINA BEACH

_____

JAMES ANTUN
Commissioner – Mayor

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



TERESA L. PRINCE, ESQ.
City Attorney

Resolution 2026-58
Exhibit "A"

Purchase Order

Fiscal Year 2025 Page: 1 of: 1

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # 25000293

Delivery must be made within doors of specified destination.

BILL TO

City of Fernandina Beach
Building/Permitting
204 ASH STREET
FERNANDINA BEACH, FL 32034

VENDOR

HANSON PROFESSIONAL SERVICES INC
1525 S. SIXTH STREET
SPRINGFIELD, IL 62703

SHIP TO

204 Ash Street
FERNANDINA BEACH, FL 32034

Vendor Phone Number	Vendor Fax Number	Requisition Number	Delivery Reference
		25415	

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
08/18/2025	560			PLANNING

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
	Downtown circulation & traffic study completion				
1	Completion of the Downtown Circulation and Traffic Study 2024/2025 Task Order 2 - Phases A-D (Work Task Order 1 completed in 2024) PROJECT 25075 RESO 2024-99 (Budget Transfer RESO 2024-152) RESO 2025-137	1.0	EACH	$74,709.00	$74,709.00
	********** GL SUMMARY **********				
	0011500 - 53100 - 25075 $74,709.00				

By: _____
City Manager

VENDOR COPY

Total Ext. Price	$74,709.00
PO Total	**$74,709.00**

1. ENTIRE AGREEMENT - The terms, specifications and drawings included in this order when duly executed constitute the entire agreement between the parties, unless otherwise stated on the face of the order. No modification or waiver of terms of the agreement shall be binding unless in writing, signed by the City Manager and confirmed by a representative of the Contractor/Vendor/Seller. This agreement shall be interpreted in accordance with the laws of the State of Florida.
2. DELIVERIES - In the event of failure to deliver material of the quality or within the time specified, City may cancel the order and buy elsewhere. Failure of City to exercise this option with respect to any installment shall not be deemed a waiver with respect to future installments, if any.
3. INSPECTIONS - Materials shall be received subject to City's right to inspect and test all materials at destination before acceptance. Contractor/Vendor/Seller shall pay transportation costs and the cost of inspecting and testing of materials which are rejected by City.
4. ACCEPTANCE - Payment for the goods or services covered by this order shall not constitute acceptance thereof. Shipment of any part of this order or start of work, if providing services, without written acceptance constitutes Contractor/Vendor/Seller's acceptance of this order and its condition.
5. CONTINGENCIES - Neither party shall be liable for delays or defaults due to acts of God, government authority or public enemy, war, fires, floods, epidemics, strikes, labor troubles, freight embargoes or contingencies reasonably beyond its control The party so affected, upon prompt written notice to the other party, shall be excused from making or taking deliveries or goods and/or services hereunder to the extent of such prevention or restriction. At City's option, deliveries so omitted shall be made on notice thereof to the Contractor/Vendor/Seller, upon cessation of such contingency, even though such might have been operative at the date of this order.
6. GOVERNMENT REGULATIONS - Contractor/Vendor/Seller warrants that all applicable laws and regulations of government authority, covering the production, sale and delivery of the materials and performance of services specified herein, have been complied with and shall indemnify and save City harmless from and against any liability or loss resulting from Contractor/Vendor/Seller's failure to do so.
7. TAXES The City is exempt from Federal Taxes on transportation charges and any Federal Excise Tax. If you prepay transportation charges, do not pay tax as the county or city will not reimburse you for the taxes paid. The City also is exempt from State Sales Tax.
8. WARRANTIES - In addition to all warranties, established by statute or common law, or set forth elsewhere in this order, Contractor/Vendor/Seller expressly warrants that all material or services covered herein shall conform to all specifications, drawings, samples, and descriptions furnished or adopted by City and shall be of best quality and fit and sufficient for the purpose for which purchased. If specified hereon, merchantable, of good material and workmanship and free from all patent and latent defects. City's failure to give notice to Contractor/Vendor/Seller of any breach of warranty shall not discharge Contractor/Vendor/Seller of any breach of warranty and shall not discharge Contractor/Vendor/Seller's liability therefor. Without limiting the generality of any of the foregoing, Contractor/Vendor/Seller agrees to be responsible for all defects in design, workmanship and materials which may become apparent within twelve months of receipt by City.
9. PATENTS - Contractor/Vendor/Seller shall protect and indemnify City against all claims, judgments and expenses arising from infringement or alleged infringement of any third party's patent, copyright or other intellectual property rights by any of the goods delivered hereunder. Contractor/Vendor/Seller shall defend or settle at its own expense any proceeding brought against City for such infringements provided Contractor/Vendor/Seller is notified promptly of the commencement of such proceedings and is given authority, information and assistance by the City for the defense or settlement thereof.
10. INSTALLATION - If this order required the services of experts or employees on City's premises, such experts or employees shall not thereby be deemed to by the agents or employees of City. Such parties shall be subject to City's safety rules and fire regulations. Contractor/Vendor/Seller assumes full responsibility for their acts and omissions and agrees to save Buyer harmless from any claims arising therefrom and to accept exclusive liability for payroll and other taxes imposed upon the employer by law. Contractor/Vendor/Seller will undertake to keep the materials and premises involved free from any lien whatsoever for materials and labor incident to the performance of personality for a lump sum amount. Contractor/Vendor/Seller agrees to furnish an analysis thereof as Buyer may reasonably require for accounting purposes. Contractor/Vendor/Seller agrees to furnish an analysis thereof as City may reasonably require for accounting purposes. Contractor/Vendor/Seller shall be solely responsible for materials furnished by Buyer on other than a charge basis in connection with this order.
11. NON-DISCLOSURE - Without prior written consent of the City in each instance, Contractor/Vendor/Seller shall not reveal to a third party the details, characteristics or any information on materials made to the special order of City or use reproductions thereof in any promotional media or reveal that City is purchasing the materials ordered hereunder.
12. ASSIGNMENT - Contractor/Vendor/Seller shall not assign this order or any part thereof without written consent of the City. Such consent will not relieve Contractor/Vendor/Seller from its obligations and liabilities hereunder.
13. CHANGES - City reserves right to change specifications and delivery dates. Any resultant contract differences shall be equitably adjusted in writing.
14. OCCUPATION SAFETY AND HEALTH ACT - Contractor/Vendor/Seller certifies that all material, equipment, etc. supplied under terms of the Purchase Order meets all O.S.H.A. requirements. Contractor/Vendor/Seller further certifies that, if the material, equipment, etc. delivered is subsequently found to be deficient in accordance with any O.S.H.A. requirement in effect on date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with the O.S.H.A. requirements shall be borne by the Contractor/Vendor/Seller.
15. INDEMNIFICATION -The parties recognize that Contractor/Vendor/Seller is an independent contractor. Contractor/Vendor/Seller agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising directly or indirectly out of or in connection with any negligent and/or deliberate act or omission of Contractor/Vendor/Seller, its officers, employees, subcontractors, agents, and representatives. Contractor/Vendor/Seller's liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of Contractor/Vendor/Seller against the City and Contractor/Vendor/Seller hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall not be limited by the amount of any insurance required to be obtained or maintained by Contractor/Vendor/Seller. In addition, Contractor/Vendor/Seller agrees to assume liability for and indemnify, hold harmless and defend the City, its mayor, commissioners, officers, employees, attorneys, agents and representatives of, from, and against all liability and expense, including reasonable attorneys' fees, in connection with any and all claims, including claims for injunctive or equitable relief, and damages whatsoever for personal injuries or property damage, including loss of use, arising out of Contractor/Vendor/Seller's violation or alleged violation of any third party's trade secrets, proprietary information, trademark, copyright, or patent rights in connection with Contractor/Vendor/Seller's licensing of any software, hardware, uploads or downloads delivered to the City pursuant to this Purchase Order and/or arising out of the negligent or deliberate act or omission of Contractor/Vendor/Seller, its officers, employees, volunteers, representatives or agents. Nothing contained in the foregoing indemnification shall be construed to be a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.
16. INSURANCE INSURANCE If required by the City, Contractor/Vendor/Seller shall procure and maintain worker's compensation insurance and commercial general liability insurance satisfactory to the City, with liability limits of not less than One Million Dollars ($1,000,000) combined single limit per occurrence for bodily injury and property damage liability, with a certificate of insurance to be furnished to the City naming the City as an additional insured and the supporting Endorsement page included. It is understood and agreed that the coverage afforded by Contractor/Vendor/Seller commercial general liability insurance also applies to City as an additional insured. Such policy shall provide that cancellation or changes to such insurance shall not occur without at least thirty (30) days prior written notice to the City. This requirement for proof of insurance may be modified only through approval of the applicable Department Director and the City Attorney.
17. PURCHASE ORDER NUMBER - Purchase Order Number must appear on all packages, packing slips, invoices and all correspondence relating to the Order. City will not be responsible for goods delivered without Purchase Order Number.
18. INVOICING - Invoice(s) must be submitted in duplicate to billing address indicated on face of Purchase Order. Invoice must state Purchase Order Number, unit price(s), extension(s), total, and SHIP TO ADDRESS.
19. PRICES - Prices are F.O.B. destination unless otherwise specified and agreed to by the City.
20. PAYMENT - Payment due hereunder shall be made by the City to Contractor/Vendor/Seller in accordance with the Florida Local Government Prompt Payment Act.
21. DISCOUNTS - Delay in receiving an invoice, invoicing for materials shipped ahead of specified schedule, or invoices rendered with errors or omissions will be considered just cause for City to withhold payment without losing discount privileges. Discount privilege will apply from date of scheduled delivery, the date of receipt of goods, or the date of approved invoice, whichever is later.
22. ACCEPTANCE - ENTIRE AGREEMENT - Acceptance of this Purchase Order will be unqualified, unconditional, and subject to and expressly limited by the Terms and Conditions hereon. City and the Contractor/Vendor/Seller shall not be bound by additional provisions or provisions at variance herewith that may appear in the Contractor/Vendor/Seller's quotation, acknowledgment in force, or any other communication from Contractor/Vendor/Seller to City unless such provision is expressly agreed to and confirmed in writing.
23. VARIATION IN QUANTITY - City assumes no liability for material produced, processed or shipped in excess of the amount specified herein.
24. SEVERABILITY - If any section, subsection, sentence, clause, phrase, or portion of this contract is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portion thereof.
25. CAPTIONS - Captions have been provided for the benefit of the parties, and for reference only, and are not deemed to be a part of the agreement created.
26. MATERIAL SAFETY DATA - In accordance with Florida Statutes, Chapter 442, it is the Contractor/Vendor/Seller's duty to advise if a product is a toxic substance and to provide a Material Safety Data Sheet at time of delivery.
27. PERMITS - Contractor/Vendor/Seller is responsible for obtaining any permits necessary to complete the work covered by this order, at its own expense, prior to starting any work under this order.
28. PUBLIC RECORDS LAW REQUIREMENTS - Pursuant to Section 119.0701, Florida Statutes, Contractor/Vendor performing services for City shall: (a) keep and maintain all public records as that term is defined in Chapter 119, Florida Statutes ("Public Records"), that ordinarily and necessarily would be required by the City in order to perform the work contemplated by this Agreement; (b) provide the public with access to Public Records, on the same terms and conditions that the City would provide the records and at a cost that does not exceed the costs provided in Chapter 119, Florida Statutes, or as otherwise provided by law; (c) ensure that Public Records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; (d) meet all requirements for retaining Public Records and transfer, at no cost to the City, all public records in possession of Contractor/Vendor within thirty (30) days after termination of this Agreement, however terminated, and destroy any duplicate Public Records that are exempt or confidential and exempt from public records disclosure requirements and provide the City with a letter confirming that this has been done within thirty (30) days of the termination of this Agreement. All Public Records stored electronically must be provided to the City in a format that is compatible with the information technology of the City. If Contractor/Vendor does not comply with a public records request, the City may pursue any and all remedies available in law or equity, including but not limited to specific performance.

RESOLUTION 2025-137

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING HANSON PROFESSIONAL SERVICES TASK ORDER 2, PHASES A-D, FOR THE COMPLETION OF THE DOWNTOWN CIRCULATION AND TRAFFIC STUDY; AUTHORIZING A BUDGET TRANSFER; AUTHORIZING THE ADMINISTRATIVE CORRECTION OF ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City planned for a Downtown Circulation and Traffic Study in FY2024/2025 which was subsequently funded by Resolution 2024-99 and a budget transfer to support the project was completed by Resolution 2024-152; and

WHEREAS, the last traffic circulation and parking study within the Downtown area was completed in 2009 and is due to be updated; and

WHEREAS, Hanson Professional Services Work Task Order 1 was completed in 2024 which involved the completion of traffic counts for roads that lead to the Downtown area; and

WHEREAS, $24,709 is currently available in the Planning and Conservation Professional Services account, 0011500 53100; and

WHEREAS, the $50,000 remaining funds needed to complete this work are available for reappropriation in Project #23062, Downtown Historic District Design.

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

SECTION 1. The City Commission hereby approves Hanson Professional Services Task Order 2, Phases A-D, for the completion of the Downtown Circulation and Traffic Study in an amount not to exceed $74,709.

SECTION 2. The City Commission approves reallocating $50,000 previously appropriated for Project #23062, Downtown Historic District Design, for this Downtown Circulation and Parking Study.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Resolution shall be effective immediately upon passage.

ADOPTED this 5th day of August, 2025.

CITY OF FERNANDINA BEACH

JAMES ANTUN
Commissioner – Mayor

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TERESA L. PRINCE, ESQ.
City Attorney

PH 904-737-0090
HANSON-INC.COM
8075 Gate Parkway West, Ste 204
Jacksonville, FL 32216

June 19, 2025

Kelly Gibson, AICP
City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

Dear Kelly:

Please accept this letter as confirmation that in accordance with our Continuing Contract with the City of Fernandina Beach, dated November 16, 2021, as stated in:

Article 2 – Term of Agreement (Continuing Contract)
A. Fees
1. Lump Sum Method – Wherein the City of Fernandina Beach shall pay the CONSULTANT an agreed upon lump sum amount, which includes all of the CONSULTANT's Direct Salary, Overhead Costs, Direct Expenses, Sub-contractors, and Profit.

Hanson Professional Services Inc. is the Primary Consultant and therefore would pay any subs directly and they would not be billed separately to the city.

Sincerely,

HANSON PROFESSIONAL SERVICES INC.

Clint Smith

Clint Smith, PE
Assistant Vice President

cc: Jonathan Griffith, PLA

City of Fernandina Beach – Continuing Professional Services

Task Work Order 1
Traffic Counts Data Collection Scope

Scope of Services

PURPOSE

The purpose of this Task Work Order (TWO) is to provide traffic counts data collection in downtown Fernandina Beach, Florida, from 8th Street/SR A1A/SR 200 to the east, Front Street to the west, Broome Street to the north, and Beech Street to the south, an area of 36 blocks. There are two (2) signalized intersections and several one-way pairs within this downtown area serving residential and commercial uses that create parking and circulation concerns.

The traffic counts will support the Fernandina Beach Downtown Traffic Circulation and Parking Study (prepared under separate TWO).

WORK ACTIVITIES TO BE PERFORMED

All of the activities identified below are generalized definitions of the work anticipated for accomplishment under this WORK TASK AUTHORIZATION. Specific task activities will be accomplished in accordance with the directions of the City of Fernandina Beach.

ACTIVITY 1 – Traffic Counts Identification and Coordination (Hanson/BWEP)

The Consultant will research and identify all traffic count locations, days, hours and types of traffic counts to be collected. The Consultant will maintain ongoing coordination with the data collection team and continuously monitor the data collection process. The count locations will be summarized in a .kmz file for review by City of Fernandina Beach staff. The Consultant will check all counts for reasonableness prior to use in this study.

ACTIVITY 2 – Traffic Counts Data Collection (Peggy Malone and Associates)

Traffic counting equipment at City-authorized locations will be installed to collect traffic count field data, including cars, heavy vehicles, pedestrians and bicycles. For this effort, the traffic count data will be collected within the study during the following:

- **Typical weekday** – 6 to 8-hour peak period turning movement counts to be collected in 15-minute intervals on a typical weekday (Tuesday, Wednesday or Thursday). Turning movement counts will be collected at the two signalized intersections and major unsignalized intersections selected within the study area.
- **Typical Sunday** – 4-hour peak period turning movement counts to be collected in 15-minute intervals on a typical Sunday at selected locations. This data collection is to obtain information on traffic going to and circulating around the churches in the study area (mainly Alachua Street, 5th Street, 6th Street, and Centre Street).
- **Isle of Eight Flags Shrimp Festival** – 4-hour peak period turning movement counts and 24-hour volume counts to be collected in 15-minute intervals on a

Saturday, May 4th, 2024. Turning movement counts will be collected at the two signalized intersections in the study area, and volume counts will be along the periphery of the study area, since the remaining streets will be closed for the festival.

The hose counts will be installed as feasible at the appropriate locations where good data can be obtained that will not be influenced by parked vehicles or other external elements. The use of cameras will be utilized where hoses would not be sufficient for this study.

DELIVERABLES

A comprehensive traffic counts dataset to be used in the analysis and development of the Fernandina Beach Downtown Traffic Circulation and Parking Study report (separate TWO) will be delivered to the City. This data will also be included as an appendix in the Fernandina Beach Downtown Traffic Circulation and Parking Study report.

SCHEDULE

The Consultant shall provide the support services outlined in this Scope of Services consistent with the schedule established by the City of Fernandina Beach for each review. The services for this TWO will be completed by August 31, 2024.

REIMBURSEMENT METHOD

The activities under this Task Work Order will be completed for a lump sum amount of $20,094.98 established by the billing rates and fees attached. The Consultant shall invoice for services performed on this Task work Order based upon staff-hours and average salary per occupational group.

Activity 1

Hanson Professional Services Inc. -	$ 2,172.40
BW Engineers and Planners Inc. -	$ 4,927.58

Activity 2

Peggy Malone & Associates -	$12,925.00
Grand Total -	**$20,024.98**

Staff Hour Estimate for:
Traffic Counts Collection - Fernandina Beach

Staff Hour Costs	Manhour Summary		
Work Task	Hanson	BWEP	Peggy Malone
Total Cost	$2,172.40	$4,927.58	$12,925.00
TOTAL COST	**$20,024.98**		

ATTACHMENT A - ESTIMATE OF WORK EFFORT AND COST

Name of Project: Traffic Counts Collection - Fernandina Beach
FPN:
FAP No.:

Consultant Name: Hanson Professional Services Inc.
Date: 4/29/2024
Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Chief Engineer 1	Engineer 1	Engineer 2	Engineering Intern	GIS Specialist	Secretary/Clerical	Senior Engineer 1	~~Senior~~ Engineer Technician	SH By Activity	Salary Cost By Activity	
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$217.24	$0.00			
1. Traffic Counts Identification and Coordination	0	0	0			0	0	0	10	0	10	$2,172	
2. Traffic Counts Data Collection*	0	0	0	0	0	0	0	0	0	0	0	$0	
Total Staff Hours	0	0	0	0	0	0	0	0	10	0	10		
Total Staff Cost		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,172.40	$0.00		**$2,172.40**	

Check = $2,172.40

				$2,172.40
	0%			$0.00
	0%			$0.00
	0.00%			$0.00
	0.00%			$0.00
				$2,172.40
	4-person crew	$ -	/ day	$0.00
				$0.00
				$2,172.40
	Sub - BW E&P			$4,927.58
	Sub - Peggy Malone			$12,925.00
				$20,024.98

ATTACHMENT A - ESTIMATE OF WORK EFFORT AND COST

Name of Project: Traffic Counts Collection - Fernandina Beach
FPN:
FAP No.:

Consultant Name: BW Engineers and Planners, Inc
Date: 4/29/2024
Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Chief Engineer 1	Engineer 1	Engineer 2	Engineering Intern	GIS Specialist	Secretary/Clerical	Senior Engineer 1	~~Senior~~ Engineer Technician	SH By Activity	Salary Cost By Activity	
		$0.00	$81.00	$47.98	$70.53	$41.24	$0.00	$38.00	$81.09	$0.00			
1. Traffic Counts Identification and Coordination	0	0	4			8	0	0	16	0	28	$1,951	
2. Traffic Counts Data Collection*	0	0	0	0	0	0	0	0	0	0	0	$0	
Total Staff Hours	0	0	4	0	0	8	0	0	16	0	28		
Total Staff Cost		$0.00	$324.00	$0.00	$0.00	$329.92	$0.00	$0.00	$1,297.44	$0.00		**$1,951.36**	

Check = $1,951.36

				$1,951.36
	110%			$2,156.06
	42%			$819.57
	0.03%			$0.59
	0.00%			$0.00
				$4,927.58
	4-person crew	$ -	/ day	$0.00
				$0.00
				$4,927.58
				$4,927.58

* Estimate preprared by Peggy Malone and Associates submitted separate from this estimate

PEGGY MALONE & ASSOCIATES
TRAFFIC DATA COLLECTION
DBE Certified in: FL, GA, VA & MD

PRICE QUOTE

Quote # : Q24-138 Revised
Date: April 26, 2024
Expiration Date: October 26, 2024
Client: BW Engineers & Planners
Contact: Bikram Wadhawan
E-mail: bwadhawan@bweandp.com
State: FL

Client Phone # (904)-386-5449
Job Description:

City of Fernandina Beach Counts

FDOT D2 Districtwide Annual Traffic Counts
(Bill CAN08)

Type of count	Unit Price	# Units	Total
8 Hour Turning Movement Count	$575.00	11	$6,325.00
(Weekday Peak Time TBD, separate cars/trucks/peds/bikes)			
4 Hour Turning Movement Count	$420.00	2	$840.00
(Saturday Peak Time TBD, separate cars/trucks/peds/bikes)			
4 Hour Turning Movement Count	$420.00	2	$840.00
(Sun 8AM-12PM, separate cars/trucks/peds/bikes)			
24 Hour Volume Hose Count 1 Direction	$200.00	1	$200.00
24 Hour Volume Hose Count 2 Directions	$240.00	8	$1,920.00
4 Hour Turning Movement Count	$350.00	8	$2,800.00
**24 Hour Video ADT Volume			
Sites:			
kmz attached			

Note: Additional fees may apply if permits are needed.

GRAND TOTAL **$12,925.00**

Sophia Williams

Sophia Williams, President

4/26/2024

Date

Important Notice: Pricing valid for quantities shown until expiration date.

City of Fernandina Beach – Continuing Professional Services

Task Work Order 2 – Phase A
Fernandina Beach Downtown Traffic Circulation and Parking Study

Scope of Services

BACKGROUND

Downtown Fernandina Beach has undergone significant changes in recent years, creating a need to re-evaluate parking strategies. Following the COVID-19 pandemic, the area has become a year-round tourist destination, leading to a dramatic increase in vehicular and pedestrian traffic. This surge has exposed pre-existing parking limitations, causing congestion and parking challenges for residents and visitors. Additionally, recent development projects have brought new restaurants and businesses, attracting more pedestrians and cyclists, especially along Ash Street and Broome Street. Previous efforts to improve parking, like converting streets to one-way with parking, faced resistance due to concerns about reduced accessibility for businesses.

A downtown revitalization plan is being developed to include additional sidewalks, lighting and planters. This data-driven parking and circulation study will not only assess the current parking situation but also serve as justification for the downtown revitalization plan and used to support any future plans and projects by the City.

The study area encompasses 36 blocks in downtown Fernandina Beach, Florida, bordered by 8th Street/SR A1A/SR 200 to the east, Front Street to the west, Broome Street to the north, and Beech Street to the south. 8th Street is classified as an FDOT Strategic Growth Highway Corridor within the study area. North of Centre Street, 8th Street is a city-owned SIS roadway. Within the designated study area, Centre Street serves as the main arterial, intersected by other major roads like Front Street, 2nd Street, and Ash Street. The City of Fernandina Beach has requested a traffic circulation and parking study for this study area of downtown.

PURPOSE

The purpose of this Task Work Order (TWO) is to provide a Traffic Circulation and Parking Study of downtown Fernandina Beach from Beech Street to Broome Street, an area of 36 blocks. There are two (2) signalized intersections and several one-way pairs within this downtown area serving residential and commercial uses that create parking and circulation concerns. The CSX railway runs adjacent to Front Street, and the Port of Fernandina is located one block north of the study area. Additionally, Fernandina Beach's historic district lies within the study boundary.

The Traffic Circulation and Parking Study under this TWO will identify traffic circulation improvements, parking enhancements, areas of needed capacity and access improvements, and provide documentation. The areas of needed capacity and operational analysis will be determined based on the recommended improvements. The findings of the study will provide information for future projects and studies such as the downtown revitalization plan.

The types of effort and data collected may include but not limited to area overview, traffic counts, parking usage, typical sections, major developments and activity centers, evacuation routes, access management and land uses.

WORK ACTIVITIES TO BE PERFORMED – Phase A

All of the activities identified below are generalized definitions of the work anticipated for accomplishment under this WORK TASK AUTHORIZATION. Specific task activities will be accomplished in accordance with the directions of the City of Fernandina Beach.

ACTIVITY 1 – Review of Other Studies

The Consultant will gather and assemble data to support the development and evaluation of existing parking and improvement alternatives. To the greatest extent practicable, the Consultant will utilize published, publicly available data from previous and on-going state, regional, and local planning transportation studies. The City is to provide traffic and circulation data that may not be publicly available, if determined pertinent to the study by the City.

ACTIVITY 2 – Initial Data Collection and Field Reviews

The Consultant will conduct field reviews to verify and supplement the study area characteristics identified by desktop reviews, reviews of aerial photography and GIS mapping. For this effort, the types of data collected may include:

- Area Overview – map, study limits, parking facility inventory, commercial loading zones, parking restrictions, etc.
- Typical sections and changes along the study area corridors (includes bike/pedestrian facilities)
- Development of Regional Impacts (DRIs), major developments, activity centers, special generators (port and mill), churches, schools
- Evacuation routes
- Straight line diagrams

ACTIVITY 3 – Initial Data Analysis/Evaluation

The Consultant will analyze all the collected data and field reviews to develop a comprehensive understanding of the City's parking situation within the study area. Potential data-driven improvements for the study area will be evaluated.

For this effort, the types of data analysis and/or evaluation may include:

- Prepare existing figure in GIS or another appropriate software showing parking locations, study area streets with travel direction etc.
- Prepare renderings/figures as needed for any proposed concepts
- Perform QA/QC of deliverables

SCHEDULE

The Consultant shall provide the support services outlined in this Scope of Services consistent with the schedule established by the City of Fernandina Beach for each review. The services for this TWO will be completed by December 31, 2024.

REIMBURSEMENT METHOD

The compensation for this Task Work Order shall be Lump Sum Fee in accordance with the Consultant agreement. The Consultant shall invoice for services performed on this Task Work Order based upon staff-hours and average salary per occupational group. An estimate of the work effort, rates, and fee for staffing is shown in Attachment "A" (attached).

Staff Hour Estimate for:
Traffic Study - Phase A - Fernandina Beach

Staff Hour Costs	Manhour Summary		
Work Task	Hanson	BWEP	
Total Cost	$5,009.42	$14,653.22	
TOTAL COST	**$19,662.64**		

ATTACHMENT A - ESTIMATE OF WORK EFFORT AND COST

Name of Project: **Fernandina Beach Downtown Traffic Circulation and Parking Study**

FPN:

FAP No.:

Consultant Name: Hanson Professional Services Inc.

Date: 6/3/2024

Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Chief Engineer 1	Engineer 1	Engineer 2	Engineering Intern	GIS Specialist	Secretary / Clerical	Senior Engineer 1	Senior Designer	SH By Activity	Salary Cost By Activity	
		$202.85	$0.00	$0.00	$0.00	$0.00	$165.50	$0.00	$0.00	$142.96			
2. Data Collection and Reviews	0	0	0	0	0	0	0	0	0	0	0	$0	
3. Data Analysis/Evaluation	0	4	0	0	0	0	15	0	0	12	31	$5,009	
Total Staff Hours	0	4	0	0	0	0	15	0	0	12	31		
Total Staff Cost		$811.40	$0.00	$0.00	$0.00	$0.00	$2,482.50	$0.00	$0.00	$1,715.52		**$5,009.42**	

Check = $5,009.42

ATTACHMENT A - ESTIMATE OF WORK EFFORT AND COST

Name of Project: Fernandina Beach Downtown Traffic Circulation and Parking Study
FPN:
FAP No.:

Consultant Name: BW Engineers and Planners, Inc
Date: 6/3/2024
Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Chief Engineer 1	Engineer 1	Engineer 2	Engineering Intern	GIS Specialist	Secretary/Clerical	Senior Engineer 1	Senior Engineer Technician	SH By Activity	Salary Cost By Activity	
		$0.00	$204.54	$121.16	$178.10	$104.14	$0.00	$95.96	$204.77	$0.00			
1. Review of Other Studies	0	0	2	3	2	9	0	1	5	0	22	$3,186	
2. Data Collection and Reviews	0	0	2	5	2	5	0	3	2	0	19	$2,589	
3. Data Analysis/Evaluation	0	0	4	4	5	28	0	3	17	0	61	$8,878	
4. Documentation	0	0	0	0	0	0	0	0	0	0	0	$0	
Total Staff Hours	0	0	8	12	9	42	0	7	24	0	102		
Total Staff Cost		$0.00	$1,636.32	$1,453.92	$1,602.90	$4,373.88	$0.00	$671.72	$4,914.48	$0.00		**$14,653.22**	

Check = $14,653.22

City of Fernandina Beach – Continuing Professional Services

Task Work Order 3 – Phase B
Fernandina Beach Downtown Traffic Circulation and Parking Study

Scope of Services

BACKGROUND

Downtown Fernandina Beach has undergone significant changes in recent years, creating a need to re-evaluate parking strategies. Following the COVID-19 pandemic, the area has become a year-round tourist destination, leading to a dramatic increase in vehicular and pedestrian traffic. This surge has exposed pre-existing parking limitations, causing congestion and parking challenges for residents and visitors. Additionally, recent development projects have brought new restaurants and businesses, attracting more pedestrians and cyclists, especially along Ash Street and Broome Street. Previous efforts to improve parking, like converting streets to one-way with parking, faced resistance due to concerns about reduced accessibility for businesses.

A downtown revitalization plan is being developed to include additional sidewalks, lighting and planters. This data-driven parking and circulation study will not only assess the current parking situation but also serve as justification for the downtown revitalization plan and used to support any future plans and projects by the City.

The study area encompasses 36 blocks in downtown Fernandina Beach, Florida, bordered by 8th Street/SR A1A/SR 200 to the east, Front Street to the west, Broome Street to the north, and Beech Street to the south. 8th Street is classified as an FDOT Strategic Growth Highway Corridor within the study area. North of Centre Street, 8th Street is a city-owned SIS roadway. Within the designated study area, Centre Street serves as the main arterial, intersected by other major roads like Front Street, 2nd Street, and Ash Street. The City of Fernandina Beach has requested a traffic circulation and parking study for this study area of downtown.

PURPOSE

The purpose of this Task Work Order (TWO) is to provide a Traffic Circulation and Parking Study of downtown Fernandina Beach from Beech Street to Broome Street, an area of 36 blocks. There are two (2) signalized intersections and several one-way pairs within this downtown area serving residential and commercial uses that create parking and circulation concerns. The CSX railway runs adjacent to Front Street, and the Port of Fernandina is located one block north of the study area. Additionally, Fernandina Beach's historic district lies within the study boundary.

The Traffic Circulation and Parking Study under this TWO will identify traffic circulation improvements, parking enhancements, areas of needed capacity and access improvements, and provide documentation. The areas of needed capacity and operational analysis will be determined based on the recommended improvements. The findings of the study will provide information for future projects and studies such as the downtown revitalization plan.

The types of effort and data collected may include but not limited to area overview, traffic counts, parking usage, typical sections, major developments and activity centers, evacuation routes, access management and land uses.

WORK ACTIVITIES TO BE PERFORMED – Phase B

All of the activities identified below are generalized definitions of the work anticipated for accomplishment under this WORK TASK AUTHORIZATION. Specific task activities will be accomplished in accordance with the directions of the City of Fernandina Beach.

ACTIVITY 2 – Continued Data Collection and Field Reviews

The Consultant will conduct field reviews to verify and supplement the study area characteristics identified by desktop reviews, reviews of aerial photography and GIS mapping. For this effort, the types of data collected may include:

- Access Management – parking (City-owned lots and on-street parking) or roadway issues near main attractors that would affect area accessibility
- Commercial truck and tour bus routes origin and destination information
- General parking users' origin and destination information
- Land uses – Existing Land Use, Future Land Use maps (not parcel-specific confirmation)
- Annual Average Daily Traffic (AADT) traffic – from Florida Traffic Online along 8th Street

ACTIVITY 3 – Continued Data Analysis/Evaluation

The Consultant will analyze all the collected data and field reviews to develop a comprehensive understanding of the City's parking situation within the study area. Potential data-driven improvements for the study area will be evaluated.

For this effort, the types of data analysis and/or evaluation may include:

- Parking analysis for accumulation rates and utilization at City-designated parking lots
- Estimation of parking demand
- Identification of traffic circulation pattern within the study area
- Quality/Level of Service analysis using the Generalized Service Volume Tables for roadway segments and Synchro for intersections. The roadway segments and intersections for analysis will be determined based on the improvements or modifications identified in this study alternatives. Up to two (2) intersections will be analyzed if necessary

SCHEDULE

The Consultant shall provide the support services outlined in this Scope of Services consistent with the schedule established by the City of Fernandina Beach for each review. The services for this TWO will be completed by December 31, 2024.

REIMBURSEMENT METHOD

The compensation for this Task Work Order shall be Lump Sum Fee in accordance with the Consultant agreement. The Consultant shall invoice for services performed on this Task Work Order based upon staff-hours and average salary per occupational group. An estimate of the work effort, rates, and fee for staffing is shown in Attachment "A" (attached).

Staff Hour Estimate for:
Traffic Study - Phase B - Fernandina Beach

Staff Hour Costs	Manhour Summary		
Work Task	Hanson	BWEP	
Total Cost	$5,009.42	$14,125.45	
TOTAL COST	**$19,134.87**		

ATTACHMENT A - ESTIMATE OF WORK EFFORT AND COST

Name of Project: **Fernandina Beach Downtown Traffic Circulation and Parking Study**

FPN:

FAP No.:

Consultant Name: Hanson Professional Services Inc.

Date: 6/3/2024

Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Chief Engineer 1	Engineer 1	Engineer 2	Engineering Intern	GIS Specialist	Secretary / Clerical	Senior Engineer 1	Senior Designer	SH By Activity	Salary Cost By Activity	
		$202.85	$0.00	$0.00	$0.00	$0.00	$165.50	$0.00	$0.00	$142.96			
2. Data Collection and Reviews	0	0	0	0	0	0	0	0	0	0	0	$0	
3. Data Analysis/Evaluation	0	4	0	0	0	0	15	0	0	12	31	$5,009	
Total Staff Hours	0	4	0	0	0	0	15	0	0	12	31		
Total Staff Cost		$811.40	$0.00	$0.00	$0.00	$0.00	$2,482.50	$0.00	$0.00	$1,715.52		**$5,009.42**	

Check = $5,009.42

ATTACHMENT A - ESTIMATE OF WORK EFFORT AND COST

Name of Project: Fernandina Beach Downtown Traffic Circulation and Parking Study
FPN:
FAP No.:

Consultant Name: BW Engineers and Planners, Inc
Date: 6/3/2024
Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Chief Engineer 1	Engineer 1	Engineer 2	Engineering Intern	GIS Specialist	Secretary/Clerical	Senior Engineer 1	Senior Engineer Technician	SH By Activity	Salary Cost By Activity	
		$0.00	$204.54	$121.16	$178.10	$104.14	$0.00	$95.96	$204.77	$0.00			
1. Review of Other Studies	0	0	0	0	0	0	0	0	0	0	0	$0	
2. Data Collection and Reviews	0	0	2	2	2	5	0	1	2	0	14	$2,034	
3. Data Analysis/Evaluation	0	0	8	10	4	30	0	3	25	0	80	$12,092	
4. Documentation	0	0	0	0	0	0	0	0	0	0	0	$0	
Total Staff Hours	0	0	10	12	6	35	0	4	27	0	94		
Total Staff Cost		$0.00	$2,045.40	$1,453.92	$1,068.60	$3,644.90	$0.00	$383.84	$5,528.79	$0.00		**$14,125.45**	

Check = $14,125.45

City of Fernandina Beach – Continuing Professional Services

Task Work Order 4 – Phase C
Fernandina Beach Downtown Traffic Circulation and Parking Study

Scope of Services

BACKGROUND

Downtown Fernandina Beach has undergone significant changes in recent years, creating a need to re-evaluate parking strategies. Following the COVID-19 pandemic, the area has become a year-round tourist destination, leading to a dramatic increase in vehicular and pedestrian traffic. This surge has exposed pre-existing parking limitations, causing congestion and parking challenges for residents and visitors. Additionally, recent development projects have brought new restaurants and businesses, attracting more pedestrians and cyclists, especially along Ash Street and Broome Street. Previous efforts to improve parking, like converting streets to one-way with parking, faced resistance due to concerns about reduced accessibility for businesses.

A downtown revitalization plan is being developed to include additional sidewalks, lighting and planters. This data-driven parking and circulation study will not only assess the current parking situation but also serve as justification for the downtown revitalization plan and used to support any future plans and projects by the City.

The study area encompasses 36 blocks in downtown Fernandina Beach, Florida, bordered by 8th Street/SR A1A/SR 200 to the east, Front Street to the west, Broome Street to the north, and Beech Street to the south. 8th Street is classified as an FDOT Strategic Growth Highway Corridor within the study area. North of Centre Street, 8th Street is a city-owned SIS roadway. Within the designated study area, Centre Street serves as the main arterial, intersected by other major roads like Front Street, 2nd Street, and Ash Street. The City of Fernandina Beach has requested a traffic circulation and parking study for this study area of downtown.

PURPOSE

The purpose of this Task Work Order (TWO) is to provide a Traffic Circulation and Parking Study of downtown Fernandina Beach from Beech Street to Broome Street, an area of 36 blocks. There are two (2) signalized intersections and several one-way pairs within this downtown area serving residential and commercial uses that create parking and circulation concerns. The CSX railway runs adjacent to Front Street, and the Port of Fernandina is located one block north of the study area. Additionally, Fernandina Beach's historic district lies within the study boundary.

The Traffic Circulation and Parking Study under this TWO will identify traffic circulation improvements, parking enhancements, areas of needed capacity and access improvements, and provide documentation. The areas of needed capacity and operational analysis will be determined based on the recommended improvements. The findings of the study will provide information for future projects and studies such as the downtown revitalization plan.

The types of effort and data collected may include but not limited to area overview, traffic counts, parking usage, typical sections, major developments and activity centers, evacuation routes, access management and land uses.

WORK ACTIVITIES TO BE PERFORMED – Phase C

All of the activities identified below are generalized definitions of the work anticipated for accomplishment under this WORK TASK AUTHORIZATION. Specific task activities will be accomplished in accordance with the directions of the City of Fernandina Beach.

ACTIVITY 3 – Final Data Analysis/Evaluation

The Consultant will analyze all the collected data and field reviews to develop a comprehensive understanding of the City's parking situation within the study area. Potential data-driven improvements for the study area will be evaluated.

For this effort, the types of data analysis and/or evaluation may include:

- Identification of roadways where configuration/geometric improvements maybe required
- Identification of parking enhancements
- Phasing plan to identify short and long-term improvements and when the improvements are needed for the study corridor

ACTIVITY 4 – Final Report

The Consultant will develop a final report that will include all data collected (obtained through review of previous studies, desktop reviews, field reviews, and City coordination), analysis/output, evaluation findings and recommendations.

SCHEDULE

The Consultant shall provide the support services outlined in this Scope of Services consistent with the schedule established by the City of Fernandina Beach for each review. The services for this TWO will be completed by December 31, 2024.

REIMBURSEMENT METHOD

The compensation for this Task Work Order shall be the Lump Sum Fee in accordance with the Consultant agreement. The Consultant shall invoice for services performed on this Task Work Order based upon staff-hours and average salary per occupational group. An estimate of the work effort, rates, and fee for staffing is shown in Attachment "A" (attached).

Staff Hour Estimate for:
Traffic Study - Phase C - Fernandina Beach

Staff Hour Costs	Manhour Summary		
Work Task	Hanson	BWEP	
Total Cost	$0.00	$19,806.63	
TOTAL COST	**$19,806.63**		

ATTACHMENT A - ESTIMATE OF WORK EFFORT AND COST

Name of Project: **Fernandina Beach Downtown Traffic Circulation and Parking Study**

FPN:

FAP No.:

Consultant Name: Hanson Professional Services Inc.

Date: 6/3/2024

Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Chief Engineer 1	Engineer 1	Engineer 2	Engineering Intern	GIS Specialist	Secretary / Clerical	Senior Engineer 1	Senior Designer	SH By Activity	Salary Cost By Activity	
		$202.85	$0.00	$0.00	$0.00	$0.00	$165.50	$0.00	$0.00	$142.96			
2. Data Collection and Reviews	0	0	0	0	0	0	0	0	0	0	0	$0	
3. Data Analysis/Evaluation	0	0	0	0	0	0	0	0	0	0	0	$0	
Total Staff Hours	0	0	0	0	0	0	0	0	0	0	0		
Total Staff Cost		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		**$0.00**	

Check = $0.00

ATTACHMENT A - ESTIMATE OF WORK EFFORT AND COST

Name of Project: Fernandina Beach Downtown Traffic Circulation and Parking Study

Consultant Name: BW Engineers and Planners, Inc

FPN:

Date: 6/3/2024

FAP No.:

Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Chief Engineer 1	Engineer 1	Engineer 2	Engineering Intern	GIS Specialist	Secretary/Clerical	Senior Engineer 1	Senior Engineer Technician	SH By Activity	Salary Cost By Activity	
		$0.00	$204.54	$121.16	$178.10	$104.14	$0.00	$95.96	$204.77	$0.00			
1. Review of Other Studies	0	0	0	0	0	0	0	0	0	0	0	$0	
2. Data Collection and Reviews	0	0	0	0	0	0	0	0	0	0	0	$0	
3. Data Analysis/Evaluation	0	0	10	19	11	24	0	6	33	0	103	$16,139	
4. Documentation	0	0	4	6	4	5	0	5	2	0	26	$3,668	
Total Staff Hours	0	0	14	25	15	29	0	11	35	0	129		
Total Staff Cost		$0.00	$2,863.56	$3,029.00	$2,671.50	$3,020.06	$0.00	$1,055.56	$7,166.95	$0.00		**$19,806.63**	

Check = $19,806.63

City of Fernandina Beach – Continuing Professional Services

Task Work Order 5 – Phase D
Fernandina Beach Downtown Traffic Circulation and Parking Study

Scope of Services

BACKGROUND

Downtown Fernandina Beach has undergone significant changes in recent years, creating a need to re-evaluate parking strategies. Following the COVID-19 pandemic, the area has become a year-round tourist destination, leading to a dramatic increase in vehicular and pedestrian traffic. This surge has exposed pre-existing parking limitations, causing congestion and parking challenges for residents and visitors. Additionally, recent development projects have brought new restaurants and businesses, attracting more pedestrians and cyclists, especially along Ash Street and Broome Street. Previous efforts to improve parking, like converting streets to one-way with parking, faced resistance due to concerns about reduced accessibility for businesses.

A downtown revitalization plan is being developed to include additional sidewalks, lighting and planters. This data-driven parking and circulation study will not only assess the current parking situation but also serve as justification for the downtown revitalization plan and used to support any future plans and projects by the City.

The study area encompasses 36 blocks in downtown Fernandina Beach, Florida, bordered by 8th Street/SR A1A/SR 200 to the east, Front Street to the west, Broome Street to the north, and Beech Street to the south. 8th Street is classified as an FDOT Strategic Growth Highway Corridor within the study area. North of Centre Street, 8th Street is a city-owned SIS roadway. Within the designated study area, Centre Street serves as the main arterial, intersected by other major roads like Front Street, 2nd Street, and Ash Street. The City of Fernandina Beach has requested a traffic circulation and parking study for this study area of downtown.

PURPOSE

The purpose of this Task Work Order (TWO) is to provide a Traffic Circulation and Parking Study of downtown Fernandina Beach from Beech Street to Broome Street, an area of 36 blocks. There are two (2) signalized intersections and several one-way pairs within this downtown area serving residential and commercial uses that create parking and circulation concerns. The CSX railway runs adjacent to Front Street, and the Port of Fernandina is located one block north of the study area. Additionally, Fernandina Beach's historic district lies within the study boundary.

The Traffic Circulation and Parking Study under this TWO will identify traffic circulation improvements, parking enhancements, areas of needed capacity and access improvements, and provide documentation. The areas of needed capacity and operational analysis will be determined based on the recommended improvements. The findings of the study will provide information for future projects and studies such as the downtown revitalization plan.

The types of effort and data collected may include but not limited to area overview, traffic counts, parking usage, typical sections, major developments and activity centers, evacuation routes, access management and land uses.

WORK ACTIVITIES TO BE PERFORMED – Phase D

All of the activities identified below are generalized definitions of the work anticipated for accomplishment under this WORK TASK AUTHORIZATION. Specific task activities will be accomplished in accordance with the directions of the City of Fernandina Beach.

ACTIVITY 5 – Impact of Ongoing Projects and Walkability

The Consultant will obtain the opening of recently completed projects and understand their impacts to this Parking Study.

The following projects information will be obtained:

- Opening of Alachua Street. Expected opening is Fall 2024. The impact on traffic circulation from opening of Alachua Street will be determined.
- The Streetscape project on Center Street will be evaluated.
- The study area's walkability element will be evaluated and suggestions will be made for enhancement. A list of walkability factors will be prepared and graded as well as steps identified for improvement.

ACTIVITY 6 – Documentation

The Consultant will document the evaluation results, findings and recommendations from Activity 5. The documentation prepared under this activity will be included in the Final Report prepared for the Study.

SCHEDULE

The Consultant shall provide the support services outlined in this Scope of Services consistent with the schedule established by the City of Fernandina Beach for each review. The services for this TWO will be completed by December 31, 2024.

REIMBURSEMENT METHOD

The compensation for this Task Work Order shall be the Maximum Limiting Amount Fee Method in accordance with the Consultant agreement. The Consultant shall invoice for services performed on this Task Work Order based upon staff-hours and average salary per occupational group. An estimate of the work effort, rates, and fee for staffing is shown in Attachment "A" (attached).

Staff Hour Estimate for:
Traffic Counts Collection - Fernandina Beach
Phase C

Staff Hour Costs	Manhour Summary		
Work Task	Hanson	BWEP	
Total Cost	$2,753.60	$13,351.12	
TOTAL COST	**$16,104.72**		

ATTACHMENT A - ESTIMATE OF WORK EFFORT AND COST

Name of Project: **Fernandina Beach Downtown Traffic Circulation and Parking Study**
FPN:
FAP No.:

Consultant Name: Hanson Professional Services Inc.
Date: 6/14/2024
Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary Firm"	Project Manager	Chief Engineer 1	Engineer 1	Engineer 2	Engineering Intern	GIS Specialist	Secretary / Clerical	Senior Engineer 1	Senior Designer	SH By Activity	Salary Cost By Activity	
		$202.85	$0.00	$0.00	$0.00	$0.00	$165.50	$0.00	$0.00	$142.96			
5. Impact of Other Studies and Walkability	0	4	0	0	0	0	8	0	0	10	22	$2,754	
6. Documentation	0	0	0	0	0	0	0	0	0	0	0	$0	
Total Staff Hours	0	4	0	0	0	0	8	0	0	10	22		
Total Staff Cost		$811.40	$0.00	$0.00	$0.00	$0.00	$1,324.00	$0.00	$0.00	$1,429.60		**$2,753.60**	

Check = $3,565.00

ATTACHMENT A - ESTIMATE OF WORK EFFORT AND COST

Name of Project: Fernandina Beach Downtown Traffic Circulation and Parking Study
FPN:
FAP No.:

Consultant Name: BW Engineers and Planners, Inc
Date: 6/14/2024
Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary Firm"	Project Manager	Chief Engineer 1	Engineer 1	Engineer 2	Engineering Intern	GIS Specialist	Secretary/Clerical	Senior Engineer 1	Senior Engineer Technician	SH By Activity	Salary Cost By Activity	
		$0.00	$204.54	$121.16	$178.10	$104.14	$0.00	$95.96	$204.77	$0.00			
5. Impact of Other Studies and Walkability	0	0	6	10	8	30	0	2	16	0	72	$10,456	
6. Documentation	0	0	4	2	4	5	0	2	2	0	19	$2,895	
Total Staff Hours	0	0	10	12	12	35	0	4	18	0	91		
Total Staff Cost		$0.00	$2,045.40	$1,453.92	$2,137.20	$3,644.90	$0.00	$383.84	$3,685.86	$0.00		**$13,351.12**	

Check = $13,351.12

City of Fernandina Beach – Continuing Professional Services

Task Work Order 1
Traffic Counts Data Collection Scope

Scope of Services

PURPOSE

The purpose of this Task Work Order (TWO) is to provide traffic counts data collection in downtown Fernandina Beach, Florida, from 8th Street/SR A1A/SR 200 to the east, Front Street to the west, Broome Street to the north, and Beech Street to the south, an area of 36 blocks. There are two (2) signalized intersections and several one-way pairs within this downtown area serving residential and commercial uses that create parking and circulation concerns.

The traffic counts will support the Fernandina Beach Downtown Traffic Circulation and Parking Study (prepared under separate TWO).

WORK ACTIVITIES TO BE PERFORMED

All of the activities identified below are generalized definitions of the work anticipated for accomplishment under this WORK TASK AUTHORIZATION. Specific task activities will be accomplished in accordance with the directions of the City of Fernandina Beach.

ACTIVITY 1 – Traffic Counts Identification and Coordination (Hanson/BWEP)

The Consultant will research and identify all traffic count locations, days, hours and types of traffic counts to be collected. The Consultant will maintain ongoing coordination with the data collection team and continuously monitor the data collection process. The count locations will be summarized in a .kmz file for review by City of Fernandina Beach staff. The Consultant will check all counts for reasonableness prior to use in this study.

ACTIVITY 2 – Traffic Counts Data Collection (Peggy Malone and Associates)

Traffic counting equipment at City-authorized locations will be installed to collect traffic count field data, including cars, heavy vehicles, pedestrians and bicycles. For this effort, the traffic count data will be collected within the study during the following:

- **Typical weekday** – 6 to 8-hour peak period turning movement counts to be collected in 15-minute intervals on a typical weekday (Tuesday, Wednesday or Thursday). Turning movement counts will be collected at the two signalized intersections and major unsignalized intersections selected within the study area.
- **Typical Sunday** – 4-hour peak period turning movement counts to be collected in 15-minute intervals on a typical Sunday at selected locations. This data collection is to obtain information on traffic going to and circulating around the churches in the study area (mainly Alachua Street, 5th Street, 6th Street, and Centre Street).
- **Isle of Eight Flags Shrimp Festival** – 4-hour peak period turning movement counts and 24-hour volume counts to be collected in 15-minute intervals on a

Saturday, May 4th, 2024. Turning movement counts will be collected at the two signalized intersections in the study area, and volume counts will be along the periphery of the study area, since the remaining streets will be closed for the festival.

The hose counts will be installed as feasible at the appropriate locations where good data can be obtained that will not be influenced by parked vehicles or other external elements. The use of cameras will be utilized where hoses would not be sufficient for this study.

DELIVERABLES

A comprehensive traffic counts dataset to be used in the analysis and development of the Fernandina Beach Downtown Traffic Circulation and Parking Study report (separate TWO) will be delivered to the City. This data will also be included as an appendix in the Fernandina Beach Downtown Traffic Circulation and Parking Study report.

SCHEDULE

The Consultant shall provide the support services outlined in this Scope of Services consistent with the schedule established by the City of Fernandina Beach for each review. The services for this TWO will be completed by August 31, 2024.

REIMBURSEMENT METHOD

The activities under this Task Work Order will be completed for a lump sum amount of $20,094.98 established by the billing rates and fees attached. The Consultant shall invoice for services performed on this Task work Order based upon staff-hours and average salary per occupational group.

Activity 1

Hanson Professional Services Inc. -	$ 2,172.40
BW Engineers and Planners Inc. -	$ 4,927.58

Activity 2

Peggy Malone & Associates -	$12,925.00
Grand Total -	**$20,024.98**

Staff Hour Estimate for:
Traffic Counts Collection - Fernandina Beach

Staff Hour Costs	Manhour Summary		
Work Task	Hanson	BWEP	Peggy Malone
Total Cost	$2,172.40	$4,927.58	$12,925.00
TOTAL COST	**$20,024.98**		

ATTACHMENT A - ESTIMATE OF WORK EFFORT AND COST

Name of Project: Traffic Counts Collection - Fernandina Beach
FPN:
FAP No.:

Consultant Name: Hanson Professional Services Inc.
Date: 4/29/2024
Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Chief Engineer 1	Engineer 1	Engineer 2	Engineering Intern	GIS Specialist	Secretary/Clerical	Senior Engineer 1	~~Senior~~ Engineer Technician	SH By Activity	Salary Cost By Activity	
		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$217.24	$0.00			
1. Traffic Counts Identification and Coordination	0	0	0			0	0	0	10	0	10	$2,172	
2. Traffic Counts Data Collection*	0	0	0	0	0	0	0	0	0	0	0	$0	
Total Staff Hours	0	0	0	0	0	0	0	0	10	0	10		
Total Staff Cost		$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,172.40	$0.00		**$2,172.40**	

Check = $2,172.40

				$2,172.40
	0%			$0.00
	0%			$0.00
	0.00%			$0.00
	0.00%			$0.00
				$2,172.40
	4-person crew	$ -	/ day	$0.00
				$0.00
				$2,172.40
	Sub - BW E&P			$4,927.58
	Sub - Peggy Malone			$12,925.00
				$20,024.98

ATTACHMENT A - ESTIMATE OF WORK EFFORT AND COST

Name of Project: Traffic Counts Collection - Fernandina Beach
FPN:
FAP No.:

Consultant Name: BW Engineers and Planners, Inc
Date: 4/29/2024
Estimator: insert name

Staff Classification	Total Staff Hours From "SH Summary - Firm"	Project Manager	Chief Engineer 1	Engineer 1	Engineer 2	Engineering Intern	GIS Specialist	Secretary/Clerical	Senior Engineer 1	~~Senior~~ Engineer Technician	SH By Activity	Salary Cost By Activity	
		$0.00	$81.00	$47.98	$70.53	$41.24	$0.00	$38.00	$81.09	$0.00			
1. Traffic Counts Identification and Coordination	0	0	4			8	0	0	16	0	28	$1,951	
2. Traffic Counts Data Collection*	0	0	0	0	0	0	0	0	0	0	0	$0	
Total Staff Hours	0	0	4	0	0	8	0	0	16	0	28		
Total Staff Cost		$0.00	$324.00	$0.00	$0.00	$329.92	$0.00	$0.00	$1,297.44	$0.00		**$1,951.36**	

Check = $1,951.36

				$1,951.36
	110%			$2,156.06
	42%			$819.57
	0.03%			$0.59
	0.00%			$0.00
				$4,927.58
	4-person crew	$ -	/ day	$0.00
				$0.00
				$4,927.58
				$4,927.58

* Estimate preprared by Peggy Malone and Associates submitted separate from this estimate

PEGGY MALONE & ASSOCIATES
TRAFFIC DATA COLLECTION
DBE Certified in: FL, GA, VA & MD

PRICE QUOTE

Quote # : Q24-138 Revised
Date: April 26, 2024
Expiration Date: October 26, 2024
Client: BW Engineers & Planners
Contact: Bikram Wadhawan
E-mail: bwadhawan@bweandp.com
State: FL

Client Phone # (904)-386-5449
Job Description:

City of Fernandina Beach Counts

FDOT D2 Districtwide Annual Traffic Counts
(Bill CAN08)

Type of count	Unit Price	# Units	Total
8 Hour Turning Movement Count	$575.00	11	$6,325.00
(Weekday Peak Time TBD, separate cars/trucks/peds/bikes)			
4 Hour Turning Movement Count	$420.00	2	$840.00
(Saturday Peak Time TBD, separate cars/trucks/peds/bikes)			
4 Hour Turning Movement Count	$420.00	2	$840.00
(Sun 8AM-12PM, separate cars/trucks/peds/bikes)			
24 Hour Volume Hose Count 1 Direction	$200.00	1	$200.00
24 Hour Volume Hose Count 2 Directions	$240.00	8	$1,920.00
4 Hour Turning Movement Count	$350.00	8	$2,800.00
**24 Hour Video ADT Volume			
Sites:			
kmz attached			

Note: Additional fees may apply if permits are needed.

GRAND TOTAL **$12,925.00**

Sophia Williams

Sophia Williams, President

4/26/2024

Date

Important Notice: Pricing valid for quantities shown until expiration date.

Waterfront CRA Master Plan
Traffic Circulation and Parking Study

Received
MAR 20 2009
City Manager's Office



Prepared by:

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Transportation · Environmental Services
Landscape Architecture · Planning

TABLE OF CONTENTS

Page

EXECUTIVE SUMMARY .

INTRODUCTION

Purpose of the Study 1
Background 1
Review of Previous Studies 1
Analysis 6
Study Area 6
Land Use 7
Mobility 10
Network Connectivity 17
Vehicle Mix/Truck Traffic 20
Traffic Circulation 23
Parking 25

RECOMMENDATIONS

Land Use 30
Access and Connectivity 32
Truck Traffic 34
Parking 35

FIGURES

Figure 1 – Community Redevelopment Area Limits Map 2
Figure 2 – Redevelopment Initiatives Diagram 4
Figure 3 – CRA Future Land Use Designations 8
Figure 4 – Development/Redevelopment Opportunities 11
Figure 5 – Existing Transportation Facilities 13
Figure 6 – Existing Daily Traffic Volumes 14
Figure 7 – Directional Daily Volumes 15
Figure 8 – Network Connectivity 17
Figure 9 – 1/4 Mile from Public Parking 28
Figure 10 – Pedestrian LOS from Public Parking 29
Figure 11 – Transportation Improvements 31

TABLES

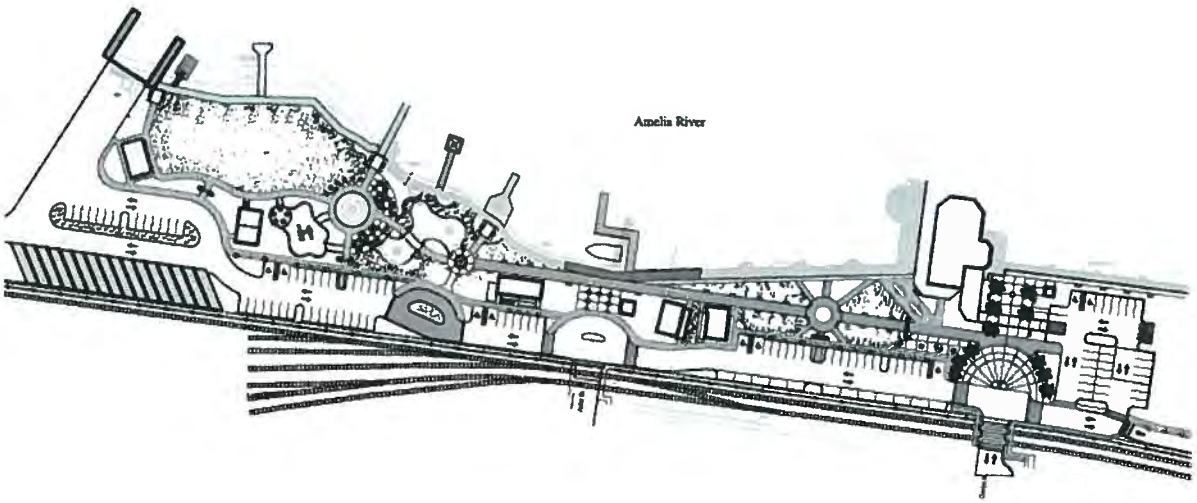
Table 1 – Summary of Vehicle Classification Counts 21
Table 2 – Downtown Public Parking Spaces 30

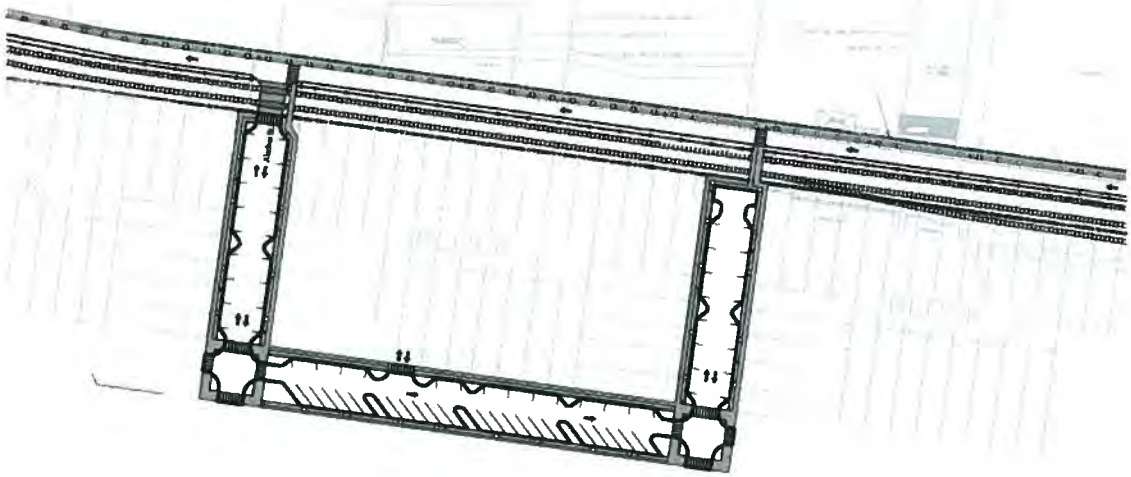
APPENDICES

Appendix A – Vehicle Classification Counts, Week of December 14, 2008
Appendix B – Vehicle Classification Standards
Appendix C – 2008 Special Events Calendar with Estimated Attendance
Appendix D – Property and Business Owner Interviews

EXECUTIVE SUMMARY

The focus of this study is to determine transportation-related improvements necessary to support development and implementation of the Front Street improvements and the Waterfront Master Plan, currently under conceptual design and development, as shown below.





The Waterfront Master Plan and Front Street improvement concepts are generally consistent with and further the vision of the "Waterfront Area Community Redevelopment Plan – Amended May 2005", which encompasses the 34-acre Waterfront Community Redevelopment Area (CRA) in downtown Fernandina Beach, Florida.

Process

Previous studies and plans that have been conducted by the City were reviewed to determine the status and feasibility of previous findings and recommendations. Data was collected (traffic counts, pedestrian counts) and professional observations were made of traffic flow, parking utilization and the need for transportation improvements to support redevelopment of the area.

Findings

Previous Study Findings

These findings are from previous studies. The current status of each is noted below.

Parking Improvements	Status
Relocate waterfront parking east of RR	See Front St./Waterfront Master Plan
Evaluate public land for additional parking	See Recommendations
Enforce Regulations	Policy varies
Implement 2-3 hour limits – Centre St.	Policy implemented
Implement 6-7 hour limits – Side Streets	Policy varies
Retain City Property for parking	Varies – see recommendations
Improve signage	Varies – see recommendations
Consider fee-based system	Policy not yet implemented
Overnight permits for lots C & D	Policy not yet implemented
Prohibit overnight parking – lots A & B	Policy not yet implemented
Impose time limits or fee – lots A & B	Policy not yet implemented
Implement residential parking permits	Policy not yet implemented
Improve lighting conditions	See recommendations

Front Street Improvements	Comments
Eliminate one RR track	Not Feasible
Frontage road on E. side of RR	See Recommendations
Connect Alachua to Front St.	See Recommendations
Provide pedestrian crossing at Broome	See Recommendations

Pedestrian Improvements	Comments
Construct Sidewalks, as needed	See Recommendations
Provide pedestrian-scale lighting	See Recommendations
Develop way-finding program	See Recommendations

Waterfront Master Plan Traffic Study Findings

The following findings are a result of the Waterfront Master Plan Traffic Study.

Network Capacity – is the number of trips (volume) that can be supported on roadway links and the level of delay at intersections.

- There is ample capacity available in the existing grid transportation network in the downtown area to accommodate substantial additional development and redevelopment.
    - Centre Street, the most heavily traveled roadway in the downtown at 2,625 trips per day, is currently operating at only 36% of its daily capacity at the adopted level of service standard.
    - Centre Street and 2nd Street intersection (with future development of 900,000 sq. ft. of non-retail and 300 dwelling units) is projected to operate with a 28-second approach delay northbound and a 24-second approach delay westbound; These are both within the adopted LOS standard.

- Because the transportation network consists of numerous, highly connected roadways that provide mobility by giving more options for reaching a destination and dispersing traffic; the existing network should be adequate to handle projected increases in traffic due to even a very aggressive redevelopment program.

Network Connectivity – is the degree to which walkways and roadways allow direct pedestrian or vehicular travel between destinations.

- Pedestrian Connectivity Findings
    - Standard - Spacing of 300'- 400' between connections
    - Downtown Area – Standard is generally met with 200'-400' block sizes; exceptions are in primarily residential areas where sidewalks are missing
    - CRA area/east of Front St. – Standard is not met.
        - 475' Ash to Centre
        - 1,750' Centre to Dade
- Vehicular Connectivity Findings
    - Standard - 6 intersections
    - Downtown Area - 39 intersections – exceeds standard
    - CRA/Front St. – 3 intersections – does not meet standard. Additional connectivity is needed
- Connectivity Recommendations
    - Missing sidewalks need to be filled in to improve pedestrian connectivity. Design & Construct Sidewalks - Fill in missing links with minimum 5' wide sidewalks, pedestrian amenities, lighting and signage, as shown in the Study Recommendations. There are approximately 18,000 linear feet of missing sidewalks within the downtown area, not including the provision of sidewalks

along the length of Front Street (which are presumed to be included in the Front Street project).

- Railroad crossing(s) need to be obtained to improve connectivity along Front Street and 2nd Street.
  - Alachua Street Crossing, at a minimum
  - Ideally, crossings at Alachua and Broome

Traffic Circulation

- Front Street
  - South of Centre Street – Two-way design will allow pedestrian connectivity through provision of sidewalk and parking.
  - North of Centre Street – One-way verses two-way will depend on:
    1. Success of obtaining railroad crossing
    2. Provision of Riverwalk
    3. Provision of sidewalks on private property easements
    4. Success of redevelopment efforts and change in character of the area. Front Street design, north of Centre Street, will continue to evolve as other associated decisions are made.
- Ash Street - From an operational standpoint (truck traffic and general mobility) making Ash Street one-way is not warranted at this time.
- Truck Traffic
  - The only significant truck traffic along Ash Street occurs between Front Street and 3rd Street.
  - Truck traffic currently mixes with pedestrians along Front Street due to Front Street being part of the current truck route designation. This will not be desirable as pedestrian traffic increases in this area due to park improvements and redevelopment.
  - The only significant truck traffic along Ash Street occurs between Front Street and 3rd Street.

Parking

- Previous Study – Many of the policy recommendations from the Parking Master Plan have not been fully implemented which may indicate that parking issues have not been insurmountable to date. Many of these recommendations can be implemented through policy changes.

- Capacity - Parking capacity does not appear to be a problem currently. With 420 +/- spaces in the surface parking lots and 422 on-street parking spaces spread throughout the downtown area, these 842 spaces currently provide ample parking within a reasonable proximity to all of the areas downtown.
- Location – The walking level of service (LOS) from public parking areas is LOS B, or better, for most of the study area. Missing sidewalks cause isolated areas to operate at LOS F.
- Visibility - Visibility is a key factor for retail uses. Appropriate signage and way-finding will be an important factor in providing a "sense of visibility" for parking. Directing non-retail users (office, government) away from prime parking locations can also help address this issue.

Key Study Recommendations

The attached table summarizes the key recommendations from the traffic study. The recommendations are prioritized by short-term and longer-term improvements. The key study recommendations are graphically portrayed in the attached figure.

Next Steps

The City of Fernandina Beach should develop cost estimates for the recommended improvements and incorporate them in the City's Capital Improvement Program, in order of City priority. The following short-term recommendations would make a big impact on traffic circulation in the CRA.

- Design and construct Front Street and Waterfront Plan improvements, including associated improvements at existing and proposed crossings.
- Design and construct the 18,000 ± linear feet of missing sidewalks (and lighting). Prioritize areas and develop a program to make improvements on an annual basis. Identify and/or obtain funding for improvements. This will address connectivity concerns and parking level of service deficiencies.
- Design and construct improvements to parking lot west of City Hall and conceptually design identified improvements to potential parking locations.
- Develop Wayfinding Program – Timing is key to include signage improvements with sidewalk, park and parking improvements.
- Develop Bicycle Master Plan for City, making bicycling a more viable mode for residents and visitors.

KEY STUDY RECOMMENDATIONS

Short Term Recommendations

Land Use

- Obtain vehicular and pedestrain railroad crossing(s) at Alachua Street and/or Broome Street.
  - * Separate incompatible uses through traffic flow, buffering and landscaping once crossing is achieved.

Access and Connectivity

- ***Front Street Corridor Improvements***
  - * Create a landscaped buffer and pedestrian sidewalk/path with pedestrian-scaled amenities on both sides of the rail line north to Broome Street, subject to obtaining railroad crossing(s).
  - * Pedestrian Amenities – Provide activities and pedestrian-scaled facades along the building faces fronting the railroad.
  - * Improve the walking surface at the existing and proposed crossings of the rail lines for pedestrians.
  - * Pedestrian-scaled lighting should be installed on all existing and proposed sidewalks at an average spacing of 100 feet (50 feet staggered).
- ***Pedestrian Improvements beyond Front Street***
  - * 18,000 linear feet of missing sidewalks in residential areas should be provided.
- ***Bicycle Improvements***
  - * A designated route should be established on low volume streets to access core locations in the downtown.
  - * Bicycle parking racks should be provided in public parking lots, parks and along the bike route at other key destinations.
  - * A bicycle master plan should be developed for the island to establish safe designated bike routes and identify the need for improvements to better connect residential areas with the downtown.

Parking

- Identify additional locations within one-quarter mile of the waterfront for parking and develop a parking lot layout to maximize number of spaces and use of the property.
  - * The City-owned property to the west of City Hall should be improved and striped for parking (at least in the near-term).
  - * The City-owned property on the southeast corner of Broome and Second Streets is a good candidate for future parking.
- Develop wayfinding program and provide signage for public parking locations and primary retail uses/areas served by those parking lots/spaces.
- Provide sidewalk connections, lighting and other pedestrian amenities along roadways to parking areas and surrounding destinations.

Long-Term Recommendations

Land Use

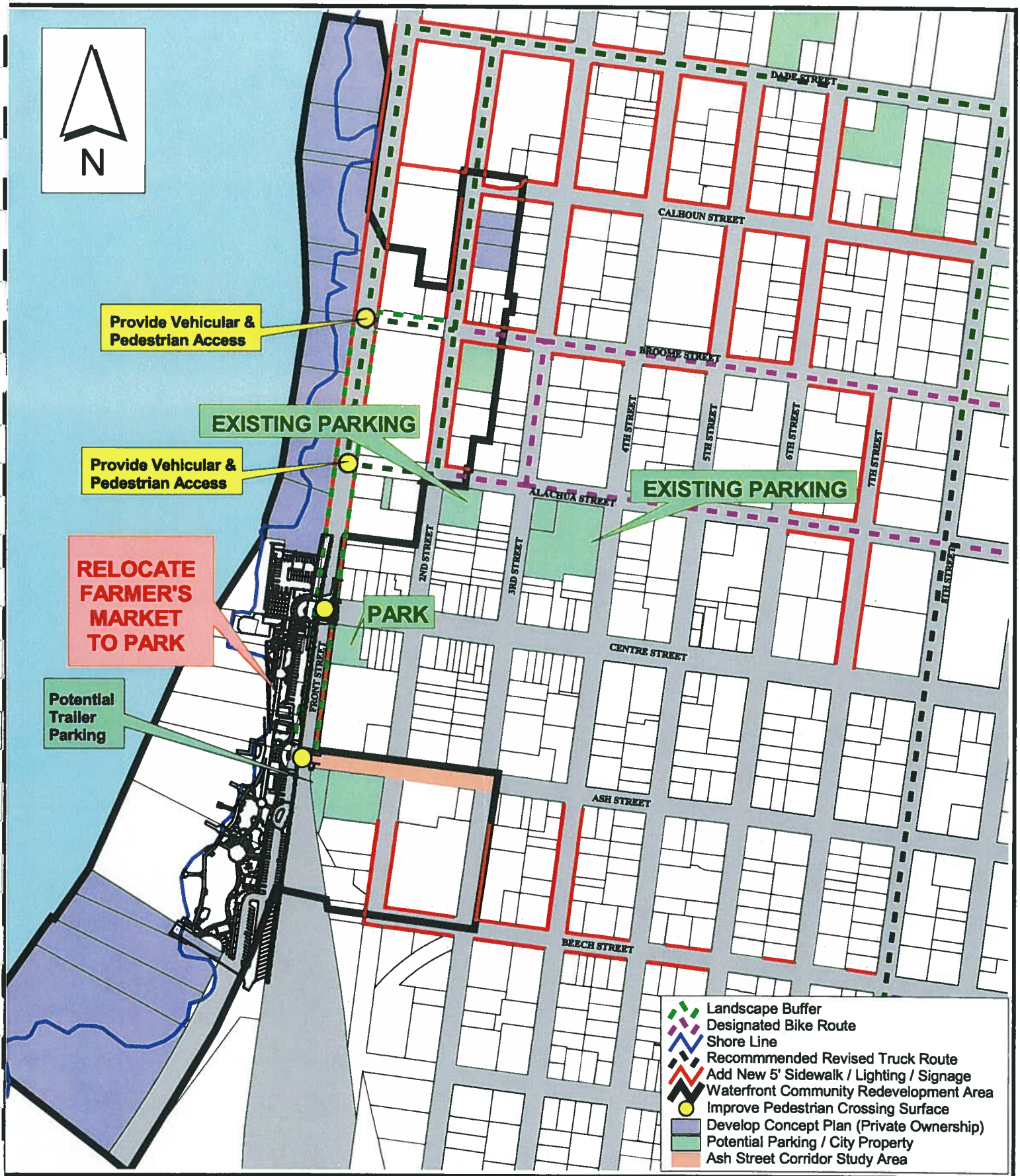
- Revise the future land use designation and zoning classifications on properties in the waterfront CRA in accordance with the provision of a new rail crossing (industrial/working waterfront to the north and waterfront mixed use/pedestrian-oriented south of the new connection).
- A development opportunity assessment should be considered for the 13 privately-owned parcels along the waterfront in order for the City to effectively implement the design of the Waterfront Park and Front Street
- If the Lane property develops as proposed, a pedestrian facility on the east side of the tracks is recommended, along with street level amenities and activities at the building face along the block.
- A corridor study should be conducted for Ash Street to identify opportunities for redevelopment.

Truck Traffic

- Revise designated truck route to provide a clear separation of industrial uses and heavy traffic from the tourist/retail and residential uses and keep heavy trucks out of these areas.
- Reduce truck traffic impacts in residential areas.

Parking

- Conduct a shared parking analysis for existing peak and off-peak private users downtown.
- Upon completion of the Waterfront Park improvements, relocate the Farmer's Market to the waterfront area.



Source : Nassau County Property Appraiser

Date : 03/12/09

200 0 200 400 Feet

KEY STUDY RECOMMENDATIONS
WATERFRONT MASTER PLAN
FERNANDINA BEACH, FLORIDA

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Landscape Architecture
Planning · Environmental Services · Transportation
300 Interchange Boulevard
Ormond Beach, Florida 32174
ph 386 677-2482 · fx 386 677-2505
www.zevcohen.com

Waterfront CRA Master Plan
Traffic Circulation and Parking Study



March 20, 2009

Prepared by:

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Transportation · Environmental Services
Landscape Architecture · Planning

INTRODUCTION

Purpose of the Study

The purpose of this study is to evaluate the need for transportation related improvements for the 34-acre Waterfront Community Redevelopment Area (CRA) in downtown Fernandina Beach, Florida, as shown in Figure 1. The study's focus is to recommend improvements that are necessary to support development and implementation of the Waterfront Master Plan.

Background

The Waterfront CRA was established by the City of Fernandina Beach Community Redevelopment Agency in 2005. In the three years since completion of the Redevelopment Plan, the City has achieved the following in the Waterfront CRA:

- Adopted the CRA Capital Improvements Plan
- Adopted CRA design guidelines
- Secured grant funding from Florida Inland Navigation District
- Secured grant funding from Florida Fish and Wildlife Conservation Commission (Boating Infrastructure Grant Program)
- Secured grant funding from the Waterfronts Partnership
- Established Florida Waterfronts Committee
- Created a Waterfront Mixed Use Land use category
- Completed Front Street Concept Plan

Review of Previous Studies

CRA Master Plan

The *"Waterfront Area Community Redevelopment Plan – Amended May 2005"* details the objectives, strategies and projects that were adopted to guide redevelopment. Some of the key elements of the CRA Plan relating to transportation are as follows:

Vision Statement

- Maintain views and access to the water
- Establish a sense of place along the water's edge
- Maintain the character of Fernandina Beach, as reflected in its working waterfront and historic district



Source : City of Fernandina Beach & USGS 2004 Aerial

Date : 03/11/09

250 0 250 500 Feet

FIGURE 1
COMMUNITY REDEVELOPMENT AREA LIMITS MAP
WATERFRONT MASTER PLAN
FERNANDINA BEACH, FLORIDA

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Landscape Architecture
Planning · Environmental Services · Transportation
300 Interchange Boulevard
Ormond Beach, Florida 32174
ph 386 677-2482 · fx 386 677-2505
www.zevcohen.com

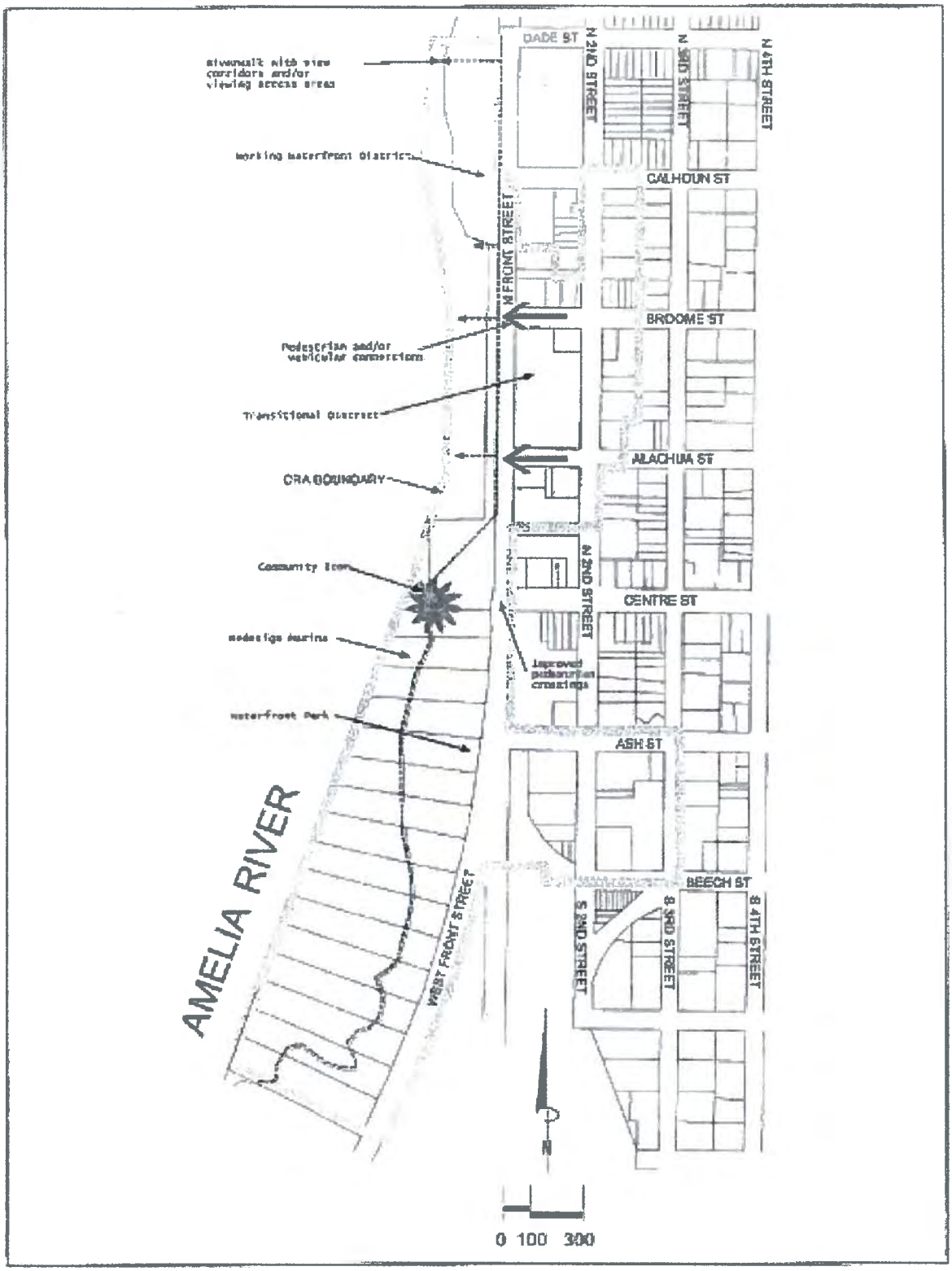
- Front Street improvements
  - Eliminate one of the railroad tracks to provide additional right of way
  - Frontage road on east side of tracks to allow frontage
  - Connect Alachua to Front Street for vehicular and pedestrian traffic
  - Provide a pedestrian crossing at Broome Street or full vehicular access with traffic calming and limitation on trucks.
  - Design elements consistent with Centre Street
- Construct sidewalks, as needed
- Pedestrian-scale street lighting throughout CRA, consistent in style with Centre Street lighting
- Develop a way-finding signage program throughout the historic downtown
- Restrict street sweeping and refuse collection to early morning and late night to avoid conflicts with pedestrian and vehicular traffic flow.
- Public access to the water
  - Redesign public waterfront lands to provide enhanced park facilities
  - Provide a community icon at Centre Street/Front Street intersection
  - Provide a riverwalk system along the water
  - Provide incentives for water views and/or pedestrian connections on private lands
- Parking – relocate waterfront parking to lands east of the railroad tracks
  - Evaluate City-owned property and rights-of-way for additional parking
  - Incorporate screening and landscape standards for new off-street parking facilities

These redevelopment objectives are portrayed graphically in Figure 2, Redevelopment Initiatives Diagram, from the Waterfront Area Community Redevelopment Plan. (Note: Waterfront designs/plans may have changed since this study.)

Parking Master Plan

A Parking Master Plan (PMP) was completed for the City of Fernandina Beach in July 2002. The PMP divided the 35-block study area from Dade Street, to Ash Street, to 8th Street to the Amelia River into three sub-areas: Downtown Sub-Area, Marina Sub-Area, and Residential/Church Sub-Area. The PMP relied on the Parking Supply/Demand

Figure 2. Redevelopment Initiatives Diagram



Source : City of Fernandina Beach
Waterfront Area Community Redevelopment Plan

Note : Waterfront designs/plans may have changed since this study.

Study conducted previously in 1999. Extensive consensus building was undertaken to address parking issues and identify potential future parking location and number of spaces. The PMP did not address the portion of the CRA located to the west of the RR that is outside of the Marina Sub-Area. The PMP Action Plan high and medium priority recommendations are summarized as follows:

Downtown Sub-Area

- Enforce parking regulations on a consistent and regular basis
- Implement two to three hour time limits or a fee based system along Centre Street
- Implement six to seven hour time limits or fee based system along perpendicular roads
- Retain some of City property for future parking, especially in high demand areas
- Add a parking requirement or an in-lieu fee to the Zoning Ordinance
- Increase patrol officer visibility during business closing hours
- Improve signage to/from parking areas
- Consider a fee-based system

Marina Sub-Area

- Implement overnight parking permits for lots C and D
- Prohibit overnight parking for lots A and B
- Implement time limits or fee based system for lots A and B

Residential Church Sub-Area

- Implement a residential parking permit in problematic areas – where businesses and residential units are merged in close proximity to each other
- Improve lighting conditions to encourage residents to walk to and from downtown

Land Development Traffic Assessment for Lane Company Downtown Fernandina Project

This study was conducted in September 2006 to project the traffic impacts from the proposed development of 3 parcels of land, consisting of 3.3 acres and 8,000 sq. ft. of retail with 4 lofts above and 32 townhouse units. The project was projected to generate 566 daily trips and 36 p.m. peak hour trips. The general findings of this study were:

- There will be no failing roadway links within the project impact area.

Front Street/2nd Street Traffic Circulation Scenarios

A study was conducted in June 2008 to evaluate various scenarios for traffic circulation on Front Street and Centre Street, based on future development of the Waterfront CRA. The future development assumptions included 400,000 square feet of light industrial/warehouse, 300 residential dwelling units, 100,000 square feet of office, and 400,000 square feet of retail, which was assumed to be a maximum development level. The primary purpose of the analysis was to determine the potential for opening the Alachua Street railroad crossing and the possible impacts of closing the Centre Street crossing. The following are the stated conclusions of the study:

- In the future motorists will experience significant delay in the area around Centre and 2nd Streets *(Note: Centre/2nd St. intersection – westbound - 24 seconds approach delay – LOS C; northbound - 28 seconds approach delay - LOS D)*
- Closing the Centre Street crossing would be detrimental to the goals of the City of Fernandina Beach.

ANALYSIS

Study Area

As stated earlier, the purpose of this study is to evaluate the need for transportation related improvements for the Waterfront Community Redevelopment Area (CRA). The study's focus is to recommend improvements that are necessary to support development and implementation of the Waterfront Master Plan. The primary study area will focus on the area of the CRA that is west of the railroad tracks, along the waterfront.

In order to properly evaluate traffic flow and circulation and the level of connectivity needed along the waterfront, it is important to understand key travel origins and destinations, major generators and the characteristics of the *surrounding* street network. To better understand the transportation context, the study area, shown on Figure 1, is defined as follows:

Primary Study Area (PSA)

Waterfront Community Redevelopment Area property west of the railroad

Secondary Study Area (SSA)

- Dade Street on the north
- 8th Street on the east
- Beech Street on the south
- Amelia River on the west

Land Use

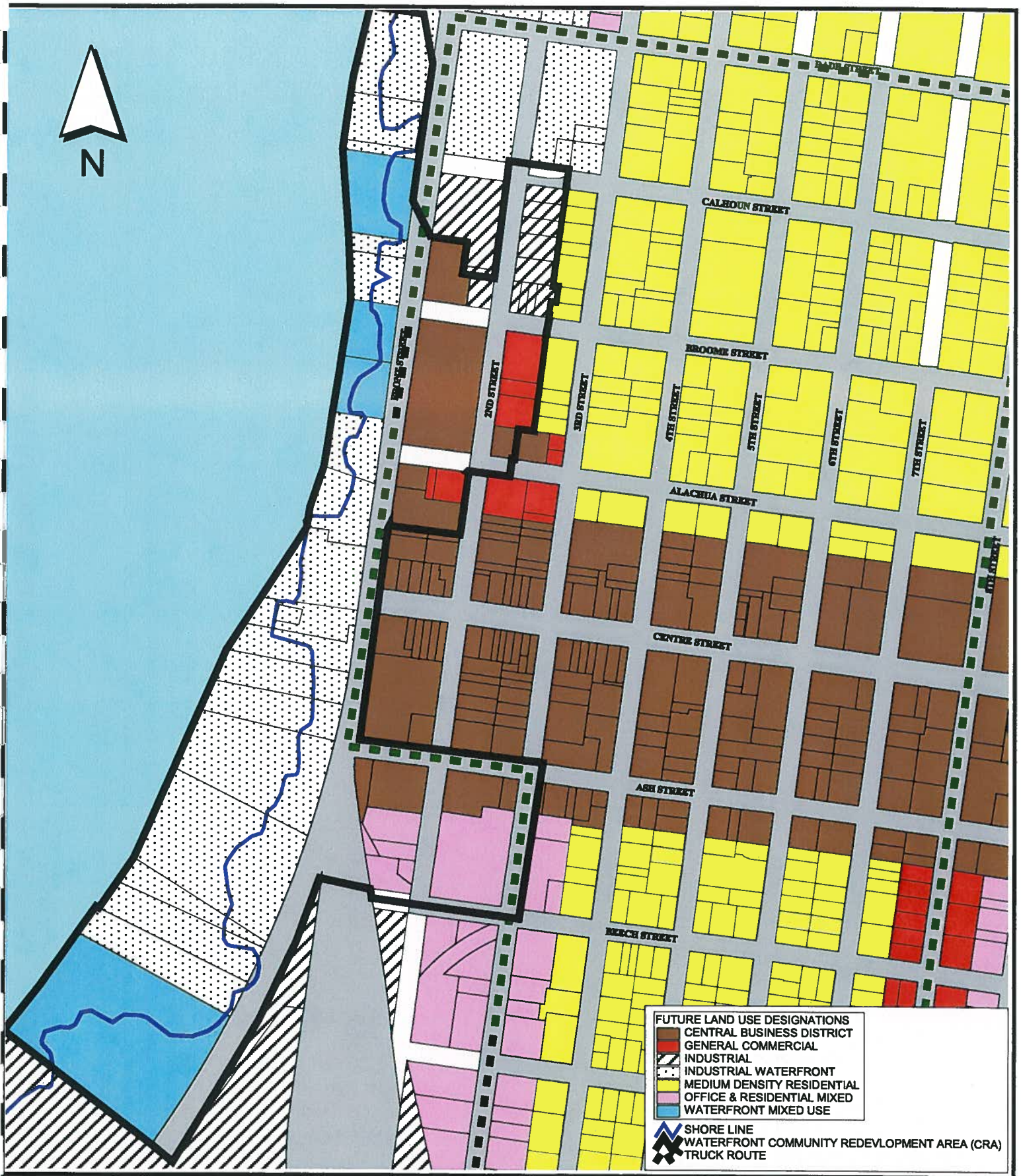
Primary Study Area (PSA)

The PSA, located to the west of and including the RR consists of 13 private parcels and seven City-owned parcels. To the north along the water front are the Port Facility and Smurfit Stone Paper Plant and to the south is Rayonier Paper Plant. The RR and marine industries characterize the area. The existing land uses consist of marina, marine industrial, commercial fuel docks, and restaurant.









Source : Nassau County Property Appraiser
& City of Fernandina Beach
Date : 03/11/09

200 0 200 400 Feet

FIGURE 3
CRA FUTURE LAND USE DESIGNATIONS
WATERFRONT MASTER PLAN
FERNANDINA BEACH, FLORIDA

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Landscape Architecture
Planning · Environmental Services · Transportation
300 Interchange Boulevard
Ormond Beach, Florida 32174
ph 386 677-2482 · fx 386 677-2505
www.zevcohen.com

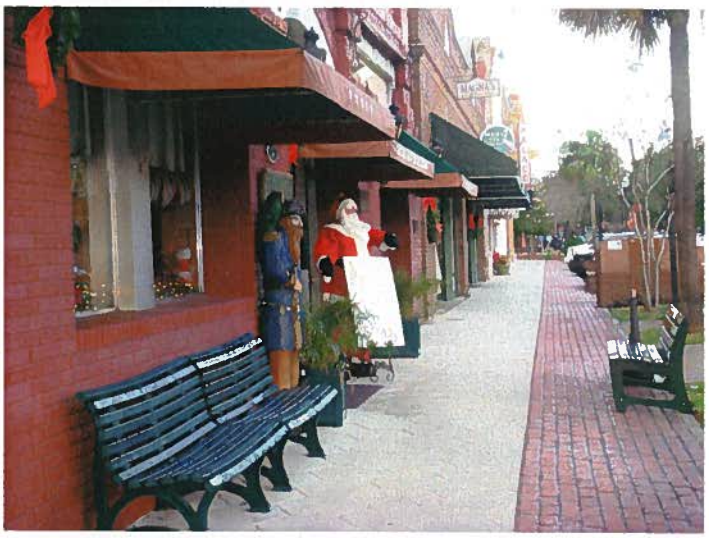
designation. The CRA Waterfront Development Plan proposed a somewhat larger area that would incorporate 6 parcels. (Note that the northernmost parcel that was changed to Waterfront Mixed Use was envisioned as part of the Working Waterfronts area {not mixed use} in the Waterfront Area Community Redevelopment Plan.)

The allowable zoning is reflective of Coastal High Hazard Area restrictions on the increase in entitlements and the City's desire to maintain the characteristics of a working waterfront at a scale of development consistent with the historic development pattern.

Much of the Primary Study Area (waterfront) has physical development constraints that, along with City and State regulations and adopted CRA design guidelines, will limit the scale and impact of redevelopment. There are, however, opportunities for private and public/private redevelopment. The City of Fernandina Beach has developed a concept plan for improvements to Front Street and is currently designing a waterfront park for the seven City-owned parcels.

Land use and site design of the redevelopment of waterfront parcels will determine if the CRA becomes predominantly an auto-dominated or a pedestrian-oriented area. The site design of the building, circulation, parking and landscaping will create the context for a walkable environment or a driving environment. With Front Street lacking connectivity to the larger grid system, the small shallow lots on the waterfront leaving no other opportunities for connectivity, and parking provided between uses and Front Street, the creation of an urban pedestrian environment will be a challenge. Alternatively, allowing the PSA to become a predominantly vehicular environment creates conflicts with the City's Vision Statement to establish a sense of place along the water's edge, maintain views and access to the water, and provide public access to the water. A vehicular-driven development pattern will likely restrict development opportunities of private development parcels along the waterfront.

Secondary Study Area (SSA)



Directly across the railroad from the waterfront properties is the Secondary Study Area located between 8th Street on the east, the rail line on the west, Dade Street on the north and Beech Street on the south and consisting of the downtown and portions of the Historic District. Unlike the CRA, most of the Historic District has a substantially built out sustainable mix of uses with a highly walkable commercial

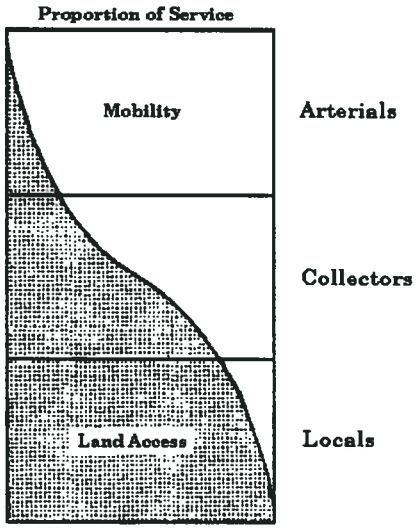
core, civic and recreational uses, and a diverse residential area. This is an area where people enjoy living, working, playing and visiting time and again.
While the SSA is substantially built out, there are some opportunities, primarily for redevelopment (First Baptist Church, the post office, etc.). Please refer to Figure 4, Development/Redevelopment Opportunities. The likelihood is that the majority of redevelopment over time will come from the continued increase in the attraction of Downtown/Historic Fernandina to tourist and daily visitors. This will cause continued intensification from small scale redevelopment in and around Centre Street.

The scale of the development and redevelopment allowed by City regulations along with the size of parcels within the tightly defined urban block and street grid will limit the severity of traffic impacts from the limited number of individual projects.

Mobility

The City's overall downtown roadway network with short blocks and frequent connections (intersecting streets) provides excellent mobility, by dispersing traffic and offering multiple route choices. In a downtown network, the primary purpose of most of the roadways is to provide pedestrian and vehicular *access* to properties in the downtown. Access is an inverse function of mobility, as shown in the figure. The more access a roadway provides to properties, the less mobility it provides.

Relationship of functionally Classified Systems in Serving Traffic Mobility and Land Access



As such, the desired characteristics for a typical downtown roadway network do not focus on roadway capacity but rather focus on:

- **Slow speeds** – this is achieved through side friction (parking, etc. along the street), short blocks with stop controlled intersections and other traffic calming devices, such as pavement treatments for pedestrian crossings. The City's network generally exhibits these characteristics. The **highest recorded average speed** on the downtown network was **20.7 mph** on westbound Beech Street.
- **Evenly dispersed traffic volumes** - this is achieved through the provision of a network of multiple intersecting roadways, providing a variety of route choices. The downtown network generally exhibits low traffic volumes, due to the dispersed traffic patterns. Centre Street is the highest volume roadway, at 2,625 vehicles per day. The other streets in the network typically experience less than 1,000 trips per day, as follows.



Source : Nassau County Property Appraiser
& 2004 USGS True Color Aerial
Date : 03/11/09

200 0 200 400 Feet

FIGURE 4
DEVELOPMENT / REDEVELOPMENT
OPPORTUNITIES
WATERFRONT MASTER PLAN
FERNANDINA BEACH, FLORIDA

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Landscape Architecture
Planning · Environmental Services · Transportation
300 Interchange Boulevard
Ormond Beach, Florida 32174
ph 386 677-2482 · fx 386 677-2505
www.zevcohen.com

- **Pedestrian-oriented environment** – this is achieved through the provision of pedestrian-scaled amenities such as furnishings, and architecture to evoke a sense of place, providing a secure environment though lighting and safe crossings. The SSA network generally exhibits these characteristics, while the PSA significantly lacks these characteristics. More detailed information regarding the pedestrian environment is provided in the connectivity section of this report.

The Existing Transportation Facilities are shown in Figure 5. Pedestrian and vehicular transportation facilities are shown, as well as the designated truck route through the area. In general, the SSA network is an excellent high-capacity grid network, both for vehicles and pedestrians. There are some missing links of the network that hinder it from operating at its maximum level of efficiency.

Vehicular classification counts were taken the week of December 14, 2008. This information is shown in Figure 6, Existing Daily Traffic Volumes, and is provided in Appendix A, Existing Daily Traffic Volumes. The data collected includes average speed, vehicle class (truck, motorcycle, passenger car, etc.), and volumes. Additional information is provided in the Vehicular Mix/Truck Traffic section of this report. Key count locations are summarized below.

Street	Link	Count[1]	LOS C Capacity	% Capacity Used
Centre St.	2nd to 3rd	2,625	7,280	36%
Centre St.	Front to 2nd	1,868	7,280	26%
Ash St.	Front to 2nd	1,223	7,280	17%
Front St.	Centre to Ash	944	7,280	13%
Alachua St.	2nd to3rd	730	7,280	10%
2nd St.	Centre to Alachua	514	4,400[2]	12%

Notes: [1]24-hour volume; [2]one-way segment

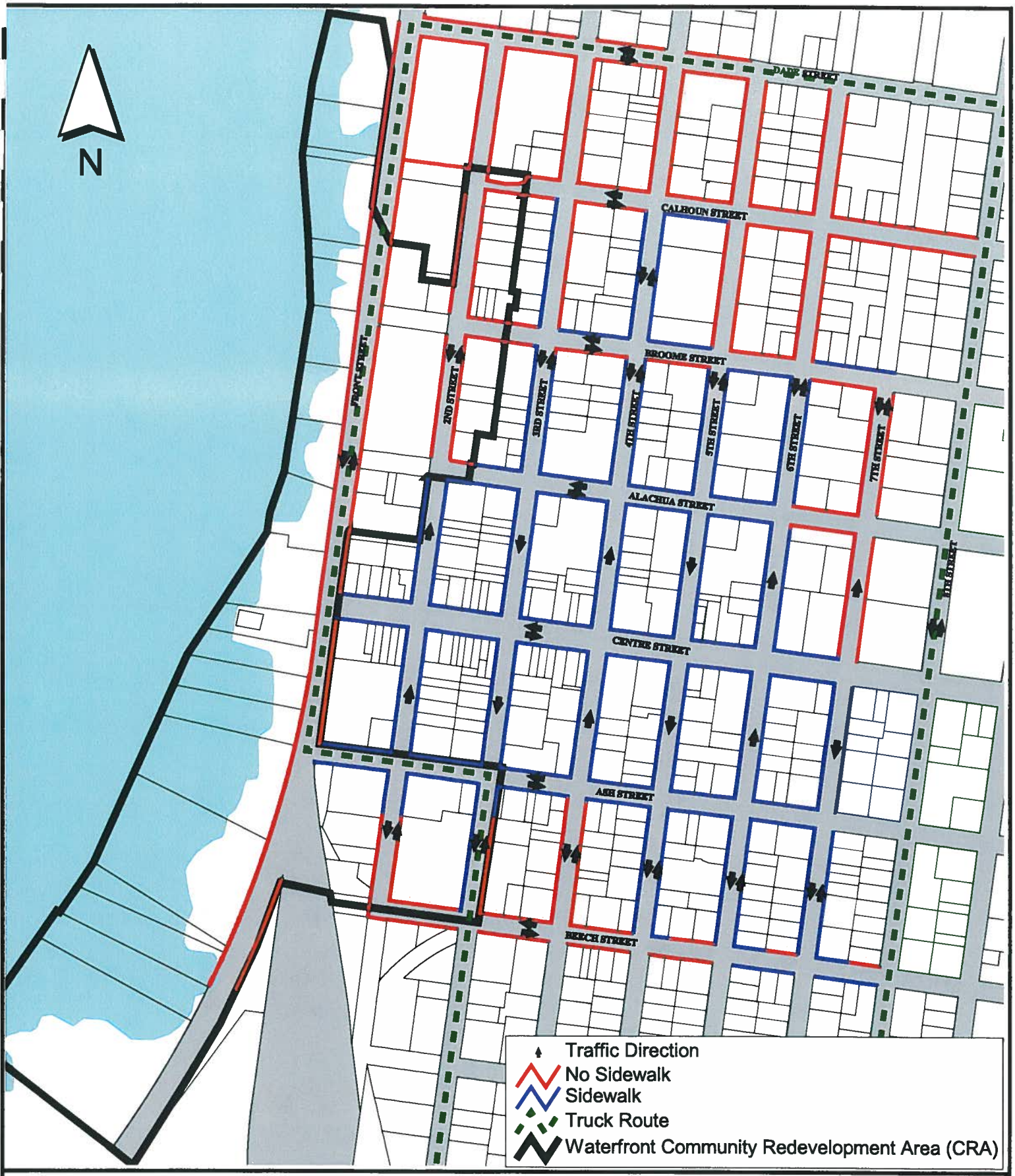
Primary Study Area – Front Street

The 24-hour volume counts for southbound (SB) and northbound (NB) Front Street are shown on Figure 7, Directional Daily Traffic Volumes, and are summarized below:

Front St. Link	SB	NB	Total
Dade to Centre	135	115	250
Centre to Ash	494	450	944
South of Ash	108	74	182

Centre Street to Ash Street

Existing traffic volumes on Front Street are low, particularly north of Centre Street and south of Ash Street. Most of the traffic on Front Street is between Centre and Ash. Of that, nearly half of the traffic (41% inbound and 30% outbound) from Centre Street is



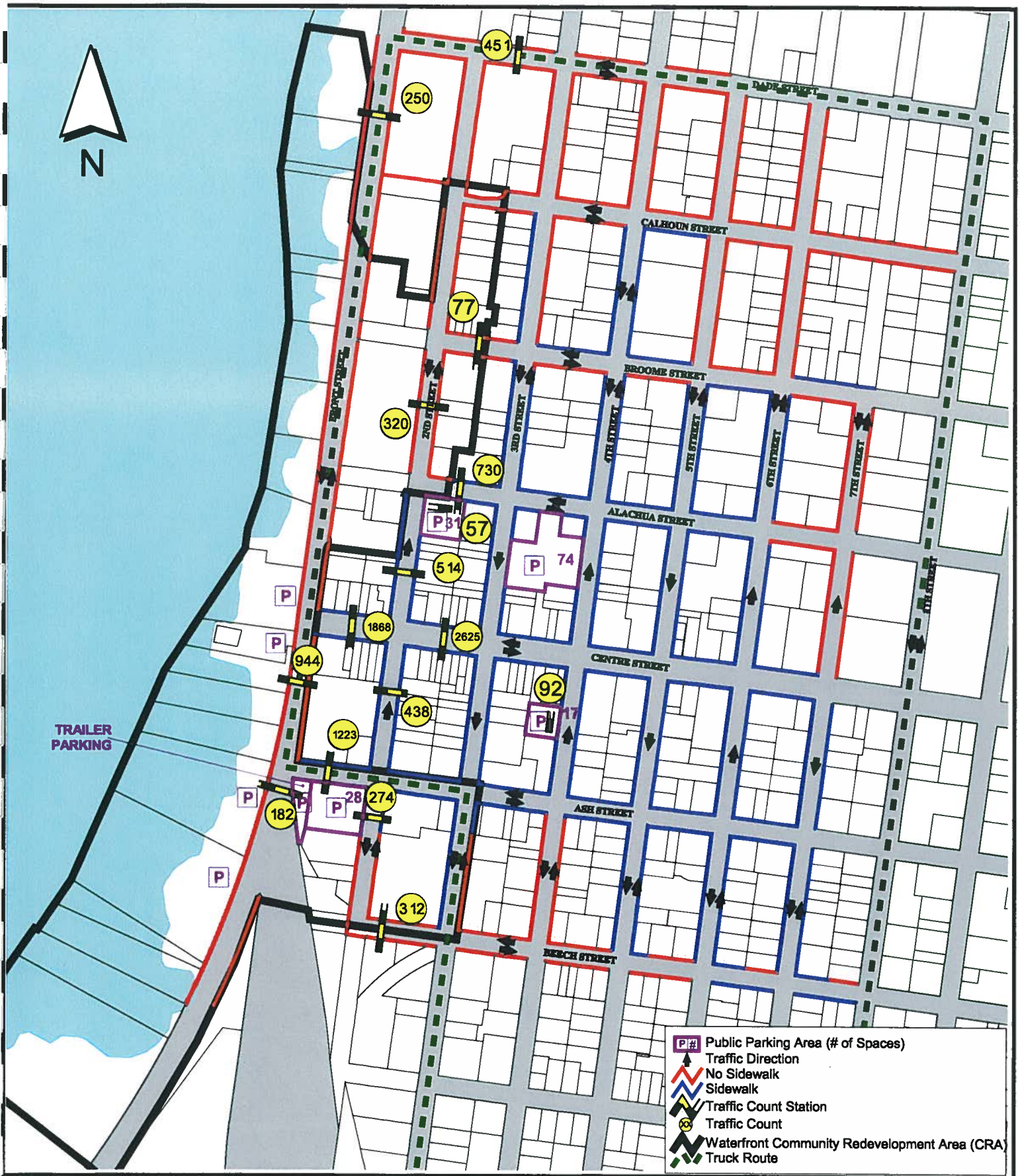
Source : Nassau County Property Appraiser

Date : 03/11/09

200 0 200 400 Feet

FIGURE 5
EXISTING TRANSPORTATION FACILITIES
WATERFRONT MASTER PLAN
FERNANDINA BEACH, FLORIDA

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Landscape Architecture
Planning · Environmental Services · Transportation
300 Interchange Boulevard
Ormond Beach, Florida 32174
ph 386 677-2482 · fx 386 677-2505
www.zevcohen.com



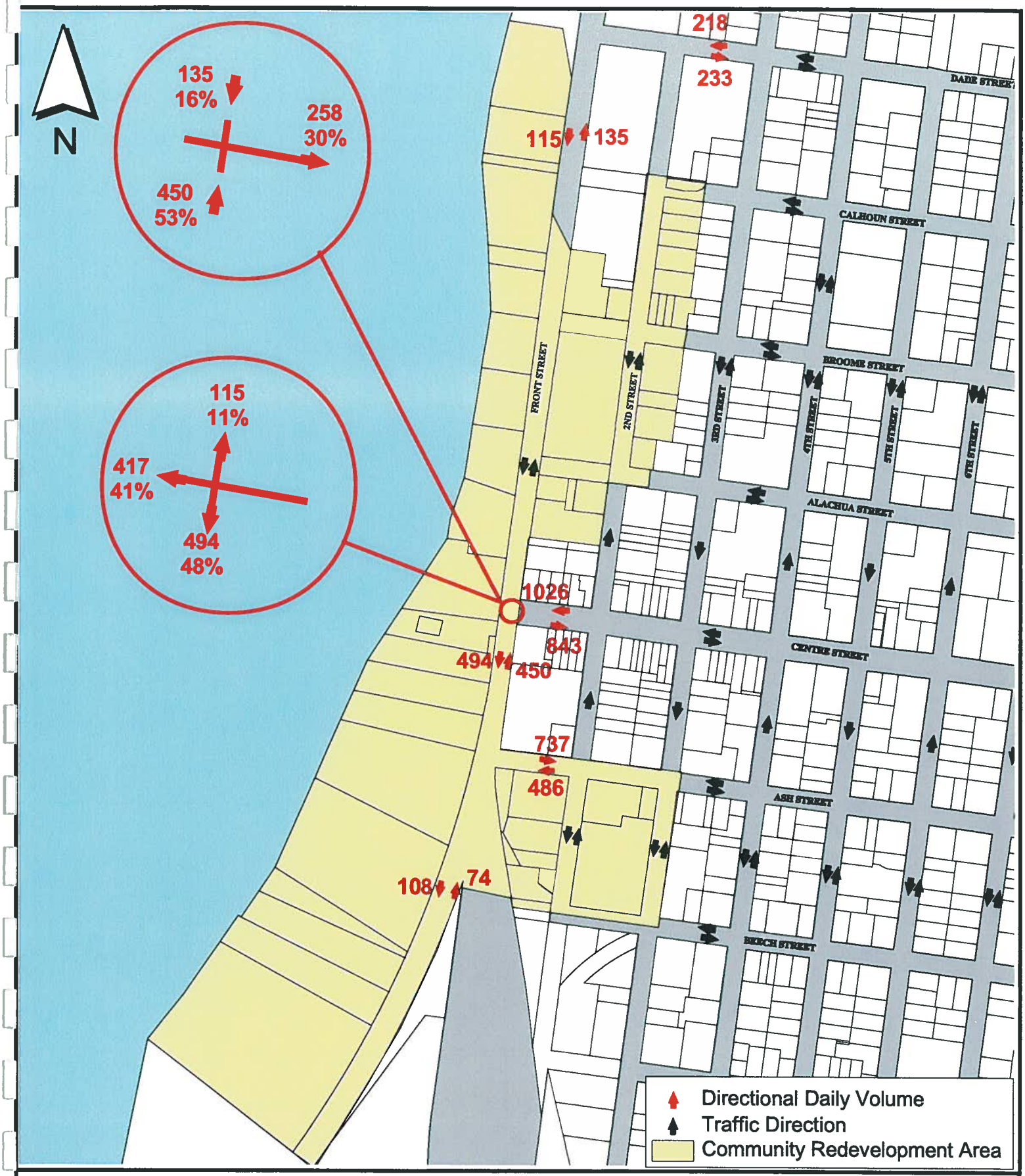
Source : Nassau County Property Appraiser

Date : 03/05/09

200 0 200 400 Feet

FIGURE 6
EXISTING DAILY
TRAFFIC VOLUMES
WATERFRONT MASTER PLAN
FERNANDINA BEACH, FLORIDA

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Landscape Architecture
Planning · Environmental Services · Transportation
300 Interchange Boulevard
Ormond Beach, Florida 32174
ph 386 677-2482 · fx 386 677-2505
www.zevcohen.com



Source : Nassau County Property Appraiser

Date : 03/11/09

200 0 200 400 Feet

FIGURE 7
DIRECTIONAL DAILY VOLUMES
WATERFRONT MASTER PLAN
FERNANDINA BEACH, FLORIDA

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Landscape Architecture
Planning · Environmental Services · Transportation
300 Interchange Boulevard
Ormond Beach, Florida 32174
ph 386 677-2482 · fx 386 677-2505
www.zevcohen.com

coming from/to the parking lots and not directly accessing Front Street for any significant distance. This traffic circulation pattern could change, depending on how the waterfront area is built-out. If parking remains a primary use along the waterfront, the traffic circulation pattern between Centre and Ash Streets is not likely to change significantly.

Dade Street to Centre Street

Between Dade Street and Centre Street, only 11% of the 1,026 trips heading westbound on Centre Street at Front Street proceed north on Front Street to Dade Street. About 16%, (135 trips) of the eastbound trips at Centre Street are heading southbound on Front Street. The peak direction for Front Street, between Centre and Dade is currently southbound. The directional split is 54% (southbound), which is pretty typical for a peak directional flow.

Front Street could operate effectively, between Dade and Centre, as a one-way facility, from a mobility standpoint. However, the one-way facility will further limit vehicular accessibility and further amplifies the need for additional connections to Front Street (at Alachua and/or Broome). The assessment of whether Front Street should be one-way is also dependent on how the properties along Front Street redevelop.

South of Ash Street

The count for Front Street, south of Ash was 182 bi-directional trips per day. It has a predominantly southbound (SB) directional flow (59%). About 7 heavy trucks use this segment per day (5 SB and 2 NB).

Secondary Study Area

The City has an excellent grid transportation network in the downtown area, providing many route choices. Centre Street is the major roadway running east-west through the downtown. It is a 2-lane undivided facility with diagonal parking along both sides. As expected, Centre Street carries the most traffic (2,625 trips per day) of any downtown roadway. The maximum service volume of Centre Street at LOS C is 7,280 vehicles per day. **Centre Street, the most heavily traveled roadway in the downtown, is currently operating at only 36% of its daily capacity.**

The low volumes indicate that the City has substantial capacity available in the existing roadway network to accommodate additional development and redevelopment. Because the SSA is an effective network of highly connected internal roads that provide mobility by giving more options for reaching a destination and dispersing traffic, the road network should be able to handle projected increases in traffic due to even a very aggressive redevelopment program.

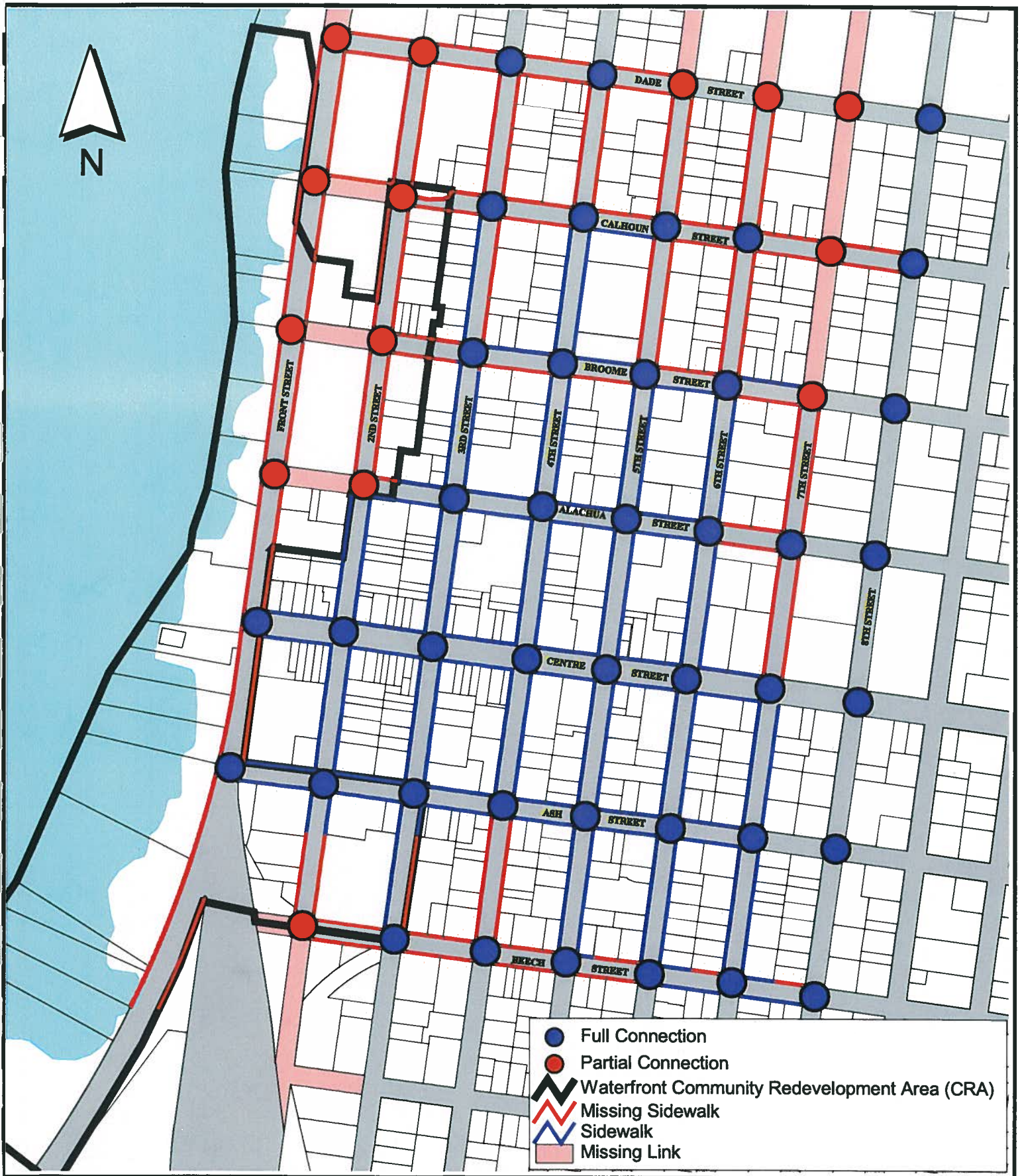
Network Connectivity

Network connectivity is the degree to which walkways and roads are connected to allow direct travel between destinations. The overall network is shown on Figure 8, Network Connectivity. A connectivity index can be used to quantify how well a roadway network connects destinations. Indices can be measured separately for vehicular and pedestrian travel, as noted below.

Primary Study Area Connectivity

Within the Primary Study Area, the City's finding of necessity Resolution identified inadequate street layout (connectivity), and lack of pedestrian or bicycle facilities and parking as blighting influences. Front Street and the PSA exhibit the following characteristics:

- **Vehicular**
  - **Internal Connectivity:** This area is not well connected to an internal road network. Front Street is the only roadway facility west of the RR tracks, with properties accessing the roadway directly. There is no internal street network.
  - **External Connectivity:** This area is not well connected to an external roadway system with only three connections (Dade, Centre, and Ash) in the eight-block area. In comparison, the adjacent SSA system has eight connections in the eight-block area.
- **Pedestrian**
  - **Connectivity:** Walkable communities limit block sizes to 300 feet to 400 feet. The spacing of connections (effective block size) along Front Street ranges from approximately 475 feet between Ash Street and Centre Street to 1,750 feet between Centre Street and Dade Street.
  - **Recommended Spacing:** The **recommended spacing for pedestrian connections is 330 feet**. The recommended spacing is a challenge, due to the regulations restricting the spacing of railroad crossings, as noted below.
- **Railroad:** The rail line is an unsightly physical barrier. Although the railroad is critical to the City's port facility and economic well being, it is also a major design constraint to the redevelopment of the CRA. Front Street is the only street providing vehicular access for the waterfront. Running north and south, Front Street is a two-way street squeezed tightly along the west side of the rail line (six feet or less from the edge of track – three feet from the edge of a railroad car when a train is present). In certain areas, the tracks sit at a significantly higher grade than the neighboring property to the east, creating a substantial separation and visual barrier. The rail cars sitting on the most westward track for lengthy periods of time add to the physical barrier effect, creating a constraint to achieving an urban level of vehicular and pedestrian



Source : Nassau County Property Appraiser

Date : 03/11/09

200 0 200 400 Feet

FIGURE 8
NETWORK CONNECTIVITY
WATERFRONT MASTER PLAN
FERNANDINA BEACH, FLORIDA

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Landscape Architecture
Planning · Environmental Services · Transportation
300 Interchange Boulevard
Ormond Beach, Florida 32174
ph 386 677-2482 · fx 386 677-2505
www.zevcohen.com

accessibility. An application for a new crossing has been made by the City of Fernandina Beach for a new railroad crossing at Alachua Street and Front Street. It is currently under review by the Florida Department of Transportation, CSX railroad and Railtec (the short-line operator). **Railroad crossings are typically required to be spaced at least one-half mile (2,640 pedestrian crossings/connections every 300 feet and vehicular connections every 1,320 feet.**

Summary: The PSA has poor accessibility and connectivity that are not conducive to redevelopment.

Because of the limitations in the PSA described above, every opportunity to create a more walkable and interconnected business environment should be incorporated into the design of the Waterfront Master Plan. Obtaining a railroad crossing at Alachua Street is a core improvement, key to obtaining a more walkable, interconnected environment. A traditional urban environment would mimic Centre Street with parking located on the street and behind buildings, with a continuous line of attached building fronts oriented to the street. This will not occur in its ideal form within the PSA due to physical constraints, but measures taken to improve urban form will increase opportunities for redevelopment.

Secondary Study Area Connectivity

Within the SSA, the small city block (average of 200 feet by 400 feet) and street grid system, located between 8th Street on the east, the Rail line on the west, Dade Street on the north and Beech Street on the South is a well connected network and provides good accessibility. The short blocks create frequent stop-controlled intersections, keeping speeds low. It should be noted that this level of connectivity is diminished for the blocks located between 2nd Street and the rail line because there is no form of public access (vehicular or pedestrian) on the west side of the blocks adjacent to the railroad.

- **Vehicular:**
  - **Internal Connectivity:** Within the SSA described above there are **39 intersections within a one-quarter square mile**. An index of 25 intersections per square mile (**6.25 intersections per one-quarter square mile) is indicative of a highly connected system**. As apparent by the index, the network is a very highly connected grid system, providing the highest level of route choice, connectivity and mobility.
  - **External Connectivity:** Neighborhoods within the area have connections to the larger external street system at every block, or approximately at one-eighth mile intervals. An index of connections to the larger street system at every one-quarter mile is indicative of a highly connected system; Fernandina's network

performs twice as good as the standard indicator. A few streets at the outer edges of the SSA (2nd, Beech, 7th) are not continuous, as shown on Figure 7. However, due to the location of these "missing links", the low traffic volumes, and strong grid around these areas, the lack of connectivity on these few segments is not much of a constraint for the overall network.

- **Pedestrian:**
  - **Connectivity:** Walkable communities limit block sizes to 300 feet to 400 feet. The spacing of connections throughout the SSA ranges from approximately 400 feet between east-west streets to 200 feet between north-south streets. The pedestrian connectivity throughout the SSA is excellent.
  - **Recommended Improvements:** Some areas (primarily residential) do not have sidewalks, as shown on Figure 8, Network Connectivity. The areas without sidewalks can be improved by the addition of sidewalks to the grid system over time.

Summary: The area has excellent accessibility and connectivity, with the exception of missing sidewalk connections for pedestrians., particularly in the residential areas.

Vehicle Mix/Truck Traffic

Informal interviews of various business owners, City Staff and Port Authority Staff were conducted to determine loading and delivery locations, parking issues and truck routes. Summaries of key interviews are provided in Appendix D. The following information was obtained from the discussions:

- Business deliveries generally occur in loading zones on side streets and the merchandise is carted to the business.
- Existing loading/delivery options appear to work acceptably. No specific changes regarding loading and delivery in the downtown are recommended at this time.

In addition to interviews, vehicular classification counts were collected the week of December 14, 2008, to determine the vehicle mix on the area roadway network. The Federal Highway Administration uses 13 classes to categorize vehicles, as follows:

Class 1- Motorcycles
Class 2- Passenger Cars
Class 3- Other Two-Axle, Four-Tire, Single Unit Vehicles
Class 4- Buses
Class 5- Two-Axle, Six-Tire, Single Unit Trucks
Class 6- Three-axle Single unit Trucks
Class 7- Four or More Axle Single Unit Trucks

Table 1: Summary of Vehicle Classification Counts

Roadway	Segment	Direction	Speed (mph)		Vehicle Class				Daily Volume	
					1 - 3	4	5	6 - 13		
			85th Percentile	Average	Private Vehicle	Bus	Delivery Truck	Heavy Truck	Directional	Total
Alachua	2nd/3rd	Eastbound	19.7	15.6	97.0%	0.0%	2.2%	0.9%	597	730
		Westbound	22.6	16.9	96.3%	0.0%	2.3%	1.5%	133	
Ash	Front/2nd	Eastbound	21.9	17.5	95.2%	2.3%	3.1%	1.4%	737	1223
		Westbound	24.6	19.1	95.7%	0.0%	2.9%	1.4%	486	
Beech Street	2nd/3rd	Eastbound	19.9	16.9	84.1%	2.8%	11.2%	1.9%	107	312
		Westbound	23.7	20.7	93.7%	0.0%	5.9%	0.5%	205	
Broome	2nd/3rd	Eastbound	17.4	14.0	96.1%	0.0%	3.9%	0.0%	51	77
		Westbound	18.6	15.9	96.1%	0.0%	3.8%	0.1%	26	
Centre	Front/2nd	Eastbound	13.4	10.5	98.5%	0.0%	1.2%	0.0%	843	1868
		Westbound	13.2	10.8	97.5%	0.0%	1.3%	1.3%	1026	
Centre	2nd/3rd	Eastbound	13.6	10.9	98.6%	0.2%	1.1%	0.0%	1166	2625
		Westbound	14.5	11.7	97.8%	0.3%	1.6%	0.2%	1459	
Dade	2nd/3rd	Eastbound	21.0	15.3	83.7%	0.4%	3.4%	12.4%	233	451
		Westbound	22.1	16.9	87.1%	0.9%	1.4%	10.6%	218	
2nd	Alachua/Centre	Northbound	17.0	13.6	97.8%	0.0%	1.8%	0.4%	514	514
2nd	Broome/Alachua	Northbound	22.1	18.6	96.8%	0.0%	2.5%	0.6%	150	313
		Southbound	22.8	18.5	96.1%	0.0%	1.6%	2.9%	163	
Front	South of Dade	Northbound	19.5	15.1	93.9%	0.0%	4.3%	1.8%	115	250
		Southbound	19.2	15.2	94.8%	0.7%	0.0%	4.4%	135	
2nd	Ash/Beech	Northbound	21.3	16.7	94.9%	0.0%	4.6%	0.5%	194	274
		Southbound	20.6	15.3	93.9%	0.0%	6.3%	0.0%	80	
2nd	Centre/Ash	Northbound	17.2	12.9	98.0%	0.0%	1.8%	0.2%	438	438
Front	Centre/Ash	Northbound	20.1	15.6	95.8%	0.0%	2.7%	1.6%	450	944
		Southbound	20.6	16.3	93.7%	0.4%	2.2%	3.6%	494	
Front	South of Ash	Northbound	19.7	14.1	94.6%	0.0%	2.4%	2.8%	74	182
		Southbound	18.6	14.8	92.6%	0.0%	2.8%	4.6%	108	

Class 8- Four or Less Axle Single Trailer Trucks
Class 9- Five-Axle Single Trailer Trucks
Class 10- Six or More Axle Single Trailer Trucks
Class 11- Five or Less Axle Multi-Trailer Trucks
Class 12- Six-Axle Multi-Trailer Trucks
Class 13- Seven or More Axle Multi-Trailer Trucks

More detailed descriptions and representative samples of the 13 classes are provided in Appendix B. For purposes of this analysis, the 13 classifications were combined into four overall categories:

1. Class 1-3 (Passenger vehicles/primarily private use),
2. Class 4 (Buses),
3. Class 5 (Fed-Ex style trucks/EMS vehicles), and
4. Class 6 and above (big trucks)

PSA

Front Street serves some heavy truck traffic and is part of the City's designated truck route as shown on Figure 5. Because of the mix of uses along Front Street (industrial, public, retail), there is also a mix of traffic. Pedestrians are currently forced to interact with trucks, trains and other heavy vehicles. This conflict will escalate as the waterfront develops and increased pedestrian activity occurs in this area.

SSA

Truck traffic has been an issue for some of the residential areas. Neighborhood complaints along Dade Street include: trucks parking in a no parking zone, staging work east of 3rd Street, blocking of access, and safe flow of traffic.

The truck traffic from the port utilizes 8th Street to Dade Street and generally avoids Front Street and the downtown. Trucks utilize the same route in-bound and out-bound. Likewise, Smurfit Stone to the north utilizes 8th Street and 14th Street. Rayonier to the south utilizes Gum Street for access to its site. Therefore, some of the heaviest users are able to avoid routing trucks through the downtown.

Florida Petroleum utilizes 2nd Street, north to Dade for its bulk facility. For the facility located on Front Street, trucks proceed down Front Street to Ash to 3rd to Gum Street.

If a vehicular crossing were obtained (at Alachua or Broome Street), Florida Petroleum could route southbound trucks on Front Street across the new connection to Second Street north to Dade Street and out to 8th Street. This would provide many advantages:

1. The more industrial nature of the working waterfront uses could be better defined and separated from the tourist-oriented commercial and public uses along the waterfront (by making the land use north of the new connection

industrial/working waterfront and the land south of the new connection waterfront/mixed use).

2. Industrial (truck) traffic could be separated from the pedestrian-oriented uses on Front Street south of the new connection.

3. The crossing would be centrally located between the current crossings at Dade Street and Centre Street.

4. Homeland Security issues require that pedestrians be kept off of the Florida Petroleum property. Any pedestrian connections at Broome should route pedestrians along the south side of the right of way and buffer the Florida Petroleum site from unintended pedestrian access.

5. If the crossing (at Alachua or Broome) is not provided, Front Street will need to accommodate large trucks, which do not mix well with the pedestrian-oriented nature of the park and waterfront.



In order to pursue a crossing at Broome Street, Railtec will need to be consulted to determine options to storing rail cars on the western-most track.

There are decisions regarding truck traffic that need to be addressed to reduce the conflict between incompatible traffic mixes. If a connection is made to Front Street from (Alachua Street or Broome Street) the truck route could be re-designated to reduce impacts along Front Street and in the office/residential mixed use areas to the south of downtown.

Traffic Circulation

<u>One-Way Streets Overview</u>

Several streets in the SSA are one-way for one block north and one block south of Centre Street, as shown in Figure 5, Existing Transportation Facilities. The north/south streets alternate direction, beginning at 2nd Street (northbound) and continuing with 3rd Street (southbound) to 6th Street (northbound). 7th Street is one-way northbound north of Centre Street and one-way southbound south of Centre Street. These one-way sections are one lane, with diagonal and parallel parking. They function acceptably from a mobility standpoint, as traffic volumes are relatively low and the grid network is highly efficient.

Ash Street

The question of whether to make Ash Street one-way eastbound to facilitate truck traffic exiting the downtown has been raised by the City. The only significant truck traffic along Ash Street occurs along the 2 blocks between Front Street and 3rd Street. Florida Petroleum trucks travel down Front Street to Ash Street. From Ash Street, they turn south on 3rd Street to Gum Street to access the Rayonier site. This would not warrant making Ash Street one-way.

The benefits of making Ash Street one-way include the ability to provide diagonal parking (if it is reduced to a single lane) and creating additional pedestrian/landscaped area. This could spur redevelopment and additional private investment along Ash Street. Besides Centre Street (and one block of Second/Front Street), Ash Street is the only area downtown that has a Central Business District Future Land Use designation and is zoned C-3, which allows high intensity development. In addition, lots of record can develop at a density of 17 dwelling units per acre.

Further, one-way streets are typically created in parallel pairs. That is, if Ash Street were one-way eastbound, Centre Street or Beech Street should be evaluated for one-way westbound. This could provide an opportunity, in the future, to route more traffic down Ash Street to help spur redevelopment.

From an operational standpoint, (truck traffic and general mobility), making Ash Street one-way is not warranted at this time.

Front Street

One of the alternatives in the Front Street Concept Plan is to make Front Street a one-lane, one-way roadway between Dade Street and Centre Street. Based on the current daily traffic volumes along Front Street, as shown on Figure 6, Front Street does not need to be a two-lane facility. Just south of Dade, the traffic count is 250 vehicles per day (vpd); between Centre and Ash Streets it is 944 vpd; and, south of Ash it is 182 vpd. Southbound is the peak travel direction, as follows:

Link	SB	NB	Total
South of Ash –	108	74	182
Centre St. to Ash St.-	494	450	944
South of Dade -	135	115	250

It will be easier to make Front Street a one-lane, one-way facility if heavy vehicles do not have to be accommodated in the design (turning radius, width, etc.). This could be accomplished by redefining the truck route and obtaining a new railroad crossing at Alachua Street.

Making Front Street a one-lane, one-way facility will also make it easier (by reducing the right-of-way required for the roadway lanes) to achieve the objectives and strategies that were identified in the Waterfront CRA Plan for Front Street improvements, as follows:

- "Eliminate one of the railroad tracks to provide additional right of way.
- Frontage road on east side of tracks to allow frontage.
- Connect Alachua to Front Street for vehicular and pedestrian traffic
- Provide a pedestrian crossing at Broome Street or full vehicular access with traffic calming and limitation on trucks.
- Design elements consistent with Centre Street"

Parking

Previous Studies

The City's Comprehensive Plan, adopted May 4, 2004, specifically addressed parking downtown, as follows:

> Objective 2.08. Downtown Parking
>
> The City shall ensure an adequate parking supply to serve downtown businesses, while maintaining the character of the downtown area and retaining the integrity of residential neighborhoods. The City shall ensure that an inadequate parking supply does not detract from the economic viability of downtown businesses.
>
> Policies
>
> *2.08.01.* The City shall prepare and implement a financially feasible plan for providing downtown parking.
> *2.08.02.* The City shall monitor the supply and demand for parking facilities in the downtown area. The City shall determine fiscally responsible alternatives for resolving parking issues, while preserving the character of the downtown area and the integrity of the residential neighborhoods within and adjacent to the downtown."

Further the Waterfront CRA Plan recommended the following Parking objectives and strategies:

- Relocate waterfront parking to lands east of the railroad tracks
    - Evaluate City-owned property and rights-of-way for additional parking
    - Incorporate screening and landscape standards for new off-street parking facilities

The Parking Master Plan Action Plan high and medium priority recommendations are summarized as follows:

Downtown Sub-Area

- Enforce parking regulations on a consistent and regular basis
- Implement two to three hour time limits or a fee based system along Centre Street
- Implement six to seven hour time limits or fee based system along perpendicular roads
- Retain some of City property for future parking, especially in high demand areas
- Add a parking requirement or an in-lieu fee to the Zoning Ordinance
- Increase patrol officer visibility during business closing hours
- Improve signage to/from parking areas
- Consider a fee-based system

Marina Sub-Area

- Implement overnight parking permits for lots C and D
- Prohibit overnight parking for lots A and B
- Implement time limits or fee based system for lots A and B

Residential Church Sub-Area

- Implement a residential parking permit in problematic areas – where businesses and residential units are merged in close proximity to each other
- Improve lighting conditions to encourage residents to walk to and from downtown

Analysis

Part-Time Impacts

The weekly farmers' market attracts a large number of visitors, causing crowded on-street parking within the block surrounding the 7th Street location, spilling over into the

residential areas. In support of Policy 2.08.02, above, the City should consider relocating the Farmer's Market activities to the waterfront park area, once improvements are made to accommodate it.

The downtown and surrounding neighborhoods are impacted by a variety of special events (approximately 30) in the months of March through December. Some of these events are external, but spill over to Downtown and others are held within the Downtown or waterfront areas. Please refer to Appendix C for a detailed list of special events. Overflow parking is available for these events at the public park and the middle school, east of Eighth Street (off of Centre Street).

Pedestrian Level of Service

Figure 9 shows ¼-mile distance from the public parking. The entire downtown area is within ¼-mile of public parking (actually most of it is substantially less than 1/4-mile). Figure 10, Pedestrian Level of Service (LOS), provides a detailed assessment of walking level of service from public parking areas. For purposes of this assessment, walking routes were deemed acceptable if they had a sidewalk on at least one side of the road. Those roadway links without a sidewalk on either side were not included as a viable route for pedestrians (and as such, are de facto LOS F). LOS A is defined as a walk distance (acceptable surfaces, security, etc. is assumed) of 400'. LOS B is defined as a walk distance of 800' and LOS C is defined as a walk distance of 1200'. Even with the "missing" sidewalk links, most of the network operates at an acceptable level. Provision of these sidewalks would improve the pedestrian LOS.

Especially with the 422 on-street parking spaces spread throughout the downtown area, there is ample parking within a reasonable proximity to all of the areas downtown. Further, general observation indicated that parking is generally about 70% occupied. Parking capacity does not appear to be a problem currently.

However, one of the findings of the Parking Master Plan conducted in 2002 was that desired parking locations for users along Centre Street had less to do with how far they had to walk and more to do with **line of sight** to the destination. **Visibility is a key factor for retail uses. Appropriate signage and way-finding will be an important factor in providing a "sense of visibility" for parking.**



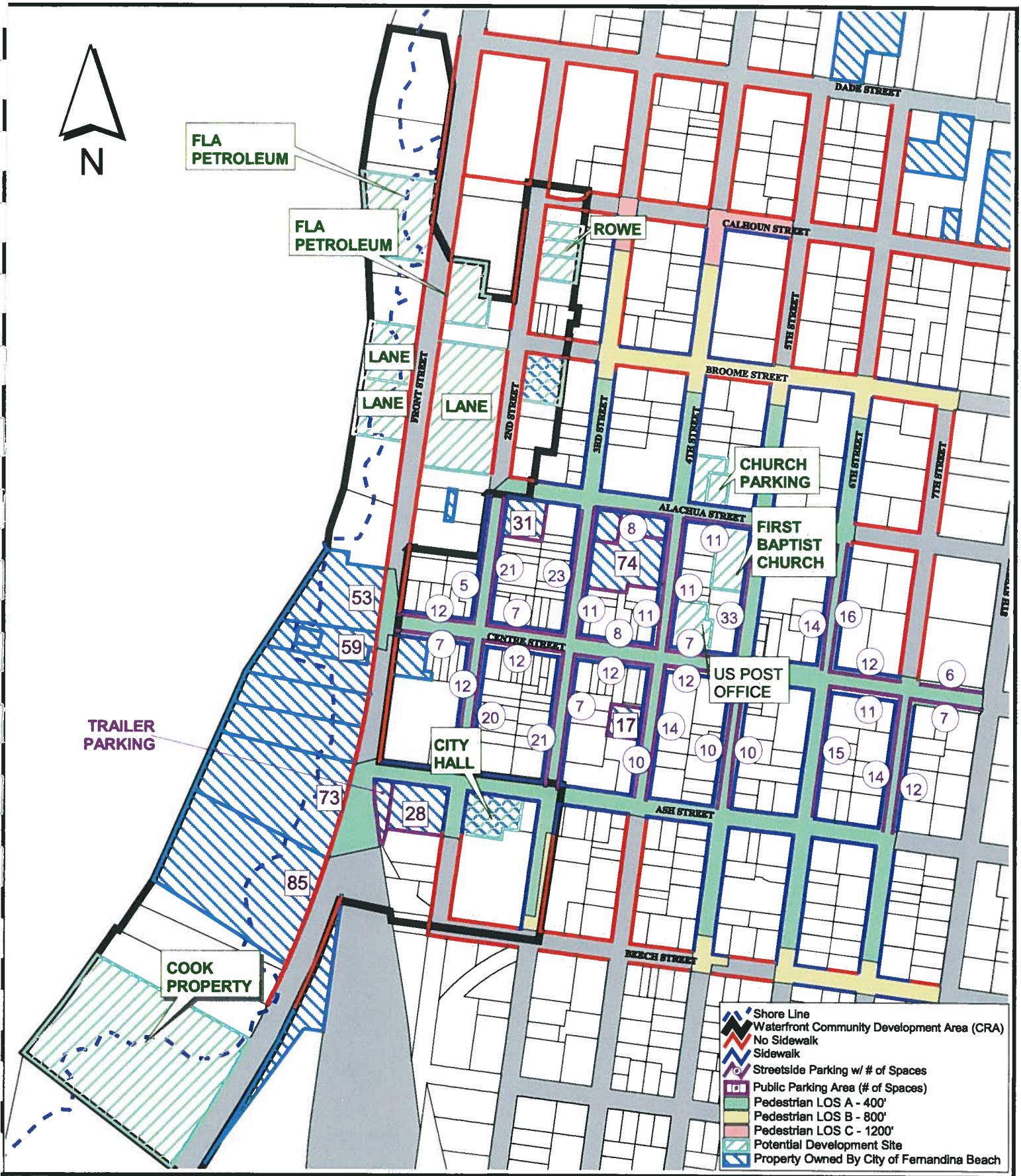
Source : Nassau County Property Appraiser

Date : 03/12/09

300 0 300 600 Feet

FIGURE 9
1/4 MILE FROM PUBLIC PARKING
WATERFRONT MASTER PLAN
FERNANDINA BEACH, FLORIDA

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Landscape Architecture
Planning · Environmental Services · Transportation
300 Interchange Boulevard
Ormond Beach, Florida 32174
ph 386 677-2482 · fx 386 677-2505
www.zevcohen.com



Source : Nassau County Property Appraiser

Date : 03/12/09

200 0 200 400 Feet

FIGURE 10
PEDESTRIAN LOS
FROM PUBLIC PARKING
WATERFRONT MASTER PLAN
FERNANDINA BEACH, FLORIDA

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Landscape Architecture
Planning · Environmental Services · Transportation
300 Interchange Boulevard
Ormond Beach, Florida 32174
ph 386 677-2482 · fx 386 677-2505
www.zevcohen.com

Table 2: Downtown Public Parking Spaces

Street Name	Roadside	Cross Street 1	Cross Street 2	Parking Spaces
2nd Street	West	Ash Street	Centre Street	12
2nd Street	West	Centre Street	Alachua Street	5
2nd Street	East	Ash Street	Centre Street	20
2nd Street	East	Centre Street	Alachua Street	21
3rd Street	West	Ash Street	Centre Street	21
3rd Street	West	Centre Street	Alachua Street	23
3rd Street	East	Ash Street	Centre Street	7
3rd Street	East	Centre Street	Alachua Street	11
4th Street	West	Ash Street	Centre Street	10
4th Street	West	Centre Street	Alachua Street	11
4th Street	East	Ash Street	Centre Street	14
4th Street	East	Centre Street	Alachua Street	11
5th Street	West	Ash Street	Centre Street	10
5th Street	West	Centre Street	Alachua Street	33
5th Street	East	Ash Street	Centre Street	10
6th Street	West	Centre Street	Alachua Street	14
6th Street	East	Ash Street	Centre Street	15
6th Street	East	Centre Street	Alachua Street	16
7th Street	West	Ash Street	Centre Street	14
7th Street	East	Ash Street	Centre Street	12
Alachua Street	South	3rd Street	4th Street	8
Alachua Street	South	4th Street	5th Street	11
Centre Street	North	2nd Street	3rd Street	7
Centre Street	North	3rd Street	4rth Street	8
Centre Street	North	4rth Street	5th Street	7
Centre Street	North	6th Street	7th Street	12
Centre Street	North	7th Street	8th Street	6
Centre Street	North	Front Street	2nd Street	12
Centre Street	South	2nd Street	3rd Street	12
Centre Street	South	3rd Street	4rth Street	12
Centre Street	South	4rth Street	5th Street	12
Centre Street	South	6th Street	7th Street	11
Centre Street	South	7th Street	8th Street	7
Centre Street	South	Front Street	2nd Street	7
Total On-street Parking				*422*
Parking Lot D				85
Parking Lot C				73
Ash Street Lot		Front Street	2nd Street	28
Parking Lot B				59
Parking Lot A				53
4th Street Lot		Centre Street	Ash Street	17
Alachua Street & 2nd Street Lot				31
Alachua Street Lot		3rd Street	4th Street	74
Total Public Parking Lots				*420*
TOTAL PARKING				**842**

RECOMMENDATIONS

Recommendations, by subject area, are provided below. Figure 11, Recommended Transportation Improvements, graphically highlights some of the key recommendations.

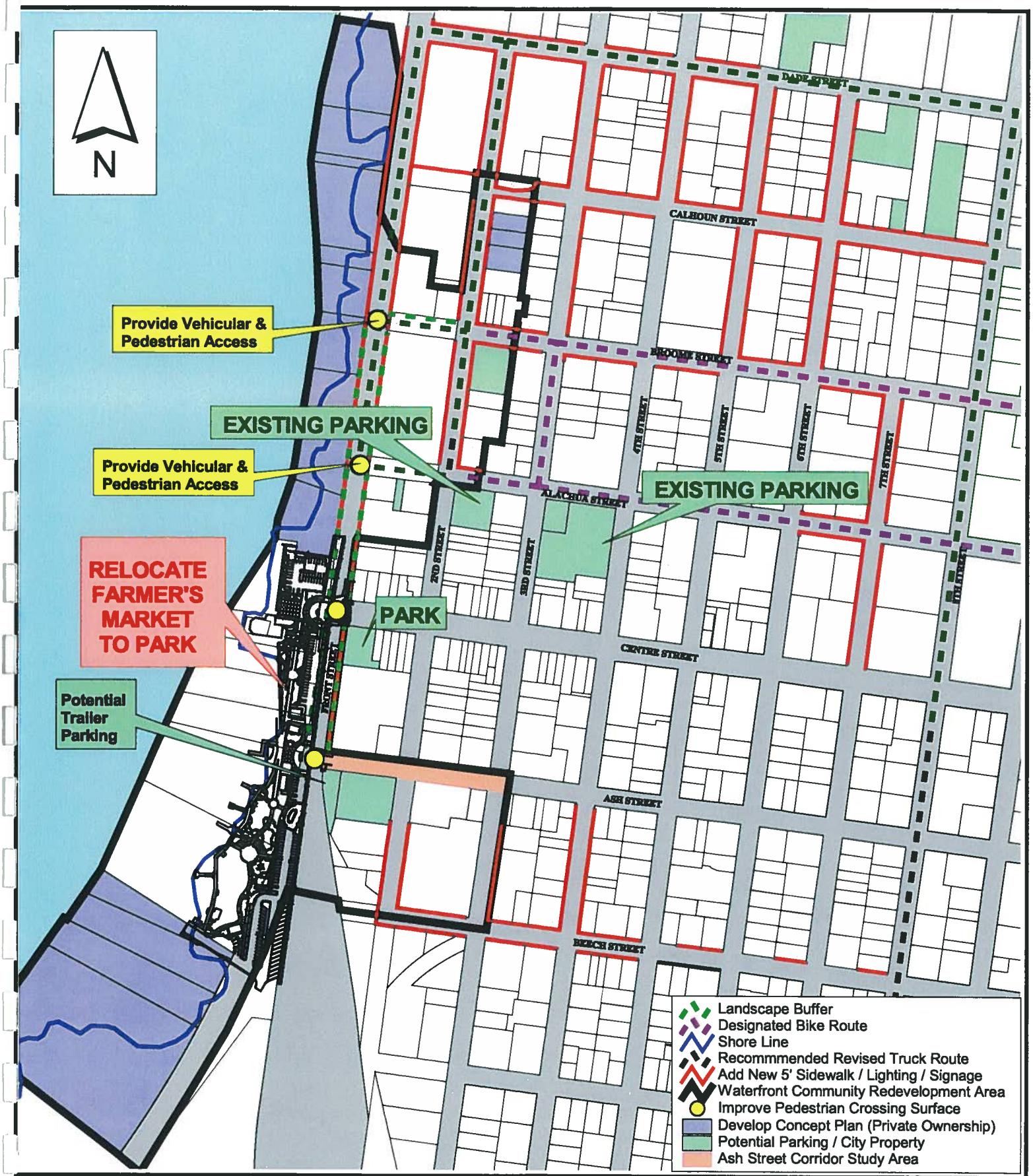
Land Use

Providing additional accessibility will have a significant impact on shaping the development patterns and the ability to redevelop the waterfront area. The following actions are recommended:

1. **Separate incompatible uses** through traffic flow, buffering and landscaping. This can be achieved by providing **a vehicular railroad crossing (at Alachua Street or Broome Street)**. This will enable the property north of the connection to continue to transition to more industrial uses, while allowing the property south of the new connection to become more pedestrian-oriented. By providing a new crossing, Florida Petroleum trucks can use this crossing and avoid using Front Street, south of the new crossing.
2. **Revise the future land use designation and zoning classifications** on properties in the waterfront CRA in accordance with provision of a new rail crossing (industrial/working waterfront to the north and waterfront mixed use/pedestrian-oriented south of the new connection). This will provide a framework for development of the waterfront and encourage private investment consistent with the City's vision.
3. A development opportunity assessment should be considered for the 13 privately-owned parcels along the waterfront in order for the City to effectively implement the design of the Waterfront Park and Front Street improvements. This will provide a better understanding of potential uses and timeframes for development of undeveloped or underutilized parcels, which will better enable the City to plan for the impacts associated with the development of these parcels. A **concept plan** could be developed **for each site**, or the top priority sites, as desired by the City. Part of this analysis should include an assessment of the economically obsolete industrial buildings adjacent to Front Street.



4. It will be important to provide good access (both pedestrian and vehicular) along Front Street for the properties between 2nd Street and Front Street to become fully utilized. If the Lane property develops as proposed, **a pedestrian facility on the east side of the tracks is recommended, along with street level amenities and activities at the building face along the block.**



Source : Nassau County Property Appraiser

Date : 03/12/09

200 0 200 400 Feet

FIGURE 11
KEY STUDY RECOMMENDATIONS
WATERFRONT MASTER PLAN
FERNANDINA BEACH, FLORIDA

ZEVCOHEN & ASSOCIATES INC
Civil Engineering · Landscape Architecture
Planning · Environmental Services · Transportation
300 Interchange Boulevard
Ormond Beach, Florida 32174
ph 386 677-2482 · fx 386 677-2505
www.zevcohen.com

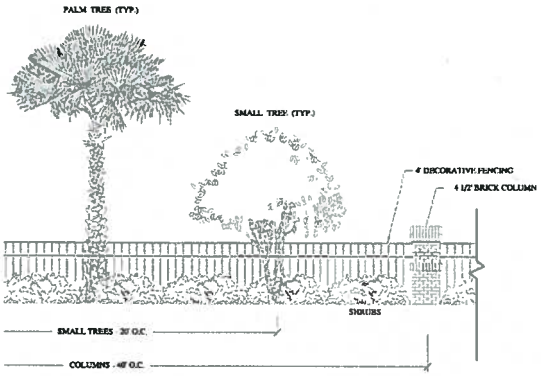
5. Ash Street has high intensity C-3 zoning, which allows a floor area ratio of 2.0. This is the same intensity as the development along Centre Street. However, as currently developed, Ash Street has a mix of lower intensity office and retail uses (with some residential mixed in). A **corridor study should be conducted for Ash Street** to identify opportunities for redevelopment. Streetscape and other roadway improvements should be considered as part of the study.

Access and Connectivity

There is no question that a key factor affecting the waterfront area's ability to experience redevelopment is lack of access and visibility. Greater access and visibility is needed between east side and west side of tracks. The Lane Company development will need to be raised to create adequate street-level views across the tracks.

1. **Front Street Corridor Improvements**

   A. **Create a landscaped buffer and pedestrian sidewalk/path** with pedestrian-scaled amenities on **both sides** of the rail line north to Broome Street, subject to obtaining the railroad crossing at Broome Street. The sidewalk/pedestrian path located on the east side of the rail line may require acquisition of an easement. Regulatory bonus incentives should be considered to facilitate this action. There will be some significant grade issues between the height of the rail line and ground elevations of the adjacent property.



   B. **Pedestrian Amenities** – Provide street furniture designed to complement and connect to Centre Street and the historic district.

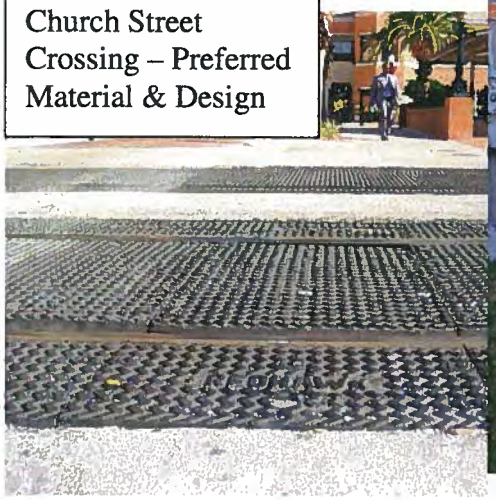
   C. **Street-level Activity** – Provide activities and pedestrian-scaled facades along the building faces fronting the railroad. The function of the pedestrian pathway on the east side of the rail line would be greatly enhanced if the City required existing buildings to create windows on the



Front Street
Fernandina

pathway facing west. New buildings should be located on a build-to-line at the edge of the pathway and have a traditional urban character. This character should incorporate architectural elements that are interesting, attractive and scaled to the pedestrian. Likewise, if the rail cars cannot be relocated, perhaps they could be painted with interesting advertising or tourist information relative to the history, etc. of Fernandina Beach (if the same cars are used each day).

D. **Crossings** - Improve the walking surface at the existing and proposed crossings of the rail lines for pedestrians.



Church Street Crossing – Preferred Material & Design



Front Street Crossing at Ash Street

E. **Lighting** - Successful mixed use environments are active day and night and require a high level of safety lighting. Pedestrian-scaled lighting designed to complement and connect to Centre Street and the historic district should be installed on all existing and proposed sidewalks and proposed pedestrian pathways at an average spacing of 100 feet (50 feet staggered on either side of the street).



2. **Pedestrian Improvements beyond Front Street** - Improvements to add sidewalks and pedestrian pathways throughout the Historic District will not only create a safe, walking environment; the added connectivity will benefit the Downtown and CRA businesses through increased visibility and activity. The improvements should include:

A. Residential Areas – "Missing" sidewalks in residential areas should be provided, as shown on Figure 11, Key Study Recommendations. New sidewalks should be a minimum of five feet wide and include pedestrian amenities that will serve to increase this alternate mode of travel and also serve as traffic calming devices.

B. Provide landscaping/buffering along the Florida Petroleum property next to the railroad tracks until such time as this use redevelops. If the rail cars will remain, landscape/buffer along Broome Street to discourage pedestrian movements to the north of Broome Street.

C. The Waterfront Park will attract heavy pedestrian users. This will change the mix of traffic along Front Street and calls for the following considerations:
   - Safe pedestrian crossings
   - Slow speeds
   - Good Signage

3. **Bicycle Improvements -** Amelia Island is 13 miles long and four miles wide, making the downtown easily accessible by bicycle and providing a viable mode of travel from residential areas throughout the island. The Bed and Breakfast facilities and hotels located downtown may also provide bicycles for use by visitors. The following improvements are recommended:

   A. **Bicycle Master Plan** - A bicycle master plan should be developed for the island to establish safe designated bike routes and identify the need for improvements to better connect residential areas with the downtown.

   B. **Establish Designated Route Downtown** - A designated route should be established on low volume streets to access core locations in the downtown and the CRA. Bicycle-compatible roadways should comprise a bicycle network of parallel routes with effective spacing of one-half mile.

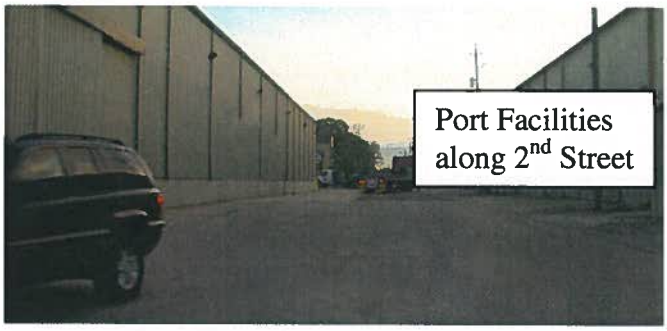
   C. **Bicycle parking racks** should be provided in public parking lots, parks and along the bike route at other key destinations.

Truck Traffic

1. **Revise designated truck route** to remove Front Street, south of Alachua (or Broome), Ash Street and 3rd Street as part of the designated route. Add: New connection (Alachua or Broome) from Front to 2nd and 2nd from Broome to Dade.

   This will provide a clear separation of industrial uses and heavy traffic from the tourist/retail and residential uses and keep heavy trucks out of these areas. *This recommendation is contingent on obtaining a railroad crossing at Alachua Street or Broome Street.*

2. **Reduce truck traffic impacts in residential areas.** Strategies to reduce the impacts of heavy trucks on residential areas should be identified and implemented. These could include buffering, evaluating time of day to determine if operational shifts can be made, staging and parking requirements, policies regarding motor idle times, and enforcement of current laws and regulations.


Port Facilities along 2nd Street

Parking

The recommendations in the 2002 Parking Master Plan should continue to be implemented, as reviewed earlier in the report. In addition, consider the following, relative to parking:

1. Identify additional locations within one-quarter mile of the waterfront for parking.

   a. The City-owned property to the west of City Hall should be improved and striped for parking (at least in the near-term). A parking lot layout should be completed to maximize spaces and use of the lot.
   b. The City-owned lot on the southeast corner of Broome and Second Streets is another good candidate for future parking and a parking lot layout should be completed on this parcel, as well.


City-Owned Property at Broome/2nd

2. Relocate the weekend Farmer's Market to the waterfront area, once the park improvements are complete and can accommodate it. This will eliminate weekend morning parking conflicts in the residential areas and will create a safer environment for pedestrians.


Parking from Farmer's Market

3. If the City is considering purchasing the Baptist Church site for a performing arts center, the associated church parking would have the added benefit of being available for downtown parking during the day, when the performing arts center was not likely to be fully utilized.

4. Conduct a shared parking analysis for existing peak and off-peak private users downtown. For example, using church parking lots for public parking during off-peak periods for the church.

5. Provide wayfinding signage for public parking locations and primary retail uses/areas served by those parking lots/spaces.

6. Provide sidewalk connections, lighting and other pedestrian amenities along roadways to parking areas and surrounding destinations.

RESOLUTION 2024-174

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDING RFQ 24-02 TO QUALIFIED PROFESSIONAL SERVICE FIRMS IN ACCORDANCE WITH THE STATE OF FLORIDA CONSULTANTS' COMPETITIVE NEGOTIATION ACT; AUTHORIZING THREE-YEAR CONTRACTS WITH EACH FIRM; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, from time to time, the City desires to consult with qualified outside professional service firms to assist the City with projects requiring civil, site, structural, coastal, or mechanical/electrical/plumbing (MEP) engineering services; surveying and mapping services; environmental/geotechnical/testing services; traffic studies/engineering; small-scale, large-scale or landscape architectural services; facilities assessments; and/or construction monitoring/observation/administration services; and

WHEREAS, the City published Request for Qualifications (RFQ) 24-02 on May 25, 2024 for professional services under the provisions of the Florida Consultants' Competitive Negotiation Act (CCNA), Florida Statutes, Chapter 287, Section 287.005, with the intent of entering into three-year continuing service contracts with qualified professionals in the above-listed fields; and

WHEREAS, the City Engineer evaluated and scored the submittals to identify the firms' qualifications based on their respective professional disciplines and experience; and

WHEREAS, staff recommends approval of the list of professional firms identified and attached hereto as Exhibit A for award of three-year contracts from October 1, 2024, through September 30, 2027.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the list of consultants, as presented in Exhibit A, for award of three-year continuing services contracts with the City of Fernandina Beach in accordance with the State of Florida's Consultants' Competitive Negotiation Act.

SECTION 2. The City Clerk and Interim City Manager are hereby authorized to execute continuing services contracts with the firms listed in Exhibit A, upon the review and approval of the City Attorney.

SECTION 3. This Resolution is effective immediately upon passage.

ADOPTED this 17th day of September, 2024.

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Commissioner – Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

CITY OF FERNANDINA BEACH **2024 CCNA CONSULTANT LIST** **Resolution 2024-174 Exhibit "A"**

NAME	ADDRESS	CONTACT/PHONE	SERVICES
Alliant Engineering, Inc.	10475 Fortune Parkway, Ste 101, Jacksonville, FL 32256	Curt Wimpee/904-647-5383	Civil/Site Engineering; Surveying/Mapping Services; Environmental/Geotechnical/Testing Services; Traffic Studies/Engineering
BGE, Inc.	10151 Deerwood Park Blvd, Bldg 200, Ste 200 Jacksonville, FL 32256	Tom Fallin/904-990-8383	Civil/Site Engineering; Surveying/Mapping Services; Environmental/Geotechnical/Testing Services; Coastal Engineering; Landscape Architecture
Bhide & Hall Architects, P.A.	1329-C Kingsley Ave, Orange Park, FL 32073	David Shively/904-264-1919	Small Scale Architecture; Large Scale Architecture; Construction Monitoring/Observation/Administration Services
Castle Bay Design Studio, LLC	3000 N Ponce De Leon Blvd, Suite C, St. Augustine, FL 32084	Brett Kuzoian/386-747-1370	Landscape Architecture
Chen Moore and Associates	501 Riverside Avenue #501, Jacksonville, FL 32202	Jennifer Smith/904-398-8636 x1030	Civil/Site Engineering; Landscape Architectural
Crawford, Murphy & Tilly, Inc (CMT)	7785 Baymeadows Way, Ste 200, Jacksonville, FL 32256	Greg Heaton/ 614-468-1201	Civil/Site Engineering; Structural Engineering; Coastal Engineering; Traffic Studies/Engineering; Small Scale Architectural; Facilities Assessments; Construction Monitoring/Observation/Administrative Services
CSI Geo, Inc.	2394 St Johns Bluff Rd S, Suite 200, Jacksonville, FL 32246	William Price/904-641-1993	Geotechnical/Environmental/Testing Services
DCCM (Matthews Design Group, LLC d/b/a Matthews DCCM)	7 Waldo Street, St Augustine, FL 32084	Rob Mathews/904-826-1334	Civil/Site Engineering; Surveying/Mapping; Traffic Studies; Small and Large Scale Architectural; Environmental/Geotechnical/Testing; Structural Engineering; Coastal Engineering; MEP Engineering
Dewberry Engineers Inc.	200 W Forsyth St, Ste 1100, Jacksonville, FL 32202	Amy Tracy/ 904-332-8601	Civil/Site Engineering; Coastal Engineering; MEP Engineering; Small and Large Scale Architecture; Landscape Architectural; Facilties Assessments
DRMP, Inc.	8001 Belfort Pkwy, Ste 200,, Jacksonville, FL 32256	Justin Hayes/904-224-2876	Civil/Site Engineering; Surveying/Mapping Services; Environmental Services; Structural Engineering; Coastal Engineering; Traffice Studies/Engineering; Construction Monitoring/Observation/Administration Services
Drummond Carpenter, PLLC	47 E Robinson Street, Ste 210, Orlando, FL 32804	Lee Mullon/ 407-575-8038	Civil Engineering; Environmental Services; Coastal Engineering
ECS Florida, LLC	11554 Davis Creek Ct, Jacksonville, FL, 32256	Chris Egan/904-880-0960	Geotechnical/Environmental/Testing; Facilities Assessments
Fisher Koppenhafer, PA	9104 Cypress Green Drive, Jacksonville, FL, 32256	Mike Koppenhafer/904-367-0077	Architecture
Florida Technical Consultants. LLC	2240 Woolbright Rd, Ste 400, Boynton Beach, FL 33426	James Barton/94-914-8488	Civil/Site Engineering; GIS Consulting Services
Four Waters Engineering, Inc. (4Waters)	324 E 6th Ave N, Jacksonville	Angela Bryan/ 414-2400	Civil/Environmental Engineering; Utility Infrastructure, Stormwater Systems; Site Development; Water and Wastewater Treatment Facilities; Construction
Geosyntec Consultants, Inc. (formerly ATM)	2201 NW 40th Terrace, Gainesville, FL 32605	Samuel Phlegar/386-256-1477	Coastal Engineering
Gillette & Associates, Inc.	31 S 4th St, Suite 1, Fernandina Beach, FL 32034	Asa Gillete/ 904- 261-8819	Civil Engineering; Environmental Engineering; Structural Engineering
GraceMark Consulting, LLC	8130 Bayberry Rd, Jacksonville, FL 32256	Mark Tarrance /904-607-9588	MEP Engineering; Network Architecture and Engineering; Data Center Design
Halff Associates, Inc.	9995 Gate Parkway N., Suite 200, Jacksonville, FL 32246	Michael Coffey/904-456-9802	Civil/Site Engineering; Surveying/Mapping; Environmental/Geotechnical/ Testing Services; Structural Engineering; Coastal Engineering; Traffic Studies/Engineering; Landscape Architectural; Facilities Assessment; Construction Monitoring/Administration
Hanson Professional Services Inc.	8075 Gate Parkway W, Ste 204, Jacksonville, FL 32216	David Kemp /904-737-0090	Transportation, Stormwater, Water and Wastewater, Structural, Geotechnical, Site, GIS, MEP Engineering; Environmental Services; Construction Oversight
Kimley-Horn and Associates, Inc.	12740 Gran Bay Pkwy W, Ste 2350, Jacksonville, FL 32258	Matthew Jurney/904-420-4779	Civil/Site Engineering; Surveying/Mapping; Environmental/Geotechnical/ Testing Services; Structural Engineering; Coastal Engineering; MEP Engineering; Small and Large Scale Architecture; Traffic Studies/Engineering; Landscape Architectural; Facilities Assessment; Construction Monitoring/Administration
Manzie & Drake Land Surveying	117 S 9th St, Fernandina Beach, FL 32034	Melanie Platt/904-491-5700	Surveying/Mapping Services
Marquis Latimer & Halback, Inc.	34 Cordova Street, Ste A, St Augustine, FL 32084	Jeremy Marquis/ 904-825-6747	Landscape Architecture, Planning ,Urban Design, Program Management
Meskel & Associates Engineering	3728 Phillips Hwy, Ste 208, Jacksonville, FL 32207	Rodney Mank/904-519-6990x203	Geotechnical; Environmental; Materials Testing
Moffat & Nichol	7899 Baymeadows Way, Ste 300, Jacksonville, FL 32256	Michael Herrman/904-421-7041	Civil Engineering; Construction Support Services; Marina Utilities; Marine Structural Engineering; Coastal Engineering Design & Analysis;
North Florida Professional Services, Inc.	4168 Southpoint PKWY, Suite 202, Jacksonville, FL 32216	Megan Carter/386-752-4675	General Engineering; Surveying
Olsen Associates, Inc.	2618 Herschel Street, Jacksonville, FL 32204	Albert Browder /904-387-6114	Coastal Engineering
Passero Associates, LLC	4730 Casa Cola Way, Suite 200, St Augustine, FL 32095	Andrew Holesko/904-757-6106	Civil/Site Engineering; Structural Engineering; Coastal Engineering; Small Scale Architecture; Large Scale Architecture; Facilties Assessments; Construction Monitoring/Obersation/Admenisitration Services
Pi Tech, Inc.	474423 SR 200, Fernandina Beach, FL 32034	Dennis Adams /904-310-9323	Structural Engineering; Coastal Engineering; Facilities Assessments
SAM Survey & Mapping, LLC (SAM)	9440 Phillips Highway, Suite 7, Jacksonville, FL 32256	Keith Bouffard /904-522-3772	Surveying/Mapping Services
Skanska USA Building Inc.	400 N Ashley Dr, Ste 400, Tampa, FL 33602	Curtis Elswick/540-423-2860	Construction Monitoring/Observation/Administration Services
Southeastern Surveying and Mapping Corporation (SSMC)	8641 Baypine Rd, Ste 5, Jacksonville, FL,	Rob Gardner /904-604-9023	Surveying & Mapping
SurvTech Solutions, Inc.	6919 Merrill Road, Jacksonville, FL 32277	Kevin Bowman/904-667-4310	Surveying
Terracon Consultants, Inc.	8001 Baymeadows Way Ste 1 Jacksonville	Kyle Hayes/904- 900-9464	Geotechnical Engineering;Environmental Consulting; Construction Materials Testing; Facilities Assessment
Thomas & Hutton Engineering Co	1208 Newcastle St, Ste 201, Brunswick, GA, 31520	Charles Ezelle/ 912-466-0536	Civil/Site Engineering, Landscape Architecture, Structural Engineering, Coasta Engineering, and Traffic Studies/Engineering
TIC - The Industrial Corporation	731 Kenilworth St, Jacksonville, FL 32208	Charles Hucks/912-235-4872	Civil/Site Engineering; Structural Engineering
TLC Engineering Solutions	1301 Riverplace Blvd, St 650, Jacksonville, FL 32207	Rafi Wartan /904-396-8370	MEP Engineering; Facility Assessment
Tocoi Engineering, LLC	714 North Orange Ave, Green Cove Springs, FL 32043	Laura Mahoney/904-215-1388	Civil/Site Engineering; Construction Monitoring/Observation/Support Services
Weston & Sampson Engineers, Inc.	11555 Central Parkway, Suite 10031004, Jacksonville, FL 32224	Joseph Zongol/ 518-375-2109	Environmental/Geotechnical/Testing Services; Civil Engineering; MEP Engineering
Wright-Pierce Eng	8647 Baypine Rd Bldg 1, Ste 103, Jacksonville, FL 32256	Walter Nickel /407 794-1734	General Civil

RESOLUTION 2024-152

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA APPROVING A PLANNING AND CONSERVATION DEPARTMENT BUDGET TRANSFER IN FISCAL YEAR 2023-2024; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City adopts and operates under a budget for the fiscal year and the City Charter requires that the City Commission approve any budget amendment over $25,000; and

WHEREAS, this budget transfer will facilitate the completion of a downtown traffic circulation and parking assessment; and

WHEREAS, the studies are supported by Comprehensive Plan Objective 2.14 Downtown Parking, specifically policies 2.14.01 and 2.14.02 which direct parking plans and monitoring requirements; and

WHEREAS, Resolution 2024-99 allocated $15,000 to pay for the initial costs incurred from data collection efforts; and

WHEREAS, staff recommends reallocating $50,000 from the Planning and Conservation Salaries account, 0011500-51200 into the Professional Services account, 0011500 53100.

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

SECTION 1. The City Commission hereby approves reallocating $50,000 from the Planning and Conservation Salaries account, 0011500 51200 into the Professional Services account, 0011500 53100 to facilitate the completion of a downtown traffic circulation and parking assessment with a walkability audit and the reassessment following the opening of Alachua Street.

SECTION 2. This Resolution shall be effective immediately upon passage.

ADOPTED this 21st day of August, 2024.

CITY OF FERNANDINA BEACH

_____
BRADLEY M. BEAN
Commissioner – Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:



_____
TAMMI E. BACH
City Attorney

AS APPROVED
RESOLUTION 2024-99

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA APPROVING A PLANNING AND CONSERVATION DEPARTMENT BUDGET TRANSFER IN FISCAL YEAR 2023-2024; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City adopts and operates under a budget for the fiscal year and the City Charter requires that the City Commission approve any budget amendment over $25,000; and

WHEREAS, this budget transfer will facilitate the completion of a downtown traffic circulation and parking assessment and update to the CRA Plan; and

WHEREAS, the studies are supported by Comprehensive Plan Objective 2.14 Downtown Parking, specifically policies 2.14.01 and 2.14.02 which direct parking plans and monitoring requirements; and

WHEREAS, staff recommends reallocating $50,000 from the Planning and Conservation Salaries account, 0011500-51200 into the Professional Services account, 0011500 53100.

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

SECTION 1. The City Commission hereby approves reallocating ~~$50,000~~ $15,000 from the Planning and Conservation Salaries account, 0011500 51200 into the Professional Services account, 0011500 53100 to facilitate the completion of a downtown traffic circulation and parking assessment and update to the CRA Plan.

SECTION 2. This Resolution shall be effective immediately upon passage.

ADOPTED this 4th day of June, 2024.

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Commissioner – Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TAMMI E. BACH
City Attorney

AS APPROVED
RESOLUTION 2024-99

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA APPROVING A PLANNING AND CONSERVATION DEPARTMENT BUDGET TRANSFER IN FISCAL YEAR 2023-2024; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City adopts and operates under a budget for the fiscal year and the City Charter requires that the City Commission approve any budget amendment over $25,000; and

WHEREAS, this budget transfer will facilitate the completion of a downtown traffic circulation and parking assessment and update to the CRA Plan; and

WHEREAS, the studies are supported by Comprehensive Plan Objective 2.14 Downtown Parking, specifically policies 2.14.01 and 2.14.02 which direct parking plans and monitoring requirements; and

WHEREAS, staff recommends reallocating $50,000 from the Planning and Conservation Salaries account, 0011500-51200 into the Professional Services account, 0011500 53100.

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

SECTION 1. The City Commission hereby approves reallocating ~~$50,000~~ $15,000 from the Planning and Conservation Salaries account, 0011500 51200 into the Professional Services account, 0011500 53100 to facilitate the completion of a downtown traffic circulation and parking assessment and update to the CRA Plan.

SECTION 2. This Resolution shall be effective immediately upon passage.

ADOPTED this 4th day of June, 2024.

CITY OF FERNANDINA BEACH

Bradley M. Bean
_____
BRADLEY M. BEAN
Commissioner – Mayor

ATTEST:

Caroline Best
_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TAMMI E. BACH
City Attorney

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-59
Protected Heritage Tree Designations — Various Locations

ITEM TYPE: Resolution (w/o fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-59.

SYNOPSIS: Various private owners as applicants, and the City of Fernandina Beach, as owner and applicant, applied for "Protected Heritage Tree" designations for twelve Live Oak trees located at various privately and publicly accessible properties. Both individually and collectively, these twelve trees exceed the requirements established for Protected Heritage Tree designation, staff recommends approval.

FISCAL IMPACT: City tree funds may be utilized for routine evaluation and offset costs of recommended maintenance activities as described in Land Development Code Section 4.05.15.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-59.

Margaret Pearson, Planning and Conservation Manager	04/08/2026
Glenn Akramoff, Deputy City Manager	04/10/2026
Kimberly Elliott-Briley, Deputy City Clerk	04/10/2026
Jeremiah Glisson, Deputy City Manager	04/13/2026
Sarah Campbell, City Manager	04/14/2026
Teresa Prince, City Attorney	04/14/2026

Sylvie McCann

Date: April 01, 2026

Submitted By: Sylvie McCann, Administrative Coordinator

COMMISSION ACTION: Adopt

RESOLUTION 2026-59

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, DESIGNATING TWELVE PROTECTED HERITAGE TREES: FOUR ON PRIVATE PROPERTIES: 409 NORTH 4TH STREET, 645 FERDINAND COURT, 904 CALHOUN STREET, AND 1717 BROOME STREET; FIVE IN PUBLIC RIGHT-OF-WAYS: 2500 ATLANTIC AVENUE, 6 ILAN CIRCLE, 19 NORTH WOLFF STREET, 134 NORTH 13TH STREET, AND 720 SOUTH 7TH STREET; AND THREE AT EGANS CREEK PARK; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the private property owners for sites located 409 North 4th Street, 645 Ferdinand Court, 904 Calhoun Street, and 1717 Boome Street, and the public Right-of-Way at 2500 Atlantic Avenue and near the following sites 6 Ilan Circle, 19 North Wolff Street, 134 North 13th Street, 720 South 7th Street; and Egans Creek Park, seek Heritage Tree designation of certain Live Oaks, which have for many years represented community icons; and

WHEREAS, these trees, individually and collectively, meet and exceed the criteria required for heritage tree designation as defined in the Land Development Code, Section 4.05.15; and

WHEREAS, the City and/or property owners had local arborists evaluate the trees to determine that they are in good condition and health at the present time and measure as follows:

1. 409 N. 4th Street – totaling 84" (nominated by Paul Reed) Private
2. 645 Ferdinand Court – totaling 49" (nominated by Sue Jones) Private
3. 904 Calhoun Street – totaling 68" (nominated by Joanne Finelli) Private
4. 1717 Broome Street – totaling 50" (nominated by James Allen Hill) Private
5. 2500 Atlantic Avenue – totaling 54" (nominated by COFB) Public
6. 6 Ilan Circle – totaling 49" (nominated by COFB) ROW
7. 19 N. Wolff Street – totaling 45" (nominated by COFB) ROW
8. 134 N. 13th Street – totaling 41" (nominated by COFB) ROW
9. 720 S. 7th Street – totaling 50" (nominated by COFB) ROW
10. Egans Creek Park Parking Lot – totaling 47" (nominated by COFB) Public
11. Egans Creek Park Parking Lot – totaling 45" (nominated by COFB) Public
12. Egans Creek Park Parking Lot – totaling 49" (nominated by COFB) Public; and

WHEREAS, it is estimated that these trees will continue to provide public benefits through storm water management, energy savings, a reduction of carbon dioxide, and improved air quality.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby authorizes the designation of Protected and/or Heritage Tree to the afore mentioned trees and locations.

SECTION 2. This Resolution shall be effective immediately upon passage.

ADOPTED this 21st day of April, 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner – Mayor

ATTTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

CITY OF FERNANDINA BEACH **Dave Neville**
Department of Planning & Conservation Urban Forester

On January 22, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of a Live Oak (Quercus virginiana) in the front yard of 409 N 4th St. The tree is a three stem tree at six feet up from the main trunk. There is no included bark where these three large leaders originate from the main trunk. This tree is 84 inches diameter at breast height. The tree canopy is approximately 40 feet tall and has a spread of 60 feet wide and appears in good health with excellent canopy coverage, color, and leaf size. Two homes have been built on both sides of this tree. Care was taken during the construction of both homes to assure minimal roots removal. A large branch was removed on the north end of this tree to accommodate one of the homes. This removal was performed to ISA standards. Using the rubber mallet, hollowness was not detected on the trunk. Anchor roots were detected on all sides using the probing rod and this tree has a good root flare. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

Form Center

My Forms

Heritage Tree Nomination Form

Save Progress

Description

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.

If located on private property, the owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following. Please include photograph(s) and any additional documentation you believe to be pertinent.

Location of the Tree

409 N 4th Street Fernandina Beach, FL 32034; Lot 24 Block 18

Diameter of trunk at 4.5 feet above ground

81"

Species/Common Name

Southern Live Oak

Why is this tree special?

This old Southern Live Oak has lived atop the knoll on North 4th Street for generations. It was designated by the City to be retained

Nominator's Name

Paul Reed

Select Language
Google Translate

State of Florida

County of Nassau

Sworn and subscribed to me on this 5 day of March, 2026, by ~~[illegible]~~ Paul Reed, by means of physical presence, who provided FL DL exp. 3/2033 ~~[illegible]~~ as identification.

LAURA O'REILLY
Notary Public, State of Florida
My Comm. Expires February 06, 2027
Commission No. HH 359119

Signature of Notary Laura O'Reilly

My Commission expires: 2/6/2027

If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480. Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.

* indicates a required field

Government Websites by CivicPlus®

<---- Docaccess Script --->

Google Translate

Print

Heritage Tree Nomination Form - Submission #17739

Date Submitted: 12/7/2025

Description

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.

If located on private property, the owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following. Please include photograph(s) and any additional documentation you believe to be pertinent.

Location of the Tree

409 N 4th Street Fernandina Beach, FL 32034; Lot 24 Block 18

Diameter of trunk at 4.5 feet above ground

81"

Species/Common Name

Southern Live Oak

Why is this tree special?

This old Southern Live Oak has lived atop the knoll on North 4th Street for generations. It was designated by the City to be retained when new home builds were proposed on lots 23-25 in block 18. The tree itself has three large leaders and reaches with two long primary branches extending west and south from its trunk. With a trunk diameter of some 81" (as reflected on an early survey of Lot 24 Block 18) the tree likely has an age

Owner's Name

same - Paul Reed

Owner's Phone Number

301 466-7842

Owner's E-mail Address

paul_shannon_reed@icloud.com

Address1

409 N. 4th Street

Address2

City

Fernandina Beach

State

FL

Zip

32034

Pictures Upload*

Plot for Lots 23-24-25.pdf

Pictures Upload2

Final Survey_409 N 4th.pdf

Pictures Upload3

Easterly View.jpeg

Pictures Upload4

Westerly View.jpeg

Pictures Upload5

Tree Base.jpeg

Owner's Signature

Paul Reed





CITY OF FERNANDINA BEACH **Dave Neville**
Department of Planning & Conservation Urban Forester

On January 22, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of a Live Oak (Quercus virginiana) in the front yard of 645 Ferdinand Ct. The tree is a single stem tree that splits into a multi-stem tree at 10 feet up the trunk. This tree is 49 inches diameter at breast height. The tree canopy is approximately 40 feet tall and 40 feet wide and appears in good health with excellent canopy coverage, color, and leaf size. The homeowner informed me that she has the tree pruned every 3-4 years to help manage extended branches to remove dead wood. A very small Magnolia tree has sprouted where the tree splits into multiple stems and the homeowner stated she will have it removed the next time she gets the tree pruned. Using the rubber mallet, hollowness was not detected on the trunk. Anchor roots were detected on all sides using the probing rod and this tree has a good root flare. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

Print

Heritage Tree Nomination Form - Submission #16022

Date Submitted: 4/25/2025

Description

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.

If located on private property, the owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following. Please include photograph(s) and any additional documentation you believe to be pertinent.

Location of the Tree

645 Ferdinand Ct Fernandina Beach Florida 32034

Diameter of trunk at 4.5 feet above ground

48.2

Species/Common Name

Live Oak

USE Email To Contact

Why is this tree special?

It's, Beauty, Age and it is a protected species.

Nominator's Name

Sue Jones

Nominator's Phone Number

904.468.2980

Nominator's E-mail Address

Sue.r.jones@gmail.com

Nominator's Address

645 Ferdinand Court

Address2

City | **State** | **Zip**

Fernandina Beach | Fl | 32034

Is the tree on Private Property?*

- [x] Yes
- [ ] No

Owner's Name

Kevin & Sue Jones

Owner's Phone Number

904-468-2980

Owner's E-mail Address

Sue.r.jones@gmail.com

Address1

645 Ferdinand Court

Address2

City | **State** | **Zip**

Fernandina Beach | Fl | 32034

Pictures Upload*

IMG.jpeg

Pictures Upload2

IMG.jpeg

Pictures Upload3

IMG.jpeg

Pictures Upload4

Choose File No file chosen

Pictures Upload5

Choose File No file chosen

Owner's Signature

Sue R Jones

State of Florida

County of _____

Sworn and subscribed to me on this ____ day of _____, 20____, by _____

_____, by means of physical presence, who provided _____

_____ as identification.

_____

Signature of Notary

My Commission expires: _____

If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480. Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.

CITY OF FERNANDINA BEACH **Dave Neville**
Department of Planning & Conservation Urban Forester

On January 22, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of a Live Oak (Quercus virginiana) in the front yard of 409 N 4th St. The tree is a three stem tree at six feet up from the main trunk. There is no included bark where these three large leaders originate from the main trunk. This tree is 84 inches diameter at breast height. The tree canopy is approximately 40 feet tall and has a spread of 60 feet wide and appears in good health with excellent canopy coverage, color, and leaf size. Two homes have been built on both sides of this tree. Care was taken during the construction of both homes to assure minimal roots removal. A large branch was removed on the north end of this tree to accommodate one of the homes. This removal was performed to ISA standards. Using the rubber mallet, hollowness was not detected on the trunk. Anchor roots were detected on all sides using the probing rod and this tree has a good root flare. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

Form Center

My Forms

Heritage Tree Nomination Form

Save Progress

Description

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.

If located on private property, the owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following. Please include photograph(s) and any additional documentation you believe to be pertinent.

Location of the Tree

409 N 4th Street Fernandina Beach, FL 32034; Lot 24 Block 18

Diameter of trunk at 4.5 feet above ground

81"

Species/Common Name

Southern Live Oak

Why is this tree special?

This old Southern Live Oak has lived atop the knoll on North 4th Street for generations. It was designated by the City to be retained

Nominator's Name

Paul Reed

Select Language

Google Translate

Nominator's Phone Number

301 466-7842

Nominator's E-mail Address

paul_shannon_reed@icloud.com

Nominator's Address

409 N. 4th Street

Address2

City

Fernandina Beach

State

FL

Zip

32034

Is the tree on Private Property?*

☑ Yes

☐ No

Owner's Name

same - Paul Reed

Owner's Phone Number

301 466-7842

Owner's E-mail Address

paul_shannon_reed@icloud.com

Address1

409 N. 4th Street

Address2

City

Fernandina Beach

State

FL

Zip

32034

Pictures Upload*

Plot for Lots 23-24-25.pdf

Pictures Upload2

Final Survey_409 N 4th.pdf

Pictures Upload3

Easterly View.jpeg

Pictures Upload4

Westerly View.jpeg

Pictures Upload5

Tree Base.jpeg

Owner's Signature

Paul Reed

Google Translate

State of Florida

County of Nassau

Sworn and subscribed to me on this 5 day of March, 2026, by Paul Reed, by means of physical presence, who provided FL DL exp. 3/2033 as identification.

LAURA O'REILLY
Notary Public, State of Florida
My Comm. Expires February 06, 2027
Commission No. HH 359119

Signature of Notary: Laura O'Reilly

My Commission expires: 2/6/2027

If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480. Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.

* indicates a required field

Government Websites by CivicPlus®

<---- Docaccess Script --->

Google Translate

Print

Heritage Tree Nomination Form - Submission #17739

Date Submitted: 12/7/2025

Description

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.

If located on private property, the owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following. Please include photograph(s) and any additional documentation you believe to be pertinent.

Location of the Tree

409 N 4th Street Fernandina Beach, FL 32034; Lot 24 Block 18

Diameter of trunk at 4.5 feet above ground

81"

Species/Common Name

Southern Live Oak

Why is this tree special?

This old Southern Live Oak has lived atop the knoll on North 4th Street for generations. It was designated by the City to be retained when new home builds were proposed on lots 23-25 in block 18. The tree itself has three large leaders and reaches with two long primary branches extending west and south from its trunk. With a trunk diameter of some 81" (as reflected on an early survey of Lot 24 Block 18) the tree likely has an age

measured in hundreds of years. It is cherished by residents in the north end of the historic district as the most prominent tree of its kind in this area. My wife Shannon and I are proud to have the tree on our property which we purchased on July 29, 2025 and we hope to have the tree preserved as is, in perpetuity.

Nominator's Name

Paul Reed

Nominator's Phone Number

301 466-7842

Nominator's E-mail Address

paul_shannon_reed@icloud.com

Nominator's Address

409 N. 4th Street

Address2

City

Fernandina Beach

State

FL

Zip

32034

Is the tree on Private Property?*

☑ Yes

☐ No

Owner's Name

same - Paul Reed

Owner's Phone Number

301 466-7842

Owner's E-mail Address

paul_shannon_reed@icloud.com

Address1

409 N. 4th Street

Address2

City

Fernandina Beach

State

FL

Zip

32034

Pictures Upload*

Plot for Lots 23-24-25.pdf

Pictures Upload2

Final Survey_409 N 4th.pdf

Pictures Upload3

Easterly View.jpeg

Pictures Upload4

Westerly View.jpeg

Pictures Upload5

Tree Base.jpeg

Owner's Signature

Paul Reed

State of Florida

County of _____

Sworn and subscribed to me on this ____ day of _____, 20____, by

_____

_____, by means of physical presence, who provided

_____

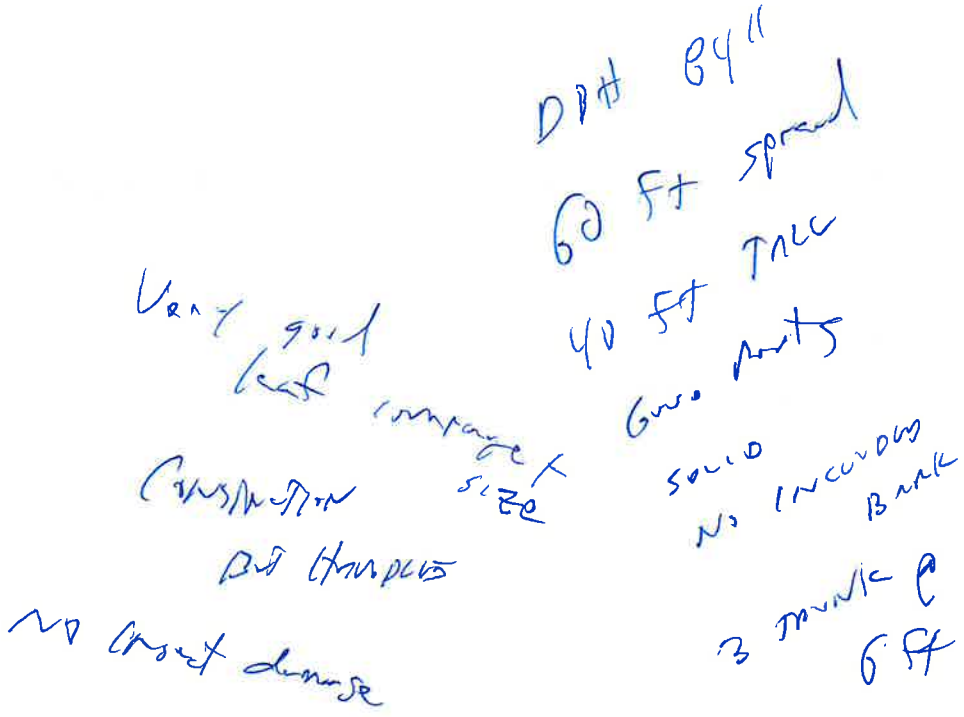
_____ as identification.

_____

Signature of Notary

My Commission expires: _____

If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480.
Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.







CITY OF FERNANDINA BEACH **Dave Neville**
Department of Planning & Conservation Urban Forester

On January 22, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of a Live Oak (Quercus virginiana) in the front yard of 645 Ferdinand Ct. The tree is a single stem tree that splits into a multi-stem tree at 10 feet up the trunk. This tree is 49 inches diameter at breast height. The tree canopy is approximately 40 feet tall and 40 feet wide and appears in good health with excellent canopy coverage, color, and leaf size. The homeowner informed me that she has the tree pruned every 3-4 years to help manage extended branches to remove dead wood. A very small Magnolia tree has sprouted where the tree splits into multiple stems and the homeowner stated she will have it removed the next time she gets the tree pruned. Using the rubber mallet, hollowness was not detected on the trunk. Anchor roots were detected on all sides using the probing rod and this tree has a good root flare. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

Print

Heritage Tree Nomination Form - Submission #16022

Date Submitted: 4/25/2025

Description

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.

If located on private property, the owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following. Please include photograph(s) and any additional documentation you believe to be pertinent.

Location of the Tree

645 Ferdinand Ct Fernandina Beach Florida 32034

Diameter of trunk at 4.5 feet above ground

48.2

Species/Common Name

Live Oak

USE Email To Contact

Why is this tree special?

It's, Beauty, Age and it is a protected species.

Nominator's Name

Sue Jones

Nominator's Phone Number

904.468.2980

Nominator's E-mail Address

Sue.r.jones@gmail.com

Nominator's Address

645 Ferdinand Court

Address2

City: Fernandina Beach

State: Fl

Zip: 32034

Is the tree on Private Property?*

- [x] Yes
- [ ] No

Owner's Name: Kevin & Sue Jones

Owner's Phone Number: 904-468-2980

Owner's E-mail Address: Sue.r.jones@gmail.com

Address1: 645 Ferdinand Court

Address2

City: Fernandina Beach

State: Fl

Zip: 32034

Pictures Upload*: IMG.jpeg

Pictures Upload2: IMG.jpeg

Pictures Upload3: IMG.jpeg

Pictures Upload4: Choose File No file chosen

Pictures Upload5: Choose File No file chosen

Owner's Signature

Sue R Jones

State of Florida

County of _____

Sworn and subscribed to me on this ____ day of _____, 20____, by _____

_____, by means of physical presence, who provided _____

_____ as identification.

_____

Signature of Notary

My Commission expires: _____

If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480. Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.







Pinus - 45

49"

Multi Stem @ 15ft

40 ft tall

40 ft wide

Maple Grove

Hot Springs





CITY OF FERNANDINA BEACH **Dave Neville**
Department of Planning & Conservation Urban Forester

On February 11, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of a Live Oak (Quercus virginiana) in the back yard of 904 Calhoun St. The tree has two main stems tree that splits into multiple stems at 10 feet up the trunk. This tree is 68 inches diameter at breast height. The tree canopy is approximately 40 feet tall and 50 feet wide and appears in good health with excellent canopy coverage, color, and leaf size. The homeowner informed me that she had her home built around this sprawling tree. This tree is very close to the deck and the homeowner has removed part of the deck to accommodate the trees growth. Using the rubber mallet, hollowness was detected on a long limb that grows to the west over the deck. The homeowner will take notice if any limbs fall or leaf color and size deteriorate and have the limb removed. No hollowness was detected on the trunk. Anchor roots were detected on all sides using the probing rod and this tree has a good root flare. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

City of Fernandina Beach Heritage Tree Nomination Form

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: ***The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.***

The owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following and return to the Planning & Conservation Department. Please include photograph(s) and any additional documentation.

Location of the Tree: 904 Calhoun St. FB

Diameter of trunk at 4.5 feet above ground: 68"

Species/ Common Name: S. Live Oak

Why is this tree special? grand, symetrical, healthy.
I designed my home to be built "around" the tree.
A lot of wild life (many bird species; squirrels) use the tree.
My neighbors recall picking wild berries on the property & climbing the tree when young.
My porch is aligned w/a huge limb; I feel like I'm in a treehouse when I'm on my porch.

Nominator's Name Joanne Finelli **Phone** 904.556-9597 **E-mail** joannefdiaz@gmail.com

Nominator's Address 904 Calhoun St. **City** FB **State** FL **Zip** 32034

Owner's Name Joanne Finelli **Phone** 904-556-9597 **E-mail** joannefdiaz@gmail.com

Owner's Address 904 Calhoun St. **City** FB **State** FL **Zip** 32034

Owner (signature) Joanne Finelli

State of Florida
County of Nassau

Sworn and subscribed to me on this 11th *day of* February *20* 26 *by* Joanne Finelli, *by means of physical presence, who provided* FL DL Exp. 4/28 *as identification.*

Ashley Manning
Signature of Notary

My Commission expires:

ASHLEY MANNING
MY COMMISSION # HH 453155
EXPIRES: February 5, 2028

If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480.
Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.

David Neville

From: Kim Wolford <rexsmom32715@gmail.com>
Sent: Wednesday, May 14, 2025 12:20 PM
To: David Neville
Cc: r.raymond1
Subject: New Tree for HTP

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Hi David, hope all is well with you. There is a tree located at 904 Calhoun that is a great candidate for the Heritage Tree Program. It is amazing!!!!!! The owner is Joanne and her telephone number is 904.556.9597. She built her home around the tree, literally. Please give her a call. Thx, Kim

Called on 2-11-26

6 8" DBH

2 Large Stems

Sprouting

Heavy Bruit Around

No Hollow - Live Large Branch Fork

Good Leaves

Good Roots

40 ft tall

50 ft wide









CITY OF FERNANDINA BEACH **Dave Neville**
Department of Planning & Conservation Urban Forester

On March 24, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of a Live Oak (Quercus virginiana) at 1717 Broome St. This tree is growing in the front yard near the intersection of Broome St and N 18th St. The tree is a triple stem tree and spreads across most of the front yard with one branch being lifted by two supports to allow access of the walkway. The tree canopy is approximately 60 feet wide and 40 feet tall and appears in good health with excellent canopy coverage, color, and leaf size. This Live Oak is 50 inches diameter at breast height. Using the rubber mallet, hollowness was not detected. No cavities were seen from the ground level looking up. Anchor roots were detected on all sides using the probing rod and this tree has a good root flare. This tree has been pruned in the past to allow clearance from nearby power lines on the east side. The cuts were within ISA standards. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

City of Fernandina Beach Heritage Tree Nomination Form

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: ***The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.***

The owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following and return to the Planning & Conservation Department. Please include photograph(s) and any additional documentation.

Location of the Tree: NW CORNER N. 18TH + BROOME

Diameter of trunk at 4.5 feet above ground: 50 "

Species/ Common Name: LIVE OAK QUERCUS VIRGINIANA

Why is this tree special? LARGE, BUT MAY SEEMED TO BE 2 TREES, BUT THEY JOIN UP AT 4-5 FEET SO IT MAY BE JUST ONE

Nominator's Name _____ **Phone** _____ **E-mail** _____

Nominator's Address _____ **City** _____ **State** _____ **Zip** _____

Owner's Name JAMES HILL **Phone** 904 583 2340 **E-mail** JAPHILL 1320 GMAIL.

Owner's Address 1717 BROOME ST **City** FERNANDINA **State** FL **Zip** 32034

904 583 2340

Owner (signature) _____

State of Florida
County of NASSAU

Sworn and subscribed to me on this 23 *day of* March, 2026, *by* James Allen Hill

_____, *by means of physical presence, who provided* FL DL

_____ *as identification.*

_____
Signature of Notary SYLVIE MCCANN

My Commission expires: 11/12/2028

SYLVIE MCCANN
Notary Public-State of Florida
Commission # HH 607798
My Commission Expires
November 12, 2028

If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480.
Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.

50" DBH

Solid

40 Ft tall

60 Ft wide

3 stem

2 Co-t Cables To the west

1 w/ support

Thumb from wires





David Neville

From: Kim Wolford <rexsmom32715@gmail.com>
Sent: Thursday, September 4, 2025 11:25 AM
To: David Neville
Cc: rexsmom32715@gmail.com; r.raymond1
Subject: HTP Candidate

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Hello David! There are two trees located at 1717 Broome that owners would like to be in program. He is a forrester. Kathy Hill 904.583.2340.

CITY OF FERNANDINA BEACH
Department of Planning & Conservation

Dave Neville
Urban Forester

On March 26, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of a Live Oak (Quercus virginiana) at 2500 Atlantic Ave. This tree is growing in the front of the Atlantic Rec Center near the marquee sign between the parking lot and Atlantic Ave. The tree is a single stem tree to approximately 10 feet and spreads out with three main leaders. The tree canopy is approximately 50 feet wide and 30 feet tall and appears in good health with excellent canopy coverage, color, and leaf size. This Live Oak is 54 inches diameter at breast height. Using the rubber mallet, hollowness was not detected. No cavities or included bark were observed from the ground level. Anchor roots were detected on all sides using the probing rod and this tree has a good root flare. This tree has a slight lean towards the south but the anchor roots did not show any signs or lifting. There is a small palm growing on one of the leads but the palm does not look healthy.. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

City of Fernandina Beach Heritage Tree Nomination Form

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: ***The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.***

The owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following and return to the Planning & Conservation Department. Please include photograph(s) and any additional documentation.

Location of the Tree: Atlantic Rec Center Near Marquee Sign Atlantic Ave 2500

Diameter of trunk at 4.5 feet above ground: 54"

Species/ Common Name: Quercus virginiana / Live Oak

Why is this tree special? Large Tree Gives a Special Look To Atlantic Ave near Rec Center.

Nominator's Name David Nevins **Phone** 904-310-3484 **E-mail** DNevins@FBFL.org

Nominator's Address 204 1st ST **City** FB **State** FL **Zip** 32034

Owner's Name CO FB **Phone** _____ **E-mail** _____

Owner's Address _____ **City** _____ **State** _____ **Zip** _____

Owner (signature) _____

State of Florida
County of _____

Sworn and subscribed to me on this ____ *day of* _____, *20*____, *by* _____

_____, *by means of physical presence, who provided* _____

_____ *as identification.*

_____
Signature of Notary

My Commission expires: _____

If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480.
Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.

5½" DBH

SINGLE STEM TO 10 FT THEN 3 LEADERS

50 FT WIDE

30 FT TALL

SLIGHT LEAN

GOOD LEAVES

NO INCLUDED BARK

NO CAVITIES


ATLANTIC REC CENTER
EASTER
CELEBRATION 3-28
DOWNTOWN MAST
EGGHUNT FOOD FUN





David Neville

From: Kim Wolford <rexsmom32715@gmail.com>
Sent: Wednesday, September 24, 2025 12:08 PM
To: David Neville
Cc: r.raymond1; rexsmom32715@gmail.com
Subject: HTP Nominees

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Hi David! There are 4 very large trees in the front lawn of city Rec center on Atlantic that def qualify for program. Thx, Kim.

CITY OF FERNANDINA BEACH **Dave Neville**
Department of Planning & Conservation Urban Forester

On February 24, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of a Live Oak (Quercus virginiana) in the Right of Way in front of 6 Ilan Cir. This tree is growing very close to the pavement of Ilan Cir. The tree is a single stem tree that splits into 4 main stems at 10 feet up the trunk. This tree is 49 inches diameter at breast height. The tree canopy is approximately 50 feet wide and 40 feet tall and appears in good health with excellent canopy coverage, color, and leaf size. Using the rubber mallet, hollowness was not detected. No cavities were seen from the ground level looking up. Anchor roots were detected on all sides using the probing rod and this tree has a good root flare. Some burls have started to form but this does not compromise the structure nor the health of the tree. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

City of Fernandina Beach Heritage Tree Nomination Form

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: ***The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.***

The owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following and return to the Planning & Conservation Department. Please include photograph(s) and any additional documentation.

Location of the Tree: ROW 6 Ican Cir

Diameter of trunk at 4.5 feet above ground: 49"

Species/ Common Name: Quercus virginiana / Live Oak

Why is this tree special? Beautiful canopy providing shade at end of street and wildlife habitat

Nominator's Name David Nevicli **Phone** 904-310-3484 **E-mail** dnevicli@fbfl.org

Nominator's Address 704 1st St **City** Fernandina Beach **State** FL **Zip** 32034

Owner's Name COFB **Phone** same **E-mail** same

Owner's Address same **City** same **State** same **Zip** same

Owner (signature) _____

State of Florida
County of _____

Sworn and subscribed to me on this ____ *day of* _____, *20*____, *by* _____

_____, *by means of physical presence, who provided* _____

_____ *as identification.*

_____
Signature of Notary

My Commission expires: _____

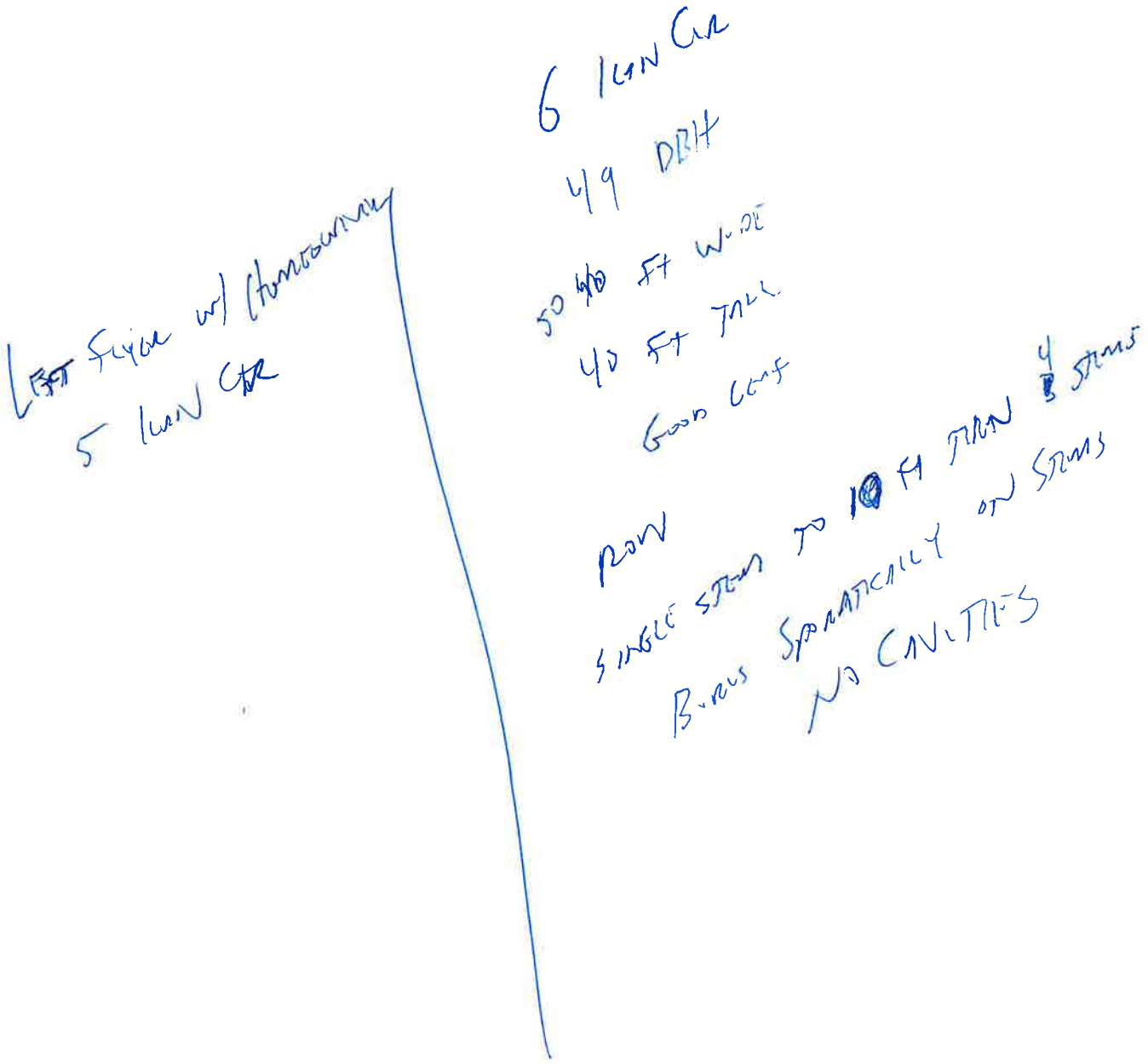
If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480.
Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.

David Neville

From: Kim Wolford <rexsmom32715@gmail.com>
Sent: Wednesday, August 27, 2025 12:35 PM
To: David Neville
Cc: r.raymond1; rexsmom32715@gmail.com
Subject: HTP Candidates

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Hi David! Rebecca and I found two trees on Ilan that are on public right of way. The one located at 5 Ilan has a tree that is publicly owned as well as the one in the front yard that is privately owned. The owner wants to put the private tree into the program so we left him a flyer. Thank you, Kim









CITY OF FERNANDINA BEACH **Dave Neville**
Department of Planning & Conservation Urban Forester

On February 5, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of a Live Oak (Quercus virginiana) in the Right of Way at the south-west corner of Alachua and N Wolff St. The tree is a single stem tree that splits into a two-stem tree at 5 feet up the trunk. No included bark is observed at the split of the two stems. One stem travels straight up and over powerlines and the other stem goes across the property at 19 N Wolff St. This tree is 45 inches diameter at breast height. The tree canopy is approximately 40 feet tall and 40 feet wide and appears in good health with excellent canopy coverage, color, and leaf size. Using the rubber mallet, hollowness was not detected on the trunk. Anchor roots were detected on all sides using the probing rod and this tree has a good root flare. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

City of Fernandina Beach Heritage Tree Nomination Form

Location of Tree: Alachua and N Wolff, SW corner, by stop sign. (ROW at 19 N Wolff)

Diameter of trunk at 4.5 feet above ground: 46.5" for it's main trunk! Double trunk begins at 59" above grade.

Species/Common Name: Quercus Virginians/ Live Oak

Why is this tree special? This massive, double trunked tree is part of a multi tree system in this specific area and on the property of 19 N Wolff. The trees have an obvious growth pattern developed by absorbing and deflecting strong eastern winds from the ocean and open greenway area just to the East. They provide protection for the homes and create a breathtaking display of resiliency. Loss of this tree and it's tree community would expose the homes to considerable wind energy.

Nominator's Name: Tammi Kosack Phone: 404-232-0428 E-mail: tk12note@gmail.com

Nominator's Address: 322 N 3rd St Fernandina Beach FL 32034

Owner's Name: CoFB, ROW

David Neville

From: Tammi Kosack <tk12note@gmail.com>
Sent: Sunday, April 10, 2022 10:24 AM
To: David Neville
Cc: Kelly N. Gibson; Margaret Kirkland; berta .; Rebecca Raymond
Subject: Heritage Tree Nomination Alachua & N Wolff ROW
Attachments: Heritage Tree Nom Alachua N Wolff.docx

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.





--

Tammi Kosack
404-232-0428

45" DBH
SINGLE STEM TREE 2 STEM A 5FT
6/5 FT WIDE
40 FT TALL
NO HOLLOWNESS
GOOD LIMITS
REMOVE FOR PROCESSING IN PART

EXTENSIVE STEM WT
TOWARD SIDEWALK

GOOD GROWTH
OUTER POWER LINES
NEW

NO INCLUSIONS BARK





CITY OF FERNANDINA BEACH
Department of Planning & Conservation

Dave Neville
Urban Forester

On February 3, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of a Live Oak (Quercus virginiana) in the Right of Way in front of 134 N 13th St. The tree is a single stem tree that splits into a two-stem tree at 8 feet up the trunk. This tree is 41 inches diameter at breast height. The tree canopy is approximately 35 feet tall and 45 feet wide and appears in good health with excellent canopy coverage, color, and leaf size. The home at 134 N 13th St was moved to the lot a couple of years ago and the owners took great care to remove only one large limb to fit the home onto the lot. Using the rubber mallet, hollowness was not detected on the trunk. Anchor roots were detected on all sides using the probing rod and this tree has a good root flare. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

City of Fernandina Beach Heritage Tree Nomination Form

Location of Tree: 130 N 13th street, ROW; future potential heritage tree across the street from 134 N 13th St., with which it links canopy arms/limbs

Diameter of trunk at 4.5 feet above ground: 41.4"

Species/Common Name: Quercus Virginiana/ Live Oak

Why is this tree special?

This massive tree provides shade for two properties (130 and 134 N 13th st), as well as the street in an other wise sunny area. The tree is vulnerable as it is on the ROW of a vacant property currently listed for sale. New owners or builders may not realize the value or the steps required for protecting the tree roots and limbs and the tree is at risk of possible inappropriate pruning or cutting for new construction development of the lot.

This beautiful tree holds limb-hands with a 33.4" DBH across the street in the ROW of the Nassau County School Board property. The two trees create an intertwined canopy of habitat and shading on this quiet street.

Nominator's Name: Tammi Kosack Phone: 404-232-0428 E-mail: tk12note@gmail.com

Nominator's Address: 322 N 3rd St. Fernandina Beach, FL 32034

Owner's Name: CoFB ROW

David Neville

From: Tammi Kosack <tk12note@gmail.com>
Sent: Sunday, April 10, 2022 10:24 AM
To: David Neville
Cc: Kelly N. Gibson; Margaret Kirkland; berta .; Rebecca Raymond
Subject: Heritage Tree Nomination 130 N 13th St ROW
Attachments: Heritage Tree Nom 130 N 13th st.docx

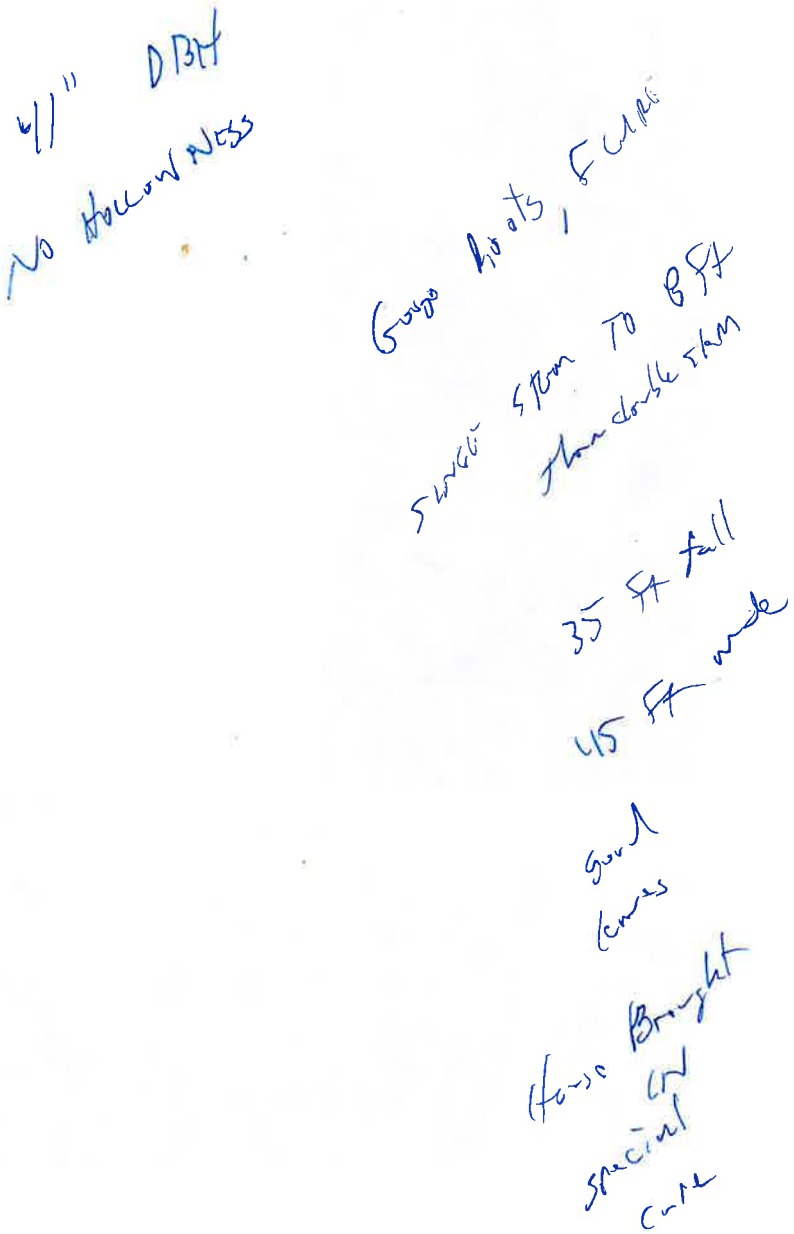
CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.





--

Tammi Kosack
404-232-0428


6/11" DBH
No Hollow Ness
Good Roots, Full Crown
Straight stem 70 ft
then double stem
35 ft tall
45 ft wide
Good leaves
Has Brought CW special care





CITY OF FERNANDINA BEACH **Dave Neville**
Department of Planning & Conservation Urban Forester

On February 11, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of a Live Oak (Quercus virginiana) in the Right of Way on the northeast corner of 720 S 7th St. The tree is a single stem tree with a compact crown spread of 30 feet wide. This canopy spread covers the entire intersection of Hickory St and S 7th St. This tree is 50 inches diameter at breast height. The tree canopy is approximately 35 feet tall and appears in good health with excellent canopy coverage, color, and leaf size. Using the rubber mallet, hollowness was detected on the trunk on the northeast side where two trunks have become one and there is a small cavity where the two trunks haven't completely joined in the middle. No hollowness was detected below or above this combination. Anchor roots were detected on all sides using the probing rod and this tree has a good root flare. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

City of Fernandina Beach Heritage Tree Nomination Form

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: ***The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.***

The owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following and return to the Planning & Conservation Department. Please include photograph(s) and any additional documentation.

Location of the Tree: ROW 720 S 7TH ST

Diameter of trunk at 4.5 feet above ground: 50"

Species/ Common Name: QUERCUS VIRGINIANA / LIVE OAK

Why is this tree special? LARGE CANOPY TIMT SHADES THE ENTIRE INTERSECTION

Nominator's Name KIM WOLFORD **Phone** _____ **E-mail** RIXSMOM32735@GMAIL.COM

Nominator's Address 1315 BROME ST **City** F.B. **State** FL **Zip** 32034

Owner's Name COFB **Phone** 904-310-3480 **E-mail** DNIVILLE@FBFL.ORG

Owner's Address 204 ASH ST **City** FB **State** FL **Zip** 32034

Owner (signature) _____

State of Florida
County of _____

Sworn and subscribed to me on this ____ *day of* _____, *20*____, *by* _____

_____, *by means of physical presence, who provided* _____

_____ *as identification.*

_____
Signature of Notary

My Commission expires: _____

If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480.
Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.

David Neville

From: Kim Wolford <rexsmom32715@gmail.com>
Sent: Friday, August 15, 2025 3:29 PM
To: David Neville
Subject: Re: HTP Candidate

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Oops, S 7th and Hickory
On Fri, Aug 15, 2025 at 3:27 PM Kim Wolford <rexsmom32715@gmail.com> wrote:
S 7th. I drive by it all the time. Friends live three doors down

On Fri, Aug 15, 2025 at 3:26 PM David Neville <dneville@fbfl.org> wrote:

S 7th or S 6th?

David Neville
Urban Forester/Arborist
City of Fernandina Beach
204 Ash Street
Fernandina Beach, Florida 32034
(904) 310-3484 | dneville@fbfl.org
www.fbfl.us

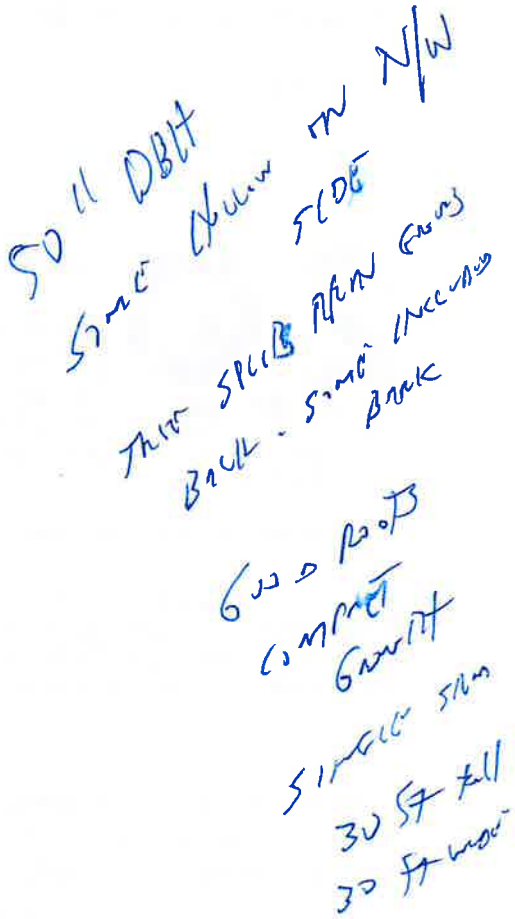
If this email is related to the Board, Committee or Commission that you serve on, please DO NOT REPLY TO ALL.

Disclaimer: According to Florida Public Records Law, email correspondence to and from the City of Fernandina Beach, including email addresses and other personal information, is public record and must be made available to the public and media upon request, unless otherwise exempted by the Public Records Law. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

From: Kim Wolford <rexsmom32715@gmail.com>
Sent: Friday, August 15, 2025 3:23 PM
To: David Neville <dneville@fbfl.org>
Cc: r.raymond1 <r.raymond1@yahoo.com>; rexsmom32715@gmail.com
Subject: HTP Candidate

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Hi David! Rebecca and I identified a tree located at the corner of S. 7th and Gum and we believe it qualifies for the Heritage Tree Program. It is located on the corner property of the USW building lot and appears to be city-owned. Thank you, Kim









CITY OF FERNANDINA BEACH
Department of Planning & Conservation

Dave Neville
Urban Forester

On March 25, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of 3 Live Oak trees (Quercus virginiana) at Egans Creek Park located at 2201 Atlantic Ave. All 3 trees are found in the protected portion of the parking lot on the west side of the park. During these assessments, the following was discovered.

Tree 1: This 47-inch Diameter at Breast Height (DBH) Live oak tree becomes a double stem tree at 4 ft. Both main stems grow to the east with a canopy width of 40 feet and to a height of 40 feet. A small palm tree is starting to sprout from the crotch of the two stems. No cavities were seen from ground level. Using the rubber mallet, hollowness was not detected. Leaf size and color were good. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

Tree 2: This tree is growing near tree one and is measured as 45 inches DBH. It is a double stem with the crotch at 5 feet. This tree is 45 feet wide and 35 feet tall. A small cavity is located on the north side of the main trunk. Frass is located in the cavity. The probing rod was inserted into the cavity, and it was discovered the cavity went up one of the main leaders about 3 feet. No hollowness was detected when hit with the rubber mallet leading me to believe the cavity is still small in circumference. Anchor roots were detected on all sides. This tree is growing to the southeast to obtain sunlight from the grove of trees it is growing in. Leaf color and size were good with the size and age of this tree. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

Tree 3: This 49-inch DBH Live Oak tree is located closer to N Wolff St to the west of trees 1 and 2. This tree splits into 3 main leaders at 2 feet. Two of these leaders rejoin at 6 feet and then split apart again. There is a small cavity at the very base of this tree on the north side. The cavity is shallow with no decay observed. This tree is 45 feet tall and 45 feet wide. This tree has a good root flare, and anchor roots were found on all sides. No hollowness was found when hit with the rubber mallet. Leaf color and size were appropriate for the age and size of this tree. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

City of Fernandina Beach Heritage Tree Nomination Form

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: ***The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.***

The owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following and return to the Planning & Conservation Department. Please include photograph(s) and any additional documentation.

Location of the Tree: Egans Creek Park / 2201 Atlantic Ave

Diameter of trunk at 4.5 feet above ground: 47"

Species/ Common Name: Quercus virginiana / Live Oak

Why is this tree special? Provides Setting for Parking Lot and Park. Wildlife Habitat

Tree 1

Nominator's Name David Nevill **Phone** 904-310-3484 **E-mail** DNEVILLE@FBFL.ORG

Nominator's Address 204 1st St **City** FB **State** FL **Zip** 32034

Owner's Name COFB **Phone** _____ **E-mail** _____

Owner's Address _____ **City** _____ **State** _____ **Zip** _____

Owner (signature) _____

State of Florida
County of _____

Sworn and subscribed to me on this ____ *day of* _____, 20____, *by* _____

_____, *by means of physical presence, who provided* _____

_____ *as identification.*

_____
Signature of Notary

My Commission expires: _____

If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480.
Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.



David Neville

From: Kim Wolford <rexsmom32715@gmail.com>
Sent: Wednesday, September 24, 2025 12:26 PM
To: David Neville
Cc: r.raymond1; rexsmom32715@gmail.com
Subject: HTP Nominees

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Hi David! There are 4 trees located in the parking lot of Egans Creek Park on the N. Wolfee Street side. Public trees, all but one split. Good size trees

40 ft Tall

Tree 1 - 47" Double Stem Extends over Parking Lot @ 40 ft to East @ 45 ft

Little Palm in Canopy

No Cavities Some Dead Wood

Good Leaders

Tree 2 - 45" Double Stem @ 5 ft All canopy going to the South for sunlight

45 ft Wood, 35 ft Tall

1 Cavity on N. side of Trunk at 2 ft w/ Fungus Dot No Hollow sounding

Tree 3 - 49" Triple Stem @ 2 ft. Two of the stems have decayed at 6 ft.

45 ft Tall 45 ft Wide to SW

SM Cavity at Base

Some Dead Wood

CITY OF FERNANDINA BEACH
Department of Planning & Conservation

Dave Neville
Urban Forester

On March 25, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of 3 Live Oak trees (Quercus virginiana) at Egans Creek Park located at 2201 Atlantic Ave. All 3 trees are found in the protected portion of the parking lot on the west side of the park. During these assessments, the following was discovered.

Tree 1: This 47-inch Diameter at Breast Height (DBH) Live oak tree becomes a double stem tree at 4 ft. Both main stems grow to the east with a canopy width of 40 feet and to a height of 40 feet. A small palm tree is starting to sprout from the crotch of the two stems. No cavities were seen from ground level. Using the rubber mallet, hollowness was not detected. Leaf size and color were good. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

Tree 2: This tree is growing near tree one and is measured as 45 inches DBH. It is a double stem with the crotch at 5 feet. This tree is 45 feet wide and 35 feet tall. A small cavity is located on the north side of the main trunk. Frass is located in the cavity. The probing rod was inserted into the cavity, and it was discovered the cavity went up one of the main leaders about 3 feet. No hollowness was detected when hit with the rubber mallet leading me to believe the cavity is still small in circumference. Anchor roots were detected on all sides. This tree is growing to the southeast to obtain sunlight from the grove of trees it is growing in. Leaf color and size were good with the size and age of this tree. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

Tree 3: This 49-inch DBH Live Oak tree is located closer to N Wolff St to the west of trees 1 and 2. This tree splits into 3 main leaders at 2 feet. Two of these leaders rejoin at 6 feet and then split apart again. There is a small cavity at the very base of this tree on the north side. The cavity is shallow with no decay observed. This tree is 45 feet tall and 45 feet wide. This tree has a good root flare, and anchor roots were found on all sides. No hollowness was found when hit with the rubber mallet. Leaf color and size were appropriate for the age and size of this tree. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

City of Fernandina Beach Heritage Tree Nomination Form

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.

The owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following and return to the Planning & Conservation Department. Please include photograph(s) and any additional documentation.

Location of the Tree: Gans Creek Park / 2201 Atlantic Ave

Diameter of trunk at 4.5 feet above ground: 45"

Species/ Common Name: Quercus virginiana / Live Oak

Why is this tree special? Previous Silvic. Large Canopy. Wildlife Habitat

TREE 2

Nominator's Name David Nevill **Phone** 904-310-3484 **E-mail** dnevill@fbfl.org

Nominator's Address 204 14th St **City** FB **State** FL **Zip** 32034

Owner's Name COFB **Phone** _____ **E-mail** _____

Owner's Address _____ **City** _____ **State** _____ **Zip** _____

Owner (signature) _____

State of Florida
County of _____

Sworn and subscribed to me on this ____ *day of* _____, 20____, *by* _____

_____, *by means of physical presence, who provided* _____

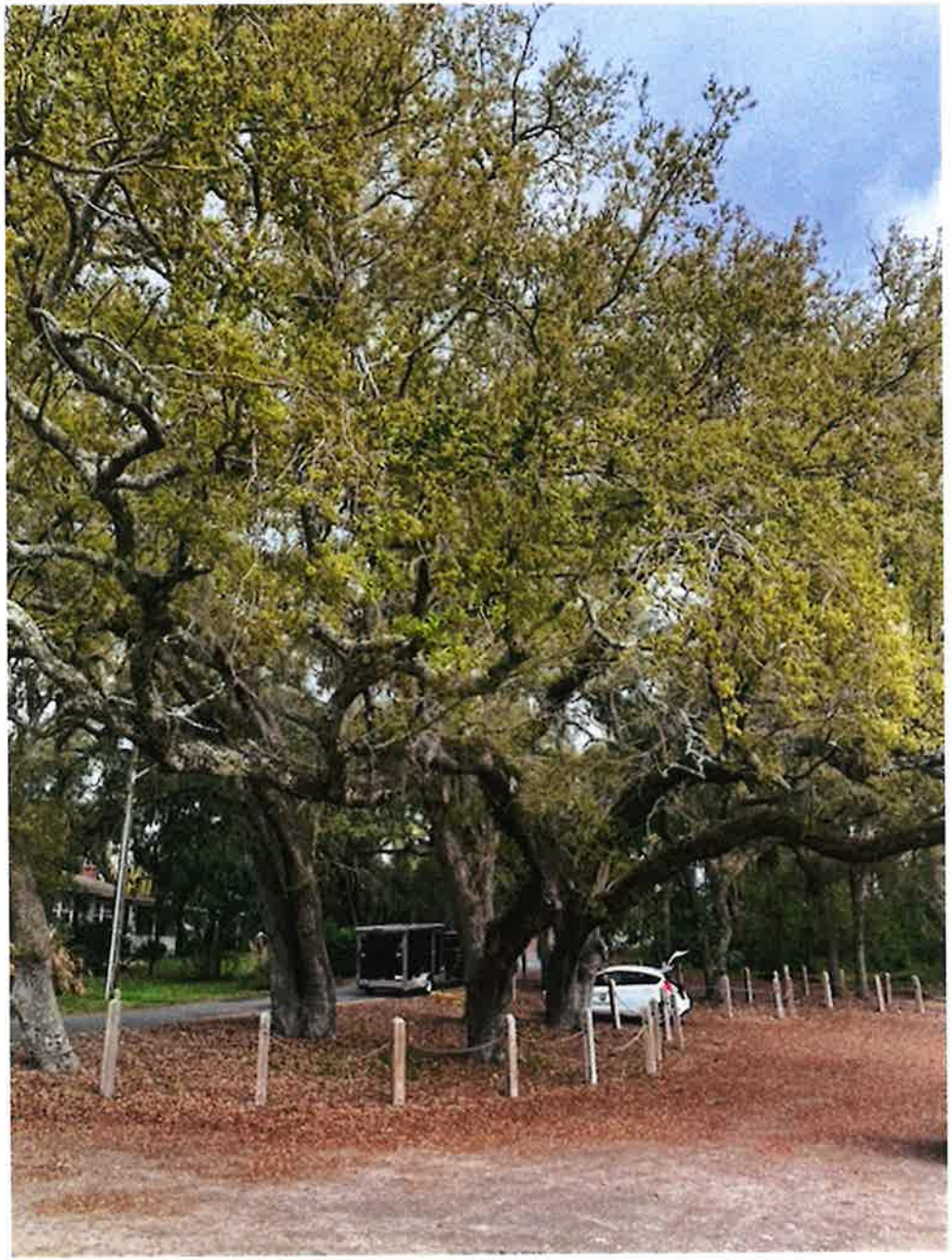
_____ *as identification.*

_____
Signature of Notary

My Commission expires: _____

If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480.
Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.





David Neville

From: Kim Wolford <rexsmom32715@gmail.com>
Sent: Wednesday, September 24, 2025 12:26 PM
To: David Neville
Cc: r.raymond1; rexsmom32715@gmail.com
Subject: HTP Nominees

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Hi David! There are 4 trees located in the parking lot of Egans Creek Park on the N. Wolfee Street side. Public trees, all but one split. Good size trees

CITY OF FERNANDINA BEACH **Dave Neville**
Department of Planning & Conservation Urban Forester

On March 25, 2026, using a rubber mallet, a probing rod, and DBH tape, I performed a Basic Level 2 Assessment on the health and structure of 3 Live Oak trees (Quercus virginiana) at Egans Creek Park located at 2201 Atlantic Ave. All 3 trees are found in the protected portion of the parking lot on the west side of the park. During these assessments, the following was discovered.

Tree 1: This 47-inch Diameter at Breast Height (DBH) Live oak tree becomes a double stem tree at 4 ft. Both main stems grow to the east with a canopy width of 40 feet and to a height of 40 feet. A small palm tree is starting to sprout from the crotch of the two stems. No cavities were seen from ground level. Using the rubber mallet, hollowness was not detected. Leaf size and color were good. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

Tree 2: This tree is growing near tree one and is measured as 45 inches DBH. It is a double stem with the crotch at 5 feet. This tree is 45 feet wide and 35 feet tall. A small cavity is located on the north side of the main trunk. Frass is located in the cavity. The probing rod was inserted into the cavity, and it was discovered the cavity went up one of the main leaders about 3 feet. No hollowness was detected when hit with the rubber mallet leading me to believe the cavity is still small in circumference. Anchor roots were detected on all sides. This tree is growing to the southeast to obtain sunlight from the grove of trees it is growing in. Leaf color and size were good with the size and age of this tree. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

Tree 3: This 49-inch DBH Live Oak tree is located closer to N Wolff St to the west of trees 1 and 2. This tree splits into 3 main leaders at 2 feet. Two of these leaders rejoin at 6 feet and then split apart again. There is a small cavity at the very base of this tree on the north side. The cavity is shallow with no decay observed. This tree is 45 feet tall and 45 feet wide. This tree has a good root flare, and anchor roots were found on all sides. No hollowness was found when hit with the rubber mallet. Leaf color and size were appropriate for the age and size of this tree. During this assessment, this tree was determined to be structurally sound and healthy and should be considered for designation as a City of Fernandina Beach Heritage Tree.

David Neville
ISA Certified Arborist FL-9817A
904-310-3480

City of Fernandina Beach Heritage Tree Nomination Form

Any citizen, property owner or official of the city may nominate a tree to be designated as a heritage tree due to its size, age, historic, aesthetic, or cultural significance, and possession of the following characteristics: The tree is a native tree, has a diameter breast height of at least 36 inches; and, the tree is known or proven to be a part of the history of the city or the culture of its people as documented in books, periodicals, or other documents.

The owner's approval is needed for Heritage Tree designation. To nominate a tree, fill out the following and return to the Planning & Conservation Department. Please include photograph(s) and any additional documentation.

Location of the Tree: Egans Creek Park / 2201 Atlantic Ave

Diameter of trunk at 4.5 feet above ground: 49"

Species/ Common Name: Quercus virginiana / Live Oak

Why is this tree special? Provides Shade over Parking Lot next to Wolff St. Habitat for Wildlife.

Tree 3

Nominator's Name David Nemmi **Phone** 904-310-3484 **E-mail** DNemmi@FBFL.org

Nominator's Address 704 14th St **City** FB **State** FL **Zip** 32034

Owner's Name CO FB **Phone** _____ **E-mail** _____

Owner's Address _____ **City** _____ **State** _____ **Zip** _____

Owner (signature) _____

State of Florida
County of _____

Sworn and subscribed to me on this ____ *day of* _____, 20____, *by* _____

_____, *by means of physical presence, who provided* _____

_____ *as identification.*

_____
Signature of Notary

My Commission expires: _____

If you have questions about this form, please call the Planning & Conservation Department at 904-310-3480.
Nominating a tree provides recognition of a tree's intrinsic worth and value to the community.









David Neville

From: Kim Wolford <rexsmom32715@gmail.com>
Sent: Wednesday, September 24, 2025 12:26 PM
To: David Neville
Cc: r.raymond1; rexsmom32715@gmail.com
Subject: HTP Nominees

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Hi David! There are 4 trees located in the parking lot of Egans Creek Park on the N. Wolfee Street side. Public trees, all but one split. Good size trees

F. Abused trees:

Abused trees shall not be counted toward fulfilling tree replacement or preservation requirements. The City may require the abused trees to be replaced and are subject to penalties provided for in LDC section 11.08.04. A tree shall be considered abused if one (1) or more the following actions have taken place:

1. Significant damage has been inflicted upon any part of a tree, including the root system by machinery, storage of materials, soil compaction, excavation, vehicle accidents, chemical application, or change to the natural grade;
2. Damage inflicted to or cutting upon a tree which causes infection or pest infestation;
3. Pruning any tree to permanently reduce the function of the tree or cause it to go into shock;
4. Pruning a tree to destroy its natural shape;
5. Hatracking;
6. Removal of bark which is detrimental to the tree;
7. Tears and splitting of limb-ends or peeling and stripping of bark;
8. Use of climbing spikes, or cutting into the tree for the purposes of climbing on any species of tree for any purpose other than total removal, except as the same may be required to comply with federal, state or local laws and regulations, including, but not limited to, the Occupational Safety and Health Act; and
9. Girdling a tree with the use of wires (e.g., use of weed eater, mower damage, or improper cabling around branches).

4.05.15 Heritage Trees

A heritage tree is a tree designated by the City as irreplaceable due to its size, age, and its historic, aesthetic, or cultural significance.

1. Designation criteria

To be designated a heritage tree, the following criteria must be met:

A. The tree must be indigenous to the region.
B. The tree must be in apparently healthy growing condition
C. The tree must have a DBH of at least 36" and;
D. The tree must possess significance by meeting one or more of the following criteria:
    1. The tree has a documented association with a historical figure, property, or significant historical event.
    2. The tree is associated with a historic landmark or site as defined in this LDC.
    3. The tree was planted as a commemorative, memorial or tribute;
    4. The tree was planted during a particularly significant historical era.
    5. The tree is distinctive due to a functional or aesthetic relationship to a natural resource, such as trees located along stream banks or trees located along dune or ridge lines
    6. The tree is of exceptional or unique architecture.
    7. The tree is identified by the city as having significant arboricultural or horticultural value to the citizens of the city.

8. The tree is identified as playing a significant role in the landscape or architecture of a specific location.

2. Categories

There shall be 2 categories of heritage trees: Designated Heritage Tree and Protected Heritage Tree

A. **Designated Heritage Tree (Private Property):** The City shall provide the following incentives to encourage private property owners (Owner) to preserve and protect Designated Heritage Trees.
   1. The City may provide the Owner a recommendations regarding the proper care and maintenance of a Designated Heritage Tree.
   2. The City shall provide aid in the evaluation of a Designated Heritage Tree every four years. The evaluation shall be conducted by City staff and an International Society of Arboriculture (ISA) Standards certified arborist for the purposes of determining health and wellness of the tree, evaluating and diagnosing potential biotic or abiotic disorders and recommending appropriate treatments. The City shall pay 25% of the reasonable costs of this evaluation and findings shall be provided to both parties.
   3. A Designated Heritage Tree may be pruned by the Owner. The Owner is encouraged to trim a Designated Heritage Tree in accordance with ISA standards so the pruning does not reduce the tree's height or crown diameter; such that it alters the tree's general appearance, increase the tree's susceptibility to insects or disease, or otherwise increase its risk of mortality. Upon request, the City or a qualified designee will consult with the Owner regarding acceptable pruning methods and techniques.
   4. If considering removal or actions which result in damage of a Designated Heritage Tree, the City will, upon request, consult with the Owner regarding possible alternatives to address the condition(s) necessitating removal or potential damage to the tree.

B. **Protected Heritage Tree:** A Protected Heritage Tree is any Designated Heritage Tree located on public property or one located on private property where the

---

Additional content from previous item (3.b):

Property owner (Owner) has encumbered his/her property with an instrument provided by the City and recorded by the Owner with the County of Nassau. The purpose of the instrument is to inform future Owners that the property contains a Designated Heritage Tree. The recorded instrument shall reference the City of Fernandina Beach Heritage Tree Program and include a statement that prior approval is required by the Owner from the City of Fernandina Beach for any act that may result in potential damage or removal of the Protected Heritage Tree. Such tree shall be classified as a Protected Heritage Tree. Said instrument cannot be revoked without the consent of the Fernandina Beach City Commission. In cases where the proposed Protected Heritage Tree is located on or near the property line, the Owners of both properties must be in agreement as to the designation of the tree as a Protected Heritage Tree.

3. Incentives or benefits

The following are incentives or benefits, in addition to those listed under Designated Heritage Tree (Private Property), above, bestowed upon the Owners of those trees designated as Protected Heritage Trees. The owner of a Protected Heritage Tree is eligible for percent matching funds from the City of Fernandina Beach Tree Trust Fund relating to proper care and maintenance of a Protected Heritage Tree. Matching funds may be applied for the following:

A. Removing diseased or insect-infested wood, removing broken or damaged limbs and by engaging in regular maintenance pruning to promote continued vigor of the tree under advisement by an ISA certified Arborist. Pruning of a Protected Heritage Tree every five years to ISA standards. The City shall pay 25% of the reasonable costs for pruning a Protected Heritage Tree, as determined by the City Manager or designee.
B. Evaluation of a Protected Heritage Tree every 3-4 years or in emergency situations as deemed by the City Manager. The City shall pay 100% of the reasonable costs for an evaluation by an ISA certified Arborist for the purposes of determining health and wellness of the tree, evaluating and diagnosing potential biotic or abiotic disorders and recommending appropriate treatments.

1. Treatment of a Protected Heritage Tree as necessary. The City shall pay 25% of the reasonable costs of applying treatments or other remedial actions necessary to maintain the health of a Protected Heritage tree, manage pests or complete other Plant Health Care (PHC) relating to the Protected Heritage Tree.

2. A heritage tree shall not be removed except by specific authorization from the City Commission.
3. Any person who owns, controls, has custody or possession of any real property within the city shall maintain and preserve all heritage trees located thereon in a state of good. Failure to do so shall constitute a violation of this section.
4. No person shall willfully damage, injure, destroy, move or remove a heritage tree except pursuant to the terms and conditions of a permit granted pursuant to this article.

4. Construction/grading activity

Any owner or person who conducts any grading or construction activity on property shall do so in such a manner as to not threaten the health or viability or cause the removal of any heritage tree. The City Manager or designee may impose conditions on any development permit to require construction fencing and/or the use of protective grading methods to assure compliance with this section. In addition to said conditions, the following shall apply:

Ordinance 2006-14 (as amended). Adopted September 5, 2006. Revised 08-19-2025.

Additional content from previous section (4.05.15):

A. Except as otherwise provided in this section, excavation adjacent to any heritage tree shall not be permitted where material damage to the root system may result. When proposed developments encroach into the drip line of any heritage tree, special construction techniques to allow the roots to breathe and obtain water may be required as a condition(s) to the approval of any application for a building, zoning permit or removal permit.

B. The existing ground surface within the drip line of any heritage tree shall not be cut, filled, compacted or pared except for existing, permitted encroachments such as sidewalks or as otherwise expressly approved by the City Manager or designee pursuant to an approved arborist's report. Tree wells may be used where advisable.

5. **Nominations**
Any citizen, property owner, or City official may nominate a tree to be designated as a heritage tree. Nominations must be accompanied with permission from the property owner where the tree stands. Consideration of the nomination shall follow the procedures set forth in Chapter 11.

6. **Recognition**
Every designated heritage tree may be permanently marked identifying it as such and advising that unauthorized removal will result in a fine as stated in Section 11.08.04. The requirement to permanently mark each designated heritage tree is advisory only and not a legislated mandate. Failure

of the City to mark such tree shall not adversely impact the City in enforcing the provisions of this section.

4.05.16 Canopy Roads

A. **Purpose and intent.** The purpose and intent of a designated Canopy Road is to protect the mature canopy extending over roadways and to avoid utility line clearing actions which would impact the scenic character of the roadway as consistent with Florida Statute 163.3209.

B. **Designation.** The City Commission may designate roads or portion of said roads as Canopy Roads, by ordinance, based upon criteria set forth herein. The City Manager or designee may recommend, based upon the criteria, that roads or portion of said roads be considered, or by a petition of fifty-one (51) percent of the property owners abutting the road may request that a road be considered. Said petition must be submitted to the Planning and Conservation Department for review and comment, and a report made to the City Commission. The application criteria must consider:

1. Historic significance;
2. Scenic criteria (including tree canopy);
3. Ecological significance;
4. Length and current width;
5. Land use map designation;
6. Zoning of the property within the area;
7. Traffic information;
8. Tree survey; and
9. Certified arborist assessment which evaluates the existing health conditions of the trees along the roadway.

The City Manager or designee will ensure that the trees are identified and recorded on the proposed roadway and zone and present the information to the City Commission for its approval. The identification and recordation must be in a form that can be attached to an ordinance.

Designation of a Canopy Road occurs by adoption of an ordinance, which references the exact method by which the trees were identified and recorded and attached as an exhibit. Any ordinance proposing to designate a roadway as a Canopy Road will be considered by the Planning Advisory Board after mailed, published, and posted public

Ordinance 2006-14 (as amended). Adopted September 5, 2006. Revised 08-19-2025.

---

notice. The Planning Advisory Board will conduct a public hearing and make recommendations to the City Commission. The City Commission will consider the recommendations pursuant to the procedural requirements of this Land Development Code.

C. Development restrictions.

1. The City will not widen or increase the number of motorized vehicle lanes on any of the City roads designated as Canopy Roads. Sidewalks or bike lanes may be extended on designated Canopy Roads following an analysis of the road section impacted by the proposed improvement within the Canopy Road Protection Zone. The analysis must include a narrative description of the affected roadway section together with other material helpful in assessing the impact of the intrusion on the existing canopy road effect. Such characteristics as understory density and species composition, tree species and size

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-60
Voluntary Annexation Agreement — Block J, Lot 4, Palm Drive

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-60.

SYNOPSIS: The property owner(s), Elizabeth Ann Beattie, completed the City of Fernandina Beach Voluntary Annexation Agreement/Petition for Annexation application pursuant to Chapter 171.44, Florida Statutes, for one (1) parcel containing approximately 0.23 acres total, located at Block J Lot 4 Palm Drive, identified as parcel No. 00-00-30-042D-000J-0042.

- What is the economic impact to the City caused by annexing this property?
Annexing new properties increases the City's tax base. This can lead to additional revenue for the City, which can be used to fund essential services such as public safety, education, infrastructure development, and other community services.

- How many building sites are currently on the property?
There is 1 parcel.

- How many underlying lots are contained in this property?
There are none.

- Under the County regulations, how many lots and building sites are allowable on this property?
Because the County requires a minimum lot width of 75 feet, the property cannot be subdivided any further.

- Under the City regulations, how many lots and building sites are allowed on this property?
There is only one building site on this property.

Staff has determined the request is consistent with the City's Municipal Code Sections 82-44 and 82-403, its Comprehensive Plan and Land Development Code, and recommends approval.

The owner of the subject property is requesting permission to connect to water only at this time due to the cost to extend sewer to the property. There is no objection to the water only request from the Utilities department. The owner may connect to wastewater in the future under this agreement.

FISCAL IMPACT: There will be a 25% surcharge on utilities services based on monthly usage, to be paid to the City Utilities Department until such time that the property is annexed into the municipal limits.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-60.

Margaret Pearson, Planning and Conservation Manager	04/08/2026
Andre Desilet, Utilities Director	04/10/2026
Glenn Akramoff, Deputy City Manager	04/10/2026
Kimberly Elliott-Briley, Deputy City Clerk	04/13/2026
Jeremiah Glisson, Deputy City Manager	04/13/2026
Sarah Campbell, City Manager	04/14/2026
Teresa Prince, City Attorney	04/14/2026

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

Date: March 25, 2026

Submitted By: Sylvie McCann, Administrative Coordinator

COMMISSION ACTION: Adopt

RESOLUTION 2026-60

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE EXTENSION OF WATER SERVICES OUTSIDE THE CORPORATE LIMITS; ACCEPTING THE VOLUNTARY ANNEXATION PETITION FOR ONE PARCEL CONTAINING APPROXIMATELY 0.23 ACRES OF LAND LOCATED AT BLOCK J, LOT 4, PALM DRIVE; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, property owner, Elizabeth Ann Beattie, completed the City of Fernandina Beach Voluntary Annexation Petition/Water/Wastewater Annexation Agreement Application pursuant to Chapter 171.044, Florida Statutes, for one parcel containing approximately 0.23 acres located at Block J Lot 4 Palm Drive, identified as Parcel No. 00-00-30-042D-000J-0042; and

WHEREAS, staff determined the request is consistent with the City's Municipal Code Sections 82-44 and 82-403, its Comprehensive Plan, and Land Development Code; and

WHEREAS, the City Commission has determined that it is in the best interest of the City to provide water services to the subject property.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby authorizes the extension of water services to the property owners identified, whose property is located outside the corporate limits of the City at Block J Lot 4 Palm Drive and identified as Parcel No. 00-00-30-042D-000J-0042, attached hereto as Exhibit A, and approves the Voluntary Annexation Petition, attached hereto as Exhibit B.

SECTION 2. The City Commission hereby authorizes the City Clerk and City Manager to execute said petition on behalf of the City of Fernandina Beach.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. The City Clerk is hereby directed to record the petition in the public records of Nassau County, Florida, as required by Ordinance No. 2001-01.

SECTION 5. This Resolution shall be effective immediately upon passage.

ADOPTED this 21st day of April, 2026.

CITY OF FERNANDINA BEACH

_____

JAMES ANTUN
Commissioner – Mayor

ATTEST:

CAROLINE BEST
City Clerk

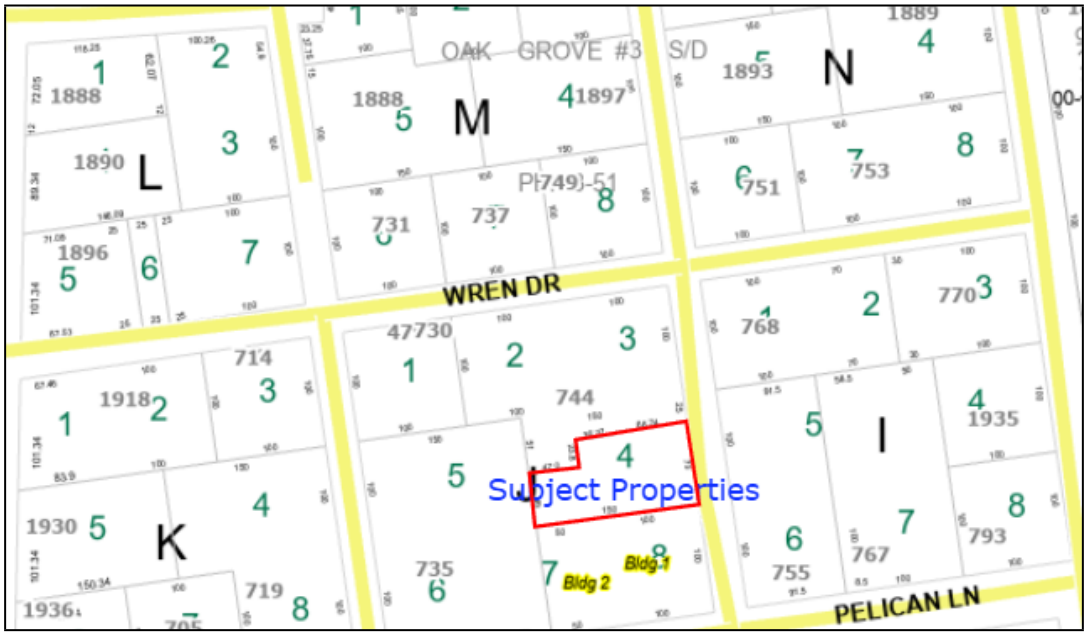
APPROVED AS TO FORM AND LEGALITY:

TERESA L. PRINCE, ESQ.
City Attorney

Resolution 2026-60
Exhibit "A"

WATER AGREEMENT/ VOLUNTARY PETITION FOR ANNEXATION OF PARCEL ID NUMBER: 00-00-30-042D-000J-0042 LOCATED AT BLOCK J LOT 4 PALM DRIVE TOTALING APPROXIMATELY 0.23 ACRES OF LAND.

BLOCK J LOT 4 PALM DRIVE





LEGAL DESCRIPTION OF PROPERTY

LOT 4, BLOCK J, UNIT THREE OF OAK GROVE, TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 3, PAGE 51, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA.

LESS AND EXCEPT A PORTION OF LOT 4, BLOCK J, UNIT THREE OAK GROVE, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK 3, PAGE 51, OF THE PUBLIC RECORDS OF NASSAU COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE NORTHEAST CORNER OF SAID LOT 4; THENCE SOUTH 07 DEGREES 58 MINUTES 00 SECONDS EAST, ALONG THE WESTERLY RIGHT OF WAY LINE OF PALM DRIVE (A 30.00 FOOT RIGHT OF WAY), 25.00 FEET; THENCE SOUTH 82 DEGREES 02 MINUTES 00 SECONDS WEST, 66.74 FEET; THENCE SOUTH 07 DEGREES 58 MINUTES 00 SECONDS EAST, 2.12 FEET; THENCE SOUTH 82 DEGREES 02 MINUTES 00 SECONDS WEST, 36.27 FEET: THENCE SOUTH 07 DEGREES 58 MINUTES 00 SECONDS EAST 23.88 FEET; THENCE SOUTH 82 DEGREES 02 MINUTES 00 SECONDS WEST, 47.00 FEET TO THE WEST LINE OF SAID LOT 4; THENCE NORTH 07 DEGREES 58 MINUTES 00 SECONDS WEST, ALONG SAID WEST LINE OF LOT 4, 51.00 FEET; THENCE NORTH 82 DEGREES 02 MINUTES 00 SECONDS EAST, ALONG THE NORTH LINE OF SAID LOT 4, 150.00 FEET TO THE POINT OF BEGINNING.

CITY OF FERNANDINA BEACH
VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION

THIS VOLUNTARY ANNEXATION AGREEMENT / PETITION FOR ANNEXATION dated this 29 day of January, 20 26 by and between the CITY OF FERNANDINA BEACH, a municipal corporation, (hereinafter referred to as "City"); and Elizabeth A. Beattie (hereinafter collectively referred to as the "Applicants").

WHEREAS, this Annexation Agreement/ Petition for Annexation (hereinafter referred to as "Agreement") shall be considered entered into upon execution, where the actual annexation of land shall occur once the subject property becomes contiguous to any boundary demarking the incorporated area of the City of Fernandina Beach and upon the execution of an Ordinance by the City Commission of the City authorizing and approving the execution of such annexation, consistent with the mutual promises, covenants and acknowledgments agreed to by the City Commission and the Applicants, as contained in this Agreement; and

WHEREAS, the Applicants collectively, are the owners of record of the parcel of land known and described as follows, comprising the property which is the subject of this Agreement (the "Property"):

PARCEL ID#: 00-00-30-042D-000J-0042

GENERALLY DESCRIBED AS: Palm Drive, Lot 4 EXS-1

ADDRESSED AS: Lot 4 EXS-1, Palm Drive

See Attached Exhibit "A"

WHEREAS, the covenants and acknowledgments contained herein have been made in consideration of annexation into the City of Fernandina Beach of the above described Property; and

WHEREAS, it is the desire of the City to provide for appropriate use of the Property; and

WHEREAS, the Applicants are willing to have the Property annexed to the City and the City desires and believes that it would be in the best interest of the City to annex the Property, which is located outside the corporate limits of the City in Nassau County, Florida, at such time as the Property become contiguous; and

NOW, THEREFORE, in consideration of the mutual promises, covenants and acknowledgments stated herein, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Effective Date: This Agreement shall become effective upon execution.

2. Execution: The parties hereto agree to execute any and all such documents as are reasonably necessary to carry out the terms and provisions of this Agreement.

3. Binding Effect: The parties hereto do covenant and agree that this Agreement and its Exhibits, shall be binding on their successors and assigns, including the political subdivisions as the City of Fernandina Beach.

4. Water and/or Sanitary Sewer: The Applicants shall be permitted to tap into the City's water and/or sanitary sewer system at a point determined by the City. The Applicants shall also be responsible for payment to the City of any and all applicable fees that are assessable under City Ordinance and State Law.

5. Land Use and Zoning: Upon Annexation of the Property, and until the adoption by the City Commission of the City's Comprehensive Plan and zoning district for the Property, the Comprehensive Plan

(including future land use) and zoning ordinances and regulations shall remain in full force and effect for the Property, and shall be enforced by the City. The City shall adopt the future land use designation and zoning district for the Property that most closely approximate to the current Nassau County future land use designation and zoning district for the Property regarding allowable uses and development standards.

6. Governing Law: The laws of the State of Florida shall govern the interpretation, validity and construction of the terms and provisions of this Agreement. If any term or provision of this Agreement is declared illegal or invalid for any reason by a court of competent jurisdiction, the remaining terms and provisions of this Agreement shall, nevertheless, remain in full force and effect.

7. Entire Agreement: The parties hereto acknowledge that this Agreement constitutes the sole agreement between the parties; that all prior proposals and agreements, whether oral or written, are hereby superseded; and that this Agreement may not be changed, altered or modified except in writing and signed by the parties hereto. The parties hereto further acknowledge that, in entering into this Agreement, each party has not been induced by, has not relied upon, and has not included as part of the basis of the bargain herein, any representation or statement, whether expressed or implied, made by any agent, representative or employee, which representation or statement is not approved by the other at any public hearing or work session of the City Commission or otherwise made as part of the official public record in the proceedings related to this Agreement. This Agreement binds the Applicants' Property to being annexed into the City once the Property becomes contiguous to any boundary demarking the incorporated area of the City of Fernandina Beach and upon the execution of an Ordinance by the City Commission of the City authorizing and approving the execution of such agreement, consistent with the mutual promises, covenants and acknowledgments agreed to by the City Commission.

8. Default: In the event either of the parties default in the performance of the obligations set forth in this Agreement, then the other may, upon notice to defaulting party, allow the defaulting party sixty (60) days to cure the default or provide evidence to the non-defaulting party that such default will be cured in a timely manner if it cannot be cured during said period. If the defaulting party fails to cure such default or provide such evidence as provided above, then, with notice to defaulting party, the other party may begin proceedings to require specific performance of this Agreement or bring suit for damages for breach of the Agreement. The prevailing party shall be entitled to a reasonable attorney's fee for having brought such action.

8. Recording: This Agreement shall run with the land and a copy of this Agreement for Annexation shall be filed and recorded by the City Clerk's Office with the Nassau County Clerk of Circuit Court.

IN WITNESS WHEREOF, the City and Applicant(s) have caused this instrument to be executed by their respective proper parties duly authorized to execute the same on the day and the year first above written.

CITY OF FERNANDINA BEACH

SARAH CAMPBELL
City Manager

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

Teresa L. Prince

TERESA PRINCE, ESQ.
City Attorney

APPLICANT(S)

By: _____
Applicant

By: _____
Applicant

STATE OF FLORIDA
COUNTY OF NASSAU } ss

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization,

this 24th day of March, 2026,

by Elizabeth A. Beattie.

_____ Heather L. Herum 5/23/26
Notary Public Printed Name My Commission Expires

Personally Known ✓ OR Produced Identification _____ ID Produced: _____

NOTARY PUBLIC STATE OF FLORIDA

HEATHER L. HERUM
Commission # HH 219842
Expires May 23, 2026

From: noreply@civicplus.com
To: Planning Info
Subject: Online Form Submittal: Water /Wastewater Annexation
Date: Wednesday, March 18, 2026 12:40:36 PM

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender, were expecting this email, and know the content is safe.

Water /Wastewater Annexation

WATER/ WASTEWATER ANNEXATION

USE THIS FORM TO: Request the City Commission's authorization to extend water and/or sanitary wastewater services to property not located within the City limits and not currently eligible for annexation.

*This application must also include the **Voluntary Annexation Agreement / Petition for Annexation**, as required by Municipal Code prior to the extension of services outside the City's jurisdiction.*

Fees	$300

IMPORTANT NOTES

Per Municipal Code Sections 82-44 and 82-403, the extension of City water and/or sanitary sewer services to property located outside the municipal limits must be authorized by the City Commission. Application for these services shall be placed on the next available City Commission agenda. The City Commission meets the 1st and 3rd Tuesday of each month at 6:00PM. Applications must be received three (3) weeks prior to the requested agenda.

*This application must also include the **Voluntary Annexation Agreement / Petition for Annexation**, as required by Municipal Code prior to the extension of services outside the City's jurisdiction.*

PROPERTY INFORMATION	Property information can be found at the Nassau County Property Appraiser's Website → Map Search
Site Address	Vacant Lot Palm Drive Lot 4 EXS-1 Oak Grove #3
Parcel ID #(s)	00-00-30-042D-000J-0042

OWNER OF RECORD

ALL NAMES, as recorded with the Nassau County Property Appraiser

First Name	Elizabeth
Last Name	Beattie
Company (if applicable)	*Field not completed.*
Mailing Address	17 S. 3rd Street Apt. J, Fernandina Beach, FL 32034
Telephone Number	3053044044
E-mail Address	bethbeattie@aol.com
OWNER'S AGENT *If an agent will be representing the owner, an Owner's Authorization For Agent Representation form must be included*	
First Name	*Field not completed.*
Last Name	*Field not completed.*
Company (if applicable)	*Field not completed.*
Mailing Address	*Field not completed.*
City	*Field not completed.*
State	*Field not completed.*
Zip	*Field not completed.*
Telephone Number	*Field not completed.*
E-mail Address	*Field not completed.*
PROJECT INFORMATION	
Total Number of Lots/Parcels	1
< one="" (1)="" acre="" sq.="">	9951
> One (1) acre sq. footage	0
Existing Zoning	RSF2

Classification	
Existing Future Land Use Classification	*Field not completed.*
STATEMENT OF INTENT	Connect water only at my vacant lot which I am in the beginning process of building my new home. I cannot afford the $53,925.00 fee to connect to the wastewater at this time.
What services are you requesting?	Water service only
Have you filled out and attached the Annexation Petition Agreement?	Yes
If not, please click the link below to download, fill out and attach to this application:	Voluntary Annexation Agreement / Petition for Annexation
Upload Supporting Documentation	AOL Mail - FW_ City of FB Voluntary Annexation Agreement Beattie, Elizabeth.pdf
Upload 2	Beattie Water Sewer Connection Application.pdf
Upload 3	Petition for Annexation.pdf
Upload 4	*Field not completed.*
Upload 5	*Field not completed.*
Certification	By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application., I acknowledge that I understand and have complied with all of the submittal requirements and procedures.
Applicant's First Name	Elizabeth
Applicant's Last Name	Beattie
Today's Date	3/18/2026

Email not displaying correctly? View it in your browser.

Applicant #: 2025-113 Date: 10/23/25

Applicant: Elizabeth A. Beattie

Phone #: 305-304-4044 Email: bethbeattie@aol.com

Address: 00-00-30-042D-000J-0042 Palm Drive

☐City ■County ☐Commercial ■Residential ■New Construction ☐Existing

Check All That Applies:

☐Annexed Into the City ☐TRC/Master Plan ☐FDEP Permit Required ■County Permit Required

Water pricing by:

Wastewater pricing by: T. Brewer

Notes: Per Andre as of 11/16/2023 See below:
Please mark up on map how pricing is going to be determined and which way you will be going.

Annexation Agreement Required
County Permit required

890 ct

City of Fernandina Beach

Office (904) 310-3400
TDD #711
FAX (904) 310-3459

Water & Sewer Connection Application

Date 10/23/25 Office Use Only: Application#: 2025-113 UB Account #

Name/Contractor/Company Elizabeth A. Beattie

Service Address 00-00-30-042D-000J-0042 Palm Dr. Lot # 4 EXS-1 Subdivision Oak Grove #3

Billing Address 85377 Owens Rd. #B, Fernandina Beach, FL 32034

Office # Cell # 305-304-4044 Email bethbeattie@aol.com

New Construction ☑ Existing ☐ Commercial ☐ Residential ☑ Location: City ☐ County ☑

Water service size requested: 3/4" ☑ 1" ☐ 2" ☐ 3" ☐ 4" ☐ *BACKFLOW RPZ TYPE REQUIRED ON ALL COMMERCIAL & IRRIGATION WATER SERVICES

Remarks:

Signature of Applicant: See Original Date: 10/23/25

Print Name: Elizabeth A. Beattie

OFFICE USE ONLY

Stormwater Rate

☐ Residential Single Family ☐ Residential Single-Family w/Prvt System ☐ Commercial no system

☐ Residential Multi- Family ☐ Residential Multi – Family w/Prvt System ☐ Commercial w/Prvt System

☐ Multi – Commercial ☐ Multi – Commercial w/Prvt System

WATER FEES

Customer connection charge 460-343.3040 (CITY $2000 - COUNTY $2500) $2,500.00

Extension charges (Time & Material) 460-363.2320 130ft of 2" PVC @ $15/ft= $1,950.00 $1,950.00

Meter installation 460-343.3020
3/4" Meter (CITY $250.00 - COUNTY $312.50) / 1" Meter (CITY $334.78 - COUNTY $418.48) $312.50

Equivalent Residential Units
(1 ERU = 350 gpd) City (ERU)_____ x $ 520.00 County (ERU) 1 x $ 650.00 $650.00

Remarks: **Total Water Charges** $5,412.50

SEWER FEES

Sewer Connection Fee (CITY $1500 - COUNTY $1875) Curb stop/Check valve/Valve box $1,875.00

Extension Cost (Time & Material) Equivalent Residential Units
890ft of 4" PVC @ 20/ft= $17,800.00
890ft of 4" Bore @ $35/ft= $31,150.00 $48,950.00

(1 ERU = 300 gpd) City (ERU)_____ x $ 2,480.00 County (ERU) 1 x $ 3,100.00 $3,100.00

Remarks: Customer must install and maintain a personal lift station with a grinder pump with a minimum of 165ft of head. **Total Sewer Charges** $53,925.00

Total: $

Approval of Utilities Director: Date: 12-11-25

City of Fernandina Beach

Office (904) 310-3400
TDD #711
FAX (904) 310-3459

Water & Sewer Connection Application

Date 10/23/25 Office Use Only: Application#: 2025-113 UB Account #_____

Name/Contractor/Company Elizabeth A. Beattie

Service Address 00-00-30-042D-000J-0042 Palm Dr. Lot # 4 EXS-1 Subdivision Oak Grove #3

Billing Address 85377 Owens Rd #B, Fernandina Beach, FL 32034

Office #_____ Cell # 305-304-4044 Email bethbeattie@aol.com

New Construction ☑ Existing ☐ Commercial ☐ Residential ☑ Location: City ☐ County ☑

Water service size requested: 3/4" ☑ 1" ☐ 2" ☐ 3" ☐ 4" ☐ *BACKFLOW RPZ TYPE REQUIRED ON ALL COMMERCIAL & IRRIGATION WATER SERVICES

Remarks: Building a home within the next 6 months

Signature of Applicant: See Original Date: 10/23/25

Print Name: Elizabeth A. Beattie

OFFICE USE ONLY

Stormwater Rate

☐ Residential Single Family ☐ Residential Single-Family w/Prvt System ☐ Commercial no system

☐ Residential Multi- Family ☐ Residential Multi – Family w/Prvt System ☐ Commercial w/Prvt System

☐ Multi – Commercial ☐ Multi – Commercial w/Prvt System

WATER FEES

Customer connection charge 460-343.3040 (CITY $2000 - COUNTY $2500) $ 2500

Extension charges (Time & Material) 460-363.2320 130 Ft @ 15 $ Per Ft $ 1950

Meter installation 460-343.3020
3/4" Meter (CITY $250.00 - COUNTY $312.50) / 1" Meter (CITY $334.78 - COUNTY $418.48) $ 312.50

Equivalent Residential Units
(1 ERU = 350 gpd) City (ERU)_____ x $ 520.00 County (ERU) 1 x $ 650.00 $ 650

Remarks: **Total Water Charges** **$**_____

SEWER FEES

Sewer Connection Fee (CITY $1500 - COUNTY $1875) $_____

Extension Cost (Time & Material) Equivalent Residential Units $_____

(1 ERU = 300 gpd) City (ERU)_____ x $ 2,480.00 County (ERU) _____ x $ 3,100.00 $_____

Remarks: **Total Sewer Charges** **$**_____

Total: $_____

Approval of Utilities Director: _____ Date: _____

City of Fernandina Beach

Office (904) 310-3400
TDD #711
FAX (904) 310-3459

Water & Sewer Connection Application

Date 10/23/25 Office Use Only: Application#: 2025-113 UB Account #_____

Name/Contractor/Company Elizabeth A. Beattie

Service Address 00-00-30-042D-000J-0042 Palm Dr. Lot # 4 EXS-1 Subdivision Oak Grove #3

Billing Address 85377 Owens Rd #B, Fernandina Beach, FL 32034

Office #_____ Cell # 305-304-4044 Email bethbeattie@aol.com

New Construction ☑ Existing ☐ Commercial ☐ Residential ☑ Location: City ☐ County ☑

Water service size requested: 3/4" ☑ 1" ☐ 2" ☐ 3" ☐ 4" ☐ *BACKFLOW RPZ TYPE REQUIRED ON ALL COMMERCIAL & IRRIGATION WATER SERVICES

Remarks: Building a home within the next 6 months

Signature of Applicant: See Original Date: 10/23/25

Print Name: Elizabeth A. Beattie

OFFICE USE ONLY

Stormwater Rate

☐ Residential Single Family ☐ Residential Single-Family w/Prvt System ☐ Commercial no system

☐ Residential Multi- Family ☐ Residential Multi – Family w/Prvt System ☐ Commercial w/Prvt System

☐ Multi – Commercial ☐ Multi – Commercial w/Prvt System

WATER FEES

Customer connection charge 460-343.3040 (CITY $2000 - COUNTY $2500) $_____

Extension charges (Time & Material) 460-363.2320 $_____

Meter installation 460-343.3020
3/4" Meter (CITY $250.00 - COUNTY $312.50) / 1" Meter (CITY $334.78 - COUNTY $418.48) $_____

Equivalent Residential Units

(1 ERU = 350 gpd) City (ERU)_____ x $ 520.00 County (ERU) _____ x $ 650.00 $_____

Remarks: **Total Water Charges** **$_____**

SEWER FEES

Sewer Connection Fee (CITY $1500 - COUNTY $1875) check value / curb stop / valve box $ 1875.00

Extension Cost (Time & Material) Equivalent Residential Units 890ft 4" PVC @ $20.ft = $17800.00
890ft 4" Bore @ $85 ft. = $21150.00 $ 48950.00

(1 ERU = 300 gpd) City (ERU)_____ x $ 2,480.00 County (ERU) 1 x $ 3,100.00 $ 3100.00

Remarks: Customer must install and maintain a personal lift station with a grinder pump with a minimum of 165 ft of Head. **Total Sewer Charges** **$ 53,925.00**

Total: $_____

Approval of Utilities Director: _____ Date: _____

City of Fernandina Beach

Office (904) 310-3400
TDD #711
FAX (904) 310-3459

Water & Sewer Connection Application

Date 10/23/2025 Office Use Only: Application#: 2025-113 UB Account #_____

Name/Contractor/Company Elizabeth A. Beattie

Service Address (Vacant Lot) Palm Drive Parcel ID#: 00-00-30-0420-0004-0000 Block J, Lot 4 EXS-1 Lot #_____ Subdivision Oak Grove Sub #3

Billing Address 85377 Owens Road #B, Fernandina Beach, FL 32034

Office #_____ Cell # 305-304-4044 Email bethbeattie@aol.com

New Construction___ Existing ___ Commercial ___ Residential ✓ Location: City____ County ✓

Water service size requested: 3/4"___ 1"___ 2"___ 3"___ 4"___ *BACKFLOW RPZ TYPE REQUIRED ON ALL COMMERCIAL & IRRIGATION WATER SERVICES

Remarks: I will be building a home on the lot within 6 months. Currently vacant lot.

Signature of Applicant: _____ Date: 10/23/2025

Print Name: Elizabeth A. Beattie (owner)

OFFICE USE ONLY

Stormwater Rate

☐ Residential Single Family ☐ Residential Single-Family w/Prvt System ☐ Commercial no system

☐ Residential Multi- Family ☐ Residential Multi – Family w/Prvt System ☐ Commercial w/Prvt System

☐ Multi – Commercial ☐ Multi – Commercial w/Prvt System

WATER FEES

Customer connection charge 460-343.3040 (CITY $2000 – COUNTY $2500) $_____

Extension charges (Time & Material) 460-363.2320 $_____

Meter installation 460-343.3020
3/4" Meter (CITY $250.00 – COUNTY $312.50) / 1" Meter (CITY $334.78 - COUNTY $418.48) $_____

Equivalent Residential Units

(1 ERU = 350 gpd) City (ERU)_____ x $ 520.00 County (ERU) _____ x $650.00 $_____

Remarks:_____ **Total Water Charges** $_____

SEWER FEES

Sewer Connection Fee (CITY $1500 - COUNTY $1875) $_____

Extension Cost (Time & Material) $_____
Equivalent Residential Units

(1 ERU = 300 gpd) City (ERU)_____ x $ 2,480.00 County (ERU) _____ x $3,100.00 $_____

Remarks:_____ **Total Sewer Charges** $_____

Total: $_____

Approval of Utilities Director: _____ Date: _____

E-BILL
Sign up to get bills by e-mail!
www.nassautaxes.com

JOHN M. DREW, CFC · Nassau County Tax Collector

www.nassautaxes.com

2025 REAL ESTATE

Notice of Ad Valorem and Non-Ad Valorem Assessments

SCAN TO PAY

TAX YEAR	ACCOUNT NUMBER	ALT KEY	MILLAGE CODE	ESCROW CODE
2025	00-00-30-042D-000J-0042	2458	008	

BEATTIE ELIZABETH ANN
4 PALM DR
FERNANDINA BEACH, FL 32034

Property Address and Legal Description:
PALM DR

BLOCK J LOT 4 EX S-1
IN OR 2807/988
OAK GROVE SUB #3 PB 3/51

Exemptions:

AD VALOREM TAXES

TAXING AUTHORITY	MILLAGE RATE	ASSESSED VALUE	EXEMPTION AMOUNT	TAXABLE VALUE	TAXES LEVIED
BOARD OF COUNTY COMMISSIONERS					
GENERAL FUND	5.2959	68,757	0	68,757	364.13
GENERAL FUND CONSERVATION/RESILIEN	0.1400	68,757	0	68,757	9.62
GENERAL FUND DEBT/CAPITAL	0.2545	68,757	0	68,757	17.50
TRANSPORTATION	1.0553	68,757	0	68,757	72.56
MUNICIPAL SERV FUND (C120)	2.2087	68,757	0	68,757	151.86
AI BEACH RENOURISHMENT MSTU	0.0960	68,757	0	68,757	6.60
SCHOOL BOARD					
ADDITIONAL VOTER MILLAGE	1.0000	112,125	0	112,125	112.12
BASIC DISCRETIONARY	0.7480	112,125	0	112,125	83.87
CAPITAL OUTLAY	1.4000	112,125	0	112,125	156.98
SCHOOL BOARD LOCAL EFFORT	3.0430	112,125	0	112,125	341.20
ST JOHNS RIVER MGMT DIST	0.1793	68,757	0	68,757	12.33
FL INLAND NAVIGATION DIST	0.0270	68,757	0	68,757	1.86
MOSQUITO CONTROL DISTRICT	0.0983	68,757	0	68,757	6.76

TOTAL MILLAGE 15.5460 — TOTAL AD VALOREM TAXES $1,337.39

NON-AD VALOREM ASSESSMENTS

TAXING AUTHORITY	PHONE	RATE	AMOUNT

TOTAL NON-AD VALOREM TAXES $0.00

TOTAL COMBINED TAXES AND ASSESSMENTS $1,337.39

AMOUNT DUE IF PAID BY	Nov 30, 2025	Dec 31, 2025	Jan 31, 2026	Feb 28, 2026	Mar 31, 2026
	$1,283.89	$1,297.27	$1,310.64	$1,324.02	$1,337.39

RETAIN FOR YOUR RECORDS

2025 REAL ESTATE

DETACH HERE AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NUMBER
00-00-30-042D-000J-0042

PROPERTY ADDRESS
PALM DR

ALT KEY
2458

BEATTIE ELIZABETH ANN
4 PALM DR
FERNANDINA BEACH, FL 32034

Make checks payable to:
JOHN M. DREW, CFC
Nassau County Tax Collector
86130 License Rd, Ste 3, Fernandina Beach, FL 32034
Pay online at www.nassautaxes.com

Payments in U.S. funds from a U.S. bank

PAY ONLY ONE AMOUNT

- If Paid By Nov 30, 2025 ☐ $1,283.89
- If Paid By Dec 31, 2025 ☐ $1,297.27
- If Paid By Jan 31, 2026 ☐ $1,310.64
- If Paid By Feb 28, 2026 ☐ $1,324.02
- If Paid By Mar 31, 2026 ☐ $1,337.39

DO NOT FOLD, STAPLE, OR MUTILATE

RETURN WITH PAYME

1 0002458 2025 2


CLINCH DR
WAX WING LN
WREN DR
CLINCH CIR
PINE DR
PALM DR
PELICAN LN
OAK DR
Bldg 1
Bldg 2
31
32
33
34
33-1
33-3
34-2
P
N
M
L
K
J
I
G
F
H

KEVIN J. LILLY A.S.A., C.F.A.
Nassau County Property Appraiser
Consistent, Fair, Efficient

Parcel 00-00-30-042D-000J-0042

https://search.ncpafl.com/parcel/30%200%20000042D000J0042

PALM DR

Owners

BEATTIE ELIZABETH ANN
17 S 3RD ST
FERNANDINA BEACH, FL 32034

Short Legal

BLOCK J LOT 4 EX S-1
IN OR 2807/988
OAK GROVE SUB #3 PB 3/51

Parcel Summary

Situs Address	PALM DR
Use Code	0000: VACANT
Tax District	8: Nassau County Mid-Island
Acreage	0.000
Section	30
Township	3N
Range	28
Subdivision	OAK GROVE #3 PBK3-51
Exemptions	None

Values

	2024 Certified Values	2025 Certified Values
Land Value *	$112,125	$112,125
(+) Improved Value	$0	$0
(=) Market Value	$112,125	$112,125
(-) Agricultural Classification	$0	$0
(-) SOH or Non-Hx* Capped Savings **	$49,619	$43,368
(=) School Assessed Value	$112,125	$112,125
County Assessed Value	$62,506	$68,757
(-) School Exemptions	$0	$0
(-) Non-school Exemptions	$0	$0
(=) School Taxable Value ***	$112,125	$112,125
(=) County Taxable Value	$62,506	$68,757

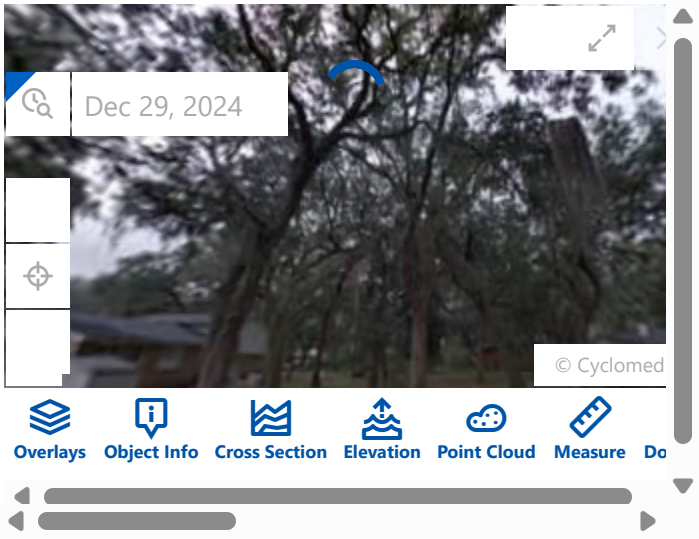
Sales Information

Sale Date	Book Page	Price	Instr	Qual	Imp	Grantor	Grantee
2025-07-28	2807/988	$175,000	WD	Q	V	LIEBENBERG CHARL G & ELSA REVOCABLE TRUST	BEATTIE ELIZABETH ANN
2024-02-13	2694/385	$100	WD	U	V	LIEBENBERG CHARL G & ELSA	LIEBENBERG CHARL G & ELSA REVOCABLE TRUST
2024-02-13	2694/383	$100	WD	U	V	LIEBENBERG CHARL G	LIEBENBERG CHARL G & ELSA
2017-07-26	2138/0123	$49,900	WD	Q	V	LODA PETER B & MARSHA D	LIEBENBERG CHARL G
2006-01-30	1385/0730	$100	WD	Q	V	LODA PETER B & MARSHA D	LODA PETER B & MARSHA D TRUSTEES
2005-07-06	1330/1969	$60,000	WD	U	V	KOENIG DONALD & KAREN	LODA PETER & MARSHA

Buildings

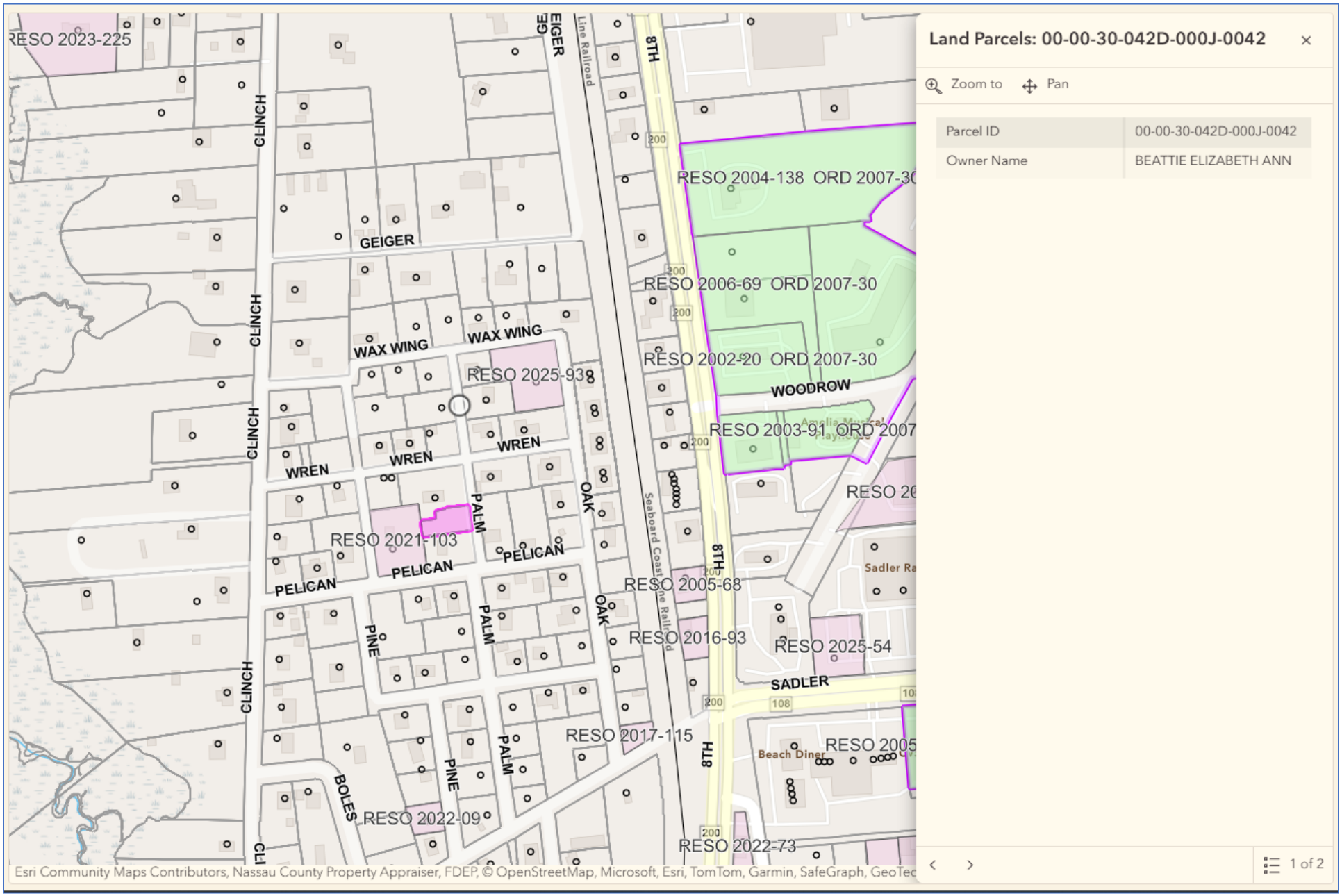
No Buildings


2
3
744
4
5
PALM DR
6
7
8
100
150


Dec 29, 2024
© Cyclomed
Overlays
Object Info
Cross Section
Elevation
Point Cloud
Measure
Do

MAP OF SURROUNDING AGREEMENTS

BLOCK J LOT 4 PALM DRIVE



CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Resolution 2026-61
Memorandum of Understanding — Organized Firefighters of Fernandina Beach Local No. 2836, International Association of Firefighters AFL-CIO

ITEM TYPE: Resolution (w/ fiscal impact)

REQUESTED ACTION: Consider Resolution 2026-61.

SYNOPSIS: The City of Fernandina Beach and the Organized Fireifghters of Fernandina Beach Local union 2836, International Association of Firefighters AFL-CIO entered into a negotiated three-year Collective Bargaining Agreement for the period October 1, 2024, through September 30, 2027 (Resolution 2024-204).

The City and the Union have agreed to re-open Article 11—Hours of work, overtime, and off-duty details for purposes of modifying the work cycle from 28 days to 14 days.

The City and the Union agree to accept the terms of the Memorandum of Understanding, attached as Exhibit A.

FISCAL IMPACT: The fiscal impact for FY 2026 will be minimal due to implementation beginning September 13, 2026. The fiscal impact for FY 2027 is estimated to be $75,000 in additional overtime costs.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission adopt proposed Resolution 2026-61.

Denise Matson, Human Resources Director	03/17/2026
Susan Carless, Comptroller	03/17/2026
Kimberly Elliott-Briley, Deputy City Clerk	03/26/2026
Alisha Brown, Budget Analyst	03/30/2026
Jeremiah Glisson, Deputy City Manager	03/30/2026
Sarah Campbell, City Manager	03/31/2026
Teresa Prince, City Attorney	03/31/2026

Date: March 16, 2026

Submitted By: Stephanie Brown, Human Resources Manager

COMMISSION ACTION: Adopt

RESOLUTION 2026-61

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING A MEMORANDUM OF UNDERSTANDING TO AMEND THE AGREEMENT WITH THE ORGANIZED FIREFIGHTERS OF FERNANDINA BEACH, LOCAL UNION NO. 2836, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS AFL-CIO; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach ("City"), and the Organized Firefighters of Fernandina Beach, Local Union No. 2836, International Association of Firefighters AFL-CIO ("Local 2836"), entered into a negotiated three-year Collective Bargaining Agreement for the period October 1, 2024, through September 30, 2027 (Resolution 2024-204); and

WHEREAS, the Memorandum of Understanding ("MOU"), attached hereto as Exhibit A, between the City and Local 2836, amends Article 11 – Hours of work, overtime, and off-duty details to modify the normal work cycle from twenty-eight days to fourteen days; and

WHEREAS, the City and Local 2836 accept the terms of this MOU.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the Memorandum of Understanding to the Collective Bargaining Agreement between the City of Fernandina Beach and the Organized Firefighters of Fernandina Beach, Local Union No. 2836, International Association of Firefighters AFL-CIO, and authorizes effective day of fourteen-day work cycle, attached hereto as Exhibit A.

SECTION 2. The City Clerk and the City Manager are hereby authorized to execute the Memorandum of Understanding, upon review and approval of the City Attorney.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Resolution shall become effective immediately upon passage.

ADOPTED this 21st day of April 2026.

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Mayor-Commissioner

ATTEST:

APPROVED AS TO FORM & LEGALITY:

_____	_____
CAROLINE BEST City Clerk	TERESA L. PRINCE, ESQ. City Attorney

City of Fernandina Beach
Sarah Campbell
City Manager
scampbell@fbfl.city

Resolution 2026-61
Exhibit "A"

TO: Rusty Burke, Representative, Local 2836

FROM: Sarah Campbell, City Manager

DATE: February 11, 2026

RE: Memorandum of Understanding

A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF FERNANDINA BEACH (hereinafter "City") AND ORGANIZED FIREFIGHTERS OF FERNANDINA BEACH, LOCAL UNION NO. 2836, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS AFL-CIO; (hereinafter "Union"), entered into on February 11, 2026, and shall become effective on September 13, 2026:

With reference to collective bargaining between the city and the union, the city and the union mutually agree as to amend Article 11 – Hours of work, overtime and off-duty details with new language underlined and removed language ~~stricken~~:

ARTICLE 11 – HOURS OF WORK, OVERTIME, AND OFF-DUTY DETAILS

11.1 The normal work cycle shall be ~~twenty-eight (28) days~~ fourteen (14) days. The normal workday shall consist of twenty-four (24) hours or one (1) shift. The normal schedule shall be twenty-four (24) hours on and forty-eight (48) hours off. The average work week is fifty-six (56) hours. Beginning October 1, 2025, the city and the union agree to reopen Article 11, section 11.1 work cycle.

11.2 The normal work schedule for shift firefighter personnel is from 8:00 a.m. to 8:00 a.m. Time worked will be rounded to the nearest tenth of an hour. No overtime will be worked without the approval of the Fire Chief or his designee. In the event overtime is needed on shift and during the attempt to fill the overtime slot the on-duty employee holding said slot will not be released from duty until relief is obtained.

11.3 In compliance with the Fair Labor Standards Act and amendments, overtime will be paid at time and one-half (1½) rate for hours worked above ~~two hundred twelve (212) hours~~ one hundred six (106) hours in the 14-day work cycle. Vacation and Sick Leave shall not count as hours worked for purposes of calculating overtime.

11.4 It is understood that no employee is relieved of his/her obligation to work overtime. In any given situation overtime may be required by management. If in a given

responsibilities and carry out the duties of a position or rank above that which he/she normally holds for period of eight (8) consecutively scheduled hours shall move up to the grade of the position in which he/she is working and maintain their step level while performing the job. Rate of pay shall be at the rate of ten percent (10%) over current hourly rate for working in a higher class.

IN WITNESS WHEREOF, the parties hereto have caused this Memorandum of Understanding to be signed with their respective names by their respective representatives thereon to duly authorize.

CITY OF FERNANDINA BEACH

Sarah Campbell, City Manager

Date: 3/9/2026

Jeremy Holmes, Fire Chief

Date: 3-6-26

IAFF, AFL-CIO LOCAL UNION 2836

Rusty Burke, Representative

Date: 3-6-26

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

RESOLUTION 2024-204

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, APPROVING THE ADOPTION OF THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF FERNANDINA BEACH AND THE ORGANIZED FIREFIGHTERS OF FERNANDINA BEACH, LOCAL UNION NO. 2836, INTERNATIONAL ASSOCIATION OF FIREFIGHTERS AFL-CIO; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Fernandina Beach and the Organized Firefighters of Fernandina Beach, Local Union No. 2836, negotiated a three-year collective bargaining agreement; and

WHEREAS, the Organized Firefighters of Fernandina Beach, Local Union No. 2836, must ratify the proposed Collective Bargaining Agreement which is effective October 1, 2024 - September 30, 2027, attached hereto as Exhibit A.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the three-year Collective Bargaining Agreement with the Organized Firefighters of Fernandina Beach, Local Union No. 2836, International Association of Firefighters AFL-CIO, attached hereto as Exhibit A, and authorizes payment of the wages and benefits as set forth therein.

SECTION 2. The City Clerk and Interim City Manager are hereby authorized to execute the Collective Bargaining Agreement, upon review and approval of the City Attorney.

SECTION 3. This Resolution shall become effective immediately upon passage.

ADOPTED this 15th day of October 2024.

CITY OF FERNANDINA BEACH

Bradley M. Bean

BRADLEY M. BEAN
Mayor-Commissioner

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

APPROVED AS TO FORM & LEGALITY:

TAMMI E. BACH
City Attorney

LABOR AGREEMENT

By and Between

The City of Fernandina Beach

and the

Organized Firefighters
of
Fernandina Beach
Local Union No. 2836

International Association of Firefighters
AFL-CIO

Effective October 1, 2024 – September 30, 2027

ARTICLE	TABLE OF CONTENTS	PAGE
Article 1	Recognition	3
Article 2	Management Rights	3
Article 3	Discrimination	4
Article 4	Check-Off	4
Article 5	No Strike	5
Article 6	Representation	6
Article 7	Union Business	6
Article 8	Rules	7
Article 9	Drug-Free Workplace	7
Article 10	Bulletin Boards	21
Article 11	Hours of Work, Overtime, and Off-Duty Details	22
Article 12	Seniority	24
Article 13	Vacancies and Promotions	25
Article 14	Holidays	27
Article 15	Vacations	28
Article 16	Sick Leave	30
Article 17	Worker's Compensation	31
Article 18	Military Leave	32
Article 19	Reserved	32
Article 20	Bereavement Leave	32
Article 21	Jury Duty Leave	33
Article 22	Leave of Absence	33
Article 23	Pension	34
Article 24	Wages, Classification, and Longevity	34
Article 25	Discharge and Discipline	35
Article 26	Grievance Procedure	36
Article 27	Uniforms and Equipment	38
Article 28	Insurance Coverage	39
Article 29	Shift Change	39
Article 30	Reserved	40
Article 31	Safety and Health	40
Article 32	Educational Opportunities	44
Article 33	Agreement Binding on Successors	45
Article 34	Savings Clause	45
Article 35	Duration of Agreement	46
Appendix A	Reserved (any promotion documents)	
Appendix B	Reserved (Employee Evaluation Form)	
Appendix C	Fire Dept. Pay Scale	
Appendix D	Reserved	

ARTICLE 1 – RECOGNITION

1.1 The City of Fernandina Beach, hereinafter referred to as Employer, pursuant to Florida State Statutes, Chapter 447, and in accordance with the Florida Public Employees Relations Commission Unit Certification No. 570, agrees to recognize the Organized Fire Fighters of Fernandina Beach, Local 2836 of the International Association of Fire Fighters hereinafter referred to as the "Union", as the sole and exclusive Bargaining Agent for all employees of the Fernandina Beach Fire-Rescue Department (Firefighter-EMT, Firefighter-Paramedic, Engineer, Lieutenant, Captain), for the sole purpose of collective bargaining in the determination of wages, hours and terms and conditions of employments of the public employees within the bargaining unit unless and until recognition of such bargaining representatives is withdrawn by a vote of the majority of the employees represented.

1.2 Where the word "he" is used in the contract, it shall mean "he" or "she".

1.3 The City Manager or his designees shall be the City's sole representative for the purposes of collective bargaining with the Union.

The President of LOCAL 2836 and his Designee(s) shall be the sole representative for the purposes of collective bargaining. It is the intent of this section that in no case shall the Union negotiate with no less than two (2) representatives.

ARTICLE 2 – MANAGEMENT RIGHTS

2.1 It is the right of the public employer to determine unilaterally the purpose of each of its constituent agencies, set standards of services to be offered to the public, and exercise control and discretion over its organization and operations, including the right to sub-contract provided no sub-contract shall be approved by the Employer without the Union being provided not less than 120 days' notice of the Employer's intent to do so. The City shall bargain concerning the impact of such actions. It is also the right of the public employer to direct its employees, take disciplinary action for proper cause, and relieve its employees from duty because of lack of work or for other legitimate reasons, provided, however, that the exercise of such rights shall not preclude employees or their representatives from raising grievances, should decisions on the above matters have the practical consequences of violating the terms and conditions of any collective bargaining agreement in force, or any applicable civil or career service regulation or any applicable State or Federal statute regulation, rule or executive order. The Fire Chief shall be fair and impartial in the management of the Fire Department.

With respect to good faith changes in the public employer's organization, the City may establish, change, or modify the number, types, and grades of positions or employees assigned to an organization, department or division thereof or project. The City may establish, change, or modify duties, tasks, and responsibilities or requirements within job classifications in the interest of efficiency, economy,

technical change or operating requirements. If, at the sole discretion of the City, it is determined that a civil emergency condition exists including but not limited to strikes, work stoppages, riots, civil disorders, hurricane conditions, or similar occurrences, the provisions of the agreement may be suspended by the city manager or designee during the time of the declared emergency, provided that the wage rates, insurance, and pension benefits shall not be suspended.

ARTICLE 3 – DISCRIMINATION

3.1 The Parties agree that neither will interfere in any way with the right given by law and/or this agreement to employees to participate in Union activities or not to participate in Union activities as they choose.

3.2 Neither the Employer nor the Union shall discriminate against any employee because of age, race, color, creed, religion, sex, national origin, ethnicity, sexual preference, physical disability, or any other characteristic protected by law.

ARTICLE 4 – CHECK-OFF

4.1 Upon receipt of a written authorization from an employee covered by this agreement, the Employer agrees to deduct union dues from the pay of employees so authorizing. The Employer will remit to the Union such sums within ten (10) days. Changes in the membership dues or assessment rates will be certified to the Employer in writing over the signature of the authorized Officer or Officers of the Union and shall be furnished to the Employer at least thirty (30) days in advance of the effective date of such change. The Employer's remittance will be deemed correct if the Union does not give written notice to the Employer within two (2) calendar weeks after remittance is received of its belief that the remittance is incorrect, with reason(s) stated, therefore.

4.2 The Employer reserves the right to make all deductions for Union dues in equal amounts for each pay period.

4.3 The Union will indemnify, defend and hold the Employer harmless against any claim made and against any suit instituted against the Employer because of any check-off of Unions dues or assessments.

4.4 In accordance with Section 447.303, Florida Statutes, as amended from time to time, an employee may revoke at any time his or her authorization for Union dues or assessments upon thirty (30) days written notification to the Employer and Union.

4.5 No deduction for dues or assessments shall be made from the pay of any employee for any payroll period in which the employee's net earnings for that payroll period, after deductions, are less than the amount of dues or assessments.

ARTICLE 5 – NO STRIKE

5.1 In accordance with the provision of Chapter 447.505 and Chapter 447.507, Florida Statutes, as amended from time to time, the Union agrees that no public employee or employee organization will authorize or participate in any strike, work stoppage, picket, slowdown or any form of interference against the operations of the Employer by instigating or supporting, in any manner, any of the aforesaid. Any violation of this section shall subject the violator to the penalties provided in the appropriate sections of Section 447.507, Florida Statutes.

5.2 Any employee participating in or promoting a strike, work stoppage, picket, slowdown or other similar forms of interference with the Employer's operation, shall be subject to disciplinary action, up to and including discharge.

5.3 In the event of a strike, work stoppage, picket or slow-down, a responsible representative of the Union will, after notification by the Employer that a strike, work stoppage, picket or slowdown exists, promptly and publicly disavow such strike or similar interference with the operations of the Employer and order the employees back to work and attempt to bring about a prompt resumption of normal operations. The Union will notify the Employer within two (2) workdays after receipt of notice that a strike, work stoppage, picket or slowdown, what action it has taken to comply with the provisions of this Article. Compliance with this section shall not necessarily hold harmless the Union nor shall it prevent employees from being subject to discipline as provided for elsewhere in this Article 5.

5.4 Employee organizations, their members, agents, representatives, or any other persons acting on their behalf are hereby prohibited from:

A. Soliciting public employees during working time.

B. Distributing literature during working time in areas where the actual work of public employees is performed, such as offices, warehouses, schools, police stations, fire stations, and other similar public installations. This section shall not be construed to prohibit the distribution of literature during the employee's lunch hour, non-working time, or in such areas not specifically devoted to the performance of the employee's official duties.

C. No employee organization shall directly or indirectly pay any fines or penalties assessed individuals pursuant to the provisions of this part.

D. The circuit courts of this state shall have jurisdiction to enforce the provisions of this section by injunction and contempt proceedings, if necessary. A public employee who is convicted of a violation of any provisions of this section may be discharged or otherwise disciplined by his public employers, notwithstanding further provisions of law, and not withstanding further provisions of any collective bargaining agreement.

ARTICLE 6 – REPRESENTATION

6.1 The Employer will recognize three (3) shift representatives appointed by the Union who are employees in this bargaining unit.

6.2 The Employer will recognize a grievance committee appointed by the Union, which shall consist of not more than five (5) employees and the President of the local Union or his designee.

6.3 The Union shall notify the Employer of the names of all Officers, shift representatives, grievance committee persons and alternates, or any changes prior to the effective date of their assuming duties of their respective office.

6.4 Active solicitation of any and all kinds by the Union, including the solicitation of grievances, membership, and the collection of union monies shall not be engaged in on the Employer's property in work areas during work time. It is not the intent of the above to restrict or preclude any shift representative from answering legitimate questions from any member of the bargaining unit concerning Union activity.

6.5 Whenever a firefighter is subject to an interrogation, such interrogation shall be conducted pursuant to the terms of the Florida Statues 112.80, also known as the "Firefighter's Bill of Rights."

ARTICLE 7 – UNION BUSINESS

7.1 Upon request made in advance, the employer agrees to allow union officers or delegates to attend any union business. The request shall be consistent with normal staffing policies and authorized at the sole discretion of the Fire Chief.

ARTICLE 8 – RULES

8.1 All rules, regulations, policies and procedures of the Employer in effect on the effective date of this agreement shall remain in full force and effect if not specifically in conflict with the terms of this agreement. Authority to change, modify or delete rules, regulations, policy or procedures not in conflict with the terms of this agreement rests with the Employer.

8.2 The City agrees to keep the Union informed of all rules, regulations, and policy or procedure changes. Changes to existing or establishment of new rules, regulations, or policies shall be a subject of discussion between the Union and the City. The City agrees to meet to discuss the direct/indirect impact of changes to existing rules, regulations, job descriptions, policy and procedures no less than seven (7) days prior to implementation, with the Union President or designee.

8.3 As a method of maintaining organizational efficiency and the highest level of effectiveness and readiness, the City agrees to provide in-service training on any changes to Fire or EMS Standard Operating Procedures (SOPs). Additionally, the City agrees to provide in-service training prior to the issuance and in-service implementation of any new equipment or methods.

ARTICLE 9 – DRUG-FREE WORKPLACE

9.1 The City and the Union mutually commit to a Drug Free Workplace Policy as established by the City pursuant to Florida Statutes (FS) 440, 112.0455, and Florida Administrative Code (FAC) 59A-24. With this intent, it is mutually agreed that the program is intended for the health and safety of employees and the general public within the City of Fernandina Beach. The parties mutually agree that the City has the authority to test employees covered by this Agreement as outlined in this article. The City and the Union further agree that it is in the best interest of all parties to:

A. Ensure employees are at a state of readiness while on duty.
B. Ensure employees are physically and mentally sound to perform their duties.
C. Promote a drug free workplace within the City through fair and reasonable drug testing methods for the protection of both the Fire Department employees and the City.
D. Encourage the City to provide employees who have identified an alcohol/drug use problem with an opportunity to participate in an employee assistance program or an alcohol and drug rehabilitation program as stipulated within this agreement.
E. Provide a balance within the interests of the City, the Firefighters, and the welfare of the general public in the establishment of standards to ensure fair and accurate testing for drugs in the workplace is in the best interests of all.

Employees with questions regarding this policy should contact the Human Resources Director.

9.2 **Definitions**

A. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols including methyl isopropyl alcohol.
B. "Alcohol Use" means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.
C. "Chain of custody" refers to the methodology of tracking specified materials or substances for maintaining control and accountability from initial collection to final disposition for all such materials or substances and providing for accountability at each stage in handling, testing, storing specimens, and reporting of test results.
D. "Collection Site" means a place owned, operated, or contracted by a licensed laboratory or a site prepared by a collector authorized under FS 112.0455 and FAC

59A-24, where individuals present themselves for the purpose of providing a specimen or specimens to be analyzed for the presence of drugs or alcohol.

E. "Confirmation Test" for alcohol testing means a second test, following a screening test, which provides quantitative data of alcohol concentration. For controlled substances testing, a confirmation test means a second analytical procedure used to identify the presence of a specific drug or metabolite in a specimen. The confirmation test must be different in scientific principle from that of the initial test procedure. This confirmation method must be capable of providing requisite specificity, sensitivity, and quantitative accuracy. Confirmation Testing all positive initial tests shall be confirmed using gas chromatography/mass spectrometry (GC/MS) or an equivalent or more accurate scientifically accepted method approved by the Agency for Health Care Administration as such technology becomes available in a cost-effective form.

F. "Controlled Substance" is a drug with the potential for abuse or a substance having properties of a central nervous stimulant or depressant or a hallucinogen. Any substance named or described in Schedules I-V of Section 893.03; Florida Statutes is a controlled substance.

G. "Drug" means alcohol, including distilled spirit, wine, a malt beverage or an intoxicating liquor, an amphetamine, cannabinoid, cocaine, opiates, phencyclidine (PCP), hallucinogens, methaqualone, barbiturates, benzodiazepines, a synthetic narcotic, a designer drug or a metabolite of any of the substances listed in this paragraph.

H. "Drug Test" means any chemical, biological, or physical instrumental analysis, administered by a laboratory certified by the United States Department of Health and Human Services or licensed by the Agency for Health Care Administration, for the purpose of determining the presence or absence of a drug or its metabolites.

I. "Employee" means any person employed by the City of Fernandina Beach.

J. "Employer" refers to the City of Fernandina Beach.

K. "Employee Assistance Program" means an established program for employee assessment, counseling, and possible referral to an alcohol and drug rehabilitation program.

L. "Forensic Toxicology Laboratory" or "Laboratory" means a place where examinations are performed on specimens taken from the human body to provide information regarding the presence or absence of drugs or their metabolites for the purpose of promoting a drug free workplace under the provisions of FS 440, FS 112.0455, and 59A-24 FAC.

M. "Initial Drug Test" means a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens, using an immunoassay procedure or an equivalent, or a more accurate scientifically accepted method approved by the United States Food and Drug Administration or the Agency for Health Care Administration as such more accurate technology becomes available in cost-effective form.

N. "Medical Review Officer" or "MRO" means a licensed physician, employed with or contracted with an employer, who has knowledge of substance abuse disorders, laboratory testing procedures, and chain of custody collection procedures; who verifies positive, confirmed test results; and who has the necessary medical training

to interpret and evaluate an employee's positive test result in relation to the employee's medical history or any other relevant biomedical information.

O. "Nonprescription medication" means a medication that is authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human diseases, ailments, or injuries.
P. "Prescription medication or drug" means any drug or medication legally attainable only by prescription.
Q. "Random testing," means a drug test conducted on employees who are selected through the use of a computer-generated random sample of an employer's employees.
R. "Refusal to Submit" to a test may include, but is not limited to, the following: the failure to appear for any test within a reasonable time, failure to remain at the testing site until the process is complete, failure to provide a sufficient amount of specimen without adequate medical explanation, failure to permit observation or monitoring when required, providing a negative dilute sample without adequate medical explanation to the MRO, failure to undergo a medical examination as directed by the MRO as part of the verification process, having a verified adulterated or substituted test result as reported by the MRO, or failure to cooperate with any part of the testing procedure.
S. "Safety Sensitive" means a position in which drug impairment constitutes an immediate and direct threat to public health or safety.
T. "Special Risk" position means a position that is required to be filled by a person who is certified under Chapter 633 or Chapter 943, Florida Statutes.
U. "Specimen" means a product of the human body capable of revealing the presence of drugs or their metabolites.
V. "Split sample" means a specimen that is divided into two separate containers, for the purpose of using one container for immediate testing and the other being tested at the donor's request if the first sample tested results in a confirmed positive test.

9.3 Rules of Conduct

A. The City of Fernandina Beach strictly prohibits its employees from possessing or being under the influence of alcohol or drugs, other than the proper use of prescription medications or non- prescription medications while on duty or on the City's premises. The City further prohibits its employees from misusing or possessing, distributing, or using drugs or alcohol while off-duty to the extent that such off-duty conduct impacts the employees' effectiveness or ability to perform their job, or to the extent that such off-duty conduct adversely impacts the interests of the City.
B. The employment of an employee found to be under the influence of drugs, or possessing, manufacturing, using, distributing, buying, selling, trading, or offering for sale drugs or alcohol will face corrective action, up to and including termination of employment.
C. If the use of prescription medications or non-prescription medications may adversely affect an employee's work performance, the employee should notify the

City. Abuse or misuse of prescription medications or non-prescription medications is prohibited.

D. No employee shall report for duty or remain on duty requiring the performance of safety sensitive functions when using any controlled substance or tests positive for any controlled substance, except when the use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the ability to safely operate a motor vehicle or perform safety sensitive functions.

E. No employee shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. No employee shall use alcohol while performing safety-sensitive functions.

9.4 Types of Testing

The City has the authority to require employees to submit to testing for the presence of alcohol and drugs as specifically set forth in this article.

A. Reasonable Suspicion Testing

1. "Reasonable suspicion drug testing" means drug testing based on a belief that an employee is using or has used drugs in violation of the employer's policy drawn from specific objective and articulable facts and reasonable inferences drawn from those facts in light of experience. Employees may be required to submit to a drug test when there is a reasonable suspicion to believe that the employee is using or has used drugs in violation of the City's policy. Reasonable suspicion requires an articulable belief by supervisors based upon reasonable inferences drawn from specific facts. Reasonable suspicion drug testing may not be required except upon the recommendation of a supervisor who is at least one level of supervision higher than the immediate supervisor of the employee in question. Among other things, reasonable suspicion may be based upon:

    a. Observable phenomena while at work, such as direct observation of drug use or of the physical symptoms or manifestations of being under the influence of a drug; or
    b. Abnormal conduct or erratic behavior while at work or a significant deterioration in work performance; or
    c. A report of drug use, provided by a reliable and credible source; or
    d. Evidence that an individual has tampered with a drug test during his or her employment with the current employer; or
    e. Information that an employee has caused, contributed to or been involved in an accident while at work; or
    f. Evidence that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

2. A determination of reasonable suspicion must be based upon specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

3. The City shall make all reasonable efforts to administer an alcohol test to employees within two (2) hours following the determination of reasonable suspicion and in no event will an alcohol test under this section be conducted beyond eight (8) hours of the determination of the reasonable suspicion. If testing occurs after the employee's shift has ended, the employee will be compensated their regular rate of pay for hours worked. If the alcohol test is not administered within two (2) hours of the above determination, a record stating why the alcohol test was not administered within this time frame must be prepared and maintained.

4. With respect to alcohol or controlled substance reasonable suspicion testing of employees, a written record shall be made of the observations leading to the test, signed by the supervisor who made the observations and a copy provided to the employee and to the Fire Chief prior to the end of the reporting supervisor's shift and shall be kept confidential and retained by the City.

5. Employees may request to have a Union representative present during the testing procedure for reasonable suspicion; provided the test shall not be delayed for more than 60-minutes. It is agreed that the 60-minute waiting period for the arrival of a Union representative shall not be extended or waived.

B. **Post-Accident Testing**

1. The City may require substance abuse testing for any employee involved in an accident while on duty, whether on or off the City's premises in a City vehicle or while operating City owned or rented equipment in accordance with the City's Vehicle Use Policy, Rev. 11/20/2012 and Personnel Policy Manual, Rev. 10/01/2013.

2. Post-accident drug testing is required for any accidents that have estimated damages of one thousand ($1,000) or more, or as deemed necessary by supervisor (as defined in this article regarding reasonable suspicion). Drug testing should be performed immediately following the accident and is to be handled by the City's designated drug-testing center. For out-of-town accidents in a city vehicle, immediately notify the Fire Chief who will contact Human Resources for the nearest location to a drug-testing center.

3. All drivers who are subject to post-accident drug testing shall remain readily available for such testing unless unable to do so due to emergent need for medical care. Medical care should not be delayed for any persons involved in

an accident. The driver shall not be prohibited from leaving the scene of an accident in order to obtain or provide medical care.

C. **Random Testing**

1. The number of employees randomly selected for drug and alcohol testing during a twelve (12) month calendar year shall not be greater than 50% of the total number of employees subject to testing. Random testing will occur while the employee is on-duty. Employees will be subject to drug testing on a purely random basis. An approved third-party random selection computer program shall make the random selections. If random selection occurs while the employee is off duty, the employee shall be tested on the employee's next scheduled shift worked.

D. **Return to Duty Testing**

1. Any covered employee who has engaged in conduct prohibited by this policy, and who has not been terminated from employment, shall, before returning to duty, successfully pass a return to duty drug test. The results for any return to duty alcohol test must be less than .02 for the employee to resume employment and a result of 0.00 to return to safety-sensitive functions, and the results of a return to duty controlled substance test must be negative in order to resume employment.

E. **Follow-up Testing**

1. If the City, in its sole discretion, determines that an employee who has submitted a confirmed positive test result, should not be terminated, the employee may be granted a one-time leave of absence without pay and be required to enroll in and successfully complete a drug and/or alcohol rehabilitation program at his or her own expense, as a condition of returning to work (if a position is available).

2. If an employee, during the course of his or her employment, receives a mandatory referral to an employee assistance program for drug related problems, or a drug rehabilitation program, upon successful completion of the program, the employee may be required to submit to follow-up drug tests on an unannounced and random basis at least once a year for a two (2) year period after completion of the program.

3. The City in no way guarantees that any employee, upon returning from the successful completion of a drug/alcohol rehabilitation program, either mandated or conditional for maintaining employment, shall have any employment position provided to him/her, or in the event that an employment position is available, that such position will be the same or equivalent to the position previously held by the employee or that the rate of pay for the position

will be equal to that previously received by the employee. The provisions of this section shall not apply to an employee who voluntarily seeks rehabilitation.

9.5 **Rehabilitation**

A. An employee who voluntarily comes forth and requests assistance will be encouraged to obtain assistance through the City's Employee Assistance Program (EAP). The City will make reasonable efforts to assist and encourage the employee to complete any necessary rehabilitation program.

B. An employee, not currently under a mandated drug and/or alcohol rehabilitation program, may voluntarily enter such a program without disciplinary action being taken against him or her. Any information concerning the participation in a rehabilitation program shall remain absolutely confidential.

C. The employee will not be permitted to return to duty until they have been evaluated by a drug and/or alcohol rehabilitation program AND passed a return to duty test AND agreed to the drug and/or alcohol rehabilitation program's recommendation for treatment.

D. An employee who voluntarily participates in a drug or an alcohol rehabilitation program may be placed on light duty, or use sick leave, annual leave, or able to utilize swap time while undergoing rehabilitation. The use of leave time shall be subject to the approval of the Fire Chief, or designee. The placement of an employee on light duty shall be subject to the approval of the Fire Chief, or designee.

E. The City may provide the opportunity for employees to enter a City approved/sponsored rehabilitation program. The parties agree that the City has the sole authority to determine whether to maintain and/or continue any City approved/sponsored rehabilitation program and that any approval for an employee to enter any rehabilitation program may be limited by the City to one opportunity during an employee's employment. Every employee shall be allowed a one-time opportunity to voluntarily enter a City approved/sponsored rehabilitation program during the course of his/her employment. Assuming that the employee is not under administrative or criminal investigation or arrest for an alcohol or drug related matter, no disciplinary action is pending, and that no accident, injury, reasonable suspicion testing, or random drug testing has been requested of the employee prior to the time of such request. The City and Union encourage employees to volunteer in seeking assistance by way of professional counseling.

F. If an employee enters a City approved/sponsored rehabilitation program, then, upon successful completion of rehabilitation (as determined by a City designated physician), the employee shall be returned to his regular duty assignment or the equivalent thereof. If follow up care is prescribed after treatment, such shall be imposed by the City as a condition of continued employment.

G. Immediately upon an employee's discharge from a rehabilitation program, the employee will provide the City with documentation of the follow up care requirements as well as permission for the City to ascertain whether the employee has been and/or is abiding by the program requirements. Moreover, the parties agree that entry into such a rehabilitation program shall be deemed to constitute reasonable suspicion, the employee may be subject to random testing procedures, as required by management, for a period not to exceed twenty-four (24) months from the date that the employee is released from treatment.

9.6 **Consequences for Violation of Policy**

A. **Refusal to Submit to a Drug Test**

If an employee who is injured during the course and scope of his employment refuses to submit to testing, under section 9.4 of this policy, the employee automatically forfeits any medical and indemnity benefits they would have otherwise been eligible for under Florida's Workers' Compensation Statute. An employee, who refuses to comply with a legitimate order for testing, provides false information in connection with a test, or who attempts to falsify test results through tempering, contamination, adulteration, substitutions, or any other means shall immediately be removed from duty, placed on leave without pay status, and terminated from City employment. Individuals who refuse to submit to testing will be asked to sign a Refusal to Submit Form.

B. **Confirmed Positive Drug Test**

1. An employee who submits a confirmed positive drug test result will be removed from safety sensitive duties and may be disciplined, up to and including discharge at the sole discretion of the City. If the City, in its sole discretion, does not discharge the employee, the employee will be required to enroll in and complete an approved drug and/or alcohol rehabilitation program as a condition of returning to work. The employee will also be subject to return to duty and follow up testing as set forth in this policy.

2. An employee, who submits an alcohol test result of .04 or higher, is considered to have submitted a positive test result. Employees with an alcohol test result of 0.04 or higher must be removed from performing safety-sensitive functions. The following are thresholds for alcohol testing along with the minimum mandatory employment action to be taken:

    a. BAC level .002% - .019% - Employees testing this level shall be removed from safety sensitive functions and placed on light duty until such time a return-to-duty breath alcohol test confirms level of .000%.
    b. BAC level .020% - .039% - In addition to restrictions in paragraph "a." above, the employee will be placed on sick leave for the remainder of

the shift. Return to full duty will be governed by a breath alcohol test that confirms a level of .000%.

c. BAC level .040% and higher – This is considered a POSITIVE TEST RESULT. An employee testing at or above this level shall immediately be removed from duty, placed on leave without pay status, and may be discharged from City employment.

9.7 Drugs to Be Tested

ALCOHOL: (including a distilled spirit, wine, a malt beverage or an intoxicating liquor)
AMPHETAMINES: (Obetrol, Biphetamine, Desoxyn, Dexedrine, Didrex, Lonamine, Fastin)
BARBITURATES: (Phenobarbitural, Tuinal, Amytal, Nembutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phreninlin, Triad, etc.)
BENZODIAZEPINES: (Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Halcion, Paxipam, Restoril, Centrax)
CANNABINOID: (Marijuana, THC, Pot)
COCAINE
METHADONE
METHAQUALONE
OPIATES: (Paregoric, Parepectolin, Donnegel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tuss-Organidin, etc.)
PHENCYCLIDINE (PCP)
PROPOXYPHENE: (Darvocet, Darvon N, Dolene, etc.)

9.8 Common Medications That May Alter or Affect a Drug Test

A. The appropriate use of legally prescribed drugs and non-prescription medication is not prohibited. However, employees must use extreme caution when using any non-prescription and prescription medication that carries a warning label which indicates the potential for impairment of mental functioning, motor skills, or judgment. Employees shall notify their supervisor when under such medication and of any impairments which might occur from taking such medication to performing work-related duties. The supervisor shall determine if non-safety sensitive Fire/EMS related duties can be performed, if available, or whether leave must be taken by the employee in accordance with Fire Department policy.

B. The following list includes the most common medications, by brand name or common name, as well as by chemical name, which may alter or affect a drug test:

ALCOHOL: All liquid medications containing ethyl alcohol (ethanol). Please read the label for alcohol content. As an example, Vick's Nyquil is 25% (50 proof) ethyl alcohol, Comtrex is 20% (40 proof), Contact Severe Cold Formula Night Strength is 25% (50 proof) and Listerine is 26.9% (54 proof).
AMPHETAMINES: Obetrol, Biphetamine, Desoxyn, Dexedrine, Diddrex, Lonamine, Fastin
BARBITURATES: Phenobarbital, Tuinal, Amytal, Nambutal, Seconal, Lotusate, Fiorinal, Fioricet, Esgic, Butisol, Mebaral, Butabarbital, Butabital, Phrenilin, Triad, etc.
BENZODIAZEPHINES: Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Xanax, Serax, Tranxene, Valium, Halcion, Paxipam, Restoril, Centrax
CANNABINOID: Marijuana, THC, Pot
COCAINE: Cocaine HCI topical solution (Roxanne)
METHADONE: Dolphine.
METHAQUALONE: Not legal by prescription.
OPIATES: Paregoric, Parepectolin, Donnagel PG, Morphine, Tylenol with Codeine, Empirin with Codeine, APAP with Codeine, Aspirin with Codeine, Robitussin AC, Guiatuss AC, Novahistine DH, Novahistine Expectorant, Dilaudid (Hydromorphone), M-S Contin and Roxanol (morphine sulfate), Percodan, Vicodin, Tussi-organidin, etc.
PHENCYCLIDINE: Not legal by prescription.
PROPOXYPHENE: Darvocet, Darvon N, Dolene, etc.

Due to the large number of obscure brand names and constant marketing of new products, this list is ***not intended to be all-inclusive****.*

9.9 Specimen Collection and Testing Procedures

A. The City is committed to following strict specimen collection and laboratory testing procedures to ensure the quality, integrity and authenticity of the specimen. In addition, the City shall ensure that the vendor selected to conduct its drug/alcohol testing shall meet all equipment, chain of custody, and personnel requirements as established by Department of Transportation regulations, 49 CFR 40, FS 112.0455, and 59A-24 FAC; as amended and is licensed by the Agency For Health Care Administration (ACHA). Employees have a right to consult with the MRO for technical information regarding prescription and nonprescription medications. Further, employees will be allowed to confidentially report the use of prescription or nonprescription medications to the MRO on forms provided.

B. Collection site security and specimen collection are the responsibility of the collection site and its personnel. The City assumes no responsibility for specimen collection or transmittal errors incurred by the collection site, the laboratory, or their respective staffs.

C. Whenever an employee is required to provide urine specimens for drug testing procedures, the employee shall be required to provide one (1) specimen large

enough to produce two (2) separate samples at the time of collection to facilitate a later split specimen as may be requested.

1. Initial Test - The initial test screen for all drugs shall use an immunoassay methodology or equivalent, or a more accurate scientifically method approved by (ACHA) the initial test for alcohol shall be Alcohol breath testing methodology in compliance with 49 CFR 40. The following threshold cut off levels as established by FAC 59A-24 shall be used when initially screening specimens to determine whether they are positive or negative for drugs or metabolites specifically listed below. All levels on the initially screened urine specimens, and Breath Alcohol testing which meet or exceed the following shall be reported as positive for initial testing:

    a. Alcohol 0.04% BAC
    b. Amphetamines 1000 ng/ml
    c. Barbiturates 300 ng/ml
    d. Benzodiazepines 300 ng/ml
    e. Cannabinoids 50 ng/ml
    f. Cocaine 300 ng/ml
    g. Methadone 300 ng/ml
    h. Methaqualone 300 ng/ml
    i. Opiates 2000 ng/ml
    j. Phencyclidine 25 ng/ml
    k. Propoxyphene 300 ng/ml

2. Confirmation Test - All specimens identified as positive on the initial test shall be confirmed using mass spectrometry/mass spectrometry (MS/MS) or gas chromatography/ mass spectrometry (GC/MS) except that alcohol will be confirmed using Alcohol breath testing methodology in compliance with 49 CFR 40. All confirmations shall be done by quantitative analysis. The following threshold cut off levels as established by FAC 59A-24 and 49 CFR 40 shall be used when analyzing specimens to determine whether they are positive or negative for drugs or metabolites specifically listed below. All levels on the confirmation test screened urine specimens, and Breath Alcohol testing which meet or exceed the following shall be reported as positive:

    a. Alcohol 0.04% BAC
    b. Amphetamines 500 ng/ml
    c. Barbiturates 150 ng/ml
    d. Benzodiazepines 150 ng/ml
    e. Cannabinoids 15 ng/ml
    f. Cocaine 150 ng/ml
    g. Methadone 150 ng/ml
    h. Methaqualone 150 ng/ml
    i. Opiates 2000 ng/ml
    j. Phencyclidine 25 ng/ml

k. Propoxyphene 150 ng/ml

3. Drug testing laboratories shall retain and store all confirmed specimens pursuant to FS 112.0455 and its attendant rules established in FAC 59A-24. The assigned laboratory shall be required to maintain any specimens under legal or administrative challenge for an indefinite period until the challenge is resolved. All positive urine specimens shall be held by the testing laboratory for a minimum of 210 days as required by FAC 59A-24.

9.10 **Challenges to Test Results**

A. An employee may challenge a positive test result through an administrative challenge or resort to an applicable court. When an employee undertakes a challenge to the results of a test it shall be the employee's responsibility to notify the laboratory, and the sample shall be retained by the laboratory until the case is resolved. Employees are responsible for notifying the laboratory of any administrative or civil action brought pursuant to Florida's Workers' Compensation Act.

B. Within five (5) working days after receiving notice of a positive confirmed test result, an employee may contest or explain the result to the MRO. If the employee's explanation or challenge is unsatisfactory to the MRO, the MRO shall report a positive test result back to the City.

C. Within five (5) working days after receipt of a positive confirmed test result from the MRO, the City shall inform the employee in writing of such positive test result, the consequences of such results, and the options available to the employee. Within five (5) working days after receiving notice of a positive confirmed test result, the employee may submit information to the City explaining or contesting the test result and explaining why the result does not constitute a violation of the employer's policy. If the employee's explanation or challenge is unsatisfactory, the City will provide the employee with a written response, along with the report of the positive result. All such documentation will be kept confidential. The City shall not request, nor shall the employee be compelled to provide any medical information nor information pertaining to prescribed medication that has already been provided to the MRO, which would otherwise be considered "Protected Health Information" under the HIPAA law. Such information may only be disclosed to the MRO.

D. If an employee who is tested for drugs under this policy is notified of a confirmed positive drug test result, he or she shall have seventy-two (72) hours in which to request a split specimen test. If the employee makes a timely request, the MRO shall, in writing, direct the laboratory to provide the split specimen to another certified laboratory for analysis. The cost of this additional laboratory analysis will be borne by the employee. If the analysis of the split specimen fails to reconfirm the presence of the drugs or drug metabolites found in the primary specimen, the MRO shall cancel the test and report the cancellation and the reasons for it to the

City and to the employee. If the analysis of the split specimen is reconfirmed by the second laboratory for the presence of the drug(s) or drug metabolites, the MRO shall notify the City and the employee of the results of the test. If an employee does not contact the MRO within seventy-two (72) hours, as provided above, the employee may present to the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the verified positive test, or other circumstances unavoidably prevented the employee from timely contacting the MRO. If the MRO concludes that there is a legitimate explanation for the employee's failure to contact the MRO within seventy-two (72) hours, the MRO shall direct that the reanalysis of the primary specimen or analysis of the split specimen, as applicable, be performed. When the City uses the split sample method of collection is utilized, the employee may not request a reanalysis of the primary specimen.

9.11 Confidentiality/Employee Safeguards

A. All information, interviews, reports, statements, memoranda, and drug test results, written or otherwise, received or produced will be treated in a confidential manner unless otherwise required by law.

1. Documents and records with regard to the drug testing and/or under reasonable drug testing of an employee shall not be placed into the personnel file, open to the public, if the employee is cleared through an administrative, legal challenge, grievance, or if the employee's tests results are negative.

2. Nothing in this article shall be construed to eliminate or diminish any rights provided to employees not specifically mentioned in this article that the employee may be entitled to under local, state or federal statutes.

3. This article is in no way intended to diminish, waive, or supersede any rights provided to employees under a collective bargaining agreement. The employee has a right to challenge the results and/or methods of any drug or alcohol tests and any discipline imposed due to the provisions of this policy in the same manner that any other employer related action can be grieved under the terms of the collective bargaining agreement.

9.12 Right to Search

The City has the right to search lockers, handbags, lunch boxes, workspaces, City vehicles or other containers on City premises in the furtherance of this policy and as permitted by applicable law. Failure to cooperate with such a search is grounds for discipline, up to and including discharge.

9.13 Commitment to Educating the Workforce Regarding Substance Abuse

The following list contains a sampling of the names, addresses and telephone numbers of employee assistance programs and local drug rehabilitation programs available near our community:

Horizon Health Employee Assistance Program (EAP)
Phone: (800) 955-6422
Or
Starting Point Behavioral Healthcare
(904) 225-8280
463142 State Road 200
Yulee, FL 32097

9.14 **Education and Training**

The City believes that education and understanding can be powerful weapons in the fight against drugs.

A. Within one (1) year of the ratification of this agreement, the City agrees to provide training to all supervisors within the Fire Department who may be involved in determining the basis for "Reasonable Suspicion" as defined within this agreement. The training shall include all Officers and Management.

B. The training at a minimum shall include methods for detecting reduced job performance, impairment or change in employee behavior, techniques for recognizing drugs, drug paraphernalia, the indications of the use, sale, or possession of drugs and alcohol. Additionally, the training shall include specific procedures to be followed for an employee EAP referral. The Union Executive Board shall be allowed to be part of this training program at no cost to the Union.

C. It is agreed that the lack of such training shall not diminish the validity of any "Reasonable Suspicion" determination provided that such training is completed within one (1) year of ratification of this agreement.

ARTICLE 10 – BULLETIN BOARDS

10.1 The Employer shall provide the Union with suitable bulletin boards and the Union agrees that it shall use the bulletin boards only for Union business. Such notices shall not be of a controversial or political nature, such as taking sides on issues or supporting a particular candidate for public office.

10.2 Copies of all materials or notices posted shall be submitted to the Employer prior to its posting.

ARTICLE 11 – HOURS OF WORK, OVERTIME, AND OFF-DUTY DETAILS

11.1 The normal work cycle shall be twenty-eight (28) days. The normal workday shall consist of twenty-four (24) hours or one (1) shift. The normal schedule shall be twenty-four (24) hours on and forty-eight (48) hours off. The average work week is fifty-six (56) hours. Beginning October 1, 2025, the City and the Union agree to reopen Article 11, section 11.1 work cycle.

11.2 The normal work schedule for shift firefighter personnel is from 8:00 a.m. to 8:00 a.m. Time worked will be rounded to the nearest tenth of an hour.

No overtime will be worked without the approval of the Fire Chief or his designee. In the event overtime is needed on shift and during the attempt to fill the overtime slot the on-duty employee holding said slot will not be released from duty until relief is obtained.

11.3 In compliance with the Fair Labor Standards Act and amendments, overtime will be paid at time and one-half (1½) rate for hours worked above two hundred twelve (212) hours in the work cycle. Vacation and Sick Leave shall not count as hours worked for purposes of calculating overtime.

11.4 It is understood that no employee is relieved of his/her obligation to work overtime. In any given situation overtime may be required by management. If in a given situation, the overtime list is exhausted without filling a required assignment(s), the Fire Chief or his designee will fill that assignment(s) with an on-duty employee with the same job title or an on-duty "step-up" employee. An employee shall not "step up" more than one (1) position above their current rank. If in the interest of public safety or operational need the Fire Chief shall have the authority to fill the position. There shall be a minimum of one (1) badged company officer , one (1) badged engineer, and one (1) badged Rescue Lieutenant on duty at all times.

11.5 An employee who is on sick leave, workers' compensation, leave of absence, is serving a disciplinary suspension or has worked more than forty-eight (48) consecutive hours shall not be called back for the overtime position. Any firefighter who has worked more than forty-eight (48) consecutive hours shall be relieved from his/her position unless in the opinion of the Fire Chief or his designee public safety or operational needs will be compromised.

11.6 Personnel called for overtime or re-called for emergencies shall report to their destination with all required uniforms, protective clothing, and personal items appropriate for their assignment.

11.7 Re-call - If an employee is called from off duty, then that employee will be paid at one and one-half (1½) time his normal rate of pay and a minimum of three (3) hours pay will be guaranteed.

In the event that the re-call time exceeds three (3) hours, the remaining hours will be subject to FLSA requirements for purposes of calculating overtime.

When an employee is re-called or reports to the fire station for an overtime assignment and the overtime has been canceled without notification to the employee, he/she shall be paid for three (3) hours at time and one-half (1 ½) their normal rate of pay for reporting to work as assigned. The employee will not be required to stay for the three (3) hour overtime.

11.8 Emergency standby is made by order of the Fire Chief or designee and is defined when an employee is officially notified by a supervisor or designee, they must be ready to be called to work in an urgent situation during their off-duty time. The employee will then be required to remain available via telephone and be available to report to duty within one (1) hour when notified. If an employee has not been contacted within six (6) hours after being placed on emergency standby, that employee will no longer be obligated to be prepared to report for duty.

For each hour an employee is in an emergency standby status they will be compensated at the rate of one half (½) of their normal rate of pay.

Once an employee on an emergency standby status is contacted and ordered to report for duty, that employee will be considered in a Call Back status and compensated at a rate of time and one half (1 ½) from that point forward and for each hour worked.

11.9 Off Duty Details – The Fire Chief, or his designee, shall have the sole authority in administering the City's Fire Department off-duty detail program. This authority shall include but not be limited to complying with the specific FLSA guidelines for off-duty details, determining rates of pay (to be paid by recipient of said services), deduction of administrative costs, and scheduling. The parties recognize that special details are a form of outside contractual employment with individuals operating under the licensure and protocols of the Department.

11.10 Comp Time - An employee may elect to take compensatory leave time in lieu of pay, if mutually agreed upon by the employee and the Fire Chief or his designee, up to a maximum accumulation of one hundred forty-four (144) hours. All hours in excess of the maximum shall be in the form of pay. An employee wishing to take compensatory leave time shall submit a written request at least twelve (12) hours in advance of the requested leave. Approval or denial of the request will be made by the Fire Chief or designee based on the operational or fiscal impact of the request. The twelve (12) hour notification requirement may be waived, circumstances permitting, at the discretion of the Fire Chief or designee. An employee separating from the Department on a voluntary or involuntary basis shall receive lump sum payment for accumulated compensatory time. An employee shall be allowed to sell back compensatory time at the employee's regular hourly rate of

pay each year, to be paid the first pay period in November. Compensatory time will not be calculated as hours worked for the purpose of overtime.

11.11 For purposes of this article, compensatory time shall be defined as the period of time which is earned by the employee for hours worked in excess of the employee's normally scheduled work period, it shall be accumulated at a rate of one and one-half (1 ½) in lieu of monetary overtime compensation.

11.12 For the purpose of clarification, the following table defines what is calculated as hours worked for purposes of overtime.

HOURS / LEAVE	OVERTIME USE
Regular Hours Worked	Included
Holiday Pay	Not Included
Holiday Hours Worked	Included
Bereavement	24 hours Included, > 24 hours not Included
Jury Duty	Time Worked
Personal Day	Included
Sick Leave	Not Included
Vacation	Not Included
Administrative Leave	Included
Compensatory Leave	Not Included
Firefighter Memorial Day	Not Included

11.13 Employees covered by this agreement who are required to accept the responsibilities and carry out the duties of a position or rank above that which he/she normally holds for period of eight (8) consecutively scheduled hours shall move up to the grade of the position in which he/she is working and maintain their step level while performing the job. Rate of pay shall be at the rate of ten percent (10%) over current hourly rate for working in a higher class.

ARTICLE 12 – SENIORITY

12.1 For the purpose of this Agreement, there shall be two (2) types of seniority which are listed below:

A. Fire-Rescue Department Seniority which is defined as length of service with the City of Fernandina Beach within the Fire-Rescue Department covered by this Agreement.

B. City Seniority which is defined as an employee's continuous length of service with the Employer, commencing with his last date of hire. When more than one (1) employee is hired on the same day, City Seniority and/or Fire Department Seniority will be assigned in alphabetical order of names – surname first.

C. To be considered for promotion to the rank of Lead Paramedic, Engineer, Lieutenant or Captain, the employee must have continuous service with the Fire Department in accordance with Article 13.

12.2 All new employees shall be classified as probationary employees during the first three hundred sixty-five (365) calendar days of their employment pending performance evaluation(s) as outlined in the Fire Department Rules and Regulations, and in the opinion of the Fire Chief, the probationary period may be extended for another ninety (90) calendar days if the probationary employee is not performing according to requirements. An employee terminated during his/her probationary period does not have the right to grieve the termination under the Grievance Procedure Article 26. Upon completion of probation, the employee's seniority date will commence as of his first day of hire and reporting for work. While on probation the employee shall have no seniority rights and his retention is entirely within the discretion of the Employer, provided no such employee shall be discharged because of his membership or activities in the Union.

12.3 An employee's continuous service with the Employer shall be considered as having been broken if the employee:

A. Quits

B. Is discharged for just cause.

C. Fails to return from an authorized leave of absence or fails to return from family medical leave under Family Medical Leave Act.

D. Is absent due to a lay-off for more than one (1) year.

E. Is retired.

12.4 In the event of a layoff for any reason excluding termination for cause, employees shall be laid off in inverse order of their Fire Department seniority. Any employee who is to be laid off who has advanced to his present classification from a lower classification in which he held a regular appointment shall be given the opportunity to displace a less senior employee in the lower-level classification. An employee may not "down bump" another employee unless he has performed the lower-level classification as a regular employee in said classification based on evidence in his personnel records.

A. A laid off employee shall be given preference with respect to any employment vacancy existing at the time layoff or for a period of twelve (12) months providing qualifications for the position are met and subject to the employee's

ability to perform the duties of the available vacancy. Fire Department seniority shall have preference over City seniority when filling such vacancy.

B. Thirty (30) days' notice will be given to the Union before any Fire Department employees are to be laid off per conditions set forth in this section.

12.5 Notice of recall for a laid off position(s) shall be sent to the Union President and to the laid off employee's last known address by certified mail. The employee must, within ten (10) business days of the certified date, signify his intention of returning to work or employee's seniority shall be forfeited.

12.6 When a classification is abolished due to economic reasons, or the number of employees is reduced within a department, the employee with the greatest amount of Fire Department seniority shall have the right to be placed in any position at his level or lower than his level within that department if such position exists. If an employee is placed into the same level or lower, said employee shall be required to be fully qualified as described in the job description for said position.

ARTICLE 13 – VACANCIES AND PROMOTIONS

13.1 Once the decision is made to fill the vacancies or new positions, the Employer shall post a notice of vacancies or new positions created within five (5) working days following the occurrence of the vacancy or new position created. Employees shall be given fourteen (14) calendar days in which to make application to fill the vacancy or to fill the new position created, and a sixty (60) calendar day notice of the testing date. The application period and test notification period will run concurrently.

13.2 The minimum eligibility requirements for promotion are as follows:

A. Rescue Lieutenant

1. Minimum of two (2) years continuous service with the department, with one (1) year as a Division Approved Paramedic.
2. Florida Certification as a Paramedic
3. Meets Expectations rating on most recent evaluation
4. American Heart Association BLS Provider Certification
5. American Heart Association ACLS Certification
6. American Heart Association PALS Certification
7. Tactical Casualty Combat Care (TCCC or Equivalent)
8. Company Officer
9. ICS 100, 200, 300, 400, 700 and 800
10. No written corrective action for one (1) year prior to application

B. Driver/Engineer

1. Minimum of three (3) years continuous service with the department

2. Florida Certified Pump Operator
3. Florida Certified Paramedic if hired after October 1, 2021.
4. Aerial Ladder Operations Course Certification
5. Satisfactory evaluation rating on most recent merit evaluation
6. No written corrective action for one (1) year prior to application

C. Combat Lieutenant

1. Minimum of five (5) years continuous service with the department
2. Minimum of two (2) years as an Engineer with Fernandina Beach Fire-Rescue
3. Florida Certified Fire Officer 1
4. Florida Certified Paramedic
5. Satisfactory evaluation rating on most recent merit evaluation
6. No written corrective action for one (1) year prior to application

D. Captain (This position shall remain vacant until the City and the Union agree to implementation, qualifications, and pay.)

1. Minimum of seven (7) years continuous service with the department
2. Minimum of two (2) years as a Lieutenant with Fernandina Beach Fire-Rescue
3. Florida Certified Fire Officer 2
4. Florida Certified Paramedic
5. Satisfactory evaluation rating on most recent merit evaluation
6. No written corrective action for one (1) year prior to application
7. Any two of the following:

    a) Florida Certified Fire Safety Inspector
    b) Florida Certified Fire Service Instructor
    c) Florida Certified Fire Investigator
    d) Degree in Fire Science or Emergency Medical Services or related field

E. Battalion Chief

1. Minimum of seven (7) years continuous service with the department
2. Minimum of two (2) years as a Lieutenant with Fernandina Beach Fire-Rescue
3. Florida Certified Fire Officer 2
4. Florida Certified Paramedic
5. Satisfactory evaluation rating on most recent merit evaluation
6. No written corrective action for one (1) year prior to application
7. Any two of the following:

    a) Florida Certified Fire Safety Inspector
    b) Florida Certified Fire Service Instructor

c) Florida Certified Fire Investigator
d) Degree in Fire Science or Emergency Medical Services or related field

E. Job descriptions for those positions shall reflect the above requirements.

13.4 Promotion and Original Appointed List:
The City and the Union shall, mutually agree upon a promotional evaluation process, with the intent of using unbiased, objective outside sources. The agreed upon process may include but not limited to testing, practical skill evaluation, and an oral interview board (see Appendix D). The Union and Management can mutually agree to change the appendix with advance notice. Scoring for the promotional process may carry the weight of each of the above areas as well as points given based on seniority. Points for scoring of the promotional exam will be based on the following formula:

a. Length of Service: 0.25 points per year up to 5 years, then 1 point per year up to the maximum of 10 points total. Length of service shall be prorated into quarters (1/4) for actual time of service. (i.e., 6.5 years = 2.75 added points. 5 years = 1.25 points + 1 year = 1 point + .5 year =.5 points)
b. Written examination: A final grade of seventy percent (70%) or better shall be considered passing. All length of service points and veterans' preference points, as applicable, will then be added. In the event of identical grades on promotional eligibility lists, the following tiebreaker will be used to determine final promotional eligibility standing:
    1. The first tiebreaker shall be highest raw score achieved.
    2. The second tiebreaker shall be time in rank.
    3. In the event a tie still exists after raw score and time in rank, the tie shall be broken by date of hire, by the order of hire on that date.
c. All applicants will be notified of their final score and their relative standing. The period of eligibility of the promotional list shall be for one year from the date of final placement on promotional list.

All employees hired after the ratification of this agreement will be required to possess and maintain a Florida paramedic license for the purpose of promotions. All current employees hired prior to October 1, 2000, shall be exempt of this requirement.

13.5 Disqualification of Applicant: The Fire Chief may reject the application of any person for promotion, or opt not to certify the name of an eligible candidate for appointment, if in his opinion it is found:

A. That the applicant fails to meet the established qualification/requirements for the position by the date of testing. This is not intended to exclude a bargaining unit employee from applying before requirements are met.

B. That the applicant did not sign the posting before the closing date as specified in the posting announcement.

C. That the applicant has made a false statement as to any material fact, has practiced or attempted to practice deception or fraud in securing eligibility for promotion.

13.6 Probationary Period: Any employee covered by this agreement who has been promoted to Lead Paramedic, Driver/Engineer, Lieutenant, or Captain shall serve a probationary period no longer than six (6) months. However, the Fire Chief will evaluate said employee after ninety (90) days to identify any area of difficulty. The said employee will then be given three (3) months to correct the areas of difficulties that were identified.

13.7 When the Employer intends to discontinue any job in the bargaining unit, the Union will be advised thirty days prior to any such job elimination.

ARTICLE 14 – HOLIDAYS

14.1 The following holidays will be observed:

A. New Year's Day
B. Martin Luther King, Jr.'s Birthday
C. Good Friday
D. Memorial Day
E. Independence Day
F. Juneteenth
G. Labor Day
H. Thanksgiving Day
I. Day after Thanksgiving Day
J. Christmas Eve
K. Christmas Day
L. Veterans Day

The City agrees to recognize October 8th of each year as National Fallen Firefighters Memorial Day. In lieu of monetary compensation, employees covered by this agreement will be credited a compensatory holiday for the number of hours they work as part of their regular shift schedule. This compensatory holiday must be utilized between October 8th and March 1st, with no provisions for carryover, and shall not count as hours worked for purposes of calculating overtime.. This compensatory holiday will not be extended to employees who are not scheduled to work on October 8th.

14.2 For the holidays set forth in Section 14.1, employees shall receive holiday pay as outlined in Paragraph 14.3 and 14.4.

14.3 All Fire Department employees covered by the terms of this agreement shall be paid at their regular rate for a period not to exceed twelve (12) hours. Vacation earned in lieu of holiday pay may be granted in the same amount, if mutually agreed upon by the employee and the Fire Chief. Said time does not count as hours worked for the purpose of calculating overtime.

14.4 All Fire Department employees covered by the terms of this Agreement who work on the day of an aforementioned holiday shall be paid at a rate of one-and-a-half times the regular pay rate for a period not to exceed twelve (12) hours. Compensatory time in lieu of holiday overtime pay may be granted in the same amount, if mutually agreed upon by the employee and the Fire Chief. EXCEPTION: all Fire Department employees covered by the terms of this Agreement who work on Christmas Day shall be paid at a rate of two times the regular pay rate for a period not to exceed twelve (12) hours. Compensatory time in lieu of holiday pay may be granted in the same amount, if mutually agreed upon by the employee and the Fire Chief.

ARTICLE 15 – VACATIONS

15.1 Employees may carry vacation leave forward from one benefit year (the benefit year begins with the employee's anniversary date) to another benefit year not to exceed the vacation leave benefit to which entitled for new benefit year, plus 120 hours, according to the following schedule:

Years of Service	Vacation Leave Earned (Shifts)	Vacation Leave Earned (Hours)	Maximum Vacation Leave Carry-over Allowed
Less than 1 year	6	144	264
1 – 7 years	8	192	312
8 – 14 years	10	240	360
15 – 19 years	12	288	408
20 years and above	13	312	432

The union agrees to be in compliance with maximum vacation accrual limits. It is the responsibility of the employee to ensure any excessive accrued vacation leave is used prior to his/her anniversary date. The maximum carryover cannot be exceeded unless extenuating circumstances exist that are approved by the Fire Chief and City Manager. Accrued vacation leave in excess of the maximum allowable as outlined in the table above that has not been approved by the Fire Chief and City Manager shall be forfeited.

15.2 Pay for all vacations shall be based on the rate of pay of the employee at the time vacation is taken, computed on his or her regularly scheduled work week.

15.3 The Fire Chief shall make every effort to ensure that earned vacation leave is used on a yearly basis in order to provide employees with vacation and proper rest and relaxation. However, employees may, at their option, accrue vacation leave to equal the "maximum vacation leave carryover allowed" as described in the table under article 15.1.

15.4 In the month of December the shift Captain will conduct a seniority-based vacation draft from January 1st thru December 31st whereas employees will be allowed to schedule up to the maximum days that the employee accrues based on their years of service in Article 15.1. The City agrees that during this annual draft that two (2) vacation slots shall be made available.

15.5 There will also be control measures in place restricting vacation selections to ensure the operational efficiency of the Fire-Rescue Department. These control measures are as follows; 1) Only one company officer will be allowed to be on vacation at any time. 2) Only one Engineer will be allowed to be on vacation at any time. 3) Only one Rescue Lieutenant will be allowed to be on vacation at any time. The number of Paramedics allowed to be on vacation at any time will not exceed the number required to continue to provide the level of service that the Fire-Rescue Department normally would be providing. Under extreme circumstances exceptions to these measures can be considered by the Fire Chief on a case-by-case basis.

15.6 The Fire Chief will make two (2) slots of leave available per shift based on the following guidelines:

A. One (1) slot of leave per shift will be available for vacation, personal leave, or compensatory time as long as the leave was requested no less than twelve (12) hours prior to the date requested. One (1) slot of leave shall be designated for school or training.

B. Employees signing up for schools or training must sign up for the second slot per shift at least thirty (30) days in advance. Any second slot per shift not taken for school or training will be available, at the sole discretion of the Fire Chief or appropriate designee if manning dictates, for vacation, personal leave, or compensatory time scheduling during thirty (30) days prior to the date the leave is being requested. The additional slot may be frozen for a period not to exceed forty-five (45) days if manning falls below the approved staffing positions.

C. If two (2) employees submit request for leave for the same day at the same time, the employee with seniority shall have priority.

15.7 Absence on the account of sickness in excess of sick leave accrual may, at the request of the employee and with the approval of the Employer, be charged against vacation leave allowance.

15.8 An employee who leaves the service of the Employer for any reason shall be paid for unused earned vacation up to their maximum accrued hours. The employee may be paid for unused accrued vacation leave up to their maximum accrued hours upon entering the Deferred Retirement Option Plan (DROP). However, if the maximum accrued leave has been paid to the employee upon entering the DROP, the employee shall not be paid for any additional accrued vacation leave when he/she leaves the service of the City. Employee agrees to provide reasonable notice of his/her intended resignation.

15.9 Vacation leave may be used as it is accrued from the date of hire, subject to other provisions of this article.

15.10 Normal vacation shall be from 08:00a.m. to 08:00a.m. Vacation may be broken into twelve (12) hour periods (8:00 AM – 8:00 PM or 8:00 PM – 8:00 AM).

ARTICLE 16 – SICK LEAVE

16.1 For every fifty-six (56) regular hours worked, an employee will be credited with 3.0 hours sick leave. This accrual shall be credited at the rate of six (6) hours per bi-weekly pay period. Employees will be allowed to use sick leave as accumulated.

16.2 Sick leave may accumulate up to two thousand, one hundred eighty-four (2,184) hours for sick leave use and not for sell back benefits.

16.3 Sick leave may be used up to seventy-two (72) hours for an illness to a member of the employee's immediate family provided a doctor's statement is received stating that it was necessary for the employee to be absent, if required by the Employer. ("Immediate family" shall be as defined under Article 20 – Bereavement Pay.)

16.4 Employees who are unable to report to work due to illness or injury are required to notify the on-duty shift Captain before the start of the employee's scheduled workday if possible. The on-duty shift Captain must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive shifts due to illness or injury, a physician's statement may be required verifying the illness or injury and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

16.5 Sick leave time shall be considered as time worked in computing the number of hours worked in anyone (1) year for calculating vacation, sick leave, and retirement benefits.

16.6 To be eligible for sick leave the employee shall call in at least thirty (30) minutes prior to the start of the employee's shift starting time, unless extenuating circumstances prohibit.

16.7 Any employee who has used no sick leave time from October 1 through December 31 will be awarded one (1) shift (24 hours) of personal leave time. Any employee who has used no sick leave time from January 1 through March 31 will be awarded one (1) shift (24 hours) of personal leave time. Any employee who has used no sick leave time from April 1 through June 30 will be awarded one (1) shift (24 hours) of personal leave time. Any employee who has used no sick leave time from July 1 through September 30 will be awarded one (1) shift (24 hours) of personal leave time. Any employee who has been employed the entire fiscal year and has used no sick leave time within the fiscal year (October 1 – September 30) will be awarded one additional shift (24 hours) of personal leave time. Personal leave time may be utilized in the same manner as a shift of vacation time, and is counted as hours worked towards overtime. Employees shall be allowed to carry over a maximum of three (3) PL days with no expiration time frame.

16.8 The policy of providing sick leave payment or sell-back will cease, effective September 30, 2017. For sick leave accrued prior to that date, said leave shall be paid, with amendments, in similar fashion to the agreement adopted as part of City of Fernandina Beach Resolution 2014-21.

A. If an employee has worked for the City for a minimum of six (6) years and was hired prior to October 1, 2001, the City shall pay the employee, at a rate of pay as of September 30, 2017, a maximum of 1,456 hours of accumulated sick leave.
B. If an employee was hired after October 1, 2001, and irrespective of the number of years worked, the City shall pay the employee, at the rate of pay as of September 30, 2017, a maximum of 300 hours of accumulated sick leave.

Said payments for each employee's accumulated sick leave shall be paid in three equal annual installments beginning in October 2017; October 2018; and October 2019. Employees that intend to retire prior to October 2019, shall have the installments otherwise distributed in equal payments prior to retirement.

An employee may opt to retain any balance of sick leave accumulated prior to September 30, 2017, for the uses identified in Sec. 16.2. Any sick leave so retained, and all sick leave earned thereafter, shall not be eligible for payment or sell-back.

ARTICLE 17 – WORKERS' COMPENSATION

17.1 Any regular or probationary employee of the Public Employer who is temporarily disabled as a result of an injury received in the course of employment with the Public Employer, shall be entitled to be compensated as provided herein. Said

employee shall receive from the Public Employer the amount to which he is entitled under the Workers' Compensation Law, and the differences between said amount and the amount of salary which said employee was receiving immediately prior to his injury shall be paid from the Public Employer's funds.

17.2 If the employee has not reached maximum medical improvement within twenty-six (26), the employee shall be medically examined to determine whether the employee's injury is of a nature that prevents their return to duty as a firefighter. If the employee has reached maximum medical improvement, his or her right to compensation shall be governed by the Workers' Compensation Law, the employees' disability/pension rights, and other benefits to which the employee may be entitled under this contract.

17.3 The Public Employer may at its option provide extensions beyond the twenty-six (26) week limitation as outlined herein based upon written medical recommendation. At the termination of the twenty-six (26) week period, or the date of the medical determination or the termination of the extension period, the employee's right to compensation shall be governed by the Workers' Compensation Law and by his entitlement to pension rights and sick leave benefits, if any.

17.4 The foregoing Section will not be applicable if the City finds the employee to be negligent.

17.5 Following the twenty-six (26) week period and subsequent release by medical authorities for return to work, the employee shall be given right of first refusal consideration when a vacancy occurs, provided the employee has maintained Firefighter/EMT certifications. If an employee is reinstated, they shall receive the same pay and benefits as when they were terminated. An employee may not accrue benefits while in a terminated status.

17.6 Dependent children or spouse of any employee killed in the line of duty shall receive monthly payments for a three (3) month period amounting to the normal salary of the deceased employee for the said three (3) month period.

ARTICLE 18 – MILITARY LEAVE

18.1 Both parties hereby agree to comply with both Federal law (reference 38 USCA Section 2021) and Florida state statutes (reference statutes 115.07, 115.14, 115.08) in regard to military leave. If an employee requests or requires more military leave time than allowed for by Federal or State statutes, he/she shall be allowed to substitute swap time, personnel days, or vacation leave as needed.

ARTICLE 19 - RESERVED

ARTICLE 20 – BEREAVEMENT LEAVE

20.1 A full-time employee who has a death in his immediate family will be granted bereavement leave, with pay, of up to twenty-four (24) hours. Bereavement leave will not be charged to accrued vacation or sick leave benefits. "Immediate family" is defined under this benefit as follows:

A. Relatives by marriage: husband, wife, stepparents, stepchild, foster child, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, half-sister, half-brother, aunts and uncles, and grandparents.

B. Relatives by blood: parents, children, grandparents, grandchildren, brothers, sisters, aunts, uncles, nieces, nephews, first cousins.

C. Any other relative of the employee or the employee's spouse living in the employee's residence.

20.2 It is understood the bereavement leave is not intended to be exercised as an automatic leave with pay for twenty-four (24) hour period upon the death of a member of the immediate family as defined above. Instead, it is intended that if time-off is required for this purpose due to the personal grief of the employee or to provide aid and comfort during the grieving process of a member of the immediate family of the employee, then up to twenty-four (24) hours with pay are provided for that purpose and time will be considered time worked in pay cycle. In excess of twenty-four (24) hours will not be considered as time worked.

20.3 Upon written request more than twenty-four (24) hours off may be granted, but only twenty-four (24) hours will be paid time off as bereavement pay. In cases of hardship, employees may request, and the Fire Chief may approve use of up to twenty-four (24) hours from the employee's accumulated sick leave.

20.4 No payment shall be made where no scheduled work time is lost.

ARTICLE 21 – JURY DUTY LEAVE

21.1 Any employee who is summoned to jury duty or subpoenaed or summoned to appear in court as a witness in connection with the performance of their duties with the City will be granted leave and will be paid at his regular rate of pay for his required work period during such absence. To be eligible to receive said pay, the employee must submit any payment received by the court or other entity to the Finance Department.

21.2 Any employee subpoenaed to appear on legal matters relating to Fire - Rescue Department duties and such appearance is during off-duty time will be paid at the rate of one and one-half (1½) times for the actual hours attending such proceedings, or for a minimum of three (3) hours or any such attendance, whichever is greater.

ARTICLE 22 – LEAVE OF ABSENCE

22.1 All requests for a leave of absence must be in writing and approved by the Fire Chief and City Manager.

22.2 It is understood and agreed that all leaves of absence will be without pay.

22.3 Leave time will not be accrued for unpaid leave of absence.

ARTICLE 23 – PENSION

23.1 There is a Police Officer and Fire Fighter Pension Board of Trustees that administer a pension plan for eligible Fire Department employees. The pension plan is periodically reviewed by the Board of Trustees and their actuary. The employees' pension contribution shall be mutually agreed upon by the employees, the Pension Board and the City.

ARTICLE 24 – WAGES, CLASSIFICATION AND LONGEVITY

24.1 Effective October 1, 2024, through September 30, 2027, the pay plan set forth in Appendix C-1 shall be effective and contains the current Pay Step Plan established for all positions covered by this Agreement.

24.2 Employees shall be advanced in pay according to the Pay Step Plan outlined below during the contract period October 1, 2024, through September 30, 2027.

24.3 Except as provided herein, original appointment to the classification of Firefighter/EMT, Firefighter/Paramedic, Lead Paramedic, Engineer, Lieutenant, Captain, and Battalion Chief will be made at the entry rate and advancement from the entry rate to the maximum rate shall be by successive steps.

All newly hired Firefighter/Paramedics will be compensated at the Firefighter/EMT rate until successfully checked-off by the Medical Director. Following successful check-off, the newly hired Firefighter/Paramedic will be placed in the Paramedic Pay Step Plan according to his/her current step.

24.4 Effective October 1, 2024, the Step Plan shown in Exhibit 1A will be implemented. Employees that have a rating of "Meets Expectations" or "Exceeds Expectations" in their most recent performance review will advance one step in the Pay Step Plan.

24.5 Effective October 1, 2025, the Step Plan shown in Exhibit 1B will be implemented. Employees that have a rating of "Meets Expectations" or "Exceeds Expectations" in their most recent performance review will advance one step in the Pay Step Plan.

24.6 Effective October 1, 2026, the Step Plan shown in Exhibit 1C will be implemented. Employees that have a rating of "Meets Expectations" or "Exceeds Expectations" in their most recent performance review will advance one step in the Pay Step Plan.

24.7 The pay of an employee promoted to a higher classification will be advanced to the new classification at the same Step level (i.e. Engineer Step 5 promoted to Lieutenant Step 5, etc.), equating to a 10% increase however, an employee promoting from Firefighter/EMT/Paramedic to the classification of Engineer or Rescue Lieutenant will be advanced to the new classification at the Step level equating to at least a 10% increase.

24.8 Each bargaining unit member who is designated by the Fire Chief as a Specialty Teams Member shall receive Specialty Pay Incentive in the amount of $600 annually, paid on a bi-weekly basis ($23.08), as long as the member is so designated. The number and types of Specialty Teams recognized will be in the sole discretion of the Fire Chief. The following are recognized Specialty Teams by the Fire Chief: Special Operation Team, Marine Rescue Team, and Honor Guard.

The Fire Chief will designate one member of the Specialty Team to serve as the Team Leader. Said member shall receive Specialty Pay Incentive in the amount of $900 annually, paid on a bi-weekly basis ($34.62), as long as the member is so designated. The Team Leader Incentive is in lieu of the Team Member incentive.

Specialty Team members and Team Leaders must attend seventy-five percent (75%) of available training sessions, provided notice of such sessions are given at least fourteen (14) days in advance. Training rosters will be provided to the Fire Chief or his designee no later than ten (10) days after the training date and notification of any employee not meeting the required attendance quarterly, beginning January 1, 2022.

24.9 Employees assigned to an EMS transport unit for a period of twenty-four (24) hours will receive EMS Incentive pay in the amount of one ($1.50) dollar per hour, to be paid on a bi-weekly basis for the hours worked on an EMS transport unit. Rescue Lieutenants will receive one ($1.60) dollar per hour EMS Incentive pay added to the base rate.

ARTICLE 25 – DISCHARGE AND DISCIPLINE

25.1 No employee shall be removed, discharged, reduced in rank of pay, suspended or otherwise disciplined except for just cause and he and the Union shall be furnished with a written statement of the charges and the reason(s) for such action within ten (10) working days of the date of or management becoming aware of the incident giving rise to the charges.

25.2 Any official written reprimand shall be furnished to the employee outlining the reasons for the reprimand. The employee will be requested to sign any official reprimand. If the employee refuses to do so, this refusal shall be noted and placed in his personnel file. The employee may have an opportunity to submit a written statement within five (5) days responding to the reprimand. The employee's responding statement will also be entered in his master personnel file.

25.3 The Union agrees to comply with the City's working rules; providing, however, that such rules shall be posted in a conspicuous place where they may be read by all employees and further that no change in present rules or no additional rules shall be made that are inconsistent with this Agreement. Fire Department Rules and Regulations will be updated and/or revised annually by the Fire Chief.

25.4 Both parties agree to abide by the City's Personnel Policy Manual in regard to discipline. Both parties agree to ensure fair treatment of all employees and to make certain that disciplinary actions are prompt, uniform, and impartial. Further, the parties agree that the major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

ARTICLE 26 – GRIEVANCE PROCEDURE

26.1 Any grievance concerning the application, alleged violation or interpretation of the terms of this agreement shall be settled in the manner outlined below. A grievance may be filed by an employee or by the Union on behalf of one (1) or more employees. It is mutually agreed that the resolution of work-related issues in an informal manner shall be preferred. The timeliness within each step shall be adhered to by each party unless both parties agree to waive timeliness, however in either case both parties agree to resolve grievances or move them forward to the next step in a timely fashion.

STEP 1 – The employee will meet with the Union Grievance Committee, as defined in the Union Bylaws and Article 6.2, to discuss any potential grievance. If in the Union's opinion no grievance exists, the union may decide that no further action will be taken by the Union. If the union agrees to move the action forward it shall be reduced to writing on the agreed upon form citing the article with appropriate section annotated, the alleged violation, the date of the violation, the remedy requested, and shall be signed by the affected employee and their union representative. Any employee shall be entitled to pursue his own grievance rights in accordance with FS 447.401 without Union representation, however in all cases the Union shall be informed of the process and shall be notified of all meetings pertaining to said grievance. The Union shall have the right to attend any and all meetings pertaining to the grievance filed. Any resolution or settlement shall be in accordance with the terms and conditions set forth within this Agreement.

STEP 2 – Shall be filed within ten (10) business days of the event leading to the grievance, or when the employee knew or should have known of the occurrence, giving rise to the grievance. The written grievance as outlined in Step 1 shall be submitted to the Fire Chief. The Fire Chief shall meet with the employee and the Union to discuss the grievance within ten (10) business days of the filing. An answer to the grievance shall be provided to the Union and the aggrieved employee in writing within ten (10) business days. If not resolved at Step 2 the grievance shall be advanced to Step 3.

STEP 3 – Shall be filed within ten (10) business days of the rendering of the decision from Step 2 to the City Manager. The City Manager shall meet with the employee and the Union to discuss the grievance within ten (10) business days of having received the grievance. An answer to the grievance shall be provided to the Union and the aggrieved employee in writing within ten (10) business days of the meeting between the City Manager, the employee, and the Union.

STEP 4 – If the grievance has not been resolved in Step 3 the Union shall notify the City of its intent to proceed to Arbitration within ten (10) business days. The Union and the City shall meet within ten (10) business days of the notification from the Union to the City to jointly apply to the Federal Mediation Conciliation Service (FMCS) by filing on the standard form for this purpose. A panel of five (5) arbitrators shall be requested. Once the list is received, the Union and the City shall meet within ten (10) business days of receipt of the list. The striking of the first arbitrator shall be by lot to determine who shall strike the first name. The striking of names shall continue in alternate fashion until only one (1) name remains. The final remaining name shall be the chosen arbitrator. The arbitrator selected shall render his decision within thirty (30) days. The arbitrator shall stay within the scope and terms of this Agreement. The arbitrator shall have no authority to change, amend, add to, subtract from or otherwise alter or supplement this Agreement or any amendment thereto, nor shall he have the authority to supersede any applicable laws in resolving the grievance. The decision shall be final and binding on both parties.

The cost of arbitration shall be borne equally by both parties to arbitration.

26.2 If the City fails to respond within the timeliness guidelines of a given Step the grievance shall be advanced to the next level. If an employee fails to file or advance the filing within the timeliness guidelines the grievance shall be deemed abandoned.

26.3 Where a grievance is general in nature in that it applies to a number of employees having the same issue to be decided or in issues where the grievance is directly between the Union and the City, the grievance shall be presented in writing at Step 2. The aggrieved employees or the Union on their behalf may sign grievances of this type. The timeliness parameters under Step 2 shall apply.

26.4 The Union reserves the right not to represent employees who are not members of the Union.

26.5 If an employee elects not to have Union representation or if the Union elects not to represent an employee, the City shall keep the Union informed of all proceedings initiated by the employee on their behalf and shall provide copies of all written documents and provide access to any meetings held on the matter.

26.6 In the event that either party claims that a dispute is non-arbitrable, the arbitrator shall rule on that issue and then rule on the merits of the grievance if it is determined to be arbitrable.

ARTICLE 27 – UNIFORMS AND EQUIPMENT

27.1 The City agrees to continue to provide the employees with uniforms, uniform shoes and other equipment. The complete uniform will consist of four (4) trousers, four (4) dress shirts, three (3) t-shirts, belt, dress shoes, work boots, name plate, badge, hat with City logo, and winter jacket. If funds are available, long sleeve sweatshirts may also be provided. For replacement, he or she will be required to show need by producing the damaged or worn piece of the uniform. If the employee wishes to upgrade boots costing more than the City allowance and the Fire Chief approves the selection, the employee shall pay the difference in the cost of the boots. The above items and quantities are the minimum, and the Fire Chief has sole discretion in issuing additional uniforms and amounts.

27.2 The City further agrees to continue the practice of providing for the cleaning of uniforms furnished at the rate of $5 per uniform to be paid quarterly at $150 per quarter. If an employee is absent for more than five (5) consecutive tours of duty for sick leave, worker's compensation or leave of absence, including vacation and/or school leave, $5 per tour of duty absent including vacations and/or school leave will be deducted from the foregoing quarterly uniform cleaning payment. The City will continue this practice through March 31, 2022, thereafter, the City will pay for Firefighters to have their uniforms dry cleaned at a pre-approved cleaner to be selected by the city. The Fire Chief retains the discretion to select the cleaner, and to determine the amount to be paid per uniform by the City, as well as the method and manner of payment for cleaning.

The employee agrees to maintain the condition and professional appearance of each uniform. Uniforms shall be maintained and worn in a professional manner that presents a positive public image. The Chief retains the discretion to inspect uniforms for compliance with this policy at any time, and to require an employee who is not in compliance with this policy to launder or dry clean their uniform at the employee's own expense.

27.3 Any uniform or related equipment damaged or destroyed while a firefighter is acting in the performance of his official duties shall be replaced by the City at no

cost to the firefighter provided the same is not the result of his own negligence. Related equipment shall also include watches provided that the damage is no fault of the firefighter. The City will have the watch repaired or replaced. But in no event will the cost to the City exceed one hundred dollars ($ 100.00).

27.4 Any non-uniform clothing damaged or destroyed, whether on or off duty, while an employee is acting in the performance of their official duties shall be repaired or replaced, whichever is the lesser cost of the two, by the City. Such claims for loss must be supported with reasonable proof of loss and shall be subject to provisions pertaining to the processing of such claims as set forth by the City.

27.5 Employees covered by this Agreement while engaged in the performance of their duty who shall have damaged or broken their prescription eyeglasses or false teeth or partial plates as a result of such activity, shall have the same repaired or replaced, whichever is the lesser cost of the two, by the City. However, such damage shall not be the result of normal wear and tear, negligence or misuse on the part of the employee or their failure to use proper eye protective equipment, where provided by the City. Payment for repaired or replaced prescription eyeglasses or false teeth or partial plates shall occur only when promptly reported to the City. The City shall duly certify the events that created the damages or broken prescription eyeglasses or false teeth or partial plates and such shall accompany any request for payment under the above section. The above provisions for payment will be waived if the payments to repair or replace the above damaged would be covered under Worker's Compensation.

ARTICLE 28 – INSURANCE COVERAGE

28.1 The City shall provide individual medical protection in an amount comparable to the present coverage, except that the employee shall contribute the difference in cost for insurance above the basic level. Employees hired prior to December 31, 2013, shall contribute forty-five percent (45%) of the cost of insurance for dependent coverage. Employees hired on or after January 1, 2014, shall contribute fifty percent (50%) of the cost of insurance for dependent coverage for the period of this agreement.

28.2 The life insurance plan that is now in effect will continue in full force and effect and be paid in full by the City, to be equal to the employee's annual regular earnings.

28.3 A Retiree Health Care Benefit of Two-hundred twenty-five dollars ($225) per month will be paid to pension-eligible members with twenty-five (25) years of City of Fernandina Beach fire service. Said benefit shall cease at age sixty-five (65) or when the retiree is eligible for Medicare, whichever occurs first. Members who retire on or after October 1, 2013 are eligible for this benefit provided the retiree is covered by the City's health insurance plan. Members hired after October 1, 2013, shall not be eligible for this benefit.

ARTICLE 29 – SHIFT CHANGE

29.1 Employees shall be notified two (2) shifts in advance of any shift changes. If possible, no less than 48 hours shall be given at any time without mutual consent. Consideration will be given to employee's personal obligations and prior commitments.

29.2 Employees shall be allowed to stand-by for a maximum of four (4) hours for each other providing the stand-by will not cause a downgrade in the daily operation and the Officer of the shift has been notified in advance, excluding probationary employees with less than three (3) months of continuous service. If stand-by person fails to show, employee will not be allowed off until proper relief has been obtained.

29.3 If an employee requests a change, the request must state the reason and be approved by the Chief of the Department. Stated reasons for the necessity of the change are not required if the change is mutually agreed to by the affected employee. Request for shift change by individuals may or may not be approved. The requested shift change will be subject to review of how change will affect the operation of the Fire-Rescue Department.

ARTICLE 30 – RESERVED

ARTICLE 31 – SAFETY AND HEALTH

31.1 It is the desire of the City and the Union to maintain the highest standards of safety and health in the Fire Department in order to eliminate as much as possible accidents, deaths, injuries, and illness in the Fire-Rescue Service. Protective devices, wearing apparel, and other equipment necessary to properly protect fire fighters shall be provided by the City at no cost to the employees and shall conform to current "state of the art" standards. The Union agrees to provide one member to serve on the City Safety Committee. The Union agrees that appropriate personal protective equipment (PPE) is to be worn at all times while on-duty, as established by appropriate industry standards. Employees who do not comply with the safety rules and regulations may be subject to progressive discipline.

31.2 All employees are required to use seat belts, or the occupant restraint system provided when driving or riding in City vehicles or in a personal vehicle on City business.

31.3 Each Shift Captain shall schedule, workload permitting, a maximum of ninety (90) minutes of physical exercise (including warm up and cool down) for each twenty-four (24) hour tour of duty. This exercise may take place at City Station #1 or #2, Atlantic Recreation Center, Peck Gym, YMCA, or Club 14.

31.4 Comprehensive Occupational Medical Program

The City and the Union agree to a comprehensive occupational medical program for fire departments in effort to reduce the risk and burden of fire service occupational morbidity and mortality while improving the health, and thus the safety and effectiveness, of firefighters operating to protect civilian life and property.

Each employee will be required to have an annual physical examination administered by the Fire Department's Physician at no cost to the employee, within twelve months of the last evaluation or up to three months prior to the last evaluation date. The physical examination will be based on the standards established by NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments and NFPA 1583, Standard on Health-Related Fitness Programs for Firefighters. It is mutually agreed that the implementation of the NFPA 1582 and 1583 programs are intended to be methods for improving physical fitness and medical surveillance and not intended to be a punitive process.

31.5 The Fire Chief or his designee shall maintain the responsibility to administer a Wellness Program. The following areas shall be considered as components of the Wellness Program and shall include:

A. Fire Department Physician
B. Annual Occupational Medical Evaluation
C. Annual Occupational Fitness Evaluation
D. Infectious Control Program

31.6 Fire Department Physician

A. "Fire Department Physician" – A licensed Doctor of Medicine or osteopathy who has been designated by the fire department to provide professional expertise in the areas of occupational safety and health as they relate to emergency services.
B. The fire department physician is responsible for guiding, directing, and advising the employees with regard to their health, fitness, and suitability for duty based on the essential job tasks required for all fire department positions and ranks.

31.7 Annual Occupational Medical Evaluation

A. Medical evaluations based on NFPA 1582 shall be performed annually or at the intervals otherwise noted. The components of the medical evaluations shall conform to all applicable OSHA standards, including 29 CFR 1910.120, "Hazardous waste operations and emergency response"; 29 CFR 1910.134, "Respiratory protection"; 29 CFR 1910.95, "Occupational noise exposure"; and 29 CFR 1910.1030, "Bloodborne pathogens."
B. Each medical evaluation shall include a medical history, physical examination, blood tests, urinalysis, vision tests, audiograms, spirometry, chest x-ray (as indicated), electrocardiogram, cancer screening (as indicated), and immunizations and infectious disease screening (as indicated). Tests for illegal drugs shall not be performed as part of the annual medical evaluation.

C. Components of the Annual Occupational Medical Evaluation

1. Vital Signs
2. Hearing Exam
3. Skin cancer assessment
4. Cardiopulmonary Assessment
5. Echocardiogram (Heart Ultrasound)
6. Resting EKG
7. Treadmill Stress Test with EKG
8. Carotid Arteries Ultrasound
9. Aortic Aneurysm Ultrasound
10. Pulmonary Function Test
11. Cancer and Disease Assessment
12. Thyroid Ultrasound
13. Liver, Pancreas, Gall Bladder, Spleen, & Kidney Ultrasounds
14. Bladder Ultrasound
15. Pelvic Ultrasound for Women (external, Ovaries and Uterus)
16. Testicular Ultrasound for Men
17. Prostate Ultrasound for Men
18. Chest X-Ray with Radiologist review every (5) years
19. PPD

Blood and Laboratory Testing

20. Hemocult Test
21. Urinalysis
22. Lipid Panel
23. Diabetes Tests (Hemoglobin A1C and Glucose)
24. Complete Blood Count with differential
25. Comprehensive Metabolic Panel
26. Thyroid Panel Testosterone, Total (men)
27. PSA (men)
28. CA-125 (women)
29. Pap Smear (women)
30. Mammogram (women)
31. HIV test: employee shall sign a declination when they refuse the test

Misc. Testing/Vaccinations

32. OSHA Respirator Medical Clearance Interview
33. Hepatitis A vaccine (initial & thereafter as recommended by prevailing CDC recommendations)
34. Hepatitis B Vaccines (3 Vaccines Series at time of employment) if no previous record of vaccination
35. Hepatitis B Titers (as recommended by prevailing CDC recommendations)
36. Hepatitis A & C Screening Panel
37. Influenza Vaccine
38. OSHA Respirator Mask Fit Testing
39. Tetanus/Diphtheria (TB booster every 10years)
40. Personal Consultation with review of testing results

31.8 Annual Occupational Fitness Evaluation

A mandatory fitness evaluation that is not punitive or competitive shall be conducted annually as part of an individualized program. All component results shall be utilized to establish an individual's baseline or measured against the individual's previous assessment and not against any standard or norm.

1. Body composition
2. Aerobic capacity
3. Muscular strength/power
4. Muscle endurance
5. Flexibility

31.9 Employees shall be offered the opportunity to obtain the medical and fitness evaluations while on-duty. Employees that cannot attend their scheduled evaluation will be required to have the evaluation performed on their own time.

31.10 Any employee who cannot perform the essential job tasks of their position, in the opinion of the Fire Department Physician, shall not be permitted to engage in fire suppression activities until the requirements are met. Any employee who disagrees with the results or recommendations of a medical examination conducted by the Fire Department Physician shall be entitled to seek a second opinion from a qualified physician of their choice at the employee's expense. If there is a disagreement between the Fire Department Physician and the employee's physician, a third physician agreeable to by both the Fire Department Physician and the employee shall be consulted for a final determination. The cost of a third-party physician shall be split between the employee and the Fire Department.

31.11 If an employee is declared not fit for duty after a medical evaluation, the department physician or other attending health care professional shall design an individualized exercise and fitness training program in order to facilitate restoration of the employee's fitness to an optimal level. Employees will be initially retested after no more than ninety (90) days. The employee will be retested at sixty (60) day increments from this point forward until the employee can successfully complete the appropriate section(s). Personnel who score less than a "Fit" rating on a medical and fitness evaluation will be assigned to light duty on a 40-hour work week and will be subject to mandatory participation in a supervised exercise program.

31.12 Infectious Control Program

A. Presumption - It shall be presumed that any Fire Department Operations employee who contracts Hepatitis or Meningococcal Meningitis (Meningitis) or Tuberculosis (TB) shall have contracted the disease while on duty.

B. Effective October 1, 2013 the City shall ensure that the serologic testing for HB antibody takes place on new employees after receiving their 3rd HBV vaccine in the series. Employees receiving the vaccine shall be tested not earlier than 30 days and not later than 60 days post 3rd vaccination for the antibody as recommend by the Centers for Disease Control and Prevention (CDC) and related agencies. Employees found not to have sufficient antibody levels as stipulated by the CDC shall be vaccinated as per the prevailing CDC standards.

C. Employees hired after October 1, 2013 shall be required to provide documentation of previous HBV vaccination, agree to be vaccinated as per current CDC guidelines or sign a refusal for the vaccination. The implications of such a refusal shall be explained to the employee.

D. All employees exposed to potential communicable/infectious diseases shall receive all recommended testing and Post Exposure Prophylaxis (PEP) treatments as recommend by the prevailing standards provided by the Centers for Disease Control and Prevention (CDC). Testing of affected employees may include but not limited to appropriate testing for HB antibody, antigen, HCV antibody, as well as applicable recommended Post Exposure Prophylaxis treatments. (See NFPA 1582 Section A.7.7.9.2 (1-3) based on current CDC post exposure guidelines for healthcare provider testing and treatments and host patient recommended testing)

E. It is agreed that the Centers for Disease Control and Prevention does not currently have published standards for health provider HBV antibody routine testing other than those listed in section 31.12 above. However, if subsequent standards are approved during the life of this agreement the City agrees to adopt same.

F. In order to prevent the spread of communicable disease the City agrees to provide protection from hazardous materials routinely associated with the jobs of firefighting and emergency medical services and shall continue to provide for washing machines and dryers and a high-quality detergent for the purpose of laundering uniforms, bed linens, and the like. Both parties agree to jointly cooperate to maintain a safe and healthy work environment. The City shall continue to supply all stations with suitable furnishings and equipment for healthy living conditions and to provide for suitable areas and equipment for decontamination of items and clothing exposed to potential communicable diseases.

G. The City agrees to maintain a current Infectious Disease Control and Prevention manual and correlating program for employees outlining types, methods, causes and strategies for the prevention and exposure and treatments of Infectious/Communicable diseases based on the prevailing standards and "Best Practices" as published by the Centers for Disease Control and Prevention and related agencies. (OSHA, 29 CFR1910.1030, NFPA 1582). Where conflicts arise among standards it is agreed that published standards from the Centers for Disease Control and Prevention shall control unless otherwise mutually agreed by the City and the Union.

ARTICLE 32 – EDUCATIONAL OPPORTUNITIES

32.1 The City will reimburse all employees for costs incurred for books and/or tuition for courses taken that are job-related. Application for reimbursement must be made and approved by the Fire Chief prior to registration for the course. Reimbursement will be made only upon completion of the course with a grade of "C" or better. The City will not reimburse employees who have courses paid by other means.

32.2 In the case of reimbursement for paramedic certification, an employee will not be reimbursed for educational expenses until he/she has successfully passed the recognized State of Florida paramedic certification test and has obtained the State of Florida Paramedic license. Any employee who does not pass the certification test in the allotted number of attempts will not be reimbursed and will be responsible for funding additional classes to obtain such certification.

32.3 Each employee will be allowed three (3) twenty-four (24) hour shifts off each year to attend a job-related school or training class. Classes must be applied for at least one (1) month and not less than two (2) weeks prior to class dates, unless an exception is made by the Fire Chief. This shift may not be used for any other purposes and cannot be carried over into the next fiscal year. These school hours may be broken into eight (8) hour increments not to exceed seventy-two (72) hours. This leave will not be granted if the leave reduces the shift strength below the minimum staffing level of eight (8) and creates overtime position.

32.4 Employees shall drive City-owned vehicles, if available, to and from school or other related training opportunities. Schools and/or lodging shall require prior approval by the Fire Chief.

32.5 Employees approved for educational assistance must agree to remain with the City for a period of two (2) years from the date of successful completion of each educational reimbursement received. Failure to complete the service requirement obligates the employee to repay the City one hundred (100%) of tuition and books. If employee's last paycheck is insufficient to cover the above expenses, then he/she will arrange a payment plan to reimburse the City. Failure to complete the service requirement will be defined as: voluntary or involuntary separation from the City other than normal or disability retirement.

32.6 Employees may receive reimbursement for no more than two (2) courses in any one fiscal year. It will be at the Fire Chief's discretion to allow additional classes on a case-by-case basis when an employee is seeking additional education. To be reimbursed, the employee must attain a final grade of "C" or satisfactory completion, whichever applies. This does not apply to paramedic certification program or expenses (refer to 32.2). Travel and lodging expenses will not be reimbursed for those employees attending Paramedic classes.

ARTICLE 33 – AGREEMENT BINDING ON SUCCESSORS

33.1 This agreement shall be binding upon the successors and assigns of the parties hereto, and no provisions, terms or obligations herein contained shall be affected, modified, altered, or changed in any respect whatsoever by the consolidation, merger, annexation, transfer or assignment of either party hereto, or by any change geographically or otherwise in the location of place of business of either party hereto.

ARTICLE 34 – SAVINGS CLAUSE

34.1 If any provision of this Agreement, or the application of such provision, should be rendered or declared invalid, unlawful, or not enforceable, by any court action or by reason of any existing or subsequently enacted legislation; or if the appropriate governmental body, having amendatory power to change a law, rule or regulation which is in conflict with a provision of this Agreement, fails to enact or adopt an enabling amendment to make the provision effective, in accordance with F.S. 447.309(3) then such provision shall not be applicable, performed or enforced. In such event, the parties shall meet within thirty (30) days in attempt to modify the invalid provision by good faith negotiations. The remaining parts or portions of this Agreement shall remain in full force and effect for the term of this Agreement.

ARTICLE 35 – DURATION OF AGREEMENT

35.1 The Articles of this Agreement shall be in full force and effect as of the 1st day of October 2021 and shall remain in full force and effect until the last day of September 2022, and thereafter from year to year unless notice is given in writing by either party to the other at least ninety (90) days prior to the expiration date or any anniversary thereafter of intent to modify or change this Agreement.

"APPENDIX B"

FERNANDINA BEACH
FIREFIGHTER PERFORMANCE EVALUATION

Employee Name: _____ Employee Title: _____

Appraiser's Name: _____ Appraiser's Title: _____

Rating Period: _____ to _____ Date of Appraisal: _____

Type of Appraisal: ☐ Annual ☐ Probationary ☐ Other

Part I Competency Evaluation – How This Employee Achieved Results

Ratings for competencies evaluate the degree to which employees use their skills and knowledge to achieve results. Comments are **mandatory** for any competencies evaluated as Unsatisfactory.

Core Competencies

Assess employees on each of the competencies listed in this section by selecting the appropriate rating in the "Rating" column.

Exceeds: Consistently performs far above what is required or expected for their position.

Expected: Performs at the level of a competent employee. Meets the standards expected for their position.

Unsatisfactory: Performance is below the standard required for their position.

Competency	Comments	Rating
Communication Skills: Ability to communicate ideas and concepts in verbal and written forms and to interact with all employee levels and customers effectively, Comprehension of communications.		-
Quality of Work: Thoroughness, accuracy, and productivity (quality vs. volume) of work. Ability to plan and organize work. Ensures that the work unit output meets the requirements of the City/Department.		-

Competency	Comments	Rating
Customer Service Skills: Applies externally and/or internally; Responsiveness to others' needs; Timely handling of reasonable requests and inquiries. The extent to which employee uses the department's customer service latitude		-
Dependability: Ability and willingness to follow an assigned schedule; Carries out assignments without follow-up from supervisors; Completes assigned tasks and reports on time and with minimal mistakes. Adhere to attendance policies.		-
Attitude & Initiative: Willingness to gain & maintain respect of customers/fellow employees and work harmoniously with them; Reactions to criticism and suggestions; Acceptance of supervision and desire to perform the best job possible; Self-starting rather than accepting passively; taking action to achieve goals.		-
Teamwork: Works interdependently when necessary to coordinate activities to pursue a common goal.		-
Safety: The extent to which an employee complies with rules of safety on the job in accordance with policies and procedures. Able to see potential problems and be willing to take prompt action to correct unsafe work habits and dangerous situations. Maintenance and care of equipment and tools.		-

Decision Making: Maintains composure and an even temperament; acceptance of unavoidable tension and pressure; Ability to reach logical and practical solutions promptly; Utilizes experience, training, policies, and procedures to reach solid and reasonable decisions; Anticipates problems and prepares solutions in advance.		-

Part II GOALS AND OBJECTIVES

Describe specific goals and results achieved during the year and assign a rating in the spaces below. Assess the employee on each goal listed in this section by placing the appropriate rating in the "Rating" column.

Exceeds: Consistently performs far above what is required or expected for their position.
Expected: Performs at the level of a competent employee. Meets the standards expected for their position.
Unsatisfactory: Performance is below the standard required for their position.

Previous Goals	Rating	Comments
	-	
	-	
New Goals	**Time Period**	**Importance**

Appraiser's Comments

The appraiser should provide any additional comments below that he/she believes are important for describing the employee's performance and contributions, including any factors that may have positively or adversely impacted performance.

Overall Evaluation of Competencies

Exceeds: Consistently performs far above what is required or expected for their position.

Expected: Performs at the level of a competent employee. Meets the standards expected for their position.

Unsatisfactory: Performance is below the standard required for their position.

An unsatisfactory rating in four (4) or more performance factors and/or goals and objectives will result in an overall unsatisfactory evaluation.

Total Points	Step Raise
-	-

Part IV Signatures

The employee should sign below to acknowledge having received this appraisal and having the opportunity to discuss its contents with the appraiser. Signing does not indicate agreement with the contents of this appraisal, and the employee may comment as appropriate.

I the undersigned employee [ ] agree or [ ] disagree with this performance evaluation.

_____ _____

Employee's Signature (required) Date

_____ _____

Appraiser's Signature (required) Date

Signature of Reviewer (Department Head)*

**If Department Head is the Appraiser, City Manager will sign as Reviewer*

Your signature below certifies that you have reviewed this appraisal and the comments made by the individual being appraised.

_____ _____

Reviewer's Signature Date

-

_____

Title, Department

Comments by Individual being Appraised

In the space below, please write any comments you have about this appraisal of your performance. Attach additional pages as necessary.

APPENDIX C
PAY STEP PLAN

C-1

2024-25 YEAR 1															
STEP	%	FF/EMT HOURLY	FF/EMT ANNUAL	FF/PMD HOURLY	FF/PMD ANNUAL	ENGINEER HOURLY	ENGINEER ANNUAL	RESCUE LT HOURLY	RESCUE LT ANNUAL	COMBAT LT HOURLY	COMBAT LT ANNUAL	CAPTAIN HOURLY	CAPTAIN ANNUAL	BATT CHIEF HOURLY	BATT CHIEF ANNUAL
1	0%	$16.7092	$ 48,657.12	$18.6251	$ 54,236.32	$22.5351	$ 65,622.21	$22.5351	$ 65,622.21	$24.7853	$ 72,174.65	$27.2693	$ 79,408.32	$27.2693	$ 79,408.32
2	5%	$17.2105	$ 50,116.83	$19.1839	$ 55,863.41	$23.2112	$ 67,590.88	$23.2112	$ 67,590.88	$25.5288	$ 74,339.89	$28.0874	$ 81,790.57	$28.0874	$ 81,790.57
3	4%	$17.8989	$ 52,121.50	$19.9512	$ 58,097.95	$24.1396	$ 70,294.51	$24.1396	$ 70,294.51	$26.5500	$ 77,313.48	$29.2109	$ 85,062.19	$29.2109	$ 85,062.19
4	5%	$18.7938	$ 54,727.58	$20.9488	$ 61,002.84	$25.3466	$ 73,809.24	$25.3466	$ 73,809.24	$27.8775	$ 81,179.16	$30.6715	$ 89,315.30	$30.6715	$ 89,315.30
5	5%	$19.7335	$ 57,463.96	$21.9962	$ 64,052.99	$26.6139	$ 77,499.70	$26.6139	$ 77,499.70	$29.2713	$ 85,238.11	$32.2050	$ 93,781.06	$32.2050	$ 93,781.06
6	1%	$19.9308	$ 58,038.60	$22.2162	$ 64,693.52	$26.8800	$ 78,274.70	$26.8800	$ 78,274.70	$29.5640	$ 86,090.50	$32.5271	$ 94,718.88	$32.5271	$ 94,718.88
7	5%	$20.9274	$ 60,940.53	$23.3270	$ 67,928.19	$28.2240	$ 82,188.43	$28.2240	$ 82,188.43	$31.0422	$ 90,395.02	$34.1534	$ 99,454.82	$34.1534	$ 99,454.82
8	1%	$21.1367	$ 61,549.93	$23.5603	$ 68,607.47	$28.5063	$ 83,010.32	$28.5063	$ 83,010.32	$31.3527	$ 91,298.97	$34.4950	$ 100,449.37	$34.4950	$ 100,449.37
9	5%	$22.1935	$ 64,627.43	$24.7383	$ 72,037.85	$29.9316	$ 87,160.83	$29.9316	$ 87,160.83	$32.9203	$ 95,863.92	$36.2197	$ 105,471.84	$36.2197	$ 105,471.84
10	0%	$22.1935	$ 64,627.43	$24.7383	$ 72,037.85	$29.9316	$ 87,160.83	$29.9316	$ 87,160.83	$32.9203	$ 95,863.92	$36.2197	$ 105,471.84	$36.2197	$ 105,471.84
11	2%	$22.6374	$ 65,919.98	$25.2330	$ 73,478.60	$30.5302	$ 88,904.05	$30.5302	$ 88,904.05	$33.5787	$ 97,781.20	$36.9441	$ 107,581.27	$36.9441	$ 107,581.27
12	0%	$22.6374	$ 65,919.98	$25.2330	$ 73,478.60	$30.5302	$ 88,904.05	$30.5302	$ 88,904.05	$33.5787	$ 97,781.20	$36.9441	$ 107,581.27	$36.9441	$ 107,581.27
13	2%	$23.0901	$ 67,238.38	$25.7377	$ 74,948.18	$31.1408	$ 90,682.13	$31.1408	$ 90,682.13	$34.2503	$ 99,736.82	$37.6830	$ 109,732.90	$37.6830	$ 109,732.90
14	0%	$23.0901	$ 67,238.38	$25.7377	$ 74,948.18	$31.1408	$ 90,682.13	$31.1408	$ 90,682.13	$34.2503	$ 99,736.82	$37.6830	$ 109,732.90	$37.6830	$ 109,732.90
15	2%	$23.5519	$ 68,583.15	$26.2525	$ 76,447.14	$31.7637	$ 92,495.77	$31.7637	$ 92,495.77	$34.9353	$ 101,731.56	$38.4367	$ 111,927.56	$38.4367	$ 111,927.56
16	0%	$23.5519	$ 68,583.15	$26.2525	$ 76,447.14	$31.7637	$ 92,495.77	$31.7637	$ 92,495.77	$34.9353	$ 101,731.56	$38.4367	$ 111,927.56	$38.4367	$ 111,927.56
17	1%	$23.7874	$ 69,268.98	$26.5150	$ 77,211.61	$32.0813	$ 93,420.73	$32.0813	$ 93,420.73	$35.2846	$ 102,748.87	$38.8210	$ 113,046.83	$38.8210	$ 113,046.83
18	1%	$24.0253	$ 69,961.67	$26.7801	$ 77,983.73	$32.4021	$ 94,354.94	$32.4021	$ 94,354.94	$35.6375	$ 103,776.36	$39.2092	$ 114,177.30	$39.2092	$ 114,177.30
19	1%	$24.2656	$ 70,661.28	$27.0479	$ 78,763.56	$32.7261	$ 95,298.49	$32.7261	$ 95,298.49	$35.9939	$ 104,814.13	$39.6013	$ 115,319.07	$39.6013	$ 115,319.07
20	1%	$24.5082	$ 71,367.90	$27.3184	$ 79,551.20	$33.0534	$ 96,251.47	$33.0534	$ 96,251.47	$36.3538	$ 105,862.27	$39.9973	$ 116,472.26	$39.9973	$ 116,472.26

C-2

2025-26 YEAR 2															
STEP	%	FF/EMT HOURLY	FF/EMT ANNUAL	FF/PMD HOURLY	FF/PMD ANNUAL	ENGINEER HOURLY	ENGINEER ANNUAL	RESCUE LT HOURLY	RESCUE LT ANNUAL	COMBAT LT HOURLY	COMBAT LT ANNUAL	CAPTAIN HOURLY	CAPTAIN ANNUAL	BATT CHIEF HOURLY	BATT CHIEF ANNUAL
1	0%	$17.5446	$ 51,089.97	$19.5564	$ 56,948.14	$23.6619	$ 68,903.32	$23.6619	$ 68,903.32	$26.0245	$ 75,783.38	$28.6328	$ 83,378.73	$28.6328	$ 83,378.73
2	3%	$18.0710	$ 52,622.67	$20.1431	$ 58,656.58	$24.3717	$ 70,970.42	$24.3717	$ 70,970.42	$26.8052	$ 78,056.88	$29.4918	$ 85,880.10	$29.4918	$ 85,880.10
3	4%	$18.7938	$ 54,727.58	$20.9488	$ 61,002.84	$25.3466	$ 73,809.24	$25.3466	$ 73,809.24	$27.8775	$ 81,179.16	$30.6715	$ 89,315.30	$30.6715	$ 89,315.30
4	5%	$19.7335	$ 57,463.96	$21.9962	$ 64,052.99	$26.6139	$ 77,499.70	$26.6139	$ 77,499.70	$29.2713	$ 85,238.11	$32.2050	$ 93,781.06	$32.2050	$ 93,781.06
5	5%	$20.7202	$ 60,337.16	$23.0960	$ 67,255.64	$27.9446	$ 81,374.69	$27.9446	$ 81,374.69	$30.7349	$ 89,500.02	$33.8153	$ 98,470.12	$33.8153	$ 98,470.12
6	2%	$21.1346	$ 61,543.90	$23.5579	$ 68,600.75	$28.5035	$ 83,002.18	$28.5035	$ 83,002.18	$31.3496	$ 91,290.02	$34.4916	$ 100,439.52	$34.4916	$ 100,439.52
7	5%	$22.1913	$ 64,621.09	$24.7358	$ 72,030.79	$29.9287	$ 87,152.29	$29.9287	$ 87,152.29	$32.9171	$ 95,854.52	$36.2162	$ 105,461.50	$36.2162	$ 105,461.50
8	2%	$22.6351	$ 65,913.52	$25.2306	$ 73,471.40	$30.5272	$ 88,895.33	$30.5272	$ 88,895.33	$33.5754	$ 97,771.61	$36.9405	$ 107,570.73	$36.9405	$ 107,570.73
9	0%	$23.7669	$ 69,209.19	$26.4921	$ 77,144.97	$32.0536	$ 93,340.10	$32.0536	$ 93,340.10	$35.2542	$ 102,660.19	$38.7875	$ 112,949.26	$38.7875	$ 112,949.26
10	1%	$24.0046	$ 69,901.28	$26.7570	$ 77,916.42	$32.3741	$ 94,273.50	$32.3741	$ 94,273.50	$35.6067	$ 103,686.60	$39.1754	$ 114,078.76	$39.1754	$ 114,078.76
11	2%	$24.4847	$ 71,299.31	$27.2922	$ 79,474.75	$33.0216	$ 96,158.97	$33.0216	$ 96,158.97	$36.3189	$ 105,760.53	$39.9589	$ 116,360.33	$39.9589	$ 116,360.33
12	0%	$24.4847	$ 71,299.31	$27.2922	$ 79,474.75	$33.0216	$ 96,158.97	$33.0216	$ 96,158.97	$36.3189	$ 105,760.53	$39.9589	$ 116,360.33	$39.9589	$ 116,360.33
13	2%	$24.9743	$ 72,725.30	$27.8380	$ 81,064.24	$33.6821	$ 98,082.15	$33.6821	$ 98,082.15	$37.0452	$ 107,875.74	$40.7581	$ 118,687.54	$40.7581	$ 118,687.54
14	0%	$24.9743	$ 72,725.30	$27.8380	$ 81,064.24	$33.6821	$ 98,082.15	$33.6821	$ 98,082.15	$37.0452	$ 107,875.74	$40.7581	$ 118,687.54	$40.7581	$ 118,687.54
15	2%	$24.9743	$ 72,725.30	$27.8380	$ 81,064.24	$33.6821	$ 98,082.15	$33.6821	$ 98,082.15	$37.0452	$ 107,875.74	$40.7581	$ 118,687.54	$40.7581	$ 118,687.54
16	0%	$24.9743	$ 72,725.30	$27.8380	$ 81,064.24	$33.6821	$ 98,082.15	$33.6821	$ 98,082.15	$37.0452	$ 107,875.74	$40.7581	$ 118,687.54	$40.7581	$ 118,687.54
17	1%	$25.2241	$ 73,452.55	$28.1164	$ 81,874.89	$34.0189	$ 99,062.97	$34.0189	$ 99,062.97	$37.4157	$ 108,954.50	$41.1657	$ 119,874.41	$41.1657	$ 119,874.41
18	1%	$25.4763	$ 74,187.07	$28.3975	$ 82,693.64	$34.3591	$ 100,053.60	$34.3591	$ 100,053.60	$37.7899	$ 110,044.04	$41.5773	$ 121,073.16	$41.5773	$ 121,073.16
19	1%	$25.7311	$ 74,928.95	$28.6815	$ 83,520.57	$34.7027	$ 101,054.14	$34.7027	$ 101,054.14	$38.1677	$ 111,144.48	$41.9931	$ 122,283.89	$41.9931	$ 122,283.89
20	1%	$25.9884	$ 75,678.23	$28.9683	$ 84,355.78	$35.0497	$ 102,064.68	$35.0497	$ 102,064.68	$38.5494	$ 112,255.93	$42.4130	$ 123,506.73	$42.4130	$ 123,506.73

C-3

2026-27 YEAR 3															
STEP	%	FF/EMT HOURLY	FF/EMT ANNUAL	FF/PMD HOURLY	FF/PMD ANNUAL	ENGINEER HOURLY	ENGINEER ANNUAL	RESCUE LT HOURLY	RESCUE LT ANNUAL	COMBAT LT HOURLY	COMBAT LT ANNUAL	CAPTAIN HOURLY	CAPTAIN ANNUAL	BATT CHIEF HOURLY	BATT CHIEF ANNUAL
1	0%	$18.5973	$ 54,155.37	$20.7297	$ 60,365.02	$25.0816	$ 73,037.52	$25.0816	$ 73,037.52	$27.5860	$ 80,330.38	$30.3508	$ 88,381.46	$30.3508	$ 88,381.46
2	3%	$19.1552	$ 55,780.03	$21.3516	$ 62,176.98	$25.8340	$ 75,228.65	$25.8340	$ 75,228.65	$28.4136	$ 82,740.29	$31.2613	$ 91,032.90	$31.2613	$ 91,032.90
3	4%	$19.9214	$ 58,011.23	$22.2057	$ 64,663.01	$26.8674	$ 78,237.79	$26.8674	$ 78,237.79	$29.5501	$ 86,049.91	$32.5118	$ 94,674.22	$32.5118	$ 94,674.22
4	5%	$20.9175	$ 60,911.80	$23.3160	$ 67,896.16	$28.2107	$ 82,149.68	$28.2107	$ 82,149.68	$31.0276	$ 90,352.40	$34.1373	$ 99,407.93	$34.1373	$ 99,407.93
5	5%	$21.9634	$ 63,957.39	$24.4818	$ 71,290.97	$29.6213	$ 86,257.17	$29.6213	$ 86,257.17	$32.5790	$ 94,870.02	$35.8442	$ 104,378.33	$35.8442	$ 104,378.33
6	2%	$22.4027	$ 65,236.53	$24.9714	$ 72,716.79	$30.2137	$ 87,982.31	$30.2137	$ 87,982.31	$33.2306	$ 96,767.42	$36.5611	$ 106,465.89	$36.5611	$ 106,465.89
7	5%	$23.5228	$ 68,498.36	$26.2200	$ 76,352.63	$31.7244	$ 92,381.43	$31.7244	$ 92,381.43	$34.8921	$ 101,605.79	$38.3891	$ 111,789.19	$38.3891	$ 111,789.19
8	2%	$23.9932	$ 69,868.33	$26.7444	$ 77,879.68	$32.3589	$ 94,229.05	$32.3589	$ 94,229.05	$35.5899	$ 103,637.91	$39.1569	$ 114,024.97	$39.1569	$ 114,024.97
9	5%	$25.1929	$ 73,361.74	$28.0816	$ 81,773.67	$33.9768	$ 98,940.51	$33.9768	$ 98,940.51	$37.3694	$ 108,819.80	$41.1148	$ 119,726.22	$41.1148	$ 119,726.22
10	5%	$25.4448	$ 74,095.36	$28.3624	$ 82,591.41	$34.3166	$ 99,929.91	$34.3166	$ 99,929.91	$37.7431	$ 109,908.00	$41.5259	$ 120,923.48	$41.5259	$ 120,923.48
11	2%	$25.9537	$ 75,577.27	$28.9297	$ 84,243.23	$35.0029	$ 101,928.51	$35.0029	$ 101,928.51	$38.4980	$ 112,106.16	$42.3564	$ 123,341.95	$42.3564	$ 123,341.95
12	0%	$25.9537	$ 75,577.27	$28.9297	$ 84,243.23	$35.0029	$ 101,928.51	$35.0029	$ 101,928.51	$38.4980	$ 112,106.16	$42.3564	$ 123,341.95	$42.3564	$ 123,341.95
13	2%	$26.4728	$ 77,088.81	$29.5083	$ 85,928.10	$35.7030	$ 103,967.08	$35.7030	$ 103,967.08	$39.2680	$ 114,348.29	$43.2036	$ 125,808.79	$43.2036	$ 125,808.79
14	0%	$26.4728	$ 77,088.81	$29.5083	$ 85,928.10	$35.7030	$ 103,967.08	$35.7030	$ 103,967.08	$39.2680	$ 114,348.29	$43.2036	$ 125,808.79	$43.2036	$ 125,808.79
15	3%	$27.0023	$ 78,630.59	$30.0984	$ 87,646.66	$36.4170	$ 106,046.42	$36.4170	$ 106,046.42	$40.0533	$ 116,635.25	$44.0676	$ 128,324.97	$44.0676	$ 128,324.97
16	0%	$27.0023	$ 78,630.59	$30.0984	$ 87,646.66	$36.4170	$ 106,046.42	$36.4170	$ 106,046.42	$40.0533	$ 116,635.25	$44.0676	$ 128,324.97	$44.0676	$ 128,324.97
17	1%	$27.2723	$ 79,416.90	$30.3994	$ 88,523.13	$36.7812	$ 107,106.89	$36.7812	$ 107,106.89	$40.4538	$ 117,801.60	$44.5083	$ 129,608.21	$44.5083	$ 129,608.21
18	1%	$27.5450	$ 80,211.07	$30.7034	$ 89,408.36	$37.1490	$ 108,177.95	$37.1490	$ 108,177.95	$40.8584	$ 118,979.62	$44.9534	$ 130,904.30	$44.9534	$ 130,904.30
19	1%	$27.8205	$ 81,013.18	$31.0105	$ 90,302.44	$37.5205	$ 109,259.73	$37.5205	$ 109,259.73	$41.2670	$ 120,169.42	$45.4029	$ 132,213.34	$45.4029	$ 132,213.34
20	1%	$28.0987	$ 81,823.31	$31.3206	$ 91,205.47	$37.8957	$ 110,352.33	$37.8957	$ 110,352.33	$41.6796	$ 121,371.11	$45.8570	$ 133,535.47	$45.8570	$ 133,535.47

WITNESS our hands and seals this 15th day of October, 2024, in Fernandina Beach, Florida.

CITY OF FERNANDINA BEACH

Bradley M. Bean

Mayor Bradley M. Bean

ATTEST:

Caroline Best

City Clerk Caroline Best

APPROVED AS TO FORM:

City Attorney Tammi Bach

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, AFL-CIO ORGANIZED FIRE FIGHTERS OF FERNANDINA BEACH, LOCAL 2836

President Rusty L. Burke

ATTEST:

Secretary-Treasurer Christopher A. Youngman

ARTICLE 11 – HOURS OF WORK, OVERTIME, AND OFF-DUTY DETAILS

11.1 The normal work cycle shall be twenty-eight (28) days. The normal workday shall consist of twenty-four (24) hours or one (1) shift. The normal schedule shall be twenty-four (24) hours on and forty-eight (48) hours off. The average work week is fifty-six (56) hours. Beginning October 1, 2025, the City and the Union agree to reopen Article 11, section 11.1 work cycle.

11.2 The normal work schedule for shift firefighter personnel is from 8:00 a.m. to 8:00 a.m. Time worked will be rounded to the nearest tenth of an hour.

No overtime will be worked without the approval of the Fire Chief or his designee. In the event overtime is needed on shift and during the attempt to fill the overtime slot the on-duty employee holding said slot will not be released from duty until relief is obtained. ~~New employees on probation will not be used to fill an overtime slot until successful completion of three (3) months of continuous service. If in the interest of public safety or operational need the Fire Chief shall have the authority to fill the position with a probationary employee.~~

11.3 In compliance with the Fair Labor Standards Act and amendments, overtime will be paid at time and one-half (1½) rate for hours worked above two hundred twelve (212) hours in the work cycle. Vacation and Sick Leave shall not count as hours worked for purposes of calculating overtime.

11.4 It is understood that no employee is relieved of his/her obligation to work overtime. In any given situation overtime may be required by management. If in a given situation, the overtime list is exhausted without filling a required assignment(s), the Fire Chief or his designee will fill that assignment(s) with an on-duty employee with the same job title or an on-duty "step-up" employee. An employee shall not "step up" more than one (1) position above their current rank. If in the interest of public safety or operational need the Fire Chief shall have the authority to fill the position. There shall be a minimum of one (1) badged company officer ~~and~~, one (1) badged engineer, and one (1) badged Rescue Lieutenant on duty at all times.

11.5 An employee who is on sick leave, workers' compensation, leave of absence, is serving a disciplinary suspension or has worked more than forty-eight (48) consecutive hours shall not be called back for the overtime position. Any firefighter who has worked more than forty-eight (48) consecutive hours shall be relieved from his/her position unless in the opinion of the Fire Chief or his designee public safety or operational needs will be compromised.

11.6 Personnel called for overtime or re-called for emergencies shall report to their destination with all required uniforms, protective clothing, and personal items appropriate for their assignment.

11.7 Re-call - If an employee is called from off duty, then that employee will be paid at one and one-half (1½) time his normal rate of pay and a minimum of three (3) hours pay will be guaranteed.

In the event that the re-call time exceeds three (3) hours, the remaining hours will be subject to FLSA requirements for purposes of calculating overtime.

When an employee is re-called or reports to the fire station for an overtime assignment and the overtime has been canceled without notification to the employee, he/she shall be paid for three (3) hours at time and one-half (1 ½) their normal rate of pay for reporting to work as assigned. The employee will not be required to stay for the three (3) hour overtime.

11.8 Emergency standby is made by order of the Fire Chief or designee and is defined when an employee is officially notified by a supervisor or designee, they must be ready to be called to work in an urgent situation during their off-duty time. The employee will then be required to remain available via telephone and be available to report to duty within one (1) hour when notified. If an employee has not been contacted within six (6) hours after being placed on emergency standby, that employee will no longer be obligated to be prepared to report for duty.

For each hour an employee is in an emergency standby status they will be compensated at the rate of one half (½) of their normal rate of pay.

Once an employee on an emergency standby status is contacted and ordered to report for duty, that employee will be considered in a Call Back status and compensated at a rate of time and one half (1 ½) from that point forward and for each hour worked.

11.9 Off Duty Details – The Fire Chief, or his designee, shall have the sole authority in administering the City's Fire Department off-duty detail program. This authority shall include but not be limited to complying with the specific FLSA guidelines for off-duty details, determining rates of pay (to be paid by recipient of said services), deduction of administrative costs, and scheduling. The parties recognize that special details are a form of outside contractual employment with individuals operating under the licensure and protocols of the Department.

11.10 Comp Time - An employee may elect to take compensatory leave time in lieu of pay, if mutually agreed upon by the employee and the Fire Chief or his designee, up to a maximum accumulation of one hundred forty-four (144) hours. All hours in excess of the maximum shall be in the form of pay. An employee wishing to take compensatory leave time shall submit a written request at least twelve (12) hours in advance of the requested leave. Approval or denial of the request will be made by the Fire Chief or designee based on the operational or fiscal impact of the request. The twelve (12) hour notification requirement may be waived, circumstances permitting, at the discretion of the Fire Chief or designee. An employee separating from the Department on a voluntary or involuntary basis shall receive lump sum payment for accumulated compensatory time. An employee shall be allowed to sell back compensatory time at the employee's regular hourly rate of pay each

year, to be paid the first pay period in November. Compensatory time will not be calculated as hours worked for the purpose of overtime.

11.11 For purposes of this article, compensatory time shall be defined as the period of time which is earned by the employee for hours worked in excess of the employee's normally scheduled work period, it shall be accumulated at a rate of one and one-half (1 ½) in lieu of monetary overtime compensation.

11.12 ~~Employees covered by this agreement who are required to accept the responsibilities and carry out the duties of a position or rank above that which he/she normally holds for period of eight (8) consecutively scheduled hours shall move up to the grade of the position in which he/she is working and maintain their step level while performing the job. Rate of pay shall be at the rate of ten percent (10%) over current hourly rate for working in a higher class.~~For the purpose of clarification, the following table defines what is calculated as hours worked for purposes of overtime.

HOURS / LEAVE	OVERTIME USE
Regular Hours Worked	Included
Holiday Pay	Not Included
Holiday Hours Worked	Included
Bereavement	24 hours Included, > 24 hours not Included
Jury Duty	Time Worked
Personal Day	Included
Sick Leave	Not Included
Vacation	Not Included
Administrative Leave	Included
Compensatory Leave	Not Included
Firefighter Memorial Day	Included

Formatted: Font: Bold

Formatted: Centered

11.13 Employees covered by this agreement who are required to accept the responsibilities and carry out the duties of a position or rank above that which he/she normally holds for period of eight (8) consecutively scheduled hours shall move up to the grade of the position in which he/she is working and maintain their step level while performing the job. Rate of pay shall be at the rate of ten percent (10%) over current hourly rate for working in a higher class.

ARTICLE 13 – VACANCIES AND PROMOTIONS

13.1 Once the decision is made to fill the vacancies or new positions, the Employer shall post a notice of vacancies or new positions created within five (5) working days following the occurrence of the vacancy or new position created. Employees shall be given fourteen (14) calendar days in which to make application to fill the vacancy or to fill the new position created, and a sixty (60) calendar day notice of the testing date. The application period and test notification period will run concurrently.

13.2~~13.2~~ The minimum eligibility requirements for promotion are as follows:

Formatted: List Paragraph, Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, … + Start at: 2 + Alignment: Left + Aligned at: 0" + Indent at: 0.29"

A. Rescue Lieutenant

1. Minimum of two (2) years continuous service with the department, with one (1) year as a Division Approved Paramedic.
2. Florida Certification as a Paramedic
3. Meets Expectations rating on most recent evaluation
4. American Heart Association BLS Provider Certification
5. American Heart Association ACLS Certification
6. American Heart Association PALS Certification
7. Tactical Casualty Combat Care (TCCC or Equivalent)
8. Company Officer
9. ICS 100, 200, 300, 400, 700 and 800
10. No written corrective action for one (1) year prior to application

~~A. Lead Paramedic~~

Formatted: Normal, Indent: Left: 0.5", No bullets or numbering

~~1. Minimum of two (2) years continuous service with the department~~
~~2. Florida Certification as a Paramedic~~
~~3. Meets Expectations rating on most recent evaluation~~
~~4. American Heart Association BLS Provider Certification~~
~~5. American Heart Association ACLS Certification~~
~~6. American Heart Association PALS Certification~~
~~7. Tactical Casualty Combat Care (TCCC or Equivalent)~~
~~8. ICS 100, 200, 700 and 800~~
~~9. No written corrective action for one (1) year prior to application~~

~~B~~B. Driver/Engineer

1. Minimum of three (3) years continuous service with the department
2. Florida Certified Pump Operator
3. Florida Certified ~~EMT or~~ Paramedic if hired after October 1, 2021.
4. Aerial Ladder Operations Course Certification
5. Satisfactory evaluation rating on most recent merit evaluation
6. No written corrective action for one (1) year prior to application

~~6.~~

C. Combat Lieutenant

1. Minimum of five (5) years continuous service with the department
2. Minimum of two (2) years as an Engineer with Fernandina Beach Fire-Rescue
3. Florida Certified Fire Officer 1
4. Florida Certified Paramedic
5. Satisfactory evaluation rating on most recent merit evaluation
6. No written corrective action for one (1) year prior to application

D. Captain (This position shall remain vacant until the City and the Union agree to implementation, qualifications, and pay.)

1. Minimum of seven (7) years continuous service with the department
2. Minimum of two (2) years as a Lieutenant with Fernandina Beach Fire-Rescue
3. Florida Certified Fire Officer 2
4. Florida Certified Paramedic
5. Satisfactory evaluation rating on most recent merit evaluation
6. No written corrective action for one (1) year prior to application
7. Any two of the following:

    a) Florida Certified Fire Safety Inspector
    b) Florida Certified Fire Service Instructor
    c) Florida Certified Fire Investigator
    d) Degree in Fire Science or Emergency Medical Services or related field

E. Battalion Chief

1. Minimum of seven (7) years continuous service with the department
2. Minimum of two (2) years as a Lieutenant with Fernandina Beach Fire-Rescue
3. Florida Certified Fire Officer 2
4. Florida Certified Paramedic
5. Satisfactory evaluation rating on most recent merit evaluation
6. No written corrective action for one (1) year prior to application
7. Any two of the following:

    a) Florida Certified Fire Safety Inspector
    b) Florida Certified Fire Service Instructor
    c) Florida Certified Fire Investigator
    d) Degree in Fire Science or Emergency Medical Services or related field

Formatted: Indent: First line: 0.25"

Formatted: Indent: First line: 0.5"

Formatted: Indent: Left: 0.5"

ARTICLE 14 – HOLIDAYS

14.1 The following holidays will be observed:

A. New Year's Day
B. Martin Luther King, Jr.'s Birthday
C. Good Friday
D. Memorial Day
E. Independence Day
F. Juneteenth
G. Labor Day
H. Thanksgiving Day
I. Day after Thanksgiving Day
J. Christmas Eve
K. Christmas Day
L. Veterans Day

The City agrees to recognize October 8th of each year as National Fallen Firefighters Memorial Day. In lieu of monetary compensation, employees covered by this agreement will be credited a compensatory holiday for the number of hours they work as part of their regular shift schedule. This compensatory holiday must be utilized between October 8th and March 1st, with no provisions for carryover, and shall not count as hours worked for purposes of calculating overtime.. This compensatory holiday will not be extended to employees who are not scheduled to work on October 8th.

14.2 For the holidays set forth in Section 14.1, employees shall receive holiday pay as outlined in Paragraph 14.3 and 14.4.

14.3 All Fire Department employees covered by the terms of this agreement shall be paid at their regular rate for a period not to exceed twelve (12) hours. Vacation earned in lieu of holiday pay may be granted in the same amount, if mutually agreed upon by the employee and the Fire Chief. Said time does not count as hours worked for the purpose of calculating overtime.

14.4 All Fire Department employees covered by the terms of this Agreement who work on the day of an aforementioned holiday shall be paid at a rate of one-and-a-half times the regular pay rate for a period not to exceed twelve (12) hours. Compensatory time in lieu of holiday overtime pay may be granted in the same amount, if mutually agreed upon by the employee and the Fire Chief. EXCEPTION: all Fire Department employees covered by the terms of this Agreement who work on Christmas Day shall be paid at a rate of two times the regular pay rate for a period not to exceed twelve (12) hours. Compensatory time in lieu of holiday pay may be granted in the same amount, if mutually agreed upon by the employee and the Fire Chief.

ARTICLE 16 – SICK LEAVE

16.7 Any employee who has used no sick leave time from October 1 through December 31 will be awarded one (1) shift (24 hours) of personal leave time. Any employee who has used no sick leave time from January 1 through March 31 will be awarded one (1) shift (24 hours) of personal leave time. Any employee who has used no sick leave time from April 1 through June 30 will be awarded one (1) shift (24 hours) of personal leave time. Any employee who has used no sick leave time from July 1 through September 30 will be awarded one (1) shift (24 hours) of personal leave time. Any employee who has been employed the entire fiscal year and has used no sick leave time within the fiscal year (October 1 – September 30) will be awarded one additional shift (24 hours) of personal leave time. Personal leave time may be utilized in the same manner as a shift of vacation time, and is counted as hours worked towards overtime. Employees shall be allowed to carry over a maximum of three (3) PL days with no expiration time frame.

ARTICLE 24 – WAGES, CLASSIFICATION AND LONGEVITY

24.1 Effective October 1, 2021~~4~~, through September 30, 2024~~7~~, the pay plan set forth in Appendix C-1 shall be effective and contains the current Pay Step Plan established for all positions covered by this Agreement.

24.2 Employees shall be advanced in pay according to the Pay Step Plan outlined below during the contract period October 1, 2021~~4~~, through September 30, 2024~~7~~.

24.3 Except as provided herein, original appointment to the classification of Firefighter/EMT, Firefighter/Paramedic, Lead Paramedic, Engineer, Lieutenant~~, and~~ Captain, and Battalion Chief will be made at the entry rate and advancement from the entry rate to the maximum rate shall be by successive steps.

All newly hired Firefighter/Paramedics will be compensated at the Firefighter/EMT rate until successfully checked-off by the Medical Director. Following successful check-off, the newly hired Firefighter/Paramedic will be placed in the Paramedic Pay Step Plan according to his/her current step.

24.4 Effective October 1, 2024, the Step Plan shown in Exhibit 1A will be implemented. Employees that have a rating of "Meets Expectations" or "Exceeds Expectations" in their most recent performance review will advance one step in the Pay Step Plan. ~~Effective October 1, 2021, employees will be slotted into the Pay Step Plan as indicated on Appendix D.~~

24.5 Effective October 1, 2025, the Step Plan shown in Exhibit 1B will be implemented. Employees that have a rating of "Meets Expectations" or "Exceeds Expectations" in their most recent performance review will advance one step in the Pay Step Plan. ~~Effective October 1, 2022, the Pay Step Plan will be adjusted by the December 2021 Consumer Price Index for All Urban Consumers (CPI-U), South Region; with a minimum adjustment of 2% and a maximum adjustment of 3%. Employees that have a rating of "Meets Expectations" or "Exceeds Expectations" in their most recent performance review will advance one step in the Pay Step Plan.~~

24.6 Effective October 1, 2026, the Step Plan shown in Exhibit 1C will be implemented. Employees that have a rating of "Meets Expectations" or "Exceeds Expectations" in their most recent performance review will advance one step in the Pay Step Plan. ~~Effective October 1, 2023, the Pay Step Plan will be adjusted by the December 2022 Consumer Price Index for All Urban Consumers (CPI-U), South Region; with a minimum adjustment of 2% and a maximum adjustment of 3%. Employees that have a rating of "Meets Expectations" or "Exceeds Expectations" in their most recent performance review will advance one step in the Pay Step Plan.~~

24.7 The pay of an employee promoted to a higher classification will be advanced to the new classification at the same Step level (i.e. Engineer Step 5 promoted to Lieutenant Step 5, etc.), equating to a 10% increase however, an employee promoting from

Firefighter/EMT/Paramedic to the classification of Engineer or Rescue Lieutenant will be advanced to the new classification at the Step level equating to at least a 10% increase.

24.8 Each bargaining unit member who is designated by the Fire Chief as a Specialty Teams Member shall receive Specialty Pay Incentive in the amount of $600 annually, paid on a bi-weekly basis ($23.08), as long as the member is so designated. The number and types of Specialty Teams recognized will be in the sole discretion of the Fire Chief. The following are recognized Specialty Teams by the Fire Chief: Special Operation Team, Marine Rescue Team, and Honor Guard.

The Fire Chief will designate one member of the Specialty Team to serve as the Team Leader. Said member shall receive Specialty Pay Incentive in the amount of $900 annually, paid on a bi-weekly basis ($34.62), as long as the member is so designated. The Team Leader Incentive is in lieu of the Team Member incentive.

Specialty Team members and Team Leaders must attend seventy-five percent (75%) of available training sessions, provided notice of such sessions are given at least fourteen (14) days in advance. Training rosters will be provided to the Fire Chief or his designee no later than ten (10) days after the training date and notification of any employee not meeting the required attendance quarterly, beginning January 1, 2022.

24.9 Employees assigned to an EMS transport unit for a period of twenty-four (24) hours will receive EMS Incentive pay in the amount of one ($1.50) dollar per hour, to be paid on a bi-weekly basis for the hours worked on an EMS transport unit. Rescue Lieutenants will receive one ($1.60) dollar per hour EMS Incentive pay added to the base rate.

Formatted: Indent: Hanging: 0.5"

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Ordinance 2026-06
Master Fee Schedule Amendment

ITEM TYPE: Ordinance (w/ fiscal impact)

REQUESTED ACTION: Consider Ordinance 2026-06 at Second Reading.

SYNOPSIS: The City Commission must establish and amend user fees by Ordinance to ensure that the cost of providing services is covered by an appropriate user fee.

This Ordinance amends the Master Fee Schedule established by Ordinance 2025-14 to amend the City Manager's Office, Golf Club, Planning and Conservation, Streets, Public Works, Utilities, Water, Wastewater, and Parks and Recreation fee schedules, in Fiscal year 2025/2026. The City Commission, at their March 17, 2026, regular meeting, approved Ordinance 2026-06 at First Reading.

Fiscal Year 2025/2026 Master Fee Schedule amendments are attached hereto in Exhibit A. All changes are highlighted yellow: underlined text represents added fees/language, ~~struck through~~ text represents removed fees/language.

FISCAL IMPACT: Fees for services, permits and facilities use will be charged accordingly.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): I recommend that the City Commission approve proposed Ordinance 2026-06 at Second Reading.

Kimberly Elliott-Briley, Deputy City Clerk	03/31/2026
Alisha Brown, Budget Analyst	03/31/2026
Jeremiah Glisson, Deputy City Manager	04/06/2026
Sarah Campbell, City Manager	04/07/2026
Teresa Prince, City Attorney	04/09/2026

Caroline Best

Submitted By: Caroline Best, City Clerk

Date: March 19, 2026

COMMISSION ACTION: Enact

ORDINANCE 2026-06

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE MASTER FEE SCHEDULE ESTABLISHED BY ORDINANCE 2025-14 BY AMENDING THE CITY MANAGER'S OFFICE, GOLF CLUB, PLANNING AND CONSERVATION, STREETS, PUBLIC WORKS, UTILITIES, WATER, WASTEWATER, AND PARKS AND RECREATION FEE SCHEDULES; EXCLUDING WATER AND WASTEWATER CAPACITY FEES AND IMPACT FEES; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission must establish and amend user fees by Ordinance; and

WHEREAS, each year fees are reviewed and revised to ensure that the cost of providing services is fully covered by an appropriate user fee; and

WHEREAS, this Ordinance amends fees for the City Manager's Office, Golf Club, Planning and Conservation, Streets, Utilities, Water, and Wastewater (excluding Water and Wastewater Capacity Fees and Impact Fees).

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves amending the Master Fee Schedule established by Ordinance 2025-14 by amending the City Manager's Office, Golf Club, Planning and Conservation, Streets, Public Works, Utilities, Water, Wastewater, and Parks and Recreation fee schedules, in Fiscal year 2025/2026, attached hereto as Exhibit A.

SECTION 2. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Ordinance which do not make substantive changes or otherwise affect the intent of the Ordinance, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Ordinance shall take effect upon the passage of Second Reading/Final Hearing.

ENACTED this 21st day of April, 2026.

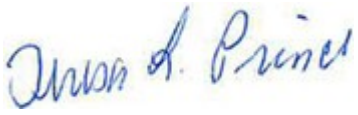
CITY OF FERNANDINA BEACH

_____

JAMES ANTUN
Commissioner – Mayor

ATTEST:

APPROVED AS TO FORM AND LEGALITY:



_____
CAROLINE BEST
City Clerk

_____
TERESA L. PRINCE, ESQ.
City Attorney

Date of First Reading: March 17, 2026
Date of Publication: April 8, 2026
Date of Second Reading/Final Hearing: April 21, 2026

City of Fernandina Beach **Municipal Airport**

Fee Schedule
Fiscal Year 2025/2026

Fee Type		Cost
Ground Lease Rental Rate (annually)		
	Aeronautical Land Lease Rate	$0.20/Square Foot
	Non-Aeronautical Land Lease Rate	$0.35/Square Foot*
	*Or appraised value (whichever is greater)	
Fixed Base Operator (FBO) and Specialized Aviation Service Operations Facility Leasehold (FBO or SASO)		
	Contact Airport Director for additional information	Facility Rent Charge or as Negotiated
Ground Leasehold (FBO or SASO)		
	Contact Airport Director for additional information	Facility Rent Charge or as Negotiated
Sublease to FBO		
	Authorized under FBO Lease	No Charge
	Aeronautical Use Not Authorized under FBO Lease	$150.00/year
	Non-Aeronautical Use Not Authorized under FBO Lease	As Negotiated
	Sublease to SASO by Leasehold SASO	$150.00/year
	Independent Aeronautical Operator or Mobile Service Provider doing Annual Business on the Airport	$150.00/year
	Independent Aeronautical Operator or Mobile Service Provider who does Five (5) Days or Less of Annual Business on the Airport to no more than One (1) Airport Client	$50.00/year
	Display Signage Fee at Airport Entrance	$10.00/day/side
Special Use Permit (non-based aircraft, contact Airport Director for additional information)		
	Banner Pickup	$300.00/year
	Balloon/Blimp Mooring	$25.00/day
Ultralight Aircraft Permit		
	Registration and Facility Use Permit	$125.00/year
Bulk Hangar Rates (Daily)		
	Single engine (≤ 40′ wingspan)	$30.00
	Single engine (> 40′ wingspan)	$65.00
	Multi engine (> 48′ wingspan)	$100.00
Bulk Hangar Rates (Monthly; adjusted annually per CPI)		
	Single engine (≤ 40′ wingspan)	$250.00
	Single engine (> 40′ wingspan)	$325.00
	Multi engine (> 48′ wingspan)	$500.00
Vehicle Parking/Storage Fee (Note: Improperly parked/non-permitted vehicles may be towed at owner's expense)		
	Daily (paved; < 24 hours)	No Charge
	Short-term parking (paved; ≤ 5 days, permit required)	No Charge
	Long-term parking (gravel; permit required)	$5.00/day; $60.00/month
Terminal Observation Deck (Capacity-115 Individuals)		
	General Public (open access, sunrise to sunset)	No Charge
	Airport Tenant/Fernandina Beach Employee (reserved access)	$50.00/hr: $250/day

	Others (reserved access)	$125.00/hr $650.00/day
	Government Agencies	No Charge
	Special Events	As Negotiated
	(Note: additional professional cleaning fee may be charged at sole discretion of Airport Director)	
Terminal Conference Room (Capacity - 46 Individuals)		
	Airport tenant/Fernandina Beach employee	$10.00/hr (2-hr minimum)
	Others	$35.00/hr (2-hr minimum) $235.00/day
	Government Agencies	No Charge
	(Note: Additional professional cleaning fee may be charged at sole discretion of Airport Director)	
Building Fees (2018 base rate, base rate adjusted annually per CPI or rental terms; pre-tax)		
	Buildings 1, 2, 3, 4, 5, 6, 7	$300.00/month
	Buildings 1-7 (w/ additional space)	$335.00/month
	Building 8	$400.00/month
	Building 8 (w/ additional space)	$435.00/month
	Building 9	$575.00/month
	Storage Units B, C, D, E, F, H	$5.60/sf/year
	Storage Units A, G	$12.00/sf/year
New Hangar/Building Fees (2022 base rate, rate adjusted annually per CPI or rental terms; pre-tax)		
	Units 53 and 55	$690.00/month
	Unit 54	$650.00/month
	Units 56 and 57	$775.00/month
	Unit 58	$865.00/month

Fee Schedule
Fiscal Year 2025/2026

Fee Type		Cost
All-inclusive Building Construction Permit		
Permit fees for new construction and additions include mechanical, plumbing, electrical and new roofs, commercial re-roof, and residential re-roofs changing roof material (such as asphalt to metal, tile for residential), demo and standalone commercial trades. Permit fees include administrative, building plan review, building inspections and retention of documents and electronic records.		
	Administrative Fee – Commercial Projects (non-refundable)	$50.00
	Administrative Fee – Residential Projects (non-refundable)	$35.00
	Minimum Permit	$45.00
	Base: Construction Cost ≤ $5,000,000.00	$7.50/$1,000.00
	Additional: Construction cost > $5,000,000.00 and ≤ $10,000,000.00	$3.50/$1,000.00
	Additional: Construction cost > $10,000,000.00	$2.00/$1,000.00
	Subcontractor permit processing fee	$35.00
	State of Florida DCA Surcharge F.S. 468.631	1% ($2.00 min)
	State of Florida DBPR Surcharge F.S. 553.721	1.5% ($2.00 min)
Building Permit Caps		
	If Contractor uses private provider for plans review & inspections	$100,000.00
	If Contractor uses City for plans review & inspections	$500,000.00
The City of Fernandina Beach Building Department compares International Code Council (ICC) Building Valuation Data (BVD) which provides the "average" construction costs per square foot, which can be used in determining permit fees for the Building Departments and the cost provided by the contactor of record to determine the construction cost for the proposed project.		
Revision Plan Review ***(NON-REFUNDABLE)***		
	Residential (≤ 5 sheets)	$35.00
	Residential (> 5 sheets)	$5.00 per additional sheet
	Commercial (≤ 5 sheets)	$75.00
	Commercial (> 5 sheets)	$5.00 per additional sheet
	Re-stamp plans for field copy (Residential)	$35.00
	Re-stamp plans for field copy (Commercial)	$35.00
Private Provider Refunds		
	Private Provider Plans Review & Inspections Refund (new construction, additions, remodels) includes private provider inspections partial and passed inspections; based on inspection summary report provided to the Building Official at the end of the project.	50% of All-inclusive Building Construction Permit fee.

	Private Provider Inspections Only (passed inspections; based on inspection summary report provided to the Building Official at the end of the project)	$35.00 per inspection
Note: Use of Private Provider MUST be pre-approved by Building Official upon application for permit.		
Other Building Permit Fees		
	Residential Gas (new and remodel)	$80.00 for first $1,000 job cost; $7.00 per additional $1,000 job cost
	Residential Gas (installation of tanks)	$75.00
	Water heater replacement	$50.00
	Siding/roof repair ≤ 100 sf	Exempt
	Siding/roof repair > 100 sf or all siding/roof replacement like material	$90.00
	Pre-fabricated accessory structures ≤ 150 sf	Exempt
	Pre-fabricated accessory structures > 151 sf and ≤250 sf	$80.00
	Pre-fabricated accessory structures > 251 sf	$80.00 for first $1,000 construction cost; $7.00 per additional $1,000 construction cost
	Construction Trailer	$50.00
	Commercial exterior coolers (per unit)	$160.00
	Mechanical changeout with NO electrical work	$50.00
	Irrigation	$50.00
	Renew expired/revoked permit (as approved by Building Official; permit must be within same Building Code)	$100.00
~~Re~~-Inspection Fees		
	Re-inspection	$50.00
Miscellaneous		
	Administrative letter of Code Determination	$150.00
	Fire/storm damage determination for power re-connection	$75.00
	Copies	See Clerk's Office Fee Schedule
	Documents uploaded on thumb drive	$25.00
After the Fact Permit Fees		
	After the fact permit fees are up to 4 times the building permit fee to be assigned by the Building Official or his/her designee. Contractors performing emergency repairs/replacements must apply for the proper permits online and identify the permit as an emergency repair/replacement.	≤ 4x original permit fee
Special Flood Hazard Area or Shaded "X" Fee		
	All permits within a Special Flood Hazard Area (SFHA) and/or Shaded "X" will have a Flood Admin fee applied. This fee covers plan review, Elevation Certificate (EC) review, inspections, and retention of flood documents.	$150.00

Fee Schedule
Fiscal Year 2025/2026

Fee Type		Cost
Local Business Tax Receipt (LBTR) (Ordinance 2008-25)		
	LBTR fee (annual)	See Municipal Code Section 74-80
	Copy of previously issued LBTR	$5.00
	Penalty for failure to obtain LBTR prior to conduct of business	$250.00 (plus required LBTR)
	LBTR re-inspection fee	$25.00
	Transfer of ownership	$3.00 minimum; 10% LBTR fee
Resort Rental Dwelling Permit (COFB LDC Section 26-10 1)		
	New application	$300.00
	Annual renewal	$200.00
	Copy of previously issued Resort Rental Dwelling permit	$5.00
	Transfer of ownership	$25.00
	Penalty for operating resort rental without appropriate permit (Section 26-101(h)(2), Municipal Code)	$1,000.00 Citation first violation; up to $250.00 per additional violation per day
Miscellaneous Permits		
	Dining with Dogs (F.S. 509.233; COFB LDC Section 6.02.13)	$40.00
	Copy of previously issued Dining with Dogs permit	$25.00
	Right-of-way Encroachment (COFB Ord. Sec. 70-2)	$35.00/yr
	Street artists/performers (COFB Ord. Chapter 70, Article III)	$300.00/yr
	Confiscation of illegal signs	$25.00/sign

Fee Schedule
Fiscal Year 2025/2026

Fee Type		Cost
Photocopies		
	8 ½ x 11	$0.15/page
	8 ½ x 11 (Double-sided)	$0.20/page
	8 ½ x 14	$0.15/page
	8 ½ x 14(Double-sided)	$0.20/page
	11 x17	$0.25/page
	Certified Copies	$1.00/copy
	CD	$0.50
	Thumb Drive	$8.00
Lien Letters		
	Regular Request (4 business days)	$20.00
	Rush Request (2 business days)	$40.00
Public Record Requests		
	Public Record Request Extensive Use Fee: Calculated when the nature or volume of requested public records is such to require extensive use of information, technology resources, extensive use of clerical or supervisory assistance, or both (50% deposit based upon estimated cost required at filing).	Actual Cost Incurred
City Hall Chambers Rental	Private Rate Civic Non-Profit	$210.00 ½ Day $420.00 Full Day $131.00 ½ day $262.00 Full Day

Fee Schedule
Fiscal Year 2025/2026

Fee Type	Cost
Permits & Licenses	
Horseback Riding Permit	$50.00/yr
Bingo License (per Municipal Code Section 14-28)	$50.00/yr
Adult Entertainment Application Fee (per Municipal Code Section 14-72)	$1000.00
Leases & Franchise Agreements	
Long-term leases, various City-owned facilities	As Negotiated
Sightseeing Tour Franchise Agreement	$1,500.00 (plus annual CPI, base 2022)
Paid Parking Area Fees *(Per Code of Ordinances Chapter 78, Article III, Division 2)*	*All paid parking area fees are non-refundable*
Hourly Parking Rate	$2.00-$4.00 to allow for dynamic pricing for no longer than 30 consecutive days
Annual Resident Digital Permit (first 2 per household or property owner)*	$0
Annual Resident Digital Permit (each additional)*	$24.00
Annual Non-Resident Digital Permit*	$124.00
Annual Paid Parking Area Resident Digital Permit (first 2 per household)+	$0
Annual Paid Parking Area Resident Digital Permit (each additional) +	$24.00
Monthly Digital Permit*	$60.00
~~Construction Parking Permit Application~~	~~$150, plus other applicable permit fees~~
Construction Parking Fee	per hour, per space, the hourly parking rate per space ~~or a monthly permit fee per space~~; must comply with Land Development Code 5.02.06, Municipal Code Sections 70-2, 78-105

*Annual and monthly digital permits allow the permit holder four hours of parking per day within the paid parking area. Any time after four hours shall be charged at the hourly rate (unless otherwise waived by the City Manager).

+Paid Parking Area Resident Digital Permits allow for unlimited time within the paid parking area.

Fee Schedule
Fiscal Year 2025/2026

Fee Type		Cost		
		Resident	**Non-Resident**	**Juniors (under 17)**
Greens Fees				
	18 Holes (w/cart)	$65.00	$75.00	$40.00
	18 Holes (walking)	$35.00	$45.00	$25.00
	9 Holes (w/cart)	$40.00	$50.00	$30.00
	9 Holes (walking)	$25.00	$30.00	$15.00
	Replay 18 Holes (cart)	$40.00	$50.00	-
	Replay 9 Holes (cart)	$30.00	$35.00	-
	Twilight 18 Holes (w/cart) 1:00pm & later (October – March) 3:00pm & later (September – April)	$45.00	$55.00	-
	Twilight 18 Holes (walking) 1:00pm & later (October – March 3:00pm & later (September – April)	$25.00	$35.00	-
	Twilight 9 Holes (w/cart) 1:00pm & later (October – March 3:00pm & later (September – April)	$30.00	$35.00	-
	Twilight 9 Holes (walking) 1:00pm & Later (October – March 3:00pm & later (September – April)	$15.00	$25.00	-
*Greens fees listed are standard fees. To ensure optimal usage of the course and to meet fluctuations in demand, the golf club general manager, at his/her discretion, may introduce dynamic pricing; however, the maximum rate will not exceed $125.00.				

Annual Memberships		**Resident**	**Non-Resident**
	Unlimited Membership (Includes Unlimited Green/Cart fees; Unlimited Range Balls; 20% discount on food, beverage, & merchandise)	$4,000.00	$4,500.00
	Single Membership (Fee includes Green Fees; 20% discount on food, beverage, merchandise, & option to purchase annual range plan)	$1,400.00	$1,600.00
	Couples Membership (Fee includes Green Fees; 20% discount on food, beverage, merchandise, & option to purchase annual range plan)	$2,000.00	$2,300.00
	Juniors Membership (17 & under) (Fee includes Green Fees; 20% discount on food, beverage, merchandise, & option to purchase annual range plan)	$400.00	$450.00
		Members	**Non-Members**
Walking/Cart Fees			
Walking Fee – 18 holes		$15.00	-
Walking Fee – 9 holes		$10.00	-
Cart Fee – 18 holes		$25.00	-
Cart Fee – 9 holes		$15.00	-
Lighthouse Driving Range Fees		**Members**	**Non-Members**
Buckets			
Small Bucket (25 Balls)		$7.00	$10.00
Medium Bucket (75 Balls)		$12.00	$15.00
Large Bucket (100 Balls)		$18.00	$20.00
Annual Range Plan (Offered to Annual Memberships only)		$499.00	Not Offered
Banquet Room Rentals		**Cost**	
	1-50 Guests	$400.00	
	51-100 Guests	$475.00	
	101+ Guests	$600.00	
	Banquet Room for Meeting Space	$100.00/hr	
	Non-profit usage w/food & beverage (daytime only)	No Charge	
Vehicle/Parking Pass Fee (Golf Club Parking Lot)		**Cost**	
	Overnight vehicles, automobiles only, per space	$25.00/day	

Impact Fee Schedule
Fiscal Year 2025/2026

Fee Type		Cost
Residential Development (per sf of heated area)		
	Public Facilities	$0.443
	Fire Protection	$0.360
	Police Protection	$0.264
	Parks and Recreation	$2.885
Non-Residential Development (per sf of floor area)		
	Public Facilities	$0.443
	Fire Protection	$0.360
	Police Protection	$0.264
	Parks and Recreation	$0.00

*Impact fees established via Ordinance 2018-44. **NO INCREASES IN FEES SINCE 2018.**

Fee Schedule
Fiscal Year 2025/2026

Fee Type		Cost (per linear foot)		
Transient Dockage peak season & holiday rates may apply*		**Daily**	**Weekly**	**Monthly**
	Vessels less than 70’	$2.50-$4.00	$15.00 - $20.00	$30.00 – $40.00
	Vessels 70’ – 99’	$2.75- $4.25	$16.50 - $22.00	$33.00 - $44.00
	Vessels 100’ – 149’	$3.00-$4.50	$18.00 - $24.00	$36.00 - $48.00
	Vessels 150’ - 199’	$3.25-$4.75	$19.50 - $26.00	$36.00 - $50.00
	Vessels 200’ – 250’	$3.50-$5.00	$21.00 - $28.00	$36.00 - $50.00
Special Events, Holidays, and Peak Demand Subject to Higher Rates*				
Commercial Landings				
	Per Day	$40.00		
	Per Year	$1,500.00		
Long Term Dockage (Currently on Waitlist – Contract Required)*		**Cost (per linear foot)**		
	Non-Commercial: per linear foot per month, billed monthly.	$25.00		
	Commercial: per linear foot per month, billed monthly.	$27.50		
Electric Rates		**Daily**	**Weekly**	**Monthly**
	30 amp	$6.00	$30.00	$60.00
	50 amp	$12.00	$72.00	$125.00
	100 amp	$25.00	$125.00	$350.00
	110 volt			$10.00
Fuel Markup - Cost + percentage depending upon market conditions		25% - 40% markup		
Transient Water Tank Fee		**Cost**		
Small Tank up to 50 gallons		$8.00 plus tax		
Large Tank over 50 gallons		$12.00 plus tax		
Excessive water use will result in additional fees		Over 2000 gal = $0.04 per gal		
Mooring Field (First Come, First Served)		**Cost**		
	Per Night	$30.00 - $35.00		
	Per Week	$180.00 - $240.00		
	Per Month	$595.00 - $790.00		
Dinghy Dock (Vessels less than 12' Only) Includes Amenities				
	Per Day	$10.00 - $13.00		
	Per Week	$50.00 - $60.00		
Dock N Dine - limit 3 hours				
	Vessels up to 25′	$15.00		
	Vessels 26′ to 35′	$20.00		
	Vessels over 35′	$40.00		
Pump Out – fuel dock location or pump out boat		$5.00		
Pump Out Cart Service Fee		$25.00 - $50.00		
Credit Card Fees		Service fees & ACH when applicable		

Contractors Fee (Check in at Ships Store, provide current COI)	$20.00/day $500.00/yr
Garbage Disposal/Dumpster Fee	$65.00
Cancellation Policy *(credits for future stays are at the discretion of Marina management)*	Standard stays: 48 hours Holiday stays: 72 hours Special event stays: 72 hours
Amenities	Boaters lounge, laundry, showers, WiFi
Commercial Hybrid – annual slip holders that occupy transient dockage	Averaged annual transient fee, not less than current commercial rate
*** To optimize Marina operations and accommodate fluctuations in demand, the Marina General Manager may, at their discretion, implement dynamic pricing. Accordingly, price ranges are provided with the lowest end of the range representing the base rate which is applied during non-peak periods.**	

Fee Schedule
Fiscal Year 2025/2026

Fee Type		**Cost**	
Administrative Fees		**Resident**	**Non-Resident**
	Non-Resident Annual Fee	-	$30.00
	City Resident ID Card (first card: no charge)	$10.00 (replacement)	-
Youth Services			
	After School Program	$65.00	$81.00
	After School Program Fee (for each additional sibling)	$55.00	$71.00
	Summer Camp Weekly Rate	$95.00	$119.00
	Summer Camp Weekly Rate (for each additional sibling)	$85.00	$109.00
	Group Swim Lessons	$10.00/lesson	$12.00/lesson
	(Manatee and Sea Turtle Levels) Safety Initiative	Free	$12.00/lesson
	Private Swim Lessons (4 lessons)	$120.00	$150.00
Aquatics			
	Daily Public Swim/Lap Swim	$5.00	$7.00
	10 Visits Pool Pass	$40.00	$50.00
	1 Month Individual Membership	$40.00	$50.00
	1 Month Couples Membership	$60.00	$75.00
	1 Month Family Membership	$75.00	$95.00
	4 Month Individual Membership	$144.00	$180.00
	4 Month Couples Membership	$216.00	$270.00
	4 Month Family Membership	$270.00	$342.00
	Annual Individual Membership	$384.00	$480.00
	Annual Couples Membership	$576.00	$720.00
	Annual Family Membership	$720.00	$912.00
Pool Rentals			
	Private Pool Rental, 2 hrs (1-40 ppl) MLK	$200.00	$250.00
	Each Additional Hour	$100.00	$125.00
Aqua Aerobics			
	Aqua Aerobics Daily Fee	$7.00	$10.00
	10 Visits Aqua Pass	$60.00	$75.00
	Aqua Aerobics 1 Month Membership	$60.00	$75.00
	Aqua Aerobics 4 Month Membership	$216.00	$270.00
	Aqua Aerobics Annual Membership	$576.00	$720.00
Fitness Room			
	Daily Pass	$5.00	$7.00
	10 Visit Fitness Pass	$30.00	$40.00
	1 Month Individual Membership	$30.00	$40.00

	1 Month Couples Membership	$45.00	$60.00
	4 Month Individual Membership	$108.00	$144.00
	4 Month Couples Membership	$162.00	$216.00
	Annual Individual Membership	$288.00	$384.00
	Annual Couples Membership	$432.00	$576.00
	Open Gymnasium Use (Basketball, Volleyball, Soccer)	$3.00	$5.00
Combination -Fitness & Pool		**Resident**	**Non-Resident**
	1 Month Individual Membership	$65.00	$82.00
	1 Month Couples Membership	$98.00	$123.00
	4 Month Individual Membership	$234.00	$295.00
	4 Month Couples Membership	$353.00	$443.00
	Annual Individual Membership	$624.00	$787.00
	Annual Couples Membership	$940.00	$1,180.00
Indoor Facility Rentals			
	Attendant (per hour)	$25.00	$25.00
	Additional Rental Time (per hour)	$100.00	$100.00
	Membrane Structure (Bounce house/tent)	$25.00 (per Structure)	$25.00 (per Structure)
	Sound System (per day)	$50.00	$50.00
	Meeting Fee (ARC Aquatics Classroom, MLK Auditorium, Peck Instructor Room) 2hs Max Monday – Friday 8am – 8pm, Saturday 8am – 4pm	$25.00/hr	$25.00/hr
Atlantic Recreation Center (ARC)			
	ARC Auditorium Private Half Day/Full Day	$350.00/$700.00	$438.00/$876.00
	ARC Auditorium Commercial Half Day/Full Day	$625.00/$1,250.00	
	ARC Auditorium Civic/ Non-profit Half Day/Full Day	$225.00/$450.00	
Martin Luther King Jr. Recreation Center (MLK)			
	Aqua Aerobics 1 Month Membership	$60.00	$75.00
	Aqua Aerobics 4 Month Membership	$216.00	$270.00
	Aqua Aerobics Annual Membership	$576.00	$720.00
Fitness Room			
	Daily Pass	$5.00	$7.00
	10 Visit Fitness Pass	$30.00	$40.00
	1 Month Individual Membership	$30.00	$40.00
	1 Month Couples Membership	$45.00	$60.00
	4 Month Individual Membership	$108.00	$144.00
	4 Month Couples Membership	$162.00	$216.00
	Annual Individual Membership	$288.00	$384.00
	Annual Couples Membership	$432.00	$576.00

	Open Gymnasium Use (Basketball, Volleyball, Soccer)	$3.00	$5.00
Combination -Fitness & Pool		**Resident**	**Non-Resident**
	1 Month Individual Membership	$65.00	$82.00
	1 Month Couples Membership	$98.00	$123.00
	4 Month Individual Membership	$234.00	$295.00
	4 Month Couples Membership	$353.00	$443.00
	Annual Individual Membership	$624.00	$787.00
	Annual Couples Membership	$940.00	$1,180.00
Indoor Facility Rentals			
	Attendant (per hour)	$25.00	$25.00
	Additional Rental Time (per hour)	$100.00	$100.00
	Membrane Structure (Bounce house/tent)	$25.00 (per Structure)	$25.00 (per Structure)
	Sound System (per day)	$50.00	$50.00
	Meeting Fee (ARC Aquatics Classroom, MLK Auditorium, Peck Instructor Room) 2hs Max Monday – Friday 8am – 8pm, Saturday 8am – 4pm	$25.00/hr	$25.00/hr
Atlantic Recreation Center (ARC)			
	ARC Auditorium Private Half Day/Full Day	$350.00/$700.00	$438.00/$876.00
	ARC Auditorium Commercial Half Day/Full Day	$625.00/$1,250.00	
	ARC Auditorium Civic/ Non-profit Half Day/Full Day	$225.00/$450.00	
Martin Luther King Jr. Recreation Center (MLK)			
	MLK Auditorium Private Half Day/Full Day	$225.00/$450.00	$280.00/$560.00
	MLK Auditorium Commercial Half Day/Full Day	$395.00/$790.00	
	MLK Auditorium Civic/Non-profit Half Day/Full Day	$150.00/$300.00	
Peck Center			
	Peck Auditorium Private Half Day / Full Day	$210.00/$420.00	$263.00/$526.00
	Peck Auditorium Commercial Half Day/ Full Day	$325.00/$650.00	
	Peck Auditorium Civic/Non-profit Half Day/Full Day	$131.00/$262.00	
	Peck Gym Private Half Day/Full Day	$300.00/$600.00	$375.00/$750.00
	Peck Gym Birthday Parties (2hrs; 1 attendant)	$150.00	$188.00
	Peck Gym Commercial Half Day/Full Day	$400.00/$800.00	
	Peck Gym Civic/Non-Profit Half Day/Full Day	$175.00/$350.00	
	Peck Instructor Room Private Half Day/Full Day	$150.00/$300.00	$187.00/$374.00
	Peck Instructor Room Commercial Half Day/Full Day	$225.00/$450.00	
	Peck Instructor Room Civic/Non-Profit Half Day/Full Day	$75.00/$150.00	
	Long-term Office Lease Space	Consumer Price Index (CPI)	
Outdoor Facility Rentals (Outdoor)			
Marquee Signs (Main Beach, ARC, or MLK)			
	Marquee (per day/per side)	$25.00	
	Marquee (existing tenant; per day/per side)	$20.00	
Park Pavilions			
	Private/Civic Non-Profit Half Day/ Full Day	$38.00/$76.00	$47.00/$94.00
	Private/Civic Non-Profit Half Day/ Full Day (w/electricity)	$63.00/$126.00	$79.00/$158.00
	Commercial Half Day/ Full Day	$75.00/$150.00	

	Commercial Half Day/ Full Day (w/electricity)	$100.00/$200.00	
Waterfront Park Pavilion structures			
	Private Half Day/ Full Day	$38.00/$76.00	$47.00/$94.00
	Civic/Non-Profit Half Day/ Full Day	$38.00/$76.00	$47.00/$94.00
	Commercial Half Day/ Full Day	$100.00/$200.00	
Waterfront Park Pavilion w/ stage			
	Private Half Day/ Full Day	$150.00/$300.00	$188.00/$375.00
	Civic/Non-Profit Half Day/ Full Day	$150.00/$300.00	$188.00/$375.00
	Commercial Half Day/ Full Day	$395.00/$790.00	
Waterfront Park Open Green Space			
	Private Half Day/ Full Day	$200.00/$400.00	$250.00/$500.00
	Civic/Non-Profit Half Day/Full Day	$200.00/$400.00	
	Commercial Half Day/Full Day	$450.00/$900.00	
Open/Green Space			
	Private Half Day/ Full Day	$200.00/$400.00	$250.00/$500.00
	Commercial Half Day/ Full Day	$450.00/$900.00	
	Civic/Non-Profit Half Day/ Full Day	$150.00/$300.00	
Athletic Fields (8:00am to 10:00pm)		**Resident**	**Non-Resident**
	Private Day/Night	$250.00	$313.00
	Commercial (Per Field)	$500.00	
	Civic/Non-Profit (Per Field)	$188.00	
	Field Prep (if requested) (Per Field)	$100.00	
	Lights (between 6:00pm – 10:00pm) (Per Field)	$50.00/hr	
City-Based Non-Profit Youth Sport Organizations/Leagues			
	Water-Based (pools)	$25.00/hour	-
	Land-Based (fields, courts, parks)	$4.00/player/ season	-
Facility Tours & Access			
Amelia Island Lighthouse			
	Public Lighthouse Tour (adult)	$10.00	$10.00
	Public Lighthouse Tour (<12 years old)	$5.00	$5.00
	Private Lighthouse Tour (Weekday)	$200.00	$200.00
	Private Lighthouse Tour (Weekend)	$250.00	$250.00
	Lighthouse DVD	$15.00	$15.00
	Lighthouse Climbing Fee	$12.00	$12.00
Beach Access Wheelchairs			
	Beach Wheelchair Use	Free (damage or failure to return will result in replacement charge)	
Special Events			
City Fees & Permits			
	Special Events Permit	$50.00	
	Banner Permit (Centre/8th; streetlamps)	$30.00	
	Banner Hanging Fee (Centre/8th)	$75.00	
	Banner Hanging Fee (Street Lamps; per pole)	$15.00	
	Commercial Running/Biking Events (per participant)	$5.00	
	Security Deposit (For Approved Event)	$250.00	
	Filming Permit Fee (per day; with 15 days' notice)	$200.00	
	Parade Permit Fee	$25.00	

	Membrane (Bounce House/Tent) Permit	$25.00 (per Structure)	
	Main Beach Skate Park (Civic/Non-Profit)	$100.00	
	Utility - Water Usage Fee (per day)	$75.00	$94.00
	Utility - Power Usage Fee (per day)	$75.00	$94.00
Street Closure Fees (requires City Commission approval)			
	Closure of Downtown Centre Street (per day/per block)	$2,000.00	
	Closure of Downtown Side Street (per day/per block)	$1,000.00	
Parking Fees		**Resident**	**Non-Resident**
	Private Parking Lot Half Day/ Full Day	$250.00/$500.00	$312.00/$624.00
	Commercial Parking Lot Half Day/ Full Day	$500.00/$1,000.00	
	Civic/Non-Profit Parking Lot Half Day/ Full Day	$150.00/$300.00	
	Overnight Parking Fee (per vehicle)	$25.00	
Rentable Equipment		**Resident**	**Non-Resident**
	Barricades (ea.; includes delivery)	$20.00	
	Cones (ea.; includes delivery)	$5.00	
	Picnic Table Fee (up to three tables)	$100.00	
	Waterfront Park Large Picnic Table (18ft, fits 12 people)	$75.00	$94.00
Bosque Bello Cemetery			
	Cemetery Lots	$1,700.00	$2,100.00
	Tree Lot (Cremated Internments Only)	$566.00	$700.00
	Deed Transfer Fee	$75.00	$75.00
	Burial Permits (Includes Disinterment)	$50.00	$50.00
	Monument Permits	$50.00	$50.00
	Cancellation of Auto Pay	$50.00	$50.00
	Buy Back Price for lot sold for $50 or less	$200.00	
	Buy Back Price for lot sold for $51-$100	$300.00	
	Buy Back Price for lot sold for $350-$450	$600.00	
	Buy Back Price for lot sold for $525-$600	$800.00	
	Buy Back Price for lot sold for $795 and up	$1,000.00	

Fee Schedule
Fiscal Year 2025/2026

Fee Type		Cost
Board of Adjustment (BOA)		
	Administrative Appeal	$500.00
	Variance (Single-Family Residential)	$1,500.00
	Variance (Other)	$3,500.00
Historic District Council (HDC)		
	Certificate of Approval: Staff	$25.00
	Certificate of Approval ("after-the-fact"): Staff	$100.00
	Certificate of Approval: Board (Single-Family Residential)	$250.00
	Certificate of Approval: Conceptual (Single-Family Residential) (including Final)	$250.000
	Certificate of Approval: Board (Other)	$400.00
	Certificate of Approval: Conceptual (Other) (including Final)	$400.00
	Certificate of Approval ("after-the-fact"): Board	$1,500.00
	Demolition of Primary Structure- Non-Contributing	$1,500.00
	Demolition of Primary Structure-Contributing	$7,500.00
	Variance (Single-Family Residential)	$1,500.00
	Variance (Other)	$3,500.00
	Application Amendment (ea.)	½ original Cert. of App. Fee
	News Rack Permit (New; Municipal Code Section 70-7)	$15.00
	News Rack Permit (Renewal; Municipal Code Section 70-7)	$15.00
Planning Advisory Board (PAB)		
	Future Land Use Map Amendment (Large Scale)	$5,000.00
	Future Land Use Map Amendment (Small Scale)	$2,500.00
	Comprehensive Plan Text Amendment	$5,000.00
	Change of Zoning Designation (Large-Scale)	$5,000.00
	Change of Zoning Designation (Small-Scale)	$2,500.00
	Land Development Code Text Amendment	$1,500.00
	Water/Sewer Agreement	$300.00
	Voluntary Annexation	$2,000.00
	PUD Modification	$1,500.00
	Vacation of/Opening of Public Right-of-Way	$3,500.00
	New Telecommunications Structure	$2,500.00
	Collocation/modification of Telecom Structure (within Right-of-Way)	$50.00
	Small Cell (Telecom) outside Right-of-Way (per Application)	$250.00
	Application Revision(s) (ea.)	$400.00
Technical Review Committee (TRC)		
	TRC Engineering Review (external)	Consultant hourly rate
	TRC "First Step" (staff consultation)	No Charge
	TRC Site Plan Review (including 2 re-submittals)	$400.00 + 2% of infrastructure cost (max. $4,400.00)
	Additional resubmittal (ea.)	½ orig. Plan Review fee

	Re-Plat/Preliminary Plat (< 20 units)	$3,000.00
	Re-Plat/Preliminary Plat (> 20 units)	$5,000.00
	Re-Plat/Final Plat	$1,500.00
	Plat Amendment	$400.00
Community Redevelopment Area (CRA) Projects		
	TRC Engineering Review (external)	Consultant hourly rate
	TRC "First Step" (staff consultation)	No Charge
	TRC Site Plan Review (including 2 re-submittals)	$1,000.00
	Additional resubmittal (ea.)	$500.00
	Re-Plat/Preliminary Plat (< 20 units)	$3,000.00
	Re-Plat/Preliminary Plat (> 20 units)	$5,000.00
	Re-Plat/Final Plat	$1,500.00
	Plat Amendment	$400.00
Other Fees		
	Change of Use Determination Letter	$50.00
	Minor Amendment to Local Development Order	$150.00
	Extension to Local Development Order (2 extensions allowed)	$50.00
Site Infrastructure Permit		
	First $1,000.00 of job cost	$160.00
	Each additional $1,000.00 of job cost	$14.00
Grade, Excavate & Fill		
	1st $1,000.00 of job cost	$80.00
	Each additional $1,000.00 of job cost	$7.00
Tree Removal Permit		
	Tree Inspection (≤ 5 trees)	$200.00
	Tree Inspection (> 5 trees)	$500.00
	Tree Removal (per tree)	$150.00
	Revision for add'l tree (per tree)	$150.00
	"In Lieu" (per inch [DBH] of remediated tree	$100.00
Zoning Review Permit		
	Non-structural fence	$50.00
	Concrete/Asphalt Pad > 150 s.f.	$50.00
	Exempted accessory Structures (<12′ ridge ht, ≤ 150 s.f., non-aluminum)	$100.00
	Exempted Residential Deck (≤ 12″ above grade and ≤ 150 s.f.)	$100.00
	After-the-Fact Zoning Permit Fee	$200.00
Right of Way Use Permit		
	Right of Way Use	$35.00
	After-the-Fact Right of Way Use Permit Fee	$100.00
Temporary Use Permit (as provided in LDC Section 5.02.00)		
	Seasonal Sales	$100.00
	Movable Module Storage Units (PODs) (14-day permit)	$25.00
	Construction Trailer/Model Home/Sales Office	$100.00

	Tent Permit (includes Seasonal Fee + Tent Fee + Fire Marshal Fee)	$160.00
Sign Permit (based upon value of sign)		
	$0-$100	$60.00
	$101-$500	$70.00
	$501-$1,000	$80.00
	Each $1,000 > $1,000	$7.00
Administrative		
	Large-Scale Plan Review (with building permit; commercial, single-family residential, additions > 625 s.f.)	$250.00
	Small-Scale Plan Review (with building permit; accessory structures > 150 s.f., additions < 625 s.f.; screen/patio enclosures)	$100.00
	Expedited Plan Review (with building permit; 5 business days)	$500.00
	Dept of Environmental Protection Letter (incl. one revision)	$200.00
	Dept of Environmental Protection Letter (add'l revision; ea.)	$35.00
	Zoning Confirmation Letter	$100.00
	Due Diligence Letter	$250.00
	Minor Subdivision/Lot Line Adjustment	$600.00
	Context Sensitive Review Determination	$400.00
	NSF Check Fee	$40.00 or 5% of face value (whichever is greater; max $200)
	Public School Concurrency Administrative Review Fee	$100.00
Plan Paper Copies		
	Comprehensive Plan	$50.00
	Land Development Code	$50.00
	Community Redevelopment Area Design Guidelines	$50.00
	Design Guidelines for Downtown or Old Town	$50.00
Miscellaneous Fees		
	Administrative Waiver	$400.00
	Administrative Waiver (for Tree Protection only)	$100.00
	Traffic Concurrency Determination	$5,000.00
	Parking in Lieu Fee (surface space)	$2,000.00
	Parking in Lieu Fee (structure space)	$9,000.00
Ron Sapp Egans Creek Greenway (non-exclusive use)		
	Half Day Commercial Use	$400.00
	Full Day Commercial Use	$600.00
	City-led Tour (12 years old - adult), per person	$10.00
	City-led Tour (<12 years old)), per person	$5.00
	Commercial Tour Permit (month)	$40.00
	Commercial Tour Permit (year)	$400.00
	School Use Permit (month)	$40.00
	School Use Permit (year)	$400.00

Police

Fee Schedule
Fiscal Year 2025/2026

Fee Type		Cost
Services		
	Copy of Accident/Incident Report	$5.00
	Fingerprinting	$20.00
	Background Check	$25.00
Special Events (three-hour minimum duration)		
	Patrol Officer (single day event < 10 hrs)	$50.00
	Patrol Officer (> 10 hrs or more than one day event)	$65.00
	Patrol Officer (all federal holidays)	$60.00
	Supervisor (required for ea. 4 Patrol; single day event < 10 hrs)	$60.00
	Supervisor (> 10 hrs or more than one day event)	$75.00
	Supervisor (all federal holidays)	$70.00
	Police Service Aide (single day event < 10 hrs)	$35.00

-

Fire

Fee Type		Cost
Plan Reviews		
	Site Plan Review (Technical Review Committee)	$100.00
	Multifamily/comm. Structures (1 review, 1 rough, 1 final inspection.)	35% of Building Permit Fee
	First re-submittal	No charge
	Second re-submittal	$110.00
	Third re-submittal	4x original fee
	Minor revised plan review (after approval)	$40.00
	Review of new plans after approval	$68.00
Inspection Fees		
	Penalty for starting work without Fire Permit	2x original permit fee
	Re inspection for unprepared site	$55.00
	Each additional re-inspection for unprepared site	$110.00
	After hours/weekend/holiday inspections (2 hours allocated)	$110.00
	After hours/weekend/holiday inspections (ea. additional hour)	$55.00
	Annual/periodic/mandated State inspections	$50.00
	Annual/periodic/mandated State Inspections (facility > 3,000 sf)	$50.00 + $7.00/1,000 sf ($300 maximum)
Fire Sprinkler Systems (Note: Fees below include cost of review, one hydrostatic inspection, & one final inspection)		
	Fee for systems with < 50 heads	$80.00
	Fee for systems with > 50 heads	$80.00 (+$1.00/head)
	Additional hydrostatic test inspections	$54.00 ea.
	Private fire service water mains	$100.00
	Standpipe Systems (if permitted separately)	$100.00
	Fire Pumps	$60.00
Fire Alarm Systems (Note: Fees below include cost of plan review, & one final function test)		
	Fire alarm control panel and < 10 devices	$60.00
	Fire alarm control panel and > 10 devices	$60.00 (+$1.50/device)
Kitchen Hoods (Note: Fees below include cost of plan review of 1 system, a light test, and one final inspection.)		
	Commercial kitchen exhaust hood	$60.00
	Kitchen hood fire suppression system	$60.00
Other Permits/Services		
	Address assignments	$20.00
	Address assignment verification letter	$20.00
	Aircraft hangars	$50.00
	Aircraft refueling vehicles	$50.00
	Bonfires	$100.00
	Carnivals and fairs	$50.00
	Cutting and welding operations	$50.00

	Explosives	$100.00
	Fire insurance rating verification letter	$10.00
	Public fireworks display	$100.00
	Hot work operations	$50.00
	Local Business Tax Receipt (LBTR) inspection	$25.00
	Miscellaneous construction/installation	$50.00
	Temporary sale of consumer fireworks	$50.00
	Tents, canopies, other membrane structures	$25.00
	Other required permits (FL Fire Prevention Code)	$50.00
Special Events Services (three-hour minimum)		
	Fire Engine	$82.00/hr
	Ambulance	$48.00/hr
	Firefighter/Paramedic (single day event < 10 hrs)	$45.00/hr
	Firefighter/Paramedic (> 10 hrs or more than one day event)	$60.00/hr
	Firefighter/Paramedic (all federal holidays)	$55.00/hr
	Supervisor (required for ea. 5 FF; single day event < 10 hrs)	$55.00/hr
	Supervisor (> 10 hrs or more than one day event)	$70.00/hr
	Supervisor (all federal holidays)	$65.00/hr
	Ocean Rescue Lifeguard (2 guard min; 1 guard/35 swimmers)	$35.00/hr
	Polaris/ATV	$22.00/hr
	Jet Ski	$35.00/hr
Emergency Medical Service Transport Services		
	Basic Life Support (BLS)	$600.00
	Advanced Life Support 1 (ALS1)	$750.00
	Advanced Life Support 2 (ALS2)	$775.00
	Treatment and no Transport (TNT)	$75.00
	Mileage	$13.00 mile

Fee Schedule
Fiscal Year 2025/2026

Monthly Residential Sanitation Rate Schedule – Effective 1/01/20256 per Contract	
Service Description	Price Includes 1 Pull Per Week and Recycle
1 Toter	~~$28.73~~ $29.88
2 Toters	~~$57.46~~ $59.76
1 Toter with Roll Out/In Service	~~$40.87~~ $42.50
2 Toters with Roll Out/In Service	~~$81.74~~ $85.01
Additional Toter w/o Recycle	~~$10.97~~ $11.41
Excess Charges	
Appliances & White Goods (per Item)	~~$26.66~~ $27.73
10-yard roll-off (per haul)	~~$311.48~~ $323.94
20-yard roll-off price (per haul)	~~$311.48~~ $323.94
30-yard roll-off price (per haul)	~~$311.48~~ $323.94
Garbage compactor price per haul	~~$336.71~~ $350.18
Special Clean-up of Right-of-Way	~~$171.27/hour~~ $178.12/hour
Special Clean-up (Rear Loader, Driver & Helper)	~~$171.27/hour~~ $178.12/hour
Special Clean-up (Grapple Truck Operator)	~~$171.27/hour~~ $178.12/hour
Note: The refuse contract between the City and Waste Management allows for an annual increase.	

Fee Schedule
Fiscal Year 2025/2026

Streets

Fee Type		Cost
Yard Waste		
	Weekly Collection	$6.39
	Excess Collection (over 5 cubic yards)	$51.90 minimum (each pile is individually evaluated)
Miscellaneous		
	Right-of-way removal (unpermitted items [excluding temporary signs; see Code Enforcement])	$100.00
	After-the-Fact Right of Way Permit Fee	$100.00
	Permit Inspection Fee	$45.00
	Permit Re-Inspection Fee	$50.00

Fee Schedule
Fiscal Year 2025/2026

Water

Fee Type		Cost
Base Charges (Meter Size; Monthly)		
	Single-Family Residential 5/8 inch	$14.31
	Single-Family Residential 1.0 inch	$33.02
	Single-Family Residential 2.0 inch	$101.61
	Single-Family Residential 3.0 inch	$201.37
	Single-Family Residential 4.0 inch	N/A
	Single-Family Residential 6.0 inch	N/A
Other Uses (Meter Size; Monthly) *		
	Other Uses 5/8 inch	$14.31
	Other Uses 1.0 inch	$33.02
	Other Uses 2.0 inch	$101.61
	Other Uses 3.0 inch	$201.37
	Other Uses 4.0 inch	$313.59
	Other Uses 6.0 inch	$625.42
	Multi-Family (ea. additional unit)	$12.46
	Multi-Commercial (ea. additional unit)	$14.31
Commodity Charges (monthly)		
	Residential Use (per 100 cu ft; < 400 cu ft)	$1.42
	Residential Use (per 100 cu ft; 400 - 1000 cu ft)	$1.89
	Residential Use (per 100 cu ft; 1000 - 1600 cu ft)	$2.00
	Residential Use (per 100 cu ft; 1600 - 2400 cu ft)	$2.24
	Residential Use (per 100 cu ft; > 2400 cu ft)	$2.73
	Other use (per 100 cubic feet; unlimited) *	$1.89
Fire Line & Hydrant Charges (monthly)		
	2.0-inch	$7.84
	4.0-inch	$24.48
	6.0-inch	$48.98
	8.0-inch	$78.36
	10.0-inch	$112.64
	Hydrant (Connection Only)	$44.28
~~*Note: Above charges incur a 25% surcharge for properties located outside Fernandina Beach corporate limits.*~~		
~~**General service customers represent all customers that are not single family residential*~~		
Connection Charges		
	Service Connection (per Connection)	$2,000.00
	Service Connection >2 inch (per Connection)	Actual Cost
	Road Bore	Actual Cost
	2.0-inch Extension (per foot)	Actual Cost
	4.0-inch Extension (per foot)	Actual Cost

	6.0-inch Extension (per foot)	Actual Cost
	8.0-inch Extension (per foot)	Actual Cost
Meter Installation		
	5/8-inch, 3/4 inch	$250.00
	1.0 inch	$334.78
	~~> 1.0~~ inch 2.0 inch	~~Actual Cost~~ $1,088.09
	3.0 inch	$2,776.49
	4.0 inch	$4,275.80
	Additional meter box next to existing	$750.00
Note: Above charges incur a 25% surcharge for properties located outside Fernandina Beach corporate limits.		
**General service customers represent all customers that are not single family residential*		
Miscellaneous Services		
	Customer Deposit (New Applicants; Delinquent Customers)	3 Months of Service
	Returned Check or Electronic Funds Transfer Charge (per Occurrence)	Return of $50 or less = $25.00 Charge Return exceeding $50.00 but less than $300.00 = $30.00 Charge Return exceeding $300.00 = $40.00 charge or up to 5% of the face v alue, whichever is greater (max: $200)
	Turn-on/Turn-off for Non-Payment (per Occurrence)	$65.00
	Hydrant Flow Test (per Hydrant)	$100.00
	Backflow Device Testing (per Backflow)	$100.00
	Account Processing Fee (per Occurrence)	$10.00
	Service Call (per Occurrence)	$45.00
	After Hours Service Call (per Occurrence)	$145.00
	Late Payment Fee	18% annually
	Fire Hydrant Installation	~~$4,500.00~~ $6,000.00
	Fireline Connection	Actual Cost
	Fire Hydrant Relocation	Actual Cost
	Raise Service	$500.00
	Upgrade Service	$500.00
	Relocate Service	$500.00
	Dewatering Service	Actual Cost
	Road Overlay	Actual Cost
	Sidewalk Repair	Actual Cost
	Driveway Repair	Actual Cost
	DOT Permit Fee	$1,500.00
	FDEP Permit Fee	$1,500.00
	Inspection Fee	$45.00
	Re-Inspection Fee	$50.00
Note: The City reserves the right to charge the costs of repairs for damage caused to City property.		

Fee Schedule
Fiscal Year 2025/2026

Wastewater

Fee Type		Cost
Base Charges (Meter Size; Monthly)		
	Single-Family Residential 5/8 inch	$35.91
	Single-Family Residential 1.0 inch	$86.56
	Single-Family Residential 2.0 inch	$272.33
	Single-Family Residential 3.0 inch	$542.53
	Single-Family Residential 4.0 inch	$958.88
Other Uses (Meter Size; Monthly)		
	Other Uses 5/8 inch	$35.91
	Other Uses 1.0 inch	$86.56
	Other Uses 2.0 inch	$272.33
	Other Uses 3.0 inch	$542.53
	Other Uses 4.0 inch	$958.88
	Multi-family (each Additional Unit)	$33.79
	Wastewater Only (Residential Use; per Dwelling Unit)	$58.95
	Multi-commercial (each Additional Unit with Fixtures)	$35.91
Commodity Charges		
	Residential Use (per 100 cu ft; Max. 1000 cu ft)	$2.70
	Non-residential Use (per 100 cu ft; Unlimited) (*)	$2.70
~~*Note: the above charges incur a 25% surcharge for properties located outside Fernandina Beach corporate limits.*~~		
~~** General service customers represent customers that are not single family residential.*~~		
Industrial Facilities		
Note: Only domestic-type wastewater will be accepted from industrial sites. All industrial wastewaters will be metered at the discharge of the industrial customer's lift station. This meter will be accessible and read monthly by the City and annually checked by the customer and city for accuracy.		
	Per 12,775 Gallons	$71.37
Septic Tank Waste Disposal		
	Private/Commercial Disposal of Domestic Septic Waste (per Gallon)	$0.069
	Sample/Analysis for BOD (per CM; Subject to 82-181) and Subject to Same Requirements of 82-181)	$58.35
Connection Charges		
	Service Connection (per connection)	Actual Cost
	Sewer Meter	Actual Cost
	Road Bore	Actual Cost
	Core Manhole Bore for Service	Actual Cost
	2.0-inch Extension (per foot)	Actual Cost

	4.0-inch Extension (per foot)	Actual Cost
	6.0-inch Extension (per Foot)	Actual Cost
	8.0-inch Extension (per Foot)	Actual Cost
Note: the above charges incur a 25% surcharge for properties located outside Fernandina Beach corporate limits.		
** General service customers represent customers that are not single family residential.*		
Miscellaneous Services		
	Service Call (per occurrence)	$45.00
	After Hours Service Call (per occurrence)	$145.00
	Service Line Investigation (TV Truck & Vactor)	$360.00
	Sewer Smoke Test	$180.00
	Road Repair	Actual Cost
	Road Overlay	Actual Cost
	Sidewalk Repairs	Actual Cost
	Driveway Repairs	Actual Cost
	Sewer Main Tap	Actual Cost
	Dewatering Service	Actual Cost
	DOT Permit Fee	$1,500.00
	FDEP Permit Fee	$1,500.00
	Inspection Fee	$45.00
	Re-Inspection Fee	$50.00
	FOG Variance Application Fee	$150.00
	FOG ~~Non-Compliance~~ Notice of Violation (NOV)	$500.00 (per offense)
Note: The City reserves the right to charge the costs of repairs for damage caused to City property.		

Fee Schedule
Fiscal Year 2025/2026

Stormwater

Fee Type		Cost
Base Charges (monthly)		
	Residential Single Family (per Residential Unit)	$14.36
	Residential Single-Family w/ Private Stormwater System (per Residential Unit)	$7.18
	Residential Multi-Family (per Residential Unit)	$7.18
	Residential Multi-Family w/ Private Stormwater System (per Residential Unit)	$3.60
	Commercial (per Commercial Unit)	$14.36
	Commercial w/ Private Stormwater System (per Commercial Unit)	$7.18
	Multi-unit Commercial (per Commercial Unit)	$7.18
	Multi-unit Commercial w/ Private Stormwater System (per Commercial Unit)	$3.60
Miscellaneous Services		
	Inspection Fee	$45.00
	Re-Inspection Fee	$50.00
Note: The City reserves the right to charge the costs of repairs for damage caused to City property.		

Fee Schedule
Fiscal Year 2025/2026

Utilities

Fee Type		Cost
Administrative Fees		
	Large Scale Plan Review *(for permits for County properties with more than 5 pages)*	$1,000.00
	Small Scale Plan Review *(for permits for County properties with up to 5 pages)*	$500.00
Penalty Fees (per Offense)		
	Non-Compliance	$500.00
	Illegal/Illicit Dumping	$500.00
	Unapproved Connections	$500.00
	Operating w/out Permits or Locates	$100.00

April 8, 2026
News Leader Edition

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, April 21, 2026, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2026-06

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE MASTER FEE SCHEDULE ESTABLISHED BY ORDINANCE 2025-14 BY AMENDING THE CITY MANAGER'S OFFICE, GOLF CLUB, PLANNING AND CONSERVATION, STREETS, PUBLIC WORKS, UTILITIES, WATER, WASTEWATER, AND PARKS AND RECREATION FEE SCHEDULES; EXCLUDING WATER AND WASTEWATER CAPACITY FEES AND IMPACT FEES; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 904-310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/ COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Copies the Ordinance can be obtained in the office of the City Clerk, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please contact the Staff of the City Clerk's Office at (904) 310-3115.

ORDINANCE 2025-14

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE MASTER FEE SCHEDULE ESTABLISHED BY ORDINANCE 2025-09 BY AMENDING THE CITY MANAGER'S OFFICE FEE SCHEDULE TO PROVIDE FOR PAID PARKING FEES WITHIN THE PAID PARKING AREA IN FY 2025/2026; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Fernandina Beach must establish and amend user fees by Ordinance; and

WHEREAS, each year fees are reviewed and revised to ensure that the cost of providing services is fully covered by an appropriate user fee; and

WHEREAS, the City is enacting a paid parking program, requiring an amendment to the City Manager's Office fee schedule to include the new paid parking fees within the paid parking area.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the amending the Master Fee Schedule by amending the City Manager’s Office fee schedule to include paid parking fees within the paid parking area, attached hereto as Exhibit A, for Fiscal Year 2025/2026.

SECTION 2. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener’s errors of this Ordinance which do not make substantive changes or otherwise affect the intent of the Ordinance, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Ordinance shall take effect upon the passage of Second Reading/Final Hearing.

ENACTED this 6th day of January, 2026.

CITY OF FERNANDINA BEACH



_____

JAMES ANTUN
Commissioner – Mayor

ATTEST:

Caroline Best

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

Teresa L. Prince

TERESA L. PRINCE, ESQ.
City Attorney

Date of First Reading: November 4, 2025/December 2, 2025
Date of Publication: December 24, 2025
Date of Second Reading/Final Hearing: January 6, 2026

City of Fernandina Beach

Scrivener's Error Correction:
~~Resolution~~ Ordinance 2025-14
Exhibit "A"
Office of the City Manager

Fee Schedule
Fiscal Year 2025-2026

Fee Type	Cost
Permits & Licenses	
Horseback Riding Permit	$50.00/yr
Bingo License (per Municipal Code Section 14-28)	$50.00/yr
Adult Entertainment Application Fee (per Municipal Code Section 14-72)	$1000.00
Leases & Franchise Agreements	
Long-term leases, various City-owned facilities	As Negotiated
Sightseeing Tour Franchise Agreement	$1,500.00 (plus annual CPI, base 2022)
Paid Parking Area Fees *(Per Code of Ordinances Chapter 78, Article III, Division 2)*	*All paid parking area fees are non-refundable*
Hourly Parking Rate	$2.00-$4.00 to allow for dynamic pricing for no longer than 30 consecutive days
Annual Resident Digital Permit (first 2 per household or property owner)*	$0
Annual Resident Digital Permit (each additional)*	$24.00
Annual Non-Resident Digital Permit*	$124.00
Annual Paid Parking Area Resident Digital Permit (first 2 per household)[+]	$0
Annual Paid Parking Area Resident Digital Permit (each additional)[+]	$24.00
Monthly Digital Permit*	$60.00
Construction Parking Permit Application	$150, plus other applicable permit fees
Construction Parking Fee	per hour, per space, the hourly parking rate per space or a monthly permit fee per space; must comply with Land Development Code 5.02.06, Municipal Code Sections 70-2, 78-105

*Annual and monthly digital permits allow the permit holder four hours of parking per day within the paid parking area. Any time after four hours shall be charged at the hourly rate (unless otherwise waived by the City Manager).

[+]Paid Parking Area Resident Digital Permits allow for unlimited time within the paid parking area.

Fee Schedule
Fiscal Year 2025-2026

Fee Type	Cost
Permits & Licenses	
Horseback Riding Permit	$50.00/yr
Bingo License (per Municipal Code Section 14-28)	$50.00/yr
Adult Entertainment Application Fee (per Municipal Code Section 14-72)	$1000.00
Leases & Franchise Agreements	
Long-term leases, various City-owned facilities	As Negotiated
Sightseeing Tour Franchise Agreement	$1,500.00 (plus annual CPI, base 2022)
Paid Parking Area Fees *(Per Code of Ordinances Chapter 78, Article III, Division 2)*	*All paid parking area fees are non-refundable*
Hourly Parking Rate	$2.00-$4.00 to allow for dynamic pricing for no longer than 30 consecutive days
Annual Resident Digital Permit (first 2 per household or property owner)*	$0
Annual Resident Digital Permit (each additional)*	$24.00
Annual Non-Resident Digital Permit*	$124.00
Annual Paid Parking Area Resident Digital Permit (first 2 per household)[+]	$0
Annual Paid Parking Area Resident Digital Permit (each additional)[+]	$24.00
Monthly Digital Permit*	$60.00
Construction Parking Permit Application	$150, plus other applicable permit fees
Construction Parking Fee	per hour, per space, the hourly parking rate per space or a monthly permit fee per space; must comply with Land Development Code 5.02.06, Municipal Code Sections 70-2, 78-105

*Annual and monthly digital permits allow the permit holder four hours of parking per day within the paid parking area. Any time after four hours shall be charged at the hourly rate (unless otherwise waived by the City Manager).

[+]Paid Parking Area Resident Digital Permits allow for unlimited time within the paid parking area.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the City of Fernandina Beach's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE MASTER FEE SCHEDULE ESTABLISHED BY ORDINANCE 2025-09 BY AMENDING THE CITY MANAGER'S OFFICE FEE SCHEDULE TO PROVIDE FOR PAID PARKING FEES WITHIN THE PAID PARKING AREA IN FY 2025/2026; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City of Fernandina Beach is of the view that a business impact estimate is not required by state law[1] for the proposed ordinance, but the City of Fernandina Beach is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☒ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☒ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
  a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

[1] See Section 166.041(4)(c), Florida Statutes.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City of Fernandina Beach hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):

The proposed ordinance makes changes to the City's Master Fee Schedule, as provided for in various sections of the City's Municipal Code. This publication of the Master Fee Schedule includes changes to the City Manager's Office fee schedule to provide for the implementation of the City's paid parking program. The revenue generated from these fees will support downtown revitalization, resiliency, and other infrastructure developments.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City of Fernandina Beach, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the City of Fernandina Beach's regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

The proposed ordinance will have a direct impact on anyone who parks in the established paid parking area. However, City residents and property owners within the paid parking area are able to obtain up to 2 annual permits per property/household at no cost. Also, all monthly and annual permit holders may park for the first four hours free and pay the hourly rate thereafter. Residents who live within the paid parking area may park two vehicles for free during all paid parking enforcement hours.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

The proposed ordinance is crafted to be broadly applicable.

4. Additional information the governing body deems useful (if any):

The "Schedule of Fees and Charges," is approved annually by the City Commission via Ordinance to ensure oversight and democratic decision-making. This safeguards against arbitrary changes and ensures adjustments align with broader municipal goals.

ORDINANCE 2025-09

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, ESTABLISHING AND AMENDING FEES FOR THE AIRPORT, BUILDING, BUSINESS SERVICES, CODE ENFORCEMENT, CEMETERY, CITY CLERK'S OFFICE, CITY MANAGER'S OFFICE, FIRE, GOLF CLUB, MARINA, PARKS AND RECREATION, PLANNING AND CONSERVATION, POLICE, SANITATION, STORMWATER, STREETS, WASTEWATER, WATER, AND IMPACT FEES, EXCLUDING WATER AND SEWER CAPACITY FEES, FOR FY 2025/2026; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Fernandina Beach must establish and amend user fees by Ordinance; and

WHEREAS, each year fees are reviewed and revised to ensure that the cost of providing services is fully covered by an appropriate user fee; and

WHEREAS, the fees for the Airport, Building, Business Services, Code Enforcement, Cemetery, City Clerk's Office, City Manager's Office, Fire, Golf Course, Marina, Parks and Recreation, Planning and Conservation, Police, Sanitation, Stormwater, Streets, Wastewater, Water, and Impact Fees (excluding Water and Wastewater Capacity Fees) have been reviewed and revised based on the cost to provide services and facility rentals.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, THAT:

SECTION 1. The City Commission hereby approves the amended Master Fee Schedule, attached hereto as Exhibit A, consisting of the Airport, Building, Business/Code Enforcement, Cemetery, City Clerk's Office, City Manager's Office, Fire, Golf Club, Marina, Parks and Recreation, Planning and Conservation, Police, Sanitation, Stormwater, Streets, Wastewater, Water, and Impact Fees, excluding Water and Wastewater Capacity Fees, for Fiscal Year 2025/2026.

SECTION 2. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Ordinance which do not make substantive changes or otherwise affect the intent of the Ordinance, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Ordinance shall take effect on October 1, 2025.

ENACTED this 16th day of September, 2025.

CITY OF FERNANDINA BEACH

JAMES ANTUN
Commissioner – Mayor

ATTEST:

CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALITY:

TERESA L. PRINCE, ESQ.
City Attorney

Date of First Reading: August 19, 2025
Date of Publication: September 3, 2025
Date of Second Reading/Final Hearing: September 16, 2025

City of Fernandina Beach **Municipal Airport**

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost
Ground Lease Rental Rate (annually)		
	Aeronautical Land Lease Rate	$0.20/Square Foot
	Non-Aeronautical Land Lease Rate	$0.35/Square Foot*
	*Or appraised value (whichever is greater)	
Fixed Base Operator (FBO) and Specialized Aviation Service Operations Facility Leasehold (FBO or SASO)		
	Contact Airport Director for additional information	Facility Rent Charge or as Negotiated
Ground Leasehold (FBO or SASO)		
	Contact Airport Director for additional information	Facility Rent Charge or as Negotiated
Sublease to FBO		
	Authorized under FBO Lease	No Charge
	Aeronautical Use Not Authorized under FBO Lease	$150.00/year
	Non-Aeronautical Use Not Authorized under FBO Lease	As Negotiated
	Sublease to SASO by Leasehold SASO	$150.00/year
	Independent Aeronautical Operator or Mobile Service Provider doing Annual Business on the Airport	$150.00/year
	Independent Aeronautical Operator or Mobile Service Provider who does Five (5) Days or Less of Annual Business on the Airport to no more than One (1) Airport Client	$50.00/year
	Display Signage Fee at Airport Entrance	$10.00/day/side
Special Use Permit (non-based aircraft, contact Airport Director for additional information)		
	Banner Pickup	$300.00/year
	Balloon/Blimp Mooring	$25.00/day
Ultralight Aircraft Permit		
	Registration and Facility Use Permit	$125.00/year
Bulk Hangar Rates (Daily)		
	Single engine (≤ 40′ wingspan)	$30.00
	Single engine (> 40′ wingspan)	$65.00
	Multi engine (> 48′ wingspan)	$100.00
Bulk Hangar Rates (Monthly; adjusted annually per CPI)		
	Single engine (≤ 40′ wingspan)	$250.00
	Single engine (> 40′ wingspan)	$325.00
	Multi engine (> 48′ wingspan)	$500.00
Vehicle Parking/Storage Fee (Note: Improperly parked/non-permitted vehicles may be towed at owner's expense)		
	Daily (paved; < 24 hours)	No Charge
	Short-term parking (paved; ≤ 5 days, permit required)	No Charge
	Long-term parking (gravel; permit required)	$5.00/day; $60.00/month
Terminal Observation Deck (Capacity-115 Individuals)		
	General Public (open access, sunrise to sunset)	No Charge
	Airport Tenant/Fernandina Beach Employee (reserved access)	$50.00/hr: $250/day

	Others (reserved access)	$125.00/hr $650.00/day
	Government Agencies	No Charge
	Special Events	As Negotiated
	(Note: additional professional cleaning fee may be charged at sole discretion of Airport Director)	
Terminal Conference Room (Capacity - 46 Individuals)		
	Airport tenant/Fernandina Beach employee	$10.00/hr (2-hr minimum)
	Others	$35.00/hr (2-hr minimum) $235.00/day
	Government Agencies	No Charge
	(Note: Additional professional cleaning fee may be charged at sole discretion of Airport Director)	
Building Fees (2018 base rate, base rate adjusted annually per CPI or rental terms; pre-tax)		
	Buildings 1, 2, 3, 4, 5, 6, 7	$300.00/month
	Buildings 1-7 (w/ additional space)	$335.00/month
	Building 8	$400.00/month
	Building 8 (w/ additional space)	$435.00/month
	Building 9	$575.00/month
	Storage Units B, C, D, E, F, H	$5.60/sf/year
	Storage Units A, G	$12.00/sf/year
New Hangar/Building Fees (2022 base rate, rate adjusted annually per CPI or rental terms; pre-tax)		
	Units 53 and 55	$690.00/month
	Unit 54	$650.00/month
	Units 56 and 57	$775.00/month
	Unit 58	$865.00/month

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost
All-inclusive Building Construction Permit		
Permit fees for new construction and additions include mechanical, plumbing, electrical and new roofs, commercial re-roof, and residential re-roofs changing roof material (such as asphalt to metal, tile for residential), demo and standalone commercial trades. Permit fees include administrative, building plan review, building inspections and retention of documents and electronic records.		
	Administrative Fee – Commercial Projects (non-refundable)	$50.00
	Administrative Fee – Residential Projects (non-refundable)	$35.00
	Minimum Permit	$45.00
	Base: Construction Cost ≤ $5,000,000.00	$7.50/$1,000.00
	Additional: Construction cost > $5,000,000.00 and ≤ $10,000,000.00	$3.50/$1,000.00
	Additional: Construction cost > $10,000,000.00	$2.00/$1,000.00
	Subcontractor permit processing fee	$35.00
	State of Florida DCA Surcharge F.S. 468.631	1% ($2.00 min)
	State of Florida DBPR Surcharge F.S. 553.721	1.5% ($2.00 min)
Building Permit Caps		
	If Contractor uses private provider for plans review & inspections	$100,000.00
	If Contractor uses City for plans review & inspections	$500,000.00
The City of Fernandina Beach Building Department compares International Code Council (ICC) Building Valuation Data (BVD) which provides the "average" construction costs per square foot, which can be used in determining permit fees for the Building Departments and the cost provided by the contactor of record to determine the construction cost for the proposed project.		
Revision Plan Review ***(NON-REFUNDABLE)***		
	Residential (≤ 5 sheets)	$35.00
	Residential (> 5 sheets)	$5.00 per additional sheet
	Commercial (≤ 5 sheets)	$75.00
	Commercial (> 5 sheets)	$5.00 per additional sheet
	Re-stamp plans for field copy (Residential)	$35.00
	Re-stamp plans for field copy (Commercial)	$35.00
Private Provider Refunds		
	Private Provider Plans Review & Inspections Refund (new construction, additions, remodels) includes private provider inspections partial and passed inspections; based on inspection summary report provided to the Building Official at the end of the project.	50% of All-inclusive Building Construction Permit fee.

	Private Provider Inspections Only (passed inspections; based on inspection summary report provided to the Building Official at the end of the project)	$35.00 per inspection
Note: Use of Private Provider MUST be pre-approved by Building Official upon application for permit.		
Other Building Permit Fees		
	Residential Gas (new and remodel)	$80.00 for first $1,000 job cost; $7.00 per additional $1,000 job cost
	Residential Gas (installation of tanks)	$75.00
	Water heater replacement	$50.00
	Siding/roof repair ≤ 100 sf	Exempt
	Siding/roof repair > 100 sf or all siding/roof replacement like material	$90.00
	Pre-fabricated accessory structures ≤ 150 sf	Exempt
	Pre-fabricated accessory structures > 151 sf and ≤250 sf	$80.00
	Pre-fabricated accessory structures > 251 sf	$80.00 for first $1,000 construction cost; $7.00 per additional $1,000 construction cost
	Construction Trailer	$50.00
	Commercial exterior coolers (per unit)	$160.00
	Mechanical changeout with NO electrical work	$50.00
	Irrigation	$50.00
	Renew expired/revoked permit (as approved by Building Official; permit must be within same Building Code)	$100.00
~~Re~~-Inspection Fees		
	Re-inspection	$50.00
Miscellaneous		
	Administrative letter of Code Determination	$150.00
	Fire/storm damage determination for power re-connection	$75.00
	Copies	See Clerk's Office Fee Schedule
	Documents uploaded on thumb drive	$25.00
After the Fact Permit Fees		
	After the fact permit fees are up to 4 times the building permit fee to be assigned by the Building Official or his/her designee. Contractors performing emergency repairs/replacements must apply for the proper permits online and identify the permit as an emergency repair/replacement.	≤ 4x original permit fee
Special Flood Hazard Area or Shaded "X" Fee		
	All permits within a Special Flood Hazard Area (SFHA) and/or Shaded "X" will have a Flood Admin fee applied. This fee covers plan review, Elevation Certificate (EC) review, inspections, and retention of flood documents.	$150.00

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost
Local Business Tax Receipt (LBTR) (Ordinance 2008-25)		
	LBTR fee (annual)	See Municipal Code Section 74-80
	Copy of previously issued LBTR	$5.00
	Penalty for failure to obtain LBTR prior to conduct of business	$250.00 (plus required LBTR)
	LBTR re-inspection fee	$25.00
	Transfer of ownership	$3.00 minimum; 10% LBTR fee
Resort Rental Dwelling Permit (COFB LDC Section 26-10 1)		
	New application	$300.00
	Annual renewal	$200.00
	Copy of previously issued Resort Rental Dwelling permit	$5.00
	Transfer of ownership	$25.00
	Penalty for operating resort rental without appropriate permit (Section 26-101(h)(2), Municipal Code)	$1,000.00 Citation first violation; up to $250.00 per additional violation per day
Miscellaneous Permits		
	Dining with Dogs (F.S. 509.233; COFB LDC Section 6.02.13)	$40.00
	Copy of previously issued Dining with Dogs permit	$25.00
	Right-of-way Encroachment (COFB Ord. Sec. 70-2)	$35.00/yr
	Street artists/performers (COFB Ord. Chapter 70, Article III)	$300.00/yr
	Confiscation of illegal signs	$25.00/sign

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost
Photocopies		
	8 ½ x 11	$0.15/page
	8 ½ x 11 (Double-sided)	$0.20/page
	8 ½ x 14	$0.15/page
	8 ½ x 14(Double-sided)	$0.20/page
	11 x17	$0.25/page
	Certified Copies	$1.00/copy
	CD	$0.50
	Thumb Drive	$8.00
Lien Letters		
	Regular Request (4 business days)	$20.00
	Rush Request (2 business days)	$40.00
Public Record Requests		
	Public Record Request Extensive Use Fee: Calculated when the nature or volume of requested public records is such to require extensive use of information, technology resources, extensive use of clerical or supervisory assistance, or both (50% deposit based upon estimated cost required at filing).	Actual Cost Incurred
City Hall Chambers Rental	Private Rate Civic Non-Profit	$210.00 ½ Day $420.00 Full Day $131.00 ½ day $262.00 Full Day

Fee Schedule
Fiscal Year 2025-2026

Fee Type	Cost
Permits & Licenses	
Horseback Riding Permit	$50.00/yr
Bingo License (per Municipal Code Section 14-28)	$50.00/yr
Adult Entertainment Application Fee (per Municipal Code Section 14-72)	$1000.00
Leases & Franchise Agreements	
Long-term leases, various City-owned facilities	As Negotiated
Sightseeing Tour Franchise Agreement	$1,500.00 (plus annual CPI, base 2022)

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost		
		Resident	**Non-Resident**	**Juniors (under 17)**
Greens Fees ~~- Peak Season (October - March)~~*				
	18 Holes (w/cart)	~~$60.00~~ $65.00	~~$70.00~~ $75.00	$40.00
	18 Holes (walking)	~~$36.00~~ $35.00	~~$46.00~~ $45.00	~~$26.00~~ $25.00
	9 Holes (w/cart)	$40.00	$50.00	$30.00
	9 Holes (walking)	~~$26.00~~ $25.00	~~$31.00~~ $30.00	~~$16.00~~ $15.00
	Replay 18 Holes (cart)	$40.00	$50.00	-
	Replay 9 Holes (cart)	$30.00	$35.00	-
	Twilight 18 Holes (w/cart~~, 1:00pm & later~~) 1:00pm & later (October – March) 3:00pm & later (September – April)	~~$40.00~~ $45.00	~~$50.00~~ $55.00	-
	Twilight 18 Holes (walking~~, 1:00pm & later~~) 1:00pm & later (October – March 3:00pm & later (September – April)	~~$26.00~~ $25.00	~~$36.00~~ $35.00	-
	Twilight 9 Holes (w/cart~~, 1:00pm & later~~) 1:00pm & later (October – March 3:00pm & later (September – April)	$30.00	$35.00	-
	Twilight 9 Holes (walking~~, 1:00pm & later~~) 1:00pm & Later (October – March 3:00pm & later (September – April)	~~$16.00~~ $15.00	~~$26.00~~ $25.00	-
~~Greens Fees - Off Season (April - September)~~*				
	~~18 Holes (w/cart)~~	~~$55.00~~	~~$65.00~~	~~$35.00~~
	~~18 Holes (walking)~~	~~$33.00~~	~~$43.00~~	~~$23.00~~
	~~9 Holes (w/cart)~~	~~$35.00~~	~~$45.00~~	~~$25.00~~
	~~9 Holes (walking)~~	~~$23.00~~	~~$28.00~~	~~$13.00~~
	~~Replay 18 Holes (cart)~~	~~$35.00~~	~~$45.00~~	~~-~~
	~~Replay 9 Holes (cart)~~	~~$25.00~~	~~$30.00~~	~~-~~
	~~Twilight 18 Holes (w/cart, 3:00pm & later)~~	~~$35.00~~	~~$45.00~~	~~-~~
	~~Twilight 18 Holes (walking, 3:00pm & later)~~	~~$23.00~~	~~$33.00~~	~~-~~
	~~Twilight 9 Holes (w/cart, 3:00pm & later)~~	~~$25.00~~	~~$30.00~~	~~-~~
	~~Twilight 9 Holes (walking, 3:00pm & later)~~	~~$13.00~~	~~$23.00~~	~~-~~

*Greens fees listed are standard fees. To ensure optimal usage of the course and to meet fluctuations in demand, the golf ~~course~~ club general manager, at his/her discretion, may introduce dynamic pricing; however, the maximum rate will not exceed $~~70~~125.00.

***Annual* Memberships**		**Resident**	**Non-Resident**
	Unlimited Membership (Includes Unlimited Green/Cart fees; ~~Discounted TopTracer fees~~; Unlimited Range Balls; 20% discount on food, beverage, & merchandise)	~~$3,750.00~~ $4,000.00	~~$4,250.00~~ $4,500.00
	Single Membership (Fee includes Green Fees; 20% discount on food, beverage, ~~&~~ merchandise, & option to purchase annual range plan)	~~$1,250.00~~ $1,400.00	~~$1,450.00~~ $1,600.00
	Couples Membership (Fee includes Green Fees; 20% discount on food, beverage, ~~&~~ merchandise, & option to purchase annual range plan)	~~$1,750.00~~ $2,000.00	~~$2,050.00~~ $2,300.00
	Juniors Membership (17 & under) (Fee includes Green Fees; 20% discount on food, beverage, ~~&~~ merchandise, & option to purchase annual range plan)	~~$300.00~~ $400.00	~~$350.00~~ $450.00
		Members	**Non-Members**
Walking/Cart Fees			
Walking Fee – 18 holes		$15.00	-
Walking Fee – 9 holes		$10.00	-
Cart Fee – 18 holes		~~$22.00~~ $25.00	-
Cart Fee – 9 holes		~~$12.00~~ $15.00	-
Lighthouse Driving Range Fees ~~(powered by TopTracer)~~		**Members**	**Non-Members**
Buckets			
	Small Bucket (~~w/TopTracer~~25 Balls)	$7.00	~~$9.00~~ $10.00
	~~Large~~ Medium Bucket (~~w/TopTracer~~ 75 Balls)	$12.00	~~$14.00~~ $15.00
	~~XL~~ Large Bucket (~~w/TopTracer~~ 100 Balls)	$18.00	$20.00
	Annual Range Plan (Offered to Annual Memberships Only)	~~$399.00~~ $499.00	Not Offered
~~Bay Pricing~~			
	~~Mon-Thurs Unlimited Balls~~	~~$25.00/hr~~	~~$30.00/hr~~
	~~Fri-Sun Unlimited Balls~~	~~$40.00/hr~~	~~$45.00/hr~~
Banquet Room Rentals		**Cost**	
	1-50 Guests	~~$350.00~~ $400.00	
	51-100 Guests	~~$450.00~~ $475.00	
	101+ Guests	~~$550.00~~ $600.00	
	Banquet Room for Meeting Space	~~$75.00/hr~~ $100.00/hr	
	Non-profit usage w/food & beverage (daytime only)	No Charge	
Vehicle/Parking Pass Fee (Golf Club Parking Lot)		**Cost**	
	~~Daily Fee~~	~~$20.00~~ $25.00/day	

Impact Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost
Residential Development (per sf of heated area)		
	Public Facilities	$0.443
	Fire Protection	$0.360
	Police Protection	$0.264
	Parks and Recreation	$2.885
Non-Residential Development (per sf of floor area)		
	Public Facilities	$0.443
	Fire Protection	$0.360
	Police Protection	$0.264
	Parks and Recreation	$0.00

*Impact fees established via Ordinance 2018-44. **NO INCREASES IN FEES SINCE 2018.**

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost (per linear foot)		
Transient Dockage* peak season & holiday rates may apply*		**Daily**	**Weekly**	**Monthly**
	Vessels less than 70'	$2.50-~~$3.00~~ $4.00	$15.00 - $20.00	$30.00 – $40.00
	Vessels 70' – 99'	$2.75-~~$3.25~~ $4.25	$16.50 - $22.00	$33.00 - $44.00
	Vessels 100' – 149'	$3.00-~~$3.50~~ $4.50	$18.00 - $24.00	$36.00 - $48.00
	Vessels 150' - 199'	$3.25-~~$3.75~~ $4.75	$19.50 - $26.00	$36.00 - $50.00
	Vessels 200' – 250'	$3.50-~~$4.00~~ $5.00	$21.00 - $28.00	$36.00 - $50.00
Special Events, & Holidays, and Peak Demand Subject to Higher Rates*				
Commercial Landings				
	Per Day	$40.00		
	Per Year	$1,500.00		
Long Term Dockage (Currently on Waitlist – Contract Required)**		**Cost (per linear foot)**		
	Non-Commercial: per linear foot per month, billed monthly.	$25.00 ~~- $30.00~~		
	Commercial: per linear foot per month, billed monthly.	$27.50 ~~- $32.50~~		
Electric Rates		**Daily**	**Weekly**	**Monthly**
	30 amp	$6.00	$30.00	$60.00
	50 amp	$12.00	$72.00	$125.00
	100 amp	$25.00	$125.00	$350.00
	110 volt			$10.00
Fuel Markup - Cost + percentage depending upon market conditions		25% - 40% markup		
Transient Water Tank Fee		**Cost**		
Small Tank up to 50 gallons		$8.00 plus tax		
Large Tank over 50 gallons		$12.00 plus tax		
Excessive water use will result in additional fees		Over 2000 gal = $0.04 per gal		
Mooring Field (First Come, First Served)		**Cost**		
	Per Night	$30.00 - $35.00		
	Per Week	$180.00 - $240.00		
	Per Month	$595.00 - $790.00		
Dinghy Dock (Vessels less than 12' Only) Includes Amenities				
	Per Day	$10.00 - $13.00		
	Per Week	$50.00 - $60.00		
Dock N Dine - limit 3 hours				
	Vessels up to 25′	$15.00		
	Vessels 26′ to 35′	$20.00		
	Vessels over 35′	$40.00		
Pump Out – fuel dock location or pump out boat		$5.00		
Pump Out Cart Service Fee		$25.00 - $50.00		
Credit Card Fees		Service fees & ACH when applicable		

Fernandina Harbor Marina

Contractors Fee (Check in at Ships Store, provide current COI)	$20.00 ~~per~~ /day $500.00/yr
Garbage Disposal/Dumpster Fee	$65.00
Cancellation Policy *(credits for future stays are at the discretion of Marina management)*	Standard stays: 48 hours Holiday stays: 72 hours Special event stays: 72 hours
Amenities	Boaters lounge, laundry, showers, WiFi
Commercial Hybrid – annual slip holders that occupy transient dockage	Averaged annual transient fee, not less than current commercial rate
*** To optimize Marina operations and accommodate fluctuations in demand, the Marina General Manager may, at their discretion, implement dynamic pricing. Accordingly, price ranges are provided with the lowest end of the range representing the base rate which is applied during non-peak periods.** **~~** The ranges for long term dockages apply to new/incoming slip holders ONLY. All current tenants are locked in the bottom base rate.~~**	

Fee Schedule
Fiscal Year 2025-2026

Fee Type		**Cost**	
Administrative Fees		**Resident**	**Non-Resident**
	Non-Resident Annual Fee	-	$30.00
	City Resident ID Card (first card: no charge)	$10.00 (replacement)	-
Youth Services			
	After School Program	$65.00	$81.00
	After School Program Fee (for each additional sibling)	$55.00	$71.00
	Summer Camp Weekly Rate	$95.00	$119.00
	Summer Camp Weekly Rate (for each additional sibling)	$85.00	$109.00
	Group Swim Lessons	$10.00/lesson	$12.00/lesson
	(Manatee and Sea Turtle Levels) Safety Initiative	Free	$12.00/lesson
	Private Swim Lessons (4 lessons)	$120.00	$150.00
Aquatics			
	Daily Public Swim/Lap Swim	$5.00	$7.00
	10 Visits Pool Pass	$40.00	$50.00
	1 Month Individual Membership	$40.00	$50.00
	1 Month Couples Membership	$60.00	$75.00
	1 Month Family Membership	$75.00	$95.00
	4 Month Individual Membership	$144.00	$180.00
	4 Month Couples Membership	$216.00	$270.00
	4 Month Family Membership	$270.00	$342.00
	Annual Individual Membership	$384.00	$480.00
	Annual Couples Membership	$576.00	$720.00
	Annual Family Membership	$720.00	$912.00
Pool Rentals			
	Private Pool Rental, 2 hrs (1-40 ppl) MLK ~~or ARC~~	$200.00	$250.00
	Each Additional Hour	$100.00	$125.00
	~~Private Pool Rental, 2 hrs (41-60 ppl) ARC only~~	~~$240.00~~	~~$300.00~~
	~~Each additional hour~~	~~$120.00~~	~~$150.00~~
Aqua Aerobics			
	Aqua Aerobics Daily Fee	$7.00	$10.00
	10 Visits Aqua Pass	$60.00	$75.00

	Aqua Aerobics 1 Month Membership	$60.00	$75.00
	Aqua Aerobics 4 Month Membership	$216.00	$270.00
	Aqua Aerobics Annual Membership	$576.00	$720.00
Fitness ~~& Weight~~ Room			
	Daily Pass	$5.00	$7.00
	10 Visit Fitness Pass	$30.00	$40.00
	1 Month Individual Membership	$30.00	$40.00
	1 Month Couples Membership	$45.00	$60.00
	4 Month Individual Membership	$108.00	$144.00
	4 Month Couples Membership	$162.00	$216.00
	Annual Individual Membership	$288.00	$384.00
	Annual Couples Membership	$432.00	$576.00
	Open Gymnasium Use (Basketball, Volleyball, Soccer)	$3.00	$5.00
Combination -Fitness~~, Weight Room,~~ & Pool		**Resident**	**Non-Resident**
	1 Month Individual Membership	$65.00	$82.00
	1 Month Couples Membership	$98.00	$123.00
	4 Month Individual Membership	$234.00	$295.00
	4 Month Couples Membership	$353.00	$443.00
	Annual Individual Membership	$624.00	$787.00
	Annual Couples Membership	$940.00	$1,180.00
Indoor Facility Rentals			
	Attendant (per hour)	$25.00	$25.00
	Additional Rental Time (per hour)	$100.00	$100.00
	Membrane Structure (Bounce house/tent)	$25.00 (per Structure)	$25.00 (per Structure)
	Sound System (per day~~, ARC & Peck Center~~)	$50.00	$50.00
	Meeting Fee (ARC Aquatics Classroom, MLK Auditorium, Peck Instructor Room) 2hs Max Monday – Friday 8am – 8pm, Saturday 8am – 4pm	$25.00/hr	$25.00/hr
Atlantic Recreation Center (ARC)			
	ARC Auditorium Private Half Day/Full Day	$350.00/$700.00	$438.00/$876.00
	ARC Auditorium Commercial Half Day/Full Day	$625.00/$1,250.00	
	ARC Auditorium Civic/ Non-profit Half Day/Full Day	$225.00/$450.00	
Martin Luther King Jr. Recreation Center (MLK)			

	MLK Auditorium Private Half Day/Full Day	$225.00/$450.00	$280.00/$560.00
	MLK Auditorium Commercial Half Day/Full Day	$395.00/$790.00	
	MLK Auditorium Civic/Non-profit Half Day/Full Day	$150.00/$300.00	
Peck Center			
	Peck Auditorium Private Half Day / Full Day	$210.00/$420.00	$263.00/$526.00
	Peck Auditorium Commercial Half Day/ Full Day	$325.00/$650.00	
	Peck Auditorium Civic/Non-profit Half Day/Full Day	$131.00/$262.00	
	Peck Gym Private Half Day/Full Day	$300.00/$600.00	$375.00/$750.00
	Peck Gym Birthday Parties (2hrs; 1 attendant)	$150.00	$188.00
	Peck Gym Commercial Half Day/Full Day	$400.00/$800.00	
	Peck Gym Civic/Non-Profit Half Day/Full Day	$175.00/$350.00	
	Peck Instructor Room Private Half Day/Full Day	$150.00/$300.00	$187.00/$374.00
	Peck Instructor Room Commercial Half Day/Full Day	$225.00/$450.00	
	Peck Instructor Room Civic/Non-Profit Half Day/Full Day	$75.00/$150.00	
	Long-term Office Lease Space	~~$8.97/sq ft~~ Consumer Price Index (CPI)	
Outdoor Facility Rentals (Outdoor)			
Marquee Signs (Main Beach, ARC, or MLK)			
	Marquee (per day/per side)	$25.00	
	Marquee (existing tenant; per day/per side)	$20.00	
Park Pavilions			
	Private/Civic Non-Profit Half Day/ Full Day	$38.00/$76.00	$47.00/$94.00
	Private/Civic Non-Profit Half Day/ Full Day (w/electricity)	$63.00/$126.00	$79.00/$158.00
	Commercial Half Day/ Full Day	$75.00/$150.00	
	Commercial Half Day/ Full Day (w/electricity)	$100.00/$200.00	
Open/Green Space			
	Private Half Day/ Full Day	$200.00/$400.00	$250.00/$500.00
	Commercial Half Day/ Full Day	$450.00/$900.00	
	Civic/Non-Profit Half Day/ Full Day	$150.00/$300.00	
Athletic Fields (~~Day:~~ ~~6~~8:00am to ~~6~~10:00pm~~; Night: 6:00pm to 10:00pm; includes lights~~)		**Resident**	**Non-Resident**
	Private Day/Night	~~$100.00/$150.00~~ $250.00	~~$125.00/$188.00~~ $313.00
	Commercial ~~Day/Night~~ (Per Field)	~~$200.00/$300.00~~$500.00	
	Civic/Non-Profit ~~Day/Night~~ (Per Field)	~~$75.00/$113.00~~ $188.00	
	Field Prep (if requested) (Per Field)	$100.00	
	Lights (between 6:00pm – 10:00pm) (Per Field)	$50.00/hr	
City-Based Non-Profit Youth Sport Organizations/Leagues			
	Water-Based (pools)	$25.00/hour	-
	Land-Based (fields, courts, parks)	$4.00/player/ season	-
Facility Tours & Access			
Amelia Island Lighthouse			

	Public Lighthouse Tour (adult)	$10.00	$10.00
	Public Lighthouse Tour (<12 years old)	$5.00	$5.00
	Private Lighthouse Tour (Weekday)	$200.00	$200.00
	Private Lighthouse Tour (Weekend)	$250.00	$250.00
	Lighthouse DVD	$15.00	$15.00
	Lighthouse Climbing Fee	~~$25.00~~ $12.00	~~$25.00~~ $12.00
Beach Access Wheelchairs			
	Beach Wheelchair Use	Free (damage or failure to return will result in replacement charge)	
Special Events			
City Fees & Permits			
	Special Events Permit	$50.00	
	Banner Permit (Centre/8th; streetlamps)	$30.00	
	Banner Hanging Fee (Centre/8th)	$75.00	
	Banner Hanging Fee (Street Lamps; per pole)	$15.00	
	Commercial Running/Biking Events (per participant)	$5.00	
	Security Deposit (For Approved Event/~~Parade~~)	$250.00	
	Filming Permit Fee (per day; with 15 days' notice)	$200.00	
	Parade Permit Fee	$25.00	
	~~Tent Permit Fee~~ Membrane (Bounce House/Tent) Permit	$25.00 (per Structure)	
	Main Beach Skate Park (Civic/Non-Profit)	$100.00	
	Utility - Water Usage Fee (per day)	$75.00	$94.00
	Utility - Power Usage Fee	$75.00	$94.00
Street Closure Fees (requires City Commission approval)			
	Closure of Downtown Centre Street (per day/per block)	~~$1,000.00~~$2,000.00	
	Closure of Downtown Side Street (per day/per block)	~~$500.00~~ $1,000.00	
Parking Fees		**Resident**	**Non-Resident**
	Private Parking Lot Half Day/ Full Day	$250.00/$500.00	$312.00/$624.00
	Commercial Parking Lot Half Day/ Full Day	$500.00/$1,000.00	
	Civic/Non-Profit Parking Lot Half Day/ Full Day	$150.00/$300.00	
	Overnight Parking Fee (per vehicle)	$25.00	
Rentable Equipment			
	Barricades (ea.; includes delivery)	$20.00	
	Cones (ea.; includes delivery)	$5.00	
	Picnic Table Fee (up to three tables)	$100.00	
Bosque Bello Cemetery			
	Cemetery Lots	$1,700.00	$2,100.00
	Tree Lot (Cremated Internments Only)	$566.00	$700.00
	Deed Transfer Fee	$75.00	$75.00
	Burial Permits (Includes Disinterment)	$50.00	$50.00
	Monument Permits	$50.00	$50.00
	Cancellation of Auto Pay	$50.00	$50.00
	Buy Back Price for lot sold for $50 or less	$200.00	
	Buy Back Price for lot sold for $51-$100	$300.00	
	Buy Back Price for lot sold for $350-$450	$600.00	
	Buy Back Price for lot sold for $525-$600	$800.00	
	Buy Back Price for lot sold for $795 and up	$1,000.00	

Fee Schedule
Fiscal Year 2025-2026

Fee Type		Cost
Board of Adjustment (BOA)		
	Administrative Appeal	$500.00
	Variance (Single-Family Residential)	$1,500.00
	Variance (Other)	$3,500.00
Historic District Council (HDC)		
	Certificate of Approval: Staff	$25.00
	Certificate of Approval ("after-the-fact"): Staff	$100.00
	Certificate of Approval: Board (Single-Family Residential)	$250.00
	Certificate of Approval: Conceptual (Single-Family Residential) (including Final)	$250.000
	Certificate of Approval: Board (Other)	$400.00
	Certificate of Approval: Conceptual (Other) (including Final)	$400.00
	Certificate of Approval ("after-the-fact"): Board	$1,500.00
	Demolition of Primary Structure- Non-Contributing	$1,500.00
	Demolition of Primary Structure-Contributing	$7,500.00
	Variance (Single-Family Residential)	$1,500.00
	Variance (Other)	$3,500.00
	Application Amendment (ea.)	½ original Cert. of App. Fee
	News Rack Permit (New; Municipal Code Section 70-7)	$15.00
	News Rack Permit (Renewal; Municipal Code Section 70-7)	$15.00
Planning Advisory Board (PAB)		
	Future Land Use Map Amendment (Large Scale)	$5,000.00
	Future Land Use Map Amendment (Small Scale)	$2,500.00
	Comprehensive Plan Text Amendment	$5,000.00
	Change of Zoning Designation (Large-Scale)	$5,000.00
	Change of Zoning Designation (Small-Scale)	$2,500.00
	Land Development Code Text Amendment	$1,500.00
	Water/Sewer Agreement	$300.00
	Voluntary Annexation	$2,000.00
	PUD Modification	$1,500.00
	Vacation of/Opening of Public Right-of-Way	$3,500.00
	New Telecommunications Structure	$2,500.00
	Collocation/modification of Telecom Structure (within Right-of-Way)	$50.00
	Small Cell (Telecom) outside Right-of-Way (per Application)	$250.00
	Application Revision(s) (ea.)	$400.00
Technical Review Committee (TRC)		
	TRC Engineering Review (external)	Consultant hourly rate
	TRC "First Step" (staff consultation)	No Charge
	TRC Site Plan Review (including 2 re-submittals)	$400.00 + 2% of infrastructure cost (max. $4,400.00)

	Additional resubmittal (ea.)	½ orig. Plan Review fee
	Re-Plat/Preliminary Plat (< 20 units)	$3,000.00
	Re-Plat/Preliminary Plat (> 20 units)	$5,000.00
	Re-Plat/Final Plat	$1,500.00
	Plat Amendment	$400.00
Community Redevelopment Area (CRA) Projects		
	TRC Engineering Review (external)	Consultant hourly rate
	TRC "First Step" (staff consultation)	No Charge
	TRC Site Plan Review (including 2 re-submittals)	$1,000.00
	Additional resubmittal (ea.)	$500.00
	Re-Plat/Preliminary Plat (< 20 units)	$3,000.00
	Re-Plat/Preliminary Plat (> 20 units)	$5,000.00
	Re-Plat/Final Plat	$1,500.00
	Plat Amendment	$400.00
Other Fees		
	Change of Use Determination Letter	$50.00
	Minor Amendment to Local Development Order	$150.00
	Extension to Local Development Order (2 extensions allowed)	$50.00
Site Infrastructure Permit		
	First $1,000.00 of job cost	$160.00
	Each additional $1,000.00 of job cost	$14.00
Tree Removal Permit		
	Tree Inspection (≤ 5 trees)	$200.00
	Tree Inspection (> 5 trees)	$500.00
	Tree Removal (per tree)	$150.00
	Revision for add'l tree (per tree)	$150.00
	"In Lieu" (per inch [DBH] of remediated tree	$100.00
Zoning Review Permit		
	Non-structural fence	$50.00
	Concrete/Asphalt Pad > 150 s.f.	$50.00
	Exempted accessory Structures (<12′ ridge ht, ≤ 150 s.f., non-aluminum)	$100.00
	Exempted Residential Deck (≤ 12″ above grade and ≤ 150 s.f.)	$100.00
-	After-the-Fact Zoning Permit Fee	$200.00
Right of Way Use Permit		
	Right of Way Use	$35.00
	After-the-Fact Right of Way Use Permit Fee	$100.00
Temporary Use Permit (as provided in LDC Section 5.02.00)		
	Seasonal Sales	$100.00
	Movable Module Storage Units (PODs) (14-day permit)	$25.00
	Construction Trailer/Model Home/Sales Office	$100.00
	Tent Permit (includes Seasonal Fee + Tent Fee + Fire Marshal Fee)	$160.00
Sign Permit (based upon value of sign)		
	$0-$100	$60.00
	$101-$500	$70.00

	$501-$1,000	$80.00
	Each $1,000 > $1,000	$7.00
Administrative		
	Large-Scale Plan Review (with building permit; commercial, single-family residential, additions > 625 s.f.)	$250.00
	Small-Scale Plan Review (with building permit; accessory structures > 150 s.f., additions < 625 s.f.; screen/patio enclosures)	$100.00
	Expedited Plan Review (with building permit; 5 business days)	$500.00

	Dept of Environmental Protection Letter (incl. one revision)	$200.00
	Dept of Environmental Protection Letter (add'l revision; ea.)	$35.00
	Zoning ~~Certification~~ Confirmation Letter	$100.00
	Due Diligence Letter	$250.00
	Minor Subdivision/Lot Line Adjustment	$600.00
	Context Sensitive Review Determination	$400.00
	NSF Check Fee	$40.00 or 5% of face value (whichever is greater; max $200)
	Public School Concurrency Administrative Review Fee	$100.00
Plan Paper Copies		
	Comprehensive Plan	$50.00
	Land Development Code	$50.00
	Community Redevelopment Area Design Guidelines	$50.00
	Design Guidelines for Downtown or Old Town	$50.00
Miscellaneous Fees		
	Administrative Waiver	$400.00
	Administrative Waiver (for Tree Protection only)	$100.00
	Traffic Concurrency Determination	~~$2,500.00~~$5,000.00
	Parking in Lieu Fee (surface space)	$2,000.00
	Parking in Lieu Fee (structure space)	$9,000.00
Ron Sapp Egans Creek Greenway (non-exclusive use)		
	Half Day Commercial Use	$400.00
	Full Day Commercial Use	$600.00
	City-led Tour (12 years old - adult), per person	$10.00
	City-led Tour (<12 years old)), per person	$5.00
	Commercial Tour Permit (month)	$40.00
	Commercial Tour Permit (year)	$400.00
	School Use Permit (month)	$40.00
	School Use Permit (year)	$400.00

Fee Schedule
Fiscal Year 2025-2026

Police

Fee Type		Cost
Services		
	Copy of Accident/Incident Report	$5.00
	Fingerprinting	~~$15.00~~$20.00
	Background Check	~~$20.00~~$25.00
Special Events (three-hour minimum duration)		
	Patrol Officer (single day event < 10 hrs)	~~$45.00/hr~~$50.00
	Patrol Officer (> 10 hrs or more than one day event)	~~$60.00/hr~~$65.00
	Patrol Officer (all federal holidays)	~~$55.00/hr~~$60.00
	Supervisor (required for ea. 4 Patrol; single day event < 10 hrs)	~~$55.00/hr~~$60.00
	Supervisor (> 10 hrs or more than one day event)	~~$70.00/hr~~$75.00
	Supervisor (all federal holidays)	~~$65.00/hr~~$70.00
	Police Service Aide (single day event < 10 hrs)	~~$29.00/hr~~$35.00

Fire

Fee Type		Cost
Plan Reviews		
	Site Plan Review (Technical Review Committee)	$100.00
	Multifamily/comm. Structures (1 review, 1 rough, 1 final inspection.)	35% of Building Permit Fee
	First re-submittal	No charge
	Second re-submittal	$110.00
	Third re-submittal	4x original fee
	Minor revised plan review (after approval)	$40.00
	Review of new plans after approval	$68.00
Inspection Fees		
	Penalty for starting work without Fire Permit	2x original permit fee
	Re inspection for unprepared site	$55.00
	Each additional re-inspection for unprepared site	$110.00
	After hours/weekend/holiday inspections (2 hours allocated)	$110.00
	After hours/weekend/holiday inspections (ea. additional hour)	$55.00

	Annual/periodic/mandated State inspections	$50.00
	Annual/periodic/mandated State Inspections (facility > 3,000 sf)	$50.00 + $7.00/1,000 sf ($300 maximum)
Fire Sprinkler Systems (Note: Fees below include cost of review, one hydrostatic inspection, & one final inspection)		
	Fee for systems with < 50 heads	$80.00
	Fee for systems with > 50 heads	$80.00 (+$1.00/head)
	Additional hydrostatic test inspections	$54.00 ea.
	Private fire service water mains	$100.00
	Standpipe Systems (if permitted separately)	$100.00
	Fire Pumps	$60.00
Fire Alarm Systems (Note: Fees below include cost of plan review, & one final function test)		
	Fire alarm control panel and < 10 devices	$60.00
	Fire alarm control panel and > 10 devices	$60.00 (+$1.50/device)
Kitchen Hoods (Note: Fees below include cost of plan review of 1 system, a light test, and one final inspection.)		
	Commercial kitchen exhaust hood	$60.00
	Kitchen hood fire suppression system	$60.00
Other Permits/Services		
	Address assignments	$20.00
	Address assignment verification letter	$20.00
	Aircraft hangars	$50.00
	Aircraft refueling vehicles	$50.00
	Bonfires	$100.00
	Carnivals and fairs	$50.00
	Cutting and welding operations	$50.00
	Explosives	$100.00
	Fire insurance rating verification letter	$10.00
	Public fireworks display	$100.00
	Hot work operations	$50.00
	Local Business Tax Receipt (LBTR) inspection	$25.00
	Miscellaneous construction/installation	$50.00
	Temporary sale of consumer fireworks	$50.00
	Tents, canopies, other membrane structures	$25.00
	Other required permits (FL Fire Prevention Code)	$50.00
Special Events Services (three-hour minimum)		
	Fire Engine	$82.00/hr
	Ambulance	$~~41.00~~/48.00/hr
	Firefighter/Paramedic (single day event < 10 hrs)	$45.00/hr
	Firefighter/Paramedic (> 10 hrs or more than one day event)	$60.00/hr

	Firefighter/Paramedic (all federal holidays)	$55.00/hr
	Supervisor (required for ea. 5 FF; single day event < 10 hrs)	$55.00/hr
	Supervisor (> 10 hrs or more than one day event)	$70.00/hr
	Supervisor (all federal holidays)	$65.00/hr
	Ocean Rescue Lifeguard (2 guard min; 1 guard/35 swimmers)	$35.00/hr
	Polaris/ATV	$22.00/hr
	Jet Ski	$35.00/hr
Emergency Medical Service Transport Services		
	Basic Life Support (BLS)	$600.00
	Advanced Life Support 1 (ALS1)	$750.00
	Advanced Life Support 2 (ALS2)	$775.00
	Treatment and no Transport (TNT)	$75.00
	Mileage	$13.00 mile

Fee Schedule
Fiscal Year 2025-2026

Monthly Residential Sanitation Rate Schedule – Effective 1/01/2025 per Contract	
Service Description	Price Includes 1 Pull Per Week and Recycle
1 Toter	$28.73
2 Toters	$57.46
1 Toter with Roll Out/In Service	$40.87
2 Toters with Roll Out/In Service	$81.74
Additional Toter w/o Recycle	$10.97
Excess Charges	
Appliances & White Goods (per Item)	$26.66
10-yard roll-off (per haul)	$311.48
20-yard roll-off price (per haul)	$311.48
30-yard roll-off price (per haul)	$311.48
Garbage compactor price per haul	$336.71
Special Clean-up of Right-of-Way	$171.27/hour
Special Clean-up (Rear Loader, Driver & Helper)	$171.27/hour
Special Clean-up (Grapple Truck Operator)	$171.27/hour
Note: The refuse contract between the City and Waste Management allows for an annual increase.	

Fee Schedule
Fiscal Year 2025-2026

Streets

Fee Type		Cost
Yard Waste		
	Weekly Collection	~~$6.16~~ $6.39
	Excess Collection (over 5 cubic yards)	~~$50~~ $51.90 minimum (each pile is individually evaluated)
Miscellaneous		
	Right-of-way removal (unpermitted items [excluding temporary signs; see Code Enforcement])	$100.00

Fee Schedule
Fiscal Year 2025-2026

Water

Fee Type		Cost
Base Charges (Meter Size; Monthly)		
	Single-Family Residential 5/8 inch	~~$13.64~~ $14.31
	Single-Family Residential 1.0 inch	~~$31.48~~ $33.02
	Single-Family Residential 2.0 inch	~~$96.86~~ $101.61
	Single-Family Residential 3.0 inch	~~$191.96~~ $201.37
	Single-Family Residential 4.0 inch	N/A
	Single-Family Residential 6.0 inch	N/A
Other Uses (Meter Size; Monthly) *		
	Other Uses 5/8 inch	~~$13.64~~ $14.31
	Other Uses 1.0 inch	~~$31.48~~ $33.02
	Other Uses 2.0 inch	~~$96.86~~ $101.61
	Other Uses 3.0 inch	~~$191.96~~ $201.37
	Other Uses 4.0 inch	~~$298.94~~ $313.59
	Other Uses 6.0 inch	~~$596.21~~ $625.42
	Multi-Family (ea. additional unit)	~~$11.88~~ $12.46
	Multi-Commercial (ea. additional unit)	~~$13.64~~ $14.31
Commodity Charges (monthly)		
	Residential Use (per 100 cu ft; < 400 cu ft)	~~$1.35~~ $1.42
	Residential Use (per 100 cu ft; 400 - 1000 cu ft)	~~$1.80~~ $1.89
	Residential Use (per 100 cu ft; 1000 - 1600 cu ft)	~~$1.91~~ $2.00
	Residential Use (per 100 cu ft; 1600 - 2400 cu ft)	~~$2.14~~ $2.24
	Residential Use (per 100 cu ft; > 2400 cu ft)	~~$2.60~~ $2.73
	Other use (per 100 cubic feet; unlimited) *	~~$1.80~~ $1.89
Fire Line & Hydrant Charges (monthly)		
	2.0-inch	~~$7.47~~ $7.84
	4.0-inch	~~$23.34~~ $24.48
	6.0-inch	~~$46.69~~ $48.98
	8.0-inch	~~$74.70~~ $78.36
	10.0-inch	~~$107.38~~ $112.64
	Hydrant (Connection Only)	~~$42.21~~ $44.28
Note: Above charges incur a 25% surcharge for properties located outside Fernandina Beach corporate limits.		
**General service customers represent all customers that are not single family residential*		
Connection Charges		
	Service Connection (per Connection)	$2,000.00
	Service Connection >2 inch (per Connection)	Actual Cost

	Road Bore	Actual Cost
	2.0-inch Extension (per foot)	Actual Cost
	4.0-inch Extension (per foot)	Actual Cost
	6.0-inch Extension (per foot)	Actual Cost
	8.0-inch Extension (per foot)	Actual Cost
Meter Installation		
	5/8-inch, 3/4 inch	$250.00
	1.0 inch	$334.78
	> 1.0 inch	Actual Cost
	Additional meter box next to existing	$750.00
Miscellaneous Services		
	Customer Deposit (New Applicants; Delinquent Customers)	3 Months of Service
	Returned Check or Electronic Funds Transfer Charge (per Occurrence)	Return of $50 or less = $25.00 Charge Return exceeding $50.00 but less than $300.00 = $30.00 Charge Return exceeding $300.00 = $40.00 charge or up to 5% of the face v alue, whichever is greater (max: $200)
	Turn-on/Turn-off for Non-Payment (per Occurrence)	$65.00
	Hydrant Flow Test (per Hydrant)	$100.00
	Backflow Device Testing (per Backflow)	$100.00
	Account Processing Fee (per Occurrence)	$10.00
	Service Call (per Occurrence)	$45.00
	After Hours Service Call (per Occurrence)	$145.00
	Late Payment Fee	18% annually
	Fire Hydrant Installation	$4,500.00
	Fireline Connection	~~$1,500.00~~ Actual Cost
	Fire Hydrant Relocation	Actual Cost
	Raise Service	$500.00
	Upgrade Service	$500.00
	Relocate Service	$500.00
	Dewatering Service	Actual Cost
	Road Overlay	Actual Cost
	Sidewalk Repair	Actual Cost
	Driveway Repair	Actual Cost
	DOT Permit Fee	$1,500.00
	FDEP Permit Fee	$1,500.00
	Inspection Fee	$45.00
	Re-Inspection Fee	$50.00
Note: The City reserves the right to charge the costs of repairs for damage caused to City property.		

Fee Schedule
Fiscal Year 2025-2026

Wastewater

Fee Type		Cost
Base Charges (Meter Size; Monthly)		
	Single-Family Residential 5/8 inch	~~$34.23~~ $35.91
	Single-Family Residential 1.0 inch	~~$82.52~~ $86.56
	Single-Family Residential 2.0 inch	~~$259.61~~ $272.33
	Single-Family Residential 3.0 inch	~~$517.19~~ $542.53
	Single-Family Residential 4.0 inch	~~$914.09~~ $958.88
Other Uses (Meter Size; Monthly)		
	Other Uses 5/8 inch	~~$34.23~~ $35.91
	Other Uses 1.0 inch	~~$82.52~~ $86.56
	Other Uses 2.0 inch	~~$259.61~~ $272.33
	Other Uses 3.0 inch	~~$517.19~~ $542.53
	Other Uses 4.0 inch	~~$914.09~~ $958.88
	Multi-family (each Additional Unit)	~~$32.21~~ $33.79
	Wastewater Only (Residential Use; per Dwelling Unit)	~~$56.20~~ $58.95
	Multi-commercial (each Additional Unit with Fixtures)	~~$34.23~~ $35.91
Commodity Charges		
	Residential Use (per 100 cu ft; Max. 1000 cu ft)	~~$2.57~~ $2.70
	Non-residential Use (per 100 cu ft; Unlimited) (*)	~~$2.57~~ $2.70
Note: the above charges incur a 25% surcharge for properties located outside Fernandina Beach corporate limits.		
** General service customers represent customers that are not single family residential.*		
Industrial Facilities		
Note: Only domestic-type wastewater will be accepted from industrial sites. All industrial wastewaters will be metered at the discharge of the industrial customer's lift station. This meter will be accessible and read monthly by the City and annually checked by the customer and city for accuracy.		
	Per 12,775 Gallons	~~$68.04~~ $71.37
Septic Tank Waste Disposal		
	Private/Commercial Disposal of Domestic Septic Waste (per Gallon)	$0.069
	Sample/Analysis for BOD (per CM; Subject to 82-181) and Subject to Same Requirements of 82-181)	$58.35
Connection Charges		
	Service Connection (per connection)	Actual Cost
	Road Bore	Actual Cost
	Core Manhole Bore for Service	Actual Cost
	2.0-inch Extension (per foot)	Actual Cost
	4.0-inch Extension (per foot)	Actual Cost

	6.0-inch Extension (per Foot)	Actual Cost
	8.0-inch Extension (per Foot)	Actual Cost
Miscellaneous Services		
	Service Call (per occurrence)	$45.00
	After Hours Service Call (per occurrence)	$145.00
	Road Repair	Actual Cost
	Road Overlay	Actual Cost
	Sidewalk Repairs	Actual Cost
	Driveway Repairs	Actual Cost
	Sewer Main Tap	Actual Cost
	Dewatering Service	Actual Cost
	DOT Permit Fee	$1,500.00
	FDEP Permit Fee	$1,500.00
	Inspection Fee	$45.00
	Re-Inspection Fee	$50.00
	FOG Variance Application Fee	$150.00
	FOG Non-Compliance	$500.00 (per offense)
Note: The City reserves the right to charge the costs of repairs for damage caused to City property.		

Fee Schedule
Fiscal Year 2025-2026

Stormwater

Fee Type		Cost
Base Charges (monthly)		
	Residential Single Family (per Residential Unit)	~~$13.69~~ $14.36
	Residential Single-Family w/ Private Stormwater System (per Residential Unit)	~~$6.84~~ $7.18
	Residential Multi-Family (per Residential Unit)	~~$6.84~~ $7.18
	Residential Multi-Family w/ Private Stormwater System (per Residential Unit)	~~$3.43~~ $3.60
	Commercial (per Commercial Unit)	~~$13.69~~ $14.36
	Commercial w/ Private Stormwater System (per Commercial Unit)	~~$6.84~~ $7.18
	Multi-unit Commercial (per Commercial Unit)	~~$6.84~~ $7.18
	Multi-unit Commercial w/ Private Stormwater System (per Commercial Unit)	~~$3.43~~ $3.60
Miscellaneous Services		
	Inspection Fee	$45.00
	Re-Inspection Fee	$50.00
Note: The City reserves the right to charge the costs of repairs for damage caused to City property.		

Fee Schedule
Fiscal Year 2025-2026

Utilities

Fee Type		Cost
Penalty Fees (per Offense)		
	Non-Compliance	$500
	Illegal/Illicit Dumping	$500
	Unapproved Connections	$500
	Operating w/out Permits or Locates	$100

NOTICE OF PUBLIC HEARING
CITY COMMISSION
CITY OF FERNANDINA BEACH

NOTICE IS HEREBY GIVEN that a Public Hearing is scheduled for **Tuesday, January 6, 2026, at 6:00 PM** in the City Commission Chambers, 204 Ash Street Fernandina Beach, Florida to consider the following application:

ORDINANCE 2025-14

AN ORDINANCE OF THE City Commission of the City of Fernandina Beach, FLORIDA, AMENDING THE MASTER FEE SCHEDULE ESTABLISHED BY ORDINANCE 2025-09 BY AMENDING THE CITY MANAGER'S OFFICE FEE SCHEDULE TO PROVIDE FOR PAID PARKING FEES WITHIN THE PAID PARKING AREA IN FY 2025/2026; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

Interested parties may appear at said hearing and be heard as to the advisability of any action, which may be considered. Any persons with disabilities requiring accommodations in order to participate in this program or activity should contact 310-3115, TTY/TDD 711 or through the Florida Relay Service at 1-800-955-8771 at least 24 hours in advance to request such accommodation.

IF ANY PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE BOARD/ COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH HEARING, S/HE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

Copies of the applications with description by metes and bounds and the ordinance can be obtained in the office of the City Clerk, City Hall, 204 Ash Street, between the hours of 8:00 AM – 5:00 PM, Monday through Friday. For information on the application, please contact the Staff of the City Clerk's Office at 310-3115.

CITY COMMISSION AGENDA ITEM
City of Fernandina Beach

SUBJECT: Discussion
2026 Regular General Election — Ballot Question

ITEM TYPE: Discussion

REQUESTED ACTION: Provide staff direction.

SYNOPSIS: Charter Section 141 provides registered City voters the power to propose initiatives. The City Commission, at their October 21, 2025, regular meeting, failed to adopt Ordinance 2025-11, as presented by the Paid Parking political committee. As such, Ordinance 2025-11 must be submitted to City voters at the next regular general election. Staff seeks Commission direction regarding whether a companion ballot question is desired.

The August 18, 2026, election ballot language deadline is May 15; the November 3, 2026, election ballot language deadline is July 10.

FISCAL IMPACT: Ballot programming funds are available in the City Clerk's Office Elections account, 11200 54912, in Fiscal Year 2025/2026.

CITY ATTORNEY COMMENTS: No additional comments.

CITY MANAGER RECOMMENDATION(S): At the pleasure of the City Commission.

Teresa Prince, City Attorney 04/14/2026
Sarah Campbell, City Manager 04/14/2026

Caroline Best

Date: April 13, 2026

Submitted By: Caroline Best, City Clerk

COMMISSION ACTION:

AUG152025PM2:51

CITY CLERK'S OFFICE

FAILED

ORDINANCE 2025-11

AN ORDINANCE OF THE CITY OF COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA. PROHIBITING PAID PARKING IN DESIGNATED AREAS, INCLUDING BUT NOT LIMITED TO, HISTORIC DOWNTOWN AND BEACHES: AUTHORIZING ADMINSTRATIVE CORRECTION OF SCRIVNER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

CITY OF FERNANDINA BEACH

WHEREAS, in an effort to enhance and maintain, in perpetuity, public access to City of Fernandina Beach historic downtown, beaches, and parks, and to promote downtown central business district economic vitality and the enjoyment of these public spaces without paid parking barriers; and

WHEREAS, the citizens of the City of Fernandina Beach herein request that the following referenda language be placed on the 2026 City of Fernandina Beach election ballot and subsequently codified in the City of Fernandina Beach Code of Ordinances.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA:

SECTION 1. DEFINITIONS. "Paid Parking" refers to any parking area that requires a payment to utilize, including but not limited to metered spaces, paid lots, App based spaces, and permit parking which requires a fee. "Designated Area" refers to all areas within the City of Fernandina Beach.

SECTION 2. PROHIBITIONS. a) the City of Fernandina Beach shall not implement paid parking in any designated area without majority approval (50% plus one) vote from a public referendum of registered City voters on the issue; b) installation of parking meters, kiosks, or any paid parking devise is strictly prohibited in the Designated Area without majority approval (50% plus one) vote from a public referendum of registered City voters on the same issue.

SECTION 3. ENFORCEMENT. a) the City Manager, along with local law enforcement agencies, shall be responsible for enforcing this Ordinance; b) violation of this ordinance may result in warning, fines, or other penalties as determined by the City Commission.

SECTION 4. EXCEPTIONS. This Ordinance does not prohibit the City from implementing temporary paid parking measures during special events. Such measures will require public notice until such time as the special event permit is issued, and shall not last longer than a thirty day period.

AUG152025PM2:51

CITY CLERK'S OFFICE

CITY OF FERNANDINA BEACH

SECTION 5. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 6. SCRIVENER'S CORRECTION. The city manager, or his or her designee may administratively correct typographical and/or scrivener's errors of this Ordinance which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of the same with the City Clerk.

SECTION 7. EFFECTIVE DATE. This Ordinance shall be effective on _____, 2025 after its second reading, public hearing and final enaction.

ENACTED by the City Commission this _____ day of _____, 2025

CITY OF FERNANDINA BEACH

FAILED

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

FAILED

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALLY:

FAILED

_____
TERESA L. PRINCE, ESQ.
City Attorney

Date of First Reading: October 21, 2025
Date of Second Reading:
Date of Publication:

AUG 12 2025 4:35PM
CITY CLERK'S OFFICE
CITY OF FERNANDINA BEACH

AFFIDAVIT

Name: Paul Lore

County: Nassau County, Florida

Date: August 12, 2025

To: The City of Fernandina Beach City Commissioners

I, Paul Lore, am a City resident of Fernandina Beach, Florida at 2794 Long Boat Drive. I affirm the following affidavit and information within.

I am 62-years old and am competent to make this affidavit.

STATEMENT OF FACT:

FACT 1. Affidavit Committee: This affidavit affirms that five (5) registered city residents constitute the Petitioner's Committee and shall be responsible for circulating this petition and filling the petition within proper form. The Petitioner's Committee consists of the following Registered City Voters:

Paul Lore
2794 Long Boat Drive
Fernandina Beach, FL 32034

McDonald Morriss
821 Parkview Place East
Fernandina Beach, FL 32034

Marian Phillips
724 South 6th Street
Fernandina Beach, FL 32034

Barbara Kent
2009 Sunrise Drive
Fernandina Beach, FL 32034

Carlos J. Bustabad
1515 Coventry Lane
Fernandina Beach, FL 32034

Attachments: The petition includes as an attachment a proposed ordinance delivered to the City Clerk of Fernandina Beach, Florida on July 29, 2025.

Notice Delivery: All Notices should be sent to;

Paul Lore
2794 Long Boat Drive
Fernandina Beach, Fl 32034
PaulALore@comcast.net

AFFIRMATION OF AFFDAVIT: I hereby affirm that the foregoing statements are true and correct to the best of my knowledge.

EXECUTED ON: August 12, 2025

Paul Lore

Personally Known_____ or Produced Identification X

Type of Identification Produced Florida DL

County of Nassau
Sworn to (or affirmed) and subscribed before me by means of ✓ physical presence or _____ on line

Notarization, this 12th day of August, 2025 by Paul Lore

Notary's Signature Melissa Italia Caserta

Notary's Name printed/stamped Melissa Italia Caserta

Notary's official Seal

NOTARY PUBLIC STATE OF FLORIDA
MELISSA ITALIA CASERTA
Commission # HH 252447
Expires April 13, 2026

ORDINANCE 2025-

AN ORDINANCE OF THE CITY OF COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA. PROHIBITING PAID PARKING IN DESIGNATED AREAS, INCLUDING BUT NOT LIMITED TO, HISTORIC DOWNTOWN AND BEACHES.

WHEREAS, in an effort to enhance and maintain, in perpetuity, public access to City of Fernandina Beach historic downtown, beaches, and parks, and to promote downtown central business district economic vitality and the enjoyment of these public spaces without paid parking barriers; and

WHEREAS, the citizens of the City of Fernandina Beach herein request that the following referenda language be placed on the 2026 City of Fernandina Beach election ballot and subsequently codified in the City of Fernandina Beach Code of Ordinances; and

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA:

SECTION 1. DEFINITIONS. "Paid Parking" refers to any parking area that requires a payment to utilize, including but not limited to metered spaces, paid lots, App based spaces, and permit parking which requires a fee. "Designated Area" refers to all areas within the City of Fernandina Beach.

SECTION 2. PROHIBITIONS. a) the City of Fernandina Beach shall not implement paid parking in any designated area without majority approval (50% plus one) vote from a public referendum of registered City voters on the issue; b) installation of parking meters, kiosks, or any paid parking devise is strictly prohibited in the Designated Area without majority approval (50% plus one) vote from a public referendum of registered City voters on the same issue.

SECTION 3. ENFORCEMENT. a) the City Manager, along with local law enforcement agencies, shall be responsible for enforcing this Ordinance; b) violation of this ordinance may result in warning, fines, or other penalties as determined by the City Commission.

SECTION 4. EXCEPTIONS. This Ordinance does not prohibit the City from implementing temporary paid parking measures during special events. Such measures will require public notice until such time as the special event permit is issued, and shall not last longer than a thirty day period.

SECTION 5. SEVERABILITY. If any section, subsection, sentence, clause, phrase of this Ordinance, or the particular application thereof, shall be held invalid by any court, administrative agency or other body with appropriate jurisdiction, the remaining sections, subsections, sentences, clauses and phrases under application shall not be affected thereby.

SECTION 6. EFFECTIVE DATE. This Ordinance shall be effective on _____, 2025 after its second reading, public hearing and final enaction.

ENACTED by the City Commission this _____ day of _____, 2025

CITY OF FERNANDINA BEACH

_____
JAMES ANTUN
Commissioner - Mayor

ATTEST:

_____
CAROLINE BEST
City Clerk

APPROVED AS TO FORM AND LEGALLY:

_____
TERESA L. PRINCE, ESQ.
City Attorney

Date of First Reading:
Date of Second Reading:
Date of Publication:

RESOLUTION 2025-142

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AWARDING REQUEST FOR PROPOSAL 25-05 FOR PARKING MANAGEMENT SERVICES TO ~~SP+ PARKING~~ OR ONE PARKING INC. OR ~~ELITE PARKING SERVICES~~; AUTHORIZING STAFF TO NEGOTIATE CONTRACT TERMS AND CONDITIONS; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER'S ERRORS; AUTHORIZING EXECUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Commission, at their February 27, 2025, goal-setting workshop, identified paid parking as an alternative funding source for overdue capital improvement projects funding source; and

WHEREAS, staff subsequently issued Request for Proposal ("RFP") 25-05 for Parking Management Services, which received seven submittals. The RFP Evaluation Committee reviewed and ranked the submittals and met in publicly noticed meetings on June 18 and June 23 where they recommended the top three highest-scoring vendors move forward for City Commission consideration: Elite Parking Services of America, One Parking Inc., and SP+ Parking; and

WHEREAS, the City Commission, at their July 15, 2025, workshop, reviewed proposals and interviewed representatives from Elite Parking Services, Inc., One Parking Inc., and SP+ Parking; and

WHEREAS, this Resolution requests award of RFP 25-05 to Elite Parking Services, Inc., or One Parking Inc., or SP+ Parking, and authorizes staff to negotiate contract terms and conditions.

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

SECTION 1. The City Commission hereby awards RFP 25-05 to ~~Elite Parking Services, Inc~~., or One Parking Inc., or ~~SP+ Parking~~.

SECTION 2. The City Commission hereby authorizes staff to negotiate contract terms and conditions and contract execution, upon review and approval of the City Attorney.

SECTION 3. The City Manager, or his or her designee, may administratively correct typographical and/or scrivener's errors of this Resolution which do not make substantive changes or otherwise affect the intent of the Resolution, upon receiving approval of the City Attorney, by filing a corrected or recodified copy of same with the City Clerk.

SECTION 4. This Resolution shall be effective immediately upon passage.

ADOPTED this 19th day of August, 2025.

ATTEST:

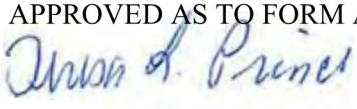
Caroline Best

CAROLINE BEST
City Clerk

CITY OF FERNANDINA BEACH

JAMES ANTUN
Commissioner-Mayor

APPROVED AS TO FORM AND LEGALITY:



_____

TERESA L. PRINCE, ESQ.
City Attorney

2025 Commission Goals

Capital Goals	Mayor Antun	Vice-Mayor Ayscue	Commissioner Minshew	Commissioner Poynter	Commissioner Tuten	Total Score
Brett's Demolition & Replacement	5	5	5	5	5	**25**
Seawall Design	4	2	2	2	4	**14**
Seawall Construction (segment 1)	3	3	4	0	3	**13**
Downtown Revitalization	2	4	1	4	1	**12**
Facilities Replacement (City Hall, Rec Centers)	1	0	0	3	0	**4**
CRA Public/Private Partnerships	0	0	3	0	0	**3**
Ybor Alvarez Redevelopment	0	0	0	0	2	**2**
Construct Fishing Pier (101 N Front St)	0	0	0	1	0	**1**
Atlantic Seafood Demolition & Replacement	0	0	0	0	0	**0**

Operational Goals	Mayor Antun	Vice-Mayor Ayscue	Commissioner Minshew	Commissioner Poynter	Commissioner Tuten	Total Score
Human Resource Improvements (Organizational Structure, Training, Processing, Headcount)	5	5	4	2	0	**16**
Efficiency Improvements (Project Management, Accounts Receivable, Contract Management)	4	4	3	0	3	**14**
Implement Paid Parking	1	0	5	5	1	**12**
Capital Improvement Plan (5-10-20 year)	3	0	0	4	2	**9**
Ordinance Updates (LDC/Dune Management/Tree Canopy)	2	0	2	0	5	**9**
Stormwater Master Plan Update	0	0	0	0	4	**4**
Outsourcing	0	0	1	3	0	**4**
Volunteer Program/Business Partnerships	0	0	0	1	0	**1**
CRS Rating	0	0	0	0	0	**0**

Request For Proposals: RFP 25-05

PARKING MANAGEMENT SERVICES

FOR

CITY OF FERNANDINA BEACH
204 Ash Street
Fernandina Beach, FL 32034

For Proposal Documents and Updates: visit http://www/fbfl.us/bids.

Contents

Introduction to the City 3
General Information 3
Submittal Information 3
Schedule 4
Proposal Package 5
Overview and Scope of Work 6
Minimum Qualifications 6
Cover Letter and Company Information – 0 Points **6**
Proposal Tab A **6**
Qualifications/Experience of Company – Maximum of 20 Points **6**
Proposal Tab B **7**
Performance Delivery Plan – Maximum of 20 Points **7**
Proposal Tab C **10**
References – Maximum of 20 Points **10**
Proposal Tab D **10**
Project Budget and Cost – Maximum of 20 Points **10**
Proposal Tab E **10**
Proposal Tab F **10**
Selection Process **11**
GENERAL CONDITIONS OF REQUEST FOR PROPOSAL **12**
EXHIBITS **19**
EXHIBIT "A" **20**
EXHIBIT "B" **21**
EXHIBIT "C" **23**
EXHIBIT "D" **24**
EXHIBIT "E" **25**
EXHIBIT "G" **28**
EXHIBIT "H" **30**

Introduction to the City

The City of Fernandina Beach (hereinafter referred to as "the City") is located on Amelia Island in Northeast Florida, defined as part of the greater Jacksonville metropolitan area. Fernandina Beach was incorporated in 1825 and currently has a population of nearly 13,900 residents while Amelia Island has a population of nearly 39,000. The City's economy is supported by both industries (milling) along with historical and ecological tourism. Considered a hidden jewel of a beach town, the City has long been recognized as the best kept secret in North Florida and a rise in tourism reflects this designation. Nearly 1.1 million people visit Fernandina Beach a year.

General Information

The City of Fernandina Beach, Florida is accepting competitive sealed proposals for PARKING MANAGEMENT SERVICES. The City will receive sealed proposals at the location stated below not later than **June 05, 2025.**

Submittal Information

The RFP submittal **(1 original, 5 copies) and a memory stick** containing the entire submittal formatted to be read with Microsoft® software products or Adobe® PDF software must be delivered to City Hall in a sealed package, clearly marked on the outside and addressed to:

City of Fernandina Beach
City Clerk's Office
Parking Management Services - RFP 25-05
204 Ash Street
Fernandina Beach, FL 32034

Hand delivered submittals are to be taken to the Clerk's Office at the above address.

The Proposal shall be submitted on the specified **Contact Sheet,** hereto attached as "**Exhibit A**". The person signing the Response Form shall have the authority to bind the proposer to the submittal. All information on the Proposal form shall be provided, or the Proposal may not be accepted.

The competitive sealed Proposal shall be accompanied by a **"Public Entity Crimes",** herein provided as "**Exhibit B**", **"Drug-Free Workplace Certification"** herein provides as **"Exhibit C"**, **"E-Verify Statement"** herein provided as **"Exhibit D"**, **"Proposer Acknowledgements and Agreements"**, herein provided as "**Exhibit E**", **"Conflict of Interest",** herein provided as, "**Exhibit F**", **"Non-Collusion Affidavit",** herein provided as "**Exhibit G" and "Dispute Disclosure",** herein provided as **"Exhibit H".**

Request for Proposal Documents and Specifications can be downloaded online at

www.fbfl.us/bids and www.Demandstar.com . Any questions regarding the RFP package can be directed in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org. The deadline for questions is **ten days** before proposal opening.

Responses to questions considered material to the solicitation will be distributed via formal addenda and posted to the City of Fernandina Beach's website; www.fbfl.us , Bid Posting web page and to the DemandStar website; www.demandstar.com.

If there is an Addendum it becomes part of the original RFP and it will be acknowledged by attaching a copy of the Addendum, signed by an authorized representative of the person or company submitting the proposal. It is the Respondent's responsibility to check the City's website for Addenda prior to submitting their proposal. Failure to do so may disqualify the submittal. The deadline for questions is **ten** days before proposal opening.

All Companies are advised that under chapter 119, Florida Statutes, all responses are deemed a public record and open to the public as provided for in said statute.

Any submittal received after 2:00 pm on **June 05, 2025**, will not be considered and will be returned unopened. It will be the sole responsibility of the Company to have its submittal delivered to the City of Fernandina Beach, by U.S. Mail, hand delivery or any other method available to him/her; however, facsimile or electronic submittals will not be accepted. Delay in delivery will be the sole responsibility of the Company.

Schedule

As of the date of the issuance of this RFP, the timetable presented below provides the operative guidelines for the sequence of anticipated events. Should a change be required, the City will post such notification via the City website www.fbfl.us/bids and the DemandStar website www.Demandstar.com .

Note: There is no Pre-proposal Conference.

May 02, 2025	Request for Proposals Advertised
May 26, 2025	5:00 pm Deadline for email questions to be submitted
May 30, 2025	5:00 pm Deadline for City's answers to be published
June 05, 2025	2:00 pm Proposal Opening-Deadline for Receipt of Proposals

Proposal Package

The Proposal Package must contain the following information in the proscribed sequence as "Exhibit Tabs" (identified as A through E) or behind "Proposal Tabs" (A through E).

SEQUENCE	CONTENT	
Cover Page	Cover Letter and Contact Sheet with Company Information	
Proposal Tab A	Experience/Qualifications of Organization	
Proposal Tab B	Performance Delivery Plan	
Proposal Tab C	References	
Proposal Tab D	Project Budget and Cost	
Proposal Tab E	Certificates of Insurance: Professional Liability, General Liability and Workers Comp	
Proposal Tab F	Exhibit A	Contact Sheet
	Exhibit B	Public Entity Crimes Statement
	Exhibit C	Drug Free Workplace Certification
	Exhibit D	E-Verify Statement
	Exhibit E	Proposer Acknowledgements and Agreements
	Exhibit F	Conflict of Interest
	Exhibit G	Non-Collusion Affidavit
	Exhibit H	Disputes Disclosure

Overview and Scope of Work

The City of Fernandina Beach is seeking proposals from responsible and responsive proposers to provide turnkey paid parking management services within the Downtown area of Fernandina Beach. The City has identified approximately 750 premium parking spaces within the Downtown area that consist of both on-street and off-street parking. Proposers must demonstrate the requisite knowledge, experience, technical expertise, organizational and financial capability to perform the services requested under this RFP. The proposer is expected to design, implement, and manage turnkey premium paid parking management program that includes but is not limited to:

- Bulk discount/annual permit system that provides benefits to residents
- Supply and installation of signage, kiosks, software, and hardware systems within the Downtown area to provide for predominately contactless payment system
- Implementation and management of the City's day-to-day parking operations within the premium-paid parking area
- Enforcement of parking regulations in compliance with City Code and State laws
- Provision of revenue collection and financial reporting related to the paid parking program

Minimum Qualifications

The Company must have experience with full turnkey paid parking programs within municipal communities and must meet the following minimum qualifications:

- Must be a parking management company that has been in business for a minimum of five years.
- Must be a company with an established management base in Florida for a minimum of five years.

TERM OF CONTRACT

The City anticipates that the contract will have an initial period of three years with two options to renew at two years each for a total of seven years with a projected start date of October 1, 2025.

Cover Letter and Company Information – 0 Points

Proposal Tab A

Qualifications/Experience of Company – Maximum of 20 Points

Demonstrate experience with implementation, software development, enforcement within downtown areas of southeastern-based communities. Demonstrate qualifications and

experience of the COMPANY to include, but not limited to the following:

- Must provide two years of audited financial reports to demonstrate the company's financial ability to perform the contracted services.
- Five years of company experience managing municipal parking programs that include meters collection, maintenance and enforcement.
- Company experience in managing at a minimum of two municipal contracts similar to City of Fernandina Beach
- Company experience in managing at a minimum of two municipal contracts with a minimum of 500 spaces and enforcement services.
- Proven company experience developing implementation and marketing programs for paid parking programs
- Proven company experience with contactless payment systems and related enforcement.
- Proven company experience in the management of a parking citation system.

Proposal Tab B

Performance Delivery Plan – Maximum of 20 Points

Demonstrate the performance delivery plan of the COMPANY to include, but not limited to the following:

General Services Required:

- Provide estimated timeline of completion of proposed implementation steps, phases, and milestones. Define clear performance metrics and reporting to measure success of the parking management program.
- Provide the design of or the modifications to all software/hardware programs to reflect the City's needs. Include specific requirements for data security and privacy. Provide information of technology management systems used that will allow customizations to benefit the City.
- Assist with research and the implementation of technological improvements or solutions that would benefit the City.
- Be available to respond to City calls when needed and attend group and or City Commission meetings when asked by City with a minimum of 24 hours notice.
- Describe any innovative solutions or mixed platform integration with an emphasis on LPR (license plate readers) that your company offers.

Enforcement Services Required:

- Provide Enforcement services including electronic ticketing. The City may adjust the geographic locations and any other criteria for enforcement activities at its sole discretion. Digital enforcement with a DOT interface is preferred.
- Establish designated patrol routes for its enforcement officers. Provide sufficient personnel to issue parking citations at a level of enforcement appropriate for the City of Fernandina Beach.
- Cooperate with the City's Police Department to be "extra sets of eyes and ears" on the street, reporting any illegal or suspicious activities. Assist the City's Police Department as needed to disseminate public safety information to the community, including but not limited to information on missing-endangered persons, crime trends, wanted persons and other matters of public safety.
- Handle all customer service issues associated with program enforcement. Detailed expectations for customer service, including response times, handling disputes, and communication channels.
- Provide weekly, monthly, annual, and ad hoc reports as required by the City.
- Provide any other services which the Company is capable of providing in the management of premium parking spaces.
- City reserves the right to adjust the number of paid parking spaces at its sole discretion.
- The City also reserves the right to temporarily suspend enforcement along any street, or in any zone, according to the needs of the City. The City will make every effort to provide the COMPANY adequate notice concerning the location and duration of any such suspension or higher level of enforcement.

Collection of Monies and Accounting:

- Collect and account for all collected revenues. Collect payments on citations from the public.
- Deposit all monies collected will be deposited daily in accordance with approved guidelines established by the City, into the City's authorized account.
- Ensure proper accountability and internal control of all monies collected as evidenced by a procedures manual approved by the City.
- Provide any periodic or special financial and operational reports as requested by the City.
- Should any monies collected by the COMPANY be lost, stolen, unaccounted for or otherwise removed without the authorization of the City from the custody and control of the COMPANY prior to their deposit in the City's approved bank account, the COMPANY shall deposit the said amount a sum of money within ninety-six (96) hours of such loss,

theft or removal. Should said loss, theft or removal be insured or otherwise secured by the COMPANY, any payments made to the City on account thereof shall, if appropriate, be reimbursed to the COMPANY. The COMPANY will be liable for all mismanagement of funds.

- Provide a web page for customers to pay citations online through a link on the City's website.
- Assist in the collection of all outstanding citations related to scofflaws.
- Issue late notices for overdue payment of citations and provide follow-up collection services, or if the City has an existing contractual relationship with a preferred collection agency to use the City's collection agency.
- Input all citation data on a daily basis as specified by the City.

Personnel Administration:

- Provide a description of the staffing systems that determine qualifications, training, appearance, and schedules.
- Parking enforcement personnel will demonstrate high ethical standards of conduct and will observe all written rules and regulations concerning their work assignments. Supervisors and field personnel will always maintain phone and/or radio contact to ensure appropriate oversight of parking enforcement activities.
- The uniform must display approved insignia that clearly identifies the wearer as being responsible for enforcing parking violations, managing parking facilities or servicing paid parking spaces.
- The COMPANY shall employ persons who are fully trained, competent, and qualified with the skills and experience necessary to provide the services during the term of this Agreement. The COMPANY is responsible for hiring, training, supervising, and compensating its staff members.
- The COMPANY shall respond to any public complaint within twenty-four hours after receipt of the complaint. In the event a report is received alleging an employee of the COMPANY was discourteous, belligerent, profane, or in any way intimidating, either physically or verbally, the COMPANY will submit a written report to the City within seven days of the date of the report, outlining the complete details of the incident.
- The COMPANY shall assist the City in its efforts to inform the public about the parking program, rules, and regulations.

Installation and Maintenance:

- The COMPANY will be responsible for procuring all equipment and supplies necessary to carry out all operation functions including computers, telephones, vehicles, auditing devices, etc.
- The COMPANY shall Install and maintain parking kiosks and signage in accordance with the City's standards.
- All COMPANY employees will be required to immediately report any damaged, missing or malfunctioning equipment to the appropriate supervisor.
- Implement and follow a regular preventive maintenance schedule for all parking equipment.
- The Company will be liable for any lost, stolen, unaccounted for or damaged equipment.

Proposal Tab C

References – Maximum of 20 Points

Provide a minimum of five references with all contact information including telephone number and email address. If you have any current or past governmental agencies as customers, you are encouraged to list them. It is recommended that references be similar in size to the City or have a minimum of equipment similar to the City. The City prefers references of government agencies with paid parking in a historic downtown area.

Proposal Tab D

Project Budget and Cost – Maximum of 20 Points

Provide a budget that demonstrates the expenses for all products and services. Demonstrate fees that are at a percentage of revenue collected and fees that are at a set rate. Provide a budget that demonstrates projected revenues of the proposed services. Revenues should be listed at gross and net amounts. All pricing shall be on an annual basis for the initial contract term.

Proposal Tab E

Certificates of Insurance: Professional Liability, General Liability, and Workers Comp

Proposal Tab F

Exhibits A-H

Selection Process

The City will use an Evaluation Committee to perform the evaluation of all bona fide proposals. The Evaluation Committee will ultimately determine the top-ranked Proposal for award.

The company selected will have, in accordance with the instructions herein or hereinafter provided, submitted a complete and compelling proposal, submitted and signed, where instructed, the required forms, met the mandatory requirements to the satisfaction of the City. Each proposal will be considered binding and in effect for a period of ninety calendar days following the proposal opening.

AWARD

Award recommendation will be awarded to the most responsive and responsible Respondent offering the best value. The City reserves the right, based upon its deliberations and in its opinion, to accept or reject any or all submittals. The City also reserves the right to waive minor irregularities or variations to the specifications and in the award process.

Successful Respondent is required to have a Business License in the city where their home office is located. If Respondent's business office is located in the City of Fernandina Beach a business tax license is required.

RFP PACKAGE

Request for Proposal Documents and Specifications can be downloaded online at www.fbfl.us/bids. Any questions regarding the RFP package can be directed in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org.

CONTACT

Specification questions during the submittal period must be submitted in writing to Wanda Weaks, Purchasing Agent, at wweaks@fbfl.org.

Respondents are hereby put on notice that no contact will be made with any of the City Commission members, other City staff, or others that may be involved in the selection process to discuss this request or to influence the outcome of the selection.

ADDENDA

A written response to Respondent questions will be issued via Addendum and posted on the City's website at www.fbfl.us/bids and DemandStar at www.demandstar.com. It is the Respondent's responsibility to check the City's website for Addenda prior to submitting their proposal. The deadline for questions is ten days before proposal opening.

If there is an Addendum it becomes part of the original RFP and must be acknowledged by attaching a copy of the Addendum, signed by an authorized representative of the person or company submitting the proposal. Failure to do so may disqualify the proposal.

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

GENERAL CONDITIONS OF REQUEST FOR PROPOSAL

1. **PREPARATION OF PROPOSAL –** REQUEST FOR PROPOSAL will be prepared in accordance with the following:
   a. The enclosed Contact Sheet/Proposal Form, attached hereto as "Exhibit A", shall be used when submitting your REQUEST FOR PROPOSAL.
   b. All information required by the Contact Sheet/Proposal Form shall be furnished. The Proposer shall print or type his/her name and manually sign the Form and any continuation sheet on which an entry is made.
   c. Unit prices shall be shown and where there is an error in extension of price, the unit price will govern.
   d. Alternate Proposals will not be considered unless authorized by the Request for Proposal.
   e. Proposers will **not** include federal taxes nor State of Florida sales, excise, and use taxes in prices, as the City is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
   f. Proposers shall make all investigations necessary to thoroughly inform themselves about any and all conditions related to the performance of the contract. Plea of ignorance by the Proposer of conditions that exists or may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements provided for in the Purchasing Policy, Purchasing Ordinance and/or State and Federal Statutes. The City's Purchasing Ordinance is set forth in Chapter 2-420, *et seq*.
   g. Prices quoted shall be FOB City of Fernandina Beach, Florida with all transportation charges prepaid unless otherwise specified in the Request for Proposal.
   h. Deliveries are to be FOB Destination unless otherwise specified in the Request for Proposal.
   i. Deliveries are to be made during regular business hours.
   j. Proposals and Proposal prices shall be valid for a minimum of ninety (90) days, unless otherwise stated on the REQUEST FOR PROPOSAL.

2. **SUBMISSION OF PROPOSAL**
   a. Proposals and changes thereto shall be enclosed in sealed envelopes and addressed as instructed on the Proposal Form. The name and address of the Proposer, the date and hour of the Request for Proposal opening and the material or service shall be placed on the outside of the envelope.
   b. REQUEST FOR PROPOSAL shall be submitted on the forms furnished. Electronic Proposals will not be considered.

3. **REJECTION OF PROPOSAL**
   a. The City reserves the right to accept or reject any or all Proposals, to waive irregularities and technicalities, and to request resubmission or to re-advertise for the services. The City will be the sole judge of the submittals. The City's decision will be final.

4. WITHDRAWAL OF PROPOSAL

a. Proposals may not be withdrawn after the time set for the opening for a period of time as specified.
b. Proposals may be withdrawn prior to the time set for the opening. Such request shall be in writing.

5. LATE PROPOSAL

a. REQUEST FOR PROPOSAL and modifications received after the time set for the opening will not be considered.
b. Modifications in writing received prior to the time set for the opening will be accepted.

6. LOCAL, STATE, AND FEDERAL COMPLIANCE

a. Proposers shall comply with all local, state, and federal directives, orders and laws as applicable to the REQUEST FOR PROPOSAL and subsequent contract(s) in accordance with the requirements as stated in CFR 200.321, including but not limited to Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this contract.
b. A "Public Entity Crimes Statement", in accordance with Florida Statutes, Section 287.133 (3) (a), on Public Entity Crimes, attached hereto as "Exhibit B", shall be received at the time of the proposal.
c. A "Drug Free Workplace Certification" attached hereto as "Exhibit C", shall be received at the time of the proposal.
d. The City of Fernandina Beach requires that the Proposer selected will not discriminate under the contract against any person, in accordance with federal, state and local government regulations.
e. An "E-Verify Statement" attached hereto as "Exhibit D" shall be received at the time of the proposal.

7. AWARD OF REQUEST FOR PROPOSAL

a. The REQUEST FOR PROPOSAL will be awarded to the most responsive and responsible proposer offering the best value to the City of Fernandina Beach.
b. The City reserves the right to accept and award item by item, and/or by group, or in the aggregate.
c. A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful Proposer will result in a binding contract without further action by either party.
d. Upon award, for construction projects, the Contractor will be required to complete/execute the City's Contract and General Conditions for Construction Services. An example of the contract can be found on the City's website at www.fbfl.us/bids, Bids and Purchasing web page.
e. Agreement may be cancelled with 60 day notice unless otherwise stated in signed contract documents.

8. NOT RESPONSIBLE FOR COSTS

a. The City will not be responsible for any cost incurred by a prospective Proposer in responding to this REQUEST FOR PROPOSAL.

9. BONDS

a. If the Proposal is less than $100,000 no Proposal Bond or Payment and Performance Bond are required.
b. If Proposal is greater than $100,000 and is for material only, a Proposal Bond is required but no Payment and Performance Bond is required.
c. If the Proposal is $100,000 - $200,000, and is for services, a Proposal Bond is required but no Payment and Performance Bond is required.
d. If the Proposal is greater than $200,000, and is for services, Proposal Bond and Payment and Performance Bond is required.

PROPOSAL BOND:

a. If the Base Proposal or the Base Proposal plus the sum of any alternates fall into the criteria above requiring a Proposal Bond, the Proposer shall enclose a Certified Check or Proposal Bond with each Proposal. A Certified Check or Proposal Bond shall be for an amount not less than five percent (5%) of the Proposal price and shall be made payable to the CITY OF FERNANDINA BEACH as a guarantee that the Proposer will not withdraw its proposal for a period of ninety (90) calendar days after Proposal closing time. Proposal Bonds or Certified Checks will be returned to unsuccessful Proposal within 10 days of proposal award. Successful proposers will receive their Certified Check or Proposal Bond after the contract/agreement has been signed and a Performance and Payment Bond is received.

PERFORMANCE AND PAYMENT BONDS:

a. In the event the Contract is awarded to the Proposer, Proposer will thereafter enter into a written contract with the CITY OF FERNANDINA BEACH and furnish a Payment and Performance Bond in an amount equal to the contract price. The form of the bonds shall be in accordance with Section 255.05 of Florida Statutes. Failing to do so, Proposer shall forfeit its proposal security.

   Payment and Performance Bond shall be secured from or countersigned by an agency or surety company recognized in good standing and authorized to do business in the State of Florida.

   The following exceptions to proposer providing Performance and Payment Bonds are as follows: In lieu of the Performance and Payment Bonds, a contractor may file with the City an alternative form of security in the form of cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in part II of chapter 625, Florida Statutes. Any such alternative form of security shall be for the same purpose and be subject to the same conditions as those applicable to the bonds. The value of an alternative form of security shall be in the amount of the proposal.

10. PUBLIC INFORMATION

a. All information contained in this Proposal is public information, and as such will be handled in accordance with chapter 119, Florida Statutes.

11. ADDITIONAL INFORMATION

a. The City reserves the right to require Proposers to provide references and information on previous similar experience prior to award of the contract.

12. QUESTIONS

a. Any questions about the REQUEST FOR PROPOSAL should be communicated per instructions in the REQUEST FOR PROPOSAL.

13. INDEMNIFICATION AND INSURANCE

INDEMNIFICATION

The COMPANY agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney's fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the COMPANY, its agents, officers, companies, subcompanies, employees, or anyone else employed or utilized by the COMPANY in the performance of this Agreement. The COMPANY's liability hereunder shall include all attorney's fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of the COMPANY against the City and the COMPANY hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement. Subject to the limitations set forth in this Section, the COMPANY shall assume control of the defense of any claim asserted by a third party against the City and, in connection with such defense, shall appoint lead counsel, in each case at the COMPANY's expense. The City shall have the right, at its option, to participate in the defense of any third-party claim, without relieving COMPANY of any of its obligations hereunder. If the COMPANY assumes control of the defense of any third party claim in accordance with this paragraph, the COMPANY shall obtain the prior written consent of the City before entering into any settlement of such claim. Notwithstanding anything to the contrary in this Section, the COMPANY shall not assume or maintain control of the defense of any third-party claim, but shall pay the fees of counsel retained by the City and all expenses, including experts' fees, if (i) an adverse determination with respect to the third-party claim would, in the good faith judgment of the City, be detrimental in any material respect to the City's reputation; (ii) the third party claim seeks an injunction or equitable relief against the City; or (iii) the COMPANY has failed or is failing to prosecute or defend vigorously the third-party claim. Each party shall cooperate, and cause its agents to cooperate, in the defense or prosecution of any third-party claim and shall furnish or cause to be furnished such records and information, and attend such conferences, discovery proceedings, hearings, trials, or appeals, as may be reasonably requested in connection therewith. It is the specific intent of the parties hereto that the foregoing indemnification complies with Section 725.06, Florida Statutes, as amended. COMPANY expressly agrees that it will not claim, and waives any claim, that this indemnification violates Section

725.06, Florida Statutes, as amended. Nothing contained in the foregoing indemnification shall be construed as a waiver of any immunity or limitation of liability the City may have under the doctrine of sovereign immunity or Section 768.28, Florida Statutes

INSURANCE

Prior to commencement of any work under this Contract and until completion and final acceptance of the work, the CONTRACTOR/VENDOR shall, at its sole expense, maintain the following insurance on its own behalf, and furnish to the CITY certificates of insurance evidencing same and reflecting the effective date of such coverage as follows:

The term "Contractor" as used in the insurance rider, will mean and include Subcontractors of every tier.

A. Worker's Compensation and Occupational Disease Insurance in accordance with the applicable law or laws; Employer's Liability Insurance with limit of at least One Million ($1,000,000) dollars. This includes sole proprietorships and officers of corporations who will be performing work on the job.

B. Commercial General Liability with a combined Bodily Injury and Property Damage limit of not less than ONE Million ($1,000,000.00) dollars per occurrence and TWO Million ($2,000,000) Dollars in the aggregate. The aggregate shall be applicable on a per project basis. Coverage shall include the following perils:
   1. Broad Form Blanket Contractual Liability for liability assumed under this Contract and all other Contracts relative to the project.
   2. Completed Operations/Products Liability.
   3. Broad Form Property Damage
   4. Personal and Advertising Injury Liability
   5. Independent Contractors
   6. Endorsements shall be furnished reflecting the inclusion of the interests of Owner, Construction Manager, General Contractor, Contractor, (your company) , their officers, directors, partners, representatives, agents and employees, and naming each as an Additional Insured on a primary and non-contributing basis.
   7. Coverage is to be endorsed to reflect that insurance is to be primary and non-contributory with respect to any other collectable insurance, for the Owner, General Contractor, Contractor, (your company) and all other parties required to be named as additional insureds.
   8. Coverage is to be provided on an "occurrence" basis with carriers licensed and admitted to do business in the State of [your state] or otherwise acceptable to the Contractor (your company).
   9. A copy of policy and/or endorsement(s) and any other documents required to verify such insurance are to be submitted with the appropriate certificate(s), or upon the request of Contractor (your company). Failure to provide these documents is not to be construed as a waiver of the requirements to provide such insurance.

C. Commercial Automobile Liability Insurance covering the use of all Owned, Non-Owned, and Hired Vehicles with combined Bodily Injury and Property Damage Limit of at least One Million ($1,000,000.00) Dollars.

D. Umbrella I Excess Liability Insurance with a limit of no less than One Million ($1, 000,000) minimum per occurrence.

E. During the term of this agreement, (if applicable) the Contractor/Vendor will carry Professional Liability Insurance which will cover liability for any damage or non-performance on account of any error, omission, or other provable negligence caused by the Contractor/Vendor. The amount of insurance shall not be less than One Million ($1,000,000) per occurrence and aggregate.

F. Loss Deductible – If the insurance of any CONTRACTOR/VENDOR contains deductible(s), penalty(s) or self-insured retention(s), the CONTRACTOR/VENDOR Whose insurance contains such provision(s) shall be solely responsible for payment of such deductible(s), penalty(s) or self-insured retention(s).

G. Where an Off Project Site Property exposure exists, the Contractor at its sole expense shall furnish to the Owner and Contractor (your company) Certificates of Insurance and other required documentation evidencing the following coverage which will provide for the interests of [Name of Owner], [Name of General Contractor] and (your company) to be named as Loss Payees and will contain a provision requiring the insurance carriers to waive their rights of subrogation against all indemnities' named in the contract.
"All Risk" Property Insurance on all materials, equipment and supplies intended to become a permanent part of the construction stored on premises away from the project site and while in transit, until actually delivered to the project site. Coverage is to be provided on a replacement cost basis.

H. The above insurances shall each contain the following wording verbatim: "[Name of Owner], [Name of General Contractor] , and (your company) are interested in the maintenance of this insurance and it is agreed that this insurance will not be canceled , materially changed or not renewed without at least a thirty (30) day advance written notice to [Name and address of Owner] , [Name and address of General Contractor] and [Name and address of your company] by certified mail-return receipt requested ."

I. The amount of insurance contained in the aforementioned insurance coverages will not be construed to be a limitation of the liability on the part of the Subcontractor or any of its Subcontractors.

J. The Contractor shall file certificates of insurance prior to the commencement of work with the Owner and the General Contractor which will be subject to the Owner, General Contractor and (your company) approval of adequacy of protection and the satisfactory character of the Insurer.

K. Any type of insurance or any increase of limits of liability not described above which the Subcontractor requires for its own protection or on account of statute shall be its own responsibility and at its own expense.

L. The carrying of the insurance described shall in no way be interpreted as relieving the Contractor or Subcontractor of any responsibility of liability under this Contract.

M. Any policies effected by the Contractor on its Owned and/or Rented Equipment and Materials shall contain a provision requiring the insurance carriers to waive their rights of subrogation against the [Name of Owner], [Name of General Contractor], [Name of Contractor (your company)] and all other indemnities named in the Contract.

N. Should the Contractor engage a Subcontractor, the same conditions will apply under this contract to each Subcontractor, however, the retained Subcontractor shall be required to maintain limits of liability of not less than One Million ($1,000,000.00) Dollars per occurrence and Two Million ($2,000,000) Dollars in the aggregate, with said limits applicable on a per project basis, or such greater limits as may be required by the retaining Subcontractor.

14. PAYMENT

Payment due hereunder shall be made by the City to CONTRACTOR/VENDOR in accordance with the Florida Prompt Payment Act. Florida Statute 218 Section 74.

15. PROPOSAL PROTESTS

Proposal protest conditions and procedures are in accordance with City Ordinances – Part 2, Chapter 2, Article VII, Division 2, Section 2-444.

16. FEDERAL GRANT MONEY

In the event this project is funded with federal grant monies, CONTRACTOR/VENDOR may not participate in the proposal if CONTRACTOR/VENDOR is listed in the Excluded Parties List System (EPLS) a federal suspension and debarment listing. The Federal Government's Excluded Parties List System (EPL) is located at, including but not limited to, https://www.sam.gov/portal/SAM/. CONTRACTOR/VENDOR shall include copy of search results with bid or proposal.

17. LOBBYING

a. Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and/or all other groups who seek to influence the governmental decision of a Board Member, the City Manager, and/or any City Personnel during the solicitation process. The lobbying black-out period commences upon the issuance of this solicitation and concluded upon the signing of the agreement. CONTRACTORS shall not contact any Commission Member and/or any requesting or evaluating Department/Office personnel during said black-out period. All questions and procedural matters shall be directed to the City Manager. The City Commissioners and/or the City Manager may disqualify any solicitation response where any Commissioner, the City Manager, and/or City Personnel have been lobbied in violation of the black-out period.

EXHIBITS

EXHIBIT "A" **Contact Sheet**

EXHIBIT "B" **Public Entity Crimes**

EXHIBIT "C" **Drug-Free Workplace Certification**

EXHIBIT "D" **E-Verify Statement**

EXHIBIT "E" **Proposer Acknowledgements and Agreements**

EXHIBIT "F" **Conflict of Interest**

EXHIBIT "G" **Non-Collusion Affidavit**

EXHIBIT "H" **Disputes Disclosure**

EXHIBIT "A"

CONTACT SHEET

Name: _____

Federal Taxpayer ID: _____

Mailing Address: _____

City, State, & Zip Code: _____

Telephone: _____ **Fax:** _____

Email: _____

Submitted By: _____

Title: _____

Accounting Contact:

Name: _____**Title:** _____

Email Address: _____ **Phone:** _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.

2. This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is_____and my relationship to the entity named above is _____.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with

the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___ day of _____, 20___, and is personally known to me, or has provided _____ as identification.

_____
Notary Public
My Commission expires: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____PHONE: _____

NAME (TYPED OR PRINTED): _____TITLE: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: _____

Project Description: _____

_____

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: _____

Authorized Signature: _____

Title: _____

Date: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: _____Title: _____

Signature: _____Date: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.

2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.

3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.

4. Neither the Affiant nor the above- n a m e d entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.

5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.

6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.

7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.

8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

_____
Signature Date:

STATE OF FLORIDA
COUNTY OF _____
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this _____, 20_____, and is personally known to me, or has provided _____ as identification.

_____ My Commission expires: _____
Notary Signature

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for _____.

This sworn statement is submitted by (entity) _____ whose business address is _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____(If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is_____and my relationship to the entity named above is_____.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

_____

Signature Date:

STATE OF FLORIDA
COUNTY OF _____
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this ___day of _____, and is personally known to me, or has provided _____ as identification.

_____ My Commission expires: _____
Notary Signature

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Firm	Date
Authorized Signature	Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 25-05**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the response submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: _____TITLE: _____

ADDRESS: _____

CITY: _____STATE: _____

AUTHORIZED SIGNATURE: _____DATE: _____

- Evaluation criteria change.

Criteria	Weight
Qualifications/Experience of Company	30
Performance Delivery Plan	30
References	20
Project Budget and Cost	20
	100

- In the cost proposal budgets, should vehicles, LPR units and any other items that would be considered capital expenditures be amortized over 36 months or 60 months? **All equipment should be purchased/maintained/owned by the Contractor. The City anticipates that the contract will have an initial period of three (3) years with two (2) options to renew at two (2) years each for a total of seven (7) years with a projected start date of October 1, 2025.**

- If the contract is not extended and there are still unamortized costs, will the city reimburse the operator? **Reimbursements will be determined during contract negotiations.**

- Who will own the vehicle, LPR unit, etc. at the end of the contract term, the City or the Contractor? **All equipment should be purchased/maintained/owned by the Contractor.**

- Please confirm what type of agreement the City is looking for. Is it a Rev Share or is it a management agreement with a fixed management fee plus reimbursable operating expenses? **Proposer should present the option that is in the best interest of the City.**

- Will there be available office space for the contractor to use? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**

- If the contractor has to provide their own office space, does it have to be in a certain general location and available to the public for customer service? **There are no requirements for office space within this RFP.**

- Will there be available parking spaces for enforcement vehicles? **The City will assist in providing parking for enforcement vehicles.**

- Please confirm the City will be the Merchant of Record **Yes**

- Who is the City's preferred collections agency? **The vendor the City prefers is Contract Callers.**

- Can the City describe what type of DOT interface they are seeking with the selected Digital Enforcement system? Is an integration with the Florida Department of Highway

Safety and Motor Vehicles for the purposes of registered owner lookups and registration holds sufficient? **The purpose of this interface is to be able to send parking citations to the registered address.**

- Would all 39,000 residents be eligible for a digital permit, which could allow for free parking for all Fernandina Beach residents? **The company should make a recommendation on annual permits that provides benefits (discounts) to residents.**

- We see the "3 Hours Parking" signs all across the city have been removed. Is it the City's intent to introduce incremental rates instead of the 3-hours time limit? If so, do you have rates in mind that you would envision charging? We need to understand the rates in order to create a revenue proforma. **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on hourly rates, annual permits, and parking times to the City.**



- Those signs reflected enforcement from 7am to 7pm. Does the City wish to keep this schedule and if so, is it for seven (7) days per week? If you envision another schedule can you please share it? **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on parking times to the City.**

- The RFP states all revenues will be deposited in a City controlled account. Would the successful bidder have access to this account, along with the ability to make withdrawals to cover operating expenses? **The company will not have the ability to withdraw funds from a City account. It is anticipated that the City will receive net revenue deposits from the Company.**

- There is the mention of "kiosks" on page 6 of the RFP, Scope of Work. Kiosk usually refers to a multi-space meter that a parker would approach on foot, making payment for their parking session. Is it the City's desire that the successful bidder mount these devices on certain block faces in the enforcement zone? And if these devices are

desired, will the City purchase them or expect the successful bidder to make that purchase? **The company is responsible for supplying, installing, and maintaining kiosks if they are recommended by the proposer and agreed upon by the City.**

- Within the zone outlined in red and showing as Exhibit A, there are a number of surface lots. See signs below. It is our understanding that these lots will also be a part of the enforcement program, in addition to the on-street spaces and Marina Lots. Can you verify we are correct about this assumption? **Yes, these surfaces are part of the premium paid parking zone**



CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES



- The new program will require informational signs to notify the public of the program and the new parking rates. This could mean the installation of 250 signs at a ratio of 1 every 3 spaces, for example. Will the City generate and install these signs? **The company will be responsible for supplying, installing, and maintaining all signage. The Downtown area is part of the City's Historic District and signage will need to be a coordinated effort with the City.**

- Would the City provide an office for the successful enforcement company or would the company have to rent office space? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**

- Would the City be willing to bring 110 power to two (2) points in each of the Marina lots? This would be needed to power new technology on those locations. **There is 110v available in both parking lots**

- Can you please verify the financial statements are kept confidential throughout this process? **Under Florida Public Records Law the statements would become available once the bid is awarded. Banking information would be redacted. Please refer to Florida Statute (119.071, Sub 1, Sub B2)**

Elite Parking
Services of America

RFP 25-05

CITY OF FERNANDINA BEACH



PARKING MANAGEMENT SERVICES

DATE:
5 June 2025

PROPOSED BY:
Elite Parking Services

Cover letter

Elite Parking
Services of America

COVER LETTER

This cover letter introduces Elite Parking Services and outlines our qualifications to serve as the parking operator for the City of Fernandina Beach.

Parking Management Services for the City of Fernandina Beach

Elite Parking Services
76 South Laura Street, Suite 1702
Jacksonville, Florida 32202
+1-904-297-4437

June 5, 2025

City Clerk's Office
RE: Parking Management Services - RFP 25-05

To the City of Fernandina Beach,

Elite Parking Services is proud to submit our proposal to help the City implement and manage a modern, revenue-generating parking program that balances visitor access with resident protection. **As a Florida-based leader in municipal parking operations,** we know what matters to you: creating sustainable revenue streams, improving space utilization, and delivering a parking experience that reflects the charm and needs of Fernandina Beach. And we don't just understand those goals, we've built successful, community-first parking programs around them.

This proposal provides a detailed look at our operational strategy, local engagement plan, and commitment to delivering a **modern, fair, and scalable parking program** that aligns with Fernandina Beach's vision for managed growth and quality of life.

Why Elite Parking Services

Founded in 2006 and **headquartered just less than an hour away in Jacksonville**, Elite Parking Services is North Florida's largest parking management company. **Unlike national vendors, we're both your neighbors and your long-term partners.** Our **extensive experience with regional municipalities** means we understand the nuances and expectations of residents, tourism demands, and budget realities. This allows us to not only offer highly localized solutions, but also on-the-ground support and rapid response times unmatched by out-of-town operators.

We stand apart as the only parking management firm in the U.S. offering a fully integrated, technology-driven parking management system developed entirely in-house, eTrac. That plus our uniquely local perspective, real-time operations center, and flexible program design allow us to bring **innovative ideas** tailored to Fernandina's specific needs that range from *economy employee parking lots served by city circulators* to *seasonal rate adjustments and custom resident permits.*

Unmatched Technological Leadership and Innovation

Our state-of-the-art, proprietary eTrac system was designed specifically to modernize and streamline municipal parking operations. Built in-house, **eTrac is tailored to address the real-world challenges of municipalities like Fernandina Beach** that seek transparency, automation, and community-first solutions.

eTrac delivers a full digital ecosystem that eliminates manual inefficiencies, reduces administrative burden, and gives the City complete control and visibility over its parking program. Besides, eTrac empowers the City with:

- **Real-time occupancy monitoring** across key downtown zones, helping the City respond to peak tourism surges and adjust enforcement or pricing as needed

- **License Plate Recognition (LPR)** and **ticketless enforcement**, allowing for faster compliance checks and fewer disputes—all without physical permits or tickets
- **Dynamic pricing tools** to manage demand intelligently, including seasonal adjustments and special event strategies
- **Live financial dashboards** showing up-to-the-minute revenue performance by zone, meter, or time period
- **Resident permit management** integrated directly into the system, protecting access for locals and streamlining the application, renewal, and verification process
- **24/7 remote support and oversight** through our Jacksonville-based **eCommand Center**, ensuring quick resolution of issues and continuous performance tracking

Tailored, Flexible, and Forward-Thinking

What sets Elite apart is **our ability to customize**, not just copy-paste a generic solution. We work with you to **design programs that fit your town, your people, and your seasonality**. Our proposal includes multiple scalable service options, including:

Shared-Use, Shared-Revenue Partnerships

Collaborate with hotels like the Hampton Inn and downtown businesses to open up underused private lots during peak periods. Elite manages access and enforcement using our license plate technology, while both the City and participating businesses share in the revenue.

Satellite Parking + Circulator Connection

Ease downtown congestion by directing visitors and employees to designated off-site parking areas connected to existing or proposed circulator services. With clear signage and app integration, we ensure these lots feel just as convenient as curbside spots,while freeing up prime real estate for visitors and shoppers.

Dynamic, Event-Based Pricing Models

From festivals to seasonal weekends, Elite's system enables pricing to adjust in real time based on demand, encouraging turnover, reducing congestion, and maximizing revenue without frustrating residents.

Community-First Resident & Employee Permit Programs

Offer flexible permitting options tailored to different zones and user types – such as downtown employees, beachside residents, or seasonal guests. With tiered pricing and digital permits linked to license plates, we ensure compliance without the hassle of decals or in-person applications.

We bring the structure, but **you set the tone**. We're here to build something for you, with you.

Our Understanding of the City's Goals

We know that **Fernandina Beach's parking program** must do more than just manage curbside activity. It must also:

1. **Generate sustainable, non-tax revenue** to fund essential services and infrastructure
2. **Improve accessibility** for residents, visitors, and businesses

3 **Protect residents** from the downsides of over-tourism with fair, intelligent permitting

4 **Modernize enforcement and update parking policies** for today's needs

5 **Reduce traffic, promote walkability**, and support a vibrant downtown

6 **Increase safety** by reducing circling and improving visibility and pedestrian flow

At Elite we don't just understand these priorities, we build tailored solutions to deliver them.

Tailored Solutions for the City of Fernandina Beach

At Elite Parking Services, we specialize in delivering **tailored, community-focused parking solutions** designed to meet the specific needs of our partners. For the City of Fernandina Beach, we will:

STREAMLINE OPERATIONS

Implement advanced parking technology and optimized management processes to ensure smooth and efficient parking operations.

ENHANCE SAFETY AND ORGANIZATION

Use clear signage, delineated spaces, and active monitoring to create a safer and more organized parking environment.

REDUCE CONGESTION

Develop strategies to encourage off-street parking, balancing demand across available facilities.

MAXIMIZE REVENUE

Implement transparent cash controls, efficient citation collection, and dynamic pricing strategies to ensure the program's financial sustainability.

FOSTER ACCESSIBILITY

Provide designated parking areas for specialized vehicles, making parking more accessible for all users.

Why Elite is the Right Partner for Fernandina Beach

Elite Parking Services offers **the perfect combination of experience, advanced technology, and customer-centric solutions** to meet the unique parking operational needs of Fernandina Beach. Our approach delivers:

Local Expertise, Regional Strength: As the largest operator in the region, we understand the unique dynamics of downtown districts in Florida. We have a deep bench of experienced personnel, strong vendor relationships, and hands-on knowledge of community engagement in coastal municipalities.

Proven Downtown Implementation Experience: We've helped cities implement and manage successful paid parking programs with: Enforcement aligned with municipal code | Custom resident permit systems | Smart signage and kiosk deployments | Contactless, user-friendly payment solutions

Transparent Financials: Real-time dashboards, dynamic forecasting, and fully accountable revenue reporting.

Technology You Can Count On: Our proprietary eTrac platform offers a complete digital parking ecosystem – from license plate tracking and real-time occupancy monitoring to ticketless enforcement and live reporting dashboards. eTrac replaces manual processes, reduces errors, and gives the City full transparency and control.

24/7 Remote Oversight: Through our eCommand Center, we provide constant support, issue resolution, and service monitoring, minimizing the need for heavy on-site management while maximizing consistency.

Elite Parking Services is uniquely positioned to support Fernandina Beach in developing a sustainable, transparent, and community-supported parking program. **We combine the local presence of a neighbor with the technical and operational capabilities of a national-scale provider**. Our extensive experience in municipal environments, proprietary technology, and commitment to service make us the ideal partner to help the City implement, manage, and evolve a paid parking system tailored to its unique character and needs.

We appreciate the opportunity to submit this proposal and welcome the chance to discuss how Elite Parking Services can contribute to the continued success of the City of Fernandina Beach's parking operations. Thank you for considering Elite Parking Services for this opportunity.

Sincerely,



Dane Grey
President & CEO, Elite Parking Services

Contact information: DaneGrey@eliteparkingsoa.com | +1 (904) 297-4437

****Elite acknowledges that this response is based on the terms outlined in the RFP and all amendments thereto posted on the buyer's website as of the date of the response, and the contractor will be responsible for monitoring the buyer's website for subsequent amendments and for either maintaining, amending, or withdrawing the response prior to the response due date based on those subsequent amendments.****

TABLE OF CONTENTS

COVER LETTER 2

CONTACT SHEET 5

PROPOSAL TAB A 8

ABOUT ELITE PARKING SERVICES 9
COMMITMENT TO INNOVATION 9
A TURNKEY SOLUTION FOR FERNANDINA BEACH 9
3 THINGS THAT MAKE ELITE STAND OUT FROM OTHER PARKING OPERATORS 10
OUR CAPABILITIES AT A GLANCE 12
WHY ELITE IS THE RIGHT PARTNER FOR THE CITY OF FERNANDINA BEACH 13
THE VALUE WE BRING TO THE CITY THAT OTHERS DON'T 13
ELITE'S PROPOSAL DIRECTLY ANSWERS THE CITY'S KEY QUESTIONS 13
ALIGNING WITH THE CITY'S OBJECTIVES 14
TRANSFORMING FERNANDINA BEACH'S PARKING EXPERIENCE 15
ELITE'S PROPOSED SOLUTIONS 15
SETTING THE CITY OF FERNANDINA BEACH UP FOR SUCCESS 16
CONSULTING-FIRST APPROACH TO IMPLEMENTATION 16
SEAMLESS, CONTACTLESS PARKING EXPERIENCE 21
MARKETING PROGRAM 23
PARKING CITATION SYSTEM 26
ADDED VALUE: THE WEPARK PARTNERSHIP 28
EXPANDING PARKING CAPACITY WITHOUT CAPITAL INVESTMENT 28
PROGRAM BENEFITS FOR ALL STAKEHOLDERS 28
PROGRAM IMPACT AT A GLANCE 29
AUDITED FINANCIAL REPORTS 34
COMPANY EXPERIENCE 35
EXPERT TEAM SUPPORTING FERNANDINA BEACH 35
PROVEN SUCCESS IN MUNICIPAL PARKING OPERATIONS 40
CASE STUDY 41
PREVIOUS PROJECTS 42

PROPOSAL TAB B 46

GENERAL SERVICES REQUIRED 47
PERFORMANCE METRICS AND REPORTING 47
IMPLEMENTATION TIMELINE 53
PARKING ENFORCEMENT 57
CUSTOMER SERVICE 63
COLLECTION OF MONIES AND ACCOUNTING 64
COMPREHENSIVE CASH CONTROL & REVENUE MANAGEMENT PLAN 64
PERSONNEL ADMINISTRATION 65
ELITE'S TAILORED STAFFING METHODOLOGY 66
EMPLOYEE SCREENING 67
CUSTOMER SERVICE TRAINING, POLICIES, AND COMPLAINT RESOLUTION 68
TRAIN AND EQUIP ENFORCEMENT STAFF 69
STAFF UNIFORM AND APPEARANCE STANDARDS 71
INSTALLATION AND MANAGEMENT 71
SIGNAGE STRATEGY 71

PROPOSAL TAB C 73

TRUSTED PARTNERS AND VERIFIED SUCCESS **74**

PROPOSAL TAB D **75**

SMART PRICING STRATEGY BACKED BY REAL-WORLD DATA **76**
PRICING FOR FERNANDINA BEACH 77
REVENUE FORECAST 77
REVENUE BREAKDOWN FOR YEAR 1 77

PROPOSAL TAB E **79**

PROPOSAL TAB F **81**

EXHIBIT B – PUBLIC ENTITY CRIMES **82**
EXHIBIT C – DRUG-FREE WORKPLACE CERTIFICATION **84**
EXHIBIT D – E-VERIFY STATEMENT **85**
EXHIBIT E – PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS **86**
EXHIBIT F – CONFLICT OF INTEREST **87**
EXHIBIT G – NON-COLLUSION AFFIDAVIT **89**
EXHIBIT H – DISPUTES DISCLOSURE **91**

Qualification

Elite Parking
Services of America

PROPOSAL TAB A

QUALIFICATIONS AND EXPERIENCE OF COMPANY

A comprehensive look at Elite including who we are and our operational model. This section highlights what differentiates Elite from traditional parking operators and why our integrated, technology-powered approach makes us the right partner for the City of Fernandina Beach.

Parking Management Services for the City of Fernandina Beach

ABOUT ELITE PARKING SERVICES
YOUR LOCAL, FULL-SERVICE PARTNER IN PARKING TRANSFORMATION

Elite Parking Services is **the only fully integrated, technology-driven** transportation and parking management provider in North America. Since 2006, we have redefined industry standards by combining operational expertise with proprietary technology, such as our eTrac platform, to deliver **smarter, more reliable, and more cost-efficient** parking solutions.

As the largest operator in North Florida and a **national leader in the industry**, our mission is to revolutionize parking operations through automation, data-driven decision-making, and an unwavering focus on customer satisfaction and financial performance.

Headquartered in Jacksonville, we bring our proven service model and **nearly 20 years of experience operating and consulting for municipalities across the Southeastern U.S.**, with a record of success in complex downtown environments. For us, parking management is more than just a simple operation, it is a partnership. From strategic planning to day-to-day execution, we help cities like Fernandina Beach design **smarter, more resident-friendly parking systems that drive revenue, improve access, and build public trust.**



15 states served



Based from Jacksonville, Florida



+650 employees

COMMITMENT TO INNOVATION

At Elite Parking Services, innovation isn't just a buzzword, it's the foundation of how we deliver **smarter, more efficient municipal parking programs**. In communities like Fernandina Beach, where operational efficiency, visitor satisfaction, and financial accountability are all top priorities, our approach is uniquely suited to drive results.

Elite is **the only U.S. parking operator** offering a proprietary, cloud-based platform, **eTrac**, purpose-built to **simplify management, enhance transparency, and maximize revenue for cities**. Whether it's enforcing time limits, monitoring occupancy, issuing citations, or tracking meter performance, **eTrac delivers the real-time data and tools municipalities need to maintain full control while reducing manual effort and administrative overhead.**

With **eTrac**, there's no need for outdated hardware or clunky manual processes, just smart, reliable parking operations backed by continuous insight and 24/7 support.

A TURNKEY SOLUTION FOR FERNANDINA BEACH

Elite Parking Services delivers a **fully integrated, turnkey parking solution** designed specifically for small to mid-sized cities like Fernandina Beach. Our comprehensive model makes it easy for the City to implement **a modern, scalable, and efficient parking program, with no heavy lift required by City staff.**

From planning and implementation to enforcement and revenue collection, **we manage it all, while ensuring the City retains full transparency and decision-making control**.

Our solution includes:

- **Customized program design** based on Fernandina Beach's unique goals, traffic patterns, and local character
- **License plate-based enforcement** with real-time compliance tracking
- **Mobile payment support** to reduce friction for users
- **Live revenue dashboards** and financial reporting to maximize returns and support accountability
- **Trained staff** to ensure smooth daily operations and positive community interaction
- **Ongoing performance review** and optimization, including seasonal adjustments and special event planning

With Elite, Fernandina Beach gets more than a parking operator, it gets a **strategic partner dedicated to delivering a streamlined, future-ready parking program** that supports tourism, business vitality, and the City's long-term mobility goals.

3 THINGS THAT MAKE ELITE STAND OUT FROM OTHER PARKING OPERATORS

1 Service Delivery Model (Elite Operating System)

EOS is Elite's structured, proven methodology **designed to optimize service performance, accountability, and operational transparency**. Tailored for municipal parking environments like Fernandina Beach, EOS ensures every aspect of the service is aligned with the City's objectives, driving **efficiency, consistency, and continuous improvement** across all operations. *More information about Elite's proven process, performance metrics, and reporting structure can be found in Tab B of this proposal.*

2 Smart Technology Platform (eTrac)

Built specifically for modern parking management, **eTrac** is Elite's proprietary, cloud-based platform that **replaces outdated manual processes with a fully digital system**, tracking, managing, and reporting on every aspect of service delivery in **real time**.

From the moment a vehicle enters a paid parking space to the moment it exits, **eTrac** captures and logs every transaction, enforcement action, payment, and customer interaction. This data is delivered through a secure, user-friendly dashboard, giving the City of Fernandina Beach **complete visibility into daily operations**, without relying on manual reporting or guesswork.

With built-in automation, real-time alerts, license plate recognition integrations, and predictive analytics, **eTrac** ensures **Fernandina Beach's parking operations remain efficient, transparent, and aligned with the City's goals** around revenue generation, customer service, and compliance.

Critically, eTrac empowers City staff to make **faster, more informed decisions using live, data-backed insights**. It also allows Elite to dynamically adjust staffing levels based on real-time demand, reducing costs while maintaining service excellence. The result is a **smarter, leaner, and more accountable parking operation** that's built for long-term success.

eTrac's Key Benefits:



3 Approach to Automation (eCommand)



Elite supports the City of Fernandina Beach with **unmatched remote oversight and operational coordination** through **eCommand, our 24/7 centralized monitoring hub**. This advanced system ensures seamless, uninterrupted parking operations by monitoring transactions, occupancy levels, enforcement activity, and customer interactions in real time, **enabling immediate adjustments and rapid issue resolution without requiring on-site escalation.**

Unlike traditional management approaches that rely solely on local personnel, eCommand can handle up to 90% of on-site management functions remotely. This reduces overhead, improves response time, and ensures Fernandina Beach receives consistent, high-quality service aligned with the City's operational goals. From optimizing staffing and monitoring compliance to managing maintenance alerts and resolving customer issues, **eCommand keeps every aspect of the downtown parking program running efficiently and transparently.**

OUR CAPABILITIES AT A GLANCE

Elite Parking Services delivers comprehensive parking management solutions, including:



Parking Management

Comprehensive management of parking operations, including enforcement, revenue control, and facility optimization.



Parking Enforcement

Equitable and consistent enforcement designed to promote compliance and safety while maintaining a professional and friendly approach.



Revenue Collection and Real-Time Reporting

Precise, transparent, and timely accounting reports to support the City's financial goals. Instant access to operational data empowers decision-makers with actionable intelligence.



Equipment Installation and Maintenance

Expert installation and upkeep of parking equipment and signage, with a focus on minimalized hardware solutions.



Cloud-Based Technology Solutions

Advanced software systems for payment, enforcement, and data analysis, minimizing reliance on physical infrastructure.



Customer-Focused Services

Delivering a seamless and inclusive experience for all users by offering a variety of payment options, including digital platforms and non-digital methods to ensure accessibility for all.



Comprehensive Citation Management

Equitable enforcement with streamlined appeals and collections processes, ensuring compliance and transparency.



Data-Driven Recommendations

Ongoing analysis and actionable insights to optimize rates, ordinances, and parking space utilization.



Event Parking Planning and Execution

Elite provides comprehensive event parking solutions, including advanced reservations, real-time traffic management, and staff deployment to ensure smooth entry and exit.



Valet Parking Operations Management

Seamlessly managed valet services that enhance customer convenience while optimizing parking space utilization.

WHY ELITE IS THE RIGHT PARTNER FOR THE CITY OF FERNANDINA BEACH
THE VALUE WE BRING TO THE CITY THAT OTHERS DON'T

At Elite Parking Services, we go beyond the basics of meter installation and enforcement. We deliver a **comprehensive, future-ready parking program that's built to serve your residents, support your businesses, and grow sustainable revenue**, without burdening taxpayers or compromising Fernandina Beach's historic charm and visitor appeal.

Here's why **Elite** is the right partner for **Fernandina Beach's Downtown Paid Parking Program**:



Real-Time Transparency Through Technology

With our proprietary **eTrac** platform and 24/7 **eCommand** Center, the City gains complete operational visibility, including live insights into transactions, occupancy trends, payment compliance, enforcement activity, and more. Every decision is backed by data you can trust.



Frictionless, Resident-First User Experience

Our fully digital system replaces outdated pay stations with a **mobile-first solution** that makes it easy for visitors to pay, extend time, or find open spaces. For residents, we build customized permit programs that are accessible, intuitive, and respectful of their needs.



Smart Staffing and Enforcement Optimization

We don't just staff operations, we deploy trained professionals, enforcement officers, and support teams based on real-time activity, peak hours, and event patterns to ensure coverage when and where it's needed most, all of this **without bloating labor costs**.



Remote Oversight with Local Sensitivity

Through **eCommand**, our centralized operations hub, we provide rapid-response management and supervision that most providers can't match. This reduces on-site escalation, improves resolution times, and protects City resources.



Seamless Turnkey Solution

From community education to signage, wayfinding, customer support, compliance monitoring, data analysis, and reporting, **Elite manages the entire program as a cohesive, turnkey solution**.



Revenue Growth Without Gentrification

We help cities like Fernandina Beach fund infrastructure improvements and city services by **unlocking sustainable revenue streams that don't rely on raising taxes or introducing disruptive changes**.

ELITE'S PROPOSAL DIRECTLY ANSWERS THE CITY'S KEY QUESTIONS

1 How can the City generate as much revenue as possible without increasing taxes?

Elite delivers a modern, streamlined parking program that increases payment compliance, optimizes space turnover, and introduces revenue-enhancing add-ons like dynamic pricing and digital permit systems, all of which **maximize income without penalizing residents**.

2 How can we protect and engage business, stakeholders, and residents without negative impact?

Elite's resident-friendly approach includes local permit zones, digital guest passes, merchant validations, and educational outreach. We make sure residents and businesses are partners, not victims, of this transition.

3 How does the City know which program is the right one when providers all look similar on paper?

Elite stands apart with our **in-house technology**, centralized command center, proven downtown deployment experience, and data transparency. Everything we offer is measurable, real-time, and responsive.

4 How does the City prove to key stakeholders that this is the right move?

We provide a full suite of dashboards, reports, and KPIs that track financial performance, occupancy rates, community compliance, and satisfaction. Your team will have the tools to report results clearly and confidently.

ALIGNING WITH THE CITY'S OBJECTIVES

Elite Parking Services understands that the City of Fernandina Beach is seeking more than just a vendor, **the City is seeking a strategic partner capable of delivering a parking program that supports community goals, preserves the charm of its historic downtown, and delivers measurable results.**

Our proposal directly addresses the broader civic objectives that typically drive municipal parking initiatives. We are committed to helping the City:

Generate Sustainable Revenue Without Raising Taxes

Elite's parking programs are designed to **create a reliable, self-sustaining source of revenue** that directly contributes to city services, infrastructure improvements, and economic development without burdening taxpayers. Our optimized pricing models and enforcement **technology ensure every transaction is accounted for and every revenue opportunity maximized.**

Improve Parking Accessibility for Visitors, Businesses, and Residents

We use real-time data and occupancy analytics to increase turnover, reduce cruising for parking, and ensure availability across priority zones. Our customer-friendly tools make it easy for all users, including tourists, local employees, and business patrons, to **find and pay for parking without confusion or friction**.

Implement a Resident-Friendly Parking Management Strategy

We recognize that residents are the heart of Fernandina Beach. Our permit programs, targeted enforcement zones, and flexible accommodations for locals ensure that any new system protects residential access and avoids disruption to daily life. Resident communications and feedback loops are built into our program to improve transparency, responsiveness, and long-term community trust in the parking system.

Modernize Enforcement and Update Parking Regulations

We help municipalities **modernize outdated parking ordinances**, align enforcement practices with best practices, and educate the public before issuing citations. Our license plate recognition (LPR) and mobile enforcement systems are **efficient, accurate, and fully compliant** with applicable legal standards.

Reduce Traffic Congestion and Improve Walkability

By improving signage, balancing time limits, and guiding users to underutilized areas, **Elite reduces unnecessary vehicle circulation** and encourages walking, biking, and transit use, supporting Fernandina Beach's quality-of-life goals.

Increase Safety and Enhance the Downtown Experience

Well-managed parking contributes to safer streets, clearer traffic flows, and a more inviting public realm. Our proactive maintenance, staff presence, and coordinated support with city officials ensure a **well-lit, orderly, and welcoming environment for all.**

TRANSFORMING FERNANDINA BEACH'S PARKING EXPERIENCE
ELITE'S PROPOSED SOLUTIONS

To address the City of Fernandina Beach's key objectives – revenue growth, accessibility, resident protection, enforcement modernization, and downtown vitality – Elite Parking Services proposes **a series of forward-thinking, fully integrated solutions**. These innovations are **designed not only to solve today's parking challenges but to lay the foundation for a smarter, more connected, and community-friendly downtown experience**.

Elite's proposed innovative solutions include:

1 **Digitized, Tech-Enabled Parking System**
A fully digital parking management platform that automates all core service components, positioning Fernandina Beach on the forefront of becoming a smart city operation.

2 **Two Comprehensive Consulting Studies**
- *Parking Operating Diagnostic Analysis*: A root-cause assessment aligned with the City's strategic plan.
- *Parking Garage Feasibility Study*: To determine the viability of future structured parking investments.

3 **Enhanced Customer Service Program**
A premium guest experience at every touchpoint, supported by trained staff, responsive tools, and community engagement features.

4 **Centralized Valet Parking Program**
A unified valet system to reduce curbside congestion and enhance the downtown visitor experience.

5 **EV Charging Infrastructure**
Procurement and implementation of modern EV charging stations in public parking facilities to support sustainability goals and serve a growing segment of vehicle owners.

6 **Dynamic Wayfinding & Signage Updates**
Clear, tech-enabled directional signage and digital wayfinding across critical touchpoints to reduce confusion and improve parking efficiency.

7 **Parking Management Mobile App**
A user-friendly mobile interface offering real-time availability, mobile payments, validations, enforcement tools, and customer support.

8 **Residential Parking Program**
Designed to limit transient vehicle overflow in residential zones and offer free or discounted parking for residents of Fernandina Beach.

9 **Public-Private Partnership Parking Program**
Helping private landowners monetize or protect their properties by integrating them into the City's formal parking enforcement and revenue system.

10 **Enforcement Modernization**
Real-time enforcement and compliance tools deployed across all approved public and private parking areas.

11 **Parklet Program Implementation**
Creation of vibrant, small-scale public spaces or outdoor dining areas, repurposing selected parking spaces to boost economic activity and downtown livability.

12 **Expanded Micro-Mobility Options**
Introduction of smart scooters and smart bikes to promote last-mile connectivity and reduce vehicle dependency in the city core.

13 **Local Business Validation Program**
Real-time digital parking validation tools allowing businesses to subsidize their customers' parking and be billed directly to their account.

14 **Regional Transit Partnership**
Collaboration with the Jacksonville Transit Authority (JTA) to activate and operate a consistent downtown circulator, expanding access to external parking lots and offering affordable mobility options for residents and visitors.

SETTING THE CITY OF FERNANDINA BEACH UP FOR SUCCESS
CONSULTING-FIRST APPROACH TO IMPLEMENTATION

Before implementation begins, a well-qualified operator should provide the City with **detailed pre-launch consulting services that address local business needs, resident expectations, and stakeholder goals**. Elite Parking Services offers exactly that.

If selected, Elite will lead the City of Fernandina Beach through a strategic onboarding and program design process to ensure every concern is addressed and every opportunity maximized. At a minimum, our consulting scope will include the answer to some much pressing questions.

Anticipating Business Owners Concerns

Will a paid parking program hurt local businesses?

Not if implemented strategically. Elite has helped municipalities across the U.S. launch paid parking systems that not only protect but **boost downtown business performance.** Our approach includes:

A **merchant validation program** allowing businesses to subsidize or cover parking for their customers.

Smart pricing strategies that improve space turnover and make parking more accessible to genuine visitors, rather than long-term parkers or employees.

Downtown economic vitality case studies showing that cities who implemented similar programs saw measurable improvements in business access, customer satisfaction, and revenue.

LESSONS FROM OTHER MUNICIPALITIES

THE IMPACT OF STRATEGIC PARKING PROGRAMS

A comparative analysis of other municipalities that faced challenges similar to those in Fernandina Beach reveals a clear trend: **well-designed downtown parking programs consistently deliver measurable economic and operational benefits.**

Despite differences in population size and urban density, cities that implemented demand-based pricing, updated regulations, and modernized enforcement saw **tangible improvements in business performance, parking availability, and user satisfaction**. In fact, the data normalized across multiple cities shows that even in high-density environments, **the right parking strategy can drive stronger downtown commerce, better space turnover, and long-term support from stakeholders**.

The figures included bellow reflect pre- and post-implementation results, highlighting the increased business activity.

Ogden, Utah



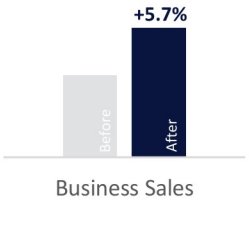
Challenge: Limited parking availability during peak periods; concerns about visitor access, especially in anticipation of new downtown development areas.
Result: A 10% increase in the business sales index after implementing paid parking and real-time enforcement tools. Better access drove stronger commerce and reduced congestion.

Redwood City, California



Challenge: High-demand downtown area with poor turnover.
Action: Implemented demand-based pricing and eliminated time limits.
Result: Improved parking availability by 20%, increased retail turnover, and high public satisfaction. Also became a cornerstone of broader downtown revitalization.

Seattle, Washington



Challenge: Employee space hoarding and underutilized curbside inventory.
Action: Extended paid parking hours and added real-time data systems.
Result: A 5.7% increase in business sales and improved gross receipts, disproving initial fears that paid parking would hurt business.

These outcomes offer a valuable roadmap for Fernandina Beach, proving that **strategic parking reform not only works but becomes a catalyst for broader downtown revitalization.**

WHAT THIS MEANS FOR FERNANDINA BEACH

The experience from these cities, despite their larger size, proves that **thoughtful, community-aligned parking policies lead to:**



Higher downtown sales



More efficient use of limited curb space



Better access for customers and residents



A measurable increase in satisfaction among business owners and constituents

By embracing a strategy rooted in **access, fairness, and responsiveness**, Fernandina Beach can move forward with confidence, knowing that a well-designed parking program will **support the local economy, ease congestion, and preserve the charm that residents and visitors love.**

HOW ELITE TURNS STRATEGY INTO RESULTS

We're not here to simply operate a parking system. We're here to help **Fernandina Beach reimagine what parking can do**, for its economy, its community, and its future. Elite's proposed parking program is built to:

1. Improve visitor access to key destinations
2. Reduce employee parking abuse
3. Free up high-value storefront spaces for actual shoppers
4. Engage businesses and residents in shaping program outcomes
5. Maintain affordability while generating sustainable municipal revenue

Anticipating Public Concerns

What if the public resists?

Public resistance is a natural and expected part of introducing any major change, especially in downtown parking programs. That's why it's essential that your chosen operator doesn't push a one-size-fits-all solution, but instead **brings your vision to life, with the interests of the City and its residents front and center**. Without a clear and inclusive engagement strategy, even the most well-designed program can face unnecessary pushback. At Elite, our approach is rooted in **proactive education, community-driven policies, and data-informed outreach to build trust, reduce friction, and ensure long-term public support.**

To address potential concerns early on, we recommend the following initial strategies:

SOFT LAUNCH PERIOD

We begin with a 4–8 week grace period where warnings, not citations, are issued, giving residents time to understand the new system and adjust without penalty.

RESIDENT PROTECTION PROGRAMS

Fernandina Beach residents will receive digital parking permits free of charge, managed via a user-friendly mobile system. Elite will provide full onboarding support to ensure easy adoption.

PUBLIC EDUCATION CAMPAIGN

Our awareness plan includes digital outreach, in-person events, flyers, a dedicated website, and community ambassadors, each explaining the *why* behind the program: better business access, safer streets, and revenue generation to reinvest in local infrastructure.

STAKEHOLDER OVERSIGHT COMMITTEE

We recommend creating a committee that allows stakeholders to monitor performance, appeals, and reinvestment progress, adding a layer of public accountability to every step of the program.

ONGOING STAKEHOLDER FEEDBACK LOOP

Regular town halls, online surveys, and advisory sessions will help us listen, refine, and improve the program based on real input.

TRANSPARENT METRICS AND REPORTING

Elite will publish quarterly KPIs, such as space turnover, citation trends, downtown business access, and public reinvestment, ensuring we actively listen, adapt based on input, and keep residents informed every step of the way to foster trust and transparency throughout the transition.

CASE STUDY

SFPARK – SAN FRANCISCO'S PARKING TRANSFORMATION

San Francisco's SFpark was a pilot program launched in 2011 to manage parking demand through dynamic pricing. The initiative aimed to reduce congestion, improve parking availability, and enhance the overall transportation experience in the city.

Initial Concerns:
At launch, business owners and residents feared rising prices, reduced access, and negative business impact.

Strategies Implemented

1. **Demand-Responsive Pricing:** SFpark dynamically adjusted meter rates based on real-time demand, targeting an ideal occupancy range of 60–80% to improve space turnover and reduce congestion.
2. **Transparent Communication:** The city proactively shared the program's objectives, pricing structure, and anticipated benefits through public meetings, a dedicated website, and community outreach.
3. **Pilot Program Launch:** SFpark began as a limited pilot in select neighborhoods, allowing the city to gather data, refine the approach, and build public confidence before expanding citywide.

METRIC	BEFORE SFPARK	AFTER SFPARK
Avg Time to Find Parking	~6.5 minutes	~3.3 minutes (↓50%)
Occupancy Rates	Often above 80%	Stabilized at 60–80%
Citation Revenue Share	45% of total parking revenue	20% of total parking revenue
Average Hourly Rate	$2.73	$2.59

Outcomes

Reduced Congestion
Drivers spent significantly less time circling for parking, easing traffic flow and improving downtown mobility.

Improved Parking Availability
With occupancy rates stabilized within the target range, parking availability improved, benefiting both residents and visitors.

Enhanced Public Perception
Initial concerns gave way to growing support as the community experienced the program's tangible benefits.

What began with skepticism ended with reduced congestion, improved parking access, and a citywide shift in public perception. The lesson: when residents see tangible benefits, public trust grows.

Elite will apply these proven strategies to partner with the City of Fernandina Beach, delivering a phased, education-first rollout that builds public trust through transparency, clear communication, and minimal early enforcement.

Ensuring Fair and Accessible Neighborhood Parking

How do we protect residents?

Elite will implement a **digital residential parking permit program** that offers **free, easy-to-manage parking for residents**, protecting their access while minimizing disruptions from non-local traffic. This program ensures that residents can park conveniently near their homes, while also supporting broader mobility goals for the city.

CASE STUDY

ARLINGTON COUNTY, VA – RESIDENTIAL ZONED PARKING PROGRAM

A relevant example comes from **Arlington County, VA**, where commuter intrusion into neighborhoods severely impacted quality of life. Below we'll show you how the city addressed it, and what Fernandina Beach can expect.

Challenge:
Residential streets, particularly in the Aurora Highlands area, were overwhelmed by non-resident parkers. This created major frustrations for locals and even triggered legal challenges around fairness.

Strategies Implemented

1. Passed a residential zoning ordinance to limit daytime parking to residents and their guests.
2. Introduced a digital permitting system to manage access and compliance for on-street parking.

Outcomes

Non-resident parking dropped significantly in designated zones.

Residents regained access to parking near their homes.

The ordinance was upheld in court, establishing a legal framework other municipalities have followed.

Smart, well-managed residential parking programs not only solve real problems but are also legally defensible and publicly supported when implemented with care. Elite will deliver the same level of structure and resident protection to Fernandina Beach, ensuring that any parking changes benefit the people who live here first.

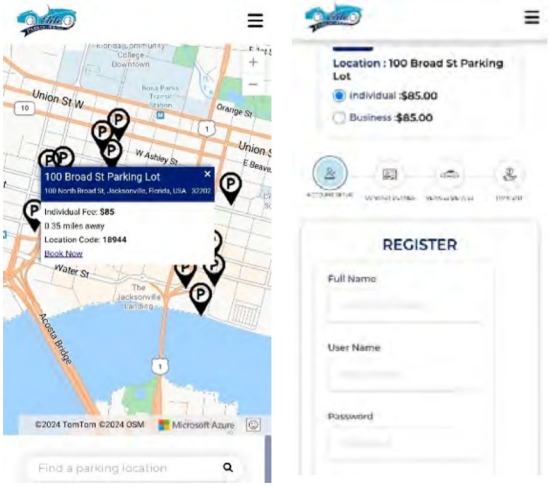
SEAMLESS, CONTACTLESS PARKING EXPERIENCE

A Fully Integrated, Touch-Free Parking System for Fernandina Beach

As part of our commitment to modernization and public safety, Elite Parking Services will implement a **fully contactless parking program**, delivering convenience, security, and efficiency for the City of Fernandina Beach and its residents.

This comprehensive solution eliminates the need for physical interaction, cash handling, or printed tickets. From reserving a space to paying a citation, **every touchpoint of the customer journey can be managed from a mobile device or web browser.**

Online Reservation System



Elite's proposed parking operation for the City of Fernandina Beach includes the implementation of an **integrated online reservation and payment system**, designed to centralize and elevate parking management. This unified platform streamlines processes and delivers a seamless experience for residents and visitors alike.

We are talking about **a dedicated webpage integrated with the City's website, where both residents and visitors will have access to all necessary parking information, including rates, locations, and policies.**

With this system, users can conveniently reserve parking in advance, reducing stress and improving overall satisfaction. **Additionally, the system captures valuable demographic insights, enabling Elite to craft targeted marketing strategies, optimize service offerings, and maximize revenue efficiency.** This innovative solution fosters stronger customer engagement and can prove especially valuable during high-demand periods like festivals and holiday weekends.

Bringing Parking into the Digital Age

Elite's mobile application and digital payment solutions provide a fast, flexible, and user-friendly experience for both residents and visitors. Whether paying for parking or managing citations, key functionalities include:

CONVENIENT PAYMENT OPTIONS

Patrons can use the mobile app to pay for parking and citations from anywhere, without needing to visit a kiosk or carry cash. It supports Visa, MasterCard, American Express, Discover, Android Pay, and Apple Pay for flexible payment options.

USER-FRIENDLY ACCESS

Customers can either register their vehicle using a phone number, email address, license plate number, and credit card or park instantly without registration or app download.

REAL-TIME INFORMATION

Provides users with real-time updates on parking usage and remaining time, ensuring a hassle-free experience, reducing uncertainty, and improving satisfaction.

SECURE TRANSACTIONS

Meets PCI-DSS top-tier security standards, with parking data transmitted in real-time for added protection.

Contactless Payments Across All Channels

Elite's digital-first approach ensures fast, secure, and convenient payment options for every user, eliminating the need for cash and reducing physical touchpoints.

To support adoption, our clear, strategically placed signage ensures everyone knows exactly how and where to pay.

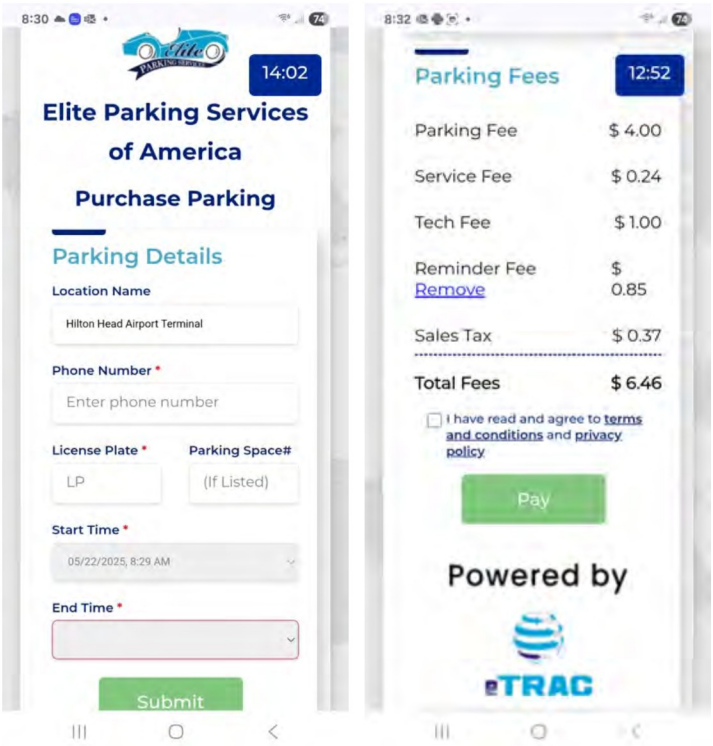




In addition to QR codes, our fully integrated system offers multiple access points designed for maximum convenience, including:

Mobile app | Web portal | Text-to-pay

Below is a preview of Elite's mobile app, which allows users to reserve and pay for parking in advance—streamlining their arrival and improving the overall parking experience.



This omni-channel system ensures residents and visitors can pay on their terms, whether planning ahead or paying on the spot.

MARKETING PROGRAM

Driving Visibility, Engagement & Revenue

Elite's Marketing Program is built to enhance the visibility, usage, and profitability of the City of Fernandina Beach's parking assets. Our strategies are designed to not only **guide residents and visitors toward available parking** but also to **promote the program's ease of use, transparency, and connection to community reinvestment.**

By combining traditional marketing techniques with cutting-edge digital tools, **we create awareness, build trust, and ultimately increase adoption, maximizing both space utilization and revenue return**.

Program Objectives

Our marketing program is designed to:

- Increase awareness and understanding of the parking program
- Improve customer adoption of digital tools (mobile app, reservation site, citation portal)
- Drive revenue through higher usage and better asset visibility
- Promote resident and visitor satisfaction with seamless access and support
- Support downtown business vitality by reducing parking confusion and increasing access

Our program leverages a variety of marketing techniques to achieve these goals. Elite's team is prepared to implement the following marketing strategies:

SEO Service Management
Optimizing your facility's online presence to rank higher in search results.

Paid Search Marketing
Utilizing targeted advertising to capture the attention of potential customers.

Social Media Marketing Management
Engaging with your audience through strategic social media campaigns.

Client Customized Website Development
Creating a bespoke website that serves as a comprehensive digital gateway to your services.

Client Customized App Development
Developing a user-friendly app to streamline the parking experience.

Online Sales/Reservation Parking Program
Facilitating easy online booking for convenience and efficiency.

Facility Marketing Services
Comprehensive marketing efforts to promote your facility's unique offerings.

Geo-Fence Marketing Program

Targeted, Real-Time Engagement in High-Impact Areas

Geo-fence marketing is a powerful, location-based advertising strategy that leverages GPS data to target individuals within designated areas, like high-traffic corridors, hotel zones, beaches, or popular attractions.

When someone enters one of these "geo-fenced" areas, they receive a notification or digital ad prompting them with real-time parking information, promotions, or access to the mobile payment app. This technology allows Fernandina Beach to connect with parkers exactly when and where they need guidance.

How It Works

Elite Parking Services will implement geo-fencing around strategic zones, such as downtown corridors, beach access points, and event venues. When someone enters these areas:

1. A branded message is delivered to their device via mobile apps, display ads, or social media
2. They are directed to a nearby parking facility with real-time availability and pricing
3. They are given direct access to the mobile app or pay-by-phone system

This solution supports digital adoption, reduces congestion from drivers circling for parking, and enhances the customer journey from arrival to destination. Using geo-fencing techniques, promotions (such as discounted first-time use or event-specific rates) can even be customized to increase conversion.

MEASURABLE GOALS OF THE GEO-FENCE MARKETING PROGRAM

Elite's goal is to create a clear link between targeted marketing exposure and parking behavior. Our geo-fence campaigns will track:

Engagement rates (ad views, clicks, downloads)	Parking conversions from geo-targeted users	Usage trends by location and time	Visitor patterns that inform future planning

With this data in hand, we can optimize messaging, placement, and investment, **ensuring Fernandina Beach gets measurable returns from its marketing spend while improving the parking experience citywide**.

By focusing on both customer interaction and data-driven optimization, we aim to create a seamless and effective parking experience that benefits both the City and its visitors.



Corporate Marketing and Facility Sponsorship Opportunities

Fernandina Beach has a unique opportunity to generate **non-tax revenue** by introducing **corporate sponsorships and naming rights** across its public parking facilities and bus stops. These partnerships not only unlock additional income but also enhance the local experience through curated branding, community engagement, and improved wayfinding.

Drawing on our success implementing similar programs in other clients, Elite proposes a customizable sponsorship program that **delivers value to both the City and participating local or regional businesses**.

Potential benefits for Fernandina Beach include:

New Revenue Streams: Offset program costs and generate surplus revenue through recurring sponsorship agreements.

Community Partnerships: Engage local businesses, hotels, and organizations to build a shared sense of ownership and visibility.

Improved Wayfinding & Aesthetics: Sponsor-branded signage and structures that enhance navigation while maintaining the City's historic aesthetic.

Flexible Naming Rights Opportunities: Tailored packages for lots, kiosks, shuttles, mobile apps, and more.

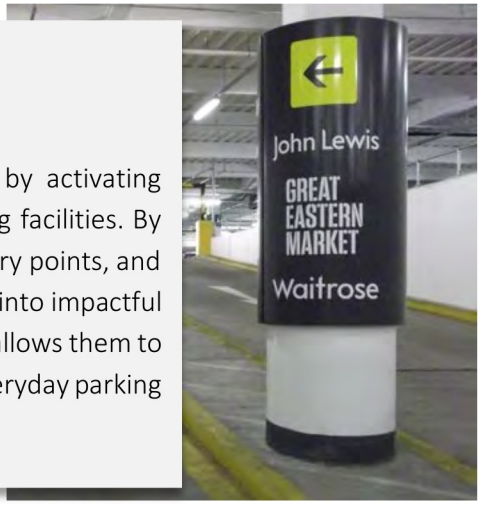
Elite's marketing and sponsorship model is **scalable, adaptable, and revenue-positive from day one**, ensuring Fernandina Beach benefits financially while maintaining control and alignment with its identity and values.



Bus Stop Marketing

Engaging Residents and Visitors with Transit-Based Advertising

Fernandina Beach's bus stops can serve as effective, high-visibility locations for local business sponsorships. Branded shelters, benches, and informational panels offer sponsors meaningful exposure while supporting public infrastructure maintenance and beautification. This creates a win-win model where essential services are enhanced through private partnership.



Advertising Program within Parking Facilities

High Visibility and Impact

Fernandina Beach can unlock a valuable new revenue stream by activating sponsorship and advertising opportunities within its public parking facilities. By utilizing high-traffic structural features—such as central pillars, entry points, and wayfinding signage—this program transforms functional elements into impactful branding spaces for local businesses and community partners and allows them to connect with residents and visitors at the curbside level, turning everyday parking interactions into revenue-generating engagement opportunities

PARKING CITATION SYSTEM

Efficient citation collection is essential to the success of any parking enforcement program. At Elite Parking Services, we combine intuitive digital tools with a structured, transparent process to **ensure timely payments, reduce administrative burden, and maximize compliance.**

Our approach centers around three pillars: a user-friendly online payment portal, a clear and fair appeals process, and a competitive fine structure that **encourages prompt resolution without alienating the community**. This balance of efficiency and fairness delivers a positive experience for both violators and administrators.



Online Citation Payment Portal

Elite's robust online portal streamlines the citation payment experience with the following key features:

REMOTE PAYMENT ACCESS

Enables violators to pay citations conveniently from home or any location with internet access.

WEBSITE INTEGRATION

Can be embedded into the City's official website for a seamless user experience, acting as a one-stop solution for all parking-related payments.

Parking Appeals Process

Elite is committed to delivering a **fair, efficient, and transparent process for contesting parking citations**. Our appeals system is built to uphold accountability, resolve disputes quickly, and foster trust between the City of Fernandina Beach and the public. By providing **clear instructions, accessible digital tools, and prompt review timelines**, we ensure that every individual has the opportunity to be heard and receive an impartial decision, reinforcing a parking program that is not only effective but community-centered.

Below is a breakdown of our structured appeals process, designed to make resolution as simple and straightforward as possible for both users and administrators.

1 Submission of Appeal

- Eligibility: Defined eligibility criteria for appeals (e.g., vehicle owners or authorized representatives).
- Appeal Submission: Violators can submit appeals via a standardized form or online portal, including:
  - Citation number
  - Vehicle details (license plate, make, model)
  - Contact information
  - Reason for appeal with supporting evidence (e.g., photographs).

2 Review Process

- Initial Review: Appeals are reviewed by designated parking enforcement personnel.
- Supporting Evidence: Supporting documents, officer notes, and additional investigation are considered for a thorough evaluation.

3 Decision Notification

- Uphold Citation: If the appeal is denied, violators receive clear explanations and instructions for payment.
- Dismiss Citation: Successful appeals result in immediate dismissal, with violators notified promptly.

4 Escalation Options

Details on escalating appeals to higher authorities or courts are provided for unresolved cases.

5 Record Maintenance and Reporting

- All appeals and decisions are documented for analysis and future process improvements.
- An annual review ensures the appeals process remains fair and efficient.

ADDED VALUE: THE WePark PARTNERSHIP
EXPANDING PARKING CAPACITY WITHOUT CAPITAL INVESTMENT

As part of our commitment to delivering **creative, sustainable, and community-focused solutions**, Elite Parking Services proposes launching the **WePark Partnership Program** in Fernandina Beach, a public-private initiative designed to turn underutilized private parking lots into **active, revenue-generating assets for both the City and local property owners.**

Through this innovative partnership, Elite will work directly with businesses, landowners, and institutions within the City limits to **sublease their unused or underused parking areas**. These locations will be incorporated into the City's broader parking ecosystem and activated through our operational and enforcement capabilities.

How It Works:

1. Identify strategically located private parcels and parking lots with the potential for public use.
2. Work with property owners to create short- or long-term sublease agreements.
3. Add lots to the City's parking inventory and make available to the public through digital platform.
4. Share revenue generated between the City and the property owner.

COMMUNITY ENGAGEMENT & STAKEHOLDER INTEGRATION:

Elite will lead stakeholder outreach and community engagement efforts to ensure the lots used align with business needs, resident concerns, and long-term urban planning goals. Our activation strategy includes:

- Staffing the identified lots during all operating hours to ensure security, accessibility, and smooth traffic flow
- Ensuring continued access for recreational users and regular visitors
- Implementing dynamic signage and app-based navigation for ease of use
- Creating feedback loops with local stakeholders to monitor performance and refine use

PROGRAM BENEFITS FOR ALL STAKEHOLDERS

For Property Owners

- Monetize previously unused or underused space, turning liabilities into assets.
- Gain protection through enforcement: eliminate unauthorized use or "space squatting" by non-customers.
- Zero operational burden as Elite handles setup, signage, technology, enforcement, and revenue processing.

For the City of Fernandina Beach

- **Expand public parking capacity** without building new infrastructure.
- Quickly address peak parking demand during special events, holidays, and tourism surges.
- Increase parking accessibility near downtown without increasing traffic congestion.

- Offer **price-sensitive options** outside the core (ideal for budget-conscious visitors).
- Leverage new inventory to support the future **Downtown Circulator**, activating lots farther from the city center and reducing pressure on the urban core.

For Residents and Visitors

- Enjoy greater access to convenient and affordable parking options.
- Reduce frustration and vehicle congestion near key destinations.
- Improved signage and wayfinding through Elite's integrated mobile app and digital platforms.

PROGRAM IMPACT AT A GLANCE

By leveraging WePark, Fernandina Beach will not only expand parking capacity and accessibility, it will **strengthen relationships with private stakeholders, generate additional revenue, and enhance the overall visitor and resident experience** in a smart, low-risk, and scalable way.

Under a part-time and strategically deployed model – with strong community engagement initiatives designed to secure stakeholder buy-in **– Elite's WePark partnership program has the potential to significantly transform parking in Fernandina Beach**.

Our projections show that this initiative can:

Additional Spaces Activated	**1,190 new stalls**
Projected Additional Revenue	**$1,023,632 annually**
Parking Capacity Increase	**+59%**
Parking Revenue Increase	**+17%**

This innovative model not only supports the City's long-term strategic goals for economic development, tourism, and mobility, **it sets Fernandina Beach apart as a forward-thinking leader in community-based parking management.**

Though aerial mapping and inventory analysis we have already identified multiple viable locations across Fernandina Beach, which could be rapidly activated under the WePark program with full cooperation from willing partners and support from the City.

This high-accessibility lots are an excellent example of **how underutilized assets can be transformed into high-performing parking solutions** that scale with seasonal demand, improve the downtown experience, and create lasting value for the community.



The below sites present ideal opportunities for strategic, part-time activation under the WePark program.

311 S 14TH ST.

FIRST ASSEMBLY OF GOD CHURCH

Estimated Car Count	40 – 60
Estimated Daily Charge	$2–3
Distance from Density	≈1,300 meters (<1 mile)
Est. Special Event Revenue	$20–25K annually



As the church property is typically unused during **weekdays and Saturdays (outside of service hours)**, it can be repurposed as a flexible parking solution to address key downtown needs:

- **Connector Lot:** Serves as an access point to the downtown circulator, easing congestion in the urban core.
- **Discounted Employee Satellite Lot:** Offers affordable parking for downtown employees, improving worker accessibility and preserving premium downtown spots for visitors.
- **Special Event Economy Lot:** Provides budget-friendly parking for attendees during festivals, parades, and other high-traffic events, complemented by shuttle or circulator access.

24 N 14TH ST.

WIDE OPEN GRASS LOT

Estimated Car Count	300
Estimated Daily Charge	$2–3
Distance from Density	≈1,100 meters (<1 mile)
Est. Special Event Revenue	$187.2K annually



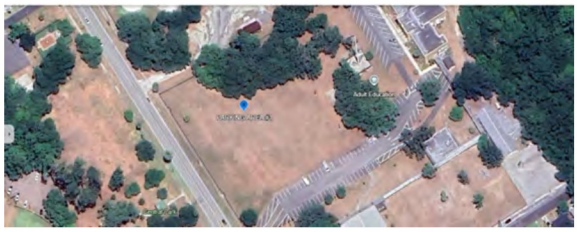
This underutilized grass lot presents one of the highest-impact opportunities for Fernandina Beach to expand affordable parking capacity with minimal investment. With a downtown circulator in place, this lot can be activated as a high-volume, cost-sensitive option for multiple audiences.

- **Special Event Overflow Lot:** Perfect for high-traffic periods such as festivals, parades, and downtown events. Elite would fully staff the lot with trained attendants to ensure safe, efficient operations and continuous service.
- **Employee Satellite Parking:** Offers a deeply discounted parking option for business owners who want to provide their employees with access to parking without congesting the downtown core.

1200 FL-200

NASSAU ACADEMY

Estimated Car Count	400 – 500 (grass lot) + 100 (paved lot)
Estimated Daily Charge	$2–3
Distance from Density	≈664 meters (≈0,5 mile)
Est. Special Event Revenue	$122.4K annually



This mixed-use lot combines large-capacity grass parking with a paved area that can be flexibly activated during high-demand periods. Strategically located within walking and shuttle distance to the downtown core, the site offers the City of Fernandina Beach a scalable and affordable way to handle overflow demand without increasing core congestion.

- **Special Event & Weekend Overflow Lot:** Operated 1–2 days per week during peak periods, this location provides substantial capacity relief during festivals, holidays, or seasonal surges.
- **Circulator-Connected Satellite Lot:** With a downtown circulator service, this lot can act as a reliable connector site, offering affordable parking just outside the core with direct transit access for visitors.
- **Discounted Employee Parking Program:** Local business owners may offer subsidized parking for employees, reducing strain on prime downtown inventory.

188 S 11TH ST.

PAVED LOT

Estimated Car Count	100
Estimated Daily Charge	$2–3
Distance from Density	≈491 meters (≈0,5 mile)
Est. Special Event Revenue	$98.2K annually



This 100-space paved lot is positioned just a little over half a mile from the downtown core and presents a valuable opportunity for activation during weekends, special events, and high-density periods. Under the WePark public-private partnership program, Elite proposes utilizing this location strategically—1 to 2 days per week—to expand parking access without adding infrastructure or burdening city resources.

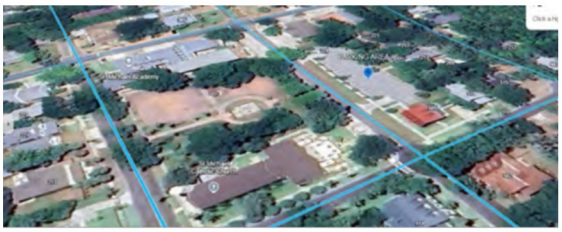
Due to its proximity and paved surface, this lot is well-suited for multiple use cases:

- **Economy Event Lot** – A cost-sensitive option for visitors attending special events, paired with circulator shuttle service for seamless downtown access.
- **Discounted Employee Lot** – An affordable satellite parking solution for downtown businesses to support their workforce.
- **Urban Core Relief** – A flexible overflow option to ease congestion in the downtown area during peak periods.

231 N 5TH ST.

ST. MICHAEL CATHOLIC CHURCH

Estimated Car Count	50
Estimated Daily Charge	$5
Distance from Density	≈200 meters (≈0,25 mile)
Est. Special Event Revenue	$43K annually



Located just 200 meters from the downtown core, this paved lot offers one of the most conveniently positioned WePark partnership opportunities within city limits. Despite its smaller size, its proximity makes it a high-impact asset.

- **Special Event & Peak Period Activation:** Operated selectively 1–2 days per week, this site becomes a premium lot during events and festivals. Its short walking distance makes it ideal for guests seeking convenient access to downtown attractions.
- **Employee Parking Hub:** The site can serve as a reliable and discounted parking option for local business employees, helping to preserve high-value curbside and storefront parking for visitors and shoppers.
- **Seamless Circulator Integration:** With the support of the downtown circulator shuttle system, this lot extends the reach of Fernandina Beach's parking program while ensuring walkability and ease of connection.

45 N 8TH ST.

PINELAND BANK

Estimated Car Count	75 – 100
Estimated Daily Charge	$5
Distance from Density	≈75 meters (≈0,25 mile)
Est. Special Event Revenue	$80K annually



100 S 2ND ST.

HAMPTON INN & SUITES

Estimated Car Count	80
Estimated Daily Charge	$10
Est. Special Event Revenue	$468K annually

Elite proposes to onboard the Hampton Inn & Suites into the WePark program in order to enhance parking control for the hotel, generate new shared revenue streams, and improve overall parking efficiency in the downtown area, especially during peak tourism seasons.

ePARCs LPR Gated Access

- Elite will implement its License Plate Recognition (LPR)-based gated parking system, **ePARCs**, at up to three access points (below) to secure the Hampton Inn's parking asset.





- This advanced system will eliminate unauthorized use by non-guests, ensuring parking is reserved for hotel visitors while maintaining high control and transparency.
- Real-time data tracking and remote management will provide the hotel and the City with actionable performance insights.

Shared Revenue and Event Optimization

- During high-demand periods, Elite will activate the lot under a **shared valet operation**, serving not only hotel guests but also three key high-traffic downtown access zones.
- Valet service will extend the reach of available parking, easing congestion and enhancing the visitor experience across downtown Fernandina Beach.
- All revenue from the ePARCs system and centralized valet services will be shared between the **property owner** and the **City**, creating a low-risk, high-reward parking solution.

Benefits to the Hampton Inn & the City

- **For the Hotel:** Protection of guest parking assets, added value through premium service offerings, and a new passive revenue stream.
- **For the City:** Expansion of the downtown parking network, improved visitor access during high-traffic events, and increased revenue without infrastructure investment.

This innovative WePark + ePARCs + Valet model turns underleveraged hospitality parking into a smart, community-serving asset, offering immediate impact and long-term flexibility for all stakeholders involved.

AUDITED FINANCIAL REPORTS
DEMONSTRATING ELITE'S FINANCIAL ABILITY TO PERFORM THIS CONTRACT

Elite Parking SE-M, LLC
5 June 2025

To: Procurement Department of the City of Fernandina Beach
204 Ash Street Fernandina Beach, FL 32034

RE: Request for Confidential Treatment of Trade Secret Information in Proposal Submission Pursuant to Florida Statute 119.071(1)(b)2

Dear Procurement Officer,

In connection with our response to **RFP No. 25-05 for the Parking Management Services of the City of Fernandina Beach**, we respectfully submit this cover letter to formally request **confidential treatment** for certain portions of our proposal that contain **proprietary financial and business information**.
Pursuant to **Florida Statute 119.071(1)(b)2**, we assert that this information qualifies as a **trade secret** and is **exempt from public disclosure** under Florida's public records laws. Specifically, the exempted sections include:

- Detailed financial statements
- Operating costs and overhead structure
- Revenue models and margin data
- Personnel salary structures
- Strategic pricing methodology

These documents are clearly labeled with the following language on each page:
"**CONFIDENTIAL – TRADE SECRET – EXEMPT FROM PUBLIC DISCLOSURE UNDER F.S. 119.071(1)(b)2**"
We can also submit a **redacted version** of the proposal that may be released for public record purposes, with all confidential information removed.

These financial materials are not publicly available, have been developed at considerable expense, and provide us with a competitive advantage. Public release would expose our sensitive business practices to competitors, potentially causing material harm to our business operations and standing in future procurements.

We respectfully request that this information be **kept confidential** and **excluded from any public records disclosures**, including responses to public records requests, in accordance with Florida law.

If your agency determines that any of the information marked as confidential does not meet the criteria for exemption, please provide prompt written notice to our contact below, as required by Florida Statute 119.071(1)(b)2, so that we may pursue appropriate legal remedies to protect our interests.

Contact for Confidentiality Notices:
Dane Grey | President & CEO, Elite Parking Services
Contact information: DaneGrey@eliteparkingsoa.com | +1 (904) 297-4437

We appreciate your attention to this request and look forward to participating in the evaluation process.
Sincerely,



Dane Grey (President & CEO, Elite Parking Services)

4:25 PM
12/18/24
Accrual Basis

Elite Parking SE-M, LLC.
Profit Loss
January 2022 through December 2024

	Jan - Dec 22	Jan - Dec 23	Jan - Nov 24	TOTAL
Ordinary Income/Expense				
Income	62,576,877.57	68,460,705.79	67,148,542.26	198,186,125.62
Cost of Goods Sold	18,773,063.27	20,538,211.74	20,144,562.68	59,455,837.69
Gross Profit	43,803,814.30	47,922,494.05	47,003,979.58	138,730,287.93
Expense				
Operational Service Expense	23,779,213.48	26,246,004.95	25,021,191.39	75,046,409.82
Ordinary Service Expense	1,564,421.94	2,053,821.18	1,925,970.81	5,544,213.93
Indirect Service Expense	1,451,783.56	1,588,288.38	1,733,521.47	4,773,593.41
Professional Service Fees	1,877,306.33	2,053,821.17	2,076,413.20	6,007,540.70
Total Expense	28,672,725.31	31,941,935.68	30,757,096.87	91,371,757.86
Net Ordinary Income	15,131,088.99	15,980,558.37	16,246,882.71	47,358,530.07
Other Income/Expense				
Other Income		450,011.00		450,011.00
Other Expense	3,754,612.65	4,107,642.35	3,021,684.40	10,883,939.40
Net Other Income	-3,754,612.65	-3,657,631.35	-3,021,684.40	-10,433,928.40
Net Income	**11,376,476.34**	**12,322,927.03**	**13,225,198.31**	**23,699,403.36**

4:24 PM
12/18/24
Accrual Basis

Elite Parking SE-M, LLC.
Balance Sheet
As of November 30, 2024

	Dec 31, 22	Dec 31, 23	Nov 30, 24
ASSETS			
Current Assets			
Total Current Assets	7,489,519.77	8,038,644.93	7,573,221.47
Fixed Assets			
Total Fixed Assets	5,949,039.95	7,671,168.48	11,481,000.96
TOTAL ASSETS	**13,438,559.72**	**15,709,813.41**	**19,054,222.43**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Total Current Liabilities	1,378,352.36	1,466,150.07	193,546.15
Long Term Liabilities			
Total Long Term Liabilities	913,674.91	2,079,382.84	146,253.84
Total Liabilities	2,292,027.27	3,545,532.91	339,799.99
Equity			
Total Equity	11,146,532.45	12,164,280.50	18,714,422.44
TOTAL LIABILITIES & EQUITY	**13,438,559.72**	**15,709,813.41**	**19,054,222.43**

COMPANY EXPERIENCE
EXPERT TEAM SUPPORTING FERNANDINA BEACH

Elite Parking Services brings a seasoned team with extensive experience in managing municipal parking programs. **Our experts specialize in creating efficient, technology-enabled parking systems that support downtown access, reduce congestion, and align with community goals**.

With a local-first mindset and a tech-powered approach, we provide real-time visibility into parking activity, dynamic enforcement tools, and responsive support tailored to Fernandina Beach's needs. The result is a **more**

accessible, better-organized, and community-friendly parking experience for residents, visitors, and local businesses alike.

Leadership Team



Mr. Dane Grey currently serves as the President and Chief Executive Officer for Elite Parking & Transportation Services of America, where he oversees client engagement and provides strategic direction for the company's business plan. With a background encompassing over 15 years in mobility management, Mr. Grey previously spent five years managing landside and parking operations at the Jacksonville International Airport. Beyond his corporate responsibilities, Mr. Grey holds esteemed positions, including a gubernatorial appointment to the Transportation Commission for the State of Florida, a mayoral appointment to the Downtown Investment Authority, and roles as a Board of Trustee Member for Jacksonville University and an Advisory Board Member for Iberia & Vystar Credit Union Banks. He has received numerous accolades, including the National Parking Association's Top 40 under 40, The Business Journal's Top 40 under 40, and the Governor's Young Entrepreneur of the Year Award. Mr. Grey is a distinguished industry executive with a BS from Jacksonville University and an MBA from Delta State University. He holds the Certified Parking Professional (CPP) designation from the National Parking Association (NPA), emphasizing his commitment to excellence in the field.



DANIEL DEMOTT, PMP, CSM.

Executive Vice President & Chief Technology Officer

Daniel DeMott serves as the Executive Vice President and Chief Technology Officer at Elite Parking and Elite Transportation Services of America. In this role, he oversees the development, implementation, and management of all software and hardware systems within Elite. Mr. DeMott brings extensive expertise in parking revenue control systems, logistics management, and various transportation technology systems. He plays a pivotal role in devising and executing these technologies across different platforms at Elite. As a technology executive, Mr. DeMott is a founding member of the International Parking & Mobility Institute's (IPMI) data standards committee and has contributed to its research committee. He holds a BS from the University of Florida and is a certified executive with credentials such as Certified Scrum Master (CSM) from the Scrum Alliance Institute and Certified Project Manager (PMP) from the Project Management Institute.



DAVID FERREIRA, CPA.

Executive Vice President & Chief Financial Officer

As the Executive Vice President & Chief Financial Officer at Elite Parking Services of America and Elite Transportation Services of America, David Ferreira oversees all financial activities and performance. With a 20-year background in finance and accounting, Mr. Ferreira previously served six years as a finance executive in private equity-owned portfolio companies, where he played a key role in establishing and standardizing finance functions. His career began in public accounting, ascending to the position of Audit Partner, focusing on technical accounting and business development. A graduate of Harding University with a BA in accounting, Mr. Ferreira holds a CPA license in multiple US states.

Operations and Support Team



PARMOD SHARMA

Vice President of Software Development

Parmod Sharma is a software technologist with over 18 years of experience in various domains, including transportation, logistics, and payments verticals. Mr. Sharma has experience working with consulting firms, Fortune 500 companies, and start-up companies. Mr. Sharma has held many key roles in product development and has designed and orchestrated products for Airports, Transit Agencies, and Municipalities. Prior to joining Elite, Mr. Sharma worked at Conduent - Xerox.



IMRAN ABDALLAH

Corporate Controller

Imran Abdallah has 11 years of experience in corporate accounting and accounting management. Offering both hands-on and management experience in all aspects of Accounting, Finance and Auditing with surpassing established goals and cost-savings targets. Thrive in turn-around operations where financial and process controls need to be established and streamlining of processes can significantly improve the bottom line. Mr. Abdallah has a bachelor's degree from the University of North Florida and has attain certifications such as certificate program in public procurement (CPPP), and a certificate program in contract management (CPCM).



DANIEL GEBREZGI, CPP.

Vice President of Operations

As the Vice President of Operations for Elite Parking Services of America and Elite Transportation Services of America, Daniel Gebrezgi oversees day-to-day operations on both the East and West Coasts. His role ensures operational excellence and the timely delivery of the Elite Operating System service model. With 34 years of experience in parking, operational management, and transportation management internal controls, Mr. Gebrezgi brings a wealth of knowledge in revenue enhancement strategies and streamlining operations for an improved service experience. His strong operational expertise extends to implementing service compliance programs in some of the most complex parking operations in the United States. Holding a BS in Engineering, Mr. Gebrezgi is a seasoned parking veteran with 34 years of experience.



JANELLE GARIBALDI

Director of People & Culture

Janelle Roark Garibaldi serves as the Director of People and Culture at Elite Parking Services of America, overseeing Human Resources, Employee Relations, Culture Development, and Compliance for all business units and locations throughout the United States. In this role, she functions as a strategic business partner, applying HR best practices to enhance operational efficiency and contribute to overall business success. Mrs. Garibaldi holds a Bachelor of Business Administration (BBA) degree in Human Resources Management from Western Michigan University and is certified as a Senior Professional in Human Resources by HRCI. Currently, she is pursuing certification as a Senior Certified Professional from SHRM. Despite being new to the parking industry, she brings a wealth of experience in Human Resources. Beyond her responsibilities at Elite Parking Services, Mrs. Garibaldi actively serves on the Board of Directors for the Mandarin School of Business and Technology. Her diverse background and commitment to excellence make her a valuable asset in driving success for both Elite Parking Services and the organizations she supports.



HEIDI WINGATE, CAPP,

Director of Southeast Operations

As the Director of Operations for Elite Parking Services of America and Elite Transportation Services of America, Heidi Wingate plays a pivotal role in supervising day-to-day activities throughout the Southeast region, ensuring operational excellence and maintaining high levels of client satisfaction. With a Bachelor of Science in Business Administration, Ms. Wingate is also a Certified Parking Professional (CPP) recognized by the National Parking Association. With over 15 years of experience in parking and transportation, Ms. Wingate has demonstrated leadership in achieving outstanding results across various parking operations, including those at airports, municipalities, hotels, and hospitals. Beyond her proficiency in leading and managing parking services, she possesses extensive expertise in overseeing transition teams and successfully revitalizing under-performing operations. Ms. Wingate's commitment to operational efficiency and client satisfaction reflects her dedication to delivering top-notch services in the parking and transportation sector.



BRIAN MACCABE

Director of Parking Revenue and Control Systems

Brian McCabe is a seasoned professional with over 25 years of experience in the parking and access control industry. As Director of Parking Revenue and Control Systems at Elite Parking Services of America, he excels in managing service level agreements, implementing PARCS solutions, and ensuring the timely and accurate installation of hardware and software systems. Brian's career has included leadership roles in project management and account oversight at major airports, along with a strong technical background in parking access revenue systems.

Brian’s deep expertise in system installations, contractor coordination, and personnel training, paired with his commitment to operational excellence, has enabled him to deliver successful projects at large-scale venues. He holds a background in Electronics Technology and is currently working toward his PMP certification.

Elite Corporate Support

In addition to our local leadership, on-the-ground operations, and proprietary technology, the City of Fernandina Beach benefits from the full strength of Elite’s corporate infrastructure. Our specialized departments provide direct support across key areas, **ensuring the program runs smoothly, remains compliant with city goals, and continuously improves through optimized workforce management, data analysis, and operational oversight.**

Financial Services & Accounting Department	
Management staff and clients have access to this department for any inquiries related to financial reports or	- Handles all accounting aspects for internal and external operations. - Divided into Accounts Payable and Receivable. - Ensures revenue is accurately collected, secured, and reported. - Adheres to the highest standards including financial reporting, GAAP compliance, credit card processing, and tax remittance.

invoices, **available Monday to Friday, 8 am to 6 pm**.	- Works with your team to identify financially viable parking facilities and programs.

People & Culture Department	
Facility team has full access for all HR-related needs, ensuring consistent quality and integration across services, **available weekdays from 8 am to 5 pm**.	- Committed to exceeding client objectives through operational excellence, customer-focused service, and innovative solutions. - Driven by a people-centric approach with selective recruitment and comprehensive training. - Aligns workforce with P.A.R.K. Core Values. - Promotes a positive culture and employee growth.

Technology & Innovation Department	
Clients can reach out for urgent IT matters at any time, with additional services accessible during regular business hours, **Monday to Friday, 8 am to 5 pm**.	- Features specialized PARCS equipment experts ensuring flawless integration of parking and valet software systems. - Responsible for network administration, R&D, and IT security, crucial for maintaining operational continuity. - Management team benefits from 24/7 access to technology support for immediate resolution of service issues.

Compliance and Risk Management Department	
Clients have access to this department **from 8 am to 5 pm, weekdays**, with the ability to report or follow up on claims at any time.	- Adheres rigorously to regulations and safety standards in parking management, including post-Covid-19 requirements. - Ensures all ops meet contractual, state, and federal DOT, and PCI compliance laws. - Uses a cloud-based system for 24/7 claim reporting and mitigation support during business hours. - Provides constant compliance and risk management embedded in daily operations.

Each department at Elite is led by experienced industry professionals and powered by advanced technology to support Fernandina Beach in optimizing parking operations, enhancing accessibility, and improving overall program efficiency. Our integrated, technology-driven approach ensures Elite is more than just a contractor, **we are a strategic partner committed to the City's long-term success through operational excellence, fiscal responsibility, and ongoing innovation.**

PROVEN SUCCESS IN MUNICIPAL PARKING OPERATIONS

Elite Parking Services has a **strong and growing track record of delivering high-impact parking management solutions in municipal environments**. From historic downtowns to fast-developing cities, we specialize in creating tailored programs that strike **a balance between operational efficiency, resident satisfaction, and long-term financial sustainability.**

Our municipal partnerships consistently demonstrate our ability to:

- Modernize outdated or underperforming systems
- Launch successful paid parking and permitting programs

- Introduce innovative technologies like contactless payment, LPR enforcement, and mobile permit management
- Build community trust through education-first implementation and stakeholder engagement

Whether increasing compliance through strategic enforcement or helping cities tap into underutilized assets through public-private programs like **WePark**, Elite's work is grounded in transparency, collaboration, and results.

CASE STUDY

Jacksonville Courthouse Garage Operations Improvement



The Jacksonville Courthouse Garage (1,600 spaces) was predominantly challenged by financial issues, requiring a focused and strategic intervention. A detailed analysis revealed a troubling pattern of rapidly increasing costs year-over-year (YOY) and sharply declining profitability, signaling an urgent need for a comprehensive operational overhaul to stem the tide of rising expenses and falling revenues.

Financial & Operational Challenges Identified

+29%
avg increase in expenses in the last 5 years

34%
YOY surge in expenses in 2014

61%
YOY decline on Client NOI in 2014

15%
decrease in gross revenue

Failing to address these challenges at the Jacksonville Courthouse Garage could lead to severe consequences, including an increase in debt expenses charged by the City of Jacksonville (COJ) to the client. This scenario posed a risk of significant financial deficits, underscoring the critical need for timely and effective intervention to prevent further financial strain.

Elite's Strategic Solutions

- > Deploy an advanced service model with increased automation
- > Reduce reliance on staffing for service delivery
- > Initiate an active marketing program targeting specific parker groups
- > Generate additional non-monthly parker revenues
- > Develop an unconventional monthly parker program aligned with juror parking needs
- > Collaborate with community stakeholders to utilize the facility during off-peak periods
- > Implement a staffing methodology, monitoring personnel activity via eTrac software
- > Manage market rate dynamics based on service capacity
- > Strengthen financial controls for Accounts Receivable (AR) collections

> Launch Corporate Monthly Parker Programs and utilize eTrac's yield management for dynamic revenue strategies

> Enhance technological systems for better operational control

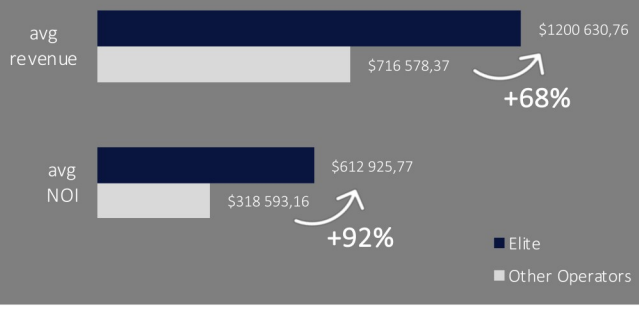
Results Achieved

2015 Performance

+8%
revenue increase

+195%
increase in Client NOI

Lifetime Garage Performance Comparison



Elite's strategic overhaul of the Jacksonville Courthouse Garage operations not only reversed the negative financial trends but also set new standards for operational efficiency and profitability, underscoring Elite's commitment to excellence and innovative solutions in parking and transportation management.

PREVIOUS PROJECTS

Municipal Experience Snapshot

The following project highlights reflect our municipal capabilities and performance across environments similar to Fernandina Beach:

City of St. Augustine



Space Count	4,500
Est. Revenue	$9,000,000
Contract Type	Management
Service Year Started	2014
Daily Hours Operated	24 Hours

City of Akron – Rubber Ducks



Space Count	2,500
Est. Revenue	$800,000
Contract Type	Management
Service Year Started	2021
Daily Hours Operated	16 Hours – Event Driven

City of Jacksonville – TIAA Bank Field



Space Count	4,000
Est. Revenue	$5,000,000
Contract Type	Management
Service Year Started	2016
Daily Hours Operated	16 Hours – Event Driven

121 Financial Ballpark – The City of Jacksonville Municipal Field



Space Count	2,600
Est. Revenue	$900,000
Contract Type	Management
Service Year Started	2016
Daily Hours Operated	16 Hours – Event Driven

Sports Arena Municipal Garage



Space Count	1,000
Est. Revenue	$300,000
Contract Type	Management
Service Year Started	2016
Daily Hours Operated	16 Hours – Event Driven

Jacksonville Transit Authority (JTA) Kings Avenue Garage



Space Count	1,700,000
Est. Revenue	$200,000
Contract Type	Management
Service Year Started	2019
Daily Hours Operated	24 Hours

City Center Courthouse Parking Facility



Space Count	300
Est. Revenue	$500,000
Contract Type	Management
Service Year Started	2019
Daily Hours Operated	12 hours

Jacksonville Chamber of Commerce



Space Count	200
Est. Revenue	$180,000
Contract Type	Management
Service Year Started	2015
Daily Hours Operated	24 Hours

Sports Complex Municipal Garage



Space Count	2,000
Est. Revenue	$1,500,000
Contract Type	Management
Service Year Started	2015
Daily Hours Operated	16 hours

Urban Core Municipal Convention Center Garage



Space Count	2,500
Est. Revenue	$1,000,000
Contract Type	Management
Service Year Started	2019

U-Park Municipal Parking Garage



Space Count	1,000
Est. Revenue	$1,600,000
Contract Type	Management
Service Year Started	2
Daily Hours Operated	24 hours

Colorado Convention Center Garage



Space Count	3,500
Est. Revenue	$2,500,000
Contract Type	Management
Service Year Started	2023
Daily Hours Operated	16 Hours

City of Jacksonville Courthouse Garage



Space Count	1,600
Est. Revenue	$2,500,000
Contract Type	Management
Service Year Started	2015
Daily Hours Operated	24 Hours

Delivery Plan

Elite Parking
Services of America

PROPOSAL TAB B

PERFORMANCE DELIVERY PLAN

This section outlines Elite's performance delivery plan for the City of Fernandina Beach, including details on the general services offered, enforcement services, collection of monies and accounting, personnel administration, and installation and maintenance.

Parking Management
Services for the City of
Fernandina Beach

GENERAL SERVICES REQUIRED
PERFORMANCE METRICS AND REPORTING

Partnering with Elite means implementing a proven, structured approach designed to deliver seamless operations, optimize efficiency, and drive long-term success. **Our Elite Proven Process is built on years of expertise, ensuring a smooth transition, operational excellence, and continuous performance improvements tailored to our client's needs.**

Elite Operating System



This five-step methodology is more than just integration, it is a **results-driven approach** that enhances service quality, maximizes efficiency, and aligns with our client's operational and financial goals. Through data-driven decision-making, proactive issue resolution, and real-time performance tracking, Elite ensures the City of Fernandina Beach receives a flexible, future-ready parking solution.

The 6 Components of EOS

By fully integrating EOS into daily operations, Elite becomes a true partner to our clients, delivering not just consistency, but a **proactive, expert-driven approach** to service management. At Elite, we don't wait for problems to arise, we build strategies that anticipate them, **helping our clients mitigate risk and enhance performance** across every part of the operation.

At its core, **EOS is a system built to align service delivery with each client's specific goals**. It fosters transparency, accountability, and a performance-driven culture that supports both day-to-day excellence and long-term success. The six essential components of EOS work together to drive operational clarity, efficiency, and continuous improvement:



Vision

- A **strategic roadmap** based on the City's objectives, outlining service goals, expectations, and long-term direction.
- Documented within the **Contract Operational Organizer (COO)** to ensure clarity and alignment throughout the contract term.



Odometers

- **Weekly scorecards and KPIs** that measure progress toward the City's operational targets.

- Regular **performance reviews** ensure transparency, accountability, and continuous service optimization.

Facility Maps

- **Comprehensive policies and procedures** for service deployment and delivery.
- Serves as a **training and reference document** for all team members, ensuring service consistency.

Traffic Jams

- **Systematic issue resolution process** identifying and resolving operational challenges before they impact service.
- Ensures the City of Fernandina Beach parking operations run without disruption.

People

- A structured hiring and training model ensuring **top-tier employees** who align with the City's performance expectations.
- Focuses on **continuous development and skill enhancement** for service excellence.

Parking Spots

- **Quarterly performance goals and milestones** for Elite's team, ensuring alignment with our client's service vision.
- Provides **measurable targets** that reinforce Elite's commitment to continuous improvement and superior service execution.

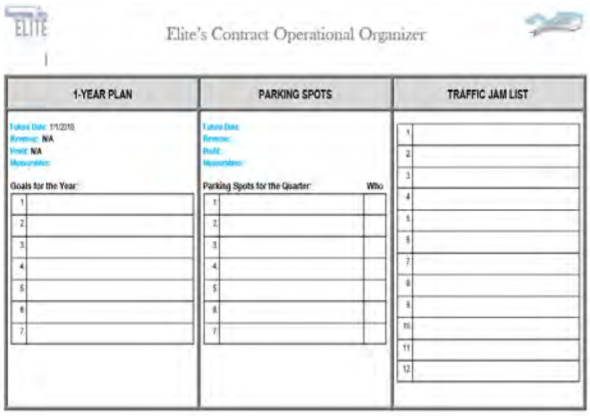
<u>EOS Framework & Strategic Benefits for the City of Fernandina Beach</u>

Each component of EOS plays a crucial role in enhancing operational transparency, optimizing resource allocation, and driving service excellence:

- Contract Operational Organizer (COO)


Elite's Contract Operational Organizer

OPERATIONAL VISION		3-YEAR PICTURE
OPERATIONAL ODOMETERS		
THE GOAL THAT WOULD SET US APART		
MARKETING STRATEGY		


Elite's Contract Operational Organizer

1-YEAR PLAN	PARKING SPOTS	TRAFFIC JAM LIST
Goals for the Year:	Parking Spots for the Quarter: Who	

The COO serves as a structured framework that ensures complete alignment between Elite and the City of Fernandina Beach, streamlining goal setting, strategy execution, and service performance. By eliminating inefficiencies and proactively addressing challenges, the COO guarantees seamless operations, optimized resource management, and long-term success.

- Clear Operational Framework – Defines objectives, resource allocation, and implementation timelines to keep operations on track.
- Seamless Service Transitions – Prevents delays and disruptions, ensuring a smooth deployment.
- Data-Driven Performance Monitoring – Provides the City with a structured roadmap for tracking service efficiency, compliance, and accountability.

- **Service Performance Grading Scale**

  Elite employs a data-driven performance grading system that provides the City with a quantifiable measure of service efficiency, compliance, and operational success. **At the end of each quarter, Elite delivers a comprehensive performance summary, evaluating quarterly, annual, and three-year trends to ensure continuous service improvements.** This objective grading system calculates service performance based on predefined KPIs, offering our clients **full transparency and actionable insights to optimize operations**.

What This Means for the City of Fernandina Beach:

Unbiased, transparent performance tracking that quantifies service effectiveness.	Real-time operational insights for immediate corrective actions and continuous optimization.	Guaranteed consistency and reliability in high-quality service delivery.	A proactive approach to exceeding service benchmarks and ensuring seamless operations.

eView Client Portal

Unlike traditional operators who rely on fragmented, third-party systems, Elite's eView Client Portal – powered by our proprietary eTrac system – delivers a **fully integrated, real-time monitoring and reporting solution that no other provider can offer**. This technology gives the City of Fernandina Beach a **single, centralized platform** to oversee parking operations with **unmatched transparency, efficiency, and control**.

While other operators depend on manual tracking and delayed reporting, **Elite is the only provider offering live, automated performance insights**. Our proprietary platform ensures seamless data integration, instant reporting, and AI-driven optimizations, allowing the City to **proactively manage operations** rather than react to issues after they occur.

Here are some of the reports that the City will be able to access anytime, anywhere on our eView Client Portal:

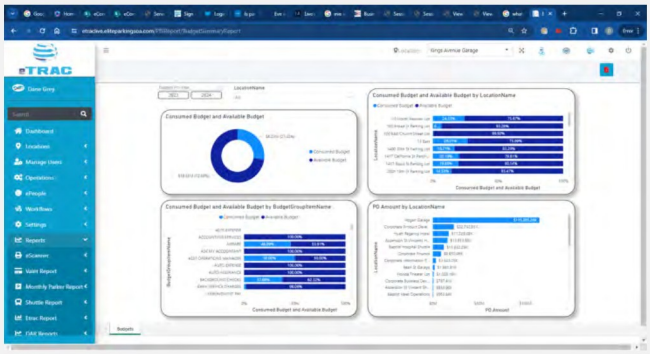
CLIENT PORTAL SERVICE SUMMATION REPORT

Aggregates real-time service data, allowing clients to monitor and adjust service levels promptly.



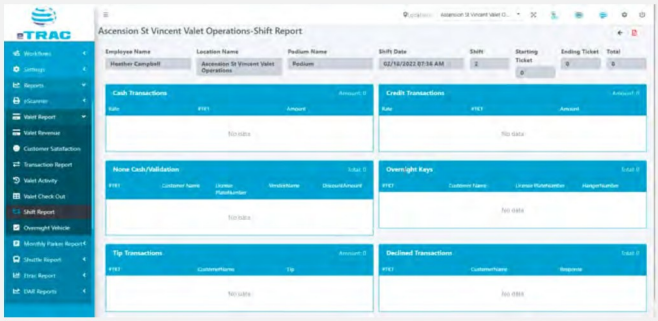
AUTOMATED P&L REPORT

Automatically generates detailed financial statements, providing clear visibility into financial health.



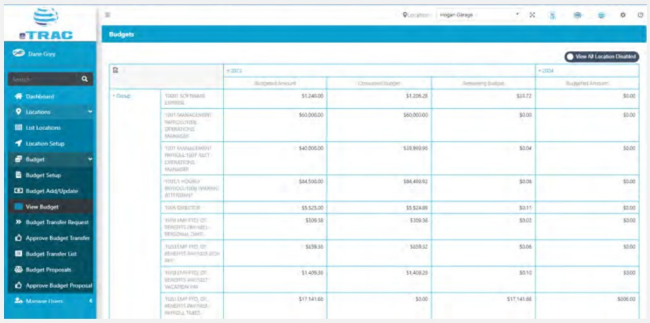
SHIFT REPORT

Offers updated transaction related information (dived by cash and credit operations).



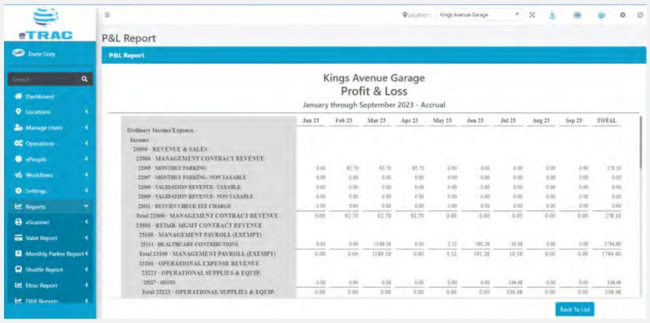
AUTOMATED BUDGET TO ACTUAL PROCESSING

Offers real-time budget performance insights, aiding in swift managerial decisions.



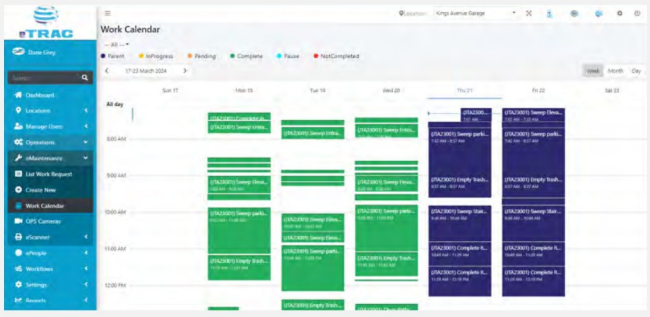
AUTOMATED CLIENT REPORTING

Delivers on-demand, customizable financial reports for instant access to critical data.



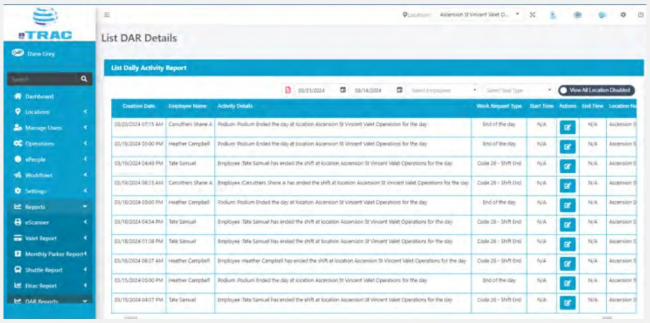
SERVICE ACTIVITY REPORT

Provides transparency into employee tasks and schedules for accountable, efficient task management.



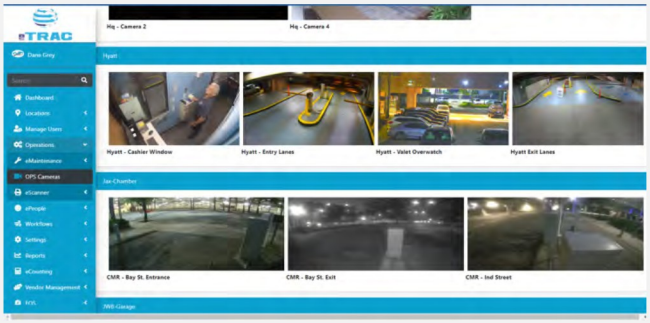
OPERATIONS REPORT

Meticulously documents and tracks every completed task, including the time and duration of completion, offering a transparent view of employee efficiency.



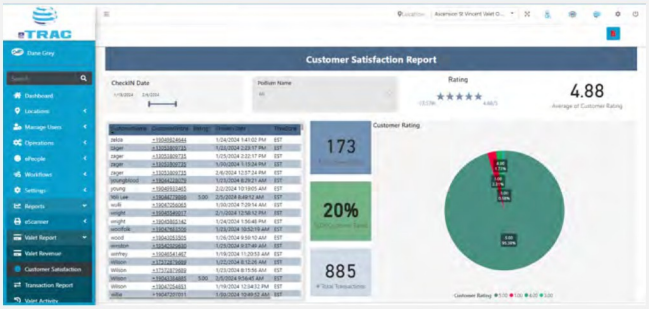
AUTOMATED CAMERA FEEDS

Enables remote access to live operational feeds, ensuring continuous oversight.



CUSTOMER SATISFACTION REPORT

Gathers and analyzes customer feedback to improve service quality and customer satisfaction.



What this means to the City of Fernandina Beach:

Full Operational Integration

Unlike competitors, Elite's eView connects every aspect of transit and parking operations in real time.

Real-Time Data and Reporting

Immediate access to service performance, financial metrics, citation information, and compliance data.

Tech-Driven Service Automation

Automated adjustments improve efficiency, reduce delays, and enhance overall reliability.

Customizable Insights and System Integration

Tailored reports and seamless compatibility with the City's internal platforms.

With Elite's proprietary eTrac technology, **the City of Fernandina Beach gains unprecedent visibility and control** over its transportation operations, ensuring a **more reliable and cost-efficient** parking operations service that outperforms anything offered by competitors. The eTrac dashboard is designed for intuitive navigation, allowing the City's team to quickly access critical operational data, monitor real-time performance, and customize reports as needed.

EXPANDED REPORTING CAPABILITIES

In addition to the real-time eTRAC reports accessible through the platform's dashboard and the EOS monitoring system outlined above, Elite will expand the City of Fernandina Beach's reporting capabilities with a suite of specialized reports. These enhanced insights will support proactive management, improve accountability, and ensure the continued success of the parking program.

CUSTOMER SATISFACTION SURVEY REPORTS

Collect and analyze feedback from residents and visitors to gauge satisfaction with parking services and identify areas for improvement.

RISK MANAGEMENT AND SERVICE SAFETY REPORTS

Monitor safety metrics and assess the effectiveness of risk management measures to ensure the parking program operates securely.

TECHNOLOGY SYSTEM REPORTING

Ensure system uptime and reliability by monitoring the performance of all technological systems, including enforcement tools and payment platforms.

FINANCIAL TRANSACTION REPORTS

Provide a detailed overview of financial performance, ensuring that the parking program remains financially self-sufficient.

DAILY REVENUE SUMMARY REPORTS

Offer a breakdown of daily revenues collected across all payment methods for operational clarity.



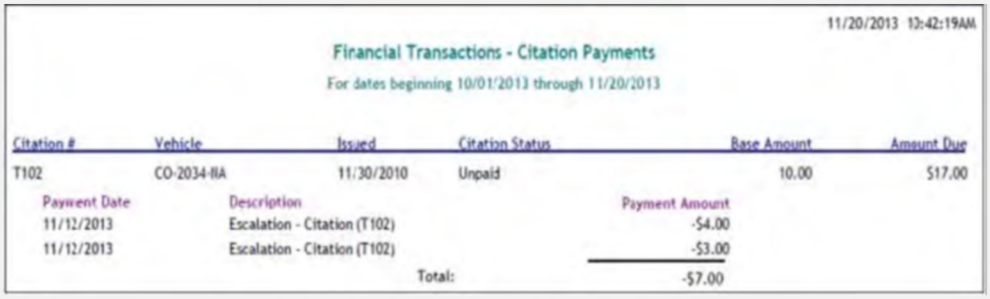
DAILY CREDIT TRANSACTION SUMMARY REPORTS

Summarize all revenues processed via credit cards, ensuring accuracy and accountability in electronic transactions.



CITATION PAYMENTS TRANSACTION SUMMARY REPORTS

Summarize all revenues processed via credit cards, ensuring accuracy and accountability in electronic transactions.



11/20/2013 12:42:19AM

Financial Transactions - Citation Payments

For dates beginning 10/01/2013 through 11/20/2013

Citation #	Vehicle	Issued	Citation Status	Base Amount	Amount Due
T102	CO-2034-BA	11/30/2010	Unpaid	10.00	$17.00

Payment Date	Description	Payment Amount
11/12/2013	Escalation - Citation (T102)	-$4.00
11/12/2013	Escalation - Citation (T102)	-$3.00
	Total:	-$7.00

IMPLEMENTATION TIMELINE

Elite Parking Services understands that launching a paid parking program requires more than infrastructure, it **demands community trust, education, and a carefully managed transition**. While a detailed day-by-day implementation schedule will be finalized collaboratively with the City, the following outlines our approach and engagement strategy to ensure a smooth, effective rollout.

Transition Timeline and Phases

wk 1	wk 2	wk 3	wk 4	wk 5	wk 6	wk 7	wk 8	wk 9	wk 10	wk 11	wk 12	wk 13	wk 14
Planning and Mobilitzation Finalize scope, contract, roles, and kickoff meeting with city stakeholders													
	Community Engagement Public outreach, FAQ distribution, community meetings, feedback incorporation												
		Infrastructure Setup Install meters/kiosks, signage, back-end software, security, and communication tools						**Soft Launch & Testing** Pilot enforcement, test hardware and software, refine support workflows		**Go-Live** Full launch of paid parking, enforcement, customer support	**Post-Launch Review** Performance check, KPI review, issue resolution, update training if needed		

Roles and Responsibilities

Role	Responsibility
Client Success Manager	Oversight, internal coordination, public announcements
Parking Operator (Vendor)	Tech setup, staffing, policy implementation, enforcement, reporting
IT Support	Kiosk & mobile app integration, back-end data flow, security compliance
Community Relations	Handle FAQs, social media, signage messaging, public meetings
Enforcement Team	Trained to issue citations, monitor zones, and resolve on-site issues

Key Components of the Transition

A Technology Implementation

- Install mobile-payment signage
- Configure rate schedules and business/resident permit logic
- Integrate with license plate recognition (LPR) or manual entry
- Enable real-time monitoring via dashboard (for operator & city)

B Enforcement & Operations

- Define enforcement hours, rules, and zones
- Hire/train enforcement officers
- Implement appeals process and violation collection methods

C Customer & Community Engagement

- Launch branded parking website and app guidance
- Send outreach mailers to residents & businesses
- Host town halls and listen sessions
- Offer onboarding materials for downtown merchants

D Performance Metrics & Reporting

- Daily/Weekly dashboards for:
    - Revenue by zone/method
    - Citation issuance & collection rate
    - Occupancy/utilization trends
- Monthly reporting on:
    - Customer complaints/tickets resolved
    - Community feedback
    - KPI adherence (see below)

Success KPIs

KPI	Target	Purpose
First-month customer satisfaction	≥ 85%	Gauge acceptance and experience
Uptime of payment infrastructure	≥ 98%	Ensure system reliability
Enforcement coverage	≥ 90% scheduled hours covered	Monitor consistent presence
Occupancy compliance rate	≤ 15% overstay violations	Balance availability with enforcement fairness
Revenue collection accuracy	≥ 99% of forecast	Ensure financial control and forecasting accuracy

Risk Mitigation Plan

Public Backlash on Paid Parking

Host town halls, offer 30-day education period before ticketing begins

Tech Failures (kiosks, app issues)

Redundant support channels and rapid-response field tech team

Enforcement Inconsistencies

GPS & photo-enabled audits, weekly supervisor ride-alongs

Merchant Resistence

Offer business validation codes or merchant permit programs

Community Engagement & Program Readiness

Before any signage is installed or enforcement begins, **we prioritize educating and aligning the community.** As a Florida-based operator with a strong regional presence, **Elite brings unique advantages to Fernandina Beach: we are close, we are accessible, and we understand the local dynamics**. This proximity allows us to respond quickly, communicate effectively, and build relationships directly with residents, businesses, and city stakeholders.

We know the best programs are those embraced by the people they serve. That's why Elite doesn't just implement, we collaborate. That is why we will implement public education campaigns to **Public Education Campaigns** to clearly communicate how to pay, when to park, and where to find help, through signage, mobile notifications, the City website, and in-person interactions.

Key Tactics Include:

- **Town Hall Meetings and Stakeholder Roundtables:** In-person and virtual sessions to walk through the upcoming changes, listen to concerns, and explain the benefits.

- **Outreach Street Team:** Local Elite ambassadors deployed to engage with businesses and residents, distribute educational materials, and provide real-time support during the transition.
- **Local-Led Communications Strategy:** Messaging tailored to Fernandina's tone, values, and visitor demographic, delivered through neighborhood newsletters, Chamber of Commerce partnerships, social media, and city platforms.
- **Education-First Soft Launch:** A grace period where enforcement is limited to warnings, allowing time for the community to adjust without penalty.
- **Feedback Channels**: Residents and businesses will have multiple touchpoints to submit questions, feedback, and suggestions. This can be done using the in-app feedback forms, a dedicated community email/phone lines, or the monthly town halls or advisory meetings.
- **Incentives for Compliance**: To encourage positive habits early, Elite will work with the City to offer: courtesy warnings during the soft launch period, small discounts on early citation payments, and recognition for repeat-compliant users.

Continuous Improvement

Our work doesn't stop after launch. We treat operations as a living system, constantly evolving based on real-world performance and local feedback.

ONGOING GOVERNANCE

- Monthly joint meetings between city and operator
- Quarterly performance reviews
- Annual adjustment of pricing, hours, and policies based on:
  - Economic conditions
  - Feedback from businesses/residents
  - Usage trends

AUDITS AND EVALUATIONS

Routine performance reviews ensure the system is functioning effectively, identifying inefficiencies and opportunities to improve enforcement and service quality.

STAKEHOLDER ENGAGEMENT

Involve residents, businesses, and enforcement staff in refining policies and procedures through continuous feedback.

REPORTING CAPABILITIES

Elite's advanced reporting tools ensure the City has full visibility into program performance. Key success metrics include:

- Reduction in parking violations
- Increase in parking revenue
- Improved customer satisfaction and fewer disputes
- Faster response times for enforcement and appeals
- Increased compliance with parking regulations.

PARKING ENFORCEMENT

Advanced System Integration & Customization for Smarter Cities

Elite's proprietary, IP-based technology is purpose-built to support municipalities like the City of Fernandina Beach by enabling **real-time data sharing, full system integration, and operational automation**. While most parking operators rely on third-party software patched together across multiple vendors, **Elite's fully integrated, end-to-end platform, eTrac, is designed for performance, flexibility, and transparency.**

With seamless integration across payment systems, enforcement tools, financial reporting, and customer interfaces, our technology empowers City staff with real-time data and fully automated processes that **improve efficiency, accountability, and residents and visitors' experience**.

Our seamless integration capabilities empower your team with real-time data-driven decision-making while also supporting:

- **Service KPIs & Live Performance Tracking** – Automated data collection and reporting, seamlessly feeding into the City's analytics for continuous and real-time performance monitoring.
- **Financial Reconciliation & Reporting** – Direct integration with the City's financial systems to ensure accurate, automated billing with full transparency.
- **Access Control & Permit Management** – Integrated tools manage residential permits and special access credentials.
- **Enforcement Oversight & Auditing** – Compliance data and citation analytics support transparency and legal enforcement.
- **Operational Cost & Resource Analysis** – Forecasting and cost analysis tools help city staff optimize resource allocation.
- **Customer Satisfaction Surveys & Engagement** – Integrated surveys and dashboards track public sentiment and user experience.

<u>Why Elite's Integrated System Outperforms the Competition</u>

Elite's proprietary system ensures full interoperability with the City's infrastructure for a streamlined, data-driven approach.



Custom-Built for Municipal Needs



End-to-End Digital Management



A Unified Platform, No Fragmentation

Unlike off-the-shelf platforms, Elite's eTrac system is purpose-built for municipalities and fully customizable to integrate with city departments, existing infrastructure, and evolving requirements

From contactless payment and online reservations to real-time citation tracking, inventory monitoring, and financial reconciliation, every process is digital, connected, and visible to City officials.

With eTrac, Fernandina Beach gains full oversight and control over parking enforcement, program compliance, and revenue performance without relying on fragmented systems.

Elite's State-of-the-Art Technology Solutions

OUR LPR SOLUTION DELIVERED AT NO COST TO THE CITY

Elite Parking Services is proud to offer Fernandina Beach a turnkey, technology-driven parking solution, **provided entirely FREE OF CHARGE**. Powered by our proprietary **eTrac** and **ePARCS** platforms, our cloud-based systems deliver real-time operational insights, streamlined management, and broad accessibility, **all while minimizing hardware and infrastructure requirements**. This model ensures **the City benefits from innovation without financial strain**, enhancing safety, accessibility, and efficiency across the entire parking program.

What Fernandina Beach Gains with Elite's Technology:

1 **SEAMLESS INTEGRATION**

Our eTrac and ePARCS systems integrate effortlessly into the City's current setup, optimizing functionality without requiring costly or disruptive infrastructure changes. This ensures an efficient transition while maximizing value from existing resources.

2 **REAL-TIME OPERATIONAL INSIGHTS**

eTrac delivers live metrics on occupancy, payment compliance, turnover, and peak demand. City staff can make informed decisions instantly, improving service, reducing congestion, and optimizing enforcement efforts.

3 **CLOUD-BASED, MINIMAL HARDWARE**

Our solution minimizes physical infrastructure. There are no on-site servers to maintain and no kiosks to repair frequently, ensuring lower overhead, faster uptime, and cleaner streetscapes.

4 **PREDICTIVE, MINIMAL MAINTENANCE**

Elite's technology is designed for low-touch, long-life operation. Predictive alerts and centralized diagnostics reduce service disruptions and eliminate the need for expensive emergency repairs.

5 **DATA-DRIVEN SOLUTIONS**

Advanced LPR technology ensures accurate tracking and efficient enforcement. This enables consistent compliance, minimizes disputes, and helps the City maximize revenue without increasing enforcement burden.

6 **INCLUSIVE PAYMENT SOLUTIONS**

Our system accommodates every user, mobile apps, contactless card payments, online portals, and pay-by-text are all available. We also support alternative methods for unbanked residents or those without smartphones, ensuring equity and accessibility.

Elite Parking Services leverages cutting-edge technology and proven methodologies to ensure compliance with parking regulations while enhancing the overall user experience for residents and visitors.

By automating access, minimizing administrative effort, and enabling precise tracking of vehicle activity, **ePARCS** enhances operational efficiency and improves the overall parking experience for employees, residents, and business stakeholders.

To further support municipal objectives, **our LPR enforcement is fully integrated with the Florida Department of Transportation (FDOT)** and the local Department of Transportation (DOT), enabling automatic processing of citations and enforcement notices via mail. Additionally, **our platform collects and reports essential transit data**, including **vehicle passenger counts**, contributing to more informed transportation planning and policy alignment with state and regional agencies.

Why Elite's ePARCS System Stands Above the Competition

Traditional parking access systems are often outdated, prone to error, and difficult to manage. These limitations result in higher costs, reduced security, and poor user experiences.

Elite's **ePARCS system** offers Fernandina Beach a smarter alternative**: a fully automated, license plate recognition (LPR)-based, ticketless access control solution that simplifies operations, enhances enforcement, and ensures only authorized vehicles gain entry.**



End-to-End Automation

Eliminates human error and improves efficiency.



Data-Driven Decisions

Provides real-time usage insights for optimized management.



High Security Standards

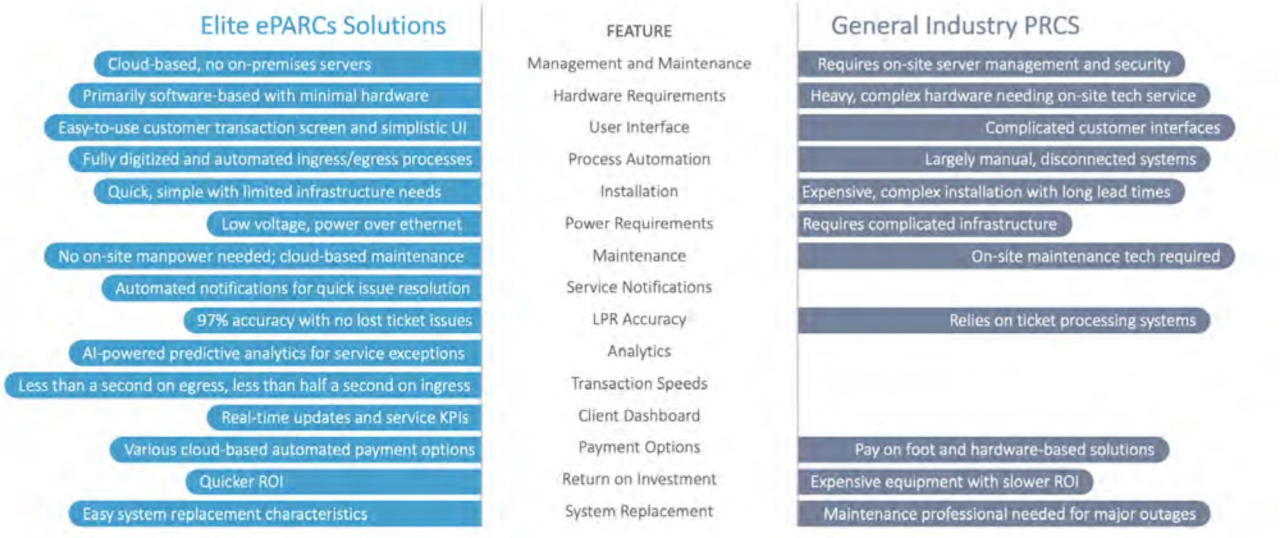
Ensures exclusive access with customizable control settings.



Future-Ready Integration

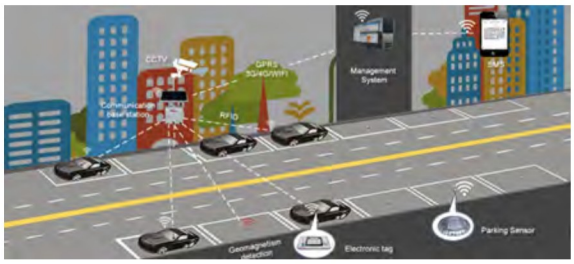
Seamlessly grows with the City's operational needs.

By eliminating manual processes, reducing administrative burden, and ensuring real-time tracking of all vehicle activity, **ePARCS** enhances operational efficiency and improves the overall parking experience for residents, visitors, employees, and business stakeholders, positioning Fernandina Beach as a forward-thinking, well-managed coastal destination.



Smart Enforcement Through Technology

Our approach leverages tools such as LPR systems, geofencing, and automated ticketing to streamline operations and reduce violations. With data-driven strategies and a focus on user-friendly solutions, we provide the City of Fernandina Beach with a comprehensive enforcement framework that **minimizes disputes, optimizes revenue, and keeps traffic moving smoothly.**



On top of that, by leveraging advanced technologies and data-driven strategies, we ensure that parking violations are detected, addressed, and resolved efficiently, minimizing disputes while promoting compliance.

Here are the key tools and tactics we use to achieve this:

Automated Vehicle Enforcement

Smart parking meters with geofencing to monitor parking duration and detect violations.

License Plate Recognition

Used in vehicles and handheld devices to identify current and past violations and integrate with payment systems.

Mobile Apps

Real-time payment verification, notifications, and the ability to extend parking sessions for users.

<u>City-Owned LPR Enforcement Vehicle for Enhanced Collaboration</u>

As part of our commitment to supporting Fernandina Beach's enforcement efforts, Elite will provide **one municipal vehicle equipped with advanced LPR technology**, fully integrated into our eTrac system and compatible with local law enforcement platforms.

This dedicated vehicle will:

1. **Improve Compliance:** Automate license plate scans to detect violations and expired permits quickly and accurately.
2. **Enhance Enforcement Efficiency:** Increase patrol productivity by covering more ground in less time with fewer resources.
3. **Increase Revenue:** Boost citation issuance and reduce unpaid violations, directly supporting program sustainability.
4. **Support Local Police Collaboration:** Create a seamless data flow between Elite and Fernandina Beach Police Department for joint visibility, real-time insights, and faster response.

This LPR-equipped vehicle represents another step toward smarter, more efficient, and better-connected municipal parking enforcement.

Patrol Scheduling

To maximize enforcement efficiency, Elite employs a strategic approach based on:

Data-Driven Deployment

Historical data and real-time analytics are used to determine peak enforcement hours and high-demand areas, ensuring officers are deployed where and when they are needed most.

Focused Enforcement

Patrols concentrate on areas with recurring violations or unpaid sessions, addressing compliance challenges directly and proactively.

Streamlined Ticketing and Notifications

Building on efficient patrol scheduling, Elite integrates advanced technology to simplify the ticketing process and improve communication with violators:

AUTOMATED TICKETING

Reduce manual errors and staffing needs by automating ticket issuance in areas monitored by LPR and geo-fencing technology.

PAPER AND DIGITAL OPTIONS

Provide manual tickets only when necessary, prioritizing digital issuance for speed and accuracy.

PROACTIVE NOTIFICATIONS

- Notify violators via SMS, email, or the City's mobile app to facilitate timely communication and resolution.
- Ensure clear instructions on payment options and next steps to improve compliance rates.

The Process

1 Monitoring and Detection

- Patrols: Regular patrols conducted by parking enforcement officers in designated areas.

- Technology Use: Advanced technology, such as license plate recognition (LPR) systems and geofencing, will automatically detect parking violations.

2 Indentifying Violations

- Types of Violations: Clearly defined violations include expired payments, unauthorized parking, and blocking access. Municipal codes will be reviewed to ensure alignment.

- Documentation: Enforcement officers will document violations with photographs and vehicle details (license plate, make, model).

3 Issuing Citations

- Citation Details: Citations will include the date, time, location, description of the violation, and citation amount.

- Delivery: Citations will be placed on vehicles or sent electronically using digital systems.

- Advanced Practices:

  - Develop additional practices to address frequent and delinquent violations.

  - Work with the Department of Transportation (DOT) to identify vehicle owners through license plate information.

4 Payment and Penalties

- Payment Methods: Convenient payment options, including online, mail, and in-person methods.

- Late Fees: Defined penalties for late payments to encourage timely compliance.

5 Non-Payment Enforcement

- Follow-Up Notices: Reminders sent for unpaid citations.

- Collections: Partner with third-party collection agencies for chronic non-payers.

- Vehicle Immobilization: Implement booting or towing for unresolved citations after multiple warnings.

A Fair and Transparent Parking Enforcement

Elite combines advanced technologies and best practices to enforce parking regulations while prioritizing fairness and transparency. Our approach ensures compliance with the City's policies while maintaining a positive user experience with:



Clear Rules and Signage
Visible and informative signage to communicate parking rules, fees, and restrictions effectively.



Reasonable Fines
Penalty structures that deter violations without being excessively punitive, aligned with comparable municipalities.



Grace Periods
Short grace periods to encourage compliance and minimize disputes.



Dispute Resolution
An online portal where violators can review evidence and contest tickets, ensuring fairness and transparency in enforcement.

Documented Compliance with Payment Card Industry Data Security Standards (PCI DSS)

Elite Parking Services takes data security seriously. We ensure full compliance with Payment Card Industry Data Security Standards (PCI DSS) to **safeguard customer credit card information across all payment platforms used in the City of Fernandina Beach**. Our systems, policies, and procedures are designed to meet the highest standards in data protection, **ensuring secure transactions while minimizing the risk of breaches or cyber threats.**

Key components of our **Credit Card Processing and PCI Compliance Program** include:

Encrypted Transactions: All credit card data is encrypted at point of entry and throughout the transaction lifecycle. We never store sensitive credit card information. Instead, tokenization is used to replace card data with secure, randomized tokens.

Rigorous PCI Compliance Policies: Elite's internal compliance and audit department has established robust PCI compliance policies to ensure all systems and procedures align with PCI DSS standards. These policies are embedded in daily operations and reinforced through regular training and system

Ongoing PCI Compliance Audits: Our corporate operations team conducts regular assessments of PCI compliance during site visits to ensure ongoing adherence. This includes unexpected annual reviews at each location to ensure continuous compliance with all PCI DSS requirements.

Military-Grade Security: Elite secures all credit card processing systems with military-grade firewalls and encryption protocols, safeguarding the payment systems from unauthorized access. This level of protection extends to internet-connected systems and all areas where credit card data is processed or stored.

Incident Monitoring and Response: Elite's PCI compliance program includes real-time monitoring for suspicious activities and a rapid response protocol for handling potential security incidents, ensuring the highest level of protection for the City of Fernandina Beach.

Third-Party Compliance: All processors and partners we work with are PCI-DSS certified and undergo regular compliance reviews.

Training and Awareness: All staff handling credit card transactions receive specialized training on PCI DSS requirements, ensuring that compliance is consistently maintained throughout the organization.



At Elite, we do not store or retain any customer credit card numbers or personal data, **all sensitive information is encrypted, masked, and completely inaccessible to Elite staff**. For added transparency, all receipts issued to customers display only masked card information, reinforcing our commitment to data privacy.

By adhering to these strict security standards, Elite ensures that residents and visitors in the City of Fernandina Beach can enjoy a secure, seamless, and trustworthy parking payment experience.

CUSTOMER SERVICE

Delivering Outstanding Service with Fair and Respectful Enforcement

At Elite Parking Services, we are committed to delivering exceptional customer service while ensuring that parking enforcement is fair, transparent, and conducted with professionalism. For the City of Fernandina Beach, this means creating a seamless, accessible parking experience for both residents and visitors, rooted in clear communication, responsiveness, and trust.

Corporate Customer Service Program

Our Corporate Customer Service Program is built to enhance every customer interaction, making parking in Fernandina Beach stress-free and user-friendly. Key components include:

Proactive Engagement: All Elite personnel are trained through our internal **Elite University** program to offer courteous, empathetic, and knowledgeable assistance. resolving issues quickly and professionally, whether in person or via digital support.

Feedback-Driven Improvement: After each customer service interaction, a brief survey is sent to gather feedback and track satisfaction. This helps us measure performance, address issues early, and continuously raise our service standards

Data-Driven Insights: After each customer service interaction, a brief survey is sent to gather feedback and track satisfaction. This helps us measure performance, address issues early, and continuously raise our service standards

Through this structured approach, Elite ensures a high standard of service that promotes trust, supports compliance, and enhances the overall parking experience in Fernandina Beach.

COLLECTION OF MONIES AND ACCOUNTING

COMPREHENSIVE CASH CONTROL & REVENUE MANAGEMENT PLAN

Elite Parking Services is committed to providing the City of Fernandina Beach with a **secure, transparent, and fully auditable cash control and revenue management system.** Our approach ensures the integrity of all financial operations – from transaction processing to revenue reconciliation – while protecting sensitive customer data and maximizing fiscal performance.

The following highlights our strategy for managing, securing, and optimizing parking revenue operations for the City.

Collection Procedures and Revenue Integrity				
Daily Checks and Balances: We conduct daily reconciliations of cash collections and verifications of parked vehicles, ensuring accuracy, accountability, and transparency in all revenue-handling processes.	**Secure Communication Channels**: All communication between systems is encrypted to protect sensitive financial data, ensuring complete security in transactions and reporting.	**PCI-Compliant Transactions**: Our payment systems are PCI-compliant, eliminating any risk of data exposure for the City, securing both customer and residents and visitors data in every transaction.	**Dedicated Accounts**: All cash funds are deposited into distinct accounts, separated from other business funds to ensure no commingling, providing clear visibility into parking revenue.	**Automated Revenue Reconciliation**: Utilizing our state-of-the-art eTrac system, we perform swift, automated revenue reconciliations, giving the City an accurate and verifiable audit trail for all transactions.

Advanced Financial Management Tools

Automated Reconciliation and eCounting: Our automated system ensures seamless daily reconciliation of all cash and credit transactions, minimizing errors and creating a clear audit path from parking transactions to financial reporting.

Real-Time Financial Reporting: Through our client portal, the City has continuous access to real-time financial reports, including profit and loss statements and budget-to-actual comparisons, ensuring total visibility into the financial health of the operation.

Shift and Revenue Reports: Detailed shift reports segregate cash and credit transactions, ensuring clear accountability for each employee and comprehensive oversight of all revenue collected.

eValet and eTrac Integration: Our valet services integrate with eTrac, using predictive analytics to optimize staff deployment and improve customer experience, while also accurately tracking financial transactions. (*if applicable)*

Revenue Protection and Auditing

Multi-Layer Oversight: Our revenue protection strategy includes multiple independent checks, ensuring all reported revenue is accurate and any discrepancies are immediately identified and addressed.

Cash Auditing Processes: We employ strict cash-handling protocols, from cashier supervision to routine, unexpected audit checks, ensuring every transaction is properly documented and verifiable.

Automated Alerts for Discrepancies: Our eTrac system automatically flags any discrepancies between vehicle counts and revenue collection, allowing for immediate investigation and resolution.

PCI Compliance and Data Security

Strict PCI Compliance: We ensure compliance with PCI standards, conducting regular internal audits and surprise assessments to maintain the highest level of data security.

Cybersecurity Measures: All of our payment processing and internet-connected systems are protected by military-grade firewalls, safeguarding against cyber threats and ensuring the integrity of customer payment data.

Comprehensive Reporting and Real-Time Access

Continuous Reporting for the City of Fernandina Beach: The City will have round-the-clock access to all operational reports, including detailed financial summaries, shift reports, and performance against budget forecasts.

Real-Time Monitoring: With real-time monitoring and reporting available through our client dashboard, the City will have immediate access to critical data for informed decision-making and operational planning.

PERSONNEL ADMINISTRATION

RIGHT-SIZED STAFFING FOR SEAMLESS PARKING IN FERNANDINA BEACH

Elite Parking Services is uniquely equipped to support the City of Fernandina Beach through a **personalized staffing strategy that adapts to the City's seasonal patterns, downtown activity levels, and community expectations**. By

combining a data-informed staffing methodology with real-time operational oversight and local team management, we deliver reliable service, streamlined enforcement, and strong community alignment.

ELITE'S TAILORED STAFFING METHODOLOGY

Unlike one-size-fits-all approaches often seen in municipal operations, Elite applies a **flexible, data-driven staffing model** to match actual demand with the right level of personnel, ensuring cost efficiency and operational excellence year-round.

Our methodology includes:

1. **Seasonal Forecasting**: We analyze historical trends, special event schedules, and tourism peaks to build flexible staffing plans that scale with Fernandina Beach's dynamic needs.

2. **Real-Time Adjustment**: Leveraging our proprietary eTrac system, we monitor parking patterns live and make real-time staffing changes when needed—ensuring consistent performance even during high-demand periods.

3. **Site-Specific Modeling:** We assess each enforcement and operations zone individually, tailoring staff coverage and deployment to reduce response times and improve compliance.

Elite's refined staffing methodology ensures that our clients pay only for the essential services required, not excess staffing. **Our approach optimizes on-site teams to match the actual service demands, leading to a direct reduction in service costs and an enhancement in employee performance.**



Real-Time Idle Report Available on eTRAC

This efficiency is driven by our service model's clear directives and technology, which ensures tasks are completed in line with our stringent guidelines, timelines, and service standards.

This proven methodology guarantees:

NO WASTED RESOURCES	RESPONSIVE SERVICE	LOCAL ACCOUNTABILITY
the City only pays for the support it actually needs.	staff are present and prepared during peak times and events, but scaled down when demand is lower.	our on-the-ground team is available quickly to address resident and visitor concerns in real time.

Unlike other parking companies lacking a systematic approach to staffing, Elite's proven approach, Elite ensures that Fernandina Beach benefits from a well-managed parking program that is **smart, responsive, and locally grounded**—with staffing tailored to meet the City's operational goals, budget constraints, and service expectations.

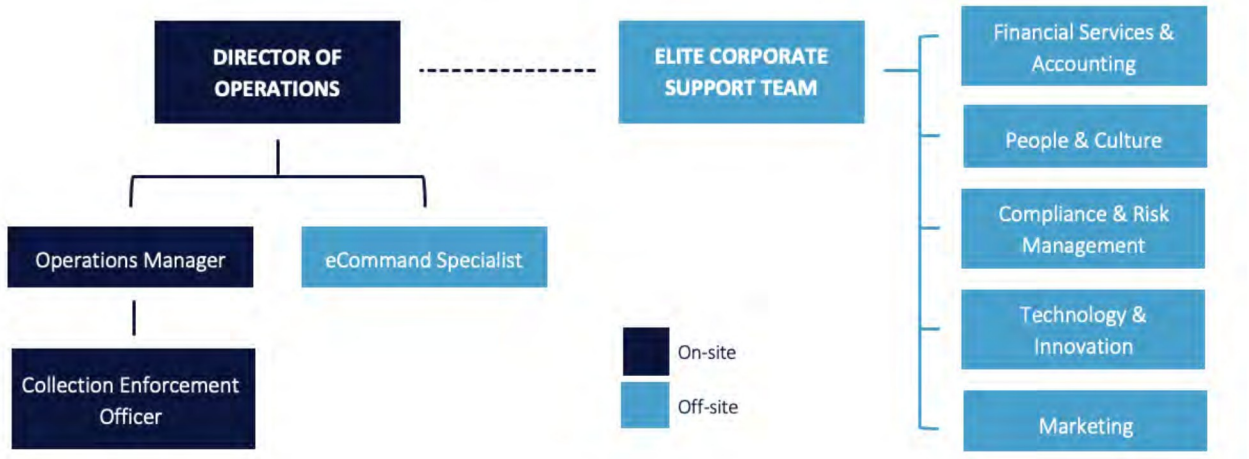
Staffing Plan for Fernandina Beach

Elite Parking Services uses real-time data from our proprietary **eTrac** platform to analyze parking activity, transaction patterns, and enforcement volumes, allowing us to **accurately forecast staffing** needs and deliver efficient service without inflating labor costs.

We understand exactly what's required at each operational touchpoint, whether it's monitoring curbside zones, issuing citations, managing permit requests, or responding to customer concerns. This clarity allows us to staff with precision, **ensuring responsiveness, reduced downtime, and high-quality service** during both peak and off-peak periods.

Our operational structure is built around a **dual-support model** with both an **on-site operations team** – dedicated to daily service delivery, customer interaction, and performance execution, – and an **off-site support team** – providing oversight, reporting, technology management, and strategic direction to ensure consistency and ongoing optimization.

Here's how the structure works in practice:



This structure ensures that Fernandina Beach benefits from a **professional, community-aligned, and data-driven parking program**, backed by real-time intelligence and a team that understands both the local context and best-in-class municipal operations.

EMPLOYEE SCREENING

Elite Parking Services places the utmost importance on hiring qualified, professional, and compliant staff to represent the City of Fernandina Beach. Our rigorous screening processes and scheduling practices are designed to ensure that every team member meets the highest standards of skill, professionalism, and legal compliance. By maintaining a workforce that is thoroughly vetted and expertly trained, we guarantee exceptional service delivery that aligns seamlessly with City's operational goals and values.

Key Qualifications Across All Positions:

- **Screening and Legal Compliance**: All employees undergo rigorous background checks, including eligibility verification to legally work in the United States.
- **Proficiency in English**: All frontline staff are fluent in English and trained to interact clearly and professionally with both residents and visitors. Supervisory team members are also capable of written communication for reporting, documentation, and incident resolution.

- **Parking Expertise**: Whether enforcing regulations, managing parking services, or supporting other related operations, employees are equipped with the skills and training needed to address the public respectfully and ensure daily operations run smoothly.

CUSTOMER SERVICE TRAINING, POLICIES, AND COMPLAINT RESOLUTION

At Elite Parking Services, we understand that our responsibility extends beyond enforcement, **we represent the City of Fernandina Beach in every interaction with residents and visitors**. Our comprehensive customer service program is designed to foster trust, ensure respectful communication, and deliver a positive experience at every touchpoint.

Our approach is grounded in municipal values, combining thorough training, clear policies, and responsive complaint resolution processes. Whether assisting with a payment question, addressing a citation concern, or helping a first-time visitor navigate the system, **Elite team members are trained to listen, respond empathetically, and resolve issues effectively.**

As part of this program, every guest interaction is followed by opportunities for feedback to measure our performance and identify areas for continuous improvement. Through this commitment to outstanding service, we aim to achieve:



Leveraging our advanced **eTrac technology**, Elite Parking Services captures and measures service quality across every customer touchpoint. From parking payments and citations to on-the-ground interactions, our system provides **real-time analytics** on satisfaction and responsiveness.

These insights are shared with the City of Fernandina Beach to enable **informed, timely decisions** that improve service delivery, enhance transparency, and ensure public trust.

GETTING THE RIGHT PEOPLE IN THE RIGHT SEAT

At Elite, we understand that the quality of our staff is as crucial as any operational metric. Therefore, we ensure that all employees undergo a rigorous interview process, as mentioned above. Once selected, they participate in an **intense training and onboarding program focused on what we call Customer Satisfaction Behaviors**. This training doesn't just introduce these behaviors—it instills them, **ensuring our team excels in every interaction with parking customers.**



These behaviors include:



First Impressions

We train all team members on the importance of maintaining a professional appearance at all times, helping them understand the value of their uniform and the brand it represents. This aligns with our goal of making an outstanding first impression on every occasion.



Customer Interactions

Given our continuous interaction with customers, whether as bus drivers, cashiers, valet attendants, or auditors, we emphasize the importance of eye contact, warm greetings, polite and professional communication, and sincere farewells.



Conflict Resolution and Problem Solving

We equip our staff with the necessary tools to address customer issues effectively, fostering a can-do attitude that eliminates phrases like "I don't know" or "I can't help you."

TRAIN AND EQUIP ENFORCEMENT STAFF

Training at Elite is an ongoing process, **with all employees receiving regular refresher courses through Elite University to stay updated on the latest customer service techniques and operational standards**. We prioritize team morale and engagement by offering competitive benefits, including bonus programs, paid time off, healthcare, employee recognition programs, and annual appreciation events. **A happy and motivated team translates into superior service for the guests and customers they interact with daily.**

Elite Parking Services' training programs are meticulously crafted to prepare our staff to deliver outstanding parking services at the City of Fernandina Beach. By investing in continuous education and professional growth through Elite University, we reaffirm our commitment to **maintaining the highest standards of service excellence and meeting the expectations of the City.**

Elite's staffing plan includes:

1 Comprehensive Training

In-depth training on parking policies, enforcement technology (e.g., LPR systems, mobile apps), and customer service best practices.

2 Standardized Procedures

Clear guidelines for ticketing, issuing warnings, and managing disputes to ensure consistency across all enforcement activities.

3 Safety Training

Specialized training in conflict management and personal safety to equip officers with the tools and strategies to handle challenging interactions professionally and safely.

CUSTOMER COMPLAINTS RESOLUTION

We ensure **all customer complaints are addressed within 24 hours**, with all actions and outcomes documented in eTrac to facilitate continuous improvement and client satisfaction.

Employee Training

Our comprehensive training programs are designed to enhance job performance, promote professional growth, and ensure exceptional customer service across all facets of municipality parking operations.

Employee Training and Industry Affiliations



Our commitment to excellence extends to comprehensive employee training, underscored by mandatory TSA First Observer certification. This specialized training, introduced by the Transportation Security Administration, equips our staff with essential skills to identify and report suspicious behavior, contributing to the safety and security of the parking facilities we manage. Additionally, our industry affiliations with organizations like the International Parking Institute (IPI) and Smith Systems enrich our training programs, ensuring our team is well-versed in the latest standards and practices within the parking and transportation industry.

Elite University

ELITEUNIVERSITY

Elite University (EU) is our proprietary online learning platform designed to foster operational continuity and elevate employee productivity. EU offers tailored training modules specific to our target markets – hospitals, airports, and municipalities – thereby enhancing our employees' understanding and proficiency. By promoting a cohesive team environment and providing top-notch training, EU plays a crucial role in mitigating operational challenges, errors, and risks, ensuring our staff is equipped to deliver exceptional service every day.

Parking Employee Customer Service and Interaction Training



At Elite, we place a significant emphasis on customer service excellence. Our comprehensive training program, developed in partnership with the International Parking Institute (IPI), defines and instills the principles of outstanding customer service in all our employees. This program covers essential skills such as active listening, understanding non-verbal cues, and employing specific communication techniques tailored to the parking industry. By ensuring all staff members complete this industry-leading training, we guarantee that every customer interaction reflects Elite's high standards of service.

The Elite Leader Program

The Elite Leader Program represents our dedication to cultivating leadership excellence within our organization. This annual training initiative is designed to enhance problem-solving skills, foster innovative solutions, and encourage a creative approach to addressing client issues. By instilling ten distinct leadership qualities in our management teams, the program ensures that our leaders are equipped to effectively guide their staff, fostering a positive and productive work environment. This commitment to leadership development is integral to our strategy, ensuring that our teams are led by individuals who embody the Elite standard of excellence.

STAFF UNIFORM AND APPEARANCE STANDARDS



At Elite Parking Services, we understand that every member of our team represents not only our company, but the **City of Fernandina Beach** itself. That's why we uphold rigorous standards for staff uniforms and personal appearance, **ensuring that every interaction with residents and visitors is professional, respectful, and consistent with the City's welcoming atmosphere.**

Uniform Standards

- **Professional, Branded Attire:** All employees will wear Elite-issued uniforms that are clean, well-maintained, and clearly branded with the **Elite Parking Services logo**. Where appropriate, branding may also include identifiers that reflect our partnership with the City.
- **Functional & Approachable Design:** Uniforms are designed for high visibility, ease of movement, and weather-appropriate conditions, ensuring staff remain both accessible and operational in any environment.

Name Badges

Each team member will wear a name badge displaying their first name and role. This reinforces personal accountability and helps foster **friendly, approachable interactions** with the public.

Presentation and Grooming

We maintain high expectations for professional appearance:

- Staff must arrive in clean, pressed uniforms with polished footwear.
- Grooming must be neat and presentable at all times.
- Personal hygiene and demeanor are strictly monitored to ensure staff interactions reflect the **City's standards of hospitality, respect, and civic pride**.

By setting and enforcing these uniform and grooming standards, Elite ensures that the public-facing image of the City's parking program is **one of professionalism, trust, and community alignment**.

INSTALLATION AND MANAGEMENT
SIGNAGE STRATEGY



As part of our installation and operations management plan, Elite Parking Services will implement a consistent, high-impact signage strategy to **ensure residents and visitors can easily navigate the City of Fernandina Beach's parking program**. Clear, professional signage plays a vital role in enhancing customer experience, **increasing compliance, and reducing confusion** at every point of interaction.

All signage deployed under Elite's direction will adhere to the following design and placement principles:

Clear, Simple Messaging	All language used will be direct, concise, and easily understandable by both residents and visitors—avoiding industry jargon or overly complex instructions.
Readable Typography	Fonts will be legible from an appropriate distance, using clean, sans-serif typefaces and avoiding overly decorative or stylized fonts that could impact readability.
High Contrast for Visibility	Text will be displayed with strong color contrast against the background to ensure maximum visibility in all lighting conditions. Signage colors will align with the City's branding and ADA standards where applicable.
Strategic Sizing and Placement	Signs will be appropriately sized based on their purpose (e.g., entry vs. payment instructions) and strategically placed at eye level or vehicle line of sight depending on pedestrian or driver orientation.
Universal Symbols and Icons	To reduce reliance on text alone, all signs will incorporate internationally recognized pictograms—such as arrows, "P" symbols for parking, and accessibility icons—for quick comprehension.
Wayfinding & Directional Guidance	Elite signage will clearly direct users to all major destinations including entry/exit points, payment kiosks, designated zones (employee, ADA, event), and customer service touchpoints.
Color Coding for Clarity	Distinct colors will differentiate zones or functions within the system (e.g., green for general access, red for exits, blue for ADA-accessible spaces), improving flow and intuitive wayfinding.
Contact Information for Support	Customer service contact information will be included on all major signage, ensuring users have immediate access to assistance when needed—especially near payment stations and exit points.
Ongoing Maintenance & Quality Control	Signage will be regularly inspected for wear, visibility, or obstruction. Damaged signs will be promptly replaced to maintain a polished, professional environment.
Feedback & Effectiveness Testing	Elite will periodically gather user feedback and conduct internal evaluations to ensure signage remains effective and responsive to real-world needs and evolving conditions.

This signage strategy is designed not only to guide, but to reassure. It supports smooth operations, enhances compliance, and **reflects the City's commitment to providing a positive, accessible, and transparent parking experience for all.**

References

Elite Parking
Services of America

PROPOSAL TAB C

REFERENCES

This section provides contact information of five of our top references.

Parking Management
Services for the City of
Fernandina Beach

TRUSTED PARTNERS AND VERIFIED SUCCESS

Elite is proud of its long-standing relationships with clients who trust us to manage their parking operations effectively. The references below include direct clients who can verify our ability to deliver exceptional results.

JACKSONVILLE TRANSPORTATION AUTHORITY

Nathaniel Ford, Chief Executive Officer

100 LaVilla Center Drive
Jacksonville, FL. 32204

nford@jtafla.com | 904-630-3100

COJ & Downtown Investment Authority

Aundra Wallace, President

3 Independent Drive
Jacksonville, FL 32202

O: 904.366.6690 | M: 904.864.0616

JWB

Alex Sifakis, President

7563 Philips Hwy Ste 109
Jacksonville FL 32256
904-566-6400

HYATT REGENCY JACKSONVILLE

Jeff Thompson, General Manager

225 E Coastline Dr
Jacksonville, FL 32202

jeff.thompson@hyatt.com | 775-233-7107

CITY OF ST. AUGUSTINE

Xavier L. Pellicer III, P.E., Mobility Coordinator

P.O. Box 210
St. Augustine, FL 32085

xpellicer@citystaug.com | 904.209.4211

Elite Parking
Services of America

PROPOSAL TAB D

PROJECT BUDGET AND COSTS

This section includes a projected budget and revenue for the project as well as the fees proposed and a reasoning of how Elite is proposing those for the City of Fernandina Beach's parking.

Parking Management
Services for the City of
Fernandina Beach

"CONFIDENTIAL – TRADE SECRET – EXEMPT FROM PUBLIC DISCLOSURE UNDER F.S. 119.071(1)(b)2"

SMART PRICING STRATEGY BACKED BY REAL-WORLD DATA

Elite Parking Services doesn't guess when it comes to pricing, we use real-world data from cities just like Fernandina Beach to **craft a pricing strategy that's fair, competitive, and proven to work**.

Our proposed pricing is grounded in a comprehensive analysis of peer municipalities that share similar:



Size & Scale
Small to mid-sized coastal towns



Demographics
Local resident populations balanced with high seasonal visitor inflows



Geographic & Economic Profiles
Beach communities that rely on tourism and small business activity

We've studied parking programs in places such as **Wrightsville Beach, Myrtle Beach, Carolina Beach, and Cocoa Beach** – all of which face challenges similar to Fernandina Beach: limited space, seasonal surges, and the need to balance resident satisfaction with visitor convenience.

	WRIGHTSVILLE BEACH, NC	MYRTLE BEACH, SC	CAROLINA BEACH, NC	COCOA BEACH, FL
Population	2,697	2,697	6,826	11,417
Annual Visitors	35,000	18,200,000	-	2,500,000
Revenue	$5,645,839	$5,954,947	$4,200,000	$3,500,000
Spaces	1,882	874	1,100	2,387
Enforcement Hours	9AM – 8PM	9AM – 12AM	9AM – 12AM	12AM – 11PM
Rate Structure				
Hourly Rate	$5.00	$2.00 – 3.00	$6.00 – 7.00	$5.00
Daily Rate	$25.00	$10.00 – 15.00	$25.00 – 35.00	$15.00
Weekly Parking Pass Rate	$245.00	-	$100.00	-
Residential Parking Permit Rate (year)	$50.00	-	$30.00	$20.00
Oversize Vehicle Parking	-	-	$10.00/hr $40.00/day	-
Employee Parking	-	-	$100.00	$20.00
Fines	$150.00 – 300.00	$60.00	$60.00	$60.00

<u>Data-Informed, Community-Minded</u>

Our pricing reflects:

1. **What works in similar markets**: Tested models that show how pricing can encourage turnover, increase accessibility, and support local businesses.

2. **Revenue forecasting based on precedent**: Realistic, conservative revenue projections tied directly to performance in comparable cities.

3 **Local sensitivity**: Consideration of Fernandina Beach's character, community priorities, and current parking behaviors.

This isn't a one-size-fits-all solution, it's a tailored model built with proven benchmarks. By basing our pricing on successful programs in peer communities, **Fernandina Beach can be confident that this program will be both financially effective and publicly accepted.**

PRICING FOR FERNANDINA BEACH

Assumptions:

Population	13,646
Annual Visitors	1,346,600
Enforcement Period	9AM – 12AM

RATE STRUCTURE

Hourly Rate	Daily Rate	Residential Parking Permit	Employee Parking Downtown	Fines
$5	$15	FREE	$20	$60

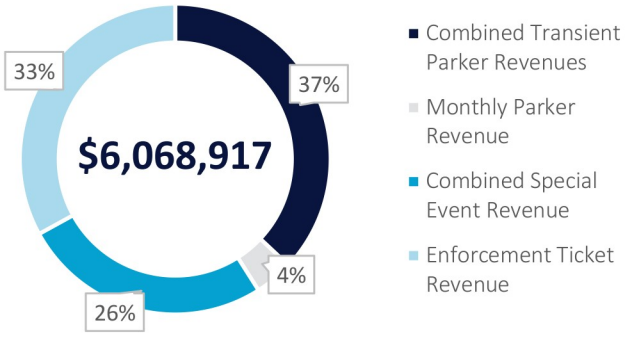
REVENUE FORECAST

		REVENUE SHARE MODEL	
	GROSS REVENUE	70%	30%
YEAR 1	$6,068,917	$4,248,242	$1,820,675
YEAR 2	$6,372,363	$4,460,654	$1,911,709
YEAR 3	$6,690,981	$4,683,687	$2,007,294
YEAR 4	$7,025,530	$4,917,871	$2,107,659
YEAR 5	$7,376,807	$5,163,765	$2,213,042
TOTAL REVENUE	$33,534,598	$23,474,218	$10,060,379

REVENUE BREAKDOWN FOR YEAR 1

Our proposed program for Fernandina Beach is designed to **generate sustainable revenue across multiple streams, not just from everyday parkers**, but from special events and active enforcement.

The pie chart illustrates the estimated $6 million in combined annual revenue, broken down by source. This data-driven model ensures that the financial lift isn't placed solely on one group,



transient parkers, monthly permit holders, event attendees, and violators all contribute proportionately to the system's success.

By diversifying revenue sources, **Fernandina Beach gains a more resilient and future-ready parking program, one that funds infrastructure, supports enforcement, and delivers real value to the community.**

Insurance

Elite Parking
Services of America

PROPOSAL TAB E

CERTIFICATES OF INSURANCE

This section includes Elite's insurance certificates for professional liability, general liability, and workers compensation.

Parking Management
Services for the City of
Fernandina Beach

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/2/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hylant - Grand Rapids 85 Campau Ave. NW, Ste 100 Grand Rapids MI 49503 License#: 23894	**CONTACT NAME:** Jennifer Collins **PHONE (A/C, No, Ext):** 317-817-5152 **FAX (A/C, No):** 317-817-5151 **E-MAIL ADDRESS:** jennifer.collins@hylant.com
INSURED Elite Parking Services of America, Inc. 76 S Laura St Ste 1702 Jacksonville FL 32202-5444 ELITPAR-02	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** Crum & Forster Specialty Insurance Company — 44520 **INSURER B :** Travelers Indemnity Co of Amer — 25666 **INSURER C :** Travelers Indemnity Co of CT — 25682 **INSURER D :** AmTrust Insurance Company — 15954 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 1119726810 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X **COMMERCIAL GENERAL LIABILITY** CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y	Y	6600Y495717	9/9/2024	9/9/2025	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 300,000 $ 0 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
C	**AUTOMOBILE LIABILITY** ANY AUTO OWNED AUTOS ONLY [X] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY	Y	Y	BAA0946626	9/9/2024	9/9/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
A	X **UMBRELLA LIAB** [X] OCCUR **EXCESS LIAB** CLAIMS-MADE DED [X] RETENTION $ 10,000	Y	Y	SEO132177	9/9/2024	9/9/2025	EACH OCCURRENCE AGGREGATE $	$ 5,000,000 $ 5,000,000 $
D	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y/N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		WWC3669373	9/9/2024	9/9/2025	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Insured Information

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Nicholas R Hylant

© 1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) **The ACORD name and logo are registered marks of ACORD**

Exhibits

Elite Parking
Services of America

PROPOSAL TAB F

EXHIBITS

Parking Management
Services for the City of
Fernandina Beach

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "A"
CONTACT SHEET

Name: Elite Parking SE-M, LLC.

Federal Taxpayer ID: 46-2196678

Mailing Address: 76 South Laura Street, Suite 1702

City, State, & Zip Code: Jacksonville, Florida 32202

Telephone: +1-904-297-4437 **Fax:** +1-904-513-9247

Email: DaneGrey@eliteparkingsoa.com

Submitted By: Dane Grey

Title: President & CEO

Accounting Contact:

Name: Imran Abdallah **Title:** Controller

Email Address: ImranAbdallah@eliteparkingsoa.com **Phone:** +1-904-297-4437

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for _____.

2. This sworn statement is submitted by (entity) Elite Parking SE-M, LLC whose business address is 76 S. Laura St. Ste 1702 and (if applicable) Federal Employer Identification Number (FEIN) is 46-2196678 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Dane Grey and my relationship to the entity named above is President.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with

the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

X ___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

___ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

___ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

_____ 6/4/2025
Signature Date:

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 4 day of June, 2025, and is personally known to me, or has provided _____ as identification.

Victoria D. Christie
Notary Public
My Commission expires: _____

VICTORIA D. CHRISTIE
Notary Public-State of Florida
Commission # HH 451013
My Commission Expires
October 04, 2027

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Elite Parking SE-M, LLC.

CITY: Jacksonville STATE: FL ZIP CODE: 32202

SIGNATURE: _____ PHONE: +1-904-297-4437

NAME (TYPED OR PRINTED): Dane Grey TITLE: President & CEO

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "D"
E-VERIFY STATEMENT

Bid/Proposal Number: RFP 25-05

Project Description: Parking Management Services

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: Dane Grey / Elite Parking SE-M, LLC

Authorized Signature:

Title: President & CEO

Date: 06/04/25

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Dane Grey Title: President & CEO

Signature: _____ Date: 06/04/25

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for Parking Management Services.

This sworn statement is submitted by (entity) Elite Parking SE-M, LLC whose business address is 76 S. Laura St. Ste 1702 Jacksonville FL 32202 and (if applicable) Federal Employer Identification Number (FEIN) is 46-2196678 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Dane Grey and my relationship to the entity named above is President.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- n a m e d entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

6/5/2025
Signature Date:

STATE OF FLORIDA
COUNTY OF Duval
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this June 5, 2025, and is personally known to me, or has provided ____ as identification.

VICTORIA D. CHRISTIE
Notary Public-State of Florida
Commission # HH 451013
My Commission Expires
October 04, 2027

Victoria D. Christie My Commission expires:
Notary Signature

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES__ NO_X_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____NO_X____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____NO_X___

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

Elite Parking SE-M, LLC.	06/04/2025
Firm	Date
Authorized Signature	Dane Grey I President & CEO Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 25-05**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the response submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: Dane Grey **TITLE:** President

ADDRESS: 76 S. Laura St. Ste 1702

CITY: Jacksonville **STATE:** Florida

AUTHORIZED SIGNATURE:  **DATE:** 6/4/2024

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for Parking Management Services.

This sworn statement is submitted by (entity) Elite Parking SE-M, LLC whose business address is 76 S. Laura St. STE 1702 Jacksonville, FL 32202 and (if applicable) Federal Employer Identification Number (FEIN) is 46-2196678 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Dane Grey and my relationship to the entity named above is President.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.



6/4/2025

Signature Date:

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

STATE OF FLORIDA
COUNTY OF Duval

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 4 day of June 2025, and is personally known to me, or has provided _____ as identification.

VICTORIA D. CHRISTIE
Notary Public-State of Florida
Commission # HH 451013
My Commission Expires
October 04, 2027

Victoria D. Christie
Notary Signature

My Commission expires: _____

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

Proposal prepared by:

One Parking, Inc.
Kirsten Dolan – CEO
477 S Rosemary Ave, Suite 325
West Palm Beach, FL 33401
Kirsten@oneparking.com | www.OneParking.com

RESPONSE TO REQUEST FOR PROPOSAL

RFP 25-05

DUE: JUNE 5, 2025 2PM EST

PARKING MANAGEMENT SERVICES

CITY OF FERNANDINA BEACH

FLORIDA

Proposal prepared for:

City of Fernandina Beach
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034

TABLE OF CONTENTS

COVER LETTER 1

CONTACT SHEET 2

COMPANY PROFILE 3

A. FIRM QUALIFICATIONS & EXPERIENCE 4

B. PERFORMANCE DELIVERY PLAN 14

C. REFERENCES 30

D. PROJECT BUDGET AND COST 31

E. CERTIFICATES OF INSURANCE 35

F. EXHIBITS 37

Exhibits A-H (RFP Forms) 37

Addenda Acknowledgement 37

Proposal Bond (Certified Check) 37

COVER LETTER

June 5, 2025

CITY OF FERNANDINA BEACH
City Clerk's Office
204 Ash Street
Fernandina Beach, FL 32034

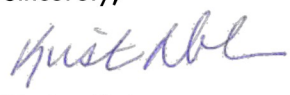
Dear Sir/Madam:

One Parking, Inc. is pleased to present the City of Fernandina Beach with the enclosed proposal to provide Parking Management Services. Our proposal showcases the many advantages to the City of Fernandina Beach if One Parking is selected. *Why One Parking for the City of Fernandina Beach?*

- One Parking Executives have a combined 60+ years of municipal experience, having operated for multiple cities nationwide, **particularly in beach and coastal communities**.
- One Parking has a large footprint in Florida. We manage 20+ locations in Florida (4 of which are the City of Delray Beach, the City of Pompano Beach, the City of Lauderdale-By-The-Sea, and Volusia County). We have hundreds of employees spanning multiple counties and our company headquarters is in West Palm Beach. In our Volusia County enforcement zone, we have more than 130 employees intent on bringing the best possible parking experience to both residents and tourists alike.
- Comprehensive understanding of Fernandina Beach and the City's mission to present a successful program for the residents and visitors. We are sensitive to the sentiment of the resident taxpayers and have created other enforcement programs where the bulk of the revenue is derived by tourists.
- City staff can pick from two methods of operations, choosing the one that best meets the needs and vision of your leadership team. Expenses vary by $100,000+ depending on the method chosen. Profit estimate of $1.8M+.
- Technology leaders and experts in integrating and deploying effective technologies.
- 24/7 support from our **"local/Florida"** Executive Team and Key Personnel.
- Nationally Certified Women-Owned Business Enterprise (WBE) to help meet diversity goals.

Thank you for the opportunity to participate in the RFP process. One Parking has a thorough understanding of the scope of work and project and we are ready to commit to the oversight of the parking program. Should you have any questions, please feel free to contact me directly at 917-664-3430 or email kirsten@oneparking.com.

Sincerely,



Kirsten Dolan
CEO

cc: Mark Pratt, President & COO

CONTACT SHEET

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "A"
CONTACT SHEET

Name: One Parking, Inc.

Federal Taxpayer ID: 20-2051457

Mailing Address: 477 South Rosemary Avenue, Suite 325

City, State, & Zip Code: West Palm Beach, FL 33401

Telephone: 561-833-7222 **Fax:** 561-833-7267

Email: Kirsten@oneparking.com

Submitted By: Kirsten Dolan

Title: CEO

Accounting Contact:

Name: Diane Demers **Title:** Corporate Officer/Treasurer

Email Address: ddemers@oneparking.com **Phone:** 561-596-5129

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

20

COMPANY PROFILE

Entity Name:	One Parking, Inc.
Ownership Structure:	Corporation
Founded:	2004 *(privately held)*
Co-Founder & CEO:	Kirsten Dolan
Headquarters:	477 S Rosemary Avenue, Suite 325, West Palm Beach, FL 33401 P 561-833-7222 F 561-833-7267 C 917-664-3430
Employees:	700+
Annual Revenue:	180M+

Markets

California, Chicago, Florida, Maryland, New Jersey, New York, Virginia, Washington, DC, Wisconsin

Comprehensive Services

Enforcement; Self-Park; Valet; Shuttle Operations; Concierge; Parking Facility Maintenance; Consulting; Technology Selection

One Parking, Inc. is a Nationally Certified Woman Business Enterprise (WBE) and a Nationally Certified Woman-Owned Small Business (WOSB). One Parking works with a vast number of landlords and tenants, many of whom have vendor diversity requirements. Our diversity certification can help the City of Fernandina Beach in achieving any diversity goals you may have.

WBENC National Certification Number: 2005120317
Certification Granted: May 9, 2012 | Expiration: May 9, 2026

One Parking Representatives

One Parking authorizes the following to make representations for our firm:

Primary Representative:

Kirsten Dolan - CEO
477 S Rosemary Avenue, Suite 325
West Palm Beach, FL 33401

O 561-833-7222 F 561-833-7267
C 917-664-3430
Kirsten@oneparking.com

Secondary Representative:

Mark Pratt - President & COO
477 S Rosemary Avenue, Suite 325
West Palm Beach, FL 33401

O 561-833-7222 F 561-833-7267
C 317-716-6016
MPratt@oneparking.com

TAB A

FIRM QUALIFICATIONS & EXPERIENCE



A. FIRM QUALIFICATIONS & EXPERIENCE

One Parking is a highly qualified parking management firm headquartered in the City of West Palm Beach, Florida. Organized in 2004, One Parking has grown to manage well over 60,000 parking spaces for municipalities and private ownership groups throughout the nation. Our business model is to provide a higher level of service and attention to a select number of properties, thereby giving our customers and clients a level of attention that is unmatched in the industry. We are unique since our clients receive attention and hands-on project reviews from the highest levels of the organization.

One Parking has an unwavering emphasis on providing best-in-class service and solving the most difficult challenges. Our employees and stakeholders are passionate about delivering excellent service and our reputation is built on putting our customers and clients first. We work to bring technology and management experience together to provide efficiencies, optimum rates, highly efficient operating expenses, strong cash control, space management techniques, and maximum online and on-the-street marketing exposure. We are distinct, in that we look at each parking program and location as unique and we tailor a specific operating plan to optimize the parking program. **For the City of Fernandina Beach**, we will work collaboratively with all stakeholders to execute the City's goals and provide proactive recommendations for improvement. Because of the size of One Parking, we are nimble enough to move between different types of support structures and create a team atmosphere, working within the structure of the City to ease the transition.

Financial Ability to Perform Services

One Parking, Inc. is an established and successful parking operator, in business for over 20 years. One Parking leases and manages over 200 locations, as well as consults on numerous developments across the country. As a testament to One Parking's financial strength, we handle over 120M in revenue annually for our clients and work for some of the most demanding and fiscally stringent/regulated entities in the world including the International Monetary Fund (IMF), Nuveen TIAA CREF teacher's pension fund, MetLife, John Hancock, Caesars Entertainment, and GSA for the U.S. Federal Government.

One Parking is a privately held entity that keeps its financial records confidential. We would be happy to submit specific financial information should we progress further into the process.

Our history since 2004, and our 98% client retention rate over time, speak to our stability and commitment to our financial obligations. We can provide references from over 100 clients (including other municipalities) to speak to our 20+ years of **timely payment of rents, settlements, and vendor payments including during the COVID-19 crisis.** One Parking has a D&B Viability Rating of "3 - Low Risk", along with a Portfolio Comparison of "2 – Low Risk". We are working with D & B to provide greater data depth to increase the precision of the Viability Rating assessment to be more in line with the Supplier Evaluation Rating (SER) we received as a "2 – Low Risk" which predicts the likelihood that a supplier will cease operations. We have also included additional information on the following page which includes company ratios and banking/accounting references to help demonstrate the overall strength of One Parking, without providing full financial reports at this point in the process.



D&B Finance Analytics

Printed By:Yolanda Smothers

Date Printed:06/02/2025

LIVE REPORT

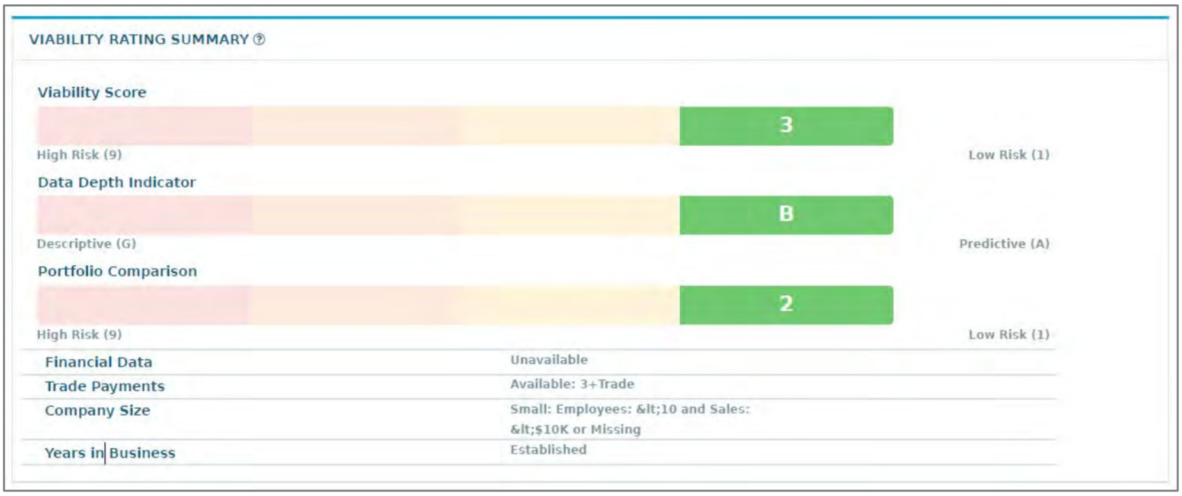
ONE PARKING, INC.

Tradestyle(s): .

ACTIVE HEADQUARTERS

D-U-N-S Number: 07-928-8256
Phone: +1 561 833 7222

Address: 477 S Rosemary Ave Ste 202, West Palm Beach, FL, 33401, United States Of America
Endorsement: SmothersY@DNB.com



VIABILITY RATING SUMMARY

Viability Score: 3
High Risk (9) — Low Risk (1)

Data Depth Indicator: B
Descriptive (G) — Predictive (A)

Portfolio Comparison: 2
High Risk (9) — Low Risk (1)

Financial Data	Unavailable
Trade Payments	Available: 3+Trade
Company Size	Small: Employees: <10 and Sales: <$10K or Missing
Years in Business	Established

ONE PARKING LIQUIDITY USING QUICK RATIO

2024 YE – 12+:1

Third-Party CPA Firm

One Parking utilizes a third-party CPA firm to provide compiled financial statements and file taxes on behalf of all locations. The point of contact from the CPA firm is:

Steve Barry
Barry & Company
P.O. Box 1495
West Palm Beach, FL 33402-1495
Steve@Barryco.us
561-804-0083

Bank References

Chase Bank
Annette Daley
VP Commercial Banking
201 East Las Olas Blvd, Suite 2400
Fort Lauderdale, FL 33301
Annette.daley@chase.com
954-292-2756

U.S. Citi Commercial Bank
Blake Scotch
Vice President
201 S. Biscayne Blvd, 29th Floor
Miami, FL 33131
Blake.scotch@citi.com
916-849-5806

Municipal Experience

The One Parking Team has a wealth of municipal and government experience having operated for multiple agencies across the country.

- Volusia County
- City of Delray Beach
- City of Pompano Beach
- Lauderdale-By-The-Sea
- US Federal Government GSA Division
- City of West Palm Beach DDA
- City of Fort Myers
- City of Tallahassee
- State of Wisconsin
- International Monetary Fund (IMF)
- City of Phoenix Development Authority
- City of Santa Monica California
- CRA Los Angeles
- City of Carson California
- City of Lafayette
- City of Indianapolis
- City of Lexington
- City of Louisville
- City Colorado Springs
- City of Des Moines
- City of Blackhawk, CO
- City of Nashville
- City of Chattanooga
- City of Ann Arbor
- City of Charleston
- City of Knoxville
- City of Tempe Arizona
- Hoover Dam
- New York Parks Department

Municipal / Government Clients: Current Projects

City of Delray Beach, FL

Delray Beach is a first-class beach resort destination with a diverse, vibrant community in southern Palm Beach County. Delray is a popular destination for locals and visitors, filled with art galleries, upscale shops, and fine restaurants, and is also known for its festivals and special events. One Parking provides comprehensive parking management services for the City of Delray Beach. This includes the provision of integrated parking management software that is accessible via smart-phone technology, parking revenue collection, parking enforcement, parking citation management, complaint resolution, parking liaison with downtown businesses, parking meter maintenance, management of parking garage facilities and providing data analysis and recommendations to the City regarding enhancements related to parking and mobility in the downtown area such as managing parking for events and residential parking. The parking program includes 2,300 parking spaces total, comprised of 12 surface lots, 759 on-street spaces (80 multi-space meters), and 3 parking garages.

City of Pompano Beach, FL

One Parking provides parking operations and management services for the City of Pompano Beach. The contract consists of on-street parking with 1,800 spaces (20 multi-space meters), eight very busy surface lots, and a newer, award winning self-park garage with another garage under development. One Parking provides parking enforcement services in addition to self-park management and contracted valet services.

One Parking was awarded the contract as a result of demonstrating the best value to the City, and our technological and operational creativity/expertise to help the City achieve its goals of transparency and maximum return on investment. Pompano Beach is a fantastic example of the return to normal after the Covid pandemic forced so many residents to remain indoors and away from the fun and sun. Since 2020 Pompano Beach revenues have increased 3.2X pre-Covid revenue levels.

Lauderdale-By-The-Sea, FL

The Town of Lauderdale-By-The-Sea is located along Florida's "Gold Coast" in Broward County. The Town's oceanfront beaches and award-winning beach portals are popular with tourists and residents from all over Broward County and the world.

For Lauderdale-By-The-Sea, One Parking provides comprehensive parking services and enforcement for the town's surface lots and on-street parking consisting of 4 surface lots with ~700 spaces, on-street parking with 20 meters, static LPR for surface lots, and installation of mobile LPR (upcoming).

Volusia County, FL

Volusia County sought an operator who could bring practical operating knowledge and discipline to the parking operations that stretch up and down the Daytona Beach / Volusia County coast, encompassing 102 different surface lots and beach access stations throughout the county. The RFP required the operator to bring an entirely different technology to bear while powering all with solar power alone. That's right…all equipment, LPR cameras, observation cameras, parking gates, etc. are 100% solar power. As far as we know this is a first. The task has been extremely difficult, but we are on track to complete all tech installations by the end of this year. The contract called for monetization of 68 off-beach parking lots by charging for parking for the first time. One Parking, along with our partner in this contract, installed all tech and informational signs needed to begin making money on these locations. 90% of these lots make use of instructional signs that take our parking patrons to a payment portal when they hover over the QR code on the sign with their cell phone. On a few of our locations, we have both the payment app and a physical kiosk on the lot for acceptance of payment in a tactile manner. At 30 on-beach locations, we have LPR cameras, payment kiosks for those times the booths are not manned, and exit gates that raise when payment is complete. Residents have the right to sign up for a digital permit, which uses the license plate of the vehicle as their parking credential. At last count, we have registered 141,000+ residents. This contract calls for the use of tech and solar power on an unprecedented scale. We'll be happy to discuss this in greater detail during the interview process, but it's a very exciting story.

Monona Terrace, Madison, WI

One Parking provides parking management services for the state-owned Monona Terrace Garage and the Department of Revenue Surface Lot in Madison, Wisconsin. Monona Terrace is a 600-space parking garage that serves the public and is primarily utilized for events at the Monona Terrace Community and the 250,000 SF Convention Center, which holds over 550 events annually. The Department of Revenue Lot contains 800 spaces and services the employees and visitors. The lot utilizes T2 Luke Digital Pay Stations located in the main lobby.

U.S. General Services Administration

One Parking currently holds two 5-year leases with GSA for the Federal Courthouse in West Palm Beach. One lot serves the Federal Court, the AUTEC Navy, and the Social Security Administration. One Parking provides Monitoring and Parking Management Services to the Federal Courthouse. The Banyan Lot contains 155 spaces and serves the court employees and jurors. The AUTEC Lot contains 120 spaces and services the Social Security Administration employees and the Atlantic Undersea Test and Evaluation Center staff.

Accolades & Testimonials

Innovative Organization of The Year Award

City of Pompano Beach, FL | Modernized Parking Solutions for Investment

The National Parking Association (NPA) Innovation Awards are the Parking Industry's Most Prestigious Award. NPA's prestigious Innovation Awards recognize outstanding professionals and businesses in the parking industry. Additionally, the Awards recognize companies and individuals who demonstrate the highest professionalism and parking best practices, while using leadership and state-of-the-art technology to improve safety, sustainability, and bottom-line results. During the 2022 NPA Convention & Expo held in Austin, TX, the City of Pompano Beach was honored with the **Innovative Organization of the Year Award.**

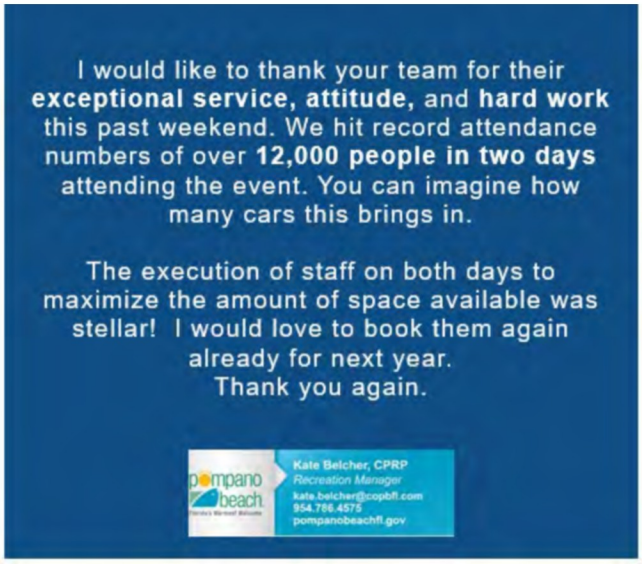


As the City's parking partner and service provider, One Parking's President & COO, Mark Pratt, represented the City and accepted the award on their behalf. One Parking took over the self-park, enforcement, and valet operation of this municipality in April 2021, implementing several changes that resulted in greater revenues, enhanced technology, and improvements in service.

City of Pompano Beach Testimonial

Fourth of July Event

As a testament to One Parking's success in providing parking management and enforcement services for large city events, the following is a testimonial we received from the City of Pompano Beach Recreation Manager praising One Parking for exceptional service, positive attitude, and hard work supporting the City of Pompano Beach Fourth of July event, which had a **record attendance of 12,000 people in two days.**



Executive Team & Key Personnel



KIRSTEN DOLAN
OWNER & CEO
West Palm Beach, FL
T 561 833 7222
Kirsten@oneparking.com

As owner and CEO of One Parking, Kirsten specializes in helping owners recognize the revenue potential of their parking assets. Prior to co-founding One Parking in 2004, Kirsten worked for over 15 years for the largest transportation management company in the world, Central Parking. She has over 30 years of experience operating and maximizing the revenues of parking assets specifically for **municipalities including Volusia County, City of Delray Beach, City of Pompano Beach, State of Wisconsin, City of Phoenix Development Authority, City of Santa Monica California, Community Redevelopment Agency Los Angeles, City of Tempe Arizona, City of West Palm Beach Downtown Development Agency, New York Parks Department, and US Federal Government GSA Division.**

Formerly responsible for the profitability and operations of over 200 locations in Southern California, including Orange County, Kirsten now oversees the operational and financial aspects of the One Parking portfolio at the corporate level. As CEO, she drives results of both the financial and service aspects of our client's parking assets and creates the strategic vision for One Parking's future.

Kirsten holds a B.S. Degree in Marketing from Arizona State University. Additionally, she holds a Business Analytics Certification from the University of Pennsylvania Wharton Business School and a Negotiation and Influence Certificate from MIT Sloan Executive Education. She is a member of the Urban Land Institute, The Women's Edge, Commercial Real Estate Women Network (CREW), and the West Palm Beach Mobility Coalition (WPBgo). Kirsten was voted South Florida's Most Influential Businesswoman in 2014 and honored by The Women's Edge as one of Florida's Top Women-Led Businesses from 2014-2025.



MARK PRATT
PRESIDENT & COO
West Palm Beach, FL
T 561 833 7222
mpratt@oneparking.com

As President and COO of One Parking, Mark is responsible for driving financial results and operational excellence for the One Parking portfolio. With over 40 years of experience, Mark has worked in all facets of parking since he began his career in 1984 and has been a significant leader and mentor in the industry. His experience and desire for exemplary operations led him to create and implement one of the first instructional and developmental programs for building knowledgeable and confident managers. **Mark's most recent municipality experience includes Volusia County, City of Delray Beach, City of Pompano Beach, Lauderdale-By-The-Sea, State of Wisconsin, City of Lafayette, City of Fort Myers, and City of Indianapolis.**

Mark serves as chairman of the National Parking Association's Technology Committee, where he is fortunate to glimpse the many emerging technologies before they come to market. He focuses on bringing technology to the parking industry to increase efficiency and improve financial results. Several years ago, Mark was the pioneer in two-way audio/video patron assistance, which revolutionized the operations of parking properties. Mark received three patents on this concept. He continues to invent, develop, and test various technologies, keeping One Parking on the cutting edge of the industry. Mark also serves on the board of the CityPlace Community Redevelopment District in downtown West Palm Beach.

Mark earned a Bachelor of Business Administration (BBA) with a concentration in Computer Science from Morehead State University.



JON GIANQUITTI
VICE PRESIDENT
West Palm Beach, FL
jongia@oneparking.com

Jon joined One Parking in 2007 as a Valet Attendant. Soon after, he was promoted to Operations Manager at CityPlace in West Palm Beach. As Operations Manager, he oversaw annual revenues in excess of $5M and was responsible for over 100 employees.

In his current role as Vice President of Florida, Jon is responsible for financial development, logistical planning, operational performance, and leading quality standards and initiatives. He supports One Parking's municipal contracts by working collaboratively with city officials and stakeholders from West Palm Beach, Pompano Beach, Delray Beach, Lauderdale-By-The-Sea, and Volusia County.

Jon graduated from Troy University with a Bachelor's Degree in Criminal Justice and Business Administration.



JENNY HEYNS
vCISO / PCI COMPLIANCE
West Palm Beach, FL
jenny@oneparking.com

Jenny has been a technical advisor for One Parking for over 7 years. Her responsibilities range from overseeing the technical strategy of One Parking and providing recommendations on security and privacy direction. Jenny has over 25 years of experience in technology, security and privacy and holds several security and privacy certifications such as CISSP, CISM, CISA, CDPSE, and the CIPT. She works closely with One Parking executives and individual locations to ensure that security and privacy best practices are instituted company-wide.

Jenny holds a Bachelor's Degree from the United States Military Academy, West Point, New York.



MIKE TUTEN, CPP
GENERAL MANAGER
Volusia County, FL
mtuten@oneparking.com

Mike joined One Parking in 2020 as General Manager to oversee our City of Pompano Beach operation. Mike was the GM for the iconic Hoover Dam parking operations for more than a decade and brought over 14 years of management experience specializing in Budgeting and Cost Control, Quality Control, Parking Enforcement, Team Building and Training, and Customer Service among others. As General Manager of Pompano Beach operations, he oversaw the parking operation for the City which included operational management of a 5-level, 600-space parking garage, 5 surface lots, on-street parking enforcement, and multiple restaurant valet operations. Mike also provided management and oversight for our City of Delray Beach parking operation.

In 2024, One Parking won the contract to manage 102 parking lots and on-street spaces for Volusia County. He relocated to Daytona Beach to assume control of this operation and has been instrumental in bringing LPR and other disparate cutting-edge technologies to this operation. He now resides in Daytona Beach, a short 1.5-hour drive from Fernandina Beach. Mike will be involved in the startup and general oversight of Fernandina Beach operations.

In addition to operational management, he is responsible for hiring, scheduling, and training all staff in every aspect of parking including customer service, cost control, budgeting, and job performance.

Mike has a Bachelor of Science in Education from Texas Tech University.



SHASTRI ROOPNARINE
VP CORPORATE ADMINISTRATION
West Palm Beach, FL
sroopnarine@oneparking.com

Shastri joined One Parking in March 2017 as the Corporate Auditor at our West Palm Beach Headquarters. Currently, Shastri serves as the Vice President of Corporate Administration, where he is responsible for overseeing Human Resources, Employee Benefits and Payroll, Accounts Receivable, Auditing, and employee relations for approximately 500 employees nationwide. Shastri's strong background in finance and business management has enabled him to discover various efficiencies in labor management and cost savings for the One Parking organization.

In 2021, Shastri was awarded a certificate of completion and recognition from the Florida Parking Enforcement Specialist Training Course for Civilians and PES Certification Exam. This 16-hour training course/certification allows civilian personnel to write parking citations and enforce parking statutes and ordinances in their assigned jurisdictions.

Shastri attended Palm Beach State College in Lake Worth, FL. He is an active member with the West Palm Beach Young Professionals, and the Florida Sevashram Sangha Youth Education.



THERESA LILLY
MARKETING DIRECTOR
West Palm Beach, FL
tlilly@oneparking.com

Theresa joined One Parking in September 2013 as the Marketing Director in our West Palm Beach corporate office. She has over 25 years of professional experience providing creative support for all corporate initiatives, projects, and visual communications. Theresa has been instrumental at One Parking in developing and executing strategic plans, providing brand consistency internally and externally, and applying innovative marketing and advertising strategies to increase customer acquisition.

Theresa is responsible for all aspects of One Parking's marketing efforts including market research, strategies, identifying new business opportunities, graphic design, website development, and customer and client communications. Specific to municipalities, she develops marketing materials and communication creatives such as brochures, flyers, digital ads, and other visual content to highlight municipal parking programs.

Theresa graduated from Huntington Institute School of Business in Connecticut.



TOMMY LEFKOWITZ
SR. DIRECTOR TRAINING, SERVICE & CULTURE
West Palm Beach, FL
tlefkowitz@oneparking.com

Tommy joined One Parking in 2023 as the Senior Director of Training, Service & Culture, located at our Corporate Headquarters in West Palm Beach. He is a graduate of the University of Cincinnati, is a Certified Professional in Training Management, and has over twenty years of hospitality leadership experience. It is Tommy's core belief that when every decision is viewed and made through the lens of culture, outstanding operational success follows naturally. Exceptional guest satisfaction from our service is his ultimate goal.

Tommy is responsible for leadership development and team member engagement. He is an optimistic, positive leader focused on creating a world-class culture within the organization.

Organizational Support

Not all parking operators structure their teams in the same way, however, One Parking has an operating philosophy that has proven to be successful. **We believe support teams must be structured around 5 key components for success:**



Each component is a critical cog in the wheel and if sufficient resources are not dedicated to each area, the entire program is negatively affected. The following is a general explanation of the proper resourcing and support of each area. The leader of the team should have some experience in all facets, but must have hands-on parking management experience. This individual oversees the support team in its entirety.

Operations - The Operations support team reports to the General Manager and is based on function. Those functions would be broken down by the type of operation including self-park garage management, enforcement, and maintenance.

Financial - The Financial support team begins with the administrative functions required onsite for service. One Parking provides Accounts Receivable and Collection support from the Corporate Office staff and ultimately all financial reports are generated and given checks and balances by our Third-Party CPA. This provides a functional team approach that creates the proper separation of duties and allows for the greatest level of focus on specific areas of expertise.

Marketing - The Marketing support team is located at our Corporate Office. Our Marketing team works with the operational team and the client's Marketing rep/team to gather information and determine the best avenue to develop the proper advertising program specific to the City.

Personnel - Personnel is structured in a hierarchal structure. All hourly personnel would report to the manager in charge of their specific division. One Parking provides cross-training amongst the divisions to increase efficiency and flexibility, thereby moving into more of a matrix structure when needed.

Technology - One Parking management is required to learn 15+ brands of revenue control equipment. Additionally, designated corporate team members are constantly reviewing, learning, and piloting new technologies. Those that have been vetted and approved are part of our ongoing education of our team and our clients.

Because of the size of One Parking, we are nimble enough to move between different types of support structures and create a team atmosphere. In situations where we work collaboratively with municipal teams, we work within their structure to ease implementation and transition.

Marketing & Public Relations

One of the most important aspects of a successful kick-off includes a strong PR effort to engage the community. One Parking's Marketing Director envisions working closely with the City's Marketing Team/Coordinator to develop a comprehensive marketing plan to promote the parking program, keeping with the goals and objectives of the City of Fernandina Beach and the City's brand. Our Marketing Team develops individual marketing plans specific to each location/city we manage. Some of the marketing strategies and efforts include, but are not limited to the following:

- Educational "How To" collateral for the community, tourists, and retailers.
- Cooperative marketing opportunities between businesses and One Parking.
- Digital and traditional marketing campaigns including social media engagement.
- Develop online presence/extend the digital reach of the parking program.
- Field marketing/continuously performing market research.

Online Presence / Local Listings "Yext"



Local listings play an important role in delivering drive-up traffic to a parking location. Partnering with Yext, One Parking's Marketing Team would handle establishing the online presence and the management of the City of Fernandina Beach parking lots. Our Marketing Team will publish the "listings" for the City, and ensure the data is accurately maintained in Google My Business, Google and Apple Maps, GPS services, 70+ directories, major search engines, and Amazon Alexa, Bing Places, and Waze. Utilizing our Yext digital knowledge platform, the City of Fernandina Beach's business profile (parking listings) will appear in hundreds of local search rankings across the web.

For the City of Fernandina Beach marketing program, we will ensure that all opportunities are maximized and that customer satisfaction levels are always elevating. We envision working closely with the City representative to develop a full marketing and public relations plan in keeping with the goals and objectives of the City and community. Following are examples of marketing materials and communication creatives we have developed for our municipality clients. These creatives include parking guides and brochures showcasing the parking programs and providing parking information such as hours, rates for all facilities with coinciding maps, residential permit information, etc.





TAB B

PERFORMANCE DELIVERY PLAN



B. PERFORMANCE DELIVERY PLAN

Project Process & Phases

Our team will assist and consult with the City in the review of the parking lots, supply and demand analysis, best practices, and parking rates and policies. Our President & COO, Mark Pratt, will be the first point of contact and will be the City liaison for these consultation services. In addition, Mark will be directly involved in the short and long-term strategic planning. Mark has extensive experience with municipal parking in markets throughout the U.S. Mark and the One Parking Team will work with the City of Fernandina Beach to create a rate structure that will make the operation financially healthy and worthwhile. He will work with the City to decide upon a method of operation to collect those revenues determined by the rate structure. He and City employees will debate the method of operation, either Walking Enforcement or Driving Enforcement, which will determine operating expenses and profit levels.

The implementation of a digital permit system will be discussed and approved, or not, by City staff. There are literally hundreds of questions that need to be asked and answered as the City pivots into the world of pay parking. That said, Mark and his team are well acquainted with the process and will make the project efficient and as enjoyable as possible.

Our team will attend any meetings where the City requests One Parking's representation. Our team will meet at least monthly with the City's parking representative (or as desired) to discuss day-to-day operations and any problem areas or concerns. During the initial stages/start-up phases, we recommend having bi-weekly meetings with all City stakeholders to discuss the parking program and hot-button issues. This will ensure that there is constant communication flowing between One Parking and the City. Fernandina Beach has a great deal of positive momentum, and we are confident that we are the right partner for the City to support that momentum. Our experienced and dedicated team is close and readily available at short notice.

Project Management Plan

If awarded the City of Fernandina Beach contract, One Parking will initiate a project transition plan utilizing our Asana Project Management platform. The project transition plan and comprehensive checklist are organized by each phase within the timeline. Our project plan facilitates a smooth transition from the project's implementation to post-transition. Using the Asana platform, our project team oversees all of the project tasks, assignees *(employees and departments participate in the transition process)*, milestones, task status, and actions the project team needs to perform in each project phase. Having this strategic plan in place for the City of Fernandina Beach establishes a clear path for the project team and what they need to accomplish for this transition. Our project transition plan can be shared with the City of Fernandina Beach, therefore, all project team members and City stakeholders can keep all parties informed and updated during the transition process.

Following is a project transition plan *(sample)* that would be modified specifically for the City of Fernandina Beach. Each task would be assigned to a specific team member from each department.

PHASES 1-5 (Opening Day)



New Location Transition Project Plan

Phase 1 - Notice of Location Award

Phase 2 - Day 1 to Day 4

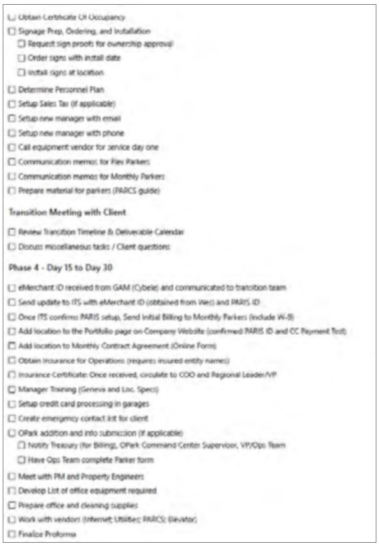


Transition Meeting with Client

Phase 3 - Day 5 to Day 14

PHASES 1-5 (CONT'D)





Transition Meeting with Client

Phase 4 - Day 15 to Day 30



Phase 5 - Opening Day

Post-Opening (Day 1 to Day 30)

Post-Opening Meeting with Client

Transition Guidelines & Methodology

To operate an efficient parking operation, it is necessary to have standard rules and regulations in place. The operating guidelines One Parking has assembled are designed to provide day-to-day guidance for an efficient and convenient parking operation. If awarded, One Parking will be committed to the City of Fernandina Beach, and we will deliver our Operating Policies Plan to the City within 90 days of initial operation.

For an efficient transition, One Parking's Executive Team and Key Personnel will be onsite to assist with the transition, along with the designated Manager assigned to the project. Each member of our experienced transition team will be responsible for a specific project task(s) and ensure proper compliance and quality assurance of each transitional item.

Approach to the Scope of Work

One Parking's vision for the City of Fernandina Beach paid parking program is to utilize certain technologies and enforcement personnel to provide a full-service pay-to-park program *(boots-on-the-ground operations, management, control, payments/collections, permitting, and immobilization)*. Our detailed Operations and Enforcement Plan demonstrates our holistic approach to providing parking management services and solutions that focus on the future of parking in the City of Fernandina Beach.

Below, we have exhibited options for the enforcement plan that will deliver optimal net operating profits for the City. Additionally, our operational methodology demonstrates our ability to scale the parking program naturally should the City choose to expand the program. Our solutions are backed by One Parking and our partners. We have the operational knowledge and expertise to deliver profitability to the City of Fernandina Beach, and we have a best-in-class reputation for delivering first-class service.

Boots On the Ground Enforcement

You will notice that we have included a proforma of operating expenses that gives the City a choice in how we conduct operations. Although staffing remains consistent through both plans, the CapX cost is quite different from one plan to the next. We have visited and walked the City of Fernandina Beach and feel we can complete a circuit of all lots and on-street parking spaces…while walking… at a rate of a complete circuit every 1.5 hours, which allows us to complete 9+ circuits per day, every day, seven days a week. In reality, we walked all spaces in the enforcement zone several times at an average of one complete circuit per hour. We have added another ½ hour to the circuit time to allow for the generation of citations which will be placed on the windshields of the vehicles who did not pay. If the City opts for a Driving Enforcement scenario we will complete a circuit every hour.



Operating Strategy

The City may choose which method of operation they desire for the introduction of parking enforcement to the citizens of Fernandina Beach.

Under the Walking Enforcement strategy, we will place an enforcement officer on the streets from 8:00 am to 10:00 pm each and every day of the week. That officer will use the technology we employ in other similar enforcement situations, which is a handheld device that quickly scans the license plate of the vehicles they encounter during their routes. Once scanned, our technology queries the license plate for one of several situations:

1) The owner of the car has paid the posted rates and is shown as PAID for a parking session in the enforcement cloud.

2) The owner of the car has NOT paid for their parking and is subject to either a reminder or a citation, depending on the approach approved by the City.

3) The owner of the car has registered for a digital permit, which allows the owner to park anywhere in the enforcement zone free of charge, so long as certain rules and regulations are followed.

4) The owner of the vehicle is a consistent non-payor, also called a scofflaw. If the vehicle has 3 or more citations unpaid (for example), the car may be rendered immobile by various means. If this is considered too harsh the City could approve the attachment of the plate, referring it to the local City government. The owner of the vehicle would be required to pay for all outstanding citations before their license plate can be renewed or property taxes settled.

In the situation of an unregistered parker failing to pay for their parking, we suggest the following scenario: during the first 30 days of enforcement we provide a friendly reminder to the vehicle owner. Our enforcement ambassador would carry a booklet of these reminders. When they encounter a violator, they would slip the reminder under the wiper blade of the vehicle. That reminder would read as follows:

Fernandina Beach Parking Enforcement would like to remind you that parking is no longer free in the enforcement zone, which is bounded by 8th, Ash, Alachua, and Front Streets. Free parking can be found outside this zone. The enforcement zone also includes the Marina Lots A & B.

We appreciate your visit and ask that on your next trip, please remember to pay for your parking or you may receive a parking citation.

Thank you and enjoy Fernandina Beach!

This friendly reminder should include the date when pay parking is strictly enforced. One Parking suggests a time frame of 30 - 60 days to allow the citizens time to understand and acclimate to the program and register for their digital permit. This plan means the sacrifice of parking revenue, but the public sentiment will be well worth that momentary sacrifice.

In addition to the roving enforcement ambassador, we will utilize stationary license plate detection technology on Marina Lots A and B. One Parking and our tech partner will install license plate readers at the entry and exit of those lots, which constantly screen for the license plates of vehicles using those lots. Once the plate image is captured, we will have the same situations as described above. This technology is discussed in much greater detail in another section of this proposal. The cost of this technology, both hardware and software, is borne by One Parking and our tech partner.



Driving Enforcement

Much the same as the strategy described above but with an extra enforcement officer and the use of mobile enforcement technology installed in an enforcement vehicle that is constantly, and more quickly, patrolling the enforcement zone. The cost of the technology, the enforcement vehicle and the SaaS (Software as a Service) fees associated with this strategy are not inexpensive. They total over $100,000 in investment, all of which will be borne by One Parking over a three (3) year time frame. Although the CapX cost is borne by One Parking it still comes at an amortization pass-thru cost to the City in the amount of $94,000+ per year. This is considerably higher than the Walking Enforcement scenario. But this scenario comes with the advantage of an increased number of route completions which may also mean more citations written, which will increase overall revenue. The uptick in citations may mean greater compliance by those that see the officer more often, in a clearly marked official enforcement vehicle. The aura of enforcement may be better under this scenario as well.

All this said, we felt it important for the City to understand you have the choice to test the program, to get your feet wet, as they say, before you go the route of allowing for this sort of investment by One Parking.



Pay Stations & Mobile Pay Solution



If it is your wish, One Parking will install multi-space pay stations throughout the City of Fernandina Beach. But that would not be our immediate recommendation. We have hundreds of these devices installed across many cities and in the past, they have been well used. However, the fact that 98% of the US population is said to own a cell phone has changed the dynamics of how parking payments are made. While we respect the fact that some of our parking patrons desire the tactile experience, evidence shows that payment via these devices continues to shrink. Today we are seeing payments via these devices in the 4% range, meaning 4 out of 100 folks pay using apps, as we've described. And it appears the use of these devices continues to decline. Couple this with the fact that these devices, while robust, are expensive to purchase ($8,000 to $11,000 each, depending upon options) and require consistent maintenance, especially in a coastal environment. It's for this reason we've excluded them from our Expense / CapX proforma.

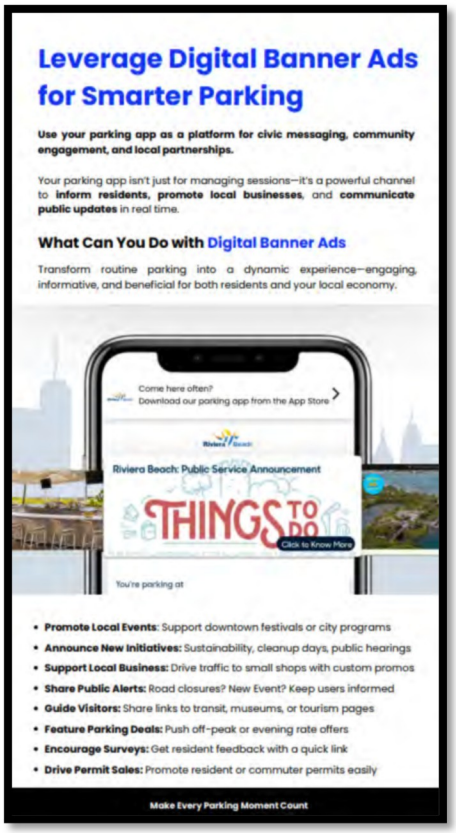
If you decide you want to use these devices, it is possible, and we will coordinate the purchase and installation. If we assume the cost of the device is $10,000 each device will add $4,000 per year to Amortization. In addition, there will be a service contract required that will add additional operating costs.

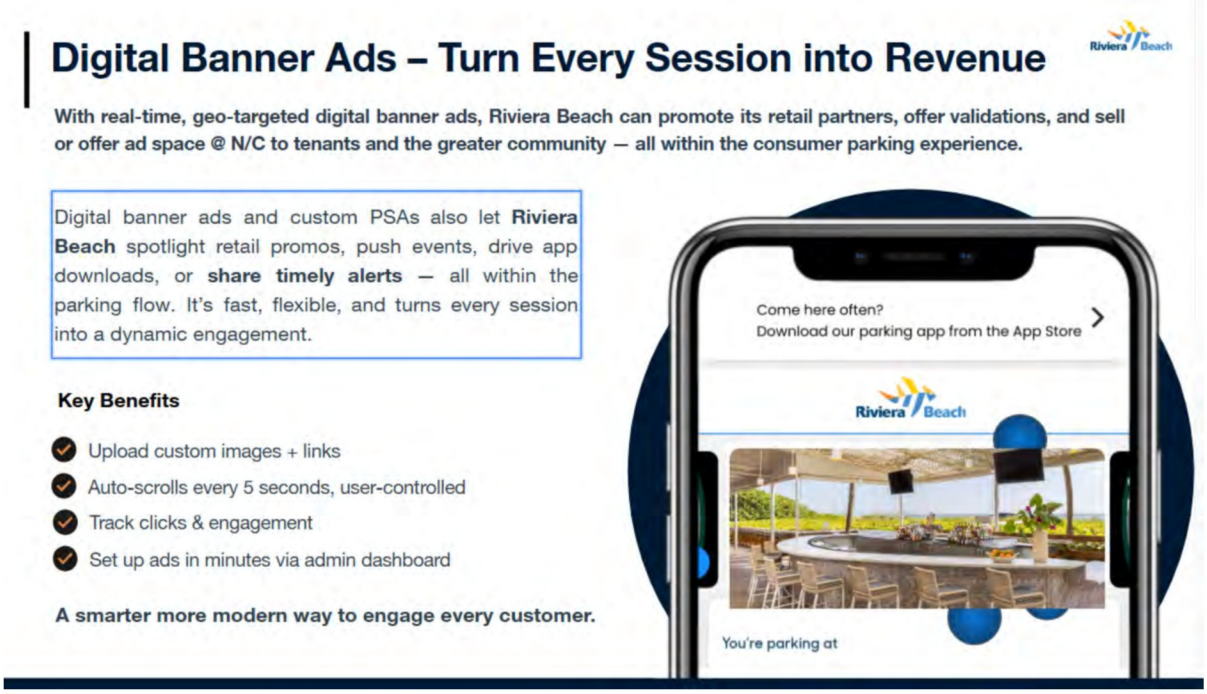
If you decide you wish to use these devices, patrons will have the option to pay for parking by entering their license plate and credit card information at the pay station. The pay stations come with a myriad of configuration options, allowing us to create just the right setup to maximize the bottom line with multiple features such as Pay-by-Plate, Pay-by-Space, and Pay-and-Display on the same pay station, or we can simply go with a Pay-by-Plate scenario*(to prevent patrons from transferring their unused time to the next parker)*. The pay stations are equipped with extend-by-phone functionality, providing patrons with expiration reminders, and the ability to add time via their mobile phone.

Our proposed Mobile Pay solution gives us complete and total control of the parking operation while providing patrons with a simple and convenient way to pay for parking on their smartphones. Mobile Pay is a browser-based solution that requires no app for parkers to download. They simply send a text message or scan a QR code specific to the lot, enter their license plate and payment information, and enjoy their stay. It's that simple!

From a revenue perspective, our solution leverages mobile convenience as a pricing tool with customizable convenience fees pushed to the customer. For transparency, it records all transactions in one place for consistent enforcement, real-time monitoring, and comprehensive reporting and analytics. Furthermore, we can communicate public messages or generate additional revenue with advertising options. The Mobile Pay solution is simple, and straightforward, with transparent pricing and no recurring development fees.

As we are preparing to open Riviera Beach, we are refining the mobile app that will be used to accept payments via cell phone. Take a look below for other advantages that come with the use of a similar app in Fernandina Beach.





Driving Enforcement

If the City opts for this form of enforcement the following is an example of enforcement operations:



- Enforcement Officer will patrol using our License Plate Technology (LPR) enforcement system with cameras mounted atop an EV vehicle. Our Enforcement Officer will also use a handheld device for times when plates may be obscured and need to be checked manually.
- Patrol and enforce on-street spaces and parking lots, inclusive of issuance of parking citations for all parking violations throughout the City, in accordance with City ordinances while providing sufficient personnel to issue parking violation citations at a level of enforcement specified by the City.
- Enforcement Officer will patrol the lots 8am to 10pm, seven days a week. If a patron does not pay, a citation will be generated by the Enforcement Officer and placed on the vehicle's windshield. Our enforcement tech also allows for mailing citations to the vehicle's owner. We recommend a $50 citation fee, plus other fees, however, we can discuss further with the City to determine an agreed-upon fee.
- Enforcement Officers shall be appropriately trained on procedures and enforcement routes and will possess all required certifications and/or licenses for issuing non-moving violations.
- Enforcement Officers will be provided with identifiable badges and uniforms as approved by the City.
- Enforcement Officers shall assist customers with inquiries and complaints related to the parking operation in a professional and courteous manner.
- Enforcement Officers shall attend enforcement court proceedings for disputed citations and follow through with hearing officers' decisions, as necessary.

- Utilize Back Office Support System (BOSS) Software (or similar) to re-program meters as necessary (if multi-space meters are chosen).
- Enforcement Officers shall be trained to replace batteries, and receipt paper, and perform standard maintenance on all Parking Meters and Pay Stations as needed (if multi-space meters are chosen).
- Safeguard the parking equipment systems (pay stations) during times of harsh weather conditions (Tropical Storms, Hurricanes, etc.) per the City's emergency operating procedures.
- Enforcement Officers will help perform scheduled Parking Meter and Pay Station collection procedures on a weekly basis (minimum) or as needed based on usage.
- Citations will be input into the system within 48 hours of issuance.
- All Citations issued by Enforcement Officers will include location and type of Citation, time of Citation, and accompanying Photographic evidence.
- Review the overall Parking operations on a monthly basis and present any recommendations for improvements or scheduled enforcement hours to the City.
- Office will issue late notices for overdue payments of citations in accordance with Florida Statutes.

Parking Charge Notification (PCN) Experience

Patrons who fail to pay for parking will receive a Parking Charge Notification (PCN). If a parker pulls into either of the Marina A and B parking lots and does not follow the directions on the signs, the LPR system will begin to track the length of time they are on the lot. For example, if a parker enters the lot, but fails to register using the QR code signage, their vehicle becomes an "alert" status vehicle. If they were to linger and then leave for several hours WITHOUT paying, the system registers their exit and places them in the queue to receive a PCN (Parking Charge Notification). Note: this is NOT an official citation, rather, it is a parking charge notice. However, if the City allows us to give formal citations with the City's logo, citation payments made will increase significantly. That said, the PCN will show the patron did not follow the directions of the lot/on-street parking and failed to make payment. The PCN will show a charge of $50, escalating to $75 if timely payment is not made. If the parker pays within 14 days of receipt of the PCN, the charge will be as follows:

Parking Charge	$50.00
Tech Fee	$ 8.00
TOTAL DUE	$58.00

If the parker hesitates to pay before the 14-day period, the fee will escalate to $75 plus an $8.00 tech/convenience fee. If the parker continues to ignore the fee, collection efforts will commence. If another 30 days elapses, the parking violator will receive a second notice notifying them of an increase to $95 for the unpaid PCN.

On the following page is a sample of a PCN that is sent to the parker.



PROFESSIONAL
Parking Management

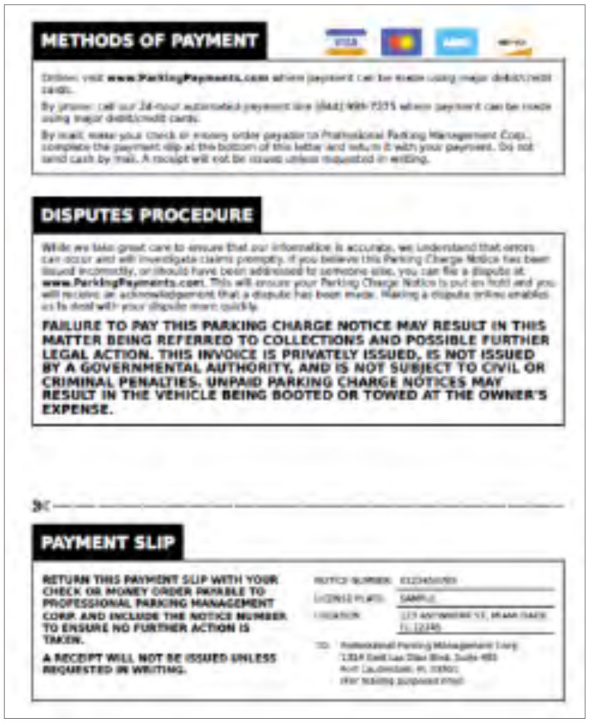
PARKING CHARGE NOTICE - DO NOT IGNORE

This vehicle parked at 101 E CAMINO REAL STE 103, BOCA RATON, FL 33432 has an outstanding balance. In accordance with the terms and conditions of the Parking Contract clearly displayed at the parking facility, the sum of $85.00 plus any applicable state sales tax and/or parking surcharge is due. **If payment is made within 15 days of the Notice date, Professional Parking Management Corp. will reduce the amount you owe from $85.00 to $45.00 plus any applicable state sales tax and/or parking surcharge.** If payment is not received within 15 days, you will be responsible for the full Parking Charge in the amount of $85.00 plus any applicable state sales tax and/or parking surcharge.

FAILURE TO PAY THIS PARKING CHARGE NOTICE MAY RESULT IN THIS MATTER BEING REFERRED TO COLLECTIONS.

To make your payment, please visit our secure website **www.ParkingInvoice.com**. You may also pay through our automated payment line (844) 999-7275, or by mailing a check to Professional Parking Management Corp. 1314 East Las Olas Blvd. Suite 405, Fort Lauderdale, FL 33301. You will be charged a $4.99 convenience fee for all online and telephone payments.

ENTRY EXIT



METHODS OF PAYMENT

DISPUTES PROCEDURE

FAILURE TO PAY THIS PARKING CHARGE NOTICE MAY RESULT IN THIS MATTER BEING REFERRED TO COLLECTIONS AND POSSIBLE FURTHER LEGAL ACTION. THIS INVOICE IS PRIVATELY ISSUED, IS NOT ISSUED BY A GOVERNMENTAL AUTHORITY, AND IS NOT SUBJECT TO CIVIL OR CRIMINAL PENALTIES. UNPAID PARKING CHARGE NOTICES MAY RESULT IN THE VEHICLE BEING BOOTED OR TOWED AT THE OWNER'S EXPENSE.

PAYMENT SLIP

RETURN THIS PAYMENT SLIP WITH YOUR CHECK OR MONEY ORDER PAYABLE TO PROFESSIONAL PARKING MANAGEMENT CORP. AND INCLUDE THE NOTICE NUMBER TO ENSURE NO FURTHER ACTION IS TAKEN.

A RECEIPT WILL NOT BE ISSUED UNLESS REQUESTED IN WRITING.

One Parking will provide the labor, equipment, and software necessary to enforce the parking regulations for the subject properties via License Plate Recognition (LPR). We will issue Parking Charge Notices (PCNs), process disputes, and collect payments for the PCNs. We will also send alerts when multiple violations exist for one vehicle, so that agreed-upon secondary enforcement actions, such as vehicle booting, towing, or applying the Barnacle device can be done at One Parking's discretion.

Vehicle Immobilization

In the event a vehicle must be immobilized, One Parking recommends the Barnacle device. If the Enforcement Officer finds a vehicle that has been parked for an extensive period of time and has not paid for parking, the Enforcement Officer will ready the Barnacle for application.

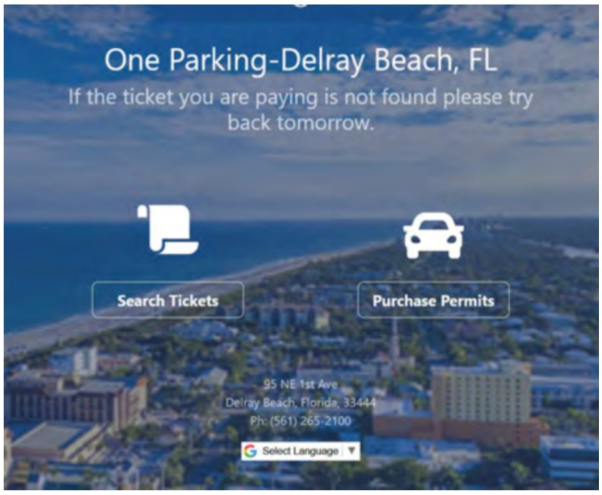


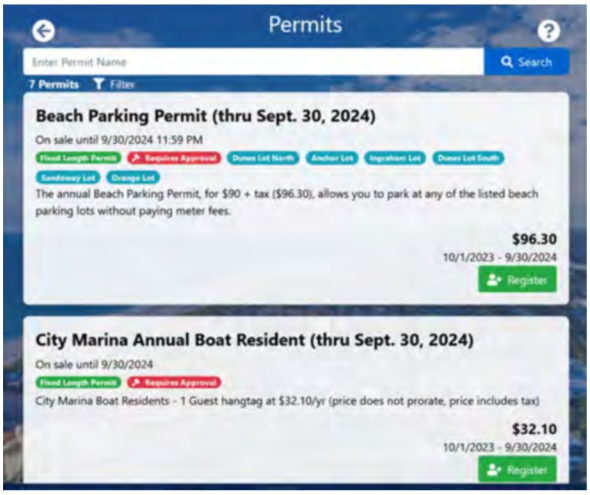
Once the Barnacle is attached to the vehicle windshield, the Enforcement Officer will leave an additional parking violation/failure to pay notice for the patron. The Barnacle will have a 1-800 number on the device for the patron to call and make payment. Once the patron calls the number, the patron will be asked for a credit card to pay the fine. This fine is to be determined by the City ordinance. After payment has been collected, the patron will be instructed to remove the Barnacle from the windshield by entering the 5-digit RELEASE CODE. Once the Barnacle is removed, the patron will be directed to drop the Barnacle off at a designated location. We can place the barnacle receptacles on the lot(s) or at the centralized Parking Management and Enforcement Office. This device is used to great effect in the City of Pompano Beach and in hundreds of operations across the U.S.

Permit & Citation Management

One Parking will provide permit and citation management for the City of Fernandina Beach by utilizing our tech platform that coincides with the enforcement and citation management system. For example, we utilize this tech platform to provide permit and citation management for the City of Delray Beach where we provide comprehensive parking management and on- and off-street enforcement. This permit and enforcement system is flexible and can adapt to the City's future parking needs. It seamlessly integrates with third-party services to deliver a scalable, holistic, enterprise-wide platform. Additionally, it gives us the ability to manage permits and enforcement in unrivaled depth while accommodating future growth, including LPR cameras, PARCS, pay stations, and other parking, mobility, and transportation solutions.

Our permit and citation management system can be easily accessed by visiting the online portal, where the patron can obtain/purchase a permit, pay, or contest a citation. Below is a snapshot of our online permit and citation management portal for the City of Delray Beach. Our system also allows for in-office permit/citation payment services.





Resolution of Customer Issues / Complaints

If a parking customer takes issue with a PCN they've received, they can call the 24/7 customer support line. Once a call is received, the PCN will be investigated, which includes pulling the images of the vehicle and their parking transaction from the database. Plate images, time of day, GPS coordinates / location, and payment made will be analyzed. A summary report is generated and sent to One Parking representatives for consideration and a decision is made to continue to pursue payment or forgive the PCN. The parking customer is notified of the decision. We will work closely with the City to determine what grievance may be filed beyond this point and can adjust our protocol to meet the expectations of City staff.

Pricing Analysis & Proposed Rates

As the current parking services and enforcement provider for multiple cities within Florida, we have a true understanding of the market rates, specifically in beach/coastal communities and mixed environments (residents/visitors/tourists). Thus, we perform area rate surveys and analysis on an ongoing basis (weekly/monthly/quarterly/annually) so that we are well informed on any changes in the market, and if rates need to be adjusted to maximize revenue.

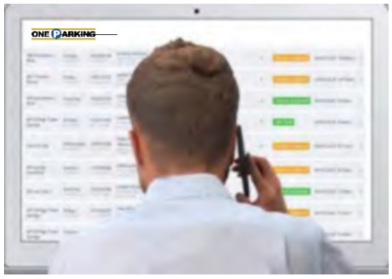
For the City of Fernandina Beach, we performed an area rate survey of the surrounding municipalities that charge for parking. Given our rate survey analysis, we are proposing a rate of $3.00 per hour with no max. This rate is within the market and comparable with the other municipalities. We are open to discussing our proposed rate with the City and collaborating to ensure we are meeting the City's profitability goals.

City of Fernandina Beach	Pompano Beach	Delray Beach	Lake Worth	West Palm Beach	Volusia County
Proposed **$3.00 / hr. (no max)**	weekdays $2.50 / hr. (no max) weekends $3.25 / hr. (no max) Garage $2.50 / hr (no max)	On-Street $3.50 / hr (no max) Lots $2.00 / hr (no max) Garages $5.00 flat rate	$3.00 / hour (no max)	$2.50 / hour (no max)	$30 flat / on-beach $20 flat / off-beach

Enforcement Reporting

One Parking provides parking enforcement for many municipal parking lots, garages, and on-street spaces. In municipalities such as Pompano Beach, Delray Beach, and West Palm Beach, we utilize T2 Enforcement Technology. Using this tech, we can view the LPR Scofflaw Tracking Dashboard, along with detailed and valuable reporting to include:

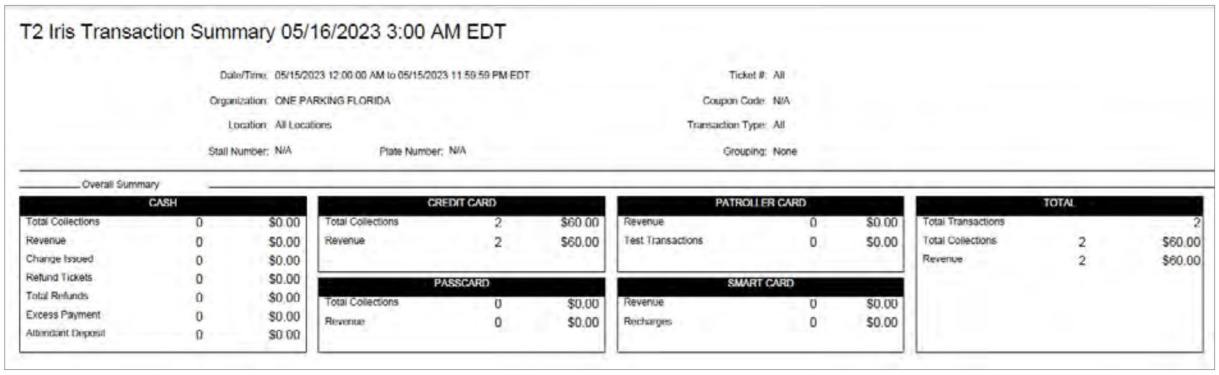
- Enforcement/Transaction Summary Report
- Gross Revenue Report
- LPR Tracking Report
- LPR Daily Overview Report
- LPR Monthly Overview Report
- LPR Violation Report
- Space Utilization BI Report



The LPR tracking dashboard involves sophisticated algorithms and proprietary logic to compare the cameras' identified sessions to payment sessions and permits (authorized parkers). The system detects potential violators, and potential violators are put in the manual review queue.

The following pages include enforcement reports for locations where we currently provide these services.

Enforcement Report



T2 Iris Transaction Summary 05/16/2023 3:00 AM EDT

Date/Time: 05/15/2023 12:00:00 AM to 05/15/2023 11:59:59 PM EDT
Ticket #: All
Organization: ONE PARKING FLORIDA
Coupon Code: N/A
Location: All Locations
Transaction Type: All
Stall Number: N/A
Plate Number: N/A
Grouping: None

Overall Summary

CASH		
Total Collections	0	$0.00
Revenue	0	$0.00
Change Issued	0	$0.00
Refund Tickets	0	$0.00
Total Refunds	0	$0.00
Excess Payment	0	$0.00
Attendant Deposit	0	$0.00

CREDIT CARD		
Total Collections	2	$60.00
Revenue	2	$60.00

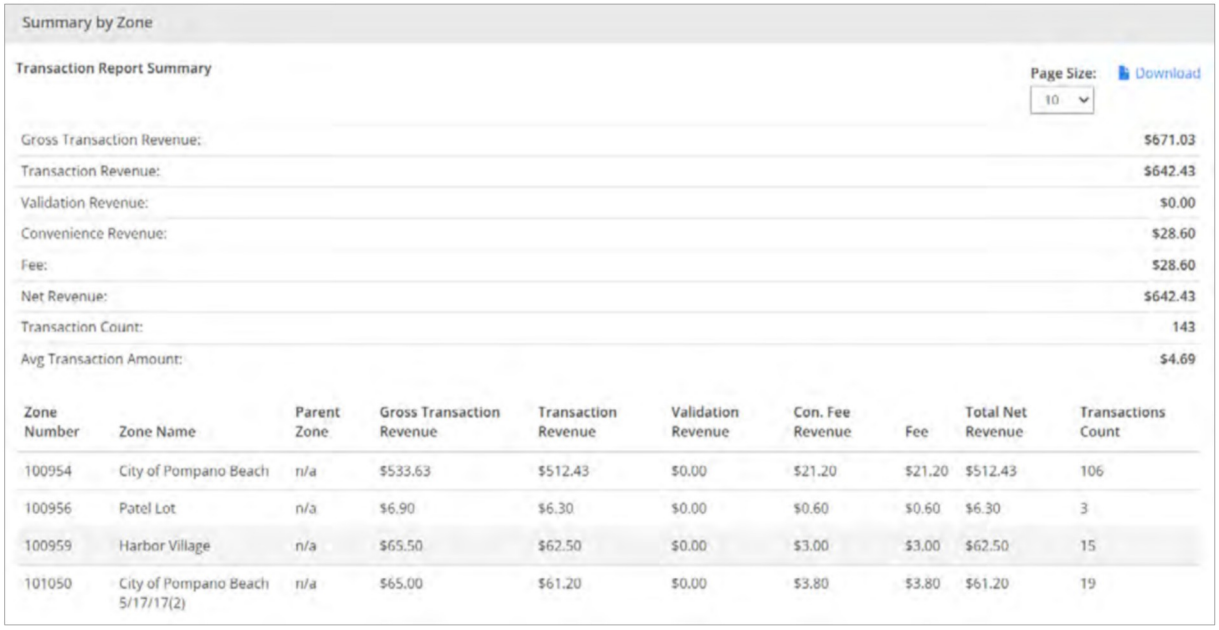
PASSCARD		
Total Collections	0	$0.00
Revenue	0	$0.00

PATROLLER CARD		
Revenue	0	$0.00
Test Transactions	0	$0.00

SMART CARD		
Revenue	0	$0.00
Recharges	0	$0.00

TOTAL		
Total Transactions		2
Total Collections	2	$60.00
Revenue	2	$60.00

Gross Revenue Report



Summary by Zone

Transaction Report Summary

Page Size: 10 Download

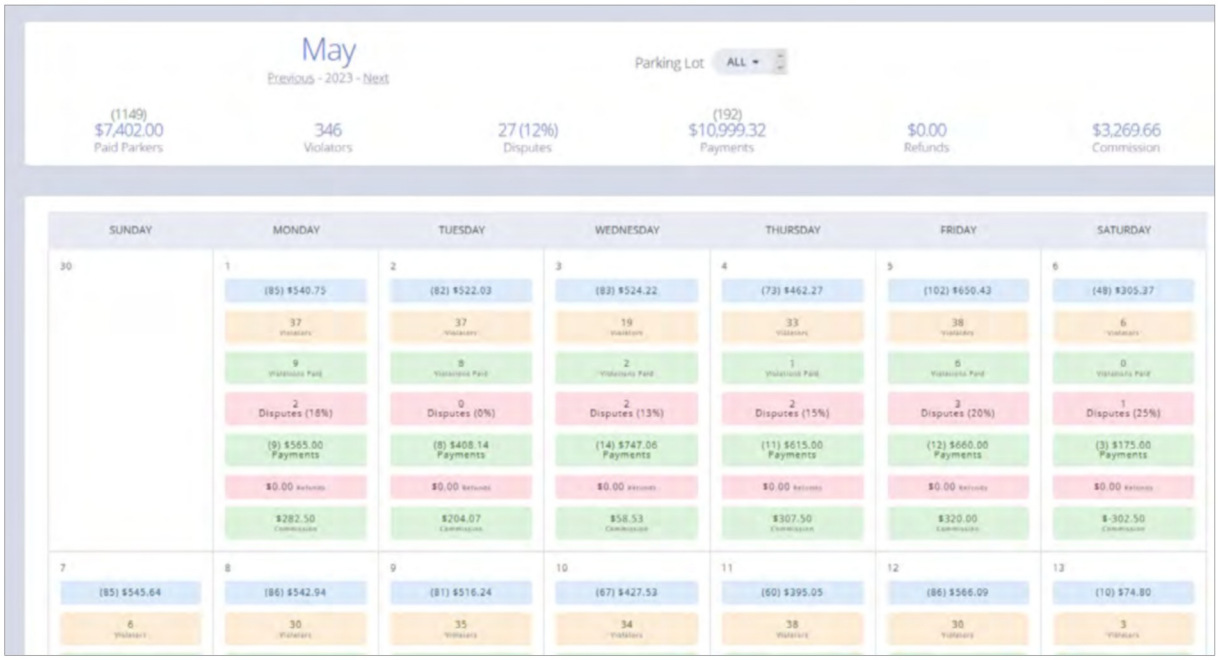
Gross Transaction Revenue:	$671.03
Transaction Revenue:	$642.43
Validation Revenue:	$0.00
Convenience Revenue:	$28.60
Fee:	$28.60
Net Revenue:	$642.43
Transaction Count:	143
Avg Transaction Amount:	$4.69

Zone Number	Zone Name	Parent Zone	Gross Transaction Revenue	Transaction Revenue	Validation Revenue	Con. Fee Revenue	Fee	Total Net Revenue	Transactions Count
100954	City of Pompano Beach	n/a	$533.63	$512.43	$0.00	$21.20	$21.20	$512.43	106
100956	Patel Lot	n/a	$6.90	$6.30	$0.00	$0.60	$0.60	$6.30	3
100959	Harbor Village	n/a	$65.50	$62.50	$0.00	$3.00	$3.00	$62.50	15
101050	City of Pompano Beach 5/17/17(2)	n/a	$65.00	$61.20	$0.00	$3.80	$3.80	$61.20	19

LPR Tracking Report



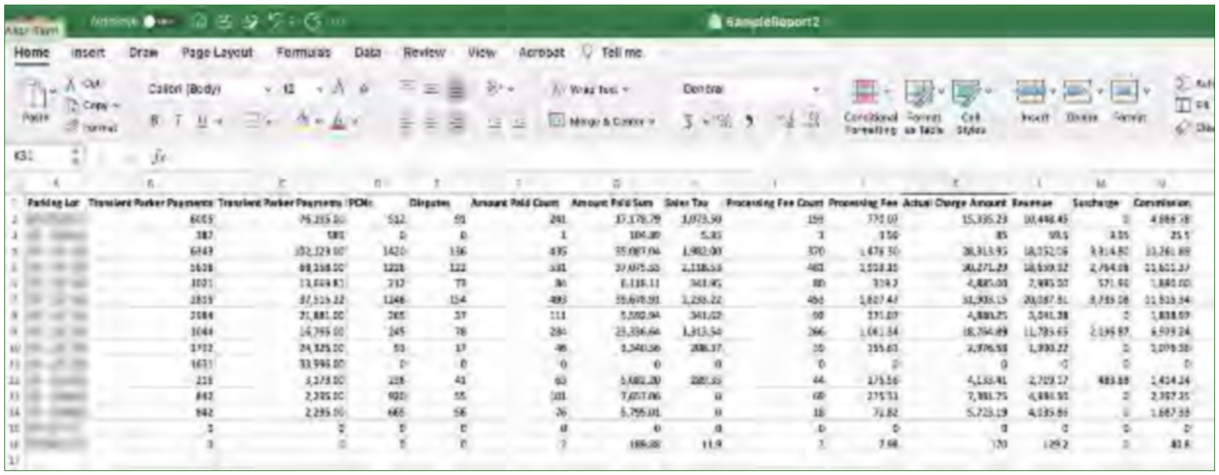
LPR Daily Overview Report



LPR Monthly Overview Report



LPR Violation Report



Space Utilization BI Report



Hiring & Personnel Policies

One Parking constantly provides exceptional customer service, hires superior personnel, and provides extensive training to maintain proper controls. By creating a higher quality parking management team, One Parking's parking program and our parking locations remain successful.

One Parking is responsible for hiring, training, and supervising staff members, and acknowledges that the staff members assigned to the services are employees of One Parking. One Parking employs those who are fully trained, competent, and qualified with the skills and experience necessary to provide the services required. One Parking requires background checks and drug testing on all employees prior to employment. Our assigned Manager keeps all hiring records onsite and can provide proof of such to the City upon request. Complete personnel records are held at One Parking's Corporate Headquarters/HR Department.

Customer Service Training Program

One Parking believes our team members deliver our best-in-class approach. We utilize a progressive model designed to motivate members for growth and development. Customer Service Training is a combined effort with local leadership, as well as through our corporate team. We believe the image we reflect is paramount to our business expansion. By ensuring proper staffing, as well as courteous and well-trained employees, we ensure that patrons will keep coming back.

Service Focused Quarterly/Annual Evaluations:

- Attitude. Smile and welcoming greeting towards patrons; always expected to show enthusiasm and professionalism.
- Attendance. Punctuality and low call-out reinforcement program.
- Appearance. Strict adherence to uniform guidelines at all times.

Continual Monitoring and Motivation:

- Disciplinary Action Alternatives.
- Open Door Policy.
- Employee Suggestion Box.
- Yearly Performance Evaluations.
- Random Drug Testing.
- Incentive-Based Recognition.

Post-Hire Training Program:

- New Hire Orientation. Our new hire video informs on all aspects of customer service and knowledgeable ambassadorship that includes location area orientation knowledge. Finally, new hires are required to attend a comprehensive orientation to understand company policies and procedures.
- Sexual Harassment Orientation. Every employee is required to attend an orientation followed by a 30-minute video.
- First Observer Training. An awareness training module emphasizing the importance of diligent observance of their surroundings, to better identify and report on unusual and suspicious activity on all levels of potential dangers.
- On the Job Training and Follow-Up. New employees spend a minimum of three days training with senior staff for quicker and more effective training. Employee progression is monitored, and ongoing training is provided as needed to maintain employee development, along with incentive-based recognition to top performers and Employee of the Month Awards.

TAB C

REFERENCES



C. REFERENCES

CITY OF DELRAY BEACH
Michael Karali
Deputy Director, Public Works
100 NW 1st Avenue, Delray Beach, FL 33444
(561) 243-4601 | KaraliM@mydelraybeach.com

CITY OF POMPANO BEACH
Jeff Lantz
Parking Manager
3460 NE 3rd Street, Pompano Beach, FL 33062
(954) 786-5580 | Jeff.Lantz@copbfl.com

LAUDERDALE-BY-THE-SEA
Ken Rubach
Deputy Town Manager
4501 North Ocean Drive, Lauderdale-By-The-Sea, FL
(954) 640-4233 | kenr@lauderdalebythesea-fl.gov

VOLUSIA COUNTY
Miranda Tressler, M.S.
Activity Project Manager
County of Volusia / Coastal Division
530 N. Dixie Freeway, New Smyrna Beach, FL 32168
(386) 248-8072 ext. 20534 | mtressler@volusia.org

STATE OF WISCONSIN - DEPARTMENT OF ADMINISTRATION
Emily Gorman
Enterprise Program Supervisor
101 East Wilson, Madison, WI 53703
(608) 264-8254 | emily.gorman@wisconsin.gov

TAB D

PROJECT BUDGET AND COST



D. PROJECT BUDGET AND COST

We have provided an expense budget that gives the City choices in how operations are conducted. As described elsewhere in our proposal, the City has the option of approving a method of operation where enforcement officers walk the route OR a method where a vehicle is purchased and the route is driven. Based on our experience, the route is small enough to permit our officers to walk it every 1.5 hours. The Walking Enforcement Method allows our officers to complete 9+ routes each and every day. The city streets are already tight and congested. The walking method means our enforcement vehicle is not adding to congestion by having to stop, with lights and flashers blazing, when they exit the vehicle to place citations or warnings on windshields, further increasing congestion. Conversely, the use of an enforcement vehicle is LPR cameras mounted on the top of the vehicle could allow for 12+ full routes per day. That said, the use of the vehicle and technology mounted within comes at a significant cost of $94,176 in amortization and other costs. In summary, the cost of Walking Enforcement is $346,114 while the use of Driving Enforcement is $457,174.

Performance Bond – You will notice we have priced the bond under the Walking Enforcement column assuming a calculation of a single year's operating expenses x our bond cost. Under this scenario, the bond cost is $8,442 per year. Under the Driving Enforcement, we assumed the cost is measured by taking the expense total of all three contract years x our bond cost. This drives the total bond cost to $25,325 per year. This is an issue we would need to discuss in the next phase of the RFP process, but we wanted to show and explain our logic on our proforma.

Finally, we have shown a staffing schedule depicting the hours our officers would patrol the streets and lots. This is a very visual representation of coverages. We believe this would be adequate but are also open to adjustments if you want to see more than 9+ full route completions per day.

We believe we have interpreted the RFP information accurately, but also know that the institution of a parking enforcement program is complex. A great many questions still need to be asked and answered before the final proforma can be completed. We look forward to those questions and answer sessions in the next phase of this process.

Walking Enforcement Staffing Schedule

	am					pm										Daily
Weekdays	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	Hours
General Manager		in the field															
						in the office											
Office CSR																	4
Enforcement 1																	6
Enforcement 2																	4
Weekends																	
Enforcement 3																	8
Enforcement 4																	7

Expense Proforma
City of Fernandina Beach
May 21, 2025

The expenses shown are regardless of revenue, so no percentages are shown.

Expenses			hrs	days	rate	With Walking Enforcement	With Driving Enforcement
Personnel	Weekdays						
	General Manager	salaried				$ 65,000	
	Enf 1 - weekdays	Mon - Fri	6	260	$ 18.00	$ 28,080	
	Enf 2 - weekdays		4	260	$ 18.00	$ 18,720	
	Office CSR (phones & customer ser)		4	260	$ 20.00	$ 20,800	
	Weekends						
	Enf 3	Sat - Sun	8	104	$ 19.00	$ 15,808	
	Enf 4	Sat - Sun	7	104	$ 19.00	$ 13,832	
	OnGoing Corporate Support					$ 12,000	
	OnGoing Regional Support					$ 12,000	
			Payroll Subtotal			$ 186,240	
			Payroll Taxes (16%)			$ 29,798	
			Total Labor & Burden			$ 216,038	

Corp / Regional initial support and training					$ 6,100		
Amortization - Walking Enforcement							
Office Furniture				$ 8,000			
Desktop / Laptops / Printers				$ 3,200			
Purchase of 250 signs	$24	250		$ 6,000			
Mounting posts for signs	$149	250		$ 37,250			
Installation of 250 signs	$50	250		$ 12,500			
				$ 66,950	$ 26,700		
Amortization - Driving Enforcement							
Office Furniture				$ 8,000			
Desktop / Laptops / Printers				$ 3,200			
Purchase of 250 signs	$24	250		$ 6,000			
Mounting posts for signs	$149	250		$ 37,250			
Installation of 250 signs	$50	250		$ 12,500			
T2 UpSafety Mobile LPR				$ 52,000			
Mobile Enforcement Vehicle				$ 36,000			
Vehicle Wrapping / Branding				$ 4,000			
				$ 158,950		$	63,372
Fuel / Service / Plates / Cleaning						$	2,400
Commercial Auto Liability Insurance						$	6,400
Mobile LPR SaaS Fees						$	22,004
Handheld enforcement devices	$399	2	SaaS Fees		$ 9,576		
Accounting					$ 8,100		
Office Rent	$ 1,400	12			$ 16,800		
Office Utilities					$ 4,800		
Office IT / communications					$ 3,000		
Bank Service Charges					$ 1,200		
Employee Benefits - Group Health					$ 7,800		
Human Resources					$ 1,800		
Liability Insurance					$ 4,629		
PCI / Tech					$ 3,000		
Payroll Processing					$ 4,630		
Permits / Licenses					tbd		
Supplies					$ 2,500		
Uniforms					$ 2,999		
Management Fee ($2 / space / month)					$ 18,000		
Total Annual Estimated Expenses					$ 337,672		
Performance Bond - if measured annually					$ 8,442		
Performance Bond - if measured over 3 year term						$	25,325
Total cost with Walking Enforcement plus annual bond					**$ 346,114**		
Total Cost with Driving Enforcement and 3 years OpX Bond						**$**	**457,174**

Revenue and Net Profit Estimates

It is difficult to accurately estimate the revenue that could be created by the pivot to pay parking. We have used information gleaned from other municipal operations to provide the following estimate of revenue. Note: We have provided three of our operating cities, however, we have redacted names to protect their information. If we are invited to give a presentation, we will share this information after we have been given permission to do so. That said, this is a quick way to assess the possible profitability of Fernandina Beach operations.

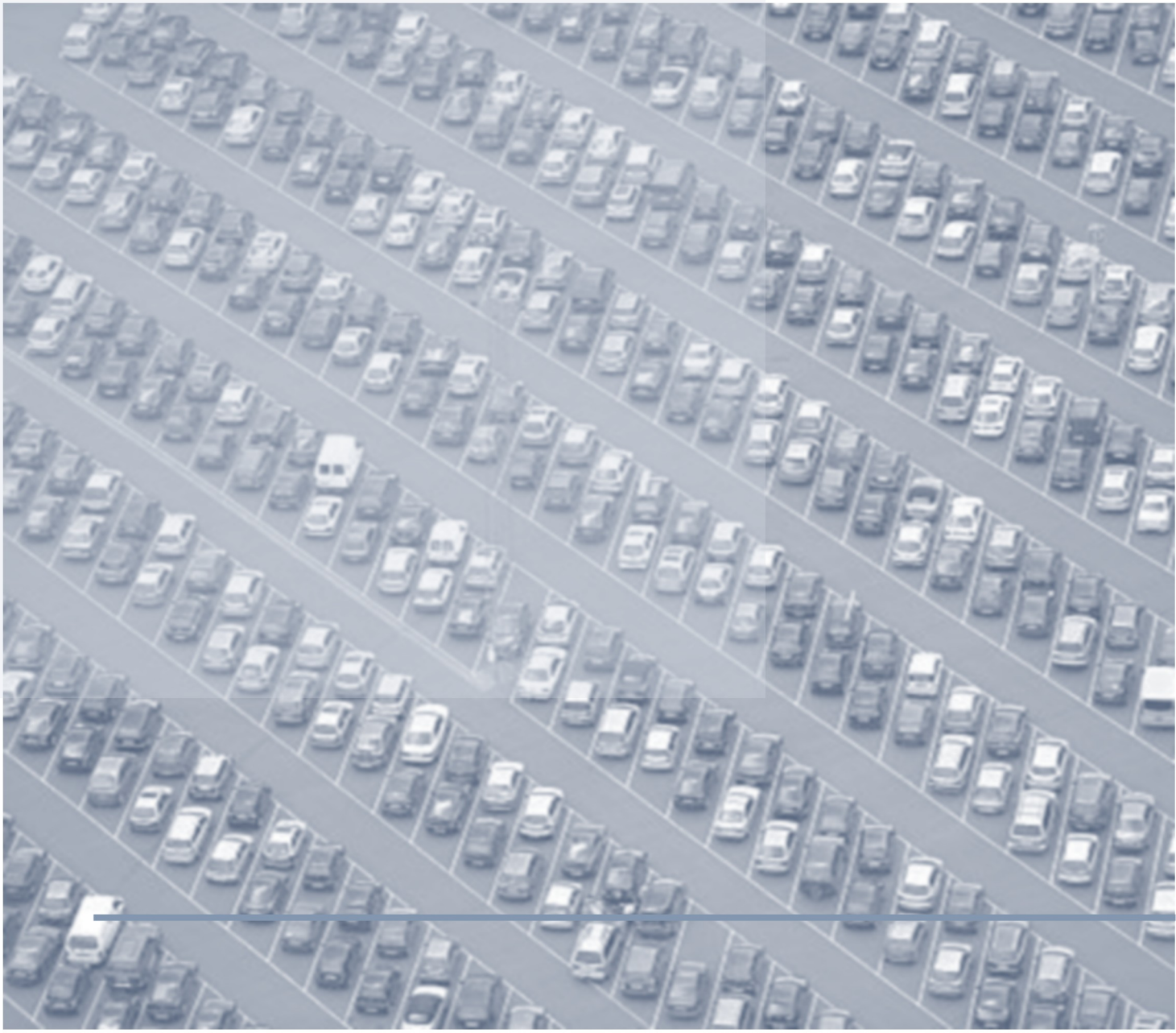
[redacted]	Spaces
Citation Revenue - 2024	$ 532,023
Citation Rev / Space / Year	$ 285.88
Citation Rev / Space / Month	$ 23.82
Device and Payment Apps Revenue - transient	$ 3,750,449
(see XXXXX Beach income statement) per space	$ 2,015

[redacted]	Spaces
Citation Revenue - 2024	$ 518,481
Citation Rev / Space / Year	$ 449.29
Citation Rev / Space / Month	$ 37.44
Average Citation Revenue per Space per Year	$ 534.63
Total spaces in Fern Beach	750
Total anticipated revenue	$ 400,973
Device and Payment Apps Revenue - transient	$ 4,062,751
(see YYYYYY income statement) per space	$ 3,521
Average Payment Revenue/Space	$ 2,352
Total spaces in Fern Beach	750
Total anticipated revenue	$ 1,763,967
Grand Total Anticipated Revenue	$ 2,164,940
Less: Sales Tax	n/a
Net Revenue	$ 2,164,940
Less: Operating Expenses assuming Walking Enforcement with a 1-year Performance Bond	$ 346,114
Net Profit to City of Fernandina Beach	$ 1,818,826

[redacted]	Spaces
Citation Revenue - 2025	$ 1,043,169
Citation Rev / Space / Year 868.72	$ 480.50
Citation Rev / Space / Month $ 72.39	$ 40.04
Device and Payment Apps Revenue - transient	$ 3,260,766
(see ZZZZZ income statement) per space	$ 1,520

TAB E

CERTIFICATES OF INSURANCE



E. CERTIFICATES OF INSURANCE

One Parking currently maintains a total limit of $21M per occurrence and $22M aggregate. **We also carry $5M in Cyber Insurance,** unlike other parking management companies in the industry. Please see the Certificate(s) of Coverage on the following page(s) for additional information.

ONEPARK-01 CHAWSE

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/5/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0C36861
Thousand Oaks-Alliant Insurance Services, Inc.
325 East Hillcrest Dr Ste 250
Thousand Oaks, CA 91360

CONTACT NAME: Marla Howard-Seleman
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS: mhoward-seleman@alliant.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Gotham Insurance Company	25569
INSURER B : New York Marine And General Insurance Company	16608
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
One Parking, Inc.
477 South Rosemary Ave, Suite #325
West Palm Beach, FL 33401

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			GL2025PKF00174	3/1/2025	3/1/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 0
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE	$ 2,000,000
	POLICY PRO-JECT X LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS			AU202500017674	3/1/2025	3/1/2026	BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
A	UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 5,000,000
	X EXCESS LIAB CLAIMS-MADE			XS2025PKF00116	3/1/2025	3/1/2026	AGGREGATE	$ 5,000,000
	DED X RETENTION $ 0							$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						X PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A			WC202500021223	3/1/2025	3/1/2026	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Garagekeepers Legal			GL2025PKF00174	3/1/2025	3/1/2026	Limit	1,000,000
A	Liability			GL2025PKF00174	3/1/2025	3/1/2026		

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
Evidence of Insurance

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Katherine L. Phillips

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

AGENCY CUSTOMER ID: ONEPARK-01 CHAWSE
LOC #: 1

ACORD

ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY	License # 0C36861	NAMED INSURED
Thousand Oaks-Alliant Insurance Services, Inc.		One Parking, Inc. 477 South Rosemary Ave, Suite #325 West Palm Beach, FL 33401
POLICY NUMBER SEE PAGE 1		
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

COMPLETE EXCESS POLICIES INFORMATION

1st Layer/Primary Excess — Gotham Ins. Co. Policy #XS2025PKF00116
Effective 03/01/24 to 03/01/26
Limit Per Occurrence $5,000,000
Aggregate $5,000,000
Includes Excess Garagekeepers Legal Liability

2nd Layer Excess — StarStone Specialty Ins. Co. Policy #: 79824X251ALI
Effective 03/01/24 to 03/01/26
Limit Per Occurrence $5,000,000
Aggregate $5,000,000

3rd Layer Excess — Crum & Forster Specialty Ins. Co. Policy #: SEO -136136
Effective 03/01/25 to 03/01/26
Limit Per Occurrence $5,000,000
Aggregate $5,000,000

4th Layer Excess — Evanston Ins. Co. Policy #: MKLV7EUE101811
Effective 03/01/25 to 03/01/26
Limit Per Occurrence $5,000,000
Aggregate $5,000,000

Total Excess Limits All 4 policies is $20,000,000 Per Occurrence
$20,000,000 Aggregate

Total Per Occurrence $21,000,000
Total General Aggregate $22,000,000

ACORD 101 (2008/01)

© 2008 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

TAB F

EXHIBITS



F. EXHIBITS

The following pages contain Exhibits A-H (RFP Forms), as well as the Addenda Acknowledgement, and Proposal Bond (Certified Check):

EXHIBITS A-H (RFP FORMS)

Exhibit A - Contact Sheet
Exhibit B - Public Entity Crimes Statement
Exhibit C - Drug-Free Workplace Certification
Exhibit D - E-Verify Statement
Exhibit E - Proposer Acknowledgements and Agreements
Exhibit F - Conflict of Interest
Exhibit G - Non-Collusion Affidavit
Exhibit H - Disputes Disclosure

ADDENDA ACKNOWLEDGEMENT

PROPOSAL BOND (CERTIFIED CHECK)

EXHIBIT "A"

CONTACT SHEET

Name: One Parking, Inc.

Federal Taxpayer ID: 20-2051457

Mailing Address: 477 South Rosemary Avenue, Suite 325

City, State, & Zip Code: West Palm Beach, FL 33401

Telephone: 561-833-7222 **Fax:** 561-833-7267

Email: Kirsten@oneparking.com

Submitted By: Kirsten Dolan

Title: CEO

Accounting Contact:

Name: Diane Demers **Title:** Corporate Officer/Treasurer

Email Address: ddemers@oneparking.com **Phone:** 561-596-5129

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for RFP 25-05 Parking Management Services City of Fernandina Beach.

2. This sworn statement is submitted by (entity) One Parking, Inc. whose business address is 477 South Rosemary Avenue, Suite 325 West Palm Beach, FL 33401 and (if applicable) Federal Employer Identification Number (FEIN) is 20-2051457 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A.)

3. My name is Kirsten Dolan and my relationship to the entity named above is Owner and CEO.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with

the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_X_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

____ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

____ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

Signature 05/28/2025 Date:

STATE OF FLORIDA
COUNTY OF PALM BEACH

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 28th day of MAY, 2025, and is personally known to me, or has produced Florida Driver License as identification.

SHASTRI ROOPNARINE NOTARY PUBLIC MY COMMISSION EXPIRES 3-27-2028 STATE OF FLORIDA COMMISSION NUMBER HH 509234

Notary Public
My Commission expires: 3/27/2028

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

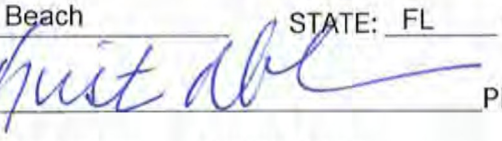
5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: One Parking, Inc.

CITY: West Palm Beach STATE: FL ZIP CODE: 33401

SIGNATURE:  PHONE: C: 917-664-3430 O: 561-833-7222

NAME (TYPED OR PRINTED): Kirsten Dolan TITLE: CEO

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: RFP 25-05 Parking Management Services City of Fernandina Beach

Project Description: Paid parking management services within the Downtown area of Fernandina Beach

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: One Parking, Inc.

Authorized Signature: 

Title: CEO

Date: 05/28/2025

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Kirsten Dolan Title: CEO

Signature: Kirsten Dolan Date: 05/28/2025

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFP 25-05 Parking Management Services City of Fernandina Beach.

This sworn statement is submitted by (entity) One Parking, Inc. whose business address is 477 South Rosemary Avenue, Suite 325 West Palm Beach, FL 33401 and (if applicable) Federal Employer Identification Number (FEIN) is 20-2051457 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A.)

My name is Kirsten Dolan and my relationship to the entity named above is Owner and CEO.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- n a m e d entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

Signature 05/28/2025
Date:

STATE OF FLORIDA
COUNTY OF PALM BEACH
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 28th May, 2025, and is personally known to me, or has provided FLORIDA DRIVER LICENSE as identification.

Notary Signature My Commission expires: 3/27/2028

SHASTRI R. ROOPNARINE NOTARY PUBLIC MY COMMISSION EXPIRES 3-27-2028 STATE OF FLORIDA COMMISSION NUMBER HH 509234

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for RFP 25-05 Parking Management Services City of Fernandina Beach.

This sworn statement is submitted by (entity) One Parking, Inc. whose business address is 477 South Rosemary Avenue, Suite 325 West Palm Beach, FL 33401 and (if applicable) Federal Employer Identification Number (FEIN) is 20-2051457 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: N/A.)

My name is Kirsten Dolan and my relationship to the entity named above is Owner and CEO.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
2. Such Proposal is genuine and is not a collusive or sham proposal;
3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and
4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Kirsten Dolan 05/28/2025

Signature Date:

STATE OF FLORIDA
COUNTY OF PALM BEACH
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 28th day of MAY, 2025, and is personally known to me, or has provided FLORIDA DRIVER LICENSE as identification.

_____ My Commission expires: 3/27/2028
Notary Signature

SHASTRI R. ROOPNARINE
NOTARY PUBLIC
MY COMMISSION
EXPIRES 3-27-2028
STATE OF FLORIDA
COMMISSION NUMBER HH 509234

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES__ NO_X_

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____ NO_X_

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES_____ NO_X_

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

One Parking, Inc.	05/28/2025
Firm	Date
	Kirsten Dolan, CEO
Authorized Signature	Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 25-05**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the response submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: Kirsten Dolan **TITLE:** CEO

ADDRESS: 477 South Rosemary Avenue, Suite 325

CITY: West Palm Beach **STATE:** FL ZIP: 33401

AUTHORIZED SIGNATURE: _____ **DATE:** 05/28/2025

CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES

- Evaluation criteria change.

Criteria	Weight
Qualifications/Experience of Company	30
Performance Delivery Plan	30
References	20
Project Budget and Cost	20
	100

- In the cost proposal budgets, should vehicles, LPR units and any other items that would be considered capital expenditures be amortized over 36 months or 60 months? **All equipment should be purchased/maintained/owned by the Contractor. The City anticipates that the contract will have an initial period of three (3) years with two (2) options to renew at two (2) years each for a total of seven (7) years with a projected start date of October 1, 2025.**
- If the contract is not extended and there are still unamortized costs, will the city reimburse the operator? **Reimbursements will be determined during contract negotiations.**
- Who will own the vehicle, LPR unit, etc. at the end of the contract term, the City or the Contractor? **All equipment should be purchased/maintained/owned by the Contractor.**
- Please confirm what type of agreement the City is looking for. Is it a Rev Share or is it a management agreement with a fixed management fee plus reimbursable operating expenses? **Proposer should present the option that is in the best interest of the City.**
- Will there be available office space for the contractor to use? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**
- If the contractor has to provide their own office space, does it have to be in a certain general location and available to the public for customer service? **There are no requirements for office space within this RFP.**
- Will there be available parking spaces for enforcement vehicles? **The City will assist in providing parking for enforcement vehicles.**
- Please confirm the City will be the Merchant of Record **Yes**
- Who is the City's preferred collections agency? **The vendor the City prefers is Contract Callers.**
- Can the City describe what type of DOT interface they are seeking with the selected Digital Enforcement system? Is an integration with the Florida Department of Highway

Safety and Motor Vehicles for the purposes of registered owner lookups and registration holds sufficient? **The purpose of this interface is to be able to send parking citations to the registered address.**

- Would all 39,000 residents be eligible for a digital permit, which could allow for free parking for all Fernandina Beach residents? **The company should make a recommendation on annual permits that provides benefits (discounts) to residents.**
- We see the "3 Hours Parking" signs all across the city have been removed. Is it the City's intent to introduce incremental rates instead of the 3-hours time limit? If so, do you have rates in mind that you would envision charging? We need to understand the rates in order to create a revenue proforma. **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on hourly rates, annual permits, and parking times to the City.**



- Those signs reflected enforcement from 7am to 7pm. Does the City wish to keep this schedule and if so, is it for seven (7) days per week? If you envision another schedule can you please share it? **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on parking times to the City.**
- The RFP states all revenues will be deposited in a City controlled account. Would the successful bidder have access to this account, along with the ability to make withdrawals to cover operating expenses? **The company will not have the ability to withdraw funds from a City account. It is anticipated that the City will receive net revenue deposits from the Company.**
- There is the mention of "kiosks" on page 6 of the RFP, Scope of Work. Kiosk usually refers to a multi-space meter that a parker would approach on foot, making payment for their parking session. Is it the City's desire that the successful bidder mount these devices on certain block faces in the enforcement zone? And if these devices are

desired, will the City purchase them or expect the successful bidder to make that purchase? **The company is responsible for supplying, installing, and maintaining kiosks if they are recommended by the proposer and agreed upon by the City.**

- Within the zone outlined in red and showing as Exhibit A, there are a number of surface lots. See signs below. It is our understanding that these lots will also be a part of the enforcement program, in addition to the on-street spaces and Marina Lots. Can you verify we are correct about this assumption? **Yes, these surfaces are part of the premium paid parking zone**





- The new program will require informational signs to notify the public of the program and the new parking rates. This could mean the installation of 250 signs at a ratio of 1 every 3 spaces, for example. Will the City generate and install these signs? **The company will be responsible for supplying, installing, and maintaining all signage. The Downtown area is part of the City's Historic District and signage will need to be a coordinated effort with the City.**

- Would the City provide an office for the successful enforcement company or would the company have to rent office space? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**

- Would the City be willing to bring 110 power to two (2) points in each of the Marina lots? This would be needed to power new technology on those locations. **There is 110v available in both parking lots**

- Can you please verify the financial statements are kept confidential throughout this process? **Under Florida Public Records Law the statements would become available once the bid is awarded. Banking information would be redacted. Please refer to Florida Statute (119.071, Sub 1, Sub B2)**

REGIONS

CASHIER'S CHECK

5509506404

06/03/2025

ONE PARKING INC / PARKING RFP 25-05

Purchaser / Purchased For

VOID

SEVENTEEN THOUSAND THREE HUNDRED SIX DOLLARS AND 00 CENTS

PAY TO THE ORDER OF: CITY OF FERNANDINA BEACH $17,306.00 Fee $0.00

NOT NEGOTIABLE
CUSTOMER COPY

Regions Bank

Branch FL05947
CC005947

REGIONS

CASHIER'S CHECK

06/03/2025

61-1/620 5509506404

ONE PARKING INC / PARKING RFP 25-05

Purchaser / Purchased For

SEVENTEEN THOUSAND THREE HUNDRED SIX DOLLARS AND 00 CENTS

PAY TO THE ORDER OF: CITY OF FERNANDINA BEACH

$17,306.00

Security Features Details on Back.

Authorized Signature

Regions Bank

Branch FL05947
CC005947

⑈5509506404⑈ ⑆062000191⑆ 0000742651⑈

ORIGINAL COPY

June 5, 2025

Submitted To:

City of Fernandina Beach
City Clerk's Office
Parking Management Services
RFP 25-05
204 Ash Street
Fernandina Beach, FL 32034

SP+ Proposal for the City of Fernandina Beach

a metropolis company





SP+ | A Metropolis Company
400 N. Ashley #2590
Tampa, FL 33602

Metropolis.io | spplus.com

June 5, 2025

City of Fernandina Beach, FL

RE: Parking Services for City of Fernandina Beach, Florida

Mr. Jeremiah Glisson,

Thank you for the opportunity to participate in the RFP process for parking services with The City of Fernandina Beach, we are thrilled to submit our proposal and introduce innovative solutions designed to further improve efficiency and user experience for all residents and visitors of the City.

We are confident that Metropolis possess the proven technical experience and vision to deliver world-class parking technology. Our focus in the preparation of this proposal was to identify key opportunities to maximize operational efficiencies, elevate and apply new technologies that enhance the customer experience while simultaneously allowing the conduit for strong financial performance.

We know our vertically integrated approach to parking operations and technology will create a remarkable parking experience and drive a significant gain in net operating income for the city-owned on and off-street parking locations.

Here's how we'll do it:

- Digitize the parking experience for all parkers using on and off-street parking through the use of QR signage, and gateless technology at the two marina lots
- Annual resident permit at $100/year. Register your plate once a year.
- Management Contract, where the City controls the enforcement and expenses

Key Takeaways as you review our proposal:

Metropolis requires **$$$ in capex to implement**. We cover the cost and installation of our computer vision technology on site and complete sign package for on and off-street.

- We can **launch in 30-days** from signed contract
- Local Infrastructure to support City operations and provide efficiencies
- 45+ year history of successful operations in Northern Florida
- Experienced local management team and staff

- We dramatically offset operating costs to ownership by passing through a small customer service fee to the parking customers.

SP+ | A Metropolis Company
400 N. Ashley #2590
Tampa, FL 33602

Metropolis.io | spplus.com

We are confident that our proposed plan can eliminate leakage and maximize revenue compliance, all while creating a remarkable customer experience for the end parker.

Thank you for taking the time to review our proposal, we look forward to an opportunity to work with The City of Fernandina Beach.

Sincerely,



Ryan Grulich,
Director of Sales and Deployment
rgrulich@metropolis.io
(253) 987 - 9919

EXHIBIT "A"

CONTACT SHEET

Name: SP Plus, LLC

Federal Taxpayer ID: 99-0890822

Mailing Address: 200 E. Randolph St., Suite 7700

City, State, & Zip Code: Chicago, IL 60601

Telephone: (267) 975-9771 **Fax:** N/A.

Email: cbragg@metropolis.io

Submitted By: Christopher Bragg

Title: Senior Vice President, Operations

Accounting Contact:

Name: Robin Counts **Title:** Director, Client Reporting

Email Address: rcounts@metropolis.io **Phone:** (615) 850-6246

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

TABLE OF CONTENTS

TAB / DESCRIPTION PAGE #

TABLE OF CONTENTS 5

A. EXPERIENCE & QUALIFICATIONS OF ORGANIZATION 6

B. PERFORMANCE DELIVERY PLAN 15

General Services 15
Enforcement Services 17
Collection of Monies and Accounting 19
Personnel Administration 25
Installation and Maintenance 34

C. REFERENCES 35

D. PROJECT BUDGET AND COST 40

E. CERTIFICATE OF INSURANCE 42

F. REQUIRED FORMS 47

Exhibit A Contact Sheet 48
Exhibit B Public Entity Crimes Statement 49
Exhibit C Drug Free Workplace Certification 50
Exhibit D E-Verify Statement 51
Exhibit E Proposer Acknowledgement and Agreements 52
Exhibit F Conflict of Interest 53
Exhibit G Non-Collusion Affidavit 54
Exhibit H Disputes Disclosure 55
Addendum # 1 56

G. ADDITIONAL INFORMATION 64

Legal Exceptions 65
Bid Bond 66

A. Experience & Qualifications of Organization



a metropolis company

A. EXPERIENCE & QUALIFICATIONS OF ORGANIZATION

Company Overview

Metropolis develops and integrates industry-leading technology with best-in-class operations management. As the largest parking network in America, we are experts at providing remarkable solutions that enable the efficient and time-sensitive movement of people, vehicles, and personal travel belongings.

Over 96 Years of Experience

Since 1929, Metropolis' subsidiary SP+ has been providing solutions to industries such as, Airlines & Airports, Events & Venues, Healthcare, Hospitality, Municipal, Office, Residential, Universities, Casinos, Cruise Ports and Ski Resorts.

Our extensive range of services encompasses Professional Parking Management, World-Class Parking Technology, Ground Transportation, Event Logistics, Facility Maintenance, Transportation Management, Consulting, Luggage Logistics & Management, Marketing Services, and Guest Services.



380 CITIES
operating in



5 BILLION
in gross receipts annually



24,000 EMPLOYEES
globally



2 MILLION
parking stalls managed



4,200 FACILITIES
Office, hotel, retail, aviation+



1,600 SHUTTLES
in operation

NATIONAL PARKING ASSOCIATION
2021 INNOVATION AWARD

2023-25 ACCREDITED PARKING ORGANIZATION® WITH DISTINCTION

AMERICA'S MOST SUCCESSFUL SMALL COMPANIES Forbes 2024

It started with one downtown parking lot, which soon expanded to numerous locations including hotels and medical centers. In the 1950s, we started the first paid airport parking operation at Cleveland Hopkins International Airport. In the late 1970s, Standard Parking started a rapid expansion program that made it a national company. In 2013, Standard Parking Corporation merged with Central Parking Corporation, creating SP Plus Corporation, one the largest full-service mobility solutions firms in North America with operations in the U.S., Puerto Rico and Canada.

In May 2024, SP+ Corporation was acquired by Metropolis Technologies, Inc. making it the largest parking network in America with 4,600+ locations and on track to have 50 million+ customers. Our acquisition of SP+ is an exciting opportunity to bring together excellence in technology and operations. We're the new standard in parking, and we're scaling our platform to thousands of new locations and onboarding over 50M members.

Municipal Services Division

Working closely with municipalities through the parking privatization process, our Municipal Services Division helps cities achieve their parking objectives without straining public resources or sacrificing customer service.



With the most experienced team of municipal parking experts in the country, we handle everything from parking facility planning to turn-key municipal parking operations. We specialize in providing a comprehensive set of on-site municipal parking management services that include staffing and training, revenue management, technology integration, and marketing programs—each of which are accompanied by stringent accounting and revenue control practices and procedures.

Working as operational guidance consultants, our team of experts can provide parking layout recommendations that minimize traffic, reduce carbon emissions, and utilize energy-efficient technologies. For existing facilities, we can design and install graphics, lighting, and signage, and assist with the procurement of automated traffic and revenue control equipment. We can also provide financing for equipment purchases.

The City of Fernandina Beach's on-site parking operations team will receive the full support of our Municipal Services Division. Going beyond daily operational support, the City can expect the highest level of responsiveness, guidance and backing from the industry's most experienced and well-versed team of dedicated on-street parking professionals.

A partnership with Metropolis means linking the City's parking operation to our 50+ municipal parking operations across 34 states. No other provider has a municipal parking specific team working across regions to:

- Stay at the forefront of implementing new technology
- Ensure best practices and policies are in place location to location
- Share knowledge while developing future municipal parking leaders
- Provide experience and guidance on new initiatives and projects
- Maintain accountability through teamwork

Simply put, no other parking management company can provide a resource with more project management experience, operational capability, accountability, and progressive thinking in on-street parking management than the Municipal Services Division. In their tenure as parking

professionals, members of the Municipal Services Division have worked with the municipalities on the right to develop, operate, and guide their parking programs.

We also have proven experience marketing and branding public parking programs and facilitating successful stakeholder engagement programs. In addition, we have extensive experience implementing and managing various types of parking access and revenue control systems, including hardware, software, and proprietary technology applications for multiple municipal and institutional agencies and private sector clients.

Metropolis team members across the country issue citations, operate booting and towing programs as well as accept office and mail collections and remittances. We also in some operations are the first-level adjudicators for appealed citations.



Government Agencies Clients

We manage municipal parking (on-street and off-street) programs driven by both industry leading customer service and data driven operations to ensure the efficient administration of meter intelligence management, enforcement operations, proven reliability in our maintenance services as well as strategic specialized stakeholder engagement and public relations programs throughout the United States and Canada. *We see beyond the traditional methodologies and focus on the dynamic interactions of mobility within programs we are partnered with.* A major focus of our company is the provision of parking management services to municipalities, institutions, and governmental agencies, making Metropolis the most experienced municipal parking innovators in the country.

List of Current Municipal Clients Similar to City of Fernandina Beach

We have met all contractual obligations and compliance with all governing standards.

- City of Anaheim, CA
- City of Fullerton, CA
- City of Glendale, CA
- City of Los Angeles, CA (LADOT)
- City of Oakland, CA
- City of San Jose, CA
- City of San Mateo, CA
- City of Santa Monica, CA
- City of Vallejo, CA
- LA Metro – Los Angeles, CA
- VTA – Santa Clara, CA
- City & County of Denver, CO
- City of Daytona Beach, FL
- City of Jacksonville Beach, FL
- City of Saint Petersburg, FL
- City of Tampa, FL
- Broward County, FL
- Miami Parking Authority – Miami, FL
- Port Everglades – Fort Lauderdale, FL
- City of Atlanta, GA
- City of Decatur, GA
- Chicago Park District – Chicago, IL
- Chicago Transit Authority – Chicago, IL
- City of Gretna, LA
- City of New Orleans, LA
- City of Annapolis, MD
- Howard County, MD
- Parking Authority of Baltimore City, MD
- City of Attleboro, MA
- City of Chelsea, MA
- City of Rochester, MN
- City of Jackson, MS
- City of Great Falls, MT
- NJ Transit Authority, NJ
- City of Charlotte, NC
- City of Beaverton, OR
- City of Portland, OR
- City of Harrisburg, PA
- City of Beaufort, SC
- City of Nashville, TN
- City of Dallas, TX
- City of Fort Worth, TX
- City of Richmond, VA
- City of Roanoke, VA
- City of Charlottesville, VA
- City of Seattle, WA
- Strathcona County, Alberta, Canada
- Toronto Waterfront Revitalization Corporation, Toronto, Canada

SP+ has well over thirty years providing contract parking enforcement in dozens of cities across North America. **SP+** currently operates municipal parking enforcement programs in cities across the country such as:

- City of Daytona Beach, Florida
- City of Atlanta, Georgia
- City of Gretna, Louisiana
- City of Annapolis, Maryland
- City of Great Falls, Montana
- City of Harrisburg, Pennsylvania
- City of Beaufort, South Carolina
- City of Richmond, Virginia
- City of Antioch, California
- City of Los Angeles, California
- City of San Mateo, California
- City of Fullerton, California
- City of Glendale, California
- City of Vallejo, California
- Los Angeles Metropolitan Transportation Authority (METRO)

Experience Managing Two Municipal Contracts with a Minimum of 500 Spaces

Please see Tab C for our proven experience managing two municipal contracts with a minimum of 500 spaces and enforcement services.

A Partnership Approach

We seek to be more than a parking management services provider, we want to be your partner. We believe our experience and expertise set us apart from all other operators as our mission is to not be seen as traditional "Operators" but that of Innovators and a key resource for the ongoing management of your mobility plans. Our team works to keep our clients informed of best practices, new innovations, and problem solving happening around the country. Public parking programs are becoming more and more sophisticated, which is why it is important for us to share solutions that may be a fit for the municipality. As parking management plays a role in broader municipal transportation initiatives, our team of municipal experts are available to provide insight on traffic and curb space management in a way that will provide value above and beyond the daily management of the parking program. A partnership with Metropolis guarantees transparency, accountability, and commitment to serve.

We are confident our team will strike the appropriate balance between public service and system performance. We take a collaborative, dynamic approach to serving our clients where the pursuit of excellence is always our priority. Our proven perspective to managing mobility asset operations is based on stakeholder's desired outcomes. Our approach facilitates the process by working to develop consensus and manageable goals. A collaborative mobility provider partnership will result in a unique parking program that successfully serves the municipality as well as the community.

Whiteboard Sessions with Municipal Experts

If chosen to be your partner, we would like to introduce our industry leading whiteboard sessions. Over the last few years we have introduced our municipal subject matter experts to the Curbside & Parking teams into collaborative whiteboard sessions. For example; in Denver CO, in our two-day whiteboard session we spent one full day evaluating current processes and building upon those for success, and a second day meeting with each of the major resident theater companies. That time was spent informing each group on the "why and how" we were implementing new strategies. Each group also had the opportunity to voice their questions and concerns regarding the parking garage which ensured everyone that parking wasn't being operated in a bubble but rather it was a collaborative operation.

Our second whiteboard session also included the Curbside & Parking team, the local Metropolis team, and 3 of our municipal subject matter experts. Over the course of one day we covered topics such as communication with stakeholders, improvements on ingress/egress of the DPAC garage, technology update, and safety. We also conducted a SWOT analysis to gain perspective on our *Strengths - Weaknesses - Opportunities and Threats*. We then concluded with a lengthy list of action items which was followed through by our local teams and reported back to the City.

Given its previous success, we were chosen again in 2021 to continue our partnership with the City of Denver. Our White Board Sessions were looked back upon as a differentiator for the City and its Stakeholders. Sessions are held annually.

Municipal Guided Operations Program

As you are aware, the pace of parking technology is moving fast. At the same time our customers are growing much more sophisticated on the mobility and accessibility requirements they are expecting from a municipality's public parking program. Based on the stakeholder projects you have on the horizon, the City of Fernandina Beach will have direct access to our team of municipal experts as part of our Guided Operations Program. Consider it an extra set of hands to assist with project management or a collaborative resource on your leadership team. We draw upon our years of successful municipal parking operations management and our broad connectivity to parking programs across the nation to share cutting edge solutions and current best practices.

The following is a list of areas where the Municipal Team can focus to review, recommend, or assist in establishing and implementing initiatives:

- Program space and hardware inventory assessment
- Baseline SWAT analysis
- Organization structure review
- Staffing approach (administrative, collections, and enforcement)
- Enforcement routing
- Right fit technology recommendation
- API integration management
- Multi app approach
- Program change implementation (converting to pay by plate, Text to Park, asset reduction)
- Stakeholder engagement
- CapEx and budget planning assistance
- E-permitting (residential and commercial)
- Standard Operating Procedure development
- Parking Operations Review development (auditing)
- Standardization of forms and record keeping
- Data consolidation and management practices
- Bi-Annual Technology Meetings

Northern Florida Market Support

We have been in the Northern Florida Market for over 45 years and are rapidly growing with each year. We operate many diverse parking operations including the Jacksonville International Airport valet and self-parking, class A office building parking, hotel parking, special event parking, and surface lot operations.

Several of our locations operate within a portfolio of properties and others are stand-alone. We work with a mix of ownership and property management clients ranging from national real estate companies to local owners.

Metropolis manages 10+ locations in the Northern Florida Market, including the Jacksonville Airport valet and self-park operation.

Significant accomplishments

- **City of Jacksonville Beach -** 7 years ago we were able to add technology to the JB parking operation resulting in a 60% increase in parking revenue.
- **Technology integrations** implemented LPR technology at the Bank of America Tower and converted to 100% credit card payment
- **Longevity of our senior management staff:** many individuals have been in the industry for 25+ years

Marketing Experience

We have proven experience marketing and branding public parking programs and facilitating successful stakeholder engagement programs. In addition, we have extensive experience implementing and managing various types of parking access and revenue control systems, including hardware, software, and proprietary technology applications for multiple municipal and institutional agencies and private sector clients.

SP+, A METROPOLIS COMPANY IN FLORIDA

SP+ has been collaborating with Cities, Airports, and other municipalities in the Florida market for 30 plus years. Our operations with the City of St Petersburg have just been renewed for another 5 years, extending a contract that goes back to 1992. Although this is all off-street parking, it highlights our consistent efforts to problem solve and provide a customer experience that allows us to keep winning the next RFP.

Our Central/North Florida team, the same team that will be operating Fernandina Beach, operates municipal contracts with the City of Tampa, St Petersburg, Orlando, Daytona Beach and Jacksonville Beach. Of these contracts, the most similar operation to Fernandina Beach is Daytona Beach and Jacksonville Beach.

- City of Daytona Beach: SP+ provides a turnkey parking management contract to provide all of the on-street and off-street parking assets for the City. We maintain the equipment, provide enforcement, collect and deposit revenue, provide reports, staff special events, monthly reconciliation and reporting, and everything else needed to make the parking operation function.

- City of Jacksonville Beach: SP+ provides a turnkey parking operation that allows the City to collect for designated on-street and off-street parking locations in the City. Seven years ago we implemented new technology that allowed us to increase the City parking revenue from $366,348 to $724,422, a 98% increase in Year to year revenue. We utilized the same spaces that the previous operator had managed, we just did it better. Part of this transition included implementing a resident parking program, where the local residents can use the spaces without a fee. Similar to the program we are recommending for Fernandina Beach, your local tax payers enjoy access to the spaces by registering their vehicle in the program.

We still have a long list of national, and other regional municipal clients where we can tap into subject matter experts to problem solve issues and bring best practices to Fernandina Beach.

Proven Company Experience with Citation Systems

SP+ team members across the Country issue citations, operate booting and towing programs as well as accept office and mail collections and remittances. We also, in some operations, are the first level adjudicators for citations which are appealed.

Our approach starts with the fundamental question of whether a parking control officer can serve in an ambassadorial role. ***We believe the short answer is an emphatic yes!*** But to replace a punitive approach with an ambassadorial "commutative" approach requires hiring people with the right background, customer orientation and communications skills and training them to do much more than simply write parking tickets. Operations in which we provide these services have always centered around voluntary compliance. Our goal is to curb a particular behavior and

parking citations are only one way to achieve that end. If our team is proactive in facilitating voluntary compliance, the patrons parking system will be more satisfied and the operational costs associated with issuing, adjudicating and collecting parking violations can be largely avoided.

Financial Statements

Our 2023 SP+ financial statements are publicly available online at:

https://www.sec.gov/edgar/browse/?CIK=1059262

After the acquisition by Metropolis in 2024 SP+ became a privately held corporation.

B. Performance Delivery Plan



a metropolis company

B. PERFORMANCE DELIVERY PLAN

General Services

SP+ is fortunate to work with a number of municipalities across the State of Florida, and the challenges in Fernandina Beach are similar to the challenges in other FL communities. Small, quaint downtowns and beach communities, like Fernandina Beach, are experiencing increased visitor volumes that are great for local businesses, but also create a strain on the local municipal resources and infrastructure to support the visitors. The hurricane do not help either.

The visitors who visit (use) downtown will pay for parking and residents will be given an opportunity to pay for an annual permit at a severely reduced cost.

Resident Parking Program: The 38,000+ residents on Amelia Island will be given an opportunity to pay $100/year for an annual registration of their vehicle(s). SP+ will set-up a link where residents can provide the appropriate resident confirmation documents, register their vehicle license plate and pay the $100 fee. This will provide them unencumbered access to the paid parking spaces in the City of Fernandina Beach, without having to do anything. Note, this same program could be carried out to the beach parking areas if the City decides to expand the program. A 5% processing fee is passed along to the consumer for each permit purchased.

Rates: $1 per hour with a $10 max, $5 flat rate on the marina surface lots. A service fee is added to each transaction.

Hours of Operation: 10am to 8pm, 7 days a week

On-Street Visitor/Transient Parking: We are proposing to reduce the implementation and operating cost for the City and the operator by implementing a digital payment program. The paid parking areas of the City will be signed with the appropriate scan to pay signs advising the user to scan the QR code to pay for their parking. After registering once - with their email, phone #, license plate, and credit card for payment - the user will only need to click on their length of stay and when they leave the system will charge the credit card on file.

Marina Lots (2): To reduce staffing/operating cost, SP+ is proposing to implement our Vision technology on the two lots, at our cost. After registering once, the vehicle owner will be able to drive in and out of the lot and the AI enabled cameras will capture the rear end of the vehicle (license plate and more) on entry and exit, and charge the user credit card on file based on the amount of time they were parked on the lot. No enforcement staff needed. If a vehicle drives in and out of the parking lot, and does not pay for parking the system will generate an invoice that is mailed to the address of the vehicle owner.

Staffing: Our proposed budget includes a salaried manager at $60,000 per year and 4 hours of enforcement every day at a projected hourly cost of $18/hr. The hours of enforcement will vary day to day, week to week, so we are enforcing the parking across the hours and days of operation. To assist with expediting the enforcement, we have budgeted to purchase a golf cart, at our cost, for use by the enforcement personnel. Since we are proposing this as a management contract,

with reimbursable approved expense we can flex staffing based on the request of the City. If we find that traffic levels on a Tuesday are such that we need to implement more than 4 hours of enforcement the local manager will collaborate with the City contact to provide a cost for this and implement as directed.

Implementation: Once a contract is executed, we can have technology deployed in 30 days, but would prefer a 60-day timeframe to collaborate with local stakeholders, train SP+ staff, familiarize City staff, roll out annual resident program, and generally educate the community on how the program will work. During this time our leadership and municipal subject matter experts are available to City staff for collaboration, City calls, and attend Commission meetings.

Enforcement Services

Parking enforcement is a crucial service provided in any downtown area and must be performed in a consistent professional manner with customer service at the very core of the operations. Not only do we train our parking enforcement personnel with the best certified instructors in the country, our team is led by individuals that have actually served in the role of a parking enforcement officer in other municipalities. This hands-on knowledge alone sets us apart from other operators.

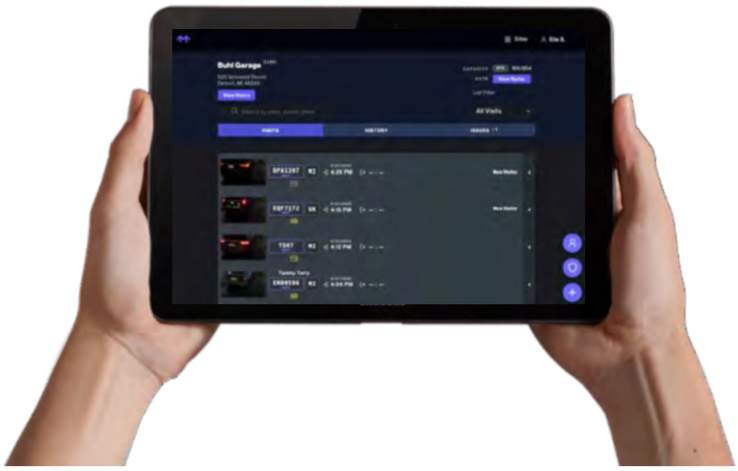
We will ensure that all enforcement officers are properly trained with a specific understanding of City of Fernandina Beach municipal codes and state statutes. Emphasis will be placed on maintaining a professional image through personal appearance, courtesy and positive public relations.

In Fernandina Beach, the enforcement officer will utilize the golf cart to traverse the streets and scan the license plate of each vehicle with handheld iphone or ipad. The enforcement officer, at the direction of the City and SP+ Management has the option to leave violation on a vehicle or just provide a warning, or leave behind notice, which advises the vehicle owner that payment has not been made. Our approach to enforcement is to get compliance (paid users) not necessarily punitive, issuing citations. We can be as strict or lenient as the City desires, as long as we are consistent.

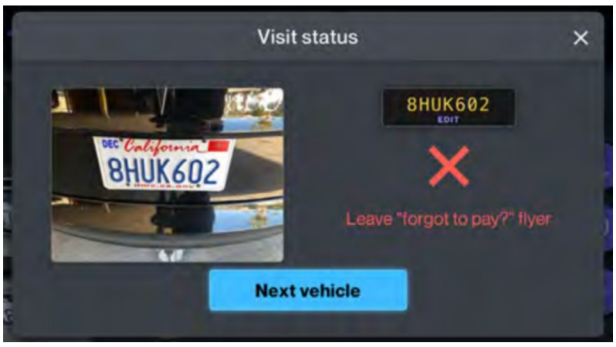
Every license plate is captured when entering and exiting the lots

Management personnel have access and continuously monitor a mobile version of the Metropolis Specialist app. This includes a real-time history of every vehicle that enters and exits each of the Marina lots, the duration of the visit, and the payment amount (if applicable). Our team can correct any current or past visits on site, remotely control parking sessions, intelligently resolve any calls, and have direct access to Metropolis' central control center to resolve any site-related issues immediately. We experience no delays or fees with third-party services.

Access can be limited to specific access groups within designated garages. Credential sharing or violation of permits are proactively prevented within the technology suite. All activities are monitored and stored for one year, thereby improving the security of the operation.



Uncover Bandits



Bandit accounts are determined based on a total count of unpaid visits at a specific site or across all Metropolis locations. After 3 unpaid visits, a bandit account will be identified and either ticketed or towed where applicable. For first time unpaid visitors, a visitor will be left a flyer or leave behind notice informing them how to pay.

For any location that will not be equipped with computer-vision, Metropolis will enforce the area with our in-house specialist platform. The specialist platform allows for the enforcement officer/mobility specialist to scan the license plate of a vehicle in a non-computer-vision location and in real time the platform will notify the officer/specialist if the vehicle is a violator through nonpayment.

Should the vehicle in a non-computer-vision location be in violation, the officer/specialist will then issue parking citation for the violation and place on the windshield of the vehicle. The aforementioned computer-vision customer service/escalations items will still apply to non-computer-vision locations as policies must be consistent to be effective.

Within the first 30 days of the awarding of the contract, Metropolis will partner to review enforcement policies and establish new policies as needed. Through our enforcement experience, we know that we can add immediate value to the enforcement program and ensure consistency across the board for the City.

Collection of Monies and Accounting

SP+ will collect and account for all funds collected thru the paid parking program and provide reporting to the City of Fernandina Beach for those funds. Daily collections, resident payments, enforcement revenue and any other unknown future revenue streams will all be accounted for thru a location Profit and Loss statement. Back up documents supporting the revenue, and expenses will be provided on a monthly basis and can be requested sooner.

Revenue can be posted daily, as requested by the City, to the City bank account with back up to support the deposit.

For most management agreements we reduce the monthly expenses from the monthly revenue remittance and doing a daily deposit of revenues would prevent that from happening. If given the opportunity to interview with the committee, we would request to discuss a monthly advance on expenses so we are not operating in arrears.

Revenue Controls & Auditing

Secure Finances & Transparent Data



- **Daily Revenue Protection:** We rigorously track every transaction with multiple checks to safeguard your funds and prevent fraud.
- **Streamlined Payments:** Automated credit card processing ensures funds reach your account accurately, reducing your admin workload.
- **On-Demand Financials:** Access reliable, detailed financial data anytime via our secure online portal for full transparency.

Rigorous Audits for Integrity



- **Multi-Level Oversight:** Regular internal and independent audits confirm operational correctness and protect your financial interests.
- **Guaranteed Objectivity:** Our independent compliance team reports directly to top executives (CFO/Audit Committee), ensuring unbiased assessments free from operational influence.

Audit Procedures

SP+ watches over client revenues and facilities more carefully than any other parking operator. Ensuring the integrity and objectivity of parking facility operations is critical to evaluating and improving the financial performance of client properties. SP+ accomplishes these objectives through multiple levels and types of audits, ranging from self-assessments by Facility Managers and independent operational assessments.

Self-Audit

SP+ Parking requires all staffed locations to be self-audited once per year by the Facility Managers. An online assessment is completed by the Facility Manager, reviewed by the senior manager and retained for reference in the company's database. A subsequent formal independent assessment by our Operational Compliance Group includes a review of sampling of locations within an Operations Center, and as part of that assessment the Facility Manager's self-assessment is checked for completeness and consistency with current operations.

Operational Compliance Programs

Unlike many parking management companies, SP+ maintains an independent Operational Compliance Department that reports directly to the company's Chief Financial Officer and the company's Audit Committee. This direct and independent reporting line ensures the integrity and objectivity of facility assessments by eliminating potential conflicts of interest inherent in assessments conducted within the operations departments themselves. All required internal audits are administered under the supervision of the Senior Vice President of Operations Support.

Our Operational Compliance Department staff conducts regular assessments of our facilities. They may be performed either on a scheduled basis, unannounced basis or at the specific request of senior management. These assessments cover a broad spectrum of operations including revenue controls, payroll procedures, accounts receivable, cash security, public and employee safety, customer service, and facility appearance.

Completing parking compliance assessments puts the department in touch with every aspect of the business and helps us to assure our clients that their parking facilities are properly managed. Our staff members are familiar with industry parking technology and its impact on revenue collection. The conversion of manual cashier systems to pay-on-foot, pay-at-exit, pay-at-entry equipment, and prepaid daily parking passes as well as the associated increase in credit, debit and frequent parker programs, must be carefully monitored to reflect the complex mix of payment options.

Each facility assessment, which produces recommendations to improve operations where necessary, is retained in a database for further analysis. The database provides an objective evaluation of manager performance and assists senior management in identifying areas that need improvement and additional training resources.

Assessments are not considered final until all recommendations have been implemented successfully on the action plans. Open action plans items are communicated with all levels of

management until the action items have been implemented and verified by the Operational Compliance staff.

Internal Audit Department

The Internal Audit Department is also responsible for the company's internal controls certification process required by the Sarbanes-Oxley Act. This work includes the documentation of all business processes, control design analysis, key control identification, and ongoing testing of controls for operating effectiveness. The Internal Audit Department works closely with the Operational Compliance Department to ensure the quality of their work.

Compliance Audit Management System (CAMS)

SP+'s Compliance Audit Management System (CAMS) is our comprehensive platform that tracks our Parking Compliance Assessments, Control Self-Assessment and Transportation Control Self-Assessment. CAMS provides a standardized approach for each type of assessment, improves the process through an efficient workflow, tracks the progress of assessment remediation and offers improved reporting for all stakeholders.

The Compliance Audit Management System moves our formerly unrelated audits to a trackable web-based system that allows our management staff to make sure audits are performed in a timely manner and easily review the results, as well as notifies our local operations staff when control self-assessments need to be performed in an easy to use, web-based platform.

CAMS Features

- Reduce time taking audits with 24/7 web enabled access
- Track action plans with ease
- Superior reporting capabilities to analyze trends
- Ability to modify reports
- Automated mail alerts to manage accountability
- One system for all company audits

Alerts

CAMS Compliance Audit Management System has smart alerts to help manage audit and action plan reports from scheduling, editing, critical question risks, in-progress status, and completion. Alert notifications are sent via email to assigned employee and management personnel.

Financial Reports

State-of-the-art information systems allow us to supply all the information you need to stay on top of facility performance. We can provide standard monthly reports covering:

- ✔ Budgets by month, quarter and year
- ✔ Monthly P & L reporting vs. budget by month, quarter and year
- ✔ Revenue detail reporting
- ✔ Payroll, overtime, benefit detail reporting
- ✔ Insurance claim analysis reporting
- ✔ Monthly ledger detail reporting
- ✔ Invoice copies
- ✔ Online inquiry between corporate and local offices

Quality and Internal Controls

We have many programs designed to ensure timeliness and quality of the products we deliver to our clients:

Monthly P&L Reviews

We have a monthly P&L review process that requires each client statement to be reviewed by a staff accountant and Senior Manager. A higher-level review also takes place with senior management that would reveal larger issues or irregularities.

Contract Compliance Audits

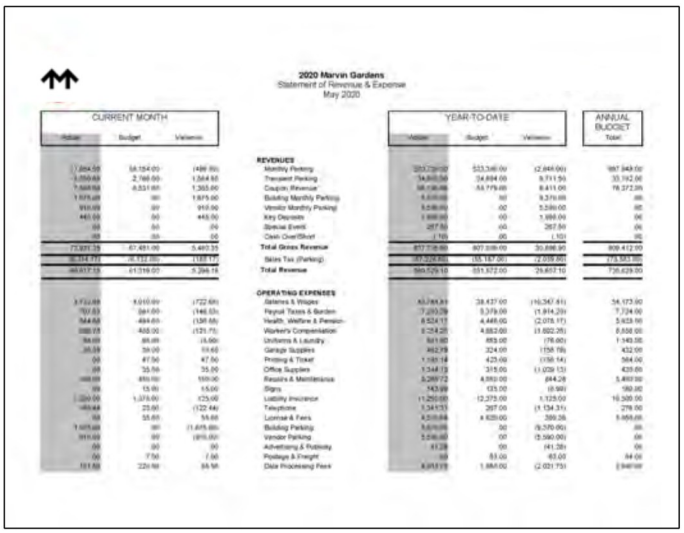
Contract compliance audits, performed annually by the Internal Audit Department, ensure that Staff Accountants are making the correct account entries, doing the necessary reconciliations and tying the statement back to the contract terms.

Control Self Assessments

Operations managers participate in our Control Self-Assessment (CSA) Program. Each quarter, management selects facilities that will participate in the CSA. Senior Managers are required to perform an extensive audit of the facility and enter their findings in a database. The results of the CSA are provided to senior management along with action plans to resolve any control deficiencies.

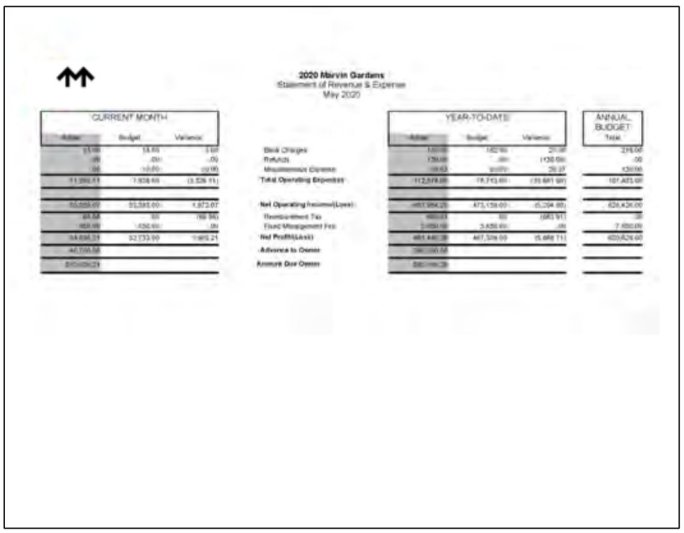
Sample Monthly Reports

Please see our sample reports on the following pages.



2020 Marvin Gardens
Statement of Revenue & Expense
May 2020

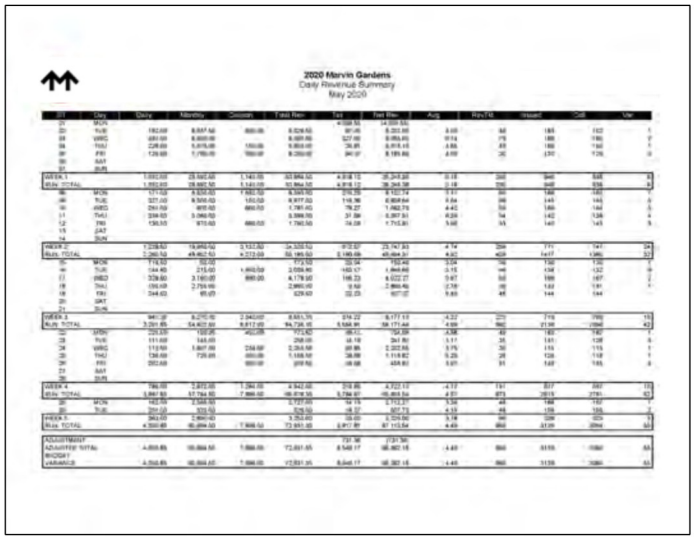
	CURRENT MONTH				YEAR-TO-DATE			ANNUAL BUDGET
	Actual	Budget	Variance		Actual	Budget	Variance	Total
				REVENUES				
				Monthly Parking				
				Transient Parking				
				Coupon Revenue				
				Building Monthly Parking				
				Vendor Monthly Parking				
				Key Deposits				
				Special Event				
				Cash Over/Short				
				Total Gross Revenue				
				Sales Tax (Parking)				
				Total Revenue				
				OPERATING EXPENSES				
				Salaries & Wages				
				Payroll Taxes & Burden				
				Health, Welfare & Pension				
				Worker's Compensation				
				Uniforms & Laundry				
				Garage Supplies				
				Printing & Ticket				
				Office Supplies				
				Repairs & Maintenance				
				Signs				
				Liability Insurance				
				Telephone				
				License & Fees				
				Building Parking				
				Vendor Parking				
				Advertising & Publicity				
				Postage & Freight				
				Data Processing Fees				



2020 Marvin Gardens
Statement of Revenue & Expense
May 2020

	CURRENT MONTH				YEAR-TO-DATE			ANNUAL BUDGET
	Actual	Budget	Variance		Actual	Budget	Variance	Total
				Bank Charges				
				Refunds				
				Miscellaneous Expense				
				Total Operating Expenses				
				Net Operating Income/(Loss)				
				Reimbursement Tax				
				Fixed Management Fee				
				Net Profit/(Loss)				
				Advance to Owner				
				Amount Due Owner				

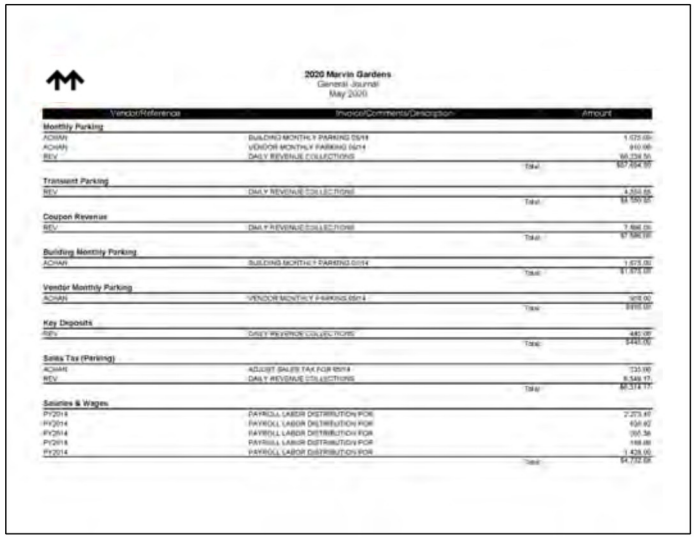
Statement of Revenue & Expense



2020 Marvin Gardens
Daily Revenue Summary
May 2020

DT	Day	Daily	Monthly	Discount	Total Rev.	Tax	Net Rev.	Avg	Rm/Tk	Issued	Coll.	Var
	MON											
	TUE											
	WED											
	THU											
	FRI											
	SAT											
	SUN											
WEEK 1												
RUN TOTAL												
	MON											
	TUE											
	WED											
	THU											
	FRI											
	SAT											
	SUN											
WEEK 2												
RUN TOTAL												
	MON											
	TUE											
	WED											
	THU											
	FRI											
	SAT											
	SUN											
WEEK 3												
RUN TOTAL												
	MON											
	TUE											
	WED											
	THU											
	FRI											
	SAT											
	SUN											
WEEK 4												
RUN TOTAL												
	MON											
	TUE											
WEEK 5												
RUN TOTAL												
ADJUSTMENT												
ADJUSTED TOTAL												
BUDGET												
VARIANCE												

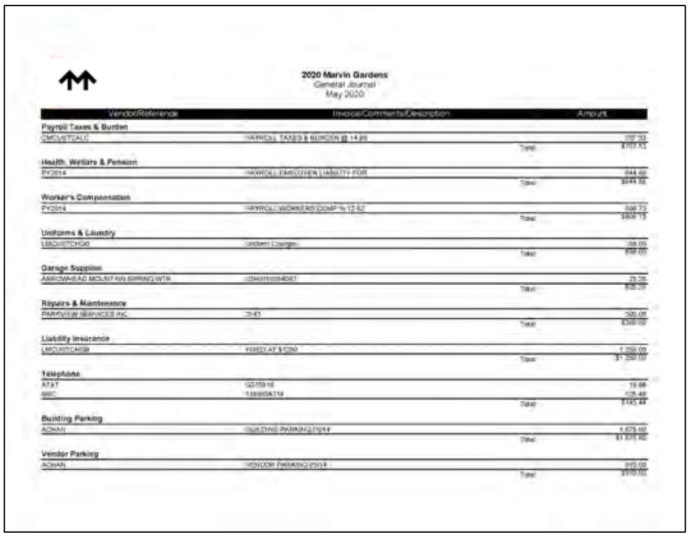
Daily Revenue Summary



2020 Marvin Gardens
General Journal
May 2020

Vendor/Reference	Invoice/Comments/Description	Amount
Monthly Parking		
ADMIN	BUILDING MONTHLY PARKING 05/14	
ADMIN	VENDOR MONTHLY PARKING 05/14	
REV	DAILY REVENUE COLLECTIONS	
	Total	
Transient Parking		
REV	DAILY REVENUE COLLECTIONS	
	Total	
Coupon Revenue		
REV	DAILY REVENUE COLLECTIONS	
	Total	
Building Monthly Parking		
ADMIN	BUILDING MONTHLY PARKING 05/14	
	Total	
Vendor Monthly Parking		
ADMIN	VENDOR MONTHLY PARKING 05/14	
	Total	
Key Deposits		
REV	DAILY REVENUE COLLECTIONS	
	Total	
Sales Tax (Parking)		
ADMIN	ADJUST SALES TAX FOR 05/14	
REV	DAILY REVENUE COLLECTIONS	
	Total	
Salaries & Wages		
FY2014	PAYROLL LABOR DISTRIBUTION FOR	
FY2014	PAYROLL LABOR DISTRIBUTION FOR	
FY2014	PAYROLL LABOR DISTRIBUTION FOR	
FY2014	PAYROLL LABOR DISTRIBUTION FOR	
FY2014	PAYROLL LABOR DISTRIBUTION FOR	
	Total	

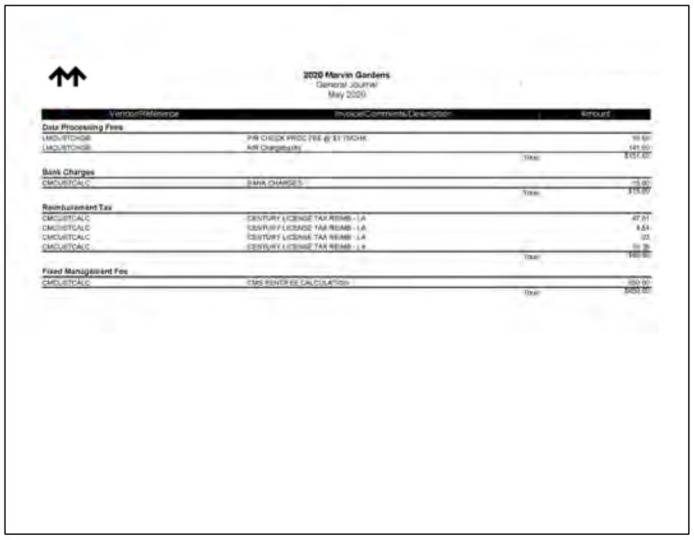
General Journal



2020 Marvin Gardens
General Journal
May 2020

Vendor/Reference	Invoice/Comments/Description	Amount
Payroll Taxes & Burden		
CMCUSTCALC	PAYROLL TAXES & BURDEN @ 14.89	787.53
	Total:	$787.53
Health, Welfare & Pension		
PY2014	PAYROLL EMPLOYER LIABILITY-FDR	844.66
	Total:	$844.66
Worker's Compensation		
PY2014	PAYROLL WORKERS COMP % 12.52	598.73
	Total:	$598.73
Uniforms & Laundry		
LMQUSTCHGS	Uniform Charges	58.00
	Total:	$58.00
Garage Supplies		
AMERIMAID MOUNT AIN SPRING WTR	CM#1510044067	23.78
	Total:	$23.78
Repairs & Maintenance		
PARKVIEW SERVICES INC	7141	300.00
	Total:	$300.00
Liability Insurance		
LMQUSTCHGS	1/2023 AT $1250	1,250.00
	Total:	$1,250.00
Telephone		
AT&T	12-759-10	13.68
SBC	1-59-59-5214	128.48
	Total:	$142.16
Building Parking		
ADMIN	QUILTING PARKING 2014	1,675.00
	Total:	$1,675.00
Vendor Parking		
ADMIN	VENDOR PARKING 2014	910.00
	Total:	$910.00

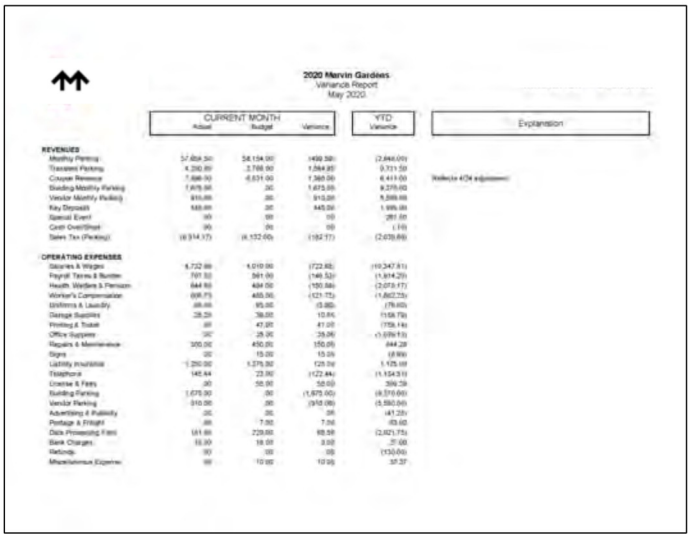
General Journal (continued)



2020 Marvin Gardens
General Journal
May 2020

Vendor/Reference	Invoice/Comments/Description	Amount
Data Processing Fees		
LMQUSTCHGS	PW CHECK PROC FEE @ $1.75/CHK	10.50
LMQUSTCHGS	A/R Charges(a/r)	141.00
	Total:	$151.50
Bank Charges		
CMCUSTCALC	BANK CHARGES	15.00
	Total:	$15.00
Reimbursement Tax		
CMCUSTCALC	CENTURY LICENSE TAX REIMB - LA	47.01
CMCUSTCALC	CENTURY LICENSE TAX REIMB - LA	8.64
CMCUSTCALC	CENTURY LICENSE TAX REIMB - LA	.03
CMCUSTCALC	CENTURY LICENSE TAX REIMB - LA	84.78
	Total:	$140.46
Fixed Management Fee		
CMCUSTCALC	CMS RENT RECALCULATION	650.00
	Total:	$650.00

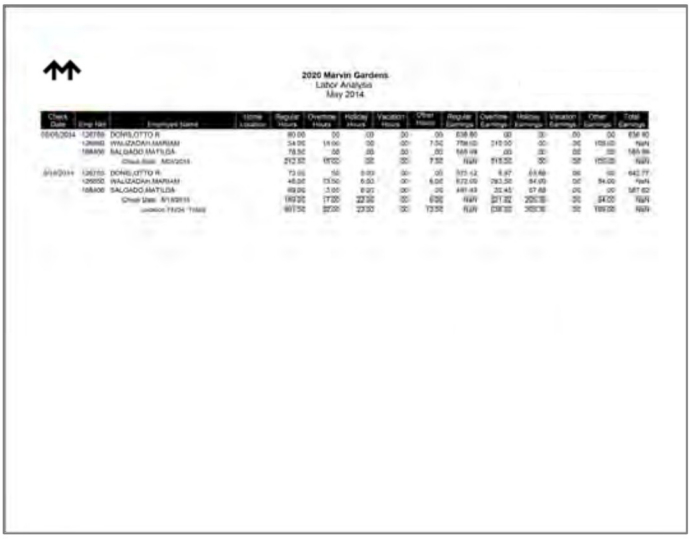
General Journal (continued)



2020 Marvin Gardens
Variance Report
May 2020

	CURRENT MONTH Actual	CURRENT MONTH Budget	CURRENT MONTH Variance	YTD Variance	Explanation
REVENUES					
Monthly Parking	57,804.50	58,154.00	(349.50)	(2,846.00)	
Transient Parking	4,260.80	3,788.00	1,084.85	9,731.50	
Coupon Revenue	7,886.50	8,631.00	(1,365.00)	6,413.00	
Boarding Monthly Parking	1,675.00	.00	1,675.00	9,375.00	
Vendor Monthly Parking	910.00	.00	910.00	5,586.00	
Key Deposits	140.00	.00	140.00	1,995.00	
Special Event	.00	.00	.00	281.50	
Cash Over/Short	.95	.00	.95	(.15)	
Sales Tax (Parking)	(6,514.17)	(6,132.00)	(382.17)	(2,070.89)	
OPERATING EXPENSES					
Salaries & Wages	8,732.88	9,010.00	(722.88)	(10,247.81)	
Payroll Taxes & Burden	787.53	941.00	(146.53)	(1,814.29)	
Health, Welfare & Pension	844.66	994.00	(150.34)	(2,073.17)	
Worker's Compensation	598.73	465.00	(121.73)	(1,862.23)	
Uniforms & Laundry	68.00	95.00	(5.00)	(76.00)	
Garage Supplies	38.29	38.00	10.84	(158.79)	
Printing & Ticket	.00	47.00	47.00	(759.14)	
Office Supplies	.00	25.00	25.00	(1,076.13)	
Repairs & Maintenance	300.00	450.00	150.00	844.28	
Signs	.00	15.00	15.00	(8.99)	
Liability Insurance	1,250.00	1,375.00	125.00	1,125.00	
Telephone	140.44	23.00	(122.44)	(1,154.51)	
License & Fees	.00	50.00	50.00	399.29	
Building Parking	1,675.00	.00	(1,675.00)	(8,370.00)	
Vendor Parking	910.00	.00	(910.00)	(5,580.00)	
Advertising & Publicity	.00	.00	.00	(41.25)	
Postage & Freight	.88	7.00	7.00	(53.60)	
Data Processing Fees	151.50	229.00	68.50	(2,921.75)	
Bank Charges	15.00	18.00	3.00	(7.00)	
Refunds	.00	.00	.00	(130.00)	
Miscellaneous Expense	.99	10.00	10.00	37.37	

Variance Report



2020 Marvin Gardens
Labor Analysis
May 2014

Check Date	Emp Nbr	Employee Name	Home Location	Regular Hours	Overtime Hours	Holiday Hours	Vacation Hours	Other Hours	Regular Earnings	Overtime Earnings	Holiday Earnings	Vacation Earnings	Other Earnings	Total Earnings
05/05/2014	126755	DONELOTTO R		80.00	.00	.00	.00	.00	838.80	.00	.00	.00	.00	838.80
	126900	WALIZADAH,MARIAM		54.00	19.00	.00	.00	7.50	756.00	315.00	.00	.00	105.00	N/A
	108400	SALGADO,MATILDA		78.50	.00	.00	.00	.00	785.00	.00	.00	.00	.00	785.00
		Check Date: 05/2014		212.50	19.00	.00	.00	7.50	N/A	315.00	.00	.00	105.00	N/A
05/19/2014	126755	DONELOTTO R		72.00	.50	8.00	.00	.00	755.12	8.87	83.89	.00	.00	842.77
	126900	WALIZADAH,MARIAM		48.00	13.50	6.00	.00	6.00	672.00	283.50	84.00	.00	84.00	N/A
	108400	SALGADO,MATILDA		69.00	3.00	8.00	.00	.00	691.49	30.45	97.69	.00	.00	819.63
		Check Date: 5/19/2014		189.00	17.00	22.00	.00	6.00	N/A	321.82	265.58	.00	84.00	N/A
		Location: FINCH - TOWN		997.50	50.00	22.00	.00	13.50	N/A	636.82	265.58	.00	189.00	N/A

Labor Analysis

Personnel Administration

Staffing systems that determine qualifications, training, appearance, and schedules

Employee Training

Our reputation for excellence in on-site management is built on a comprehensive, award-winning training strategy. The process identifies and develops the skills and behaviors required to enable all of our employees to perform up to our stringent expectations.

The National Parking Association's Certified Parking Professional (CPP) [formerly Certified Parking Facility Manager (CPFM)] program establishes an industry-wide standard of parking operational knowledge that is accepted by all parking management companies. We lead the industry with the most CPP and CPFM managers of any parking company in the United States. In addition, we lead the industry with the most CAPP (Certified Administrator of Public Parking by the International Parking Institute) managers of any parking company in the United States.

Most importantly, we recognize that every location has unique, individual requirements for defining and carrying out operational excellence. To that end, we consult with our clients to ensure that all operational expectations and location-specific needs are identified and addressed in the development of our training solutions.

Our employees go through a rigorous initial training process with peer mentors, field training and competency tests. The majority of our interactions with the public are to assist them with directions, connect them to local services and to help them understand how to use systems to meet their access and mobility needs. It boils down to a mentality and philosophy that's instilled in our team members. We serve the city's parking patrons and ensure parking resources are efficiently and effectively utilized.

SP+'s cyclical training and enforcement methodology encompasses a threefold approach based on ensuring safety, policy implementation and relying on tested standard operating procedures that results in accuracy and consistency.



Extensive Curriculum to Achieve Goals & Inspire Great Work

SP+ Learning and Development offers on-demand learning through SP+ LearningHub and professional development facilitated by Regional Training Managers. Learning at SP+ challenges and teaches our employees how to run successful operations that are both profitable and focused on delivering service excellence. Employees benefit from knowledge and best practices from industry experts who work with a wide range of clients and business models.

From day one, we welcome new employees with onboarding at their new location and becoming acquainted with peers and managers, as well as the culture and business of SP+. Every employee receives a personalized curriculum based upon role and location. Our goal is to craft an engaging learning experience that provides all employees with foundations required to meet SP+ and client goals. The SP+ Spot On Service Excellence and VISIT Behaviors and On-the-Job Training inform all SP+ employees and leaders of the high expectations for creating a safe and flawless guest experience.

Enforcement Services and Methodologies

No two cities have the same municipal code with respect to parking enforcement nor do they interpret their city codes in the same exact manner. The importance of accuracy in parking enforcement cannot be overstated. The physical act and verification of ticket issuance is a core principle of our training regimen. Nothing is more damaging to an operation than writing bad tickets. Issuance protocol must be rigid—specifically the steps of verification, data entry and documentation accompaniment. SP+ employs a counter step methodology, developed by our municipal division, to ensure plate accuracy (where applicable). Although it can slightly elongate the issuance cycle, it is still preferred in the interest of employee safety, as well as lower amendment and error rates. The goal is always for a less than 1% void rate for Ambassador error.

The methodology calls for:

1. Plate entry while standing outside of traffic lanes
2. Picture verification of infraction
3. Ticket printing while in view of the front or rear plate. Visual verification of plate to ticket
4. Ticket placement on windshield

It is important to note that this process allows the officer to keep their eyes on traffic as they approach the driver's side and not be focused on the ticket detail.

Citation issued by shift will be managed predominantly from the back office suit. Officer issuance reports will be reviewed for every PER by management on a daily. All productivity gaps will be investigated through the GPS breadcrumbing application, as well as the mandatory Daily Activity Report encompassed in the SP+ Forms application.

The percent of shift time spent in field enforcing is a measurable attribute with GPS breadcrumbing and SP+ Forms. The breadcrumbing allows management to track PER location for the duration of their shift. The introduction of the digital SP+ FORMS reporting requires PERs

to log inactivity, with additional notes for reference in time gap investigation. Fully understanding the workflow and activities of the officers, as well as consistent coaching and follow-up is paramount in enforcement operations.

Parking Enforcement Personnel Standards of Conduct

As you know parking enforcement is likely the most highly politicized aspect of any municipal parking operation. This is largely a result of how "enforcement" duties are perceived by the public and in some cases carried out by personnel. We, at **SP+**, train our staff to take a Customer-Centric approach to customer service and ultimately parking enforcement. By taking this approach, our staff concentrates its efforts on understanding their role and responsibilities to the public, being informed on where and how to pay to park and finally, how to interact with the public in a positive way.

Parking enforcement is a crucial service provided in any downtown area and must be performed in a consistent professional manner with customer service at the very core of the operations. Not only do we train our parking enforcement personnel with the best certified instructors in the country, our team is led by individuals that have actually served in the role of a parking enforcement officer in other municipalities. This hands-on knowledge alone sets us apart from other operators.

SP+ will ensure that all of our enforcement officers will continue being properly trained and certified with specific understanding of Fernandina municipal codes and state statutes. Emphasis are being placed on maintaining a professional image through personal appearance, courtesy and positive public relations.

Parking enforcement activities are performed:

- Fair and consistent as dictated by the City of Fernandina, city code and state statutes.
- Assist downtown customers with directions and other information.
- SP+ stresses that Ambassadors ARE NOT police officers, do not carry firearms and have no arrest authority.
- Enforcement staff patrol and monitor all parking enforcement areas either by walking or use of vehicle. Zones are enforced on a regular basis at least every two hours or less for shorter time periods.
- Hand held unit (HHU) computerized ticket writing devices are being used and manual tickets as an alternative if equipment fails.
- Time zones are being checked for overtime parking using the HHU and other manual means. POM meters are also being checked as well as time zones
- Should ordinances allow, vehicles with outstanding tickets shall be immobilized when instructed so as not to damage a vehicle.
- Appear and testify in court to defend any tickets issued should someone appeal.
- All Parking Enforcement Officers (PEOs) are equipped with a two-way radio or cell phone
- All PEOs are equipped with a handheld computer for ticket

Supervisors and Field Personnel

SP+ agrees that Supervisors and Field Personnel will always maintain phone and/or radio contact to ensure appropriate oversight of parking enforcement activities.

Uniforms

SP+ agrees that the uniform will display approved insignia that clearly identifies the wearer as being responsible for enforcing parking violations, managing parking facilities or servicing paid parking spaces.

All SP+ hourly field personnel must be in company and/or City supplied uniforms at all time while on duty. The uniform outfits we have chosen is consistent with other municipal locations in we manage to ensure our staff is comfortable during all four seasons. One thing to note is that we try to design a uniform that is visible and approachable for visitors to downtown. We feel this helps set the proper tone with the patrons that our staff is friendly and welcoming.

Appearance is also key to a non-confrontational enforcement posture. Enforcement personnel should not be viewed as paramilitary in any way. **SP+** ambassadors do not hold any semblance of a rank or wear collar bars and pins. Our safety approach is a holistic methodology that encompasses and incorporates more than just verbal interactions. The smallest cues, like uniforms and branding, are sometimes the most effective means of non-confrontational non-verbal communication. Philosophies such as these demonstrate the attention to detail and overarching principles that guide our programs.

We require all our employees to be neatly uniformed and well-groomed. Experience has demonstrated that proper attire and grooming serve to enhance employee performance. It is also imperative that parking ambassador team members are uniquely identifiable and recognized as City representatives, yet distinguishable from other City departments. **SP+** will provide all employees with photographic name tags to clearly identify them as parking operation team members.

SP+ has developed a standard uniform that is used in enforcement operations that focuses on an ambassador profile rather than a law enforcement look. However, we prefer to work with our municipal clients to create uniforms that are specifically designed and tailored to be consistent with the City's distinctive logo, colors, and design schemes. Below are a few examples of custom program uniforms we have provided in the past.



ATLPlus www.ATLPlusMobility.com PALS DECATUR PARKING PARK BEAUFORT

Trained, Competent and Qualified Personnel

SP+ agrees to employ persons who are fully trained, competent, and qualified with the skills and experience necessary to provide the services during the term of this Agreement. SP+ agrees to be responsible for hiring, training, supervising, and compensating its staff members.

Public Complaints

SP+ will respond to any public complaint within twenty-four hours after receipt of the complaint. In the event a report is received alleging an employee of SP+ was discourteous, belligerent, profane, or in any way intimidating, either physically or verbally, SP+ will submit a written report to the City within seven days of the date of the report, outlining the complete details of the incident.

Public Parking Program Rules

SP+ shall assist the City in its efforts to inform the public about the parking program, rules, and regulations.

Call Center Operations



The goal is to never have an issue, but we know they happen. Metropolis has developed a robust customer service training manual that each new operations employee is trained on during their onboarding processes. Below are examples from our handbook:

Metropolis has a 24/7 Support team that provides world class service. Here's our training process:

- Acknowledges the receipt even if the email doesn't require a reply
- Friendly and courteous, providing helpful and informative responses. Supported on all shifts by a Shift Supervisor
- Emails responded to within the same business day if possible but no later than 24 hours from the time of the email
- Customer Service Resolution occurs within 24 hours

Resolution:

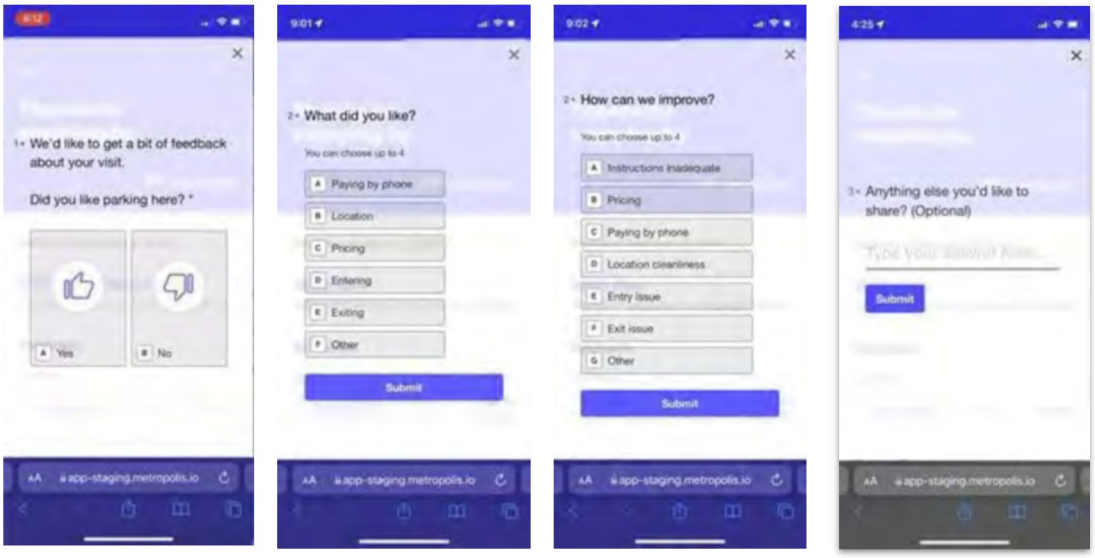
Each email and call is tracked by the ticket status to ensure each interaction has been resolved successfully. The Coordinator will update the status as appropriate:

- **Open** - When a ticket requires any action from an agent
- **Pending** - When agent requires additional information from the customer
- **Resolved** - Once the agent has provided a solution and have answered all questions
- **Closed** - once the customer accepts the solution that's been provided

Internal and External Escalations:

In the event the Account Coordinator / Customer Service Representative feels they are unable to resolve a customer's issue or concern, they will notify the customer that they will check in with their supervisor; technical issues causing delay and/or harm are always escalated to management for review.

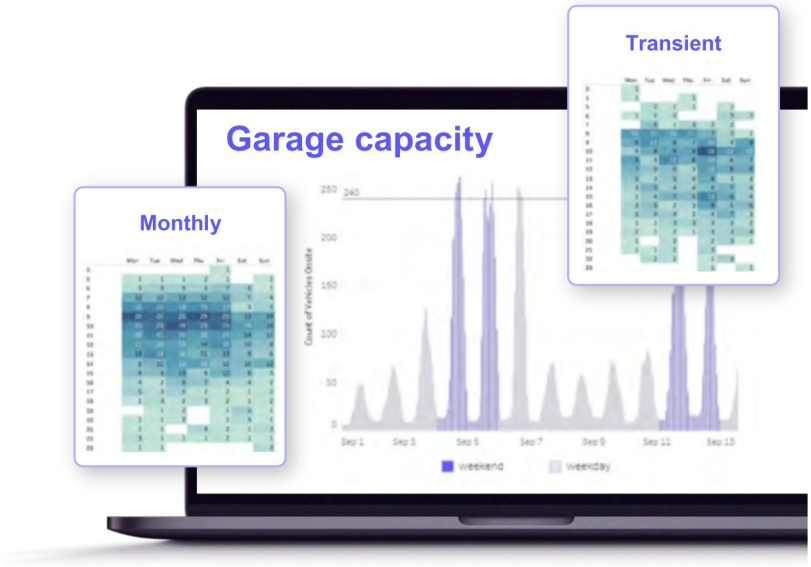
Customer satisfaction surveys support proactive management



Client data analytics dashboard will inform utilization patterns by hour/day/week/month for EVERY section of the garage

Metropolis operations uses the data from our computer vision cameras to continuously improve operations, reduce costs, and determine optimal pricing that is both dependent on market rate surveys and actual customer willingness to pay at our specific location.

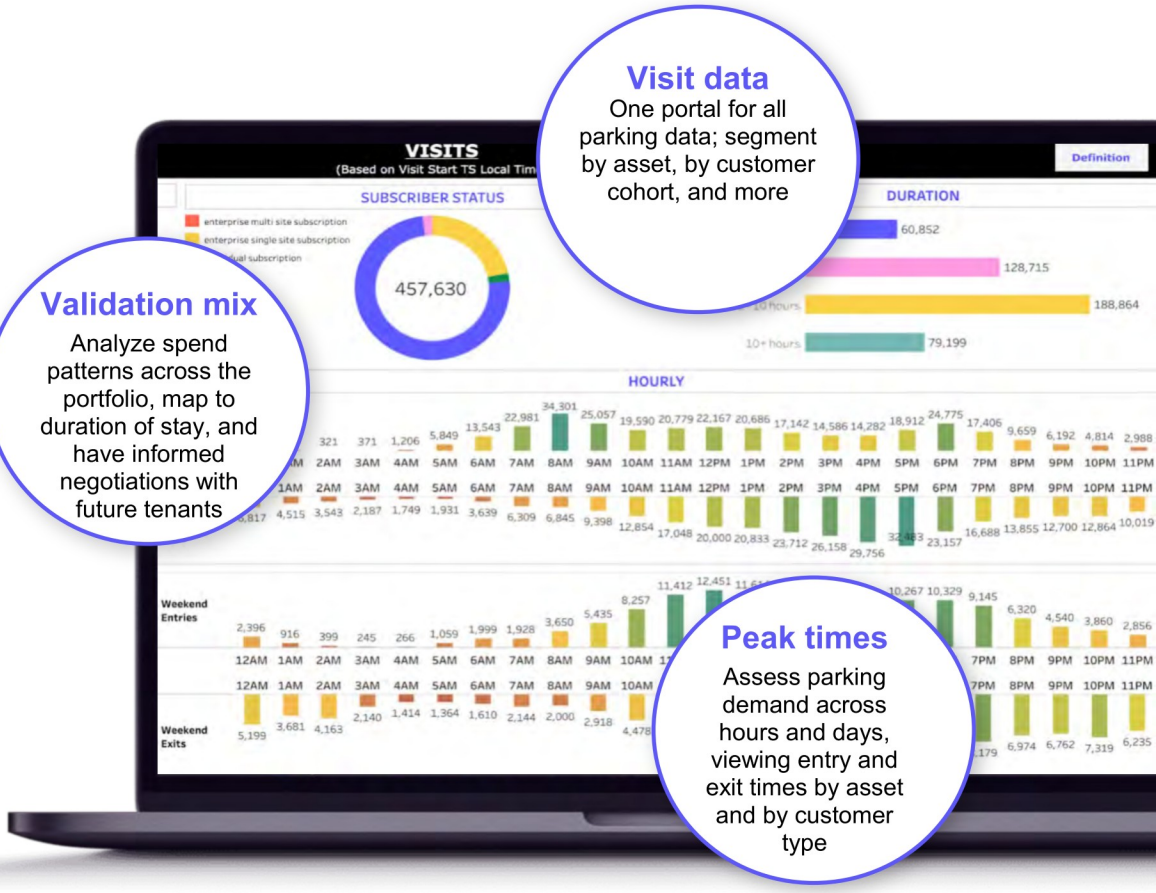
City of Fernandina Beach will have improved daily utilization insight of ALL garages and lots. This will help inform leasing, outside parking contract decisions, rates, and marketing.



Data on customer behavior and visit duration will inform pricing and marketing strategy

Metropolis' proprietary data insights engine reveals patterns and reporting of garage use to help maximize value to drive both customer loyalty and utilization efforts.

This data is shared and available to the City in real-time, and reviewed in detail during monthly business reviews to make proactive operational decisions and improvements.

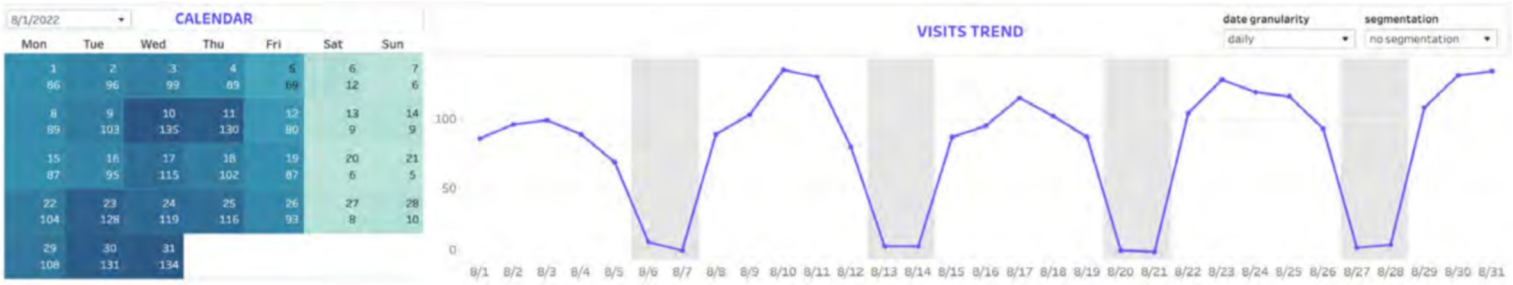




Dashboard summary

Real-time data from Metropolis includes:

- New versus returning parking customers
- Isolating transient from monthly
- Duration of stay
- Entry and exit volume





Installation and Maintenance

Once a contract is executed, we can have technology deployed in 30 days, but would prefer a 60-day timeframe to collaborate with local stakeholders, train SP+ staff, familiarize City staff, roll out annual resident program, and generally educate the community on how the program will work. During this time our leadership and municipal subject matter experts are available to City staff for collaboration, City calls, and attend Commission meetings.

C. References



a metropolis company

C. REFERENCES

City of Daytona Beach

Name of Client: City of Daytona Beach, Florida
Contact: Michael Stallworth
Title: Enterprise Management Director
Address: 301 South Ridgewood Ave.
Daytona Beach, FL 32114
Telephone: (386) 671-8075
Email: stallworthm@codb.us
Term of Contract: 2020 – Present

SP+ provides parking management services including on and off-street enforcement, resident permits, and meter collection and maintenance.



City of Jacksonville Beach

Name of Client: City of Jacksonville Beach, Florida
Contact: Dan Fox
Title: Parking Enforcement Coordinator
Address: 1460A Shetter Avenue
Jacksonville Beach, FL 32250
Telephone: (904) 247-4004
Email: dfox@jaxbchfl.net
Term of Contract: 2019-Present

SP+ provides a turnkey management services for On-street and off-street parking assets (6). Includes management of annual resident program, daily parking, special events, maintenance, revenue control equipment, enforcement, collections, customer service, etc.



City of St. Petersburg

Name of Client: City of St. Petersburg, Florida
Contact: Keith Glasgow
Title: Parking Manager
Address: 301 Central Avenue
St. Petersburg, FL 33701
Telephone: (727) 551-3120
Email: keith.glasgow@stpete.org
Term of Contract: Currently operating



SP+ provides turnkey management services for off-street parking assets (6). Includes management of monthly parking, daily parking, special events, maintenance, revenue control equipment, sweeping, customer service, etc.

City of Miami Beach

Name of Client: City of Miami Beach, Florida
Contact: Rocio Alba
Title: Administrative Services Manager
Address: 755 Meridian Avenue
Miami Beach, Florida 33139
Telephone: (305) 673-7000 ext. 26747
Email: rocioalba@miamibeachfl.gov
Term of Contract: 2001 – Present



SP+ Municipal Services provides parking management services for 20 garages and surface lots including special events at the Miami Beach Convention Center totaling over 8,000 spaces.

City of Richmond Parking System (RVAPlus)

Name of Client: City of Richmond, Virginia
Contact: Lynne Lancaster
Title: Deputy Director of Parking & Mobility
Address: 900 E. Broad Street, Room 1003
Richmond, Virginia 23219
Telephone: (804) 646-6006
Email: lynne.lancaster@richmondgov.com
Term of Contract: 2012 – Present



SP+ provides parking management for seventeen city-owned parking garages and surface lots, totaling 6,004 parking spaces. These facilities serve transient, monthly, and special event parkers visiting the 258,000-square-foot Richmond Convention Center and the Dominion Energy Center which is under development for a new Epicenter for the City. SP+ performs parking meter collections and meter maintenance across the City's full on-street parking system with 3,000 spaces. SP+ deployed and is currently servicing 190 T2 Luke II pay-stations and 350 IPS single space meters. Utilizing fully integrated license plate recognition (LPR), SP+ is also responsible for daily parking enforcement, residential parking permit monitoring, and booting services. The paid parking footprint also includes the VCU campus and several pocket communities. SP+ assisted the City of Richmond in engaging Passport; the City's first Parking App.

Providing on street mobility guidance since 2012

"SP+'s in-house experts have assisted the City with developing a comprehensive parking plan addressing turnover, occupancy, parking trends, future development, loading activities, and vehicular movement. SP+ has restructured our Enforcement and Immobilization Program to create an in-house booting program implementing a License Plate Recognition System which has resulted in an annual savings of $121,000." **- Lynne Lancaster, City of Richmond – *Deputy Director of Parking & Mobility***

City of Atlanta On-Street Parking Program (ATL Plus)

Name of Client: City of Atlanta, Georgia
Contact: Calvin Watts
Title: Transportation Director
Address: 55 Trinity Avenue, Suite 4900
Atlanta, Georgia 30303
Telephone: (404) 330-6216
Email: CLWatts@atlantaga.gov
Term of Contract: 2017 to Present



Through a joint venture partnership with All N One Security Services, SP+ manages the City of Atlanta's on-street parking system consisting of over 2,700 paid spaces. In the first year of the new contract SP+ converted the existing program from pay-by-space to pay-by-plate with a system hardware deployment project. The move to pay-by-plate brought efficiency to the Mobile App system and allowed for the wide-scale use of license plate recognition technology for enforcement. SP+ has also upgraded the citation management system by streamlining the appeals process with a digital workflow streaming through the City of Atlanta Administrative Review Board directly into the Atlanta Municipal Court system. SP+ also has grown the footprint of the program from the initial 2,400 spaces through data analytics and in unison with mobility projects and efforts with stakeholders. Additionally, SP+ in partnership with the City of Atlanta has been highly engaged in public outreach to educate residents and visitors of the new program's enhancements and to encourage the use of mobile payment technology. In 2019, ATLPlus was the first parking program in the US to deploy a multiple mobile payment app solution across the entire paid parking system and is planning to implement an electronic residential parking permit program. SP+ also has digitized the Residential Parking Program with the City. SP+ added Text To Pay in Atlanta as well as 12 other markets in the US. In New Orleans, our innovative solution of Text To Pay exceeded over 60% of digital transactions for the 2024 Mardi Gras.

Results are best amplified by our partnership:

"SP+ has gone above and beyond our expectations by providing industry leading service. A true partner, SP+ recognizes the City's vision of building an industry leading parking program and is providing the dedicated resources needed to meet our goals and objectives, always with our customers and stakeholders in mind." **- Calvin Watts, City of Atlanta, GA - *Department of Transportation***

City of Annapolis

Name of Client: City of Annapolis, Maryland

Contact: Kwaku Agyemang-Duah, PhD, CCTM
Title: Deputy Director, Dept. of Transportation
Address: 308 Chinquapin Round Rd.
Annapolis, Maryland 21401
Telephone: (410) 263-7964
Email: kad@annapolis.gov
Term of Contract: 2016 to Present



SP+ Municipal Services provides parking management services for both the On-Street and Off-Street parking assets for the City of Annapolis. Off-Street locations include both garages and surface lots. The On-Street parking program includes the enforcement, collection and maintenance of metered parking, as well as the administration of the Residential Parking Permit Program. SP+ also enforces these time limited permit districts as well as safety related parking issues across the City. Over the course of our term SP+ has deployed Sphere Remote Management of the Off-Street parking assets, Mobile payment technology and LPR enforcement of the On-Street program, as well as an online Parking Portal (annapolisparking.com) where residents and visitors can purchase permits, reserve off-street parking and parking signs, pay or appeal citations, and track the Circulator shuttle operated by SP+.

D. Project Budget and Cost



a metropolis company

D. PROJECT BUDGET AND COST

SP+ is proposing a management fee contract. With a management fee contract, the City has more control over the expenses of the operation by only reimbursing approved or budgeted expenses. The line item budget for the contract is provided below.

Note: SP+ can provide a revenue share arrangement, but this would change how the revenue is deposited (with the City vs with the operator) and it seemed more important to have the revenue flowing to City bank account.

Metropolis Pro Forma	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26	Jun 26	Jul 26	Aug 26	Sep 26	Year 1
Parking Revenue													
Transient Revenue	$126,996	$132,413	$126,996	$131,209	$117,868	$131,209	$123,986	$135,422	$123,986	$126,996	$135,422	$123,986	**$1,536,587**
Resident Revenue	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	$85,093	**$1,021,120**
Validation Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
Special Event Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
Gross Revenue	**$212,089**	**$217,506**	**$212,089**	**$216,302**	**$203,061**	**$216,302**	**$209,080**	**$220,515**	**$209,080**	**$212,089**	**$220,515**	**$209,080**	**$2,557,707**
Less: Parking Tax	$13,875	$14,229	$13,875	$14,151	$13,284	$14,151	$13,678	$14,426	$13,678	$13,875	$14,426	$13,678	**$167,327**
Net Revenue	**$198,214**	**$203,277**	**$198,214**	**$202,152**	**$189,777**	**$202,152**	**$195,402**	**$206,089**	**$195,402**	**$198,214**	**$206,089**	**$195,402**	**$2,390,381**

Operating Expenditures													
Fully Loaded Payroll	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	$12,149	**$145,792**
Contract Labor	-	-	-	-	-	-	-	-	-	-	-	-	**$0**
Business Fees & Licenses	-	-	-	-	-	-	-	-	-	-	-	-	**$0**
Utilities	-	-	-	-	-	-	-	-	-	-	-	-	**$0**
Storage Expense	-	-	-	-	-	-	-	-	-	-	-	-	**$0**
Leases - Equipment & Shuttles	-	-	-	-	-	-	-	-	-	-	-	-	**$0**
Claims (Budgeted)	-	-	-	-	-	-	-	-	-	-	-	-	**$0**
Mgmt Fee / Bell Services / Other	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	$2,000	**$24,000**
General Liability Insurance	$925	$925	$925	$925	$925	$925	$925	$925	$925	$925	$925	$925	**$11,098**
Repairs & Maintenance	$400	$400	$400	$400	$400	$400	$400	$400	$400	$400	$400	$400	**$4,800**
Supplies	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	$1,150	**$13,800**
Payment Processing Fees	$5,510	$5,686	$5,510	$5,647	$5,217	$5,647	$5,412	$5,784	$5,412	$5,510	$5,784	$5,412	**$66,532**
24/7 Support	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
Connectivity	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
Metropolis Platform Fee	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	**$0**
Total Expenditures	**$22,134**	**$22,310**	**$22,134**	**$22,271**	**$21,841**	**$22,271**	**$22,036**	**$22,408**	**$22,036**	**$22,134**	**$22,408**	**$22,036**	**$266,022**

E. Certificate of Insurance



a metropolis company

Certificate of Insurance

Metropolis' in-house Risk Management Department focuses exclusively on comprehensive risk protection, safety and loss control inspections and training, and claims management. Our insurance provides liberal protection with a $100 million casualty umbrella limit. Our casualty carriers are rated A+ XV by A.M. Best.

Our coverage provides exceptional protection for our clients:

- **Workers' Compensation Insurance**

  Our coverage maintains compliance with the state's Workers' Compensation Act.

- **Employer's Liability Insurance**

  Covers all employees for the premises not covered by the Workers' Compensation Act, for occupational accidents or disease, for limits of not less than $1,000,000 for any one occurrence, or whatever is necessary to satisfy the requirements of the umbrella liability insurance specified below.

- **General / Garage Liability Insurance**

  We are insured on an occurrence basis with limits of not less than $10,000,000 per occurrence with an annual aggregate limit of $15,000,000 per location.

- **Garage-Keeper's Legal Liability Insurance (if Applicable)**

  Insures any and all automobiles that are parked at the premises by the operator's attendants or for which a bailment otherwise is created, with limits of liability not less than $3,000,000 per occurrence.

- **Comprehensive Crime Insurance**

  Includes Employee Dishonesty, Forgery or Alteration, Inside and Outside the Premise, Computer Fraud, Money Orders and Counterfeit Paper Currency, Loss of Clients Property resulting from EE Dishonesty, and Funds Transfer Fraud with limits of $5,000,000 per occurrence.

- **Umbrella Liability Insurance**

  In excess following form, with an annual aggregate limit of $100,000,000.

Fidelity Insurance Coverage

Because no internal control system—no matter how well conceived and operated—can provide an absolute assurance that its objectives will be met (and because no evaluation of controls can guarantee detection of all control issues), we provide our clients with an additional layer of protection by maintaining $5 million in fidelity insurance coverage. This coverage protects our clients against losses associated with employee dishonesty, theft, computer fraud and forgery.

Damage Claims

When we assume management responsibility for a parking operation, we immediately institute a number of steps to minimize damage claims. Among other things, we will re-train any of the prior operator's employees who have been retained, focusing particular attention on safe driving habits and how to avoid vehicular damage. When incidents do occur, we have efficient procedures to expedite the claim process.

Damage Claims Procedures

Over the years, we have developed and refined detailed damage claims procedures. We accept responsibility for—and quickly honor—damage claims for which the facility has liability. We do not pay claims for which the facility is not liable. Even when liability is denied, we nevertheless reply to the patron as quickly as possible.

The cornerstone of this process is a well-defined procedure that delegates responsibility for dealing with claims to the people best equipped to quickly and effectively do so. Our Facility Managers are trained to advise a claimant to properly complete and submit an Incident Report before the car is removed from the facility, since it is almost impossible to determine where damage has occurred once a vehicle leaves the facility. Properly completed Incident Reports are reviewed by the Facility Manager within 24 hours of submission. The Facility Manager then will discuss the claim with the Senior Manager within 24 hours.

We are committed to expediting the processing of all damage claims. If liability is denied, we advise the customer—in writing—as quickly as possible. We have found that contacting claimants immediately so that they know the status of their claim—even if the claim is denied—is the single biggest factor in ameliorating any negative feelings associated with the incident.

Damage Claims Tracking

Reports concerning claim frequency and disposition can be compiled and forwarded to ownership as frequently as you desire. We recommend the on-site maintenance of a monthly claim log sheet. Our log sheet has proven to be an effective tool for claims management because all current claim information is available to both our staff and the property manager. Therefore, any questions regarding the progress or disposition of any claims can be answered quickly by on-site personnel.

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY) 12/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Aon Risk Services Central, Inc.
Chicago IL Office
200 East Randolph
Chicago IL 60601 USA

CONTACT NAME:
PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (800) 363-0105
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A:	XL Insurance America Inc	24554
INSURER B:	Greenwich Insurance Company	22322
INSURER C:	AIG Specialty Insurance Company	26883
INSURER D:	Great American Spirit Ins Co	33723
INSURER E:	Endurance American Specialty Ins Co.	41718
INSURER F:	Westchester Surplus Lines Ins Co	10172

INSURED
Metropolis Technologies, Inc.
200 E Randolph Street, Suite 7700
Chicago IL 60601 USA

Holder Identifier :

COVERAGES CERTIFICATE NUMBER: 570110048349 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
B	X COMMERCIAL GENERAL LIABILITY			RGE300120908	01/01/2025	01/01/2026	EACH OCCURRENCE	$9,000,000
	CLAIMS-MADE X OCCUR			SIR applies per policy terms & conditions			DAMAGE TO RENTED PREMISES (Ea occurrence)	$2,000,000
	X Contractual Liability Included						MED EXP (Any one person)	Excluded
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	$9,000,000
	POLICY PRO-JECT X LOC						GENERAL AGGREGATE	$15,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	$9,000,000
B	AUTOMOBILE LIABILITY			RAD943782008	01/01/2025	01/01/2026	COMBINED SINGLE LIMIT (Ea accident)	$10,000,000
	X ANY AUTO			AOS			BODILY INJURY (Per person)	
	OWNED AUTOS ONLY SCHEDULED AUTOS						BODILY INJURY (Per accident)	
	HIRED AUTOS ONLY NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	
	X GKLL $500,000 SIR						Garagekeepers Limit	$2,500,000
C	X UMBRELLA LIAB X OCCUR			BE017247695	01/01/2025	01/01/2026	EACH OCCURRENCE	$10,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$10,000,000
	DED X RETENTION $25,000							
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			RWD300121008	01/01/2025	01/01/2026	X PER STATUTE OTH-ER	
A	ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? N N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			AOS RWR300121108 RETRO	01/01/2025	01/01/2026	E.L. EACH ACCIDENT	$1,000,000
							E.L. DISEASE-EA EMPLOYEE	$1,000,000
							E.L. DISEASE-POLICY LIMIT	$1,000,000

Certificate No : 570110048349

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Insurance charges will include all applicable premiums and costs, as well as retained exposure charges established by the Named Insured. 1/1/2025 - 1/1/2026 Crime & Excess Crime Pol #'s SAA50414480900 & XSC50414490900: $5,000,000 OCCURRENCE. Crime coverage provides first party coverage against business related crime such as robbery & burglary, employee dishonesty, forgery or alteration, computer fraud, guest property, money orders, and counterfeit currency. As respects ARGO-CAS-OCC0001999.1 - excess policy $5M po $10M xs $115M and CASF0000311A02025 - excess policy $5M po $10M xs $115M, Aon Commercial Risk (U.S.) is generating and distributing this certificate in an administrative capacity. Aon Bermuda is the broker for the defined policies.

CERTIFICATE HOLDER

Metropolis Technologies, Inc.
200 E. Randolph Street, Suite 7700
Chicago IL 60601 USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Central, Inc.

©1988-2015 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD

Certificate of Insurance (page 1)

AGENCY CUSTOMER ID: 570000025472
LOC #:

ACORD

ADDITIONAL REMARKS SCHEDULE

Page _ of _

AGENCY: Aon Risk Services Central, Inc.	NAMED INSURED: Metropolis Technologies, Inc.
POLICY NUMBER: See Certificate Number: 570110048349	
CARRIER: See Certificate Number: 570110048349 / NAIC CODE:	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 **FORM TITLE:** Certificate of Liability Insurance

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER G: Allied World Assurance Company (US) Inc	19489
INSURER H: MS First Capital Insurance Ltd	AA57600.
INSURER I: Homesite Insurance Company	17221
INSURER J: Navigators Specialty Insurance Company	36056

ADDITIONAL POLICIES If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
	EXCESS LIABILITY							
J				CH25RXSZ03X3YIC 10M X 10M	01/01/2025	01/01/2026	Aggregate	$10,000,000
G				03126674 15M X 20M	01/01/2025	01/01/2026	Aggregate	$15,000,000
E				XSC30000541307 10M po 20M X 35M	01/01/2025	01/01/2026	Aggregate	$10,000,000
H				TSUEEX000066000 10M po 20M X 35M	01/01/2025	01/01/2026	Aggregate	$10,000,000
L				ECO2508933 10M X 55M	01/01/2025	01/01/2026	Aggregate	$10,000,000
I				CXS01212002 10M X 65M	01/01/2025	01/01/2026	Aggregate	$10,000,000
D				EXC5773577 12.5M p/o 25MX75M	01/01/2025	01/01/2026	Aggregate	$12,500,000
K				AXF565834105 12.5M p/o 25MX75M	01/01/2025	01/01/2026	Aggregate	$12,500,000
F				G47373955003 15MX100M	01/01/2025	01/01/2026	Aggregate	$15,000,000
							Each Occurrence	$15,000,000

ACORD 101 (2008/01)

© 2008 ACORD CORPORATION. All rights reserved.
The ACORD name and logo are registered marks of ACORD

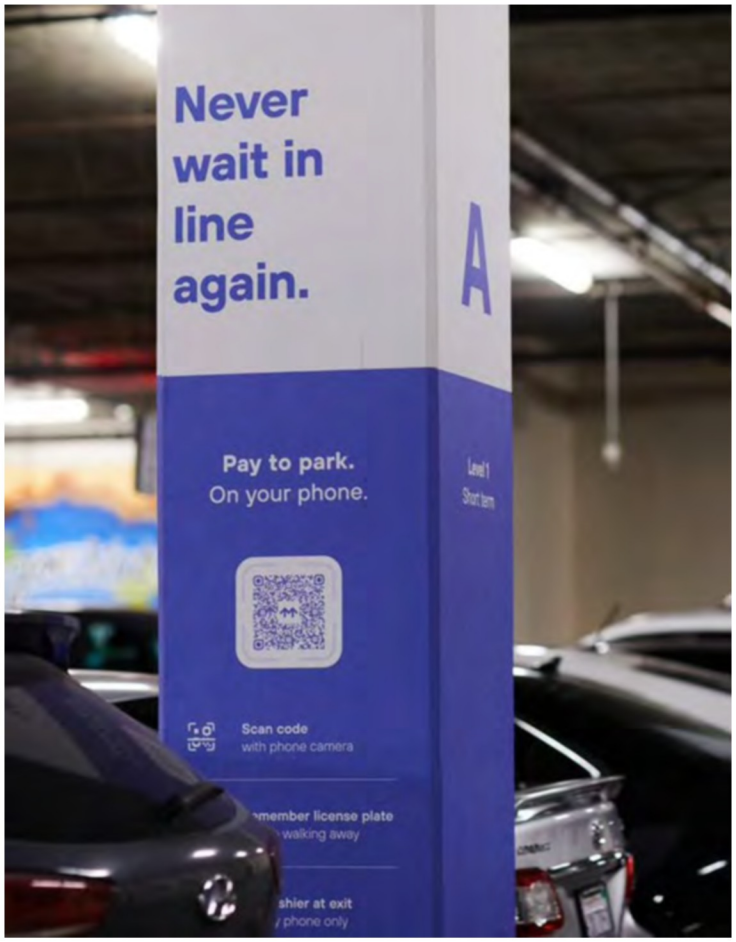
Certificate of Insurance (page 2)

F. Required Forms



a metropolis company





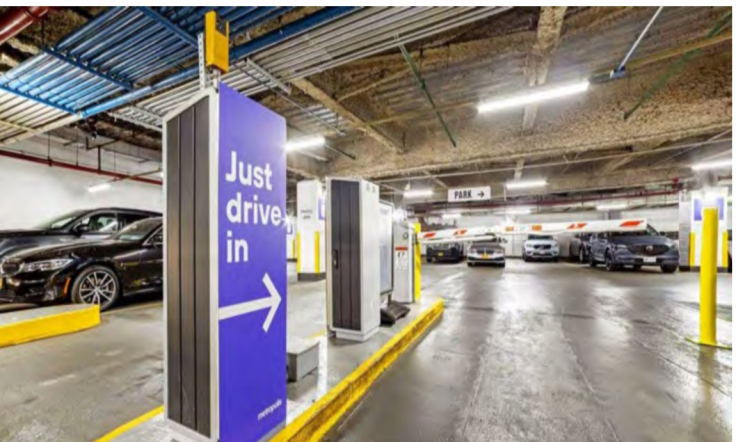


EXHIBIT A

CONTACT SHEET

EXHIBIT "A"

CONTACT SHEET

Name: SP Plus, LLC

Federal Taxpayer ID: 99-0890822

Mailing Address: 200 E. Randolph St., Suite 7700

City, State, & Zip Code: Chicago, IL 60601

Telephone: (267) 975-9771 **Fax:** N/A.

Email: cbragg@metropolis.io

Submitted By: Christopher Bragg

Title: Senior Vice President, Operations

Accounting Contact:

Name: Robin Counts **Title:** Director, Client Reporting

Email Address: rcounts@metropolis.io **Phone:** (615) 850-6246

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL



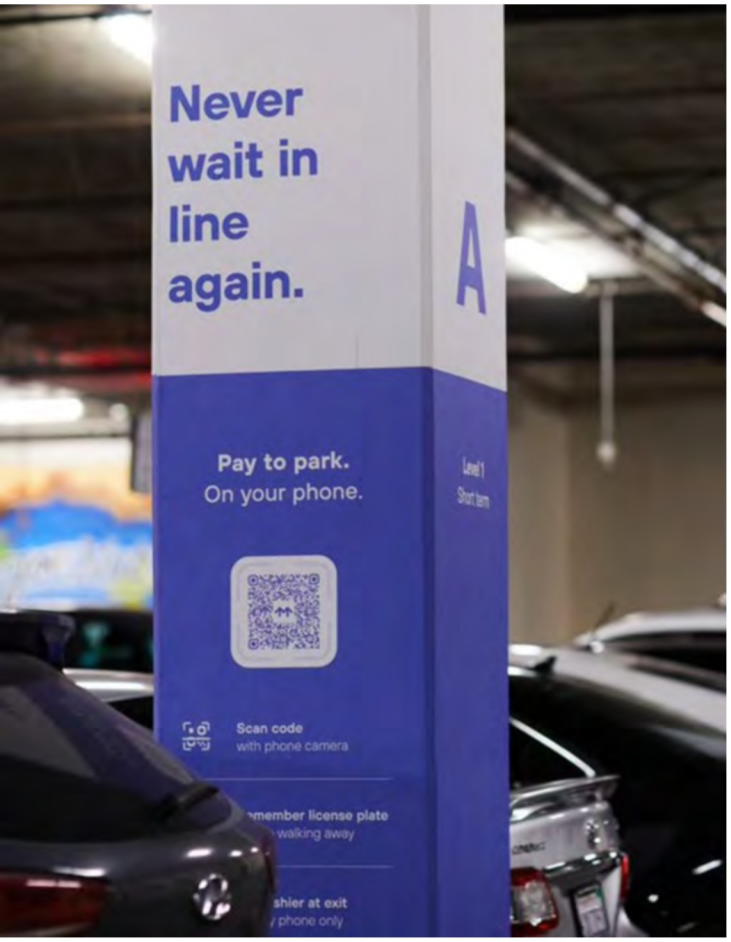




EXHIBIT B

PUBLIC ENTITY CRIMES FORM

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

EXHIBIT "B"

SWORN STATEMENT UNDER F.S. SECTION 287.133(3) (A), ON PUBLIC ENTITY CRIMES

THIS FORM SHALL BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract for City of Fernandina Beach RFP 25-05.

2. This sworn statement is submitted by (entity) SP Plus, LLC whose business address is 200 E. Randolph St., Suite 7700, Chicago, IL 60601 and (if applicable) Federal Employer Identification Number (FEIN) is 99-0890822 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

3. My name is Christopher Bragg and my relationship to the entity named above is Senior Vice President.

4. I understand that a "public entity crime" as defined in Paragraph 287.133(a) (g). Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a) (b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

    1. A predecessor or successor of a person convicted of a public entity crime; or

    2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Fernandina Beach, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with

the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

✓ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

___ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)

___ The person or affiliate was placed on the convicted FIRM list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted FIRM list. (Please attach a copy of the final order.)

___ The person or affiliate has not been placed on the convicted FIRM list. (Please describe any action taken by, or pending with, the Department of General Services.)

[signature] 6/4/25
Signature Date:

STATE OF ~~FLORIDA~~ District of Columbia
COUNTY OF District of Columbia

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 04 day of June, 2025, and is personally known to me, or has provided Drivers License as identification.

[signature]
Notary Public
My Commission expires: MAY 31, 2028

GEVALLE NICHOLE GAITHER NOTARY PUBLIC DISTRICT OF COLUMBIA MY COMMISSION EXPIRES MAY 31, 2028

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL



EXHIBIT C

DRUG FREE WORKPLACE

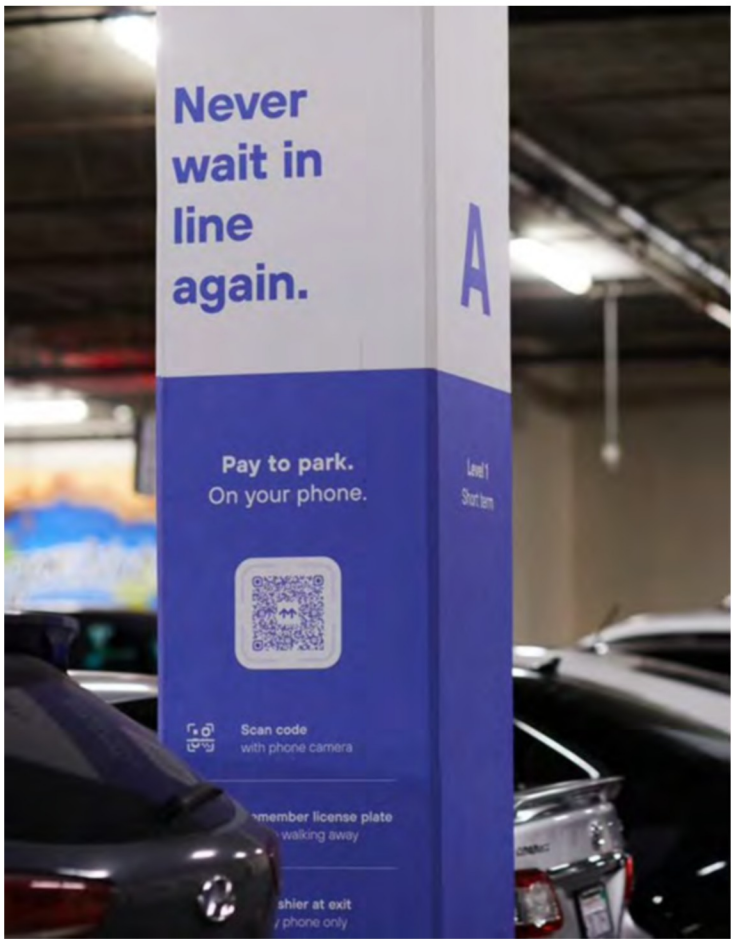




EXHIBIT "C"

DRUG-FREE WORKPLACE CERTIFICATION

The below-signed INDIVIDUAL/FIRM certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace prepare, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.

2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.

4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.

5. Impose a sanction on or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.

6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: SP Plus, LLC

CITY: Chicago STATE: IL ZIP CODE: 60601

SIGNATURE: _____ PHONE: (267) 975-9771

NAME (TYPED OR PRINTED): Christopher Bragg TITLE: Senior Vice President

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL



EXHIBIT D

E-VERIFY STATEMENT

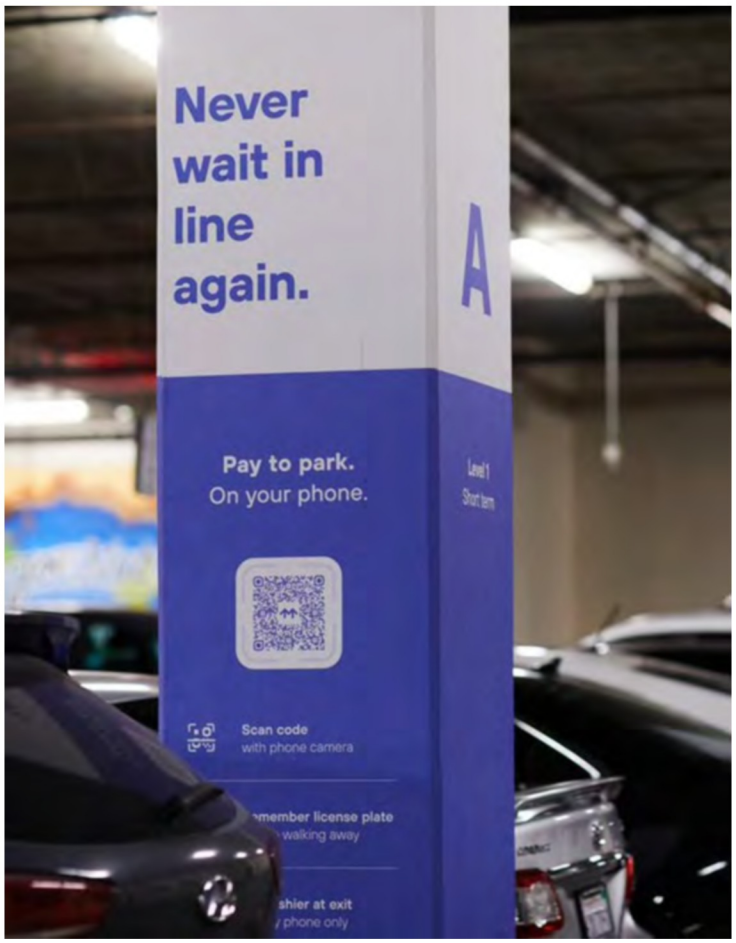




EXHIBIT "D"

E-VERIFY STATEMENT

Bid/Proposal Number: RFP: 25-05

Project Description: City of Fernandina Beach: Parking Management Services

I/FIRM acknowledges and agrees to the following:

I/FIRM will utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the FIRM during the term of the Contract to perform employment duties within Florida; and

2. All persons assigned by the FIRM to perform work pursuant to the contract with the Department.

Individual/Company/Firm: SP Plus, LLC

Authorized Signature: Christopher Bragg

Title: Senior Vice President

Date: May 30, 2025

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL



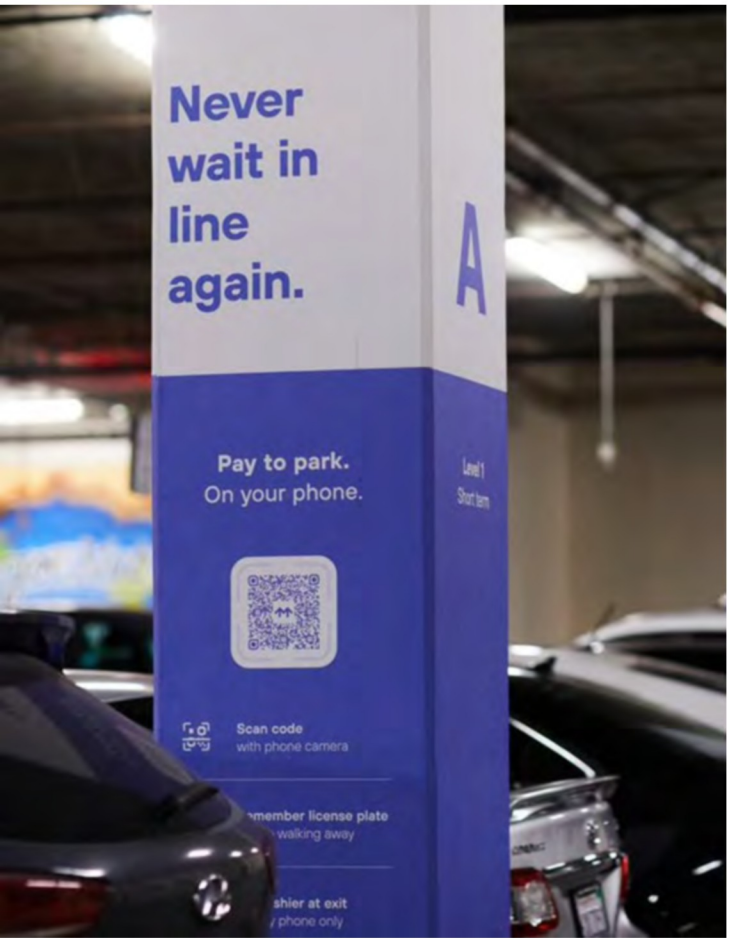




EXHIBIT E

PROPOSER ACKNOWLEDGMENT & AGREEMENTS

EXHIBIT "E"

PROPOSER ACKNOWLEDGEMENTS AND AGREEMENTS

The undersigned, as an employee or agent of the Proposer, having the authority to sign a binding agreement on behalf of the corporation, company, or firm presenting this submittal, confirms understanding and/or agreement and/or takes exception with any statement in the following sections of this RFP document.

1. INTRODUCTION AND GENERAL INFORMATION
   Understands and agrees to all terms.

2. PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS
   Understands and agrees to all terms.

3. EVALUATION AND CONTRACT OVERVIEW
   Understands and agrees to all terms.

4. PROPOSER'S RESPONSE: SUBMITTAL INFORMATION
   Understands and agrees to all terms.

5. PROPOSER'S RESPONSE: PROPOSED TEAM
   Understands and agrees to all terms.

6. PROPOSER'S RESPONSE: PROPOSED COMPENSATION
   Understands and agrees to all terms.

Name: Christopher Bragg Title: Senior Vice President

Signature:  Date: May 30, 2025

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL



EXHIBIT F

CONFLICT OF INTEREST

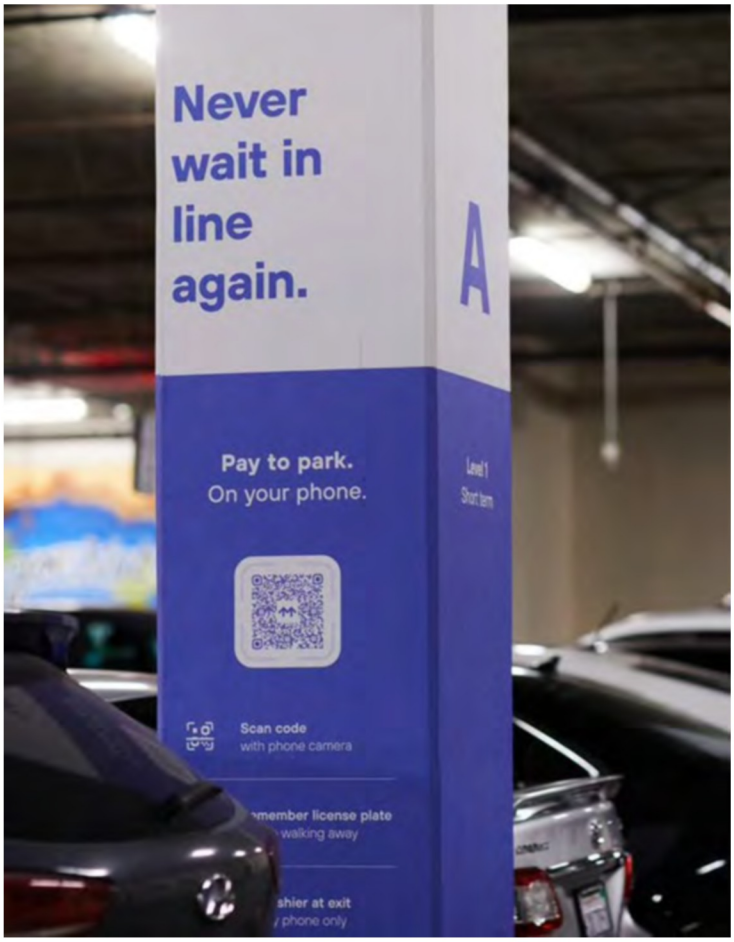




EXHIBIT "F"

CONFLICT OF INTEREST STATEMENT

This sworn statement is submitted with Bid, Proposal or Contract for RFP: 25-05 Parking Management Services City of Fernandina Beach.

This sworn statement is submitted by (entity) SP Plus, LLC whose business address is 200 E. Randolph St., Suite 7700, Chicago, IL 60601 and (if applicable) Federal Employer Identification Number (FEIN) is 99-0890822 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Christopher Bragg and my relationship to the entity named above is Senior Vice President.

1. The above-named entity is submitting a Proposal for the City of Fernandina Beach.
2. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
3. The Affiant states that only one submittal for the above proposal is being submitted and that the above-named entity has no financial interest in other entities submitting proposals for the same project.
4. Neither the Affiant nor the above- n a m e d entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity's submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
5. Neither the entity not its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
6. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
7. I certify that no member of the entity's ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Fernandina Beach.
8. I certify that no member of the entity's ownership or management, or staff has a vested interest in any aspect of the City of Fernandina Beach.

9. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above-named entity, will immediately notify the City of Fernandina Beach.

6/4/2025
Signature Date:

STATE OF ~~FLORIDA~~ District of Columbia
COUNTY OF District of Columbia
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 4th June, 2025, and is personally known to me, or has provided Drivers License as identification.

My Commission expires: MAY 31, 2028
Notary Signature

GEVALLE NICHOLE GAITHER NOTARY PUBLIC DISTRICT OF COLUMBIA

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL



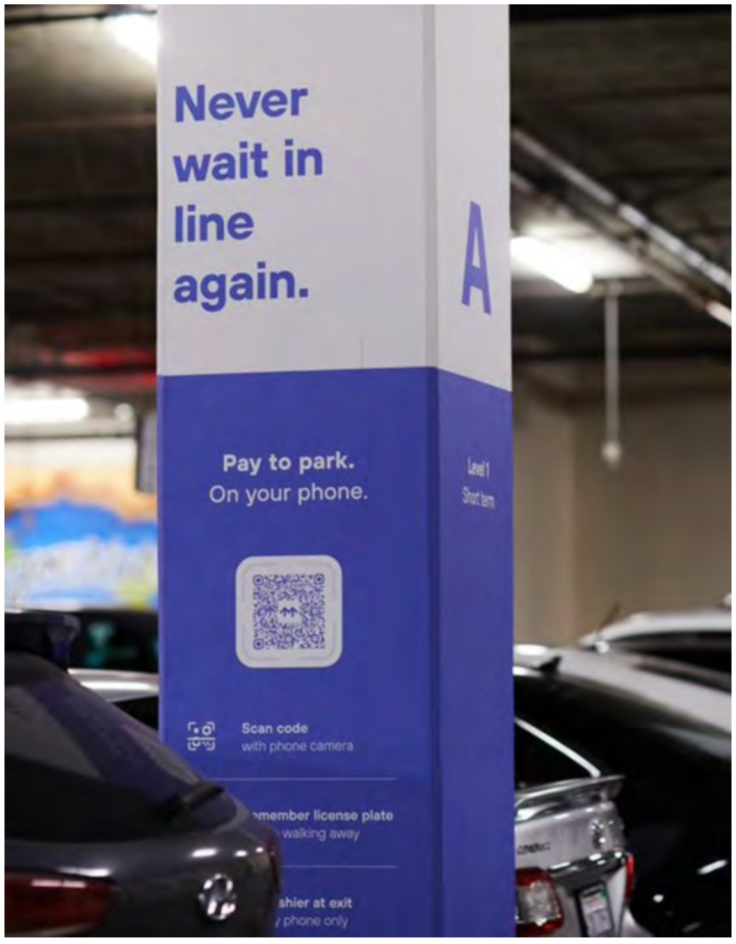




EXHIBIT G

NON-COLLUSION AFFIDAVIT

EXHIBIT "G"

NON-COLLUSION AFFIDAVIT

This sworn statement is submitted with Bid, Proposal or Contract for RFP: 25-05 Parking Management Services City of Fernandina Beach.

This sworn statement is submitted by (entity) SP Plus, LLC whose business address is 200 E. Randolph St., Suite 7700, Chicago, IL 60601 and (if applicable) Federal Employer Identification Number (FEIN) is 99-0890822 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)

My name is Christopher Bragg and my relationship to the entity named above is Senior Vice President.

1. The above named is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

2. Such Proposal is genuine and is not a collusive or sham proposal;

3. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Fernandina Beach, Florida or any person interested in the proposed Contract; and

4. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

Signature 6/4/2025 Date:

CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

STATE OF ~~FLORIDA~~ District of Columbia
COUNTY OF District of Columbia
PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 4 day of June 2025 and is personally known to me, or has provided Drivers License as identification.

_____ My Commission expires: MAY 31, 2028
Notary Signature

GEVALLE NICHOLE GAITHER NOTARY PUBLIC DISTRICT OF COLUMBIA

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL



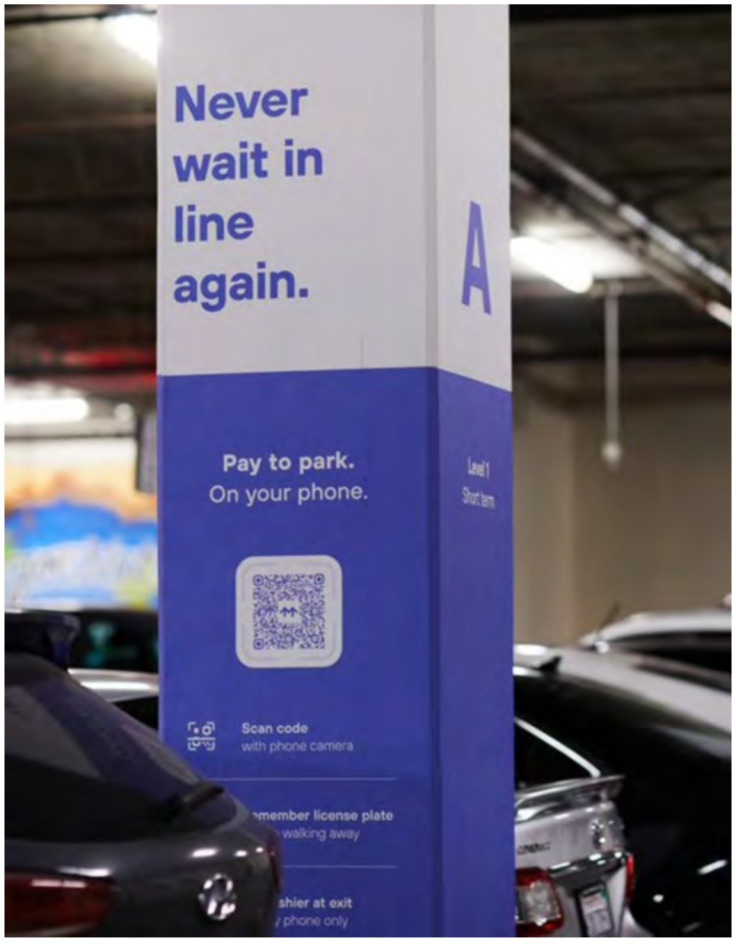




EXHIBIT H

DISPUTES DISCLOSURE FORM

EXHIBIT "H"

DISPUTES DISCLOSURE FORM

Answer the following questions by placing as "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?
YES___ NO✓

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?
YES_____ NO✓

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?
YES✓ NO_____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Fernandina Beach.

SP Plus, LLC	May 30, 2025
Firm	Date
Authorized Signature	Christopher Bragg, Senior Vice President Printed or Typed Name and Title

THIS FORM SHALL BE INCLUDED WITH BID/PROPOSAL

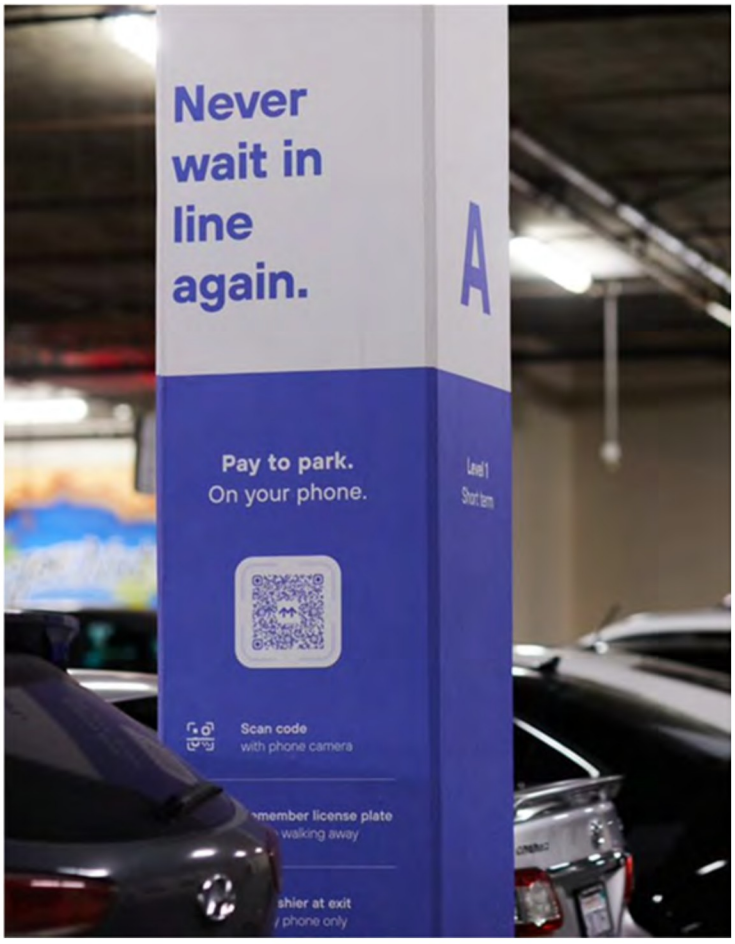
Litigation Statement

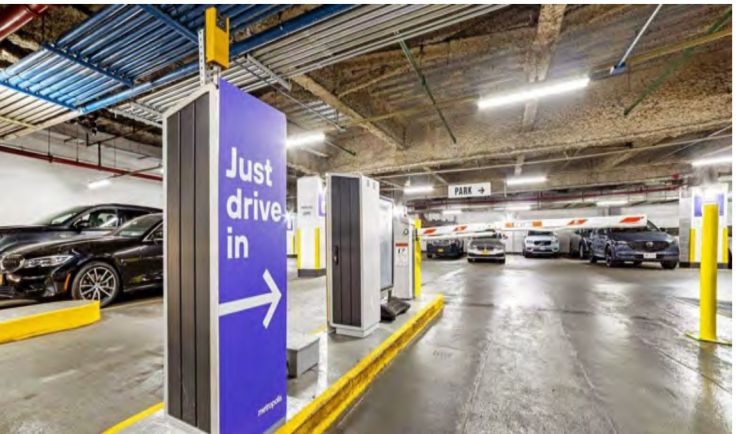
SP Plus LLC, its subsidiaries, and parent company (collectively, “SP”) does not maintain a repository for all litigation and regulatory allegations in the ordinary course of business. No litigation or regulatory allegation would prevent us from meeting its financial or operational obligations under the agreement to be awarded in connection with this Request for Proposal.



Addendum # 1

Q&A





CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES

City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034

ADDENDUM No. 1

The following changes are applicable to the original documents and specifications of **RFP 25-05**. This Addendum No.1 now becomes part of the original Request for Proposal and shall be acknowledged by attaching a copy of this Addendum, signed by an authorized representative of the person or firm submitting the response. Failure to do so may disqualify the response submittal.

Submitters shall thoroughly familiarize themselves with the contents of this Addendum before submitting the response.

NAME: Christopher Bragg **TITLE:** Senior Vice President

ADDRESS: 200 E. Randolph St., Suite 7700

CITY: Chicago **STATE:** IL

AUTHORIZED SIGNATURE:  **DATE:** 5/30/25

- Evaluation criteria change.

Criteria	Weight
Qualifications/Experience of Company	30
Performance Delivery Plan	30
References	20
Project Budget and Cost	20
	100

- In the cost proposal budgets, should vehicles, LPR units and any other items that would be considered capital expenditures be amortized over 36 months or 60 months? **All equipment should be purchased/maintained/owned by the Contractor. The City anticipates that the contract will have an initial period of three (3) years with two (2) options to renew at two (2) years each for a total of seven (7) years with a projected start date of October 1, 2025.**

- If the contract is not extended and there are still unamortized costs, will the city reimburse the operator? **Reimbursements will be determined during contract negotiations.**

- Who will own the vehicle, LPR unit, etc. at the end of the contract term, the City or the Contractor? **All equipment should be purchased/maintained/owned by the Contractor.**

- Please confirm what type of agreement the City is looking for. Is it a Rev Share or is it a management agreement with a fixed management fee plus reimbursable operating expenses? **Proposer should present the option that is in the best interest of the City.**

- Will there be available office space for the contractor to use? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**

- If the contractor has to provide their own office space, does it have to be in a certain general location and available to the public for customer service? **There are no requirements for office space within this RFP.**

- Will there be available parking spaces for enforcement vehicles? **The City will assist in providing parking for enforcement vehicles.**

- Please confirm the City will be the Merchant of Record **Yes**

- Who is the City's preferred collections agency? **The vendor the City prefers is Contract Callers.**

- Can the City describe what type of DOT interface they are seeking with the selected Digital Enforcement system? Is an integration with the Florida Department of Highway

Safety and Motor Vehicles for the purposes of registered owner lookups and registration holds sufficient? **The purpose of this interface is to be able to send parking citations to the registered address.**

- Would all 39,000 residents be eligible for a digital permit, which could allow for free parking for all Fernandina Beach residents? **The company should make a recommendation on annual permits that provides benefits (discounts) to residents.**

- We see the "3 Hours Parking" signs all across the city have been removed. Is it the City's intent to introduce incremental rates instead of the 3-hours time limit? If so, do you have rates in mind that you would envision charging? We need to understand the rates in order to create a revenue proforma. **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on hourly rates, annual permits, and parking times to the City.**



- Those signs reflected enforcement from 7am to 7pm. Does the City wish to keep this schedule and if so, is it for seven (7) days per week? If you envision another schedule can you please share it? **The 3-hr parking signs were removed because the City has no means to enforce. The company should provide a recommendation on parking times to the City.**

- The RFP states all revenues will be deposited in a City controlled account. Would the successful bidder have access to this account, along with the ability to make withdrawals to cover operating expenses? **The company will not have the ability to withdraw funds from a City account. It is anticipated that the City will receive net revenue deposits from the Company.**

- There is the mention of "kiosks" on page 6 of the RFP, Scope of Work. Kiosk usually refers to a multi-space meter that a parker would approach on foot, making payment for their parking session. Is it the City's desire that the successful bidder mount these devices on certain block faces in the enforcement zone? And if these devices are

desired, will the City purchase them or expect the successful bidder to make that purchase? **The company is responsible for supplying, installing, and maintaining kiosks if they are recommended by the proposer and agreed upon by the City.**

- Within the zone outlined in red and showing as Exhibit A, there are a number of surface lots. See signs below. It is our understanding that these lots will also be a part of the enforcement program, in addition to the on-street spaces and Marina Lots. Can you verify we are correct about this assumption? **Yes, these surfaces are part of the premium paid parking zone**



CITY OF FERNANDINA BEACH, FLORIDA
ADDENDUM NO. 1
RFP 25-05
PARKING MANAGEMENT SERVICES



- The new program will require informational signs to notify the public of the program and the new parking rates. This could mean the installation of 250 signs at a ratio of 1 every 3 spaces, for example. Will the City generate and install these signs? **The company will be responsible for supplying, installing, and maintaining all signage. The Downtown area is part of the City's Historic District and signage will need to be a coordinated effort with the City.**

- Would the City provide an office for the successful enforcement company or would the company have to rent office space? **The City will not provide office space; however, there is rentable office space available within the Downtown area.**

- Would the City be willing to bring 110 power to two (2) points in each of the Marina lots? This would be needed to power new technology on those locations. **There is 110v available in both parking lots**

- Can you please verify the financial statements are kept confidential throughout this process? **Under Florida Public Records Law the statements would become available once the bid is awarded. Banking information would be redacted. Please refer to Florida Statute (119.071, Sub 1, Sub B2)**

G. Additional Information



a metropolis company

Legal Exceptions

Indemnity Damages: Consequential, punitive or indirect damages are included in the indemnity of the client. We propose a mutual waiver of consequential, punitive, and indirect damages.

Choice of legal Counsel: The City reserves the right to defend itself with counsel of its choice, and SP+ is required to reimburse the client for such defense costs. This provision risks exposure to uninsured costs. We propose that (i) SP+ have the right to defend the client from an indemnified claim with counsel reasonably selected by SP+'s insurer and (ii) if client chooses to defend itself with its own counsel, the client must bear the cost without reimbursement from SP+.

Bid Bond

Our bid bond is included on the following pages.

June 3, 2025

Ryan Moritsugu
NAME SP+, A METROPOLIS COMPANY (SP PLUS LLC)
200 East Randolph Street, Suite 7700
Chicago, IL 60601

Re: CITY OF FERNANDINA BEACH
Project: CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES
Estimated Contract Price: $ .00
Bid Date: 6/5/2025
Surety: RLI GROUP

Dear Ryan Moritsugu:

Enclosed please find the above captioned bid bond, executed per your request.

The bid bond must be signed by an authorized representative of your company, notarized and sealed with the corporate seal if applicable. It is your responsibility to ensure the bid bond conforms with your needs and instructions to us, including but not limited to the correct coverages and parties, and with any laws applicable to your operations and/or the contract requiring the bid bond, and to advise us immediately, in writing, if the bid bond form so executed does not contain the proper information. Accordingly, it is incumbent upon you to carefully review the bond, and we will expect that you will, double-check all information, including signatures, dates, amounts and job descriptions for accuracy, and to verify that the bid bond form we executed is the form required by the specification. This will avoid the possibility of having a low bid rejected because of a clerical error. We will also expect you to verify that anything unusual that has been requested by the obligee is attached.

If, following your review of the bond, you do not advise us in writing of any problem or deficiency in its terms and information but submit the bond as is, your submission will constitute your verification, and we will justifiably assume, that the bond form as issued is correct and appropriate for the purpose for which it is being submitted. You further understand that we will have no liability for any deficiencies or discrepancies not brought to our attention in accordance with this letter.

The bid bond authorization is based upon your original estimate. **If the actual bid price exceeds this estimate by 10% or more, you must contact us for additional authority!**

Please call our office if you should have any questions or need any further assistance.

Good Luck on your Bid.

Sincerely,

Corinne Chapman
Record #3006847

Your bid results are very important, please mail this information back to the address below, or email your Aon representative within 5 days of the bid opening.

	Contractors Name		**Contract Price**
1.	_____	$	_____
2.	_____	$	_____
3.	_____	$	_____

Where did you place _____ And your price $ _____

If awarded contract, is final bond required? Yes ☐ No ☐

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:
(Name, legal status and address)
NAME SP+, A METROPOLIS COMPANY (SP PLUS LLC)
200 East Randolph Street, Suite 7700
Chicago, IL 60601

SURETY:
(Name, legal status and principal place of business)
RLI INSURANCE COMPANY
9025 North Lindbergh Drive
Peoria, IL 61615

OWNER:
(Name, legal status and address)
CITY OF FERNANDINA BEACH
204 Ash Street, Fernandina Beach, FL 32034-4230

BOND AMOUNT: Five Percent of Amount bid
(5% of Amount Bid)

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

PROJECT:
(Name, location or address, and Project number, if any)
CITY OF FERNANDINA BEACH
REQUEST FOR PROPOSAL 25-05
PARKING MANAGEMENT SERVICES

Project Number, if any:

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 3rd day of June, 2025

	NAME SP+, A METROPOLIS COMPANY (SP PLUS LLC)
	(Principal) *(Seal)*
(Witness)	
	(Title) ,
	RLI INSURANCE COMPANY
Samantha Chierici	*(Surety)* *(Seal)*
(Witness) Samanatha Chierici	*(Title)* Corinne Chapman, Attorney in Fact

AIA Document A310™ – 2010. Copyright © 1963, 1970 and 2010 by The American Institute of Architects. All rights reserved.

POWER OF ATTORNEY

RLI Insurance Company
Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615
Phone: 800-645-2402

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

Sandra M. Winsted, Judith A. Lucky-Eftimov, Susan A. Welsh, Salena Wood, Derek J. Elston, Eric D. Sauer, Christina L. Sandoval, Jennifer Williams, Aerie Walton, Jennifer L. Jakaitis, Bartlomiej Siepierski, Barbara Pannier, Samantha Chierici, Kristin L. Hannigan, Roger Paraison, Nicholas Kertesz, Corinne Chapman, Jean Torres, Dartonya Wright, Tara A. Maquinto, Richard Casas, Aaron D. Griffin, Robert Nachreiner, George F. Douaire V, jointly or severally

in the City of Chicago, State of Illinois its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed **Seventy Five Million** Dollars (**$75,000,000.00**) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

RLI Insurance Company and/or **Contractors Bonding and Insurance Company,** as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

> "All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Sr. Vice President with its corporate seal affixed this 27th day of February, 2025.

CONTRACTORS BONDING AND INSURANCE COMPANY CORPORATE SEAL ILLINOIS

RLI INSURANCE COMPANY CORPORATE SEAL ILLINOIS

RLI Insurance Company
Contractors Bonding and Insurance Company

By: _____
Eric Raudins — Sr. Vice President

State of Illinois
County of Peoria } SS

On this 27th day of February, 2025, before me, a Notary Public, personally appeared Eric Raudins, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** and acknowledged said instrument to be the voluntary act and deed of said corporation.

By: _____
Jill A. Scott — Notary Public

JILL A SCOTT
Notary Public
State of Ohio
My Comm. Expires
September 22, 2025

CERTIFICATE

I, the undersigned officer of **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** this 3 day of June, 2025

RLI Insurance Company
Contractors Bonding and Insurance Company

By: _____
Jeffrey D Fick — Corporate Secretary

SUBMITTED BY:

RYAN GRULICH
Director of Business Development
P: 253-987-9919
E: rgrulich@spplus.com

Metropolis Parking Services
400 N. Ashley #2590
Tampa, FL 33602

spplus.com | metropolis.io

RFP 25-05 PAID PARKING AND TRANSPORATION SERVICES

Combined Evaluations Scoring

	Criteria	Weight
1	Qualifications/Experience of Company	30
2	Performance Delivery Plan	30
3	References	20
4	Project Budget and Cost	20
		100

Rating (used to fill in yellow boxes)

0	Did not address
1	Significant deficiencies
2	Some deficiencies
3	Meets requirements/expectation
4	Slightly exceeds expectations
5	Greatly exceeds expectations

		ELITE PARKING SERVICES		LAZ PARKING		ONEPARKING, INC.		OTTO CONNECT, INC.		PREMIUM PARKING SERVICES, INC.		SP+ PARKING		UNIVERSAL PARKING	
			Total		Total		Total		Total		Total		Total		Total
1	Qualifications/Experience of Company	22	132.00	19	114.00	21	126.00	14	84.00	19	114.00	21	126.00	17	102.00
2	Performance Delivery Plan	20	120.00	16	96.00	19	114.00	15	90.00	16	96.00	20	120.00	17	102.00
3	References	18	72.00	18	72.00	19	76.00	14	56.00	15	60.00	18	72.00	14	56.00
4	Project Budget and Cost	16	64.00	14	56.00	19	76.00	12	48.00	18	72.00	20	80.00	14	56.00
	Total		388.00		338.00		392.00		278.00		342.00		398.00		316.00
	RANKING		3		5		2		7		4		1		6

City of Fernandina Beach
RFP 25-05 Parking Management Services
Evaluation Committee Meeting Minutes
June 18, 2025 – 3:00PM
City Hall Conference Room
204 Ash Street
Fernandina Beach, FL 32034

CALL TO ORDER: City Clerk Caroline Best called the meeting to order at 3:00PM. *Location shifted to City Hall Chambers to accommodate public and media attendees.

ROLL CALL: Evaluation Committee Members: Airport Manager Nate Coyle, Deputy City Manager Jeremiah Glisson (presiding), Parks and Recreation Director Scott Mikelson, Downtown Manager Lisa Finkelstein, and Deputy Chief of Police David Bishop.

REVIEW QUALIFICATIONS: Deputy City Manager Glisson recited the Evaluation Committee Members' collective submittal scores, from highest to lowest, which were as follows: SP+ Parking (398); One Parking Inc. (392); Elite Parking Services (388); Premium Parking Services, Inc. (342); Laz Parking (338); Universal Parking (316); and Otto Connect Inc. (278).

DETERMINE NEXT STEPS: following discussion, a motion was made by Member Mikelson, seconded by Member Bishop, that the Elite Parking Services, Inc. submittal and the SP+ Parking submittal be recommended to the City Commission for their further evaluation and consideration at their July 15, 2025, regular meeting.

ADJOURNMENT: There being no further business before the Evaluation Committee, the meeting was adjourned at 3:25PM.

City of Fernandina Beach
RFP 25-05 Parking Management Services
Evaluation Committee Meeting Minutes
June 23, 2025 – 3:00PM
City Hall Chambers
204 Ash Street
Fernandina Beach, FL 32034

CALL TO ORDER: Deputy City Manager Glisson called the meeting to order at 3:00PM.

ROLL CALL: Evaluation Committee Members: Airport Manager Nate Coyle, Deputy City Manager Jeremiah Glisson (presiding), Parks and Recreation Director Scott Mikelson, and Deputy Chief of Police David Bishop. Downtown Manager Lisa Finkelstein was not in attendance.

REVIEW QUALIFICATIONS: Deputy City Manager Glisson explained that the Evaluation Committee, at their June 18, 2025, meeting, selected Elite Parking Services, Inc. and SP+ Parking submittals move forward for City Commission consideration.

City Attorney Pro Tem Harrison W. Poole Esq., in an effort to reduce the probability of bid protests, subsequently recommended that the Evaluation Committee reconvene to select a third vendor for City Commission consideration.

DETERMINE NEXT STEPS: A motion was made by Member Glisson, seconded by Member Bishop, to select the One Parking Inc. submittal as the third vendor to move forward for Commission consideration at their July 15, 2025, regular meeting. Vote upon passage of the motion was taken by ayes and nays, and being all ayes, carried.

ADJOURNMENT: There being no further business before the Evaluation Committee, the meeting was adjourned at 3:02PM.

Paid Parking Town Hall on 6/24/2025
Audience Questions

1. What is $3.5 million for Downtown in the budget for?

   Page 31 of the 24-25FY Budget contains this paragraph:
   "Major capital projects in the 2024-2025 Fiscal Year Budget include $6.5 million for airport improvements; $1.8 million dollars for storm water improvements; $2.8 million in Wastewater and Water improvements; *$3.5 million in the Downtown District Resiliency and Revitalization projects*, $1.4 million dollars for new Police and Fire vehicles and radios, and $1.6 million for Street Resurfacing, striping, sidewalks, and new equipment to include a Zipper Machine. Funds in the amount of $1.8 million have also been included for Parks and Recreation improvements to includes the Atlantic Recreation Center, MLK Center and construction of the new Waterfront Park."

   The underlined portion refers to $1 million for seawall design, $2 million for seawall construction (these were both offset with state grant revenue) and $500,000 for downtown revitalization.

2. Does dynamic pricing ever go down?

   Yes, if a dynamic pricing model is used, prices go up and down depending on availability and demand.

3. If the city commission has shared the pros of a paid system, what are the cons?

   Cons could include inconvenience, additional cost burden to users, public perception, increased administrative processes, and vendor management.

4. Will the city commission respond to the results of a referendum?

   That depends on the structure of the initiative itself; there are two types. Charter amendments have a statutory process and become a binding part of the City's Charter (our constitutional framework). Other initiatives are "straw polls". They collect voter input but leave the ultimate decision to the city commission. Each

commission member would need to speak to their personal decision-making process.

5. Short term vacation rentals are currently charged $250/year to register. What would the income be if that were raised to $2,000/year each?

   The current fees to register a short-term vacation rental (STVR) in Fernandina are:

   FEES

   New Permits (2024): $300.00
   Renewals (2024): $200.00
   Transfers (2024): $5.25 each

   The city currently collects $138,400 annually from 692 existing STVRs. That number would increase to $1,384,000 if the renewal rate was increased to $2,000/year. These are General Fund Dollars.

6. What were the actual calculations for the initial revenue assumption model?
   The calculations were as follows:

   Revenue

   $1,370,880 hourly street parking (660 spaces x 70% occupied x 10 hrs/day x 296 days x $1.00/hr)
   $ 88,704 hourly lot parking (88 spaces x 70% occupied x 296 days x $5.00/day)
   $ 954,725 generated by annual permit holders (9,547 permits x $ 100)
   $2,413,388 Total Revenue

   Expenses

$156,959	Sales Tax (State)
$196,716	Credit Card Fees (processor)
$123,847	Payroll & Benefits (provider)
$ 91,817	Operating Expenses (provider)
$ 21,600	Management Fee (provider)
$590,939	Total Expenses

   Net income to the city: $1,822,449

7. Has the meeting impacted the current city commission?

Commissioners were pleased so many came out to share their perspectives. Several good points were raised that will involve more research or questions for the firms that will be interviewed on July 15. Each commission member would need to speak to the impact on them personally.

City Commission Regular Meeting
18-Aug-25
RFP 25-05 Parking Management Services
Commissioner Evaluation Form

	Criteria	Weight
1	Qualifications/Experience of Company	30
2	Performance Delivery Plan	30
3	References	20
4	Project Budget and Cost	20
		100

Rating (inserted into yellow boxes)

0	Did not address
1	Significant deficiencies
2	Some deficiencies
3	Meets requirements/expectation
4	Slightly exceeds expectations
5	Greatly exceeds expectations

		ELITE PARKING SERVICES		ONEPARKING, INC		SP+ PARKING	
			Total		Total		Total
1	Qualifications/Experience of Company		0.00		0.00		0.00
2	Performance Delivery Plan		0.00		0.00		0.00
3	References		0.00		0.00		0.00
4	Project Budget and Cost		0.00		0.00		0.00
	Total		0.00		0.00		0.00

The City Commission of the City of Fernandina Beach, Florida, met in a Regular Meeting on Tuesday, October 21, 2025, at 6:00PM in City Hall Chambers. Present were Mayor James Antun presiding, Vice-Mayor Darron Ayscue, Commissioners Genece Minshew, Tim Poynter, and Joyce Tuten. Also in attendance were City Clerk Caroline Best, City Manager Sarah Campbell and City Attorney Teresa L. Prince.

The meeting was broadcast live for members of the public to view on the City of Fernandina Beach website (www.fbfl.us) and Channel 264 (Comcast only).

Mayor Antun called the meeting to order, and Commissioner Poynter led the Pledge of Allegiance to the Flag.

The invocation was given by Reverend Noel Roberts of the North 14th Street Baptist Church.

4.1 PROCLAMATION: Mayor Antun read the Proclamation in full, recognizing Deputy Chief of Police David Bishop upon his retirement after forty years of dedicated service to the City of Fernandina Beach. Deputy Chief Bishop retires October 31, 2025, and was in attendance to accept.

4.2 PROCLAMATION - "RIGHT WHALE MONTH": Mayor Antun read the Proclamation in full, recognizing November 2025 as "Right Whale Month." Amelia Island Whale Ambassadors Candis Whitney, Scott Rowley, and Krissi Barr were in attendance to accept the Proclamation.

4.3 PRESENTATION — FLORIDA PUBLIC UTILITIES COMPANY — COMMUNITY UPDATE: FPUC representatives Director External Affairs Victoria Price Langan, Assistant Vice President Operations Will Haffecke, and Assistant Vice President Customer Operations Kim Estrada were present and provided a community update presentation.

4.4 BUDGET SUMMARY: Comptroller Susan Carless reviewed the September 2025 budget summary and was available to answer any questions.

4.3 PROJECT UPDATES: Deputy City Manager Jeremiah Glisson provided an update on current and/or pending project as follows:

5. PUBLIC COMMENT REGARDING ITEMS NOT ON THE AGENDAOR ITEMS ON THE CONSENT AGENDA: The following individuals spoke to this item:

FLORIDA PUBLIC UTILITIES: Pete Wilking, 1551 Lisa Avenue, A1A Solar owner, advocated on behalf of customers who have Florida Public Utilities billing issues and complaints.

TRAFFIC SAFETY: Miriam Hill, 10 North 15th Street, attorney representing John and Kathy Stevenson, 2029 Atlantic Avenue, numerous cars crash into their home at the intersection of Atlantic Avenue and Citrona Drive, implored immediate safety implementation to the roadways. ***Mayor Antun requested staff research Ms. Hill's concerns.***

THANKS AND CUSTOMER SERVICE: Paul Lore, 11 South 7th Street, thanked the Police Department for their participation in a recent Veterans suicide awareness event. Raised concerns regarding his initiative to restore a historic home and his interaction with the Code Enforcement Department.

BANK RATES: Alan Hopkins, 2272 Pirates Bay Drive, concerned the City's current banking institution rates are not favorable, suggested thorough review be conducted

SHOUTOUTS: Waldemar Borrero, 31 South 5th Street, thanked the Commission for their support of Breast Cancer Awareness Month; 3rd Annual Right Whale Month Skate Competition was a success; Florida Public Utilities has always provided good customer service; local skateboard Olympian Poe Pinson turned Pro, and three local teenagers, Coco, Prim, and Marigold Waldo are competing in a national women's skate competition this November.

LIGHTING/MARINA: Julie Ferreira, 501 Date Street, requested the City catalog lighting

fixtures and work with Florida Public Utilities to provide new luminosity and color to create ambiance. Ms. Ferreira also inquired if the City planned to take over the Marina if the current management company goes out of business.

6. CONSENT AGENDA: The following three items were on the Consent Agenda and were approved by one motion.

6.1 RESOLUTION 2025-189 APPROVING ACCEPTANCE OF A FLORIDA DEPARTMENT OF FINANCIAL SERVICES DIVISION OF STATE FIRE MARSHAL GRANT AWARD FROM THE DECONTAMINATION EQUIPMENT GRANT PROGRAM FOR THE ACQUISITION OF A FIRE DEPARTMENT EXHAUST GAS REMOVAL SYSTEM IN FISCAL YEAR 2025/2026: According to the agenda support documents, Resolution 2025-189 accepts the Florida Department of Financial Services Division of State Fire Marshal Grant Award for a Fire Department Exhaust Gas Removal System ("EGRS"), in the amount of $41,789. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2025-189. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.2 RESOLUTION 2025-190 APPROVING AMENDMENTS TO THE BUDGET FOR FISCAL YEAR 2024/2025: According to the agenda support documents, Resolution 2025-190 approves the transfer of funds in various Departments and various accounts in the Fiscal Year 2024/2025 budget to ensure expenditures do not exceed the budget on a line-by-line basis. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2025-190. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

6.3 RESOLUTION 2025-191 APPROVING A NORTH 2ND STREET STREETSCAPE REDEVELOPMENT PROJECT BUDGET TRANSFER: According to the agenda support documents, Resolution 2025-191 approving a budget transfer to complete North 2nd Street redevelopment (Project #25073), in the amount of $137,611. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter to approve Resolution 2025-191. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.1 RESOLUTION 2025-183 AUTHORIZING THE CITY ATTORNEY TO TAKE ACTION AS REQUIRED BY STATUTE IN THE MATTER OF RAYONIER PERFORMANCE FIBERS, LLC'S NOTICE UNDER THE BERT J. HARRIS JR. PRIVATE PROPERTY RIGHTS PROTECTION ACT: AUTHORIZING THE CITY COMMISSION'S RESPONSE TO THE CLAIM: According to the agenda support documents, Resolution 2025-183 provides direction to the City Attorney in the above-mentioned matter. This item was first considered during October 7, 2025, regular meeting and continued. City Attorney Prince provided an update and recommended continuance to the November 4, 2025, City Commission regular meeting.

Weiss Serota Partner Samuel Zeskind, in remote attendance, representing the City in state and federal claims files by Rayonier Performance Fibers, LLC ("RYAM"). Noted that at the last City Commission meeting, Commissioners asked that legal counsel explore further directives. Although multiple conversations have since occurred, legal counsel still needs additional discussion, items, and time.

BIOETHANOL: Dr. Lisa White, 814 South 6th Street, not in support of proposed bioethanol plant.

LIGNOTECH: Taina Christner, 406 Beech Street, noted that in 2016, RYAM approached the City with a Lignotech proposal. At that time, resident Julie Ferreira asked whether RYAM intended to build a bioethanol plant. Ms. Christner submitted a letter into the record noting the City may have a potential estoppel case.

BIOETHANOL: Richard Deem, 4104 Dunewood Place, not in support of the proposed bioethanol plant.

BIOETHANOL: Susan Ackenburg, 1741 Neighbor Street, not in support of the proposed bioethanol plant.

BIOETHANOL: Christopher Bidwell, 2434 Canterbury Lane, not in support of the proposed bioethanol plant.

BIOETHANOL: Cathy Schofield, 2603 Portside Drive, not in support of the proposed bioethanol plant.

BIOETHANOL: Jack Imber, 1003 Broome Street, not in support of the proposed bioethanol plant.

BIOETHANOL: Julie Ferreira, 501 Date Street, not in support of the proposed bioethanol plant.

BIOETHANOL: Sandy Kerry, 1255 Forrest Drive, not in support of proposed bioethanol plant and submitted a presentation.

BIOETHANOL: Franklin Heilman, 1559 Plantation Oaks Terrace, not in support of proposed bioethanol plant.

BIOETHANOL: Margaret Kirkland, 1377 Plantation Point Drive, representing Conserve Nassau, not in support of proposed bioethanol plant.

A motion was made by Commissioner Minshew, seconded by Commissioner Poynter to, on the advice of legal counsel, continue Resolution 2025-183 to the November 4, 2025, City Commission regular meeting. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

7.2 RESOLUTION 2025-192 APPROVING A LEASE AGREEMENT BETWEEN AMELIA ISLAND PIRATE VOYAGES, LLC AND THE CITY OF FERNANDINA BEACH FOR LAND FOR A TICKET KIOSK AT THE FERNANDINA BEACH HARBOR MARINA: According to the agenda support documents, Resolution 2025-192 approves a one-year (optional renewals) lease agreement with Amelia Island Pirate Voyages, LLC, to operate a ticket kiosk at the Fernandina Harbor Marina and land to construct a temporary ticket kiosk. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-192. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.3 RESOLUTION 2025-193 APPROVING A FACILITIES USE AGREEMENT WITH COALITION FOR THE HOMELESS OF NASSAU COUNTY, INC. FOR USE OF THE MLK RECREATION CENTER PATRICIA A. THOMPSON AUDITORIUM FOR EMERGENCY COLD WEATHER SHELTERS FROM OCTOBER 1, 2025, THROUGH SEPTEMBER 30, 2026: According to the agenda support documents, Resolution 2025-193 approves a Facilities Use Agreement with the Coalition for the Homeless Nassau County, Inc., to provide cold-weather emergency shelter on an as-needed basis for one year term from October 1, 2025, through September 30, 2026, with the option to extend the agreement for two one-year terms if agreed upon by both parties. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-193. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.4 RESOLUTION 2025-194 APPROVING KIMLEY-HORN AND ASSOCIATES, INC. CHANGE ORDER NO. 3 FOR STREETSCAPE DESIGN AND ENGINEERING FOR THE DOWNTOWN REVITALIZATION: 3RD THROUGH 6TH STREETS FROM ASH TO ALACHUA STREETS: According to the agenda support documents, Resolution 2025-194 approves Kimley Horn and Associates, Inc. Change Order No. 3 for design and engineering documents the streetscape of 3rd through 6th Streets from Ash to Alachua Streets within the Downtown area, in the amount of $200,000. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-194. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.5 RESOLUTION 2025-195 APPROVING AN INTERLOCAL AGREEMENT WITH THE BUYBOARD NATIONAL PURCHASING COOPERATIVE FOR

COOPERATIVE PURCHASING AGREEMENTS: According to the agenda support documents, Resolution 2025-195 approves an agreement to join Buyboard National Purchasing Cooperative to expand the City's purchasing options for competitive solicitation. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Resolution 2025-195. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

7.6 RESOLUTION 2025-196 APPROVING THE CLEARGOV BUDGET SOFTWARE PURCHASE FOR FISCAL YEAR 2025/2026: According to the agenda support documents, Resolution 2025-196 approves the purchase of software in the amount of $74,000 to improve the process of developing and publishing the annual budget and enable the community to access budget data in a user-friendly interface. **A motion was made by Commissioner Poynter, seconded by Commissioner Minshew, to approve Resolution 2025-196. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried**.

8.1 FIRST READING OF ORDINANCE 2025-11: City Attorney Prince read Ordinance 2025-11 by title only, which was as follows: “AN ORDINANCE OF THE CITY COMMISION OF THE CITY OF FERNANDINA BEACH, FLORIDA, PROHIBITING PAID PARKING IN DESIGNATED AREAS, INCLUDING BUT NOT LIMITED TO, HISTORIC DOWNTOWN AND BEACHES; AUTHORIZING ADMINISTRATIVE CORRECTION OF SCRIVENER’S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.” According to the agenda support documents, Ordinance 2025-11 was considered in accordance with Charter Section 141 a citizen organized Paid Parking committee was created in response to the downtown paid parking implementation as a means to fund necessary capital improvement projects.

PAID PARKING: Marisol Triana, 344 Tarpon Avenue, not in support of paid parking.

PAID PARKING: Reverend Dawn Mays, 510 Alachua Street, First Presbyterian Church Reverend, not in support of paid parking.

PAID PARKING: Shelia Freise, 2811 Turtle Shores Drive, not in support of paid parking.

PAID PARKING: Craig Nemier, 2740-A Ocklawaha Avenue, not in support of paid parking.

PAID PARKING: Jenay Wodehouse, 909 Cedar Street, not in support of paid parking.

PAID PARKING: Mac Morriss, 821 Parkview Place East, not in support of paid parking.

PAID PARKING: Jack Imber, 1003 Broome Street, not in support of paid parking.

PAID PARKING: Ashley Alexander, 1318 Fir Street, not in support of paid parking, Commissioner Poynter should recuse himself.

PAID PARKING: Julie Ferreira, 501 Date Street, not in support of paid parking or vehicle license plate reader technology.

PAID PARKING: Andrea Lee, 203 South 18th Street, not in support of paid parking.

PAID PARKING: Roger Martin, 1517 Atlantic Avenue, Commissioners are in violation of the public officer’s code of ethics which prevents them from acting in their own financial interests and in violation if Commissioners campaigned against paid parking.

PAID PARKING: Paul Lore, 11 South 7th Street, not in support of paid parking.

Vice Mayor Ayscue stated he’s reviewed the paid parking process avenues, noted that City Attorney Prince indicated paid parking cannot be retroactive, and urged his fellow Commissioners to let the people vote on the matter. City Attorney Prince stated the proposed ordinance, once adopted, could be overturned by a four/fifth’s vote of the Commission. **A motion was made by Vice Mayor Ayscue to approve Ordinance 2025-**

11, due to lack of a second, the motion failed.

8.2 FIRST READING OF ORDINANCE 2025-12: City Attorney Prince read Ordinance 2025-12 by title only, which was as follows: "AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF FERNANDINA BEACH, FLORIDA, AMENDING THE CODE OF ORDINANCES BY AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE VII, FINANCE BY AMENDING SECTION 2-412, BUDGET AMENDMENTS/TRANSFER OF FUNDS TO INCREASE THE CITY MANAGER'S BUDGET TRANSFER AUTHORITY FROM $25,000 FOR INTERDEPARTMENTAL TRANSFERS AND $15,000 FOR DIVISION TRANSFERS TO $50,000 FOR ALL TRANSFERS; AMENDING SECTION 2-426 EXCEPTIONS AUTHORIZING THE CITY MANAGER TO APPROVE CHANGE ORDERS FOR CONTRACTS IN AN AMOUNT NOT TO EXCEED THE LESSER OF TEN PERCENT OF THE TOTAL CONTRACT AMOUNT OR $250,000 IF BUDGETED; AUTHORIZING ADMINISTRATIVE CORRECTIONS OF SCRIVENER'S ERRORS; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE." According to the agenda support documents, Ordinance 2025-12 approves increasing the City Manager's spending authority for budget transfers and change orders. City Attorney Prince stated the stricken language (as submitted) is in Charter Section 74, requested the stricken language be retained.

TRANSFER AUTHORITY: Sandy Kerry, 1255 Forrest Drive, Charter amendments cannot occur at the City Commission level, unable to locate in the Code of Ordinances where the transfer authority is $25,000.

THANKS: Paul Nolen, 4167 South Fletcher Avenue, expressed thanks to all in attendance for wearing pink this evening in observation of Breast Cancer Awareness Month.

TRANSFER AUTHORITY: Julie Ferreira, 501 Date Street, not in support of increasing City Manager spending authority.

A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to approve Ordinance 2025-12, as amended, to retain Charter Section 74 language. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.

9.1 GENERAL EMPLOYEES' PENSION PLAN**:** According to the agenda support documents, there was one General Employees Pension Plan 5th Trustee reappointment. **A motion was made by Commissioner Minshew, seconded by Commissioner Poynter, to reappoint 5th Trustee Steven Gibb. Vote upon passage of the motion was taken by ayes and nays and being all ayes, carried.**

10.1 CHARTER OFFICER PERFORMANCE APPRAISALS: According to the agenda support documents, this item is placed on the agenda in accordance with Charter Section17(c): "*the Mayor ensures that every Commissioner completes an annual performance evaluation for each Charter Officer"*. City Manager Campbell provided a presentation related to projects and initiatives. Commissioner Poynter gave a positive review of City Clerk Best and City Manager Campbell. Commissioner Minshew concurred and suggested revising the performance review form. Commissioner Tuten submitted written evaluations and bestowed praise to City Clerk Best for her commitment, attention to detail, and suggested a succession program be implemented for the Clerk's Office. Vice Mayor Ayscue echoed City Clerk Best and City Manager Campbell praise, and noted the Charter Officer performance review process is flawed.

CITY MANAGER REPORTS:

MARINA: City Manager Campbell gave an update on the Snag-A-Slip platform that is dissolving, and no further information is available at this time.

CITY CLERK REPORTS:

THANK YOU: City Clerk Best thanked the Commission for the positive performance evaluation and the pleasure of working with the City.

CITY ATTORNEY REPORTS: City Attorney Prince had no reports at this time.

MAYOR/COMMISSIONER COMMENTS:

DRONES: Vice Mayor Ayscue dispelled a social media rumor regarding drones and surveillance on houses.

EVENTS: Commissioner Tuten praised the recent Hispanic Food Festival and Nassau Humane Society Barktober events and reminded all of the upcoming Community Garden Open House Saturday November 15 3-5pm at the airport.

CONFERENCE: Commissioner Tuten recently attended the Florida League of Cities and served on a committee.

STORMWATER: Commissioner Tuten shared concerns for downtown stormwater,

flooding, aging infrastructure and the need for funding and explained the magnitude of impact to the community.
EVENTS: Commissioner Minshew expressed pride in representing the City at two recent Florida League of Cities events.

GOLF: Commissioner Minshew acknowledged the recent annual Women's Golf League 27-hole golf event that was a great success.

ACKNOWLEDGEMENT: Commissioner Minshew acknowledged October as Breast Cancer Awareness month and her dearly departed mother and cousin, Ross, who both battled the disease.

PETITION: Commissioner Minshew sought consensus to authorize Grants Administrator Lorelei Jacobs to sign on behalf of the City regarding the Thousand Friends of Florida petition amendment to Senate Bill 180. ***The City Commission reached majority consensus (Nay: Vice Mayor Ayscue) to authorize Grants Administrator Lorelei Jacobs to sign the Thousand Friends of Florida petition.***

PAID PARKING: Commissioner Poynter requested consensus to propose paid parking be on the August 2026 ballot. ***The City Commission reached majority consensus (Nay: Vice Mayor Ayscue) to direct staff to place the paid parking initiative on the August 18, 2026, Primary Election ballot.***

COMMUNITY OUTREACH: Commissioner Poynter will be available on the fourth Tuesday of each month 5:30-6:30pm in City Hall Chambers for open discussion.

FUNDRAISER: Mayor Antun announced the Fire Department's annual Breast Cancer fundraiser has shirts, hoodies and more available for purchase at tinyurl.com/fbfdpink25.com; proceeds help provide time sensitive breast cancer screenings for the community.

EVENT: Mayor Antun announced the annual downtown Trick or Treat Friday October 31 10:00AM-12:00PM.

THANK YOU: Mayor Antun thanked the community for their input and encouraged participation in City government.

ADJOURNMENT: There being no further business to come before the City Commission, the meeting was adjourned at 9:29PM.

ATTEST:

Caroline Best
City Clerk

James Antun
Mayor-Commissioner